

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

Knaresborough House  
Knaresborough  
North Yorkshire  
HG5 0HW  
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10 January 2023

To: **The Town Mayor and Members of Knaresborough Town Council**

Dear Councillors:

I hereby summon you to the Full Council meeting of **KNARESBOROUGH TOWN COUNCIL** to be held at Knaresborough House

**Monday 16 January 2023**

**7:00 pm**

Please see the Agenda for the meeting below:

Yours faithfully

*A Pulman*

A Pulman  
Clerk of the Council

Any queries regarding this agenda should be addressed to the Clerk at  
[office@knaresboroughtowncouncil.gov.uk](mailto:office@knaresboroughtowncouncil.gov.uk)

## COUNCIL AGENDA – Monday 16 January 2023

1. To receive **Apologies and consider approval** of the reasons for inability to attend the meeting.

*Short training session by the Clerk on the importance of good administrative housekeeping*

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

### **3. KTC Public Speaking Session**

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council's attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda*.

4. **To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the Council Meeting held on:

4.1 Monday 19 December 2022 (ca)

### **5. Business Remaining -**

5.1 **To receive and note** the response from the Managing Director of Avant Homes (ca)

### **6. Reports from the Clerk**

6.1 **To approve** the schedule of accounts for December 2022 (ca)

6.2 **To receive and note the Mayoral Points** at 01 January 2023 (ca)

6.3 **To consider** extending Clerk's delegated authority re planning matters or **revision of the** planning consultation system adopted by Council. (*Clerk's Report attached*)

6.4 **To consider** remunerating Clerk for additional lieu hours accrued as a direct result of the Queen's Jubilee, Town Twinning events and death of the late Queen Elizabeth II. (*Clerk's Report attached*)

### **7. Correspondence**

7.1 **To consider** grant application from Knaresborough Lions (ca)

**7.2 To consider supporting in principle** the shop window vinyl initiative to improve the look and feel of the town. (ca)

## **8. Reports from Committees and Working Groups**

**8.1 To consider request from** the Bright Friday working group to donate an amount (to be specified) to the local entertainers (x3) who participated in the Bright Friday event.

**8.2 To consider** the request from the KTC planning group to write to the owners of 'Mylockup' to ask them to add landscaping to improve the street scene on an important route into the Market Town of Knaresborough.

## **9. Motions from Members**

### **9.1 Councillor H Gostlow**

"That KTC sets up a working group to organise a community celebration surrounding the King's Coronation".

## **10. Information Exchange**

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk's office.

**A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

### **Emergency Procedures for Meetings – Fire**

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.

**PRESENT:**

**Chair:** The Mayor – Councillor Kathryn Davies

**Councillors:** J Batt, A Bell, D Goode, H Gostlow,  
M Longhurst, S Oakes, and M Walker

**Staff Present:** The Clerk and Deputy Clerk

**Absent:** K Lacey

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

**22/052    ITEM 1 – To receive apologies and consider approval of inability to attend the meeting**

**RESOLVED:** To receive apologies and approve reasons for inability to attend from Councillors M Flood, J Pickard and H Westmancoat.

None for this meeting.

A resident attended the meeting to speak about Knaresborough Castle, Nidd Gorge and the ancient forest. He asked members to consider inviting him to a meeting in the New Year to give a Presentation.

#### 4.1 Monday 21 November 2022

**RESOLVED:** That the minutes of the meeting on Monday 21 November 2022 be approved as a correct record and signed by the Chair.

**4.2 Monday 28 November 2022**

**RESOLVED:** That the minutes of the meeting on Monday 28 November 2022 be approved as a correct record and signed by the Chair.

**22/056 ITEM 5 - Business Remaining**

**5.1 To consider** any amendments to the 2023/2024 'Project section' of the budget (see Min No. 22/051 - no further commentary/information received by the Clerk in relation to this budget heading since the meeting of 28 November).

There were no amendments to consider.

**5.2 To decide** final 2023/2024 precept request following receipt of tax base 'Band D' information (previously distributed – 30 November).

**RESOLVED:** That KTC supports an incremental increase of 2.3% (average Band D property) on its precept. This results in a precept monetary request to Harrogate of £158,991.

**22/057 ITEM 6 - Reports from the Clerk**

**6.1 To receive** the finance figures for October

**RESOLVED:** To receive the finance figures for October.

**6.2 To approve** the schedule of accounts for November

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Friends and Leisure	136	20.00	0.00	20.00	Storage donation
D3 Office	137	69.56	13.91	83.47	batteries, paper, wall planner
A Pulman (reimburse)	138	21.00	0.00	21.00	Bright Friday HBC TEN
LexisNexis	139	131.99	0.00	131.99	Charles Arnold Baker 13th Edition
G Hobson	140	270.00	0.00	270.00	Castle Interpretation Board Project - installation
RBL	141	50.00	0.00	50.00	Remembrance Wreath
J Paylor	142	40.00	0.00	40.00	Bright Friday Poster design
YLCA	143	100.00	0.00	100.00	Staff Training Course
YLCA	144	80.00	0.00	80.00	Local Council Award Scheme assessment
H Gostlow (reimburse)	145	112.94	0.00	112.94	Bright Friday Sweets and stickers
Printzone	146	25.00	5.00	30.00	Bright Friday Posters

Start Safety	147	789.19	157.84	947.03	Bright Friday Road mgnt equipment
A Davies (reimbursement)	148	128.84	0.00	128.84	Bright Friday Road mgmt safety signage
Arena Group	149	75.90	15.18	91.08	Photocopies
LITE	150	13,004.00	2,600.80	15,604.80	Payment 2 of 3 lighting contract
Clerk (reimbursement)	151	13.18	0.00	13.18	Parliament Week Scout visit refreshments
Salaries, pensions, tax and NI	152 - 156	6,516.09	0.00	6,516.09	Includes 22/23 cost of living uplift backdated to April 2022 as per NALC agreement details.
<b>Total</b>		<b>21,447.69</b>	<b>2,792.73</b>	<b>24,240.42</b>	

**RESOLVED:** To approve the November 2022 accounts in the sum of £24,240.42.

**6.3 To note that** the town council office will be closed from 12.30 on Wednesday 21 December and will re-open on Wednesday 4 January at 9.00 a.m.

**22/058**    **ITEM 7 - Correspondence** – none for this meeting

**22/059**    **ITEM 8 - Reports from Committees and Working Groups**

none for this meeting

**22/060**    **ITEM 9 - Motions from Members**

**9.1 Councillor A Bell** (seconded H Gostlow)

That KTC approve funding and locations for speed surveys as part of the VAS signage initiative.

Councillor Bell gave an updating report to members regarding this Motion and explained that the speed surveys are a pre-requisite to installing any VAS signage. It was proposed and seconded that the funding for the speed surveys comes from Town Council budget.

It was noted that if, following the results of the speed surveys, Town Council wishes to purchase any VAS signage it can only make a contribution to their total cost. However, County Councillors Gostlow and Walker have secured funding from their North Yorkshire County Council locality budgets which can be used for any future VAS signage purchases.

**22/061     ITEM 10 - Information Exchange**

- Councillor D Goode informed members that an Office Services Committee meeting would be scheduled in the new year.
- Councillor Walker mentioned that at a recent Chamber Executive Meeting there had been some discussion about funding of a land train and how this idea might be taken forward. A working group will be set up following which an approach may be made to Town Council.
- Councillor Oakes spoke about Renaissance Knaresborough and its project to look at buying land. They have so far received pledges of £43K. There may be an approach to Town Council for funding publicity.
- Councillor Davies mentioned that she is pursuing the idea of setting up a Youth Council for Knaresborough. She has been in discussion with Inspire Youth and has a meeting in the New Year with the head boy of King James's School.
- The Clerk asked members if they would be willing to keep an eye out for damaged/dangerous Christmas lights over the festive period in the event of any adverse weather conditions. She referred them to an email address to be used for reporting any such damage to the Christmas lights contractor.

**Meeting closed at: 7.55 p.m.**

**Signed by the Mayor:  
Councillor K Davies**



12 December 2022

FAO Angela Pulman  
Town Clerk  
Knaresborough Town Council  
Knaresborough House  
High Street  
Knaresborough  
North Yorkshire  
HG5 0HW

Dear Mrs Pulman

Thank you for your letter dated 30<sup>th</sup> November regarding our development at The Lanes, Bar Lane, Knaresborough. Having only started in my role as Managing Director for the region in Spring this year, I hope you can understand it has taken some time for me to get up to speed with any issues outstanding with our completed sites.

You are correct in your assessment regarding the drains, inspections carried out by Yorkshire Water revealed they did not meet the required standards for adoption. The initial delays in getting these inspections has also added to an already unacceptable timeframe.

The current works being carried out by the contractor are required to get the drains to an adoptable standard, and although I agree this is extremely disruptive it is necessary in order long term to provide the residents with an adopted drainage system. We are applying as much pressure as possible on our contractors to get this work sorted as soon as possible, the residents have been kept fully informed and provided with a program of works which will be complete in early February. Subject to Yorkshire Waters approval, the roads will then be surfaced and adopted and this will conclude the matter.

Please contact me at any time if you require any additional information. In the meantime I would like to wish you and your colleagues a Merry Christmas and a prosperous New Year.

Kind regards

Yours sincerely



**Alastair Hart**  
**Managing Director**

Unit 2, Mariner Court, Peel Avenue, Durkar, Wakefield WF4 3FL

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**KNARESBOROUGH TOWN COUNCIL****December 2022 Schedule of Accounts**

<b>Payable to</b>	<b>File Ref No:</b>	<b>Amount excl VAT £'s</b>	<b>VAT</b>	<b>Total Amount £'s</b>	<b>Notes/ Description</b>	<b>Initials</b>
Friends and Leisure	157	20.00	0.00	20.00	Storage donation	
KASHS Allotment	158	330.00	0.00	330.00	Path Closure Expenses	
Network Print	159	264.00	52.80	316.80	Bright Friday Road Closure notices	
Purchase Power	160	70.46	14.09	84.55	Franking Service Agreement	
A Davies	161	30.39	0.00	30.39	Bright Friday Expenses	
Selectplan Ltd	162	330.00	66.00	396.00	Castle Light Maintenance Agreement	
Allan Smyth Audio	163	480.00	0.00	480.00	Bright Friday PA and Lighting	
BT	164	88.89	17.78	106.67	Broadband	
St John Ambulance	165	96.00	19.20	115.20	Bright Friday First Aid Cover	
Siemens	166	291.81	58.36	350.17	Photocopier lease	
Salaries, pensions, tax and NI	167 - 170	4,592.84	0.00	4,592.84		
<b>Total</b>		<b>6,594.39</b>	<b>228.23</b>	<b>6,822.62</b>		

## MAYORAL POINTS 2023 – January

	Liberal Democrats	Conservatives	Green	Labour	Independent (R Aspin)	Total Points
05 May 2022 add 10 points per elected Councillor	+80	+20	+20	-	-	120
<b>Sub Total</b>	<b>71</b>	<b>83</b>	<b>-68</b>	<b>124</b>	<b>31</b>	<b>241</b>
Clerk's adjustment to bring points in permitted range – minus 10 points per serving councillor	-80	-20	-20	-	-	120
<b>Total Points at 5 May 2022</b>	<b>-9</b>	<b>63</b>	<b>-88</b>	<b>124</b>	<b>31</b>	<b>121</b>
Deduct 120 points for having the right to nominate the Mayor 2022/23 (K Davies – Conservative)		-120				
<b>Sub Total</b>	<b>-9</b>	<b>-57</b>	<b>-88</b>	<b>124</b>	<b>31</b>	
01 January 2023 allocate 10 points per serving councillor	+80	+20	+20	-	-	
<b>Total points at 01 January 2023</b>	<b>71</b>	<b>-37</b>	<b>-68</b>	<b>124</b>	<b>31</b>	<b>121</b>

Points system adds 10 points for each Councillor on 01 January each year (except in election year when points are added post election)  
 120 points are deducted each year for having had the right to nominate a Mayor. The Party with the most points is able to nominate a Mayor

## Clerk Report – 16 January 2023

### Extension of Delegated Power to Clerk to facilitate planning consultations in the current format or revision of planning consultation system adopted by Council.

#### Background

The Clerk's delegated authority to respond to HBC on behalf of KTC expired at the beginning of January 2023. If the Planning Committee wishes to continue using the Zoom format, as opposed to meeting face to face, then this authority will need to be renewed by Full Council. Timing of the meeting will also need consideration. It should be noted that this format does not require a formal agenda, rather a list of applications and other planning related items that members need to discuss. This list is posted onto the Town Council's website and updated with the Town Council's submitted comments once complete, so it remains a transparent process.

#### Current Position

The Planning Group are currently meeting on the 1<sup>st</sup> Monday of every month to consult with the Clerk on all relevant planning applications. This discussion takes place via Zoom at 12noon and has worked well for all involved for the last 3 years.

Town Council is currently pursuing the Local Council Award Foundation Level with NALC/YLCA and the office has been working hard with the assessor to ensure Council meets the standard.

With regard to Planning the following feedback was given:

'The Local Council Award Scheme for Foundation Level states that: Decisions on planning matters must be made in properly convened meetings and if required, by delegation to a committee. **Some** decisions may be delegated to an officer.

This means that the Council although acting lawfully, as it is possible to delegate planning decisions to the clerk, for the purposes of the Local Council Award Scheme this is not met as the scheme requires that only some (planning) decisions may be delegated to an officer.

It is worth noting that councillors make decisions and delegation to an officer is a fallback position. It is expected that a council acts in a conventional manner when dealing with planning applications. A working group is a task and finish group, and Planning is not a task and finish function, rather is an ongoing and regular function. It is suggested that if the council wishes to continue with a group for some planning advisory information to the clerk, that it is renamed so as not to include Working Group in its title. One suggestion is the Clerk's Consultation Planning Group.

You mention that it is difficult to get a quorum for a Planning Committee. Has the council considered a review of its existing terms of reference which could include a reduction in the quorum for a Planning Committee? That decision is in the Council's remit as a committee quorum is not defined in legislation. If you would like any help with this, please seek advice from YLCA through the ticket system.

Should the council decide to apply for the Quality Level Award, YLCA would expect to see that all the advisory points have been adopted by the council'.

### Options for Council

1. Extend delegated powers to the Clerk and maintain the current status quo in the knowledge that Council will not meet the requirements for the Local Council Award Scheme.
2. Remove the Clerk's relevant delegated powers and go to face-to-face committee meetings, but the time to remain the same – 12 noon 1<sup>st</sup> Monday of the month. This will mean some current councillors may struggle to attend due to work commitments.
3. Remove the Clerk's relevant delegated powers and go to face-to-face committee meetings at a different time, for example in an evening, bearing in mind this will increase the cost as staff will be attending outside current hours.
4. Consider the committee meeting face to face, starting at 6:15/6:30pm prior to the Full Council meeting again bearing in mind the cost of staff time and perhaps the early start time being difficult for some members. Any planning that is not dealt with during the allotted time is delegated to the Clerk to respond – the Chair could bring forward items that required discussion. As now and perhaps more importantly, this would require councillors to study the plans and have their thoughts prepared so the Chair can identify the applications needing to be discussed and the Clerk has a steer on any applications she is left to deal with.
5. Planning Committee is disbanded, and planning is merged into full council meetings. This has been done before but it did increase the length of Council meetings considerably. Planning is not every councillor's forte, and history has shown us that discussions on planning can be very protracted in such circumstances. It may be necessary to save time to delegate some planning decisions to the Clerk, for example, TPO's with some standard response linking to the arboriculturalist recommendations. Preparation is again the key.

N.B This list is not exhaustive and if Councillors have any other suggestions, please share them. Any changes will require the Terms of Reference being amended accordingly. As now, any major developments that will affect the Town will be brought to Full Council.

### Recommendations

Council has paid for, and the office has worked toward gaining the Local Council Award and as Clerk I would like to ensure Council has every opportunity to gain the award. In recent meetings it has been clear that North Yorkshire have been looking at this type of distinction between Councils as a measure of performance.

Bearing this in mind, together with consideration for current planning committee members and office staff, and potential cost implications, I believe as Clerk, options 2, 4 and 5 are the most workable alternatives.

Angela Pulman

Clerk

**Clerk's Report**

**Date:** 16 January 2023

**Subject:** Payment of Lieu Hours

**Background:**

2022 saw the celebration of the late Queen's Jubilee, the 50<sup>th</sup> anniversary celebrations of Knaresborough's Town Twinning with Bebra followed sadly by the death of Queen Elizabeth II. Management of these events, which involved a considerable amount of outside of office hours working, has resulted in the Clerk accruing circa 38 additional hours between May and September 2022.

The Clerk has 2.5 weeks annual leave remaining in the current annual leave year, the Deputy Clerk has 1.5 weeks. Both will probably carry one week annual leave forward into the next financial year.

There is little to no capacity, even taking into account the possible recruitment of a third member of staff in the near future, for the Clerk to take the 38 additional accrued hours as annual leave. Staff have been consistently working at or around their contracted hours each week as a result of the additional work load since the formation of the new council in May 2022. Any enforced taking of annual leave at this point will exacerbate an already difficult situation for the office and ultimately the operation of the council.

**Recommendation:**

That Knaresborough Town Council Resolves to pay the Clerk for 38 additional hours worked between May and September 2022.



# Knaresborough

Town Council

## KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

*(Please ensure you read the accompanying guidance notes and attach all relevant documentation)*

### Application Summary:

Name of organisation/individual*	Knaresborough Lions Club
Primary Contact regarding application:	Mike Pyle
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	
Project/event title:	Great Knaresborough Bed Race
Total cost of project:	Approximately £30,000
Amount of grant requested from KTC:	£6,000 for Traffic management
Date of Application	1 <sup>st</sup> January 2023

### The Applicant:

What is the main purpose of your organisation?	To empower volunteers to serve their communities.
How many years has your organisation been in existence?	Charter granted in 1987
If your organisation run by a Committee? If yes, how many Committee members?	The club has a number of elected officers as well as 10 trustees to meet the requirements of the Charity Commission
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members:  Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	38 adult members.     £50 per annum for administrative purposes at local, District and International level.
What activities are available for members?	2 meetings /month. A great variety of volunteering opportunities



Can anyone join your organisation or is it by invitation only? If yes, please give details	Anyone can join by showing willingness to become involved in voluntary community work
Is your club affiliated to any national organisation?	Yes ,
Please list any affiliations	Lions Club International
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <li>• have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund</li> <li>• review your safeguarding policies at least every year</li> <li>• complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references</li> <li>• check criminal records at least every three years</li> <li>• follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults</li> <li>• provide child protection and health and safety training or guidance for staff and volunteers</li> <li>• carry out a risk assessment, if appropriate</li> <li>• secure extra insurance cover, if appropriate</li> </ul> <p>Does your organisation meet these requirements?</p> <p>n/a</p>
No: whilst we might provide funds/support for organisations who do so, we do not have direct involvement. However, club members are DBS checked	

#### **The Project/Event/Individual's role:**

Brief description of scheme	Organisation of a mass participation event to involve the whole Knaresborough community in a safe and enjoyable celebration of the joys of Bed Racing
What are the aims of the project/event?	Provide opportunity for residents and others from a wide age range to compete in the Bed Race while including the whole town and many visitors in a major fund-raising effort
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	Funds generated to support good causes and individuals throughout the town. The event also leads to a number of benefits including widespread community spirit, health benefits for participants and income for hospitality outlets and local businesses.
Does your organisation have the ability to meet new community needs, and if so, how?	We have the ability to meet almost any community need. We can draw upon a very broad network of support and we already have great knowledge of local needs and awareness of who to ask



The quality and effectiveness of service provided through the use of this grant	<p>Bed race can normally generate £15k-£20k funds (after costs) for the club to spend on local causes. Money raised in 2022 was lower (c.£9k) due to a lower number of entrants/sponsors post-covid coupled with increased staging costs.</p> <p>However, the wider benefit to local charities should not be underestimated with teams often also raising money for their chosen organisation, meaning that the grant which would help enable us to host the race would have a far wider benefit to the local community than just Knaresborough Lions Club</p>
<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p> <p>1. For how many years has the event run</p> <p>2. Attendance Attendance at last event?</p> <p>Anticipated attendance at planned Event?</p>	<p>53 (almost every year since 1966)</p> <p>Circa 15,000</p> <p>15,000</p>
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	<p>Beer festival at FEVA</p> <p>Help with Town events, putting up staging, lighting etc. for Bright Friday and Christmas Market.</p> <p>Santa's sleigh street collection.</p> <p>Older Folks' Christmas party</p>
Why do you think the Council should support this event/project?	<p>Because each year our costs are increasing faster than our income. We take on costs which were previously part of public service. The bed race is a much-loved event in the town and beyond and we feel it would be devastating to the community were it not able to take place (as highlighted during the covid pandemic)</p>

### Project/Event planning

Date that you propose to commence the project or hold the event.	Saturday June 10 <sup>th</sup> 2023
<p>Does the project or event require permission from Harrogate Borough Council or North Yorks CC?</p> <p>If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)</p>	<p>Yes – application has been submitted to HBC and an application to Area 6 at NYCC will be submitted early this month</p>

**Financial Details**

Estimated total cost (including any fees)	£30,000
Contribution from your funds:	It is difficult to place an exact figure on this amount. The club will cover the cost of the event but raise money through entries, sponsorship etc. However, there will always be fixed costs to cover such as medical cover or road closures (the purpose of this grant) regardless of the number of entrants we receive. We will also make donations to other local charitable organisations to help with marshalling the event as requirements have jumped year on year due to wider safety requirements
Contribution from other organisations (please specify)	Entry fees from teams and sponsorship (teams and Your Harrogate as a media partner) will enable us to cover some costs
Does the estimated total cost of the project/event include payments in kind, e.g. free labour/materials etc. If yes, please estimate value of contribution	c.£3,000 through discounted rates on screen hire and logistics

**Check List:****Please tick:**

I have read and agreed your terms and policies	<input checked="" type="checkbox"/>
I enclose the following documents to support my application:  Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from HBC and/or NYCC	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> Included Included n/a Not yet granted </div> <div style="font-size: 2em; margin-right: 10px;">}</div> <div> with the email submitted </div> </div>

**\* Applications will be considered from individuals looking to improve their specific skills in support of their contribution to the voluntary sector in Knaresborough.**

**Declaration:**

I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request additional information at any stage of the application process.

Knaresborough Town Council  
Knaresborough House  
High Street  
Knaresborough  
North Yorkshire  
HG5 0HW

**Signed:****Name of Signatory**

MICHAEL PYLE

**Position:**

KNARESBOROUGH LIONS TREASURER

**Date:**

2nd Jan 2023.

## 2020/21

I have examined the above Income and Expenditure Account and Balance Sheet as at 30 June 2021 and believe the same to be in accordance with the books, information and explanations received.

Checked by: Malcolm Jennings:  
Date 14th May 2022

Note 1. EasyFundraising (Admin) stands at £20.34  
 Note 2. PayPal (Charity) stands at £388.52  
 Note 3. Beer Festival expenses relate to Aug '21 event  
 Note 4. £1663.10 ringfenced for Bed Race 2022  
 Note 5. Event profit N/A for Bed Race as mix of 2019-21 data

**office@knaresboroughtowncouncil.gov.uk**

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**From:** Charlotte Gale <charlotte@pictur-esque.com>  
**Sent:** 24 November 2022 19:58  
**To:** Hannah Gostlow; office@knaresboroughtowncouncil.gov.uk  
**Cc:** Margy Longhurst  
**Subject:** Re: Empty Shop Window Vinyls - Knaresborough Town Centre

Hi

Thanks Angela and Hannah.

Just one point to add that Cllr Ed Darling has already made preliminary contact with the letting agents for the former Yorkshire Building Society unit and the double unit just below the former Yorkshire Bank to test the waters re seeking permission. He had an existing relationship with them both from when they were trying to find a suitable unit for the Banking Hub. There are also two units further down the High Street which are owned by HBC.

Also, before you circulate Angela, my should be her in the final sentence.

I look forward to seeing you on the 16 January.

Many thanks

Charlotte

Charlotte Gale  
Photographer

Marketing | Interiors | Food | Events

m: 07745 538424

e: [charlotte@pictur-esque.com](mailto:charlotte@pictur-esque.com)

w: [www.charlottetegalephotography.com](http://www.charlottetegalephotography.com) and [www.pictur-esque.com](http://www.pictur-esque.com)

t: @CharGale

f: @charlottetegalephotography

i: @charlottetegalephotography

My Yorkshire Christmas cards and calendars are now available online at [pictur-esque.com](http://pictur-esque.com).

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**From:** Hannah Gostlow <hannah.gostlow@knaresboroughtowncouncil.gov.uk>  
**Sent:** 24 November 2022 17:03  
**To:** office@knaresboroughtowncouncil.gov.uk <office@knaresboroughtowncouncil.gov.uk>  
**Cc:** Charlotte Gale <charlotte@pictur-esque.com>; Margy Longhurst <margy.longhurst@knaresboroughtowncouncil.gov.uk>  
**Subject:** Re: Empty Shop Window Vinyls - Knaresborough Town Centre

Hi Angela,

Thank you, and please see the copied information below from Charlotte's emails, reworded very slightly in order to amalgamate and then circulate.

I was suggesting in our KTC meeting that this potential project could help improve the 'look & feel' of our High Street and also provide some of the tourist information or signposting we are missing in the town.

It would be great to work collaboratively with our Chamber of Trade, and potentially other local organisations such as the Knaresborough Civic Society or Knaresborough Connectors (who produced the 'Beginner's Guide to Knaresborough'), to get the most out of this wonderful opportunity.

#### **Original Email & Information**

Kelly Teggin from Knaresborough Chamber of Trade has been speaking to Mat Bell at Knaresborough Graphics on the High Street and he has very kindly said that he would be happy to use some of Charlotte Gale's local photos to produce some window graphics free of charge for some of the empty shop windows.

KCT tried to go down that route previously with the properties which were subsequently compulsorily purchased by HBC, but struggled to contact the landlords to seek permission and so never got any further. They are wondering if it is worth trying again with the old Yorkshire Building Society window and maybe the two together further down the High Street below The Clothing Store of Knaresborough (?).

Charlotte would be more than happy to supply some images, and Cllr Ed Darling is looking to gain permissions from some of the building owners with contact details gained from previous communication.

Mat at Knaresborough Graphics has confirmed the following regarding the graphics themselves:

- The window graphics are one sided so still let light into the building
- The window graphics are attached to the outside of the building, so we wouldn't need access, just permission
- The window graphics are easy to remove, but cannot be reused on other windows afterward

He had some additional thoughts around the design, suggesting that we could also include interesting facts or quotes about the building and previous uses. This would be particularly relevant to Cromwell House for instance. He really liked the tourist information idea too, so there are plenty of options. He suggested that it could be an ongoing/rolling project as different units are let/become vacant and once a graphic is designed it can always be reprinted for another window if a unit is let.

#### **Costs:**

Kelly's initial understanding was that Mat was happy to cover the cost of the printing and the graphic design work. However, she clarified this with him and he meant for one window/unit. This could obviously grow into a much larger and ongoing project and there would be quite a bit of time involved from his side, especially if it wasn't just a simple photo but featured more extensive design elements too. There is also the cost of the raw materials for such a large space.

Mat would be more than happy to provide the graphics (including Charlotte's photos and potentially some additional elements) for one window free of charge on a sponsorship basis (e.g. if it said designed and produced by Knaresborough Graphics on it). He would then offer a preferential rate for the other windows. He suggested we could maybe get local businesses to sponsor a window for say £200 and that should cover the basic overheads and mean there was limited outlay for KTC or others.

Charlotte has confirmed that she would be happy for my photos to be used free of charge, as unlike Mat there wouldn't be any time or raw material costs.

Best wishes,

Hannah

On 23 Nov 2022, at 11:56, office@knaresboroughtowncouncil.gov.uk wrote:

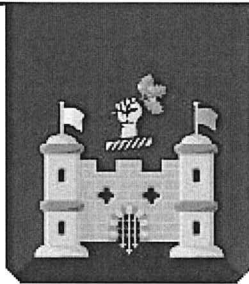
Hi Hannah and Charlotte,

Please could I have some specific information regarding the initiative and what it is you are wanting Council to do or support so that I can put enough information on the agenda to inform both Council members and the public.

Kind regards,

*Angela Pulman*

Clerk  
Knaresborough Town Council



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**From:** Hannah Gostlow <hannah.gostlow@knaresboroughtowncouncil.gov.uk>

**Sent:** 22 November 2022 16:57

**To:** Angela Pulman <office@knaresboroughtowncouncil.gov.uk>

**Cc:** Charlotte Gale <charlotte@pictur-esque.com>

**Subject:** Empty Shop Window Vinyls - Knaresborough Town Centre

Hi Angela,

I am emailing with regards to the initiative I mentioned in Information Exchange at yesterday evening's meeting, and I have copied in Charlotte Gale from Knaresborough Chamber of Trade.

If we could possibly please put this item on our January agenda to be discussed on **Monday 16th January**, I understand that Charlotte could attend and provide councillors with any updates and further information.

As mentioned, I feel this is an exciting opportunity to not only help improve the 'look & feel' of our High Street, but also perhaps help promote our visitor attractions and add to the tourist information offer with signposting and further information.

Best wishes,

Hannah