

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 14 April 2025**

PRESENT: **Chair:** Councillor Matt Walker

Councillors: A Bell, D Goode and J Batt (substitute Councillor)

Staff Present: The Clerk and the Deputy Clerk

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

Also Present: Representative from FEVA

Absent: Councillor S Oakes

25/066 **ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting:**

Apologies and reason for inability to attend the meeting received from Councillor Davies.

25/067 **ITEM 2 – To receive declarations of disclosable pecuniary interests (not previously declared) on any matters of business and to consider any written requests for dispensation**

Councillor J Batt	Item 7.5 – is a member of Town Twinning Committee
Councillor M Walker	Item 7.3 – is a North Yorkshire Councillor and wants to ensure the importance of obtaining the correct permissions is highlighted.

25/068 **ITEM 3 - KTC Public Speaking Session**

A representative from FEVA attended the meeting to speak in favour of their grant application. She explained that 2025 is the 25th anniversary of FEVA and they are looking to stage an extra special festival.

The Chair moved to take Item 7.4 - **To consider grant application from:** Knaresborough Festival of Entertainment and Visual Arts (FEVA) to support the free events for younger children held in the Market Place during the 10-day festival.

Members discussed the application and noted that the work FEVA does relates directly to Town Council's own Business Plan in terms of tourism and economic development. They thanked the representative for all the hard work which FEVA does in the town and:

RESOLVED: That KTC award the full amount requested of £2,500.

25/069 **ITEM 4 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes of the Finance Committee Meeting held on:**

4.1 Monday 20 January 2025

RESOLVED: That the minutes of the meeting held on Monday 20 January 2025 be approved as a correct record and signed by the Chair.

25/070 **ITEM 5 – Business Remaining** – none for this meeting

25/071 **ITEM 6 – Reports from the Clerk**

6.1 To approve the schedule of accounts for January, February and March 2025 **and note** the checks to invoices made by named Councillors are up to date.

Schedule of Accounts January 2025

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authori/sation	Notes/ Description
Friendship and Leisure	169	20.00	0.00	20.00	Min No. 23/100	Donation for Traffic signage store
Internal Audit Yorkshire	170	450.00	0.00	450.00	Clerk	Interim Internal Audit 10/10/24
K Lacey	171	27.48	0.00	27.48	Clerk	Reimbursement for urgent stage repair
BT	172	49.07	9.81	58.88	Clerk	Voice - December invoice
YLCA	173	35.10	0.00	35.10	Clerk	Staff Training - events
Blachere	174	3,096.84	619.37	3,716.21	Min No. 24/183	Repairs to KTC owned lights
Blachere	175	658.00	131.60	789.60	Min No. 24/183	Butter Lane lighting
BT	176	49.07	9.81	58.88	Clerk	Voice - January invoice
Deputy Clerk	177	7.68	0.00	7.68	Clerk	Warm Hub sundries reimbursement
North Yorkshire Council	178	2,770.14	554.03	3,324.17	Clerk	Bedding plant maintenance 2024/25
Citizens Advice	179	1,500.00	0.00	1,500.00	Min No. 25/064	KTC grant awarded
Salaries, Tax and Pensions	180 - 184	7,273.45	0.00	7,273.45	Contract	
Total		15,936.83	1,324.62	17,261.45		

Schedule of Accounts February 2025

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authori/sation	Notes/ Description
Friendship and Leisure	185	20.00	0.00	20.00	Min No. 23/100	Donation for Traffic signage store
Love Yorkshire	186	320.00	0.00	320.00	Min No. 24/149	Tour guide Induction
Xerox	187	235.36	47.07	282.43	Clerk	Copier rental
Stray Ferret	188	50.00	10.00	60.00	Clerk	Bright Friday Photo Gallery
Blachere	189	6,157.00	1,231.40	7,388.40	Contract	Removal of Lights
Vision ICT	190	264.25	52.85	317.10	Contract	Website host and support
BT	191	47.07	9.81	58.88	Clerk	Cloud Voice
Salaries, Tax and Pensions	192-196	8,992.65	0.00	8,992.65	Contract	
Institute of Tourist Guiding	197	890.00	0.00	890.00	Min No. 24/149	White Badge Course Registration
Community Projects Officer	198	3.85	0.00	3.85	Min No. 24/149	Reimburse refreshments - tour guides
Yorkshire Energy Systems	199	3,980.00	0.00	3,980.00	SPF Funding	Solar Panel Project
The Hype Group	200	1,574.00	314.80	1,888.80	Clerk	Timer Faults and call out
Total		22,534.18	1,665.93	24,202.11		

Schedule of Accounts March 2025

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authori/sation	Notes/ Description
Friendship and Leisure	201	20.00	0.00	20.00	Min No. 23/100	Donation for Traffic signage store
Information Commissioner	202	52.00	0.00	52.00	Clerk	GDPR/Data Protection Act
D3 Office Group	203	26.86	5.37	32.23	Clerk	Office Stationery
M Thompson	204	320.00	0.00	320.00	Min No. 24/149	ITG Full Day Communications Seminar
Love Yorkshire	205	400.00	0.00	400.00	Min No. 24/149	White Badge Training Course

Finance and General Purposes
14 April 2025

Knareborough Connectors	206	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Knareborough Museum Association	207	100.00	0.00	100.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
SLCC/LCC	208	1,340.00	268.00	1,608.00	Min No. 24/191	Feasibility Study - Market
Vision ICT	209	260.00	52.00	312.00	Clerk	Hosted Emails x 13
Vision ICT	210	65.00	13.00	78.00	Clerk	. gov.uk domain renewal
Arena Group	211	137.27	27.46	164.73	Clerk	Photocopies
Henshaws Arts and Crafts	212	350.00	0.00	350.00	Min No. 24/156 6.6	Materials for Textile Workshop - Small grant
Knareborough Museum Association	213	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Town Crier	214	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
BT	215	95.97	19.19	115.16	Clerk	Broadband
Gracious Street Methodist Church	216	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Yorkshire Energy Systems	217	5,580.00	0.00	5,580.00	SPF Funding	Solar Panel Project
Gallagher Insurance	218	1,877.68	0.00	1,877.68	Min No. 25/208 6.5	Insurance renewal Hiscox 2025/26
Salaries, Tax and Pensions	219-223	8,458.28	0.00	8,458.28	Contract	
Yorkshire Energy Systems	224	6,390.00	0.00	6,390.00	SPF Funding	Solar Panel Project
B Higgins	225	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Love Yorkshire	226	1,480.00	0.00	1,480.00	Min No. 24/149	Practical Training Tour Guides
Clerk (reimburse)	227	21.00	0.00	21.00	Clerk	VE Day TENS Notification
Waterside in Bloom	228	345.00	0.00	345.00	Clerk	Small Grants Fund
Party in the Park	229	350.00	0.00	350.00	Clerk	Small Grants Fund
Youth Council (Inspire Youth)	230	350.00	0.00	350.00	Clerk	Small Grants Fund
North Yorkshire Youth - Knareborough Youth Club	231	350.00	0.00	350.00	Clerk	Small Grants Fund

Knaresborough Community Energy	232	800.00	0.00	800.00	SPF Funding	Solar Panel Project
Total		29,319.06	385.02	29,704.08		

RESOLVED: To approve the Schedule of Accounts for January, February and March in the sums of £17,261.45, £24,202.11, and £29,704.08 respectively and to note that the checks to invoices made by named Councillors are up to date.

6.2 To receive the finance figures for January and February 2025 **and note** the checks made by the named Councillor against the bank statement are up to date

RESOLVED: To receive the finance figures for January and February 2025 and note the checks made by the named Councillor against the bank statement are up to date.

6.3 To note the final budgetary position up to the year ending 31 March 2025

RESOLVED: To accept that the document as presented is an accurate record of the final budgetary position up to the year ending 31 March 2025.

6.4 To approve the list of regular payments made by the Clerk

RESOLVED: To approve the list of regular payments made by the Clerk.

6.5 To receive and note the completed Internal Control Checklist with recommended action

RESOLVED: To receive and note the completed Internal Control checklist with recommended action.

6.6 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

6.7 To note that the money held by KTC on behalf of the dissolved charity, Links Knaresborough Youth Fund, has been distributed in its entirety in accordance with the charity's wishes

RESOLVED: To note that the money held by KTC on behalf of the dissolved charity, Links Knaresborough Youth Fund, has been distributed in its entirety in accordance with the charity's wishes.

6.8 To receive and note the Community Infrastructure Levy report for 2024/25

RESOLVED: To receive and note the Community Infrastructure Levy report for 2024/25

6.9 To review the updated Financial Reserves Policy 2025

RESOLVED: To note the current Financial Reserves and approve the updated Financial Reserves Policy 2025

6.10 To receive and note the S137 expenditure report for 2024/25

RESOLVED: To receive and note the S137 expenditure report for 2024/25

25/072 ITEM 7 – Correspondence or Delegation from Full Council**7.1 To consider grant application from:** Freedom Performing Arts to help local children take part in an International Dance Competition

Members discussed this application and noted that when measured against Town Council's strategic aims as detailed in the Business Plan, it does not provide value for money.

RESOLVED: That KTC does not support this grant request.

7.2 To consider grant application from: Renaissance Knaresborough to support an additional Trompe l'oeil to commemorate the 80th Anniversary of VE day and links to Knaresborough's history

Members agreed that this application does, to some extent, cover the strategic aims of the Business Plan and it was

RESOLVED: To award a grant of £1000

7.3 To consider grant application from: Waterside Residents Association to support the work being done to improve the Waterside area for residents and visitors

Members discussed this application and whilst wishing to support local groups who are doing their best to enhance the town, it was noted that any necessary permissions must be sought from North Yorkshire Council - for the citing of waste bins for example.

RESOLVED: That KTC award the full grant requested of £1050.

FURTHER RESOLVED: That KTC write to Waterside Residents Association requesting that KTC's logo is used in recognition of the award of this grant and also request that they ensure any necessary permissions are in place where required.

7.4 To consider grant application from: Knaresborough Festival of Entertainment and Visual Arts (FEVA) to support the free events for younger children held in the Market Place during the 10-day festival

See 25/068 above.

7.5 To consider grant application from: Knaresborough Town Twinning Committee to support the continued partnership between the two towns

Councillor Batt did not take part in any discussion or vote on this item.

RESOLVED: To support the Town Twinning Committee and award a grant as requested of £2000.

It was noted that there is a separate line in the 2025/26 budget for Town Twinning expenditure.

25/073 ITEM 8 - Information Exchange

- Councillor Batt mentioned that several residents have raised concerns relating to the separation of re-cycling when it is collected and how much of the collection is in fact recycled rather than going to landfill. Councillor Matt Walker offered to make enquiries and track down the most recent quarterly performance report from North Yorkshire Council.

Meeting closed at: 8.25 p.m.

**Signed by the Chair
Councillor Matt Walker**