

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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11 March 2025

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

Dear Councillors:

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

Monday 17 March 2025

7:00pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

A Pulman
Clerk of the Council

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

COUNCIL AGENDA – Monday 17 March 2025

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

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

3. KTC Public Speaking Session

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

A number of residents/organisations have expressed their intent on attending to address Council.

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

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

4.1 Monday 16 December 2024 (*ca*)

5. Business Remaining

5.1 To consider the recommendation from the market working group to proceed with the LCC Consultant led Business Plan to further progress consideration of KTC taking over the operation of Knaresborough market (Market working group minutes circulated to all Councillors, - these are confidential due to matters of staffing).

5.2 To give delegated power to the Clerk to instigate expressions of interest to better inform the consultant in compiling the business case.

6. Reports/Information from the Clerk

6.1 To receive and note the Mayoral Points position at 01 January and note who will be the town mayor from May 2025 (*ca*).

6.2 To consider KTC joining the new Knaresborough Together app (created and managed by Chain Lane, funded by rotary) to advertise volunteering opportunities for KTC / town events. (report attached).

6.3 To consider the Schedule of Meetings for 2025/2026 (*Clerks Report attached*).

6.4 To receive and note the completed internal checklist for 2024/25 (report to follow).

6.5 To consider Council's insurance renewal (documents to be emailed to Councillors once complete)

6.6 To consider the Clerk's report re: Donation from Film Company *(ca)*.

6.7 To consider erecting bunting throughout the town to commemorate the VE day 80 anniversary and giving the Clerk delegated authority to make arrangements for this with KTC's lighting contractor and a local bunting supplier *(ca)*

6.8 To receive and note the Interim Internal Audit Report and note recommendations *(ca)*

7. Correspondence

7.1 To consider KTC taking up voting rights in the Gouthwaite Board of Management and appointing a representative/s to attend the AGM on 23 April *(ca)*

7.2 To consider the email from a resident re: basketball court for Knaresborough *(ca)*

8. Reports from Committees and Working Groups

8.1 To Receive and Note draft minutes of the Projects, Community and Environment Committee Meeting held on Tuesday 04 February *(ca)*

8.2 To Receive and Note the draft minutes of the Finance and General Purposes Committee Meeting held on Monday 20 January 2025 *(ca)*

8.3 To Receive and Note the minutes of the Planning Committee meetings held on 01 and 29 July 2024, 02 September, 07 October, 04 November, 02 December and 13 January 2025. Please see website for details.

8.4 To Receive and Note the minutes of the Knaresborough Castle Sub Committee meeting held on 26 February 2025 *(ca)*

9. Motions from Council Members

9.1 Cllr M Longhurst (Seconder – Cllr H Gostlow):

"That KTC agrees to support the move to apply for Coach Friendly Town Status for Knaresborough, to encourage coaches to come to Knaresborough and to improve the passenger experience on arrival".

9.2 Cllr H Gostlow (Seconder – Cllr A Bell):

“KTC agrees to take on the responsibility and ownership of the Knaresborough town boundary signs, which currently feature an image of the castle on a pale blue background.

KTC agrees to undertake a programme of work to repair those signs which need immediate attention and a further programme to replace the remainder of the signs over a period of time.”

9.3 Cllr J Batt:

“KTC agrees to replacing the 3 flags on the flagpoles adjacent to the car park at Knaresborough Castle. This Council agrees to give delegated authority to the Clerk to procure suitable, quality replacement flags to replace those currently flying”

9.4 Cllr M Flood (Seconder – Cllr J Pickard, K Lacey)

“KTC agree to spend £9600 to enhance the trailer stage based on community feedback and safety concerns around the current stage extension. This will in turn enhance KTC’s community event provision.” (ca)

10. Information Exchange

10.1 Cllr Batt information regarding Bebra exchange no longer being arranged by King James’s School (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
HELD AT KNARESBOROUGH HOUSE
on Monday 16 December 2024

PRESENT: **Chair:** Deputy Mayor - Councillor Andy Bell

Councillors: J Batt, K Davies, M Flood, D Goode, H Gostlow, K Lacey, S Oakes, J Pickard, M Walker and H Westmancoat

Staff Present: The Clerk and the Deputy Clerk

Also Present: A member of the public

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

24/193 ITEM 1 – To receive apologies and consider approval of inability to attend the meeting:

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

24/194 ITEM 2 – Councillors’ Disclosure of an Interest

| | |
|-----------------------------|---|
| Councillor M Walker | Item 7.1 – Letter from NYC re urban Highway Grass Cutting – is a North Yorkshire Councillor |
| Councillor K Lacey | Item 8.3 – Report and recommendation from Climate Change Emergency Sub-committee – has family connections with Company A |
| Councillor H Gostlow | Item 7.1 – Letter from NYC re urban Highway Grass Cutting – is a North Yorkshire Councillor |

24/195 ITEM 3 - KTC Public Speaking Session

A resident attended the meeting to express his concern about the future operation of the Wednesday market in Knaresborough. He spoke of the low morale of the stall holders due to the current uncertainty of the market’s future management, and he urged members to ‘step up to the plate’ and do all they can to support the operation of a successful thriving market in the town going forward.

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

Councillors Gostlow and Walker gave a brief summary of their work at North Yorkshire Council:

They explained that currently the main topic of discussion for NYC Councillors concerned setting the budget for 2025/26, with emphasis on departmental efficiencies.

Investigations around the recent flooding are still ongoing and Knaresborough's local MP has taken up this matter.

Brimhams Active has now been taken back 'in house' and will operate as part of North Yorkshire Council.

24/196 ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Council Meetings held on:

4.1 Monday 16 September 2024

RESOLVED: That the Minutes of the meeting held on Monday, 16 September 2024 be approved as a correct record and signed by the Chair.

4.2 Monday 25 November 2024 (Extra Ordinary)

RESOLVED: That the Minutes of the extra ordinary meeting held on Monday 25 November 2024 be approved as a correct record and signed by the Chair.

24/197 ITEM 5 - Business Remaining - None for this meeting

24/198 ITEM 6 – Reports/Information from the Clerk

6.1 To set the Precept for the Financial Year 2025/2026 based on the budget set at full council's extra ordinary meeting held on 25th November 2024 (*see Council Minutes Item 24/192 and ca x2*).

RESOLVED: That KTC requests a precept of £237,867 from North Yorkshire Council following adoption of a budget of £327,872 on 25 November 2024 (as detailed on the spreadsheet attached to these minutes).

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

6.2 To approve the following Policies:

a) Volunteer Policy and 2 associated Volunteer Agreements

RESOLVED: To approve the Volunteer Policy and the associated Volunteer Agreements as presented.

b) Safeguarding Policy

RESOLVED: To approve the Safeguarding Policy as presented.

6.3 To consider operating a 'warm hub' at Knaresborough House from Jan – March 2025.

RESOLVED: To trial the operation of a 'warm hub' at Knaresborough House from January – March 2025.

24/199 – ITEM 7 - Correspondence

7.1 To consider the letter from NYC Assistant Director, Highways and Transportation ref: Urban Highway Grass Cutting

RESOLVED: That this item be deferred until the Projects, Community and Environment Committee meeting on 4 February 2025.

7.2 To consider the YLCA 2025 Royal Garden Party Nomination request

RESOLVED: That the Clerk be given delegated power to draw in the office and submit a response to the YLCA as appropriate.

24/200 - ITEM 8 - Reports from Committees and Working Groups

8.1 To Receive and Note draft minutes of the Projects, Community and Environment Committee Meeting held on Tuesday 08 October 2024

RESOLVED: To Receive and Note the draft minutes of the Projects, Community and Environment Committee Meeting held on Tuesday 08 October 2024.

8.2 To Receive and Note the draft minutes of the Finance and General Purposes Committee Meetings held on Monday 21 October 2024 and Monday 18th November 2024.

RESOLVED: To Receive and Note the draft minutes of the Finance and General Purposes Committee Meetings held on Monday 21 October 2024 and Monday 18th November 2024.

8.3 To Receive the report and consider approval of the recommendation from the Climate Change Emergency sub-committee (CCES):

“In relation to the successful award of our UK Shared Prosperity funding to help decarbonise the Stockwell Community Well-Being Hub, Knaresborough Town Council recognises both the imminent deadline for spending the funding and the need for some technical knowledge and advice to manage this project and accepts the recommendation of the CCES to appoint Company A”.

Councillor Lacey left the meeting at this point and took no part in discussion or voting for this agenda item.

Councillor Gostlow explained the up to date position concerning SPF funding for decarbonisation of the Stockwell Community Well-Being Hub. She referred to the report presented, and the recommendation contained in it.

RESOLVED: To appoint Company A – Knaresborough Community Energy – to manage the project to decarbonise the Stockwell Community Well-Being Hub following the award of UK Shared Prosperity funding.

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

Councillor Lacey returned to the Chamber.

24/201 ITEM 9 - Motions from Council Members - None for this meeting

24/202 ITEM 10 - Information Exchange

- Councillor Westmancoat gave an update following her attendance at the most recent Community Alcohol Partnership meeting.
- The Clerk gave members an update concerning the Christmas lighting display and the ongoing problems in ensuring the illumination of all the lights throughout the town.
- Councillor Davies informed members that her vetting with North Yorkshire Police was complete and that from January 2025 she would be joining the force as a volunteer.

Meeting closed at: 8.35 p.m.

Signed by the Deputy Mayor:

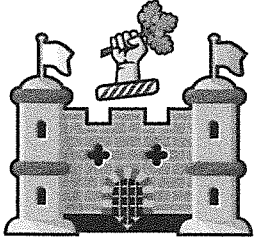
Councillor A Bell

| New categories around key KTC strategies | Proposed Budget £ | Ear-marked Reserves | Income | Further detail from discussion 18/11/24 and 25/11/24 | Committee Responsible |
|---|-------------------|---------------------|---------------|--|-------------------------------------|
| Strategic Programme | | | | | |
| Town development and maintenance programme | 65000 | 20602 | | Explore and consult market ownership, town maintenance, castle, public toilets. | Full Council |
| Running/Management of market operation | 35000 | | 35000 | Estimated part-year | Full Council |
| Grants | 30000 | | | Large, green and small grants in support of council strategy objectives. | Finance/Clerk |
| Total | 130000 | 20602 | 35000 | | |
| Events | | | | | |
| Commemorations | 3000 | 2663 | | Remembrance, VE Day etc | Projects, Community and Environment |
| Bright Friday | 2000 | | | | Projects, Community and Environment |
| Events signage | 2000 | | | agreed on 18/11/24 to include castle flag replacement | Projects, Community and Environment |
| 255 Enclosure Act | 1000 | | | | Projects, Community and Environment |
| Road Management | 5000 | | | | Projects, Community and Environment |
| Town Guides | 1000 | | | | Projects, Community and Environment |
| Total | 14000 | 2663 | 0 | | |
| Supporting Projects | | | | | |
| Christmas Lights | 38000 | 9000 | | 3-year contract, EMR for repairs | Finance |
| Lighting Maintenance | 1000 | 1000 | | Cost of repair/replacement castle/Museum external lighting build up as EMR if not needed | Most appropriate |
| Tree Survey | 500 | 1000 | | Due this year. EMR for works if needed | Clerk/RFO |
| VAS Maintenance | 100 | | | | Clerk/RFO |
| Flower Beds | 0 | | | Action:Contract with NYC to cancel | |
| Community Stage | 0 | | | | |
| Green Energy | 1500 | | | Consultancy/Admin | Projects, Community and Environment |
| King George V Field | 0 | | | Trustee fund in EMR £4635 | |
| Town Twinning | 4000 | | | 2000 Bebra and 2000 Volodymr | Finance via Grant apps |
| Total | 45100 | 11000 | 0 | | |
| Policy Development | | | | | |
| Neighbourhood Development Policies | 0 | 5072 | | | Finance/Planning |
| CIL | | 652.5 | | NB Specific parameters for expenditure | |
| Total | 0 | 5724.5 | 0 | | |
| Council Administration | | | | | |
| Staffing | 90000 | | | Clerk, Deputy Clerk, Community Project Officer, Admin wages NI Pensions | Staffing/Clerk |
| Training | 800 | | | Staff and Councillors | Clerk |
| Technology | 6000 | | | Phones, photocopier and IT | Clerk |
| Stationary, Postage | 700 | | | | Clerk |
| Insurance | 3500 | | | | Clerk |
| Legal | 600 | | | | Clerk |
| Audit | 1800 | | | | Clerk |
| Subscriptions | 2400 | | | | Clerk |
| Bank Charges | 100 | | 1000 | Bank Interest | Clerk |
| Office Rental | 3000 | 3000 | | | Clerk |
| Civic | 3900 | | | Allowance/Bebra Visit/Mayor making | |
| Deputy Travel Expenses | 100 | | | | Clerk |
| Regalia | 0 | 2000 | | Use Ear-marked reserve - NB low on stock | Clerk |
| Allotments | 0 | 2215 | 6800 | Use income for maintenance costs | Projects, Community and Environment |
| Promotion and communication | 2000 | | | | All |
| Election Costs | 5000 | | | Build up to ensure future cover | Full Council |
| Total | 119900 | 7215 | 7800 | | |
| Contingency | 18872 | 0 | 0 | | All |
| Overall Total | 327872 | 47205 | 42,800 | | |
| Market line extracted for precept calculation | 292872 | | 7800 | | |
| Propose to remove following earmarked reserves completely | | | | | |
| CCP Capital | 8602 | | | | |
| CCP Asset Maint Costs | 3260 | | | | |
| Total | 11862 | | | | |
| Propose to remove part of the following earmarked reserves completely | | | | | |
| CCP Funds (Hosco) | 2500 | | | | |
| CCP A Business Admin | 5000 | | | | |
| Total | 7500 | | | | |
| Overall total | 20602 | | | To be repurposed for devolution programme EMR - see above | |
| Precept Setting based on the above budget: | | | | | |
| Precept | 172188 | 207867 | | Potential Precept Budget: 2025/26 | 2207,867.00 |
| Allocated reserves (available for specific purposes) | 0 | 47205 | | Tanduse Band D equivalents | 6487.00 |
| Anticipated income | 11970 | 7800 | | Change Pat Band G Property | 536.96 |
| Total | 184158 | 252872 | | E Council Tax increase | 210.00 |

MAYORAL POINTS January 2025

| | Liberal Democrats | Conservatives | Green | Labour | Total Points |
|---|-------------------|---------------|------------|------------|--------------|
| Revised points at 01 January 2024 (without independent R Aspin) | 55 | -11 | -42 | 124 | 126 |
| Deduct 120 points for having the right to nominate the Mayor 2024/2025 (M Longhurst – Lib Dems) | -120 | | | | |
| Sub Total | -65 | -11 | -42 | 124 | |
| 01 January 2025 allocate 10 points per serving councillor | +80 | +20 | +20 | | |
| Total points at 01 January 2025 | 15 | 09 | -22 | 124 | 126 |

Points system adds 10 points for each Councillor on 01 January each year (except in election year when points are added post election) 120 points are deducted each year for having had the right to nominate a Mayor. The Party with the most points is able to nominate a Mayor.



Knaresborough

Town Council

Clerk's Report

Monday 17th March 2025

Knaresborough Together App

Chain Lane Community Hub created the new Knaresborough Together app in response to local groups and organisations wanting a central place for potential volunteers who want to give their time in Knaresborough. Chain Lane Community Hub received funding from The Rotary Club of Knaresborough to create the app.

The Community Events Officer attended the initial launch event at Chain Lane Community Hub on Wednesday 5th March with representatives from other groups and organisations who work with volunteers in Knaresborough.

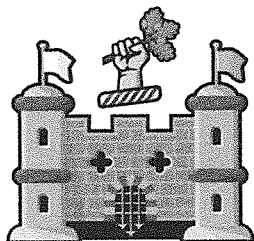
In the short term, the current channels of recruiting volunteers for KTC events through our ongoing working partnerships with other organisations such as Knaresborough Lions, The Rotary Club of Knaresborough and Knaresborough Revolution remains in place and has been effective in volunteer coverage for our events.

How the new Knaresborough Together App might support the town's emergency resilience plan is yet to be explored.

Chain Lane Community Hub will be launching the app to the wider community at the next Knaresborough Voice workshop in April, with live opportunities available for people to apply directly to each organisation/ group and opportunity.

Recommendation to Council:

Having heard the presentation and understood how the app will work, it is suggested that KTC join the app – create a KTC profile on the app, with a view that if opportunities arise in the future (ie, town events where KTC require new / extra volunteers) we will be able to add the opportunity to our profile as a channel through which potential volunteers can find KTC / the volunteering opportunity.



Knaresborough

Town Council

Clerk's Report

Monday 03 March 2025

KTC Meeting Dates June 2025 – May 2026

Attached to this Report are two suggested Schedule of Meeting dates – version 1 and version 2. Version 1 has been compiled along the lines of council's current meeting schedule (circa four full council meetings, plus one statutory annual meeting, together with dates covering its three committees (plus a staffing committee). Version 2 has been compiled taking into account some concerning observations by the office and also queries/concerns raised by some individual councillors.

It has become apparent, particularly over the last 12 months, that not all councillors are being 'kept in the loop' concerning council business, whether it be agreed projects, town council events, new ideas, or general council business.

Some sub committees are operating without any approved Terms of Reference being in place and at times appear to be acting ultra vires; this can have the undesirable if unintended effect of bringing the council into disrepute.

If KTC is to move forward effectively with taking on devolved services from North Yorkshire Council then it is imperative that all councillors are kept fully apprised of what is happening and that no working group or sub committee operates in isolation or at a tangent with council policy.

Note: A decision on the schedule of meetings will not be made until the 12th May meeting.

Recommendation:

That from June 2025 KTC adopts V2 of the Schedule of Meetings, as presented, with three main committees – Planning, Events (previously Projects, Community and Events) and Staffing and increases the number of full council meetings to 10 per annum, plus one statutory annual meeting and one informal meeting to discuss budget led by the Clerk.

KTC Meeting Dates June 2025 – May 2026 (Version 1)

| <u>Date</u> | <u>Meeting</u> | <u>Notes</u> |
|--|--|--|
| Thursday 22 May 2025 | Annual Meeting of the Town Council | |
| Monday 26 May | Spring Bank Holiday | |
| Monday 02 June | Planning 12 noon | |
| Monday 09 June | | |
| Monday 16 June | Full Council 7.00 p.m. | |
| Monday 23 June | | |
| Monday 30 June | Planning 12 noon | |
| Monday 07 July | Projects Community & Environment (PCE) 7.00 p.m. | |
| Monday 14 July | | |
| Monday 21 July | Finance & Gen Purposes 7.00 p.m. | |
| Monday 28 July | Planning 12 noon | |
| Summer Break – no council or standing committee meetings | | |
| Monday 01 September | Planning | |
| Monday 01 September | Remembrance Meeting – Mayor involved | Meeting with RBL and other organisations |
| Monday 08 September | | |
| Monday 15 September | Full Council 7.00 p.m. | |
| Monday 22 September | | |
| Monday 29 September | | |
| Monday 06 October | Planning 12 noon | |
| Monday – 06 October | Projects Community & Environment (PCE) 7.00 p.m. | |
| Monday 13 October | | |
| Monday 20 October | Finance & Gen Purposes 7.00 p.m. | |
| Monday 27 October | | |

| | | |
|---------------------------|--|---|
| Monday 3 November | Planning 12 noon | |
| Monday 3 November | Clerk informal meeting with all councillors to consider budget | |
| Monday 10 November | | |
| Monday 17 November | Finance & Gen Purposes (Budget) | All councillors to be invited |
| Monday 24 November | | |
| Monday 01 December | Planning 12 noon | |
| Monday 08 December | | |
| Monday 15 December | Full Council Precept Setting 7.00 pm | |
| Monday 05 January 2026 | | Christmas break will not allow sufficient time to legally send out a planning agenda with summons |
| Monday 12 January | Planning 12 noon | |
| Monday 19 January | Finance & Gen Purposes 7.00 pm | |
| Monday 26 January | | |
| Monday 02 February | Planning 12 noon | |
| Monday 02 February | Projects Community & Environment (PCE) 7.00 p.m. | |
| Monday 09 February | Staffing | |
| Monday 16 February | | |
| Monday 23 February | | |
| Monday 02 March | Planning 12 noon | |
| Monday 02 March | Annual Town Meeting | |
| Monday 09 March | | |
| Monday 16 March | Full Council 7 p.m. | |
| Monday 23 March | | |
| Monday 30 March | Planning 12 noon | |
| Monday 06 April | Easter Monday | |
| Monday 13 April | Finance & Gen Purposes 7.00 pm | |

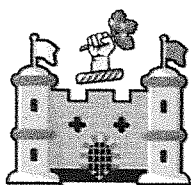
| | | |
|-----------------|--|--|
| Monday 20 April | Projects Community & Environment (PCE) 7.00 p.m. | |
| Monday 27 April | | |
| Monday 04 May | Bank Holiday | |
| Monday 11 May | Planning 12 noon | |
| Monday 11 May | Full Council (Annual Meeting prep) 7.00 pm | |
| Monday 18 May | | |
| Thursday 21 May | Mayor Making | |

KTC Meeting Dates June 2025 – May 2026 (Version 2)

| <u>Date</u> | <u>Meeting</u> | <u>Notes</u> |
|--|--------------------------------------|--|
| Thursday 22 May 2025 | Annual Meeting of the Town Council | |
| Monday 26 May | Spring Bank Holiday | |
| Monday 02 June | Planning 12 noon | |
| Monday 09 June | | |
| Monday 16 June | Full Council 7.00 p.m. | |
| Monday 23 June | | |
| Monday 30 June | Planning 12 noon | |
| Monday 07 July | Events 7.00 p.m. | |
| Monday 14 July | | |
| Monday 21 July | Full Council 7.00 p.m. | |
| Monday 28 July | Planning 12 noon | |
| Summer Break – no council or standing committee meetings | | |
| Monday 01 September | Planning | |
| Monday 01 September | Remembrance Meeting – Mayor involved | Meeting with RBL and other organisations |
| Monday 08 September | | |
| Monday 15 September | Full Council 7.00 p.m. | |
| Monday 22 September | | |
| Monday 29 September | Staffing 9.00 a.m. | |
| Monday 06 October | Planning 12 noon | |
| Monday – 06 October | Events 7.00 p.m. | |
| Monday 13 October | | |
| Monday 20 October | Full Council 7.00 p.m. | |
| Monday 27 October | | |

| | | |
|---------------------------|--|---|
| Monday 3 November | Planning 12 noon | |
| Monday 3 November | Clerk informal meeting with all councillors to consider budget | |
| Monday 10 November | | |
| Monday 17 November | Full Council 7.00 p.m. | |
| Monday 24 November | | |
| Monday 01 December | Planning 12 noon | |
| Monday 08 December | | |
| Monday 15 December | Full Council Precept Setting 7.00 p.m. | |
| Monday 05 January 2026 | | Christmas break will not allow sufficient time to legally send out a planning agenda with summons |
| Monday 12 January | Planning 12 noon | |
| Monday 19 January | Full Council 7.00 pm | |
| Monday 26 January | | |
| Monday 02 February | Planning 12 noon | |
| Monday 02 February | Events 7.00 p.m. | |
| Monday 09 February | Staffing | |
| Monday 16 February | | |
| Monday 23 February | | |
| Monday 02 March | Planning 12 noon | |
| Monday 02 March | Annual Town Meeting | |
| Monday 09 March | | |
| Monday 16 March | Full Council 7.00 p.m. | |
| Monday 23 March | | |
| Monday 30 March | Planning 12 noon | |
| Monday 06 April | Easter Monday | |

| | | |
|-----------------|---|--|
| Monday 13 April | Full Council | |
| Monday 20 April | Events 7.00 p.m. | |
| Monday 27 April | Staffing 9.00 a.m. | |
| Monday 04 May | Bank Holiday | |
| Monday 11 May | Planning 12 noon | |
| Monday 11 May | Full Council (Annual Meeting prep) 7.00 pm | |
| Monday 18 May | | |
| Thursday 21 May | Mayor Making | |



Knaresborough
Town Council

Clerk Report – Filming in Knaresborough

Full Council Meeting 17 March 2025

Background

I was contacted in October 2024 about permissions required for a film company to use various locations around the Town for filming. Knaresborough Town Council do not have ownership of the buildings or areas that were of interest, but I gave out all the contact information to allow things to progress.

The location managers were in contact with me throughout the process and asked if the Christmas lights could be used for the film, again I liaised with KTC's lighting contractors to see what could be done. The cost of any extra work on the lights was borne by the Film company.

I was also responsible for Knaresborough House, both inside and out, on the day of the filming on site.

I can confirm that the film company has given funding of £1000 to KTC in recognition of the help and support I gave in my role as Clerk, particularly on the day they were filming at Knaresborough House.

Action

I would like to use this money to offer a special grant to the residents of Knaresborough. To continue the theme of 'The Arts' I would like Council to consider inviting residents to nominate local people who they believe deserve a donation of £100 to help towards a person realising their artistic ambitions – this could be money to help with the cost art materials, training, musical instruments/equipment etc.

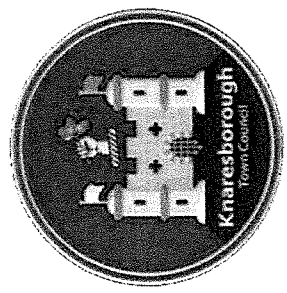
To this end I ask that:

1. Council support this project/suggestion.
2. Council give delegated authority to the Clerk and office to set up and run this project once the £1000 is made available to KTC and to organise the promotion of the event.

I think this would be a positive way for KTC to thank residents for their part in ensuring the filming was a success in the town.

Angela Pulman

Clerk to Knaresborough Town Council



Knarborough Town Council

Internal Audit Report [Interim]

Financial Year Ending 31st March 2025

Date of Interim Visit: 10th October 2024 Status: Draft
Date Report Issued: 17th November 2024 Internal Auditor: Ms Safia Kauser
Prepared by: Internal Audit Yorkshire

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

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Statement of Responsibility

1.1 Background

The Accounts and Audit Regulations 2015; 5 (1) require a relevant authority to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.' The Governance and Accountability Practitioners Guide is regarded as the 'non-statutory' guidance referred to within the above act. A copy of the guide is available from the National Association of Local Councils website. Smaller authorities in England must complete an Annual Return and an Annual Governance Statement to the public. The Annual Return must be submitted to the external auditor within the statutory deadline of 30 June.

1.2 Purpose of Internal Audit

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditing tests the continuing existence and adequacy of the authority's internal controls. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

1.3 Responsibility

The internal audit work was undertaken in accordance with the agreed scope of assignment and in accordance with the letter of engagement. The council as a corporate body is responsible for ensuring that council business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. This report and findings are based on the information that was made available during the course of the audit. The matters raised in this report should not be read as a comprehensive statement of all the weaknesses identified or all improvements to be made. Internal Audit work should not be relied upon to identify all circumstances of fraud and irregularity, should there be any. Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

1.4 Our Objectives & Programme of Work

Our work during the interim visit and the year-end visit will enable us to reach judgements on the internal control objectives in the Annual Internal Audit Report which forms part of the Councils Annual Governance and Accountability Return [AGAR]. The internal audit report should inform the authority's responses to Assertions 2 and 6 in the Annual Governance Statement that forms part of the Annual Governance and Accountability Return [AGAR]. This internal audit report should therefore be made available to support and inform members considering the authority's approval of the annual governance statement.

The Council

1.1 Town Council

Knaresborough Town Council is the first tier of local government and was formed in 1974 following the local government re-organisation. The principal authority for the area is North Yorkshire Unitary Council. The Town Council comprises of twelve members who are elected on a four-year term representing the wards of Aspin and Calcutt, Castle, Eastfield and Scriven Park. The recent elections were held in May 2022. The councils administration team comprises of a part-time Town Clerk/Responsible Financial Officer who is supported by a part-time Deputy Clerk. During the 2024/2025 financial year, the Council recruited and appointed a part-time Community Projects Officer.

1.2 Precept for 2024/2025 Financial Year

The precept for the 2024/25 financial year was £172,180.

1.3 Councils Areas of Responsibility

- Two Allotment sites (at Stockwell Road and a field off Bilton Hall Drive) which are managed by an Allotments Association
- Direct responsibility for the Annual Remembrance Day services event, Town Centre Christmas Lights and the Christmas Lights Switch on event.
- Other areas of responsibility include:
 - The submission of planning comments to the planning authority
 - Awarding grant applications to local groups and ad-hoc projects.
 - We were informed last year that North Yorkshire Unitary Council had informed the Town Council that it had been successful in its initial bid to take over the Wednesday Market. The Town Council continues to be involved in the next phase of discussions which requires the submission of a formal business case for consideration.

Knaresborough has been twinned with Bebra Town in Germany for over 40 years and the Town Council Chairman holds the civic office of Town Mayor.

Our Scope of Work During the Interim Visit

1.1 We covered the following areas during our interim visit in October 2024:

- Accounting Records
- Payment Controls [Standing Orders, Financial Regulations, Expenditure Testing & VAT]
- Risk Management
- **Budgetary Controls and Financial Health – to be reviewed at the year-end audit*
- Income Controls including the precept
- Petty Cash (Not applicable)
- Payroll Controls and Members Allowances (to be tested at the year-end audit)
- **Asset and Investment Registers – to be reviewed at the year-end audit*
- Bank Reconciliations

1.2 The remaining internal control areas will be tested at the year-end audit.

1.3 We would like to thank the Town Clerk/Responsible Financial Officer Angela Pulman and the Deputy Clerk for all their help and assistance during the audit.

Internal Audit Findings and Recommendations

Accounting Records

Internal Control Objective: Appropriate accounting records have been kept properly throughout the year.

Aim: To provide assurance that the books of account have been properly kept throughout the year and that data input controls are accurate.

| Internal Audit Testing | Compliance | Findings / Recommendations |
|--|------------|--|
| Has the council appointed a Responsible Financial Officer (RFO)? | Yes | The council need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. The role of the RFO continues to be held by the Town Clerk (Proper Officer). |
| Has the Responsible Financial Officer (RFO) determined a form of accounting and supporting records which have been maintained throughout the year? | Yes | <p>The Councils day to day accounts continue to be maintained on the Alpha Omega Accounting Software for the day to day inputting, reconciliations, VAT returns and year-end reporting for the Accounting Statements.</p> <p>There have been no changes made to the two bank accounts maintained by the Council. These accounts are set-up as two cashbooks on the accounting software:</p> <ul style="list-style-type: none"> • Natwest Business Current Account (maximum of £5,000 balance with an automatic sweep system in place to transfer and top-up the money from the Natwest Reserve bank account) • Natwest Reserve Account <p><u>Charity Accounts</u> The Rialtas System has separate codes set-up for several charities. We held a discussion with the RFO in our last year internal audit visit in relation to the charitable funds as the guidance within the Governance and Accountability Practitioners Guide refers to charitable financial transactions that should not form part of the authority's accounts and therefore not be included in the figures at the financial year-end. At the time of our interim audit we are informed that no decisions or progress has been made to address these matters. For narrative purposes we have included the references to the charities:</p> <ul style="list-style-type: none"> • Links Charity • King George V Field • Mayoral Charity Fund |

| | | |
|--|------------|---|
| <p>Do the accounting records contain entries from day to day of all sums of money received and expended by the council? Is the arithmetic correct?</p> | <p>Yes</p> | <p>The accounts were up to date and reconciled up to the end period of August 2024 at the time of our audit visit. The data entry for September was in progress.</p> <p>A review of the cashbook transactions was carried out and a sample was checked for data input accuracy against the invoice and bank statement. No issues were identified from the sample selected for audit. We note that each invoice has a printed bank confirmation payment made to the supplier which is stamped and signed off by the inputting officer and checked by a Councillor.</p> |
| <p>Do the previous year's annual return figures agree with the current year's opening balances in the cash book?</p> | <p>Yes</p> | <p>Box 7 at the 31st March 2024 was £241,891. This figure had been carried over correctly to the 01st April 2024 and was verified against the documentation from the accounting software.</p> |

Payment Controls [Standing Orders – Financial Regulations – Expenditure Testing & VAT]

Internal Control Objective : This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Aim: To provide assurance that Standing Orders, Financial Regulations and Appropriate payment controls (payments supported by invoices, expenditure is approved, VAT is correctly accounted for) are in place and are followed

| Internal Audit Testing | Compliance | Findings / Recommendations |
|--|--------------|---|
| Has the Council adopted the Standing Orders and are these in accordance with the latest NALC model? | Yes | The councils Standing Orders were reviewed and re-adopted with some amendments at the Council meeting held in April 2024 minute reference 6.1 (e). The Standing Orders continue to be based on the latest NALC Model Standing Orders. |
| Has the Council adopted Financial Regulations and are these up to date with the latest NALC Model? And tailored to the Council? | See Comments | The Financial Regulations including the Internet Banking Policy and Financial Management Risk Assessment was adopted at the Council meeting held in April 2024, minute reference 6.1(f). The National Association of Local Councils issued the new Model Financial Regulations in May 2024. We were informed during the audit visit that the new model regulations are under review by the RFO and are due to be considered for adoption at a future meeting. |
| Are there procedures for formal tenders and quotes consistent with the Standing Orders and Financial Regulations? | Yes | The value for formal tenders and contracts exceeding £30,000 inclusive of VAT is consistent in the Standing Orders and Financial Regulations. |
| Are all payments listed in the cashbook supported by invoices, authorised and minuted in accordance with the Financial Regs? Certification of an account stamp used? | Yes | <u>Authority to Spend</u> The authority to spend remains unchanged and is set out in Financial Regulation 4.1. This is determined by: <ul style="list-style-type: none"> • the council for all items over £10,000; • a duly delegated committee of the council for items over £1000; or • the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000. <p><u>Scheme of Delegation and Committees 2024/2025</u> The Council have adopted a Scheme of Delegation in March 2024. The delegated authority to spend is referenced in the committee terms of reference. It is noted that the Scheme of Delegation requires updating to reflect the merging the Projects and Events Committee and the Community Services and Environment Committee which has been merged into one Committee under the title of 'Projects,</p> |

| | | |
|---|---------------------|---|
| <p>Community and Environment Committee. The Council operate with the following committees and the terms of reference were reviewed to confirm the authority to spend:</p> <ul style="list-style-type: none"> • Finance and General Purposes – authority to spend in accordance with the approved budget • Planning – None delegated • Projects, Community and Environment Committee – Grant awards; events and entertainments • Staffing Committee – Recruitment costs; review and implementation of pay awards and increment increases <p>Instructions and Authorisation of Payments The authority to give instructions to make payments is set out in Financial Regulation 5.2 which requires the schedule of payments to be presented to the council for approval. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised.</p> <p>Summary of Findings:</p> <ul style="list-style-type: none"> • The schedule of payments are presented to the Finance and General Purposes meetings which identified payments made under the Clerks delegation (see findings below). A list of the payments were found not to disclosed within the minutes. On further audit testing we found that the approved schedule had been signed by the Chair of the Committee and a copy was filed in the accounts file. We have recommended to the Clerk that the original signed copy be appended to the approved minutes to comply with the requirements of the Financial Regulations. • Payments under the Clerks delegation – A copy of the regular payments list was drawn up and approved by the Council at the meeting held on the 29th April 2024. A copy of the regular payments list was provided during the audit. • The reference number on the invoices was found to correspond to the payment schedule detail and cashbook entry. • Invoices were found to be signed as verification of the payment and the bank confirmation appended to the invoice. | | |
| <p>Signatories We are informed that there are a total of five signatories on the accounts comprising of Councillors. Additionally, the Clerk and Deputy Clerk are signatories to the accounts.</p> <p>The councils payment are made via bank transfer. We had recommended in our last year internal audit that an appropriate internet banking policy be developed and adopted setting out the control</p> | <p>See findings</p> | <p>Is there a segregation of duties between writing cheques and/or setting up online payments and physical release of</p> |

| | | |
|--|---------------------|---|
| <p>payments? Do the instructions for the payment of invoices comply with the Financial Regulations?</p> | | <p>procedures for making online payments. It is noted that although this recommendation has been actioned by the adoption of an internet banking policy which is appended to the Councils Financial Regulations; the controls are not entirely reflective of current practices for example the controls refer to a dual authorisation however in practice this is not the case as payments requirement one signatory to initiate and approve. . This was discussed with the RFO during the audit who agreed to follow this up and give consideration to the changes required to the bank mandate.</p> |
| <p>Does the council have any direct debits or Standing Orders in place? Have these been reviewed in accordance with the Financial Regulations?</p> | <p>See findings</p> | <p>These council do not have any Standing Orders in place.</p> |
| <p>Has the council complied with the quotations procedures for obtaining requirements and formal tender requirements?</p> | <p>Yes</p> | <p>We reviewed the tendering requirements and selected the Christmas Lights tender for audit testing which was found to have followed the tendering requirements and a fixed term contract was awarded to the successful supplier.</p> |
| <p>Is VAT correctly recorded in the cashbook and linked to invoices? VAT evidence, recording and reclaim?</p> | <p>Yes</p> | <p>VAT returns are submitted on a quarterly basis. We found that the VAT was up to date and had been reclaimed for Q1 (period ending June 2024) and Q2 (period ending September 2024).</p> |

Risk Management

Internal Control Objective: This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Aim: To obtain assurance that risk management arrangements are adequate to manage all identified risks.

Internal Audit Testing

Has an annual risk assessment been carried out? Does this include all financial and non-financial risks?

Compliance

Yes

Findings / Recommendations

Corporate Risk Assessment

The council adopted a Financial Risk Assessment on the 29th April 2024. The risk assessment was reviewed. We found that whilst the risk assessment covered financial risks and some non-financial risks. It was difficult to establish the current controls in place and the additional controls required with time limited actions to bring down the risk rating to a manageable level. We would recommend that improvements are made to the risk register to include the current controls and the additional controls required (if any) to manage the risk rating. It is noted that whilst the council allocates a risk rating to each risk area identified; there is no risk matrix incorporated within the document to assist with the likelihood and impact of each risk area. Further consideration should be given to incorporating all non-financial risks that would impact on the Councils ability to deliver its objectives. An example of a risk matrix is included below (extracted from the Governance & Accountability Practitioners Guide).

| | | Priority of risk management | | | |
|--------------------------|-------------------------|-----------------------------|--------------------|-------------------|--------|
| Likelihood of occurrence | Highly Likely (score 3) | Medium (3 x 1) | High (3 x 2) | Very High (3 x 3) | |
| | Possible (score 2) | Low (2 x 1) | Medium (2 x 2) | High (2 x 3) | |
| | Unlikely (score 1) | Very low (1 x 1) | Low (1 x 2) | Medium (1 x 3) | |
| | | Negligible (score 1) | Moderate (score 2) | Severe (score 3) | |
| | | | | | Impact |

RECOMMENDATION 1:

That improvements are made to the corporate risk assessment to identify the current management controls in place for each risk and the additional controls required to manage the risk appetite. That the register incorporates a risk rating matrix to assist with assessing risks.

| | | |
|---|-----------------------|--|
| | | <p>RECOMMENDATION 2: That the risk register incorporates all non-financial relates risks that would impact on the authorities abilities to deliver its objectives.</p> <p><u>Event Risk Assessments</u> A discussion was held with the Clerk/RFO during the audit in relation to event risk management. The Clerk/RFO has confirmed that event risk assessments are carried out for each event and that support is provided from the North Yorkshire Council advisory team.</p> |
| <p>Is there appropriate monitoring in place for Play areas, sports pitches, open spaces etc (if applicable to the Council).</p> | <p>Not applicable</p> | <p>Not applicable to the Town Council.</p> |
| <p>GDPR and back-up data? Is there a password list and business continuity plan?</p> | <p>Yes</p> | <p><u>Business Continuity Plan</u> Following our recommendation in the last year internal audit report, a business continuity plan has been developed and adopted by the Town Council at the meeting held on the 29th April 2024. The plan was reviewed and was found to be a comprehensive document with details and actions of business continuity measurers to implement for business community purposes.</p> <p><u>GDPR & Back-Up Data</u> It is noted that some progress has been made to develop and adopt GDPR related policies. We would recommend that a full review of GDPR polices is carried out. The Society of Local Council Clerks offer a checklist which may be used by the Clerk to develop appropriate policies for the consideration by the Council.</p> <p>The back-up data arrangements remain unchanged and were found to be incorporated within the business continuity plan.</p> |
| <p>Evidence of annual insurance review? Insurance cover appropriate and adequate?</p> | <p>See findings</p> | <p>The councils insurance policy was found to be renewed with the existing insurance provider. It would appear that there is no long-term agreement in place with the insurance company. The main insurable risks of public liability, employers liability, legal expenses, fidelity guarantee (Employee dishonesty) and personal accident were found to be in place.</p> |
| <p>Internal financial control checks documented and evidenced?</p> | <p>See findings</p> | <p>Regulation 6 of the Accounts and Audit Regulations 2015 requires the council to conduct each financial year a review of the effectiveness of the system of internal control. The review assists the council to respond to the Annual Governance Statement, Assertion two. The Council have adopted a checklist using the template from YLCA.</p> |

Income Controls Including The Precept

Internal Control Objective E: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

Aim: Obtain assurance that income controls are in place and operating effectively.

| Internal Audit Testing | Compliance | Findings / Recommendations |
|--|----------------|---|
| Does the precept approved agree to the Council Tax authority's notification and has this been received and banked? | Yes | <p>£86,090 – First instalment received on 25th April 2024 – paid into the Current Account (sweep transferred to the reserves account).</p> <p>£86,090 – Second instalment received on the 30th September 2024 – paid into the current account (sweep transferred to the reserves account).</p> <p>A copy of the precept was found to correspond with the amount received.</p> |
| Does the council receive any other income in addition to the precept? Is the income properly recorded and banked? | | <p>The councils other income streams relate to bank interest and allotments income which is received from the two sites via the Allotments Association. Evidence of the invoices raised by the Clerk were reviewed during the audit.</p> <ul style="list-style-type: none"> • £3,750 – Jubilee Allotment Site – Paid in October 2024 • £2,910.32 – Stockwell Road – Paid in August 2024 • £923.44 – Stockwell Road – Paid in August 2024 |
| Has the council correctly invoiced for any sales and is the correct rate of VAT applied? (if applicable) | Not applicable | Not applicable. |

Periodic Bank Reconciliations

Objective: Periodic and year-end bank account reconciliations were properly carried out.

Aim: To provide assurance that bank reconciliations were carried out on a regular basis and reported to Council.

| Internal Audit Testing | Compliance | Findings / Recommendations |
|--|--------------|--|
| Is there a bank reconciliation for each account? Reconciliation carried out on receipt of statement? | Yes | All bank reconciliations were up to date and had been carried out by the RFO. The bank reconciliations were found to have been reviewed independently and signed by two councillors. |
| Are bank reconciliations reported to council and committee? Are these independently signed off by members and recorded in the minutes? | Yes | See findings above. The bank reconciliations were found to be reported and reviewed by the Finance committee. |
| Any unexpected balancing entries in any reconciliation? Sample test one month. | No | |
| Bank Reconciliation to the 31 March? | See comments | To be tested at year-end. |

Knaresborough Town Council - Recommendations Action Plan

Internal Audit Year Ending 31st March 2024



Internal Audit Yorkshire
For Town & Parish Councils

www.internalaudityorkshire.co.uk

| No | Recommendation | Page Number | Responsibility | Timescale |
|----|----------------|-------------|----------------|-----------|
| 1 | | 5 | | |
| 2 | | | | |
| 3 | | | | |

-----End of Report -----

From: Roger Wensley <gouthwaiteclerk01@gmail.com>
Sent: 27 January 2025 19:13
To: clerk@knaresboroughtowncouncil.gov.uk
Subject: Voting rights in Gouthwaite Board of Management

Dear Miss Pulman,

Please find attached a note inviting Knaresborough Town Council to take voting rights in the Gouthwaite Board of Management.

Kind regards,
Roger Wensley

Clerk to the Gouthwaite Board of Management

VOTING RIGHTS IN GOUTHWAITE BOARD OF MANAGEMENT

Background information

Towards the end of the nineteenth century, Bradford City Corporation proposed to build three reservoirs in Upper Nidderdale. Two reservoirs (Angram and Scar House) were to supply water directly to Bradford. One reservoir (Gouthwaite) was to regulate the flow downstream on the river Nidd, to compensate for the water being abstracted upstream. Gouthwaite is consequently known as a 'compensation reservoir'. The original requirement was to provide a sufficient flow for the mills i.e. accumulating water in the reservoir during periods of high rainfall, and releasing it during low rainfall. Nowadays, the underlying principle is the same, but the purpose is now to maintain a sufficient flow for environmental reasons and for the current users of the water – currently a fish farm and the Nidderdale Angling Club.

To manage the operation of Gouthwaite reservoir, the Gouthwaite Board of Management was set up under the Bradford Water Act of 1890. The Board is made up of owners of the weirs and former mills who each have a right to take and use the water, North Yorkshire County Council, Yorkshire Water, The Canal and River Trust, and (formerly) Harrogate Borough Council. The Board meets at least once a year, and each member has voting rights.

The current issues

With the recent demise of Harrogate Borough Council, the votes previously held by HBC have been reallocated to North Yorkshire Council. Currently, NYC's three representatives hold NYC's own votes (24) plus those of the former HBC (16). The Board feels that this total of 40 votes means that NYC would wield excessive influence if the Board needed to hold a vote.

In addition, the Board feels that people living further downstream should have greater representation on the Board, and suggests that the former HBC votes should be transferred to Knaresborough, which as 'Tentergate' was previously represented on the Board.

The question

Would Knaresborough Town Council be interested in taking the former HBC votes?

If the votes were reallocated to the Town Council, they would be free (if they wished) to nominate the Nidd Catchment Angling Group or an alternative local organisation to represent them.

However, the Gouthwaite Board is financed by a levy payable annually for each vote. To take over the former HBC votes, the levy would be £104 pa.

We would welcome your thoughts, and of course please feel free to ask any questions.

Roger Wensley
Clerk to the Gouthwaite Board
gouthwaiteclerk01@gmail.com
07946 321627

27th January 2025

clerk@knaresboroughtowncouncil.gov.uk

From: Roger Wensley <gouthwaiteclerk01@gmail.com>
Sent: 27 February 2025 10:41
To: clerk@knaresboroughtowncouncil.gov.uk
Subject: Re: Voting rights in Gouthwaite Board of Management
Attachments: Gouthwaite Board AGM Agenda 2025.doc

Hi Angela,

Following our recent correspondence about voting rights in the Gouthwaite Board of Management, can I draw your attention to the upcoming Annual General Meeting on Wednesday 23rd April, If it would be helpful, one or two representatives from Knaresborough could attend as observers if they wished.

The meeting is from 2.00 - 4.00, at the Council Chamber, King Street, Pateley Bridge, HG3 5LE. Refreshments will be provided. An agenda is attached.

Roger Wensley
Clerk to the Gouthwaite Board of Management

GOUTHWAITE BOARD OF MANAGEMENT

Incorporated by Act of Parliament - Bradford Corporation Waterworks Act 1890 for the management of Gouthwaite Compensation Reservoir, River Nidd

Annual General Meeting Wednesday 23rd April 2.00 – 4.00 pm 2025 Council Chamber, Pateley Bridge

AGENDA

1. Welcome
2. Attendance and apologies; opening remarks
3. To note and approve the Minutes of the Annual General Meeting held on 11th April 2024
4. Matters arising
5. Chairman's Report
6. Yorkshire Water / Environment Agency Report 2024 - 25
7. Accounts for 2024 - 25
8. Levy for 2025 - 26
9. Future of the Board
10. Election of Chair and Vice Chair
11. AOB
12. Date of next meeting

R Wensley, c/o Nidderdale Partnership Plus, Station Square, King's Street, Pateley Bridge HG3 5AT
Tel: 01423 714953. Email: gouthwaiteclerk01@gmail.com

7.2

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

From: Lee

Sent: 09 March 2025 13:23

To: clerk@knaresboroughtowncouncil.gov.uk;

Subject: Knaresborough Community Sports Facilities (Basketball)

Subject: Urgent Need for Community Sports Facilities in Knaresborough - Basketball Court

Dear Council Member/MP,

I hope this message finds you well. My name is Lee Longbottom, and I have been a proud resident of Knaresborough for the past ten years. My wife and I are parents to two boys, aged 9 and 13, who are passionate about playing basketball.

I am writing to express my concern about the lack of community sports facilities in Knaresborough, particularly basketball courts. Currently, we have to drive to York or Harrogate for our children to play basketball at an outdoor court. It is disappointing that there are no local options for them to engage in this healthy and enjoyable activity.

While we have a fantastic leisure facility in Knaresborough, including a children's play park, there is a significant gap in outdoor sports amenities.

Investing in a basketball court would be a relatively low-cost initiative with substantial social, cultural, and health benefits for our young people.

I urge the council and our local MP to consider the importance of our youth's health and well-being. There is ample land around the Leisure Centre that could accommodate a basketball court, but it requires the will and investment to make it a reality.

Several parents in the community share my concerns and would support our elected representatives in delivering on local needs. Talk is cheap; we need action.

Please let me know if there is any willingness to address this issue and what steps can be taken to make this a reality.

Thank you for your attention to this matter.

Best regards,

Lee

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Tuesday 04 February 2025**

PRESENT: Chair: Councillor Pickard

Councillors: J Batt, M Flood, H Gostlow, K Lacey,
M Walker and H Westmancoat

Staff Present: The Clerk

Others Present: 2 Representatives from the North Yorkshire
Regeneration Team
A representative from Knaresborough Connectors

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

Absent: S Oakes

25/019 ITEM 1 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

RESOLVED: To receive apologies and approve the reason for inability to attend the meeting from Councillor A Bell.

25/020 ITEM 2 - To receive declarations of disclosable pecuniary interests (not previously declared) on any matters of business and to consider any written requests for **dispensation**

Councillor Flood – Item 6.1, provides the sound system for Remembrance (non-pecuniary)

Councillor Lacey – Item 6.3, is related to a director of Knaresborough Community Energy (non-pecuniary)

Councillors Walker and Gostlow – as North Yorkshire Councillors (non-pecuniary)

25/021 ITEM 3 - KTC Public Speaking Session

Two representatives from North Yorkshire Council's Regeneration Team (responsible for an area that includes Knaresborough) spoke to councillors about the Vibrant and Sustainable High Streets Fund offered by York and North Yorkshire Combined Authority. The fund is open until the 21 March 2025.

Secondly the Regeneration Team talked about Town Investment Plans and explained they would be talking to Local Stakeholders later in the year to establish what each area's priorities were and to create a vision. This would be led by the NYC team.

A representative from Knaresborough Connectors spoke to Council about his idea for an application to the High Street Fund as mentioned above. This would take the form of a town trail/guide app that would draw together existing offers throughout the town in one place in a user-friendly digital format.

The Chair moved to take Item 8 – motion from Councillor Batt:

Councillor J Batt:

“That Knaresborough Town Council commits to celebrating the 900th anniversary of the Castle in 2030, with commemorations to be held around Maundy Thursday 18 April 2030, and will organise such events that are suitable for the occasion”.

RESOLVED: That Knaresborough Town Council commits to celebrating the 900th anniversary of the Castle in 2030, with commemorations to be held around Maundy Thursday 18 April 2030, and will organise and/or co-ordinate such events that are suitable for the occasion.

FURTHER RESOLVED: To set up a task and finish working group to gather ideas and facilitate arrangements, after Council approval, for the anniversary.

Councillors J Batt and H Westmancoat immediately put themselves forward to be members of the group. The Clerk was asked to circulate the group details to all members of Council to ask for further volunteers.

25/022 ITEM 4 – To consider and, if thought fit, **approve** as a correct record, **the Minutes** of the **Projects and Events Committee** Meeting held on:

4.1 Tuesday 08 October 2024

RESOLVED: That the minutes of the meeting held on Tuesday 08 October 2024 be approved as a correct record and signed by the Chair.

25/023 ITEM 5 – Reports/Information from the Clerk

5.1 To receive and note relevant budget v expenditure to date

RESOLVED: To receive and note the relevant budget v expenditure documentation.

FURTHER RESOLVED: To move the underspend from Bright Friday 2024 budget line to EMR to add to next year’s budget. This is due to the increase in numbers at the event and therefore the increase in associated costs.

5.2 To formally agree the date of the next Bright Friday event as Friday 28th November 2025

RESOLVED: To agree the date of the next Bright Friday event as Friday 28th November 2025.

5.3 To receive and note the latest report from KTC's Community Projects Officer

Councillors expressed their thanks to the Officer for the hard work that had gone into the document and for the support she has given to all the groups involved.

RESOLVED: To receive and note the latest report from KTC's Community Projects Officer.

25/024 ITEM 6 – Correspondence

6.1 To consider the request from the Knaresborough branch of the Royal British Legion for a big screen and/or a better sound system for Remembrance Sunday.

RESOLVED: That at this time it was felt that this was too expensive and logistically challenging for KTC to commit to.

6.2 To consider the request from Knaresborough and District Chamber to co-opt 2 named members onto the KTC Market Working Group.

RESOLVED: That this was not a suitable time to include members of the public in what is a challenging task, given the confidential information that must be dealt with and the Council's ultimate responsibility to the taxpayer.

6.3 To consider the report from Knaresborough Community Energy re Knaresborough Community Centre (Stockwell) Solar PV and Battery Energy Storage System and **decide** next steps (including engaging a Health and Safety professional to review the contractor's health and safety documentation). (*Report and recommended contractor details previously circulated to Councillors due to the confidential nature of information pertaining to contracts*).

RESOLVED: That KTC moves forward with the recommendation to appoint Yorkshire Energy Systems as the contractor for the project and supports the recommendation to work with the contractor on the points mentioned in 5.0.

FURTHER RESOLVED: That the Clerk be given delegated authority to seek out an appropriate Health and Safety advisor to ensure the contractor meets the required standard for the work. The Clerk is also permitted to spend up to the relevant Financial Regs threshold for this service.

24/025 ITEM 7 - Reports from Full Council, Sub-Committees and Working Groups

7.1 To receive and note the notes from the VE and VJ Day 80th Anniversary working group meeting held on 14 October 2024 and **receive** a verbal report from the working group on next steps

RESOLVED: Councillors Pickard and Gostlow stated that initial meetings had been held and that the group were looking to partner other organisations within the town to give a Town wide theme to the celebrations.

7.2 To note the meetings of the KTC Climate Emergency Sub Committee held on 10 July 24, 03 September 24 and 14 November 24 (The meeting notes not distributed due to the confidential information that pertains to personal details)

RESOLVED: That the meetings are noted.

Councillors Gostlow and Lacey stated that future minutes would be looked at more closely by the group to ensure no confidential or personal information was included.

7.3 To receive a verbal update from the Climate Emergency Sub Committee re Urban Highway Grass Cutting and **decide** on next steps

The sub-committee recommended that, due to the fact there would be no benefit to KTC to take on the grass cutting in the specified areas; and that the manpower and equipment required to maintain these areas would cost more than NYC were offering for Parish Councils to take on this service.

RESOLVED: That KTC do not take up the Urban Highway Grass Cutting 'offer' made by NYC.

7.4 To receive and note the notes from the 2025 Enclosures Act Commemoration working group meetings held on 5 November 2024 and 19 November 2024.

RESOLVED: To receive and note.

7.5 To briefly discuss the 2024 Christmas lighting scheme and **decide** next steps

RESOLVED: To arrange to meet representatives from Blachere in the next couple of months to feedback issues/concerns over the setting up of the 2024 lighting scheme to ensure improvements are made for the 2025 season.

7.6 To receive a verbal update on the Bright Friday 2024 event and **decide** next steps

Councillors Gostlow and Pickard told members that the Bright Friday event had grown significantly, and changes would need to be made to improve safety and security. The Bright Friday committee are looking at a change to the layout of the event, but this will not effect road closures.

24/026 ITEM 8 – Motions from Councillors

Councillor J Batt:

"That Knaresborough Town Council commits to celebrating the 900th anniversary of the Castle in 2030, with commemorations to be held around Maundy Thursday 18 April 2023, and will organise such events that are suitable for the occasion".

See above, after public speaking.

Councillor J Pickard:

“That Knaresborough Town Council purchase a branded gazebo for use at various community events, to highlight KTC’s presence at events and use to clearly signpost facilities such as First Aid provision. That the Clerk be given the delegated authority to purchase a gazebo up to the value of £1500”.

RESOLVED: That the Clerk be given delegated authority to purchase a gazebo with KTC branding to be decided to ensure maximum impact and versatility at events.

9. Councillors agreed to defer a demonstration of Trello due to the time. Councillor Lacey offered to put together some training videos for staff and councillors to watch and offered one to one training if required. This will be for Projects and Events to trial in the first instance. If successful to take to Full Council for agreement on a potential wider use.

Meeting closed at: 9:06 p.m.

**Signed by the Chair
Councillor: J Pickard**

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 20 January 2025**

PRESENT: Chair: Councillor Matt Walker

Councillors: A Bell, K Davies, D Goode and S Oakes

Staff Present: The Clerk

Also Present: A representative from KASHS

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

25/058 **ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting - All members present**

25/059 **ITEM 2 – To receive declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation** – None for this meeting**

25/060 **ITEM 3 - KTC Public Speaking Session**

A representative from KASHS came to talk about the need for a noticeboard. The current one is way beyond repair and not fit for the purposes of a busy allotment site.

The Chair moved to take **item 7.2**

RESOLVED: That KTC will purchase a noticeboard for the site and gift it to KASHS. The cost to be covered up to the value of £1000 from the allotment budget line and the remainder to be taken from the grants budget 2024/25.

25/061 **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 18 November 2024

RESOLVED: That the minutes of the meeting held on Monday 18 November 2024 be approved as a correct record and signed by the Chair.

25/062 **ITEM 5 – Business Remaining - None for this meeting**

25/063 ITEM 6 – Reports from the Clerk

6.1 To approve the schedule of accounts for November and December 2024.

Schedule of Accounts - November

| Payable to | File Ref No: | Amount excl VAT £'s | VAT | Total Amount £'s | Authorisation (Minute no) | Notes/ Description |
|--|--------------|---------------------|-------------|------------------|---------------------------|---|
| Friendship and Leisure | 125 | 20.00 | 0.00 | 20.00 | 23/100 | Donation for traffic storage Nov |
| Cllr H Gostlow (reimburse) | 126 | 77.97 | 0.00 | 77.97 | Clerk | Bright Friday sweets |
| Network Print Design | 127 | 100.00 | 0.00 | 100.00 | Clerk | Remembrance Service Sheets |
| BT | 128 | 49.07 | 9.81 | 58.88 | Clerk | Cloud Voice |
| The Stray Notes | 129 | 100.00 | 0.00 | 100.00 | 24/009 | Bands in the Castle donation |
| The White Rose Concert Band | 130 | 100.00 | 0.00 | 100.00 | 24/009 | Bands in the Castle donation |
| Harrogate Music Centre | 131 | 100.00 | 0.00 | 100.00 | 24/009 | Bands in the Castle donation |
| Knot Another Choir | 132 | 100.00 | 0.00 | 100.00 | 24/009 | Bands in the Castle donation |
| The Merlins | 133 | 100.00 | 0.00 | 100.00 | 24/009 | Bands in the Castle donation |
| Harrogate Spa Ukles (to St Michaels Hospice) | 134 | 100.00 | 0.00 | 100.00 | 24/009 | Bands in the Castle donation |
| Salaries, Tax and Pensions | 135 - 139 | 8,775.13 | 0.00 | 8,775.13 | Contract | Incl backpay on 24/25 cost of living increase |
| Total | | 9,622.17 | 9.81 | 9,631.98 | | |

Schedule of Accounts – December

| Payable to | File Ref No: | Amount excl VAT £'s | VAT | Total Amount £'s | Authorisation (Minute no) | Notes/Description |
|------------------------|--------------|---------------------|--------|------------------|---------------------------|------------------------------------|
| Friendship and Leisure | 140 | 20.00 | 0.00 | 20.00 | Min No. 23/100 | Donation for Traffic signage store |
| Chevron | 141 | 1,200.00 | 240.00 | 1,440.00 | Clerk | Remembrance road closure |
| PPL-PRS | 142 | 71.63 | 14.33 | 85.96 | Clerk | Bright Friday Music Licence |

Finance and General Purposes
 20 January 2025

| | | | | | | |
|------------------------------------|-----------|------------------|---------------|------------------|----------|--|
| CTS Ltd | 143 | 51.00 | 10.20 | 61.20 | Clerk | Bright Friday Extra Hi-Vis |
| The Old Ticket Office | 144 | 1,080.00 | 0.00 | 1,080.00 | Clerk | Mayor Making Catering |
| Purchase Power | 145 | 57.75 | 0.00 | 57.75 | Clerk | Postage for Franking Machine |
| Pitney Bowes | 146 | 80.67 | 16.13 | 96.80 | Clerk | Service Contract |
| Blachere | 147 | 75.00 | 15.00 | 90.00 | Clerk | New Eyebolt installation |
| D3 Office | 148 | 26.33 | 5.27 | 31.60 | Clerk | Notepads, planner |
| D3 Office | 149 | 18.64 | 3.73 | 22.37 | Clerk | Quickclip files |
| D3 Office | 150 | 2.66 | 0.53 | 3.19 | Clerk | Diary |
| Arena Group | 151 | 196.69 | 39.34 | 236.03 | Clerk | Photocopies |
| Pitney Bowes | 152 | 104.90 | 20.98 | 125.88 | Clerk | Ink Cartridge and delivery |
| Knot Another Choir | 153 | 100.00 | 0.00 | 100.00 | Clerk | Bands in the Castle (1st payment rejected) |
| Knaresborough Silver Band | 154 | 100.00 | 0.00 | 100.00 | Clerk | Bright Friday Entertainment |
| Knaresborough Choral Society | 155 | 100.00 | 0.00 | 100.00 | Clerk | Bright Friday Entertainment |
| Orb Community Enterprise | 156 | 100.00 | 0.00 | 100.00 | Clerk | Bright Friday Entertainment |
| Friendship and Leisure | 157 | 25.00 | 0.00 | 25.00 | Clerk | Bright Friday - donation for use of meeting room |
| BT | 158 | 95.97 | 19.19 | 115.16 | Clerk | Broadband |
| St John Ambulance | 159 | 114.40 | 22.88 | 137.28 | Clerk | Bright Friday First Aid Cover |
| Chevron | 160 | 995.00 | 199.00 | 1,194.00 | Clerk | Traffic Management Bright Friday |
| Selectplan Ltd | 161 | 528.00 | 105.60 | 633.60 | Contract | Castle Lighting repairs and maintenance check |
| Knaresborough Community Land Trust | 162 | 350.00 | 0.00 | 350.00 | Clerk | Small Grants Fund |
| Community Projects Officer | 163 | 20.45 | 0.00 | 20.45 | Clerk | Bright Friday donation to Library |
| Salaries, Tax and Pensions | 164 - 168 | 7,273.45 | 0.00 | 7,273.45 | Contract | |
| Total | | 12,787.54 | 712.18 | 13,499.72 | | |

RESOLVED: To approve the accounts for November and December in the sums of £9631.98 and £13,499.72 respectively

6.2 To receive and note the finance figures for October, November and December 2024

RESOLVED: To receive and note the finance figures for October, November and December 2024.

6.3 To note the current budgetary position up to the month ending 31 December 2024

RESOLVED: To note the current budgetary position up to the month ending 31 December 2024.

6.4 To receive and note the update on the Small Grants Fund administered by the Clerk

Councillors thanked the Clerk for the updated information and asked if the small grants fund could be promoted again on social media and other outlets to highlight there are remaining funds available.

25/064 ITEM 7. Correspondence or Delegation from Full Council

7.1 To consider grant application from: North Yorkshire Citizens Advice and Law Centre for help towards their work to support Knaresborough residents

RESOLVED: To award the full amount of £1500 as requested.

7.2 To consider grant application from: Knaresborough Allotment Self-Help Scheme for a replacement noticeboard to be sited at the entrance

See above – Item 3.

25/065 ITEM 8. Information Exchange

Councillors and the Clerk had a brief discussion about the Christmas lighting and follow up steps being taken.

Meeting closed at: 7:30p.m.

**Signed by the Chair
Councillor Matt Walker**

Knaresborough Castle Sub-Committee
A Working Group of
Knaresborough Town Council's
Projects, Community and Environment Committee

Notes from the meeting held on February 26, 2025 at 11:00am
The Chamber, Knaresborough House, High Street, Knaresborough HG5 0HW

Present: Cllr John Batt (JB), Cllr Helen Westmancoat (HW) (Notetaker), Cllr Margy Longhurst (ML), Bernard Higgins (BH), Bill Rigby
Apologies: Cllr Matt Walker, Kathy Allday (KMA)

1. Introduction: Members introduced themselves and spoke a little about their role in the town. Cllr Batt has been involved in the Sub-committee for some time and is the Chair of the group. Cllr Longhurst mentioned her project to set up Mayor's Town Guides to promote what the town and particularly the Castle has to offer. Cllr Westmancoat is Chair of the 255th Enclosures Act project that is putting on an event on 13 August 2025 to be called Knaresborough Forest Day. Bill Rigby is Chair of the Civic Society and is involved with Longlands Common and Knaresborough Forest Park. Bernard Higgins is a local historian and has had correspondence with Buckingham Palace concerning a potential visit to the Castle by the King.

The remit of the group covers the Castle, Forest and Gorge.

- 2. Apologies:** Cllr Matt Walker, Kathy Allday (KMA)
- 3. Terms of reference:** JB read out the terms of reference from the previous Castle Area Projects Sub-Committee and these were adopted as the ToR for the group
- 4. Progress during 2024:**
 - 4.1** There had been discussions with the Duchy in March 2024 about the condition of the Castle and Grounds, the Duchy emphasised that it was expected that income raised from the estate should be spent on maintenance of the Castle and grounds and putting on events for the benefit of Knaresborough. Other topics discussed were; biodiversity, the possible removal of the bowling green with the space to be used perhaps for café area seating, a kiosk and the promotion of the castle as a tourist attraction.
 - 4.2** There had been a meeting on Teams with NYC at which the poor state of lime mortar and weeds had been reported to Property Services – the works have been added to the Work Schedule but

nothing could be done until the Spring. Cracks in the wall overlooking the dry moat are currently being repaired and the crack in the pathway still needs to be addressed. The condition of benches was also not good and again this will need to be addressed when the weather improves. Some trees had been cut back previously in the area known as Surprise View 'as they were blocking the view of the Castle'! JB will request notification of any tree felling by NYC and discuss at the Planning Committee. Some will be under preservation orders. Also queried were the opening hours of the Castle during the summer months; these will be 1 April to 27 October from 9.30 to 5.30. NYC were asked to consider the potential opening of a TIC office in the 'Old Courthouse', as there had been a change of management, no progress could be made until the new manager was in place. There was concern about the Union Flag at the Castle, which is very small. NYC said they would replace it with a larger one.

4.3 Letter to the Duchy expressing an interest in the lease of Knaresborough Castle. A letter was sent. The response was to the effect that they were aware that KTC has been interested in taking up the Lease, for some time, but as they had a new CEO taking post, they recommended that any discussion be delayed until March 2025. The Duchy may be interested in us taking on the Castle lease but further discussion is needed. We could take on the lease as and when it becomes available, currently the Lease expires in 2032. JB and the Clerk will recommence discussions with the Duchy and maybe the Chancellor of the Duchy of Lancaster. **Action: JB**

4.4 255th Anniversary of the Enclosures Act. HW spoke about events planned for 13 August this year starting at the Castle with a play featuring the Castle 11, a seminar with David Rhodes and a civic reception and lunch at Knaresborough House. The Mayor's Town guides will then lead those who wish down to the Kiosk at Conyngham Hall where there will be a Family Fun Day and on to Knaresborough Forest Park as a means of looking to the future. The main focus is making it Knaresborough Forest Day is to celebrate the green spaces that we now have. There will also be a market stall 2 weeks prior to the day to explain what it is all about.

4.5 900th anniversary celebration in 2030. The Projects, Community and Environment Committee has approved the outline plan for this event

which will now go to Council for ratification. This will be a yearlong event with the beacon being lit at the beginning and end of the year. The Maundy Service could possibly be held at Ripon Cathedral on April 18th that year and BH volunteered to assist with it. He suggested we may be able to invite the King prior to that to distribute Maundy money. Tom Gordon, our MP, had written to the Duchy about the service which had been held first in Knaresborough under King John in 1210. We would need to work closely with the Lord Lieutenant to arrange for the King to come, also with the local Rector, Garry Hinchliffe, the Dean of Ripon, the Lord High Almoner and the Bishop of Leeds. There could be a short service at St John's Church. BH has been in contact over the last few years with the Palace. The celebrations for the 800th anniversary of the Maundy money being first distributed in 2010 could be mimicked, with themed events such as May Day with a maypole, the Bed Race beds themed on events at the Castle, the Last night of the Proms with a big screen, FEVA events at the Castle themed on the history and events, other Community Groups would be invited to put on shows and displays and traders asked to decorate their shops.

The lack of a bandstand was mentioned, but we do now have a mobile stage. ML mentioned the Medieval fun day on May 10 where there will be maypole dancers and these could be used.

Knaresborough Museum Association could be invited to put on an exhibition as well as the Knaresborough Courthouse Museum.

Landlords of any empty shops could be encouraged to put on appropriate displays about the Castle. There could be a family picnic in the Castle grounds. There could be an opportunity to apply for a lottery grant. Knaresborough has 2 Charter feast days; these could be celebrated at the Castle and schools and youth organisations could be encouraged to put on events.

5. Planning the future

5.1 Castle, Forest and Gorge. The unique context of the town as exemplified by David Rhodes is very important, however there are issues around funding that would be necessary to explore fully what is required and how to get the necessary funding to do something along the lines of Clifford's Tower. Currently, it is difficult to apply for funding with less than 15 years of the Lease to run.

BR spoke about Knaresborough Forest Park. Currently a tour takes around 2.5 hours as there is so much to see. It is a nature reserve with community access but there are issues with dogs and it has become a dog park. He wondered if there could be a KTC initiative to actively discourage dogs in Knaresborough Forest Park. A dog management regime is needed for the whole parish including a notice board scheme so that people know where they can walk their dogs. There is possibly a dog warden scheme or KTC could create a by-law but there would need to be discussions with NYC. **Action:** BR to draft a paper, discuss with David Goode and bring to Full Council

Visit of King Charles II to Knaresborough and a possible link to the Maundy Service at Ripon Cathedral BH spoke about the origins of the Maundy Service in Knaresborough and noted that no King or Queen has been back to Knaresborough since King John in 1210. He has been in correspondence with the Palace. Two years ago, the King came to York but couldn't come to Knaresborough because of security issues. BH described his correspondence with the Palace and also recognition of King John. The Palace needs to be made aware of the 900th anniversary of the Castle. Council needs to be made aware of the information that BH has. JB asked for copies. The Town guides will do regular tours in future to raise awareness of the history of the town and its Royal connections.

Arrange for invitations to be sent to the King for the 900th anniversary – meeting to be set up with JB, HW, BH and Garry Hinchcliffe to discuss. **Action:** BH to arrange

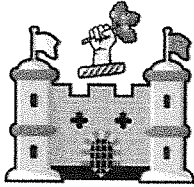
5.2 – 5.4 These items were not discussed, but it could be possible for a meeting to be set up with JB and Brian Robinson about the Information boards, along with NYC. BR offered to represent Knaresborough Museum Association at these meetings.

6. **Topics for future meetings Action:** all to think about this. The dry moat is the best place for biodiversity, and Geoff Freeston should be invited to contribute.

7. **Any Other Business** - None

The meeting closed at 12.55.

8. **Date of next meeting** – 26 March 11 am at Knaresborough House



NOTICE OF MOTION TO COUNCIL

| | | | |
|--------------------|-----|--------------------|----------------|
| AGENDA ITEM | a.1 | AGENDA DATE | 17 MARCH 2025. |
|--------------------|-----|--------------------|----------------|

| | |
|--|--|
| Title of Motion | The Council agrees to support the move to apply for Coach Friendly Town Status for Knaresborough, to encourage coaches to come to Knaresborough and to improve the passenger experience on arrival. |
| Proposed by | Margy Longhurst |
| Seconded by (If possible at time of submission) | Hannah Gostlow |
| Detailed background including any financial implications (provided by the proposer) | <p>Required outcome.</p> <ol style="list-style-type: none">1 To attract to our town new visitors and support our local economy.2 Improve the visitor experience by facilitating the meeting and greeting of coaches by the new Mayor of Knaresborough's Volunteer White Badge Town Guides who can offer directions, maps, and a free guided tour of the town centre. <p>Desired outcome.</p> <ol style="list-style-type: none">1. To reduce congestion and improve air quality by reducing exhaust emissions and the environment whilst continuing to develop tourism (one coach carrying 50 people can prevent at least 20 individual car trips, and carbon emissions from one modern coach come in six times lower per passenger than private car travel). <p>Practicalities:</p> <ul style="list-style-type: none">• Application to join is free but there may be hidden costs. A report from a fact-finding visit on 10th March to Otley Council which has had several years as a CFT, will follow with any associated costs.• The Chamber of Commerce, local businesses will be approached to ask for promotional materials/vouchers to provide refreshments for coach drivers and items for 'goody bags.' |

Additional
Background
(provided
by the
Proper
Officer) if
appropriate

/

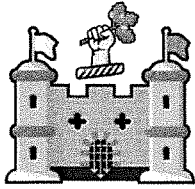
Financial
implications
(anticipated
by the
Proper
Officer)

NOT YET KNOWN, THEREFORE RECOMMEND
SUPPORT IN PRINCIPLE PENDING FURTHER
INFORMATION.

Legal
implications
(comment
by the
Proper
Officer)

LGA 1972 S. 144

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



Knaresborough

Town Council

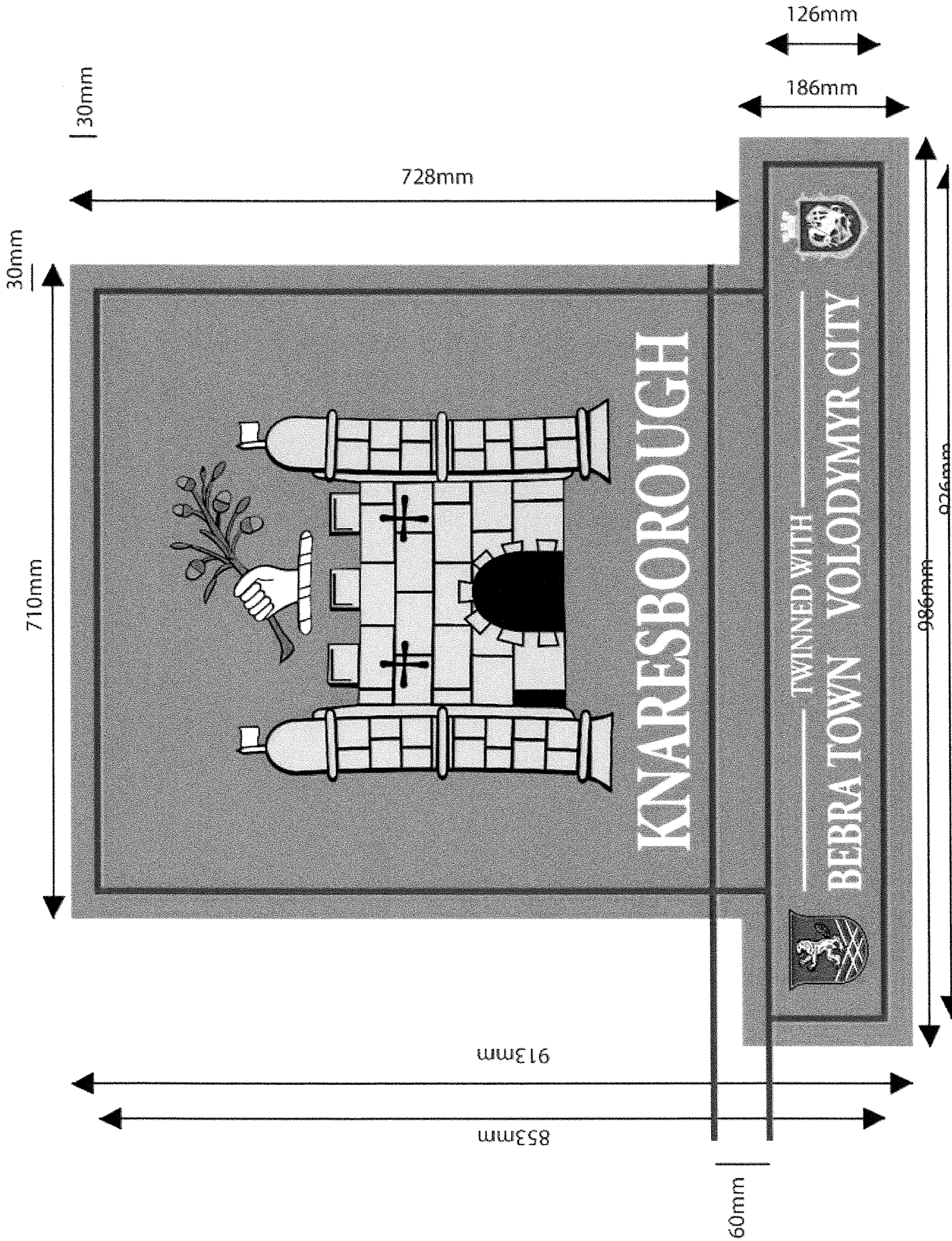
NOTICE OF MOTION TO COUNCIL

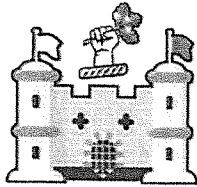
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| AGENDA ITEM | 9.2 | AGENDA DATE | 17 MARCH 2025. |
|-------------|-----|-------------|----------------|

| | |
|---|---|
| Title of Motion | <p>Knaresborough Town Council (KTC) agrees to take on the responsibility and ownership of the old wooden Knaresborough town boundary signs, which currently feature an image of our castle on a pale blue background.</p> <p>KTC to also agree a programme of work to repair those signs which need immediate attention, and a further programme to replace the remainder of the signs over a period.</p> |
| Proposed by | Hannah Gostlow |
| Seconded by (if possible at time of submission) | Andy Bell |
| Detailed background including any financial implications (provided by the proposer) | <i>This project if agreed to would require funding, however part funding of £1,600 has already been agreed by the Rotary Club of Knaresborough based on an initial quote of £3,200 to repair the signs, but not including costs for the installation.</i> |
| Additional Background (provided by the Proper Officer) if appropriate | <p><i>These signs are not currently under the ownership of North Yorkshire Council, however permission would need to be gained from their highways team in order to do any works to the signs by the highway.</i></p> <p><i>These signs are not currently + never have been under the ownership of KTC.</i></p> |

| | |
|---|--|
| <p>Financial implications (anticipated by the Proper Officer)</p> | <p>INSURANCE, FUTURE MAINTENANCE</p> |
| <p>Legal implications (comment by the Proper Officer)</p> | <p>Financial Regulations not currently adhered to - grant app. application not correct procedure. Public consultation on design?</p> |

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





Knaresborough

Town Council

NOTICE OF MOTION TO COUNCIL

| AGENDA ITEM | 9.3 | AGENDA DATE | 17 March 2024 |
|-------------|-----|-------------|---------------|
|-------------|-----|-------------|---------------|

Title of Motion Replacement of the three flags on the flagpoles adjacent to the Car Park at Knaresborough Castle

Motion "This Council agrees to give delegated authority to the Clerk to procure suitable replacement flags to replace those currently flying. The flags to be of the same design."

Proposer John Batt

Seconder

Comments The current flags have been in place for three years and are now well worn. As Knaresborough Castle is a Grade I, Listed Building in the ownership of the Duchy of Lancaster and the main Tourist attraction to the town, the current flags need replacing to show the pride and respect we have for this asset.
The presence of the flags attracts tourists to the castle which is otherwise not well signposted.

Clerk comments:

Flags owned by KTC, in position that requires studious flags due to wind.

LGA 1972 s144 - Power to contribute to encouragement of Tourism.

Cost still being investigated.

clerk@knaresboroughtowncouncil.gov.uk

From: Mark Flood <the.flood1953@gmail.com>
Sent: 10 March 2025 09:28
To: clerk@knaresboroughtowncouncil.gov.uk
Cc: james.pickard@knaresboroughtowncouncil.gov.uk;
 kit.lacey@knaresboroughtowncouncil.gov.uk
Subject: KTC Trailer Stage Enhancements Agenda Item

Good Morning Angela

I hope you are feeling better. Here is an agenda item for the next full council meeting. I do have more detail if you require it but otherwise I will forward them for circulation once I have had a final discussion with Kit & James asap. James will be presenting this item as I am away so will need to send apologies for this meeting.

Let me know if you need any further info at this stage.

Kind regards

Mark

Proposal to spend £9,600 on enhancing the KTC trailer stage and community event provision. Enhancements are based on community group feedback and safety concerns around the current stage extensions.

This proposal is to purchase:

- new, multi-level extension staging to support larger groups and make set up easier and safer.
- new sound desk and microphones to support community groups better.
- new repeating speakers to accommodate larger crowds.
- basic lighting suitable for outdoor use (cat 5)

KTC TRAILER STAGE ENHANCEMENTS

Proposal to spend £9,829 on enhancing the KTC trailer stage and community event provision. Enhancements are based on community group feedback and safety concerns around the current stage extensions.

This proposal is to purchase:

- new, multi-level extension staging to support larger groups and make set up easier and safer.
- new sound desk and microphones to support community groups better.
- new repeating speakers to accommodate larger crowds.
- basic lighting suitable for outdoor use (cat 5)

See below for more detailed information.

PRODUCT DETAILS

Products have been selected as most cost effective for purpose and from cheapest but well established suppliers.

| | | |
|--|-----------------|----------------|
| Stairville Tour Stage (Thomann) 6m x 4m | £4,880 + £1,416 | £6,296 |
| Speakers Bose S1 Pro Plus | x2 + stands | £1,250 |
| Bose S1 Pro Plus Mic / Line TX 2.4 GHz Wireless System for Microphones | | £135 |
| Thomann Cover Bose S1 Pro x2 Protective cover for above | £18.70 x2 | £37.40 |
| Roadworx Slim Line Speaker Stand Bag | | £36 |
| Gravity SP 5522 B Speaker Stand 3m | £53 x2 | £106 |
| Flyht Pro Gorilla Bag SB-L 2in1 L 180cm | | £38 |
| Microphones & Stands SM58 | £105 x2 | £210 |
| Rode M3 + lead | £89 x2 | £178 |
| Overhead Microphone Stand K&M 21021 | £60 x2 | £120 |
| Studiomaster Digilive 16 Mixing Desk | | £679 |
| Max Case Max430 - case for above | | £57 |
| Lighting Stairville Outdoor (cat5) Stage Par 12x4w Quad | £133 ea x 4 = | £532 |
| Stairville IP65 Adapter Cable DMX Out 1m | £9.90 x4 | £39.60 |
| Gator LED Transporter 4 | | £115 |
| Grand Total | | £9,8829 |

REASON FOR INCLUSION

Current steel staging total potential size 6.8m x 3.6m - a 6m x 3m Lions gazebo fits on top with 0.8m area uncovered at the front. Comprising 6x 2.4m x 1.2m sections (8' x 4') Height has been significantly reduced to 2ft to align it with trailer stage height.

+ves: Already owned, very solid construction.

-ves: Badly chosen - heavy steel construction - potential for injury, difficult to store and transport not height adjustable. Chunky metal framework. Disliked by handlers / constructors but overall size generally liked by users eg silver band. Weight and size of each section means not all pieces can be transported on the trailer stage without overloading the trailer or towing vehicle. Unable to close trailer stage doors overnight once stage is in position (unless the legs were reduced by a further inch or so). Current height is ok for most events but not high enough for the Nativity or any event with large audience requiring good visibility of performers.

Stairville Tour Stage (Thomann) 6m x 4m

Aluminium framed so lighter and thinner profile easier to store, safer to transport & construct, adjustable height legs allows levelling / variable height of stage required for Christmas Fair / Bright Friday & Nativity. Also facilitates easier closing of trailer stage doors once staging is in place in order to secure contents overnight.

Bose S1 Pro Plus Speakers

To augment existing sound system for larger events -

High quality battery powered Bluetooth multipurpose lightweight speakers suitable for audiences of 100. Floor or stand mounted. Stand alone small sound system also usable for audio visual applications (guide training has iden required speakers)

Thomann Cover Bose S1 Pro x2 Protective cover for above.

Roadworx Slim Line Speaker Stand Bag bag for above stands

Gravity SP 5522 B 3m Speaker Stand to facilitate safely raising speakers well above head height

Flyht Pro Gorilla Bag SB-L 2in1 L 180cm for 3m speaker stands

Microphones & Stands

Shure SM58 robust industry standard vocal microphone + boom stand

Rode M3 cost effective choir microphone + lead

Overhead Microphone Stand K&M 21021 very tall microphone stand for choirs

Studiomaster Digilive 16 Mixing Desk includes facilities not currently available (headphones input, pre-fade listen, channel mute & remote mixing with ipad)

Max Case Max430 Protective Case for Digilive 16

Lighting Stairville Outdoor (cat5) Stage Par 12x4w Quad Colour mixing outdoor LED lanterns for outdoor use. Required for events held at night - Bright Friday & Nativity.

Stairville IP65 Adapter Cable DMX

Gator LED Transporter 4 protective transport case for 4 lights.

Extract from the Minutes of the Knaresborough Town Twinning Committee – January 28th 2025 for Discussion and Action, that Council may wish to take on this matter

Matters arising

King James' School will no longer participate in student exchanges with The Brüder Grimm School to the dismay of both Twinning Committees.

Gordon had written to King James' School explaining his personal connection, having attended the School himself and having fond memories of hosting an exchange student. Both Gordon's daughters have attended the school and one is still a student. Gordon also wrote that we are keen to build upon the relationship between the Town Twinning initiative and the School and would like to explore opportunities to collaborate further. No reply was received. The news was received from Bebra because Tobias Herbst, the English teacher at The Brüder Grimm School, had been informed.

At the suggestion of Cllr Goode, a decision was taken to write to the School Governors at King James' School, conveying our sadness, especially as the Schools had recently signed a new contract of friendship, stating that the Exchange would be continued.

Cllr Batt will report the matter to the Council if we send him the details.

Brenda Dixon asked if there could be a sporting exchange as Knaresborough Town Football Club is interested, but Ernst-Olaf reported that it has been found difficult to get Bebran sports clubs to become interested.