

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 05 JUNE 2023**

**PRESENT: Chair:** Councillor Matt Walker  
**Councillors:** A Bell and D Goode  
**Staff Present:** The Clerk and Deputy Clerk  
**Late Arrivals:** None    **Early Departures:** None

**23/001      ITEM 1 - To elect a Chair for the Committee**

**RESOLVED:** That Councillor Matt Walker be elected as Chair of Finance and General Purposes Committee.

**23/002      ITEM 2 – To elect a Vice Chair for the Committee**

**RESOLVED:** That Councillor Andy Bell be elected as Vice Chair of Finance and General Purposes Committee.

**23/003      ITEM 3 – To receive Apologies and consider approval of the reasons for inability to attend the meeting**

**RESOLVED:** To receive Apologies and approve the reasons for inability to attend the meeting from Councillors Davies and Longhurst.

**23/004      ITEM 4 - Councillors' Disclosure of an Interest**

None for this meeting

**23/005      ITEM 5 - KTC Public Speaking Session**

None for this meeting

**23/006      ITEM 6 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

None for this meeting

**23/007 ITEM 7 - Business Remaining**

None for this meeting.

**23/008 ITEM 8 - Reports from the Clerk****8.1 To approve** the schedule of accounts for May 2023

<b>Payable to</b>	<b>File Ref No:</b>	<b>Amount excl VAT £'s</b>	<b>VAT</b>	<b>Total Amount £'s</b>	<b>Notes/ Description</b>
Friendship and Leisure	12	40.00	0.00	40.00	Apr and May donation
North Yorkshire Council	13	139.80	17.40	157.20	Trade waste bins for Coronation event
D3 Office	14	81.63	16.33	97.96	Office Stationery
Printzone	15	14.58	2.92	17.50	Posters for Coronation event
Knaresborough in Bloom	16	1,600.00	0.00	1,600.00	KTC grant award
AEN Design	17	130.00	0.00	130.00	Graphics and posters for Community Festival stall
D Hargreaves	18	650.00	130.00	780.00	Flagpoles, fixings and installation at Castle
Vision ICT	19	25.00	5.00	30.00	Search facility on website
Arena Group	20	153.17	30.64	183.81	Copying
Film Bank Media	21	400.00	80.00	480.00	Coronation Film license
<i>1st Kboro (Castle) Scouts</i>	22	<i>1,850.00</i>	<i>0.00</i>	<i>1,850.00</i>	<i>Funds in EMR held in escrow by KTC</i>
River and Rose	23	155.00	0.00	155.00	Flowers Mayor Making
YLCA	24	25.00	0.00	25.00	Cllr Training - K Davies
Trophies and Engraving	25	64.00	0.00	64.00	Tankard - Mayor Making
Salaries, Tax and NI, Pensions	26 - 29	4,570.67	0.00	4,570.67	
M Richards	30	121.35	0.00	121.35	Drinks - Mayor Making
A Pulman	31	20.48	0.00	20.48	Extra Flowers - Mayor Making
Nottingham Jewellers	32	17.00	0.00	17.00	Cup Engraving - Mayor Making

Henshaws	33	800.00	0.00	800.00	KTC Grant awarded
YLCA	34	25.00	0.00	25.00	Cllr Training - K Davies
David Gluck	35	600.00	0.00	600.00	NDP expenses
<b>Total</b>		<b>11,482.68</b>	<b>282.29</b>	<b>11,764.97</b>	

**RESOLVED:** To approve the accounts in the sum of £11,764.97

### 8.2 To determine when and how KTC grants will be awarded.

Members discussed this matter and agreed that grants would, in future, be awarded four times per annum with opening and closing dates for submission of applications to be drawn up by the Clerk to align with future Finance and General Purposes Committee meetings. It was recognised that some leeway may be required during the first 12 months of adopting this new system to accommodate any missed dates by applicants who had not been made aware of the new procedure. These applications can be routed through a full council meeting if necessary.

The Clerk again explained the finer details of the criteria which must be observed when using Section 137 as a power for awarding grant funding.

It was noted that a new form has been designed where funding recipients will be requested to give feed-back to Council. Any organisation which receives funding from KTC will also be requested to acknowledge receipt of that funding on any of their associated publicity.

It was proposed and seconded that the Clerk be given delegated power to implement the changes as described above when processing future grant applications.

**RESOLVED:** That the Clerk be given delegated power to implement the changes as described above when processing future grant applications.

### 8.3 To adopt the Records Management Policy

**RESOLVED:** That with the minor amendment of noting that electronic records are backed up, the Records Management Policy is adopted as presented.

### 23/009 ITEM 9 - Correspondence

None for this meeting

### 23/010 ITEM 10 - Reports from Sub-Committees and Working Groups

None for this meeting

**23/011    ITEM 11 - Propositions to Full Council**

**11.1 To consider** any propositions to Full Council from Finance and General Purposes for inclusion in the next Full Council Meeting

It was proposed and seconded that the Climate Change Emergency sub committee's spending plans for awarding Council's £5K green grant budget should be routed through the Community and Environment Committee and copied to the Finance and General Purposes Committee.

**RESOLVED:** That the Climate Change Emergency sub committee's spending plans for awarding Council's £5K green grant budget should be routed through the Community and Environment Committee and copied to the Finance and General Purposes Committee.

**Meeting closed at: 8.30 p.m.**

**Signed by the Chair  
Councillor Matt Walker**