MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT KNARESBOROUGH HOUSE on Monday 13 April 2026

PRESENT: Chair: Councillor Andy Bell

Councillors: J Batt, D Goode, S Oakes and M Walker

Staff Present: The Clerk

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

26/098 ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting.

All members present

26/099 ITEM 2 Councillors' Disclosure of an Interest

Councillor Goode – Item 7.6 – as an organiser of the Town Twinning Visit
Councillor Batt – Item 7.6 – as treasurer of the Town Twinning Committee
Item 7.2 – as a member of the Catholic Church

26/100 ITEM 3 - KTC Public Speaking Session - None for this meeting

26/101 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 19 January 2026

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 19 January 2026 be approved as a correct record and signed by the Chair.

Councillors requested an invitation to Kboro Lions Club be made to have an informal meet up regarding their current funding position, possibly for July 2026.

26/102 ITEM 5 - Business Remaining - None for this meeting

26/103 ITEM 6 - Reports from the Clerk

6.1 To approve the schedule of accounts for January, February and March 2026.

January:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Pitney Bowes (Pre pay)	212	63.00	2.60	65.60	Clerk	Postage refill
Friendship & Leisure	213	20.00	0.00	20.00	Min No. 23/100	Traffic cones and sign storage donation
Blachere Illumination	214	6,157.00	1,231.40	7,388.40	Clerk	Christmas light removal
Kit Lacey	215	84.25	0.00	84.25	Clerk	Drapes for trailer stage
M Whorley Photography	216	190.00	0.00	190.00	Clerk	Bright Friday
Parkun Ltd	217	1,500.00	0.00	1,500.00	Min no 25/085	Community Grant
North Yorkshire Council	218	57.28	0.00	57.28	Clerk	Weirside Terrace
Pitney Bowes (Pre pay)	219	50.00	0.00	50.00	Clerk	Agreement change (August 2025)
M Richards	220	9.25	0.00	9.25	Clerk	Reimburse postage
Blachere Illumination	221	15,291.00	3,058.20	18,349.20	Clerk	Christmas light installation
D3 Office Group	222	120.17	24.03	144.20	Clerk	Stationery
BT	223	52.21	10.44	62.65	Clerk	Telephone
Salaries, Pension, Tax and NI	224 - 228	8,793.72	0.00	8,793.72	Clerk	
H Westmancoat	229	670.92	0.00	670.92	Min no 25/252 budget set	Mayoral allowance paid against receipts
St John Ambulance	230	114.40	22.88	137.28	Clerk	Bright Friday
Internal Audit Yorkshire	231	475.00	0.00	475.00	Clerk	Internal Audit
Xerox	232	235.36	47.07	282.43	Clerk	Photocopier rental
Total		**33,883.56**	**4,396.62**	**38,280.18**		

February:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
OJW Services	233	625.00	0.00	625.00	Clerk	December work schedule plus barrier and posts for Waterside
OJW Services	234	750.00	0.00	750.00	Clerk	January schedule plus railway sleeper and post mix
Clerk (reimburse)	235	201.29	0.00	201.29	Min No: 26/043 6.5 S	Indeed job advertisement
Friendship and Leisure	236	20.00	0.00	20.00	Min No. 23/100	Traffic cone and signage donation
Skipton Town Council	237a	80.00	0.00	80.00	Clerk	Mayoral allowance
Community Projects Officer (reimburse)	237	93.28	0.00	93.28	Clerk	Reimburse stationery ToC meeting
J Pickard	238	35.74	0.00	35.74	Clerk	
D3 Office	239	22.94	4.59	27.53	Clerk	Stationery
BT	240	52.21	10.44	62.65	Clerk	Telephone and Cloud Voice
Vision ICT	241	282.63	56.53	339.16	Clerk	E mail hosting
North Yorkshire Council	242	2,724.53	0.00	2,724.53	Clerk	Utility costs, Kboro house jan 2024 - Feb 2026 5.3 %
Salaries, Pensions, Tax and NI	243 - 247	8,793.72	0.00	8,793.72		
H Westmancoat	248	130.00	0.00	130.00	Clerk	Mayoral allowance
Clerk (reimburse)	249	509.90	0.00	509.90	Min No: 26/043 6.5 S	Indeed Job Advertisement
Total		**14,321.24**	**71.56**	**14,392.80**		

March:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	250	20.00	0.00	20.00	Min No. 23/100	Traffic cone and signage donation
OJW Services	251	825.00	0.00	825.00	Clerk	Feb services plus supplies
Arena Group	252	193.10	38.62	231.72	Clerk	Copier
Clerk (reimburse)	253	7.07	0.00	7.07	Min No: 26/043 6.5 S	Indeed Job Advertisement
Community Projects Officer (reimburse)	254	15.16	0.00	15.16	Clerk	Annual Town Meeting
Scotton Tree Care	255	650.00	130.00	780.00	Clerk	Tree Maintenance KGV field
Vision ICT	256	260.00	52.00	312.00	Clerk	Emails hosted x 13
Information Commisioner	257	52.00	0.00	52.00	Clerk	Annual Data Protection Fee
BT	258	52.21	10.44	62.65	Clerk	Cloud Voice
BT	259	106.56	21.31	127.87	Clerk	Broadband
Hgte Road Safety Dog Training	260	350.00	0.00	350.00	Clerk	KTC Small Grant
Salaries, Pensions, Tax and NI	261 - 265	8793.72	0	8793.72		
Gallagher Insurance	266	1,904.56	0.00	1,904.56	Clerk	Annual Insurance
Total		**13,229.38**	**252.37**	**13,481.75**		

RESOLVED: To approve the schedule of accounts for January, February and March 2026 in the sums of **£38,280.18, £14,392.80 and £13,481.75** respectively.

6.2 To receive and note the finance figures for December, January, February and March 2026

RESOLVED: To receive and note the finance figures for December, January, February and March 2026.

6.3 To note the current budgetary position at year end.

RESOLVED: To note the current budgetary position at year end, 31 March 2026.

6.4 To note the update on the current grants fund (incl small grants)

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

6.5 To approve the list of regular payments to be made under Clerk's delegated authority

RESOLVED: That KTC approve the list of regular payments (attached as appendix 1)

6.6 To receive and note the completed Internal Control Checklist dated March 2026

RESOLVED: To receive and note the Internal control checklist dated March 2026

6.7 To receive and note the Community Infrastructure Levy report for 2025/26

RESOLVED: To receive and note the Community Infrastructure Levy report for 2025/26

6.8 To receive and note the S137 expenditure report for 2025/26

RESOLVED: To receive and note the S137 expenditure report for 2025/26 (attached as appendix 2)

26/104 ITEM 7 - Correspondence or Delegation from Full Council

7.1 To consider the **grant application** from the North Yorkshire Citizens Advice and Law Centre

RESOLVED: That KTC award the full amount of £1500 to North Yorkshire Citizens Advice Bureau

7.2 To consider the **grant application** from the Catholic Care Caritas, Leeds

RESOLVED: That, under S137, KTC award the full amount of £1000 to Catholic Care Caritas

7.3 To consider the **grant application** from Henshaws Society for Blind People

RESOLVED: That KTC refuse this grant application from Henshaws Society for Blind People

7.4 To consider the **grant application** from the Knaresborough Community Centre Committee at Stockwell Wellbeing Hub

RESOLVED: That, under S137, KTC award the full amount of £726 to the Knaresborough Community Centre Committee

7.5 To consider the **grant application** from the Knaresborough Branch, Royal British Legion

RESOLVED: That KTC award the full amount of £1450 to the Knaresborough Branch of the Royal British Legion, amount to be released upon evidence that necessary permissions have been given from NYC.

7.6 To consider the **grant applications** from the Knaresborough Town Twinning Committee

RESOLVED: That KTC support the grant applications from the Knaresborough Town Twinning Committee totalling £8500.
The £8500 payment to be made in the following way: £2000 from unspent budget from the 2025/26 financial year, £5600 to be allocated from the Town Twinning budget set aside by Council for 2026/27 and the remaining £900 to be taken from the Grants budget for 2026/27.

7.7 To consider the **grant application** from the Knaresborough Museum Association

RESOLVED: That KTC award the full amount of £2000 to Knaresborough Museum Association

7.8 To consider the request to have a small gazebo pop-up pizza stall in the Stockwell Community Hub car park

RESOLVED: That KTC investigate how this might work in practice and ask the Town Development Manager to undertake a piece of work considering all the practicalities and bring back to Council for a formal decision

Councillors asked the Clerk to contact the local Policing Team to ask if they foresee any potential issues with the request from their perspective

26/105 **ITEM 8 - Information Exchange** - none for this meeting

Meeting closed at: 8:36p.m.

Signed by the Chair
Councillor Andy Bell

Appendix 1

List of Regular payments 2026

Supplier	Service
Yorkshire Local Council Association	Annual Subscription and training
British Telecom	Telephone and Internet
D3 Office	Stationery and office equipment
Vision ICT	Website and email provision and support
Arena Group	Photocopies
Siemens/Xerox	Copier lease agreement
Yorkshire Internal Audit Services	Internal audit – twice yearly
Rialtas Accounting Package	Annual subscription - support and maintenance
Spa ICT	Annual subscription, Anti-virus, general support
Friendship and Leisure Charity	Monthly donation for storage
Royal British Legion	Wreath - Annual
NALC	Training
Pitney Bowes/Link	Franking Machine and ink
Selectplan Ltd	Castle lighting maintenance
Blachere	Christmas Lighting Contractor
SLCC	Annual Subscription and training
PKF Littlejohn	Annual External Audit
Information Commissioner	Data Protection Certificate
Defib stores or equivalent	Replacement pads, batteries etc
KTC Small Grant awards (various)	Amount to £350
Canva	Annual Subscription
Houghtons of York	Specialist signwriter Mayoral board - annual
Gouthwaite Board of Mgmt	Annual Levy
OJW Services	Town Ranger projects - monthly
Gallagher	Insurance brokers - annual

*Please note salaries, tax and pension payments are made monthly as per employment contracts.

Approved: 13 April 2026 Review: Annually

Appendix 2

	Knaresborough Town Council 2025 2026				**Electorate**
			S137	**£11.10**	12719
Month	**Description/Payee**	**Minute Reference**	**Net Amount**		
May	Small Grant - The Village Baby supplies	24/156 6.6	350		
	Total		**350**		