

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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14 March 2023

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

Dear Councillors:

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

Monday 20 March 2023

7:00 pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

Any queries regarding this agenda should be addressed to the Clerk at
office@knaresboroughtowncouncil.gov.uk

COUNCIL AGENDA – Monday 20 March 2023

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

Economy and Transport Officer, Harrogate Borough Council to speak re the work which the team has been doing on active travel and EV chargers in Knaresborough.

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 20 February 2023 (ca)

5. Business Remaining -

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

5.2 Cllr A Bell (2nd Cllr H Gostlow)

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

5.3 Cllr H Gostlow (2nd Cllr H Westmancoat)

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

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

5.4 To consider the Recommendations from the KTC Traffic Survey of January 2023 (ca)

5.5 To consider letter from Avant Homes (received and noted January 16 meeting) in light of continuing problems. Verbal report from Councillor Bell.

6. Reports from the Clerk

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

6.2 To consider using 'Part 12 Development by local authorities' to progress the siting of a small shipping container at the Stockwell allotments following Council's decision to allow such a container on site to improve security and peace of mind for allotment users (ca)

7. Correspondence

7.1 To consider grant application from Knaresborough Flower Club (ca)

7.2 To consider email from Business Development Assistant, Parks and Environmental Services, HBC re Knaresborough Castle Performance Space (ca)

7.3 To receive and note response from MyLockup re landscaping of Knaresborough premises (ca)

8. Reports from Committees and Working Groups

8.1 To receive update from the Coronation Working Group

8.2 To receive and note the report from Castle Working Group on the visit to the castle by NYCC Chief Executive and Leader of the Council on February 15 (ca)

8.3. To receive and note minutes of the Office Services Committee Meeting held on Tuesday 28th February and consider the Recommendations. (*Organisational chart, Clerk Report and proposed schedule of meetings attached*)

8.4 To approve Town Twinning Committee access, via delegated authority to the Clerk, of remaining £1277.10 in ear marked reserves to host a Reception for visitors from Bebra on Friday 9 June.

9. Motions from Members

9.1 Cllr D Goode (2nd Cllr H Gostlow)

"That KTC supports in principle the establishment of a Town Twinning relationship between Knaresborough and Volodymyr in Ukraine and that Council request the Town Clerk to write to the Mayor of Volodymyr to establish a dialogue with a view to an agreement being made at some time in the future".

10. Information Exchange

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

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

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

Emergency Procedures for Meetings – Fire

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

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 20 February 2023

PRESENT: Chair: The Mayor - Councillor Kathryn Davies

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

Staff Present: The Clerk and Deputy Clerk

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

22/072 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor Pickard.

The Clerk delivered a short training session on the importance of good administrative housekeeping.

23/073 ITEM 2 – Councillors' Disclosure of an Interest

Councillor M Flood	Item 7.1 – Grant Application from Renaissance Knaresborough – is a member of the RK Committee. Will not participate in the voting.
Councillor S Oakes	Item 7.1 - Grant Application from Renaissance Knaresborough – is a member of the RK Committee. Will not participate in the voting.
Councillor H Gostlow	Item 7.5 Grant Application from Knaresborough Connectors – is on the Board of KC. Will not participate in the voting.

23/074 ITEM 3 - KTC Public Speaking Session

A) The Chair of the Castle Working Group (CWG) attended the meeting to inform members that the group is keen to carry out a public consultation to determine exactly what residents feel about various initiatives and projects the CWG would like to implement at the castle. She spoke about using a local company to undertake this consultation and asked for Councillor support.

B) A representative from Renaissance Knaresborough attended the meeting to speak in support of their grant application which is to be used to promote a purchase of land project on the outskirts of the town. Members asked questions and the

Mayor moved to take **Item 7.1 To consider** the grant application from Renaissance Knaresborough re promoting 'Knaresborough Forest Park'.

The Clerk explained the legalities of granting funds under The Local Government Act 1972 - Section 137.

It was proposed and seconded that KTC awards the grant of £1000 in principle, subject to audit confirmation that Section 137 can be used to grant the funds requested in this Application.

Councillor Davies stated that if Council agreed to award this grant, she would be raising questions of the validity of such an award with the Council's auditor.

RESOLVED: That KTC awards the grant of £1000, in principle, subject to audit confirmation that Section 137 can be used to grant the funds requested in this Application.

C) A representative from Knaresborough Collective attended the meeting to speak in support of their grant application. She explained that costs have increased since the Spring Fayre in 2022 and that for 2023 there are also additional costs. Members asked questions and the Mayor moved to take **Item 7.2 to consider** the grant application from Knaresborough Business Collective re Knaresborough Spring Fayre.

It was proposed and seconded that KTC award the full amount requested of £1500 but would like to see some post event statistical information from businesses within the town comparing trading on the event day to a regular Saturday trading day.

RESOLVED: That KTC award the full amount requested of £1500 but would like to see some post event statistical information from businesses within the town comparing trading on the day of the event to regular Saturday trading.

D) A representative from FEVA attended the meeting to speak in support of their grant application. She thanked Town Council for support in previous years. Members asked questions and the Mayor moved to take **Item – 7.3 To consider** the grant application from FEVA re supporting the annual FEVA event.

RESOLVED: That KTC award the full amount requested of £2000.

E) A representative from Knaresborough Connectors attended the meeting to speak in support of their grant application. Members asked questions and the Mayor moved to take **Item 7.5 To consider** the grant application from Knaresborough Connectors.

It was proposed and seconded that KTC supports this grant for a 12 month period, i.e. £3000. The award to be subject to feed back from Knaresborough Connectors, in six months' time, in terms of the overall performance with evidential support of how the money has been used.

Councillor Davies stated that if Council agreed to award this grant she would be raising questions of the validity of such an award with the council's auditor.

RESOLVED: That, using the power granted under LGA 1972, Section 137, KTC supports this grant for a 12 month period, i.e. £3000.

FURTHER RESOLVED: That the award is subject to feed back from Knaresborough Connectors, in six months' time, in terms of the overall performance with evidential support of how the money has been used.

Councillors Batt and Davies asked for their vote against this award be recorded in the minutes.

23/075 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:

4.1 Monday 16 January 2023

RESOLVED: That the minutes of the meeting on Monday 16 January 2023 be approved as a correct record and signed by the Chair.

23/076 ITEM 5 - Business Remaining

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

The Clerk explained the rationale behind the Clerk's Report regarding KTC's approach to statutory planning consultations.

Councillor Batt left the Chamber - 9.10 p.m.

It was proposed and seconded that Planning Consultation meetings be organised using Option 4 of the Clerk's Report for a trial period.

Councillor Batt returned to the Chamber - 9.20 p.m.

RESOLVED: That, for a trial period, Planning Consultation meetings will be organised prior to full council meetings.

Councillor Batt asked for his abstention on this vote to be recorded.

Councillor Goode indicated his willingness to join the Planning Committee.

23/077 ITEM 6 - Reports from the Clerk

6.1 To receive the finance figures for November 2022, December 2022, and January 2023

RESOLVED: To receive the finance figures for November 2022, December 2022 and January 2023.

6.2 To approve the schedule of accounts for January 2023

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Friendship and Leisure	171	20.00	0.00	20.00	Donation
K Davies	172	800.00	0.00	800.00	Mayoral Allowance Part 2 of 2
Kboro Youth Theatre	173	180.00	0.00	180.00	D Goode Mayoral Fund payment
Charlotte Gale Photography	174	95.00	0.00	95.00	Headshots for Website
BT	175	39.88	7.98	47.86	Phone
Clerk	176	20.89	0.00	20.89	Travel expenses
Rialtas	177	114.75	22.95	137.70	Making Tax Digital subscription
LITE	178	6,502.00	1,300.40	7,802.40	Payment 3 of 3
Salaries, tax and pension	179 - 182	5,769.67	0.00	5,769.67	incl payments for lieu hrs
NALC	183	43.09	8.62	51.71	Cllr training (K Davies)
Total		13,585.28	1,339.95	14,925.23	

RESOLVED: To approve the Schedule of Accounts for January in the sum of £14,925.23.

6.3 To consider extending the Christmas light contract for 12 months until 31 May 2024

RESOLVED: That the Christmas light contract be extended for a period of 12 months until 31 May 2024.

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

The Clerk explained to members the importance of being very careful when speaking to members of the public, or the press, about any potential town council projects. She emphasised the importance of not confusing plans/ideas which might be under consideration with the legal status of a Resolution made by the council as a corporate body.

23/078 **ITEM 7 - Correspondence**

7.1 To consider the grant application from Renaissance Knaresborough re promoting 'Knaresborough Forest Park'.

See 23/074 above

7.2 To consider the grant application from Knaresborough Business Collective re Knaresborough Spring Fayre

See 23/074 above

7.3 To consider the grant application from FEVA re supporting the annual FEVA event

See 23/074 above

7.4 To consider the grant application from Inspire Youth re Junior Youth group funding for Knaresborough

RESOLVED: To defer this application until the March full council meeting

7.5 To consider the grant application from Knaresborough Connectors

See 23/074 above.

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

RESOLVED: That KTC writes to HBC seeking clarification that this review will lead to an additional street cleaner in Knaresborough and request that HBC provide town council with further details.

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

RESOLVED: To Receive and Note

23/079 ITEM 8 - Reports from Committees and Working Groups

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

RESOLVED: To Receive and Note

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

Councillor Gostlow gave a short update on the arrangements for the Coronation week-end and reminded Members that there is a budget line for the Coronation and she also mentioned that HBC have agreed to give some match funding.

RESOLVED: To Receive and Note the update and to approve the payment for a large LED screen at a cost of £3200 + VAT.

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

RESOLVED: To Receive and Note

23/080 ITEM 9 - Motions from Members

9.1 Cllr A Bell (2nd Cllr H Gostlow)

That KTC add standard wording to relevant planning applications to reflect KTC's climate emergency declaration.

RESOLVED: To defer this item to the next meeting

9.2 Cllr H Gostlow (2nd Cllr H Westmancoat)

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

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

RESOLVED: To defer this item to the next meeting

9.3 Cllr H Gostlow

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

RESOLVED: That KTC holds a stall at the Knaresborough Connectors Community Festival on 22 April at Meadowside Primary Academy 10 – 4 p.m.

9.4 Cllr D Goode

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

Councillor Goode explained the rationale behind his motion. Members asked questions and debated the motion.

RESOLVED: That KTC submits an expression of interest to North Yorkshire County Council for taking over markets as part of the NYC unitary authority pilot scheme.

Councillor Davies asked for her vote against this Resolution to be recorded.

9.5 Cllr D Goode

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

RESOLVED: That KTC invites Commercial Estates Group to provide an update to town council on all outstanding issues.

9.6 Cllr K Lacey (2nd Cllr H Gostlow)

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

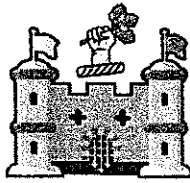
RESOLVED: That KTC will allow the Climate Change Working Group to manage a process for awarding funding to children's groups within the area as part of the 'Green grants project fund'. Council allocated £5000 in the 23/24 budget under the heading 'green grants', the working group will be responsible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

22/081**ITEM 10 - Information Exchange**

- The Mayor reminded all Members that Monday 6 March is the Annual Town Meeting and that she would like all Chairs of working groups to be prepared to present a short update of their group's work within that meeting.

Meeting closed at: 10.20 p.m.

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



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

The Applicant:

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

<p>If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members:</p> <p>Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable</p>	<p>Parents of young people are asked to complete a membership form to provide emergency contact details and medical information etc and pay £1 per session to attend a junior youth club session, however it does not operate as a formal membership or does not charge to become a member.</p> <p>We have just over 80 junior members registered who have accessed the project over the last 12 months with an average regular attendance of over 30 each week.</p>
<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>Junior youth club offers a variety of activities, based on the needs and wants of those that attend, this involves a combination of sport and physical activities, refreshments often involving those attending in cooking or baking, arts and crafts with additional adhoc activities that raise awareness and promote informal education. Examples include activities highlighting issues in their community, staying safe, first aid, transitions or ways to improve mental wellbeing to name a few. We create a safe space that enables young people to explore and discuss issues in relation to them.</p> <p>Anybody can attend between the ages of 7-11, with the view to offer a space where it is not always appropriate to mix with older ones 11+ due to the content and age appropriateness of some of our other provision in the area.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>No, however we do operate under the guidance and support of the National Youth Agency and staff are members of the institute of youth work.</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • 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 • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate

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

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

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

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

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

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

Financial Details

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

Check List:

Please tick:

I have read and agreed your terms and policies	✓
I agree to provide feedback to the Town Council if my application is approved, including publicity	✓
I enclose the following documents to support my application: Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from HBC and/or NYCC	✓

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

Declaration:

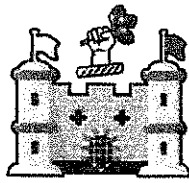
I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request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

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

Name of Signatory: Jess Ward

Position: CEO and Founder of Inspire Youth Yorkshire

Date: 10th February 2023



Knaresborough
Town Council

NOTICE OF MOTION TO COUNCIL

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

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

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

Proposal carried or fallen	
Minute reference	
If rejected, explanation.	

2020

Adopted: December

2024

Review: December

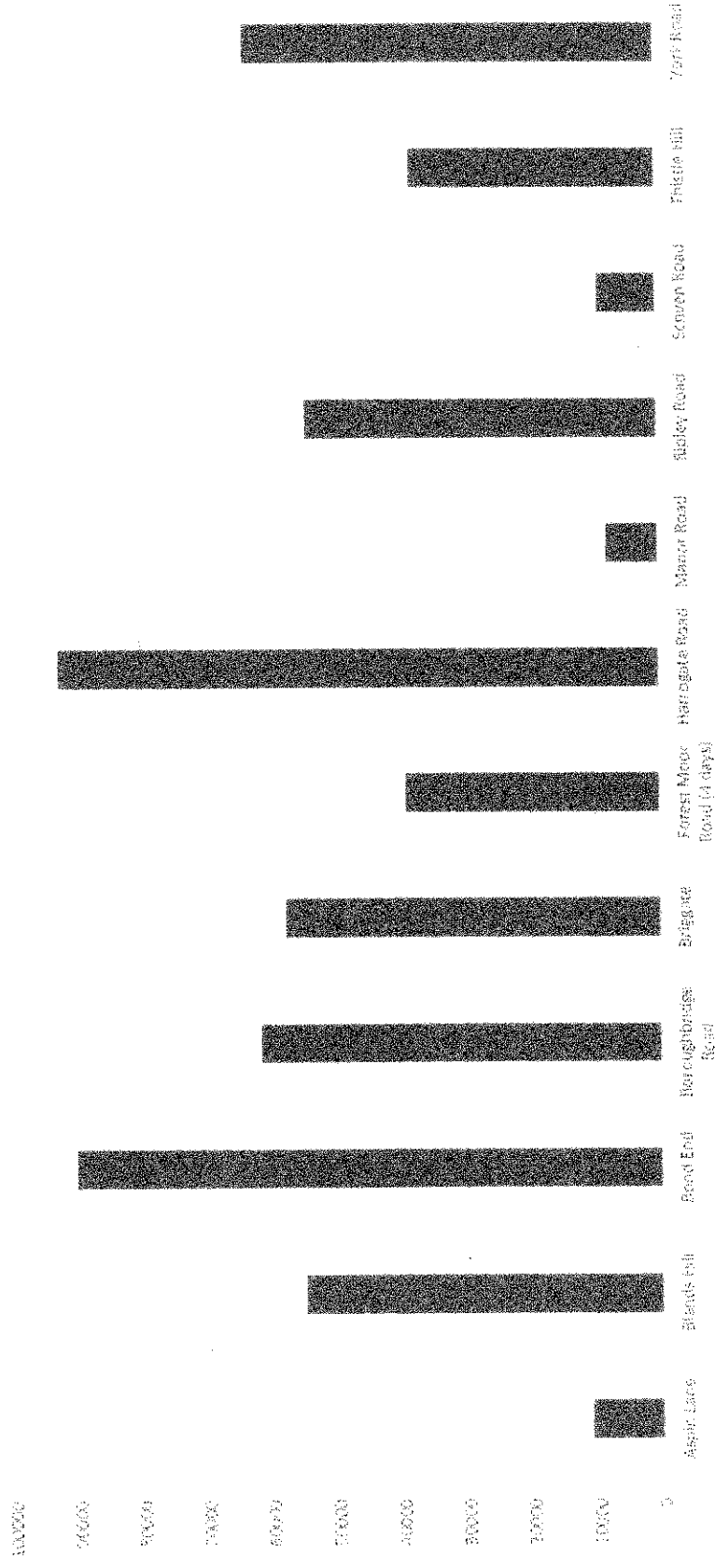
KTC Traffic survey Jan 2023

Background

- In order to make good decisions about where to place VAS we decided to gather data
- 12 locations were chosen
- Speed measuring equipment were placed on the selected locations during January 2023
- Aim is to determine 2 or 3 locations for VAS, so one set of signs can be rotated around
- Forest Moor site had a failure and only gathered 4 days of data

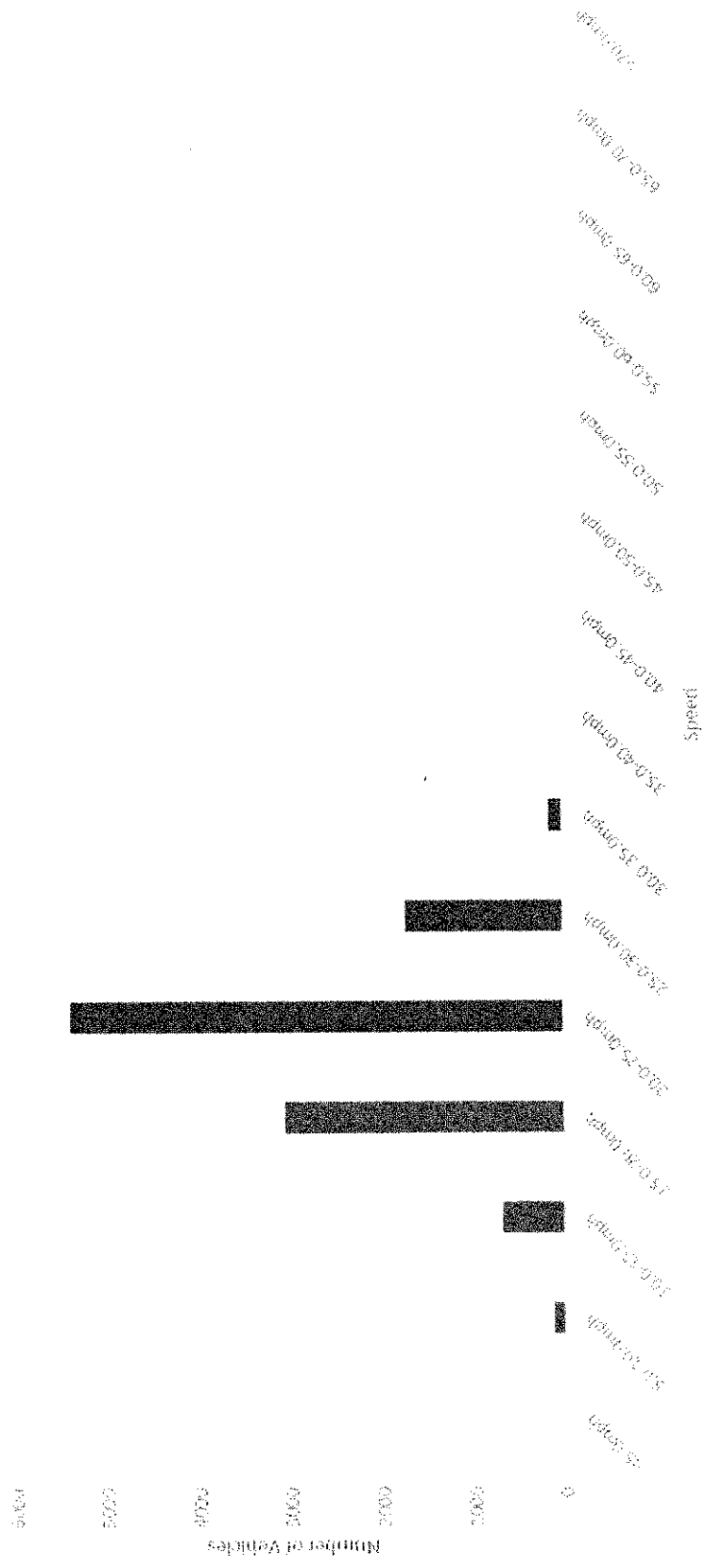
Totals

Total traffic numbers



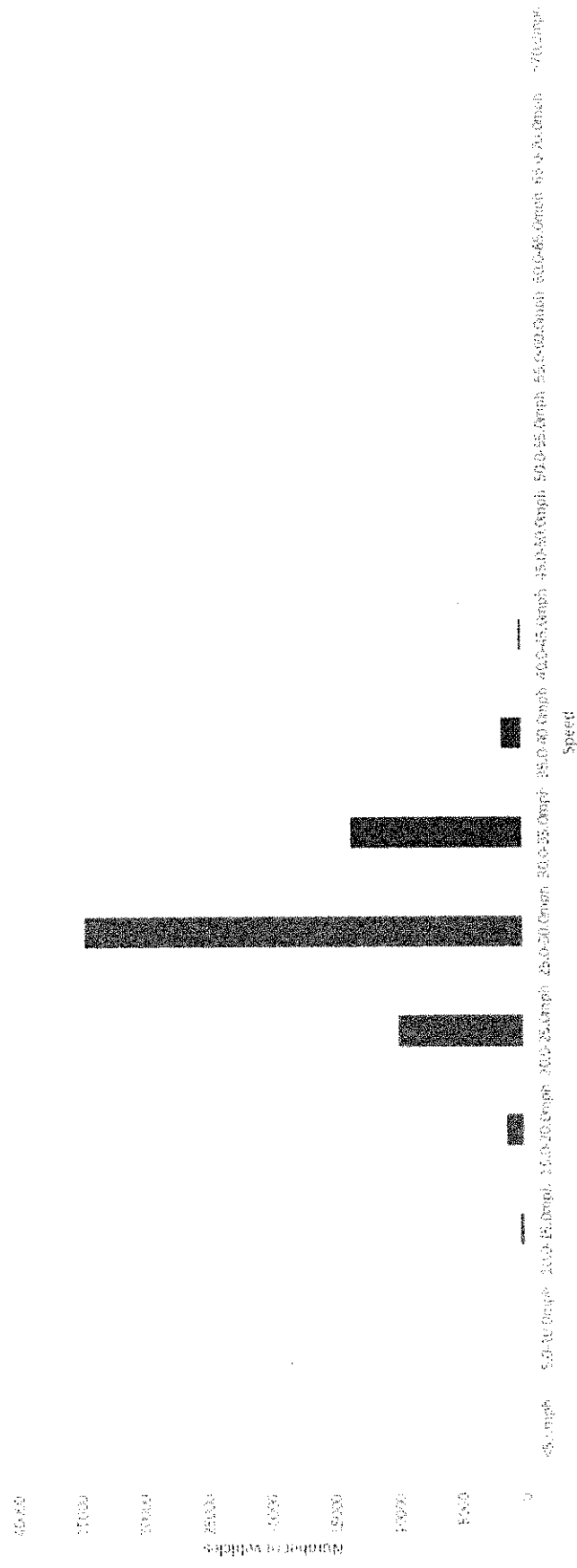
Aspin Lane

Aspin Lane 10th to 16th Jan



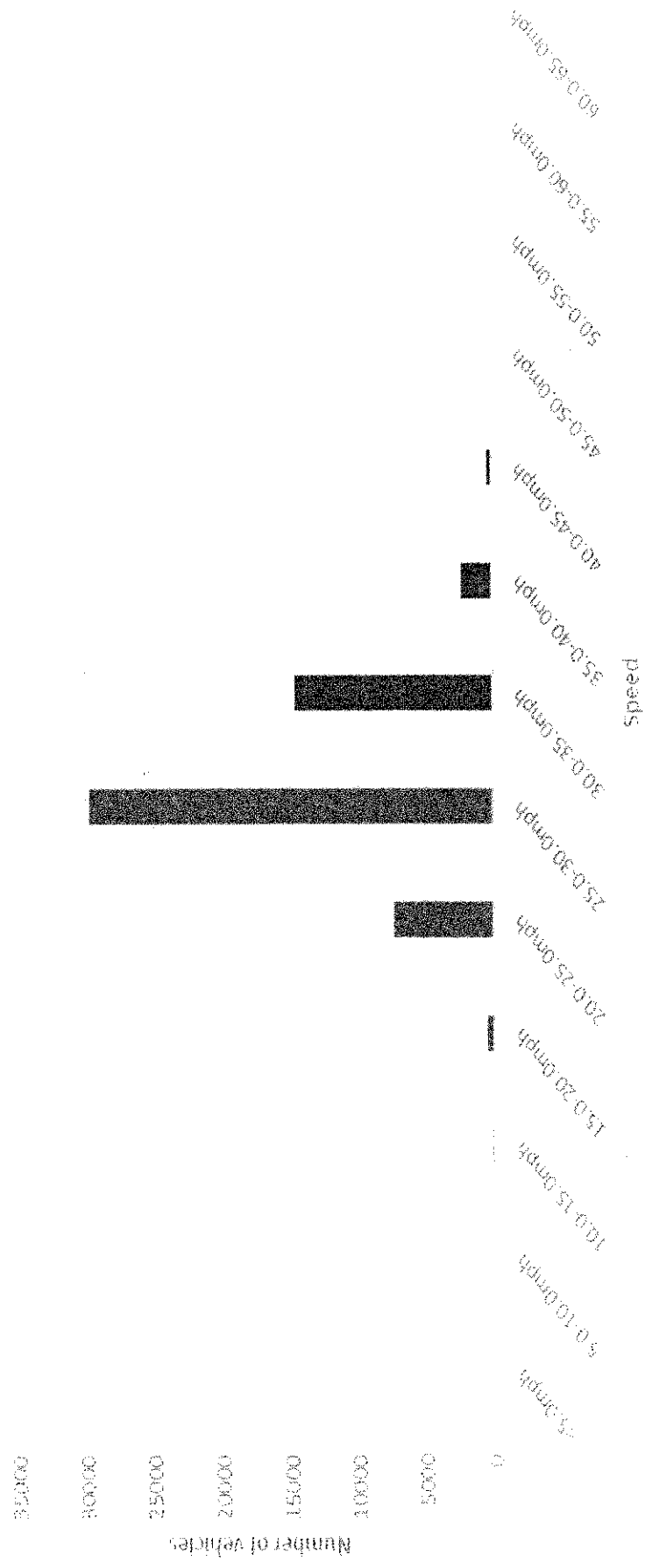
Boroughbridge Road

Boroughbridge Rd 19th 25th Jan



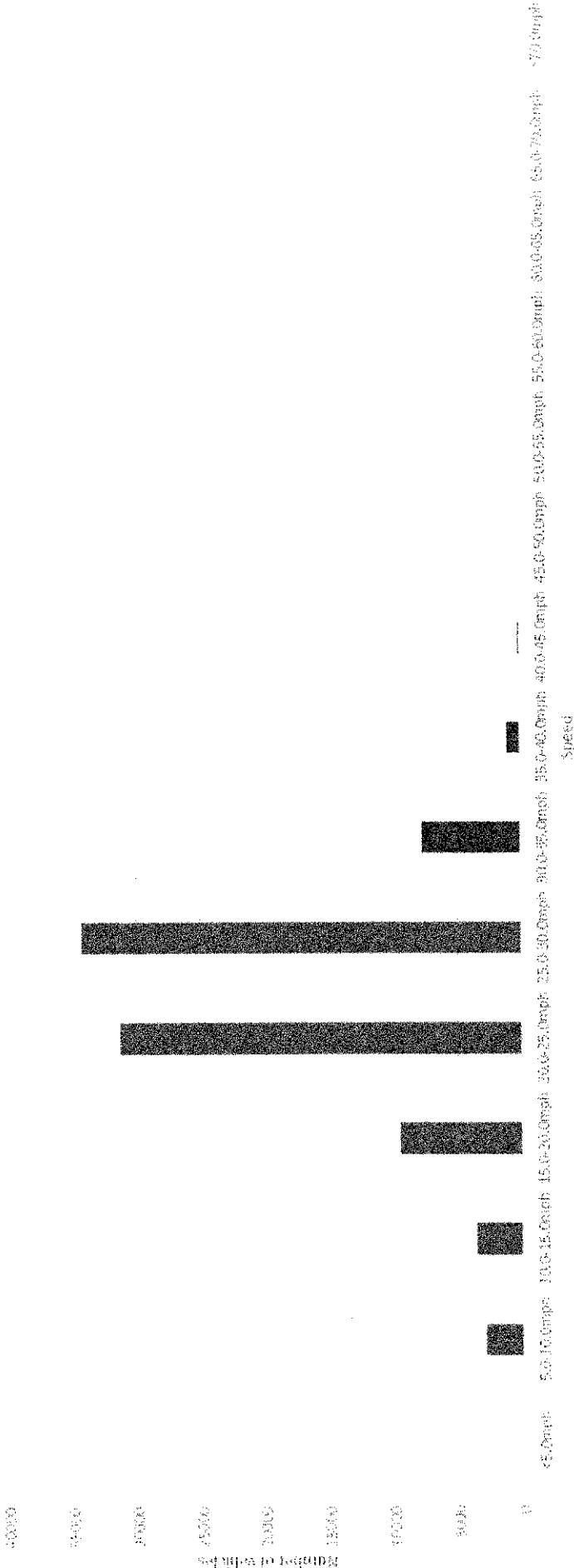
Blands Hills

Blands Hill 10th to 16th of Jan



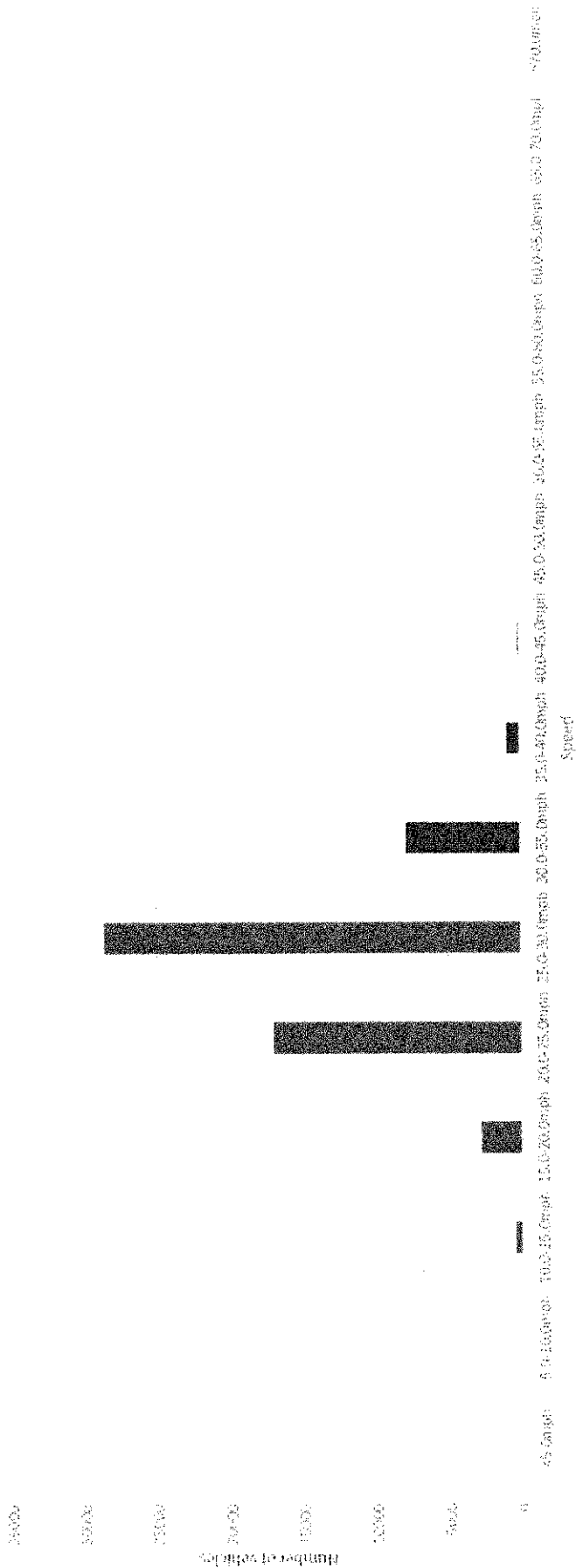
Bond End

Bond End 11th to 17th of January



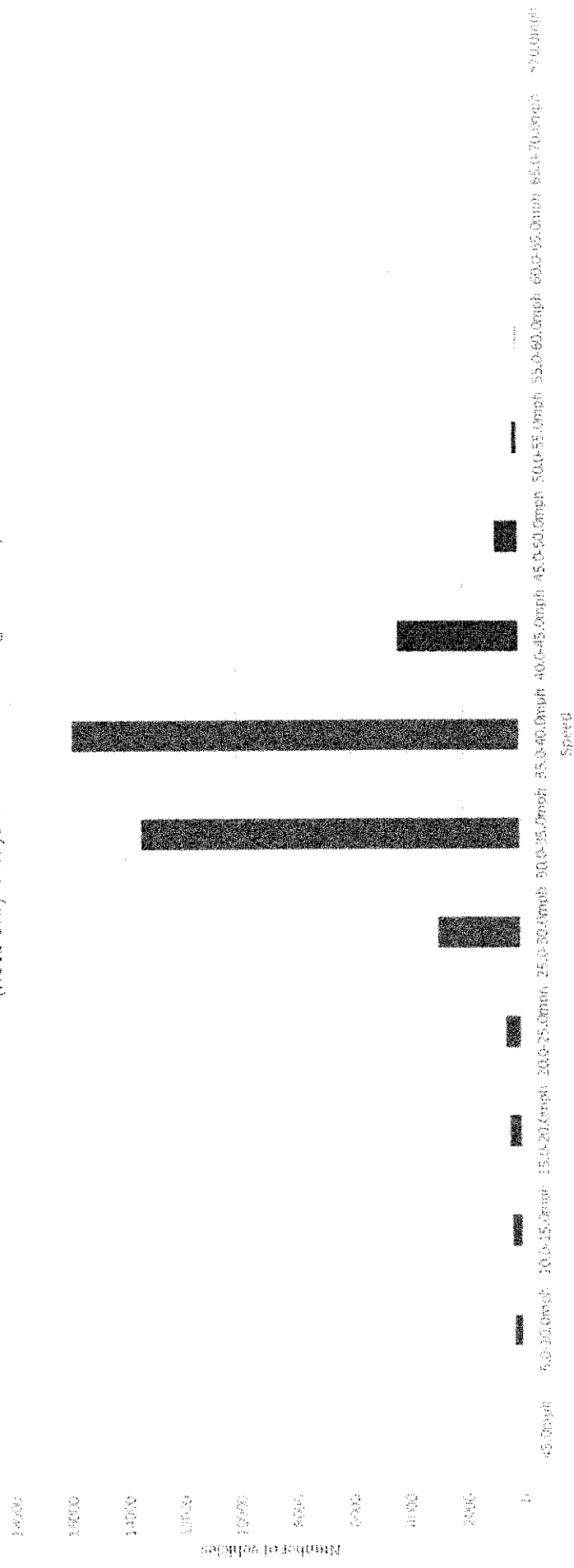
Briggate

Briggate 10th to 16th of Jan



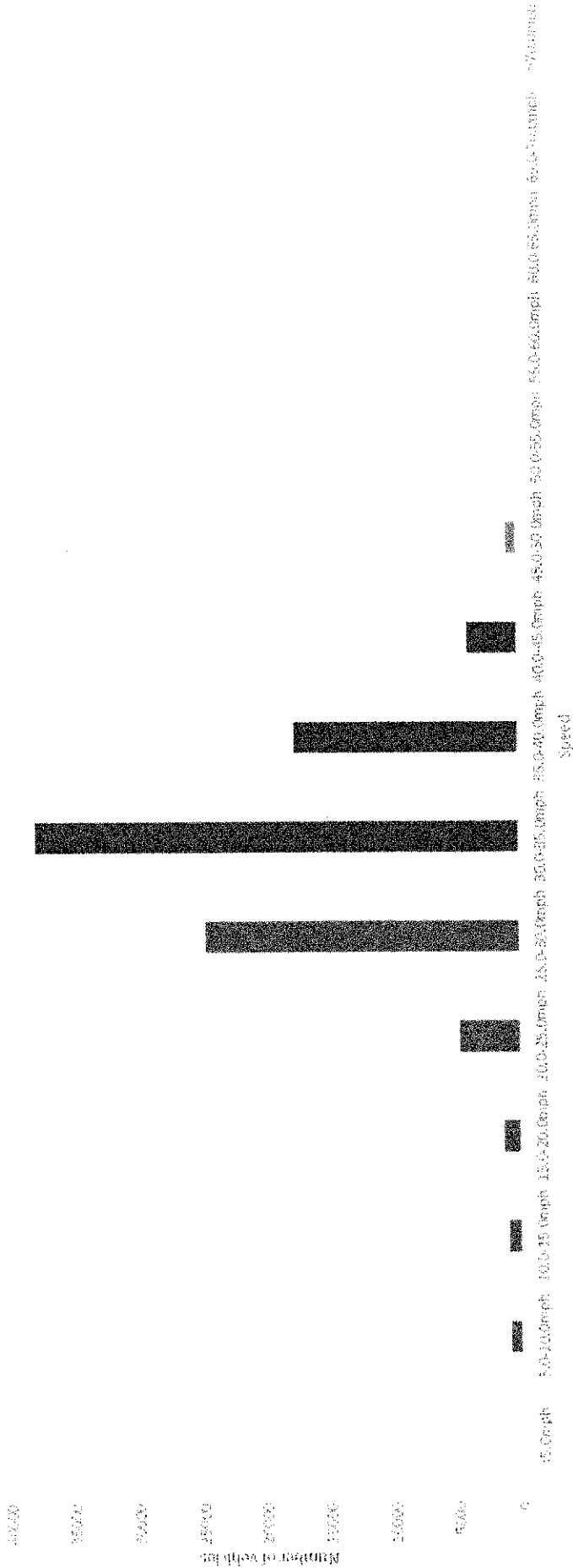
Forest Moor Road

Forest Moor Road 10th to 13th of Jan
(note only 4 days data due to damaged tubes)



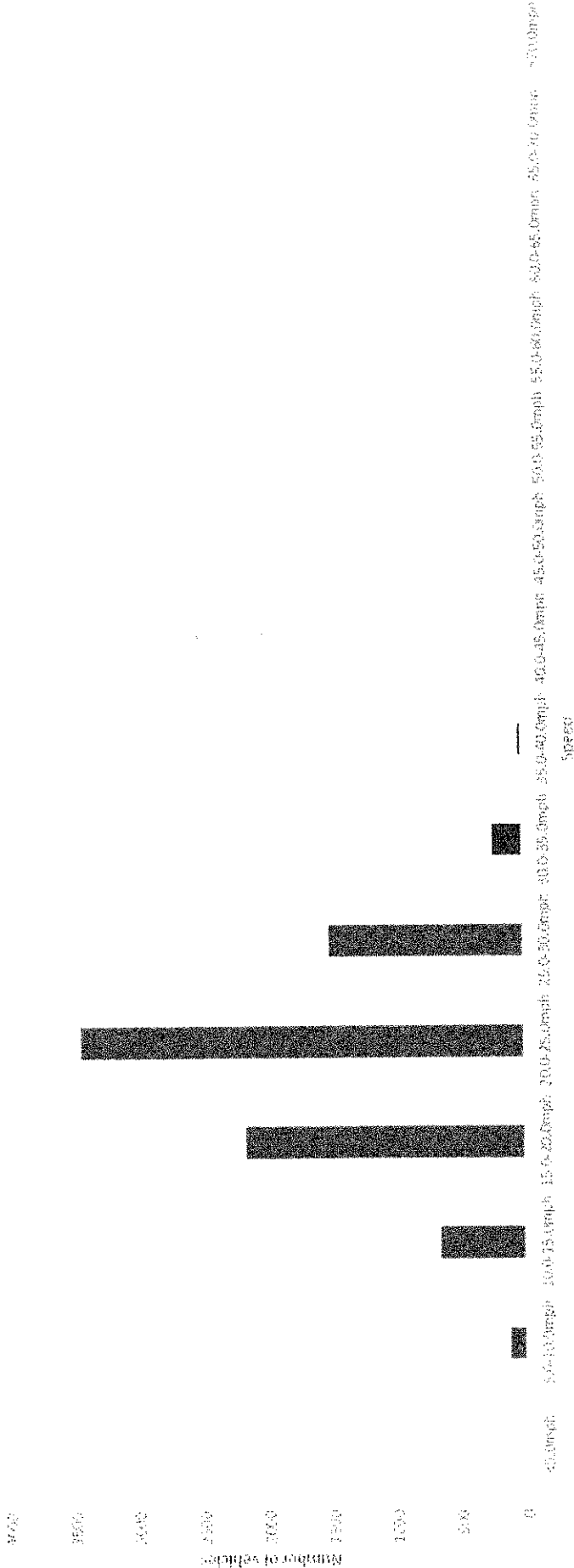
Harrogate Road

Harrogate Road 10th to 16th Jan



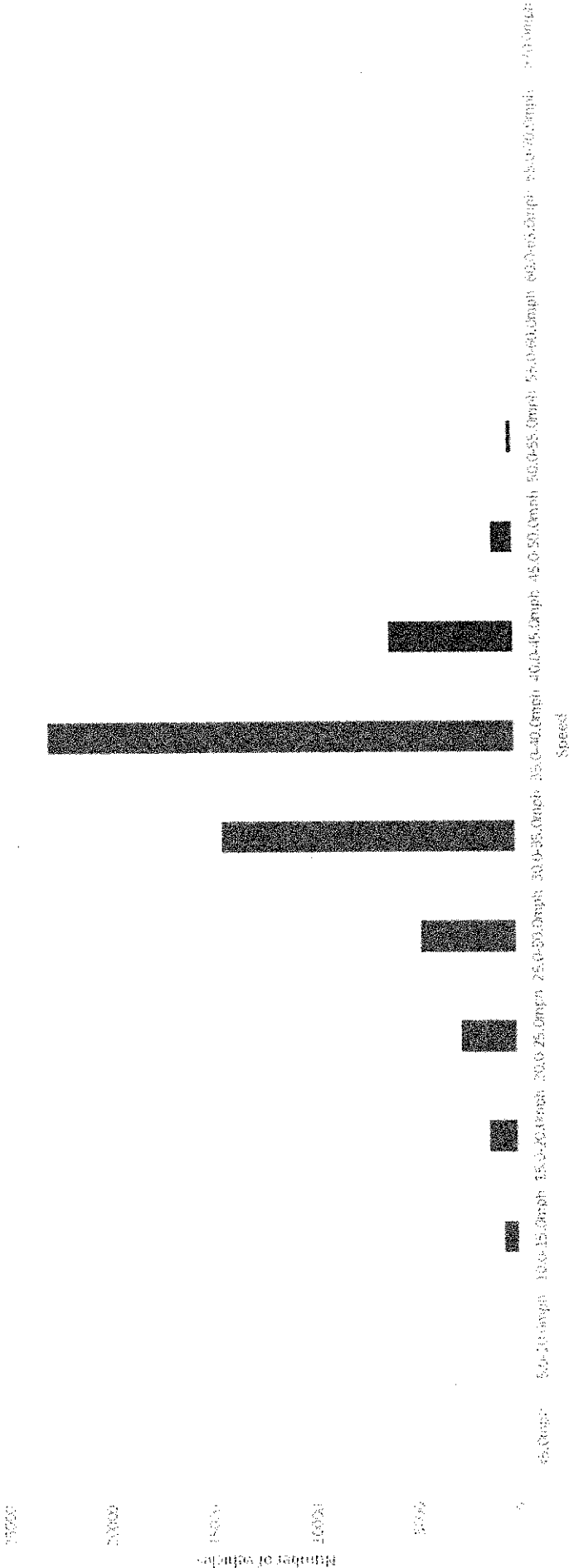
Manor Road

Manor Road 10th to 16th Jan



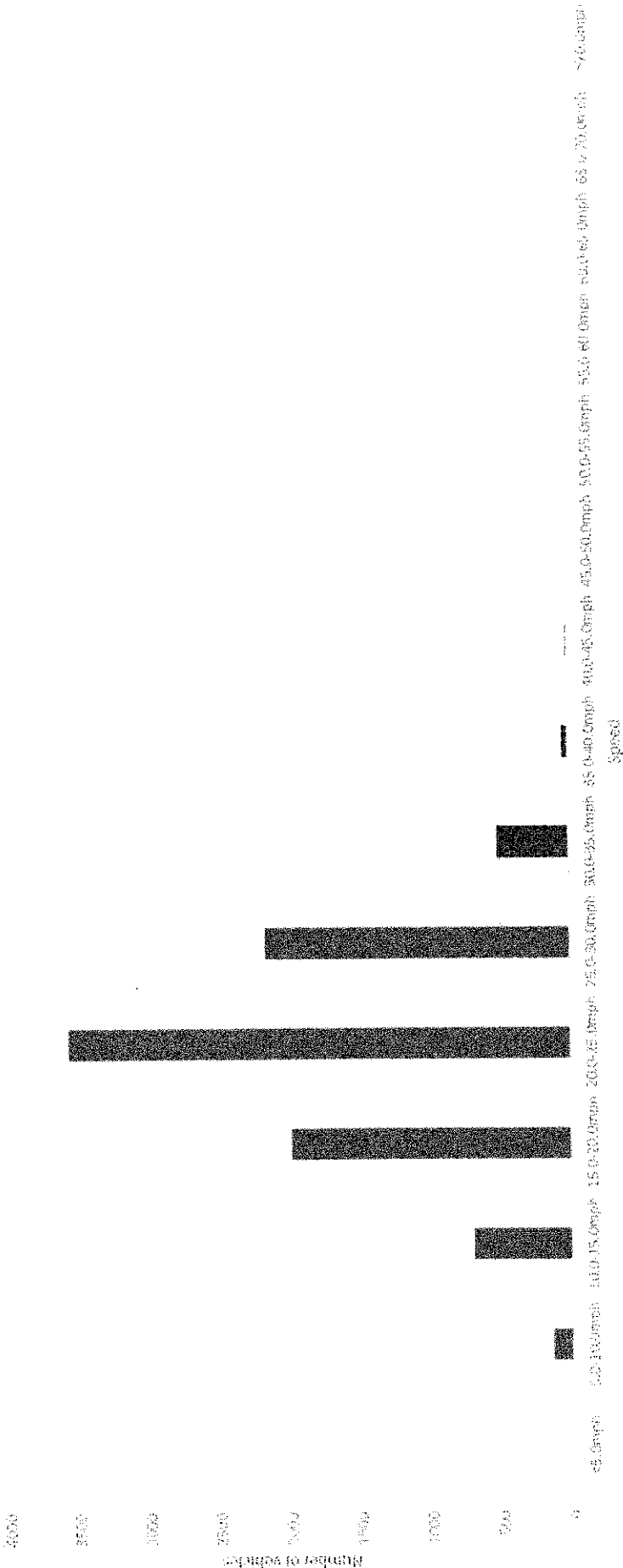
Ripley Road

Ripley Road 11th to 17th of Jan



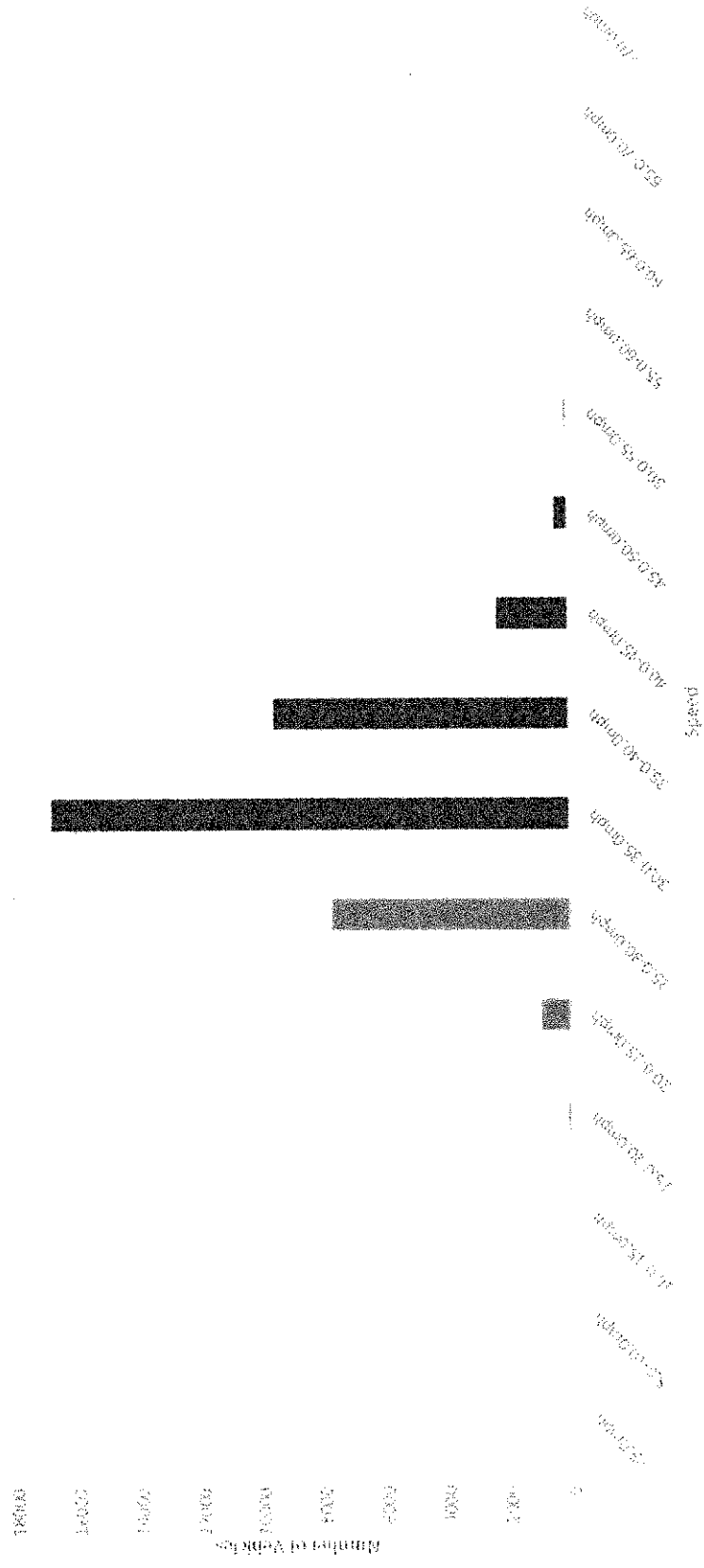
Scriven Road

Scriven Road 11th to 17th of Jan



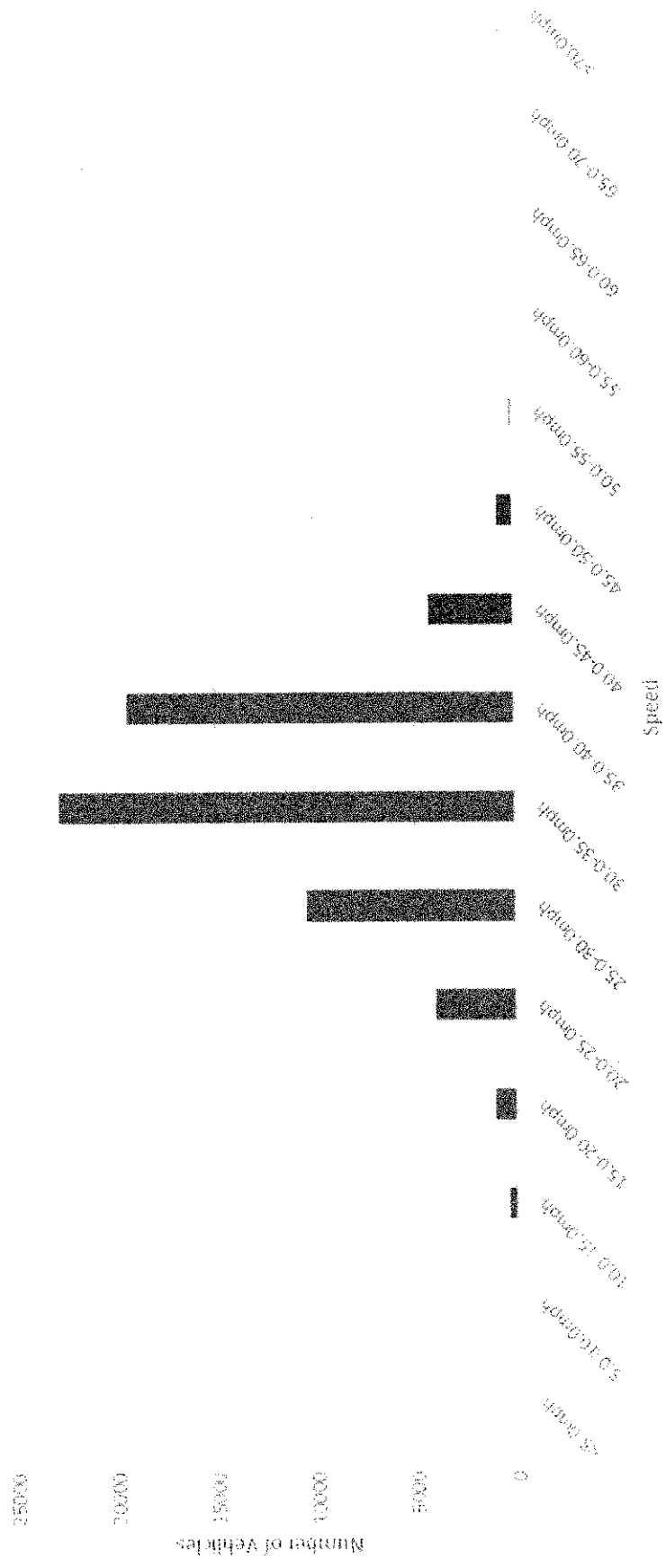
Thistle Hill

Thistle Hill 10th to 16th of Jan



York Road

York Road 10th to 16th of Jan



Recommendations

- Purchase a single VAS and three sets of mounting
- Place the VAS on rotation in locations where they will be triggered the most
 - Thistle Hill
 - Harrogate Road (There is a bit of a question mark about this one, its mainly a 50 zone but it was marked as a 30 in the data we got back ?)
 - Boroughbridge Road
- Purchase a VAS that has data logging capabilities so we can monitor effectiveness against the baseline we have captured. Funded through Matt and Hannah.

5.5

12 December 2022

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

Dear Mrs Pulman

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

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

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

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

Kind regards

Yours sincerely



Alastair Hart
Managing Director

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

T: 01924 248410
avanthomes.co.uk

GOOD. BETTER. DIFFERENT

KNARESBOROUGH TOWN COUNCIL**February 2023 Schedule of Accounts**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
Friendship and Leisure	185	20.00	0.00	20.00	Traffic storage donation	
Knaresborough Lions Club	186	6,000.00	0.00	6,000.00	Bed Race grant award	
Friends of Meadowside	187	100.00	0.00	100.00	Donation for Bright Friday Performance	
Kboro Choral Society	188	100.00	0.00	100.00	Donation for Bright Friday Performance	
Silver Band	189	100.00	0.00	100.00	Donation for Bright Friday Performance	
North Yorkshire County Council	190	1,320.00	0.00	1,320.00	Speed Survey for VAS research	
Weirside Terrace	191	57.28	0.00	57.28	2022-23	
Nottingham Jewellers	192	56.00	0.00	56.00	Engraving on Mayoral Chain 2014 to present day	
Network Print Design	193	168.00	0.00	168.00	Remebrance Service sheets	
A V Matrix	194	3,200.00	640.00	3,840.00	Coronation Big Screen	
Arena Group	195	76.02	15.20	91.22	Printing	
Vision ICT	196	258.25	51.65	309.90	Website and email hosting and support	
Harrogate Borough Council	197	2,613.34	522.67	3,136.01	Flower beds	
Information Commissioner	198	40.00	0.00	40.00	Data Protection	
Salaries, tax and pension	199 - 202	4,592.19	0.00	4,592.19		
First Aid Skills and Training	203	500.00	0.00	500.00	Coronation Event First Aid Cover	
Knaresborough Business Collective	204	1,500.00	0.00	1,500.00	KTC grant - Spring Fayre	
FEVA	205	2,000.00	0.00	2,000.00	KTC grant - FEVA 2023	
Total		22,701.08	1,229.52	23,930.60		

Subject: FW: Town Council Query on planning.

From: Nicholas Turpin <Nicholas.Turpin@harrogate.gov.uk>

Subject: RE: Town Council Query on planning.

Further to our chat just now, here is a link to the Part 12 legislation I was referring to: -

[The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

I have highlighted in yellow what I am guessing will be the relevant parts of the legislation to focus in on. I have also added some text in red for where you / the Town Council will have to make some linkages between the proposed shipping container and their function. ie. To help improve residents health and wellbeing maybe, or something of that nature.

PART 12Development by local authorities

Class A

Permitted development

A. The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of—

(a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them. This is where thought will have to be given to linking the shipping container to a function that the Town Council provides.

Interpretation of Class A

A.1 For the purposes of Class A, "urban development corporation" has the same meaning as in Part 16 of the Local Government, Planning and Land Act 1980 (urban development)(1).

A.2 The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

Class B

Permitted development

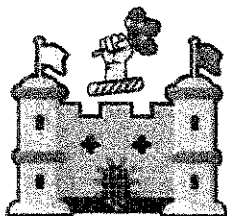
B. The deposit by a local authority of waste material on any land comprised in a site which was used for that purpose on 1st July 1948 whether or not the superficial area or the height of the deposit is extended as a result.

Development not permitted

B.1 Development is not permitted by Class B if the waste material is or includes material resulting from the winning and working of minerals.

Interpretation of Part 12

C. For the purposes of Part 12, "local authority" includes a parish council.



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

Application Summary:

Name of organisation/individual*	Knaresborough Flower club
Primary Contact regarding application:	Lesley Dalton (Chair)
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Project/event title:	Flowers for the Colne Valley and Market Cross
Total cost of project:	Metal mechanics plus cost of flowers on the day
Amount of grant requested from KTC:	£200 An approx. cost of £190 for the metal work
Date of Application	10 th March 2023

The Applicant:

What is the main purpose of your organisation?	Friendship and sharing through flowers
How many years has your organisation been in existence?	Knaresborough Flower Club 49 yrs
If your organisation run by a Committee? If yes, how many Committee members?	Yes 8 committee members
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members:	33 adult members No juniors
Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	Yes to cover rent speakers and demonstrators £30 annually

<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>Practical's, talks, socials and outings</p> <p>Yes, come as a visitor first £5.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>National Association of Floral Art Society</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p style="text-align: right;">NO</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • 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 • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate <p>Does your organisation meet these requirements:</p> <p>Yes <input type="checkbox"/> N/A No <input type="checkbox"/></p>

The Project/Event/Individual's role:

Brief description of scheme	Putting flowers round the market cross in the shape of the crown. 12 feet round 3ft 6in high approx
What are the aims of the project/event?	To honour the Coronation for Charles 111
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	Honouring, Pleasure and respect
Does your organisation have the ability to meet new community needs, and if so, how?	N/A
What, if any, are the environmental benefits of your project and how will	N/A

sustainability be addressed from a climate change perspective.	
The quality and effectiveness of service provided through the use of this grant	Help to provide Knaresborough Council's event to celebrate the Coronation of Charles 111 with a floral tribute, round the Market Cross. Erected in 1953 for the Coronation of Elizabeth 11
<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p> <p>1. For how many years has the event run</p> <p>2. Attendance Attendance at last event?</p> <p>Anticipated attendance at planned Event?</p>	N/A
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	Flowers for all the Queen's special days, 70 th anniversary and funeral. At our clubs expence.
Why do you think the Council should support this event/project?	Because we should do all we can to honour the event.

Project/Event planning

Date that you propose to commence the project or hold the event.	4 th May 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)	Yes we have approval from the event organiser Hannah Goslow, It is such a big design we need a little help with the cost of the metalwork please. Submitting now.

Financial Details

Estimated total cost (including any fees)	£400 we will do it cheaper if we can.
Contribution from your funds:	£200 if we can go ahead with the proposal
Contribution from other organisations (please specify)	None
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	No. All time and fuel costs for design, planning buying and execution and is voluntary.

Check List:

Please tick:

I have read and agreed your terms and policies	tick
--	------

I agree to provide feedback to the Town Council if my application is approved, including publicity	tick
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	With our treasurer

*** 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: Lesley Dalton

Name of Signatory Ada Lesley Dalton

Position: Chair

Date:
10.3.23

KNARESBOROUGH FLOWER CLUB

CONSTITUTION

1 NAME OF SOCIETY – Knaresborough Flower Club

2 MEMBERSHIP PROCEDURE

Upper limit of 75

Resigning – polite notice in writing to club for information

Complaints – in writing to the Secretary

Any subject effecting Club procedure for discussion at AGM shall reach the Secretary in writing at least one month before the AGM

3 ELECTION OF COMMITTEE

The committee shall be nominated by the Club members

The committee shall intend to serve for a minimum of 3 years, after which they would normally not seek re-election for a period of 1 year. In the event of lack of new committee volunteers, existing committee can be re-elected in order to keep the club running.

The Chairman should serve in that position for 2 years

The retiring Chairman stands as President for 2 years

4 POWERS OF COMMITTEE

Power to co-opt

Right to act on behalf of the society

Right to approve financial commitments

Right to delegate

Allow committee members to participate in meetings by virtual attendance on Zoom , or similar, when necessary

Allow the AGM to be held with members on Zoom, or similar, with voting online, when necessary

5 FINANCE

Subscriptions – Paid annually in advance. Visitors may attend the meetings for a fee

Club year begins 1st March and ends last day of February

Chairman, Secretary and Treasurer to sign bank cheques

Bank Account – NatWest, 3 Cambridge St, Harrogate, HG1 1PE

Auditing of Accounts – Jane Hall, 4 Roberts Rd, Knaresborough HG5 8EQ

Disposal of Assets – In the event of the Club ceasing to function, to local charity

March 2022

Balance Sheet as at 28 February 2022

	28-02-22		28-02-21	
Fixed Assets	£	£	£	£
Speaker system at cost	494		494	
Less depreciation to date	(493)	1	(493)	1
Current Assets				
Sales table stock		370		401
Cash and bank				
Sales table cash in hand	10		10	
Sales table cash not banked	0		0	
Club petty cash	25		25	
Club Account Nat West	1,855		1,824	
Club Account - Yorkshire Building Society	2,061	3,952	2,058	3,917
Current Liabilities				
Rent due for Hub at St Johns	(45)		0	
Unpresented cheques	0	(45)	(44)	(44)
TOTAL NET ASSETS		<u>4,278</u>		<u>4,275</u>
Accumulated Fund				
Balance as at 1 March 2021		4,275		4,545
Profit/(Loss) for year		2		(270)
BALANCE AS AT 29 FEBRUARY 2020		<u>4,278</u>		<u>4,275</u>

Auditors report to the members of Knaresborough Flower Club

I have prepared the accounts and balance sheet for the year ending 28 February 2022 and confirm they are in accordance with the books, vouchers and information given to me.

JPHall

Jane Hall A.C.M.A
March 4, 2022

Knaresborough Flower Club Coronation Flowers

Lesley Dalton

136 Walton Park,

Pannal,

Harrogate,

HG3 1RJ

Tel 0142387182

or 07806975317

att. Angela Pullman or Maggie
Dear Knaresborough Council,

The Coronation of King Charles the 3rd will be on May the 6th and we would like to help commemorate the day by putting Flowers round the Market Cross in Knaresborough.

We have done this many times in the past for our Queen's special days, at our own cost, which have been greatly admired and reported on.

However, we are trying to do a display to look like the Coronation Crown, which would involve, 4 structures of metal to hold the flowers for the 4 raised sections of the crown to the top sphere., and a lot more flowers.

Please may I ask, would it be possible for you to grant an allowance towards this cost, as we are only a small club and would have to reassess the design in light of this. May I suggest £200 please. The structures might be more than this.

Hannah Goslow has said they are not planning anything on the cross, so it would be exciting to do flowers there as a tribute.

I can submit a plan for your perusal, if you wish.

Yours sincerely,

Lesley Dalton

Chair Knaresborough Flower Club

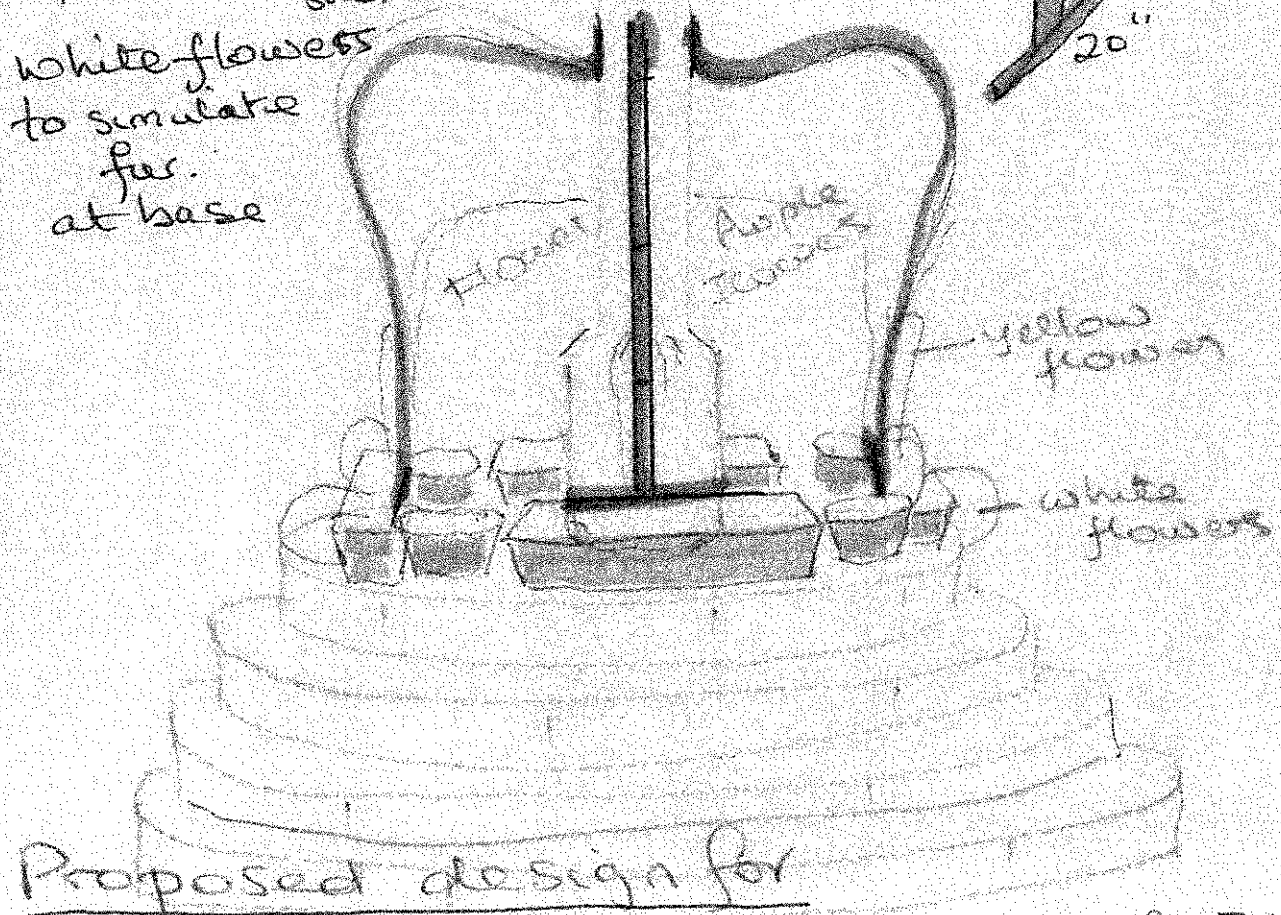
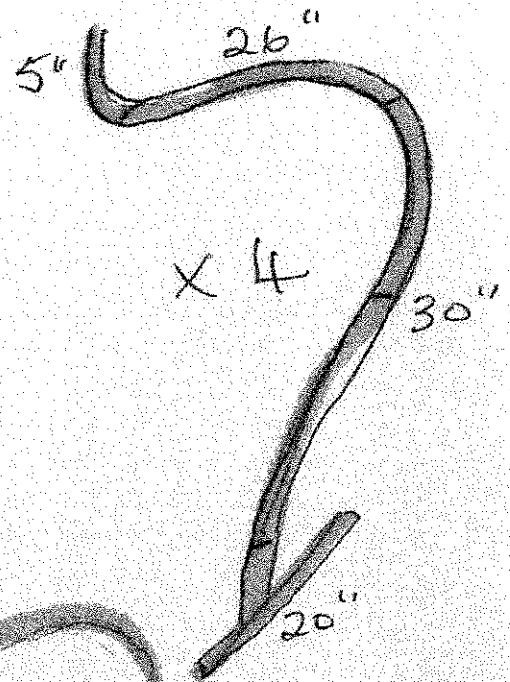
Lesley Dalton

approx estimate for bars \$190.
 approx estimate for flowers \$200
 at this moment in time 1 bunch of
 chrysanthemums on leads
 market is £17.50

4 of
 x

2 bars of metal
 shaped to form
 the top of a
 crown
 stabilised, by
 fixing to base
 container.

Purple flowers tall
 yellow flowers tall and
 short.
 white flowers
 to simulate
 fur.
 at base



May 6th Coronation -
 Knaresborough Flower
 Club
 Lesley Dalton (chair)

CONTAINERS
 FOR FLOWERS
 METAL
 STRUCTURE
 X 4

Knaresborough Clerk

From: Stephanie Hinchcliffe <Stephanie.Hinchcliffe@harrogate.gov.uk>
Sent: 09 March 2023 13:32
To: clerk@knaresboroughtowncouncil.gov.uk
Subject: Knaresborough Castle Performance Space - Attendance Payment

Importance: High

Dear Angela Pulman

Ref: Knaresborough Castle Performance Space – Attendance Payment from KTC.

Can you help?

I am the person that has been allocated to co-ordinate the Harrogate Borough Council bandstand bookings for 2023, and Cllr Christine Willoughby suggested I make contact regarding the issue of an attendance payment to bands/choirs performing within the grounds of Knaresborough Castle.

To help you with a little more understand, I have listed below some info detail for the 2023 bookings;

Commencement date – 28 May until 3 September (inc)

Day - Sundays

Performance time – 2pm until 4pm

If you are not the main point of contact person, pointing me in the right direction would be very much appreciated.

If there is any other bandstand detail that you need me to provide, please don't hesitate to get back to me via email or mobile phone.

I am keep my fingers tightly crossed that Knaresborough Town Council is able to offer a payment to visiting bands or choirs.

At present bookings are proving to be slow in take-up. The ability to gain an attendance payment for their organisation, might be just the incentive they need.

I look forward to receiving a speedy response reply.

Kind regards

Stephanie Hinchcliffe

Business Development Assistant

Parks and Environmental Services

Harrogate Borough Council

PO Box 787

Harrogate

HG1 9RW

Email: stephanie.hinchcliffe@harrogate.gov.uk

Tel: 07525 788035

Web: www.harrogate.gov.uk



Please remember we can help you save money and reduce your environmental impact through our recycling collection service for glass, paper and card and mixed recycling. Contact us on 01423 841002 or commercialservices@harrogate.gov.uk for a quote tailored to your business needs.

Knaresborough Admin

From: Kevin Doyle - MyLockup.com <kevin@mylockup.com>
Sent: 08 March 2023 06:41
To: deputyclerk@knaresboroughtowncouncil.gov.uk
Cc: Paul Radford
Subject: Premises, York Road

Dear Mrs/Ms Pulman,

Thank you for your letter of the 28th February.

We appreciate the support of the Town council and will always try to work and assist within the community whenever possible.

As our facility continues to grow, we find that more and more small, local, businesses are using the space that we provide, whether start ups or businesses that would otherwise been working from home.

Luckily one of these such businesses is a landscape gardening company and we have already engaged with them and are currently awaiting a proposal to screen and soften the facility.

We are proposing to line the fence with blackthorn hedging which has various advantages.

It is almost impenetrable due to thorns once established and provides very pretty flowers in the spring and copious berries for the birds on the winter.

I have asked for a number of trees to be interspersed within the hedging to break it up.

We are always keen to integrate within and support the local community so please don't hesitate to contact us if you have any community initiatives that we may be able to support

Kind regards

Kevin Doyle

Kevin Doyle, Founder and MD

MyLockup.com
The Answer's yes!

Mylockup.com | Alanbrooke Industrial Park | Topcliffe | YO7 3SE
T:07767 220061 | W:www.mylockup.com

Report from the town council Castle Working Group on the visit to the castle by Richard Flinton and Cllr Carl Les, chief exec and leader of NYCC on Wednesday Feb 15th

The visit commenced with a walk together around the castle area. Carl and Richard had not visited Knaresborough Castle before and were interested in the site. Richard in particular said that he was passionate about history and the CWG were very keen to emphasise the importance of the castle in both a local context and a national context. For instance, the murderers of Thomas a Becket sheltered at Knaresborough Castle after their evil deed in 1170 and the first recorded Royal Maundy was given from Knaresborough by King John in 1210.

The hosts were very keen not to overwhelm Richard and Carl with information but tried to keep the information and the "asks" of the group simple. We were keen to show that we are a cross party group from many organisations in the town all with a common goal which is to show the castle and the town in the best possible way going forward. We were hopeful that we can work with the new council in a positive and productive manner and want very much to give NYC the opportunity for a "quick win" from the new council.

With that in mind, we made the point strongly that the negotiations with the Duchy of Lancaster re the castle lease is critical to many projects and aspirations for the castle area. With only 9 years of lease remaining, many funders will not look seriously at any scheme at the castle.

It was useful to show Carl and Richard the condition of the castle steps down to Waterside and also to explain that the castle and museum have suffered recently from staff shortages at HBC and opening to the public has been very much reduced. The group tried to avoid too much criticism of HBC but we did feel that with the prospect of working with a new council we hope that a good relationship can be forged for the benefit of all.

There was a lot of discussion about the Shared Prosperity Fund and various schemes in the town which might bid for funding. Connectivity in the town is a key topic and it was made very clear to both our visitors that Knaresborough is a town of two halves and that connections between the two halves are challenging. There was mention of the cliff lift as well as other initiatives such as a road train.

The visit concluded with a discussion in a local café.

The CWG all felt that the visit had been very worthwhile and enjoyable, that Carl and Richard had been interested in all our projects and wider concerns.

Christine Willoughby

Chair KTC Castle Working Group 4th March 2023

Minutes of Knaresborough Town Council's Office Services Committee,
held at Knaresborough House, Knaresborough on
Monday 28 February 2023

PRESENT: Chair: Councillor D Goode
Councillors: K Davies, J Pickard and M Walker
Also Present: Councillor H Westmancoat
Staff Present: The Clerk
Late Arrivals: None Early Departures: None

OSC 23/001 ITEM 1 - To elect a Chair for the Committee

RESOLVED: That Councillor Goode is elected Chair of the Committee

OSC 23/002 ITEM 1 - To receive Apologies for inability to attend the meeting

None for this meeting.

OSC 23/003 ITEM 2 – Councillors' Disclosure of an Interest

None for this meeting.

OSC 23/004 ITEM 4 – KTC Public Speaking Session

None for this meeting.

OSC 23/005 ITEM 5 - To consider, and if thought fit, approve as a correct record, the Minutes of the Office Services Meeting held on:

5.1 Monday 24 June 2019

It was noted that these Minutes had been previously approved as a correct record on 28 October 2019.

OSC 23/006 ITEM 6 - To consider the re-structure of council, its committees and working groups and any impacts on staffing

The Clerk summarised the current staffing situation and the potential for significant changes in the future. The work in the office has significantly increased over recent months, devolution may present new opportunities and challenges and there is currently

no provision for succession planning. The Clerk was asked whether any particular issues were a contributing factor to the increased workload, and she explained Council's lack of prioritisation of the many and varied projects members wished to look at was having an impact. The Clerk mentioned that following recent staff training and the work the office has undertaken as part of the Local Council Award Scheme a look at the structure of the Council, how it could be improved and better streamlined to current initiatives may alleviate some of the staffing issues and help Councillors in their work for the Town.

Councillor Goode took members through a draft organisation chart in detail and it was agreed to make the following recommendations to Full Council:

Recommendations:

1. That **KTC Full Council meetings** are reduced to 4 or 5 a year including the Annual Meeting of the Town Council
2. That KTC sets up a committee structure to include the following:

Planning Committee to meet face to face monthly.

Neighbourhood Development sub-committee to report to Planning Committee.

Finance and General Purposes Committee (FGPC) to meet quarterly.

Grants sub-committee to report to FGPC.

KTC/Unitary working group to become the Devolution and Prosperity sub-committee to report to the FGPC.

Contract Tender Working Group to report to FGPC directly (to be set up as and when needed)

Staffing Committee to meet annually and as and when circumstances require.

Community Services and Environment Committee (CSEC)

Climate Change Emergency sub-committee to report to CSEC.

River Nidd Bathing Status working group to report to the Climate Change Emergency sub-committee.

Emergency Response Sub-committee to report to CSEC.

Memorial Forest working group to be disbanded for the time being.

Allotments sub-committee to report to CSEC.

Castle sub-committee to report to CSEC.

Cony-Hall sub-committee to report to CSEC.

Police Liaison sub-committee to report to CSEC. (New group)

Projects and Events Committee (PEC)

Bright Friday sub-committee to report to PEC.

Stage working group to report Bright Friday sub-committee.

Markets sub-committee to report to PEC.

Vinyl Window Project working group to report directly to PEC.

King's Coronation working group to report directly to PEC.

Mayor and Civic Events sub-committee to report to PEC. (New group)

Youth Engagement sub-committee to report to PEC. (New group)

3. King George V Trustees must remain separate to Council.

Councillor Goode went back to the current staffing status and explained the rationale behind Council's decision to set money aside in the 2023/24 budget for extra staffing. He suggested this should not be a third Clerk, but an individual to look at community engagement, employed on a parttime basis.

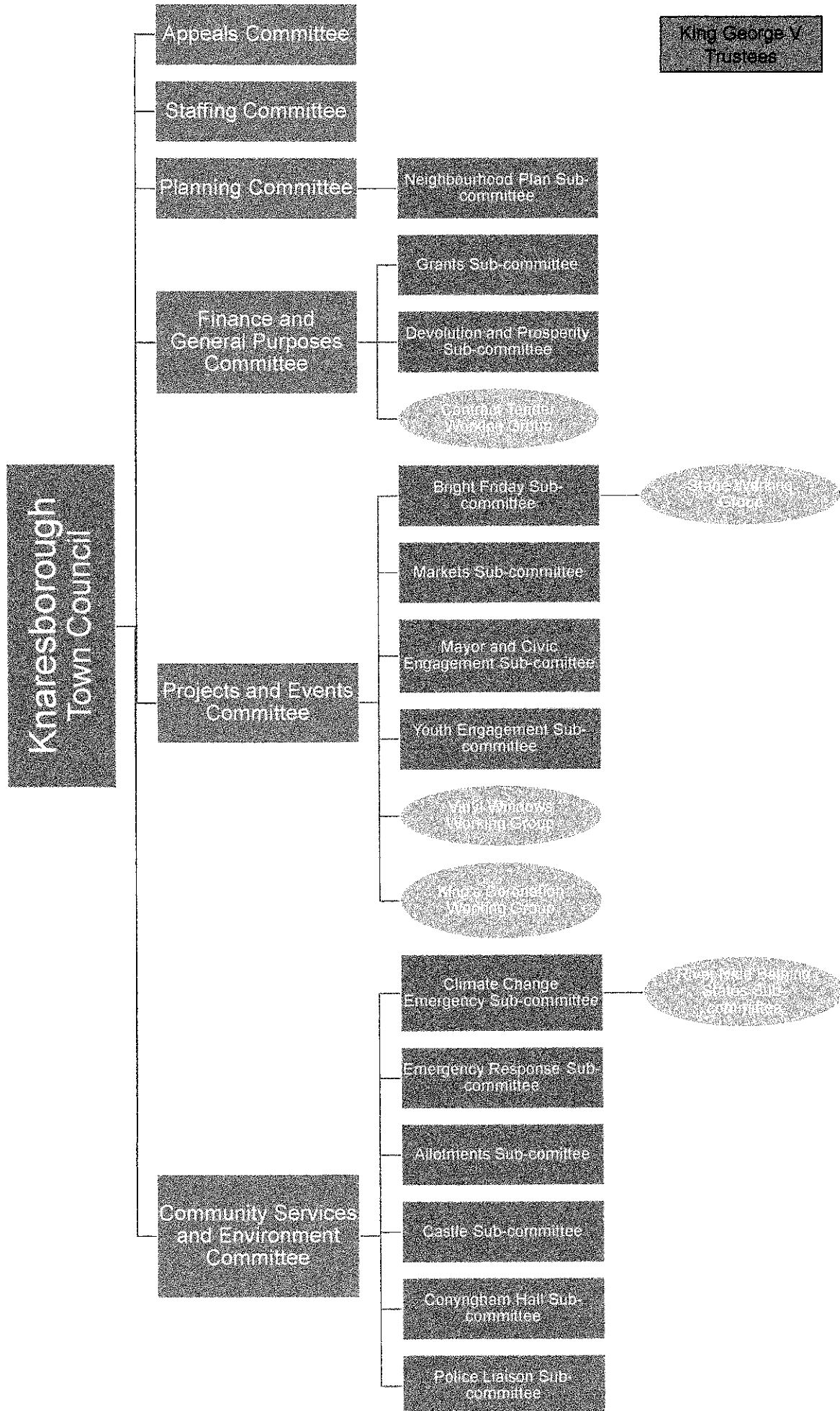
Councillor Davies commented that there was a need to reduce the burden on the Clerk and there were several ways this could be done. There is also an element of succession planning that would be prudent for Council to consider.

Resolved: That the Clerk edits and simplifies the organisational chart to reflect the recommendations above and includes wording on how the new structure could work. This can be presented to Full Council with the recommendations.

Further resolved: That Councillor Goode and the office staff continue to work on a potential job description to develop it in line with the possible organisational structure changes and present it, via email, to committee members for their review before taking to Full Council.

Meeting Closed at 9pm

Signed by the Chair (Councillor D Goode): _____



KTC Meeting Dates June 2023 – May 2024

<u>Date</u>	<u>Meeting</u>	<u>Notes</u>
Thursday 25 May 2023	Annual Meeting of the Town Council	
Monday 5 June	Planning 6.30 p.m.	
Monday 5 June	Finance 7.30 p.m.	
Monday 19 June	Full Council	
Monday 3 July	Planning 6.30 p.m.	
Monday 3 July	Community Services/ Environment 7.30 p.m.	
Monday 7 August	Planning 6.30 p.m.	
Monday 4 September	Planning 6.30 p.m.	
Monday 4 September	Finance 7.30 p.m.	
Monday 18 September	Full Council	
Monday 2 October	Planning 6.30 p.m.	
Monday 2 October	Community Services/ Environment 7.30 p.m.	
Monday 6 November	Planning 6.30 p.m.	
Monday 13 November	Council via Zoom	Councillor Discussion on Zoom for budget projects etc.
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 6.30 p.m.	
Monday 5 February	Staffing 7.30 p.m.	To set clerk appraisal
Monday 4 March	Planning	
Monday 11 March	Annual Town Meeting	

Monday 18 March	Full Council	
Monday 8 April	Planning 6.30 p.m.	
Monday 8 April	Finance 7.30 p.m.	
Monday 13 May	Planning 6.30 p.m.	
Thursday 23 May	Annual Meeting of the Town Council	

Clerk's Report as requested by the Office Services Committee (OSC) Meeting held on Tuesday 28 February.

Organisational Structure

At the meeting OSC members discussed a possible new Council structure to better capture the work done by Council and to assist the office in staffing and servicing meetings. This would also lead to increased transparency of Council business to the wider public.

Full Council

Must hold an Annual Meeting of the Council in May (specific rules in an election year) and must meet on at least 3 other occasions during the year (LGA 1972, Sch12). Full Council cannot delegate precept setting, borrowing money, adoption/revision of the Code of Conduct for members or the approval of the Annual Accounts.

A Council may delegate functions. The Council is a corporate body in law which can delegate some decision making to a committee, sub-committee, an officer of the Council or any other local authority.

Standing Committees proposed examples:

- **Staffing** – to effectively and efficiently discharge the Council's duties as an employer. (Appeals - only needed if the situation arises, made up of Councillors NOT on staffing committee)
- **Planning** – to ensure informed local knowledge is brought to bear on planning (and licensing) applications and to convey those views in a timely way to the appropriate authority.
- **Finance and General Purposes** – to ensure that the council's finances and its statutory obligations are conducted in accordance with legislation, statutory legislation and good practice, and to administer services, which are not the responsibility of other standing committees.
- **Projects and Events** - the Committee will have authority to consider, prioritise, initiate and oversee Projects that are of direct benefit to the residents of the community. The committee will organise an annual calendar of events, and provide direction for officers, councillors and volunteers in the planning, organisation and evaluation of these events.
- **Community Services and Environment** - to manage all Community Services within the responsibility of or devolved (now and in the future) to the Council and to ensure there is a good level of community engagement. The Committee will have delegated authority to consider and decide on matters related to: • Floriculture • Streetscene and townscape • Communications • Social issues (e.g. social behaviour, quality of life, environmental issues etc) • Heritage • Community • General issues relating to the efficient operation of the Council as referred to it by the Council.

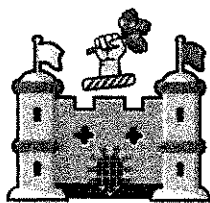
Sub-Committees:

Would not be staffed and do not need to be open to the public (although it is good practice to do so). There is no requirement to advertise publicly and can be convened at short notice if necessary. A Chair would still need to be appointed, as would a member to take suitable notes for distribution to the office and the wider council.

Working Groups:

Task and Finish only. Once a task is completed the group folds. Answerable to the committee or sub-committee that sets it up. Should have a Chair and should take suitable notes in order to make recommendations.

Angela Pulman
Clerk



Knaresborough

Town Council

NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	AGENDA DATE
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Title of Motion	<p>Town Twinning – Volodymyr Ukraine</p> <p>Motion - That this council supports in principle the establishment of a Town Twinning Relationship between Knaresborough and Volodymyr in Ukraine; and that council request the Town Clerk to write to the Mayor of Volodymyr to establish a dialogue with a view to an agreement being made at some time in the future.</p>
Proposed by	David Goode
Seconded by (If possible at time of submission)	Hannah Gostlow
Detailed background including any financial implications (provided by the proposer)	<p><i>Can you add supporting documents from Hazel Hass mail dated 15-2 2023 (I've resent you this today) plus a copy of the agreement we have with Bebra (Plus the document that was signed by our Mayor at 50th Anniversary celebration.)</i></p> <p><i>Can you please invite Bob French to our meeting on the 20th to give a presentation on the work he has done supporting the people of Vlodoymyr (Bobs number is 07836 514952) he will need 15 mins.</i></p> <p><i>I'll help you with the actions resulting from Town Council meeting if council passes the motion.</i></p>
Additional Background (provided by the Proper Officer) if appropriate	<i>Comment, attach Report or annotate as "n/a"</i>

Financial implications (anticipated by the
Proper Officer)

Legal implications (comment by the
Proper Officer)

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

THE AGREEMENT OF COOPERATION BETWEEN

AND VOLODYMIR CITY COUNCIL (UKRAINE)

(date)

(place)

By attaching great importance to the development of international, economic, and cultural relationships, the maintenance of friendly ties, and the strengthening of political links, _____, represented by its _____, and Volodymyr City Council (Ukraine), represented by its mayor Ihor Palonka, hereby sign the following cooperation agreement (hereafter referred to as the Agreement) between _____ and Volodymyr City Council (hereafter referred to as the Parties).

Section I

The Parties agree to establish and develop cooperative relationships between them under the laws in force in the countries of the Parties.

Section II

The Parties agree to strengthen cooperation in the fields of economy, industry, and development and, within their respective competencies, to create favorable conditions for natural and legal persons to trade.

Section III

The Parties agree to develop cultural cooperation, participate in joint events, communicate with local communities, and encourage communication among associations, organizations, institutions, and artists.

Section IV

The Parties agree to cooperate in the field of tourism, share the best practices and prepare joint projects.

Section V

The Parties agree to cooperate in the fields of education, sport, and youth politics by establishing relationships among institutions belonging to the aforementioned fields.

Section VI

The Parties agree to cooperate in the fields of health and social protection and to encourage the exchange of experience in organizing the provision of social services to different population groups.

Section VII

The Parties agree to develop cooperation in the field of local self-government and encourage cooperation among the authorities of the Parties, share the best practices, and develop local self-regulation and self-activity.

Section VIII

The Parties agree to assist each other and to provide full support and charitable/humanitarian aid to the best of their abilities as needed.

Section IX

This Agreement is concluded for an unlimited period and shall enter into force on the date of its signature. Amendments to the Agreement may be agreed upon in writing by the Parties. Amendments shall enter into force on the date of signature. The Agreement may be terminated by giving 3 months' written notice to the other Party.

Section X

The Agreement complies with legislative acts of the international agreements.

Signed in Volodymyr City on _____, 2022, in 2 (two) original copies in the English, Lithuanian and Ukrainian languages, each of which shall have equal legal force. In the event of any translation inaccuracies, the English version shall prevail.

 	<p>Mayor of Volodymyr City Council</p> <p>Ihor Palonka</p>
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31 January 2023

Bob Frendt
Knaresborough Humanitarian Aid for Ukraine
bobfrendt@aol.com

Dear Bob

It was an absolute pleasure to meet you this morning and hear about the incredible work you are doing to support the people of Volodymyr in Ukraine.

What an inspirational story and Chain Lane Community Hub are delighted to be able to assist you with your fundraising moving forward.

I am writing to say we wholeheartedly support your wish to link Volodymyr as a twin town with Knaresborough. The connections you have made, particularly with those involved in the hospital, must have improved the lives of countless of their residents and having a twin town with Ukraine at this time will provide us with the ability to fundraise for your deliveries of medical and other supplies with the complete reassurance that we know where the donations are going and exactly what difference they are making to people's lives.

I wish you the very best of luck with your endeavours and we are right behind you with your work.

We look forward to working with you moving forwards

Best wishes

Sue Vasey
CEO

Chain Lane Community Hub

A Company Limited by Guarantee. Registered in England and Wales

Company Registration No: 07527344

Registered Charity No: 1150969

Registered Office: Chain Lane Community Hub
Chain Lane, Knaresborough, HG5 0AS

To: The Chair of Twinning Committee
Mrs. Mavis Clemmitt

Dear Mrs. Clemmitt!

Today, the victory of Ukraine largely depends on our cooperation with countries that help and support us. The entire state courageously defends its lands from the onslaught of the aggressor - the Russian Federation. The enemy is killing our civilians and destroying our infrastructure.

We thank the United Kingdom of Great Britain and Northern Ireland for the support and open manifestation of its position regarding Ukraine on the international stage. The humanitarian aid that comes from your state, organizations, volunteers and individual citizens to Ukraine and to our community in particular is also important.

Your support encourages the initiative to start a partnership between our cities - Volodymyr and Knaresborough. We hope that such a partnership will be mutually beneficial in all areas and implementation of joint projects.

Volodymyr is a promising city that is actively developing and interesting for tourists with its ancient history and modern appearance. The population is 38,000 people. You can learn more about our city at the link <https://volodymyrrada.gov.ua/>.

Our city is more than 1000 years old. Throughout its centuries-old history, it was an example of advanced development, and today it maintains a course to ensure a decent standard of living for residents and infrastructure development.

Among communities with a population of up to 50,000 inhabitants, we regularly occupy leading positions in the ratings of development, transparency and accountability, which also indicates our focus on democratic management of business processes.

Recently, our community has taken a course to develop tourism, as we have a rich history and cultural attractions, some of which are over 6 centuries old.

Our city actively implements grant development projects with its own funds, as well as with the support of European Union funds.

Currently, we are trying to work in the direction of providing our military formations, hospitals, civilians and internally displaced persons with everything necessary: military ammunition, medicines, food products, hygiene products, etc.

Volodymyr invites the city of Knaresborough to partnership cooperation in the following areas: economy, industry, city democracy and self-government, education, science and technology, culture, sports, youth policy, tourism, health care and social protection, etc.

We hope that our partnership relations will contribute to the further development of interpersonal and intercultural ties will strengthen the friendship of our peoples.

We are open to dialogue and proposals from your side. We will be pleased to meet you personally, however, given the situation in our country, the meeting can be held in the mode of an online conference.

Contact person for communication: Kateryna Pidhurets - head of the department of international activities and tourism, e-mail address v.v.citycouncil@gmail.com, tel. +380680607446.

We will be grateful to receive an answer from you! We hope for cooperation!

Ihor PALONKA

The Mayor of Volodymyr



KING JAMES'S SCHOOL

30th January 2023

Re: Volodymyr-Volynskyi in Ukraine

It is my pleasure to write a letter in support for Mr Frendt and the good work he is doing to raise awareness and support for Volodymyr-Volynskyi in Ukraine.

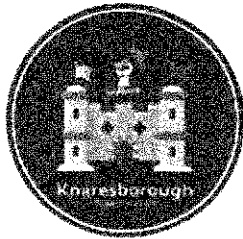
Whilst King James's School has limited links with Mr Frendt, as a community orientated school, we have run multiple campaigns to support the charitable efforts in Ukraine since the conflict started. We have a long history of promoting international co-operation and our students benefit from international exchange opportunities. Not only do they create enhanced learning opportunities but promote personal growth and tolerance.

In conclusion, we support the efforts of Mr Frendt. We appreciate that his related work has the potential to create high degrees of awareness, acceptance for cultural diversity and increase cultural capital.

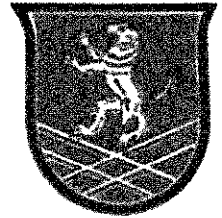
Yours sincerely,

Justin Waters

Director of Business Services



Knaresborough - Bebra Town Twinning Committee



The Clerk to the Council
Knaresborough Town Council
Knaresborough House
High Street
Knaresborough

1 February 2023

Dear Angela

Following the committee meeting on 31 January 2023, attended by twelve members, and addressed by Bob Frendt, it was unanimously approved that we submit to you the following recommendation:

The Committee recommend to Knaresborough Town Council that an Agreement of Cooperation between Knaresborough Town Council and Volodymyr City Council be considered by Knaresborough Town Council, to assist in the future development of a Town Twinning relationship.

A copy of a draft proposal from the Mayor of Volodymyr is included with this letter for the consideration of the Town Council.

Yours sincerely,

Hazel Haas MBE

Hon. Secretary

8 Clifford Court
New Mill Lane
Clifford
LS23 6HW

The towns of Knaresborough, Yorkshire,
and

Bebra, Rotenburg/Fulda District, West Germany

solemnly declare that they wish to remain united with one
another in lasting partnership.

They pledge themselves to foster close friendly contact with one
another, to encourage the interchange of representatives of youth,
of the schools, of cultural and other associations, to exchange ideas
and to take their stand for peace and well-being of their citizens.

May mutual respect, fellow feeling and understanding be so
strengthened through the meeting of representatives of the local
authorities, the administration, the artistic, the commercial and
spiritual life and the promotion of exchanges of all kinds between
the people of the two towns that freedom, tolerance and peace
may ever continue to be preserved.

It is the endeavour of both towns in this way to contribute to
the unity of Europe, to understanding among the nations and to
world peace.

Knaresborough
5th June, 1970

Chairman of the
Knaresborough Urban
District Council

Chairman of the Council

Chairman of the
Knaresborough Urban
District Council

Chairman of the
Knaresborough Urban
District Council