

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Tuesday 02 July 2024**

PRESENT: **Chair:** Councillor Pickard

Councillors: J Batt, M Flood, H Gostlow, K Lacey, S Oakes
and H Westmancoat

Staff Present: The Deputy Clerk and Community Projects Officer

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

24/001 ITEM 1 - To elect a Chair for the Committee

RESOLVED: That Councillor J Pickard is elected Chair for the Committee.

24/002 ITEM 2 - To elect a Vice-Chair for the Committee

RESOLVED: That Councillor M Flood is elected Vice Chair for the Committee.

24/003 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 A Bell and M Walker.

24/004 ITEM 4 – receive declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**

None for this meeting

24/005 ITEM 5 – KTC Public Speaking Session

None for this meeting

24/006 ITEM 6 - To consider and, if thought fit, **approve** as a correct record, **the Minutes** of the **Projects and Events Committee** Meeting held on:

6.1 Tuesday 20 February 2024

RESOLVED: That the minutes of the Projects and Events committee meeting held on Tuesday 20 February 2024 be approved as a correct record and signed by the Chair.

6.2 Monday 02 October 2023

RESOLVED: That the minutes of the Community Services and Environment committee meeting held on Monday 02 October 2023 be approved as a correct record and signed by the Chair.

24/007 ITEM 7 - Business Remaining

7.1 To consider the request for a 'Town Council Pop Up Banner' to be purchased for events. This follows on from feedback given at the Community Festival in April.

Members discussed the examples as presented at the meeting and

RESOLVED: That the Clerk further investigates specific quotations for a weather-proof banner which includes generic content. Mock up design and quotations to be circulated to all Councillors for consideration.

FURTHER RESOLVED: Once final design and make up of banner decided, Clerk to have delegated power to spend up to £500.

24/008 ITEM 8 – Reports/Information from the Clerk

8.1 To receive and note relevant budget v expenditure to date.

RESOLVED: To receive and note budget v expenditure to date.

8.2 To note the Castle 900 2030 working group is to be temporarily disbanded with the Castle Area Sub-committee undertaking any work related to this important anniversary until such a time that a separate working group is required.

RESOLVED: To note the Castle 900 2030 working group is to be temporarily disbanded.

8.3 To consider Knaresborough Town Council producing an Events diary on its website similar to the example that has previously been collated by the Knaresborough and District Chamber.

RESOLVED: That an events diary is included on the town council website with links as appropriate to the relevant event.

8.4 To consider the need to have a few councillors and employees DBS checked to cover future Town Council events.

RESOLVED: That the office investigates the detailed guidance and process for implementing DBS checks for Councillors and employees when volunteering at Town Council events.

8.5 To consider exploring the potential for hiring out the Town Council trailer stage.

RESOLVED: To set up a task and finish working group to explore this potential with a view to presenting a detailed Report to full council on 16th September.

Working group members: Councillors Flood and Pickard

8.6 To consider the need for a PRS/PPL Licence, what Town Council events require this and whether to address the need on an event-by-event basis or as an annual fee.

RESOLVED: That the need for a PRS/PPL Licence be considered and implemented by the Clerk's office on an event-by-event basis.

8.7 To consider, as per the Town Council Action Plan (project number 7), giving the Community Projects Officer delegated authority to book a market stall to help promote the Town Council and raise engagement between Councillors and residents.

RESOLVED: That the Community Projects Officer is given delegated authority to book a market stall to help promote the Town Council and raise engagement between Councillors and residents.

It was suggested this be done in the Autumn and the Community Projects Officer will draw up a rota for Councillors to attend the market stall when booked.

24/009 Correspondence

9.1 To consider the email from Parks and Environmental Services and **decide** how best to use the EMR from 2023/24.

RESOLVED: To maintain a payment of £100 to each of the bands who have booked for the Summer 2024 Band Concerts in Knaresborough, resulting in total payments of £600.

FURTHER RESOLVED: The £100 required, in addition to the EMR £500, to be taken from Projects, Communities & Environment contingency fund.

FURTHER RESOLVED: To contact Parks & Environmental Services Officer at NYC to better understand how the Summer Band Concerts are organised with a view to making appropriate provision in the 2025/2026 budget.

9.2 To consider the Information sent out by the Pageant Master about the VE Day 80th Anniversary.

RESOLVED: To set up a task and finish working group to manage a similar event to that staged for D-Day 80.

Members: Councillors Flood, Gostlow and Pickard.

9.3 To consider a solution to traffic management for Bright Friday and **plan** next steps for future traffic management.

RESOLVED: To engage a Traffic Management Company to manage the road closures for Bright Friday 2024.

FURTHER RESOLVED: To delegate the next steps for traffic management at future KTC events to the Bright Friday sub-committee.

24/010 ITEM 9 - Reports from Full Council, Sub-Committees and Working Groups

10.1 To receive and note the update by the Community Projects Officer on behalf of the 255th Enclosures Act Commemoration task and finish group.

RESOLVED: To receive and note the update by the Community Projects Officer on behalf of the 255th Enclosures Act Commemoration task and finish group.

10.2 To receive and note the update by the Community Projects Officer on the Tour Guide Project.

RESOLVED: To receive and note the update by the Community Projects Officer on the Tour Guide Project.

10.3 To receive and note the update by the Community Projects Officer regarding the D-Day 80 event held on Thursday 6 June 2024.

RESOLVED: To receive and note the update by the Community Projects Officer regarding the D-Day 80 event held on Thursday 6 June 2024.

10.4 To receive and note the minutes of the Climate Change Emergency Sub-committee meetings held on 28 September 2023, 14 November 2023, 13 December 2023 and 29 May 2024.

RESOLVED: To receive and note the minutes of the Climate Change Emergency sub-committee meetings held on 28 September 2023, 14 November 2023, 13 December 2023 and 29 May 2024.

10.5 To receive and note the minutes of the Knaresborough Castle Area Sub-committee held on 9 January 2024.

RESOLVED: To receive and note the minutes of the Knaresborough Castle Area Sub Committee held on 9 January 2024.

10.6 To approve the Terms of Reference for the Climate Emergency Sub-committee.

RESOLVED: That the Terms of Reference for the Climate Emergency sub-committee be referred back to the group for amendment and resubmission.

10.7 To approve the Terms of Reference for the Bright Friday Sub-committee.

RESOLVED: To approve the Terms of Reference for the Bright Friday sub-committee.

Meeting closed at: 8.25 p.m.

**Signed by the Chair
Councillor: J Pickard**