

**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)

13 June 2023

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

Dear Councillors:

I hereby summon you to the annual meeting of **KNARESBOROUGH TOWN COUNCIL** to be held in the **Chamber, Knaresborough House** on:

**Monday 19 June 2023**

**7:00pm**

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 19 June 2023

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

2. To receive declarations of **disclosable pecuniary interest** (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*.

*A Representative from The Hive will be giving a short presentation to Council on their work to date.*

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

4.1 Monday 15 May 2023 (ca)

4.2 Monday 25 May 2023 (Annual Meeting of the Town Council) (ca)

### **5. Business Remaining**

**None for this meeting**

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

6.1 To **consider** the **Annual Internal Audit Report 2022/23** (to follow)

6.2 To **complete** the **Annual Governance Statement 2022/23** points 1 – 9 (ca)

6.3 To **consider** the **Accounting Statements 2022/23** (ca)

6.4 To **note** that the Clerk has received notice that Knaresborough Town Council has received its **Foundation award** as part of the Local Council Award Scheme. (Certificate and logo for KTC website will follow)

6.5 To **consider** adopting the **Financial Reserves Policy** as recommended by the internal auditor to demonstrate good governance (ca)

### **7. Correspondence**

7.1 To **consider** the email from the Rural/Market Town Group re membership (ca)

**7.2 To consider** the email from the YLCA re: consultation on developing local partnerships for onshore wind in England (*email sent to all Cllrs 08/06/2023 and ca*)

**7.3 To consider** the email from the Secretary of the Civic Society requesting Town Council's support in contacting North Yorkshire Council re preservation of Knaresborough House (*ca*)

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

**8.1 To receive and note** the draft Finance Committee minutes of the meeting held on Monday 5 June 2023 and **to consider** the resolution to be put to full council regarding arrangements for £5K 'green' grant budget.

## **9. Motions from Council Members:**

### **9.1 Councillor K Davies**

For KTC **to consider** the following statement: "In my opinion, the due diligence process regarding the grant for Knaresborough Connectors of £3000 in February this year was not properly carried out according to best governance practice".

### **9.2 Councillor M Longhurst (seconded Cllr H Gostlow)**

For KTC **to consider** the following: "This Council agrees to support further developments in Knaresborough to Improve facilities for tourists and promote the town as a tourism destination".

## **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 15 May 2023**

**PRESENT: Chair:** Mayor - Councillor Kathryn Davies

**Councillors:** J Batt, A Bell, M Flood, 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

**23/106**      **ITEM 1 – To receive apologies and consider approval of inability to attend the meeting**

**RESOLVED:** To receive apologies and approve reasons for inability to attend from Councillors Goode and Pickard.

**23/107**      **ITEM 2 – Councillors' Disclosure of an Interest**

None for this meeting

**23/108**      **ITEM 3 - KTC Public Speaking Session**

None for this meeting

**23/109**      **ITEM 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

**RESOLVED:** That the minutes of the meeting held on Monday 17 April 2023 be approved as a correct record and signed by the Chair.

**23/110**      **ITEM 5 - Business Remaining**

**5.1 To consider** Town Council response to the further correspondence from Avant Homes

**RESOLVED:** To write to Avant Homes expressing thanks for the good progress now being made but with a proviso that if the work is not completed by the end of May, will invite them to attend a progress meeting.

**5.2 To consider** agreeing to the variation from the Council resolution of March 20 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).

**RESOLVED:** That KTC agrees to the variation of council's resolution of March 20, 2023 and purchases two VAS signs.

**23/111     ITEM 6 - Reports from the Clerk**

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

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

**RESOLVED:** To approve the schedule of accounts for April in the sum of £19,232.08.

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

**RESOLVED:** To receive and note the finance for March 2023.

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

## a) Order of Proceedings

**RESOLVED:** To accept the Order of Proceedings as presented

## b) Schedule of Meetings for 2023/2024

**RESOLVED:** To approve the Schedule of Meetings for 2023/2024 as presented but to be reviewed in six months' time.

## c) Membership of Committees and External Organisations

**RESOLVED:** Membership of standing committees is as detailed in Appendix A attached, with each committee to elect a Chair/Vice Chair at its first meeting.

Membership of sub committees and working groups as follows:

**Sub Committees:**

Castle: Councillors Bell, Batt, Westmancoat, Walker and Longhurst

Emergency Response: Councillors Batt, Goode and Davies

Climate Emergency: Councillors Gostlow, Oakes, Flood, Bell, Westmancoat and Lacey

Allotments: Councillors Gostlow and Oakes

Conyngham Hall: Councillors Gostlow, Longhurst and Westmancoat

Devolution: Councillors Oakes, Goode, Batt and Westmancoat

Neighbourhood Development: Councillors Goode and Oakes

Bright Friday: Councillors Gostlow, Lacey and Flood

**Working Groups:**

River Nidd Bathing Status: Councillors Gostlow, Flood, Westmancoat and Oakes

Vinyl Windows: Councillors Gostlow and Lacey

Contracts: Councillors Gostlow and Davies

Stage: Councillors Gostlow, Pickard and Flood

**Reorganisation of remaining/non active groups:**

Performance Pavilion                      Remove

Councillor Batt asked for his vote against this to be recorded

Wednesday Market Liaison              Keep, pending the need to set up a Markets Committee depending on NYC pilot scheme outcome. Councillor Oakes nominated as Liaison.

Artisan Market Liaison                      Remove

Farmers Market Liaison                      Remove



Memorial Forest	Remove but Community Services and Environment Committee to consider
Telephone Boxes	Remove but Community Services and Environment to take responsibility
Land (acquisition)	Remove but Finance and General Purposes Committee to take responsibility
Civility and Respect	Remove but Finance and General Purposes Committee to take responsibility
Commuted Sums	Remove but Finance and General Purposes Committee to take responsibility
King's Coronation	Complete

**RESOLVED:** That sub committee and working group membership is as detailed above.

It was noted that further sub committees had been suggested which may be required in the future – see **Appendix B** attached for full details of committees, sub committees and working groups.

#### **External Organisations:**

Members agreed by vote to remove the following organisations from its External Organisation membership chart:

Safer Neighbourhoods Group, Nidd Gorge Advisory Partnership, Dementia Friendly Community.

**RESOLVED:** That KTC representation on external organisations is as detailed in Appendix C attached.

d) Check Asset Register and Inventory of Town Council property

**RESOLVED:** To approve the Asset Register and Inventory of Town Council property as presented.

e) Adoption of updated Standing Orders

**RESOLVED:** That, subject to amending the wording to reflect the new committee structure, the updated Standing Orders be adopted.

f) Adoption of updated Financial Regulations

**RESOLVED:** To adopt the updated Financial Regulations

g) Review and adoption of Code of Conduct

**RESOLVED:** To adopt the NYC Code of Conduct, with the exception of point 10 – gifts and hospitality – which will be set at £50.

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

**RESOLVED:** To agree the amendment to the updated Opportunity to Speak Policy

**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.

**RESOLVED:** To allow Clerk the delegated authority to review all Council policies and procedures and amend to fit the new structure and contact information accordingly

## **23/112      ITEM 7 - Correspondence**

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

**RESOLVED:** To approve the request from 1<sup>st</sup> Knaresborough (Castle) Scout Group to release £1850 of the Links Charity funds held for them in KTC's ear marked reserve bank account.

**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

**RESOLVED:** To reply to the Secretary of the Civic Society, thanking him for his communication, explaining that KTC does not support action groups and enquiring about the survey mentioned in his communication.

**7.3 To consider** the **grant application** from Henshaw's Arts and Craft Centre

**RESOLVED:** To award the full amount requested of £800

## **23/113      ITEM 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.



Councillor Gostlow offered thanks in particular to Councillor Pickard for all his hard work both leading up to and at the Coronation event.

**RESOLVED:** To transfer the donation of £50 received 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

Councillor Bell informed members that the event had been an overall success.

**23/114            ITEM 10 - Information Exchange**

- Councillor Walker informed members that North Yorkshire Council's Corporate Director and Executive Member for Culture, Arts and Housing will be visiting Knaresborough on 5 June and also a second date later in June and he will circulate details.
- Councillor Walker had taken leaflets to Thirsk tourist office for allocation to various bus companies.
- Councillor Bell informed members that there is to be another litter pick on 18 June by the riverside.
- Councillor Davies informed members that she had been in contact with North Yorkshire Council regarding a drive towards better dog control in the town.

**Meeting closed at: 9.00 p.m.**

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

## 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 the staffing cttee)
J Batt	X			X		
A Bell			X	X		
K Davies	X		X		X	
M Flood		X		X		
D Goode	X		X		X	
H Gostlow		X		X	X	
K Lacey		X		X		
M Longhurst	X		X		X	
S Oakes	X	X		X		
J Pickard		X			X	
M Walker		X	X			
H Westmancoat		X		X	X	
Substitutes:						
Chair:						

## 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
	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
Stage Working Group	Stage	Working Group	Projects and Events
Contracts Working Group	Contract Tender	Working Group	Finance and General Purposes
KTC/Unitary Authority Working Group	Devolution and Prosperity	Sub-committee	Finance and General Purposes
Neighbourhood Development Plan liaison	Neighbourhood Development	Sub-committee	Planning

Remaining Groups:	
Performance Pavilion Working Group	Remove
Wednesday Market Liaison	Keep, pending need to set up a Markets Committee depending on NYC pilot scheme outcome.
Artisan Market Liaison	Remove
Farmers Market Liaison	Remove
Memorial Forest Working Group	Disband but Community Services and Environment Committee to consider
Telephone Boxes Working Group	Remove but Community Services and Environment to take responsibility
Land (acquisition) policy Working Group	Remove
Civility and Respect Working Group	Remove but Finance and General Purposes Committee to take responsibility
Commuted Sums Working Group	Remove but Finance and General Purposes Committee to take responsibility
King's Coronation Working Group	This task now complete. Group automatically disbanded.

**Note:**

The following committees have 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.

## Appendix C

EXTERNAL ORGANISATIONS 2023-2024	
Town Twinning	The Mayor
Knaresborough Chamber of Trade	H Gostlow, S Oakes
Yorkshire Local Councils' Association YLCA	The Mayor
Harrogate & District Access Group (HADAG)	The Mayor is Patron
Knaresborough Community Centre Committee	H Gostlow
Friendship & Leisure Centre	The Mayor
Renaissance Knaresborough Exec Committee	S Oakes, M Flood
Spa Baths Charity	J Batt, D Goode
Knaresborough Relief in Need	H Westmancoat
Trustee of King James's Foundation	J Batt (meets once per year)
Trustee of Chapel of our Lady of the Crag	M Longhurst
Allerton Waste Recovery Park (Thalia)	M Flood, K Lacey
Knaresborough Civic Society	The Mayor
Knaresborough Business Collective	K Lacey, K Davies
NYC Highways (Strategic) Group	J Batt, H Westmancoat

Staff: The Clerk and the Deputy Clerk

**AM23/001     ITEM 1 – ELECTION OF TOWN MAYOR 2023/2024**

**1.1** The Town Mayor (K Davies) asked for nominations for the election of Mayor for the ensuing year.

Councillor Shan Oakes proposed and Councillor Andy Bell seconded and it was

**RESOLVED:** Councillor Hannah Gostlow be elected Town Mayor for the ensuing year 2023/24.

**AM23/002      ITEM 2 – APOLOGIES FOR INABILITY TO ATTEND THE MEETING**

Apologies were received from Councillor D Goode.

**AM23/003**     **ITEM 3 – WELCOME BY THE RETIRING MAYOR – Councillor K Davies:**  
**REPORT ON THE MAYORAL YEAR 2022/23 and thanks by the retiring Mayor**  
including presentation of awards

Councillor Kathryn Davies, the outgoing Mayor, welcomed all present and took the opportunity to wish the incoming Mayor all the best in her new role, pledging her support going forward. She extended her heartfelt thanks to Councillor Mark Flood and his wife who had deputised on a regular basis throughout the past year. She thanked her Consort, Mr Rob Davies, and also the Clerk and Deputy Clerk for their help throughout the year.

She described the role of Mayor as a 'privilege and an honour' and gave a summary of her year in office which had commenced with a Queen's Jubilee and ended with a King's coronation. She and the Deputy Mayor had attended 59 events between them, chaired 11 full council meetings, the annual town meeting and one extra ordinary meeting. She spoke of her work in starting a new community liaison group, working with local police officers to address issues around anti-social behaviour and other minor crime in the town.

She spoke about 2022 seeing Knaresborough well and truly back on the post covid map, with the reinstatement of two particular events – The Bed Race and the Festival of Entertainment and Visual Arts (FEVA).

She paid tribute to the many community volunteers in Knaresborough and mentioned that she had managed to do some fundraising throughout the year for her chosen charity – Care in the Community as well as being able to make a small donation to Inspire Youth.



In conclusion the retiring Mayor described her year as enjoyable and informative and one that had put her in good stead to continue her work as an elected representative on Knaresborough Town Council.

She then went on to present the Community Cup and the Environmental Cup. The Community Cup was presented to Mr Richard Hall of Knaresborough Lions, and the Environmental Cup was presented to Knaresborough Wombles – received by one of their junior members who had single handedly collected over 100 bin bags of rubbish whilst raising money for his local charity.

Finally the retiring Mayor paid tribute to the town crier, Mr Roger Hewitt, who had decided after eight years of service to the town to retire from the role. She presented him with a commemorative tankard as a token of Knaresborough Town Council's appreciation of all his efforts during his time of office.

**AM23/004      ITEM 4 – Invest the Incoming Mayor**

The outgoing Mayor, Councillor Kathryn Davies, invested Councillor Hannah Gostlow with the Chain of Office.

*The new Town Mayor, Councillor Hannah Gostlow, took the Chair henceforth.*

**AM23/005      ITEM 5 - Town Mayor's Declaration of Acceptance of Office and appointment of Deputy Town Mayor**

**5.1** Councillor Hannah Gostlow read out and signed the declaration of acceptance of office of Town Mayor.

**5.2** The Mayor gave a vote of thanks to the outgoing Mayor and thanked Members for her appointment.

**5.3** The Mayor announced her Consort is to be Mr James Monaghan and the retiring Mayor invested the new Consort with the Chain of Office.

**5.4** The Town Mayor (Councillor Hannah Gostlow) proposed and Councillor Mark Flood seconded and it was

**RESOLVED:** That Councillor Margy Longhurst is Deputy Mayor for the year 2023/2024.

The retiring Deputy Mayor, Councillor Mark Flood, invested Councillor Margy Longhurst. Councillor Margy Longhurst announced the Deputy Mayoress would be Councillor Helen Westmancoat.

The retiring Deputy Mayoress (Mrs Kendal Flood) invested Councillor Helen Westmancoat with the Chain of Office.

**AM23/006      ITEM 6 – To receive communications from the Town Mayor, including:**

The Mayor's Chaplain for the Civic Year 2023/24 – Reverend Garry Hinchcliffe  
Mayor's Charities for the Civic Year 2023/24 – Knaresborough Community Energy Limited and Inspire Youth  
Date of Civic Service – to be advised

**AM23/007**    **ITEM 7 - General Council Business** – Appendix B – including appointments to Committees, Working Groups and External Organisations and Schedule of Meetings for 2023/24

**RESOLVED:** That the items referred to in Appendix B, attached to these minutes, and the action taken thereon be noted.

## Appendix B

### Item 7 - General Council Business

- a) The creation, abolition or alteration of committees and their Terms of Reference - *(see Item 7 on Order of Proceedings)*.
- b) Appointment of members of any committees - *(see Item 7 Order of Proceedings)*
- c) Appointment of members to serve on outside bodies - *(see Item 7 Order of Proceedings)*.
- d) The consideration of the Chairman's/Mayor's allowance (if any) - *(agreed by the Town Council at its meeting held 28 November 2022 - Minute 22/051 refers)*.
- e) The checking of the inventory and Asset Register of Council property together with appropriate insurance arrangements – *(checked at town council meeting Monday 15<sup>th</sup> May 2023)*.
- f) The receipt of reports from previous representatives on outside bodies - *(the Town Council receives and considers such reports at its meetings throughout the year)*.
- g) The fixing of dates of Council meetings *(see Schedule of Council meetings for 2023/24)."*
- h) Review and adopt Standing Orders and Financial Regs *(checked and adopted at town council meeting on Monday 15<sup>th</sup> May 2023)*
- i) To note all other Council Policies and Procedures reviewed on a rolling basis throughout the year.

**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	<b>Budget preparation – all councillors invited to attend</b>
Monday 4 December	Planning	
Monday 18 December	Full Council	<b>Precept Setting</b>
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.

**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 the staffing cttee)
J Batt	X			X		
A Bell			X	X		
K Davies	X		X		X	
M Flood		X		X		
D Goode	X		X		X	
H Gostlow		X		X	X	
K Lacey		X		X		
M Longhurst	X		X		X	
S Oakes	X	X		X		
J Pickard		X			X	
M Walker		X	X			
H Westmancoat		X		X	X	
Substitutes:						
Chair:						



**Committees/Sub-committees/Working Groups — Names and classification**

<b>Current 2022/23</b>	<b>New 2023/24</b>	<b>Type</b>	<b>Reports to:</b>
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
	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
Stage Working Group	Stage	Working Group	Projects and Events
Contracts Working Group	Contract Tender	Working Group	Finance and General Purposes
KTC/Unitary Authority Working Group	Devolution and Prosperity	Sub-committee	Finance and General Purposes
Neighbourhood Development Plan liaison	Neighbourhood Development	Sub-committee	Planning

**Sub Committees:**

Castle: Councillors Bell, Batt, Westmancoat, Walker and Longhurst

Emergency Response: Councillors Batt, Goode, Pickard and Davies

Climate Emergency: Councillors Gostlow, Oakes, Flood, Bell, Westmancoat and Lacey

Allotments: Councillors Gostlow and Oakes

Conyngham Hall: Councillors Gostlow, Pickard, Longhurst and Westmancoat

Devolution: Councillors Oakes, Goode, Batt and Westmancoat

Neighbourhood Development: Councillors Goode and Oakes

Bright Friday: Councillors Gostlow, Lacey, Pickard and Flood

**Working Groups:**

River Nidd Bathing Status: Councillors Gostlow, Flood, Davies, Westmancoat and Oakes

Vinyl Windows: Councillors Gostlow, Longhurst and Lacey

Contracts: Councillors Gostlow and Davies

Stage: Councillors Gostlow, Pickard and Flood

EXTERNAL ORGANISATIONS 2023-2024	
Town Twinning	The Mayor
Knaresborough Chamber of Trade	H Gostlow, S Oakes
Yorkshire Local Councils' Association YLCA	The Mayor
Harrogate & District Access Group (HADAG)	The Mayor is Patron
Knaresborough Community Centre Committee	H Gostlow
Friendship & Leisure Centre	The Mayor
Renaissance Knaresborough Exec Committee	S Oakes, M Flood
Spa Baths Charity	J Batt, D Goode
Knaresborough Relief in Need	H Westmancoat
Trustee of King James's Foundation	J Batt (meets once per year)
Trustee of Chapel of our Lady of the Crag	M Longhurst
Allerton Waste Recovery Park (Thalia)	M Flood, K Lacey
Knaresborough Civic Society	The Mayor
Knaresborough Business Collective	K Lacey, K Davies
NYC Highways (Strategic) Group	J Batt, H Westmancoat

KTC Annual Meeting  
25 May 2023

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
001	Community Centre	Stockwell Avenue	770,000	1998	Approx rebuild cost. 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	NYC Insured
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



KTC Annual Meeting  
25 May 2023

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
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
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

KTC Annual Meeting  
25 May 2023

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
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
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 Hargrove
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.

Total Value for Audit Purposes: £943,908

**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)

**DISPOSED ASSETS**

Item 005 - majority of lights disposed of in 2016

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

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Knaresborough Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk)



## Section 2 – Accounting Statements 2022/23 for

## Knaresborough Town Council

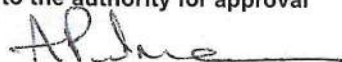
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	187,131	202,660	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	147,120	151,420	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	21,274	37,037	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	51,137	57,048	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	101,728	116,015	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	202,660	218,054	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	202,660	218,054	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	942,746	943,908	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

13.06.2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



**Knaresborough**  
Town Council

## FINANCIAL RESERVES POLICY

Knaresborough Town Council maintains reserves to protect against financial risk, ensuring that contingencies are in place to support continued operation of the council and investment in future projects which are beneficial to the town.

Knaresborough Town Council maintains two types of reserves:

### Earmarked Reserves:

The Council will keep such sums in earmarked reserves as is considered necessary to support future expenditure on specific projects, or as funds built up towards significant future revenue expenditure or to meet anticipated liabilities.

### General Reserves:

The Council will maintain a prudent level of general reserves, within the range 35 – 45% of net budgeted annual running costs, excluding growth items and items on which expenditure will be met by use of earmarked reserves.

The amount of funds held in both Earmarked and General Reserves is identified regularly and in finer detail prior to the annual setting of the council budget for the following year using the format as shown below:

<b>Reserves 20xx/20xx</b>	
<b>Bank Balance at DD/MM/YYYY</b>	<b>£xx,xxx.xx</b>
minus King George V Field	£x,xxx.xx
minus Links Charity	£x,xxx.xx
minus Mayoral Fund	£xxx.xx
minus Other Earmarked Reserves	£xx,xxx.xx
<b>Balance</b>	<b>£xxx,xxx.xx</b>
minus X months potential spend based on the 20xx/xx budget of £xxx,xxx	£xx,xxx.xx
<b>Balance</b>	<b>£xxx,xxx.xx</b>
5 months operating capital (recommendation 3-6 months)	£xx,xxx.xx
<b>General Reserve</b>	<b>£xx,xxx.xx</b>



## Knaresborough Clerk

---

**From:** David Inman <david.inman@sparse.gov.uk>  
**Sent:** 02 June 2023 13:21  
**To:** clerk@knaresboroughtowncouncil.gov.uk  
**Subject:** Rural/Market Town Group - Knaresborough

Dear Angela,

Further to our e mail to Knaresborough of the 9<sup>th</sup> of May (below) we thought your Council, which we understand might be on the 19<sup>th</sup> of June?, would also be interested in the outcome of our recent cross parish survey.

Our recent survey was the largest we have undertaken involved 6,000 rural people in towns and villages and in open countryside <https://www.rsnonline.org.uk/rural-households-left-feeling-isolated-by-the-cost-of-living-crisis>

The outcomes are very clear indeed. Please open the link and glance through these. The outcomes are however not an easy read, and we must all pull together.

Rural towns, rural communities and rural residents are struggling and warrant and deserve more consideration and thought but this won't happen unless we work together in the rural town interest, and we make clear asks of government, with clear indications of support for those asks.

The first people we need to convince is ourselves. Rural people can be over resilient, instinctively tolerant, and inward focused to a fault!. We now need to network together and jointly present the case of rural dwellers or we will suffer still further...We need to work closer together. We can't and won't be taken notice of if our 'rural isolation' continues.

Here is the current group. Please can you confirm you will stay.

<https://rsnonline.org.uk/the-members-of-the-rural-market-town-group>

Here are the services we provide for the small subscription:-

<https://rsnonline.org.uk/images/rural-market-towns-group/rmtg-service-agreement.pdf>

we do look to give members good value.

Your free membership with us now comes to an end, but we need you to decide to stay alongside us. If you have not already done that, please can you commit to joining formally at your June meeting.

I appreciate you are all very busy people and some of our material may slide over the top in the busyness of the day, but it is essential we all pull together now. We need a member from the Hart District.

Please drop us a line or give us a ring saying, what of three options (below) you would prefer. We do hope we can all come together at this time.

Kindest regards,

David

**David Inman**

**Director**

**Rural Services Network**

**Twitter @RSNonline**

**Email: [david.inman@sparse.gov.uk](mailto:david.inman@sparse.gov.uk)**

**Mob: 07792 106 133 (Best number to currently reach me on)**

**Tel: 01822 851 370**

The Rural Services Network seeks to provide a voice for rural communities by representing rural services, networking between rural service organisations and establishing and broadcasting best practice in rural service provision. It comprises SPARSE Rural, the Rural Assembly, the wider Rural Services Partnership and the Rural Market Town Group. The organisation works with Rural England, a stand-alone CIC research group.

The Rural Services Partnership Limited is a registered company (0696 0646) in England & Wales.

**From:** David Inman

**Sent:** Tuesday, May 9, 2023 1:22 PM

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

**Subject:** Rural/Market Town Group - Knaresborough

**Dear Angela,**

You may recall that Knaresborough Council were a little hesitant about the value of RSN service in late 2022 and we agreed it might be something on which the views of the new council might be sought after the elections. It was also felt that by that time the position vis a vis the new Unitary arrangements may have become clearer. Here are services we will give to you as a member in 23/24 RMTG Service Agreement. In addition to our financial work which we detail below, we feel we aim to give very full return value for subscription support. Our seminar programme appears to be growing in notoriety.

We are of course a non political not for profit organisation.

**Just as a reminder, below are just some of the many services dovetailed for rural towns we deliver through membership:-**

- Weekly Bulletin highlighting key rural news and issues direct to your inbox. [Here's a recent example bulletin](#)
- Monthly Funding Digest sharing key funds and grants available that may be of interest to you. [Here's a recent example of the Digest](#)
- A dedicated Market Town newsletter shared with you 6 times a year. [Here's a recent example of the Market Town newsletter](#)
- Free access to our seminar programme of 8 events a year, online focusing on key topics for rural areas including affordable housing, rural connectivity, rural



health and care and rural transport. *Book your place at one of our seminars at this link.*

Dedicated meetings (on zoom) for your Councillors and Clerk. Book your place to the upcoming meeting on 9<sup>th</sup> October at this link: <https://RMTG-Oct23.eventbrite.co.uk>

- Sounding Boards work in relation to Rural Young People and Rural Older People.

The Rural Services Network and its groupings, like the Rural Market Town Group, are the sole bodies arguing the rural services case in England. You will be very aware that rural services continue to be cut back, or put under increasing pressure, and that this process continues year in and year out. position wherever people live in rural countryside or in rural towns is exactly the same. People living in rural areas and in rural towns each year now **lose out** on average by some **£135 each per head of population (through Government Funded Spending Power)** in comparison to those people living in defined urban areas. The inequity occurs whatever political party is in government. This inequality then compounds and multiplies across the principal council's area. The result of this imbalance means that rural services are continually, year on year, coming under significantly greater threat of cuts in comparison to urban services. That in turn impacts on your town, so both the town and its citizens do suffer because of this imbalance. The loss mounts up and across Knaresborough given its population of 15,000 population it will be something in the region of £2,000,000 of lost service opportunities a year. We set out in the link how this spins out in relation to services.

<https://www.rsonline.org.uk/images/meetings/RMTG/2023/27.03.23/RMTG-Fair-Funding.pdf>

(All comparisons are deliberately calculated in £ per head terms because they provide an accurate comparator that automatically considers population variations and reflect the extra costs of more services having to be given for the more densely populated areas – because more people are served ).

This situation is not only confined to the core funding of Local Authorities.

In terms of local funds like the 'Towns Fund' the government formulae disadvantages rural towns compared to urban just because of their population size – even though rural towns serve similar economic and social functions.

We work with the Rural Police Commissioners Group (The National Rural Crime Network), and we have our own grouping involving Rural Fire and Rescue Authorities. Again, in terms of £'s per head situations urban areas receives markedly better support for the same service than rural areas in terms of the police and fire services per head funding formulae.

Similarly in terms of Health and Care services there is again urban advantage in the formulae employed.

We work with a grouping of Rural Housing Associations and once again funding for the delivery of rural housing does not fully reflect the extra costs of development involved.

**In all areas similar patterns of limited rural funding in comparison to urban funding emerge. People living in rural areas and rurally based towns need presentation of the case for a review of these service formulae which are so disadvantaging them.**

It is key, to seek in representation of the unfairness and consequences that Principal and Local Councils are seen to be working together, to demonstrate very clearly that these positions require changing. Service cutbacks will always, in your town, impact most on those who are most vulnerable. We need, by coming together, to be demonstrating the clearest and widest concern about this situation. **Our target, to demonstrate such joint representation from across England, is 100 principal councils in membership ( which we have) working with 500 local councils in a Towns Group ( or the Rural Village Services Group we are looking to establish which has a slightly lower subscription rate).**

We can't expect a national government of whatever political colour to take notice if rural communities themselves choose not to get involved with this argument, whilst this is impacting on their towns and their townsfolk. We do need to be working together.

It would be unfair on other members to continue with too much further free service.

We do hope you can continue working with us on the relatively small subscription basis. We feel it is in the interest of your town and its residents that everyone works together but that of course is a decision for local councils, council by council.

There seem three options for Knaresborough Town Council to consider. It would be helpful if these could be thought through and if the Council could let us know the route the Knaresborough Council would like to opt for.

**OPTION 1- RETURN TO BEING A MEMBER OF THE RURAL MARKET TOWNS GROUP AT THE SUSCRPTION RATE OF £121-82 FOR 23/24.**

**OPTION 2 - PLAN TO BEING A MEMBER OF THE RURAL MARKET TOWNS GROUP AGAIN IN 24/25 - but not to take further 23/24 service.**

**OPTION 3 - DECIDE NOT TO BE A MEMBER OF THE RMTG GROUP AT THIS TIME (AND NOT BEING INVOLVED IN THE RURAL-URBAN FINANCIAL ARGUMENT.)**

Unless you immediately tell us, you wish to withdraw, we will continue with your service until the we hear back in relation to this e mail and the options given - however it would be helpful to have as earlier decision as is possible.

We are very happy to do a zoom discussion here if it is felt that would assist.

We are grateful for your help in relation to this matter and we look forward to hearing from you.

Kindest regards,

**David**

**David Inman**

**Director**

**Rural Services Network**

**Twitter @RSNonline**

**Email: [david.inman@sparse.gov.uk](mailto:david.inman@sparse.gov.uk)**

**Mob: 07792 106 133 (Best number to currently reach me on)**

**Tel: 01822 851 370**

The Rural Services Network seeks to provide a voice for rural communities by representing rural services, networking between rural service organisations and establishing and broadcasting best practice in rural service provision. It comprises SPARSE Rural, the Rural Assembly, the wider Rural Services Partnership and the Rural Market Town Group and now the Rural Village Services Group. The organisation works with Rural England, a stand-alone CIC research group.

The Rural Services Partnership Limited is a registered company (0696 0646) in England & Wales.

## Knaresborough Clerk

---

**From:** YLCA Admin <admin@yorkshirelca.gov.uk>  
**Sent:** 08 June 2023 09:05  
**Subject:** Consultation on developing local partnerships for onshore wind in England

RUTH BATTERLEY  
 TEAM SUPPORT AND MEMBER LIAISON OFFICER  
 YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerks, Chairs and Councillors,

The Department for Energy and Net Zero has a live consultation that we think will be of interest to our members. The government is seeking views on developing local partnerships for onshore wind with supportive communities in England. The link to the consultation is here: [Developing local partnerships for onshore wind in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/consult/developmental-partnerships-for-onshore-wind).

YLCA will be submitting a response on behalf of its members and so if your council or parish meeting wishes to make a response, please submit answers to the following questions by Monday 26 June at 10:00am.

Engaging the Community when an onshore wind project is being proposed:

Questions on Engaging the Community:

1. Do you agree with the proposal to embed the principles of best practice engagement into planning guidance?
2. What other ways are there to improve community engagement when onshore wind developers consult with the local community?
3. Are there other methods of engagement between developers and local communities that should be considered best practice?
4. What are the main barriers to effective engagement between local communities and developers?
5. How can effective community engagement help to gain community support for onshore wind?
6. Are there ways community support for onshore wind can be defined?

Questions on Community Benefits from Onshore Wind:

7. Do you agree with the proposal to update the existing Community Benefits Protocol for community benefits from onshore wind to reflect innovative and emerging schemes, like energy bill discounts? If so, in what ways should the Protocol be updated?
8. How is the current system for community benefits from onshore wind working? Can it be improved and, if so, how?
9. What community benefits packages are currently being offered by onshore wind developers and are the packages being offered sufficient? Are there other ways the host community should benefit?
10. Are there new or innovative types of community benefits that could be offered from onshore wind developers, such as local electricity bill discounts? Are there alternative approaches to facilitating the provision of innovative community benefits from onshore wind that should be considered?
11. What challenges do communities and onshore wind developers face when designing and implementing community benefits?

The Government is considering the feedback from this consultation and subject to this, anticipates confirming the final policy in an updated National Planning Policy Framework in due course.

Yours sincerely,

Ruth Batterley

**Subject:** FW: Knaresborough House Windows

-----Original Message-----

From: Andy Grinter <[knaresborough-civic-society@hotmail.com](mailto:knaresborough-civic-society@hotmail.com)>

Sent: Monday, June 12, 2023 3:57 PM

Subject: Re: Knaresborough House Windows

Subject: Urgent Action Needed to Protect and Restore Knaresborough House

Dear Editor/Officer

I am writing on behalf of

Knaresborough Civic Society because of concern which has been expressed locally about the vandalistic targeting of Knaresborough House, a significant heritage asset now owned by North Yorkshire Council.

This historic building, once a town house and now serving as council offices, is facing ongoing vandalism, posing a threat to its integrity and functionality. It is crucial that we take notice of this issue and call for immediate action to protect and restore this important landmark, in particular the Venetian landing window which contains painted glass with monograms and coats of arms.

Despite the North Yorkshire Council's promise of generating substantial savings for residents' services through local government reorganization, financial ambitions have proven to be "massively tougher" to achieve. Consequently, the council may decide to sell surplus properties, potentially including Knaresborough House.

This raises concerns about the future of this architectural gem and its preservation.

Vandalism has plagued Knaresborough House for some time, with broken windows being a regular occurrence. The council staff and the police have been dealing with this issue as best they can, but the problem escalated during the lockdown period. Confrontations between individuals using the building and disruptive groups of youths have become distressingly frequent, highlighting the urgent need for intervention.

Efforts to install CCTV as a deterrent have faced significant delays, but it is encouraging to hear that its implementation is now on the horizon. We hope that the presence of surveillance cameras will dissuade further mindless acts of vandalism and allow for the proper restoration of the building's windows in the future.

Knaresborough House holds historical significance, dating back to the late 18th century when it belonged to the Collins family. Its grand architecture, with a central block flanked by wings, stands as a testament to the town's rich heritage. The property became the possession of Knaresborough Council in 1951 and continues to serve as a venue for civic and recreational events, including the Council Chamber, adorned with a beautiful plaster ceiling frieze and classical-style fireplace.

We cannot allow such a significant part of our local history to fall into disrepair and suffer from ongoing acts of vandalism. I implore our community and decision-makers to rally together and demand that appropriate investment is made to ensure the preservation and proper use of Knaresborough House. Let us protect this heritage asset from further damage and secure its rightful place in our town's cultural landscape.

Yours sincerely,

regards

Andy  
Andrew Grinter  
Secretary  
Knaresborough Civic Society

On 12 Jun 2023, at 12:13, Shan Oakes wrote:

Urgent - the stained glass windows on the staircase wall were under attack recently. Luckily a resident told the boys who were aiming stones at the windows to 'go away'.....

These special windows will be lost if the CCTV isn't installed as matter of urgency...and/or a protective grill fitted Please can NYC be sent an email from both KTC office and KCS to prioritise this before the windows are lost for good...it really isn't rocket science or even that expensive.

Best

Shan

Member of KTC and KCS and RK!

-----Original Message-----

From: Andy Grinter [<mailto:knaresborough-civic-society@hotmail.com>]

Sent: 12 June 2023 11:06

To: [office@knaresboroughtowncouncil.gov.uk](mailto:office@knaresboroughtowncouncil.gov.uk)

Subject: Re: Knaresborough House Windows

Hi Angela,

We're very sorry to hear the building and it's users are being subjected to anti social abuses.

Can we add our weight to any existing attempts to address the situation or indeed shall we write to the authorities on behalf of residents, the civic society and its members, expressing concerns and calling for remedial action to be taken ?

best regards

Andy

-----Original Message-----

From: Andy Grinter <[knaresborough-civic-society@hotmail.com](mailto:knaresborough-civic-society@hotmail.com)>

Sent: Monday, June 12, 2023 9:06 AM

To: Angela Town Clerk <[office@knaresboroughtowncouncil.gov.uk](mailto:office@knaresboroughtowncouncil.gov.uk)>

Subject: Knaresborough House Windows



Hi Angela,

One of our members expressed concern with the apparent state of the windows in the ground floor at Knaresborough House. Do you have any information I can pass on regarding the windows' repair or future prospects?

best regards

Andrew Grinter

Secretary

Knaresborough Civic Society

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 05 JUNE 2023**

**PRESENT:** **Chair:** Councillor Matt Walker  
**Councillors:** A Bell and D Goode  
**Staff Present:** The Clerk and Deputy Clerk  
**Late Arrivals:** None **Early Departures:** None

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

**RESOLVED:** That Councillor Matt Walker be elected as Chair of Finance and General Purposes Committee.

**23/002** **ITEM 2 – To elect a Vice Chair for the Committee**

**RESOLVED:** That Councillor Andy Bell be elected as Vice Chair of Finance and General Purposes Committee.

**23/003** **ITEM 3 – To receive Apologies and consider approval of the reasons for inability to attend the meeting**

**RESOLVED:** To receive Apologies and approve the reasons for inability to attend the meeting from Councillors Davies and Longhurst.

**23/004** **ITEM 4 - Councillors' Disclosure of an Interest**

None for this meeting

**23/005** **ITEM 5 - KTC Public Speaking Session**

None for this meeting

**23/006** **ITEM 6 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

None for this meeting

**23/007    ITEM 7 - Business Remaining**

None for this meeting.

**23/008    ITEM 8 - Reports from the Clerk****8.1 To approve the schedule of accounts for May 2023**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Friendship and Leisure	12	40.00	0.00	40.00	Apr and May donation
North Yorkshire Council	13	139.80	17.40	157.20	Trade waste bins for Coronation event
D3 Office	14	81.63	16.33	97.96	Office Stationery
Printzone	15	14.58	2.92	17.50	Posters for Coronation event
Knaresborough in Bloom	16	1,600.00	0.00	1,600.00	KTC grant award
AEN Design	17	130.00	0.00	130.00	Graphics and posters for Community Festival stall
D Hargreaves	18	650.00	130.00	780.00	Flagpoles, fixings and installation at Castle
Vision ICT	19	25.00	5.00	30.00	Search facility on website
Arena Group	20	153.17	30.64	183.81	Copying
Film Bank Media	21	400.00	80.00	480.00	Coronation Film license
1st Kboro (Castle) Scouts	22	1,850.00	0.00	1,850.00	Funds in EMR held in escrow by KTC
River and Rose	23	155.00	0.00	155.00	Flowers Mayor Making
YLCA	24	25.00	0.00	25.00	CLlr Training - K Davies
Trophies and Engraving	25	64.00	0.00	64.00	Tankard - Mayor Making
Salaries, Tax and NI, Pensions	26 - 29	4,570.67	0.00	4,570.67	
M Richards	30	121.35	0.00	121.35	Drinks - Mayor Making
A Pulman	31	20.48	0.00	20.48	Extra Flowers - Mayor Making
Nottingham Jewellers	32	17.00	0.00	17.00	Cup Engraving - Mayor Making

Henshaws	33	800.00	0.00	800.00	KTC Grant awarded
YLCA	34	25.00	0.00	25.00	Cllr Training - K Davies
David Gluck	35	600.00	0.00	600.00	NDP expenses
<b>Total</b>		<b>11,482.68</b>	<b>282.29</b>	<b>11,764.97</b>	

**RESOLVED:** To approve the accounts in the sum of £11,764.97

## **8.2 To determine** when and how KTC grants will be awarded.

Members discussed this matter and agreed that grants would, in future, be awarded four times per annum with opening and closing dates for submission of applications to be drawn up by the Clerk to align with future Finance and General Purposes Committee meetings. It was recognised that some leeway may be required during the first 12 months of adopting this new system to accommodate any missed dates by applicants who had not been made aware of the new procedure. These applications can be routed through a full council meeting if necessary.

The Clerk again explained the finer details of the criteria which must be observed when using Section 137 as a power for awarding grant funding.

It was noted that a new form has been designed where funding recipients will be requested to give feed-back to Council. Any organisation which receives funding from KTC will also be requested to acknowledge receipt of that funding on any of their associated publicity.

It was proposed and seconded that the Clerk be given delegated power to implement the changes as described above when processing future grant applications.

**RESOLVED:** That the Clerk be given delegated power to implement the changes as described above when processing future grant applications.

## **8.3 To adopt** the Records Management Policy

**RESOLVED:** That with the minor amendment of noting that electronic records are backed up, the Records Management Policy is adopted as presented.

### **23/009    ITEM 9 - Correspondence**

None for this meeting

### **23/010    ITEM 10 - Reports from Sub-Committees and Working Groups**

None for this meeting

**23/011    ITEM 11 - Propositions to Full Council**

**11.1 To consider** any propositions to Full Council from Finance and General Purposes for inclusion in the next Full Council Meeting

It was proposed and seconded that the Climate Change Emergency sub committee's spending plans for awarding Council's £5K green grant budget should be routed through the Community and Environment Committee and copied to the Finance and General Purposes Committee.

**RESOLVED:** That the Climate Change Emergency sub committee's spending plans for awarding Council's £5K green grant budget should be routed through the Community and Environment Committee and copied to the Finance and General Purposes Committee.

**Meeting closed at: 8.30 p.m.**

**Signed by the Chair  
Councillor Matt Walker:**



**Knaresborough**  
Town Council

### NOTICE OF MOTION TO COUNCIL

<b>AGENDA ITEM</b>	9.2	<b>AGENDA DATE</b>	<b>19 June 2023</b>
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<b>Title of Motion</b>	"This Council agrees to support further developments in Knaresborough to improve facilities for tourists and promote the town as a tourism destination".
<b>Proposed by</b>	Margy Longhurst
<b>Seconded by (If possible at time of submission)</b>	Hannah Gostlow
<b>Detailed background including any financial implications (provided by the proposer)</b>	<p style="text-align: center;"><b>SWOT Report: Tourism in Knaresborough</b></p> <p><b>Strengths</b></p> <ol style="list-style-type: none"> <li>1. Many attractions, notably castle, market, Mother Shipton's estate and well-established events such as the Bedrace and FEVA.</li> <li>2. Many groups such as Renaissance Knaresborough, Lions and Rotary, contribute to the appearance of the town and the wellbeing of the residents in positive ways.</li> <li>3. Local businesses prosper due to tourism, especially town centre shops and those venue relating to the hospitality sector.</li> <li>4. The railway station provides access to the town from Leeds, Harrogate, and York.</li> </ol> <p><b>Weaknesses</b></p> <ol style="list-style-type: none"> <li>1. Can be conflict of interest between attracting tourism and the needs of the local community e.g., increase traffic congestion.</li> <li>2. The town does not have control over many of its main assets, such as the Castle and other historic buildings.</li> <li>3. There is a difficulty of access between Waterside and the marketplace which deters visitors accessing both areas.</li> <li>4. The Tourist Information centre is only open at most, 4 times a week and many visitors are unaware of its existence due to its location in the Castle courtyard.</li> <li>5. There is a lack of effective signposting for visitors, not only in the town centre but also at other places such as Conyngham Hall and the rail station.</li> <li>6. Town maps are not readily available and restricted to the Castle Museum Tourist Information and a handful of local businesses.</li> </ol>



7. Leaflets informing visitors of Knaresborough attractions are few and not readily available; however, the Tourist Information centre, many pubs and hotels stock leaflets attracting visitors to Harrogate, York and other out of town venues.
8. Online, the most readily available information for tourists comes under 'Visit Harrogate'.

#### Opportunities

1. May 2023, the creation of a unitary authority for North Yorkshire was established. This gives Knaresborough Town Council the opportunity to provide greater leadership in terms of promoting sustainable tourism by renegotiating control over the town's assets. Efforts to do so are already underway, e.g., by the Castle subcommittee and the submission of a marketplace pilot scheme. We have two KTC members who are also on NYTC to support this process. We need to build on this.
2. The Castle subgroup have a long-term aim of providing a cliff lift, with a road train as a precursor.
3. The Castle Resident Survey Report 2021 notes that of the participants, 73% were aware of this devolution. Responding to what devolved services they would like to see their local town council provide, the results were: 58% selected that management of facilities such as Knaresborough castle; 50% selected management of the environment, such as street cleaning; 45% selected management of Knaresborough Market Place; 33% selected management of the promotion of Knaresborough. This suggests that there is public support for KTC to take the lead over creating sustainable tourism if it is seen to benefit the local community.
4. Local groups such as the Chamber of Commerce are supportive of efforts to improve tourism e.g., by maintaining the tradition of our Town Cryer, and providing quality photography and QR stickers. We need to encourage and coordinate such participation for maximum effect.
5. August 2022 we were given a presentation by the Clerk of Falmouth who emphasised the positive effects of having a town brand. This is something the council could follow up and involve all interested parties.
6. A system of compiling and distributing tourist information has begun with the support of our town clerks and needs developing. Free town walks on market days are also being developed with the intention of promoting the market and informing visitors of town attractions.
7. The council can support projects in the community by providing information on financial support available such as grants. For example, a member of The Business Collective at the railway station had planned to set up a rack for tourism leaflets-until they were told it would cost them £500.

#### Threats.

1. There could be a backlash from the residents of the town if they feel threatened with the encouragement of tourism e.g., by an increase of traffic congestion, litter proliferation.
2. If we don't take care of the structure and maintenance of our assets, they will continue to deteriorate.
3. Lack of coordinated effort by different groups can result in wastage of time and money and may create bad feeling. There are sometimes conflicts of interest e.g., over the benefits of the Little Bird Saturday markets.
4. Lack of accessible information for visitors can give them a negative experience of the town. Some leave without even knowing the town has a castle.
5. Without encouragement to avail themselves of the attractions of our town, newcomers in the recent housing developments will turn to Wetherby and other towns in the area for recreation and shopping.

Additional Background (provided by the Proper Officer) if appropriate	N/A
Financial implications (anticipated by the Proper Officer)	None at this stage.
Legal implications (comment by the Proper Officer)	Power to contribute to encouragement of Tourism, LGA 1972, s.144

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