

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 15 July 2024**

**PRESENT: Chair:** Councillor Matt Walker

**Councillors:** A Bell, K Davies, D Goode and S Oakes

**Staff Present:** The Clerk and Deputy Clerk

**Also Present:** Councillors J Batt, H Gostlow and three members of the public

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

Councillor David Goode opened the meeting and invited nominations for election of Chair and Vice Chair.

**24/034    ITEM 1 – To elect a Chair for the Committee**

**RESOLVED:** That Councillor M Walker is elected Chair for the Committee

**24/035    ITEM 2 – To elect a Vice Chair for the Committee (if required)**

**RESOLVED:** That Councillor A Bell is elected Vice Chair for the Committee

**24/036    ITEM 3 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.**

None for this meeting

**24/037    ITEM 4 - Councillors' Disclosure of an Interest**

<b>Councillor M Walker</b>	<b>9.6 To consider the grant application from:</b> Knaresborough Community Land Trust for help towards the renovation of a local property – is a shareholder of the Community Land Trust.
<b>Councillor D Goode</b>	<b>9.6 To consider the grant application from:</b> Knaresborough Community Land Trust for help towards the renovation of a local property – is a past Director of the Community Land Trust

**24/038 ITEM 5 - KTC Public Speaking Session**

a) Members of the Waterside Residents Association attended the meeting to speak in favour of their grant application.

Members asked questions and the Chair moved to take Item 9.5 – To consider the grant application from Waterside Residents Association for help towards a planting scheme for the area.

**RESOLVED:** That Town Council awards the full grant amount requested of £982.26 with funding to be vired from the 'Staffing Other' line of the 2024/2025 budget.

b) The Chair of Knaresborough in Bloom attended the meeting to speak in favour of their grant application.

Members asked questions and the Chair moved to take Item 9.2 - To consider the grant application from: Knaresborough in Bloom for help towards their annual planting throughout the town.

**RESOLVED:** That Knaresborough in Bloom is awarded the full grant amount requested of £1600 with £1,000 to be taken from the general grant funding budget line and £600 to be taken from the green grant budget line reflecting the group's aims to support environmental planting techniques.

c) A representative from Knaresborough Community Land Trust attended the meeting to speak in favour of their grant application.

Councillor M Walker left the chamber and took no part in discussion or voting. Councillor A Bell took over as Chair.

Members asked questions and the Chair moved to take Item 9.6 - To consider the grant application from: Knaresborough Community Land Trust for help towards the renovation of a local property.

It was proposed, and seconded, that the application be refused at this point in time but noting that the group can bring the application back to council later in the year when they have done more fund raising and when town council has a better understanding of its own financial position for the year.

It was further proposed that town council awards an amount of £3.5K or £5K. This proposal was later withdrawn.

It was then proposed, and seconded, that the grant be awarded in full, but that KTC write to North Yorkshire Council (NYC) asking for reimbursement of the funding from the Community Led Housing budget. This proposal fell.

**RESOLVED:** That the application is refused but the group can bring the application back to council later in the year.

**FURTHER RESOLVED:** That KTC writes to NYC requesting that they release funding to support the Community Land Trust in Knaresborough from their Community Led Housing budget (Harrogate area) without any further delay.

Councillor M Walker returned to the Chamber and took the Chair.

d) Councillor J Batt attended the meeting to explain the rationale behind his Motion from Councillors.

Members asked questions and then the Chair moved to take ITEM 10 – Motions from Councillors

Councillor J Batt:

“That Knaresborough Town Council agree to the printing of a number (suggested 800 each) of informative leaflets (3 different types) re Gorge, Castle and Forest as requested by Mr D Rhodes and that the Clerk be given delegated authority to spend up to a maximum of £700 from the projects contingency budget line”.

**RESOLVED:** That this item is deferred until Council has had sight of the strategy which the Castle Area Sub-committee is currently working on.

**24/039**     **ITEM 6 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

**4.1** Monday 08 April 2024

**RESOLVED:** That the minutes of the Finance and General Purposes Committee meeting held on Monday 08 April 2024 be approved as a correct record and signed by the Chair.

**24/040**     **ITEM 7 - Business Remaining**

None for this meeting.

**24/041**     **ITEM 8 - Reports from the Clerk**

**8.1 To approve** the schedule of accounts for April, May and June 2024

**RESOLVED:** To approve the schedule of accounts for April, May and June 2024 as detailed below.

## April Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/Description
Gallagher	1	1,851.60	0.00	1,851.60	24/146 6.6	Annual Insurance
YLCA	2	120.00	0.00	120.00	Clerk	Staff training x 4
YLCA	3	1,798.00	0.00	1,798.00	Clerk	Council Annual Subs
Rialtas	4	192.00	38.40	230.40	Clerk	Annual Accounting Software support and maintenance licence
Rialtas	5	110.00	22.00	132.00	Clerk	Making Tax digital Subscription
De-signs	6	395.00	79.00	474.00	24/149 9.3	Stage 'branding'
Knaresborough Lions	7	5,130.00	0.00	5,130.00	24/143 7.1	KTC Grant award
Knaresborough FEVA	8	2,000.00	0.00	2,000.00	24/143 7.2	KTC Grant award
Harrogate Road Safety Dog Training Club	9	350.00	0.00	350.00	24/143 7.3	KTC Grant award
Holy Trinity Church and Hall	10	5,000.00	0.00	5,000.00	24/033 7.2 Finance	KTC Grant award
Community Projects Officer	11	99.00	0.00	99.00	Clerk	Reimburse for Canva subscription (newsletter)
Clerk	12	14.40	2.88	17.28	Clerk	Reimburse for office headphones
BT	13	49.07	9.81	58.88	Clerk	Phone/internet
D3 Office	14	159.70	31.94	191.64	Clerk	Stationery
H Westmancoat	15	52.40	0.00	52.40	Clerk	Deputy Mayor Travel
Salaries, Tax and NI and Pensions	16 - 20	6,659.29	0.00	6,659.29	Clerk	
	<b>Total</b>	<b>23,980.46</b>	<b>184.03</b>	<b>24,164.49</b>		

## May Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
NALC	21	43.37	8.67	52.04	Clerk	Cllr Training
Xerox	22	218.86	43.77	262.63	Clerk	Copier rental
Vision ICT	23	25.00	5.00	30.00	Clerk	Website search facility

BT	24	49.07	9.81	58.88	Clerk	Phone
Chain Lane Community Hub	25	3,000.00	0.00	3,000.00	Urgent Decision	Grant awarded to help flood relief
Salaries, Tax and NI and Pensions	26 - 30	6,659.29	0.00	6,659.29	Employment Law	
Deputy Clerk	31	147.49	0.00	147.49	Clerk	Mayor Making 2024
Royal British Legion	32	227.50	0.00	227.50	Min No.24/032 6.3	D-Day80 Wreath and badges S137
Knot Another Choir	33	500.00	0.00	500.00	Min No. 24/159	Grant Award S137
<b>Total</b>		<b>10,870.58</b>	<b>67.25</b>	<b>10,937.83</b>		

## June Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Charlotte Gayle	34	70.00	0.00	70.00	Clerk	Mayor Making Photographs
River and Rose	35	145.84	29.16	175.00	Clerk	Mayor Making Flowers
Arena Group	36	210.03	42.01	252.04	Clerk	Photocopies
Events Industry Forum	37	25.00	5.00	30.00	Clerk	1 Year subscription - The Purple Guide
Nottingham Jewellers	38	24.00	0.00	24.00	Clerk	Mayor Making Engraving
Internal Audit Yorkshire	39	425.00	0.00	425.00	Min No 23/136 6.7	Year-end Audit
PPL PRS Ltd	40	182.77	36.55	219.32	Min No.24/032 6.3	D-Day 80 Music Licence
A Pulman expenses reimbursement	41	31.20	0.00	31.20	Min No.24/032 6.3	D-Day 80 Refreshments
Vision Ict	42	50.00	10.00	60.00	Clerk	Website certification
BT	43	104.05	20.81	124.86	Clerk	Broadband
Blachere	44	15,849.00	3,169.80	19,018.80	Contract	Year 1 product hire Christmas lights
Network Print	45	398.00	79.60	477.60	Clerk	Cony-Hall Map reprint x2500
Network Print	46	75.00	7.00	82.00	Clerk	Community Day flyers and Archive CD to Memory stick

Paul Yates	47	55.88	2.79	58.67	Min No.24/032 6.3	D-Day 80 Gas for Beacon
C Robinson	48	100.00	0.00	100.00	Min No.24/032 6.3	D-Day 80 Entertainment
BT	49	49.07	9.81	58.88	Clerk	Phones
Kboro Silver Band	50	100.00	0.00	100.00	Min No.24/032 6.3	D-Day 80 Entertainment
Spa ICT Services	51	925.00	185.00	1,110.00	Min No. 23/026 6.3	Employee laptops and setup
Salaries, Tax and NI and Pensions	52 - 56	7,024.28	0.00	7,024.28		
	<b>Total</b>	<b>25,844.12</b>	<b>3,597.53</b>	<b>29,441.65</b>		

**8.2 To receive and note** the finance figures for April and May 2024.

**RESOLVED:** To receive and note the finance figures for April and May 2024.

**8.3 To note** the current budgetary position up to month ending 31 May 2024.

**RESOLVED:** To note the current budgetary position up to month ending 31 May 2024.

**8.4 To review and adopt the** expenses policy as prepared by the office.

**RESOLVED:** To adopt the expenses policy as prepared by the office.

**8.5 To consider** giving delegated authority to the Clerk to complete the Commuted Sums Project Initiation Document in liaison with the Commuted Sums sub-committee.

**RESOLVED:** That the Clerk be given delegated authority to complete the Commuted Sums Project Initiation Document in liaison with the Commuted Sums sub-committee.

**8.6 To receive and note** the update on the Small Grants Fund administered by the Clerk.

**RESOLVED:** To receive and note the update on the Small Grants Fund administered by the Clerk.

## **24/042 ITEM 9 - Correspondence or Delegation from Full Council**

**9.1 To consider grant application from:** Inspire Youth for 'The Hangout' project (to note: submitted as a Green Grant and recommendation made by the Climate Change Emergency Sub-committee).

**RESOLVED:** That KTC supports this project with a £1,000 contribution from the general grant funding budget and £500 from the green grant fund budget.

**9.2 To consider the grant application from:** Knaresborough in Bloom for help towards their annual planting throughout the town.

See 24/038 above

**9.3 To consider the grant application from:** Henshaws Specialist College for purchasing iPads to help student access to technology.

**RESOLVED:** That KTC cannot support this grant application at this time.

**9.4 To consider the grant application from:** Mind in Harrogate District for the 'Mental Elf Fun Run' project.

**RESOLVED:** That KTC supports this project in the sum of £1000.

**9.5 To consider the grant application from:** Waterside Residents Association for help toward a planting scheme for the area.

See 24/038 above

**9.6 To consider the grant application from:** Knaresborough Community Land Trust for help towards the renovation of a local property.

See 24/038 above.

**9.7 To consider the update** as agreed at the Full Council meeting on Monday 17 June 2024: That Climate Change Emergency Sub-committee members Councillors Gostlow and Bell attend the Finance & General Purposes Committee meeting on 15<sup>th</sup> July to share drafts of both funding applications detailed prior to their submission to SPF and ACC re: Solar Project at the Stockwell Community Hub.

Members listened to an updating presentation from Councillor Bell on behalf of the Climate Change Emergency Sub-committee relating to the possibility of installing solar panels at Stockwell Community Hub. Members asked questions and it was agreed that additional paperwork, including copies of the application forms submitted to the Shared Prosperity Fund, be shared with all Councillors.

## **24/043 ITEM 10 – Motions from Councillors**

### **Councillor J Batt:**

“That Knaresborough Town Council agree to the printing of a number (suggested 800 each) of informative leaflets (3 different types) re Gorge, Castle and Forest as

requested by Mr D Rhodes and that the Clerk be given delegated authority to spend up to a maximum of £700 from the projects contingency budget line”.

See 24/038 above.

**Meeting closed at: 9.10 p.m.**

**Signed by the Chair  
Councillor Matt Walker**