

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

12 December 2023

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

Dear Councillors:

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

Monday 18 December 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

COUNCIL AGENDA – Monday 18 December 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*.

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

4.1 Monday 18 September 2023 (ca)

4.2 Monday 02 October 2023 Extra Ordinary Meeting (ca)

5. **Business Remaining** – none for this meeting

6. Reports and Council Actions from the Clerk

6.1 **To approve** the budget set by the Finance and General Purposes committee at its meeting held on the 20 November 2023 and **set the Precept** for the Financial Year 2024/2025 accordingly (*see Finance and General Purposes Committee Minutes Item 8.3 on this agenda*) (*included Precept calculator with current taxbase for reference*)

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

6.3 **To approve** the schedule of Accounts for November 2023 (ca)

6.4 **To review** the previously approved Schedule of Meetings 2023/2024 (Minute no: 23/111 15 May refers)

6.5 **To consider** review and adoption of the following policy:

a) Equality and Diversity Policy (ca)

6.6 **To receive and note** the CIL and Parish Councils CIL spending and reporting guidance.

6.7 **To receive and note** the Urgent Decision Report relating to the engagement of a new Internal Audit provider (ca)

6.8 To receive the report regarding the North Yorkshire Council Harrogate and Knaresborough Area Constituency Committee meeting held on 14 September 2023 and **consider** next steps (ca)

7. Correspondence

7.1 To consider request from the CEO of Chain Lane Community Hub to hold a future Council meeting at the Hub and receive a presentation on its Community Anchor role.

7.2 To consider the next steps and agree a meeting date from those provided, following the invitation from North Yorkshire Council to submit a full business case in support of KTC taking on management of the Wednesday Market and associated storage facilities. (ca)

7.3 To consider the grant application from Henshaws Society for Blind People (ca)

7.4 To consider the grant application from the Knaresborough Museum Association (ca)

7.5 To consider the grant application from Community Stars CIC (ca)

7.6 To consider the grant application from North Yorkshire Citizens Advice and Law Centre (as discussed at a previous meeting) (ca)

7.7 To consider the grant application from Knot Another Choir (ca)

8. Reports, recommendations and motions from Committees and Working Groups

8.1 To receive and note the draft minutes from the Community Services and Environment Committee held on Monday 02 October 2023 (ca)

8.2 To receive and note the draft minutes from the Staffing Committee held on Monday 09 November 2023 (ca)

8.3 To receive and note the draft minutes from the Finance and General Purposes Committee held on Monday 20 November 2023 (ca)

8.4 To receive and note the approved minutes from the Planning Committee meetings held on 5 June, 3 July, 7 August, 4 September, 2 October, and 6 November 2023 (*see website for details*)

9. Motions from Council Members:

9.1 Councillor M Walker (seconder Cllr D Goode)

"That KTC write to Taylor Wimpey to invite them to KTC to provide an update on the transfer of land at Manse Farm housing estate to North Yorkshire Council so a primary school can be built". (ca)

9.2 Councillor J Batt

"That KTC delegates responsibility to the Clerk to assist in the organisation of a Knaresborough Castle Area Sub-Committee visit to Helmsley Castle and Clifford's Tower with a view to seeing the improvements applied to these sites and gather ideas and information to improve Knaresborough Castle in time for the 2030 celebrations".

Council will need to consider whether this is a necessary expense and what costs will be included for example, transportation and entry fees, how many people are expected to be involved, cost of officer time. What specific outcomes is Council looking for from such a visit?

10. Information Exchange

Presentation from Bob Frendt following his recent visit to Volodymyr, Ukraine.

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 18 September 2023

PRESENT: **Chair:** The Mayor - Councillor Hannah Gostlow

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

Staff Present: The Clerk and Deputy Clerk

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

Also Present: Representation from the local press

Representatives from Knaresborough Museum attended the meeting to give a short updating presentation to council on their current work in Knaresborough.

23/116 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 Pickard and Oakes.

23/117 ITEM 2 – Councillors' Disclosure of an Interest

Councillor H Westmancoat	Item 5.1 – Knaresborough Connectors feed back re KTC grant awarded February 2023. Is a member of Connectors
Councillor D Goode	Item 5.1 – Knaresborough Connectors feed back re KTC grant awarded February 2023. Is a member of Connectors
Councillor K Lacey	Item 5.1 – Knaresborough Connectors feed back re KTC grant awarded February 2023. Is a member of Connectors
Councillor H Gostlow	Item 5.1 – Knaresborough Connectors feed back re KTC grant awarded February 2023. Is a member of Connectors
Councillor M Walker	Item 5.1 – Knaresborough Connectors feed back re KTC grant awarded February 2023. Is a member of Connectors

23/118 ITEM 3 - KTC Public Speaking Session

A representative from Knaresborough Connectors attended the meeting to give feedback re the Knaresborough Town Council (KTC) grant awarded in February 2023.

Members asked questions and it was pointed out to the representative that there had been an error in the Annual Report which had been filed with the Financial Conduct Authority. The representative apologised for this error and stated that he would look to take corrective action. The Mayor moved to take **Item 5.2** – A representative from Knaresborough Connectors to give feedback re KTC grant awarded in February 2023.

RESOLVED: To Receive and Note the feedback

Councillors Batt and Davies asked for their vote against this Resolution to be recorded.

23/119 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meeting held on:**4.1 Monday 19 June 2023**

RESOLVED: That the minutes of the meeting held on Monday 19 June 2023 be approved as a correct record and signed by the Chair.

23/120 ITEM 5 - Business Remaining

5.1 A representative from Knaresborough Connectors to give feedback re KTC grant awarded in February 2023.

See 23/118 above.

5.2 To consider progressing Town Council's plan to engage a third member of staff.

Members discussed this matter at length and it was proposed and seconded that advertising of this post be deferred until the job description is better defined by KTC and matches an agreed programme of work for the next two or three years.

This proposal failed.

RESOLVED: That the item be passed to the staffing committee to take forward to the next stage.

23/122 ITEM 6 - Reports from the Clerk

6.1 To consider the information received from KRIN regarding Trustees and Town Council's representatives and the request in regard to honouring a long-standing member.

The Clerk gave a verbal report explaining the background behind this agenda item where the current Trustees have been appointed to their post until 2025.

RESOLVED: That KTC is happy to keep the status quo in terms of the four named trustees who are currently in post and that Councillor Westmancoat will act as Town Council's liaison with the group.

Councillor Gostlow to speak with one of the Trustees in regard to honouring a long standing member.

6.2 To receive and note the External Auditor Report and Certificate 2022/2023 with no matters arising from the review.

RESOLVED: To Receive and Note the External Auditor Report and Certificate 2022/2023 with no matters arising from the review.

6.3 To appoint Yorkshire Internal Audit Services for 2023/24.

RESOLVED: To appoint Yorkshire Internal Audit Services for 2023/24

6.4 To consider a possible date for whole council training by the YLCA

RESOLVED: That the Clerk liaise with the YLCA to arrange face to training in the evening at Knaresborough House for full council.

6.5 To consider KTC provision of a virtual meeting platform (for example Zoom) to allow groups to meet in this format when lawfully able to do so.

RESOLVED: That KTC provides a Zoom platform which its committees and working groups can use for their meetings.

6.6 To consider review and adoption of the following policies:

- a) Financial Management Risk Assessment

RESOLVED: That the Financial Management Risk Assessment policy (as attached to these minutes) be adopted with the amendments as detailed.

- b) Risk Management Strategy

RESOLVED: That the Risk Management Strategy policy (as attached to these minutes) be adopted with amendments as detailed.

c) Grant Award Policy, Application Form and Monitoring Form

It was proposed and seconded that a list of the possible powers (legislation) under which town council can award grant monies be attached to the grant application form.

This proposal failed.

RESOLVED: That the Grant Award Policy, Application Form and Monitoring Form as presented be adopted.

23/123 ITEM 7 - Correspondence

7.1 To receive and note the communication from Executive Member for Highways and Transport North Yorkshire Council re managing speed limits in North Yorkshire

RESOLVED: To Receive and note the communication from NYC re managing speeds limits in North Yorkshire.

FURTHER RESOLVED: That managing speed limits in Knaresborough be added to the Terms of Reference for the Community Services and Environment Committee.

7.2 To consider the email from the NYC Senior Transport Planning Officer (Projects) re New Local Transport Plan Engagement

It was noted that several councillors had submitted individual responses.

RESOLVED: To note that a collective response is not required.

7.3 To consider the email from the North Yorkshire Tourism Team re Consultation on Draft Destination Development Plan

RESOLVED: Councillors to email their input to Councillor Walker, by Tuesday 26 September, for consolidation and completion of the NYC survey.

7.4 To consider the email from the NYC Community Development Manager re available Commuted Sums August 2023.

RESOLVED: To form a working group to consider the commuted sums allocated in Knaresborough with an initial project of looking at the sums allocated to King George V field.

Group Members: Councillors Gostlow, Lacey, Pickard and Bell

23/124 ITEM 8 – Reports and Recommendations from Committees and Working Groups

8.1 To receive and note the draft Projects and Events Committee minutes from its meeting held on Tuesday 18 July 2023 and **consider the recommendation** to disband the Vinyl Windows Working Group due to a change in circumstances and **ratify** the formation of the following Task and Finish Working groups:

- a) 255th Enclosures Act Commemoration
- b) D-Day 80 Anniversary

RESOLVED: To Receive and Note the draft Project and Events Committee Minutes from Tuesday 18 July and agree the recommendations as detailed above.

8.2 To consider the proposal from the Climate Emergency Sub-committee that 'KTC supports the proposed project of installing solar panels at the Knaresborough Wellbeing Hub and delegates next steps to the Climate Emergency Sub-Committee, including the identification of and application to potential funding sources.'

Members discussed this matter and the Clerk again gave a detailed explanation to the meeting of how Sub-Committees relate to Committees and ultimately to Full Council, with the ability to spend money only being available to those KTC Committees who have delegated authority to do so and Full Council.

RESOLVED: That KTC supports, in principle, the proposal of a project of installing solar panels at the Knaresborough Wellbeing Hub and delegates the next steps to the Climate Emergency Sub-Committee, including the identification of and application to potential funding sources.

23/125 ITEM 9 - Motions from Members**9.1 Councillor K Davies (seconder Cllr J Batt)**

'A motion calling for support for a bathing water application for the river Nidd.'

That this council supports a bathing water application to the Department for the Environment, Food and Rural Affairs (DEFRA) for the Lido on the River Nidd in Knaresborough and that Knaresborough Town Council endorses and adds its support to the resolution passed by North Yorkshire Council on Wednesday the 19th of July 2023. Knaresborough Town Council also believe that:

- 1) the river Nidd at the Lido is an important resource for the people of Knaresborough
- 2) that improving the quality of the river Nidd would have significant benefits for the environment, public health, recreation and the local economy

3) that supporting the bathing water application for the river Nidd is in the best interests of the people of Knaresborough

Councillor Davies explained the rationale behind her motion.

Members discussed this motion and a second proposal was also put forward and seconded concerning the subject of the River Nidd:

"1. That KTC writes to Andrew Jones MP requesting he works to strengthen environmental protection legislation and votes against any legislation that weakens planning and environmental policy put in place to protect our rivers and watercourses. A recent example being the attempt by the government to relax rules around water pollution that would have allowed house builders to pollute waterways with chemicals.

2. That he supports campaigns to improve environmental and planning policy aimed at increased protection of the whole river environment from the impact of pollution and these protections are included in future legislation.

3. He supports the call for water companies to be turned into Public Benefit Companies with the aim of reducing leaks and sewage dumping, we well as limiting returns to shareholders through reduced payment of dividends until a plan to cut water companies' corporate debt".

The Motion from Councillor Davies was taken to the vote first and she asked for a recorded vote:

"That this council supports a bathing water application to the Department for the Environment, Food and Rural Affairs (DEFRA) for the Lido on the River Nidd in Knaresborough and that Knaresborough Town Council endorses and adds its support to the resolution passed by North Yorkshire Council on Wednesday the 19th of July 2023".

RESOLVED: That KTC supports a bathing water application to the Department for the Environment, Food and Rural Affairs (DEFRA) for the Lido on the River Nidd in Knaresborough and that Knaresborough Town Council endorses and adds its support to the resolution passed by North Yorkshire Council on Wednesday 19th of July 2023.

For:

J Batt
A Bell
K Davies
M Flood
D Good
H Gostlow
M Longhurst
M Walker
H Westmancoat

Against:

K Lacey

1) Town Council also believes that the river Nidd at the Lido is an important resource for the people of Knaresborough

RESOLVED: KTC also believes that the river Nidd at the Lido is an important resource for the people of Knaresborough – carried unanimously.

2) that improving the quality of the river Nidd would have significant benefits for the environment, public health, recreation and the local economy

RESOLVED: KTC also believes that improving the quality of the river Nidd would have significant benefits for the environment, public health, recreation and the local economy – carried unanimously

3) that supporting the bathing water application for the river Nidd is in the best interests of the people of Knaresborough

RESOLVED: KTC also believes that supporting the bathing water application for the river Nidd is in the best interests of the people of Knaresborough

For:

J Batt
A Bell
K Davies
M Flood
D Good
M Longhurst
H Westmancoat

Against:

K Lacey
H Gostlow

Abstention:

M Walker

The vote was taken as follows for the second proposal:

1. That KTC writes to Andrew Jones MP requesting he works to strengthen environmental protection legislation and votes against any legislation that weakens planning and environmental policy put in place to protect our river and watercourses. A recent example being the attempt by the government to relax rules around water pollution that would have allowed house builders to pollute waterways with chemicals.

For:

A Bell
K Lacey
M Flood
D Good
H Gostlow
M Longhurst
M Walker
H Westmancoat

Against:

K Davies

Abstention:

J Batt

2. That he supports campaigns to improve environmental and planning policy aimed at increased protection of the whole river environment from the impact of pollution and these protections are included in future legislation.

For:

A Bell
K Lacey
M Flood
D Good
H Gostlow
M Longhurst
M Walker
H Westmancoat

Abstention:

J Batt
K Davies

3. He supports the call for water companies to be turned into Public Benefit Companies with the aim of reducing leaks and sewage dumping, we well as limiting returns to shareholders through reduced payment of dividends until a plan to cut water companies corporate debt

For:

A Bell
K Lacey
M Flood
D Good
H Gostlow
M Longhurst
M Walker
H Westmancoat

Against:

K Davies

Abstention:

J Batt

9.2 Councillor K Davies (seconder Cllr J Batt)

'That KTC adopts the policy of not supporting a resubmission of a Business Improvement District business plan and bid for a period of 5 years since a previous ballot that the majority of businesses voted against'

Councillor Davies explained the rationale behind her motion and members debated the matter until Councillor Batt withdrew his support of the motion.

9.3 Councillor D Goode

'That KTC adopt the wording for a Town Twinning Agreement between Knaresborough and Volodymyr, Ukraine (previously discussed at 20/03/23 meeting) and the document is signed by the Mayor'

RESOLVED: That KTC adopts the wording for a Town Twinning Agreement between Knaresborough and Volodymyr, Ukraine and the document is signed by the Mayor.

9.4 Councillor H Gostlow (seconder Cllr A Bell)

'That KTC agrees to write to North Yorkshire Council's Estates team for the Harrogate and Knaresborough Constituency to request the transfer of the Hawthorn Allotment ownership to KTC'.

Councillor Gostlow confirmed her understanding of how the 'transfer of the Hawthorn Allotment ownership to KTC' would develop.

RESOLVED: That KTC agrees in principle to the transfer of the Hawthorn Allotment ownership to KTC, subject to the terms and conditions of the transfer.

9.5 Councillor J Batt (seconder Cllr K Davies)

'That KTC request additional parking meter(s) at the lower end of the York Place Long Stay Car Park, York Place, Knaresborough. Additionally, KTC would like to encourage NYC to develop or purchase a County-wide mobile phone app, policed and run by NYC Officers, for dealing with parking issues.'

Councillor Batt explained the rationale behind his motion. Following debate he withdrew the second part of the motion.

RESOLVED: That KTC request additional parking meter(s) at the lower end of the York Place Long Stay Car Park, York Place, Knaresborough.

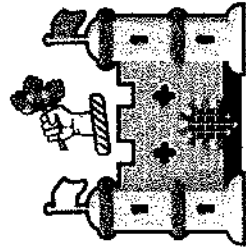
22/126 ITEM 10 - Information Exchange

Due to the late hour the Mayor asked members to limit this exchange to urgent matters only.

- Councillor Walker reminded members that there is to be a site visit to the new leisure and wellness centre on Friday 22 September at 12.00 noon.
- Councillor Davies informed members that she has recently been appointed a member of the Police Independent Advisory Group for Harrogate and District.
- Councillor Batt mentioned that the AGM of the NHS Harrogate and District Foundation Trust due to be held on September 19 had been postponed.

Meeting closed at: 10.15 p.m.

**Signed by the Mayor:
Councillor Hannah Gostlow:**



Knaresborough

Town Council

RISK MANAGEMENT STRATEGY

Risk, as defined by the National Audit Office, is an event or action which will adversely affect an organisation's ability to achieve its objectives, project plans and to successfully execute its strategies. Risk management, therefore, is the process by which risks are identified, evaluated and controlled.

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

RISK MANAGEMENT CONTROL

To manage risk, the Council needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process. Typical categories of risk might be identified as follows:

- Financial – loss of money – fraud, theft, embezzlement
- Property – damage to property
- Legal – breaking the law or being sued
- Reputational – actions taken could harm the Council's public reputation

Area	Risk	Risk Level before control H/M/L	Management/control of risk	Risk Level after control H/M/L
Financial – Knaresborough Town Council has a robust Financial Risk Assessment in place detailed in a separate document				

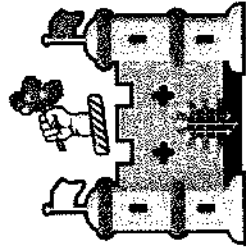
Management				
Employees	Loss of Key personnel	M	Clerk/Deputy mainly interchangeable job roles. Notice of termination paramount in this specialised sector. Begin recruitment immediately.	L
	Employment law and Inland Revenue Regulations	M	Contracts of employment for all staff, systems of updating records of change in relevant legislation.	L
	Fraud by staff	H	Fidelity Guarantee in place	L
	Actions undertaken by staff (eg resulting in council being ultra vires)	M	The Clerk should be provided with adequate training, reference books, access to assistance and legal advice required to undertake the role.	L
	Health & Safety	M	The Council operates a robust Health & Safety Risk Assessment	L
Audit Internal and External	Audits not carried out – council face financial penalties	H	Internal and External auditors appointed	L
	Not submitted within time limits resulting in financial penalties	M	Annual Return is completed, agreed by full council, signed by council chair and submitted to external auditor within time limit.	L
Legal Powers	Illegal activity or payments	M	All activity and payments within the powers of the Town Council to be resolved and minuted at full council or finance committee meetings (including a reference to the power used where necessary e.g. Section 137)	M **
	Accuracy and legality	M	Minutes and agendas are produced to the required standard by the Clerk or Deputy Clerk and adhere to the legal requirements. Minutes are approved and signed at the next council meeting. Agenda and Minutes are displayed according to legal requirements. Deeds of property, Agreements and other financial papers which require secure keeping are kept in a fire resistant safe.	L
Minutes/Agendas/Notices/Statutory Documents				

Council records – Paper	Records lost/missing	M	Minutes are archived to central file at County. Legal papers are stored in fire resistant safe for required duration.	L
Council records - electronic	Records lost/missing	M	All council electronic records are backed up and/or stored in offsite cloud storage.	L
Data Protection Database	Breach of G D P R	M	Council has Records Management Policy in place. Councillors have .gov.uk email addresses	L
Freedom of Information	Council in breach of IOC guidelines	M	Council has policy in place to address freedom of information requests.	L
Website	Out of date	M	Clerk and members ensure content is updated regularly	L
	Hacked by third party	H	Maintained by reputable web service provider	L
Assets				
Council Property	Loss or damage to council property Risk/damage to third party property	M	Asset Register maintained. An annual review of assets is undertaken for insurance provision with any significant additions notified to insurers in the year. Insurance in place which is reviewed annually.	L
Reputational				
Councillors	Confidence in Councillors could be eroded due to lack of training and the potential failure of councillors to respect legal and democratic process	M	Councillors to undertake relevant training. Councillors to apprise themselves of relevant documents including Code of Conduct and Standing Orders	M ***

** Councillors will be undertaking whole council training in January 2024 with a specific module to include the awarding of grants under Section 137. Following that training the Risk Level of Control will be on track to reduce to a Low rating.

*** Councillors will be undertaking whole council training in January 2024.

Adopted September 2023



Knarborough

Town Council

FINANCIAL MANAGEMENT - RISK ASSESSMENT

Area	Risk	Level before Control	Management/Control of Risk	Level after Control
Assets	Loss or damage Risk/damage to third party property	M	An annual review of assets is undertaken for insurance, maintenance and storage provision. Insurance and asset registers are updated annually.	L
	Risk/damage to third party Security of buildings, equipment, etc	M	NYC insures, maintains, manages and looks after Knarborough House. Brimham Active maintains, manages and looks after the Community Centre.	L
Financial Records and Controls	Inadequate records. Financial irregularities. Council not carrying out best practice in line with changes to Govt financial legislation resulting in failure of external audit.	M	The Council has Financial Regulations which set out the requirements. These are reviewed annually by the RFO/discussed with the Internal Auditor. The Council has an established a system of internal control and set criteria for appointed Councillors to work to.	L
Banking arrangements Handling Cash	Loss of electronic records	M	Financial records backed up on external drive.	L
	Lack of control over banking/procedures/checks.	M	The Council has Financial Regulations that set out the requirements for banking and the reconciliation of accounts in a simple framework.	L
	Loss through theft by staff or others of monies paid into the Clerk's office.	M	The Town Council does not handle cash on a daily basis. The only regular income is precept, bank interest, allotment income and annual VAT return. All of these are paid directly into the town council's bank account. Mayoral Fund Raising cash is received and banked by the office infrequently. Monies are counted and checked with two members of staff present.	L
Fidelity Guarantee	Financial Loss	M	The Council has fidelity guarantee cover to £200,000	L

VAT	Not reclaimed	M	VAT claims calculated and claimed quarterly on line and reported to council.	L
Salaries and associated costs	Salaries paid incorrectly Unpaid Tax/NI resulting in penalties for Council	M	Contract of employment in place for all employees Annual review of salaries undertaken before Precept is agreed Salaries calculated and filed on-line monthly with HMRC. Tax and N.I. contributions calculated and paid monthly. Pension calculated and paid monthly to NYPF Final returns for HMRC (Tax & NI) and NYPF completed on-line annually at the end of the financial year.	L
Precept	Inadequacy of precept in order for council to carry out its statutory duties	M	Regular information on finance including budget comparisons – finance reports presented to Finance and Gen Purposes Cttee or Full Council at their scheduled meetings. At November council meeting a draft budget, including actual position and projected position to year end, is presented by the RFO for discussion/ amendment. This includes a full break-down of the council's 'Reserve' account showing monies held in ear marked reserves and general reserves including recommended 3 – 6 months working capital.	L
Loans	Non compliance with borrowing restrictions	M	KTC does not have any loans.	L
Public Liability	Risk to third party, Property/individuals	M	The council has public liability cover to £10M under its policy with Pen Underwriting Ltd (through Gallagher Insurance Brokers)	L
	Legal liability as a result of asset ownership	H	Insurance in place. Reviewed prior to insurance renewal.	L
Employers liability	Non compliance with employment law resulting in litigation	M	The council employs a Clerk and Deputy Clerk. KTC's insurance policy with Pen Underwriting Ltd provides required employers liability cover.	L
Contracts and tendering	Fraud, cost, quality and delivery risk	H	The council has a Standing Order in place for contracts and procurement which is mandatory	L
Grants	Failure to document receipt of grant	M	Incoming monies documented (receipts/payments) and ringfenced	L
Payment of Grants and donations	No power to pay Council authorisation to pay Lack of training taken up by Councillors	M	All such expenditure must adhere to the Council process of approval, being minuted and listed accordingly when payment is made using S137 powers of expenditure. Councillors to undertake whole council training in January 2024 with a specific module to include the awarding of grants under Section 137	M **

** Following whole council training the Risk Level control will be on track to reduce to a Low rating.

Adopted: 18 September 2023

MINUTES OF THE EXTRA ORDINARY MEETING OF
KNARESBOROUGH TOWN COUNCIL
HELD AT KNARESBOROUGH HOUSE
on Monday 02 October 2023

PRESENT: Chair: The Deputy Mayor – Cllr H Westmancoat

Councillors: J Batt, A Bell, M Flood, K Lacey,
J Pickard, and M Walker

Staff Present: The Clerk

Late Arrivals: S Oakes **Early Departures:** None

Also Present: None

23/127 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 Davies, Goode, Gostlow and Longhurst.

23/128 ITEM 2 – Councillors' Disclosure of an Interest

None for this meeting

23/129 ITEM 3 - KTC Public Speaking Session

None for this meeting

23/130 ITEM 4 - To consider Town Council purchase of a new trailer stage as detailed in the correspondence emailed to all councillors 20 September 2023:

As no members of the public or press were in attendance, councillors did not vote to go into confidential session.

Councillor Pickard outlined the details of the trailer stage that he had sourced and compared against 2 further quotations for similar staging. He highlighted the pros and cons of the trailer unit and members discussed these details at length. All agreed the current staging was very heavy and difficult to use.

Councillor Oakes arrived during this discussion.

It was confirmed that should Council decide to purchase the stage then Councillor Pickard would collect it; a suitable storage location has been identified.

RESOLVED: That KTC supports the purchase of the trailer stage at a cost of £8750 and asks the Clerk to identify and vire unspent monies from a project budget line to cover the extra £3750 cost over and above the budgeted money for a stage.

FURTHER RESOLVED: That KTC now re-purpose the current stage Task and Finish Working Group to look at all aspects of the new and old staging, including KTC branding, possible sale or re-use of old staging, liaising with all local groups that use the stage and identifying potential new users etc.

Councillors Mark Flood, James Pickard and Hannah Gostlow to be joined by Councillor Kit Lacey on this group.

Meeting closed at: 7:06 p.m.

**Signed by the Deputy Mayor:
Councillor Helen Westmancoat:**

Parish Precept calculator

Knaresborough Successor Parish Council

Notes on Completion

To utilise this spreadsheet you only need to amend the two cells coloured green

Firstly, click in Cell C1. Click on the arrow and scroll to select the relevant Town / Parish Council from the pick list.

Secondly, input your precept requirement into cell C18 (this initially defaults to 2023/24 Funding requirement until the formula is overtyped). This can be amended numerous times to see the effect that different precepts have on your residents bills (both £ and %)

This section outlines the Funding Requirement of the Parish Council

Year	2024/25	2023/24
	This section can be amended to set the precept for next year	This section is for information only and provides details on the current year
Precept Requirement	£172,180.00	£158,991.00
Band D Equivalents	6396.52	6149.94
Band D Charge	£26.92	£25.85

This is the percentage change in precept paid that will appear on residents annual bills

% Council Tax Increase based on the proposed precept	4.13%	Increase in Council Tax
£ Council Tax Increase based on the proposed precept	£1.07	Increase in Council Tax

This section shows the headline charge per band (before any discounts / exemptions etc)

Band	Projected 2024/25 Charge	Current Charge per Band
Band A	£17.95	£17.23
Band B	£20.94	£20.11
Band C	£23.93	£22.98
Band D	£26.92	£25.85
Band E	£32.90	£31.59
Band F	£38.88	£37.34
Band G	£44.86	£43.08
Band H	£53.84	£51.70

Queries

If you have any queries on this spreadsheet or on how amending your Precept affects the charges for your residents please contact us.

Precept Setting:

Agreed Budget Finance Committee 20th November	£257,150
---	-----------------

Broken down:

Reallocated reserves/underspend:	£73,000
---	----------------

Anticipated Income:	£11,970
----------------------------	----------------

Suggested Precept Increase:	£172,180
------------------------------------	-----------------

Total	£257,150
--------------	-----------------

6.2

Date: 15/11/2023

Knaresborough Town Council Current Year

Page 1

Time: 12:04

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Current Bank A/c**

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	31/10/2023	1	5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	29/09/2023	1	314,977.42
			<u>314,977.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			314,977.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			314,977.42
		Balance per Cash Book is :-	314,977.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-1,920.00	5,072.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50	-3,000.00	9,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
328 EMR Links Charity	6,000.00	-1,850.00	4,150.00
329 King George V Field	4,535.00		4,535.00
330 EMR - KBoro House	5,500.00		5,500.00
331 EMR - Bebra Match Fund	1,277.10	-1,277.10	0.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
335 Mayoral Charity Fund	504.08	-500.00	4.08
	65,986.68	-30,047.10	35,939.58

Summary Receipts & Payments by Budget Heading 31/10/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	170,075	0	(170,075)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>169,575</u>				
101	Administration	5,329	12,500	7,171		7,171
102	Staff Costs	31,995	86,000	54,005		54,005
103	Establishment Costs	0	3,000	3,000		3,000
104	Training	140	1,200	1,060		1,060
105	Mayoral Expenses	2,543	5,000	2,457		2,457
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(2,043)</u>				
110	Grants/Donations	10,590	25,000	14,410		14,410
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(10,590)</u>				
120	Events/Projects	25,266	108,400	83,134		83,134
	plus Transfer from EMR	8,047				
	Movement to/(from) Gen Reserve	<u>(17,219)</u>				
999	VAT Data	5,627	0	(5,627)		
	Payments	2,956	0	(2,956)		(2,956)
	Movement to/(from) Gen Reserve	<u>2,671</u>				
<hr/>						
	Grand Totals:- Receipts	175,702	0	(175,702)		
	Payments	78,818	241,100	162,282	0	162,282
	Net Receipts over Payments	<u>96,884</u>	<u>(241,100)</u>	<u>(337,984)</u>		
	plus Transfer from EMR	8,547				
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>104,931</u>				

Detailed Receipts & Payments by Budget Heading 31/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Income						
1000 Allotments Income	5,597	0	(5,597)			
1065 Misc	3,500	0	(3,500)			500
1076 Precept	158,991	0	(158,991)			
1090 Bank Interest	1,987	0	(1,987)			
Income :- Receipts	<u>170,075</u>	<u>0</u>	<u>(170,075)</u>			<u>500</u>
Net Receipts	<u>170,075</u>	<u>0</u>	<u>(170,075)</u>			
6001 less Transfers to EMR	500					
Movement to/(from) Gen Reserve	<u>169,575</u>					
101 Administration						
4005 Bank Charges	33	100	67		67	
4021 Stationery	186	450	264		264	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	408	800	392		392	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	1,132	2,200	1,068		1,068	
4027 Photocopier	797	1,600	803		803	
4043 Recruitment costs	0	200	200		200	
4045 Audit	820	1,700	880		880	
4050 Legal	0	1,000	1,000		1,000	
4074 Bank Charges	6	0	(6)		(6)	
4075 Subscriptions	1,945	2,200	255		255	
Administration :- Indirect Payments	<u>5,329</u>	<u>12,500</u>	<u>7,171</u>	<u>0</u>	<u>7,171</u>	<u>0</u>
Net Payments	<u>(5,329)</u>	<u>(12,500)</u>	<u>(7,171)</u>			
102 Staff Costs						
4000 Wages & Salaries	19,773	59,000	39,227		39,227	
4001 Tax & NI	5,033	0	(5,033)		(5,033)	
4002 Pension	7,189	0	(7,189)		(7,189)	
4004 Staffing other	0	27,000	27,000		27,000	
Staff Costs :- Indirect Payments	<u>31,995</u>	<u>86,000</u>	<u>54,005</u>	<u>0</u>	<u>54,005</u>	<u>0</u>
Net Payments	<u>(31,995)</u>	<u>(86,000)</u>	<u>(54,005)</u>			
103 Establishment Costs						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>			

Detailed Receipts & Payments by Budget Heading 31/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
104 Training						
4030 Training/Travel Clls	140	200	60		60	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	140	1,200	1,060	0	1,060	0
Net Payments	(140)	(1,200)	(1,060)			
105 Mayoral Expenses						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	0	2,000	2,000		2,000	
4056 Mayor's Charitable Fund	550	500	(50)		(50)	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	2,543	5,000	2,457	0	2,457	500
Net Payments	(2,543)	(5,000)	(2,457)			
6000 plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	(2,043)					
110 Grants/Donations						
4070 Grants	10,450	20,000	9,550		9,550	
4071 Green Grants Project	0	5,000	5,000		5,000	
4072 Donations	140	0	(140)		(140)	
Grants/Donations :- Indirect Payments	10,590	25,000	14,410	0	14,410	0
Net Payments	(10,590)	(25,000)	(14,410)			
120 Events/Projects						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	144	2,200	2,056		2,056	
4062 Christmas Lights Contract	8,726	35,000	26,275		26,275	3,000
4063 Castle project for 2030	0	500	500		500	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	
4066 High St/Mkt Place Improvement	0	5,000	5,000		5,000	
4067 Designated Bathing Site	0	5,000	5,000		5,000	
4068 Butter Lane/Raw Gap Lighting	0	1,000	1,000		1,000	
4078 Survey	0	500	500		500	
4079 Land Train eval/support	0	6,000	6,000		6,000	
4080 Event Power Point	0	5,000	5,000		5,000	
4084 Flags & Bunting	0	3,000	3,000		3,000	

Detailed Receipts & Payments by Budget Heading 31/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	0	6,000	6,000		6,000	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	100	500	400		400	
4097 Flower Beds	0	3,000	3,000		3,000	
4101 Road Closure Mgmt	0	1,000	1,000		1,000	
4102 Cony-Hall Improvements	0	10,000	10,000		10,000	
4103 Bands at Castle	0	700	700		700	
4104 Community Stage	8,750	5,000	(3,750)		(3,750)	
4106 Trees	0	1,000	1,000		1,000	
4107 Projects Contingency	0	3,000	3,000		3,000	
4999 Transfers To/From Reserves	2,565	0	(2,565)		(2,565)	1,850
Events/Projects :- Indirect Payments	25,266	108,400	83,134	0	83,134	8,047
Net Payments	(25,266)	(108,400)	(83,134)			
6000 plus Transfer from EMR	8,047					
Movement to/(from) Gen Reserve	(17,219)					
999 VAT Data						
115 VAT refund from HMRC	5,627	0	(5,627)			
VAT Data :- Receipts	5,627	0	(5,627)			0
515 VAT on spend - input automatic	2,956	0	(2,956)		(2,956)	
VAT Data :- Indirect Payments	2,956	0	(2,956)	0	(2,956)	0
Net Receipts over Payments	2,671	0	(2,671)			
Grand Totals:- Receipts	175,702	0	(175,702)			
Payments	78,818	241,100	162,282	0	162,282	
Net Receipts over Payments	96,884	(241,100)	(337,984)			
plus Transfer from EMR	8,547					
less Transfers to EMR	500					
Movement to/(from) Gen Reserve	104,931					

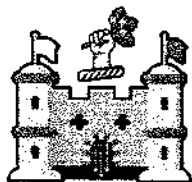
KNARESBOROUGH TOWN COUNCIL

November 2023 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
Kboro Connectors	97	100.00	0.00	100.00	Bright Friday Christmas Booklet	
H Gostlow	98	25.00	0.00	25.00	Reimburse Bright Friday Poster Work	
YLCA	99	25.00	0.00	25.00	Cllr Training - H Westmancoat	
SWARCO	100	8,091.00	1,618.20	9,709.20	VAS signage	
LITE	101	11,451.00	2,290.20	13,741.20	Christmas Lights payment 2 of 3	
Royal British Legion	102	50.00	0.00	50.00	Wreath	
Network Print	103	30.00	60.00	36.00	Bright Friday Posters	
Friendship and Leisure	104	20.00	0.00	20.00	November donation storage	
Mayoress of Morley Charity Fund	105	14.50	0.00	14.50	Donation	
King James School	106	1,000.00	0.00	1,000.00	KTC grant award	
Renaissance Knaresborough	107	3,000.00	0.00	3,000.00	KTC grant award	
H Gostlow	108	1,000.00	0.00	1,000.00	Mayoral Allowance Payment 1	
Salaries, Tax and NI, Pensions	109 - 112	6,428.29	0.00	6,428.29	incl backpay for agreed national pay award 22/23	
Total		31,234.79	3,968.40	35,149.19		

Schedule of Meetings 18 December to 23 May for review on 18 December

Monday 18 December	Full Council	Precept Setting
Monday 8 January	Planning	
Monday 5 February	Planning	
Monday 5 February	Staffing	To set clerk appraisal
Tuesday 13 February	Projects and Events	
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	



Knaresborough
Town Council

EQUALITY AND DIVERSITY POLICY

Our commitment	2
The law	2
Types of unlawful discrimination	2
Equal opportunities in employment	3
Dignity at work	4
People not employed by the council	4
Training	4
Your responsibilities	4
Grievances	5
Monitoring and review	5

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile,

degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will provide training in/raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to/raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.

Knaresborough Clerk

From: PlanningObligations (HAR) <CIL.har@northyorks.gov.uk>
Sent: 21 November 2023 13:12
To: Knaresborough
Subject: Knaresborough Town Council - CIL Payment
Attachments: CIL and parish councils CIL spending and reporting - Guidance for PC's.docx

Dear Mrs Pulman

Please find attached guidance regarding CIL Neighbourhood Portion monies. Please be aware that this guidance is in the process of being updated to reflect the new Council details but I hope it will provide some guidance regarding this payment, but should you have any queries, please contact me as below.

We have arranged for a payment for the CIL Neighbourhood Portion to be made to your Parish Council. Please accept my apologies for the delay in getting some of these payments to you, we have had some technical issues but these payment(s) will bring your account up to date. The payment reference accompanying the payment is CIL PC %

Below are the details of the payment you will received – it should arrive in your Parish Council bank account within the next 2 weeks – if it has not been received by that time, please contact me as below as soon as possible.

Total to be received £652.50 – this is CIL Neighbourhood portion payment for the following development which had paid their CIL contribution

Planning Ref – 21/01158/FUL – The Board Inn, 3 High Street, Knaresborough - £652.50

Moving forward, future payments will be made, if applicable, in April and October.

If you have any questions, please do not hesitate to contact me.

Kind regards
Carol

Carol Baker
S106 and CIL Delivery Officer
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW

Mobile: 07525 987953
Email: CIL.har@northyorks.gov.uk

Web: www.northyorks.gov.uk

Please note – My working days are Monday – Thursday



Community Infrastructure Levy (CIL) and Parish Councils

How CIL is allocated to parish councils

Under the CIL regulations, we are required to pay to parish councils the Neighbourhood portion of 15% (or 25% to those Parishes which have an adopted Neighbourhood Development Plan) of any CIL receipts from developments within those areas.

We pass accumulated funds to the parish council every 6 months:

- CIL receipts received by the council between 1 April to 30 September, are to be paid to parish councils by 28 October.
- CIL receipts received by the council between 1 October to 31 March, are to be paid to parish councils by 28 April.

These payments are generally referred to as the 'Neighbourhood Portion' or 'Neighbourhood Fund'.

If no income has been received by the Council for a development commenced in the Parish Council area, then no CIL payments are passed on. No payment may be received if for example the development has had a CIL Relief or Exemption applied.

How the Parish Council funds must be spent

The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that, it meets the requirement to 'support the development of the area' (as per Regulation 59c of the Community Infrastructure Regulations 2010, as amended).

CIL Regulation 59 sets out that the CIL Receipts must be used on infrastructure to support development in that area (as below). A local council must use CIL receipts passed to it in accordance with Regulation 59a or 59b to support the development of the local council's area, or any part of that area, by funding

- a) The provision, improvement, replacement, operation, or maintenance of infrastructure;
- or
- b) Anything else that is concerned with addressing the demands that development places on an area.

This wider definition means that the neighbourhood portion can be spent on things other than infrastructure (as defined in the Community Infrastructure Levy regulations) provided it is concerned with addressing the demands that development places on the parish's area.

Infrastructure is broadly defined in the Town and Country Planning Act 2008, and typically covers 3 broad categories

- Physical infrastructure: e.g. highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- Social infrastructure: e.g. education, health, social care, emergency services, art and culture, sport halls community halls
- Green infrastructure: e.g. parks, woodlands, play-areas, public open spaces

Monies can also be used to provide match funding with other income streams to make the most efficient use of funding to benefit the local community.

It is strongly suggested that Parish Councils spend their CIL funds in consultation with their local community, and it may help to draw up a 'wish-list' of projects which you can then consider and prioritise should funding become available to the Parish Council.

Note - Parish Councils do not have to use all the available funds from each development in one go. The key is to ensure all monies are used appropriately and in time!

Time restrictions for the use of CIL receipts for Parish Councils are 5yrs from the date the of the payment is made to the Parish Council. If anyone has any concerns regarding this timescale, please contact us.

If a parish council has failed to spend CIL funds passed to it within 5 years of receipt or has applied the funds not in accordance with the regulations, they maybe served a notice requiring the Parish Council to repay some or all the receipts passed.

Payments process

The Neighbourhood Portion monies will be passed onto the relevant Parish Council. CIL monies will be paid into the Parish Council bank account – this will be the bank account that the Council have for each Parish Council – where we do not have any account, we will request detail from the Parish Council Clerk. Monies will be made on the next available payment run and should arrive within 2 weeks. Monies will be paid by BACS transfer. An email will be sent to the Parish Clerk to confirm details of the payment, which will also detail the development (s) any Neighbourhood Portion payments are made from.

Parish council reporting requirements

When CIL funds are passed to Parish Council, a CIL Annual report will be required – regardless if monies have been spent or retained.

Regulation 62a states that Parish Councils must prepare a report for any financial year it receives CIL monies – the report must include

- a. The total CIL receipts for the reporting year
- b. The total CIL expenditure for the reporting year
- c. A summary of CIL expenditure during the reporting year including –
 - (i) The items to which CIL has been applied
 - (ii) The amount of CIL expenditure on each item; and
- d. Details of any notices received in accordance with Regulation 59e, including –
 - (i) The total value of CIL receipts subject to notices served in accordance with Regulation 59e during the reporting year

(ii) The total value of CIL receipts subject to a notice served in accordance with Regulation 59e in any year that has not been paid to the relevant charging authority by the end of the reporting year

e. The total amount of

- (i) CIL receipts for the reporting year retained at the end of the reporting year
 - (ii) CIL receipts from previous years retained at the end of the reporting year
- The report must be published by 31st December each year, following the reporting year, and be published on the Parish Councils website or the Council website.

You can publish your report whenever you wish as long as it has been done by the December deadline. We include CIL Spending into the Infrastructure Funding Statement which the Council is legally required to produce and therefore we may contact the Parish Council for details, if need be.

CIL Annual reports should include:

- CIL income received
- total CIL expenditure
- a summary of what the CIL was spent on
- the amount of receipts retained at the end of the reported year from that year and previous years.

If anyone has any queries regarding CIL funds and/ or spending, please contact the CIL Officer as soon as possible.

Central Services

KNARESBOROUGH TOWN COUNCIL
KNARESBOROUGH HOUSE
HIGH STREET

KNARESBOROUGH
NORTH YORKS
HG5 0HW

G Fielding
Corporate Director of Resources
County Hall
Northallerton
DL7 8AL
Tel: 0300 131 2 131
Email: Exchequer@northyorks.gov.uk

Remittance Advice - for the attention of Accounts Receivable

Payment will be credited to your bank account two working days after the Payment Date shown

Supplier Reference

9445381070

Payment Number

10038065

Page 1 of 1

Bank Details

Sort Code	Account Number	Email	Payment Date
1226	*94441	office@knaresboroughtowncouncil.gov	20-NOV-2023
Invoice Date	Invoice Number	Description	Amount
08-NOV-2023	T21 OCTOBER CI	CIL NEIGHBOURHOOD %	652.50

Total:

652.50

If there are any changes to the supplier information shown on this advice, please contact
Exchequer@northyorks.gov.uk quoting the supplier reference shown above.
If you have any queries regarding the payment details, please contact Exchequer by email or telephone
01609 532530 quoting Payment Number shown above.

Report to: Knaresborough Town Council

Date: 18 December 2023

Subject: Engagement of a new Internal Audit Service provider following previous provider's retirement

Report by: The Clerk to the Council

Reasons for the Urgent Decision

The next Full Council meeting was not until Monday 18 December, and this was deemed to be too late to ensure there was sufficient time for an Interim Audit to take place.

The matter was important but there was insufficient time to call an extra-ordinary meeting and the short notice left little opportunity to fit an Interim Audit in during the required period.

The matter to be determined is one which is lawful for Council to delegate.

Background

Council was let down by the previous internal audit provider. As Clerk I used the recommended NALC/SLCC Internal Audit Forum to get details of other providers and took recommendations from the Clerk's network. An internal audit is to provide assurance that Council's risk management, governance and internal control processes are operating effectively.

The Clerk received a thorough and comprehensive quotation back from Internal Audit Yorkshire which was circulated for Councillors consideration. The cost is on a par with Council's previous provision and therefore be in line with the budget.

The Clerk, following the Council's procedure emailed the information and the majority of Councillors were in favour of going ahead and engaging the auditor (10 in favour, 2 no response given). The Clerk therefore emailed the service provider to give the go-ahead and a date for the interim audit has been set.

Recommendations

The Council is RECOMMENDED to:

1. Receive and note the report.
2. Agree that the clerk acted according to policy

Clerks Report

North Yorkshire Council Harrogate and Knaresborough Area Constituency Committee Meeting – Thursday 14th September 2023

It was brought to the Clerk's attention on 18 September 2023 that an item had been included on the Agenda of the North Yorkshire Council (NYC) Area Constituency Committee meeting tabled as 'Item 18 – Presentation from Knaresborough Town Council: Thriving Knaresborough – 2023'. As you will be aware, Knaresborough Town Council had not Resolved to give any such Presentation to NYC, or any other organisation, and no request to give such a Presentation has been placed before Town Council. Therefore, the Presentation document, as given to the ACC Meeting, had not been checked by the Clerk and as a result it contained inaccuracies and information which could have been open to misinterpretation.

After closely watching this part of the ACC 14 September meeting on YouTube <https://www.youtube.com/watch?v=igsZhE192pQ> (specifically the introduction of Item 18, the Presentation and resultant discussion/questions), the Clerk contacted the office of North Yorkshire Council's Monitoring Officer, Mr Barry Khan, to enquire why an item purporting to be from Knaresborough Town Council had been included on an NYC Committee agenda without prior consultation with the Clerk of Knaresborough Town Council.

The initial response from the office of the Monitoring Officer was one of both surprise and apology and they asked for some time to complete their investigations into exactly how this breach of protocol had been allowed to happen.

Following their enquiries NYC came back to the Clerk, apologised again for their error and oversight, and offered for the Resolution at the end of Item 18 to be struck from the Minutes if Knaresborough Town Council so wishes. NYC has given assurances to the Clerk that no such breach of protocol will happen again.

Knaresborough Town Council now needs to decide whether it wishes the Resolution at the end of Item 18 to be struck from the Minutes.

Attachments: Copy of the Minutes of North Yorkshire Council Harrogate and Knaresborough Area Constituency Committee – item 18 – Presentation from Knaresborough Town Council: Thriving Knaresborough 2030.

October 2023

Presentation from Knaresborough Town Council: Thriving Knaresborough – 2030:

Knaresborough Town Councillor David Goode introduced this item and thanked the Committee for the invite to the meeting. He explained the history of Knaresborough and its Community highlighting the many challenges facing the town. These included maintaining a competitive local economy in a very competitive market, maintaining standards and growing services to cope with the influx of new residents due to 2000 plus new homes being built. The town suffered from congestion, anti-social behaviour, high house prices, low paid jobs, with a significant number of residents commuting to work on a daily basis. As a tourist destination the town suffered from lack of transport connectivity, a lack of hotel and other accommodation, poor tourism promotion and a slow growth in new business in the town.

Knaresborough Town Council was a well-established Council with a budget that delivered a number of services to and on behalf of residents in the town. It had a

Mayor, whose duties ranged from supporting local business and causes and representing the Town in the wider region. The town Council worked with North Yorkshire Council in a variety of areas including emergency response and was also part of North Yorkshire Council's implementation of the new community development strategy with community networks/anchor organisations. The town Council was looking at the potential opportunities that double devolution offered the Town and had submitted proposals as part of the process with North Yorkshire Council. The town council recognised that devolution opportunities related to the transfer of assets, and/or the delivery of services.

Cllr Goode went on to brief the Committee on the workshops that the town Council had held to look at issues facing the town and also how the Community could work together to tackle environmental and climate change issues. He explained how the town had successfully run events all of which contributed to a 'thriving town. He gave an overview of the competing priorities facing the town and how the town would have to rely and build on relationships to deliver solutions and any double devolution success. He concluded with an overview of the issues the town was facing and what the town Council was asking from the Area Committee and North Yorkshire Council.

The Chair thanked Cllr Goode for his presentation.

In response to questions further information was requested about anchor organisations and Cllr Goode provided information about the Parish Precept.

Members discussed the benefits of sorting lease arrangements for the Castle Grounds and Councillor Walker offered his services as a Champion of economic development in Knaresborough and to be a conduit between the Town Council and the Duchy.

Councillor Walker proposed the following motion, the motion was seconded by Councillor Goslow :

The Council should learn from the past and strengthen communication and engagement between the Town Council and North Yorkshire Council:

- Councillor Walker to be the link on behalf of the Committee between Knaresborough Town Council and North Yorkshire Council for supporting Economic Development and working with a named officer once identified
- Councillor Walker to work with the officer responsible for negotiating the lease on the castle for an extension

A vote was taken on the substantive motion and nine members voted for the motion and there was one abstention.

Resolved –

That the ACC supports the motion proposed by Councillor Matt Walker

From: Alice Wild <Alice.Wild@northyorks.gov.uk>
Sent: 30 November 2023 12:49
To: office@knaresboroughtowncouncil.gov.uk
Cc: Cllr.Hannah Gostlow; Cllr.Matt Walker; Rachel Joyce
Subject: RE: Double Devolution - Executive 17 October - Knaresborough Town Council

Hi Angela,

That's great thank you, we can offer the following if any of these work for you:

4 January, 10am – Teams
5 January, 2pm – Teams
10 January, 10am or 3pm – Harrogate or Teams
11 January, 2.30pm – County Hall or Teams

We will hold the dates and wait to hear from you.

Many thanks,
Alice

Alice Wild
Senior Project Manager
North Yorkshire Council
County Hall
Northallerton
DL7 8AD

Email: alice.wild@northyorks.gov.uk
Website www.northyorks.gov.uk



OFFICIAL

OFFICIAL

From: Rachel Joyce <Rachel.Joyce@northyorks.gov.uk>
Sent: 09 November 2023 21:25
To: office@knaresboroughtowncouncil.gov.uk
Cc: Cllr. Hannah Gostlow <Cllr.Hannah.Gostlow@northyorks.gov.uk>; Cllr. Matt Walker <Cllr.Matt.Walker@northyorks.gov.uk>; Maxine Smith <Maxine.Smith@northyorks.gov.uk>; Alice Wild <Alice.Wild@northyorks.gov.uk>
Subject: RE: Double Devolution - Executive 17 October - Knaresborough Town Council

My apologies for the delay in providing details of the next steps for this project.

The Executive considered the report recommending that a number of expressions of interest for double devolution be taken forward to full business case on 17 October. This recommendation included Knaresborough Town Council's expression of interest with as per below:

- o Management of the markets and the storage facility and assets associated with managing the market (i.e. road closure signs/tables etc).

I would therefore like to invite Knaresborough Town Council to put forward a full business case. To support this I have attached a full business case template and a risk register template to this email.

Key contacts for this from North Yorkshire Council will be:

- Rachel Joyce, overall project lead for NYC
- Jonathan Clubb, Head of Parks & Grounds
- Alice Wild, Senior Project Manager

If you would like an initial meeting Max Smith will help to find a convenient date.

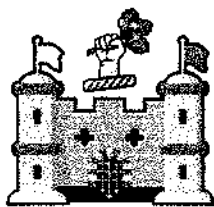
We look forward to working with you.

Rachel

Rachel Joyce
Assistant Chief Executive – Local Engagement

North Yorkshire Council
County Hall
Northallerton
DL7 8AD

Telephone: 01423 556705
Mobile: 07525 988364
Email: rachel.joyce@northyorks.gov.uk
Web: www.northyorks.gov.uk



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

Application Summary:

Name of organisation/individual*	Henshaws Society for Blind People
Primary Contact regarding application:	Flora Simpson
Address:	Arts of Crafts Centre 50 Bond End Knaresborough HG5 9AL
Telephone number:	
Email address:	flora.simpson@henshaws.org.uk
Project/Event title:	Henshaws 12 day of giving – Pottery Workshop
Total cost of project:	£4600.00
Amount of grant requested from KTC	£2000.00
Date of Application	22.11.2023

The Applicant:

What is the main purpose of your organisation?	To support people in the community living visual impairments and a range of disabilities to go beyond expectations.
How many years has your organisation been in existence?	180
If your organisation run by a Committee? If yes, how many Committee members?	
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members: Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	N/A
What activities are available for members?	We have 12 workshops at the Arts and Crafts centre these include pottery, woodwork, jewellery making,

	<p>spend their lives worrying about the quality of life a family member living with a disability has, as it can be a scary world to navigate.</p> <p>At Henshaws we aim to provide a calm and welcoming environment and positive experiences and life skills. The woodwork workshop in particular aims to improve independence, social skills and create friendships.</p> <p>They provide lifelong skills that can be used for years to come even if their journey with Henshaws ended we hope to provide them with the tools to live an independent and happy life where possible.</p> <p>When items are sold to the public it helps to eradicate the feeling of prejudice that our service users encounter throughout their lives and promotes inclusivity and being a part of the community.</p> <p>Pottery requires a certain level of skill and accuracy and it's a great focus for many of our artmakers.</p>
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	<p>We work hard at Henshaws to implement various initiatives and projects throughout the year that address the specific needs and challenges faced by people in the community living with a disability.</p> <p>We like to think the centre is a welcoming place for everyone in the area to visit and discover our little hub of happiness. Everyone always leaves with a huge smile on their face after discovering what a special place we have and all we offer.</p> <p>We have 175 service users from the local community at the centre and we don't just support them we also support the families.</p>
Does your organisation have the ability to meet new community needs, and if so, how?	<p>We are constantly striving to improve our offer and meet community needs.</p> <p>Our community events such as our Beer and Bed Fest help to bring together community members to discuss issues, share experiences, and ultimately build connections.</p> <p>We offer an art makers council every week which allows the people we support to have a say on any changes they would like to see within the centre and what they could benefit from. This helps us to understand their needs and constantly work to update our offering to meet the community needs.</p> <p>We welcome different local vendors to events to help with the community economy, such as caterers at our Beer Festival and stall holders at our Christmas Fair.</p>
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	<p>We use sustainable materials and recycle wherever we can.</p>
What will be the quality and effectiveness of service provided through the use of this grant	<p>We work hard to create quality programmes for each service user for our workshops and within this we need to ensure we have the right materials so that we can reach the art makers individual needs.</p>

	<p>We have had a lot of community centres, cafes, parks and gardens in the local area purchasing the finished projects from the pottery workshop and the happiness that our art makers feel when they see something they have made in the community is unbeatable.</p> <p>The improvement to people's mental health, social skills and independence from this workshop is astounding and without it, it would have a detrimental effect on our service users.</p> <p>Within the workshop we make a range of simple, saleable items such as vases, jars and clay figures, all of these products have been designed to be made easily and safely.</p> <p>The work is often quite physical and technical which helps with improving strength, co-ordination, and dexterity. The work is sold to members of the public and the community which gives a huge confidence boost to those involved in the production.</p> <p>The funding would be spent on all of the materials required to keep the workshop running for another year.</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 workshops run Monday to Friday throughout the year.</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>We run a Beer Festival and Bed Festival every year where we invite the community into the centre to discover what a special place we have here.</p> <p>We run our arts and crafts workshops Monday to Friday throughout the year. This year we were able to add an additional workshop, the sensory workshop which we have seen amazing change in our artmakers after attending this workshop. It is great for mental health and wellbeing.</p> <p>We held an artmakers symposium, we had an outdoor Shakespeare performance of much ado about nothing which our art makers performed in. This was a huge step for some of our service users who before Henshaws wouldn't have been able to stand up on a stage in front of a crowd of people.</p> <p>We have a Christmas Fair upcoming.</p> <p>All of our events are open to the public and add to the community and allow people to see the hard work we do here and strive to achieve inclusivity.</p>

Why do you think the Council should support this event/project?	<p>I think the council should help to support this project as the workshops have such a huge positive impact on the lives of not only just our service users but also their families. Henshaws focuses on inclusivity, accessibility and advocacy.</p> <p>We consider the needs and rights of our service users in all of the workshops and work hard to ensure our policies are reflecting the needs of our art makers.</p> <p>The workshops also offer educational programs that in turn help to raise awareness around disabilities and sight loss and promote understanding among the general public.</p> <p>Henshaws also promotes a sense of community among individuals with disabilities and the broader society. We always encourage an open dialogue, understanding, and collaboration between people with and without disabilities. Our community events such as our Beer and Bed Fest help to bring together community members to discuss issues, share experiences, and ultimately build connections.</p> <p>Our pottery workshop has not just helped people to develop creative skills but has helped them to understand themselves more and feel a part of something within the community which isn't something they often feel in a judgemental world.</p>
---	--

Project/Event planning

Date that you propose to commence the project or hold the event.	1 st January 2024
Does the project or event require permission from North Yorkshire Council? 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)	£4600.00
Contribution from your funds:	All monies will be fundraised for.
Contribution from other organisations (please specify)	
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	

Check List:

Please tick:


I have read and agreed your terms and policies	<input checked="" type="checkbox"/>
--	-------------------------------------

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 North Yorkshire Council	YES

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

Declaration:

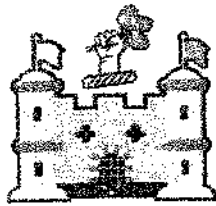
I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request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

Signed: 

Name of Signatory – Flora Simpson

Position: Senior Fundraiser

Date: 22.11.2023



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

Application Summary:

Name of organisation/individual*	Knaresborough Museum Association (KMA)
Primary Contact regarding application:	Kathy Allday
Address:	THE KNARESBOROUGH MUSEUM ASSOCIATION C/O THE KNARESBOROUGH MUSEUM ASSOCIATION KNARESBOROUGH, NORTH YORKSHIRE, YO21 2JH
Telephone number:	01535 555555
Email address:	kathy.allday@knaresboroughmuseum.co.uk
Project/Event title:	New Community Heritage Information Centre
Total cost of project:	£17500
Amount of grant requested from KTC	£4000
Date of Application	15/11/2023

The Applicant:

What is the main purpose of your organisation?	To research, record and showcase Knaresborough's history, geology and archaeology through displays, pop up events, workshops, outreach work, talks and history walks while working towards and gaining the necessary experience and credentials to set up a Town Museum for Knaresborough.
How many years has your organisation been in existence?	5 years (2 and a half years as a charity)
If your organisation run by a Committee? If yes, how many Committee members?	A committee of 5 Trustees
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members:	KMA have approximately 50 volunteer members on the team, ranging in age from 16 to 85. Membership is currently free.
Does your club charge for membership?	

<p>If yes, please provide details of the membership scheme and charges applicable</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>Our charity is run by our volunteers and trustees. Volunteers gain skills in a variety of areas: IT/social media, research, archaeological survey work, fundraising, outreach work with groups and schools, preparing for and running pop up events and workshops and policy development. Members also visit other museums, heritage centres and archive offices etc and go on training courses to build experience, confidence, knowledge and the necessary skills to help run the organisation</p> <p>Anyone with an interest in Knaresborough's history above the age of 16 can join KMA.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>KMA are members of the Association of Independent Museums and The Museum Association.</p> <p>Trustees work with a variety of local organisations such as RK, the Castle Working Group, Knaresborough Voice among many others.</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • 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 checked="" type="checkbox"/> No <input type="checkbox"/></p>

The Project/Event/Individual's role:

<p>Brief description of scheme</p>	<p>KMA are opening a new volunteer run Heritage Information Centre at 12 High Street (former Printzone) where we plan to provide tourist/visitor information in a reception/display/shop area, and a multi – purpose gallery space where there will be a rolling programme of pop up</p>
------------------------------------	--

	<p>exhibitions on Knaresborough's history, talks and workshops (the latter for children and hard to reach groups) as well as an office and base for KMA. The building needs refurbishing, equipping and decorating some of the work is to be done in house by volunteers. While KMA has the funds to pay for all the running costs (rent, insurance, services and utilities) other work including specialist lighting and equipment such as big display units etc will require external sources of funding.</p> <p>The grant will go towards signage, publicity, stacking chairs, display stands, wall mounted leaflet dispensers, and audio visual equipment for use in exhibitions, talks and workshops.</p>
What are the aims of the project/event?	<p>The Centre will be a big step up for KMA and provide a higher profile for our organisation and a visible presence on the High Street. We want to use the premises to do more community engagement work and activities that will nurture interest and a sense of pride in Knaresborough's history, archaeology and geology among local residents. We also want to provide an additional place where visitors can call in to learn much more about Knaresborough and its history and places of interest.</p>
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	<p>The benefits will be educational, encouraging a sense of pride in place and a boost for the local economy. We want to run living history and creative/art workshops for children during the school holidays. We have already run workshops for people with early onset dementia and want to continue by working with groups such as ORB and Henshaws.</p> <p>We also have a growing oral history archive which we want to expand and record interviews with elderly residents in our new centre. All groups we have worked with to date have all felt a sense of self worth and enjoyed participating in artwork, artefact handling and local history related quizzes. The Centre will open to residents and visitors wanting to find out more about Knaresborough's history, look at our displays, come to talks and take part in our continuing programme of walks and planned heritage trails.</p> <p>We hope to attract a minimum of 5,000 visitors and local residents to our new Heritage Information Centre in our first year.</p>
Does your organisation have the ability to meet new community needs, and if so, how?	<p>By providing talks and workshops and taking artefacts to hard to reach residents we feel KMA provides a unique service that is life enhancing for residents of all ages, abilities and backgrounds.</p>
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	<p>KMA is a sustainability conscious organisation. We have already included environmental information in our displays on the fragility of local habitats and provided information on the ecology of the gorge. This will continue. Wherever we can, we recycle, upcycle (eg buying second hand</p>

	cabinets and renovating them) and try not to waste scarce resources. Our expert IT team are also renovating some laptops so that we save money and reduce waste.
What will be the quality and effectiveness of service provided through the use of this grant	The grant will help us provide a quality information service and venue for community engagement in Knaresborough's heritage.
<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>	
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.	<ol style="list-style-type: none"> 1. Continuing oral history interviews 2. A range of research projects in health, disease and poverty; WW2, 400 years of education in Knaresborough and the archaeology of Knaresborough. All this information is being digitised and will contribute to a history archive that will become available to the public when complete. 3. Developing new skills for our volunteers eg in archaeological survey work, training in GDPR, risk management and health and safety 4. Growing our data base and collection – resources that underpin our exhibitions and outreach work etc 5. WW2 themed exhibition, guided walk and trail 6. Community Archaeology Festival at COGS attracting over 1000 people over 2 weekends during October half term 2023 7. Ongoing development of a new website, social media content. Beginnings of a You Tube channel and new video content for social media and to be incorporated into audio visual presentations to be used in talks and at events 8. Attracted 15 new volunteers including younger people 9. Outreach work with community groups including one supporting people with early onset dementia 10. Recruitment of a museum consultant to undertake a feasibility study into the long term viability of creating a permanent Town Museum in Knaresborough 11. Working with a variety of artists, living historians and other creatives to add value to our displays in the form of living history work with children; new bespoke pieces such as a plague mask and 3D model of Gates Hill camp and displays of paintings by James McKay. etc
Why do you think the Council should support this event/project?	The grant will help with the costs of providing information in a central and easily accessible location for visitors and

	<p>those enquiring about activities and places to visit in the area.</p> <p>Funding towards signage and initial publicity is essential and will help us get established as a complementary heritage information centre and put us "on the map".</p> <p>The grant will enable us to bring Knaresborough's fascinating history to a much wider audience in a variety of ways – through talks, workshops, guided walks as well as ongoing exhibitions about the town.</p> <p>We need wall mounted leaflet dispensers for visitor information and new stands to make our displays attractive. We need stacking chairs for participants coming to talks and workshops. This grant will help with these costs.</p> <p>Many visitors come to Knaresborough but only find out a limited amount about the town – e.g. on the history of the castle while its geology, archaeology and much of its social history would remain hidden if it was not for our work. We want to build on our past successful events and outreach work and this grant will help us to do so.</p> <p>By supporting this project, KMA is more likely to be able to access further funding to refurbish, decorate and equip the new Heritage Information Centre from supporting organisations.</p>
--	---

Project/Event planning

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

Financial Details

Estimated total cost (including any fees)	17,500
Contribution from your funds:	1,500
Contribution from other organisations (please specify)	We have received had two other grants for £850 (Rotary) for laptops and printers and £1,500 (Local Fund) which will go towards the cost of some display stands and display cabinets. We are also applying for additional grants to cover the bulk of the refurbishment work and bespoke exhibition stands.

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 . Volunteers are going to do much of the decoration, cleaning and some refurbishment work. Volunteers will also be setting up the exhibition and display material as well as staffing the office/reception and dealing with enquiries from the public once open in Spring 2024. We have estimated that the value of this contribution is £2,500
--	--

Check List:

Please tick:

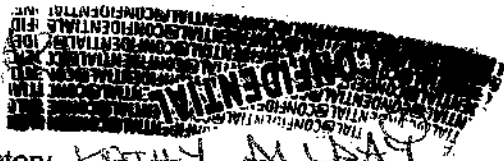
I have read and agreed your terms and policies	Yes
I agree to provide feedback to the Town Council if my application is approved, including publicity	Yes
I enclose the following documents to support my application: Latest financial accounts Set of rules by which my organisation runs - <i>sent by email</i> Other supporting information Permissions, if appropriate, from North Yorkshire Council	

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

Declaration:

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

Signed:



Name of Signatory *KATHY ALLEN*

Position: *CHAIR*

Date: *15/11/2023*

KTC Grant application. Funding required for:

2 external signs and vinyl window signage	£1500
Stackable chairs (20)	£650
Audio-visual equipment	£600
2 shelving wall units	£400
Wall mounted leaflet dispensers x2	£365
Publicity (posters, flyers, information leaflets etc)	£255
Literature display stand (on castors)	£230
TOTAL	£4000.00 (including VAT)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Knaresborough Museum Association

Receipts and payments accounts

CC16a

For the period from	27/05/2021	To	31/05/2022
------------------------	------------	----	------------

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	7,500	3,500	-	11,000	-
Donations	21,941	-	-	21,941	-
Crowd-funding	13,701	-	-	13,701	-
Guidebook	2,073	-	-	2,073	-
Fund-Raising Events	2,826	-	-	2,826	-
Other income	495	-	-	495	-
Sub total (Gross income for AR)	48,536	3,500	-	52,036	-
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	48,536	3,500	-	52,036	-
A3 Payments					
Buildings Costs	-	-	-	-	-
Affiliation Fees	226	-	-	226	-
Website	567	-	-	567	-
General Expenses	81	260	-	341	-
Marketing & Printing	1,877	425	-	2,302	-
Bank Charges	147	-	-	147	-
Miscellaneous	145	-	-	145	-
Legal Fees & DBS	117	-	-	117	-
Insurance	411	-	-	411	-
Promotions & Events Costs	225	555	-	780	-
Utilities	-	-	-	-	-
Planning & Fees	-	-	-	-	-
Exhibition Design and Fit-out	1,076	-	-	1,076	-
Sub total	4,872	1,240	-	6,112	-
A4 Asset and investment purchases, (see table)					
N/A	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,872	1,240	-	6,112	-
Net of receipts/(payments)	43,663	2,260	-	45,924	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	43,663	2,260	-	45,924	-

Category	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Unity Trust Bank - Unity Current Account T1	45,924	-	-
		-	-	-
	Total cash funds	45,924	-	-
	(agree balances with receipts and payments account(s))			

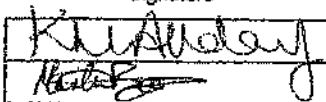
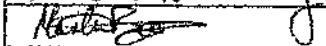
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

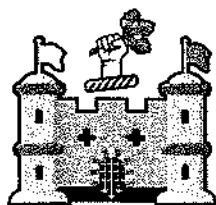
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Funds available for investing in development and operating the Museum	45,924	-	-
		-	-	-
		-	-	-
		-	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Kathy Allday - Chair	31/08/2022
	Martin Brewer - Treasurer	29/08/2022



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

Application Summary:

Name of organisation/individual*	Community Stars CIC
Primary Contact regarding application:	Clare Robinson
Address:	18 K H CONFIDENTIAL
Telephone number:	07496 524152
Email address:	clare@communitystars.co.uk
Project/Event title:	The Kiosk at Conyngham
Total cost of project:	£10,000
Amount of grant requested from KTC	£5000
Date of Application	06.12.2023

The Applicant:

What is the main purpose of your organisation?	Engagement with the local community offering support for young people and adults with learning disabilities and those experiencing social isolation. We run the Kiosk at Conyngham Hall which offers outdoor sports facilities at low cost,
How many years has your organisation been in existence?	3 years
If your organisation run by a Committee? If yes, how many Committee members?	No, it is a Community Interest Company
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members: Does your club charge for membership?	N/A

	20 years' experience in this field and are unique in terms of not charging a fee for this support. We would like to extend this service to young people who do not access formal education.
What are the aims of the project/event?	The aims of the project is to offer affordable access to outdoor sporting facilities and refreshments and a welcoming and inclusive outdoor venue for everyone to access. We would like to build on the success during the last season and continue to develop the space and enhance the experience for visitors there. We have already been able to use the small income from the sports equipment alongside Community Stars funds to buy more garden games and fit the kitchen in the kiosk to get it to the right level for food hygiene requirements. In the next season we would like to work on more accessibility such as a wheelchair accessible picnic bench and correct ramp access to the tennis courts. We have also identified that the garden games were so successful but with limited funds the quality of some of the games alongside their popularity meant they did not last long. Therefore, we intend to buy some more robust and higher quality games and activities. We also need to upgrade the tennis nets and invest in equipment to clean the courts.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	This project can benefit a large number of the Knaresborough community of all ages. This has been seen and documented during our tenure ship of the Kiosk this year. For example, the garden games we have bought have been used by groups of people and families and we have noted that several generations have played together, such as grandparents, parents and children playing outdoor chess or connect four, snakes and ladders. This extends to crazy golf, pitch and putt and tennis. We have also worked with the following groups who have used this site: Knaresborough Connectors, Who let the dads out, Inspire Youth, various cubs, scouts and rainbows groups, local primary school and local special schools trips, King James School, local musicians, Feva events, Art venturers, Easingwold pickle Ball club, Harrogate District of Sanctuary, Orienteering group, Knaresborough Rotary, Knaresborough Open Gardens, Morrisons Community Champions and Scriven Scouts litter picking team. Therefore, it is possible that well over a thousand members of the local community directly benefit from this project.
Does your organisation have the ability to meet new community needs, and if so, how?	We feel we have the ability to meet new community needs. For example, we recognised the potential of the Kiosk for the local community and took this on this year, expanding on our pop up café held each Wednesday offering supported work experience for adults with additional needs and older member of the community experiencing social isolation. Gathering feedback and experience of the kiosk this year, we are ready to develop this throughout the next year as described above.
What, if any, are the environmental benefits of your project and how will	This project is outdoors and offers all the benefits of time spent outside in nature can bring. We encompass this in our activities we have offered this year such as mini bug

sustainability be addressed from a climate change perspective.	hunts and craft sessions. We would also like to expand the recycling of material at this site through working with the green connectors to make composting possible.
What will be the quality and effectiveness of service provided through the use of this grant	We will continue to endeavour to deliver the highest possible quality of service and the grant money will allow us to upgrade the outdoor games and sports facilities.
<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>	
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.	During the last year Community Stars has achieved all the activities listed above. On top of this we have continued to deliver the pop-up café each week at St John's Hub, offering low priced freshly cooked food and solid supported work experience for young people and adults with learning disabilities. We were also shortlisted for Local Attraction of the year 2023.
Why do you think the Council should support this event/project?	We believe it is an important community asset that offers affordable outdoor activities and

Project/Event planning

Date that you propose to commence the project or hold the event.	March 2024
Does the project or event require permission from North Yorkshire Council? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	Yes in terms of the lease of the Kiosk which is in the process of being renewed and updated for 8 years.

Financial Details

Estimated total cost (including any fees)	10,000+
Contribution from your funds:	5,000
Contribution from other organisations (please specify)	None at present
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	£1000

Check List:

Please tick:

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

*** 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: ejenner

Name of Signatory Emma Jenner

Position: Director Community Stars

Date: 6th December 2023

COMMUNITY STARS COMPANY RULES

Community Stars will offer activities, events and a service that will be inclusive to all ages and abilities.

All members of Community Stars including volunteers, work experience students, customers and the wider community will be treated with respect and dignity at all times.

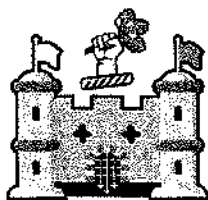
Embrace change that is needed and developmental

Keep activities, services and refreshments affordable or free to anyone that maybe financially struggling.

Be kind always.

Have up to date Risk Assessments, DBS Checks, Health and Safety Policy, Equal Opportunities Policy and access to correct PPE.

Any profits made will be reinvested into the benefit of our local community and current projects we are working on.



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*	North Yorkshire Citizens Advice & Law Centre (NYCALC)
Primary Contact regarding application:	Sarah Hartley Deputy CEO
Address:	Audrey Burton House Queensway Harrogate HG1 5LX
Telephone number:	01423 637250
Email address:	sarah.hartley@northyorksica.org.uk
Project/Event title:	Generalist & Specialist Advice
Total cost of project:	£162,000 (running costs for the Harrogate Office)
Amount of grant requested from KTC	£1,500
Date of Application	7th December 2023

The Applicant:

What is the main purpose of your organisation?	North Yorkshire Citizens Advice & Law Centre (NYCALC) provides free, confidential and impartial information and advice on a range of issues including money, benefits, housing and employment, alongside campaigning on the important issues affecting people living across the county. Our aim is to help everyone find a way forward, whatever problems they face. NYCALC's remit covers all of North Yorkshire, except the City of York.
How many years has your organisation been in existence?	82

<p>If your organisation is run by a Committee? If yes, how many Committee members?</p>	<p>14</p>
<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>N/A</p>
<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>N/A</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>NYCALC is an independent registered charity responsible for our own service delivery, management, governance and fundraising. We hold membership of the national charity Citizens Advice and so benefit from a range of shared resources including the national client management database, research and campaigns.</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • 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 checked="" type="checkbox"/> No <input type="checkbox"/></p>

The Project/Event/Individual's role:

Brief description of scheme	<p>NYCALC offers advice by telephone, email, through our website and face-to-face at our Harrogate Office for people living in and around Knaresborough. Alongside our generalist advice service we have several specialist projects including:</p> <ul style="list-style-type: none">• Help to Claim - support with Universal Credit applications• Pension Wise - pensions advice for the over 50s• Money & Pensions Service: debt advice• Warm & Well: practical assistance with fuel poverty• MacMillan Benefits Advice: welfare support for people living with cancer• Rural Reach Information & Advice Bus: outreach advice for isolated rural communities• Pomoc Project / Homes for Ukraine: culturally appropriate support for Eastern European communities• North Yorkshire Law Centre - legal advice on welfare, housing, debt, discrimination, immigration and family law
What are the aims of the project/event?	<p>Our advice work aims to empower people to resolve the problems impacting on their quality of life by ensuring:</p> <ul style="list-style-type: none">• access to vital emergency aid such as energy vouchers and food banks to ensure people and their families are safe, warm and fed• Securing essential benefit, pension and welfare entitlements to alleviate poverty and the desperation associated with this.• constructive addressing of debt to stop it becoming an insurmountable burden• prevention of eviction or repossession so people can keep their homes and avoid the pervading instability and insecurity of homelessness• protection from discrimination and exploitation and the suffering this causes• improved money management and budgeting skills so people are equipped to better cope in the future• vastly improved mental health and well being due to all of the above
What benefit will the award bring to the Knaresborough Community and the number of residents directly benefiting?	<p>Between April 2022 and March 2023 in Knaresborough NYCALC:</p> <ul style="list-style-type: none">• Provided specialist advice to 294 individuals• Benefitted an additional 882 people in the community

	<ul style="list-style-type: none"> • Assisted with a total of 1,285 problems • Increased client income by £149,009 • Helped write off debts totalling £2,803 <p>The vast majority of those seeking advice in Knaresborough were aged between 50-64. 52% had a long term health problem or disability. Problems mainly concerned benefits, family law, consumer goods, energy bills and debt.</p>
Does your organisation have the ability to meet new community needs, and if so, how?	NYCALC is constantly adapting to meet the changing needs of North Yorkshire. For example last year we opened our Law Centre in response to the lack of free legal advice in the county. Next year we will begin a project at Catterick Garrison to meet the specific advice requirements of armed forces personnel and veterans.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective?	<p>NYCALC operates in compliance with all relevant environmental legislation and strives to use pollution prevention and environmental best practices in all we do. Our policy is to:</p> <ul style="list-style-type: none"> • Integrate the consideration of environmental and sustainability concerns and impacts into our decision making and activities. • Minimise our waste and then reuse or recycle as much of it as is possible. • Minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources. • As far as is possible, purchase products and services that do the least damage to the environment. • Train, educate and inform our employees about environmental and sustainability issues that may affect their work. • Promote environmental and sustainability awareness among our employees and encourage them to work in an environmentally responsible manner. • Communicate our environmental and sustainability commitment to clients, customers and the public and encourage them to support it.
What will be the quality and effectiveness of service provided through the use of this grant	NYCALC has a designated Quality Team which meets fortnightly to assess service delivery and implement any measures for necessary improvements.
<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>	N/A

2. Attendance Attendance at last event? Anticipated attendance at planned Event?	
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>NYCALC offered advice by telephone, email, our website and face-to-face from our offices in Harrogate, Malton, Northallerton, Richmond, Scarborough, Selby, Skipton and Whitby in addition to the following specialist projects:</p> <ul style="list-style-type: none"> • Help to Claim - support with Universal Credit applications • Pension Wise - pensions advice for the over 50s • Money & Pensions Service: debt advice • Warm & Well: practical assistance with fuel poverty • MacMillan Benefits Advice: welfare support for people living with cancer • Rural Reach Information & Advice Bus: outreach advice for isolated rural communities • Pomoc Project / Homes for Ukraine: culturally appropriate support for Eastern European communities • North Yorkshire Law Centre - legal advice on welfare, housing, debt, discrimination, immigration and family law <p>Across North Yorkshire we helped a total of 21,568 people with 104,779 problems. This resulted in £17,316,772 income gained and £2,483,613 of debt written off.</p>
Why do you think the Council should support this event/project?	NYCALC is the only provider of free, confidential and professional advice in North Yorkshire. Without our presence, essential help would not be available to the people of Knaresborough.

Project/Event planning

Date that you propose to commence the project or hold the event.	Our work in Knaresborough is ongoing
Does the project or event require permission from North Yorkshire Council? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	N/A

Financial Details

Estimated total cost (including any fees)	£162,000
Contribution from your funds:	£160,500

Contribution from other organisations (please specify)	NYCALC has funding from various other sources including the national Citizens Advice organisation, National Lottery Community Fund, Energy Redress Trust and Access to Justice Foundation.
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	N/A

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 North Yorkshire Council	✓

*** 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.

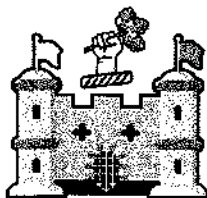
CONFIDENTIAL

Name of Signatory: Sarah Hartley

Position: Deputy CEO

Date: 7th December 2023

* SUPPORTING FINANCIAL DOCUMENTATION RECEIVED.
WILL BE AVAILABLE AT THE MEETING IF REQUIRED *



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*	Knot Another Choir CIO
Primary Contact regarding application:	Julie Bradbury-Sharp
Address:	125 Manchester Road Knaresborough West Yorkshire BD23 7JL
Telephone number:	01535 551111
Email address:	Julie@knotanotherchoir.co.uk
Project/Event title:	Manchester Annual Choir Competition (Transport and Professional Fees)
Total cost of project:	£3390
Amount of grant requested from KTC	£2040
Date of Application	30/11/2023

The Applicant:

What is the main purpose of your organisation?	Knot Another Choir is a mixed inclusive community choir. Our purpose is to bring together members of our local community to enjoy the joy of singing together. Whilst our primary purpose is to sing for fun, singing can give significant benefits to mental and physical health as well as reducing social isolation within the community. We love to perform and have raised significant amounts of money for other charities, we see ourselves as ambassadors for our beautiful town.
How many years has your organisation been in existence?	10 years
If your organisation run by a Committee? If yes, how many Committee members?	Yes there are 12 Committee members – 6 of whom are trustees of Knot Another Choir CIO. All committee members are volunteers

<p>If your organisation is a club with membership, please provide the following details:</p> <p>Membership -</p> <p>Number of adult members:</p> <p>Number of junior members:</p> <p>Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable</p>	<p>Membership currently stands at 106 members, all of whom are adults between 30 and 84.</p> <p>Membership is £20 per month, paid by direct debit.</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>The choir meets weekly for rehearsals and performs concerts throughout the year in many different locations both locally and a little further afield. We hold choir workshops twice a year and have regular social evenings.</p> <p>The choir is open to all – no auditions are required</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>No</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • 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 checked="" type="checkbox"/> No <input type="checkbox"/></p>

The Project/Event/Individual's role:

<p>Brief description of scheme</p>	<p>Knot Another Choir are delighted to have been selected to take part in the prestigious Manchester Amateur Choir Competition (MACC). This is an annual competition in which choirs from all over the UK and overseas are invited to compete in a spirit of creativity and community.</p>
------------------------------------	--

	<p>The grant we are requesting is to cover the transport costs, the professional fees of our MD and accompanist and the administrative fee to enter the competition.</p> <p>The competition is not solely focused on the winning choir, it gives the participants the satisfaction of singing to a high standard and the opportunity to experience and enjoy the diversity of performance of other inspirational amateur choirs.</p> <p>We are delighted to have been invited to compete in this competition, and we are proud to have been given this opportunity to perform alongside other choirs. Our members will not only enjoy the taking part, but being given expert professional critique will enable the choir to improve and develop.</p>
What are the aims of the project/event?	The aim of the competition for Knot Another Choir is to give our members the chance to enhance their levels of performance by receiving critique from highly acclaimed judges, and to give ourselves the opportunity to hear other excellent choirs, gaining inspiration from them.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	From doing regular performances, we have gained many supporters in the Knaresborough community. Through our fundraising we reach out to many Knaresborough charities, businesses, and churches. Continuing to develop the choir will give us greater opportunities to work in collaboration with others. This will continue to raise the musical profile of Knaresborough.
Does your organisation have the ability to meet new community needs, and if so, how?	We are always open to support our local community – we are a hardworking choir, always looking for new opportunities and experiences. We like to support other local charities and events.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	Part of the costs of attending this event is the transportation. Using a local coach company to transport our members to and from Manchester avoids the costs and emissions associated if all our members were to travel independently.
What will be the quality and effectiveness of service provided through the use of this grant	Knot Another Choir is a strong choir, but we feel that improving our levels of performance will allow us to reach out further than we do currently. We would like to continue to develop the choir. Entering the MACC, at the Royal Northern College of Music, will give a real boost of confidence to the choir, benefiting our 100+ members and indirectly, but importantly, our audiences.
<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>	

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.	In the last 12 months, Knot Another Choir has raised over £4000 for other charities – including £2000 for Bob Frendt, who took two fire engines to the Ukraine, along with other local charities such as Resurrected Bites, The Foodbank, Franks Fund (Bone Cancer Charity) and Cancer Research. In addition, we took part in the Harrogate Community Choir Festival at Harrogate Theatre, The Wensleydale Tournament Festival of Music and Speech; where we won all the categories we entered and were joint overall winners. We entered the Making Music Christmas carol competition; this was to have a carol played on Classic FM over the Christmas period. We've performed at Trinity Church, the Valley Gardens, Newby Hall and York Racecourse. This year we recorded and released our first CD, we also published it on streaming platforms.
Why do you think the Council should support this event/project?	Knot Another Choir represents Knaresborough, and its residents, we always strive to be the best we can be and to be ambassadors for our lovely town. We are also residents ourselves, and it would be very much appreciated for our organisation to be supported by our local Council.

Project/Event planning

Date that you propose to commence the project or hold the event.	3 March 2024
Does the project or event require permission from North Yorkshire Council? 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)	£3390
Contribution from your funds:	
Contribution from other organisations (please specify)	A grant for £1350 has been applied for from Knaresborough Lions, but if unsuccessful, the costs will be met through our own funds.
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

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 North Yorkshire Council	✓
--	---

*** 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: *Julie Bradbury-Sharp*

Name of Signatory Julie Bradbury-Sharp

Position: Trustee

Date: 11/12/2023

Knot Another Choir CIO

Safeguarding Policy

Knot Another Choir CIO (KACC) is committed to promoting the wellbeing of young people/vulnerable adults, and is fully aware of the central importance of implementing a Safeguarding Policy to ensure their protection. It is also aware that, being an open access community choir, it may at times have members who may be classed as vulnerable adults and the Policy is an active document for those members too.

KACC acknowledges the responsibility it holds for young people/vulnerable adults, including anything involving them during choir related activities, such as rehearsal and performance duration and standards of health and safety in the buildings used by KACC.

SAFEGUARDING

AWARENESS OF SAFEGUARDING IS THE RESPONSIBILITY OF ALL CHOIR MEMBERS

KACC accepts its duty of care and is committed to ensuring that all young people/vulnerable adults involved in the choir are protected from harm, undertaking that all suspicions of harm will be taken seriously and responded to swiftly and appropriately. Our arrangements enable all members of the choir to share concerns they may have in the confidence that they will be dealt with by designated people in accordance with this policy.

KACC will appoint and make known to all members a nominated and named member of the choir to be the contact for any concerns regarding safeguarding. (Safeguarding Officer) In the absence of that officer there will be other named officers available. (See Appendix 1)

KACC accepts that the Musical Director and all adult choir members working with KACC have a duty to abide by this policy and to report concerns. All members and officers are required to familiarise themselves with this Safeguarding document.

CODE OF BEHAVIOUR

KACC will ensure that the Musical Director, Safeguarding Officer and a Designated Officer working with KACC have a current Disclosure and Barring Service (DBS) check. All DBS checks will be inspected and approved by the Chair and Vice Chair of KACC/ Director of KACC. All designated safeguarding officers and those working directly with children will have an enhanced DBS check. All designated officers will undergo safeguarding training.

All choir members will be treated with respect at all times, regardless of ethnicity or age. Young people and vulnerable adults will be afforded that same respect. Similarly, young people will be expected to demonstrate that same level of respect and good behaviour.

All choir members will avoid compromising situations e.g. an adult being alone with a young person.

If any choir member has concerns regarding the welfare or the behaviour of any child, or concerns about the behaviour of any adult choir member, then these should be taken to the Safeguarding Officer or another Designated Person.

Permission will be sought from all choir members and in the case of young people under 18 their parents/carers, before any photographs or visually recorded material is used in the press or on social media, YouTube or the like.

Permission will be sought from parents/carers before a young person is admitted to the choir or takes part in KACC activities.

PROCEDURES

Members of the KACC committee and all leaders working with KACC will undertake to implement Safeguarding procedures as detailed in this document which aligns with North Yorkshire County Council Safeguarding Children Board.

Any expression of concern regarding either a young person, or adult choir member, will immediately be reported to the Safeguarding Officer or other Designated Officer. If the concern comes in the form of a disclosure then this **must** be reported to the Safeguarding Officer or other Designated Officer and then not discussed with any other person.

North Yorkshire County Council Customer Services Centre 01609 780780

OR in the case of an emergency 999

The reported problem will immediately be logged. This log will be held securely by the Safeguarding Officer in a password protected folder. In the event of a concern being raised about a young person's/vulnerable adult's welfare or a disclosure being made by a young person the Safeguarding Officer or other Designated Person will discuss the matter with parents as appropriate and/or contact:

REVIEWING

KACC will review this policy at least annually.
The Safeguarding Policy is available on the KACC website.

Reviewed : 30/09/2023

APPENDIX 1

Safeguarding Officer – Julie Dodson

Designated Officer – Rachael Bolton

Registered Charity No: 1182311

KNOT ANOTHER CHOIR CIO

FINANCIAL STATEMENTS

Year ended

31 MARCH 2023

**Contents to the Financial Statements
For the year ended 31 March 2023**

	Page
Trustees Annual Report	2
Independent Examiners' Report	7
Receipts and Payments Account	8
Statement of Assets and Liabilities	9
Notes to the Financial Statements	10



Trustees' Annual Report for the period

Period start date Period end date
 1st April 2022 31st March 2023
 From To

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Catherine Dodson		04.03.2019	
2	Rachel Bolton		04.03.2019	
3	John Bradbury-Sharp		04.03.2019	
4	Julie Bradbury-Sharp		04.03.2019	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Natalie Deely	From 30.08.2022
Samantha Stoney	From 28.03.2022
Sue Creeley	Resigned 29.07.2022

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. Trust deed, constitution)	Constitution
How the charity is constituted (eg. Trust, association, company)	CIO
Trustee selection methods (eg. elected, elected by, elected by)	Individual members of KAC are invited to become a Trustee following agreement by all existing Trustees. Trustees serve a maximum term of 3 years after which they must retire but are eligible for re-appointment (for a maximum of 3 consecutive terms). Selection of individuals invited to become a Trustee is based on the skills required and the experience that the individual can bring to KAC.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

KAC is committed to the positive promotion of equality and opportunity in all aspects of its training. KAC promotes a learning environment that is free from discrimination and prejudice and provides equality of opportunity for all. It operates an Equal Opportunities Policy and trains people of all backgrounds regardless of age, gender, sexual orientation, physical ability, marital status, religion or ethnic origin.

The Trustees consider that the Charity's assets are adequate to fulfil its obligations and continue to operate as a going concern.

The main risk that we may face is a significant fall in KAC membership. However, we assess this to be a low risk and our experience is that we have a growing membership. We currently have a waiting list for new members wishing to join – our current capacity being limited by the numbers that our rehearsal space can hold. If numbers were to fall significantly, we could quickly take action to reduce our costs accordingly because there are no long-term contractual commitments associated with any of our costs.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the charity KAC are:

1. To advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

Summary of the main activities undertaken for the public benefit in relation to these objects (Include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

2. To provide facilities which promote the practice or enjoyment of the art of music for recreation or other leisure time occupation and to make them available in the interests of social welfare to individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large with the object of improving conditions of life.

3. To support such general charitable purposes according to the laws of England and Wales as the trustees may in their absolute discretion determine through the provision of grants

1. Singing together weekly as a Community Choir benefitting the mental health of members, promoting friendship and enabling members to gain new singing skills or improve their existing skills.

2. Providing entertainment for the local community through holding concerts

In accordance with S17 (5) of the Charities Act 2011, the Trustees refer to the guidance contained in the Charity Commission's general guidance on public benefit in planning future activities. In particular, the Trustees consider how planned activities will contribute to the objectives of the Charity.

Additional details of objectives and activities (Optional Information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Volunteers support us by joining our Committee (as a non-Trustee). They also help Trustees at our rehearsals and workshops by serving refreshments, setting out chairs, welcoming new members, taking registers and many other tasks.

Section D Achievements and performance

KAC is a Community Choir, based in Knaresborough, North Yorkshire. We meet weekly for rehearsals led by our Musical Director and Accompanist.

We regularly take part in concerts and festivals in the local area, and sometimes elsewhere in the UK. We also hold singing workshops primarily for members, sometimes with guest visitors invited to join us.

This year we entered the Wensleydale festival of Song and Speech and won the Lady Winston Todd cup.

We are fully inclusive and have members of all ages and backgrounds. We do not hold auditions, and anyone within the community is welcome to join, subject only to a waiting list for places if applicable at the time.

We are aware that some may face financial difficulties which may prevent them joining KAC and therefore offer subsidised membership where appropriate.

We are a friendly choir, welcoming new members of all singing abilities. The benefits to mental health of singing in a choir are well proven. In addition, the friendships that members form are invaluable for many. We would also like to think that our singing benefits the wider community when we hold concerts!

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held for the purposes of ensuring that KAC can continue to operate in times when our income may fall (such as the pandemic in 2020/21) to fund reduced subscriptions for those in financial difficulty and also to enable us to further develop our choir.

We operate a scheme for those under 25 which means they do not have to pay a subscription (to encourage younger people to join KAC).

In addition, we may sometimes use these reserves to fund some part of the cost of singing related trips for KAC members such as attendance at choir festivals or workshops.

Details of any funds materially in deficit

N/a

Further financial review details (Optional Information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- Investment policy and objectives including any ethical investment policy adopted.

Income is primarily derived from membership subscriptions and fees for workshops. Our principal costs are fees for our self-employed Musical Director and Accompanist and also venue hire for rehearsals, workshops and concerts.

We do not directly employ any staff.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.


Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Signature(s)		
Full name(s)	John Bradbury-Sharp	
Position (eg Secretary, Chair, etc)	Trustee/Treasurer	Trustee
Date	20/06/2023	

**Independent Examiner's Report to the Members of
Knot Another Choir CIO**

I report on the accounts of Knot Another Choir for the year ended 31 March 2023, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT

Practice Accountant, Employee of:
Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY



Date: 20 . 6 . 23



Receipts and payments accounts

CC16a

For the period
from

To

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Membership Subscriptions	20,896	-	-	20,896	12,611
Workshop Income	798	-	-	798	2,919
Performance Income	225	-	-	225	-
Donations	3,295	-	-	3,295	2,055
Gift Aid	2,159	-	-	2,159	1,024
Amazon Smile	-	-	-	-	5
Contributions to Uniform Costs	34	-	-	34	68
Festival Income	675	-	-	675	-
Trip Income	3,032	-	-	3,032	-
Sub total (Gross income for AR)	31,114	-	-	31,114	18,682
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,114	-	-	31,114	18,682
A3 Payments					
Fees for Music Director & Accompanist	13,058	-	-	13,058	10,005
Room Hire	1,364	-	-	1,364	2,174
Website Fees & Advertising	300	-	-	300	910
Office Equipment	75	-	-	75	1,185
Subscriptions	200	-	-	200	200
Workshop Costs	1,523	-	-	1,523	1,398
Utilities	-	-	-	-	208
Internet	180	-	-	180	-
Printing & Stationery	292	-	-	292	161
Insurance	46	-	-	46	43
Video Editing cost	-	-	-	-	290
Uniform Cost	273	-	-	273	175
Refreshments	543	-	-	543	187
Entertainment for xmas party	270	-	-	270	350
Sundry Expenses	247	-	-	247	73
Travel Cost	550	-	-	550	490
Festival Expenses	105	-	-	105	-
Donations	500	-	-	500	2,130
Fundraising Costs	66	-	-	66	-
Bank/Card Charges	68	-	-	68	26
Sub total	19,660	-	-	19,660	19,945
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,660	-	-	19,660	19,945
Net of receipts/(payments)	11,454	-	-	11,454	1,263
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,870	-	-	3,870	5,133
Cash funds this year end	15,324	-	-	15,324	3,870

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Bank Account	15,324	-	3,870
Petty Cash	-	-	-
	-	-	-
Total cash funds (agree balances with receipts and payments account(s))	15,324		3,870

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

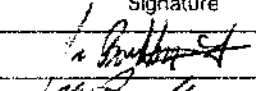
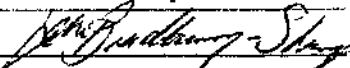
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Trade Creditor	15.00	-	
Accountancy Fee	240.00	-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	John Bradbury-Sharp	20/06/2023
	Julie Bradbury-Sharp	20/06/2023

**Notes to the Financial Statements
For the year ended 31 March 2023**

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures relate to the year ending 31 March 2022.

2 Taxation

Knot Another Choir CIO is a registered charity, registration number 1182311. All the Charity's income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

3 Trustee Remuneration

No Remuneration was paid to Trustees during the year out of the funds of the charity.

Clerk's Report 18 December 2023

Grant Applications Budget 23/24:

Payments to date:

Applicant	£20,000
Inspire Youth	4500
Kboro Flower Club	300
Kboro in Bloom	1600
Henshaw's	800
Chamber of Trade	750
IDAS	2500
King James School (Bebra)	1000
Renaissance Kboro	3000
Total Remaining	£5,550

Applications received 18 December 2023:

Applicant	Total Amt Requested
Henshaw's	2000
Knaresborough Museum Assoc	4000
Community Stars CIC	5000
Citizens Advice	1500
Knot Another Choir	2040
Total	£14,540
Total Over Budget if all awarded	£8990

The council needs to bear in mind that there are still 3 months left in the current financial year. If Council is minded to go over budget it needs to identify where the extra money will be taken from.

PRESENT:

Chair:	Councillor M Flood
Councillors:	J Batt, A Bell, K Lacey, S Oakes and H Westmancoat
Staff Present:	The Clerk
Also Present:	N/A
Late Arrivals:	None
Early Departures:	None

RESOLVED: To receive apologies and approve reason for inability to attend from Councillor H Gostlow

Councillor K Lacey	Item 7.1 – declared a personal interest and would not take part in the vote
---------------------------	---

None for this meeting

4.1 Monday 03 July 2023

RESOLVED: That the minutes of the meeting held on Monday 03 July 2023 be approved as a correct record and signed by the Chair.

None for this meeting

23/016 ITEM 6 - Correspondence

6.1 To consider communication from Hedgehogs R Us re: Hedgehog Highway Project

RESOLVED: That KTC write back to the Hedgehogs R Us Founder and thank them for the information but state that KTC has concerns about the use of plastic (all be it recycled) and feels other material could be used. KTC would welcome the group to contact it again should the use of any plastic be removed.

23/017 ITEM 7 Full Council, Sub-Committees and Working Groups

7.1 To consider the verbal request from the Climate Emergency Sub-Committee to explore the possibility of engaging a consultant, and the associated costs, to progress the next steps in the proposed project to install solar panels on the roof at the Knaresborough Wellbeing Hub. Recommendation from sub-committee to be brought back to Council for consideration.

Members discussed the request at length and a proposal was put forward to contact electricity providers to see what they could provide in terms of solar panels. This was not seconded.

A few of the councillors that sit on the Climate Emergency Sub-committee explained that they envisage the whole project to involve more than just solar panels and that there was potential for significant benefits to the area surrounding the Wellbeing Hub, not just the building itself. To that end members felt the expertise of a consultant was necessary from the outset to ensure a successful overall project outcome.

RESOLVED: That this Committee agrees to the Climate Emergency Sub-committee exploring the possibility of engaging a consultant, with associated costs, to progress the next steps in the proposed project to install solar panels on the roof at the Knaresborough Wellbeing Hub. The Sub-committee must strive to get competitive quotes for a consultant to oversee the entire project and bring the quotes and its recommendation to the next available Council meeting.

7.2 To Receive and Note the meeting notes from the Castle Area Projects Sub-Committee held on 27 June and 25 July 2023.

RESOLVED: To receive and note

7.3 To Receive and Note the meeting notes the Climate Emergency Sub-Committee held on 29 June and 25 July 2023.

It was asked if the Clerk could write to The Hive for final project feedback and accounts following the award of £4000 last year, the Clerk agreed to do this.

RESOLVED: To receive and note

7.4 To approve the Terms of Reference for the Castle Area Projects Sub Committee

RESOLVED: To approve the Terms of Reference for the Castle Area Projects Sub Committee.

23/018 ITEM 8 - Propositions to Full Council

8.1 To consider any propositions from Community Services and Environment Committee for inclusion on the next Full Council Meeting agenda.

To consider requesting that Full Council amend the Terms of reference for the Community Services and Environment Committee to bring it in line with other standing committees with regard to delegated authority to spend budgeted monies.

RESOLVED: To request that Full Council amend the Terms of reference for the Community Services and Environment Committee to bring it in line with other standing committees regarding delegated authority to spend budgeted monies.

Councillor Oakes requested that the subject of Knaresborough Town Windows be put on the next agenda.

Councillor Lacey asked the Clerk for a reminder to have the solar project and green grants on the next agenda.

Meeting closed at: 8:20p.m.

**Signed by the Chair:
Councillor Mark Flood**

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
STAFFING COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 09 November 2023

PRESENT: **Chair:** Councillor D Goode

 Councillors: Gostlow, Longhurst, Pickard and Westmancoat

 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 David Goode be appointed as Chair of the Committee.

23/002 ITEM 2 - To elect a Vice-Chair for the Committee (if required)

RESOLVED: That Councillor Gostlow be appointed as Vice Chair of the Committee.

Items 1 and 2 were taken together and then Councillor Goode took the Chair.

23/003 Item 3 - 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 K Davies.

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 held on:

None for this meeting

23/007 **ITEM 7 – To consider the next stages in progressing Town Council's plan to engage a third member of administrative staff including:**

a) Job Title

Members discussed the proposed Job Title and:

RESOLVED: The Job Title will be 'Programmes Officer'.

b) Draft Job Description and Person Specification

RESOLVED: That the Job Description remain as presented and as attached to these minutes.

FURTHER RESOLVED: That the Person Specification be amended as attached to these minutes.

c) Recruitment Process – advertising, candidate selection, interview panel and interview dates.

Members discussed the recruitment procedure at length and agreed a formal process for the Committee to follow, together with a suggested timeline.

RESOLVED: That the Clerk be given delegated authority to advertise the post using a combination of channels available as appropriate.

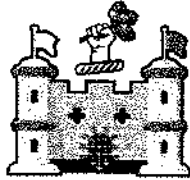
23/008 **ITEM 8 – To consider the implementation of a 'Town Ranger' service covering various duties throughout the town and as budgeted in the 2023/2024 budget process**

Members discussed this matter and agreed that initially the service should be provided via an external agency but in the longer term it might be possible to move over to an employed relationship.

Councillors to put together a list of potential tasks which would fall under the remit of a Town Ranger service.

Meeting closed at: 10.05 a.m.

**Signed by the Chair:
Councillor D Goode**



Knaresborough
Town Council

JOB DESCRIPTION

Job Title: Programmes Officer

Responsible to: The Town Clerk

Contracted Hours: 23 hours per week

Job Purpose

To be responsible for planning and implementing Town Council projects and also working in partnership with other groups in the town supporting them in the delivery of their projects where Town Council is a partner.

1. Job Title:

Lead Programmes Officer

2. Location:

2.1 The postholder will be mainly based at Knaresborough Town Council's offices on the High Street, Knaresborough HG5 0HW.

2.2 Other locations throughout Knaresborough in accordance with events/projects organised.

2.3 Flexible working arrangements available to allow postholder to work from home or other preferred location, subject to organisational requirements and prior agreement with the Town Clerk.

3. Grade/Salary:

NJC Salary Point 16

4. Hours

4.1 23 hours per week, normally worked over four days Monday to Thursday.

4.2 Some evening and weekend work is required to service meetings and special events

4.3 If you work more than your normal working hours, then you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time subject to Line Manager agreement and the Clerk's Office remaining open and staffed during normal opening hours (Mon to Thurs, 9.00 a.m. to 12.30 p.m.).

5. Specific Duties/Responsibilities

- To provide leadership for programme and project delivery

- To support committees, sub committees and task and finish teams including consultants to successfully deliver a defined programme of work. Ensure all projects are delivered on time, within budget and to specific quality standards.
- To research opportunities and produce project plans
- To identify funding sources. Support the project team to write high quality applications for funding, project reports, external communication etc.
- To identify and manage stakeholders on a given project
- To maintain and continue to develop excellent partnership working with other agencies and the community and new community initiatives as a working representative for the Town Council.
- To manage the engagement of volunteers and/or third parties assisting/taking part in project events.
- To ensure effective and consistent use of the council's corporate identity and branding.
- To record the benefits that council is looking to achieve and to evaluate that success.
- To provide the Clerk/Deputy Clerk with specific items to be included on committee agendas in a timely manner.

General Duties/Responsibilities

- To carry out such duties as the council may, from time to time reasonably require
- To carry out all duties in accordance with relevant legislation, council policies, procedures and standards.
- To ensure full compliance with the Health and Safety at Work Act 1974, the council's health and safety policies and procedures and all agreed safe methods of work.
- To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the council's declaration of a climate emergency.

6. Relationships

- 6.1 Accountable to the Town Clerk
- 6.2 Taking direction from the decisions of the Full Council, Projects and Events Committee and Community Services and Environment Committee.
- 6.3 The postholder will have regular contact with the Mayor of Knaresborough, Chair of the Projects and Events Committee, Community Services and Environment Committee and members of the Council.
- 6.4 The postholder will have regular contact with the general public and local community groups.

7. Changes

This job description sets out the main areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.



Knaresborough
Town Council

PERSON SPECIFICATION

Job Title: Programmes Officer

Responsible to: The Town Clerk

Contracted Hours: 23 hours per week

Job Purpose

To be responsible for planning and implementing Town Council projects and also working in partnership with other groups in the town supporting them in the delivery of their projects where Town Council is a partner.

1. Skills	Essential	Desirable
1.1 Excellent organisational skills	✓	
1.2 Ability to work autonomously and as part of a team	✓	
1.3 Ability to build good relationships with the wider community, councillors and staff	✓	
1.4 Ability to work to deadlines and within restricted timescales	✓	
1.5 Ability to plan, prioritise and deliver work tasks efficiently	✓	
1.6 Ability to deal with sensitive situations and demonstrate empathy	✓	
2. Qualifications and training		
2.1 9 to 4 in English and Maths at GCSE level or equivalent	✓	
2.2 Relevant IOSH qualification		✓
2.3 Relevant SixSigma greenbelt qualification		✓
3. Experience and knowledge		
3.1 Experience of working in a business or professional setting	✓	
3.2 Experience of using manual/computerised systems, including all Microsoft Office applications to a high standard	✓	
3.3 Previous local government experience		✓
3.4 Prior experience of events organisation		✓
3.5 Experience of fund raising and completing grant fund applications	✓	
3.6 Experience of Project delivery	✓	
4. Qualities	Essential	Desirable
4.1 High level of literacy	✓	
4.2 Excellent communication skills – verbal and written	✓	

4.3 Flexible and adaptable	✓	
4.4 Eye for detail	✓	
4.5 Good interpersonal skills	✓	
4.6 Show initiative	✓	
4.7 Ability to deal with people at all levels	✓	
4.8 Friendly and professional appearance and confident manner	✓	
4.9 Organised, conscientious, energy, drive, confident and assertive	✓	
4.10 Good sense of humour	✓	
4.11 Creative	✓	
4.12 Resilient	✓	

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 20 November 2023**

PRESENT: Chair: Councillor Matt Walker

Councillors: J Batt, A Bell, D Goode and M Longhurst

Staff Present: The Clerk and Deputy Clerk

Also Present: Councillors M Flood, H Gostlow, S Oakes and
H Westmancoat
One local resident

Late Arrivals: None Early Departures: None

23/021 ITEM 1 – 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 Councillor Davies. Councillor Batt attended as a substitute for Councillor Davies.

23/022 ITEM 2 - Councillors' Disclosure of an Interest

None for this meeting

23/023 ITEM 3 - KTC Public Speaking Session

A representative from Renaissance Knaresborough attended to speak in favour of their grant application. Members asked questions and the Mayor moved to take:

ITEM 7.3 To consider the grant application from Renaissance Knaresborough

RESOLVED: To award the sum of £3000 to Renaissance Knaresborough to ensure that there are sufficient funds to continue with the Trompe restoration project.

The Chair took the decision to continue the meeting with **Item 7 – Correspondence.**

23/027 ITEM 7 – Correspondence

7.1 To consider the recommendation from the Climate Emergency Sub-committee re: the grant application from Aspin Park Academy.

This grant application had been referred to the Climate Emergency Committee who had recommended payment of 50% of the grant to take into account the mixed curricular and community element of the project. Town Council cannot fund curricular activities.

Members discussed this recommendation and under Section 137:

RESOLVED: To pay 2/3rds of the project total - £400 - in recognition of the time the school has invested in green projects.

7.2 To consider the grant application from King James's School German Exchange Organiser.

Council members praised the excellent work the school does in continuing to forge relationships between Knaresborough and Bebra and how this in turn creates more interest in the Town Twinning arrangement that Knaresborough has and treasures, as do our friends in Bebra.

RESOLVED: Under Section 137 to award the full amount of grant requested of £1000.

7.3 To consider the grant application from Renaissance Knaresborough

See 23/023 above.

7.4 To consider the request for a donation from North Yorkshire Citizens Advice and Law Centre

Members discussed this application and asked the Clerk to request North Yorkshire Citizens Advice and Law Centre submit a formal grant application to be in line with other national organisations who have requested and been given grant funding from town council.

23/024 **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

4.1 Monday 04 September 2023

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on Monday 04 September 2023 be approved as a correct record and signed by the Chair.

23/025 **ITEM 5 - Business Remaining**

None for this meeting.

23/026 **ITEM 6 - Reports from the Clerk**

6.1 To approve the schedule of accounts for August, September and October 2023**August 2023 Schedule of Accounts**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Spa ICT	65	540.00	108.00	648.00	Annual Support and Anti-virus
Vision ICT	66	125.00	25.00	150.00	SSL Certification
Salaries, Tax and NI, Pensions	67 - 70	4,570.67	0.00	4,570.67	
Total		5,235.67	133.00	5,368.67	

September 2023 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/Description
BT	71	101.70	20.34	122.04	Broadband
Friendship and Leisure	72	40.00	0.00	40.00	Donation Aug and Sept
G Hinchcliffe	73	45.16	0.00	45.16	Reimbursement - Bright Friday Torch
LITE	74	3,000.00	600.00	3,600.00	Eyebolt safety testing work (every 3 years)
Clerk	75	21.00	0.00	21.00	TEN - reimbursement Bright Friday
H Gostlow	76	77.97	0.00	77.97	Reimbursement - Bright Friday Sweets
Siemens	77	291.81	58.36	350.17	Copier lease

Arena	78	60.41	12.08	72.49	Photocopies
Spa ICT	79	199.32	39.86	239.18	Annual Office 365
PKF Littlejohn	80	420.00	84.00	504.00	External Audit
H Westmancoat	81	13.50	0.00	13.50	Travel expenses
H Gostlow	82	50.00	0.00	50.00	Reimburse Mayoral Charity Donation
Independent Domestic Abuse Services	83	2,500.00	0.00	2,500.00	KTC grant award
Salaries, Tax and NI, Pensions	84 - 87	4,570.67	0.00	4,570.67	
Total		11,391.54	814.64	12,206.18	

October 2023 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Friendship and Leisure	88	20.00	0.00	20.00	
Ian Fish	89	8,750.00	0.00	8,750.00	Trailer Stage for Community Events
BT	90	117.40	23.48	140.88	Phone
D3	91	104.59	20.92	125.51	Stationery
Network Print Design	92	100.00	0.00	100.00	Remembrance Service Booklet
Salaries, Tax and NI, Pensions	93 - 96	4,570.67	0.00	4,570.67	
Total		13,662.66	44.40	13,707.06	

RESOLVED: To approve the schedule of accounts for August, September and October 2023 in the sum of £5,368.76, £12,206.18 and £13,707.06 respectively.

6.2 To receive and note the finance figures for July, August and September 2023

RESOLVED: To receive and note the finance figures for July, August and September 2023.

6.3 To consider the 6-month financial position against last year's budget and prepare the budget for the year 2024/25

Councillors agreed to work through the draft budget as presented by the office, line by line,

and discuss individual line items as appropriate. See attachment to these minutes.

Lines 2 – 8 remain as presented

Line 9 – decrease as new cheaper contract entered into

Lines 10 – 13 remain as presented

New Line 14 – Mobile phone/SIM – the Clerk explained the increasing requirement for the office to have a mobile telephone – traffic management at Remembrance being a good example and anticipated recruitment of a third member of administrative staff who will not always be office based. It was agreed that two mobile phones would be sufficient at this stage.

New Line 15 – Laptop + software. This will be purchased for the office, principally for the third member of administrative staff who will not always be office based. Budget line to be a maximum not a minimum spend.

Total Administration:	£15,150
<i>Plus funds from Line 60 which have been relocated here</i>	<i>£ 500</i>
New total administration	£15,650

Lines 19 – 21 remain as presented

Line 22 – remove

Line 23 – Maintenance person – increase from suggested £6,000 to £10,000. The rationale for the increase to £10,000 was discussed in detail with explanation of the possible job specification for this role.

Line 24 – Staff training – increase from suggested £500 to £1,000. This would be in support of any training required for the third member of administrative staff.

Line 25 – as presented

Total Personnel Costs:	£91,700
-------------------------------	----------------

Line 29 – Office rental remain as presented

Total Premises:	£ 3,000
------------------------	----------------

Lines 33 – 34 remain as presented

Line 35 – Mayoral Bebra visit – increase from £600 to £900. Members discussed this and those present who had travelled to Bebra in the past agreed that £600 does not cover the expense incurred. Members were anxious not to preclude any future mayor from attending Bebra due to lack of funding.

Line 36 – 38 remain as presented

Total Civic **£ 5,400**

Lines 42 – 43 remain as presented

New Line 44 – Small Grants Fund. This fund will be managed under delegated power by the Clerk and will cover small funding requests. It was noted that Council will require a new policy covering the administration of this funding.

Total Grants: **£30,000**

Line 48 remain as presented – the Clerk had increased this budget line from 2023/2024 due to the uncertainty surrounding any match funding from North Yorkshire Council.

Total Seasonal Lighting: **£38,000**

Lines 52 – 61 – Town Development. Remove this section but relocate funding previously budgeted under Line 60 – Residents Survey - to Administration.

Lines 65 to 70 – remain as presented but also noting new lines for allotments (historically any expenditure for allotments had been covered under Town Development), VAS signs – to cover the cost of the electricity which powers them, and a contingency to fund any unexpected, unbudgeted maintenance costs.

Total Maintenance: **£ 9,200**

Lines 74 – 83 – Events - remain unchanged as presented but noting new lines for celebration of D-Day 80, 255th Enclosures Act, Castle 900th 2030, a contingency fund for events and road closure management. It was noted that KTC currently relies heavily on the involvement of local volunteers to manage events but Members queried the sustainability of this in the future.

Line 78 – Bands in the castle – to be moved to ear marked reserves pending enquiries with North Yorkshire Council as to why this initiative had not been progressed.

Total Events: **£27,700**

Line 87 – Promotion/Communication – increase to £2000 to cover funding of possible community involvement events x 4 per year.

Line 88 – NDP funding under this line is in addition to provision by NYC as KTC moves to public consultation. This £2000 will be added to the already ear marked NDP reserves.

Line 89 – VAS signs - £5000 to consider purchase of further VAS signs to expand the scheme in the future.

Line 90 - Road Closure Management – moved to Events.

Line 91 – Conyngham Hall improvements – move unspent £10,000 from 2023/2024 budget to Ear Marked Reserves

Line 92 – Community stage - £1500 to consider additional features to the recently bought stage.

Lines 93 – 95 – remove

Line 96 – Castle Interpretation board for 2030 – remains unchanged at £500

Lines 97 – 99 – remove

New Line 100 – contingency funding – remains unchanged as presented at £3000

New Line 101 - Green Energy Project – remains unchanged as presented at £1500

New Line 102 – King George V field – reduced from £5000 to £1000. Grant from outside sources to be researched when applicable

New Line 103 – Town Twinning – Continued development of KTC's relationship with Bebra and also the new relationship with Volodymyr.

New Line 104 – Tourist Guide – this is a new initiative to facilitate the introduction and training of a pool of tourist guides who are professionally accredited.

Total Projects: £26,500

New Line 107 – Election Costs – KTC has not historically been charged for elections; this will change under NYC, particularly for any stand-alone bi-elections. £10,000 for 2024/25 to begin an election fund for the future.

Total Election Costs: £10,000

Total Costs: £257,150

It was proposed and seconded that the budget as detailed above, and presented in the attached sheets, be accepted.

RESOLVED: To accept the budget for 2024/2025 at a total cost of £257,150.

This will be presented to full council at the December meeting as a basis on which to determine the precept for 2024/2025.

6.4 To consider giving the Clerk delegated authority to acquire a bank card (either debit or pre-payment) to facilitate online payments on behalf of the Council.

RESOLVED: That the Clerk be given delegated authority to acquire a bank card (either debit or pre-payment).

6.5 To consider giving the Clerk delegated authority to acquire a mobile phone for the office to facilitate the setting up of online accounts (such as BT) and contact point for events etc.

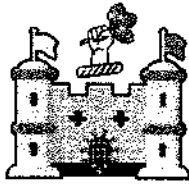
RESOLVED: That the Clerk be given delegated authority to acquire two mobile phones for the office.

Meeting closed at: 9.45 p.m.

**Signed by the Chair
Councillor Matt Walker**

	A	B	C	D	E	F
1		2023/24 Budget	Anticipated 12 month expenditure 2023/24	Potential 2023/24 underspend/ overspend from budget	Office suggested budget amounts 2024/25	20 November Meeting
2	Expenditure					
3	Administration					
4	Stationery	450	450	0	450	450
5	Postage	250	250	0	200	200
6	Telephones & Internet	800	700	100	800	800
7	Insurance	2000	2000	0	2200	2200
8	IT Expenses	2200	2200	0	2200	2200
9	Photocopier	1600	1600	0	1600	1500
10	Audit & Accountancy	1700	1500	200	1700	1700
11	Legal	1000	1000	0	600	600
12	Subscriptions	2200	2000	200	2200	2200
13	Bank Charges	100	80	20	100	100
14	Phone+Subscription SIM x3					1200
15	Laptop+software					2000
16						0
17	Total Administration	12300	11780	520	12050	15150
18						
19	Personnel Costs					
20	Recruitment	200	200	0	200	200
21	Salaries, NI and tax	59000	57000	2000	80,000	80,000
22	Temp staff/2023-24 OFFICER	20000	10000	10000	0	0
23	Maintenance Person	7000	0	7000	6000	10000
24	Staff Training	1000	200	800	500	1000
25	Councillor Training	200	350	-150	500	500
26	Total Personnel Costs	87400	67750	19650	87200	91700
27						
28	Premises					
29	Office Rental	3000	3000	0	3000	3000
30	Total Premises	3000	3000	0	3000	3000
31						
32	Civic					
33	Mayor's Allowance	2000	2000	0	2,000	2,000
34	Mayor's Charitable Fund	500	250	250	300	300
35	Mayoral Bebra Visit	600	600	0	600	900
36	Regalia	500	500	0	500	500
37	Mayor Making	1400	1400	7	1550	1550
38	NEW Deputy Travel Expenses	0	150	-150	150	150
39	Total Civic	5000	4900	107	5,100	5,400
40						
41	Grants					
42	Grants	20000	20000	0	20000	20000
43	Green Grants	5000	2000	3000	5000	5000
44	Small Grants Fund					5000
45	Total Grants	25000	22000	3000	25000	30000
46						
47	Town Lighting					
48	Seasonal Lighting Contract	35000	35000	0	38000	38000
49	Total Lighting	35000	35000	0	38000	38000
50						
51	Town Development					
52	Promotion / Communication	0	0	0	0	
53	Weirside Terrace Costs	0	0	0	0	
54	Allotments Expenditure	1500	1500	0	0	
55	Neighbourhood Dev Plan	0	0	0	0	
56	Roads & Highways	0	0	0	0	
57	Development, Projects, Services and E	0	0	0	0	
58	Flower Beds	0	0	0	0	
59	Invest Rd closure signs/cones	1000	200	800	0	
60	Residents survey	500	0	500	500	500
61	Cony-hall Improvements	0	0	0	0	
62	Total Development	3000	1700	1300	500	500
63						
64	Maintenance					
65	Tree Survey	1000	1000	0	1000	1000
66	Castle Lighting	1000	1000	0	1000	1000
67	Flower Beds	3000	3000	0	3000	3000
68	NEW Allotments				3000	3000
69	NEW VAS signs				200	200
70	NEW Contingency Maintenance				1000	1000
71	Total Maintenance	5000	5,000	0	9200	9200
72						
73	Events					

	A	B	C	D	E	F
74	Flags and Bunting	3000	0	0	5000	5000
75	Coronation	5000	3446	0	0	0
76	Remembrance	500	-1000	1000	1000	1000
77	Christmas Events (Bright Friday)	2200	0	2500	2500	2500
78	Bands in the Castle	700	700	0	0	0
79	NEW D-Day 80			3000	3000	3000
80	NEW 255th Enclosures Act			600	600	600
81	NEW Castle 900th 2030			600	600	600
82	NEW Contingency Events			5000	5000	5000
83	NEW Road Closure Mgmt etc			10000	10000	10000
84	Total Events	11400	3254	3146	27700	27700
85						
86	Projects					
87	Promotion/Communication	5000	500	4500	1000	2000
88	NDP from EMR	0	0	0	0	2000
89	VAS Signs	6000	4000	4000	0	5000
90	Road closure management	1000	250	750	0	0
91	Cony-hall improvements	10000	0	10000	0	0
92	Community stage	5000	9000	-3750	1500	1500
	Event power point - Kboro					
93	House/Market Square	5000	0	5000	0	0
	High Street/Market place					
94	improvement project	5000	0	5000	0	0
95	Designated Clean Bathing Site Project	5000	0	5000	0	0
	Castle interpretation for 2030					
96	celebration (900)	500	500	0	500	500
	Butter lane/raw gap all year round					
97	lights	1000	0	1000	0	0
98	Acquisitions policy development	1500	0	1500	0	0
99	Land train evaluation/support	6000	0	6000	0	0
100	Contingency Funding	3000	1000	2000	3000	3000
101	NEW Green Energy Project				1500	1500
102	NEW King George V Field				5000	1000
103	NEW Town Twinning					3000
104	NEW Tourist Guide					7000
105	Total Projects	54000	13250	41000	12500	26500
106						
107	Election Costs				10000	10000
108						
109	Total	241,100	159,384	68,723	£230,250	£257,150
110						
111	Income + reallocated reserves/underspends		2022/23	2023/24	2024/25	2024/25
112	Precept increase at:		£151,420.00	£158,991.00	?	£172,180.00
113	Reallocated reserves/underspend		£37,642.00	£66,109.00	?	£73,000.00
114	Anticipated Income		£16,158.00	£16,000.00	£11,770.00	£11,970.00
115	Total		£205,220.00	£241,100.00	£11,770.00	£257,150.00



Knaresborough

Town Council

NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	AGENDA DATE
9.1	18 DEC 2023

Title of Motion

Write to Taylor Wimpey to invite them to KTC to provide an update on the transfer of land at Manse Farm housing estate to NYC so a primary school can be built.

Proposed by

Cllr Matt Walker

Seconded by (if possible at time of submission)

Cllr David Goode

Detailed background including any financial implications (provided by the proposer)

As part of the approved planning permission a primary school to be built. This can't happen until land has transferred to NYC and so far hasn't due to a substation needing to be provided on the ALDI site.

Additional Background (provided by the Proper Officer) if appropriate

See information attached.

Financial implications (anticipated by the Proper Officer)

None

Offices time.

Legal implications (comment by the Proper Officer)

None in the action itself, but as Clerk I am concerned this is outside KTC's remit

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

Knaresborough Clerk

From: Cllr.Matt Walker <Cllr.Matt.Walker@northyorks.gov.uk>
Sent: 07 December 2023 14:09
To: Knaresborough
Cc: david.goode@knaresboroughtowncouncil.gov.uk; 'Hannah Gostlow'
Subject: RE: Motion

Its to get them to come in to have a discussion so we can try and be supportive – like we did with the unfinished roads on one of the new estates.

I can send an email from director of schools so you can see the issue.

OFFICIAL

From: Knaresborough Clerk <clerk@knaresboroughtowncouncil.gov.uk>
Sent: 07 December 2023 10:18
To: Cllr.Matt Walker <Cllr.Matt.Walker@northyorks.gov.uk>
Cc: david.goode@knaresboroughtowncouncil.gov.uk; 'Hannah Gostlow' <hannah.gostlow@knaresboroughtowncouncil.gov.uk>
Subject: RE: Motion

Hi Matt,

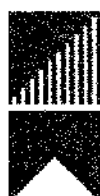
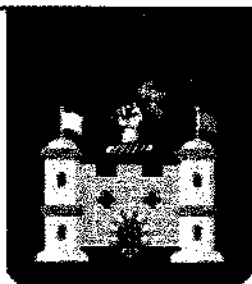
We are just preparing the agenda for the Full Council meeting. On having a further look at this motion I am unsure why KTC would be contacting a developer who has a contract with NYC, surely we should be asking NYC what steps it is taking to ensure the transfer of the land to enable the school to be built. Can you please clarify what prompted you to ask this so Councillors can understand why they are looking at this motion in this way? Also, do you have a North Yorkshire report that highlights the current difficulties, for example the situation with ALDI?

Thank you

Angela.

Clerk's office

Knaresborough Town Council
High Street
Knaresborough
HG5 0HW
Tel: 01423 864080
Office Hours: Monday to Thursday 09:00-12:30



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Knaresborough Clerk

From: Cllr.Matt Walker <Cllr.Matt.Walker@northyorks.gov.uk>
Sent: 07 December 2023 14:31
To: Knaresborough
Cc: david.goode@knaresboroughtowncouncil.gov.uk; Cllr.Hannah Gostlow
Subject: FW: Manse Farm Primary School Site Update

Angela,

As discussed.

Many thanks,

Matt

OFFICIAL

From: Stuart Carlton <Stuart.Carlton@northyorks.gov.uk>
Sent: 24 November 2023 12:14
To: Cllr.Matt Walker <Cllr.Matt.Walker@northyorks.gov.uk>
Subject: RE: Manse Farm Primary School Site Update

Dear Cllr Walker,

I have got a current update on this for you as requested.

The progression of the school site and building continues to be delayed due to an overhead electric cable that runs across the new school site, this is also delaying the developer to some degree. A sub-station needs to be built on Aldi's land the cable diverted before the school site can be transferred from Taylor Wimpey to NYC. The negotiations for the sub-station development are continuing with three of the parties involved confirming agreement to the legal terms. All of these matters need to be concluded before the site transfer of the school land to NYC can commence. Unfortunately NYC has no control over these matters, but we continue to put much effort into encouraging the third parties to resolve them with the expectation of delivering the new school.

The rumours that the school is not going ahead are incorrect. It is however factually correct that numbers entering the Knaresborough town schools have recently shown a reduction, but that is only one factor in assessing the future need for the school. For example, the Department for Education's national pupil yield data shows that yields for primary phase tend to peak about six years after completion of a housing development, so taking a medium to longer term view will always be part of the Council's assessment.

Once the land transfer is achieved it would present the Council with the opportunity to develop the School. The subsequent process would be that, in accordance with expectations of good governance, a review of the need for the project would be undertaken before a final commitment to proceed is made. This is true of all projects but especially important where such a large investment of public funds, certainly c.£6m, would be required.

Kind Regards

Stuart Carlton
Corporate Director of Children and Young People's Service

From: Sue Turley <Sue.Turley@northyorks.gov.uk>
Sent: 01 December 2022 19:36
To: Cllr.Matt Walker <Cllr.Matt.Walker@northyorks.gov.uk>
Subject: Manse Farm Primary School Site Update

Dear Cllr Walker,

Manse Farm School Site Update

Further to the questions you raised at the Harrogate and Knaresborough Area Constituency Committee (ACC) last week regarding the provision of a new primary school on the Manse Farm development in Knaresborough, we now have an updated report regarding the service infrastructure delays from our Property Team following a site visit on Friday 25 November 2022.

As referenced in the Harrogate and Knaresborough ACC report last week, the earliest indication of the new primary school being delivered is September 2024. The progression of the school site and building is delayed due to an overhead electric cable that runs across the new school site, this is also delaying the developer. The cable needs to be diverted before the school can be constructed on the site.

However, before the cable can be diverted, a new substation needs to be constructed on the nearby Aldi site and we understand that negotiations with Aldi are continuing on this matter. Once an agreement has been reached, the substation will need planning permission, followed by construction. Once the substation has been constructed the

3

overhead cable can be diverted. As stated at the meeting, unfortunately NYCC has no control over these matters but we will keep you informed as the situation progresses.

In terms of primary school places in Knaresborough Town, we currently have sufficiency of places but continue to monitor this situation carefully.

If you have any further questions at this stage, please do not hesitate to contact myself.

Regards

Sue

Sue Turley
Strategic Planning Officer
Education and Skills
Children and Young People's Service
County Hall
Northallerton
North Yorkshire
DL7 8AE

01609 797631