

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

Knaresborough House  
Knaresborough  
North Yorkshire  
HG5 0HW  
Tel: (01423) 864080

E-mail: [clerk@knaresboroughtowncouncil.gov.uk](mailto:clerk@knaresboroughtowncouncil.gov.uk)

09 May 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 15 May 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 15 May 2023

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

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

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

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

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

4.1 Monday 17 April 2023 (ca)

### **5. Business Remaining**

5.1 To **consider** a Town Council response to the further correspondence from Avant Homes (ca)

5.2 To **consider** agreeing to the variation from the Council resolution of March 20<sup>th</sup> 2023 -

*"RESOLVED: That KTC purchases a single VAS and three sets of mounting to be placed on rotation at Thistle Hill, Boroughbridge Road and a third location which is to be selected using the data captured in the survey".*

to purchase 2 VAS signs (still within allocated budget).

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

6.1 To **approve** the schedule of accounts for April 2023 (ca)

6.2 To **receive and note** the finance for March 2023 (ca)

6.3 To **consider the arrangements** for Mayor Making

a) Order of Proceedings (ca)

b) Schedule of meetings for 2023/2024 (ca)

c) Membership of Committees and External Organisations (ca)

d) Check Asset Register and inventory of Town Council property (ca)

e) Adoption of updated Standing Orders (ca)

f) Adoption of updated Financial Regulations (*to follow*)

g) Review and adoption of Code of Conduct (*see email sent to all Councillors 04/05/2023*)

**6.4 To review** and agree the amendment of the updated Opportunity to Speak Policy (*ca*)

**6.5 To consider**, after agreeing KTC's committee structure and following the LGR, allowing Clerk the delegated authority to review all Council policies and procedures and amend to fit the new structure and contact information accordingly.

## **7. Correspondence**

**7.1 To approve** the request from 1st Knaresborough (Castle) Scout Group to release £1850 of the funds held by in KTC's ear-marked reserves (*ca*)

**7.2 To consider a response** to the email from the Secretary of Knaresborough Civic Society re: Promoting Knaresborough as a safe and responsible lifestyle destination (*ca*)

**7.3 To consider** the **grant application** from Henshaw's Arts and Craft Centre (*ca and other associated paperwork sent to Councillors 09/05/2023*)

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

**8.1 To receive** a verbal update from the Coronation Working Group and **to consider** a request to transfer a donation of £50 made on the day directly to the Community Stars Charity.

**8.2 To receive** a verbal update following the Town Council's stall at the Community Festival held on 22 April 2023

## **9. 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.

#### 4.2 Monday 20 March 2023

**RESOLVED:** That the minutes of the meeting held on Monday 20 March 2023 be approved as a correct record and signed by the Chair.

## **23/100     ITEM 5 - Business Remaining**

**5.1 To consider** extending the £20 monthly donation to the Friendship and Leisure Centre for the next financial year or until such a time that Council no longer stores traffic signage in the building.

**RESOLVED:** To extend the £20 monthly donation to the Friendship and Leisure Centre until such time that Council no longer stores traffic signage in the building.

**5.2 To consider** the correspondence from KASHS regarding the previous container request and a new request for a larger shed.

The Clerk explained in detail the background regarding the revised request from KASH for a larger shed. Councillor Hannah Gostlow volunteered to investigate the use of commuted sums for this purpose.

**RESOLVED:** That Knaresborough Town Council supports KASH in erecting a replacement shed on the understanding that KASH'S adhere to the planning regulations for installing it, both in terms of distance from the boundary and its height.

## **23/101     ITEM 6 - Reports from the Clerk**

**6.1 To approve** the schedule of accounts for March 2023

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Renaissance Knaresborough	206	1,000.00	0.00	1,000.00	Grant Award S137 to promote 'Knaresborough Forest Park' project
Friendship and Leisure	207	20.00	0.00	20.00	Donation
Clerk	208	21.00	0.00	21.00	TEN licence payment for Coronation Event
BT	209	88.89	17.78	106.67	Broadband
Siemens	210	351.81	70.36	422.17	Photocopier lease rental and service fee
Inspire Youth	211	3,900.00	0.00	3,900.00	Grant Award Payment 3 of 3
Vision ICT	212	216.00	43.20	259.20	Hosted Email Accounts for 23/24 x 12
Vision ICT	213	65.00	13.00	78.00	Biennial fee for.gov.uk domain renewal

YLCA	214	30.00	0.00	30.00	Cllr Training - H Westmancoat
Knaresborough Connectors	215	3,000.00	0.00	3,000.00	Grant Award S137 to support The 'You're Special' Project
SLCC	216	84.00	1.40	85.40	Clerks' Manual and VAT guide
Gallagher Insurance	217	1,080.38	0.00	1,080.38	Town Council Insurance agreement
Salaries, tax and pension	218 - 221	4,592.19	0.00	4,592.19	
<b>Total</b>		<b>14,449.27</b>	<b>145.74</b>	<b>14,595.01</b>	

**RESOLVED:** To approve the schedule of accounts for March in the sum of £14,595.01

**6.2 To receive and note** the finance for February 2023

**RESOLVED:** To receive and note

**6.3 To receive and note** the urgent decision re Film licensing for Coronation.

**RESOLVED:** To receive and note in support the decisions the Clerk had made.

**6.4 To consider** the KASHS allotment agreement payment schedule as put forward by the Clerk and Cllr H Gostlow following discussions with a representative from the scheme.

**RESOLVED:** That KTC approve the payment schedule for the KASH's Allotment Association as presented.

**FURTHER RESOLVED:** That future income from KTC's Allotment Associations will be ring fenced.

**6.5 To note** the Final Year End Internal Audit will take place on Wednesday 14 June and be conducted by Yorkshire Internal Audit Services.

Noted.

**6.6 To adopt** the complaints procedure policy following minor alteration to wording after advice received from the YLCA as part of the Local Council Award Scheme preparation work.

**RESOLVED:** That KTC adopts the new Complaints Procedure Policy with minor amendments relating to monitoring officer contact details as discussed.

## **6.7 Committee Structure 2023/24**

**1) To consider adoption of** Terms of Reference for the new Committee Structure

Members discussed the documents as presented and the Clerk explained that as implementation of the new Committee structure progressed the ToR may require some adjustment/amendment. It was proposed and seconded that the ToR should be adopted with minor amendments; minimum number for any Committee should be 4 and Planning Committee should have delegated powers regarding Neighbourhood Development.

**RESOLVED:** That the Terms of Reference for the new Committee Structure, as presented, should be adopted with minor amendments as detailed above.

*It was also noted that Committee members should endeavour to partner with a substitute member if they are unable to attend a scheduled meeting.*

## **2) To receive and note** schedule of meetings for 2023/2024

An alternative schedule of meetings to that circulated by the office with the agenda had been produced but had not been shared with all Councillors. It was therefore proposed and seconded that this item be deferred pending further discussion.

**RESOLVED:** To defer this item pending further discussion.

## **23/102            ITEM 7 - Correspondence**

### **7.1 To consider the grant application from Knaresborough in Bloom**

See 23/098 above.

**7.2 To consider** the email from Assistant Chief Executive (Legal and Democratic Services) North Yorkshire Council re Community Governance Review – Draft recommendations for the unparished part of Harrogate – views sought.

**RESOLVED:** To receive and note.

**7.3 To consider** the email and request from The Mayor of Volodymyr and **decide** next steps.

Members discussed this and agreed that a video conference call between members of Volodymyr's City Council Executive Committee and Knaresborough would be an appropriate next step in establishing a dialogue for discussing the possible future twinning of the towns. Councillor Goode volunteered to organise this and to invite various groups to participate.

**RESOLVED:** That a video conference call be set up between Knaresborough Town Council, together with various other groups in Knaresborough, and Volodymyr's City Council Executive to discuss the possible future of twinning with Volodymyr.

*The Clerk to respond to the Mayor of Volodymyr confirming this next step and that we will be in contact shortly.*

**7.4 To consider** the email from North Yorkshire Council's Assistant Chief Executive Legal and Democratic and Monitoring Officer regarding Standards Arrangements.

**RESOLVED:** To receive and note

**23/103                    ITEM 8 - Reports from Committees and Working Groups**

**8.1 To receive** update from the Coronation Working Group

Councillor Gostlow gave an up to date verbal report on how plans for the day are progressing. All major arrangements are now in place. More volunteers are required on the day, and she invited Councillors to consider making themselves available.

**8.2 To receive** update about the Town Council's stall at the Community Festival to be held on 22 April 2023

Councillor Gostlow gave an up to date verbal report on arrangements being made. She explained that details of KTC's grant scheme would be available on the day and that laminated maps of the four wards would be available if required. Questions based on the town survey were being put together for use on the day.

**8.3 To consider** the KTC/Unitary Authority working group response to the NYC draft Parish Charter Consultation.

**RESOLVED:** That with two minor additions the draft Parish Charter Consultation response as produced by the Council's Unitary Authority Working Group be submitted to North Yorkshire Council.

**23/104                    ITEM 9 - Motions from Members**

**9.1 Councillor D Goode (seconder Cllr H Westmancoat)**

That KTC ask the Clerk to formally submit Knaresborough's Neighbourhood Development Plan to North Yorkshire Council with a request for the Reg 16 Consultation to take place as soon as possible.

**RESOLVED:** That the Clerk to formally submit Knaresborough's Neighbourhood Development Plan to North Yorkshire Council with a request for the Reg 16 Consultation to take place as soon as possible.

**22/105                    ITEM 10 - Information Exchange**

- Councillor Oakes mentioned an event on 29 April at the Mitre to sign the coming together of Knaresborough Forest Park and Longlands Common.



- Councillor Walker informed members that North Yorkshire Council's Corporate Director and Executive Member for Culture, Arts and Housing will be visiting Knaresborough and is willing to meet up with the Castle Working Group.
- Councillor Gostlow informed members the Pet Day at Knaresborough House which is returning on 1<sup>st</sup> May 2023.
- Councillor Westmancoat mentioned that on 19<sup>th</sup> April she was accompanying a Knaresborough PCSO on an environmental visual audit at Stockwell Avenue.
- Councillor Longhurst informed members that QR stickers have been put around the town relating to the town's tourist trail.

**Meeting closed at: 9.05 p.m.**

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

Angela Pullman  
Knaresborough Town Council  
High Street  
Knaresborough  
North Yorkshire  
HG5 0HW  
14/04/23

Kevin Hoyland  
Construction Director  
Avant Homes North Yorkshire  
Thorpe Arch Grange  
Wetherby  
LS23 7BA

**Re: The Lanes Development, Bar Lane, Knaresborough**

Dear Angela

Thank you for your letter dated 23<sup>rd</sup> March 2023, please accept my apologies for the delay in response from us, there have been a number of operational changes to both our Yorkshire and North Yorkshire businesses, which are still ongoing.


The North Yorkshire business commenced trading in January 2023, with a full team of new staff, myself included. We are still growing our region and we have taken on liability for a number of ex Yorkshire developments which fall into our operating area, The Lanes being one of them.

We have held a number of meetings with our Contractor, HMH Civils regarding progress, access etc. and have been issued a further revised completion date for the drainage works, which is 21/04/23. I can understand everyone's frustrations regarding the changing dates, however the teams on site are working up to 6m deep, in an enclosed environment and have had a number of unforeseen challenges to deal with, mainly due to ground conditions, previous excavation work and services installations.

They have attended the works constantly, with adequate resource to complete the works, the only periods of time where there was any inactivity would be when they've encountered a problem and have had to wait for specialist equipment to be delivered to site to deal with it.

I'm more than happy to have a structured meeting with yourselves, along with members of our Technical team to discuss further, if you can send me some availability over we can set something up.

Yours Sincerely

PP  
  
Kevin Hoyland

Construction Director

Avant Homes North Yorkshire Ltd, Thorp Arch Grange, Thorp Arch, Wetherby LS23 7BA

T: 01937 538211

**GOOD. BETTER. DIFFERENT**

<b>KNARESBOROUGH TOWN COUNCIL</b>						
<b>April 2023 Schedule of Accounts</b>						
<b>Payable to</b>	<b>File Ref No:</b>	<b>Amount excl VAT £'s</b>	<b>VAT</b>	<b>Total Amount £'s</b>	<b>Notes/ Description</b>	<b>Initials</b>
Inspire Youth	1	4,500.00	0.00	4,500.00	KTC grant awarded	
Kboro Flower Club	2	300.00	0.00	300.00	KTC grant awarded	
LITE	3	5,725.50	1,145.10	6,870.60	Xmas lights 2023 Part 1 of 3	
G & S Toilet Hire LTD	4	600.00	120.00	720.00	Coronation event	
YLCA	5	1,723.00	0.00	1,723.00	Annual Subscription	
Inspire Youth	6	500.00	0.00	500.00	Coronation event	
BT	7	39.84	7.97	47.81	Phone	
Salaries, Tax and NI, Pensions	8 to 11	4,570.67	0.00	4,570.67		
<b>Total*</b>		<b>17,959.01</b>	<b>1,273.07</b>	<b>19,232.08</b>		

YEAR END.

6.2

Date: 24/04/2023

Knaresborough Town Council Current Year

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Time: 12:50

**Bank Reconciliation Statement as at 31/03/2023  
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	31/03/2023	734	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 31/03/2023  
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	31/03/2023	309	218,093.69
			<u>218,093.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			218,093.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			218,093.69
		Balance per Cash Book is :-	218,093.69
		Difference is :-	0.00

## 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	-7,800.00	0.00
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>-14,638.15</b>	<b>65,986.68</b>

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2023

## 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	365	0	(365)			
1065 Misc	10,268	0	(10,268)			
1076 Precept	151,420	0	(151,420)			
1090 Bank Interest	1,113	0	(1,113)			
Income :- Receipts	<b>178,906</b>	<b>0</b>	<b>(178,906)</b>			<b>0</b>
<b>Net Receipts</b>	<b>178,906</b>	<b>0</b>	<b>(178,906)</b>			
<b>101 Administration</b>						
4005 Bank Charges	87	0	(87)		(87)	
4021 Stationery	411	400	(11)		(11)	
4022 Postages	165	350	185		185	
4023 Telephones & Internet	527	800	273		273	
4025 Insurance	2,130	1,400	(730)		(730)	
4026 IT Expenses	1,700	2,000	300		300	
4027 Photocopier	1,577	1,500	(77)		(77)	
4043 Recruitment costs	0	200	200		200	
4045 Audit	1,175	1,400	225		225	
4075 Subscriptions	255	2,100	1,845		1,845	
Administration :- Indirect Payments	<b>8,027</b>	<b>10,150</b>	<b>2,123</b>	<b>0</b>	<b>2,123</b>	<b>0</b>
<b>Net Payments</b>	<b>(8,027)</b>	<b>(10,150)</b>	<b>(2,123)</b>			
<b>102 Staff Costs</b>						
4000 Wages & Salaries	35,131	70,000	34,869		34,869	
4001 Tax & NI	10,543	0	(10,543)		(10,543)	
4002 Pension	11,374	0	(11,374)		(11,374)	
4003 Temp Staff	0	20,000	20,000		20,000	
Staff Costs :- Indirect Payments	<b>57,048</b>	<b>90,000</b>	<b>32,952</b>	<b>0</b>	<b>32,952</b>	<b>0</b>
<b>Net Payments</b>	<b>(57,048)</b>	<b>(90,000)</b>	<b>(32,952)</b>			
<b>103 Establishment Costs</b>						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<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 31/03/2023

## 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	275	500	225		225	
4035 Training/Travel Staff	205	300	95		95	
Training :- Indirect Payments	<u>480</u>	<u>800</u>	<u>320</u>	<u>0</u>	<u>320</u>	<u>0</u>
<b>Net Payments</b>	<u>(480)</u>	<u>(800)</u>	<u>(320)</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	1,397	1,400	3		3	180
Mayoral Expenses :- Indirect Payments	<u>2,997</u>	<u>4,100</u>	<u>1,103</u>	<u>0</u>	<u>1,103</u>	<u>180</u>
<b>Net Payments</b>	<u>(2,997)</u>	<u>(4,100)</u>	<u>(1,103)</u>			
6000 plus Transfer from EMR	180					
<b>Movement to/(from) Gen Reserve</b>	<u>(2,817)</u>					
<b>110 Grants/Donations</b>						
4069 DPSE (development, projects, se	15,609	18,000	2,391		2,391	
4070 Grants	29,668	20,000	(9,668)		(9,668)	4,085
4072 Donations	1,500	0	(1,500)		(1,500)	
Grants/Donations :- Indirect Payments	<u>46,777</u>	<u>38,000</u>	<u>(8,777)</u>	<u>0</u>	<u>(8,777)</u>	<u>4,085</u>
<b>Net Payments</b>	<u>(46,777)</u>	<u>(38,000)</u>	<u>8,777</u>			
6000 plus Transfer from EMR	4,085					
<b>Movement to/(from) Gen Reserve</b>	<u>(42,692)</u>					
<b>120 Events/Projects</b>						
4060 Christmas Lights Costs	25	0	(25)		(25)	
4061 Christmas Switch On	1,473	2,000	527		527	
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.	57	70	13		13	
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	1,320	1,500	180		180	
4091 Promotion	0	3,000	3,000		3,000	



## Detailed Receipts &amp; Payments by Budget Heading 31/03/2023

## 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	218	500	282		282	
4097 Flower Beds	5,163	3,000	(2,163)		(2,163)	
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	
4999 Transfers To/From Reserves	3,721	0	(3,721)		(3,721)	
Events/Projects :- Indirect Payments	<u>50,163</u>	<u>59,170</u>	<u>9,007</u>	<u>0</u>	<u>9,007</u>	<u>4,698</u>
<b>Net Payments</b>	<u>(50,163)</u>	<u>(59,170)</u>	<u>(9,007)</u>			
6000 plus Transfer from EMR	4,698					
<b>Movement to/(from) Gen Reserve</b>	<u>(45,465)</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	8,751	0	(8,751)		(8,751)	
VAT Data :- Indirect Payments	<u>8,751</u>	<u>0</u>	<u>(8,751)</u>	<u>0</u>	<u>(8,751)</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>800</u>	<u>0</u>	<u>(800)</u>			
Grand Totals:- Receipts	188,457	0	(188,457)			
Payments	174,243	205,220	30,977	0	30,977	
<b>Net Receipts over Payments</b>	<u>14,214</u>	<u>(205,220)</u>	<u>(219,434)</u>			
plus Transfer from EMR	8,963					
<b>Movement to/(from) Gen Reserve</b>	<u>23,177</u>					

## Summary Receipts &amp; Payments by Budget Heading 31/03/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	178,906	0	(178,906)		
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>178,906</u>				
101	Administration					
	Payments	8,027	10,150	2,123		2,123
102	Staff Costs					
	Payments	57,048	90,000	32,952		32,952
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	480	800	320		320
105	Mayoral Expenses					
	Payments	2,997	4,100	1,103		1,103
	plus Transfer from EMR	180				
	Movement to/(from) Gen Reserve	<u>(2,817)</u>				
110	Grants/Donations					
	Payments	46,777	38,000	(8,777)		(8,777)
	plus Transfer from EMR	4,085				
	Movement to/(from) Gen Reserve	<u>(42,692)</u>				
120	Events/Projects					
	Payments	50,163	59,170	9,007		9,007
	plus Transfer from EMR	4,698				
	Movement to/(from) Gen Reserve	<u>(45,465)</u>				
999	VAT Data					
	Receipts	9,551	0	(9,551)		
	Payments	8,751	0	(8,751)		(8,751)
	Movement to/(from) Gen Reserve	<u>800</u>				
<hr/>						
	Grand Totals:- Receipts	188,457	0	(188,457)		
	Payments	174,243	205,220	30,977	0	30,977
	Net Receipts over Payments	<u>14,214</u>	<u>(205,220)</u>	<u>(219,434)</u>		
	plus Transfer from EMR	8,963				
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>23,177</u>				

Thursday 25 May 2023

**ANNUAL MEETING OF THE KNARESBOROUGH TOWN COUNCIL**  
**ORDER OF PROCEEDINGS**

*(The retiring Mayor will preside over the meeting until the new Mayor has signed the Declaration of Office)*

**1. To elect the Town Mayor for the ensuing year (2023/24)**

- 1.1** The Town Mayor (**Cllr Kathryn Davies**) will ask for nominations for the election of The Mayor for the ensuing year.

**Cllr xxxxxx** will propose the following:

**Propose:** "that **Cllr Hannah Gostlow** be the Mayor for the ensuing year 2023/24 and **Cllr xxxxxx** will second the proposal

**Vote** on the motion above - declare **Cllr Hannah Gostlow** is Town Mayor for the year.

**2. To receive apologies** for inability to attend the meeting.

**3. Welcome by the retiring Town Mayor Cllr Kathryn Davies** who will give a short précis of the mayor's year in office.

**4. Outgoing Mayor Invest Incoming Mayor, Cllr Hannah Gostlow** with the Chain of Office

*(The new Mayor will preside over the meeting henceforth).*

**5. Town Mayor's Declaration of Acceptance of Office**

**5.1 Town Clerk** will ask the new Mayor **Cllr Hannah Gostlow** to read out and sign the Declaration of Acceptance of Office.

**5.2 Incoming Mayor** will give a vote of thanks to:

- i) Outgoing **Mayor**
- ii) **Council** for her appointment

**5.3 Announce her Consort Mr James Monaghan**

**5.4 Appointment of Deputy Town Mayor**

The **Town Mayor Cllr Hannah Gostlow** will propose

"That **Cllr Margy Longhurst** is elected **Deputy Town Mayor** for the ensuing year".

**Cllr xxxxxx** will second:

**Vote** on the motion above - declare **Cllr Margy Longhurst** is Deputy Town Mayor for the year.

The **Deputy Town Mayor Cllr Margy Longhurst** will reply and announce the name of her Deputy Mayoress **Cllr Helen Westmancoat**

**KTC Meeting Dates June 2023 – May 2024**

<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>Notes</u></b>
Thursday 25 May 2023	Annual Meeting of the Town Council	Known as 'Mayor Making'
Monday 5 June	Planning	<b>Suggested meeting time 12 noon for all planning</b>
Monday 5 June	Finance	<b>Suggested meeting time 7pm for all finance</b>
Monday 19 June	Full Council	<b>Suggested meeting time 7pm for all Full Council</b>
Monday 3 July	Planning	
Monday 3 July	Community Services/ Environment	<b>Suggested meeting time of 7pm for all Community/Environment</b>
Tuesday 18 July	Projects & Events	<b>Note: meetings on a <u>Tues</u> suggested time 7pm</b>
Monday 7 August	Planning	
Monday 4 September	Planning	
Monday 4 September	Finance	
Monday 18 September	Full Council	
Monday 2 October	Planning	
Monday 2 October	Community Services/ Environment	
Monday 6 November	Planning	
Tuesday 7 November	Projects & Events	<b>Note: Tuesday</b>
T.B.C November	Councillors via Zoom	Cllr discussion for budget projects etc.- no decision making. Date must allow time for office to prepare info. for 20 <sup>th</sup> Nov meeting.
Monday 20 November	Finance	Budget preparation – all councillors invited to attend
Monday 4 December	Planning	
Monday 18 December	Full Council	Precept Setting
Monday 8 January	Planning	
Monday 5 February	Planning	
Monday 5 February	Staffing	To set clerk appraisal

Monday 4 March	Planning	
Monday 11 March	Annual Town Meeting	
Monday 18 March	Full Council	Prepare for Annual meeting of the Town Council
Monday 8 April	Planning	
Monday 8 April	Finance	
Monday 13 May	Planning	
Thursday 23 May	Annual Meeting of the Town Council	

Points to note:

- Timing of meetings to be agreed and will depend on membership of committee.
- Projects and Events – suggested this committee meets on a Tuesday.
- Cllr pre-budget discussion to be held in November but needs enough time to allow office to prepare any necessary paperwork for Finance Committee meeting on 20<sup>th</sup> November.
- The dates above are for Full Council and Main Committees only – sub-committees can set their own timetable depending on members and which Committee/Full Council dates they will be looking to report back to.

## Clerk's Report May 2023

### Committees, Sub-committees and Working Groups

At the Annual Town Meeting, Council (in line with Standing Orders) must appoint standing committees or other committees where necessary. Council determines the terms of reference for such committees and the number and time of ordinary meetings up until the next annual meeting of the Council.

KTC has already agreed on several new committees and terms of reference for those committees (please note that as this will be the first year for most of these, committees' terms of reference may need to be amended and brought back to full council as necessary).

A Schedule of meetings is being proposed and is included in the agenda. Please note this schedule differs slightly from the one presented and deferred at the 17 April Council meeting following discussions with some Councillors and the Clerks.

#### Actions to be taken now:

- Councillors must determine the membership of each committee (including substitute members where necessary).
- Councillors must appoint a chairman for each of the standing committees as per standing orders.
- Councillors must agree the current suggested sub-committee groupings, noting that some of the original suggestions are not included as there is not currently any business to conduct.
- Councillors must also look at the full list of current working groups and decide:
  1. Are they needed? Can they be disbanded either because work can be done through another channel, or no work is being done.
  2. If needed, are they a sub-committee and under which committee would they be best placed. If it is determined that they are a working group, where are they best placed?

It should be noted that KTC has some active working groups that should have been classed as sub-committees, rather than disbanding these groups and waiting for the first 'parent' committee meeting to appoint the relevant sub-committee, I am suggesting full council agrees these sub-committees now to allow ongoing projects to continue without delay. For those groups that become sub-committees please note that a terms of reference will be needed for each group. Cllr Westmancoat and the Clerks have already done some work to produce a generic template for sub-committees to use and populate with the details/remit of that committee. This will be circulated as soon as possible.

Included with this report:

Appendix A – list of agreed Standing Committees – to agree membership and Chairman.

Appendix B – list of current working groups – those that have already been determined as sub-committees and working groups and those that need further consideration.

## Appendix A

### Standing Committees Membership:

	Planning	Projects and Events	Finance and General Purpose	Community Services and Environment	Staffing	Appeals (to be made up of any member not on staffing)
J Batt						
A Bell			X	X		
K Davies						
M Flood						
D Goode	X		X		X	
H Gostlow		X		X	X	
K Lacey		X		X		
M Longhurst	X		X		X	
S Oakes						
J Pickard		X			X	
M Walker		X	X			
H Westmancoat		X		X	X	
<b>Substitutes:</b>						
<b>Chair:</b>						

**Note:** I have included the information of those councillors that have already expressed an interest, but this is not set in stone as it will depend on the schedule of meetings being approved and Full Council deliberations.

Council asked that the minimum for each committee be set at 5 members.

The appeals committee is made up of any members of Council not on the staffing committee and only meets if needed. The minimum number on the appeals committee should be 3.



## Appendix B

### Committees/Sub-committees/Working Groups – Names and classification.

Current 2022/23	New 2023/24	Type	Reports to:
Office Services Committee	Staffing	Committee	Full Council
Appeals Committee	Appeals	Committee	Full Council
Planning committee	Planning	Committee	Full Council
N/A	Finance and General Purposes	Committee	Full Council
N/A	Projects and Events	Committee	Full Council
N/A	Community Services and Environment	Committee	Full Council
Castle Area Projects Working Group	Castle Area	Sub-committee	Community Services and Environment
Emergency Response Committee	Emergency Response	Sub-committee	Community Services and Environment
Climate Change Emergency Working Group	Climate Change Emergency	Sub-committee	Community Services and Environment
Allotments Liaison	Allotments	Sub-committee	Community Services and Environment
Conyngham Hall Working Group	Conyngham Hall	Sub- committee	Community Services and Environment
River Nidd Bathing Status Working Group	River Nidd Bathing Status	Working Group	Climate Change Emergency
Bright Friday Working Group	Bright Friday	Sub-committee	Projects and Events
Vinyl Windows Working Group	Vinyl Windows	Working Group	Projects and Events
Contracts Working Group	Contract Tender	Working Group	Finance and General Purposes
Neighbourhood Development Plan liaison	Neighbourhood Development	Sub-committee	Planning
Stage Working Group	Stage	Working Group	Projects and Events
KTC/Unitary Authority Working Group	Devolution and Prosperity	Sub-committee	Finance and General Purposes
<b>See below suggested/recommended actions:</b>			
Performance Pavilion Working Group	Will be removed, Council agreed to disband as part of budget review.		
Wednesday Market Liaison	Remove, possibility Council will need to set up a Markets Committee depending on NYC pilot scheme outcome.		
Artisan Market Liaison	Remove as no longer a need.		
Farmers Market Liaison			
Memorial Forest Working Group	Disband. Community Services and Environment Committee could look at further if required		
Telephone Boxes Working Group	Not sure this is working? Perhaps take back into a committee?		
Land (acquisition) policy Working Group	Disband. No action taken		
Civility and Respect Working Group	Disband. No action taken. Incorporate as part of Finance and General Purposes Committee?		

Commuted Sums Working Group	Disband. Incorporate as part of Finance and General Purposes Committee?
King's Coronation Working Group	This task now complete. Group automatically disbanded.

**Please note:**

The following committees have also been suggested and Council may wish to incorporate them into the structure in the future:

Market Committee or Sub-committee

Youth Engagement Sub-committee

Police Liaison Sub-committee

Mayor and Civic Engagement Sub-committee

Grants sub-committee.

## KTC Asset Register

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
001	Community Centre	Stockwell Avenue	770,000	1998	<i>Approx rebuild cost.</i> See letter from Harrogate Borough Council dated January 2004. Brimhams Active, as lease holders, are required to provide PLI cover and cover re building costs
002	Castle Lights	Knaresborough Castle	35,000	2018	<i>NYC Insured</i>
003	Allotment Land	Bilton Hall Drive	32,500	July 2010	Field made into allotments and allocated from February 2011
004	Mother Shipton Statue	Market Square	30,000	2016	
005	Christmas Lights	In situ or at Acorn Lighting Services (LITE LTD)	25,000	2011	Now own – paid over 5 years – £23,453 per year Stored at Acorn when not in situ <b>See below for detail</b>
006	Mayor's Chain	With the Mayor	7,000		Valued by Fattorini's in 2014
007	Mayoress Chain	With the Mayoress	5,200		Valued by Fattorini's in 2014
008	Allotment Land	Stockwell Road	4,500	1968	Knaresborough Allotment Self Help Scheme
009	Deputy Mayors Chain	With the Deputy Mayor	4,000		Valued by Fattorini's in 2014
010	Statue of St Robert	Abbey Road	4,000	2018	
011	Stage (sections slot together)	Knaresborough Lions store for KTC	3,000	December 2014	Stored at The Ranch, Forest Moor, Knaresborough by Knaresborough Lions
012	Deputy Mayoress Chain	With Dep Mayoress	2,200		Valued by Fattorini's in 2014
013	Mayor's Ribbon Badge	With Mayor	2,200		Valued by Fattorini's in 2014
014	Silver spade (1902)	Clerks office	2,000	Nov 1902	
015	Clerk's office equipment and furniture	Clerk's office	1,435	2014	Purchased from TLC
016	Oil painting of Lord Inman	Clerk's Office	600	1957	Oil painting by Norman Hepple (1908 – 1994) seated portrait signed and dated 1957 23.5" / 19.5" gilt frame
017	Lap Top	Clerk's Office	550	2018	
018	Replica Blind Jack's Cherry wood cane	Clerk's Office	500		John Metcalfe 73" high
019	Simpson bowling trophy 1927	Chamber	500	1927	2 Handled - Barker Bros Chester 1919 urn from with single girdle on wooden socle inscribed Presented by JW Simpson Esq Manor Cottage Knb height 27" 10.5oz
020	Silver spade (1887)	Clerk's Office	500	1887	Silver plate – black handle – (use as less precious)
021	Projector	Clerk's Office/Councillors	491	2016	Casio core XJ - V1 2700 ANSI Lumens XGA lamp free projector

6.09

# KTC Asset Register

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
022	Banners x 3 - NDP	In Clerk's Office	475	2014	
023	Three past Chairman badges (KnB UDC)	Chamber	450	1959	Fattorini Birmingham enamel & gilt silver in original Fattorini cases each 2.75 diameter
024	Projector Screen	In Assembly Hall	350	2014	Located in assembly hall
025	Challenge cup bowling x 2	Chamber	350	1869	Silver Chalice inscribed KnB Challenge Cup Bowls – Barnard & Sons Ltd London 1869 embossed doves, geometric border & entwined vine 10”high 14.5oz.
026	Glass Display Case	KH - 1 <sup>st</sup> Floor Landing	300		Size: Large
027	K'boro Savings Committee Street Groups League Cup	Chamber	250	1945	2 Handled trophy Thomas Bradury & Sons London 1901 Urn form & inscribed Presented by Col CH Tetley D.S.O, T.D & October 1945. 8.5” high 11oz.
028	Silver Rose Bowl - Knaresborough Challenge Cup	Chamber	240		Maker Walker & Hall Sheffield inscribed KnB Challenge Cup 8” high approx 10oz
029	Mug (rumoured to be Blind Jack's)	Chamber	230		Pearl wear blue & white mug, leaf design, 4.5” high. Valuation made in 2015 by Hartleys Auctioneers
030	Lawn Mower	Cllr Andrew Willoughby	208	2011	
031	Four Maundy coins 2010 (4,3,2 and 1)	Chamber	200		Coins dated 2010
032	Large Display Board (purchased for NDP)	In Clerk's Office	200	2014	
033	15 Hi Vis Jackets	In Chamber	180	2008	
034	Silver platter	Large cabinet on stairs	180		2 handled silver on copper salver - Ogdens of Harrogate &
035	Metal press	Clerk's Office cabinet	150		Cast iron lock seal stamp with floral decoration & turned wood handle 8.5” high
036	German Letter Box (Yellow) 25 Years of Town Twinning Partnerschaftsverein Bebra-Knaresborough	KH - Entrance Hall	100	June 1995	Plate at Top inscribed: 25 Years of Town Twinning presented by Partnerschaftsverein Bebra-Knaresborough C.V.June 1995. Plate at Front inscribed: 25 Years of Town Twinning - Presented by Bebra to Knaresborough - June 1995
037	Scale copy of Blind Jack's viameter 2000	KH - Ground Floor/1 <sup>st</sup> Floor Landing	100	2000	
038	Blind Jack's tea pot	Chamber	100		Date– is after Blind Jack's death! Porcelain white with flowers dated 1841 11” wide

KTC Asset Register

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
039	Book - 'History of the Town'	Clerk's office cabinet	100		History of the Castle, Town & Forest of Knaresborough & its medicinal springs' 6 <sup>th</sup> Edition E Hargorve
040	Glass rose bowl	Chamber	50		England in Bloom 1986
041	40 year plaque BEBRA	Chamber	50		Partnership Present from Bebra
042	40 year BEBRA glass	Chamber	50		Present from Bebra
043	Community Cup - silver plated	Clerk's office or with award winner	1		Value in names inscribed on plate
044	Scotsman statue in spelter	Clerk's Office	50		
045	Environmental award	Clerk's office or with award winner	20		Value in the names/organisations inscribed
046	3 x large Honours Boards	Chamber	1		Value in inscriptions of former Chairmen/Mayors since 1894
047	2 x telephone boxes	Market Place	2	2019	Refurb cost £5400 completed 2020
048	4 past mayors badges	Clerk's office cabinet	1680	Summer 2019	
049	2 consort pins	Clerk's office cabinet	284	Jan 2018	
050	2 long service awards	Clerk's office cabinet	2		Purchase date/value unknown
051	Castle Banner	Lighting Contractors	400	Nov 2019	
052	Franking Machine	Clerk's Office	600	Dec 2019	
053	Office PC's x 3	Clerk's Office	2000	Oct 2019	
054	Defibrillator + Cabinet	Fixed to External Wall Kboro House	1379	Apr 2021	
055	Road Closure Signage	Friendship & Leisure Centre	2000	2021/2022	Communal Usage, kept in locked building.

**Christmas Lights (Item 005):**

2 x welcome to Knaresborough  
1 x star of Bethlehem  
1 x nativity scene (3 parts)  
Chandeliers  
Viaduct/castle ensemble  
Various strings of lights (added 2019)

**Total Value for Audit Purposes: £943,908**

**DISPOSED ASSETS**

Item 005 - majority of lights disposed of in 2016

## KTC Asset Register

Note: Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.  
*(Governance and Accountability)*

**Updated May 2023**

## Summary Amendments to KTC Standing Orders May 2023

### ITEM 18 – FINANCIAL CONTROLS AND PROCUREMENT

#### **Page 21:**

Paragraph -

a) v – “whether contracts with an ..... £25,000.....” amount now increased **to £30,000.**

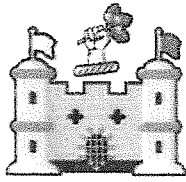
#### **Page 22:**

Paragraphs -

c) “A public contract regulated ..... £25,000.....” amount now increased **to £30,000.**

f) Add “**LTN87**” to the end of paragraph which begins “Where the value .....” and ends “guidance contains further details”.

g) – Paragraph removed – “A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.”



**Knaresborough**  
Town Council

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# **STANDING ORDERS**

Adopted: December 2020  
(Updated: May 2023)  
Review: Annually





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## **INTRODUCTION**

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## **DRAFTING NOTES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once

- in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings ●  
Committee meetings ●  
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x A meeting shall not exceed a period of 2.5 hours.



4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three clear working days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;

- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within 3 working days of having been requested to do so by 2 members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes

shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal**

data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 12. DRAFT MINUTES

Full Council meetings                      ●  
Committee meetings                      ●  
Sub-committee meetings                      ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**



- iii. it is otherwise appropriate to grant a dispensation.

#### 14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 1 clear working day before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. manage access to information about the Council via the publication scheme;

#### 16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

#### 17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details. LTN 87**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Office Services Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Office Services Committee or, if he is not available, the vice-chairman (if there is one) of the Office Services Committee of absence occasioned by illness or other reason and that person shall report such absence to Office Services Committee at its next meeting.
- c The chairman of the Office Services Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Office Services Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Office Services Committee or in his absence, the vice-chairman of the Office Services Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Office Services Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Office Services Committee, this shall be communicated to another member of the Office Services Committee, which shall be reported back and progressed by resolution of the Office Services Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**  
(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing order 15(b)(xii)*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23 (a) any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**



24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## 27. MAYORAL

### Office of Mayor:

- a As well as being the Chair of the Council, the Town Mayor shall also be the town's official representative on civic occasions.
- b All Mayoral engagements should be recorded in advance by the Town Clerk (or other delegated council officer).
- c The Mayor shall, unless s/he resigns, dies or ceases to be qualified or becomes disqualified continue in office until his/her successor becomes entitled to act as Mayor. During his/her term of office the Mayor continues to be a member of the Council notwithstanding that s/he may not have been re-elected as a councillor.

### Badge of Office:

- a The Mayor should wear the Badge of Office at:
  - i) all meetings of the Council (but not Committee meetings) at which they preside as Chair. However, a breach of this standing order does not invalidate the proceedings of the meeting.
  - ii) on any civic occasion where they are officially representing the Town or the Council.
- b The Mayor must not attend any party political function while wearing the Badge of Office, or knowingly permit photographs in which they are wearing the Badge of Office to be used in any party political literature. This paragraph also applies to the Deputy Mayor.
- c The Deputy Mayor should only wear their own Badge of Office on those occasions when they are officially deputising for the Mayor. When accompanying the Mayor, the Deputy Mayor's Badge of Office should not be worn. The only exceptions to this rule are that the Deputy Mayor is expected to wear their own Badge of Office at :-
  - i) the Annual Town Council Meeting
  - ii) The Mayor's Civic Service
  - iii) Remembrance Sunday
  - iv) On other civic occasions where consent of Council is given

- d The Deputy Mayor should not wear their Badge of Office at ordinary meetings of the Council unless they have had prior notice that the Mayor will be absent for the entire meeting, under which circumstances the Deputy Mayor should attend wearing their own Badge of Office.
- e It is discourteous to wear the badge of office outside the parish of Knaresborough except when formally invited to a civic function organised by the parish or council concerned or which is attended by their chairman. Otherwise it is good practice to seek permission to wear the badge of office from the chairman of the parish or council concerned.

### **Vacancy in office of Mayor (or Deputy Mayor)**

- a If a vacancy occurs for the office of Mayor as a consequence of death, disqualification or resignation the Deputy Mayor (if available and willing to take office) shall become Mayor and shall serve until the next Annual Council Meeting; otherwise the Clerk shall place an item on the agenda of the next Ordinary Meeting of the Council for the appointment of a Mayor to serve until the next Annual Council Meeting.
- b If a vacancy occurs for the office of Deputy Mayor as a consequence of death, becoming Mayor, disqualification or resignation the Clerk shall place an item on the agenda of the next Ordinary Meeting of the Council for the appointment of a Deputy Mayor to serve until the next Annual Council Meeting.

### **Annual Town Meeting**

- a The order of business at the Annual Town Meeting shall be as follows:-
  - i) To receive apologies for inability to attend the meeting ii) To consider and after consideration approve the minutes of the previous Annual Town Meeting as a correct record.
  - ii) To receive the Town Mayor's Report
  - iii) To consider any matters placed before the meeting by the Town Council
  - iv) To consider any matters raised by electors present at the meeting
- b The Annual Town Meeting shall start at 7.30pm and conclude by approximately 9.30pm.

- c At least one hour shall be reserved for agenda item 1.6 (a) (v). Matters raised by electors shall be determined by completing a request card prior to the start of the meeting with the topics requested by the most electors being given priority.

6.3 g)

office@knaresboroughtowncouncil.gov.uk

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**From:** office@knaresboroughtowncouncil.gov.uk  
**Sent:** 04 May 2023 12:40  
**To:** Andy Bell; David; Hannah; helen.westmancoat@knaresboroughtowncouncil.gov.uk; james.pickard@knaresboroughtowncouncil.gov.uk; john.batt@knaresboroughtowncouncil.gov.uk; kathryn.davies@knaresboroughtowncouncil.gov.uk; kit.lacey@knaresboroughtowncouncil.gov.uk; margy.longhurst@knaresboroughtowncouncil.gov.uk; mark.flood@knaresboroughtowncouncil.gov.uk; matt.walker@knaresboroughtowncouncil.gov.uk; shan.oakes@knaresboroughtowncouncil.gov.uk  
**Cc:** 'Maggie Richards'  
**Subject:** FW: North Yorkshire Council Standards Arrangements  
**Attachments:** 23.03.29 NYC Standards Committee Complaint Procedure.pdf; 23.02.22 NYC Code of Conduct for Members.pdf; 23.03.29 NYC Assessment Criteria.pdf; 23.03.29 Complaint Form.doc; Councillor Code of Conduct 2021.pdf

Dear Councillors,

I am sending through the full details of the North Yorkshire Council Standards arrangements including its version of the Code of Conduct for Members following the email that was included on the previous Council agenda. I have also attached KTC's current Code of Conduct document for your information.

The advice from NYC is adopt the NYC version of the Code as it will be its monitoring officer that is engaged to look at any breaches to the code of conduct and one code offers a more consistent approach. In the past KTC has adopted HBC's document for the same reason.

Having read the NYC document it is very similar to our own, but the wording has been simplified. Some of the general conduct obligations have been split into two parts, again I can only assume this has been done to simplify the content.

In point 10 – gifts or hospitality – the monetary amounts referred to in a) and b) is £25. Both the LGA (Local Govt Authority) and KTC versions have this set at £50.

A Code of Conduct will need to be reviewed and adopted at the next Council meeting therefore I am sending this information through to you now to give you a better chance to read through both versions.

The LGA version can be found here if anyone is interested <https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>

It would be extremely helpful if councillors could give me a steer as to their thinking in terms of adopting the NYC version, to go through these documents line by line during a meeting is unfeasible given the length of time it would take. However, it is a requirement that Council adopts a Code of Conduct and this is annually reviewed.

Thank you

Kind regards,

*Angela Pulman*

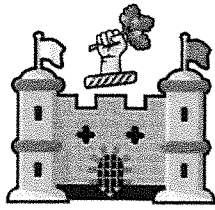
Clerk  
Knaresborough Town Council

KTC Opportunity to Speak Policy

Amendment May 2023

Paragraph 2 -

Overall time for the public to ask questions or make statements changed from 20 minutes to **15 minutes** to bring the document in line with standing orders.



**Knaresborough**  
Town Council

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Public Opportunity to Speak Scheme at Town Council Meetings  
and Town Council Committee Meetings

Any member of the public who wishes to speak at a Knaresborough Town Council meeting, or a Town Council Committee Meeting, does not need to give notice, but priority will be given to those who have given prior notice to the Clerk, using the contact details above, and who wish to speak on an item included on the agenda.

The overall time limit for the public to ask questions or make statements will be 15 minutes per meeting, but no single member of the public will be entitled to speak for more than 3 minutes. The chairman has the right to extend these periods. (SO 3f)

Where representations are made in support of, or in opposition to planning applications, there will be a time limit of 3 minutes for each group of speakers. The planning application referred to must be included on the Agenda of the Planning Committee meeting where representations are being made. If more than one person wishes to speak on an application, then the time allowed must be divided between the speakers, or the objectors/supporters must agree on one representative to put forward their views. The chairman has the right to extend this time limit. (SO 3f)

After each member of the public has spoken, councillors may ask questions.

This opportunity to speak will usually be at the beginning of the meeting and when there are relevant agenda items these will, where possible, be considered immediately after the public speaking session.

**Knaresborough Clerk**

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**From:** 1st Knaresborough <1stknaresborough@gmail.com>  
**Sent:** 23 April 2023 18:15  
**To:** clerk@knaresboroughtowncouncil.gov.uk  
**Cc:** Jen Rogers  
**Subject:** Release of fund to 1st Knaresborough Scouts  
**Attachments:** Letter from C.Willoughby.pdf

Dear Miss Pulman,

I am writing on behalf of 1st Knaresborough (Castle) Scout Group to request the release of funds from the Links Knaresborough Youth Fund to us as mentioned in the attached letter from Christine Willoughby. I believe Christine contacted you recently forwarding the same letter.

We would like £1,850 to be released. This will be spent partly on our kitchen refurb and camping equipment for the group. If you need anymore details please let me know.

Our bank details are as follows;

CAF Bank  
1st Knaresborough (Castle) Scout Group  
Knaresborough Town Council  
Knaresborough House  
High Street

I have cc'd the group Treasurer into this message who will be able to confirm the receipt of funds.

Kind Regards  
James Whitaker  
(Chair 1st Knaresborough Scouts)



Mr Roger K. Linfoot

Treasurer

Links Knaresborough Youth Fund

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

9<sup>th</sup> August 2018

Ian Varnes

1<sup>st</sup> Knaresborough Castle Scout Group

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

Dear Ian

**Subject - Dissolution of Charitable Status and Closure of Bank Account**

As you are aware, following the allocation of remaining funds it is the intention of the trustees to dissolve the charitable status, close the bank account and cease operation of the Links Knaresborough Youth Fund

I am writing to inform you that the above is about to take place. However, I would like to reassure you that the funding pledged to the 1<sup>st</sup> Knaresborough Castle Scout Group is still secure. The Knaresborough District Council has kindly agreed to hold the amount of £6,000 within its bank account

As previously agreed this amount will be available to the group whenever they require it up to 31<sup>st</sup> March 2025.

Access to the above amount, in part or in total, can be made by contacting the Town Clerk at Knaresborough House. Should you experience any problems, please do not hesitate to contact me or Christine Willoughby

Yours sincerely

Knaresborough Town Council  
Knaresborough House  
High Street  
Knaresborough  
North Yorkshire  
HG5 0HW  
Roger K. Linfoot

cc. to Christine Willoughby

**office@knaresboroughtowncouncil.gov.uk**

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**Subject:** FW: Promoting Knaresborough as a safe & responsible lifestyle destination.

**From:** Andy Grinter

**Sent:** Monday, April 24, 2023 4:47 PM

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

**Subject:** Promoting Knaresborough as a safe & responsible lifestyle destination.

Hi Angela,

Last summer I wrote to the councillors drawing their attention to Nidd water quality and health concerns which were being trailed all over social media at the time as a consequence of coming into contact with it.

You'll recall that I wrote of the need to act responsibly and collectively and requested they instigate a means by which local air and water quality levels can be regularly reported to residents.

They now have a chance to support the Nidd Action Group's Cleaner Nidd, Fit for Life campaign by promoting the cause, perhaps there's also a need for Knaresborough to run it's own survey that would inform our relationship with the Nidd?

Please will you seek confirmation from councillors that Knaresborough Town Council at least fully supports the Nidd Action Group and the group's aims and ambitions?

Many thanks

Andy

Andrew Grinter

Secretary Knaresborough Civic Society

**From:** Andy Grinter

**Sent:** 21 July 2022 10:06

**To:** [clerk@knaresboroughtowncouncil.gov.uk](mailto:clerk@knaresboroughtowncouncil.gov.uk)>

**Cc:** Admin KTC <[office@knaresboroughtowncouncil.gov.uk](mailto:office@knaresboroughtowncouncil.gov.uk)>

**Subject:** Promoting Knaresborough as a safe & responsible lifestyle destination.

*Hello Angela,*

*Please will you share this letter from Knaresborough Civic Society with KTC councillors and can it be circulated immediately due to it being the start of the Summer Holidays and our peak tourist season?*

Dear Councillors,

Please include this correspondence on the next agenda for discussion between councillors.

It's not surprising that Knaresborough's popularity as a visitor destination continues at a pace, since we have readily accessible green space and a large share of a distinctive natural and built heritage.

The Civic Society does its bit to encourage visitors to stay longer and enjoy town wide hospitality by producing the popular Blue Plaque trail leaflet and more recently it has helped with the revamping of the Conyngham Leisure Map and Explorers' Trail leaflet.

However in the past couple of years, there have been concerning headlines in the local media regarding local air and river quality which must receive closer attention if we are to confidently maintain our pre-eminence.

Do you agree for example that headlines such as these can be detrimental? :-

'The worst areas for pollution in the Harrogate district revealed as air quality report is published' is an article which refers to Bond End (among others eg York Place) in July 2020.

'River Nidd fails water pollution tests due to raw sewage' Sept 2020

'River Nidd a 'potential health risk' after MPs' vote on sewage' Oct 2021

The quality of our Air and Water is an essential concern because it has serious environmental, health & welfare consequences and as such it requires monitoring so that pre-emptive action can be taken where and when necessary.

It is up to us, therefore to take a strong interest in the welfare of everyone who visits town or uses the river Nidd and if there are health concerns we need to ask pertinent questions about why and how.

This message was posted on Twitter recently :-

"@YWHelp I went swimming in the river Nidd at #Knaresborough the other day. Half our party were ill the next day, vomiting. Has it got something to do with this?"

[https://www.theguardian.com/environment/2022/jul/14/jail-water-firm-bosses-over-appalling-pollution-says-environment-agency?CMP=Share AndroidApp Other](https://www.theguardian.com/environment/2022/jul/14/jail-water-firm-bosses-over-appalling-pollution-says-environment-agency?CMP=Share_AndroidApp_Other)

Also here's a photo (credit The Watermill) of the Lido recently, with the water being at an invitingly a low ebb following a prolonged spell of dry, hot weather.

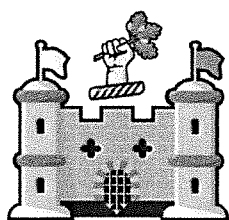


The Civic Society is seeking reassurance that councillors are already aware of the threat and are conscientiously making efforts to forestall concerns?

The Civic Society requests you to instigate a means by which local air and water quality levels can be regularly reported to residents; either on the KTC website; in council meeting minutes or by some other means, so that collectively we are seen to be acting responsibly and considerately.

Many thanks,  
Andy

Andrew Grinter  
Secretary  
Knaresborough Civic Society  
[Info@knaresborough-civic-society.org.uk](mailto:Info@knaresborough-civic-society.org.uk)



**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*	Henshaws Arts and Crafts Centre
Primary Contact regarding application:	Shaneka Norford
Address:	Henshaws Arts and Crafts Centre, 50 Bond End, Knaresborough HG5 9AL
Telephone number:	01423 541888
Email address:	Shaneka.norford@henshaws.org.uk
Project/event title:	.artmaker symposium and festival 23
Total cost of project:	£2454.80
Amount of grant requested from KTC:	£800
Date of Application	05/05/2023

### The Applicant:

What is the main purpose of your organisation?	Henshaws is a charity that supports people who are registered blind or disabled, including young people with profound and multiple learning difficulties, sensory impairments, and other physical disabilities. We believe that, wherever they are, everyone has the right to an independent and fulfilling life. Our support, advice and training enable people and their families to build skills, develop confidence, help each other, and look forward to a more positive future
How many years has your organisation been in existence?	Henshaws Arts and Crafts Centre is a part of Henshaws Society for Blind People, which was founded in 1837. The Arts and Craft centre opened in 1998 over the past 25 years, the Centre provides a supportive and inclusive environment for people with disabilities to explore their creativity, learn new skills, and build their confidence. We also offers a range of training and employment opportunities for people with disabilities, helping them to achieve greater independence and fulfilment in their lives.

<p>If your organisation run by a Committee? If yes, how many Committee members?</p>	<p>As a charity we have a board of 12 trustees.</p>
<p>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>	<p>At the arts and crafts centre, we offer half-day £30 or full-day £60 workshops consisting of 1-2 sessions. The vast majority of fees are paid directly to us by the local authority or by the artmaker using their activity allowance provided by the local authority which they choose how to spend. Our workshops cater to adults aged 17 to 80, and we can accommodate up to 175 artmakers per week.</p>
<p>What activities are available for members?  Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>Current workshop on offer include; .Woodwork . Pottery . Horticulture . Performing Arts . Music . Mosaics . Paper . Printing . Jewellery . Multi-sensory Workshops are open to all.</p>
<p>Is your club affiliated to any national organisation?  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>Yes <input checked="" type="checkbox"/> No <input 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 checked="" type="checkbox"/> No <input type="checkbox"/></p>

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

Brief description of scheme	.artmaker is a two day event consisting of two main elements: a symposium with guest speakers who facilitate in the field of Neurodiverse Arts followed by a festival and exhibition celebrating the work of neurodivergent and differently abled artists. In addition, there is an installation project that enables individuals, groups, organisations and schools to take part by producing work that is exhibited at the festival. This year's theme is 'In my Shoes'.
What are the aims of the project/event?	To dispel myths, learn best practice, challenge stereotypes, share stories and celebrate creativity. To hear from and promote those organisations representing differently able and neurodiverse artists and to make connections with a view to future collaborations. To seek a wider audience for Inclusive Arts and enable Henshaws Arts and Crafts centre to share its extensive experience and knowledge in this forum and become a neurodiverse arts hub.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	The symposium will enable us to raise awareness about diversity and inclusivity in the arts and question equity for differently able and neurodiverse individuals in society. This will be beneficial to the 170 individuals we work with on a weekly basis at the centre and the many organisations, groups, parents and carers in and around Harrogate and Knaresborough and wider Yorkshire areas who provide daily support, education and skills learning to the disabled community. 'In my Shoes' is a participatory project open to individuals, groups and schools across the local area to take part in enabling them to explore inclusion and diversity.
Does your organisation have the ability to meet new community needs, and if so, how?	Henshaws Arts and Crafts Centre has the ability to meet new community needs by offering a range of creative and inclusive activities that promote well-being and personal development. The Centre provides a supportive environment for people with disabilities, mental health challenges, and other health conditions to engage in creative activities such as painting, pottery, and textiles, among others. Workshops, and events that are designed to meet the needs and interests of the local community. For example, the Centre hosts regular exhibitions, fairs, and open days that showcase the work of local artists and makers, and provide opportunities for the community to engage with the arts. Collaborations with local organisations, schools, and businesses to develop creative projects and initiatives that benefit the wider community. This includes working with schools to provide art education programs, partnering with local businesses to create public art installations, and collaborating with other arts organisations to deliver community events and festivals. Henshaws Arts and Crafts centre provide a welcoming, inclusive, and creative space that supports the well-being and personal development of people with disabilities and other health conditions, while also engaging with and contributing to the broader community.



	Examples of this include Henshaws Arts and crafts centre having been part of a rich arts community from FEVA and our annual Bed Race Festival.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	Henshaws actively encourages reusing, re-purposing, and recycling in all of the workshops and many materials used are donations from the general public and local companies. We have encouraged those taking part in the installation project 'In my Shoes' to upcycle and re use where possible. Most exhibits are displayed in repurposed frames using donated materials and our workshops at the festival include paper making, recycling egg boxes into new paper. We are also working with artists Eva Mileusnic to reimagine her piece 'counter-flow', recycling her artwork to create an installation in our upper garden.'
The quality and effectiveness of service provided through the use of this grant	The grant will enable us to offer an honorarium fee of £100 to each guest speaker and secure their attendance at the symposium event. This will provide an educational forum and service to our users and the wider community. As a society, Henshaws has been part of the Knaresborough community for 25 years, and we are committed to our social responsibility towards the neurodiverse community. The use of this grant will help us work towards equity by removing barriers and strengthening inclusivity. Last year's speakers generously offered their services for free, but we feel it is important to acknowledge and compensate speakers appropriately to promote fairness and respect. This event offers an opportunity for the local Knaresborough community and beyond to participate in important discussions and debates on equity and inclusion, and we hope it will help us promote positive change for people with disabilities.
<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>In 2022, we held the first .artmaker symposium and festival, which was attended by 200 people. The event featured eight participating organizations, including Northern line Arts, Homes Together, St Joseph's Primary School in Wetherby, Rossett Acre Primary School, The Wrenthorpe Centre in Pinderfields, Artizan, and over 60 art makers from the centre. We also had six guest speakers, including Gill Crawshaw, founder member of DISrupt Leeds, Hellen Ralli, founder of Hart Club London, James Owen Thomas, environmental artist and ambassador for the Tree Council, DJ and Music Producer Rory Hoy, and local artists from Knaresborough and Pateley Bridge.</p> <p>This year, we anticipate an audience of at least 400 people, thanks to increased awareness from .artmaker 22. We have also invited guest speakers from Sunny Bank Mills Gallery, Rural Arts Thirsk, Blueroom Creative at Bluecoat Gallery Liverpool, Mind the Gap, Concrete Youth Hull, and textile artist Vickie Orton from part of the Leeds collective DISrupt.</p>
Give a summary of the activities your organisation has achieved during the last	Thanks to the artmaker festival 22 we have achieved the following:

year. If you are a new organisation please indicate activities you wish to undertake.	Part of Nidd Art Trail in 2022, exhibiting at the FEVA festival, exhibition and collaboration with the Hartclub London, Henshaws solo exhibition at Sunny Bank Mills in Farsley, Leeds, Printed Bound Fair at Sunny Bank Mills, Exhibition at Rural Arts in Thirsk, Connections with Ripon Museums Trust and project exploring 'Disability in the workhouse', Comedy night from comedian Joe Solo.
Why do you think the Council should support this event/project?	We were proud to welcome the Mayor Councillor Kathryn Davies to last years event. She recognised and acknowledged the importance of Henshaws Arts and Crafts Centre as part of the Knaresborough community and its role in changing people's perception of what it means to be neurodivergent, have a visual impairment or physical disability.

### Project/Event planning

Date that you propose to commence the project or hold the event.	Friday 28 <sup>th</sup> – Sunday 30 <sup>th</sup> July 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)	<b>2454.80</b>
Contribution from your funds:	<b>1654.80</b>
Contribution from other organisations (please specify)	N/A
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	<ul style="list-style-type: none"> <li>• 50 free custom-made frames from The Whole Picture Company</li> <li>• Finger food donated by Ridding Park for the evening symposium</li> <li>• Over 140 hours of volunteer time given over the festival weekend.</li> <li>• Donation of 50 pairs of ballet shoes from the National Ballet Company as part of the 'In my Shoes' installation</li> <li>• Donation of shoe lasts from the artist Eva Mileusnic.</li> </ul>

### 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	
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**\* 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: *SNorford*

Name of Signatory: Shaneka Norford

Position: Trusts and Grants Assistant

Date: 05/05/2023