

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 21 July 2025**

PRESENT: Chair: Councillor Andy Bell

Councillors: M Walker and M Longhurst (substitute)

Staff Present: The Clerk

Also Present: Members of the Knaresborough Youth Council

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

Absent: J Batt

Councillor M Walker opened the meeting and invited nominations for election of Chair.

25/073 ITEM 1 – To elect a Chair for the Committee

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

Councillor Bell took the Chair for the rest of the meeting.

25/074 ITEM 2 – To elect a Vice Chair for the Committee (if required)

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

25/075 ITEM 3 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

Apologies received from Councillors D Goode and S Oakes

25/076 ITEM 4 - Councillors' Disclosure of an Interest – none for this meeting

25/077 ITEM 5 - KTC Public Speaking Session

The Clerk from Knaresborough Youth Council, alongside 2 members spoke about the need for funding to allow the Youth Council to continue for the next academic year and the wish to increase meeting frequency from once a month to fortnightly.

Councillors discussed the implications of the request for both the Youth Council and Town Council and queried why there was not funding available from NYC, when

other areas in North Yorkshire were believed to be receiving funding. It was suggested that this issue should be taken before the Harrogate and Knaresborough ACC at its next meeting.

The Chair moved to take Item 9.4.

The timing of NYC meetings and KTC meetings was discussed as there was concern that these are scheduled after the start of the new academic year.

RESOLVED: That KTC support the Youth Council with a grant of £2500 (of a total £10,000 requested). KTC to write to North Yorkshire Council to highlight its contribution to and support of the Youth Council and would anticipate NYC would fund the Youth Council in Knaresborough in line with funding given in other areas. KTC to highlight that considering the recent changes to the voting age Youth Councils are a vital resource in engaging young people in the community and ask NYC to review its Youth Council provision and acknowledge the importance of such groups.

25/078 **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 14 April 2025

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on Monday 14 April 2025 be approved as a correct record and signed by the Chair.

25/079 **ITEM 7 - Business Remaining** - None for this meeting.

25/080 **ITEM 8 - Reports from the Clerk**

8.1 To approve the schedule of accounts for April, May and June 2025

RESOLVED: To approve the schedules of accounts for April, May and June 2025 in the sums of £44,875, £13,316.23, and £12,940.06 respectively and as detailed below.

April Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Auth	Notes/ Description
Friendship and Leisure	1	20.00	0.00	20.00	Min No: 23/100	Donation for storage help
YLCA	2	1,981.00	0.00	1,981.00	Clerk	Annual Subscription

M Thompson	3	320.00	0.00	320.00	Min No. 24/149	Tour Guides Full Day tutoring
1st Knaresborough Castle Scouts	4	4,150.00	0.00	4,150.00	Clerk	Remaining funds from Links Charity Fund (EMR)
J Pickard (reimburse)	5	158.00	0.00	158.00	Min No: 23/026	2 x Tesco Mobile phones and PAYG sim for office
BT	6	49.07	9.81	58.88	Clerk	Cloud Voice (March)
BT	7	52.21	10.44	62.65	Clerk	Cloud Voice (April)
Rialtas	8	203.00	40.60	243.60	Clerk	Annual Software support and maintenance
Rialtas	9	116.00	23.20	139.20	Clerk	Making Tax Digital Annual Subscription
Defib Store	10	215.00	43.00	258.00	Clerk	Defib Battery replacement (Kboro House)
Community Projects Officer	11	99.99	0.00	99.99	Clerk	Canva annual subscription reimbursement
FEVA	12	2,500.00	0.00	2,500.00	Min No: 25/072	KTC grant award
Waterside Residents Association	13	1,050.00	0.00	1,050.00	Min No: 25/072	KTC grant award
Bebra Town Twinning	14	2,000.00	0.00	2,000.00	Min No: 25/072	KTC grant award
Renaissance Knaresborough	15	1,000.00	0.00	1,000.00	Min No: 25/072	KTC grant award
Blachere	16	15,849.00	3,169.80	19,018.80	Contract	Christmas light hire year 2 of 3
Greenbarnes Ltd	17	1,695.49	339.10	2,034.59	Min No: 25/060	KASHS Allotment Noticeboard
Houghtons of York	18	480.00	96.00	576.00	Clerk	Mayoral Board inscription 2024/25
Salaries, Tax, NI and Pensions	19 - 23	7,760.68	0.00	7,760.68		
Friends of Jacob Smith Park	24	350.00	0.00	350.00	Clerk	Small Grants Fund
Flying Colours	25	911.34	182.27	1,093.61	Min No: 25/208	VE Day 80/Summer Bunting
Total		40,960.78	3,914.22	44,875.00		

May Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Auth	Notes/ Description
The Village	26	350.00	0.00	350.00	Clerk	Small Grants Fund - Baby bank supplies
Restart Yorkshire	27	300.00	0.00	300.00	Clerk	Relocate defib from Cricketers
J Pickard	28	288.99	0.00	288.99	Clerk	VE day speaker (and to be used for other events/meetings)
Community Projects Officer	29	62.78	0.00	62.78	Clerk	VE day fire safety equipment for beacon
Friendship and Leisure	30	20.00	0.00	20.00	Min No: 23/100	Donation for traffic signage storage
Pitney Bowes	31	57.75	0.00	57.75	Clerk	Franking Machine Meter Reading
Xerox	32	235.36	47.07	282.43	Clerk	Copier rental agreement
D3 Office Group	33	105.49	21.10	126.59	Clerk	Stationery incl paper supply
PPL PRS	34	140.55	28.11	168.66	Clerk	VE day Music Licence
M Thompson	35	200.00	0.00	200.00	Min No. 24/149	Tour Guide Mock exam tutoring
Love Yorkshire	36	400.00	0.00	400.00	Min No. 24/149	Tour Guide Knowledge Training
Paul Yates Hire	37	59.96	3.00	62.96	Clerk	VE Day gas for beacon
Deputy Clerk (reimburse)	38	10.95	0.00	10.95	Min No. 24/149	Tour guide examination papers postage
Freedom Performing Arts	39	100.00	0.00	100.00	Clerk	Donation for VE day performance
Harrogate Spa Town Ukes	40	100.00	0.00	100.00	Clerk	Donation for VE day performance
Gazeboshop.co.uk	41	1,585.99	317.20	1,903.19	Min No. 25/026PCE	Gazebo, table and tablecloths for events
Craft & Social	42	75.18	0.00	75.18	Clerk	VE Day silhouette
Craft & Social	43	54.17	0.00	54.17	Min No. 24/149	Tour Guide batons
BT	44	52.21	10.44	62.65	Clerk	Cloud Voice
The Half Moon Pub	45	350.00	0.00	350.00	Clerk	Small Grants Fund - community defib for outside pub
Nottingham Jewellers	46	17.00	0.00	17.00	Clerk	Mayor Making - Engraving

St John Ambulance	47	143.00	28.60	171.60	Clerk	VE Day First Aid provision
C Robinson	48	100.00	0.00	100.00	Clerk	VE Day Entertainment donation
Chapel of our Lady of the Crag	49	30.00	0.00	30.00	Min No. 24/149	Tour Guide training donation
Deputy Clerk (reimburse)	50	140.45	0.00	140.45	Clerk	Mayor Making - refreshments
Salaries, Tax, NI and Pensions	51 - 55	7,760.88	0.00	7,760.88		
Wild Ivy Florist	56	120.00	0.00	120.00	Clerk	Mayor Making - Flowers
Total		12,860.71	455.52	13,316.23		

June Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	57	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage
SLCC/LCC	58	1,555.20	311.04	1,866.24	Min No. 24/191	Business Case - Market
BT Payphones	59	1.00	0.00	1.00	Min No. 25/063 P	BT Phone box 3 adoption
Kboro Silver Band	60	100.00	0.00	100.00	Clerk	VE Day 80 entertainment
FEVA	61	100.00	0.00	100.00	Clerk	Special Arts Award - Mosaic Project
Music at Knaresborough	62	100.00	0.00	100.00	Clerk	Special Arts Award - Choir at St John's
M Hunter	63	100.00	0.00	100.00	Clerk	Special Arts Award - Collab Music Project
P Mirfin	64	100.00	0.00	100.00	Clerk	Special Arts Award - Collab Music Project
Yorkshire Create	65	100.00	0.00	100.00	Clerk	Special Arts Award - Play
Yorkshire Create	66	100.00	0.00	100.00	Clerk	Special Arts Award - Youth Theatre
Yorkshire Create	67	100.00	0.00	100.00	Clerk	Special Arts Award
Craft and Social	68	100.00	0.00	100.00	Clerk	Special Arts Award
Charlotte Gale	69	35.00	0.00	35.00	Clerk	Mayor Making Photography
NYC	70	133.70	19.04	152.74	Clerk	VE Day 80 Waste bins

Arena Group	71	213.63	42.73	256.36	Clerk	Photocopies
Vision ICT	72	50.00	10.00	60.00	Clerk	SSL Certificates
H Read (reimburse)	73	25.00	5.00	30.00	Clerk	Purple Guide renewal
Internal Audit Yorkshire	74	450.00	0.00	450.00	Clerk	Year End Audit
BT	75	113.62	22.72	136.34	Clerk	Broadband
Community Stars	76	520.00	0.00	520.00	Clerk	Mayor Making Catering
NALC	77	35.00	7.00	42.00	Clerk	Community Officer Training
BT	78	52.21	10.44	62.65	Clerk	Cloud voice
Vision ICT	79	25.00	5.00	30.00	Clerk	Website Annual Search Facility
CTS Uk Ltd	80	315.00	63.00	378.00	Min No. 24/149	Tour Guide Uniforms
Salaries, Tax, NI and Pensions	81 - 85	7,760.68	0.00	7,760.68		
YLCA	86	27.40	0.00	27.40	Clerk	Cllr training - S106/CIL
N Muffitt	87	36.00	0.00	36.00	Min No. 24/149	ITG Membership
Rialtas	88	85.00	17.00	102.00	Clerk	Employee training - Rialtas system and tidy up
Community Projects Officer (reimbursement)	89	73.65	0.00	73.65	Min No. 24/149	Tour Guide graduation
Total		12,427.09	512.97	12,940.06		

8.2 To receive and note the finance figures for April, May and June 2025.

RESOLVED: To receive and note the finance figures for April, May and June 2025.

8.3 To note the current budgetary position up to month ending 30 June 2025.

RESOLVED: To note the current budgetary position up to month ending 30 June 2025.

8.4 To receive and note the update on the current grants fund (incl. small grants)

RESOLVED: To receive and note the update on the current grants fund (incl. small grants).

8.5 To consider the quotation/s from Fattorini (company holds the stamping dies for KTC's specific requirements) regarding civic regalia and decide on order details

RESOLVED: That KTC purchase 5 x Past Mayor Pendants and 5 x Past Mayors Consort badges.

8.6 To receive and note the latest CIL Neighbourhood portion payment contribution

RESOLVED: To receive and note the CIL Neighbourhood portion payment contribution of £915.69.

8.7 To appoint two named Councillors to undertake the Internal Audit checks for the financial year 2025/26.

RESOLVED: To ask Councillors H Gostlow and D Goode to conduct this check on behalf of the Council.

8.8 To appoint a named Councillor (separate to the two named in 8.7) to undertake the checks between bank reconciliations and bank statements for 2025/2026.

RESOLVED: To ask Councillor K Davies to continue to undertake this task on behalf of the Council.

8.9 To note the Clerk's request for all committee and council project requirements for the 2026/27 budget to be sent to the office as soon as practically possible

RESOLVED: The above is noted.

8.10 To consider the allocation of a sum of money from the current budget to cover potential legal advice costs in relation to devolution projects as they develop and delegate authority to the Clerk to spend from this sum as needed

RESOLVED: That the Clerk is to prepare a ballpark figure for the Full Council in September to consider and that KTC ask if NYC are prepared to contribute to the legal costs involved in any devolution projects.

25/081 ITEM 9 - Correspondence or Delegation from Full Council

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

RESOLVED: That, on this occasion, KTC awards the full sum of £2000 as requested, but should the group return for funding in the future ask for a detailed breakdown of costs for the specific event.

9.2 To consider the grant application from: Knaresborough Connectors for the 'Knaresborough Community Podcast' project

RESOLVED: That KTC does not award funding for this project.

9.3 To consider the grant application from: Yorkshire CREATE for the 'Chrismouse Advent Window' project

RESOLVED: That KTC awards £500 (of the £1000 requested) in support of this project

9.4 To consider the funding request from: Knaresborough Youth Council to support the upcoming academic year

See Min No. 25/077 above

9.5 To receive the minutes from the Bright Friday subcommittee meeting held on 3 July 2025 (note: minutes not yet sent to Projects, Community and Environment Committee due to timing) and **consider** the request for increased budget for this year's event

RESOLVED: That KTC increase the budget for this year's Bright Friday event to £4000 in light of the increase in numbers attending the event and the knock-on effect to costs.

25/082 ITEM 10 – Motions from Councillors

Councillor A Bell:

"That KTC approves the next steps to proceed with the replacement of Boundary signs for Knaresborough"

RESOLVED: That KTC approves proceeding with next steps towards replacing the boundary signs in Knaresborough on the understanding proposed designs and full costings will be presented to Council at a future date.

Meeting closed at: 8:24 p.m.

**Signed by the Chair
Councillor Andy Bell**