

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

Knareborough House  
Knareborough  
North Yorkshire  
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14 November 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 Knareborough House, Knareborough, HG5 0HW on:

**Monday 20 November 2023**

**7:00 pm**

Please see the Agenda for the meeting below:

Yours faithfully

*A Pulman*

A Pulman  
Clerk of the Council

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

## **FINANCE AND GENERAL PURPOSES AGENDA – Monday 20 November 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 04 September 2023 (*ca*)

### **5. Business Remaining**

None for this meeting

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

6.1 To **approve** the schedule of accounts for August, September and October 2023 (*ca*)

6.2 To **receive and note** the finance figures for July, August and September 2023 (*ca*)

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

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

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

### **7. Correspondence**

7.1 To **consider** the recommendation from the Climate Emergency Sub-committee re: the grant application from Aspin Park Academy (*ca*)

7.2 To **consider** the grant application from King James's School German Exchange Organiser (*ca*)

7.3 To **consider** the grant application from Renaissance Knaresborough (*ca*)

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

**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 04 September 2023**

**PRESENT:** **Chair:** Councillor Matt Walker  
**Councillors:** A Bell and M Longhurst  
**Staff Present:** The Clerk and Deputy Clerk  
**Also Present:** Councillor H Gostlow  
**Late Arrivals:** None **Early Departures:** None

**23/012** **ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting.**

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

**23/013** **ITEM 2 - Councillors' Disclosure of an Interest**

None for this meeting

**23/014** **ITEM 3 - KTC Public Speaking Session**

None for this meeting

**23/015** **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

**4.1 Monday 05 June 2023**

**RESOLVED:** That the minutes of the Finance and General Purposes Committee meeting held on Monday 05 June 2023 be approved as a correct record and signed by the Chair.

**23/016** **ITEM 5 - Business Remaining**

None for this meeting.

The Chair moved to take item 6.4. to allow Councillor H Gostlow to speak on the subject.

**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.

Committee members and Councillor Gostlow spoke at length on the challenges facing the arrangements for the Remembrance Sunday Parade following the withdrawal of Police support with road closures. It was acknowledged that Council wishes to do all it can to support this important annual commemoration and it was:

**RESOLVED:** That KTC engages a Traffic Management Company to undertake arrangements for the road closure and gives the Clerk delegated authority to spend up to £1250.

### 23/017 ITEM 6 - Reports from the Clerk

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

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
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 June</b>		<b>6,564.72</b>	<b>100.41</b>	<b>6,665.13</b>	

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Notes/ Description
Knareborough 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	500.00	0.00	500.00	<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 July</b>		<b>9,526.02</b>	<b>308.44</b>	<b>9,830.46</b>	

**RESOLVED:** To approve the accounts for June to the sum of £6,665.13 and July to the sum of £9,830.46.

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

**RESOLVED:** To receive and note the finance figures as presented for April, May and June 2023.

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

**RESOLVED:** To receive and note the Internal Auditor's report dated 14 June 2023 and approve the recommendation to increase the Fidelity Guarantee amount covered.

**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.

See above.

**6.5 To review and adopt:**

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

**RESOLVED:** That KTC adopt the policies a – f as presented, with the exception of d) Health and Safety Policy and Risk Assessment where committee members asked the office to include an assessment of risk for staff members working outside the office for example at Civic Events. Once this amendment is made the committee are happy to adopt this policy.

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

**RESOLVED:** That the Agreement is approved and signed by the Clerk accordingly.

**23/018    ITEM 7 - Correspondence****7.1 To consider** the grant application from IDAS

**RESOLVED:** That the committee, under S137, award the full amount requested of £2,500 to further the work of IDAS in the Knaresborough area.

**7.2 To consider** the grant application from Aspin Park Academy

**RESOLVED:** That the application is given to the Climate Emergency Committee to consider as part of its Green Grant initiative.

**23/019    ITEM 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

**RESOLVED:** To receive and note

**23/020    ITEM 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

It was agreed that the Committee would like to see the latest Commuted Sums information for Knaresborough as an agenda item at the next full council meeting.

**Meeting closed at: 8.42 p.m.**

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

# KNARESBOROUGH TOWN COUNCIL

## August 2023 Schedule of Accounts

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

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

<b>Payable to</b>	<b>File Ref No:</b>	<b>Amount excl VAT £'s</b>	<b>VAT</b>	<b>Total Amount £'s</b>	<b>Notes/ Description</b>	<b>Initials</b>
BT	71	101.70	20.34	122.04	Broadband	
Friendship and Leisure	72	40.00	0.00	40.00	Donation Aug and Sept	
G Hinchcliffe	73	45.16	0.00	45.16	Reimbursement - Bright Friday Torch	
LITE	74	3,000.00	600.00	3,600.00	Eyebolt safety testing work (every 3 years)	
Clerk	75	21.00	0.00	21.00	TEN - reimbursement Bright Friday	
H Gostlow	76	77.97	0.00	77.97	Reimbursement - Bright Friday Sweets	
Siemens	77	291.81	58.36	350.17	Copier lease	
Arena	78	60.41	12.08	72.49	Photocopies	
Spa ICT	79	199.32	39.86	239.18	Annual Office 365	
PKF Littlejohn	80	420.00	84.00	504.00	External Audit	
H Westmancoat	81	13.50	0.00	13.50	Travel expenses	
H Gostlow	82	50.00	0.00	50.00	Reimburse Mayoral Charity Donation	
Independent Domestic Abuse Services	83	2,500.00	0.00	2,500.00	KTC grant award	
Salaries, Tax and NI, Pensions	84 - 87	4,570.67	0.00	4,570.67		
<b>Total</b>		<b>11,391.54</b>	<b>814.64</b>	<b>12,206.18</b>		

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

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

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Date: 13/09/2023

Knarborough Town Council Current Year

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Time: 12:13

Bank Reconciliation Statement as at 31/07/2023  
for Cashbook 1 - Current Bank A/c

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	31/07/2023	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
		<b>Balance per Cash Book is :-</b>	<b>5,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023	1	258,922.56
			<hr/> 258,922.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			258,922.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			258,922.56
		<b>Balance per Cash Book is :-</b>	<b>258,922.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-1,920.00	5,072.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50		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	0.00
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	4.08
	<b><u>65,986.68</u></b>	<b><u>-27,047.10</u></b>	<b><u>38,939.58</u></b>

## Summary Receipts &amp; Payments by Budget Heading 31/07/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	83,978	0	(83,978)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>83,478</u>				
101	Administration					
	Payments	3,352	12,500	9,148		9,148
102	Staff Costs					
	Payments	18,283	86,000	67,717		67,717
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	126	1,200	1,074		1,074
105	Mayoral Expenses					
	Payments	2,493	5,000	2,507		2,507
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(1,993)</u>				
110	Grants/Donations					
	Payments	8,030	25,000	16,970		16,970
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(8,030)</u>				
120	Events/Projects					
	Payments	13,272	108,400	95,128		95,128
	plus Transfer from EMR	5,047				
	Movement to/(from) Gen Reserve	<u>(8,225)</u>				
999	VAT Data					
	Receipts	4,371	0	(4,371)		
	Payments	1,964	0	(1,964)		(1,964)
	Movement to/(from) Gen Reserve	<u>2,407</u>				
	Grand Totals:- Receipts	<b>88,349</b>	<b>0</b>	<b>(88,349)</b>		
	Payments	<b>47,520</b>	<b>241,100</b>	<b>193,580</b>	<b>0</b>	<b>193,580</b>
	Net Receipts over Payments	<u><b>40,829</b></u>	<u><b>(241,100)</b></u>	<u><b>(281,929)</b></u>		
	plus Transfer from EMR	<b>5,547</b>				
	less Transfers to EMR	<b>500</b>				
	Movement to/(from) Gen Reserve	<u><b>45,876</b></u>				

## Detailed Receipts &amp; Payments by Budget Heading 31/07/2023

## 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	3,500	0	(3,500)			500
1076 Precept	79,496	0	(79,496)			
1090 Bank Interest	982	0	(982)			
Income :- Receipts	<b>83,978</b>	<b>0</b>	<b>(83,978)</b>			<b>500</b>
<b>Net Receipts</b>	<b>83,978</b>	<b>0</b>	<b>(83,978)</b>			
6001 less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<b>83,478</b>					
<b>101 Administration</b>						
4005 Bank Charges	23	100	77		77	
4021 Stationery	82	450	368		368	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	189	800	611		611	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	268	2,200	1,932		1,932	
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	1,945	2,200	255		255	
Administration :- Indirect Payments	<b>3,352</b>	<b>12,500</b>	<b>9,148</b>	<b>0</b>	<b>9,148</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,352)</b>	<b>(12,500)</b>	<b>(9,148)</b>			
<b>102 Staff Costs</b>						
4000 Wages & Salaries	11,299	59,000	47,701		47,701	
4001 Tax & NI	2,517	0	(2,517)		(2,517)	
4002 Pension	4,468	0	(4,468)		(4,468)	
4004 Staffing other	0	27,000	27,000		27,000	
Staff Costs :- Indirect Payments	<b>18,283</b>	<b>86,000</b>	<b>67,717</b>	<b>0</b>	<b>67,717</b>	<b>0</b>
<b>Net Payments</b>	<b>(18,283)</b>	<b>(86,000)</b>	<b>(67,717)</b>			
<b>103 Establishment Costs</b>						
4020 Office Rent	0	3,000	3,000		3,000	
Establishment Costs :- Indirect Payments	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>			

## Detailed Receipts &amp; Payments by Budget Heading 31/07/2023

## 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	126	200	74		74	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<u>126</u>	<u>1,200</u>	<u>1,074</u>	<u>0</u>	<u>1,074</u>	<u>0</u>
<b>Net Payments</b>	<u>(126)</u>	<u>(1,200)</u>	<u>(1,074)</u>			
<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	500	500	0		0	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<u>2,493</u>	<u>5,000</u>	<u>2,507</u>	<u>0</u>	<u>2,507</u>	<u>500</u>
<b>Net Payments</b>	<u>(2,493)</u>	<u>(5,000)</u>	<u>(2,507)</u>			
6000 plus Transfer from EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<u>(1,993)</u>					
<b>110 Grants/Donations</b>						
4070 Grants	7,950	20,000	12,050		12,050	
4071 Green Grants Project	0	5,000	5,000		5,000	
4072 Donations	80	0	(80)		(80)	
Grants/Donations :- Indirect Payments	<u>8,030</u>	<u>25,000</u>	<u>16,970</u>	<u>0</u>	<u>16,970</u>	<u>0</u>
<b>Net Payments</b>	<u>(8,030)</u>	<u>(25,000)</u>	<u>(16,970)</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	

## Detailed Receipts &amp; Payments by Budget Heading 31/07/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	0	6,000	6,000		6,000	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	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>13,272</u>	<u>108,400</u>	<u>95,128</u>	<u>0</u>	<u>95,128</u>	<u>5,047</u>
<b>Net Payments</b>	<u>(13,272)</u>	<u>(108,400)</u>	<u>(95,128)</u>			
6000 plus Transfer from EMR	5,047					
<b>Movement to/(from) Gen Reserve</b>	<u>(8,225)</u>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	4,371	0	(4,371)			
VAT Data :- Receipts	<u>4,371</u>	<u>0</u>	<u>(4,371)</u>			<u>0</u>
515 VAT on spend - input automatic	1,964	0	(1,964)		(1,964)	
VAT Data :- Indirect Payments	<u>1,964</u>	<u>0</u>	<u>(1,964)</u>	<u>0</u>	<u>(1,964)</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>2,407</u>	<u>0</u>	<u>(2,407)</u>			
Grand Totals:- Receipts	<b>88,349</b>	<b>0</b>	<b>(88,349)</b>			
Payments	<b>47,520</b>	<b>241,100</b>	<b>193,580</b>	<b>0</b>	<b>193,580</b>	
<b>Net Receipts over Payments</b>	<u><b>40,829</b></u>	<u><b>(241,100)</b></u>	<u><b>(281,929)</b></u>			
plus Transfer from EMR	5,547					
less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<u><b>45,876</b></u>					

Bank Reconciliation Statement as at 31/08/2023  
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	31/08/2023	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 31/08/2023  
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	31/08/2023	1	257,605.38
			<hr/> 257,605.38
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			257,605.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			257,605.38
		<b>Balance per Cash Book is :-</b>	<b>257,605.38</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-1,920.00	5,072.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50		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	0.00
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	4.08
	<b><u>65,986.68</u></b>	<b><u>-27,047.10</u></b>	<b><u>38,939.58</u></b>

## Summary Receipts &amp; Payments by Budget Heading 31/08/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	88,036	0	(88,036)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>87,536</u>				
101	Administration					
	Payments	4,024	12,500	8,476		8,476
102	Staff Costs					
	Payments	22,853	86,000	63,147		63,147
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	126	1,200	1,074		1,074
105	Mayoral Expenses					
	Payments	2,493	5,000	2,507		2,507
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(1,993)</u>				
110	Grants/Donations					
	Payments	8,030	25,000	16,970		16,970
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(8,030)</u>				
120	Events/Projects					
	Payments	13,272	108,400	95,128		95,128
	plus Transfer from EMR	5,047				
	Movement to/(from) Gen Reserve	<u>(8,225)</u>				
999	VAT Data					
	Receipts	4,371	0	(4,371)		
	Payments	2,097	0	(2,097)		(2,097)
	Movement to/(from) Gen Reserve	<u>2,274</u>				
	Grand Totals:- Receipts	<u>92,407</u>	<u>0</u>	<u>(92,407)</u>		
	Payments	<u>52,895</u>	<u>241,100</u>	<u>188,205</u>	<u>0</u>	<u>188,205</u>
	Net Receipts over Payments	<u>39,512</u>	<u>(241,100)</u>	<u>(280,612)</u>		
	plus Transfer from EMR	5,547				
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>44,559</u>				

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2023

## 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>						
1000 Allotments Income	3,750	0	(3,750)			
1065 Misc	3,500	0	(3,500)			500
1076 Precept	79,496	0	(79,496)			
1090 Bank Interest	1,290	0	(1,290)			
Income :- Receipts	<u>88,036</u>	<u>0</u>	<u>(88,036)</u>			<u>500</u>
<b>Net Receipts</b>	<u>88,036</u>	<u>0</u>	<u>(88,036)</u>			
6001 less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<u>87,536</u>					
<u>101 Administration</u>						
4005 Bank Charges	23	100	77		77	
4021 Stationery	82	450	368		368	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	189	800	611		611	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	933	2,200	1,267		1,267	
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	
4074 Bank Charges	6	0	(6)		(6)	
4075 Subscriptions	1,945	2,200	255		255	
Administration :- Indirect Payments	<u>4,024</u>	<u>12,500</u>	<u>8,476</u>	<u>0</u>	<u>8,476</u>	<u>0</u>
<b>Net Payments</b>	<u>(4,024)</u>	<u>(12,500)</u>	<u>(8,476)</u>			
<u>102 Staff Costs</u>						
4000 Wages & Salaries	14,123	59,000	44,877		44,877	
4001 Tax & NI	3,356	0	(3,356)		(3,356)	
4002 Pension	5,375	0	(5,375)		(5,375)	
4004 Staffing other	0	27,000	27,000		27,000	
Staff Costs :- Indirect Payments	<u>22,853</u>	<u>86,000</u>	<u>63,147</u>	<u>0</u>	<u>63,147</u>	<u>0</u>
<b>Net Payments</b>	<u>(22,853)</u>	<u>(86,000)</u>	<u>(63,147)</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>
<b>Net Payments</b>	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>			

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>104 Training</u>						
4030 Training/Travel Clls	126	200	74		74	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<u>126</u>	<u>1,200</u>	<u>1,074</u>	<u>0</u>	<u>1,074</u>	<u>0</u>
<b>Net Payments</b>	<b><u>(126)</u></b>	<b><u>(1,200)</u></b>	<b><u>(1,074)</u></b>			
<u>105 Mayoral Expenses</u>						
4054 Regalia	0	500	500		500	
4055 Mayors Allowance	0	2,000	2,000		2,000	
4056 Mayor's Charitable Fund	500	500	0		0	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<u>2,493</u>	<u>5,000</u>	<u>2,507</u>	<u>0</u>	<u>2,507</u>	<u>500</u>
<b>Net Payments</b>	<b><u>(2,493)</u></b>	<b><u>(5,000)</u></b>	<b><u>(2,507)</u></b>			
6000 plus Transfer from EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<b><u>(1,993)</u></b>					
<u>110 Grants/Donations</u>						
4070 Grants	7,950	20,000	12,050		12,050	
4071 Green Grants Project	0	5,000	5,000		5,000	
4072 Donations	80	0	(80)		(80)	
Grants/Donations :- Indirect Payments	<u>8,030</u>	<u>25,000</u>	<u>16,970</u>	<u>0</u>	<u>16,970</u>	<u>0</u>
<b>Net Payments</b>	<b><u>(8,030)</u></b>	<b><u>(25,000)</u></b>	<b><u>(16,970)</u></b>			
<u>120 Events/Projects</u>						
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	

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	0	6,000	6,000		6,000	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	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	<b>13,272</b>	<b>108,400</b>	<b>95,128</b>	<b>0</b>	<b>95,128</b>	<b>5,047</b>
<b>Net Payments</b>	<b>(13,272)</b>	<b>(108,400)</b>	<b>(95,128)</b>			
6000 plus Transfer from EMR	5,047					
<b>Movement to/(from) Gen Reserve</b>	<b>(8,225)</b>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	4,371	0	(4,371)			
VAT Data :- Receipts	<b>4,371</b>	<b>0</b>	<b>(4,371)</b>			<b>0</b>
515 VAT on spend - input automatic	2,097	0	(2,097)		(2,097)	
VAT Data :- Indirect Payments	<b>2,097</b>	<b>0</b>	<b>(2,097)</b>	<b>0</b>	<b>(2,097)</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>2,274</b>	<b>0</b>	<b>(2,274)</b>			
Grand Totals:- Receipts	<b>92,407</b>	<b>0</b>	<b>(92,407)</b>			
Payments	<b>52,895</b>	<b>241,100</b>	<b>188,205</b>	<b>0</b>	<b>188,205</b>	
<b>Net Receipts over Payments</b>	<b>39,512</b>	<b>(241,100)</b>	<b>(280,612)</b>			
plus Transfer from EMR	5,547					
less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<b>44,559</b>					

**Bank Reconciliation Statement as at 29/09/2023  
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	29/09/2023	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
		<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 29/09/2023  
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	29/09/2023	1	325,183.79
			<hr/> 325,183.79
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			325,183.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			325,183.79
		<b>Balance per Cash Book is :-</b>	<b>325,183.79</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	6,992.00	-1,920.00	5,072.00
322 EMR - Performance Area	21,500.00	-21,500.00	0.00
323 EMR Christmas Lights	12,439.50	-3,000.00	9,439.50
324 EMR Regalia	1,500.00		1,500.00
325 EMR Allotments	1,615.00		1,615.00
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	0.00
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	4.08
	<b><u>65,986.68</u></b>	<b><u>-30,047.10</u></b>	<b><u>35,939.58</u></b>

## Summary Receipts &amp; Payments by Budget Heading 29/09/2023

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100	Income					
	Receipts	167,824	0	(167,824)		
	less Transfers to EMR	500				
	Movement to/(from) Gen Reserve	<u>167,324</u>				
101	Administration					
	Payments	5,100	12,500	7,400		7,400
102	Staff Costs					
	Payments	27,424	86,000	58,576		58,576
103	Establishment Costs					
	Payments	0	3,000	3,000		3,000
104	Training					
	Payments	140	1,200	1,060		1,060
105	Mayoral Expenses					
	Payments	2,543	5,000	2,457		2,457
	plus Transfer from EMR	500				
	Movement to/(from) Gen Reserve	<u>(2,043)</u>				
110	Grants/Donations					
	Payments	10,570	25,000	14,430		14,430
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(10,570)</u>				
120	Events/Projects					
	Payments	16,416	108,400	91,984		91,984
	plus Transfer from EMR	8,047				
	Movement to/(from) Gen Reserve	<u>(8,369)</u>				
999	VAT Data					
	Receipts	4,371	0	(4,371)		
	Payments	2,912	0	(2,912)		(2,912)
	Movement to/(from) Gen Reserve	<u>1,459</u>				
	Grand Totals:- Receipts	<b>172,195</b>	<b>0</b>	<b>(172,195)</b>		
	Payments	<b>65,105</b>	<b>241,100</b>	<b>175,995</b>	<b>0</b>	<b>175,995</b>
	Net Receipts over Payments	<u><b>107,090</b></u>	<u><b>(241,100)</b></u>	<u><b>(348,190)</b></u>		
	plus Transfer from EMR	<b>8,547</b>				
	less Transfers to EMR	<b>500</b>				
	Movement to/(from) Gen Reserve	<u><b>115,137</b></u>				

## Detailed Receipts &amp; Payments by Budget Heading 29/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>100 Income</b>						
1000 Allotments Income	3,750	0	(3,750)			
1065 Misc	3,500	0	(3,500)			500
1076 Precept	158,991	0	(158,991)			
1090 Bank Interest	1,583	0	(1,583)			
Income :- Receipts	<b>167,824</b>	<b>0</b>	<b>(167,824)</b>			<b>500</b>
<b>Net Receipts</b>	<b>167,824</b>	<b>0</b>	<b>(167,824)</b>			
6001 less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<b>167,324</b>					
<b>101 Administration</b>						
4005 Bank Charges	27	100	73		73	
4021 Stationery	82	450	368		368	
4022 Postages	0	250	250		250	
4023 Telephones & Internet	291	800	509		509	
4025 Insurance	0	2,000	2,000		2,000	
4026 IT Expenses	1,132	2,200	1,068		1,068	
4027 Photocopier	797	1,600	803		803	
4043 Recruitment costs	0	200	200		200	
4045 Audit	820	1,700	880		880	
4050 Legal	0	1,000	1,000		1,000	
4074 Bank Charges	6	0	(6)		(6)	
4075 Subscriptions	1,945	2,200	255		255	
Administration :- Indirect Payments	<b>5,100</b>	<b>12,500</b>	<b>7,400</b>	<b>0</b>	<b>7,400</b>	<b>0</b>
<b>Net Payments</b>	<b>(5,100)</b>	<b>(12,500)</b>	<b>(7,400)</b>			
<b>102 Staff Costs</b>						
4000 Wages & Salaries	16,948	59,000	42,052		42,052	
4001 Tax & NI	4,194	0	(4,194)		(4,194)	
4002 Pension	6,282	0	(6,282)		(6,282)	
4004 Staffing other	0	27,000	27,000		27,000	
Staff Costs :- Indirect Payments	<b>27,424</b>	<b>86,000</b>	<b>58,576</b>	<b>0</b>	<b>58,576</b>	<b>0</b>
<b>Net Payments</b>	<b>(27,424)</b>	<b>(86,000)</b>	<b>(58,576)</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 29/09/2023

## 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	140	200	60		60	
4035 Training/Travel Staff	0	1,000	1,000		1,000	
Training :- Indirect Payments	<u>140</u>	<u>1,200</u>	<u>1,060</u>	<u>0</u>	<u>1,060</u>	<u>0</u>
<b>Net Payments</b>	<u>(140)</u>	<u>(1,200)</u>	<u>(1,060)</u>			
<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	550	500	(50)		(50)	500
4057 Mayoral Bebra Visit	600	600	0		0	
4058 Mayor Making	1,393	1,400	7		7	
Mayoral Expenses :- Indirect Payments	<u>2,543</u>	<u>5,000</u>	<u>2,457</u>	<u>0</u>	<u>2,457</u>	<u>500</u>
<b>Net Payments</b>	<u>(2,543)</u>	<u>(5,000)</u>	<u>(2,457)</u>			
6000 plus Transfer from EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<u>(2,043)</u>					
<b>110 Grants/Donations</b>						
4070 Grants	10,450	20,000	9,550		9,550	
4071 Green Grants Project	0	5,000	5,000		5,000	
4072 Donations	120	0	(120)		(120)	
Grants/Donations :- Indirect Payments	<u>10,570</u>	<u>25,000</u>	<u>14,430</u>	<u>0</u>	<u>14,430</u>	<u>0</u>
<b>Net Payments</b>	<u>(10,570)</u>	<u>(25,000)</u>	<u>(14,430)</u>			
<b>120 Events/Projects</b>						
4059 Acquisitions Policy devel	0	1,500	1,500		1,500	
4061 Christmas Switch On	144	2,200	2,056		2,056	
4062 Christmas Lights Contract	8,726	35,000	26,275		26,275	3,000
4063 Castle project for 2030	0	500	500		500	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	
4066 High St/Mkt Place Improvement	0	5,000	5,000		5,000	
4067 Designated Bathing Site	0	5,000	5,000		5,000	
4068 Butter Lane/Raw Gap Lighting	0	1,000	1,000		1,000	
4078 Survey	0	500	500		500	
4079 Land Train eval/support	0	6,000	6,000		6,000	
4080 Event Power Point	0	5,000	5,000		5,000	
4084 Flags & Bunting	0	3,000	3,000		3,000	

## Detailed Receipts &amp; Payments by Budget Heading 29/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4085 Allotments Expenditure	0	1,500	1,500		1,500	
4087 Neighbourhood Development Plan	1,920	0	(1,920)		(1,920)	1,920
4088 Rd Closure Signage/Cones	0	1,000	1,000		1,000	
4089 VAS	0	6,000	6,000		6,000	
4090 Coronation 2023	1,654	5,000	3,346		3,346	
4091 Promotion	130	5,000	4,870		4,870	
4095 Bebra Reception	1,277	0	(1,277)		(1,277)	1,277
4096 Remembrance	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>16,416</u>	<u>108,400</u>	<u>91,984</u>	<u>0</u>	<u>91,984</u>	<u>8,047</u>
<b>Net Payments</b>	<u>(16,416)</u>	<u>(108,400)</u>	<u>(91,984)</u>			
6000 plus Transfer from EMR	8,047					
<b>Movement to/(from) Gen Reserve</b>	<u>(8,369)</u>					
<u>999 VAT Data</u>						
115 VAT refund from HMRC	4,371	0	(4,371)			
VAT Data :- Receipts	<u>4,371</u>	<u>0</u>	<u>(4,371)</u>			<u>0</u>
515 VAT on spend - input automatic	2,912	0	(2,912)		(2,912)	
VAT Data :- Indirect Payments	<u>2,912</u>	<u>0</u>	<u>(2,912)</u>	<u>0</u>	<u>(2,912)</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>1,459</u>	<u>0</u>	<u>(1,459)</u>			
Grand Totals:- Receipts	172,195	0	(172,195)			
Payments	65,105	241,100	175,995	0	175,995	
<b>Net Receipts over Payments</b>	<u>107,090</u>	<u>(241,100)</u>	<u>(348,190)</u>			
plus Transfer from EMR	8,547					
less Transfers to EMR	500					
<b>Movement to/(from) Gen Reserve</b>	<u>115,137</u>					

**Budget Setting 2024 2025****Clerk's Notes**

PREVIOUSLY EMAILED  
TO ALL CLERS 11/10/23.

Dear Councillors,

We are coming up to one of the most important times in the Council calendar and that is to set a budget for the next financial year, which in turn advises Full Council of the amount to request from Knaresborough taxpayers (the precept) via North Yorkshire Council. The deadline for submitting the request to North Yorkshire is **31 December 2023**.

Key dates:

- **Prior to 10 November** (exact date to be agreed by Councillors, please can I suggest the Chair of the Finance Committee gets the ball rolling here): Informal meeting of all Councillors to discuss the financial situation and take a realistic look at what Council wants to achieve over the next 12 months and beyond.
- **Monday 20 November**: Finance Committee meeting to decide on a budget recommendation to take to the Full Council meeting, this in turn will help advise Full Council on the level of precept required.
- **Monday 18 December**: Full Council agrees the budget recommendation from the Finance Committee and decides on the precept amount and instructs the Clerk to inform North Yorkshire Council of said amount.

I have attached a spreadsheet that includes the following information:

- The 2022/23 budget for comparison
- The 2023/24 budget
- The actual expenditure up to 30 September 2023 (6 months)
- The budget balance remaining at the 6-month point
- The Clerk's best 'guess' of the anticipated 12 months expenditure for 2023/24 based on amount already spent, known costs in the pipeline and anticipated future costs or savings based on Council work to date
- The potential underspend/overspend for the 2023/24 fiscal year
- The office suggested budget with notes to aid discussion
- New column to indicate where responsibility should lie for different areas of the budget

I have also attached a document giving you the financial position as of the 29<sup>th</sup> September, using the current bank balance figure.

**Points to note when discussing the budget:**

- **Please be realistic in your expectations of what you hope to achieve, last year lots of ideas were put forward and budgeted for but most were not progressed.**
- **Please do not include money in the budget for other organisation's projects, this is what the grant application scheme is for.**

- **Council now has confirmation it is moving to the next phase of creating a business case to run the Wednesday Market – what impact may this have and how will this affect the budget.**
- **Please note I have identified what I believe are main projects that need to be looked at. These are:**
  - 1. Green Energy Project**
  - 2. King George V 'old skatepark area' redevelopment project (commuted sums)**
  - 3. Development of a business case for the Market**
  - 4. Neighbourhood Development Plan next steps**

The list above does not include Town Council's events program or any other double devolution initiatives or the day to day running of the Council.

Hopefully this year, drawing on your experience of being Councillor's for 18 months you will be able to set a meaningful budget and achieve positive results for the Town.

In the meantime, the office, together with the Mayor and Deputy Mayoress are putting together a business plan to present alongside the budget to give extra clarity to focus direction and help the public understand what Town Council does.

**Angela Pulman**

**Clerk**

11/10/2023

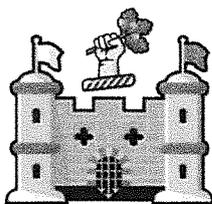
<u>Reserves 2023/24</u>			
<b>Bank Balance at 29 September 23</b>		<b>£330,183.79</b>	
minus King George V Field		£4,535.00	Not treated as Town Council Money
minus Links Charity		£4,150.00	Not treated as Town Council Money
minus Mayoral Fund		£4.08	Not treated as Town Council Money
minus Other Earmarked Reserves		£27,250.50	
<b>Balance</b>		<b>£294,248.29</b>	
minus 6 months potential spend based on the 2023/24 budget of £241,100		£120,550.00	Expenditure if budget was to be spread evenly through the year and ALL spent
<b>Balance</b>		<b>£173,698.29</b>	
5 months operating capital (recommendation 3-6 months)		£100,458.00	Recommended amount to set aside based on budgeted costs
<b>General Reserve</b>		<b>£73,240.29</b>	This figure can go up and down on a month by month basis

Expenditure	2022/23 Budget	2023/24 Budget	6 month expenditure as at 30 Sept 2023	6 month remaining balance	Anticipated 12 month expenditure 2023/24	Potential 2023/24 underspend/overspend from budget	Office suggested budget amounts 2024/25	Office Notes	Responsible for Expenditure
<b>Administration</b>									
Stationery	400	450	82	368	450	0	450		Clerk within agreed budget
Postage	350	250	0	250	250	0	200		Clerk within agreed budget
Telephones & Internet	800	800	292	508	700	100	800		Clerk within agreed budget
Insurance	1400	2000	0	2000	2000	0	2200	Insurance costs increasing, review required, new assets	Clerk within agreed budget
IT Expenses	2000	2200	1132	1068	2200	0	2200		Clerk within agreed budget
Photocopier	1500	1600	797	803	1600	0	1600		Clerk within agreed budget
Audit & Accountancy	1400	1700	820	880	1500	200	1700		Clerk within agreed budget
Legal	0	1000	0	1000	1000	0	600	23/24 Move to EMR to build up	Full Council
Subscriptions	2100	2200	1945	255	2000	200	2200		Clerk within agreed budget
Bank Charges	0	100	30	70	80	20	100		Clerk within agreed budget
<b>Total Administration</b>	<b>9950</b>	<b>12300</b>	<b>5098</b>	<b>7202</b>	<b>11780</b>	<b>520</b>	<b>12050</b>		
<b>Personnel Costs</b>									
Recruitment	200	200	0	200	200	0	200		Clerk within agreed budget
Salaries, NI and tax	70000	59000	27424	31576	57,000	2000	80,000	incl potential 3rd staff member and annual pay increase	Clerk within agreed budget
Temp staff/2023-24 OFFICER	20000	20000	0	20000	10000	10000	0	See line above	
Maintenance Person	0	7000	0	7000	0	7000	6000		Clerk with Full Council/Staff
Staff Training	300	1000	0	1000	200	800	500		Clerk within agreed budget
Councillor Training	500	200	50	150	350	150	500		Clerk within agreed budget
<b>Total Personnel Costs</b>	<b>91000</b>	<b>87400</b>	<b>27474</b>	<b>59926</b>	<b>67750</b>	<b>19650</b>	<b>87200</b>		
<b>Premises</b>									
Office Rental	3000	3000	0	0	3000	0	3000	plus £5500 in EMR.	Clerk within agreed budget
<b>Total Premises</b>	<b>3000</b>	<b>3000</b>	<b>0</b>	<b>0</b>	<b>3000</b>	<b>0</b>	<b>3000</b>		
<b>Civic</b>									
Mayor's Allowance	1600	2000	0	2000	2000	0	2,000		Clerk within agreed budget
Mayor's Charitable Fund	0	500	50	450	250	250	300		Clerk within agreed budget
Mayoral Bebra Visit	600	600	600	0	600	0	600		Clerk within agreed budget
Regalia	500	500	0	500	500	0	500	Build up EMR - high repair costs/Consort badges replenishing	Full Council
Mayor Making	1400	1400	1393	7	1400	7	1550	Cost of catering increased.	Clerk within agreed budget
NEW Deputy Travel Expenses	0	0	90	0	150	-150	150		Clerk within agreed budget
<b>Total Civic</b>	<b>4100</b>	<b>5000</b>	<b>2133</b>	<b>2957</b>	<b>4900</b>	<b>107</b>	<b>5,100</b>		
<b>Grants</b>									
Grants	20000	20000	10450	9550	20000	0	20000		Finance Committee
Green Grants	0	5000	0	5000	2000	3000	5000		Community Services and Er
<b>Total Grants</b>	<b>20000</b>	<b>25000</b>	<b>10450</b>	<b>14550</b>	<b>22000</b>	<b>3000</b>	<b>25000</b>		
<b>Town Lighting</b>									
Seasonal Lighting Contract	35000	35000	8726	26274	35000	0	38000	Increased cost - new tender required	Clerk once tender process
<b>Total Lighting</b>	<b>35000</b>	<b>35000</b>	<b>8726</b>	<b>26274</b>	<b>35000</b>	<b>0</b>	<b>38000</b>		
<b>Town Development</b>									
Promotion / Communication	3000	0	0	0	0	0	0	MOVED 23/24	
Weirside Terrace Costs	70	0	0	0	0	0	0	REMOVED 23/24	
Allotments Expenditure	900	1500	0	1500	1500	0	0	MOVED to allotment maintenance	



Election Costs									10000	To EMR - maximum payable for by-election		Full Council
<b>Total</b>	<b>205,220</b>	<b>241,100</b>	<b>55829</b>	128611	159,384	<b>68,723</b>			<b>£230,250</b>			
<b>Income + reallocated reserves/underspends</b>												
Precept increase at:					<b>2022/23</b>	<b>2023/24</b>			<b>2024/25</b>			
Reallocated reserves/underspend					£151,420.00	£158,991.00			?			
Anticipated Income					£37,642.00	£66,109.00			?			
<b>Total</b>					£16,158.00	£16,000.00			£11,770.00			
					£205,220.00	£241,100.00			£11,770.00			

DRAFT



# Knaresborough

Town Council

7.1

## 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.

<p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>Eco council open to pupils in school that are elected on a yearly basis.</p>
<p>Is your club affiliated to any national organisation?  Please list any affiliations</p>	<p>Credited with the Green Flag from 'eco school' and ready to apply again. Contributor to WWF and Fair Trade (ongoing) Freedom Dance Total Sports Local Rainbows groups PTA events</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <li>• have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund</li> <li>• review your safeguarding policies at least every year</li> <li>• complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references</li> <li>• check criminal records at least every three years</li> <li>• follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults</li> <li>• provide child protection and health and safety training or guidance for staff and volunteers</li> <li>• carry out a risk assessment, if appropriate</li> <li>• secure extra insurance cover, if appropriate</li> </ul> <p>Does your organisation meet these requirements:</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>

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

<p>Brief description of scheme</p>	<p>To reinforce relations between SLT and Eco Lead working together towards project goal .Also continue relations with PTA and reach further to the community to offer safe space. To further enrich the learning and extracurricular experience of pupils. To design-plan and erect a net zero classroom that will be available to the school and the local community.</p>
<p>What are the aims of the project/event?</p>	<p>To create an net zero classroom that can hold a full classroom or group that will inspire and promote the concept of current environmental issues. In particular living and working sustainably.</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>Access will be available to local groups to meet and make use of the facilities.</p>

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

Thursday September 28<sup>th</sup> meeting started 19:30

Apologies Hannah Gostlow

Present Kit (Chair), Helen, Shan, Mark, Andy

Discussed order of meetings- two weeks before parent committee meeting

Discussed structure of committees and working groups and timings of meetings

We may need to have emergency council meeting to approve some grant application spending, Angela is ok with it

Discussed agenda of parent committee on Monday

Aspin school- mixed curriculum and community so unable to fund entirely. We recommend funding 50% for the community part. Up to them to find the rest.

Chair updated us on community centre solar project management.

We discussed that this committee asked a green energy consultant to create a report on potential project to produce energy at Stockwell lane. This was at zero cost. The person is Gilly Lacey.

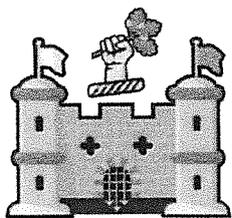
We discussed the need of a PM to take us through the next stages of getting the project funded and off the ground for a likely cost of around £800. We discussed that we need the PM to be familiar with finding sources of funding in a public sector context..

Additionally someone who is passionately engaged with community energy projects would be a plus, since we want this to be the first phase of an initiative to generate low carbon electricity to the surrounding neighbourhood.

We discussed and adopted the TOR

We need to follow up on recommendation for HIVE to complete and return monitoring form to explain how the money from grant has been spent. Kit to speak with Clerk to progress.

Meeting closed at 21:40



# Knarborough

Town Council

7.2

## 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*	King James's School / Julie Allison
Primary Contact regarding application:	Julie Allison Teacher / German Exchange Organiser
Address:	King James's School, Knarborough, HG5 8EB
Telephone number:	01423 8666081
Email address:	allisonj@king-james.co.uk
Project/Event title:	50 <sup>th</sup> Anniversary celebration of exchange
Total cost of project:	Unknown
Amount of grant requested from KTC	£1000
Date of Application	25th October 2023

### The Applicant:

What is the main purpose of your organisation?	To establish school exchange partnership between King James's School and Brüder Grimm Gesamtschule in Bebra
How many years has your organisation been in existence?	50 years in 2024
If your organisation run by a Committee? If yes, how many Committee members?	No
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members:	NA  NA

<p>Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable</p>	
<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>To provide opportunities for students between the ages of 13 and 16 to spend time with a German family, to attend lessons at school in Germany, create strong links between participants in Knaresborough and Bebra, not just students but also host families. School Exchanges take place once a year in Bebra and the following year in Knaresborough. Last visit from our German friends was in April 2023. We are due to visit in March 2024 for own exchange and to celebrate the 50<sup>th</sup> year of partnerships between KJS and BGGGS (Brüder Grimm Gesamtschule)</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>No</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <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: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

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

<p>Brief description of scheme</p>	<p>50<sup>th</sup> Anniversary Celebration to be held on 21<sup>st</sup> March 2024 in Lokschuppen in Bebra to which 20 KJS students, 20 host students and their families, participants past and present, Head teachers, dignitaries from Knaresborough Council / town twinning committee and Mr Alan Hemsworth who first established the long running exchange in 1974, are invited.</p>
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<p>What are the aims of the project/event?</p>	<p>The celebration evening, due to take place on 21<sup>st</sup> March will mark the 50<sup>th</sup> anniversary of exchange between the two schools.</p> <p>The main aim of the evening is to celebrate this tremendous milestone, provide opportunity to attendees to reflect about their experiences and what impact this had on their lives and also to look forward, providing more opportunities for more young people from our schools to cement strong friendships, improve their foreign language skills and to make lifelong memories as well as to enhance already thriving partnership between Bebra and Knaresborough.</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>The 20 UK students and 20 German students will join approx. over 5000 students and parents to have taken part in our long running partnership with BGGS. They will become ambassadors for future participants who have had amazing opportunities to travel abroad, stay with families and make lifelong friends and memories.</p>
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>Schools play a vital role in their communities, and they can adapt to meet new community needs by adopting various strategies and initiatives including:</p> <ol style="list-style-type: none"> <li>1. Community Needs Assessment: We have in-depth understanding the demographic, economic, social, and educational needs of the community.</li> <li>2. Collaboration and Partnerships: we are actively establishing partnerships with local organisations, businesses, and community groups. Collaborative efforts can provide additional resources, expertise, and support to address community needs.</li> <li>3. Expanded Educational Programs: our expanded educational programs that address specific community needs.</li> <li>4. Community Outreach and Engagement: Engaging with the community and seeking input through surveys, meetings, and focus groups as helped us better understand and respond to the evolving needs of the community.</li> <li>5. Family and Community Support Services: our support services for families and community members, such as counselling, health services, and access to social services.</li> <li>6. Extracurricular and Enrichment Activities: Offering a wide range of extracurricular and enrichment activities, including sports, arts, and cultural programs, can help engage community members and meet diverse needs.</li> <li>7. Facilities as Community Centers: we operate our facilities to the community outside of regular school hours, allowing for events, meetings, and activities that address community needs.</li> </ol>
<p>What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.</p>	<p>NA</p>

<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p> <p>1. For how many years has the event run</p> <p>2. Attendance Attendance at last event?</p> <p>Anticipated attendance at planned Event?</p>	<p>No</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>Host students have continued to keep in contact with their German friends. 10 of the 20 students who hosted from KJS in 2023 are able to travel to Bebra on our return leg. 20 participants on the 2024 exchange which many parents from the local community having been involved themselves in this long running partnership.</p>
<p>Why do you think the Council should support this event/project?</p>	<p>This celebration will continue to strengthen and reinforce our strong bonds between King James's School and Brüder Grimm Gesamtschule. The school and the wider community are extremely proud to have these links and will continue to uphold the vales of the exchange programme in which many students and parents have taken part over the years. We are aware that this exchange is one of the longest running exchanges in the country. German department teachers regularly mention our partnership and rely upon past participants in older year groups to spread the word about its value and amazing opportunities to experience first-hand life in a German / British family.</p>

### Project/Event planning

<p>Date that you propose to commence the project or hold the event.</p>	<p>21<sup>st</sup> March 2024</p>
<p>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)</p>	<p>No</p>

### Financial Details

Estimated total cost (including any fees)	Unknown.
Contribution from your funds:	None
Contribution from other organisations (please specify)	Host students to pay for their travel by coach / ferry. Event to be organised by my counterpart, Tobias Herbst, teacher of English at BGGs in the same way I organised the 45 <sup>th</sup> anniversary celebration in 2019 with partial funding from the British Council.
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>X</b>
I agree to provide feedback to the Town Council if my application is approved, including publicity	<b>X</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:**

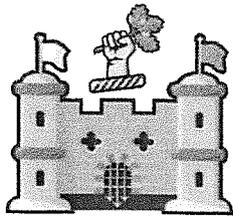
I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request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

Signed: Julie Allison

Name of Signatory Julie Allison

Position: Teacher of MFL / Exchange organiser

Date: 25<sup>th</sup> October 2023



# Knaresborough

Town Council

## KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

### Application Summary:

Name of organisation	Renaissance Knaresborough
Primary Contact regarding application:	Bill Rigby
Address:	
Telephone number:	
Email address:	
Project/Event title:	Support for Renaissance Knaresborough
Total cost of project:	£4000
Amount of grant requested from KTC	£2500
Date of Application	9 November 2023

### The Applicant:

What is the main purpose of your organisation?	Renaissance Knaresborough (RK) was established as a not for profit organisation in 2005 and is open to residents, businesses and representatives of local community groups. Its aims are to champion local causes and projects "to make a great town better".
How many years has your organisation been in existence?	18
If your organisation run by a Committee? If yes, how many Committee members?	8
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	Renaissance Knaresborough (RK) is not a club in the sense implied by this question, but a community organisation which invites all individuals and organisations with an interest in the town to associate with us. We enjoy the support of other town organisations, and the local authorities (KTC and NYC) who nominate members to the Executive. There is no charge for membership.

<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>	N. A.
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	No
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>No</p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <li>• have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund</li> <li>• review your safeguarding policies at least every year</li> <li>• complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references</li> <li>• check criminal records at least every three years</li> <li>• follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults</li> <li>• provide child protection and health and safety training or guidance for staff and volunteers</li> <li>• carry out a risk assessment, if appropriate</li> <li>• secure extra insurance cover, if appropriate</li> </ul> <p>Does your organisation meet these requirements:</p> <p>This section is not applicable to RK</p>

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

Brief description of scheme	Over 15 years ago, RK initiated the Town Windows scheme, utilising the blank window spaces in the Georgian properties about the town as frames for a series of illustrations of historic characters and events which have made a distinctive contribution to the Town's history. They are now in need of extensive repair and renovation, and a programme of work has begun to take them down, inspect and appropriately restore them.
What are the aims of the project/event?	The aim is to replace immediately any which are in suitable condition, and restore and repair the remainder. There are 16 in all. The repair costs are unknown at this stage, and more fundraising effort may be required to cover any shortfall. Artists and repairers are providing much of their time pro bono.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefiting?	The 'Trompes' have become a prominent feature in the townscape, contributing massively to the Town's unique character. The leaflet showing the locations, available free, is the most popular tourist resource. The loss incurred by a failure to properly sustain this initiative would be incalculable.
Does your organisation have the ability to meet new community needs, and if so, how?	RK's very existence is based on the principle of identifying, nurturing and promoting ways to respond to the changes and needs in our society. Most recently, the Town Museum and Knaresborough Forest Park initiatives have been conceived and developed within RK. Our constitution and membership provides the breeding ground for this continuing work.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a	The town is blessed with a rich array of built heritage, much of which is sadly poorly maintained. The lively, humorous and informative messages of the Trompes, informs the onlooker and leads them, whether local or from afar, to engage with this heritage and

climate change perspective.	consequently assist in supporting the case for its preservation.
What will be the quality and effectiveness of service provided through the use of this grant	Local artists have had a stake in the project from its inception. Their care and quality of work has already contributed to the reputation of the town, and will continue to do so,
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?	N.A.
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	Identification and promotion of Knaresborough Forest Park.
Why do you think the Council should support this event/project?	The 16 Trompe l'Oeil comprise a key contribution to the townscape of Knaresborough. After nearly two decades, the dilapidation of this delicate resource is apparent, and drastic action is needed to address this.

#### Project/Event planning

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

#### Financial Details

Estimated total cost (including any fees)	<b>£4000</b> this estimate may be too low, as the 16 works of art have not been inspected closely since their erection. RK expects to engage in further fundraising once the full extent is known.
Contribution from your funds:	<b>£500</b>
Contribution from other organisations (please specify)	A grant of £1000 was made by Bettys and Taylors
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	Artists' time has generally been provided pro bono. However, the cost of materials, the insurance of the asset, the storage while repairs are made and the erection in situ of the works, all entail a cost. The price of removal for example has been £650 plus VAT.

#### Check List:

#### Please tick:

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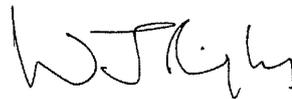
I agree to provide feedback to the Town Council if my application is approved, including publicity	**
I enclose the following documents to support my application:  Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from NYC	**

**\* 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: William Rigby

Position: Treasurer, Renaissance Knaresborough



Date: 9 November 2023

# Renaissance Knaresborough

## Financial Report

Treasurer's Report 1 September 2022 – 31 August 2023

	<b>last year</b> Nov 21 – Aug 22	<b>this year</b> Sep 22 – Aug 23
Opening Balance	£1715.52	£1282.42
Balance in bank 31 Aug	£1282.42	£942.53
creditors		£0.00
debtors		£0.00
petty cash	£34.53	£60.00
Merchandise sales (cash)	£94.70	

### Expenditure:

In the reporting period expenditure has been as follows:

Charges	£40.40	£61.60
Insurance	£670.20	£690.92
Printing		£803.00
web support		£200.00
<b>Total Expenditure</b>	<b>£710.60</b>	<b>£1755.52</b>
<b>Income:</b>	<b>£354.00</b>	<b>£1415.63</b>
comprising: local lotto £165.50, donations and sales £188.50		comprising: local lotto £225.50, donations, grant and sales £1190.13

Thanks to Knaresborough Town Council for £1000 grant for general expenditure.

W J Rigby  
Treasurer

**9 September 2023**

# RENAISSANCE KNARESBOROUGH

## CONSTITUTION

### 1. Name

The name of this group will be Renaissance Knaresborough hereinafter called the 'Organisation'.

### 2. Objectives

The objectives of the Organisation shall be:-

2.1 To provide the necessary framework, structure and organisation to reinforce the role of Knaresborough as a service centre for residents, businesses and for the surrounding rural communities, and in particular to:-

(a) Identify, develop and deliver projects which are part of the Knaresborough Renaissance Programme and which improve the town of Knaresborough. These projects will cover issues relating to: the local community; business and commerce; transport; sport, culture and leisure; heritage; the built environment; and tourism. All projects will also focus on opportunities for access, learning, conservation and participation where appropriate.

(b) Establish the priorities and work programme for delivery of the Knaresborough Renaissance programme.

(c) Lobby for additional resources from other organisations to implement the Knaresborough Renaissance Programme.

(d) Act in partnership with Yorkshire Forward, Harrogate Borough Council, North Yorkshire County Council, Knaresborough Town Council, other public, private, voluntary and community sectors, to achieve Knaresborough Renaissance objectives.

(e) Ensure community involvement in all aspects of the process.

(f) Promote the activities of the organisation.

2.2 To contribute in the widest possible way, to improving the quality of life for the benefit of the local community.

### 3. Powers

3.1 In furtherance to the above, but not otherwise, the organisation shall have the following powers:-

- (a) To initiate, consider and where agreed, endorse projects prior to submission to Yorkshire Forward and other funders.
- (b) To consider and where agreed, endorse annual delivery plans and business plans for the Knaresborough Renaissance Programme.
- (c) To monitor programme and project delivery in accordance with delivery plans.
- (d) To raise funds and to invite and receive grants, donations and other contributions;
- (e) To buy or lease and to maintain any equipment or materials necessary for the achievement of the objectives;
- (f) To buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
- (g) To sell, lease or dispose of all or any part of the property of the Organisation;
- (h) To borrow money and to charge all or any part of the property of the Organisation with repayment of the money so borrowed;
- (i) To commission or employ the labours of others to undertake work on contract as necessary and appropriate;
- (j) To publish books, periodicals, pamphlets and other materials in printed, recorded or electronic format and to hold intellectual property rights in any such material;
- (k) To organise conferences, debates, seminars and such other special events as the Executive Committee may determine;
- (l) To co-operate with other organisations in furtherance of any of the objectives or of similar purposes;
- (m) To provide indemnity insurance cover for the members of the Executive Committee (or any of them) out of the funds of the Organisation: Provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Executive Committee (or any of them) knew to be a breach of duty or breach of trust or which was committed in reckless disregard of whether it was a breach of duty or breach of trust or not.
- (n) To do all such other lawful things as are necessary for the achievement of the objectives.

#### **4. Status**

Not For Private Profit Organisation,

#### **5. Application of Income**

Income and assets will only be used for the furtherance of the Organisation's objectives and do not belong to the members of the Organisation.

#### **6 Membership**

6.1 Membership of the Organisation shall be open to any resident of Knaresborough or the surrounding rural community and to others who are interested in furthering the work of the Organisation.

## **7. Executive Committee**

7.1 The business of the Organisation shall be managed by an Executive Committee, hereinafter referred to as the 'Executive'.

7.2 Membership of the Executive will not exceed 17 people made up as follows:-

- Harrogate Borough Council (1 representative)
- North Yorkshire County Council (1 representative)
- Knaresborough Town Council (2 representatives)
- Knaresborough Civic Society (1 representative)
- Knaresborough Chamber of Trade (1 representative)
- King James' School (1 representative)
- Chairs (or other nominated representative) of all Theme Groups (the number and focus of such groups to be agreed on an annual basis)
- Two individuals aged under 21 yrs will be co-opted. Other individuals may also be co-opted, provided that the total membership of the Executive does not exceed 17 people

7.3 If a consensus is not achieved in meetings each member of the Executive will have one vote and the Chair shall have a casting vote.

7.4 Substitutes will be allowed to attend meetings with full voting rights.

## **8. Officers of the Executive**

8.1 A Chair and Vice-Chair must be elected by and from the membership of the Executive.

8.2 The Executive will appoint the following additional Officers (which may be ex-officio to the Executive) if appropriate to the business of the Organisation:-

- Treasurer
- Secretary
- Communications Officer

8.3 Secretarial duties for the Executive will be undertaken with the assistance of Harrogate Borough Council Officers, all Minutes will require ratification by the Executive.

8.4 All officers appointed by the Executive shall hold office until the conclusion of the next AGM.

## **9. Meetings of the Executive**

- 9.1 The quorum shall be 50% persons with voting rights. In the absence of a quorum the meeting may either:-
- (i) After 15 minutes of the appointed time, dissolve at the direction of the Chair (such meetings may be rescheduled to the earliest convenient date or at another date so directed by the Chair);
- or
- (ii) Discuss issues but not take a binding vote.
- 9.2 The Secretariat, in conjunction with the Chair, will ensure that Agendas, Minutes, Reports etc are prepared in accordance with agreed timescales.
- 9.3 The Agenda will be determined by the Chair and distributed one week prior to each meeting, with previous Minutes, Reports and any other relevant papers attached.
- 9.4 The Chair shall have the authority to call additional meetings with the agreement of 2 other voting members.
- 9.5 Members are expected to attend scheduled meetings or to send a substitute. Any member failing to attend or give apologies or nominate a substitute for 3 consecutive meetings will have his or her membership referred back to the appointing body with a request that an alternative nomination be made. Where non-attendance concerns a co-opted member, he or she will have their position reviewed by the Executive and may be removed from membership.
- 9.6 In the absence of the Chair or Vice-Chair at an Executive meeting, the first item of business will be to appoint a Chair for the meeting.

## **10. Sub-Committees**

- 10.1 The Executive may appoint such sub-committees as it thinks fit for conducting the business of the Organisation. Sub-committee meetings will be minuted and reported to the Executive on a regular basis.

## **11. Annual General Meeting**

- 11.1 An AGM must be held in June each year. This must involve the wider Knaresborough community.
- 11.2 The business of each AGM shall be to receive the Annual Report for the year ended 31 March and to receive the Accounts for the preceding financial year.

## **12. Attendance by Members of the Public**

- 12.1 All meetings of the Organisation, including the Executive, will be open to the

press and members of the public.

### **13. Declarations of Interest**

13.1 Executive members will be required to declare any interest in an agenda item and/or a project for appraisal. Declarations of Interest should be made in accordance with the Code of Practice adopted by the Executive (Appendix 1).

### **14. Dissolution**

14.1 If members of the Executive decide that it is necessary or advisable to dissolve the Organisation it shall call a meeting of all members of the Organisation, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive shall have the power to close the Organisation.

14.2 On dissolution any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to a charitable or not for profit organisation with similar objectives as the Executive may determine.

### **15. Amendments**

15.1 This constitution may be amended by the Executive, provided that:-

- (a) Formal notice of changes are given no less than 2 weeks prior to the meetings at which changes will be proposed.
- (b) The key stakeholder groups (Harrogate Borough Council, North Yorkshire County Council, Knaresborough Town Council, Knaresborough Chamber of Trade and Knaresborough Civic Society) have been consulted regarding any proposed amendments to the Constitution and a majority of those organisations have agreed to any changes.

### **Signatories**

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Vice Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DECLARATIONS OF INTEREST PROCEDURE

An Executive Committee Member with a personal interest in a matter under discussion/consideration should declare this at the commencement of the discussion.

There are 2 declarations of personal interest (i) personal or (ii) personal and prejudicial. These are defined below.

Subject to disclosure a member with a **personal** (but not prejudicial) interest may continue to contribute to discussion and debate and may, if applicable, vote in relation to the issue.

A member with a **personal and prejudicial** interest should declare this and then withdraw from the meeting during consideration of the relevant item. Members of the Executive Committee will agree not to use their position to further their personal interest.

### **Personal Interest (definition)**

You have a personal interest in a matter if it affects your wellbeing or financial position (or that of your relatives and friends) more than it would affect other people. In particular you should consider how any decision would affect:-

- Your and their jobs, businesses and employers
- Corporate bodies in which you/they have a beneficial interest
- Organisations in which you or they hold a position of general control or management (this may include public authorities, companies, charities, trade unions, professional organisations, lobbying organisations)

You need only declare interests you know about.

### **Personal and prejudicial interests (definition)**

A prejudicial interest is one, which a member of the public who knows all the relevant facts, would reasonably think is so significant, that it is likely to adversely affect your judgement.

## Knaresborough Clerk

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**From:** sarah.f@northyorksica.org.uk  
**Sent:** 13 October 2023 15:48  
**To:** clerk@knaresboroughtowncouncil.gov.uk  
**Subject:** Letter for the Parish Council from local Citizens Advice

Dear Knaresborough Parish,

It feels like five minutes since we last wrote to you and it's hard to believe a whole year has gone by. Perhaps it's the increasing demand and pace of work this year that has made it go so quickly. The themes we have been dealing with particularly in your area of benefit mainly relate to increasing anxiety around income and fear of energy costs, health, and security. We are also seeing concerns around housing and access to local services, particularly for those experiencing rural or other isolation.

In the Harrogate district in 2022-2023 we helped 2,784 individuals with 13,356 problems. In Knaresborough Parish we helped 294 people.

We gave a range of advice from a one-off simple consumer enquiry through to specialist preventative services to stop debt/ homelessness occurring, and representation at tribunals and court. We ran a main service in Harrogate which had drop-in sessions or appointments most days of the week, along with outreach advice at Masham, Nidderdale and Ripon.

Our Mobile Advice Van and Bus also visited various locations throughout the year including markets, libraries, community groups, and events. We were joined by some of our partners including Warm & Well in North Yorkshire, IDAS, NY Fire and Rescue Service, and MIND, helping to promote all our services and reaching those in real isolation.

We are not a popular charity for public donations as most of the public think we are a statutory body which is not true. Demand for our service is at crisis point at the current time. Before Covid our helpline had a demand of an average 250 calls a week. It now has an average of 650 calls a week. We are trying to do what we believe is vital for our vulnerable clients and keep all our on-ground services open while meeting our phone demand. In some areas we are one of the few open-door services left that people can walk into and get support and talk to real people.

Please help us keep our service on the ground and face to face. We can assure you that any donations received, no matter how small, will be spent delivering our service to people in your area. If you would like to make a donation, and are unsure how to do this, please reply to this email for further information.

If you cannot help this year we understand and ask that you help publicise our services to your community. If you would like more information or for us to come and give a talk to Knaresborough Parish council about the work we do, please let us know.

Yours truly,  
PP. Carol Shreeve, CEO