

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 18 March 2024

PRESENT: **Chair:** Deputy Mayor (Councillor H Westmancoat)

Councillors: J Batt, K Davies, D Goode, K Lacey, M Longhurst, S Oakes, M Walker

Staff Present: The Clerk and Deputy Clerk
H Read (Community Projects Officer)

Late Arrivals: None **Early Departures:** None

Also Present: Several members of the public

24/141 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting:

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillors Bell, Flood, Gostlow and Pickard.

24/142 ITEM 2 – Councillors’ Disclosure of an Interest

Councillor M Walker	Item 7.1 – Is a member of Knaresborough Lions. Will leave the chamber for this item and not participate in any discussion or voting.
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24/143 ITEM 3 - KTC Public Speaking Session

Representatives from four organisations attended the meeting to speak in support of their grant applications included on the agenda.

a) Knaresborough Lions
(*Councillor M Walker left the chamber*)

The Bed Race Chairman and a fellow Lion explained that the costs of holding the annual Bed Race have increased significantly year on year. Their application for funding is to finance the cost of the insurance for holding the event.

Members asked questions and the Deputy Mayor moved to take: **ITEM 7.1 To consider** the grant application from Knaresborough Lions.

RESOLVED: That the full grant requested of £5,130 be awarded.
(*Councillor M Walker returned to the chamber*)

b) FEVA

A representative from FEVA explained that whilst FEVA's finances might look healthy on paper this was not the case and last year had run at a loss.

Members asked questions and the Deputy Mayor moved to take: **ITEM 7.2 To consider** the grant application from FEVA.

RESOLVED: That the full grant requested of £2000 be awarded.

c) Harrogate Road Safety Dog Training Club

Members discussed this application and the Deputy Mayor moved to take **ITEM 7.3 – To consider** the grant application from Harrogate Road Safety Dog Training Club

RESOLVED: That the full grant requested of £350 be awarded.

d) Knaresborough Allotments Self Help Scheme (KASH)

A representative from KASH gave background details regarding the three requests for funding from town council.

Members asked questions and the Deputy Mayor moved to take **ITEM 7.4 – To consider** the three grant applications from KASH.

RESOLVED: To award the full amount of the three grant applications totalling £900 with funding to be taken from the Allotments budget line.

e) Community Stars CIC

Two representatives from Community Stars gave some background information about the organisation and the rationale behind their request for grant funding. Members asked questions and the Deputy Mayor moved to take **ITEM 7.5 – To consider** the grant application from Community Stars CIC.

Members noted that financing of some of the items listed for funding in the grant application would fall under the remit of North Yorkshire Council and discussed the possibility of providing some shared funding along with NYC. It was agreed that KTC will write to the Corporate Director Community Development at NYC requesting clarification on funding for the non equipment items included in the application.

RESOLVED: That the application is deferred until the 8th April Finance and General Purposes Meeting when the response from NYC regarding funding for the non equipment items can be considered.

Members also asked Community Stars to provide a copy of the lease documentation when available.

During debate surrounding the awarding of grants, as detailed above, members discussed the fact that the grant budget for 2024/2024 has already been spent. It was proposed and seconded that this matter be referred to the Finance and General Purposes Committee on 8th April to decide where funding for these grants should be sourced from, e.g. from 2024/2025 budget or from general reserves.

24/144 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:

4.1 Monday 18 December 2024

RESOLVED: That the Minutes of the meeting of Monday 18th December be approved as a correct record and signed by the Chair.

24/145 ITEM 5 - Business Remaining

None for this meeting

24/146 ITEM 6 - Reports and Council Actions from the Clerk

6.1 To consider a change to the job title of the newly appointed Programmes Officer to 'Community Projects Officer' following confusion over the nature of the role creating extra work.

RESOLVED: That the job title of the newly appointed Programmes Officer be amended to 'Community Projects Officer.'

6.2 To review and consider adopting a Business Plan and associated Action Plan

Members discussed the Business Plan as presented. It was proposed but not seconded that the item be deferred until April.

RESOLVED: That the Business Plan as presented be adopted by KTC.

Members discussed the Action Plan as presented.

RESOLVED: That the Action Plan as presented be adopted by KTC.

6.3 To consider giving the Clerk delegated authority to go out to tender for the Festive Lighting Contract based on the previous scheme and pre-prepared documentation.

RESOLVED: To give the Clerk delegated authority to go out to tender for the Festive Lighting Contract based on the previous scheme and documentation as presented with the addition of provision for the two trees in the market place.

6.4. To consider adopting the following policy:

Scheme of Delegation

RESOLVED: That KTC adopts the Scheme of Delegation as presented.

6.5 To receive and note the auditor's interim report.

RESOLVED: To receive and note the auditor's interim report.

6.6 To approve the recommendation from the Clerk for the renewal of Town Council Insurance Policy

RESOLVED: To approve the recommendation from the Clerk for the renewal of Town Council Insurance Policy for one year only

6.7 To note the Mayoral Points and that Councillor Margy Longhurst has been proposed as Mayor Elect and Councillor Andy Bell as Deputy Mayor Elect.

Members noted that Councillor Margy Longhurst is Mayor Elect and Councillor Andy Bell is Deputy Mayor Elect.

24/147 ITEM 7 - Correspondence

7.1 To consider the grant application from Knaresborough Lions

See 24/143 above

7.2 To consider the grant application from Knaresborough Festival of Entertainment and Visual Arts

See 24/143 above

7.3 To consider the grant application from Harrogate Road Safety Dog Training Club

See 24/143 above

7.4 To consider the grant applications from Knaresborough Allotment Self Help Scheme

- i) Water supply
- ii) New gate for 'triangle'
- iii) Replace damaged fencing

See 24/143 above

7.5 To consider the grant application from Community Stars CIC

See 24/143 above

7.6 To consider the request from a resident to ask North Yorkshire Council to fly the Ukrainian flag at Knaresborough House (timing to be specified by KTC)

RESOLVED: That KTC will request NYC to fly the Ukrainian flag at Knaresborough House for one week every October to coincide with the anniversary of signing the Town Twinning Agreement with Volodymyr.

24/148 ITEM 8 – Reports, recommendations and motions from Committees and Working Groups

8.1 To receive and note the minutes of the Planning Committee meetings held on 8 January, 5 February and 4 March (draft)

RESOLVED: To receive and note the minutes of the Planning Committee meetings held on 8 January, 5 February and 4 March (draft).

8.2 To receive and note the minutes of the Staffing Committee meetings held on 11 January and 5 February (draft).

RESOLVED: To receive and note the minutes of the Staffing Committee meetings held on 11 January and 5 February (draft).

8.3 To receive and note the minutes of the Projects and Events Committee held on 20 February (draft)

RESOLVED: To receive and note the minutes of the Projects and Events Committee held on 20 February (draft).

24/149 ITEM 9 - Motions from Council Members

9.1 Councillor M Longhurst – “That KTC agrees to support a programme to train a pool of accredited walking tour guides to improve the visitor experience and support local museums and businesses”.

Seconded: Councillor H Gostlow

Councillor Longhurst explained the rationale behind her motion and members asked questions.

RESOLVED: That KTC agrees to support a programme to train a pool of accredited walking tour guides to improve the visitor experience and support local museums and businesses. KTC asks that a volunteer charter or service level contract is put in place as part of the recruitment process.

FURTHER RESOLVED: That the Clerk is given delegated powers to manage any payments relating to this project from the allocated budget line.

9.2 Councillor H Gostlow – “That Knaresborough Town Council (KTC) agrees to an informal meeting to discuss the current issues with dangerous driving within the Knaresborough Wellbeing Hub (Stockwell Avenue) car park, which is owned by KTC. This meeting would be for information gathering purposes with a view to submitting a proposal/s back to full council for a decision.

KTC would look to invite the relevant stakeholders for attendance in order to assist in an informed discussion”

RESOLVED: That Knaresborough Town Council (KTC) agrees to an informal meeting to discuss the current issues with dangerous driving within the Knaresborough Wellbeing Hub (Stockwell Avenue) car park, which is owned by KTC.

This meeting would be for information gathering purposes with a view to submitting a proposal/s back to full council for a decision.

KTC would look to invite the relevant stakeholders for attendance in order to assist in an informed discussion”

9.3 Councillor J Pickard – “That KTC gives delegated authority to the Clerk to spend up to £500 to ‘brand’ the new trailer stage with the KTC logo. The stage is likely to be prominent at several local events and it would be positive for the community to see the town council logo and therefore make the connection to the provision of the stage with town council. The stage will be a great rendezvous point for KTC at events. Branding to consist of one large logo for the back of the trailer and two ‘velcro friendly’ logo signs for the gable doors’.

Seconded: Councillor H Gostlow

RESOLVED: That KTC gives delegated authority to the Clerk to spend up to £500 to ‘brand’ the new trailer stage with the KTC logo. The stage is likely to be prominent at several local events and it would be positive for the community to see the town council logo and therefore make the connection to the provision of the stage with town council. The stage will be a great rendezvous point for KTC at events. Branding to consist of one large logo for the back of the trailer and two ‘velcro friendly’ logo signs for the gable doors’

24/150 ITEM 10 – Information Exchange

- Councillor John Batt referred to a ‘business plan’ which is being formulated by the castle working group in preparation for any future invitation for KTC to take over the castle lease. The plan will be shared with council in due course.
- David Rhodes, a local historian, has offered to do walking tours around the forest boundary stones.

Meeting closed at: 9.15 p.m.

**Signed by the Deputy Mayor:
Councillor H Westmancoat**