**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 11 May 2026**

PRESENT: **Chair:** The Mayor – Councillor Helen Westmancoat

Councillors: J Batt, A Bell, M Flood, D Goode, H Gostlow, K Lacey, M Longhurst, S Oakes, J Pickard and M Walker

Staff Present: The Clerk and the Deputy Clerk

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

26/274 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting:

RESOLVED: That the apology received together with reason for absence from Councillor Davies be approved.

26/275 ITEM 2 – Councillors' Disclosure of an Interest

None for this meeting

26/276 ITEM 3 - KTC Public Speaking Session

None for this meeting

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

- Councillor Gostlow mentioned that she had attended a Members Seminar on SEND reform and what it means for residents and their children across the area.
- Other topics discussed included strategic planning, highways and gully cleaning.
- Councillor Walker informed KTC that responsibility for street cleaning is moving to the Highways team and that he has raised urgent concerns about the condition of the Public Toilet on Waterside.
- Councillor Walker also mentioned he has been exchanging emails regarding Viaduct Terrace and the urgent need for repair before further damage is done.

Councillor Walker agreed to circulate the dates for resurfacing work in the area to all members.

Councillor Walker has asked that a list of Knaresborough based NYC assets, together with appropriate maintenance logs, be made available to enable Council to assess the current status and progress of works.

26/277 ITEM 4 - To consider and, if thought fit, **approve** as a correct record, **the Minutes** of the **Council** Meeting held on**:**

4.1 Monday 16 March 2026

RESOLVED: That the Minutes of the meeting held on Monday, 16 March 2026 be approved as a correct record and signed by the Chair.

26/278 ITEM 5 - Business Remaining

None for this meeting

26/279 ITEM 6 – Reports/Information from the Clerk

6.1 To consider the Order of Proceedings for Mayor Making

RESOLVED: That the Order of Proceedings as presented be approved

6.2 To receive and note updated Business/Action Plan and to note updated Strategic Priorities document

Councillor Gostlow read out amendments that she wished to be added to the Business Plan to further clarify the Council's current strategic aims.

Councillor Goode asked for the NDP to be added to the Action Plan.

RESOLVED: That these documents (including the amendment to the Business Plan) go to every committee to be reviewed in the next six months against current and future priorities; updated priorities to be brought back to Full Council for consideration.

6.3 To consider the creation, abolition or alteration of committees and approval of their Terms of Reference

Councillors went through the current committees, external organisations and Terms of Reference for the Standing Committees.

RESOLVED: That KTC approves the list of committees, external organisations and Terms of Reference (see appendix 1 for a list of committees and external organisations)

6.4 To appoint members to committees and external organisations

RESOLVED: That KTC appoints members as listed in appendix 1

6.5 To consider a Schedule of Meetings for civic year 2026/2027

RESOLVED: That the Schedule of Meetings for 2026/27 be approved (see appendix 2)

6.6 To review Asset Register of Town Council property

RESOLVED: That the Asset register be approved and the value agreed at £994,509 to be submitted in the Annual Governance and Return document.

FURTHER RESOLVED: That 3 items, the lawn mower, the NDP banners and the old staging are disposed of during this civic year.

Councillor Flood said he would contact the Kboro Lions Club regarding the old stage to ensure they agree to the disposal.

6.7 To review and adopt

a) Standing Orders
b) Financial Regulations and the Financial Management Risk Assessment
c) The Code of Conduct

RESOLVED: That the above documents have been reviewed and adopted by KTC.

6.8 To review and adopt the updated Risk Management and Control strategy

Councillors discussed certain aspects of the document and agreed that the Legal Power risk level should be changed from Medium to Low with the mitigation which is in place. Members also discussed Councillor training.

RESOLVED: That the Clerk compiles a list of recognised core training for Councillors, together with relevant subject-specific training for committees, where appropriate, to support Members in fulfilling their roles. The Clerk to produce an accompanying form detailing the training undertaken by Councillors which should then be shared at an appropriate council meeting.

FURTHER RESOLVED: That with the minor amendment detailed above, Council has reviewed and will adopt the Risk Management and Control Strategy.

6.9 To review and adopt the updated Business Continuity Plan and emergency contacts document.

RESOLVED: That the above documents have been reviewed and adopted by KTC.

6.10 To review and adopt the updated Financial Reserves Policy

RESOLVED: That the above document has been reviewed and adopted by KTC.

6.11 To review and adopt the latest Scheme of Delegation Policy

RESOLVED: That the above document has been reviewed and adopted by KTC.

6.12 To consider amending bank signing rule to read ‘any three signatories’ as recommended by Nat West Bank.

RESOLVED: That KTC agrees to amending the Nat West bank signing rule to read ‘any three signatories’, without impacting KTC’s own rules regarding bank signatories.

26/280 – ITEM 7 – Correspondence

7.1 To consider the request to form a working party with Bilton Hall Farm Management Ltd and respond accordingly.

RESOLVED: That KTC agrees to having representation on the working party and that Councillor Oakes and Councillor Flood are named representatives.

7.2 To consider the Cyber Insurance quotation from insurance brokers Gallagher and decide if council require this service

Councillor Bell questioned whether the level of cover was more than council needed at this time and asked that this be investigated.

RESOLVED: That KTC responds, with wording provided by Councillor Bell, asking if the overall cover could better reflect council’s requirements. However, should the quotation remain the same, then council are minded to accept it and will leave this to the Clerk’s discretion.

7.3 To receive and note the updated version (August 2025) of the Parish Charter

RESOLVED: That KTC write to the NYC Assistant Chief Executive (Local Engagement) to request a meeting to discuss the Parish Charter.

26/281 - ITEM 8 - Reports from Committees and Working Groups

8.1 To Receive and Note the (draft) Minutes of the Finance and General Purposes Committee meeting held on Monday 13 April 2026.

RESOLVED: To receive and note

8.2 To Receive and Note the (draft) Minutes of the Projects, Community and Environment Committee meeting held on Monday 20 April 2026

RESOLVED: To receive and note

8.3 To Receive and Note the minutes of the Planning Committee meetings held on Monday 30 March 2026 and Monday 27 April 2026.

RESOLVED: To receive and note

8.4 To Receive and Note
(i) the Tour Guide monthly updates for March and April 2026

RESOLVED: To receive and note

(ii) the notes of an information gathering meeting to explore coach friendly status held at Knaresborough House on Wednesday 29 April 2026.

RESOLVED: To receive and note

(iii) a verbal update from Councillor Margy Longhurst following on from point (ii)
*And finally, **to consider** the recommendations/action points highlighted in the notes.*

Councillor Longhurst gave a summary of the status of investigations into Coach Friendly Status for the Town and highlighted several actions that need to be taken to improve any application.

RESOLVED: That KTC agree that the application for Coach Friendly Status should be progressed.

Councillors went on to discuss contacting NYC about repositioning the cycle racks so that they can be better utilised and are easier to locate.

26/282 ITEM 8 - Motions from Council Members

9.1 Councillor H Westmancoat (2nd Cllr A Bell)

That KTC approve the design for the new Town Boundary signs and agree to the project commencing, with Councillors Westmancoat and Bell liaising with North Yorkshire Council Highways and delegated authority given to the Clerk to spend up to the budget agreed.

RESOLVED: That KTC approve the design for the new Town Boundary signs and agree to the project commencing, with Councillors Westmancoat and Bell liaising with North Yorkshire Council Highways and delegated authority given to the Clerk to spend up to the agreed budget.

26/283 ITEM 09 - Information Exchange

- Councillor Walker mentioned that the T-shirts celebrating the 60th Anniversary of the Bed Race are now on sale.

- Councillor Goode explained the Neighbourhood Development Plan was in the final stages of review.

- Councillor Pickard gave a brief update on the Wednesday Market status and ongoing negotiation with NYC.

- Councillor Westmancoat explained a visit had been arranged to visit Skipton and discuss the market arrangements in place there.

Meeting closed at: 9:30 p.m.

Signed by the Mayor:
Councillor H Westmancoat

Appendix 1

Standing Committees/Sub Committees/ Working Groups

Standing Committee	Current Membership	Agreed Membership 2026/2027
Planning (Pl) – *incorporates NDP* Meets once a month	John Batt Kathryn Davies David Goode Shan Oakes Mark Flood	John Batt Kathryn Davies David Goode Shan Oakes Mark Flood Helen Westmancoat
Finance & General Purposes (F&GP) Scheduled to meet once a quarter	Andy Bell Shan Oakes Matt Walker David Goode John Batt	Andy Bell Shan Oakes Matt Walker David Goode John Batt
Projects Community and Environment (PCE) Scheduled to meet once a quarter	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes James Pickard Matt Walker Helen Westmancoat John Batt Mark Flood	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes James Pickard Matt Walker Helen Westmancoat John Batt Mark Flood
Market (M) Council to decide how often to meet and membership		David Goode Hannah Gostlow Kit Lacey Margy Longhurst Shan Oakes James Pickard Matt Walker Helen Westmancoat
Staffing Meets 3 times a year or as needed	Hannah Gostlow James Pickard Helen Westmancoat David Goode	Hannah Gostlow James Pickard Helen Westmancoat David Goode
Appeals Meets as needed (made up of all councillors not on Staffing)	Andy Bell Kit Lacey Margy Longhurst Shan Oakes Matt Walker John Batt Kathryn Davies Mark Flood	Andy Bell Kit Lacey Margy Longhurst Shan Oakes Matt Walker John Batt Kathryn Davies Mark Flood

Sub Committee Meetings set by Chair	**Reporting to:**	**Current Members**	**Proposed Membership 2026/2027**
Castle Area	PCE	Margy Longhurst Shan Oakes Helen Westmancoat John Batt David Goode Matt Walker	Margy Longhurst Shan Oakes Helen Westmancoat John Batt David Goode Matt Walker
Climate Change Emergency	PCE	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes Mark Flood	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes Mark Flood
Bright Friday	PCE	Hannah Gostlow Kit Lacey James Pickard Mark Flood	Hannah Gostlow Kit Lacey James Pickard Mark Flood
Police Liaison	Full Council	Kathryn Davies Hannah Gostlow James Pickard	Kathryn Davies Hannah Gostlow James Pickard

Working Groups Meetings set by Chair	**Reporting to:**	**Current Members**	**Proposed Membership 2026/2027**
Commuted Sums	PCE	Andy Bell Hannah Gostlow James Pickard David Goode	Andy Bell Hannah Gostlow James Pickard David Goode
Castle 900	PCE	Helen Westmancoat Shan Oakes John Batt	Helen Westmancoat Shan Oakes John Batt Margy Longhurst Mark Flood Matt Walker Hannah Gostlow
Markets	Market Committee or Full Council	Hannah Gostlow Margy Longhurst James Pickard Helen Westmancoat Shan Oakes Matt Walker David Goode John Batt	Hannah Gostlow James Pickard
Stage	PCE	Kit Lacey James Pickard Mark Flood	Kit Lacey James Pickard Mark Flood
Boundary Signs	PCE	Andy Bell Hannah Gostlow	Andy Bell Hannah Gostlow

EXTERNAL ORGANISATIONS 2025-2026		Proposed for 2026 - 2027
Town Twinning Bebra	The Mayor	The Mayor, David Goode and John Batt
Town Twinning Volodymyr	D Goode	The Mayor, David Goode and John Batt
The Town Guides	The Mayor is patron	The Mayor is patron and Margy Longhurst
Knaresborough Chamber of Trade	H Gostlow, S Oakes	Hannah Gostlow and Matt Walker
Yorkshire Local Councils' Association YLCA	The Mayor + K Davies	The Mayor and Kathryn Davies
Harrogate & District Access Group (HADAG)	The Mayor is Patron	The Mayor is patron
Knaresborough Community Centre Committee	H Gostlow	Hannah Gostlow and Kit Lacey
Friendship & Leisure Centre	The Mayor	The Mayor
Renaissance Knaresborough Exec Committee	M Flood, H Gostlow	Mark Flood and Hannah Gostlow
Spa Baths Charity	J Batt, D Goode	David Goode and Mark Flood
Knaresborough Relief in Need	H Westmancoat	Helen Westmancoat
Trustee of King James's Foundation	J Batt (meets once per year)	Contact school
Trustee of Chapel of our Lady of the Crag	M Longhurst	Margy Longhurst
Allerton Waste Recovery Park (Thalia)	M Flood, K Lacey	Mark Flood and Kit Lacey
Knaresborough Civic Society	The Mayor	The Mayor
Knaresborough Business Collective	K Lacey, K Davies	Kit Lacey and Kathryn Davies
Youth Council* * Requires DBS checks	J Pickard, S Oakes, H Gostlow, H Westmancoat	James Pickard, Shan Oakes, Hannah Gostlow and Helen Westmancoat
Gouthwaite Board	K Davies, H Gostlow	Hannah Gostlow and David Goode
Remembrance	The Mayor attends September meeting and lays wreath on Remembrance Sunday	The Mayor
Knaresborough Museum Association	M Longhurst	Margy Longhurst
Knaresborough Voice	H Gostlow, K Davies, S Oakes, H Westmancoat	Hannah Gostlow, ~~Kathryn Davies~~, Shan Oakes, Helen Westmancoat
Bilton Hall Management Ltd working party		Mark Flood and Shan Oakes

Appendix 2

KTC Meeting Dates June 2026 – May 2027

Date	Meeting	Notes
Thursday 21 May 2026	Annual Meeting of the Town Council	
Monday 25 May	Spring Bank Holiday	
Monday 01 June	Planning 12 noon	
Monday 08 June	Staffing 9am	
Monday 15 June	Full Council 7.00 p.m.	To sign off Annual Governance and Return and Internal Audit Forms
Monday 22 June		
Monday 29 June	Planning 12 noon	
Monday 06 July	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 13 July		
Monday 20 July	Finance & Gen Purposes 7.00 p.m.	
Monday 27 July	Planning 12 noon	
Summer Break – no council or standing committee meetings		
Monday 07 September	Planning	
Monday 07 September	Remembrance Meeting – Mayor involved	Meeting with RBL and other organisations
Monday 14 September	Full Council 7.00 p.m.	
Monday 21 September		
Monday 28 September		
Monday 05 October	Planning 12 noon	
Monday – 05 October	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 12 October	Staffing 9am	

Monday 19 October	Finance & Gen Purposes 7.00 p.m.	
Monday 26 October		
Monday 2 November	Planning 12 noon	
Monday 2 November	Clerk led informal discussion with all councillors to consider budget	
Monday 09 November		
Monday 16 November	Finance & Gen Purposes (Budget)	All councillors to be invited
Monday 23 November		
Monday 30 November		
Monday 07 December	Planning 12 noon	
Monday 14 December	Full Council Precept Setting 7.00 pm	
Monday 04 January 2027		Christmas break will not allow sufficient time to legally send out a planning agenda with summons
Monday 11 January	Planning 12 noon	
Monday 18 January	Finance & Gen Purposes 7.00 pm	
Monday 25 January		
Monday 01 February	Planning 12 noon	
Monday 01 February	Projects Community & Environment (PCE) 7.00 p.m.	.
Monday 08 February	Staffing 9am	
Monday 15 February		
Monday 22 February		
Monday 01 March	Planning 12 noon	
Monday 01 March	Annual Town Meeting	
Monday 08 March		
Monday 15 March	Full Council 7 p.m.	

Monday 22 March		
Monday 29 March	Easter Monday	
Monday 05 April	Planning 12 moon	
Monday 12 April	Finance & Gen Purposes 7.00 pm	
Monday 19 April	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 26 April		
Monday 03 May	Bank Holiday	
Monday 10 May	Planning 12 noon	
Monday 10 May	Full Council (Annual Meeting prep) 7.00 pm	
Monday 17 May		
Thursday 20 May	Mayor Making? Possible regular Annual Meeting due to election year	

NB Market Committee dates not yet in schedule, awaiting Council decision on frequency of meetings for this committee.