

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

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14 February 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 20 February 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 20 February 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.*

*Chair of Castle Working Group*

*Various representatives from the groups making grant applications.*

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

**4.1** Monday 16 January 2023 (*ca*)

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

**5.1 To consider** extending Clerk's delegated authority re planning matters or **revision of the** planning consultation system adopted by Council. (*Clerk's Report attached*) (*deferred from previous Full Council Meeting*)

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

**6.1 To receive the finance** figures for November 2022, December 2022, and January 2023 (*ca*)

**6.2 To approve** the schedule of accounts for January 2023 (*ca*)

**6.3 To consider extending** the Christmas Light contract for 12 months until 31 May 2024 (*previously circulated as contains confidential information pertaining to contracts which must not be shared*)

**6.4 To consider** if and what steps to take to correct inaccuracies in various reports in the media regarding Town Council's current involvement with a Land Train project.

## **7. Correspondence**

**7.1 To consider** the grant application from Renaissance Knaresborough re promoting 'Knaresborough Forest Park' (ca)

**7.2 To consider** the grant application from Knaresborough Business Collective re Knaresborough Spring Fayre (ca)

**7.3 To consider** the grant application from FEVA re supporting the annual FEVA event (ca)

**7.4 To consider** the grant application from Inspire Youth re Junior Youth group funding for Knaresborough (ca)

**7.5 To consider** the grant application from Knaresborough Connectors (ca)

**7.6 To consider** the email from HBC Senior Project Officer, Parks and Environmental Services re Litter bin review Knaresborough (ca)

**7.7 To consider** the email from HBC Parks and Environmental Services re Litter Pick equipment loan (ca)

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

**8.1 To receive and note** the minutes of the King George V field Trustee meeting held on Monday 16 January (ca)

**8.2 To receive** an update from the Coronation Working Group and approve any recommendations; specifically for this meeting to agree payment for a large LED screen at the cost of £3200+VAT that has been provisionally reserved for the event.

**8.3 To receive** and note the minutes of the Climate Change Working Group meeting held on 01 December 2022 (ca)

## **9. Motions from Members**

### **9.1 Cllr A Bell (2<sup>nd</sup> Cllr H Gostlow)**

That KTC add standard wording to relevant planning applications to reflect KTC's climate emergency declaration (ca)

### **9.2 Cllr H Gostlow (2<sup>nd</sup> Cllr H Westmancoat)**

That KTC writes to the Head of Parks and Environmental Services and the Community Development Manager at HBC to request a change in usage category of the current 'putting green' at Conyngham Hall to 'provision for children and young people', to progress a project to install a children's playground on the site.

In addition to writing to HBC, KTC gives full support to this project for a children's playground and that KTC and the Kiosk Community Working Group be involved in the consultation and planning design/process.

### **9.3 Cllr H Gostlow**

That KTC holds a stall at the Knaresborough Connectors Community Festival on 22<sup>nd</sup> April at Meadowside Primary Academy, 10 – 4pm.

### **9.4 Cllr D Goode**

To consider submitting an expression of interest to North Yorkshire County Council for taking over markets as part of the NYC unitary authority pilot scheme (*Paper to follow*)

### **9.5 Cllr D Goode**

To consider inviting Commercial Estates Group to speak to some Councillors about the latest position on elements of the Manse Farm development.

### **9.6 Cllr K Lacey (2<sup>nd</sup> Cllr H Gostlow)**

That KTC consider allowing the Climate Change Working Group to manage a process for awarding funding to children's groups within the area as part of the 'Green grants project fund'. Council allocated £5000 in the 23/24 budget under the heading 'green grants', the working group would be responsible for driving this project and assessing funding applications before making recommendations to Council on any award.

## **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:**

<b>Chair:</b>	The Deputy Mayor – Councillor Mark Flood
<b>Councillors:</b>	H Gostlow, K Lacey, M Longhurst, S Oakes, and H Westmancoat
<b>Staff Present:</b>	The Clerk and Deputy Clerk
<b>Late Arrivals:</b>	None
<b>Early Departures:</b>	None

*The Clerk had prepared a ten minute session on the importance of good administrative housekeeping but due to the absence of half of council members, it was felt that this should be deferred until the February meeting.*

**RESOLVED:** That KTC awards the full grant amount requested of £6,000 to Knaresborough Lions.

B) A representative from Knaresborough Chamber of Trade attended the meeting to speak to members to about supporting in principle a shop window vinyl initiative throughout the town. Members then asked questions and the Deputy Mayor moved to take Item 7.2 **To consider supporting in principle** the shop window vinyl initiative to improve the look and feel of the town.

**RESOLVED:** That KTC supports in principle a shop window vinyl initiative throughout the town and agrees to set up a task and finish working group accordingly.

Group members: Councillors Gostlow, Longhurst, and Flood.

**22/065     ITEM 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**

**RESOLVED:** That the minutes of the meeting on Monday 19 December 2022 be approved as a correct record and signed by the Chair.

**22/066     ITEM 5 - Business Remaining**

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

**RESOLVED:** To receive and note the response from the Managing Director of Avant Homes.

**22/067     ITEM 6 - Reports from the Clerk**

**6.1 To approve** the schedule of accounts for December 2022

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
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>	

**RESOLVED:** To approve the December accounts in the sum of £6,822.62.

## **6.2 To receive and note the Mayoral Points at 01 January 2023**

**RESOLVED:** To receive and note the Mayoral Points as at 01 January 2023 and to note that the Lib Dems have the right to elect a Mayor for the civic year 2023/2024.

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

It was proposed and seconded that discussion surrounding revision of the planning consultation system be deferred until the February meeting, as only one member of the planning discussion group was present at full council, but that the Clerk's delegated authority in planning matters should be extended for two months.

**RESOLVED:** That revision of the planning consultation system be deferred until the February full council meeting but that the Clerk's delegated authority in planning matters be extended for two months.

## **6.4 To consider remunerating the 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.**

**RESOLVED:** That the Clerk be remunerated 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.

**FURTHER RESOLVED:** That the Deputy Clerk also be remunerated for 10¼ additional lieu hours.

## **22/068      ITEM 7 - Correspondence**

### **7.1 To consider grant application from Knaresborough Lions**

See 22/064 above.

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

See 22/064 above.

## **22/069      ITEM 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.

**RESOLVED:** That £100 be paid 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.

**RESOLVED:** That KTC writes 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 and to also consider adopting ecologically friendly initiatives.

## **22/070      ITEM 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".

Councillor Gostlow spoke about the forthcoming King's Coronation in May and suggested that if town council wished to organise a community celebration, then it would now be appropriate to begin making plans.

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

Group Members: Councillors Flood, Gostlow, Lacey and Pickard.

## **22/071      ITEM 10 - Information Exchange**

- Councillor Oakes gave an update on pledges re the Knaresborough Forest initiative.

Councillor Gostlow gave an update on donation boxes which are being installed by Harrogate Borough Council in the district. In Knaresborough these will be located at Conyngham Hall and the Castle.

- Councillor Gostlow also gave an update on the gym equipment which is being replaced behind Knaresborough House. This is hoped to be in situ by the end of March.



- Councillor Westmancoat mentioned that she is currently looking at KTC's Terms of Reference for the different working groups and asked members to contact her if they had any thoughts/ideas.
- The Deputy Mayor also mentioned the Knaresborough Forest Park initiative and asked members to be alert to anyone wishing to make a pledge.

**Meeting closed at: 8.45 p.m.**

**Signed by the Deputy Mayor:  
Councillor Mark Flood:**

## 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

6.1

Date: 17/01/2023

Knaresborough Town Council Current Year

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Time: 12:08

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 1 - Current Bank A/c**

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	30/11/2022	719	5,000.00
			<u>5,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		<b>Balance per Cash Book is :-</b>	<b>5,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 17/01/2023

Knaresborough Town Council Current Year

Page 1

Time: 12:09

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 2 - Reserve A/c**

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	30/11/2022	305	269,365.00
			<u>269,365.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			269,365.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			269,365.00
		<b>Balance per Cash Book is :-</b>	<b>269,365.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00		6,992.00
322 EMR - Performance Area	21,500.00		21,500.00
323 EMR Christmas Lights	14,214.75	-1,775.25	12,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	3,775.00	-2,160.00	1,615.00
326 EMR Castle Lighting	0.00		0.00
327 EMR - DPSE	0.00		0.00
328 EMR Links Charity	6,000.00		6,000.00
329 King George V Field	5,535.00	-1,000.00	4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	3,000.00	-1,722.90	1,277.10
332 EMR - Inspire Youth	7,800.00	-3,900.00	3,900.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
334 EMR - Chapel of Our Lady Grant	0.00		0.00
335 Mayoral Charity Fund	684.08		684.08
	<b>80,624.83</b>	<b>-10,558.15</b>	<b>70,066.68</b>

## Summary Receipts &amp; Payments by Budget Heading 30/11/2022

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	173,023	0	(173,023)		
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>173,023</u>				
101	Administration					
	Payments	5,124	10,150	5,026		5,026
102	Staff Costs					
	Payments	37,501	90,000	52,499		52,499
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	302	800	498		498
105	Mayoral Expenses					
	Payments	1,961	4,100	2,139		2,139
110	Grants/Donations					
	Payments	29,297	38,000	8,703		8,703
	plus Transfer from EMR	185				
	Movement to/(from) Gen Reserve	<u>(29,112)</u>				
120	Events/Projects					
	Payments	33,956	59,170	25,214		25,214
	plus Transfer from EMR	4,698				
	Movement to/(from) Gen Reserve	<u>(29,258)</u>				
999	VAT Data					
	Receipts	9,551	0	(9,551)		
	Payments	8,947	0	(8,947)		(8,947)
	Movement to/(from) Gen Reserve	<u>604</u>				
<hr/>						
	Grand Totals:- Receipts	182,574	0	(182,574)		
	Payments	117,089	205,220	88,131	0	88,131
	Net Receipts over Payments	<u>65,485</u>	<u>(205,220)</u>	<u>(270,705)</u>		
	plus Transfer from EMR	4,883				
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>70,368</u>				

## Detailed Receipts &amp; Payments by Budget Heading 30/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Income</b>						
1000 Allotments Income	6,240	0	(6,240)			
1012 Christmas Lighs HBC agreement	9,500	0	(9,500)			
1020 Farmers Market Income	195	0	(195)			
1065 Misc	5,268	0	(5,268)			
1076 Precept	151,420	0	(151,420)			
1090 Bank Interest	400	0	(400)			
<b>Income :- Receipts</b>	<b>173,023</b>	<b>0</b>	<b>(173,023)</b>			<b>0</b>
<b>Net Receipts</b>	<b>173,023</b>	<b>0</b>	<b>(173,023)</b>			
<b>101 Administration</b>						
4005 Bank Charges	61	0	(61)		(61)	
4021 Stationery	411	400	(11)		(11)	
4022 Postages	95	350	255		255	
4023 Telephones & Internet	309	800	491		491	
4025 Insurance	1,050	1,400	350		350	
4026 IT Expenses	951	2,000	1,049		1,049	
4027 Photocopier	857	1,500	643		643	
4043 Recruitment costs	0	200	200		200	
4045 Audit	1,175	1,400	225		225	
4075 Subscriptions	215	2,100	1,885		1,885	
<b>Administration :- Indirect Payments</b>	<b>5,124</b>	<b>10,150</b>	<b>5,026</b>	<b>0</b>	<b>5,026</b>	<b>0</b>
<b>Net Payments</b>	<b>(5,124)</b>	<b>(10,150)</b>	<b>(5,026)</b>			
<b>102 Staff Costs</b>						
4000 Wages & Salaries	23,180	70,000	46,820		46,820	
4001 Tax & NI	6,890	0	(6,890)		(6,890)	
4002 Pension	7,431	0	(7,431)		(7,431)	
4003 Temp Staff	0	20,000	20,000		20,000	
<b>Staff Costs :- Indirect Payments</b>	<b>37,501</b>	<b>90,000</b>	<b>52,499</b>	<b>0</b>	<b>52,499</b>	<b>0</b>
<b>Net Payments</b>	<b>(37,501)</b>	<b>(90,000)</b>	<b>(52,499)</b>			
<b>103 Establishment Costs</b>						
4020 Office Rent	0	3,000	3,000		3,000	
<b>Establishment Costs :- Indirect Payments</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>			



## Detailed Receipts &amp; Payments by Budget Heading 30/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>104 Training</b>						
4030 Training/Travel Cils	202	500	298		298	
4035 Training/Travel Staff	100	300	200		200	
Training :- Indirect Payments	<u>302</u>	<u>800</u>	<u>498</u>	<u>0</u>	<u>498</u>	<u>0</u>
<b>Net Payments</b>	<u>(302)</u>	<u>(800)</u>	<u>(498)</u>			
<b>105 Mayoral Expenses</b>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	800	2,200	1,400		1,400	
4056 Regalia / Mayoral Other	1,161	1,400	239		239	
Mayoral Expenses :- Indirect Payments	<u>1,961</u>	<u>4,100</u>	<u>2,139</u>	<u>0</u>	<u>2,139</u>	<u>0</u>
<b>Net Payments</b>	<u>(1,961)</u>	<u>(4,100)</u>	<u>(2,139)</u>			
<b>110 Grants/Donations</b>						
4069 DPSE (development, projects, se	15,529	18,000	2,471		2,471	
4070 Grants	12,268	20,000	7,733		7,733	185
4072 Donations	1,500	0	(1,500)		(1,500)	
Grants/Donations :- Indirect Payments	<u>29,297</u>	<u>38,000</u>	<u>8,703</u>	<u>0</u>	<u>8,703</u>	<u>185</u>
<b>Net Payments</b>	<u>(29,297)</u>	<u>(38,000)</u>	<u>(8,703)</u>			
6000 plus Transfer from EMR	185					
<b>Movement to/(from) Gen Reserve</b>	<u>(29,112)</u>					
<b>120 Events/Projects</b>						
4061 Christmas Switch On	333	2,000	1,667		1,667	
4062 Christmas Lights Contract	24,681	35,000	10,319		10,319	
4064 Castle Lights Maintenance	387	1,000	613		613	
4065 KGV Playing Field	1,000	0	(1,000)		(1,000)	1,000
4081 Weirside Terrace Expend.	0	70	70		70	
4084 Flags & Bunting	0	1,000	1,000		1,000	
4085 Allotments Expenditure	2,160	900	(1,260)		(1,260)	2,160
4088 Rd Closure Signage/Cones	789	0	(789)		(789)	
4089 Roads/highways/car parks	0	1,500	1,500		1,500	
4091 Promotion	0	3,000	3,000		3,000	
4095 Bebra Reception	1,538	0	(1,538)		(1,538)	1,538
4096 Remembrance	50	500	450		450	
4097 Flower Beds	2,550	3,000	450		450	
4099 Misc Expenses	120	0	(120)		(120)	

## Detailed Receipts &amp; Payments by Budget Heading 30/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4101 Rd Closure signs/comes	0	200	200		200	
4102 Cony-Hall Improvements	349	10,000	9,651		9,651	
4106 Trees	0	1,000	1,000		1,000	
Events/Projects :- Indirect Payments	<u>33,956</u>	<u>59,170</u>	<u>25,214</u>	<u>0</u>	<u>25,214</u>	<u>4,698</u>
Net Payments	<u>(33,956)</u>	<u>(59,170)</u>	<u>(25,214)</u>			
6000 plus Transfer from EMR	4,698					
Movement to/(from) Gen Reserve	<u>(29,258)</u>					
<b>999 VAT Data</b>						
115 VAT refund from HMRC	9,551	0	(9,551)			
VAT Data :- Receipts	<u>9,551</u>	<u>0</u>	<u>(9,551)</u>			<u>0</u>
515 VAT on spend - input automatic	8,947	0	(8,947)		(8,947)	
VAT Data :- Indirect Payments	<u>8,947</u>	<u>0</u>	<u>(8,947)</u>	<u>0</u>	<u>(8,947)</u>	<u>0</u>
Net Receipts over Payments	<u>604</u>	<u>0</u>	<u>(604)</u>			
Grand Totals:- Receipts	182,574	0	(182,574)			
Payments	117,089	205,220	88,131	0	88,131	
Net Receipts over Payments	<u>65,485</u>	<u>(205,220)</u>	<u>(270,705)</u>			
plus Transfer from EMR	4,883					
Movement to/(from) Gen Reserve	<u>70,368</u>					

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	30/12/2022	722	5,000.00
			<u>5,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/12/2022  
for Cashbook 2 - Reserve A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	30/12/2022	306	262,710.45
			<u>262,710.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			262,710.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			262,710.45
		<b>Balance per Cash Book is :-</b>	<b>262,710.45</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00		6,992.00
322 EMR - Performance Area	21,500.00		21,500.00
323 EMR Christmas Lights	14,214.75	-1,775.25	12,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	3,775.00	-2,160.00	1,615.00
326 EMR Castle Lighting	0.00		0.00
327 EMR - DPSE	0.00		0.00
328 EMR Links Charity	6,000.00		6,000.00
329 King George V Field	5,535.00	-1,000.00	4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	3,000.00	-1,722.90	1,277.10
332 EMR - Inspire Youth	7,800.00	-3,900.00	3,900.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
334 EMR - Chapel of Our Lady Grant	0.00		0.00
335 Mayoral Charity Fund	684.08		684.08
	<b>80,624.83</b>	<b>-10,558.15</b>	<b>70,066.68</b>

11:07 Summary Receipts & Payments by Budget Heading 30/12/2022

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	173,199	0	(173,199)		
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>173,199</u>				
101	Administration					
	Payments	5,583	10,150	4,567		4,567
102	Staff Costs					
	Payments	42,094	90,000	47,906		47,906
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	302	800	498		498
105	Mayoral Expenses					
	Payments	1,961	4,100	2,139		2,139
110	Grants/Donations					
	Payments	29,317	38,000	8,683		8,683
	plus Transfer from EMR	185				
	Movement to/(from) Gen Reserve	<u>(29,132)</u>				
120	Events/Projects					
	Payments	35,487	59,170	23,683		23,683
	plus Transfer from EMR	4,698				
	Movement to/(from) Gen Reserve	<u>(30,789)</u>				
999	VAT Data					
	Receipts	9,551	0	(9,551)		
	Payments	9,176	0	(9,176)		(9,176)
	Movement to/(from) Gen Reserve	<u>375</u>				
Grand Totals:- Receipts		182,750	0	(182,750)		
	Payments	123,919	205,220	81,301	0	81,301
	Net Receipts over Payments	<u>58,831</u>	<u>(205,220)</u>	<u>(264,051)</u>		
	plus Transfer from EMR	4,883				
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>63,714</u>				

## Detailed Receipts &amp; Payments by Budget Heading 30/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Income</b>						
1000 Allotments Income	6,240	0	(6,240)			
1012 Christmas Lights HBC agreement	9,500	0	(9,500)			
1020 Farmers Market Income	195	0	(195)			
1065 Misc	5,268	0	(5,268)			
1076 Precept	151,420	0	(151,420)			
1090 Bank Interest	576	0	(576)			
<b>Income :- Receipts</b>	<b>173,199</b>	<b>0</b>	<b>(173,199)</b>			<b>0</b>
<b>Net Receipts</b>	<b>173,199</b>	<b>0</b>	<b>(173,199)</b>			
<b>101 Administration</b>						
4005 Bank Charges	69	0	(69)		(69)	
4021 Stationery	411	400	(11)		(11)	
4022 Postages	165	350	185		185	
4023 Telephones & Internet	398	800	402		402	
4025 Insurance	1,050	1,400	350		350	
4026 IT Expenses	951	2,000	1,049		1,049	
4027 Photocopier	1,149	1,500	351		351	
4043 Recruitment costs	0	200	200		200	
4045 Audit	1,175	1,400	225		225	
4075 Subscriptions	215	2,100	1,885		1,885	
<b>Administration :- Indirect Payments</b>	<b>5,583</b>	<b>10,150</b>	<b>4,567</b>	<b>0</b>	<b>4,567</b>	<b>0</b>
<b>Net Payments</b>	<b>(5,583)</b>	<b>(10,150)</b>	<b>(4,567)</b>			
<b>102 Staff Costs</b>						
4000 Wages & Salaries	26,024	70,000	43,977		43,977	
4001 Tax & NI	7,711	0	(7,711)		(7,711)	
4002 Pension	8,360	0	(8,360)		(8,360)	
4003 Temp Staff	0	20,000	20,000		20,000	
<b>Staff Costs :- Indirect Payments</b>	<b>42,094</b>	<b>90,000</b>	<b>47,906</b>	<b>0</b>	<b>47,906</b>	<b>0</b>
<b>Net Payments</b>	<b>(42,094)</b>	<b>(90,000)</b>	<b>(47,906)</b>			
<b>103 Establishment Costs</b>						
4020 Office Rent	0	3,000	3,000		3,000	
<b>Establishment Costs :- Indirect Payments</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>			

## Detailed Receipts &amp; Payments by Budget Heading 30/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>104 Training</b>						
4030 Training/Travel Clls	202	500	298		298	
4035 Training/Travel Staff	100	300	200		200	
Training :- Indirect Payments	<u>302</u>	<u>800</u>	<u>498</u>	<u>0</u>	<u>498</u>	<u>0</u>
<b>Net Payments</b>	<u>(302)</u>	<u>(800)</u>	<u>(498)</u>			
<b>105 Mayoral Expenses</b>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	800	2,200	1,400		1,400	
4056 Regalia / Mayoral Other	1,161	1,400	239		239	
Mayoral Expenses :- Indirect Payments	<u>1,961</u>	<u>4,100</u>	<u>2,139</u>	<u>0</u>	<u>2,139</u>	<u>0</u>
<b>Net Payments</b>	<u>(1,961)</u>	<u>(4,100)</u>	<u>(2,139)</u>			
<b>110 Grants/Donations</b>						
4069 DPSE (development, projects, se	15,549	18,000	2,451		2,451	
4070 Grants	12,268	20,000	7,733		7,733	185
4072 Donations	1,500	0	(1,500)		(1,500)	
Grants/Donations :- Indirect Payments	<u>29,317</u>	<u>38,000</u>	<u>8,683</u>	<u>0</u>	<u>8,683</u>	<u>185</u>
<b>Net Payments</b>	<u>(29,317)</u>	<u>(38,000)</u>	<u>(8,683)</u>			
6000 plus Transfer from EMR	185					
<b>Movement to/(from) Gen Reserve</b>	<u>(29,132)</u>					
<b>120 Events/Projects</b>						
4061 Christmas Switch On	1,203	2,000	797		797	
4062 Christmas Lights Contract	24,681	35,000	10,319		10,319	
4064 Castle Lights Maintenance	717	1,000	283		283	
4065 KGV Playing Field	1,000	0	(1,000)		(1,000)	1,000
4081 Weirside Terrace Expend.	0	70	70		70	
4084 Flags & Bunting	0	1,000	1,000		1,000	
4085 Allotments Expenditure	2,490	900	(1,590)		(1,590)	2,160
4088 Rd Closure Signage/Cones	789	0	(789)		(789)	
4089 Roads/highways/car parks	0	1,500	1,500		1,500	
4091 Promotion	0	3,000	3,000		3,000	
4095 Bebra Reception	1,538	0	(1,538)		(1,538)	1,538
4096 Remembrance	50	500	450		450	
4097 Flower Beds	2,550	3,000	450		450	
4099 Misc Expenses	120	0	(120)		(120)	



## Detailed Receipts &amp; Payments by Budget Heading 30/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4101 Rd Closure signs/comes	0	200	200		200	
4102 Cony-Hall Improvements	349	10,000	9,651		9,651	
4106 Trees	0	1,000	1,000		1,000	
Events/Projects :- Indirect Payments	<u>35,487</u>	<u>59,170</u>	<u>23,683</u>	<u>0</u>	<u>23,683</u>	<u>4,698</u>
<b>Net Payments</b>	<u>(35,487)</u>	<u>(59,170)</u>	<u>(23,683)</u>			
6000 plus Transfer from EMR	4,698					
<b>Movement to/(from) Gen Reserve</b>	<u>(30,789)</u>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	9,551	0	(9,551)			
VAT Data :- Receipts	<u>9,551</u>	<u>0</u>	<u>(9,551)</u>			<u>0</u>
515 VAT on spend - input automatic	9,176	0	(9,176)		(9,176)	
VAT Data :- Indirect Payments	<u>9,176</u>	<u>0</u>	<u>(9,176)</u>	<u>0</u>	<u>(9,176)</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>375</u>	<u>0</u>	<u>(375)</u>			
Grand Totals:- Receipts	182,750	0	(182,750)			
Payments	123,919	205,220	81,301	0	81,301	
<b>Net Receipts over Payments</b>	<u>58,831</u>	<u>(205,220)</u>	<u>(264,051)</u>			
plus Transfer from EMR	4,883					
<b>Movement to/(from) Gen Reserve</b>	<u>63,714</u>					

Date: 09/02/2023

Knaresborough Town Council Current Year

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Time: 11:46

**Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 1 - Current Bank A/c**

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	31/01/2023	725	5,000.00
			<u>5,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		<b>Balance per Cash Book is :-</b>	<b>5,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 2 - Reserve A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	31/01/2023	307	251,107.56
			<u>251,107.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			251,107.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			251,107.56
		<b>Balance per Cash Book is :-</b>	<b>251,107.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00		6,992.00
322 EMR - Performance Area	21,500.00		21,500.00
323 EMR Christmas Lights	14,214.75	-1,775.25	12,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	3,775.00	-2,160.00	1,615.00
326 EMR Castle Lighting	0.00		0.00
327 EMR - DPSE	0.00		0.00
328 EMR Links Charity	6,000.00		6,000.00
329 King George V Field	5,535.00	-1,000.00	4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	3,000.00	-1,722.90	1,277.10
332 EMR - Inspire Youth	7,800.00	-3,900.00	3,900.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
334 EMR - Chapel of Our Lady Grant	0.00		0.00
335 Mayoral Charity Fund	684.08	-180.00	504.08
	<b>80,624.83</b>	<b>-10,738.15</b>	<b>69,886.68</b>

## Summary Receipts &amp; Payments by Budget Heading 31/01/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	173,381	0	(173,381)		
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>173,381</u>				
101	Administration					
	Payments	5,838	10,150	4,312		4,312
102	Staff Costs					
	Payments	47,863	90,000	42,137		42,137
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	366	800	434		434
105	Mayoral Expenses					
	Payments	2,941	4,100	1,159		1,159
	plus Transfer from EMR	180				
	Movement to/(from) Gen Reserve	<u>(2,761)</u>				
110	Grants/Donations					
	Payments	29,337	38,000	8,663		8,663
	plus Transfer from EMR	185				
	Movement to/(from) Gen Reserve	<u>(29,152)</u>				
120	Events/Projects					
	Payments	41,984	59,170	17,186		17,186
	plus Transfer from EMR	4,698				
	Movement to/(from) Gen Reserve	<u>(37,286)</u>				
999	VAT Data					
	Receipts	9,551	0	(9,551)		
	Payments	7,376	0	(7,376)		(7,376)
	Movement to/(from) Gen Reserve	<u>2,175</u>				
<hr/>						
	Grand Totals:- Receipts	182,932	0	(182,932)		
	Payments	135,704	205,220	69,516	0	69,516
	Net Receipts over Payments	<u>47,228</u>	<u>(205,220)</u>	<u>(252,448)</u>		
	plus Transfer from EMR	5,063				
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>52,291</u>				

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>100 Income</u></b>						
1000 Allotments Income	6,240	0	(6,240)			
1012 Christmas Lighs HBC agreement	9,500	0	(9,500)			
1020 Farmers Market Income	195	0	(195)			
1065 Misc	5,268	0	(5,268)			
1076 Precept	151,420	0	(151,420)			
1090 Bank Interest	758	0	(758)			
Income :- Receipts	<u>173,381</u>	<u>0</u>	<u>(173,381)</u>			<u>0</u>
Net Receipts	<u>173,381</u>	<u>0</u>	<u>(173,381)</u>			
<b><u>101 Administration</u></b>						
4005 Bank Charges	74	0	(74)		(74)	
4021 Stationery	411	400	(11)		(11)	
4022 Postages	165	350	185		185	
4023 Telephones & Internet	438	800	362		362	
4025 Insurance	1,050	1,400	350		350	
4026 IT Expenses	1,161	2,000	839		839	
4027 Photocopier	1,149	1,500	351		351	
4043 Recruitment costs	0	200	200		200	
4045 Audit	1,175	1,400	225		225	
4075 Subscriptions	215	2,100	1,885		1,885	
Administration :- Indirect Payments	<u>5,838</u>	<u>10,150</u>	<u>4,312</u>	<u>0</u>	<u>4,312</u>	<u>0</u>
Net Payments	<u>(5,838)</u>	<u>(10,150)</u>	<u>(4,312)</u>			
<b><u>102 Staff Costs</u></b>						
4000 Wages & Salaries	29,445	70,000	40,555		40,555	
4001 Tax & NI	8,902	0	(8,902)		(8,902)	
4002 Pension	9,516	0	(9,516)		(9,516)	
4003 Temp Staff	0	20,000	20,000		20,000	
Staff Costs :- Indirect Payments	<u>47,863</u>	<u>90,000</u>	<u>42,137</u>	<u>0</u>	<u>42,137</u>	<u>0</u>
Net Payments	<u>(47,863)</u>	<u>(90,000)</u>	<u>(42,137)</u>			
<b><u>103 Establishment Costs</u></b>						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>			

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>104 Training</b>						
4030 Training/Travel Clls	245	500	255		255	
4035 Training/Travel Staff	121	300	179		179	
Training :- Indirect Payments	<u>366</u>	<u>800</u>	<u>434</u>	<u>0</u>	<u>434</u>	<u>0</u>
<b>Net Payments</b>	<u>(366)</u>	<u>(800)</u>	<u>(434)</u>			
<b>105 Mayoral Expenses</b>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	1,600	2,200	600		600	
4056 Regalia / Mayoral Other	1,341	1,400	59		59	180
Mayoral Expenses :- Indirect Payments	<u>2,941</u>	<u>4,100</u>	<u>1,159</u>	<u>0</u>	<u>1,159</u>	<u>180</u>
<b>Net Payments</b>	<u>(2,941)</u>	<u>(4,100)</u>	<u>(1,159)</u>			
6000 plus Transfer from EMR	180					
<b>Movement to/(from) Gen Reserve</b>	<u>(2,761)</u>					
<b>110 Grants/Donations</b>						
4069 DPSE (development, projects, se	15,569	18,000	2,431		2,431	
4070 Grants	12,268	20,000	7,733		7,733	185
4072 Donations	1,500	0	(1,500)		(1,500)	
Grants/Donations :- Indirect Payments	<u>29,337</u>	<u>38,000</u>	<u>8,663</u>	<u>0</u>	<u>8,663</u>	<u>185</u>
<b>Net Payments</b>	<u>(29,337)</u>	<u>(38,000)</u>	<u>(8,663)</u>			
6000 plus Transfer from EMR	185					
<b>Movement to/(from) Gen Reserve</b>	<u>(29,152)</u>					
<b>120 Events/Projects</b>						
4060 Christmas Lights Costs	25	0	(25)		(25)	
4061 Christmas Switch On	1,173	2,000	827		827	
4062 Christmas Lights Contract	31,183	35,000	3,817		3,817	
4064 Castle Lights Maintenance	717	1,000	283		283	
4065 KGV Playing Field	1,000	0	(1,000)		(1,000)	1,000
4081 Weirside Terrace Expend.	0	70	70		70	
4084 Flags & Bunting	0	1,000	1,000		1,000	
4085 Allotments Expenditure	2,490	900	(1,590)		(1,590)	2,160
4088 Rd Closure Signage/Cones	789	0	(789)		(789)	
4089 Roads/highways/car parks	0	1,500	1,500		1,500	
4091 Promotion	0	3,000	3,000		3,000	

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4095 Bebra Reception	1,538	0	(1,538)		(1,538)	1,538
4096 Remembrance	50	500	450		450	
4097 Flower Beds	2,550	3,000	450		450	
4099 Misc Expenses	120	0	(120)		(120)	
4101 Rd Closure signs/comes	0	200	200		200	
4102 Cony-Hall Improvements	349	10,000	9,651		9,651	
4106 Trees	0	1,000	1,000		1,000	
Events/Projects :- Indirect Payments	<u>41,984</u>	<u>59,170</u>	<u>17,186</u>	<u>0</u>	<u>17,186</u>	<u>4,698</u>
Net Payments	<u>(41,984)</u>	<u>(59,170)</u>	<u>(17,186)</u>			
6000 plus Transfer from EMR	4,698					
Movement to/(from) Gen Reserve	<u>(37,286)</u>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	9,551	0	(9,551)			
VAT Data :- Receipts	<u>9,551</u>	<u>0</u>	<u>(9,551)</u>			<u>0</u>
515 VAT on spend - input automatic	7,376	0	(7,376)		(7,376)	
VAT Data :- Indirect Payments	<u>7,376</u>	<u>0</u>	<u>(7,376)</u>	<u>0</u>	<u>(7,376)</u>	<u>0</u>
Net Receipts over Payments	<u>2,175</u>	<u>0</u>	<u>(2,175)</u>			
Grand Totals:- Receipts	182,932	0	(182,932)			
Payments	135,704	205,220	69,516	0	69,516	
Net Receipts over Payments	<u>47,228</u>	<u>(205,220)</u>	<u>(252,448)</u>			
plus Transfer from EMR	5,063					
Movement to/(from) Gen Reserve	<u>52,291</u>					



## Clerk's Report

Date: 20 February 2023

Subject: Extension of Christmas Light Contract

### **Background:**

KTC's current contract for the provision of Christmas lighting in Knaresborough is due to end on 31 May 2023. Procurement procedures to secure a new contract, which must be sourced by tender using the government's Contract Finders website, is due to commence immediately.

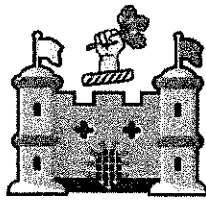
However, because of impending devolution in April there are some unknown factors which complicate matters for KTC to go out to tender now for a three-year contract commencing June 2023. For example, we know that for Christmas 2023 Harrogate Borough Council has committed to honour its contribution of circa £10,000 towards the cost of Knaresborough's Christmas lighting. This funding may not continue in future years with the newly formed North Yorkshire Council and, without this extra funding, KTC will need to determine how much it wants to allocate to Christmas lighting each year going forward. (The figure in the 2023/24 budget remained the same as previous three years). If the procurement procedure is delayed for 12 months, then KTC should have a clearer idea if there is to be any potential funding forthcoming from NYC.

We are assured by our supplier that the current lights are in a good enough condition to be used for another season and we know that our residents do appreciate the current lighting scheme.

The cost of extending the current contract with Lite shows a significant cost saving for this year which could be carried forward to a new lighting scheme from 2024. Some other town councils appear to be adopting this 'extension' approach.

### **Recommendation:**

That Knaresborough Town Council Resolves to extend its current Christmas Light Contract with Lite for 12 months to 31 May 2024.



# 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*	Renaissance Knaresborough
Primary Contact regarding application:	Liz Baxandall
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Project/event title:	Purchase of Community Land 'Knaresborough Forest Park'
Total cost of project:	Purchase price £450,000
Amount of grant requested from KTC:	£1000.00 to promote the project widely throughout the district to encourage the community to pledge to buy shares.
Date of Application	6th January 2023

### The Applicant:

What is the main purpose of your organisation?	Making a great town better
How many years has your organisation been in existence?	Has been working as a Not-for-profit organisation since 2005
If your organisation run by a Committee? If yes, how many Committee members?	Yes, our organisation has a maximum of 17 Members

<p>If your organisation is a club with membership, please provide the following details:</p> <p>Membership -</p> <p>Number of adult members:</p> <p>Number of junior members:</p> <p>Does your club charge for membership?</p> <p>If yes, please provide details of the membership scheme and charges applicable</p>	<p>No</p> <p>N/A</p>
<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>N/A</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>N/A</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes                      No X</p>	<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>Yes                                      No    N/A</p>

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

<p>Brief description of scheme</p>	<p>To encourage the community to buy shares in the purchase of 45 acres of land currently for sale by private owners between the road to Harrogate and the Beryl Burton Way. Initially pledges to buy shares are being invited.</p>
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What are the aims of the project/event?	The purchase would safeguard the land in perpetuity, and keep it for the common good, creating a haven for wildlife and encouraging bio-diversity. The land is also situated with links to existing park and woodland and has easy accessibility, providing green space for those who cannot manage the more challenging areas of the Gorge. In addition, it will benefit all residents & visitors to Knaresborough and Starbeck, and could provide hedgerow food, green burials etc. Hedgerow and woodland planting would result in carbon sequestration, and would be beneficial in terms of Knaresborough's plan towards carbon neutral.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	The project has had good press coverage already, and has secured over £52,000 worth of community pledges. This has been supplemented by a local Trust which will secure the purchase of the original 45 acres. The Trust would like the project to continue seeking pledges to purchase the total land available of 70 acres, in order to engage as many people as possible from the community to have a long term interest in engaging with, and sharing in the care of the land. The award would be vital in helping to promote pledges in both Knaresborough and Starbeck, and enable the purchase of the additional land.
Does your organisation have the ability to meet new community needs, and if so, how?	RK is building a team of volunteers specifically to form a community company to purchase the land, and then to manage the company and the land.
The quality and effectiveness of service provided through the use of this grant	RK has the capability and past experience to launch and manage the project to purchase, when it will then hand over to the newly fledged company. RK does not, however have any regular income to launch projects such as this without financial help.
<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>	N/A
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.	Knaresborough Town Museum was initially launched through RK. Some of our current projects include: The Cliff Lift, a Hydro-power project (also just incorporated into a Community Energy Company called Power Stream); A project to increase bio-diversity round the Castle Moat

Why do you think the Council should support this event/project?	The land to be purchased is part of the ancient hunting grounds of Knaresborough Forest, and will add to the Knaresborough Forest, as part of the White Rose Forest and help the Great North Forest to become a reality. Also for all the other reasons previously stated in this application.
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#### Project/Event planning

Date that you propose to commence the project or hold the event.	The request for pledges has been running since just before Christmas. We will continue promoting the giving of pledges until it is appropriate to convert these to shares.
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	We do not need permission. This is a private sale of land. There has been a delay in the Estate Agent preparing the for sale documents, although we are expecting them soon, and we will not be publicising this project further until the particulars of the land are received. However, we are seeking funding for the next stage of promotional activity in order that we can move quickly when those details are available.

#### Financial Details

Estimated total cost (including any fees)	<b>£3000.00</b>
Contribution from your funds:	<b>None</b>
Contribution from other organisations (please specify)	<b>We are in discussion with ISG, the contractors building the new pool and wellbeing centre. Our request to them is for funding of £2000 and support in kind from their printing facility and CSR programme</b>
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	<b>Yes, we have volunteers to deliver door to door leaflets, but we have not calculated that in our promotional costs.</b>

#### 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

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

**Declaration:**

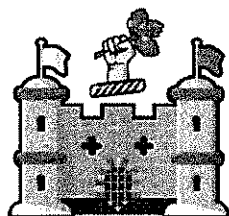
I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request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

Signed:

Name of Signatory Elizabeth Baxandall

Position: Chair - Renaissance Knaresborough

Date: 10th January 2023



# 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 business collective
Primary Contact regarding application:	Natalie Horner
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Project/event title:	Knaresborough spring fayre
Total cost of project:	4300
Amount of grant requested from KTC:	1500
Date of Application	2.2.2023

### The Applicant:

What is the main purpose of your organisation?	We are a community organisation providing events and projects throughout town to increase footfall and bring people in to town.
How many years has your organisation been in existence?	1
If your organisation run by a Committee? If yes, how many Committee members?	no
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	We do currently have membership and have 78 members, however we have requested no more membership payments as we know some businesses are struggling and their money would be better spent elsewhere.

<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>We put on events in town throughout the year, put up the town's Christmas trees, we did free hanging baskets in 2022, trails around the town including a scarecrow trail, we clean the streets to make town look more appealing and we are on with many more projects for town.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>no</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>no</p>	<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>no <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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

<p>Brief description of scheme</p>	<p>The spring fayre was a huge success last spring and so we are doing almost exactly the same again, we will have fairground rides, face painters, live entertainment, a small artisan market, balloon modeller and craft tent.</p>
<p>What are the aims of the project/event?</p>	<p>The spring fayre brought a huge amount of people in to town, who then in turn spent money in the local shops, cafes, restaurants etc. it was also a fantastic morale boost for town, bringing people from far and wide to see what we as a town have to offer.</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>Our event is very much aimed at families, we had thousands of people attending, a lot being local families and residents. The businesses also told us they had one of the busiest days on record!</p>
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	



What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	
The quality and effectiveness of service provided through the use of this grant	Being accepted for this grant will mean we have the funds to move forward and do more projects in Knaresborough to upkeep the great work we have been doing the last year, we plan to do at least 3 events per year to bring people in to town and to keep going with projects to make town even more wonderful to visit.
<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>2022 was the first year of this event, we estimate the event attendance was around 8000-10,000 people.</p> <p>We intend for this event to be just as successful.</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.	Town Christmas tree, gonk trail, Spring fayre, queenie trail, scarecrow trail, hanging baskets, street sweeping, window competitions, jubilee stall, town flags, bollard covers, Knaresborough business awards, winter fayre, shop local campaign.
Why do you think the Council should support this event/project?	The spring fayre is a wonderful family day providing a reasonable day out for lots of local families and tourists alike, it brings much needed footfall in to town at what would be a very quiet time of year, giving businesses the revenue they require to keep going.

### Project/Event planning

Date that you propose to commence the project or hold the event.	8.4.2023
<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>	Yes we have received approval from HBC for this event

### Financial Details

Estimated total cost (including any fees)	<b>4300</b>
Contribution from your funds:	<b>2800</b>
Contribution from other organisations (please specify)	<b>0</b>

Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	<b>Sid horner and son are contributing all free printing</b>
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**Check List:**
**Please tick:**

I have read and agreed your terms and policies	<b>yes</b>
I agree to provide feedback to the Town Council if my application is approved, including publicity	<b>yes</b>
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	<b>yes</b>

**\* 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.

Signed: N Horner

Name of Signatory Natalie Horner

Position: founder

Date: 2.2.2023



Name - Knaresborough Business Collective

Objectives - Our aim as a not for profit community group is for us, business owners of Knaresborough, to come together as likeminded individuals with the best interests of our town in mind. We wish to organise events for the town which will hopefully in turn bring people in to our lovely town, and put us on the map for certain events which used to bring people from all over the country. We are planning new events but also wish to bring back past events that are no longer running such as children's day, pet day etc, which were very successful when they were running.

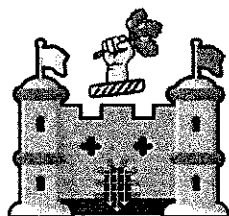
We also organise Knaresborough's christmas trees, and offer free of charge hanging baskets to the high street to brighten the town and make it more appealing to visitors. We have other future plans to make the town visually more appealing such as painted murals, an umbrella roof in one of the side alleys and we have just purchased a street sweeper to help keep on top of the town's litter. We hope by making town as beautiful as it can and should be, more people want to visit, spend money and maybe even open a business here, eliminating the empty premises issue we also had previously.

Any money raised from events and donations, as well as membership, goes forward to fund the next event or project so we will hopefully have a continuous plan, always with our next project in the pipeline.

Committee - We do not have a leadership committee, we want as many people as possible to get involved and so, although a few business owners are heading up the organisation and are running the bank account etc, the offer is open to anybody so that as many voices and opinions can be heard as possible, and there is no particular bias or personal agenda from those 'in charge'. We ask for help from as many business owners as possible when it comes to ideas, opinions and hands on help with projects, meaning in essence that every member is the committee.

Committee meetings - committee meetings take place once a month on varying dates, we do a poll each month to see which date/time has the majority of people who can attend. These will be informal meetings whereby all members can discuss their ideas and opinions and we can go through current plans and projects we have lined up.

Membership/finances - We opened membership in January of this year, which was open to any business in Knaresborough. Membership is a cost of £50 per year. We are big believers in inclusivity so have stated that if somebody does want to be a member but cannot for any reason currently afford to join, to let us know in confidence and we will accommodate them. Membership is done by filling in a membership form and making payment via our Knaresborough Business Collective bank account, which is run jointly by 3 members of the Knaresborough Business Collective. Records of all finances will be kept safe and accounts done for the KBC each year.



# 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 Festival of Entertainment and Visual Arts
Primary Contact regarding application:	Gwen Lloyd
Address:	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW</p> <p>Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW</p> </div> <div style="flex: 0.2; text-align: center; font-size: small;"> <p>Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW</p> </div> </div>
Telephone number:	
Email address:	
Project/event title:	Knaresborough FEVA
Total cost of project:	£24,000
Amount of grant requested from KTC:	£2,000
Date of Application	30/1/23

### The Applicant:

What is the main purpose of your organisation?	To organise and deliver a 10 day Arts festival for the people of Knaresborough
How many years has your organisation been in existence?	27
If your organisation run by a Committee? If yes, how many Committee members?	12
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	

<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>We have a group of friends of feva which is open to anyone. There is a subscription of £10.00 per annum to help support the festival.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>Association of Festival Organisers</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<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>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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

<p>Brief description of scheme</p>	<p>10 day arts festival bringing a number of concerts, art exhibitions, spoken word, and street entertainment to the town during August</p>
<p>What are the aims of the project/event?</p>	<p>The Knaresborough Festival of Entertainment and Visual Arts was set up to help promote music and the Arts in Knaresborough. It is run by a committee of volunteers who strive to bring opportunities to both residents and visitors.</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>The award will help us support the free events – street entertainment aimed at primary school age children, picnic in the park aimed at families. This year we are also undertaking extensive restoration of the Trompe l'oeils which were created as community projects during previous feva's.</p>
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>We are continually looking at our program, this year we are bringing Illyria Theatre Company to perform their own unique interpretation of a Shakespeare play.</p>

What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	Feva delivers a number of events providing entertainment locally for Knaresborough residents using local talent where possible which reduces the need for families to travel. We have greatly reduced our reliance on printed material by promoting our website and use of e-ticketing.
The quality and effectiveness of service provided through the use of this grant	Feva endeavours to bring high quality street entertainment to town provided free to the public due to the use of this grant giving all families access to performances during the school holidays.
<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>27</p> <p>2000</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.	We had a number of concerts including SNAKE DAVIS Crocodile shoes a large dance band which proved very popular. A popular spoken word event was Tales of Knaresborough performed by a number of local talented performers.
Why do you think the Council should support this event/project?	FEVA is a popular fixture in Knaresboroughs social calendar and this year we want to continue to bring a wide variety of entertainment to the local residents and visitors

### Project/Event planning

Date that you propose to commence the project or hold the event.	Friday 11 <sup>th</sup> August – Sunday 20 <sup>th</sup> August
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	Yes. Initial documentation has been filed. Insurance documents and finalised event plan will be submitted in due course.

### Financial Details

Estimated total cost (including any fees)	<b>£24000</b>
Contribution from your funds:	<b>£18300</b>
Contribution from other organisations (please specify)	Knaresborough Rotary, Knaresborough Lions and Knaresborough chamber of Trade have all been approached for funding. It is hoped these will total £3700

Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	No
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**Check List:**
**Please tick:**

I have read and agreed your terms and policies	✓
I agree to provide feedback to the Town Council if my application is approved, including publicity	✓
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	

**\* 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.

**Signed:**

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

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

Name of Signatory Gwen Lloyd

Position: Feva chairperson

Date: 30/1/23

# KNARESBOROUGH FESTIVAL OF ENTERTAINMENT AND VISUAL ARTS

## CONSTITUTION

### 1. NAME.

The name of the Association is "Knaresborough Festival of Entertainment and Visual Arts", hereinafter called "The Association".

### 2. OBJECTS

The objects for which the Association is established are:

- a. To organise and stage an annual Festival known as the "Knaresborough Festival of Entertainment and Visual Arts" otherwise known as "feva". The Festival shall be broad based and may include, but not be limited to, Music, Theatre, Visual Arts, Poetry and Creative Writing.
- b. To foster a spirit of goodwill, friendship and unity among the residents, traders, organisations and visitors to the town by involving as many people as possible in the staging and sponsoring of the Festival.

### 3. MEMBERSHIP

Membership of the Association shall be open to any individual interested in furthering the Objects of the Association. The Committee shall have the power to refuse an application for membership without assigning a reason.

Any Member who shall do any act or conduct calculated to discredit the Association, may be expelled from the Association by a resolution of the majority of Members present at a General Meeting of the Association. Such a Member shall be allowed to appeal against his or her expulsion to a special General Meeting of the Association.

### 4. FINANCIAL YEAR

The financial year of the Association shall run from 1 November until 31 October of the following year,

### 5. SUBSCRIPTION

The annual subscription shall be of such amount as may be decided at the Annual General Meeting.

All subscriptions shall become due on the first day of February in each year.



Any Member who has not paid the annual subscription by 30 April in the subscription year shall be deemed to have ceased membership of the Association.

No Member shall be entitled to vote or to exercise any privilege whatsoever at any of the meetings of the Association if their subscription is not paid up to date at the date of such meeting.

## 6. OFFICERS AND COMMITTEE

The Officers of the Association, who form the Executive Committee, shall be:-

Chairman  
Vice-Chairman  
Secretary  
Finance Director  
Marketing Director  
Fund-raising Director  
Music Director  
Spoken Word Director  
Visual Arts Director

A minimum of 5 positions must be occupied at any one time

The Committee shall have the power to appoint any sub-committee as required, and to co-opt any Member of the Association whose services may be desired for any particular function.

## 7. ELECTION OF OFFICERS AND COMMITTEE

The Chairman and Vice-Chairman shall be elected at the Annual General Meeting to serve for a period of two years.

All other members of the Executive Committee shall be elected at the Annual General Meeting for a period of one year.

Members of the Committee shall be eligible to seek re-election.

All nominations for Officers shall be made in writing, signed by two Members and by the nominee consenting to serve, and sent to the Secretary to be received by him or her no later than the date of the October Executive Committee Meeting.

Any member of the Executive Committee not wishing to stand for re-election should, if possible, inform the Committee of their intention by the September Executive Committee meeting at the latest

In the event of a vacancy arising in the Officers during the year, it shall, if necessary, be filled by the Executive Committee.

The Finance Director shall keep an account of all monies received and paid by him or her for and on behalf of the Association, and shall pay all accounts approved by the Committee. Any extraordinary expenditure deemed

advisable by the Committee shall be first submitted to a General Meeting along with a financial report for consideration. The Finance Director shall present to the Members at the Annual General Meeting a duly audited statement of accounts showing all financial transactions of the Association made up to the last day of October in each year. All cheques shall be signed by two of the signatories registered with the account holding Bank.

The Secretary shall keep a record of the proceedings of the Association in a Minute Book to be kept for that purpose, and shall also keep an up to date record of Members. The records of the Association shall be open on due notice for the inspection of Members.

Members of the Executive Committee will not receive payment for work undertaken in connection with the organising and staging of the Festival. Normal expenses will be paid subject to the prior approval of the Finance Director.

A register of interests of the members of the Executive Committee shall be maintained by the Secretary. The register shall contain details of any vested interests that members may have in local businesses or organisations. This register shall be available for inspection upon application to the Secretary.

## 8. MEETINGS

An Executive Committee Meeting shall be held once in each calendar month at such time and such location as the Executive Committee shall decide. Additional Executive Committee Meetings may be held as deemed necessary by the Chairman, or at the request of four or more Members of the Executive Committee. The Annual General Meeting shall be held on the second Tuesday in December in each year, preceded by a meeting of the Members of the Executive Committee. The date of the Annual General Meeting may be changed in exceptional circumstances by the Executive Committee. The Executive Committee shall present a report with reference to all matters with which they may have dealt during the previous year.

Additional General Meetings may be convened at the request of the Committee, or upon a request in writing by ten or more Members. Such General Meeting shall be convened within ten days of receipt of such request.

Any person wishing to speak at a General Meeting shall be limited to total of 5 minutes unless granted additional time by the Chairman of the meeting

Seven days notice shall be given of all General Meetings and four days notice of all Executive Committee Meetings.

In the absence of the Chairman and Vice-Chairman at General and Executive Committee Meetings the Members present shall elect a Chairman to preside over that meeting.

Every paid up Member of the Association has the right to submit a notice of motion in writing to the Secretary, which shall be placed on the agenda for the next meeting.

## 9. QUORUM

At an Annual General Meeting or General Meeting nine persons shall form a quorum.

At an Executive Committee Meeting four persons shall form a quorum.

## 10. DATA PROTECTION ACT

Members of the Association shall be deemed, by payment of the Annual Subscription, to have given their consent to their details being held on a computer system. Such details will be used solely for the administrative purposes of the Association and will not be passed to any other party without the consent of that Member.

## 11. ALTERATION TO RULES

No alteration shall be made to the Constitution of the Association except by a resolution duly passed by two-thirds of the Members present and voting at a General Meeting. Ten days notice in writing of any proposed alteration shall be given to all Members.

## 12. DISSOLUTION

In the event of the Association being dissolved all funds in the name of the Association will be donated to a charity or organisation for the benefit of Knaresborough.

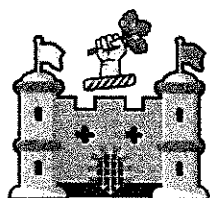
Passed at a General Meeting held on the fifth day of December 2002  
Amended feva Executive Committee on 10 January 2006

Signed                      Anne Jones                      Chairman

Signed                      Paul Darley                      Vice-Chairman

## FEVA P&L

	2022			2021		
	Current Account	Deposit	Total Bank	Current Account	Deposit	Total Bank
Opening Bank Balance	£501.35	£22,023.75	£22,525.10	£1,774.46	£19,201.75	£20,976.21
Closing Bank Balance	£1,880.68	£21,389.39	£23,270.07	£501.35	£22,023.75	£22,525.10
Surplus / Deficit			<u>£744.97</u>			<u>£1,548.89</u>
<b>Income</b>						
Sponsorship/Grants			£6,700.00			£5,750.00
Ticket Sales			£12,981.95			£13,039.00
Donations			£1,605.63			£1,600.00
Event Income			£0.00			£84.50
Friends Income			£1,270.00			£1,360.00
Flavours			£200.00			
Bank Interest			£12.57			£2.00
			<u>£22,770.15</u>			<u>£21,835.60</u>
<b>Expenses</b>						
Event Costs			£17,879.76			£14,329.30
Website costs			£94.94			£2,500.00
Sales Commission			£966.90			£1,764.10
Printing/Post/Stationery			£1,135.00			£687.00
Insurance			£501.63			£570.20
Banners			£1,176.99			
Balloons & Wristbands			£31.48			
Eve of Feva Party Costs			£107.05			£165.00
Subscription			£70.00			£70.00
Marketing			£0.00			
Sundry			£0.00			£201.00
Bank Charges			£61.43			£0.00
			<u>£22,025.18</u>			<u>£20,286.70</u>
	<b>2022 Surplus</b>		<u><b>£744.97</b></u>	<b>2021 Surplus</b>		<u><b>£1,548.89</b></u>



# Knaresborough

Town Council

7.4

## 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*	Inspire Youth Yorkshire
Primary Contact regarding application:	Jess Ward
Address:	Knaresborough Town Council , Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Telephone number:	074547 287892
Email address:	jess@inspireyouth.uk
Project/event title:	Junior Youth Club
Total cost of project:	£4,500 each year
Amount of grant requested from KTC:	£4,500 per year over 3 years totalling £13,500.
Date of Application	10 <sup>th</sup> February 2023

### The Applicant:

What is the main purpose of your organisation?	Inspire Youth Yorkshire are a charity who provides young people access to a wide range of positive and inclusive activities and development opportunities across North Yorkshire particularly in Harrogate and district. They aim to promote, encourage and facilitate the physical, mental, and social education and development of young people through raising awareness of existing activities, providing informal education, life skills and development opportunities for them and encouraging new ones. We provide intervention within education settings, safe spaces with recreational activities in the community and school holiday provision.
How many years has your organisation been in existence?	4 years, becoming a registered charity in January 2022
If your organisation run by a committee? If yes, how many Committee members?	There are 4 trustees who oversee the charity

<p>If your organisation is a club with membership, please provide the following details:  Membership -  Number of adult members:  Number of junior members:</p> <p>Does your club charge for membership?  If yes, please provide details of the membership scheme and charges applicable</p>	<p>Parents of young people are asked to complete a membership form to provide emergency contact details and medical information etc and pay £1 per session to attend a junior youth club session, however it does not operate as a formal membership or does not charge to become a member.</p> <p>We have just over 80 junior members registered who have accessed the project over the last 12 months with an average regular attendance of over 30 each week.</p>
<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>Junior youth club offers a variety of activities, based on the needs and wants of those that attend, this involves a combination of sport and physical activities, refreshments often involving those attending in cooking or baking, arts and crafts with additional adhoc activities that raise awareness and promote informal education. Examples include activities highlighting issues in their community, staying safe, first aid, transitions or ways to improve mental wellbeing to name a few. We create a safe space that enables young people to explore and discuss issues in relation to them.</p> <p>Anybody can attend between the ages of 7-11, with the view to offer a space where it is not always appropriate to mix with older ones 11+ due to the content and age appropriateness of some of our other provision in the area.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>No, however we do operate under the guidance and support of the National Youth Agency and staff are members of the institute of youth work.</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p>	<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> </ul>

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	• secure extra insurance cover, if appropriate  Does your organisation meet these requirements: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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**The Project/Event/Individual's role:**

Brief description of scheme	<p>Junior Youth club operates weekly (term time) and has been for the past year through Councillor funding and support in kind by Brimhams Active and Resurrected bites. Over the past year, it has become an established group with regular attendance of a mix of children but the majority being are underserved young people and something we would like to continue. Inspire Youth Yorkshire hope to gain funding for 3 years to support the continuity and positive outcomes for young people. This grant would only be used to fund project delivery in Knaresborough, and would continue to offer its group from Knaresborough Wellbeing Hub which is central to those that attend and those families that currently benefit.</p>
What are the aims of the project/event?	<p>Offer varied and flexible opportunities to contact and access youth workers whom can support or signpost young people when/where required especially in support of improving connections, improving mental wellbeing and transition to secondary education.</p> <p>Offer positive activities within a safe space that engages and excites young people, within their communities. That meets their physical, social and emotional needs, informal education to support positive choices, life skills development whilst building a relationship with a trusted adult which in turn supports their transition from adolescents to adult hood.</p> <p>Offer opportunities within the sessions to older young people to become a young leader, develop their life skills and become work ready, whilst also being a positive role model, following expectations, policies and procedures when in attendance.</p> <p>Capture and respond to the voices of young people to support their sense of belonging, self-respect and confidence within their community.</p> <p>Offer consistency to young people especially those whom face continuous disruption, challenges and change through their lives circumstances.</p> <p>Compliment and feed in to our Holiday activities.</p> <p>Contribute to reducing the risk of exploitation and contextually safeguarding children.</p> <p>Continue to utilise networks and attend meetings with other organisations such as North Yorkshire Police (NYP), North Yorkshire County Council (NYCC), Harrogate</p>

	<p>Borough Council (HBC) Community Safety Hub, Local Schools and community neighbourhood meetings to ensure the team can inform, educate and support young people within their community. Especially those who may not engage in other organisations or otherwise hear of impact of behaviours for instance or represent issues from a young person's perspective.</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>Young people themselves will benefit from the consistency of the project, along with their parents, schools, other organisations and other members of the community, knowing that it will continue and the juniors will have somewhere to attend that is low cost and offers flexibility in commitment that they will not be exposed to behaviours of older young people, or if they are be better able to recognise when things are not ok. We can represent and work with young people to raise awareness of issues etc as identified above. Every single young person that we have engaged with so far through this project live in the Knaresborough community or have a connection such as through education. We will continue to contribute to the safeguarding of children and young people and their exposure to hidden harm through the relationships we establish and ability to offer pre/ early intervention. We anticipate to engage and work directly with 7–11-year-olds over the coming years which will positively impact on the wider family/connections as well as the community now but in the future. In time we hope all those that engage now, will continue to do so positively either with our opportunities or others to reduce risks of exploitation or anti-social behaviour in the town.</p>
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>We recently took on an office in Knaresborough, along with operating our mobile youth base kindly funding by Knaresborough Town council for weekly term time provision focusing on older young people 11-year-olds+, alongside weekly delivery in King James school and some smaller one of interventions in primary schools. We continue to evaluate, and look at opportunities the meet the needs and wants of young people as well as the wider community and look to work in partnership where possible demonstrated by all our projects operating in Knaresborough and future plans towards a youth council. As an organisation we are very committed to support the Knaresborough Community, and will continue to do so. Staff and volunteers are highly trained in youth and community development or are under close supervision of those that are, to offer safe provision to children and young people.</p>
<p>What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.</p>	<p>Although we do not offer direct benefit to the environment, we offer opportunities within sessions to become more aware or informally educate those that attend either by contributing to composting, offering activities to support learning or contributing to change in the community, examples include community litter picks, planting in community planters etc.</p>



<p>The quality and effectiveness of service provided through the use of this grant</p>	<p>the project will continue to adhere to Government guidance, along with the policies and procedures set out by them and the National Youth Agency. Staff will continue to attend partnership information sharing meetings, make records and evaluate their work, thus identify and respond to any needs or developments. We have and will maintain strong links with schools, North Yorkshire County Council, Harrogate Borough Council, North Yorkshire Police and other local organisations and wider national focuses to ensure our information is as up to date and relevant as possible. We will evaluate and reflect upon the project throughout delivery and gather information/feedback from those that attend and welcome feedback from those in the wider community.</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>The project has been in operation for 1 year, and we have just over 80 junior members registered who have accessed the project over the last 12 months with an average regular attendance of over 30 each week with a view to continue attracting this amount and more.</p>
<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>	<p>Over the past year, we became a registered charity, the team, the projects on offer and our premises have grown significantly. We now offer 2 versatile mobile youth bases in response to growing needs. We offer 4 nights per week of regular term time provision in the community along with adhoc projects in addition to this such as social action. Being mobile means we reduce our hire of premises but enable us to remain within community and offer a dedicated recognised space for young people.</p> <p>Over the past year we have successfully achieved funding to deliver school intervention work either groups or assemblies, an office space and compound to enable other smaller support groups, bespoke packages for education providers to support informal learning and safeguarding.</p> <p>We have offered successful holiday activities at Easter, Summer and Christmas through the Holiday activities. This has led to increased project delivery and establishing partnerships with NYCC and North Yorkshire Youth.</p> <p>We have established connections with resurrected bites/waste not want not scheme to provide snacks and refreshments but also break down some of the barriers to accessing services to support food poverty and hunger.</p> <p>We also deliver a weekly all-inclusive game session via a Harrogate Charity.</p>

Why do you think the Council should support this event/project?	<p>Inspire Youth Yorkshire Continue to grow as does the young people who engage in our provision. To receive funding would mean the junior youth provision could continue as will the connection for those young people who attend. To receive the funding to extend and develop this project, it will allow our presence to be consistent to young people and it will also give the opportunity to explore and develop greater opportunities, offer positive activities but remain a contact for some that attended each week is invaluable. It will also enable us to signpost younger ones away from our current older attended cohort of young people.</p> <p>There is current no other youth provision running that offer grassroot activities, that aren't high cost or commitment reliant, which often deters families from accessing new experiences or more traditional sport clubs/ structured activities.</p>
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#### Project/Event planning

Date that you propose to commence the project or hold the event.	April 2023 onwards
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	No

#### Financial Details

Estimated total cost (including any fees)	<b>£4,500 annually</b>
Contribution from your funds:	<b>0</b>
Contribution from other organisations (please specify)	<b>0</b>
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	Yes, in excess of estimated £5,000 including free use of resources and materials (sport equipment's, games consoles, educational drug resources etc). Staff and hall hire provided in kind by Brimhams Active.

#### Check List:

	Please tick:
I have read and agreed your terms and policies	✓
I agree to provide feedback to the Town Council if my application is approved, including publicity	✓
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	✓

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

**Declaration:**

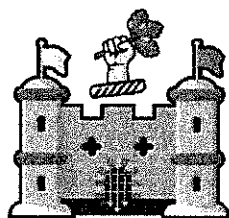
I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request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

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

Name of Signatory: Jess Ward

Position: CEO and Founder of Inspire Youth Yorkshire

Date: 10<sup>th</sup> February 2023



# Knaresborough

Town Council

7.5

## 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 Connectors
Primary Contact regarding application:	Nick Garrett
Address:	c/o 8 York Place Knaresborough HG5 0AA
Telephone number:	07753167190
Email address:	nick.garrett@knaresboroughconnectors.org.uk
Project/event title:	The "You're Special" Project
Total cost of project:	
Amount of grant requested from KTC:	£3,000 in 22/23 & £6,000 in 23/24
Date of Application	9 <sup>th</sup> February 2023

### The Applicant:

What is the main purpose of your organisation?	To improve the health and wellbeing of Knaresborough residents.
How many years has your organisation been in existence?	Five
If your organisation run by a Committee? If yes, how many Committee members?	A Board of Directors consisting of eight members.
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	We are a not-for-profit Community Benefit Society (CBS) run by and for residents. The Directors are also members. Residents have become members gradually and a second membership drive is underway. We have a target of 500 members over two years. Membership for a CBS takes the form of a £1 share, but we expect members to contribute financially over time as benefits are realised, thus reducing future reliance on statutory sector funding.
What activities are available for members?	Members take part in community projects from coming up with ideas to delivering projects. Members are connected to community groups and events.

Can anyone join your organisation or is it by invitation only? If yes, please give details	Members take an active role in improving community groups. Any adult who lives in Knaresborough can join. Adults can join if they work in Knaresborough or have caring responsibilities for someone who lives in Knaresborough.
Is your club affiliated to any national organisation?  Please list any affiliations	No
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?	If yes, as a minimum we expect you to: <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>
Yes	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Does your organisation meet these requirements:  Yes  Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Brief description of scheme	<p>The "You're Special" Project.</p> <p>550 people in Knaresborough experienced social isolation during Covid. There are at least 100 frail people in Knaresborough who remain socially isolated following the pandemic, they were lonely before Covid and remain so. A concerted effort is needed to help people find friends, activities and purpose. Social isolation is worse for your health than smoking so by tackling this aspect of their lives we will improve their health. Previous efforts have made a small difference and extra effort is now required.</p> <p>Funding for the "You're Special" Project will pay a project worker to find, develop and manage a team of 5 volunteers who will build supportive relationships with people, finding out what they enjoy and are good at and helping them join a community group, club, or society that they can take part in.</p> <p>Funding will pay for:</p>
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	<ul style="list-style-type: none"> <li>a) specialist training in 'building relationships and 'social prescribing', safeguarding for vulnerable &amp; frail people.</li> <li>b) direct work by the project worker with vulnerable people on the project eg face to face visits in homes, phone calls.</li> <li>c) project worker time in managing volunteers eg training and development, case supervision, volunteer recruitment</li> <li>d) activities for people who are reluctant to join a group such as trips and social events.</li> <li>e) Project worker time to set up new groups that people on the project want setting up.</li> </ul> <p>We have allocated 12 months to do this.</p>
What are the aims of the project/event?	<p>For approximately 100 frail elderly residents, in 12 months, we hope to:</p> <ul style="list-style-type: none"> <li>1) Increase participation in Knaresborough community groups.</li> <li>2) Develop new community groups where needed</li> <li>3) Reduce social isolation</li> </ul> <p>We have identified people who have found it most difficult to engage with and join community and voluntary groups and whose skills and ability to give back to their community is lost to the Town. Such work can be tough, but highly rewarding and demonstrates our ambition not to leave anyone behind when it comes to the great community and voluntary groups that we have in Knaresborough.</p>
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	<p>The Knaresborough community will benefit by having more participants in community groups, clubs and societies. Individual residents will also benefit through;</p> <ul style="list-style-type: none"> <li>1) Having a stronger support network, thus reducing social isolation</li> <li>2) Improved quality of life through having things to do</li> <li>3) Improved health and wellbeing#</li> </ul> <p>People who have been through the mainstream scheme we offer have said:</p> <p>"I'd been feeling pretty low to be honest, it just sort of creeps up on you. Matt helped me get out of the house and join Dancing for Wellbeing. I now have a reason to get out of the house and do something for me."</p> <p>"I care for my husband, and I needed to do something for me, Knaresborough Connectors talked to me for weeks before I felt confident enough to join the reading group, I've made some friends now, it's lovely."</p> <p>"You've made such a difference to dad now he's out and about, he even came to the Christmas market! I never thought he'd get through Covid he was so scared, thank you."</p>

<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>Vulnerable groups we have identified include:</p> <ul style="list-style-type: none"> <li>- Single men 50-65 on low incomes</li> <li>- Struggling families</li> <li>- People in insecure accommodation</li> </ul> <p>We are spending increasing amounts of time addressing the needs of these groups which have worsened in the last 18 months. The numbers of people in the last two cohorts have also increased. Much of our existing work is working with vulnerable families and working age people in insecure housing. We provide advocacy services, financial access, food support and wellbeing advice to vulnerable people as these needs arise.</p>
<p>The quality and effectiveness of service provided through the use of this grant</p>	<ul style="list-style-type: none"> <li>- Evidence-based approach. This approach has been proven to succeed by Knaresborough Connectors for over 5 years building on research on asset-based community development.</li> <li>- Monitoring of cases The development worker receives case supervision every month where the cases for people going through the scheme are independently reviewed.</li> </ul> <p>With peoples' consent the journey people take through this scheme is tracked on a database so reports can be made on timeliness and effectiveness. Feedback from people going through the scheme is sought on an ongoing basis and used to improve the process of helping people connect to groups.</p> <ul style="list-style-type: none"> <li>- Monitoring of effort. The hours provided by the development worker will be logged and measured alongside the number of people going through the scheme.</li> </ul>
<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>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>	<ol style="list-style-type: none"> <li>1. Ran the <b>Community Festival</b> where 30+ Knaresborough groups and hundreds of people gathered at Aspin School resulting in over 35 people joining groups that were new to them and nearly 80 people saying they would try new groups out.</li> <li>2. Re-launched <b>connected and connected+</b> which are schemes to support individuals to become connected into the community groups of the town resulting in 25 people being connected to groups.</li> <li>3. Developed and maintained the <a href="http://www.knaresborough.community">www.knaresborough.community</a> website linking people</li> </ol>

	<p>into a wide range of organisations, activities and town events.</p> <ol style="list-style-type: none"> <li>4. Jointly developed &amp; distributed the <b><i>Welcome to Knaresborough</i></b> booklet for new residents with the Chamber of Trade and Rotary, connecting people into the town.</li> <li>5. Provided access to <b><i>small grants</i></b> and other support for people who might otherwise trip into a cycle of greater dependency or debt with all the implications that this would have on their physical and mental health.</li> <li>6. Ran <u>Knaresborough Voice</u> as a means to engage with the community through a cyclical process of listening, acting and celebrating around key themes that matter to people in the town such as Green Connectors, the town's heritage, the environment, our built assets and engaging with the youth of the town amongst other themes.</li> <li>7. Worked with 8 existing and new community groups to respond to the evolving needs of our community and to open up access to new sources of funding or new models of delivery, for example with Thula Mamas, the Youth Theatre and the Air Cadets.</li> <li>8. Co-ordinated a local network of warm and welcoming spaces across the town at this time of <b><i>cost-of-living pressures</i></b> and rising fuel bills.</li> <li>9. Youth Work working alongside Inspire Youth at Stockwell once a week engaging young people.</li> <li>10. Developed 4 residents' panels where they tell us about their lives and we use this information to improve services eg we stopped our GP's charging people on the edge of homelessness for health assessments.</li> <li>11. Led a project with the local NHS Mental Health provider which will result in increased support for people in our hostel with mental health illnesses.</li> <li>12. Developed a <u>dashboard on economic data for Knaresborough</u>, the first of its kind in Yorkshire.</li> </ol>
<p>Why do you think the Council should support this event/project?</p>	<p>The Council will receive back from Knaresborough Connectors insight into which community groups are effective in supporting vulnerable residents.</p> <p>The Council will receive our State of the Community Report which provides a snapshot of Knaresborough community organisations, how many there are, which residents are not catered for and the common challenges groups face.</p> <p>Through our connection to over 200 groups we'll be able to support groups who have never sought funding from the Council make applications ensuring that applications are relevant to Council priorities and rules.</p> <p>As the people who go through the project will know that the town council have helped to fund it we expect this will</p>



	improve awareness of the Council and the role it has in the life of the residents.
--	--

### Project/Event planning

Date that you propose to commence the project or hold the event.	March 2023
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	No.

### Financial Details

Estimated total cost (including any fees)	£17,500 (£12k salary; £5,5k office, IT, insurance, licence)
Contribution from your funds:	£3,000 – from our existing funds allocated against salary
Contribution from other organisations (please specify)	
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	£5,500 – Provision of offices, IT, insurance, software licensing, management, meeting space, training, from our business sponsor.

### Check List:

### Please tick:

I have read and agreed your terms and policies	<b>Yes</b>
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	<b>Financial details are contained in the accompanying briefing. Incorporation documents are attached.</b>

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

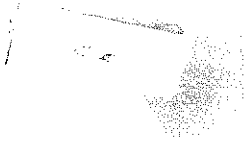
### Declaration:

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.

Signed:

Name of Signatory

Nick Garrett



Position:

Managing Director.

Date: 10/02/2023



## 1 Governance & funding

### 1.1 Governance

Connectors was incorporated as a Community Benefit Society early in 2022 and has a Board of Directors, effectively the Trustees of the organisation. There is no stipulation or strict requirement for people to represent other agencies or organisations on this group, although all Trustees are asked to agree with and abide by the Connectors statement of ethos and values, available to download from the Connectors [website](#). We have selected the current group based on this and the potential to connect the group into the activities of the town.

The Board meets roughly every six weeks and members get involved in the activities of the organisation. Board meetings regularly feature a guest from a community group with whom Connectors seek to work and support.

The current **Board Directors** are:

Nick Garret (Managing Director – pro-bono)	Peter Lacey (Chair)
Councillor Hannah Gostlow	Sue Lightfoot
Hazel Haas MBE	Liz Rochester
Rev Garry Hinchcliffe	Sue Vasey

The team are supported by Clare Pascall who fulfils a part-time paid Company Secretary role that ensures good governance and compliance.

### 1.2 Financial policy

Knaresborough Connectors only vision for growth is for the community cohesion and wellbeing of people across the town. We believe that the activities outlined above will achieve this in ways that are far more organic and therefore resilient than an approach that simply seeks to grow individual parts of the system. Our relational ethos places more significance on the strength of our connections rather than the size of any individual organisation.

Whilst many voluntary sector organisations grow on the back of specific project funding the activities of Connectors are designed to form an organic core of community building activities that grows resilience rather than the organisation itself. It is also core to the financial policy of Connectors to build community ownership, hence the Community Benefit Society model chosen for its ability to gather members from the community to have a real stake in its work. Knaresborough has significant assets and resources that we believe are best recycled locally rather than seeking funding from external bodies.

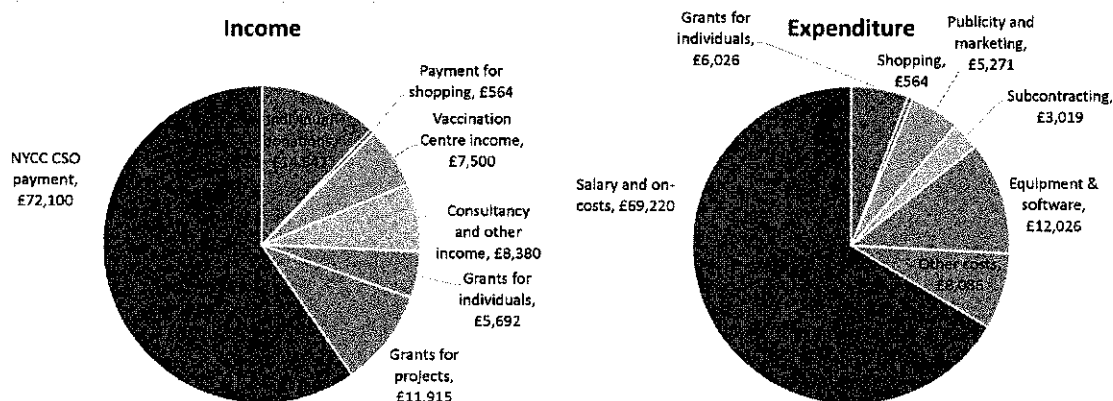
We therefore commit, within our financial strategy, to ensure the sound funding of the core connector function, i.e. the Development Manager and costs associated with good governance and the funding of projects outlined in the business plan. Additional funding is then recycled into community activities or organisations.

### 1.3 A summary of finances to date

Since its inception in April 2020, now 2½ years ago, Connectors has received income of £120,697 and expended £104,212. It's core funding commitment for the Connector Manager

(including on costs) is just under £3,000 a month and it holds a reserves policy of having 3 months of this in hand.

60% of Connectors income to date has been through the NYCC Grant for the Community Support Organisation, with other income made up from a combination of individual donations, grants, consultancy and fees for supporting the vaccination centre. Salaries and on-costs account for 66% of Connectors expenditure. The pie charts below provide a summary of income and expenditure for the first 2½ years of Connectors.



### **Connector income and expenditure for April 2020 to October 2022 (2½ years)**

#### **1.4 Funding for 2023/24 & 2024/25**

Connectors medium term financial strategy is to further diversify its income streams. Until very recently the opportunity to raise money through donations from local residents has been limited due to challenges in setting up a bank account, a situation that has now been resolved. To date the local River of Life Trust, administered separately but with an overlap of Trustee/Director roles, has provided banking facilities for Connectors. Now that we have been successful in opening a bank account with the Co-op it will be possible for Connectors to recruit local members who we expect to be a source of future donations, something that will be spearheaded through a membership launch event early in 2023. We will also target the business community for sponsorship and support.

From April 2023 the NYCC CSO grant will also cease, being replaced by funding for a local Anchor Partnership. The anchor function is being developed by NYCC/NYC as part of the future Community Network arrangements and is described in the box below.

#### ***The future North Yorkshire Council Community Anchor Partnership for Knaresborough working with Chain Lane:***

The Anchor Partnership is expected to fulfil the following roles for the new NYC across the Knaresborough and surrounding village footprint:

1. To co-ordinate input to the Community Networks from local voluntary sector organisations.
2. To support NYC in community engagement providing strategic insights into the nature of Knaresborough and District as a place and helping them to understand the opportunities and needs of the local community based on local intelligence.
3. To provide a focus for community development through leadership, engagement and the facilitation of joint working, developing a culture of collaboration and joint working rooted in place/asset-based approaches with a relational ethos.

Connectors have agreed a joint proposal to go to NYCC Stronger Communities Department with Chain Lane Community Centre. We expect this to be successful although negotiations on the size of the grant are yet to commence in detail, but we are led to believe that it will be significantly less than that received during COVID.

A full budget setting exercise has yet to be completed for 2023/24 and 2024/25. However, it is possible to establish a baseline budget comprising the following:

Salary and oncosts	£36,000pa
Core project costs	£12,000pa <sup>1</sup>
Contingency (10%)	£4,800pa
<b>TOTAL CORE BUDGET</b>	<b>£52,800pa</b>

In addition, but not requiring funding as these are provided in-kind or on a pro-bono basis:

Office accommodation	c.£2,400pa
Management costs	c.£9,000pa <sup>2</sup>

The total value of Connectors is therefore in the order of £64,200pa with almost 20% being provided on an in-kind or pro-bono basis. However, the benefits derived from our work, when taking into account the multiplier effect generated by Connectors distinctive asset-based community development approach, vastly exceeds this sum as illustrated by the stories told in this briefing.

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<sup>1</sup> Core activities are those reflected in this document and exclude special projects for which one-off funding would be sought.

<sup>2</sup> Based broadly on c.20% (one day a week) of a middle managers pay in the voluntary sector.

**office@knaresboughtowncouncil.gov.uk**

---

**From:** Sandy Botham <Sandy.Botham@harrogate.gov.uk>  
**Sent:** 31 January 2023 11:08  
**To:** office@knaresboughtowncouncil.gov.uk  
**Cc:** Joanne Rider; Dan Leworthy  
**Subject:** RE: Litter Bin Review Knaresborough Part 1  
**Attachments:** Bin.png

Morning Angela

Please see attached photo of the new bins, these have a wheelie bin inside and are to be emptied on a scheduled round.

The scheduled rounds are normally 2 weekly, depending on where the bins are placed, this will be reviewed going forward with additional collections when required

The capacity of the bins is three times the current bins so a reduced number of bins within the area and no manual handling for the crews when emptying.

The bins will not have liners and we are looking at implementing a cleaning schedule once they are all in situ.

I am aware a lot of work have been actioned by the local councillors regarding the placement of the bins, we will look at this and send through any revisions required before your meeting on 20 February

Kind regards  
Sandy

Sandy Botham  
**Senior Project Officer**

Parks and Environmental Services  
Harrogate Borough Council  
PO Box 787  
Harrogate  
HG1 9RW

Email: [sandy.botham@harrogate.gov.uk](mailto:sandy.botham@harrogate.gov.uk)  
Tel: 01423 500600 Ext 58646  
[www.harrogate.gov.uk](http://www.harrogate.gov.uk)

**From:** office@knaresboughtowncouncil.gov.uk <office@knaresboughtowncouncil.gov.uk>  
**Sent:** 31 January 2023 09:27  
**To:** Sandy Botham <Sandy.Botham@harrogate.gov.uk>  
**Subject:** RE: Litter Bin Review Knaresborough Part 1

**Warning:** This email is from an external source outside of the organisation. Do not click links, open attachments, reply or forward internally unless you know and trust the sender.

Dear Sandy,

Thank you for this information and I will ensure it is added to the Council agenda for the meeting on the 20<sup>th</sup> February.

Could I please ask if you can send me a picture of the proposed new bin to help councillors visualise it, to be honest I am a little confused by the description of 'wheelie bin' and have visions of them ending up all over Knaresborough! Also, will the new bins still have bin liners but reduced collection will mean less are needed? Or will the bins be on a cleaning schedule?

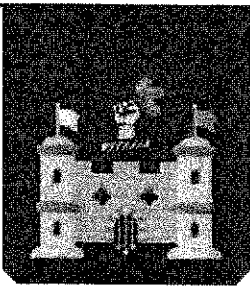
Sorry for all the questions, but the more information I can give to Town Councillors the better.

Thank you.

Kind regards,

*Angela Pulman*

Clerk  
Knaresborough Town Council



**From:** Sandy Botham <[Sandy.Botham@harrogate.gov.uk](mailto:Sandy.Botham@harrogate.gov.uk)>  
**Sent:** 30 January 2023 13:19  
**To:** [clerk@knaresboroughtowncouncil.gov.uk](mailto:clerk@knaresboroughtowncouncil.gov.uk)  
**Cc:** [office@knaresboroughtowncouncil.gov.uk](mailto:office@knaresboroughtowncouncil.gov.uk); Phil Ireland <[Phil.Ireland@harrogate.gov.uk](mailto:Phil.Ireland@harrogate.gov.uk)>; Edward Darling <[Edward.Darling@harrogate.gov.uk](mailto:Edward.Darling@harrogate.gov.uk)>; Hannah Gostlow <[Hannah.Gostlow@harrogate.gov.uk](mailto:Hannah.Gostlow@harrogate.gov.uk)>; Christine Willoughby <[Christine.Willoughby@harrogate.gov.uk](mailto:Christine.Willoughby@harrogate.gov.uk)>  
**Subject:** Litter Bin Review Knaresborough Part 1

Good Afternoon

Please see attached litter bin review for your area

As we have received concerns from Parish Councils during the first phase of installations, we hope this additional information will help with your decision.

The installation of the new bins have been raised with the local conservation team and they have agreed the installation of the bins as the reasons for this change are largely environmental.

Currently the smaller bins have to be manually emptied weekly, each time consuming a black bin bag. Introducing larger wheelie bins means that instead of a weekly collection, they can be added to the scheduled two weekly household collection round. This means reduction in plastic sacks, resource, fuel and travel – all of which is beneficial from an environmental perspective and providing a more efficient collection service with a reduced level of manual handling of very heavy litter and dog waste for our crews.

The new bins are a similar foot print to existing bins only taller. We would aim to site these sympathetically in the most appropriate locations, so any guidance from your local knowledge would be greatly appreciated.

If you were to retain the current bins we would unfortunately not be in a position to empty them as the waste vehicles cannot lift them.

Please respond by 27 February 2023

Kind regards  
Sandy

Sandy Botham  
**Senior Project Officer**

Parks and Environmental Services  
Harrogate Borough Council  
PO Box 787  
Harrogate  
HG1 9RW

Email: [sandy.botham@harrogate.gov.uk](mailto:sandy.botham@harrogate.gov.uk)  
Tel: 01423 500600 Ext 58646  
[www.harrogate.gov.uk](http://www.harrogate.gov.uk)

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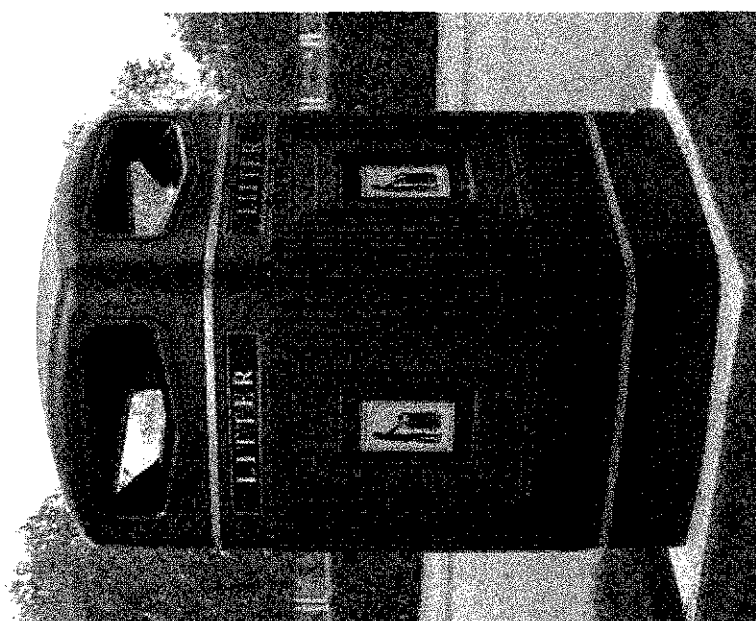
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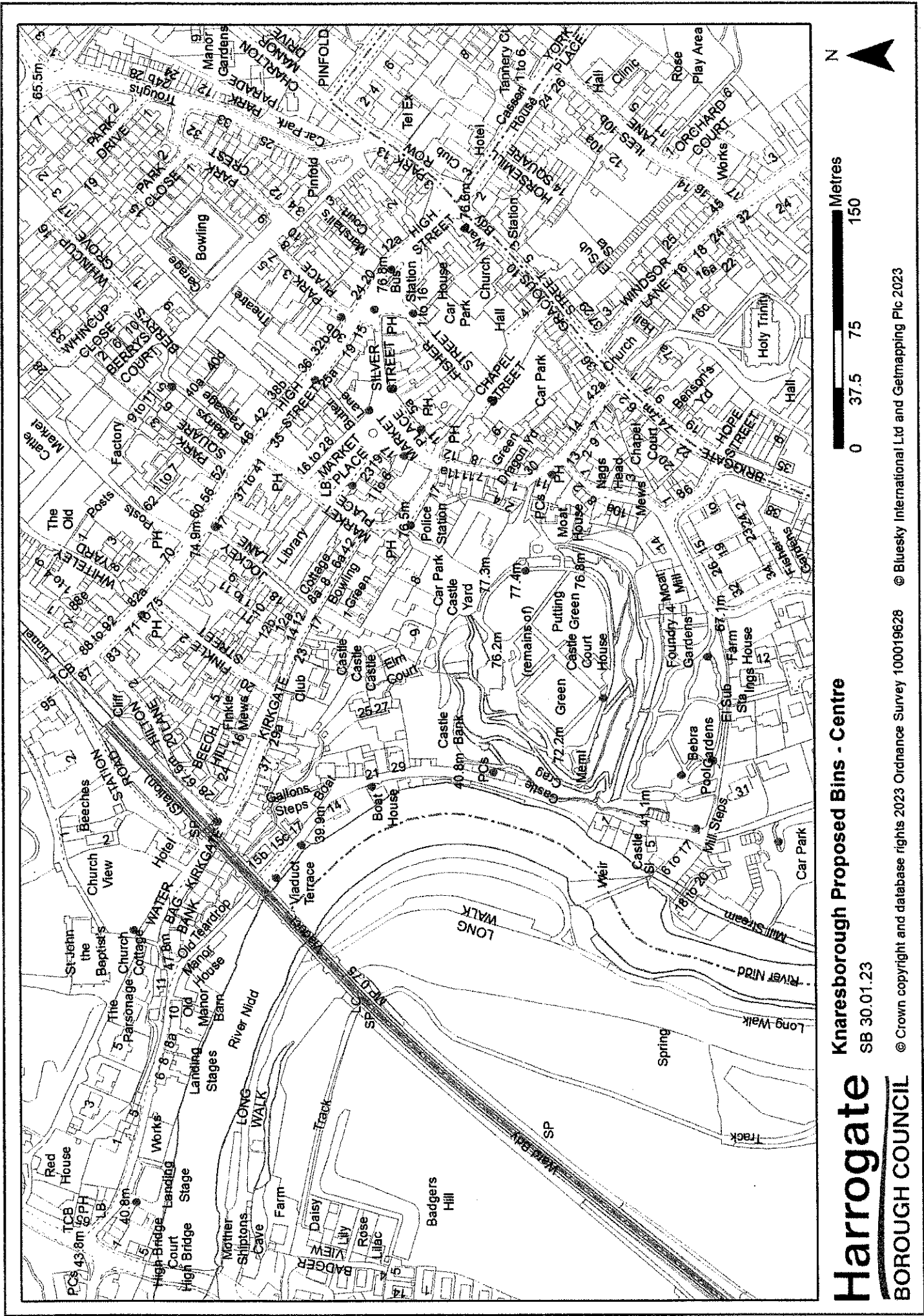
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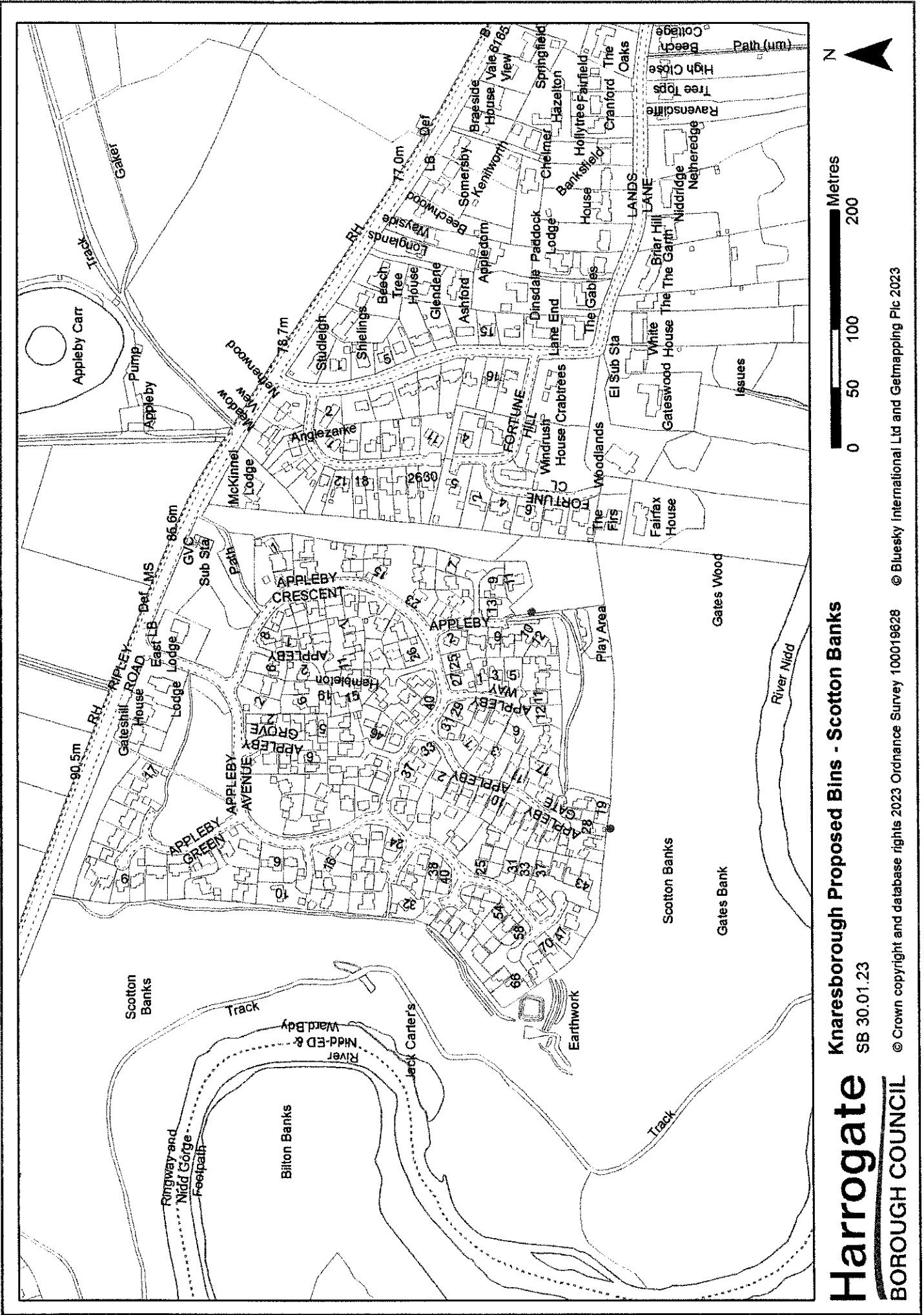
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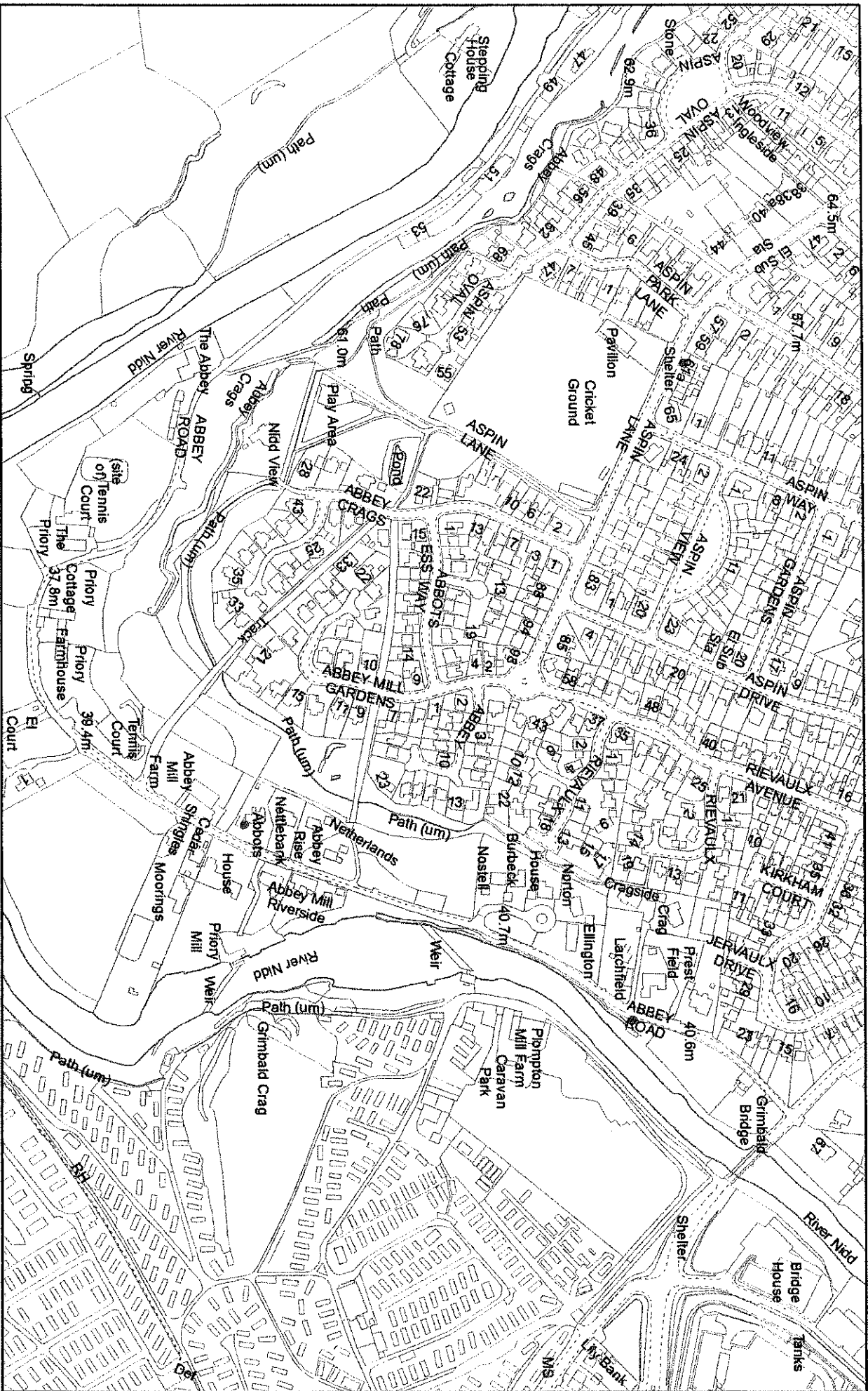
Knaresborough Proposed Bins - Scotton Banks

SB 30.01.23

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**Harrogate**  
BOROUGH COUNCIL





# Harrogate

## Knareborough Proposed Bins - South

SB 30.01.23



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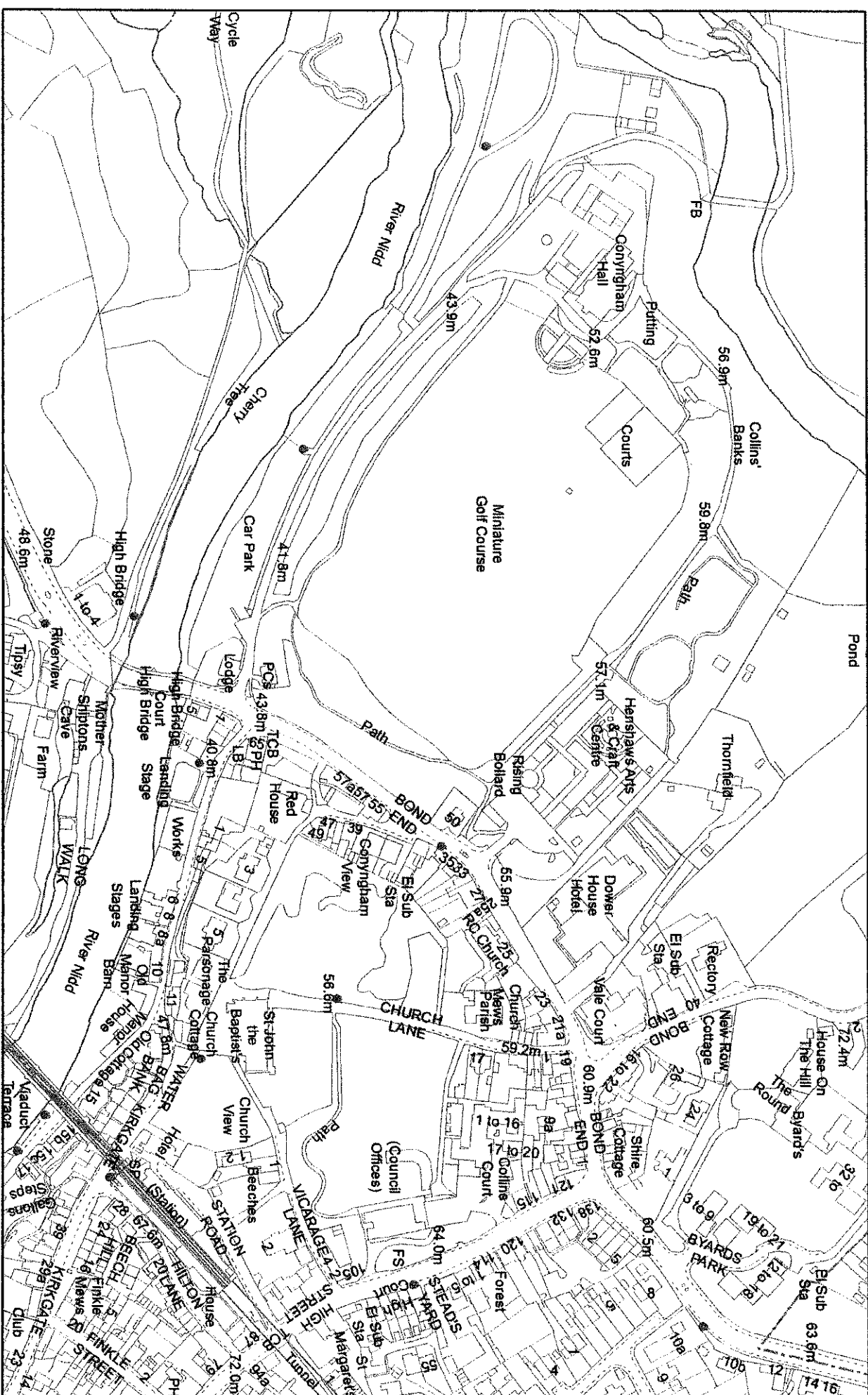
**Knarborough Proposed Bins - West**  
SB 30.01.23

**SB 30.01.23**

**BOROUGH COUNCIL**

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## Knaresborough Clerk

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**From:** Community <Community@harrogate.gov.uk>  
**Sent:** 10 February 2023 08:32  
**To:** Community  
**Subject:** The Great British Spring Clean 2023 - Litter pick equipment loan  
**Attachments:** LitterPickingGuidanceCOVID2022.pdf; LitterPickingRiskAssessmentTemplate.docx

Good morning,

We hope that you are keeping well and looking forward to the brighter sunny days! We're pleased to see that many groups are getting out litter picking and we want to thank you for all your efforts in keeping our district looking beautiful.

**The Great British Spring Clean** is coming up again soon - **Friday 17th March until Sunday 2nd April 2023** and we just wanted to remind you about the litter picking equipment we offer to community groups, organisations, schools and Parish Councils.

[www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean](http://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean) #GBSpringClean #BigBagChallenge #LitterHeroes

If you'd like to organise a litter picking event as part of The Great British Spring Clean campaign, or at any time during the year, we offer litter picking sticks and hi-vis vests for loan at no expense. We can also arrange for our street cleansing teams to collect the rubbish from your litter picking event if you confirm when and where the rubbish bags will be left. Please read our litter picking guidance notes attached to this email.

**Please note** - Harrogate Borough Council requires a copy of your Public Liability Insurance before we are able to loan out any equipment (minimum of £5m public liability insurance) and we strongly recommend that you complete a risk assessment which also covers specific safety measures for Covid-19.

If you already have a date in mind and have public liability insurance please complete the **Community Litter Pick Form** to request the equipment.

We usually have around 40 groups and schools borrowing equipment during the Great British Spring Clean campaign so it is essential that you book in advance.

If you have any further questions, please do not hesitate to get in touch.

Thank you for helping to keep our district clean and tidy.

Frances Adamson  
 Countryside Education Officer Apprentice

Parks and Environmental Services  
 Harrogate Borough Council  
 PO Box 787  
 Harrogate  
 HG1 9RW

Email: [frances.adamson@harrogate.gov.uk](mailto:frances.adamson@harrogate.gov.uk)  
 Tel: 01423 500600 (Ext 58195)  
 Mobile: 07759 132098  
 Web: [www.harrogate.gov.uk](http://www.harrogate.gov.uk)

## Community litter picking information

Thank you for your interest in organising a community clean up.

Please take a few moments to read the following information and guidance notes.

### **Public liability insurance, risk assessments and safeguarding**

Harrogate Borough Council requires a copy of your Public Liability Insurance before we are able to loan out any equipment. (Minimum of £5m public liability insurance).

We strongly recommend that you complete a risk assessment which also covers specific safety measures for Covid-19. We have included guidance notes overleaf and a blank template of a risk assessment in the accompanying email. Please also read and refer to our [safeguarding policy](#).

### **Collecting and returning equipment**

We have booked in your litter picking sticks, hi-vis vests and rubbish bags as requested. If you have not already done so, please confirm the dates you will collect and return the equipment. The equipment should be collected from our Claro Road depot, Harrogate (HG1 4AT) on the agreed date between 8am and 4pm. If you go down Claro Road and turn left at the mini roundabout, we are the first brick building on the left. The equipment will be ready for you to collect in the reception area.

When you have completed your litter pick, please ensure that all equipment loaned to you is sanitised, returned in good condition and counted correctly. All equipment must be kept separate from any bags of rubbish; this will prevent the equipment being disposed of accidentally and to avoid contamination.

### **Rubbish disposal**

We can usually collect the rubbish from your litter pick. If you have not already done so, please specify where the rubbish bags will be left and we will confirm that our street cleansing team are able to collect them. Please ensure all rubbish bags are tied prior to being collected.

### **Litter pick feedback**

We really appreciate the great work all volunteer groups do. Please let us know the following details of your litter pick so we can keep our volunteer records up to date.

We need to record information about:

- Where and when
- Number of volunteers
- Total number of volunteer hours
- How many bags of rubbish collected

Please complete the equipment loan form which will be with your equipment or send us an email afterwards with the above details to [community@harrogate.gov.uk](mailto:community@harrogate.gov.uk)

***Thank you for all your hard work in helping to keep our district clean and tidy.***

Please read our guidance for volunteers organising a community litter pick below...



## Guidance for volunteers organising a community litter pick

We have taken measures to make sure the equipment we lend out to you is sanitised before and after use to help keep everyone safe during the current coronavirus pandemic. Individuals in 'at risk' groups or those displaying symptoms, have been in contact with those with symptoms or have been advised to self-isolate, should not attend the litter picking event.

### Covid-19 safety

- Please consider how you will manage your litter picking event based on the current government guidelines
- Keep a safe distance apart from other volunteers and members of the public
- Use own personal protective wear such as gloves, and a face covering if preferred
- Ensure litter picking sticks and high visibility waistcoat are sanitised before and after use
- Wash/sanitise hands before and after the litter pick (and throughout the day before eating/smoking/touching your face).

### Children

- Children must be accompanied by a responsible adult at all times
- Ensure children understand which items are potentially dangerous and should not be picked up - if they are in any doubt they should ask an adult before picking the litter up
- It is important that all children are wearing suitable clothing and footwear
- Don't allow children to pick for more than one hour at a time.

### Conditions

- Plan a route in advance and make sure everyone is aware of it
- Check the weather forecast and plan work and routes accordingly
- Litter picking should only be undertaken in the daylight and not in misty/foggy conditions.
- If working near traffic, consider working between peak driving times and **not adjacent to any roads with a speed limit above 30mph**
- Work on footpaths or wide verges to ensure sufficient distance from traffic
- Keep away from steep banking
- Keep a distance of 1.2m away from the road or water's edge
- If you are leaving the group, make sure you notify the organiser and carry a mobile phone.

### Weather conditions

- During hot sunny weather – wear a wide brimmed hat, wear comfortable loose clothing and use sun cream on exposed areas (especially the back of the neck and nose). Drink plenty of water. Take breaks out of the sunshine and stop work if you feel unwell or are overheating
- During cold or wet conditions – wear suitable warm and/or waterproof clothing. Take breaks in a warm, dry place and eat/drink something warm to maintain energy levels.

**Equipment, clothing and footwear**

- Wear comfortable, loose clothing that does not restrict your movement
- Wear the high visibility waistcoat provided so that you can be seen clearly
- Wear protective footwear with a solid sole and good grip to reduce the chances of slipping or injury
- Volunteers are advised to wear protective gloves.

**Dangerous items**

- If you come into contact with sharp objects (such as needles, syringes, glass etc.) decide if it is safe to remove. Do not pick up any needles. We do not provide sharps boxes with our litter picking equipment. If it is not safe, then leave the sharps where found and report to Harrogate Borough Council on 01423 500600
- Check work area for dog faeces before litter picking. Make sure you bag and tie it up before putting it in the rubbish bag
- Consider making first aid arrangements, such as carrying a first aid kit. If any injuries are sustained seek medical attention immediately
- Volunteers are advised to wash/sanitise hands after each session.

**Please consider these potential hazards when completing a risk assessment:**

- Covid-19 safety
- Weather conditions
- Reduced visibility
- Working near water or public highways
- Volunteers being hit by moving vehicles
- Getting lost
- Trips, slips and falls
- Manual handling
- Use of tools
- Sharp objects
- Dog fouling

**MINUTES OF THE MEETING OF THE TRUSTEES OF  
KING GEORGE V FIELD HELD ON Monday 16 January 2023 – 6:30 p.m.**

**PRESENT: Councillors/  
Trustees:** H Gostlow, M Flood, S Oakes, M Longhurst and  
H Westmancoat.

**Staff present:** The Clerk and Deputy Clerk

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

**KGVT 23/01 - ITEM 1** – To elect a chairperson for the meeting

M Flood was appointed as Chairperson for the meeting.

**KGVT 23/02 - ITEM 2** – To receive **Apologies** for inability to attend the meeting

Apologies were received from Councillors A Bell, J Batt, K Davies, D Goode, J Pickard and M Walker.

**KGVT 22/03 - ITEM 3** – To request any disclosure of an interest

None for this meeting.

**KGVT 22/04 - ITEM 4** – To approve the minutes from Wednesday 20 July 2022

**RESOLVED:** That the minutes of the meeting held on Wednesday 20 July 2022 be approved.

**KGVT 22/05 - ITEM 5** – **To consider** the requests from Inspire Youth to use a section of wall at King George V field, near the Stockwell Road entrance, as a graffiti wall and to paint games and activities on the footpath. To further consider how such activities could be funded if given permission.

The Founder and CEO of Inspire Youth attended the meeting to explain to the Trustees the rationale behind the request for funding. The Trustees discussed the projects presented, asked questions, and agreed to give their support/permission. It was suggested that the graffiti wall and the painting on the footpath be treated as two separate projects. The Clerk to investigate with HBC what commuted sums are available for these projects and liaise with Inspire Youth.

**RESOLVED:** That the Trustees of King George V field give their support/permission to Inspire Youth using a section of wall at the field, near the Stockwell Road entrance, as a graffiti wall and to paint games and activities on the footpath.

**KGVT 22/06 - ITEM 6 – To receive** an update from the Clerk regarding the football team and the licence agreement.

The Clerk confirmed that following the Trustee's meeting in July 2022, when approval was given to the implementation of a licence agreement for the use of the football pitch by the current club, the office has heard nothing further from that club. She explained that all the required documentation had been sent to them but there had been no further response.

**Meeting closed at 6:55 p.m.**

Signed by the Chair: .....  
Mark Flood

# Climate Change Working Group

Knaresborough Town Council acknowledges the threat posed by climate change. KTC must play its role in mitigating and adapting to climate change and therefore has set-up a working group to research and implement possible initiatives. However small this contribution may be, it is a contribution KTC must make.

Date: **01 December 2022**

Time: **7pm**

Place: **Council Chamber, Knaresborough House**

## 1. Introductions & Apologies

Attended: Andy Bell (AB), Helen Westmancoat (HW), Mark Flood (MF), Shan Oakes (SO), and Hannah Gostlow (HG)

Apologies: Kit Lacey (KL)

## 2. Actions Log:

No.	Action	Status	Update
1	MF agreed to share by email the link to a recording of NALC training session to the WG members	DONE	
2	HG to find out the details of the individual/company who recently assessed the Chain Lane Community Hub building for their energy use and green credentials	ONGOING	
3	SO to find out what energy provider is used by HBC to supply electricity/gas to the building	ONGOING	HG to circulate details on the new NYCC energy contract if it is not confidential.
4	ALL to list ideas for possible 'green' improvements to Knaresborough House	ONGOING	
5	ALL to assist the Chain Lane Community Hub in making the 'Games in Parks' kiosk more environmentally friendly. List ideas for improvements.	ONGOING	HG to chase up the next meeting of the Kiosk community stakeholders.
6	Highlight positive 'green' initiatives happening in the town and promote on our KTC Facebook page – for example, the new community garden at Conyngham Hall. HG to speak to Angela about this idea	DONE	Agreed – this needs to be done in a non-political way and with our Clerk's permission/sign-off on each post.

7	The WG felt that more detailed information from the Allerton Park Waste & Recycling Centre might be useful & interesting for our residents (and councillors!). HG to ask Angela if we could organise a visit for any interested councillors	DONE	Agreed – to be organised for the New Year (Mid-January onwards).
8	HG to ask Angela if we could invite HBC Officer Tom O'Donovan to present to KTC prior to full council meeting to give an update on the 'active travel' initiatives & progress in our town	DONE	Agreed – to be organised for the New Year. Note that Tom is moving from HBC to NYCC before April 1 <sup>st</sup> .
9	(ALL) KTC is well placed in the community to research local & national 'green grants' for residents or businesses (for example to purchase insulation) and signpost to these on our website, social media, printed material etc	ONGOING	
10	That a section is added to KTC funding request applications, which means that applicants would be assessed on their environmental impact or efforts to positively address the issue of climate change, biodiversity, and social value. HW agreed to investigate possible wording	ONGOING	HW has drafted some changes to the funding application and will discuss with the Clerks before proposing changes to full council for a decision. HW to ask if we have a 'monitoring report' template and if so, review for updates to form & process. <b>Deadline – 3 months to be implemented with the new budget in April 2023.</b>
11	That KTC look at setting aside a proportion of its community funding specifically for projects that positively address the issue of climate change, biodiversity, and social value. This is to be raised & discussed within 2023 budget discussions	DROPPED	The above action (10) was progressed instead.
12	Could this working group fund 'green' initiatives within the schools, led by their Eco Councils or 'Young Leaders' schemes – HG to ask Angela	ONGOING	This was agreed in principle during the KTC budget discussions – MF to draft a policy/application form to discuss with the Clerks. MF to possibly speak to the Head Boy at King James School for student perspective on project, and

			Jenny Buyers at St John's Primary School regarding their 'Young Leaders' scheme. <b>Deadline – 3 months to be implemented with the new budget in April 2023.</b>
13	HG to find out the dates for 'Recycling Week' in 2023 and work towards a connected project with the local schools	ONGOING	
14	The WG were unsure how KTC could drive changes in 'transport', however they would like to discuss the options & benefits of a 'Park & Ride' scheme for the town with our business community through the Chamber of Trade and the Business Collective	ONGOING	This relates to action no. 8 and maybe something to raise with Tom O'Donovan.
15	(ALL) HG mentioned a project in the UK where they created bee & butterfly stops on existing bus stops by adding green roofs. The working group to investigate whether this would be possible in Knaresborough	ONGOING	
16	HG suggested that we approach Gilly Lacey to present to the WG the work that she is doing on setting up a Community Energy Trust. It was agreed that this might be something that KTC should be actively supporting. HG to invite Gilly to a WG meeting	ONGOING	

### 3. The Hive

SO to draft a 'monitoring form' or set of questions for a meeting with Amanda Faulkner in the New Year, as a way to assess the progress of The Hive against the aims set out in their funding application (Action: SO). This has been discussed as a way forward for all funding awarded and with more information requested if the funding amount is seen to be a substantial part of the annual total.

### 4. NALC Training – Kendal Town Council

MF to contact Kendal Town Council for more information on their 'Citizen's Climate Jury' and how it was set-up (Action: MF).

## **5. Love Sustainable Knaresborough**

The WG to ask for a copy of the minutes from the Love Sustainable Knaresborough meeting on Saturday 19<sup>th</sup> November to read & discuss (Action: SO).

## **6. Bathing Water Status – The Lido**

SO mentioned that there was a further meeting taking place regarding the River Nidd – details to be circulated (Action: SO).

## **7. EV Charger Funding**

HG to reply to Cllr. Arnold Warneken's email and accept his offer to view a copy of their survey form used for evidence gathering (Action: HG).

## **8. 20s Plenty - Knaresborough**

WG to consider what action KTC could potentially take on this issue (Action: ALL).

## **9. Our working group remit**

HW to add to our current working group statement (see below) with bullet points to clearly define our remit, and bring back to the WG for discussion (Action: HW).

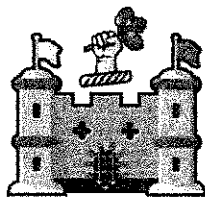
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## **10. Date for next meeting**

Mid-late January 2023 (TBC)

(Author: Hannah Gostlow)





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### NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	Planning consultee wording	AGENDA DATE	Feb Meeting
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Title of Motion	Add Standard words to all relevant planning approvals
Proposed by	Andy Bell
Seconded by ( <i>If possible at time of submission</i> )	Hannah Gostlow
Detailed background including any financial implications (provided by the proposer)	<p>Motion to add all this to planning approvals, after approval. This is not pre-judgement all applications will proceed on their own merits.</p> <p>"KTC has declared a climate emergency, as such we encourage ways to target Energy Performance Certificate (EPC) A rating. Please consider the following items.</p> <p>Having draught-proofed, energy-efficient windows and doors. Consider triple glazing.</p> <p>Insulation of roof and loft.</p> <p>Insulation of both cavity and solid walls.</p> <p>Installation of a low-carbon heating system.</p> <p>Installation of solar panels."</p>

Additional Background (provided by the Proper Officer) if appropriate	<i>Originally mentioned during planning discussions by councillors.</i>
Financial implications (anticipated by the Proper Officer)	None
Legal implications (comment by the Proper Officer)	To beware of predetermination, however, see Cllr Bell's previous comments.

*Proposer must complete all points in Blue. Clerk or Deputy Clerk to complete points in Black.*

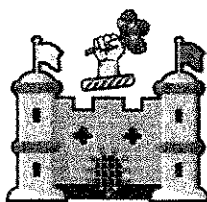
Proposal carried or fallen	
Minute reference	
If rejected, explanation.	

2020

Adopted: December

2024

Review: December



# Knaresborough

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## NOTICE OF MOTION TO COUNCIL

<b>AGENDA ITEM</b>	<b>Green Fund for Schools</b>	<b>AGENDA DATE</b>	<b>20th February 2023</b>
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<b>Title of Motion</b>	Green Fund for Schools
<b>Proposed by</b>	Kit Lacey
<b>Seconded by (If possible at time of submission)</b>	Hannah Gostlow
<b>Detailed background including any financial implications (provided by the proposer)</b>	To allow allocation of a green fund to be allocated to groups of young people associated with acknowledged groups such as schools or Scouts etc. As part of the 'Green Grants Projects Fund', approved in the budget for the year 2023-2024, we propose £5000 to be split between approximately 10 groups (approximately £500 each) for green initiatives in Knaresborough. Applications will be written by children's groups and co-signed by a responsible adult. The Climate Emergency Working Group will assess each entry and make a 'recommendation' to the full council for the approval (or not) of funds. The aim of this fund is also to introduce young people to the civic process of applying for funding and understanding a little more of how a town council works.
<b>Additional Background (provided by the Proper Officer) if appropriate</b>	This idea was discussed during the budget setting process and the working group have been formalising arrangements and establishing criteria for potential applicants.

Financial implications (anticipated by the Proper Officer)	Budget for 2023/24 made provision for this initiative setting aside £5000.
Legal implications (comment by the Proper Officer)	This will depend on each application, but councillors must be mindful when considering funding for schools that any project outlined is extra-curricular (Parish Councils do not have the power to fund education).

*Proposer must complete all points in Blue. Clerk or Deputy Clerk to complete points in Black.*

Proposal carried or fallen	
Minute reference	
If rejected, explanation.	

Adopted: December 2020  
Review: December 2024