

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

Knaresborough House  
Knaresborough  
North Yorkshire  
HG5 0HW  
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29 August 2023

To: **The Members of the Finance and General Purposes Committee –**  
Councillors A Bell, K Davies, D Goode, M Longhurst, and M Walker

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL FINANCE and GENERAL PURPOSES COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**Monday 04 September 2023**

**7:30 pm**

Please see the Agenda for the meeting below:

Yours faithfully

*A Pulman*

A Pulman  
Clerk of the Council

Any queries regarding this agenda should be addressed to the Clerk at  
[office@knaresboroughtowncouncil.gov.uk](mailto:office@knaresboroughtowncouncil.gov.uk)

## **FINANCE AND GENERAL PURPOSES AGENDA – Monday 04 September 2023**

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

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

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

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

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

4.1 Monday 05 June 2023 (ca)

### **5. Business Remaining**

None for this meeting

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

6.1 **To approve** the schedule of accounts for June and July 2023 (ca)

6.2 **To receive and note** the finance figures for April, May and June 2023 (ca)

6.3 **To receive and note** the Internal Auditor's Final report dated 14 June 2023 (ca)

6.4 **To consider** arrangements for the Remembrance Sunday Parade **and, if appropriate, give the Clerk delegated power** to spend up to £1250 to engage a Traffic Management Company to carry out road closure.

#### **6.5 To review and adopt:**

- a) Grievance Policy (ca)
- b) Disciplinary Policy (ca)
- c) Pension Policy (ca)
- d) Health & Safety Policy and Risk assessment (ca)
- e) Effective Management of Recording at Council Meetings (ca)
- f) Whistleblowing Policy (ca)

6.6 **To consider** signing VAS Installation Agreement with North Yorkshire Council (ca)

### **7. Correspondence**

7.1 **To consider** the grant application from IDAS (ca)

**7.2 To consider** the grant application from Aspin Park Academy (ca)

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

**8.1 To receive and note** the Minutes of the Bright Friday sub-committee meeting held on 31 July 2023 (ca)

## **9. Propositions to Full Council**

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

**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'S  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 05 JUNE 2023**

**PRESENT:** Chair: Councillor Matt Walker

Councillors: A Bell and D Goode

Staff Present: The Clerk and Deputy Clerk

Late Arrivals: None Early Departures: None

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

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

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

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

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

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

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

None for this meeting

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

None for this meeting

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

None for this meeting

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

None for this meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

None for this meeting

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

None for this meeting

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

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

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

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

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

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

# KNARESBOROUGH TOWN COUNCIL

## June 2023 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
Friendship and Leisure	36	20.00	0.00	20.00	Storage donation	
H Westmancoat	37	32.00	0.00	32.00	Travel expenses	
BT	38	110.24	22.05	132.29	Broadband	
Defib Store	39	65.00	13.00	78.00	New pads for Defibrillator	
Vision ICT	40	35.00	7.00	42.00	Changes to website	
The Old Ticket Office	41	1,015.00	0.00	1,015.00	Catering Mayor Making	
Siemens	42	291.81	58.36	350.17	Photocopier lease rental	
Charlotte Gale Photography	43	25.00	0.00	25.00	Mayor photos for website	
Yorkshire Internal Audit Services	44	400.00	0.00	400.00	Year End Internal Audit	
Salaries, Tax and NI, Pensions	45 - 48	4,570.67	0.00	4,570.67		
<b>Total</b>		<b>6,564.72</b>	<b>100.41</b>	<b>6,665.13</b>		



# KNARESBOROUGH TOWN COUNCIL

## July 2023 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description	Initials
Knaresborough and District Chamber of Trade	49	750.00	0.00	750.00	KTC Grant award	
Vision ICT	50	40.00	8.00	48.00	Website admin fee	
BT	51	39.18	7.84	47.02	Phone	
<i>Inspire Youth</i>	52	<i>500.00</i>	<i>0.00</i>	<i>500.00</i>	<i>Mayoral Fund Account - EMR</i>	
TheIntergroup	53	1,320.00	264.00	1,584.00	NDP updates - EMR	
H Westmancoat	54	44.10	0.00	44.10	Mileage expenses	
SLCC	55	222.00	0.00	222.00	Clerk Annual Membership	
Town Twinning	56	1,277.10	0.00	1,277.10	Town Twinning Reception June 2023 - EMR	
Friendship and Leisure	57	20.00	0.00	20.00	Approved Monthly donation	
Rialtas	58	122.97	24.60	147.57	Annual Support and Maintenance	
Spa ICT	59	20.00	4.00	20.00	Data destruction certificate	
H Gostlow	60	600.00	0.00	600.00	Mayoral Bebra Allowance	
Salaries, Tax and NI, Pensions	61 - 64	4,570.67	0.00	4,570.67		
<b>Total</b>		<b>9,526.02</b>	<b>308.44</b>	<b>9,830.46</b>		

Date: 07/06/2023

Knaresborough Town Council Current Year

Page 1

Time: 13:08

**Bank Reconciliation Statement as at 28/04/2023  
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	28/04/2023	1	5,000.00
			<u>5,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		<b>Balance per Cash Book is :-</b>	<b>5,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 07/06/2023

Knaresborough Town Council Current Year

Page 1

Time: 13:10

User: ANGELA

**Bank Reconciliation Statement as at 28/04/2023  
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	28/04/2023	1	281,229.75
			<u>281,229.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			281,229.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			281,229.75
		<b>Balance per Cash Book is :-</b>	<b>281,229.75</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00		6,992.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50		12,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
326 EMR Castle Lighting	0.00		0.00
327 EMR - DPSE	0.00		0.00
328 EMR Links Charity	6,000.00		6,000.00
329 King George V Field	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
332 EMR - Inspire Youth	0.00		0.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
334 EMR - Chapel of Our Lady Grant	0.00		0.00
335 Mayoral Charity Fund	504.08		504.08
	<b>65,986.68</b>	<b>-21,500.00</b>	<b>44,486.68</b>

13:20 Summary Receipts & Payments by Budget Heading 28/04/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	79,659	0	(79,659)		
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>79,659</u>				
101	Administration	1,768	12,500	10,732		10,732
102	Staff Costs	4,571	86,000	81,429		81,429
103	Establishment Costs	0	3,000	3,000		3,000
104	Training	0	1,200	1,200		1,200
105	Mayoral Expenses	0	5,000	5,000		5,000
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>0</u>				
110	Grants/Donations	4,800	25,000	20,200		20,200
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(4,800)</u>				
120	Events/Projects	6,826	108,400	101,575		101,575
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(6,826)</u>				
999	VAT Data	2,715	0	(2,715)		
	Payments	1,273	0	(1,273)		(1,273)
	Movement to/(from) Gen Reserve	<u>1,442</u>				
<hr/>						
	Grand Totals:- Receipts	82,374	0	(82,374)		
	Payments	19,238	241,100	221,862	0	221,862
	Net Receipts over Payments	<u>63,136</u>	<u>(241,100)</u>	<u>(304,236)</u>		
	plus Transfer from EMR	0				
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>63,136</u>				

## Detailed Receipts &amp; Payments by Budget Heading 28/04/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Income</b>						
1076 Precept	79,496	0	(79,496)			
1090 Bank Interest	163	0	(163)			
<b>Income :- Receipts</b>	<b>79,659</b>	<b>0</b>	<b>(79,659)</b>			<b>0</b>
<b>Net Receipts</b>	<b>79,659</b>	<b>0</b>	<b>(79,659)</b>			
<b>101 Administration</b>						
4005 Bank Charges	6	100	94		94	
4021 Stationery	0	450	450		450	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	40	800	760		760	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	0	2,200	2,200		2,200	
4027 Photocopier	0	1,600	1,600		1,600	
4043 Recruitment costs	0	200	200		200	
4045 Audit	0	1,700	1,700		1,700	
4050 Legal	0	1,000	1,000		1,000	
4075 Subscriptions	1,723	2,200	477		477	
<b>Administration :- Indirect Payments</b>	<b>1,768</b>	<b>12,500</b>	<b>10,732</b>	<b>0</b>	<b>10,732</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,768)</b>	<b>(12,500)</b>	<b>(10,732)</b>			
<b>102 Staff Costs</b>						
4000 Wages & Salaries	2,825	59,000	56,175		56,175	
4002 Pension	1,746	0	(1,746)		(1,746)	
4004 Staffing other	0	27,000	27,000		27,000	
<b>Staff Costs :- Indirect Payments</b>	<b>4,571</b>	<b>86,000</b>	<b>81,429</b>	<b>0</b>	<b>81,429</b>	<b>0</b>
<b>Net Payments</b>	<b>(4,571)</b>	<b>(86,000)</b>	<b>(81,429)</b>			
<b>103 Establishment Costs</b>						
4020 Office Rent	0	3,000	3,000		3,000	
<b>Establishment Costs :- Indirect Payments</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>			
<b>104 Training</b>						
4030 Training/Travel Clls	0	200	200		200	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
<b>Training :- Indirect Payments</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(1,200)</b>	<b>(1,200)</b>			

## Detailed Receipts &amp; Payments by Budget Heading 28/04/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>105 Mayoral Expenses</b>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	0	2,000	2,000		2,000	
4056 Mayor's Charitable Fund	0	500	500		500	
4057 Mayoral Bebra Visit	0	600	600		600	
4058 Mayor Making	0	1,400	1,400		1,400	
Mayoral Expenses :- Indirect Payments	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>
<b>Net Payments</b>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>			
<b>110 Grants/Donations</b>						
4070 Grants	4,800	20,000	15,200		15,200	
4071 Green Grants Project	0	5,000	5,000		5,000	
Grants/Donations :- Indirect Payments	<u>4,800</u>	<u>25,000</u>	<u>20,200</u>	<u>0</u>	<u>20,200</u>	<u>0</u>
<b>Net Payments</b>	<u>(4,800)</u>	<u>(25,000)</u>	<u>(20,200)</u>			
<b>120 Events/Projects</b>						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	0	2,200	2,200		2,200	
4062 Christmas Lights Contract	5,726	35,000	29,275		29,275	
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	
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	0	6,000	6,000		6,000	
4090 Coronation 2023	1,100	5,000	3,900		3,900	
4091 Promotion	0	5,000	5,000		5,000	
4096 Remembrance	0	500	500		500	
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	0	5,000	5,000		5,000	

## Detailed Receipts &amp; Payments by Budget Heading 28/04/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4106 Trees	0	1,000	1,000		1,000	
4107 Projects Contingency	0	3,000	3,000		3,000	
Events/Projects :- Indirect Payments	<u>6,826</u>	<u>108,400</u>	<u>101,575</u>	<u>0</u>	<u>101,575</u>	<u>0</u>
<b>Net Payments</b>	<u>(6,826)</u>	<u>(108,400)</u>	<u>(101,575)</u>			
<u>999 VAT Data</u>						
115 VAT refund from HMRC	2,715	0	(2,715)			
VAT Data :- Receipts	<u>2,715</u>	<u>0</u>	<u>(2,715)</u>			<u>0</u>
515 VAT on spend - input automatic	1,273	0	(1,273)		(1,273)	
VAT Data :- Indirect Payments	<u>1,273</u>	<u>0</u>	<u>(1,273)</u>	<u>0</u>	<u>(1,273)</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>1,442</u>	<u>0</u>	<u>(1,442)</u>			
Grand Totals:- Receipts	82,374	0	(82,374)			
Payments	19,238	241,100	221,862	0	221,862	
<b>Net Receipts over Payments</b>	<u>63,136</u>	<u>(241,100)</u>	<u>(304,236)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>63,136</u>					



Date: 13/07/2023

Knaresborough Town Council Current Year

Page 1

Time: 10:39

Bank Reconciliation Statement as at 31/05/2023  
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	<del>28/04/2023</del> 31/5/23	1	5,000.00
			<hr/> 5,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/05/2023  
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	31/05/2023	1	269,729.45
			<u>269,729.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			269,729.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			269,729.45
		Balance per Cash Book is :-	269,729.45
		Difference is :-	0.00

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-600.00	6,392.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50		12,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
326 EMR Castle Lighting	0.00		0.00
327 EMR - DPSE	0.00		0.00
328 EMR Links Charity	6,000.00	-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
332 EMR - Inspire Youth	0.00		0.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
334 EMR - Chapel of Our Lady Grant	0.00		0.00
335 Mayoral Charity Fund	504.08		504.08
	<b>65,986.68</b>	<b>-23,950.00</b>	<b>42,036.68</b>

## Summary Receipts &amp; Payments by Budget Heading 31/05/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	79,928	0	(79,928)		
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>79,928</u>				
101	Administration					
	Payments	2,033	12,500	10,467		10,467
102	Staff Costs					
	Payments	9,141	86,000	76,859		76,859
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	50	1,200	1,150		1,150
105	Mayoral Expenses					
	Payments	378	5,000	4,622		4,622
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(378)</u>				
110	Grants/Donations					
	Payments	7,240	25,000	17,760		17,760
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(7,240)</u>				
120	Events/Projects					
	Payments	10,610	108,400	97,790		97,790
	plus Transfer from EMR	2,450				
	Movement to/(from) Gen Reserve	<u>(8,160)</u>				
999	VAT Data					
	Receipts	2,715	0	(2,715)		
	Payments	1,555	0	(1,555)		(1,555)
	Movement to/(from) Gen Reserve	<u>1,160</u>				
<hr/>						
	Grand Totals:- Receipts	82,643	0	(82,643)		
	Payments	31,007	241,100	210,093	0	210,093
	Net Receipts over Payments	<u>51,636</u>	<u>(241,100)</u>	<u>(292,736)</u>		
	plus Transfer from EMR	2,450				
	less Transfers to EMR	0				
	Movement to/(from) Gen Reserve	<u>54,086</u>				

## Detailed Receipts &amp; Payments by Budget Heading 31/05/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Income</u>						
1076 Precept	79,496	0	(79,496)			
1090 Bank Interest	432	0	(432)			
Income :- Receipts	<u>79,928</u>	<u>0</u>	<u>(79,928)</u>			<u>0</u>
Net Receipts	<u>79,928</u>	<u>0</u>	<u>(79,928)</u>			
<u>101 Administration</u>						
4005 Bank Charges	10	100	90		90	
4021 Stationery	82	450	368		368	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	40	800	760		760	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	25	2,200	2,175		2,175	
4027 Photocopier	153	1,600	1,447		1,447	
4043 Recruitment costs	0	200	200		200	
4045 Audit	0	1,700	1,700		1,700	
4050 Legal	0	1,000	1,000		1,000	
4075 Subscriptions	1,723	2,200	477		477	
Administration :- Indirect Payments	<u>2,033</u>	<u>12,500</u>	<u>10,467</u>	<u>0</u>	<u>10,467</u>	<u>0</u>
Net Payments	<u>(2,033)</u>	<u>(12,500)</u>	<u>(10,467)</u>			
<u>102 Staff Costs</u>						
4000 Wages & Salaries	5,649	59,000	53,351		53,351	
4001 Tax & NI	839	0	(839)		(839)	
4002 Pension	2,653	0	(2,653)		(2,653)	
4004 Staffing other	0	27,000	27,000		27,000	
Staff Costs :- Indirect Payments	<u>9,141</u>	<u>86,000</u>	<u>76,859</u>	<u>0</u>	<u>76,859</u>	<u>0</u>
Net Payments	<u>(9,141)</u>	<u>(86,000)</u>	<u>(76,859)</u>			
<u>103 Establishment Costs</u>						
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>			
<u>104 Training</u>						
4030 Training/Travel Clls	50	200	150		150	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<u>50</u>	<u>1,200</u>	<u>1,150</u>	<u>0</u>	<u>1,150</u>	<u>0</u>
Net Payments	<u>(50)</u>	<u>(1,200)</u>	<u>(1,150)</u>			

## Detailed Receipts &amp; Payments by Budget Heading 31/05/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>105 Mayoral Expenses</b>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	0	2,000	2,000		2,000	
4056 Mayor's Charitable Fund	0	500	500		500	
4057 Mayoral Bebra Visit	0	600	600		600	
4058 Mayor Making	378	1,400	1,022		1,022	
Mayoral Expenses :- Indirect Payments	<u>378</u>	<u>5,000</u>	<u>4,622</u>	<u>0</u>	<u>4,622</u>	<u>0</u>
<b>Net Payments</b>	<u>(378)</u>	<u>(5,000)</u>	<u>(4,622)</u>			
<b>110 Grants/Donations</b>						
4070 Grants	7,200	20,000	12,800		12,800	
4071 Green Grants Project	0	5,000	5,000		5,000	
4072 Donations	40	0	(40)		(40)	
Grants/Donations :- Indirect Payments	<u>7,240</u>	<u>25,000</u>	<u>17,760</u>	<u>0</u>	<u>17,760</u>	<u>0</u>
<b>Net Payments</b>	<u>(7,240)</u>	<u>(25,000)</u>	<u>(17,760)</u>			
<b>120 Events/Projects</b>						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	0	2,200	2,200		2,200	
4062 Christmas Lights Contract	5,726	35,000	29,275		29,275	
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	
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	600	0	(600)		(600)	600
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	
4096 Remembrance	0	500	500		500	
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	

## Detailed Receipts &amp; Payments by Budget Heading 31/05/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4103 Bands at Castle	0	700	700		700	
4104 Community Stage	0	5,000	5,000		5,000	
4106 Trees	0	1,000	1,000		1,000	
4107 Projects Contingency	0	3,000	3,000		3,000	
4999 Transfers To/From Reserves	2,500	0	(2,500)		(2,500)	1,850
Events/Projects :- Indirect Payments	<u>10,610</u>	<u>108,400</u>	<u>97,790</u>	<u>0</u>	<u>97,790</u>	<u>2,450</u>
<b>Net Payments</b>	<u>(10,610)</u>	<u>(108,400)</u>	<u>(97,790)</u>			
6000 plus Transfer from EMR	2,450					
<b>Movement to/(from) Gen Reserve</b>	<u>(8,160)</u>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	2,715	0	(2,715)			
VAT Data :- Receipts	<u>2,715</u>	<u>0</u>	<u>(2,715)</u>			<u>0</u>
515 VAT on spend - input automatic	1,555	0	(1,555)		(1,555)	
VAT Data :- Indirect Payments	<u>1,555</u>	<u>0</u>	<u>(1,555)</u>	<u>0</u>	<u>(1,555)</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>1,160</u>	<u>0</u>	<u>(1,160)</u>			
Grand Totals:- Receipts	82,643	0	(82,643)			
Payments	31,007	241,100	210,093	0	210,093	
<b>Net Receipts over Payments</b>	<u>51,636</u>	<u>(241,100)</u>	<u>(292,736)</u>			
plus Transfer from EMR	2,450					
<b>Movement to/(from) Gen Reserve</b>	<u>54,086</u>					

**Bank Reconciliation Statement as at 30/06/2023  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	30/06/2023	1	5,000.00
			<u>5,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		<b>Balance per Cash Book is :-</b>	<b>5,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



Bank Reconciliation Statement as at 30/06/2023  
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	30/06/2023	1	263,809.37
			<u>263,809.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			263,809.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			263,809.37
		Balance per Cash Book is :-	263,809.37
		Difference is :-	0.00

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-600.00	6,392.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50		12,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
326 EMR Castle Lighting	0.00		0.00
327 EMR - DPSE	0.00		0.00
328 EMR Links Charity	6,000.00	-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
332 EMR - Inspire Youth	0.00		0.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
334 EMR - Chapel of Our Lady Grant	0.00		0.00
335 Mayoral Charity Fund	504.08	500.00	1,004.08
	<b>65,986.68</b>	<b>-23,450.00</b>	<b>42,536.68</b>

## Summary Receipts &amp; Payments by Budget Heading 30/06/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	80,681	0	(80,681)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>80,181</u>				
101	Administration					
	Payments	2,903	12,500	9,597		9,597
102	Staff Costs					
	Payments	13,712	86,000	72,288		72,288
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	82	1,200	1,118		1,118
105	Mayoral Expenses					
	Payments	1,393	5,000	3,607		3,607
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(1,393)</u>				
110	Grants/Donations					
	Payments	7,260	25,000	17,740		17,740
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(7,260)</u>				
120	Events/Projects					
	Payments	10,675	108,400	97,725		97,725
	plus Transfer from EMR	2,450				
	Movement to/(from) Gen Reserve	<u>(8,225)</u>				
999	VAT Data					
	Receipts	2,715	0	(2,715)		
	Payments	1,656	0	(1,656)		(1,656)
	Movement to/(from) Gen Reserve	<u>1,059</u>				
	Grand Totals:- Receipts	83,396	0	(83,396)		
	Payments	37,681	241,100	203,419	0	203,419
	Net Receipts over Payments	<u>45,716</u>	<u>(241,100)</u>	<u>(286,816)</u>		
	plus Transfer from EMR	2,450				
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>47,666</u>				

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Income</b>						
1065 Misc	500	0	(500)			500
1076 Precept	79,496	0	(79,496)			
1090 Bank Interest	686	0	(686)			
Income :- Receipts	<b>80,681</b>	<b>0</b>	<b>(80,681)</b>			<b>500</b>
<b>Net Receipts</b>	<b>80,681</b>	<b>0</b>	<b>(80,681)</b>			
6001 less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<b>80,181</b>					
<b>101 Administration</b>						
4005 Bank Charges	19	100	81		81	
4021 Stationery	82	450	368		368	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	150	800	650		650	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	85	2,200	2,115		2,115	
4027 Photocopier	445	1,600	1,155		1,155	
4043 Recruitment costs	0	200	200		200	
4045 Audit	400	1,700	1,300		1,300	
4050 Legal	0	1,000	1,000		1,000	
4075 Subscriptions	1,723	2,200	477		477	
Administration :- Indirect Payments	<b>2,903</b>	<b>12,500</b>	<b>9,597</b>	<b>0</b>	<b>9,597</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,903)</b>	<b>(12,500)</b>	<b>(9,597)</b>			
<b>102 Staff Costs</b>						
4000 Wages & Salaries	8,474	59,000	50,526		50,526	
4001 Tax & NI	1,678	0	(1,678)		(1,678)	
4002 Pension	3,560	0	(3,560)		(3,560)	
4004 Staffing other	0	27,000	27,000		27,000	
Staff Costs :- Indirect Payments	<b>13,712</b>	<b>86,000</b>	<b>72,288</b>	<b>0</b>	<b>72,288</b>	<b>0</b>
<b>Net Payments</b>	<b>(13,712)</b>	<b>(86,000)</b>	<b>(72,288)</b>			
<b>103 Establishment Costs</b>						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>			

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>104 Training</b>						
4030 Training/Travel Clls	82	200	118		118	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<b>82</b>	<b>1,200</b>	<b>1,118</b>	<b>0</b>	<b>1,118</b>	<b>0</b>
<b>Net Payments</b>	<b>(82)</b>	<b>(1,200)</b>	<b>(1,118)</b>			
<b>105 Mayoral Expenses</b>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	0	2,000	2,000		2,000	
4056 Mayor's Charitable Fund	0	500	500		500	
4057 Mayoral Bebra Visit	0	600	600		600	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<b>1,393</b>	<b>5,000</b>	<b>3,607</b>	<b>0</b>	<b>3,607</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,393)</b>	<b>(5,000)</b>	<b>(3,607)</b>			
<b>110 Grants/Donations</b>						
4070 Grants	7,200	20,000	12,800		12,800	
4071 Green Grants Project	0	5,000	5,000		5,000	
4072 Donations	60	0	(60)		(60)	
Grants/Donations :- Indirect Payments	<b>7,260</b>	<b>25,000</b>	<b>17,740</b>	<b>0</b>	<b>17,740</b>	<b>0</b>
<b>Net Payments</b>	<b>(7,260)</b>	<b>(25,000)</b>	<b>(17,740)</b>			
<b>120 Events/Projects</b>						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	0	2,200	2,200		2,200	
4062 Christmas Lights Contract	5,726	35,000	29,275		29,275	
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	
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	600	0	(600)		(600)	600
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
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	
4096 Remembrance	0	500	500		500	
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	0	5,000	5,000		5,000	
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	<u>10,675</u>	<u>108,400</u>	<u>97,725</u>	<u>0</u>	<u>97,725</u>	<u>2,450</u>
<b>Net Payments</b>	<u>(10,675)</u>	<u>(108,400)</u>	<u>(97,725)</u>			
6000 plus Transfer from EMR	2,450					
<b>Movement to/(from) Gen Reserve</b>	<u>(8,225)</u>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	2,715	0	(2,715)			
VAT Data :- Receipts	<u>2,715</u>	<u>0</u>	<u>(2,715)</u>			<u>0</u>
515 VAT on spend - input automatic	1,656	0	(1,656)		(1,656)	
VAT Data :- Indirect Payments	<u>1,656</u>	<u>0</u>	<u>(1,656)</u>	<u>0</u>	<u>(1,656)</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>1,059</u>	<u>0</u>	<u>(1,059)</u>			
Grand Totals:- Receipts	83,396	0	(83,396)			
Payments	37,681	241,100	203,419	0	203,419	
<b>Net Receipts over Payments</b>	<u>45,716</u>	<u>(241,100)</u>	<u>(286,816)</u>			
plus Transfer from EMR	2,450					
less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<u>47,666</u>					

YORKSHIRE INTERNAL AUDIT SERVICES  
JASPER COTTAGE, SESSAY, THIRSK, NORTH YORKSHIRE YO7 3BE  
TELEPHONE 01845 501660

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

Dear Ms Pulman

**To the Mayor and Members of Knaresborough Town Council  
Internal Audit of Accounts for the Financial Year ending 31 March 2023  
Final Visit**

I am pleased to inform you that the internal audit is complete. Appropriate tests and checks have been carried out on the accounts and management arrangements to confirm that the systems of financial and other controls over the council's activities and operating procedures are effective. Following that I can confirm that internal controls are operating as expected and there are no matters to give cause for concern.

Further comment on the matter raised in my previous report is discussed in the following paragraphs. There are no new matters to bring to members attention. The Annual Internal Auditors Report contained within the Annual Governance and Accountability Return 2022/23 has been completed as required.

Fidelity Guarantee Insurance

Following a previous recommendation, the council increased its fidelity guarantee insurance cover to an adequate level of £200,000.

However, the significantly increased cash and reserves level at 31 March 2022 and the planned precept meant a more appropriate level would be in the region of £270,000. I recommended at that time that the council review the figures and consider increasing the level of cover. The council agreed to review the position and consider the amount of cover upon renewal of the policy in March 2023.

During this audit I reviewed the current cover which has remained unaltered at £200,000. The balances at 31 March 2023 and the precept requested for 2023/24 means that the council are still potentially underinsured. A more appropriate level would now be in the region of £300,000.

I again recommend that the council review the level of cover and consider an increase.

I would like to thank the Clerk for her assistance during the audit.

Yours sincerely

*Janet L Bennett*

JL Bennett  
14 June 2023

PARTNERS ~ KC Stephenson      Tel: 0113 2585610  
                                 RF Entwistle      Tel 01845 501660  
PRINCIPAL AUDITOR ~ Mrs JL Bennett      Tel: 01924 671829



**From:** andy.bell@knaresboroughtowncouncil.gov.uk  
**Sent:** 17 August 2023 10:25  
**To:** office@knaresboroughtowncouncil.gov.uk  
**Cc:** 'Cllr.Hannah Gostlow'; 'Cllr.Matt Walker'  
**Subject:** RE: RE: 3rd location for Knaresborough VAS

On the rotation schedule the intention is to run the three sites on an approx. 4 month rotation.

When we are settled the order will be

Boroughbridge Road  
Thistle Hill  
Blands Hill

The pair of signs will be in each location approximately 4 months.

I plan to review after 12 months and we will be gathering and using the data to assess the impact of the signs vs the survey we did in Jan 23.

This may result in us having more signs in the future, or take other measures in collaboration with NYC.

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

From: office@knaresboroughtowncouncil.gov.uk  
Sent: Thursday, 17 August, 2023 9:00am  
To: andy.bell@knaresboroughtowncouncil.gov.uk  
Subject: RE: RE: 3rd location for Knaresborough VAS

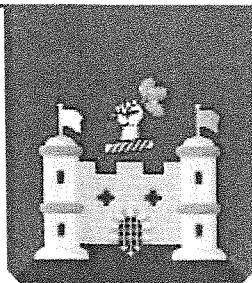
That's great Andy.

Many thanks.

Kind regards,

*Angela Pulman*

Clerk  
Knaresborough Town Council



**From:** andy.bell@knaresboroughtowncouncil.gov.uk <andy.bell@knaresboroughtowncouncil.gov.uk>  
**Sent:** Wednesday, August 16, 2023 12:48 PM  
**To:** office@knaresboroughtowncouncil.gov.uk  
**Cc:** 'Cllr.Matt Walker' <cllr.matt.walker@northyorks.gov.uk>; 'Cllr.Hannah Gostlow' <cllr.hannah.gostlow@northyorks.gov.uk>  
**Subject:** RE: RE: 3rd location for Knaresborough VAS

yes i'll give you those details, and yes i can make the 4th :)

**Dated**

**2023**

**VEHICLE ACTIVATED SIGNAGE**

**INSTALLATION AGREEMENT**

**between**

**NORTH YORKSHIRE COUNCIL**

**and**

**KNARESBOROUGH TOWN COUNCIL**

THIS AGREEMENT is dated the                      day of                      2023

BETWEEN

- (1) NORTH YORKSHIRE COUNCIL of County Hall, Racecourse Lane, Northallerton, North Yorkshire, DL7 8AD (the 'Authority'); and
- (2) KNARESBOROUGH TOWN COUNCIL (the 'Community Group').

Each a "Party" and together the "Parties".

**IN CONSIDERATION** of the mutual obligations contained within this Agreement, the Parties have agreed as follows:

## 1. INTERPRETATION

- 1.1 The definitions and rules of interpretation in this clause apply in this Agreement.

"**Agreement**" means this agreement and any schedules hereto attached;

"**Commencement Date**" the date of Installation of the Equipment;

"**Deployment Schedule**" the schedule attached to this Agreement which sets out the details for the deployment of the Equipment, plan of the Site, specification and any applicable payment;

"**Equipment**" means the vehicle activated sign, all substitutions, replacements or renewals of such equipment and all related accessories, manuals and instructions provided for it;

"**Installation**" means the completion of the physical instalment of the Equipment at the Site;

"**Site**" Lighting columns on Blands Hill, Thistle Hill and Boroughbridge Road;

"**Supplier**" means the manufacturer of the Equipment (subject to approval by the Authority);

"**Term**" shall have the meaning given in clause 3.1.

"**Working Day**" any day except a Saturday, Sunday, 27 - 31 December inclusive or any public holidays in England.

- 1.2 Clause, schedule and paragraph headings shall not affect the interpretation of this Agreement.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 The schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement and any reference to this Agreement includes the schedules.

- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and vice versa.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension or re-enactment, and includes any subordinate legislation for the time being in force made under it.
- 1.8 A reference to **writing** or **written** does not include fax or email.
- 1.9 References to clauses and schedules are to the clauses and schedules of this Agreement. References to paragraphs are to paragraphs of the relevant schedule.
- 1.10 Any words following the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

## **2. EQUIPMENT AND CONSENT**

- 2.1 The Community Group shall purchase the Equipment from the Supplier for use at the Site during the Term subject to the terms and conditions of this Agreement. The Authority, in its capacity as the local highway authority for the purposes of Section 1(2) of the Highways Act 1980, hereby gives its consent to the Community Group to place the Equipment in the highway.
- 2.2 The Community Group shall keep the Equipment clean, free of faults and in good working condition during the Term of this Agreement.
- 2.3 The Authority shall not, other than in the exercise of its rights under this Agreement or applicable law, interfere with the Equipment.

## **3. DURATION**

- 3.1 This Agreement starts on the Commencement Date and shall continue until this Agreement is terminated earlier in accordance with clause 10.
- 3.2 During the Term, the Equipment shall be rotated as per the Deployment Schedule. All dates in the Deployment Schedule are subject to change.

## **4. PAYMENTS**

- 4.1 The Community Group shall pay all required charges to the Authority in the event separate equipment is required to be installed by the Authority.
- 4.2 Any such payment under clause 4.1 above shall be exclusive of VAT and any other applicable taxes and duties or similar charges which shall be payable by the Community Group at the rate and in the manner from time to time prescribed by law.

The Authority shall invoice the Community Group in respect of any applicable charges and the Community Group shall pay any undisputed invoice within 30 days of receipt.

**5. DELIVERY AND INSTALLATION**

- 5.1 Delivery and Installation of the Equipment shall be made by the Supplier, who shall effect delivery and install the Equipment by the date and time agreed between the Supplier and the Community Group.

**6. TITLE & RISK**

- 6.1 The Equipment shall at all times remain the property of the Community Group.
- 6.2 The risk of loss, theft, damage or destruction of the Equipment shall at all times remain with the Community Group who shall take out adequate insurance to protect against such risks.

**7. COMMUNITY GROUP'S RESPONSIBILITIES**

- 7.1 The Community Group shall during the term of this Agreement:
- (a) not use the Equipment for any unlawful purpose;
  - (b) not do or permit to be done anything which could invalidate the insurances referred to in clause 6.

**8. WARRANTY**

The Community Group shall be entitled only to such warranty or other benefit received from the Supplier and the Authority excludes all warranties (to the extent permitted by law) in respect of the Equipment.

**9. LIABILITY**

- 9.1 Nothing in this Agreement shall exclude or in any way limit:
- (a) either party's liability for death or personal injury caused by its own negligence;
  - (b) either party's liability for fraud or fraudulent misrepresentation; or
  - (c) liability for any breach of the terms implied by section 8 of the Supply of Goods (Implied Terms) Act 1973 or any other liability which cannot be excluded by law.
- 9.2 This Agreement sets forth the full extent of the Authority's obligations and liabilities in respect of the Equipment and its purchase by the Community Group. In particular, there are no conditions, warranties or other terms, express or implied, including as to quality, fitness for a particular purpose or any other kind whatsoever, that are binding on the Authority except as specifically stated in this Agreement. Any condition, warranty or other term concerning the Equipment which might otherwise be implied

into or incorporated within this Agreement, whether by statute, common law or otherwise, is expressly excluded.

- 9.3 The Community Group shall take out and maintain for the duration of this Agreement public liability insurance cover for a minimum sum of £5,000,000.

## **10. TERMINATION**

- 10.1 Without affecting any other right or remedy available to it, either party may terminate this Agreement on giving not less than 1 (one) months' prior written notice to the other party.

## **11. FORCE MAJEURE**

Neither party shall be in breach of this Agreement nor liable for delay in performing, or failure to perform, any of its obligations under this Agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control.

## **12. CONFIDENTIAL INFORMATION**

- 12.1 Neither party shall, during and after termination of this Agreement, without the prior written consent of the other party, use or disclose to any other person any information of the other party which is identified as confidential or which is confidential by its nature other than in accordance with the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or any other lawful demand for disclosure.

## **13. ASSIGNMENT AND SUBCONTRACTING**

- 13.1 The Community Group shall not, without the prior written consent of the Authority, assign, transfer, or deal in any other manner with this Agreement.
- 13.2 The Authority may sub-contract its obligations under this contract to anybody without the consent of the Community Group.

## **14. ENTIRE AGREEMENT AND VARIATION**

- 14.1 This Agreement constitutes the whole Agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.
- 14.2 Each party acknowledges that, in entering into this Agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Agreement. Each party agrees that its only liability in respect of those representations and warranties that are set out in this Agreement (whether made innocently or negligently) shall be for breach of contract.
- 14.3 Nothing in this clause shall limit or exclude any liability for fraud or for fraudulent misrepresentation.

- 14.4 No variation of this Agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

**15. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

- 15.1 A person who is not a party to this Agreement shall not have any rights under or in connection with it by virtue of the Contracts (Rights of Third Parties) Act 1999

**16. NOTICES**

- 16.1 Any notice or other communication required to be given under this Agreement, shall be in writing and shall be delivered personally, or sent by pre-paid post or recorded delivery or by commercial courier, to each party required to receive the notice or communication.

- 16.2 Any notice or other communication shall be deemed to have been duly received:

- (a) if delivered personally, when left at the address and for the contact referred to in this clause;
- (b) if sent by commercial courier, on the date and at the time of signature of the courier's delivery receipt; or
- (c) if sent by pre-paid post or recorded delivery, 9.00 am on the second Working Day after posting.

**17. NO WAIVER**

No failure or delay by a party to exercise any right or remedy provided under this Agreement or by law shall constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

**18. SEVERANCE**

- 18.1 If any court or competent authority finds that any provision of this Agreement (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Agreement shall not be affected.

**19. GOVERNING LAW AND JURISDICTION**

- 19.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the law of England and Wales and each party hereby submits to the exclusive jurisdiction of the courts of England and Wales.

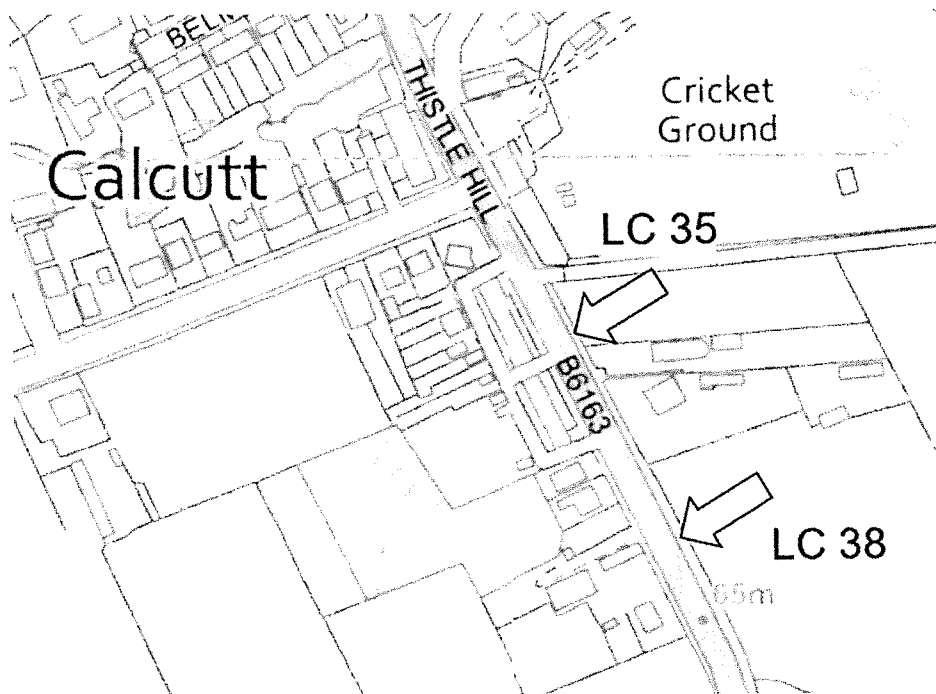
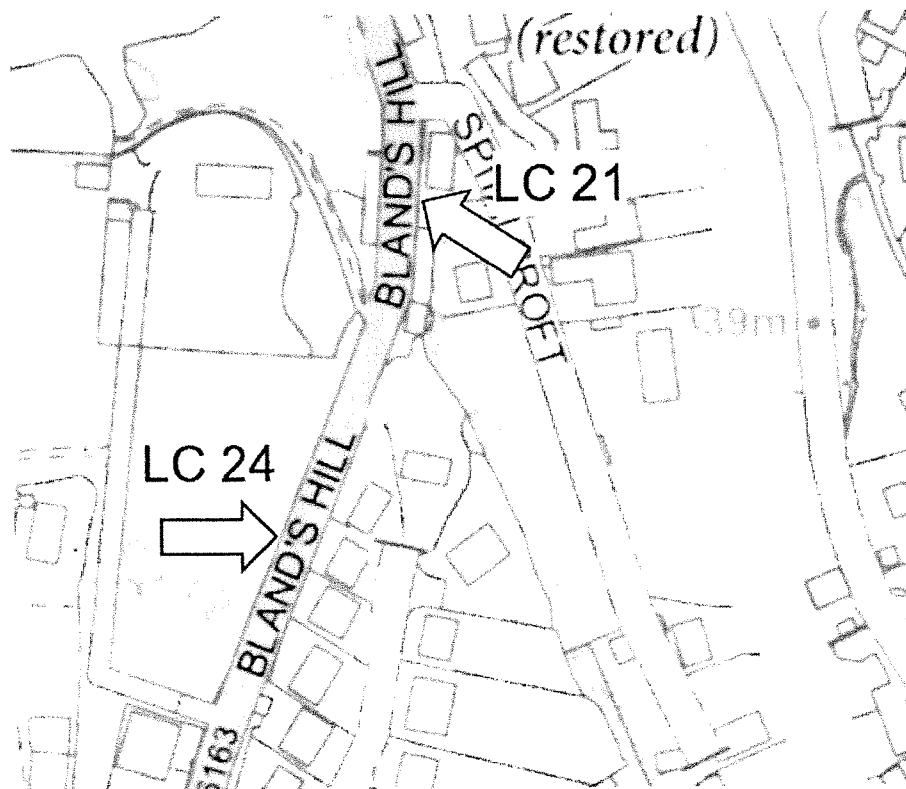
This Agreement has been entered into on the date stated at the beginning of it.

## DEPLOYMENT SCHEDULE

Please provide deployment/rotation details below to explain how the sign(s) will remain temporary on the approved street lighting columns shown on the maps.







The town council will be charged an annual fee of at least £10+VAT (per sign) for the power usage from the lighting columns.

SIGNED for and on behalf of  
**NORTH YORKSHIRE COUNCIL**  
by:

.....  
Authorised Signatory

.....  
Name (in CAPITALS)

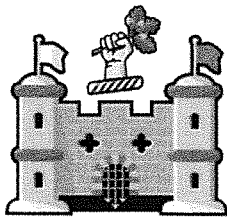
.....  
Position

SIGNED for and on behalf of  
**KNARESBOROUGH TOWN COUNCIL**  
by:

.....  
Authorised Signatory

.....  
Name (in CAPITALS)

.....  
Position



# 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*	Independent Domestic Abuse Services (IDAS)
Primary Contact regarding application:	Anna Dinsdale
Address:	Community House 46 – 50 East Parade Harrogate HG1 5RR
Telephone number:	07715 125151
Email address:	Anna.dinsdale@idas.org.uk
Project/event title:	Schools work – Awareness and training for school staff, and delivery of groups for young people impacted by abuse.
Total cost of project:	£2,500
Amount of grant requested from KTC:	£2,500
Date of Application	14/08/23

### The Applicant:

What is the main purpose of your organisation?	IDAS is the largest specialist charity in Yorkshire, supporting anyone who has been subjected to domestic abuse in North Yorkshire, Barnsley and Sheffield. We also support anyone who has been subjected to sexual violence across York and North Yorkshire. During 2022 we answered 25,000 helpline calls, received 18,000 referrals, supported 10,000 people in our local communities, and housed more than 250 individuals and families in our emergency refuge accommodation. Our services include trauma-informed one-to-one and group support in the community, support through the criminal justice system, refuge and dispersed accommodation for any victim who needs to escape, plus helplines and live chat support, groups and emotional support.
How many years has your organisation been in existence?	46 years
If your organisation run by a Committee? If yes, how many Committee members?	N/A

<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>As well as providing practical support and accommodation, our services help victims and survivors overcome the traumatic impacts of domestic abuse and sexual violence. Our services include refuges for women and their children, plus dispersed accommodation for anyone that needs to escape abuse, one-to-one support and group programmes, a helpline that is available 365 days a year, plus on-line support through our Live Chat service. We also support children and young people who've experienced or witnessed abuse.</p> <p>We support anyone who has been subjected to domestic abuse or sexual violence.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>We are affiliated to Women's Aid Federation, and we hold their national standard award which provides evidence of the quality of our refuges and dispersed accommodation.</p> <p>Our domestic abuse community services have achieved Safe Lives Leading Lights standards and our sexual violence services have gained Lime Culture accreditation. In 2021 we achieved Helplines Partnership Standards for our helpline delivery in Sheffield.</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <li>• have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund.</li> <li>• review your safeguarding policies at least every year.</li> <li>• complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references.</li> <li>• check criminal records at least every three years.</li> <li>• follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults.</li> <li>• provide child protection and health and safety training or guidance for staff and volunteers.</li> <li>• carry out a risk assessment, if appropriate</li> <li>• secure extra insurance cover, if appropriate</li> </ul> <p>Does your organisation meet these requirements:</p>

Yes <input type="checkbox"/> x	No <input type="checkbox"/>	Yes <input type="checkbox"/> x	No <input type="checkbox"/>
--------------------------------	-----------------------------	--------------------------------	-----------------------------

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

Brief description of scheme	<p>We would like to develop links with primary and secondary schools across Knaresborough. The aim is to raise awareness of domestic abuse with school staff by delivering training and awareness sessions. In turn, this will enable staff to spot signs that indicate a pupil may be a victim of domestic abuse or sexual violence and support them in making a disclosure and accessing help.</p> <p>In addition we will develop groups that can be delivered to children within the schools who may have witnessed or been subjected to domestic abuse, or who might be at risk of being in an unhealthy intimate relationship themselves. We know that early intervention is key, and these groups would look at red flags and warning signs, consent, and what a healthy relationship looks like.</p>
What are the aims of the project/event?	The aim is to improve the response and outcomes for young people affected by domestic abuse. It is our experience that many staff within schools have limited knowledge of domestic abuse and the impacts this can have on the young person and the non-abusive carer. We aim to empower staff so that they feel more comfortable asking the questions, so that they are aware of the risks faced by families being subject to abuse when they are living with a perpetrator and post separation, and where and how to signpost.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	School staff will be equipped to respond better to children and young people who are faced with domestic abuse, and young people and their parents will have access to specialist support. Children and families will be safer and the risks to them will be reduced because of a more coordinated approach
Does your organisation have the ability to meet new community needs, and if so, how?	Our services have always responded to emerging needs, for example where we identify gaps in our reach/provision we look for funds that can support this need.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	N/A
The quality and effectiveness of service provided through the use of this grant	IDAS is committed to delivering high quality support and accommodation for victims and survivors of domestic abuse and sexual violence. We are proud to deliver practice informed, specialist and expert training nationwide, informed by over 40 years' experience.
<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

<p>2. Attendance</p> <p>Attendance at last event?</p> <p>Anticipated attendance at planned Event?</p>	
<p>Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation, please indicate activities you wish to undertake.</p>	<p>Last year we provided direct support to more than 10,000 victims and survivors of domestic abuse, including 500 children, across Yorkshire. We responded to 25,000 helpline calls, providing expert advice to help people stay safe. We also accommodated over 250 individuals and families who needed to escape abuse.</p> <p>During 2022 we were awarded additional Ministry of Justice funding to work with marginalised groups, including disabled women and victims from the Gypsy, Roma and Traveller communities. Funding has also been provided for us to support complex cases, for those who face multiple diversity and may find it more challenging to engage with support.</p> <p>In 2022 we grew our training team and won exciting new contracts to deliver our accredited courses locally and nationally, including a North Yorkshire wide package for professionals and a bespoke e-learning course for the Home Office.</p> <p>In addition, during 2022 we retained our SafeLives Leading Lights status and were awarded the national Helplines Standard. We also retained our Women's Aid and Lime Culture standards.</p>
<p>Why do you think the Council should support this event/project?</p>	<p>Domestic abuse impacts the lives of at least 1 in 4 adults and therefore a huge number of children and young people are impacted every day by living with abuse. Domestic abuse continues to be a hidden crime and we all need to take responsibility to minimise the harm being felt within our communities. Having funds to support IDAS to take a targeted approach to schools within this area will help us ensure that we are doing all we can for families living in the Knaresborough area.</p>

### Project/Event planning

Date that you propose to commence the project or hold the event.	From Sept 2023
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	N/A

### Financial Details

Estimated total cost (including any fees)	£2,500
Contribution from your funds:	£2,500

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	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 HBC and/or NYCC	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: Anna Dinsdale

Name of Signatory Anna Dinsdale

Position: Local Area Manager

Date: 14/08/2023

# Your Account Statement



For Businesses. For Communities. For Good.

Ms Sarah Hill  
IDAS  
39 Blossom Street  
York  
YO24 1AQ

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

**Date:** 01/08/2023

**Account Name:** Independent Domestic Abuse  
Services Formerly York Womens Aid RCN  
1102337

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20145068

Your arranged overdraft limit is £0.00

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](https://www.unity.co.uk)

## Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
01/07/2023		[REDACTED]			
03/07/2023	Direct Debit	Direct Debit (TV LICENCE [REDACTED])			
03/07/2023	Direct Debit	[REDACTED] COUNCIL 32)			
03/07/2023	Direct Debit	Direct Debit (NYORK COUNCIL 32)			

Page number 1 of 15

Statement number 257

For Businesses.  
For Communities.  
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE  
We invest in people Gold





THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY GUARANTEE

---

ARTICLES OF ASSOCIATION  
OF INDEPENDENT DOMESTIC ABUSE SERVICES

Incorporated under the Companies Act 2006  
on 3 December 2003  
under No 4984337

As amended by special resolutions of the Members dated:

12 February 2009; and

2016

---

Formatted: English (United States)

**The Companies Act 2006**  
**A COMPANY LIMITED BY GUARANTEE**  
**Articles of Association**  
**of**  
**INDEPENDENT DOMESTIC ABUSE SERVICES**

**1. INTERPRETATION**

- 1.1 In these Articles, the words in the first column of the table below, shall bear the meanings set opposite to them in the second column, if not inconsistent with the subject or context:

<b>Words</b>	<b>Meanings</b>
<b>the Act:</b>	The Companies Act 2006 and every statutory modification, replacement or re-enactment of it for the time being in force
<b>the or these Articles:</b>	The Articles of Association of the Charity, as amended from time to time
<b>Board</b>	The Board of Trustees
<b>Chair:</b>	The chair of Trustees appointed in accordance with these Articles
<b>Charity:</b>	The company regulated by these Articles
<b>Charity Commission:</b>	The Charity Commission for England and Wales
<b>Clear Day:</b>	In relation to a period of notice means that period excluding the day when the notice is given or is deemed to be given and the day for which it is given or on which it is to take effect
<b>Connected Person:</b>	Includes:  (a) Any child, parent, grandchild, grandparent, brother or sister of a Trustee (and includes any step-child);  (b) the spouse, civil partner of a Trustee or any person falling within (a) (and includes any person with whom a Trustee lives as partner in an enduring relationship);  (c) a person carrying on business in partnership with a Trustee or with any person falling within (a) or (b);  (d) an institution which is controlled: (i) by a Trustee or by any person falling within (a), (b) or (c), or (ii) by two or more persons falling within (d)(i), when taken together; and

(e) a body corporate in which (i) a Trustee or any connected person falling within any of paragraphs (a) to (c) has a substantial interest, or (ii) two or more persons falling within (e)(i) when taken together, have a substantial interest;

And 'controlled' and 'substantial interest' have the meaning provided in ss351 to 352 Charities Act 2011

<b>Electronic Form:</b>	Something sent by electronic means (as defined by the Act), such as an email or fax, or by any other means while still being in electronic form
<b>Eligible Trustees:</b>	All Trustees who would be entitled to vote on a resolution at a Board meeting
<b>Financial Expert:</b>	An individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000
<b>General Meeting:</b>	A general meeting of the Charity
<b>Member:</b>	A member of the Charity for the purposes of the Act and Members means all the members
<b>the Objects:</b>	The objects of the Charity set out in Article 4
<b>the Office:</b>	The registered office of the Charity
<b>the Register:</b>	The register of members of the Charity kept pursuant to the Act
<b>the Seal:</b>	The common seal of the Charity, if it has one
<b>the Secretary:</b>	Any person appointed to perform the duties of secretary of the Charity
<b>a Trustee:</b>	A director of the Charity and Trustees means all the directors
<b>Vice Chair:</b>	The vice chair of Trustees appointed in accordance with these Articles
<b>in writing or written:</b>	The representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise

1.2 Unless specifically stated otherwise:

- 1.2.1 Words or expressions bear the same meaning as in the Act as in force on the date when these Articles become binding on the Charity;
- 1.2.2 Words denoting the singular include the plural and vice versa;
- 1.2.3 Words denoting any one gender include all genders;

1.2.4 Each reference to "person" includes a reference to a body corporate, unincorporated association, government, local authority, state, partnership, scheme, fund and trust (in each case, whether or not having separate legal personality); and

1.2.5 General words shall not be given a restrictive interpretation by reason of their being preceded or followed by words indicating a particular class of acts, matters or things.

1.3 The Companies (Model Articles) Regulations 2008 shall not apply to the Charity.

## **2. NAME & OFFICE**

2.1 The name of the Charity is Independent Domestic Abuse Service (or such other name as the Trustees shall from time to time decide).

2.2 The Office of the Charity will be situated in England.

## **3. GUARANTEE**

Every Member undertakes that if the Charity is wound up while he or she is a Member, or within one year after he or she ceases to be a Member, that Member will contribute to the assets of the Charity such amount as may be required for the payment of the debts and liabilities of the Charity contracted before he or she ceases to be a Member, payment of the costs, charges and expenses of winding-up and for the adjustment of the rights of the contributories among themselves not exceeding £1.

## **4. OBJECTS**

4.1 The only objects for which the Charity is established are for the public benefit to:

4.1.1 provide accommodation, support and advice to people who have experienced or been affected by domestic abuse and/or sexual violence.

("the Objects").

## **5. POWERS**

5.1 In furtherance of the Objects but not further or otherwise, the Charity shall have the following powers (but only to the extent to which they may lawfully be exercised by a company having exclusively charitable objects):

5.1.1 To provide high quality emergency accommodation, with specialist support, to adults, children and young people escaping domestic abuse.

5.1.2 To provide adults, children and young people with appropriate advice, support, information and advocacy services based on their individual needs.

5.1.3 To assist individuals escaping violence to access appropriate emergency accommodation.

5.1.4 To provide support to adults going through the criminal justice system.

5.1.5 To raise awareness of and challenge attitudes to domestic abuse.

- 5.1.6 To work with perpetrators with a view to challenge and change their behaviours.
- 5.1.7 To work to break entrenched cycles of abuse that may exist within families to prevent children and young people from adopting similar patterns of behaviour or entering into other forms of offending, such as anti-social behaviour.
- 5.1.8 To liaise and co-operate with statutory services and other bodies in the furtherance of the objects of the Company and to ensure that the aims of the organisation contribute to and inform the main strategic partnerships within our area of work.
- 5.1.9 to promote and advertise the Company's activities and to seek to influence public opinion and policy and regulation implemented or proposed to be implemented by government, local authorities or other public bodies by undertaking campaigning and, to the extent permitted by law, political activities;
- 5.1.10 to purchase, take on lease or in exchange, hire or otherwise acquire and hold for any estate or interest any real or personal property and any rights or privileges which may be necessary for the promotion of the Objects and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Charity;
- 5.1.11 subject to such consents as may be required by law, to sell, exchange, let, mortgage, charge, grant or create security over, dispose of, turn to account or otherwise deal with all or any of the property or assets of the Charity;
- 5.1.12 subject to such consents as may be required by law, to borrow and raise money and secure or discharge any debt or obligation of the Charity in such manner as may be thought fit and in particular by mortgages of, or charges upon or security over, the undertaking and all or any of the real and personal property or assets (present and future) of the Charity or by the creation and issue of debentures, debenture stock or other obligations or securities of any description;
- 5.1.13 to raise funds and organise appeals and invite and receive contributions from any person whatsoever by way of subscription (whether or not under deed of covenant), donation and otherwise, and whether or not subject to any special trusts or conditions. Provided that the Charity shall not undertake any permanent trading activities in raising funds, the profits of which are liable to tax, otherwise than for carrying out the Objects,
- 5.1.14 to set aside funds for special purposes or as reserves against future expenditure;
- 5.1.15 to invest the monies of the Charity not immediately required for its purposes in or upon such investments, securities or property as may be thought fit and to vary the investments in such manner as may from time to time be determined subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law;
- 5.1.16 to delegate the management of investments to a Financial Expert but only on terms that:

- (a) the investment policy is set down in writing for the Financial Expert by the Trustees;
  - (b) every transaction is reported promptly to the Trustees;
  - (c) the performance of the investments is reviewed regularly with the Trustees;
  - (d) the Trustees are entitled to cancel the delegation arrangements at any time;
  - (e) the investment policy and the delegation arrangement are reviewed at least once a year;
  - (f) all payments due to the Financial Expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  - (g) the Financial Expert must not do anything outside the powers of the Trustees.
- 5.1.17 to arrange for investments or other property or assets of the Charity to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) acting under the control of the Trustees or of a Financial Expert acting under their instructions and to pay any reasonable fee required;
- 5.1.18 to encourage groups of persons to form branches, friends groups or other voluntary groups and provide an organisation within which they should conduct their business which must be for, or conducive to, the Objects and at its discretion to dissolve any such branches, friends groups or other voluntary groups or dissociate them from the Charity. Each branch, friends group or other voluntary group shall be constituted and its affairs shall be carried on in accordance with regulations approved from time to time by the Trustees;
- 5.1.19 to establish, support, act as trustee of or aid in the establishment and support of any charitable associations, institutions or trusts and to subscribe or guarantee money for charitable purposes in any way connected with the Objects or which shall further the Charity's interests or any of them;
- 5.1.20 to employ staff and to make provision for the payment of pensions and superannuation to or on behalf of employees and former employees of the Charity and their spouses, civil partners, widows, widowers and other dependants and to provide life, health, accident and other insurances and other benefits (financial or otherwise) to or for the benefit of any of them;
- 5.1.21 to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them, or any one of them, in respect of any negligence, default, breach of trust or breach of duty in relation to the Charity. Provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees, or Trustee concerned, knew to be a breach of trust or breach of duty or which was committed by the Trustees or Trustee in reckless disregard of whether it was a breach of trust or breach of duty or not and provided that any such

insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against the Trustees, or any Trustee, in their capacity as Trustees, or a Trustee, of the Charity;

- 5.1.22 to insure the property and assets of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 5.1.23 to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar purposes and to exchange information and advice with them;
- 5.1.24 to subscribe to, support, affiliate, become a member of, transfer all or any of the Charity's property to, amalgamate with or cooperate with any other charitable organisation, institution, society or body not formed for or established for purposes of profit (whether incorporated or not and whether in Great Britain or Northern Ireland or elsewhere) whose objects are, wholly or in part, similar to those of the Charity and which by its constitution prohibits the distribution of its income and property amongst its members to an extent at least as great as is imposed on the Charity;
- 5.1.25 to purchase or otherwise acquire and undertake all or such part of the property, assets, liabilities and engagements as may lawfully be acquired or undertaken by the Charity of any one or more of the charitable organisations, institutions, societies or bodies having objects altogether or in part similar to the Objects;
- 5.1.26 to use any form of media and communication including but not limited to printing and publishing any newspaper, periodicals, books, articles or leaflets using films, television, video and the internet;
- 5.1.27 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts;
- 5.1.28 to undertake or support research in furtherance of the Objects and to publish the useful results of such research;
- 5.1.29 in so far as is permitted by law, to give all kinds of indemnities and to guarantee the performance of the obligations and liabilities of any person in each case either with or without the Charity receiving any consideration or advantage;
- 5.1.30 to arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and training courses;
- 5.1.31 to provide financial assistance, to make grants or loans of money, to give guarantees and donations to and to provide equipment and apparatus;
- 5.1.32 to make applications for consent under bye-laws or regulations and other like applications;
- 5.1.33 to enter into contracts and provide services to or on behalf of other bodies;
- 5.1.34 to establish or acquire subsidiary companies to assist or act as agents for the Charity;

- 5.1.35 to acquire, take over and accept from an unincorporated body by disposition, conveyance, assignment or transfer the whole of the assets and property both real and personal of the unincorporated body and where necessary to give to any trustees in whom the said assets or property may be vested (whether or not they are the same individuals as the Trustees) a valid receipt, discharge and indemnity for and in respect of the transfer of the same to the Charity and without prejudice to the generality of the foregoing to assume responsibility for all undertakings and engagements of whatever kind of the unincorporated body and to carry out all the requirements of the same so far as is legally possible to the same extent and in the same manner as the unincorporated body would have done;
- 5.1.36 to do all such other lawful and charitable things as shall further the attainment of the Objects.

## 6. USE OF INCOME AND PROPERTY

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects and no part shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the Members and no Trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity. Provided that this Article shall not prevent any payment in good faith by the Charity:
- 6.1.1 of reasonable and proper remuneration to any Member, officer or employee of the Charity (not being a Trustee) for any goods or services supplied to the Charity and of travelling expenses necessarily incurred in carrying out the duties of officer or employee of the Charity;
  - 6.1.2 of interest at a reasonable rate on money lent by any Member or Trustee;
  - 6.1.3 of reasonable and proper rent or hiring fee for premises let or hired to the Charity by any Member or Trustee;
  - 6.1.4 of fees, remuneration or other benefit, in money or money's worth, to a company of which a Trustee may be a member holding not more than one per cent part of the issued share capital of that company;
  - 6.1.5 to any Trustee of reasonable out-of-pocket expenses;
  - 6.1.6 of an indemnity to any Trustee in respect of any liabilities properly incurred in running the Charity in accordance with Article 25
  - 6.1.7 of the payment of remuneration to a Trustee for services under a contract with the Charity as authorised by Article 6.2;
  - 6.1.8 of the payment of any premium in respect of any indemnity insurance to cover the liability of the Trustees as permitted under Articles 5.1.21~~5.1.21~~5.1.42 and 25;
  - 6.1.9 of the payment to any Member or Trustee of charitable benefits in furtherance of the Objects; and
  - 6.1.10 in exceptional cases of other payments or benefits (but only with the written approval of the Charity Commission in advance).



- 6.2 A Trustee may not be an employee of the Charity unless the prior consent of the Charity Commission is obtained, but a Trustee or a Connected Person may enter into a contract with the Charity to supply services or goods to the Charity in return for a payment or other material benefit if:
- 6.2.1 the services or goods are actually required by the Charity;
  - 6.2.2 the nature and level of the payment or benefit is no more than is reasonable in relation to the value of the goods or services and recorded in an agreement in writing;
  - 6.2.3 the number of Trustees who are interested in any such a contract in any financial year of the Charity is in the minority; and
  - 6.2.4 before entering into such a contract, the Trustees have decided that they are satisfied that it would be in the best interests of the Charity, and likely to promote the success of the Charity, for the goods or services to be provided by the relevant person (as opposed to being provided by someone who is not a Trustee or a Connected Person) to, or on behalf of, the Charity for the amount or maximum amount of benefit or payment.

## **7. CONFLICTS OF INTEREST**

- 7.1 To the extent required by law every Trustee must disclose to the Charity all matters in which he or she or a Connected Person has an interest which could, directly or indirectly, conflict with the interests of the Charity.
- 7.2 To the extent required by law every Trustee is obliged to avoid situations in which he or she has (or could have) a direct or indirect interest that conflicts (or could conflict) with the interests of the Charity. Where a Trustee is unable to avoid such a situation, this obligation is not infringed if:
- 7.2.1 the situation could not reasonably be regarded as likely to give rise to a conflict of interest; or
  - 7.2.2 the matter has been proposed and authorised by the Trustees in the manner set out in Article 7.3.
- 7.3 A matter proposed to the Trustees, in relation to which a Trustee(s) is/are conflicted, may only be authorised by the Trustees where:
- 7.3.1 subject to Article 7.4, any requirements as to the quorum at the Board meeting at which the matter is considered is met without counting the Trustee(s) in question;
  - 7.3.2 the matter is authorised without the Trustee(s) in question voting on the matter (or would have been agreed to had their vote not been counted); and
  - 7.3.3 the Trustee(s) in question is absent from the Board meeting for that item unless expressly invited to remain to provide information.
- 7.4 Where there are insufficient Eligible Trustees to form a quorum at a Board meeting (or part of it) the Eligible Trustees present shall be deemed to form a quorum for the purposes of authorising the matter proposed to them under Article 7.2.2 provided that:

- 7.4.1 they are satisfied that the Trustee(s) in question will not receive any direct or indirect benefit other than one permitted by the these Articles; and
  - 7.4.2 the total number of Trustees at the Board meeting is equal to or higher than the usual quorum for the Board, notwithstanding that some Trustees may or may not be Eligible Trustees.
- 7.5 Subject to Article 7.6, where a Trustee or Connected Person has a direct or indirect interest in any proposed transaction or arrangement with the Charity, the Trustee must:
- 7.5.1 declare the nature and extent of that interest either at a Board meeting or by written notice before the Charity enters into the transaction or arrangement;
  - 7.5.2 be absent from the Board meeting for that item unless expressly invited to remain in order to provide information;
  - 7.5.3 not be counted in the quorum for that part of the Board meeting; and
  - 7.5.4 be absent during any vote and have no vote on the matter (whether in a Board meeting or by written resolution).
- 7.6 Notwithstanding Article 7.5, a Trustee who is interested in a proposed transaction or arrangement with the Charity may participate in the decision-making process and count towards the quorum for that part of the Board meeting, and be permitted to vote, if the proposed transaction or arrangement is one falling within Article 7.7 ("a permitted cause").
- 7.7 This Article applies when a Trustee's interest in a proposed transaction or arrangement cannot reasonably be regarded as likely to give rise to a conflict of interest, or the Trustee's conflict of interest arises from any of the following permitted causes:
- 7.7.1 where the proposed transaction or arrangement is one which applies to the Trustee(s) in question in common with other third parties and there is no benefit to the Trustee(s) in question over and above that afforded to such third parties;
  - 7.7.2 any transaction or arrangement with a charity of which a Trustee is a charity trustee or with which he or she is otherwise connected and which is in furtherance of the objects of the Charity and which does not confer a personal benefit on the Trustee, and without prejudice to the generality of the foregoing, any exercise by the Trustees of the power exercisable by them under article 5.1.355-4.27;
  - 7.7.3 any transaction or arrangement with a company limited by shares or a company limited by guarantee which is wholly owned by the Charity (or the Charity and other charities) and in which a Trustee does not have an interest otherwise than as an unpaid director and which does not confer a personal benefit on the Trustee; and
  - 7.7.4 where the benefit is so negligible or minimal that it could not reasonably be regarded as giving rise to a conflict of interest.
- 7.8 Subject to article 7.9, if a question arises at a Board meeting as to the right of a Trustee to participate in the Board meeting (or part of the Board meeting) for voting

or quorum purposes, the question may, before the conclusion of the Board meeting, be referred to the Chair whose ruling in relation to any Trustee other than the Chair shall be final and conclusive.

- 7.9 If any question as to the right to participate in the Board meeting (or part of the Board meeting) should arise in respect of the Chair, the question is to be decided by a decision of the Trustees at that Board meeting, for which purpose the Chair shall not be counted as participating in the Board meeting (or that part of the Board meeting) for voting or quorum purposes.

## **8. MEMBERS~~AND~~ LIMITATION OF LIABILITY**

The liability of the Members is limited.

## **9. MEMBERS**

- 9.1 Members shall automatically be the persons appointed from time to time as the Trustees.
- 9.2 A Member shall cease to be a Member automatically upon ceasing to be a Trustee.
- 9.3 The Trustees may from time to time establish other categories of membership, including informal or supporter membership, and may set out the rights and duties of such members (and may vary or revoke such rights and duties from time to time) and may from time to time require the payment of a subscription fee.

## **10. GENERAL MEETINGS**

- 10.1 The Trustees, or the Chair, may whenever they or he or she thinks fit call General Meetings in accordance with the Act.
- 10.2 Notice of General Meetings shall be given, and General Meetings shall be held, in accordance with the Act.
- 10.3 No business shall be transacted at any General Meeting unless a quorum of Members is present. One third of the Members subject to a minimum of three Members present in person or by proxy shall be a quorum.
- 10.4 Any of the Members can take part in a General meeting or committee meeting by way of:
- 10.4.1 video conference or conference telephone or similar equipment designed to allow everybody to take part in the meeting; or
- 10.4.2 a series of video conferences or telephone calls from the Chair.
- 10.5 Taking part in this way will be treated as being present at the meeting. A meeting which takes place by a series of video conferences or telephone calls from the Chair will be treated as taking place where the Chair is. Otherwise, meetings will be treated as taking place where the largest group of the participants are or, if there is no such group, where the Chair is unless the Trustees decide otherwise.
- 10.6 A resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is demanded in accordance with the Act.

- 10.7 A declaration by the Chair that a resolution has been passed shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

## **11. GENERAL MEETINGS - VOTING**

- 11.1 At a General Meeting every Member shall have one vote (whether on a show of hands or on a poll) to be cast by the Member either personally or by proxy.
- 11.2 No objection shall be raised to the qualification of any voter except at the General Meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at the meeting shall be valid for all purposes. Any objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.
- 11.3 Every Member shall be entitled to appoint another person as his or her proxy in accordance with the Act. A proxy does not need to be a Member.
- 11.4 Proxies may only be validly appointed by a notice in writing (a "proxy notice") which states the name and address of the Member appointing the proxy, identifies the person appointed as proxy and the General Meeting in relation to which he or she is appointed, is signed by or on behalf of the Member and is delivered to the Charity in accordance with these Articles.
- 11.5 The Trustees may require proxy notices to be delivered in a particular form.
- 11.6 Proxy notices may specify how the proxy appointed under them is to vote (or to abstain from voting) on one or more resolution.
- 11.7 Unless a proxy notice indicates otherwise, it must be treated as allowing the person appointed as proxy discretion as how to vote on any ancillary or procedural resolutions put to the General Meeting and appointing that person as a proxy in relation to any adjournment of the General Meeting to which it relates as well as the meeting itself.
- 11.8 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the General Meeting or adjourned meeting to which it relates.
- 11.9 An appointment under a proxy notice may be revoked by delivering the Charity a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 11.10 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

## **12. WRITTEN RESOLUTIONS OF MEMBERS**

- 12.1 Except in the case of a resolution to remove a Trustee or an auditor before the end of their term, a resolution in writing is as effective as a resolution actually passed at a General Meeting duly convened and held provided that:
- 12.1.1 in the case of a special resolution, it is stated on the resolution that it is a special resolution, it is signed by at least 75% of all those Members entitled to receive notice of and to attend General Meetings;
- 12.1.2 in the case of an ordinary resolution, it is signed by a majority of all those Members entitled to receive notice of and to attend General Meetings; and

12.1.3 it complies with any other legal requirements from time to time.

12.2 A resolution in writing is passed when the required majority of Members have signified their agreement to it.

### **13. TRUSTEES**

13.1 Until otherwise determined by an ordinary resolution of the Charity, the number of Trustees shall not be less than four nor more than twelve.

13.2 The Trustees shall have power at any time from time to time to appoint any person who is able and willing to do so to be a Trustee subject to any maximum under Article 13.1 not being exceeded.

13.3 A person shall not be entitled to act as a Trustee, whether on a first or any subsequent entry into office, until he or she has signed a declaration of acceptance and willingness to act in accordance with the terms of these Articles.

### **14. RETIREMENT OF TRUSTEES**

14.1 Subject to Article 14.2, each Trustee shall be appointed for a three year term. At the end of each term a Trustee shall retire from office but may be re-appointed for two further terms of three years each, subject to a maximum term of office of nine years.

14.2 Notwithstanding Article 14.1, a Trustee who has reached the end of his or her maximum term of office may, if exceptional circumstances require, be re-appointed at the end of their maximum term of office by a resolution of the Trustees for one further term of one year only.

14.3 If the Trustees at the meeting at which a Trustee retires from office do not fill the vacancy the retiring Trustee shall, if willing to act, be deemed to have been re-appointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the re-appointment of the Trustee is put to the meeting and lost.

14.4 Notwithstanding anything in these Articles, the Charity may by ordinary resolution at a General Meeting of which special notice has been given in accordance with the Act remove any Trustee before the expiration of his or her period of office.

### **15. POWERS AND DUTIES OF THE TRUSTEES**

15.1 Subject to the provisions of the Act and these Articles and to any directions given by special resolution of the Charity, the business of the Charity shall be managed by the Trustees for which purpose they may exercise all the powers of the Charity. No alteration of these Articles and no such direction shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any special power given to the Trustees by these Articles and at a Board meeting at which a quorum of Trustees is present may exercise all the powers exercisable by the Trustees.

15.2 The Trustees may exercise all the powers of the Charity to borrow money and to mortgage or charge, grant or create security over its undertaking, property and assets or any part of them and to give guarantees or issue debentures and other securities whether outright or as collateral security for any debt, liability or obligation of the Charity or of any third party, but only in so far as is permitted by law.

- 15.3 Subject to the provisions of these Articles, the Trustees may make rules with respect to the carrying into effect of all or any of the Objects or all or any of the provisions of these Articles.

## **16. DISQUALIFICATION OF TRUSTEES**

- 16.1 The office of a Trustee shall be vacated if:
- 16.1.1 he ceases to be a Member;
  - 16.1.2 he dies or becomes subject to a bankruptcy order or he or she makes any arrangement or composition with his creditors;
  - 16.1.3 he or she is the subject of a written opinion by a registered medical practitioner who is treating that Trustee, addressed to the Charity, stating that that Trustee has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months;
  - 16.1.4 by notice in writing to the Charity he or she resigns his or her office;
  - 16.1.5 he or she is disqualified from acting as a trustee under any statute or ceases to hold office by virtue of any provision of the Act or is prohibited by law from holding office;
  - 16.1.6 he or she is disqualified in accordance with any rules, regulations or codes in force from time to time and applicable to Trustees;
  - 16.1.7 he or she is removed by the Trustees on the basis that in their reasonable opinion, his or her conduct or behaviour is detrimental to the interests of the Charity;
  - 16.1.8 he or she has been convicted of any criminal offence, except where the maximum sentence for that offence is a fine; or
  - 16.1.9 he or she absents himself or herself from Board meetings during a continuous period of six months without special leave of absence from the Trustees and they pass a resolution that he or she has by reason of such absence vacated office.

## **17. PROCEEDINGS OF THE TRUSTEES**

- 17.1 The quorum necessary for the transaction of business of the Trustees shall be one third of the Trustees, subject to a minimum of four Trustees. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall have a second or casting vote.
- 17.2 Unless otherwise resolved by the Trustees, the Trustees shall meet at least twice each year.
- 17.3 The Trustees may from time to time elect from amongst their number a Chair and a Vice Chair and may determine for what period they are to hold office. The Chair shall be entitled to preside at all Board meetings and General Meetings at which he or she shall be present. If there shall be no Chair or if at any meeting he or she is unwilling to do so or is not present within five minutes after the time appointed for holding the meeting, the Vice Chair shall act as Chair of the meeting and if no Vice Chair is elected or if at any meeting he or she is unwilling to do so or is not present within five minutes

after the time appointed for holding the meeting, the Trustees present shall choose one of their number to be chair of the meeting.

- 17.4 A Chair or a Vice Chair elected without any determination of the period for which he or she is to hold office shall be deemed to have been elected for a term of three years if and for so long as he or she shall remain a Trustee. A retiring Chair and Vice-Chair may be re-elected.
- 17.5 The Trustees may delegate the administration of any of their powers to individual Trustees or to committees of Trustees and any such delegated authority must be used in accordance with any rules that the Trustees impose.
- 17.6 The Board may co-opt any person or people who are not Trustees to serve on the committee, but any such committee must have at least one Trustee on it at all times.
- 17.7 All acts and proceedings taken under such delegated authority must be reported to the Trustees as soon as reasonable.
- 17.8 Any committee of the Trustees may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit and determine the quorum necessary for the transaction of business provided always that the quorum shall never be less than two members of the body concerned.
- 17.9 Any of the Trustees, or any committee of the Trustees, can take part in a Trustees meeting or committee meeting by way of:
  - 17.9.1 video conference or conference telephone or similar equipment designed to allow everybody to take part in the meeting; or
  - 17.9.2 a series of video conferences or telephone calls from the Chair.
- 17.10 Taking part in this way will be treated as being present at the meeting. A meeting which takes place by a series of video conferences or telephone calls from the Chair will be treated as taking place where the Chair is. Otherwise, meetings will be treated as taking place where the largest group of the participants are or, if there is no such group, where the Chair is unless the Trustees decide otherwise.
- 17.11 The Chair or Vice-Chair of the Trustees may, and on the request of two Trustees shall, at any time call a meeting of the Trustees.
- 17.12 The Trustees for the time being may act notwithstanding any vacancy in their body but if and so long as their number is less than the number fixed as the quorum it shall be lawful for them to act for the purpose of filling up vacancies in their body or of calling a General Meeting but not for any other purpose.
- 17.13 All acts bona fide done by any meeting of the Trustees, or of any committee of the Trustees, or by any person acting as a Trustee, shall notwithstanding it be afterwards discovered that there was some defect in the appointment of any such Trustee, or person acting as aforesaid, or that they or any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.
- 17.14 The Trustees shall cause proper minutes to be made in books provided for the purpose of:

17.14.1 all appointments of officers made by the Trustees;

17.14.2 the names of Trustees present at each meeting of the Trustees and of any committee of the Trustees; and

17.14.3 all resolutions and proceedings at all meetings of the Charity and of the Trustees and of committees of the Trustees.

17.15 Any minutes of any meeting, if purporting to be signed by the chair of that meeting, or by the chair of the next succeeding meeting, shall be sufficient evidence without further proof of the facts stated in such minutes.

17.16 A resolution of the Trustees may be taken by majority of the Trustees at a meeting or by a resolution in writing agreed to by a majority of the Eligible Trustees for the time being or of any committee of the Trustees entitled to receive notice of a meeting of the Trustees or of any such committee of the Trustees (as the case may be) (provided that a decision cannot be taken by written resolution if the Eligible Trustees would not have formed a quorum at a Trustees' meeting). The resolution may consist of more than one document in the like form each signed by or otherwise agreed to by one or more than one person. For the avoidance of doubt, a Trustee may indicate his or her agreement to a resolution in Electronic Form.

#### **18. SECRETARY**

A Secretary may be appointed by the Trustees for such term at such remuneration (if not a Trustee) and upon such conditions as they may think fit and any Secretary so appointed may be removed by the Trustees.

#### **19. EXECUTION OF DOCUMENTS**

The Trustees shall provide for the safe custody of the Seal (if any) which shall be used only on the authority of the Trustees, or of a committee of the Trustees, authorised by the Trustees in that behalf. Every instrument to which the Seal shall be affixed shall be signed by a Trustee and shall be countersigned by the Secretary (if any), or by a second Trustee, or by some other person appointed by the Trustees for that purpose. Otherwise, documents shall be executed for and on behalf of the Charity in accordance with the Act.

#### **20. HONORARY OFFICERS**

The Trustees may, at any time and from time to time, appoint any person, whether a member of the Charity or not, to be president, a vice-president or a patron of the Charity. Such offices shall be honorary offices, carrying no executive duties or responsibilities and no voting powers.

#### **21. ACCOUNTS**

Accounts and records shall be prepared and maintained in accordance with the requirements of law and generally accepted accounting practice for companies of the nature of the Charity, carrying on activities of the nature carried on by the Charity.

#### **22. ANNUAL REPORT**

The Trustees shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of those Acts) with regard to the preparation of any annual report and its transmission to the Charity Commission.



## **23. ANNUAL RETURN**

The Trustees shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of those Acts) with regard to the preparation of any annual return and its transmission to the Charity Commission.

## **24. NOTICES**

- 24.1 Subject to these Articles, anything sent or supplied by or to the Charity under these Articles may be sent or supplied in any way in which the Act provides for documents or information which are authorised or required by any provision of the Act to be sent or supplied by or to the Charity.
- 24.2 The only address at which a Member is entitled to receive notices is the address shown in the Register or an electronic address provided for that purpose.
- 24.3 Subject to the Articles, any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or documents for the time being.
- 24.4 A Trustee may agree with the Charity that notices or documents sent to that Trustee in a particular way are deemed to have been received within a specified time of their being sent and for the specified time to be less than 48 hours.
- 24.5 Where a document or information is sent or supplied by the Charity by post, service or delivery shall be deemed to be effected at the expiration of 24 hours after the time when the cover containing the same is posted (irrespective of the class or type of post used) and in proving such service or delivery it shall be sufficient to prove that such cover was properly addressed and posted.
- 24.6 Where a document or information is sent or supplied by the Charity in Electronic Form to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied and proving such service it will be sufficient to prove that it was properly addressed.
- 24.7 Where a document or information is sent or supplied by the Charity by means of a website, service or delivery shall be deemed to be effected when:
  - 24.7.1 the material is first made available on the website; or
  - 24.7.2 if later, when the recipient received (or is deemed to have received) notification of the fact that the material was available on the website.
- 24.8 A Member, or Trustee, present at any meeting, shall be deemed to have received notice of the meeting, and where requisite, of the purpose for which it was called.
- 24.9 In proving that any notice, document or other information was properly addressed, it shall be sufficient to show that the notice, document or other information was delivered to an address permitted by the Act.

## **25. INDEMNITY AND INSURANCE**

- 25.1 Subject to the provisions of the Act and these Articles, but without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall be indemnified out of the assets of the Charity against all costs and liabilities incurred by

him or her in defending any proceedings or investigation by any regulatory authority, whether civil or criminal, in which judgment is given in his or her favour, or he or she is acquitted, or relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

- 25.2 To the extent permitted by law from time to time, the Charity may provide funds to every Trustee to meet expenditure incurred or to be incurred by him or her in any proceedings (whether civil or criminal) brought by any party in relation to the affairs of the Charity, provided that he or she will be obliged to repay such amounts no later than:
- 25.2.1 if he or she is convicted in proceedings, the date when the conviction becomes final; or
  - 25.2.2 if judgement is given against him or her in proceedings, the date when the judgement becomes final; or
  - 25.2.3 if the court refuses to grant him or her relief on any application under the Act, the date when refusal becomes final.
- 25.3 Subject to the provisions of the Act and these Articles, the Trustees may purchase and maintain insurance at the expense of the Charity for the benefit of any Trustee, or other officer, of the Charity against any liability which may attach to him or her or loss or expenditure which he or she may incur in relation to anything done or alleged to have been done or omitted to be done as a Trustee or other officer.

## **26. ALTERATIONS TO THESE ARTICLES**

- 26.1 No alterations to these Articles may be made which would cause the Charity to cease to be a charity in law. Other alterations to these Articles may only be made by a special resolution at a General Meeting or by a written special resolution of the Members.
- 26.2 Alterations may only be made to:
- 26.2.1 the Objects; or
  - 26.2.2 to any clause in these Articles which directs the application of property on dissolution; or
  - 26.2.3 to any clause in these Articles which provides the Trustees (or any one of them) with any benefit,
- with the Charity Commission's prior written consent where this is required by law.
- 26.3 The Charity shall inform the Charity Commission and Companies House of any alterations to the Articles and all future copies of the Articles issued must contain such alterations.

## **27. DISSOLUTION**

- 27.1 In the event of the winding up or dissolution of the Company, after the satisfaction of all its debts and liabilities, the assets remaining shall not be distributed amongst the members of the Company, but shall be transferred in the furtherance of its objects to some other charitable institution or institutions having objects similar to or compatible with any of the objects of the Company as may be determined by a General Meeting at the time of or prior to the winding up or dissolution of the Company.



COMPANY REGISTRATION NUMBER: 04984337  
CHARITY REGISTRATION NUMBER: 1102337

**Independent Domestic Abuse Services**  
**Company Limited by Guarantee**  
**Financial Statements**  
**31 March 2022**

# Independent Domestic Abuse Services

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

		2022	2021		
	Unrestricted funds	Restricted funds	Total funds		
Note	£	£	£		
<b>Income and endowments</b>					
Donations and legacies	5	89,589	31,053	120,642	182,306
Charitable activities	6	3,859,202	869,828	4,729,030	4,678,588
Other income	7	18,332	—	18,332	10,008
<b>Total income</b>		<u>3,967,123</u>	<u>900,881</u>	<u>4,868,004</u>	<u>4,870,902</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of raising donations and legacies	8	(5,506)	(5,392)	(10,898)	(25,491)
Expenditure on charitable activities	9,10	(3,999,043)	(909,218)	(4,908,261)	(4,357,680)
<b>Total expenditure</b>		<u>(4,004,549)</u>	<u>(914,610)</u>	<u>(4,919,159)</u>	<u>(4,383,171)</u>
Net gains on investments	12	26,824	—	26,824	171,578
<b>Net (expenditure)/income</b>		<u>(10,602)</u>	<u>(13,729)</u>	<u>(24,331)</u>	<u>659,309</u>
Transfers between funds		(6,985)	6,985	—	—
<b>Net movement in funds</b>		<u>(17,587)</u>	<u>(6,744)</u>	<u>(24,331)</u>	<u>659,309</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		1,428,576	279,025	1,707,601	1,048,292
<b>Total funds carried forward</b>		1,410,989	272,281	1,683,270	1,707,601

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 18 to 32 form part of these financial statements.

# Independent Domestic Abuse Services

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2022

	Note	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible fixed assets	16		122,543		108,250
Investments	17		735,540		708,716
			<u>858,083</u>		<u>816,966</u>
<b>Current assets</b>					
Debtors	18	351,824		236,673	
Cash at bank and in hand		<u>1,060,952</u>		<u>1,301,058</u>	
		<u>1,412,776</u>		<u>1,537,731</u>	
<b>Creditors: amounts falling due within one year</b>	19	<u>(587,589)</u>		<u>(647,096)</u>	
<b>Net current assets</b>			<u>825,187</u>		<u>890,635</u>
<b>Total assets less current liabilities</b>			<u>1,683,270</u>		<u>1,707,601</u>
<b>Net assets</b>			<u>1,683,270</u>		<u>1,707,601</u>
<b>Funds of the charity</b>					
Restricted funds			<u>272,281</u>		<u>279,025</u>
Unrestricted funds			<u>1,410,989</u>		<u>1,428,576</u>
<b>Total charity funds</b>	21		<u>1,683,270</u>		<u>1,707,601</u>

These financial statements were approved by the board of trustees and authorised for issue on 15 Sep 2022, and are signed on behalf of the board by:

*Catherine SJ Evans*

C Evans  
Trustee

*Julia Mulligan*

J Mulligan  
Trustee

The notes on pages 18 to 32 form part of these financial statements.

# Independent Domestic Abuse Services

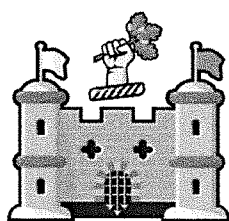
## Company Limited by Guarantee

### Statement of Cash Flows

Year ended 31 March 2022

	2022 £	2021 £
<b>Cash flows from operating activities</b>		
Net (expenditure)/income	(24,331)	659,309
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	43,066	29,485
Net gains on investments	(26,824)	(171,578)
Loss on disposal of tangible fixed assets	2,641	4,598
Accrued expenses	5,004	—
<i>Changes in:</i>		
Trade and other debtors	(115,151)	(53,523)
Trade and other creditors	(64,511)	246,489
Cash generated from operations	(180,106)	714,780
Net cash (used in)/from operating activities	(180,106)	714,780
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	(60,000)	(85,762)
Net cash used in investing activities	(60,000)	(85,762)
<b>Net (decrease)/increase in cash and cash equivalents</b>	(240,106)	629,018
<b>Cash and cash equivalents at beginning of year</b>	<b>1,301,058</b>	<b>672,040</b>
<b>Cash and cash equivalents at end of year</b>	<b>1,060,952</b>	<b>1,301,058</b>

The notes on pages 18 to 32 form part of these financial statements.



# 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*	Aspin Park Academy
Primary Contact regarding application:	Mrs Helen Windsor
Address:	Wetherby Road Knaresborough HG5 8LQ
Telephone number:	01423 863920
Email address:	h.windsor@aspinparkacademy.org
Project/event title:	Net Zero Classroom
Total cost of project:	Unknown
Amount of grant requested from KTC:	£600.00
Date of Application	14.07.23

### The Applicant:

What is the main purpose of your organisation?	Primary School
How many years has your organisation been in existence?	53 years
If your organisation run by a Committee? If yes, how many Committee members?	Elevate Multi Academy Trust
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	Initiated by Eco Council that consists of children through all the year groups; Eco lead is Nicola Dodsworth. (Eco council has 32 councillors)  Staff = 56 Pupils = 422
What activities are available for members?	Curriculum including outdoor learning.





Does your organisation have the ability to meet new community needs, and if so, how?	The building will be purpose built and fully accessible for groups to meet. A member of the Aspin Team will be available to initially brief on house keeping and safety regulations. The building would be available to the community after school hours/weekend and during school holidays.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	The requirement of the building is to be sustainable and net zero. Hoped to be a flag ship building and initiative within Knaresborough
The quality and effectiveness of service provided through the use of this grant	The purpose of the grant is not to bring the project to completion but to get the journey started by hiring an architect to make the children's designs functional and also a further consultation with a professional to examine site and amenities.
If the application is for an annual or recurring local event, please answer the following additional questions:  1. For how many years has the event run  2. Attendance Attendance at last event?  Anticipated attendance at planned Event?	New project
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	We achieved Green Flag status and can consider ourselves an eco school.
Why do you think the Council should support this event/project?	We are a local school that already reach out and get involved locally. We already have large grounds that are committed to encouraging wildlife. We could be a great advertisement for sustainable living and working.

### Project/Event planning

Date that you propose to commence the project or hold the event.	September 2023
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	Yes but we cannot apply for permission until we have plans from an architect.

### Financial Details

Estimated total cost (including any fees)	<b>£600.00</b>
Contribution from your funds:	<b>PTA would consider contributing</b>

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	<b>Yes</b>
I agree to provide feedback to the Town Council if my application is approved, including publicity	<b>Yes</b>
I enclose the following documents to support my application:  Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from HBC and/or NYCC	*

**\* 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 Mrs Helen Windsor

Position: Deputy Head Teacher

Date: 14.07.23

**From:** Hannah Gostlow <hannah.gostlow@knaresboroughtowncouncil.gov.uk>  
**Sent:** 14 August 2023 19:21  
**To:** Angela Pulman  
**Subject:** Bright Friday - Meeting Minutes

Hi Angela,

The following minutes have been accepted by the Bright Friday Subcommittee and are fine to be circulated to all councillors.

Thank you & best wishes,

Hannah

## **Bright Friday Subcommittee**

To plan & hold the annual community event to celebrate the lighting of the town's Christmas tree lights

**Date: 31st July 2023**

**Time: 7pm**

**Place: Council Chamber, Knaresborough House**

Attended: Pam Godsell, Brenda Pitchfork, Kit Lacey, Hannah Gostlow

Apologies: Mark Flood, James Pickard, Garry Hinchcliffe, Libby Cook, Hazel Haas, Alwyn Davies

## **Meeting Agenda & Minutes**

### **Elect a Chair for the subcommittee:**

Hannah Gostlow

### **Update from Bright Friday Road Closure meeting held on Thursday 27th July:**

HG let the group know that James Pickard, Alwyn Davies, Hazel Haas and Hannah Gostlow met online to discuss the road closure plans for this year's event, and it was agreed that there would be no change to what had been organised at our last event.

### **Parade**

BP mentioned that the Army Cadets might be willing to help with the parade this year, as well as the Air Cadets who helped last year - approximately 12 cadets from each group. The group discussed possible tasks for the cadets; welcome the parade attendees at the Castle entrance (2 cadets), help light the path to the War Memorial, and lead the parade alongside Rev. Garry Hinchcliffe (2 cadets).

Everyone agreed that the bells BP organised for the parade last year helped make it more 'visible' in the dark and agreed to promote all attendees carrying 'jingle bells' this year.

We discussed the request from June Graham to look at the route of the parade when entering the Market Place, to see if an area could be kept available for these attendees to parade into. It was agreed to invite June to the next meeting to discuss further. KL suggested that the area of the Market Cross steps and inside of the benches could be cordoned off and allow some parade attendees to fill this space with their lanterns - it was agreed to discuss this idea with Libby Cook at the next meeting, and whether this could be suggested to those children & carers that attend the Lantern Making Workshop at Gracious Street Methodist Church.

HG agreed to invite (as Mayor) the Air Cadets & Army Cadets to attend & help with the event  
HG to ask the Silver Band if they would consider leading the parade with a large drum

HG to invite both of our Town Criers to attend the event and help lead the parade

### **Performers**

HG let the SC know that she had invited the Meadowside Academy School Choir (confirmed), Knaresborough Choral Society, and the Knaresborough Silver Band to perform, and was awaiting two confirmations.

KL suggested that we invite Knot Another Choir to attend & perform and offered to do this as a member of the choir. The SC discussed where they might perform now that they had increased in size, and suggested that the Bowling Green area at the Castle Top might be a suitable size space and would give the attendees to the Light Parade a performance to enjoy prior to setting off, and help set the mood to the event.

HG to speak to Tim Dabell regarding the use of the Bowling Green area for the choir.  
HG to ask the Lavender Tea Rooms if we could borrow their chairs for the Silver band to use.  
HG to update at the next meeting on confirmed performances

### **Lantern Making Workshop**

HG confirmed that Libby Cook had booked the space at Gracious Street Methodist Church for this year's workshop.

### **Lost Children**

HG confirmed that she had emailed Knaresborough Library to ask if they would allow use to use the library for our Lost Child contact point. The SC discussed that this space was also used for the Knaresborough Silver Band to store their instruments (etc) and for the Lion's Santa to get changed and wait for his appearance on stage.

HG agreed to look into whether the Lost Child stewards needed DBS checks and safeguarding training for the event.

### **First Aid**

HG confirmed that our Town Clerk was applying to St. John's Ambulance to cover the first aid for this event.

### **Food Vendors**

The SC agreed that the position and amount of food vendors was appropriate, but wondered if we might be able to find local traders in Knaresborough that might want a stall that evening.

HG to look into local food & drink providers.

### **Knaresborough Lions**

The SC asked PG if we might borrow the following equipment from the Lions as well as providing their Mulled Wine stall and Santal:

- 2 pieces of stage
- 2 gazebos (small/large)
- Radios (if required)

HG to order sweets for Santa & helpers to hand out - Jelly Beans & chocolates without nuts.

### **Torch**

The SC agreed that they would like Garry Hinchcliffe to order a torch for this year and lead the Light Parade again.

### **Switch-On**

The SC agreed that they would like as many lights out in the Market Place prior to the switch-on, like last year, for maximum effect.

### **Sound & Lighting**

HG to contact Allan Smyth and ask if he is available on Friday 24th November.

### **Next Meeting Date**

TBA