

**MINUTES OF THE EXTRA ORDINARY MEETING OF
KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 29 April 2024**

PRESENT: **Chair:** Mayor - Councillor H Gostlow

Councillors: A Bell, K Davies, M Flood, D Goode, K Lacey, M Longhurst, M Walker, and H Westmancoat

Staff Present: The Clerk and Deputy Clerk

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

24/151 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 Batt, Oakes and Pickard.

24/152 ITEM 2 – Councillors’ Disclosure of an Interest

None for this meeting

24/153 ITEM 3 - KTC Public Speaking Session

None for this meeting

24/154 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 March 2024

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

24/155 ITEM 5 - Business Remaining

None for this meeting

24/156 ITEM 6 - Reports and Council Actions from the Clerk**6.1 To consider the arrangements for Mayor Making**

a) Order of Proceedings

RESOLVED: To agree the Order of Proceedings for Mayor Making.

b) Schedule of meetings for 2024/2025

This item was deferred to later in the meeting.

c) Membership of Committees and External Organisations

Members discussed the merging of two Committees and it was

RESOLVED: That the current Projects and Events Committee and the Community Services and Environment Committee be merged into one Committee under the title of 'Projects, Community and Environment Committee'.

FURTHER RESOLVED: That Chairs and Vice Chairs would be elected at the first meeting of Committees in the new civic year.

FURTHER RESOLVED: That the Conyngham Hall working group is disbanded with Projects, Events and Community Services picking up any future remit.

FURTHER RESOLVED: That the Devolution and Prosperity sub-committee reports directly into full council.

FURTHER RESOLVED: That the River Nidd Bathing Status working group is disbanded with Projects, Events and Community Services picking up any future remit.

d) Check Asset Register and inventory of Town Council property

It was noted that the items received from Volodymyr were not included on the Inventory.

RESOLVED: That, subject to including the items received from Volodymyr on the town council Inventory, the Asset Register/Inventory reflects the current updated position of town council property.

e) Adoption of Standing Orders (*emailed 23/04/2024*)

RESOLVED: To adopt the Standing Orders

f) Adoption of updated Financial Regulations (including Internet Banking Policy) and Financial Management Risk Assessment (*emailed 23/04/2024*)

The Clerk explained that some minor amendments had been made to the Financial Regulations to reflect such things as committee name changes, date of KTC budget preparation etc.

It was proposed but not seconded that within the Financial Management Risk Assessment document, under the heading 'Precept', ear marked reserves should include a recommended 6 – 12 months working capital.

It was also proposed, and seconded, that under the heading 'Payment of Grants and Donations' a risk should be added to reflect that if there is no follow up when a grant is awarded there is the possibility of grant funding not being used for the purpose for which it was intended.

It was also noted that under the heading 'Employers Liability' an amendment should be made to reflect that the council now employs three members of staff.

RESOLVED: That subject to the further amendments detailed above, the Financial Regulations (including Internet Banking Policy) and Financial Management Risk Assessment be adopted.

g) Review and adoption of Code of Conduct (*emailed 23/04/2024*)

RESOLVED: To adopt the Code of Conduct

6.2 To adopt the Business Continuity Plan for use in conjunction with the Risk Management Strategy.

RESOLVED: To adopt the Business Continuity Plan for use in conjunction with the Risk Management Strategy.

The Mayor moved to take Item 6.1b - Schedule of Meetings for 2024/2025

It was proposed and seconded that the Projects, Community and Environment meetings be moved to Tuesday evening.

RESOLVED: To move the Projects, Community and Environment meetings to Tuesday evening and agree the amended Schedule of Meetings for 2024/2025.

6.3 To receive and note the finance figures for March 2024.

RESOLVED: To receive and note the finance figures for March 2024.

6.4 To receive and note the S137 payments list for 2023/24

RESOLVED: To receive and note the S137 payments list for 2023/24

6.5 To approve the list of regular payments in line with Financial Regulation 5.6

RESOLVED: To approve the list of regular payments in line with Financial Regulation 5.6

6.6 To adopt the Small Grants Policy

It was proposed and seconded that it be made clear in the policy guidelines that a grant can be made available to schools looking to fund extra-curricular activities.

RESOLVED: That, subject to the amendment detailed above, the Small Grants Policy be adopted.

6.7 To approve the Terms of Reference for Standing Committees

Members discussed the Terms of Reference as presented and made amendments as below:

Finance and General Purposes:

Aims – To ensure that the Council's finances and its related statutory obligations are conducted in accordance with legislation, statutory regulations and town council policies.

RESOLVED: That, subject to the amendment detailed above to the Finance and General Purposes Committee document, the Terms of Reference for Standing Committees be approved as presented.

6.8 To adopt the Internal Control Checklist to be completed annually

RESOLVED: To adopt the Internal Control Checklist to be completed annually.

Meeting closed at: 8.20 p.m.

**Signed by the Mayor:
Councillor H Gostlow**