

**KNARESBOROUGH TOWN COUNCIL (KTC)**

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06 May 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 12 May 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](mailto:office@knaresboroughtowncouncil.gov.uk)

## **COUNCIL AGENDA – Monday 12 May 2025**

*A minute's silence will be held in memory of former Mayor, Tony Handley, whose celebration of life was held at the Church of St John the Baptist on May 2<sup>nd</sup>.*

**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*.

**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 17 March 2025 (ca)**

### **5. Business Remaining**

**5.1 To consider** the recommendation from KCE and Cllr's Gostlow and Bell re Solar Panel PV project – EV Charging stage (ca)

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

**6.1 To consider the Order of Proceedings for Mayor Making (ca)**

**6.2 To receive and note** updated Action Plan and to note updated Strategic Priorities document (ca)

**6.3 To consider** the creation, abolition or alteration of committees and approval of their Terms of Reference (ca)

**6.4 To appoint** members to committees and external organisations (ca)

*(i) To nominate* four Trustees of KRIN – Carole Reid, Mavis Clemmitt, Christine Willoughby and Ian Avery for three years from May 2025.

**6.5 To consider** a Schedule of Meetings for 2025/2026 (3 alternatives attached)

**6.6 To review** Asset Register and inventory of Town Council property (ca)

**6.7 To review and adopt**

- a) Standing Orders (ca)
- b) Financial Regulations and the Financial Management Risk Assessment (ca)
- c) The Code of Conduct (ca)

**6.8 To review and adopt** the updated Risk Management and Control strategy (ca)

**6.9 To review and adopt** the updated Business Continuity Plan and emergency contacts document (ca)

**6.10 To adopt** amended Scheme of Delegation to reflect the amalgamation of two committees in 2024 (to note any changes at this meeting will be reflected in the new document) (ca)

**7. Correspondence**

**7.1a To consider** email from Local Government Boundary Commission re Electoral Review of North Yorkshire Council: Draft Recommendations (ca)

**7.1b To consider** the proposal from Councillor J Batt 'that KTC request the number of Councillors per ward be increased from 3 to 5.

**7.2 To consider** email from Knaresborough Youth Council re having a presence on KTC's website (ca)

**7.3 To consider** the report and request sent on behalf of Knaresborough Connectors re 2 Butter Lane(ca)

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

**8.1 To Receive and Note** the Minutes of The Finance and General Purposes Committee meeting held on 14 April 2025.

**8.2 To Receive and Note** the Projects, Community and Environment Committee meeting held on 08 April 2025.

**8.3 To Receive and Note** the minutes of the Planning Committee meetings held on 03 March and 07 April. Please see website for details.

**8.4 To consider** the Market Working Group's recommendation that Councillors Pickard and Gostlow be appointed as KTC's representatives to lead negotiations with NYC in relation to the weekly market.

**9. Motions from Council Members**

### **9.1 Councillor James Pickard:**

- a) That KTC give delegated authority to the Clerk to investigate the outsourcing of payroll and pensions management and make necessary arrangements should a suitable provider be identified. As Town Council will potentially be increasing its employees in the future, if projects come to fruition, this will ease the burden on the Clerk.
- b) That KTC seek the services of an employment specialist to ensure it is fully aware of any employer implications that might arise should KTC take over services like the market.
- c) That KTC begins a public consultation (using social media, leaflets and online survey) to ask residents if they support KTC taking over the market, given the financial risk and potential cost to taxpayers in the short term.

### **9.2 Councillor Andy Bell (Seconder Cllr H Gostlow):**

"To improve ease of collaboration and information sharing, KTC asks its IT provider to create an email group that contains everyone so information can be broadcast".  
(ca)

## **10. Information Exchange**

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk's office.

## **A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

### **Emergency Procedures for Meetings – Fire**

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.



**PRESENT:**     **Chair:**                    The Mayor - Councillor Margy Longhurst

**Councillors:**           J Batt, A Bell, K Davies, D Goode, H Gostlow,  
   K Lacey, S Oakes, J Pickard, and  
   H Westmancoat

**Staff Present:**           The Clerk and the Deputy Clerk

**Also Present:**           Several members of the public and a member of the  
   press

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

**RESOLVED:** To receive apologies and approve reasons for inability to attend from Councillors M Flood and M Walker.

**25/204 ITEM 2 – Councillors' Disclosure of an Interest**

<b>Councillor H Westmancoat</b>	Items 6.2 and 9.2 as President and Trustee of Rotary
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**25/205 ITEM 3 - KTC Public Speaking Session**

**3.1** A resident attended the meeting to announce his intention to set up a Friends of Knaresborough House group.

The same resident also mentioned that he would be sharing a Paper with Councillors detailing a project which is looking to support volunteer organisations within the town.

**3.2** A resident briefly addressed Council asking members to give their support to the market and reiterating the importance of its standing in Knaresborough.

**3.2** A second resident addressed the Council concerning the future of the market. He detailed the current issues as he sees them and concluded that North Yorkshire Council's 'harmonisation' plan will not work.

The Mayor moved to take Items 5.1 and 5.2:

**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.

**RESOLVED:** That KTC proceeds with the LCC Consultant led Business Plan to further progress consideration of KTC taking over the operation of Knaresborough market.

Councillor Batt asked for a recorded vote on this item, which was **unanimously** Resolved by all Councillors present with no abstentions.

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

**RESOLVED:** That the Clerk is given delegated power to instigate expressions of interest to better inform the consultant in compiling the business case.

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

Councillor Hannah Gostlow gave a brief update on North Yorkshire Council matters as follows:

- 2025/2026 budget has been agreed
- There has discussion surrounding schools admissions and schools transport policies
- An expression of interest has been submitted by Knaresborough's North Yorkshire Councillors to be included in the community partnerships initiative.
- The Local Plan is still calling for new sites
- Issues have been raised concerning the castle and the leisure centre

**25/206 ITEM 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**

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

#### **25/207 ITEM 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).

See 25/205 above

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

See 25/205 above

**25/208 ITEM 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

**RESOLVED:** To Receive the Mayoral Points position at 01 January 2025 and note that Councillor Helen Westmancoat is the Mayor Elect with Councillor Andy Bell as the Deputy Mayor Elect.

**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.

**RESOLVED:** That KTC joins the new Knaresborough Together app.

**6.3 To consider the Schedule of Meetings for 2025/2026**

The Clerk informed Members of the rationale behind providing two versions of the forward schedule of meetings for the next 12 months. She explained that after two years the office felt the committee system was not working as effectively as had been envisaged, for a variety of reasons, and that a structure which included fewer committees together with reverting to more regular full council meetings would address some of the problems being encountered.

**RESOLVED:** To defer consideration of the Schedule of Meetings for 2025/2026 until the next full council meeting on 12 May 2025.

The Clerk reminded Members to contact the office with any further thoughts/suggestions on this matter well before the day of the council meeting.

**6.4 To receive and note** the completed internal checklist for 2024/25

Council noted that this checklist has not yet been completed for 2024/25 and Councillors Gostlow, Oakes and Goode committed to undertaking the internal review as soon as possible and before the start of the new financial year.

**6.5 To consider** Council's insurance renewal

**RESOLVED:** That KTC follows the recommendation of the Clerk to continue with the present insurer.

**FURTHER RESOLVED:** That the Clerk obtains quotations for additional cyber security protection for the town council.

**6.6 To consider** the Clerk's report re: Donation from Film Company

The Clerk explained the rationale behind the donation from the film company and her idea of directing the funding towards supporting arts projects in the town.

**RESOLVED:** That KTC gives delegated authority to the Clerk to set up and run a project to distribute the £1000 made available by the film company.

**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.

**RESOLVED:** That KTC gives delegated authority to the Clerk to make arrangements to purchase and erect bunting in the town.

**6.8 To receive and note** the Interim Internal Audit Report and note recommendations.

**RESOLVED:** To receive and note the Interim Internal Audit Report and the recommendations it contains.

**25/209 – ITEM 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

**RESOLVED:** That KTC takes up the voting rights in the Gouthwaite Board of Management and that Councillors Davies and Gostlow are appointed representatives and invited to attend the AGM on 23 April.

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

**RESOLVED:** That KTC forwards the email to North Yorkshire Council highlighting the need to improve the facility at Stockwell and asking for a review of all leisure facilities within Knaresborough with the intention of identifying a location for a full basketball court.

**24/210 - 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 04 February.

**RESOLVED:** To Receive and Note draft minutes of the Projects, Community and Environment Committee Meeting held on Tuesday 04 February.

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

**RESOLVED:** To Receive and Note the draft minutes of the Finance and General Purposes Committee Meeting held on Monday 20 January 2025.

**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.

**RESOLVED:** 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.

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

**RESOLVED:** To Receive and Note the minutes of the Knaresborough Castle Sub Committee meeting held on 26 February 2025

## **25/211 ITEM 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."

The Mayor, Councillor Longhurst, spoke about the Motion and explained that she was seeking Council's approval in principle. She explained that the process of applying for coach friendly town status takes approximately two years.

**RESOLVED:** 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."

**RESOLVED:** That a task and finish working group is set up from Projects Community & Environment Committee members to explore responsibility and ownership of the Knaresborough boundary signs which currently feature an image of the castle on a pale blue background with a view to considering a programme of work to repair those signs which need immediate attention and 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"

**RESOLVED:** That KTC's castle working group is requested to identify the costs for replacing the flags including any changes to their size and design that would result in them having a longer life.

**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."

Councillor Pickard explained the rationale behind this motion and referred to the research which Councillor Flood had undertaken.

**RESOLVED:** That KTC supports this motion and gives the Clerk delegated authority to decide which 2024/2025 budget underspends to vire funding from.

**25/212 ITEM 10 - Information Exchange**

- **Cllr Batt** had previously brought forward information regarding Bebra exchange no longer being arranged by King James's School. It was proposed that the Clerk write to the Head of King James's School expressing disappointment in terms of the decision which has been made and ask if she would be willing to meet with a small delegation from KTC (Councillors Batt and Goode) to discuss the decision with a view to see if there are any alternative arrangements that could be made to continue to develop the relationship that exists between the two schools of Knaresborough and Bebra.
- Councillor Westmancoat informed members that there would be a meeting of the Community Alcohol Partnership on Friday 21 March at 10.00 a.m. on TEAMS.
- The Clerk informed members that past Mayor and Councillor, Andrew Willoughby, had undertaken a massive amount of work clearing the footpaths at Jubilee Allotments, assisted by Councillor Gostlow and 2 members of the Knaresborough Nidd Gorge Conservation Group.

**Meeting closed at: 9.20 p.m.**

**Signed by the Mayor:**

**Councillor M Longhurst**

## **Comparison of the EV charging quotes for the Stockwell Community Well-Being Hub:**

### **COMPANY 1: Zaptec Go 2x 7kW (Quote Ref: 029678, dated 07/04/2025)**

Total Cost (ex. VAT): £7,330.85

(Potential OZEV Grant: £700)

Charger Type: 2x Zaptec Go 7kW

Power Supply: 60/80A three-phase with Active Load Management (ALM)

Groundworks Included: Yes – includes ducting, pad base, flag reinstatement

Warranty: 5 years hardware, 1-year other infrastructure

Charging Software: Included

### **COMPANY 2: 2x 22kW Tethered Chargers (Quote Ref. 2025/1642, dated 26/02/2025)**

Total Cost (ex. VAT): £5,423.69

Charger Type: 2x EO Genius 22kW Tethered

Power Supply: 63A three-phase, load balanced

Groundworks Included: Yes

Warranty: 3 years parts & labour

Charging Software: 1 year free, then subscription

**Note:** Higher-powered 22kW units, which require vehicles with 3-phase onboard chargers to benefit fully

### **COMPANY 3: 2x 7.4kW Socketed Chargers (Quote Ref. 20250321-073613237, dated 21/03/2025)**

Total Cost (ex. VAT): £10,614.85

Charger Type: 2x Sync EV 7.4kW socketed

Power Supply: Single-phase

Groundworks Included: Minimal – cable runs of up to 15m

Warranty: 3 years

Charging Software: Yearly subscription of £230.00

### Summary Comparison Table:

Provider	Charger Type	Power (kW)	Total Cost (ex. VAT)	Ground-works	Warranty	Grant Eligible	Load Management
Company 1	Zaptec Go Socketed	2x 7kW	£7,330.85	Yes	5 yrs hardware	Yes (£700)	Yes
Company 2	EO Genius Tethered	2x 22kW	£5,423.69	Yes	3 yrs	Unsure	Yes
Company 3	Sync EV Socketed	2x 7.4kW	£10,614.85	Minimal	3 yrs	Unsure	No

### Recommendation Guidance:

- Best value for light-duty/community use: **Company 3** – lowest price, suitable if only single-phase available and usage is minimal.
- Balanced solution with futureproofing: **Company 1** – good warranty, load management, tidy installation plan, and scalable.
- High power option (if vehicles support it): **Company 2** – ideal for faster fleet charging, though at a higher cost.

### FINAL RECOMMENDATION:

Although slightly more expensive KCET feel that **Company 1** may be the better option. The company has answered all KCET's questions, followed up promptly, they employ an installer, and the charging software is included. One of the other companies seem to be just one individual, they have not contacted KCET since the initial visit, KCET have had to chase them for the quote, and they are worried that they might not have been thorough.

KTC might want to consider ringfencing an amount from the remaining SPF funding for annual charger maintenance & checks.



**ANNUAL MEETING OF THE KNARESBOROUGH TOWN COUNCIL**  
**ORDER OF PROCEEDINGS**

*(The retiring Mayor will preside over the meeting until the new Mayor has signed the Declaration of Office)*

**1. To elect the Town Mayor for the ensuing year (2025/26)**

- 1.1** The Town Mayor (**Cllr M Longhurst**) will ask for nominations for the election of The Mayor for the ensuing year.

**Cllr xxxxxxxxxx** will propose the following:

**Propose:** "that **Cllr Helen Westmancoat** be the Mayor for the ensuing year 2025/26"

*(Cllr xxxxxxxx (the proposer above) to give a short introduction and reasons for proposing*  
**Cllr Helen Westmancoat as the new mayor)**

and **Cllr xxxxxxxxxx** will second the proposal

**Vote** on the motion above - declare **Cllr Helen Westmancoat** is Town Mayor for the year.

**2. To receive apologies** for inability to attend the meeting.

**3. Welcome by the retiring Town Mayor Cllr Margy Longhurst** who will give a short précis of the mayor's year in office and present awards.

**4. Outgoing Mayor Invest Incoming Mayor, Cllr Helen Westmancoat** with the Chain of Office

*(The new Mayor will preside over the meeting henceforth).*

**5. Town Mayor's Declaration of Acceptance of Office**

**5.1 Town Clerk** will ask the new Mayor **Cllr Helen Westmancoat** to read out and sign the Declaration of Acceptance of Office.

**5.2 Incoming Mayor** will give a vote of thanks to:

- i) **Outgoing Mayor**
- ii) **Council** for her appointment

**5.3** Announce her **Consort Mr John Westmancoat**

**The outgoing Consort, Mr Richard Hassall, will invest her Consort with the Chains of Office.**

#### **5.4 Appointment of Deputy Town Mayor**

The **Town Mayor Cllr Helen Westmancoat** will propose:

"That **Cllr Andy Bell** is elected **Deputy Town Mayor** for the ensuing year".

**Cllr xxxxxxxx** will second:

**Vote** on the motion above - declare **Cllr Andy Bell** is Deputy Town Mayor for the year.

*The outgoing Deputy Mayor, **Councillor xxxxx** , will invest **Cllr Andy Bell** with the Chains of Office. (Obviously this is not required for 2025)*

#### **6. To receive communications from the Town Mayor including:**

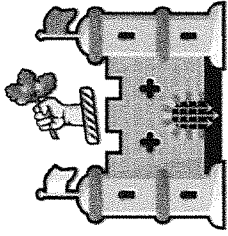
Mayor's Chaplain for Civic Year 2025/26: Father Gerard Kearney

Mayor's Charities for the Civic Year 2025/26: Knaresborough Youth Council (Inspire Youth)

Scriven Scout Group

Date of Civic Service: To be advised

**At the conclusion of the meeting** - Members of the Council and guests are asked to process through to the Committee Room to be received by the Mayoral Party.



**Knaresborough**  
Town Council

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## **KNARESBOROUGH TOWN COUNCIL ACTION PLAN 2024 – 2027**

This Action Plan gives a summary of the proposals which Knaresborough Town Council will develop and/or deliver. The document is a working document and is subject to alteration/amendment and will continue to inform the budget setting process.

The Action Plan will be formally reviewed annually.

## Current Projects

Project Number	Project Description	Action	Strategic Aim no:	Update
i	Work with new unitary authority to determine where KTC will sit	Devolution and Prosperity Sub committee set up May 2024 to build liaison with NYC	1	<p>Sub committee - not yet met</p> <p>Nov 24: NYC created parish liaison point of contact and KTC Officers and three councillors have met with the NYC parish liaison officers.</p> <p>March 25: Sub committee – still not met. Market working group formed to move market proposition forward.</p> <p>Meetings were held with Highways but no recent updates received.</p> <p>Nov 24: North Yorkshire Council's website has reverted back to directing residents to KTC for routine matters relating to Highways, such as double yellow lines, speed limits etc. Matter raised with NYC Councillor and parish liaison officer who are investigating.</p> <p>KTC Officers continue to liaise with residents and NYC councillors to resolve local problems.</p> <p>NYC have advised that the new parish portal will be updated and in use from mid-December.</p> <p>March 2025: Parish Portal up and running but use of it is limited at this stage. Feedback given to NYC re improvements that would make it a better service.</p>
ii	Liaise on Highways management with NYC	Strategic working group set up by NYCC with reps from KTC to meet regularly with Highways Division and County Councillors to discuss varying Knaresborough issues	1/2/4	

## Current Projects

iii	Road Safety and Highways Improvements	Organise speed surveys and contribution to cost of VAS signage	1/4	<p>Speed surveys completed. VAS signage purchased (NYC/KTC). Rotation to be monitored by KTC. VAS signs relocated February 2024.</p> <p>Clerk has requested update re current data/position.</p> <p>Nov 24: Issues have been raised by the Police Liaison Committee around King James's School.</p> <p>March 25: No update received on VAS. Police Liaison Committee continues to deal with traffic issues. New boundary signage for the town being investigated. NYC have outlined required criteria.</p>
iv	Consider and respond to consultations on current and future issues that specifically affect the parish	<p>As described when presented</p> <p>Consider future KTC consultations to inform budget setting and major specific consultations on major projects.</p>	1 - 6	<p>Several consultations circulated to councillors. Parish Liaison Officers at NYC informed of timing limitations relating to NYC parish consultations.</p> <p>Office encouraging public engagement by sharing consultations on social media.</p> <p>March 2025: Office continues to share consultations on social media. Consultations shared for corporate response as required.</p>
v	Knaresborough Castle	Sub committee well established looking at continual improvements to many facets at the castle	1/3	<p>Task and finish working group set up to commemorate/celebrate the 255<sup>th</sup> Enclosures Act in August 2025. Funding allocated in 2024-25 budget.</p> <p>Multiple forest related events held in partnership with other organisations during FEVA week as a prelude to the 255<sup>th</sup> anniversary. Funding requested for the next financial year 2025/2026.</p>

## Current Projects

				<p>Nov 2024:</p> <p>Planning how best to celebrate the 900<sup>th</sup> year castle anniversary in 2030 is ongoing.</p> <p>KTC written to The Duchy of Lancaster to seek their appetite to communicate directly with KTC. Response received asking KTC to write again when new CEO settled in. Diarised for January 2025.</p> <p>March 2025:</p> <p>Arrangements to commemorate/celebrate 255<sup>th</sup> Enclosures Act continue.</p> <p>Council has made commitment to celebrating the 900<sup>th</sup> anniversary in 2030. Separate working group set up.</p> <p>Clerk meeting with Duchy April 2025 to discuss ongoing maintenance.</p> <p>Flags to be replaced.</p>
vi	Climate Emergency	Sub committee set up to research and implement possible initiatives to mitigate and adapt to climate change	2	<p>Cttee regularly meets; responsible for advising on KTC green grants.</p> <p>Project includes possible installation of solar panels and renewed insulation at Stockwell Community Centre.</p> <p>SPF funding application was delayed but as at October 2024 is progressing through NYC.</p> <p>Solar panels installed early March</p>
vii	Community Engagement	<p>Representation on outside bodies to offer help/assistance where appropriate.</p> <p>Making Town Council more visible and raising its profile.</p>	1 - 6	<p>Market stall at the Wednesday market put on hold until final decision reached regarding future operation of the market.</p> <p>KTC attended the Knaresborough Community Day and conducted a short survey concerning the market.</p>

## Current Projects

			<p>Newsletter (three for 2024) has been a successful tool for communicating and will continue in 2025.</p> <p>Newly acquired stage has been used at two KTC events and has been on loan in the community. A 'Hire Agreement' is being drawn up to formalise the use of the stage by other organisations in the town.</p> <p>Informal meeting held with Chain Lane and Connectors with four representatives on K Voice.</p> <p>March 25: Arrangements being made to attend Community Festival in May. Increased Facebook presence and connections through the town. VE day arrangements ongoing.</p>		<p>Discussions started and ongoing. A Markets working group being set up; looking at a Consultant to help with this process.</p> <p>Suggest Councillors take the time to visit the market in the next few weeks to familiarise themselves with the current layout etc.</p> <p>March 2025: Consultant engaged. Feasibility Report received. Feb 2025 Business Plan being prepared for submission to NYC</p>	<p>1</p>	
	Knaresborough Wednesday Market		KTC selected to submit Business Case for operation of Wednesday market				
viii	Knaresborough Allotments		Allotments are self administered. KTC looks after the land and collects rental. Allotment Committee ensures smooth running.	4	<p>Liaison with Allotment Committees continue. No major issues for 2024. KASH's proactively working to KTC's biodiversity policy.</p> <p>Discussions still ongoing re the Hawthorn allotments.</p>		

## Current Projects

				<p>March 2025: A new notice board been organised for KASH. Risk assessments and site visits done.</p> <p>Contract renewed from 01 June 2024 with new contractor. Some new lights purchased and some repaired. All year round lights approved for Butter Lane.</p> <p>March 2025: Christmas lights design well received in the town. Meeting to be held with contractor to iron out installation delays.</p> <p>Plans well advanced for this event along the same lines as previous years. Traffic Management Company engaged to manage road closure.</p> <p>Community Projects Officer submitted relevant Event Management Plan with associated documentation to SAG following the withdrawal of volunteer Event Manager support.</p> <p>March 2025: Working group will need to be cognisant of numbers attending this event following query from SAG.</p> <p>Presentation from HBC in autumn 2022 and new line of communication with set up with NYC Officers</p> <p>Community Projects Officer continues to liaise with NYC Officers; currently awaiting action from NYC re KGV field.</p> <p>March 2025: C S Working Group set up but not met. Documentation with NYC Legal team. Issue with ownership of equipment at KGV field.</p> <p>Mint Garth Play area reopened with an event organised by KTC.</p>	
ix	Christmas Lights		Work towards improving the festive lights in the town	1	
X	Christmas Light Switch on		Major event in town council calendar. Working Group liaise with Clerk and Community Events Officer to implement smooth running of annual event.	1	
xi	Commutated Sums		Working group set up to investigate commuted sums available to ensure monies are not missed.	1 - 6	



## Current Projects

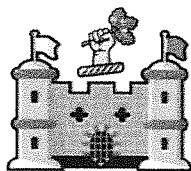
xii	Grant Funding	Applications for Grant funding operating on quarterly basis in line with Finance Committee Meetings.  Three separate pots of funding – general grants, small grants (administered by the Clerk) and green grants	1 - 6	<p>Town Council allocated £30K in its budget for 2024/25</p> <p>General grant funding budget heading towards overspend for 2024/25. Councillors considering action to address this; difficult decisions have been made and funds transferred from other budget lines in some specific cases.</p> <p>Feed back monitoring now in operation with results reflected in newsletters.</p> <p>March 2025: Council allocated same budget for 2025/2026 Small grants proving popular Art Award nominations slow to come in, will advertise again</p>
xiii	Communication	Continue to improve and update the town council's website and Facebook page and the use of social media in general. Improve residents' knowledge of Town Council role and responsibilities. Community Resilience Plan	1 - 6	<p>Town Council website updated consistently as and when required – updates on procedural matters, news items, projects etc.</p> <p>Facebook Page updated on almost daily basis with similar – sharing posts from North Yorkshire Council and also voluntary organisations in the town.</p> <p>Three newsletters sent out in 2024.</p> <p>Aiming to create regular content which promotes town council and its work in the town.</p> <p>Community Resilience Plan – work in progress</p> <p>March 2025: Warm Hub Wednesdays set up at K House. 'Surgery' held in the library with three councillors in attendance. Further 'surgery' to be held in the near future.</p>

Current Projects

xiv	Tourism	Improve the tourist offer in the town by training volunteer guides as Mayor’s guides offering walking tours.  Update of Town Map	1,3	Budget allocation of £6K for 2024 /25 for training and associated costs; plans for this programme well advanced with launch event in October and interview date for potential candidates on 13 November.  March 2025: Mayors Guides training progressing and nearing completion. Town Map still being worked on.
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Adopted: March 2024

Review: May 2025



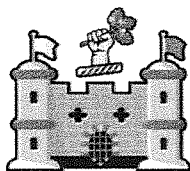
## Strategic Priorities 2024 – 2027

### Strategic Vision, Aims and Objectives:

1. Supporting a thriving town centre and encouraging tourism
2. Protecting the town and its residents from the impact of environmental change
3. Protecting Knaresborough's heritage
4. Improving open spaces and recreational facilities
5. Working to improve community safety and engagement
6. Sourcing additional funding to facilitate further improvements in the town

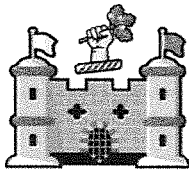
### Year One: 2024 - 2025

High priority	Project	Budget	End Date	
	Market feasibility and business plan	TBC	TBC	
	Integrate and develop Community Projects Officer role	Staffing	Dec 2024	✓
	Improve grant monitoring/feedback and promotion	Not required	Dec 2024	✓
	Tour guide training launch and implementation	£7,000	Mar 2025	✓
	Road closure management plan	£10,000	Apr 2025	
	Neighbourhood Development Plan Reg 16	£2,000 +EMR	Apr 2025	
	Solar Energy Project Funding application	Not required	Feb 2025	✓
	Biodiversity Policy	Not required	May 2024	✓
Medium priority	255 <sup>th</sup> Commemoration – Enclosures Act	£600	Aug 2025	
	Town Map	£1000	TBC	
	KGV Field commuted sums	TBC	TBC	
	Emergency Resilience Plan review	Not required	Apr 2025	
	Further work on Town Ranger role development	£10,000	TBC	✓
	Councillor surgeries to improve engagement	Not required	Ongoing	✓
	Community stage usage development	TBC	Ongoing	
	Bright Friday	£2,500	Nov 2024	✓
	Remembrance	£1,000	Nov 2024	✓
	D-Day 80	£3,000	Jun 2024	✓
	VE Day 80	TBC	May 2025	
	Engage Duchy re Castle Area	TBC	Feb 2025	✓
	Storage solutions – investigate	TBC	TBC	
	Police liaison meetings and communications	Not required	Ongoing	✓
	VAS review	£5,000	Mar 2025	
	Allotment site – Hawthorns investigate	TBC	TBC	
Low priority	Castle 900 <sup>th</sup> 2030	£600	2030	
	Biodiversity review and action plan	TBC	TBC	
	Office mobile phones	£1,200	Mar 2024	✓
	Christmas Tree Festival – community engagement	TBC	Dec 2024	✓



**Year Two: 2025 - 2026**

Priority	Project	Budget	End Date
High priority	Market business plan and potential phased implementation	TBC	TBC
	Town Ranger/Lengthsman/Maintenance Officer	Staffing	Dec 2025
	Storage – feasibility and business plan?	TBC	TBC
	Tour guide implementation and review processes	TBC	May 2025
	Neighbourhood Development Plan review and training	TBC	Apr 2026
	Solar Energy Project implementation	Grant funded	May 2025
	255 <sup>th</sup> Commemoration – Enclosures Act completion	TBC	Aug 2025
	Storage solution implementation phase	TBC	TBC
	Integrate additional allotment site with existing if NYC allow	TBC	TBC
	KTC consultations – budget, market, castle etc	TBC	Ongoing
	NEW Replace 3 Flags at the Castle (incl Risk Assess)	£1000	May2025
	Castle Area Feasibility	TBC	Apr 2026
	Town Map distribution if not already completed	Not required	TBC
Medium priority	KGV Field commuted sums	TBC	TBC
	Emergency Resilience Plan improvements	TBC	Dec 2026
	Councillor surgeries to improve engagement	Not required	Ongoing
	Community stage usage development	TBC	Ongoing
	Bright Friday	TBC	Nov 2025
	Remembrance	TBC	Nov 2025
	Police liaison meetings and communications	Not required	Ongoing
	VE Day 80	TBC	May 2025
	Tree Survey	EMR	Dec 2025
	Council Business Plan and Action Plan review	Not required	Dec 2026
	NEW Investigate Border signage	TBC	
	Castle 900 <sup>th</sup> 2030	TBC	2030
	Biodiversity action plan review	TBC	Mar 2026
Low priority			



**Year Three: 2026 - 2027**

High priority	Project	Budget	End Date
	Market phased implementation	TBC	TBC
	Integrate and develop Town Ranger/Lengthsman/Maintenance Officer	Staffing	Dec 2026
	Storage – implementation and development?	TBC	TBC
	Tour guide review and develop if needed	TBC	TBC
	Neighbourhood Development Plan review	TBC	Apr 2027
	Castle area feasibility and further investigate	TBC	TBC
	Council Business Plan and Action Plan update 2028 - 2031	TBC	Dec 2027
	Christmas Lighting Tender	TBC	TBC
	KTC consultations – budget, market, castle etc	TBC	Ongoing
Medium priority	General commuted sums – investigate potential projects	TBC	TBC
	Emergency Resilience Plan review	TBC	TBC
	Further devolution opportunities - investigate	TBC	TBC
	Councillor surgeries to improve engagement	Not required	Ongoing
	Bright Friday	TBC	Nov 2025
	Remembrance	TBC	Nov 2025
	Police liaison meetings and communications	Not required	Ongoing
	Castle 900 <sup>th</sup> 2030	TBC	2030
Low priority			
	To be identified		

### Standing Committees/Sub Committees/ Working Groups

Standing Committee	Current Members	Proposed Membership 2025/2026
Planning (PI)	John Batt Kathryn Davies Mark Flood David Goode Shan Oakes	
Finance & General Purposes F&GP)	Andy Bell Kathryn Davies Mark Flood David Goode Shan Oakes Matt Walker	
Projects Community and Environment (PCE)	John Batt Andy Bell Mark Flood Hannah Gostlow Kit Lacey Shan Oakes James Pickard Matt Walker Helen Westmancoat	
Staffing	Mark Flood David Goode Hannah Gostlow James Pickard Helen Westmancoat	
Appeals	John Batt Andy Bell Mark Flood Kit Lacey Margy Longhurst Shan Oakes Matt Walker	

Sub Committee	Reporting to:	Current Members	Proposed Membership 2025/2026
Allotments	PCE	Hannah Gostlow Kit Lacey Shan Oakes	
Castle Area	PCE	John Batt David Goode Margy Longhurst Shan Oakes Matt Walker Helen Westmancoat	

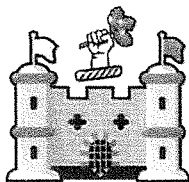
Climate Change Emergency	PCE	Andy Bell Mark Flood Hannah Gostlow Kit Lacey Shan Oakes Helen Westmancoat	
Bright Friday	PCE	Mark Flood Hannah Gostlow Kit Lacey James Pickard	
Neighbourhood Development	PI	John Batt Kathryn Davies David Goode Shan Oakes	
Police Liaison	Full Council	Kathryn Davies Hannah Gostlow James Pickard Helen Westmancoat	
Emergency Response	PCE	James Pickard	
Devolution and Prosperity	F&GP	Kathryn Davies David Goode Hannah Gostlow Shan Oakes Helen Westmancoat	

<b>Working Groups</b>	<b>Reporting to:</b>	<b>Current Members</b>	<b>Proposed Membership 2025/2026</b>
Commuted Sums	PCE	Andy Bell David Goode Hannah Gostlow James Pickard	
Enclosures Act	PCE	Margy Longhurst Shan Oakes Helen Westmancoat	
Castle 900	PCE	John Batt Helen Westmancoat	
V E Day 80	PCE	Mark Flood Hannah Gostlow James Pickard	
Markets	Full Council	David Goode Hannah Gostlow Margy Longhurst James Pickard Helen Westmancoat	
Stage	PCE	Mark Flood Kit Lacey James Pickard	

Boundary Signs	PCE	Andy Bell Hannah Gostlow	



EXTERNAL ORGANISATIONS 2025-2026	
Town Twinning Bebra	The Mayor
Town Twinning Volodymyr	
The Town Guides	The Mayor is patron
Knaresborough Chamber of Trade	H Gostlow, S Oakes
Yorkshire Local Councils' Association YLCA	The Mayor + K Davies
Harrogate & District Access Group (HADAG)	The Mayor is Patron
Knaresborough Community Centre Committee	H Gostlow
Friendship & Leisure Centre	The Mayor
Renaissance Knaresborough Exec Committee	S Oakes, M Flood
Spa Baths Charity	J Batt, D Goode
Knaresborough Relief in Need	H Westmancoat
Trustee of King James's Foundation	J Batt (meets once per year)
Trustee of Chapel of our Lady of the Crag	M Longhurst
Allerton Waste Recovery Park (Thalia)	M Flood, K Lacey
Knaresborough Civic Society	The Mayor
Knaresborough Business Collective	K Lacey, K Davies
NYC Highways (Strategic) Group	J Batt, H Westmancoat
Youth Council	
Gouthwaite Board	K Davies, H Gostlow
Remembrance	The Mayor attends September meeting and lays wreath on Remembrance Sunday



**Knaresborough**  
Town Council

## **TERMS OF REFERENCE PLANNING COMMITTEE**

<b>Membership and voting:</b>  Minimum four Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	<b>Quorate:</b>  Three
<b>Meeting Frequency:</b>  Monthly with the Clerk and/or Deputy Clerk in attendance	
<b>Accountability:</b>  The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
<b>Aims:</b>  To act as statutory consultee to the Planning Authority - North Yorkshire Council (NYC) for all planning applications that are in or relate to the Knaresborough Town Council area.	
<b>Roles:</b>  1. To fully consider all planning applications and respond on behalf of the Full Council to all applications for planning permission and appeals referred to Knaresborough Town Council by the planning authority. When responding to planning applications the standard wording, as agreed by Full Council on 17 March – Minute no: 23/090, is to be applied, if appropriate.  <i>Suggested wording may include:</i> <i>KTC has declared a climate emergency; as such we encourage ways to target Energy Performance Certificate (EPC) A rating.</i> <i>Please consider the following items:</i> <i>Having draught-proofed, energy-efficient windows and doors. Consider triple glazing.</i> <i>Insulation of roof and loft</i> <i>Insulation of both cavity and solid walls</i> <i>Installation of a low-carbon heating system</i>	

*Installation of solar panels*

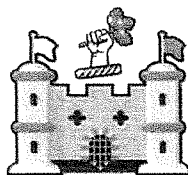
2. To consider and respond to all Street Naming Consultations from NYC
3. To consider and respond to all Consultations from Highways Department NYC

**Delegated Powers:**

1. On behalf of Full Council make and submit observations, via the Clerk or Deputy Clerk, on all planning applications to the planning authority North Yorkshire Council (NYC).
2. Where an application is subject to a Planning Inquiry or Appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the Hearing.
3. The Committee is authorised to nominate a member to attend NYC's Planning Committee meeting if a relevant application is included on the agenda.
4. The Clerk/Deputy Clerk will, in consultation with members of the planning committee, have delegated powers to respond to any outstanding planning applications which the committee did not have sufficient time to consider during its meeting and which would by default fall outside of the consultation period.
5. Identify and make representations to the NYC in respect of enforcement action or any matters considered to be breaches of planning regulations.
6. When dealing with Consultations from NYC, as detailed in points 2 and 3 above, the Clerk has delegated authority to place these before another Committee or Full Council if they are time critical.
7. To oversee the Town Council's Neighbourhood Development Plan.
8. To consider proposals for traffic regulation and associated highways issues and make comments on behalf of Full Council.

**Agreed by Knaresborough Town Council at its meeting on 29 April 2024**

**Review Date: May 2025**



**Knaresborough**  
Town Council

## **TERMS OF REFERENCE FINANCE AND GENERAL PURPOSES COMMITTEE**

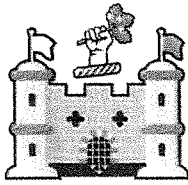
<b>Membership and voting:</b> No fewer than four Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	<b>Quorate:</b>  Three
<b>Meeting Frequency:</b> Four times per annum with the Clerk and/or Deputy Clerk in attendance	
<b>Accountability:</b> The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
<b>Aims:</b> To ensure that the Council's finances and its related statutory obligations are conducted in accordance with legislation, statutory regulations and town council policies.	
<b>Roles:</b> <ol style="list-style-type: none"><li>1. Ensures that the Council acts lawfully in relation to all expenditure and maintains adequate financial controls accountable for audit purposes.</li><li>2. Nominates a Councillor (other than the Chairman) to review the monthly bank reconciliations against bank statements.</li><li>3. Nominates Two Councillors to countersign invoices and cross reference to payment schedule.</li><li>4. Draws up a draft budget in November to take to Full Council for a decision and to inform precept setting.</li><li>5. Considers any request for budget changes throughout the financial year.</li><li>6. Manages the Councils Grant Award Schemes and receives regular Clerk's report on the Small Grants Fund.</li><li>7. Manages the Council's tendering process for work exceeding £30,000.</li></ol>	

**Delegated Powers:**

1. Can authorise expenditure in accordance with the budget approved by Council.
2. Has delegated authority to authorise payments on behalf of the Council.
3. Ensuring there is evidence of adequate systems of internal control and audit throughout the year and for presentation for external audit.
4. Approving of monthly financial reports quarterly as a minimum.
5. Monitor all budgets on a quarterly basis, acting where required to vire unspent provision to ensure that the overall budget strategy is maintained.
6. Awarding grants to local organisations as per the Council's Grant Award Policy.
7. Reviewing Financial Regulations and Standing Orders annually to ensure they can be recommended to Council for adoption.
8. To commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
9. To make recommendations to the Council on the use of financial reserves.
10. To undertake annually the risk assessment in relation to the Council's insurance cover.
11. To make recommendations to the Council regarding the future provision of civic regalia
12. To approve the list of regular payments annually.
13. To oversee the contracts procurement timetable and ensure a review date is set to allow Council adequate time to carry out the tendering process.
14. To review the list of S137 payments annually at Financial Year End.
15. To review the Council's business continuity plan annually.
16. To receive and note the verification of bank reconciliations (by an appointed councillor) as reported, including any exceptions.

**Agreed by Knaresborough Town Council at its meeting on 29 April 2024**

**Review Date: May 2025**



**Knaresborough**  
Town Council

## **TERMS OF REFERENCE PROJECTS, COMMUNITY AND ENVIRONMENT COMMITTEE**

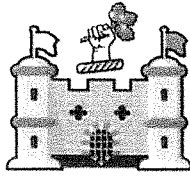
<b>Membership and voting:</b>  Minimum 4 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	<b>Quorate:</b>  Three
<b>Meeting Frequency:</b>  With effect from May 2024 there are 4 scheduled meetings. More meetings may be arranged upon request of the Chair if required with the Clerk/Deputy Clerk or Community Projects Officer in attendance.	
<b>Accountability:</b>  The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
<b>Aims:</b>  Work to promote the town whilst enhancing the area within the Town Council's boundaries for the benefit of the community, businesses and visitors. Work to improve communication with residents, local groups and organisations in the area. To facilitate and support local community and voluntary organisations to promote the health and wellbeing of the town and promote initiatives which support environmental awareness and improvement.	
<b>Roles:</b>  <ol style="list-style-type: none"><li>1. To liaise with local groups, partner organisations and Local Authorities in the planning of events in Knaresborough, providing direction for Officers, Councillors and Volunteers.</li><li>2. To foster and develop relationships between businesses, the community and the Town Council.</li><li>3. To oversee the Town Council's Christmas lighting event – Bright Friday.</li><li>4. To promote and support environmental awareness and initiatives.</li><li>5. To promote floral and planting initiatives.</li><li>6. To protect and preserve local heritage.</li><li>7. To support young people in the community.</li><li>8. Considers Resolutions from appointed sub committees and working groups.</li></ol>	

**Delegated Powers:**

1. To maximise the benefit to the town of any external funding directly or with partner organisations.
2. To work with partner organisations to improve the health of people in the town.
3. To work with partner organisations to support the young people in the community.
4. To review and make decisions on environmental issues, such as the single use of environmentally damaging materials, use of renewable resources etc
5. Manage the council's youth green grant initiative and award grants under this scheme as recommended by Climate Emergency sub committee
6. Liaise with the Allotment Associations which manage the town council's allotment sites; review the Allotment Agreements, Allotment fees and make decisions on matters raised by members of the Associations.
7. Make decisions on scope of floriculture throughout the town
8. Makes decisions on issues relating to Street furniture
9. Monitor speed limits in Knaresborough using VAS data
10. To spend relevant budgeted monies on behalf of the Council.
11. To make decisions to spend budgeted monies on behalf of the Council in the commissioning and/or purchase of goods and services beneficial to the staging of events and entertainment.
12. To manage the annual budget for the Christmas Lighting scheme, place orders for works, goods and services within the limitation of the approved annual budget. The Committee must seek approval for any budget changes or increased funds from Full Council or Finance Committee.
13. Explore sponsorship and other financial support, such as match funding, for events taking place within the Town Council area.
14. To manage, alongside the Clerk, budgets allocated to individual events.  
*Any expenditure above to comply with KTC's Financial Regulations.*
15. Ensure a system for Risk Management and Health & Safety is in place for the areas within its control.
16. Through the Clerk/Deputy Clerk/Community Projects Officer, the Chair to issue press statements regarding events on behalf of the Council.
17. Liaise with all necessary amenity groups, Local Authorities and Statutory bodies regarding implementation of signage.
18. To nominate on behalf of the Council representatives to participate in joint working parties and to represent the Council on external committees in relation to event planning.
19. To Approve Terms of Reference for Bright Friday, the Castle Area, Emergency Response, Climate Emergency subcommittees.
20. To manage the use of/hiring out of KTC's trailer stage.
21. To oversee any items relating to Conyngham Hall.
22. To oversee any items relating to the River Nidd Bathing Status.

**Agreed by Knaresborough Town Council at its meeting on 29 April 2024**

**Review Date: May 2025**



**Knaresborough**  
Town Council

## **TERMS OF REFERENCE STAFFING COMMITTEE**

<b>Membership and voting:</b> Minimum 4 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	<b>Quorate:</b>  Three
<b>Meeting Frequency:</b> Once per annum, or upon request of the Chair if required, with the Clerk and/or Deputy Clerk in attendance.	
<b>Accountability:</b> The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
<b>Aims:</b> Provide effective and professional staff management of all matters related to the employees of the Council.	
<b>Roles:</b> <ol style="list-style-type: none"><li>1. Ensure compliance with legislation and best practice.</li><li>2. Manage any recruitment process.</li><li>3. Take responsibility that confidentiality is maintained over all staffing matters under UK GDPR and Code of Conduct as signed members.</li><li>4. Have responsibility to implement/negotiate any changes to contract terms which are required to comply with Staffing Law, Health and Safety Law, and Terms and Conditions of Service as laid down by the National Joint Council (NJC) 'Green Book' and recommended by the National Association of Local Councils (NALC) and Society of Local Councils (SLCC).</li><li>5. Responsible for the Clerk's staff appraisal each year in February.</li><li>6. Develop strategy and policy in all matters relating to Human Resources and manage Health and Safety of staff.</li></ol>	



**Delegated Powers:**

1. Review staffing arrangements and structure including job descriptions and person specifications.
2. Manage associated recruitment costs to the budgeted amount set by Full Council.
3. Approve all contracts of employment.
4. Consider and implement all pay awards and determine increment raises.
5. Review and implement all employment policies, duty to consult with staff on an ongoing basis.
6. Carry out Clerk annual appraisal in its entirety including setting objectives.
7. Committee is the Line Manager of the Clerk and will appoint two liaison councillors to have responsibility for regular liaison with the Clerk on all staffing matters including arranging and leading on the annual appraisal
8. Consult with staff about Health and Safety issues and working practices.
9. Make decisions on Disciplinary and Grievance matters on behalf of the council
10. Ensure all committee members have appropriate training (e.g. employment law)

**Agreed by Knaresborough Town Council at its meeting on 29 April 2024**

**Review Date: May 2025**

### **KTC Meeting Dates June 2025 – November 2025**

<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>Notes</u></b>
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	Staffing 9.00 a.m.	
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		

This Schedule covers six months of the civic year 2025/2026 only. N.B. there has been little feed back from Councillors following distribution of previous versions of a Schedule for the full year.

In this Schedule, Finance & General Reserves Committee meetings have been replaced by Full Council meetings in anticipation that additional Full Council meetings will be required during this period as negotiations progress re the market situation. Current staff resources limit the number of meetings which can be held. A further Schedule will be issued for December 2025 through to end May 2026.

KTC Asset Register

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
001	Community Centre	Stockwell Avenue	770,000	1998	Approx rebuild cost. See letter from Harrogate Borough Council dated January 2004. Brimhams Active, as lease holders, are required to provide PLI cover and cover re building costs
002	Castle Lights	Knaresborough Castle	35,000	2018	NYC Insured
003	Allotment Land	Bilton Hall Drive	32,500	July 2010	Field made into allotments and allocated from February 2011
004	Mother Shipton Statue	Market Square	30,000	2016	
005	Mayor's Chain	With the Mayor	7,000		Valued by Fattorini's in 2014
006	Mayoress Chain	With the Mayoress	5,200		Valued by Fattorini's in 2014
007	Allotment Land	Stockwell Road	4,500	1968	Knaresborough Allotment Self Help Scheme
008	Deputy Mayors Chain	With the Deputy Mayor	4,000		Valued by Fattorini's in 2014
009	Statue of St Robert	Abbey Road	4,000	2018	
010	Stage (sections slot together)	Knaresborough Lions store for KTC	3,000	December 2014	Stored at The Ranch, Forest Moor, Knaresborough by Knaresborough Lions
011	Deputy Mayoress Chain	With Dep Mayoress	2,200		Valued by Fattorini's in 2014
012	Mayor's Ribbon Badge	With Mayor	2,200		Valued by Fattorini's in 2014
013	Silver spade (1902)	Clerks office	2,000	Nov 1902	
014	Clerk's office equipment and furniture	Clerk's office	1,435	2014	Purchased from TLC
015	Oil painting of Lord Inman	Clerk's Office	600	1957	Oil painting by Norman Hepple (1908 – 1994) seated portrait signed and dated 1957 23.5" / 19.5" gilt frame
016	Lap Top	Clerk's Office	550	2018	
017	Replica Blind Jack's Cherry wood cane	Clerk's Office	500		John Metcalfe 73" high
018	Simpson bowling trophy 1927	Chamber	500	1927	2 Handled - Barker Bros Chester 1919 urn from with single girdle on wooden socle inscribed Presented by JW Simpson Esq Manor Cottage Knb height 27" 10.5oz
019	Silver spade (1887)	Clerk's Office	500	1887	Silver plate – black handle – (use as less precious)
020	Projector	Clerk's Office/Councillors	491	2016	Casio core XJ - V1 2700 ANSI Lumens XGA lamp free projector
021	Banners x 3 - NDP	In Clerk's Office	475	2014	
022	Three past Chairman badges (Knb UDC)	Chamber	450	1959	Fattorini Birmingham enamel & gilt silver in original Fattorini cases each 2.75 diameter

KTC Asset Register

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
023	Projector Screen	In Assembly Hall	350	2014	Located in assembly hall
024	Challenge cup bowling x 2	Chamber	350	1869	Silver Chalice inscribed Knb Challenge Cup Bowls – Barnard & Sons Ltd London 1869 embossed doves, geometric border & entwined vine 10”high 14.5oz.
025	Glass Display Case	KH - 1 <sup>st</sup> Floor Landing	300		Size: Large
026	K'boro Savings Committee Street Groups League Cup	Chamber	250	1945	2 Handled trophy Thomas Bradury & Sons London 1901 Urn form & inscribed Pres4nted by Col CH Tetley D.S.O, T.D & October 1945. 8.5” high 11oz.
027	Silver Rose Bowl - Knaresborough Challenge Cup	Chamber	240		Maker Walker & Hall Sheffield inscribed Knb Challenge Cup 8” high approx 10oz
028	Mug (rumoured to be Blind Jack's)	Chamber	230		Pearl wear blue & white mug, leaf design, 4.5” high. Valuation made in 2015 by Hartleys Auctioneers
029	Lawn Mower	A Willoughby	208	2011	
030	Four Maundy coins 2010 (4,3,2 and 1)	Chamber	200		Coins dated 2010
031	Large Display Board	In Clerk's Office	200	2014	
032	15 Hi Vis Jackets	In Chamber	180	2008	
033	Silver platter	Large cabinet on stairs	180		2 handled silver on copper salver - Ogdens of Harrogate &
034	Metal press	Clerk's Office cabinet	150		Cast iron lock seal stamp with floral decoration & turned wood handle 8.5” high
035	German Letter Box (Yellow) 25 Years of Town Twinning Partnerschafstverein Bebra-Knaresborough	KH – first floor landing	100	June 1995	Plate at Top inscribed: 25 Years of Town Twinning presented by Partnerschaftsverein Bebra-Knaresborough C.V.June 1995. Plate at Front inscribed: 25 Years of Town Twinning - Presented by Bebra to Knaresborough - June 1995
036	Scale copy of Blind Jack's viameter 2000	KH - Ground Floor/1 <sup>st</sup> Floor Landing	100	2000	
037	Blind Jack's tea pot	Chamber	100		Date– is after Blind Jack's death! Porcelain white with flowers dated 1841 11” wide
038	Book - 'History of the Town'	Clerk's office cabinet	100		History of the Castle, Town & Forest of Knaresborough & its medicinal springs' 6 <sup>th</sup> Edition E Hargorve
039	Glass rose bowl	Chamber	50		England in Bloom 1986

KTC Asset Register

Asset No:	Asset Description	Asset Location	Asset Value £'s	Date Acquired	Notes
040	40 year plaque BEBRA	Chamber	50		Partnership Present from Bebra
041	40 year BEBRA glass	Chamber	50		Present from Bebra
042	Community Cup - silver plated	Clerk's office or with award winner	1		Value in names inscribed on plate
043	Scotsman statue in spelter	Clerk's Office	50		
044	Environmental award	Clerk's office or with award winner	20		Value in the names/organisations inscribed
045	3 x large Honours Boards	Chamber	1		Value in inscriptions of former Chairmen/Mayors since 1894
046	2 x telephone boxes	Market Place	2	2019	Refurb cost £5400 completed 2020
047	2 past mayor's badges	Clerk's office cabinet	1120	Summer 2019	
048	1 consort pins	Clerk's office cabinet	284	Jan 2018	
049	2 long service awards	Clerk's office cabinet	2		Purchase date/value unknown
050	Castle Banner	Lighting Contractors	400	Nov 2019	
051	Franking Machine	Clerk's Office	600	Dec 2019	
052	Office PC's x 3	Clerk's Office	2000	Oct 2019	
053	Defibrillator + Cabinet	Fixed to External Wall Kboro House	1379	Apr 2021	
054	Road Closure Signage	Friendship & Leisure Centre	2000	2021/2022	Communal Usage, kept in locked building.
055	Flags	Castle grounds	133	May 2022	
056	Flag poles	Castle Grounds	341	April 2022	
057	Trailer Stage	Cllr J Pickard	8750	October 2023	
058	Office Chair	Office Kboro House	150	March 2024	
059	2 x lap tops	Office Kboro House	1000	May 2024	
060	Promo banner x 2	Office Kboro House	270	May 2024	
070	2 x Hi Viz Vest/jackets	Chamber	65	Nov 2024	
071	Butter Lane Lighting	Butter Lane	658	Jan 2025	

**Total Value for Audit Purposes 31 March 2025: £954,715**

Note: Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal *(Governance and Accountability)*

**Reviewed: Annually**

Knaresborough Town Council  
Property Inventory

No.	Property Description	Property Location	Date Acquired	Notes
001	Knaresborough-Bebra framed Document	KH - Entrance	June	In English. Dated: 11 <sup>th</sup> June 1980
002	Knaresborough-Bebra framed Document	KH - Entrance	June	In English. Dated: 5 <sup>th</sup> June 1970
003	Knaresborough-Bebra framed Document	KH - Entrance	June	In German. Dated: 7 <sup>th</sup> June 1969
004	Framed Panorama of Bebra consisting of 8	KH - Staircase		
005	Framed Picture	KH - Staircase		Plaque inscribed: Friedrichroda/Thür 1986
006	Framed Print of Bebra Coat of Arms	KH - Staircase	June 1969	Plaque inscribed: Presented to Knaresborough Urban District Council 7 <sup>th</sup> June 1969
007	Knaresborough-Bebra framed Document (10 Year Celebration)	KH - Staircase	October 1979	In German. Dated: 6 October 1979
008	Framed Panorama of Bebra consisting of 4 Postcards	KH - Staircase		Plaque inscribed: Panoramic View of Bebra
009	Framed Panorama of Bebra consisting of 3 Postcards	KH - Staircase		Plaque inscribed: The Bruder-Grimm-Schule. Bebra
010	2 x Printed Tiles - View of Bebra Church	Chamber		
011	Plinth with Railway Lines, Axle and Wheels	Chamber		Plaque inscribed: Bebra <handshake>Knaresborough
012	Wooden Bebra Shield	Chamber		
013	Copper Token bearing coat of Arms of Bebra	Chamber		Entitled: "Wandern in Bebra" in relief - on Reverse "Hagelsberg-Hutte" in relief
014	1 x Ceramic Tile with 12 views of Bebra	Chamber		Entitled: "Bebra und seine Stadtteile"
015	Photograph of 2 Metal Plates	Chamber		1. Coat of Bebra 2. Scroll
016	Stainless Steel Plate engraved with Coat of Arms of Bebra and "Stadt Bebra"	Chamber		
017	Glass coaster (Bebra) in wooden box (x 2)	Chamber		Entitled: "zur Erinnerung am Heinrich"
018	3 Photographs in a single frame	Chamber		Inscribed: 20 Jahre Bebra - Knaresborough
019	Mounted Coat of Arms of Bebra	Chamber		Printed: "Friedrichroda coa Thüringen"
020	2 x Decorative Plates on Stands	Chamber		Entitled: "30 Jahre Stadtpartnerschaft Knaresborough - Bebra 1970-2000"
021	Wooden Relief	Chamber		Present from Bebra
022	40 year partnership plaque BEBRA	Chamber		Present from Bebra
023	40 year BEBRA glass	Chamber		Present from Bebra

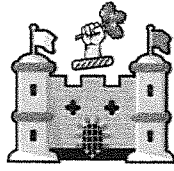
Knaresborough Town Council  
Property Inventory

No.	Property Description	Property Location	Date Acquired	Notes
024	Framed photograph of Herr August Wilhelm Menda (Bürgermeister - Bebra) and Cllr Neville Farmer (Chairman of KUDC) signing Town Twinning document 5 <sup>th</sup> June 1970	Chamber	June 1970	
025	Wooden Plate with relief "ShloßReinhardtsbruhn"	Chamber		
026	Photograph of Cllr George Albert Holch JP, Chairman of KUDC and Herr Friederich Kröning, Chairman of the Bebra Parliament with the Town Clerk of Knaresborough and Bürgermeister of Bebra	Chamber	June 1970	
027	Pictures of street scenes in Bebra x 4	Chamber		
028	Bebra Plate	Chamber		
029	Large Glass Plate	Display case /Staircase	October 2004	Engraved: "35 Jahre Stadtspartnerschaft Bebra-Knaresborough Oktober 2004"
030	Metal Plate with 12 shield in relief on rim and Bebra Shield on centre	Chamber		
031	Schott Crystal Tall Glass Tumbler	Chamber		Metal Shield attached Inscribed: "coa Stadt Bebra"
032	Photograph of a replica Castle Key on a Shield depicting Arnold Kellelt, Bürgermeister of Bebra and Betsy Cosgrove	Chamber		
033	Large framed Montage of Drawings	KH - Ground Floor/1 <sup>st</sup> Floor Landing		Entitled: "© Wilhelm Scholte '95 - Sparda Bank, Kassel"
034	Long Playing Records in Covers	Chamber		Entitled: "Volkstümliche Klänge aus Bebra"
035	1 x Ceramic Tile of Bebra	Chamber	1984	
036	Photograph of International Youth bands Festival	Chamber	1973	
037	Pictures of street scenes in Knaresborough x 4	Chamber		
038	National Savings Cttee Blue Wedgewood Plaque	Chamber	1966	Wedgewood plaque National Savings Committee 50 <sup>th</sup> Anniversary 1966 plaque 7.75" wide in glazed gilt frame
039	Savings campaign 1943	Chamber		Air Ministry in recognition of successful achievement in Wings for Victory Week
040	Tapestry of the viaduct	Chamber		Circa 1990 / given 2002
041	Book Ends in the form of Lions	Chamber		



Knaresborough Town Council  
Property Inventory

No.	Property Description	Property Location	Date Acquired	Notes
042	Picture of the castle black & white	Clerk's Office		Picture of Knaresborough castle black & white in frame no date
043	Wallflower Shield	Chamber		Presented to UDC on adoption of HMS Wallflower during warship week 1942.
044	Historical books x 3 (Arnold Kellett)	Clerk's Office		
045	Knaresborough silver plated spoon	Chamber		
046	Framed photograph of Arnold Kellett	Chamber		
047	Picture of Menwith Hill	Chamber		Presented by USAF 2016
048	Framed Photograph of the Royal Maundy	Chamber		
049	Photograph of the Rt. Hon. Lord Inman	Chamber		Taken from a Painting
050	Framed "Honorary Citizenship" Certificate presented to Arnold Kellett	Chamber		
051	Silver Plated Spoon with Enamelled Badge of Knaresborough	Chamber		Boxed
052	Plaque with a cast metal relief of a bear with river scene Photograph	Chamber		Inscribed: "From Sarnia, Ontario"
053	2 x Framed letters	Chamber		1. from Sarnia St Clair Secondary School 2. Andy Brandt MPP, Sarnia
054	3 x Framed Documents	Chamber		1. Letter from City of Sarnia, Ontario 2. Letter from Ken Jane MP, City of Sarnia 3. Caricature Engraving of Knaresborough MP, Tom Collins
055	Wooden Round Box containing ribbon	Chamber		
056	Bowl, signed flag and Motanka doll	Chamber		Presented November 2023 in Ukraine



**Knaresborough**  
Town Council

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# **STANDING ORDERS**

Adopted (Original from NALC Model): December 2020

Reviewed: May 2025

Review Period: Annually

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## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair") where possible, but any reference to the feminine gender shall be taken to include the masculine and any reference to the masculine gender shall be taken to include the feminine.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in

the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their**



- **casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted**  
 ● and the meeting shall be closed. The business on the agenda for the meeting  
 ● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours.

#### 4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three clear days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall**

**give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

(Note: in a non-election year some items below may be dealt with at the full council meeting immediately prior to the annual meeting)

- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 3 working days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	⊗
Sub-committee meetings	⊗

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- ⊗
- ⊗



- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

#### 14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

#### 15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 2 clear days

- before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the planning committee minutes;
- xv. manage access to information about the Council via the publication scheme; and

#### 16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£60,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the staffing committee or, if he is not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chair of the staffing committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the staffing committee or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the staffing committee, this shall be communicated to another member of the staffing committee, which shall be reported back and progressed by resolution of the staffing committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



## 27. MAYORAL

### Office of Mayor:

- a As well as being the Chair of the Council, the Town Mayor shall also be the town's official representative on civic occasions.
- b All Mayoral engagements should be recorded in advance by the Town Clerk (or other delegated council officer).
- c The Mayor shall, unless s/he resigns, dies or ceases to be qualified or becomes disqualified continue in office until his/her successor becomes entitled to act as Mayor. During his/her term of office the Mayor continues to be a member of the Council notwithstanding that s/he may not have been re-elected as a councillor.

### Badge of Office:

- a The Mayor should wear the Badge of Office at:
  - i) all meetings of the Council (but not Committee meetings) at which they preside as Chair. However, a breach of this standing order does not invalidate the proceedings of the meeting.
  - ii) on any civic occasion where they are officially representing the Town or the Council.
- b The Mayor must not attend any party political function while wearing the Badge of Office, or knowingly permit photographs in which they are wearing the Badge of Office to be used in any party political literature. This paragraph also applies to the Deputy Mayor.
- c The Deputy Mayor should only wear their own Badge of Office on those occasions when they are officially deputising for the Mayor. When accompanying the Mayor, the Deputy Mayor's Badge of Office should not be worn. The only exceptions to this rule are that the Deputy Mayor is expected to wear their own Badge of Office at :-
  - i) the Annual Town Council Meeting
  - ii) The Mayor's Civic Service
  - iii) Remembrance Sunday
  - iv) On other civic occasions where consent of Council is given
- d The Deputy Mayor should not wear their Badge of Office at ordinary meetings of the Council unless they have had prior notice that the Mayor will be absent for the entire meeting, under which circumstances the Deputy Mayor should attend wearing their own Badge of Office.

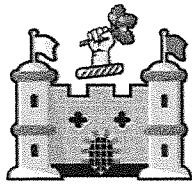
- e It is discourteous to wear the badge of office outside the parish of Knaresborough except when formally invited to a civic function organised by the parish or council concerned or which is attended by their chair. Otherwise it is good practice to seek permission to wear the badge of office from the chair of the parish or council concerned.

#### **Vacancy in office of Mayor (or Deputy Mayor)**

- a If a vacancy occurs for the office of Mayor as a consequence of death, disqualification or resignation the Deputy Mayor (if available and willing to take office) shall become Mayor and shall serve until the next Annual Council Meeting; otherwise the Clerk shall place an item on the agenda of the next Ordinary Meeting of the Council for the appointment of a Mayor to serve until the next Annual Council Meeting.
- b If a vacancy occurs for the office of Deputy Mayor as a consequence of death, becoming Mayor, disqualification or resignation the Clerk shall place an item on the agenda of the next Ordinary Meeting of the Council for the appointment of a Deputy Mayor to serve until the next Annual Council Meeting.

#### **Annual Town Meeting**

- a The order of business at the Annual Town Meeting shall be as follows:-
  - i) To receive apologies for inability to attend the meeting ii) To consider and after consideration approve the minutes of the previous Annual Town Meeting as a correct record.
  - ii) To receive the Town Mayor's Report
  - iii) To consider any matters placed before the meeting by the Town Council
  - iv) To consider any matters raised by electors present at the meeting
- b The Annual Town Meeting shall start at 7.30pm and conclude by approximately 9.30pm.
- c At least one hour shall be reserved for agenda item (a) (iv). Matters raised by electors shall be determined by completing a request card prior to the start of the meeting with the topics requested by the most electors being given priority.



## **FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the council at its meeting held on 12 May 2025.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**

- the outcome of a review of the effectiveness of its internal controls;
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000.

## **2. Risk management and internal control**

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk or nominated employee or Councillor shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
  - ensure that risk is appropriately managed;
  - ensure the prompt, accurate recording of financial transactions;
  - prevent and detect inaccuracy or fraud; and
  - allow the reconstitution of any lost records;
  - identify the duties of officers dealing with transactions and
  - ensure division of responsibilities.
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council or duly delegated finance committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council.
- 3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the duly delegated staffing committee at least annually in September/October for the following financial year. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following two financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council or duly delegated committee.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council finance committee or full council not later than the end of October each year.
- 4.6. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government**

**Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is recorded.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall strive to seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk or relevant officer shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**



5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest of any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with NatWest. The arrangements shall be reviewed from time to time for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual authorisation or dual cheque signing.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by the Clerk, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council or finance committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £1000 excluding VAT, within an agreed budget.
  - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk can certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

- iv. Fund transfers within the councils banking arrangements (other than the pre-arranged automated transfer) up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance committee. Two named members check the schedule for compliance. The authorised schedule shall be initialled on each item by the RFO, Deputy Clerk and two named members and filed accordingly. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a few councillors who will be authorised to check transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All members shall have access to view the council's bank accounts upon request to the Clerk.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online.
- 7.5. In the prolonged absence of the Service Administrator the Deputy Clerk shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised by Council shall check the payment details against the invoices on a monthly basis.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next finance committee/full council meeting and included in the minutes.
- 7.9. With the approval of the council or finance committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are reported to council. The approval of the use of each variable direct debit shall be reviewed by the council at least every three years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each online payment is approved by two authorised officers, evidence is retained and any payments are reported to the council or finance committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every three years.

- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every three years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk or Deputy Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any cheque payments shall be reported to the council or finance committee at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council or finance committee and authority for topping-up shall be at the discretion of the council or finance committee.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made, other than contractual agreements, to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans

to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that is the property of a charitable trust shall be paid into the appropriate ring-fenced reserve. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Charities**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

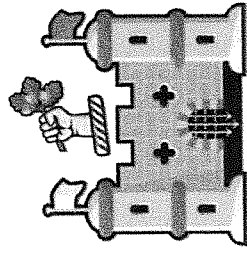
## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



# Knaresborough

## Town Council

### FINANCIAL MANAGEMENT - RISK ASSESSMENT

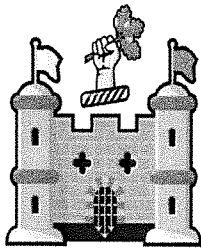
Area	Risk	Level before Control	Management/Control of Risk	Level after Control
<b>Assets</b>	Loss or damage Risk/damage to third party property	M	An annual review of assets is undertaken for insurance, maintenance and storage provision. Insurance and asset registers are updated annually.	L
	Risk/damage to third party	M	NYC insures, maintains, manages and looks after Knaresborough House. Active North Yorkshire maintains, manages and looks after the Community Centre.	L
<b>Financial Records and Controls including use of Rialtas system</b>	Security of buildings, equipment, etc	M	The Council has Financial Regulations which set out the requirements. These are reviewed annually by the RFO/discussed with the Internal Auditor. The Council has an established a system of internal control and set criteria for appointed Councillors to work to.	L
	Inadequate records. Financial irregularities. Council not carrying out best practice in line with changes to Govt financial legislation resulting in failure of external audit.	M	Rialtas system records checked regularly against bank statements by named councillor.	L
<b>Banking arrangements including online banking</b>	Inaccurate information entered into system	M	Financial records backed up on external drive.	L
	Loss of electronic records	M	The Council has Financial Regulations that set out the requirements for banking arrangements including online banking and the reconciliation of accounts in a simple framework.	L
<b>Handling Cash</b>	Lack of control over banking/procedures/checks.	M	The Town Council does not handle cash on a daily basis. The only regular income is precept, bank interest, allotment income and annual	L
	Loss through theft by staff or others of monies paid into the Clerk's office.	M		

			VAT return. All of these are paid directly into the town council's bank account. Mayoral Fund Raising cash is received and banked by the office infrequently. Monies are counted and checked with two members of staff present.	
<b>Fidelity Guarantee</b>	Financial Loss	M	The Council has fidelity guarantee cover to £300,000	L
<b>VAT</b>	Not reclaimed	M	VAT claims calculated and claimed quarterly on line and reported to council.	L
<b>Salaries and associated costs</b>	Salaries paid incorrectly Unpaid Tax/Nl resulting in penalties for Council	M	Contract of employment in place for all employees Annual review of salaries undertaken before Precept is agreed Salaries calculated and filed on-line monthly with HMRC. Tax and N.I. contributions calculated and paid monthly. Pension calculated and paid monthly to NYPF Final returns for HMRC (Tax & NI) and NYPF completed on-line annually at the end of the financial year.	L
<b>Precept</b>	Inadequacy of precept in order for council to carry out its statutory duties	M	Regular information on finance including budget comparisons – finance reports presented to Finance and Gen Purposes Cttee or Full Council at their scheduled meetings. At November council meeting a draft budget, including actual position and projected position to year end, is presented by the RFO for discussion/ amendment. This includes a full break-down of the council's 'Reserve' account showing monies held in ear marked reserves and general reserves including recommended 3 – 6 months working capital. KTC does not have any loans.	L
<b>Loans</b>	Non compliance with borrowing restrictions	M		L
<b>Public Liability</b>	Risk to third party, Property/individuals	M	The council has public liability cover to £10M under its policy with Hiscox Insurance Ltd (through Gallagher Insurance Brokers)	L
	Legal liability as a result of asset ownership	H	Insurance in place. Reviewed prior to insurance renewal.	L
<b>Employers liability</b>	Non compliance with employment law resulting in litigation	M	The council employs three staff. KTC's insurance policy with Hiscox Insurance Ltd provides required employers liability cover.	L
<b>Contracts and tendering</b>	Fraud, cost, quality and delivery risk	H	The council has a Standing Order in place for contracts and procurement which is mandatory	L
<b>Grants</b>	Failure to document receipt of grant	M	Incoming monies documented (receipts/payments) and ringfenced	L
<b>Payment of Grants and donations</b>	No power to pay Council authorisation to pay	M	All such expenditure must adhere to the Council process of approval, being minuted and listed accordingly when payment is made using S137 powers of expenditure.	L

	Lack of training taken up by Councillors	M	Councillors undertook whole council training in January 2024 with a specific module to include the awarding of grants under Section 137.	L
	No follow up of awarded grant resulting in funding not being used for requested purpose	M	Grant follow up procedure implemented	L
<b>Business continuity measures</b>	Council unable to undertake its duties	M	Council has a separate Risk Management Strategy and a Business Continuity Plan in place	L

Adopted: 12 May 2025

Review: May 2026



**Knaresborough**  
Town Council

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## **CODE OF CONDUCT FOR MEMBERS OF KNARESBOROUGH TOWN COUNCIL**

This Code sets out the standards of behaviour required of you whenever you are acting in your official capacity as a Councillor of Knaresborough Town Council. This Code also applies to any person appointed as a co-opted member with voting rights on any Committee of the Council when acting in their official capacity and references in this Code should be construed accordingly.

You must sign an Undertaking to comply with this Code of Conduct before acting as a Councillor or voting co-opted Member ("Members").

The Code has been adopted by the Council and requires compliance with the General Principles of Public Life set out at the end of the document. The Council has established a Standards and Governance Committee, consisting of members of the Council, assisted by Independent Persons for Standards, to oversee the Council's ethical framework.

*Notes in italics in this Code are guidance extracts from the national voluntary model code of conduct for Members, to aid understanding of the Code's requirements.*

### **GENERAL CONDUCT OBLIGATIONS**

#### **1. You must treat others with respect**

*Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.*

*In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.*

*In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.*

#### **2. You must not unlawfully discriminate against any person or do anything which may cause the Council to breach any equality enactment**

*Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

*The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.*

**3. You must not bully, intimate or harass any person, or attempt to do so.**

*The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others*

*The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.*

**4. You must not do anything which compromises the impartiality of anyone who works for or on behalf of the Council or do anything that is likely to compromise their impartiality.**

*Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.*

**5. You must not disclose information which is given to you in confidence or which you believe is of a confidential nature, or ought reasonably to be aware is of a confidential nature unless:**

- **You have the permission of a person authorised to give it; or**
- **You are required by law to disclose the information; or**
- **You disclose it to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person: or**
- **The disclosure is reasonable; and is in the public interest; and is made in good faith; and is only made after having complied with any reasonable requirements of the Council to delay disclosure or to maintain confidentiality.**

**Before disclosing any information under this paragraph, you must consult the Monitoring Officer and/or the Chief Executive Officer.**

*Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.*

**6. You must not prevent another person gaining access to information which that person is entitled to by law.**

**7. You must not conduct yourself in a manner which could reasonably be regarded as bringing the Council into disrepute, or your opposition as a Member into disrepute.**

*As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.*

*You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.*

**8. You must not use your position as a Member improperly to obtain any advantage or disadvantage for yourself or any other person, or attempt to do so.**

*Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.*

**9. You must not take part in the scrutiny of any decision you have been involved in making – except that you may provide evidence or opinion to those undertaking any scrutiny process.**

**10. You must give careful consideration to gifts or hospitality offered to you:**

**a) You must not accept any gift or hospitality (of any value) which could reasonably be perceived as creating an obligation upon the Council, or upon yourself as a Member, or which could give rise, or give the appearance of giving rise, to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour, for example from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage. Where such a person does make a significant offer (estimated value £50 or more) of gifts and/or hospitality to you, you should inform the Monitoring Officer.**

**b) If you do accept any gift or hospitality of estimated value £50 or more which might be attributable to your membership of the Council (other than the refreshments which might usually be expected at a Council meeting or civic function) you must disclose this, or any offer of such gift or hospitality you decline, to the Monitoring Officer within 28 days of its offer/receipt.**

*In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.*

**11. You must act in accordance with the Council's guidance or requirements when using the resources of the Council (such as officer time, IT and copying equipment, or physical materials), or when authorising others to use them, and must ensure that those resources are not used improperly for political or other purposes.**

*You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor. Examples include:*

- Office support
- Stationery
- Equipment such as phones and computers
- Transport
- Access and use of local authority buildings and rooms

*These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.*

**12. You must have regard to relevant advice given by the Council's Chief Financial Officer or Monitoring Officer when making decisions and must give reasons for those decisions, in accordance with any requirements imposed by statute or the Council.**

**13. You must comply with the following sections of this Code, which relate to registering and declaring in meetings certain interests you may have.**

**14. You must (unless otherwise specifically agreed with the Monitoring Officer), comply with the Council's standards regime relating to the Code of Conduct, including but not limited to:**



- a) attending standards training provided/arranged by the Council;
- b) co-operating with any standards assessment, investigation and/or determination;
- c) not intimidating or attempting to intimidate any person who is likely to be a party in, witness in or involved with the administration of any standards complaint, assessment, investigation or determination;
- d) refraining from making trivial, vexatious, malicious, politically motivated or tit for tat standards complaints against other Members.

*It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.*

## **INTERESTS**

### **Disclosable Pecuniary Interests (DPI)**

15. (1) A pecuniary interest is a "disclosable pecuniary interest" (DPI) in relation to you if it is of a description specified in regulations (and listed in Appendix 1) and either:
- (a) it is your interest; or
  - (b) it is an interest of:
    - (i) your spouse or civil partner;
    - (ii) a person with whom you are living as husband and wife; or
    - (iii) a person with whom you are living as if you are civil partners;

and you are aware that that other person has the interest.

### ***Disclosure of pecuniary interests on taking office***

16. (1) You must, before the end of 28 days beginning with the day on which you become a member or co-opted member of the Council, notify the Monitoring Officer of any disclosable pecuniary interests which you have at the time when the notification is given.
- (2) Where you become a member or co-opted member as a result of re-election or re-appointment, sub-paragraph (1) applies only as regards disclosable pecuniary interests not entered in the Council's register when the notification is given.
- (3) Where you give a notification for the purposes of sub-paragraph (1), the Monitoring Officer is to cause the interests notified to be entered in the Council's Register of Members'

Interests ("the Register") (whether or not they are disclosable pecuniary interests).

- (4) Subject to paragraph 25 (regarding sensitive interests), you must, within 28 days of becoming aware of any new disclosable pecuniary interest or change to any interest already registered, register details of that new interest or change by providing written notification to the Monitoring Officer.

### ***Pecuniary interests in matters considered at meetings***

17. (1) Sub-paragraphs (2) to (4) apply if you:
- (a) are present at a meeting of the Council or Executive, or of any committee, sub-committee, joint committee or joint sub-committee of the Council or Executive;
  - (b) have a disclosable pecuniary interest **directly relating** to any matter to be considered, or being considered, at the meeting; and
  - (c) are aware that the condition in paragraph (b) is met.
- (2) You must disclose the existence and nature of the interest to the meeting, but this is subject to this Code's provisions on sensitive interests.
- (3) If the interest is not entered in the Council's Register and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure.
- (4) You may not:
- (a) participate, or participate further, in any discussion of the matter at the meeting; or
  - (b) participate in any vote, or further vote, taken on the matter at the meeting;
  - (c) remain in the meeting room;

but this is subject to this Code's provisions on dispensations.

*Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority . You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. You should note that failure to register or disclose a disclosable pecuniary interest is a criminal offence under the Localism Act 2011.*

### ***Pecuniary interests in matters considered by a single member***

- (5) Sub-paragraphs (6) and (7) apply if:
  - (a) a function of a relevant authority may be discharged by a member of the authority acting alone;
  - (b) the member has a disclosable pecuniary interest in any matter to be dealt with, or being dealt with, by the member in the course of discharging that function, and
  - (c) the member is aware that the condition in paragraph (b) is met.
- (6) If the interest is not entered in the Council's Register and is not the subject of a pending notification, the member must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date when the member becomes aware that the condition in sub-paragraph (5)(b) is met in relation to the matter.
- (7) The member must not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by the member).
- (8) Where you give a notification for the purposes of sub-paragraph (3) or (6), the Monitoring Officer is to cause the interest notified to be entered in the Register (whether or not it is a disclosable pecuniary interest).
- (9) The Council's Constitution provides for the exclusion of a member or co-opted member of the authority from a meeting while any discussion or vote takes place in which, as a result of the operation of sub-paragraph (4), the member or co-opted member may not participate.
- (10) An interest is "subject to a pending notification" if:
  - (a) the interest has been notified to the Monitoring Officer, but
  - (b) has not been entered in the Register in consequence of that notification.

### **Other Registrable Interests (ORI)**

**18.** The interests other than disclosable pecuniary interests which are required by the Council to be registered in the Register of Members' Interests are set out in Appendix 2.

### ***Disclosure of Other Registrable Interests on taking office***

- 19. (1)** You must, before the end of 28 days beginning with the day on which you become a member or co-opted member of the Council, notify the Monitoring Officer of any interests other than disclosable pecuniary interests of a type set out in

Appendix 2 which you have at the time when the notification is given. **This relates only to your own interests.**

- (2) Where you become a member or co-opted member as a result of re-election or re-appointment, sub-paragraph (1) applies only as regards interests other than disclosable pecuniary interests of a type set out in Appendix 2 not entered in the Council's register when the notification is given.
- (3) Subject to paragraph 25 (regarding sensitive interests), you must, within 28 days of becoming aware of any new interests other than disclosable pecuniary interests of a type set out in Appendix 2 or change to any such interest already registered, register details of that new interest or change by providing written notification to the Monitoring Officer.

#### ***Other Registrable Interests in matters considered at meetings***

- 20. (1) Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registrable Interests (ORI) (as set out in Appendix 2), you must disclose the interest to the meeting.
- (2) You may speak on the matter only if members of the public are also allowed to speak on it but otherwise must not take part in any discussion or vote on the matter and must not remain in the room for that matter (unless you have been granted a dispensation). If it is a sensitive interest, you should declare that you have an interest but do not need to disclose the nature of it.

#### **Non-Registrable Interests (NRI) in matters considered at meetings**

- 21. (1) Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Appendix 1 or Other Registrable Interest set out in Appendix 2) or a financial interest or the well-being of a relative or close associate (of which you could reasonably be expected to be aware), you must disclose the interest to the meeting.
  - (2) You may speak on the matter only if members of the public are also allowed to speak on it. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room for that matter (unless you have been granted a dispensation). If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
- 22. (1) Where a matter arises at a meeting which **affects**:
    - a) your own financial interest or well-being;
    - b) a financial interest or the well-being of a relative or close associate (of which you could reasonably be expected to be aware); or

- c) a financial interest or the wellbeing of a body included under Other Registrable Interests as set out in Appendix 2 (of which you could reasonably be expected to be aware);

You must disclose the interest to the meeting (subject to the rules on sensitive interests). In order to determine whether you can remain in the meeting after disclosing your interest the following test in paragraph 22(2) should be considered.

- (2) Where a matter (referred to in paragraph 22(1) above) Affects the financial interest or wellbeing:
  - a) to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the ward affected by the decision and;
  - b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

then you may speak on the matter only if members of the public are also allowed to speak on it, otherwise you must not take part in any discussion or vote on the matter and must not remain in the room for that matter (unless you have been granted a dispensation).

- (3) Where the test in paragraph 22(2)(a) and (b) is not met, then you may speak and vote on the matter in the usual way.

***Other Registrable and Non-Registrable Interests in matters considered by a single member***

23. (1) Where:
- a) a function of a relevant authority may be discharged by a member of the authority acting alone;
  - b) the member has an Other Registrable Interest or Non-Registrable Interest in any matter to be dealt with, or being dealt with, by the member in the course of discharging that function, and
  - c) the member is aware that the condition in paragraph (b) is met;

If an Other Registrable Interest is not entered in the Council's Register and is not the subject of a pending notification, the member must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date when the member becomes aware that the condition in sub-paragraph (1)(b) is met in relation to the matter.

- (2) The member must not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by the member).

### ***Bias/Predetermination***

**24.** Members involved in making a decision on particular business must always bear in mind the rules relating to bias and predetermination and must not participate in, or seek to influence, Council business where their interests (including those other than disclosable pecuniary interests of a type set out in Appendix 2) may prejudice, or appear to prejudice, their views.

*If you are in any doubt as to whether you have an interest in a matter under the Code of Conduct, please seek advice from the Monitoring Officer.*

### ***Sensitive interests***

- 25.** (1) Sub-paragraphs (2) and (3) apply where:
- (a) you have an interest (whether or not a disclosable pecuniary interest); and
  - (b) the nature of the interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation.
- (2) If the interest is entered in the Register, copies of the Register that are made available for inspection, and any published version of the Register, must not include details of the interest (but may state that you have an interest the details of which are withheld under section 32(2) of the Localism Act 2011).
- (3) If paragraph 17(2) applies in relation to the interest, that provision is to be read as requiring you to disclose not the interest but merely the fact that you have a disclosable pecuniary interest in the matter concerned.

### **DISPENSATIONS FROM NON-PARTICIPATION**

- 26.** (1) The Council may, on a written request made to the Monitoring Officer by you, grant a dispensation (in accordance with the relevant statutory provisions and the provisions in this Code) relieving you from any or all of the restrictions in paragraphs 17(4), 20(2), 21(2) and 22(2) in cases described in the dispensation.
- (2) Paragraphs 17(4), 20(2), 21(2) and 22(2) do not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this section.

## OFFENCES

- 27.** (1) You commit a criminal offence if, without reasonable excuse, you:-
- (a) fail to comply with an obligation imposed on you by paragraph 16(1) or 17(2), (3) or (6);
  - (b) participate in any discussion or vote in contravention of paragraph 17(4); or
  - (c) take any steps in contravention of paragraph 17(7).
- (2) You commit an offence if under paragraph 16(1) or 17(2), (3) or (6) you provide information that is false or misleading and you:
- (a) know that the information is false or misleading; or
  - (b) are reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- 28. If you are in any doubt as to your position under the Code of Conduct, please consult the Monitoring Officer.**

## APPENDIX 1

### DISCLOSABLE PECUNIARY INTERESTS

The pecuniary interests which are specified in regulations as disclosable pecuniary interests are the interests specified in the second column of the Schedule below:

#### SCHEDULE

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of



the relevant authority for a month or longer.

#### Corporate tenancies

Any tenancy where (to M's knowledge)—

(a) the landlord is the relevant authority; and

(b) the tenant is a body in which the relevant person has a beneficial interest.

#### Securities

Any beneficial interest in securities of a body where—

(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and

(b) either

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

For these purposes:-

"the Act" means the Localism Act 2011;

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

"director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

"M" means a member of a relevant authority;

"member" includes a co-opted member (entitled to vote);

"relevant authority" means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act (the corresponding provisions in this Code are paragraphs 15(1) and 16(6));

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act (corresponding provision in this Code is paragraph 14(1)(b)), namely:

- M's spouse or civil partner;
- a person with whom M is living as husband and wife; or
- a person with whom M is living as if they were civil partners;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## ***APPENDIX 2***

### **INTERESTS OTHER THAN DISCLOSABLE PECUNIARY INTERESTS**

The interests other than disclosable pecuniary interests which are required by the Council to be registered in the Register of Members' Interests are set out below:

**1. Unpaid directorships**

**2. Any body of which you are a member or are in a position of general control  
Or management and to which you are nominated or appointed by your  
authority**

**3. Any body:**

- i. exercising functions of a public nature**
- ii. directed to charitable purposes or**
- iii. one of whose principal purposes includes the influence of public opinion or  
policy (including any political party or trade union/professional association)**

**of which you are a member or in a position of general control or management**

## **GENERAL PRINCIPLES OF PUBLIC LIFE**

<b>Principle</b>	<b>Revised description</b>
<i>Preamble</i>	The principles of public life apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.
<i>Selflessness</i>	Holders of public office should act solely in terms of the public interest.
<i>Integrity</i>	Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
<i>Objectivity</i>	Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
<i>Accountability</i>	Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
<i>Openness</i>	Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
<i>Honesty</i>	Holders of public office should be truthful.

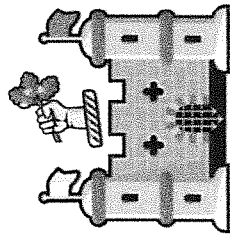
## *Leadership*

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Adopted 25 May 2023

Reviewed May 2024

Next Review May 2025



# Knaresborough Town Council

## RISK MANAGEMENT STRATEGY

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

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

## RISK MANAGEMENT CONTROL

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

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

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

<b>Management</b>				
Employees	Loss of Key personnel	M	Clerk/Deputy mainly interchangeable job roles. Notice of termination paramount in this specialised sector. Begin recruitment immediately. Business Continuity Plan Adopted	L
				L
				L
				L
				L
				L
Audit Internal and External	Audits not carried out – council face financial penalties	H	Internal and External auditors appointed	L
				L
Annual Return	Not submitted within time limits resulting in financial penalties	M	Annual Return is completed, agreed by full council, signed by council chair and submitted to external auditor within time limit.	L
				L
Legal Powers	Illegal activity or payments	M	All activity and payments within the powers of the Town Council to be resolved and minuted at full council or finance committee meetings (including a reference to the power used where necessary e.g. Section 137)	M **
				M **
Minutes/Agendas/Notices/Statutory Documents	Accuracy and legality	M	Minutes and agendas are produced to the required standard by the Clerk or Deputy Clerk and adhere to the legal requirements. Minutes are approved and signed at the next council meeting. Agenda and Minutes are displayed according to legal requirements. Deeds of property, Agreements and other financial papers which require secure keeping are kept in a fire resistant safe.	L
				L

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

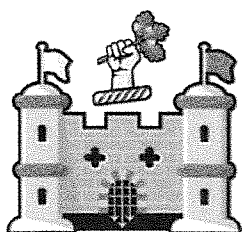
\*\* Clerk continues to inform councillors of relevant powers being used when awarding grant funding.

\*\*\* Clerk continues to advise/inform Councillors about the importance of respecting legal and democratic process and the dangers of acting ultra vires.

Adopted: May 2025

Review May 2026





# Knaresborough

## Town Council

### BUSINESS CONTINUITY PLAN

Name: *Knaresborough Town Council*

Address: *Knaresborough House, High Street, Knaresborough HG5 0HW*

Contact telephone no: *01423 864080*

Business Continuity Management is:

A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival.

Whilst it is not a statutory duty for a parish council, it is Knaresborough Town Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the parish council.

This document is the Council's record of information and actions the Council would take to help prepare for emergencies or serious business disruptions to enable the council to recover as quickly as possible afterwards.

This document should be read and implemented in conjunction with the Town Council's Risk Management Strategy.

This Business Continuity Plan is the property of:	Knaresborough Town Council
Adopted by Knaresborough Town Council	April 29, 2024 ( <i>updated 12 May 2025</i> )
Next review date	May 2026

### PLANNING ACTIONS

Loss or disruption to the Council:		
Loss	Disruption	Action
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. A staffing contingency figure is included in the budget to cover employment of temporary staff
	Threat of sickness (widespread virus)	Staff are required to work from home and given the relevant equipment and

		permission to perform their tasks from home
	Workstation	<p>A workstation risk assessment to be completed for home working by the employee</p> <p>The council's website is updated to ensure members of the public are notified of the office closure. A notice is also put into the town council noticeboard.</p>
	Key staff resign	<p>Chair/Councillors can access K House via keypad entry. Keys for town council office are held in caretaker's office. NYC Building Manager contact details accessible via <a href="mailto:propertyservices.har@northyorks.gov.uk">propertyservices.har@northyorks.gov.uk</a> or via the North Yorkshire Councillors.</p> <p>Key operational info – passwords for computer access, phone numbers for IT supplier/website provider/ bank/ insurance/YLCA etc accessible in Clerk's office filing cabinet 2. Key to Cabinet 2 (key 8) is in Key safe in Clerk's office.</p> <p>A recruitment folder with template job advert, job description, person specification and application form are also in this cabinet. YLCA can also provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. YLCA have helped with supply of Locum Clerk in the past.</p>
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on a cloud as well as on IT equipment and hard drive backups
Building(s) staff work from	Inability to access the Council office due to fire, flood, or other disaster	<p>Staff initially meet at Stockwell Community Centre.</p> <p>Staff can work from home, using lap tops with access to emails and shared files – password protected.</p>
Suppliers	Companies cease trading	New suppliers are found
Utilities	Gas, Electric and Water are disconnected	Homeworking commences or an alternative NYC building utilised. The office is closed until such time that the utilities are reconnected.
Equipment	Photocopier ceases to work.	Work is emailed/scanned and printed elsewhere.

## RECOVERY ACTIONS

### RECOVERY OF ESSENTIAL BUSINESS RECORDS

Business Records	How will you recover the records? Identify any alternative measures in place
Computer records / data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A memory stick with a backed-up copy of the finance records is available in the Clerk's filing cabinet and is also saved on the Council's 'cloud' storage system
Critical paper records /information and location	Deeds and such are stored e.g.in a fireproof safe
Passwords	A record of all passwords to town council equipment is kept in the fireproof box in cabinet 2.

## RECOVERY ACTIONS

Recovery Actions
Advise all Councillors as appropriate
Activation of Business Continuity Plan
Inform and allocate actions to Staff (note: meet at Stockwell Community Centre)
Inform key suppliers and customers and provide a recovery timescale
Activate alternative suppliers, premise, equipment
Review diary and customer commitments
Advise insurance provider

## RECOVERY LOG

Below is a record of all the events, actions, and decisions the Clerk/Proper Officer of the Council has taken.

Date/Time	Action	Action By	Complete

## Additional Notes

--

**Adopted by Council:** 29 April 2024

**Review date:** May 2025

## EMERGENCY CONTACTS

Listed here are the details of Key Persons that the Council may need to contact to make it aware of an emergency or serious business disruption.

Name	Mobile	Personal Email
All Councillor details are on KTC website <a href="https://www.knaresboroughtowncouncil.gov.uk">https://www.knaresboroughtowncouncil.gov.uk</a>		
Clerk/RFO	07761469677	Angelaphg5@gmail.com
Community Projects Officer	07354603606	

## PASSWORDS

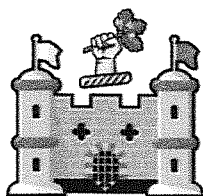
The log on details for all three KTC main frame computers is 'KTC2011'. Any other passwords, such as Vision, YLCA, NALC etc would be re-set at source by individual organisations.

## BUSINESS CONTACTS

Organisation		Contact	Telephone No.
IT Provider	Spa ICT	Gary	01765 602324 <a href="mailto:admin@spaictservices.co.uk">admin@spaictservices.co.uk</a>
Telephone supplier	BT		0800 800 152 As per Internet
Website Host provider	Vision ICT	Morgana Gosling	01392 669497 <a href="mailto:Visionsupport@visionict.com">Visionsupport@visionict.com</a>
Photocopier	Arena	Jack Peacock (Sales)	0344 863 8000
Christmas Lights	Blachere	Tom Walmsley	07525 324 784 <a href="mailto:t.walmsley@blachere-illumination.co.uk">t.walmsley@blachere-illumination.co.uk</a>
HMRC	PAYE Basic Tools		0300 200 3200 As per Internet
Accounts Package	Rialtas		01793 731296
Banking	Nat West		0345 788 8444
Insurance	Gallagher (Broker)		01483 462860

## OTHER USEFUL CONTACTS

Organisation	Contact Name	Telephone No.
YLCA	Sheena Spence	01937 228602 <a href="mailto:admin@yorkshirelca.gov.uk">admin@yorkshirelca.gov.uk</a>
SLCC	N.B. membership is with the Clerk	01823 253 646
'Principal Authority'	North Yorkshire Council	0300 131 2131
Knaresborough House	Glenn Levison	<a href="mailto:glenn.levison@northyorks.gov.uk">glenn.levison@northyorks.gov.uk</a>



**Knaresborough**  
Town Council

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## **SCHEME OF DELEGATION**

### **1. Discharge of the Scheme**

1.1 The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

1.2 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes.

1.3 Those with delegated responsibility are referred to by job title, Town Clerk (Proper Officer).

1.4 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.

1.5 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

1.6 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

### **2. Principles of Delegation**

2.1 Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a Committee or an Officer.
- A Committee may delegate its powers to an Officer
- The delegating body may exercise Powers that have been delegated.

2.2 Any delegation to a Committee or the Town Clerk (Proper Officer) shall be exercised in compliance with the Council's Standing Orders and any other policies or conditions imposed by the Council and within the law.

2.3 Inside of reserved powers (see 6 below) in an emergency the Town Clerk is empowered to carry out functions of the Council.

2.4 Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Members and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

### **3. Authority to Act**

3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

### **4. Conflicts of Interest**

4.1 Under the Local Government Act 1972, section 117, the Town Clerk must make a formal declaration about council contracts in which they have a financial interest.

4.2 Where the Town Clerk has a conflict of interest in any matter, he/she/they shall not participate in that matter unless approved by the Council and this is formally recorded in the Council Minutes.

### **5. Delegation to the Town Clerk**

5.1 In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).

5.2 Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.

5.3 The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage council staff in accordance with the Council's policies, procedures and budget.

5.4 The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.

5.5 Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.

5.6 Power to release press statements on any activities of the Council subject to prior consultation with the Chair.

5.7 Power to act on own initiative to implement the Council's policies and objectives.

5.8 Power to take appropriate steps to ensure the Council does not exceed its powers.

5.9 Power to manage all the Council's facilities and resources in accordance with the Council's policies.

5.10 In liaison and after conferring with the Chair, to make such civic arrangements as are necessary.

5.11 The Proper Officer shall have authority to nominate another named officer to carry out any powers and duties which have been delegated to that Officer.

5.12 The Proper Officer shall be responsible for signing all the Council's official notices as set out in Standing Orders.

5.13 As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

5.14 The Town Clerk, in consultation with Councillors, to make comment on planning applications submitted to Knaresborough Town Council by North Yorkshire Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

5.15 The Town Clerk shall be responsible for administering the Council's small grants scheme.

### **Delegation to the Responsible Financial Officer**

5.15 The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

5.16 The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.

5.17 The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

## **6. Council Reserved Powers**

6.1 The following matters are only to be resolved by Full Council:

- Appointment of the Town Clerk/Responsible Financial Officer
- To change and adopt the Standing Orders, Financial Regulations and this Scheme of Delegation.
- To approve and adopt the Business Plan
- To approve the annual budget
- To set the Precept
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- To make, amend, or revoke bylaws

- To borrow money
- To approve the statutory annual return
- To approve eligibility for the General Power of Competence
- To appoint the Mayor and Deputy Mayor
- To agree and/or amend the Terms of Reference for Standing Committees
- To adopt the schedule of meetings for the ensuing year

## **7. Delegation to Committees**

The following Committees shall be standing committees of the Council and shall consist of such members as the Council shall from time to time determine:

- a) Planning Committee
- b) Finance and General Purposes Committee
- c) Staffing Committee
- d) Projects, Community and Environment Committee

*Formation of standing committees will be determined by Council decision on 12 May 2025*

The functions of the committees shall be determined by their Terms of Reference

## **8. Sub Committees**

Any committee may appoint a sub-committee if it believes it would be expedient to do under Standing order 4(a). Any powers delegated to a sub-committee shall be detailed at the time the sub-committee is formed by means of a minute detailing the sub committee's terms of reference, but such delegated powers must be agreed by the council.

## **9. Working Groups**

Working groups may be formed by resolution of the council or committee at any time. The work of such a working group shall be formed by means of a minute detailing the working group's terms of reference.

Where working groups are established, they will be convened by their lead member and maintain their own notes which shall be reported in full to the main committee. They are advisory bodies only with no delegated decision-making powers. Officer(s) will attend by invitation only as ad hoc advisor(s).

## **10. Delegation – Limitation**

Committees and sub committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, the committee's Terms of Reference, this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, byelaws or orders made and with any directions given by the Council from time to time.

Adopted: May 2025

Review: May 2026



**From:** reviews <reviews@lgbce.org.uk>  
**Sent:** 01 April 2025 13:18  
**To:** clerk@knaresboroughtowncouncil.gov.uk  
**Subject:** Electoral Review of North Yorkshire Council: Draft Recommendations  
**Attachments:** Knaresborough.jpg

The  
Local Government  
Boundary Commission  
for England

1 April 2025

Dear Angela Pulman

### **Electoral Review of North Yorkshire Council: Draft Recommendations**

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for North Yorkshire Council.

The electoral arrangements for Knaresborough Town Council may change because of our proposals. Please find attached a map outlining the proposed electoral arrangements for your council.

We propose that 89 councillors should be elected to North Yorkshire in future. We also propose new division boundaries across the authority.

A public consultation on the proposals will run from 1 April to 9 June 2025.

Once we have considered all responses to the consultation, we aim to publish final recommendations in September 2025. We will then lay a draft order in both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2027.

We considered all representations received from local people and organisations during our initial consultation when drawing up our proposals. We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:

- Make sure that, within an authority, each councillor represents a similar number of electors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances
- Reflect the Council's request for single-member divisions

We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.

If you would like to explore the draft recommendations, you can do so by visiting our website at <https://www.lgbce.org.uk/all-reviews/north-yorkshire>. This page gives access to the full recommendations and they allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:

by email [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

by post      Review Officer (North Yorkshire)  
LGBCE  
7th Floor  
3 Bunhill Row  
London  
EC1Y 8YZ

The Commission's main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>

We will write to you again when we publish our final recommendations.

Yours sincerely



**Jonathan Ashby**  
**Review Officer**  
[reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)  
0330 500 1274

Local Government Boundary Commission for England, 7<sup>th</sup> Floor, 3 Bunhill Row, London, EC1Y 8YZ

Tel: 0330 500 1525; Fax: 0330 500 1526; [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk); [www.lgbce.org.uk](http://www.lgbce.org.uk)

How are we doing?





SHARE YOUR  
VIEWS


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The Local Government Boundary Commission for England

Parish Warding Arrangements for Knaresborough Town Council

 Council boundary

 Draft recommendations

 Parish ward

 Parish

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This map illustrates the parish warding arrangements for Knaresborough Town Council. The map is divided into several wards, each outlined in black. The wards are labeled as follows:

- Lower Nidderdale**: Located in the northwest, including areas like Lingerfield, Farnham, and Ferrensby.
- Scriven**: Located in the north-central area, including areas like Scriven Park, Sweet Giff Farm, and Scriven.
- Knaresborough West**: Located in the central area, including areas like Knaresborough, Castle, and Nidd Gorge.
- Knaresborough East**: Located in the east-central area, including areas like Knaresborough, Aspian & Calcutt, and Thistle Hill.
- Starbeck**: Located in the southeast, including areas like Harrogate, Starbeck, and Granby.
- Stray & Woodlands**: Located in the south, including areas like Stray & Woodlands and Woodlands.
- Spofforth & Tockwith**: Located in the northeast, including areas like Plompton and Spofforth & Tockwith.

The map also shows the council boundary, draft recommendations, and parish wards. The map is titled "Parish Warding Arrangements for Knaresborough Town Council".

Emailed Jess to clarify.

**From:** jess@inspireyouth.uk  
**Sent:** 24 April 2025 15:45  
**To:** clerk@knaresboroughtowncouncil.gov.uk  
**Subject:** KYC

Hi Angela,

Following our recent Knaresborough Youth Council meeting, we discussed our online presence. KYC now has a presence on Inspire youth's website however we feel it might be good practice to have presence / updates on Knaresborough Town Council's website?

I presume this decision would need to go to councillors to decide, however I wonder if you could add this to the agenda at the next meeting?

The link to our website is [Knaresborough Youth Council - Inspire Youth](#).

Let me know if you need anything else, our next meeting is planned for 13<sup>th</sup> May 2025 if you may be able to provide a response by then.

Kind regards,  
Jess

Jess Ward  
CEO and Founder  
Inspire Youth Yorkshire  
Registered Charity: 1197495

Mobile: 07547 287892 Email: [info@inspireyouth.uk](mailto:info@inspireyouth.uk)



Donate today to help us to continue our work

**From:** jess@inspireyouth.uk  
**Sent:** 28 April 2025 11:08  
**To:** clerk@knaresboughtowncouncil.gov.uk  
**Subject:** Re: KYC

Hi Angela,

I think they have a choice, but preference would be their own dedicated page.

Happy for it to be discussed on the agenda at the next meeting and come back to us with a decision/preference.

Thank you again.

Kind regards,  
Jess

Jess Ward  
CEO and Founder  
Inspire Youth Yorkshire  
Registered Charity: 1197495

Mobile: 07547 287892 Email: info@inspireyouth.uk



Donate today to help us to continue our work

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**From:** clerk@knaresboughtowncouncil.gov.uk <clerk@knaresboughtowncouncil.gov.uk>  
**Sent:** Monday, April 28, 2025 10:35 AM  
**To:** jess@inspireyouth.uk <jess@inspireyouth.uk>  
**Subject:** RE: KYC

Hi Jess,

Thank you for this information – our next Council meeting is on Monday 12<sup>th</sup> so will add this to the agenda.

Can I just check what form you want this to take? Are you just asking for a link from Town Council's website to yours? Or are you wanting a dedicated page that KTC update? Just so I can be clear with Councillors.

Thank you.

Kind regards,

## **Report on developments at 2 Butter Lane**

In September 2022, the Council allocated a grant of £4000 to the HIVE, operating from 2 Butter Lane. Its intention was to form an 'eco'-hub - a central accessible place where the community could find out about and get involved in local activities and projects, with particular reference to the climate and biodiversity crises. To:

- support the NY climate roadmap to 2030, to help us make significant changes within that time frame.
- Measure and evaluate the changes we agree to make by 2030 with reference to the "baseline" we captured in 2022.
- Support Knaresborough to become a resilient town in the face of future crises, through building community cohesion and showcasing local groups' activities.
- Support our stakeholders (Town Council/Local Authority) in helping to deliver the changes in line with local and regional targets.

Sadly, the promoter of the HIVE scheme proved unable to meet these expectations, or report appropriately on progress to the Town Council. However, they did invest the sum allocated (and a lot more of their own money and time) in substantial improvements to the premises. Sustained support and advice was given, but last August the promoter left the country.

As the need hasn't changed (public engagement is still crucial), an expanding group has continued to work with the concept and re-formed it into a more flexible shape. Progress includes

- partnership with Knaresborough Connectors, who occupy part of the premises as tenants and will provide an information screen for the window.
- A standing invitation to a range of local groups (including KTC of course!) to use the premises to further their own needs
- Connectors have shared in a bid for a grant from YPIP (Yorkshire Policy Innovation Partnership) of nearly £50K to do public engagement in line with KTC's original concept.
- Knaresborough Forest Park used (and will continue to use) the premises as a base in their successful appeal for over £400K in the last twelve months
- The Easter Bunny Hunt located itself there, as an ideal central location throughout the Easter holidays.
- FEVA and other organisations wish to use the space in future months.
- The library, KMA, Inspire Youth and other organisations advertise on the window.
- It will be HQ for the Great British Spring Clean on 27 April
- The new local Friends of the Earth Group will be based there.

2 Butter Lane is an ideal location for engagement with the community – especially 'harder to reach' groups or individuals. It matches successful provision in other towns, and is generating substantial interest as a resource.

**The Town Council is requested to note the present position, give its formal support to the project (for the purposes of external grant applications in particular), and make use of the facility for public engagement and promotion of events where appropriate.**

Bill Rigby  
on behalf of Knaresborough Connectors  
23 April 2025



**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 14 April 2025**

**PRESENT:** Chair: Councillor Matt Walker

**Councillors:** A Bell, D Goode and J Batt (substitute Councillor)

**Staff Present:** The Clerk and the Deputy Clerk

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

**Also Present:** Representative from FEVA

**Absent:** Councillor S Oakes

**25/066    ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting:**

Apologies and reason for inability to attend the meeting received from Councillor Davies.

**25/067    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****

<b>Councillor J Batt</b>	Item 7.5 – is a member of Town Twinning Committee
<b>Councillor M Walker</b>	Item 7.3 – is a North Yorkshire Councillor and wants to ensure the importance of obtaining the correct permissions is highlighted.

**25/068    ITEM 3 - KTC Public Speaking Session**

A representative from FEVA attended the meeting to speak in favour of their grant application. She explained that 2025 is the 25<sup>th</sup> anniversary of FEVA and they are looking to stage an extra special festival.

The Chair moved to take Item 7.4 - **To consider grant application from:** Knaresborough Festival of Entertainment and Visual Arts (FEVA) to support the free events for younger children held in the Market Place during the 10-day festival.

Members discussed the application and noted that the work FEVA does relates directly to Town Council's own Business Plan in terms of tourism and economic development. They thanked the representative for all the hard work which FEVA does in the town and:

**RESOLVED:** That KTC award the full amount requested of £2,500.

**25/069** **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 20 January 2025

**RESOLVED:** That the minutes of the meeting held on Monday 20 January 2025 be approved as a correct record and signed by the Chair.

**25/070** **ITEM 5 – Business Remaining** – none for this meeting

**25/071** **ITEM 6 – Reports from the Clerk**

**6.1** To approve the schedule of accounts for January, February and March 2025 and note the checks to invoices made by named Councillors are up to date.

### Schedule of Accounts January 2025

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authori/sation	Notes/ Description
Friendship and Leisure	169	20.00	0.00	20.00	Min No. 23/100	Donation for Traffic signage store
Internal Audit Yorkshire	170	450.00	0.00	450.00	Clerk	Interim Internal Audit 10/10/24
K Lacey	171	27.48	0.00	27.48	Clerk	Reimbursement for urgent stage repair
BT	172	49.07	9.81	58.88	Clerk	Voice - December invoice
YLCA	173	35.10	0.00	35.10	Clerk	Staff Training - events
Blachere	174	3,096.84	619.37	3,716.21	Min No. 24/183	Repairs to KTC owned lights
Blachere	175	658.00	131.60	789.60	Min No. 24/183	Butter Lane lighting
BT	176	49.07	9.81	58.88	Clerk	Voice - January invoice
Deputy Clerk	177	7.68	0.00	7.68	Clerk	Warm Hub sundries reimbursement
North Yorkshire Council	178	2,770.14	554.03	3,324.17	Clerk	Bedding plant maintenance 2024/25
Citizens Advice	179	1,500.00	0.00	1,500.00	Min No. 25/064	KTC grant awarded
Salaries, Tax and Pensions	180 - 184	7,273.45	0.00	7,273.45	Contract	
<b>Total</b>		<b>15,936.83</b>	<b>1,324.62</b>	<b>17,261.45</b>		

**Schedule of Accounts February 2025**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authori/sation	Notes/ Description
Friendship and Leisure	185	20.00	0.00	20.00	Min No. 23/100	Donation for Traffic signage store
Love Yorkshire	186	320.00	0.00	320.00	Min No. 24/149	Tour guide Induction
Xerox	187	235.36	47.07	282.43	Clerk	Copier rental
Stray Ferret	188	50.00	10.00	60.00	Clerk	Bright Friday Photo Gallery
Blachere	189	6,157.00	1,231.40	7,388.40	Contract	Removal of Lights
Vision ICT	190	264.25	52.85	317.10	Contract	Website host and support
BT	191	47.07	9.81	58.88	Clerk	Cloud Voice
Salaries, Tax and Pensions	192-196	8,992.65	0.00	8,992.65	Contract	
Institute of Tourist Guiding	197	890.00	0.00	890.00	Min No. 24/149	White Badge Course Registration
Community Projects Officer	198	3.85	0.00	3.85	Min No. 24/149	Reimburse refreshments - tour guides
Yorkshire Energy Systems	199	3,980.00	0.00	3,980.00	SPF Funding	Solar Panel Project
The Hype Group	200	1,574.00	314.80	1,888.80	Clerk	Timer Faults and call out
<b>Total</b>		<b>22,534.18</b>	<b>1,665.93</b>	<b>24,202.11</b>		

**Schedule of Accounts March 2025**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authori/sation	Notes/ Description
Friendship and Leisure	201	20.00	0.00	20.00	Min No. 23/100	Donation for Traffic signage store
Information Commissioner	202	52.00	0.00	52.00	Clerk	GDPR/Data Protection Act
D3 Office Group	203	26.86	5.37	32.23	Clerk	Office Stationery
M Thompson	204	320.00	0.00	320.00	Min No. 24/149	ITG Full Day Communications Seminar
Love Yorkshire	205	400.00	0.00	400.00	Min No. 24/149	White Badge Training Course

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Knaresborough Connectors	206	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Knaresborough Museum Association	207	100.00	0.00	100.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
SLCC/LCC	208	1,340.00	268.00	1,608.00	Min No. 24/191	Feasibility Study - Market
Vision ICT	209	260.00	52.00	312.00	Clerk	Hosted Emails x 13
Vision ICT	210	65.00	13.00	78.00	Clerk	.gov.uk domain renewal
Arena Group	211	137.27	27.46	164.73	Clerk	Photocopies
Henshaws Arts and Crafts	212	350.00	0.00	350.00	Min No. 24/156 6.6	Materials for Textile Workshop - Small grant
Knaresborough Museum Association	213	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Town Crier	214	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
BT	215	95.97	19.19	115.16	Clerk	Broadband
Gracious Street Methodist Church	216	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Yorkshire Energy Systems	217	5,580.00	0.00	5,580.00	SPF Funding	Solar Panel Project
Gallagher Insurance	218	1,877.68	0.00	1,877.68	Min No. 25/208 6.5	Insurance renewal Hiscox 2025/26
Salaries, Tax and Pensions	219-223	8,458.28	0.00	8,458.28	Contract	
Yorkshire Energy Systems	224	6,390.00	0.00	6,390.00	SPF Funding	Solar Panel Project
B Higgins	225	30.00	0.00	30.00	Min No. 24/149	Donation to ITG Training Course Leader Costs
Love Yorkshire	226	1,480.00	0.00	1,480.00	Min No. 24/149	Practical Training Tour Guides
Clerk (reimburse)	227	21.00	0.00	21.00	Clerk	VE Day TENS Notification
Waterside in Bloom	228	345.00	0.00	345.00	Clerk	Small Grants Fund
Party in the Park	229	350.00	0.00	350.00	Clerk	Small Grants Fund
Youth Council (Inspire Youth)	230	350.00	0.00	350.00	Clerk	Small Grants Fund
North Yorkshire Youth - Knaresborough Youth Club	231	350.00	0.00	350.00	Clerk	Small Grants Fund

Knaresborough Community Energy	232	800.00	0.00	800.00	SPF Funding	Solar Panel Project
<b>Total</b>		<b>29,319.06</b>	<b>385.02</b>	<b>29,704.08</b>		

**RESOLVED:** To approve the Schedule of Accounts for January, February and March in the sums of £17,261.45, £24,202.11, and £29,704.08 respectively and to note that the checks to invoices made by named Councillors are up to date.

**6.2 To receive** the finance figures for January and February 2025 **and note** the checks made by the named Councillor against the bank statement are up to date

**RESOLVED:** To receive the finance figures for January and February 2025 and note the checks made by the named Councillor against the bank statement are up to date.

**6.3 To note** the final budgetary position up to the year ending 31 March 2025

**RESOLVED:** To accept that the document as presented is an accurate record of the final budgetary position up to the year ending 31 March 2025.

**6.4 To approve the** list of regular payments made by the Clerk

**RESOLVED:** To approve the list of regular payments made by the Clerk.

**6.5 To receive and note** the completed Internal Control Checklist with recommended action

**RESOLVED:** To receive and note the completed Internal Control checklist with recommended action.

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

**RESOLVED:** To receive and note the update on the Small Grants Fund administered by the Clerk

**6.7 To note** that the money held by KTC on behalf of the dissolved charity, Links Knaresborough Youth Fund, has been distributed in its entirety in accordance with the charity's wishes

**RESOLVED:** To note that the money held by KTC on behalf of the dissolved charity, Links Knaresborough Youth Fund, has been distributed in its entirety in accordance with the charity's wishes.

**6.8 To receive and note** the Community Infrastructure Levy report for 2024/25

**RESOLVED:** To receive and note the Community Infrastructure Levy report for 2024/25

**6.9 To review** the updated Financial Reserves Policy 2025

**RESOLVED:** To note the current Financial Reserves and approve the updated Financial Reserves Policy 2025

**6.10 To receive and note** the S137 expenditure report for 2024/25

**RESOLVED:** To receive and note the S137 expenditure report for 2024/25

**25/072     ITEM 7 – Correspondence or Delegation from Full Council****7.1 To consider grant application from:** Freedom Performing Arts to help local children take part in an International Dance Competition

Members discussed this application and noted that when measured against Town Council's strategic aims as detailed in the Business Plan, it does not provide value for money.

**RESOLVED:** That KTC does not support this grant request.

**7.2 To consider grant application from:** Renaissance Knaresborough to support an additional Trompe l'oeil to commemorate the 80<sup>th</sup> Anniversary of VE day and links to Knaresborough's history

Members agreed that this application does, to some extent, cover the strategic aims of the Business Plan and it was

**RESOLVED:** To award a grant of £1000

**7.3 To consider grant application from:** Waterside Residents Association to support the work being done to improve the Waterside area for residents and visitors

Members discussed this application and whilst wishing to support local groups who are doing their best to enhance the town, it was noted that any necessary permissions must be sought from North Yorkshire Council - for the citing of waste bins for example.

**RESOLVED:** That KTC award the full grant requested of £1050.

**FURTHER RESOLVED:** That KTC write to Waterside Residents Association requesting that KTC's logo is used in recognition of the award of this grant and also request that they ensure any necessary permissions are in place where required.

**7.4 To consider grant application from:** Knaresborough Festival of Entertainment and Visual Arts (FEVA) to support the free events for younger children held in the Market Place during the 10-day festival

See 25/068 above.

**7.5 To consider grant application from:** Knaresborough Town Twinning Committee to support the continued partnership between the two towns

*Councillor Batt did not take part in any discussion or vote on this item.*

**RESOLVED:** To support the Town Twinning Committee and award a grant as requested of £2000.

It was noted that there is a separate line in the 2025/26 budget for Town Twinning expenditure.

**25/073     ITEM 8 - Information Exchange**

- Councillor Batt mentioned that several residents have raised concerns relating to the separation of re-cycling when it is collected and how much of the collection is in fact recycled rather than going to landfill. Councillor Matt Walker offered to make enquiries and track down the most recent quarterly performance report from North Yorkshire Council.

**Meeting closed at: 8.25 p.m.**

**Signed by the Chair  
Councillor Matt Walker**

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Tuesday 08 April 2025**

**PRESENT: Chair:** Councillor Pickard

**Councillors:** J Batt, A Bell, M Flood, D Goode (substitute),  
K Lacey and H Westmancoat

**Staff Present:** The Clerk and Community Projects Officer

**Others Present:** None

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

**25/027    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 H Gostlow. Councillor D Goode attended the meeting as a substitute.

**25/028    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.

**25/029    ITEM 3 - KTC Public Speaking Session** – none for this meeting.

**25/030    ITEM 4 – To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Projects, Community and Environment Committee** Meeting held on:

**4.1** Tuesday 04 February 2025

**RESOLVED:** That the minutes of the meeting held on Tuesday 04 February be approved as a correct record and signed by the Chair.

**25/031    ITEM 5 – Reports/Information from the Clerk**

**5.1 To receive and note** relevant budget v expenditure to Year End 2024/25

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

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



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

**5.3 To consider** the next steps regarding the Knaresborough Boundary signs, with a view to writing to North Yorkshire Council in the first instance to establish ownership and understand permissions required.

It was agreed that the Office liaise with Councillor Gostlow to determine a way forward with NYC Highways and determination of ownership of the signage and relevant permissions needed to move forward.

Councillor Bell agreed to speak to the member of the public offering to help to apprise them of the situation.

**5.4 To receive and note** the latest Commuted Sums report from North Yorkshire Council

**RESOLVED:** To receive and note the latest Commuted sums report.

**5.5 To consider** next steps regarding Emergency Resilience in the town and KTC's role and potential Councillor involvement (*verbal update from Cllr Pickard*)

Councillor Pickard informed members that he and the Community Projects Officer had attended a meeting with representatives from NYC and Chain Lane Hub regarding Emergency Resilience.

The Clerk raised concerns that the process had been started without KTC involvement and without the knowledge of the remaining members of the previous resilience committee. There was also concern that KTC did not have the resources that were being asked.

It was agreed that, at this stage, KTC needed a better understanding of what was being asked of Town Council and that the NYC form presented by Councillor Pickard should be returned to the Chain Lane Hub for completion. The Clerk offered to communicate with Chain Lane Hub to help understand what KTC's potential role would be.

## **25/032    ITEM 6 – Correspondence**

**6.1 To consider** the invitation to attend or take part in the Knaresborough Community Festival on Sunday 18 May.

The Community Projects Officer stated that there had been little response to previous emails about this festival and that this required more than one person to attend, and assistance was needed to set up and take down gazebos etc.

Councillors present stated they would be willing to attend the event and that KTC should have a presence. The Clerk and the Community Projects Officer asked members what it was they wanted KTC to achieve whilst being at the event and

asked if this would be run as a Councillor Surgery to enable residents to speak directly to them. Councillors were reminded that this would be a significant staffing commitment and without Councillors present there would be no point taking part.

Councillors Goode, Westmancoat, Bell and Lacey signed up for the event and the Community Projects Officer agreed to circulate an email to all Councillors to give all an opportunity to attend if they were available.

## **25/033     ITEM 7 - Reports from Full Council, Sub-Committees and Working Groups**

**7.1 To receive and note** the notes from the VE 80<sup>th</sup> Anniversary working group meetings held on Wednesday 29 January and Wednesday 25 February 2025

**RESOLVED:** To receive and note.

**7.2 To receive and note** the minutes of the KTC Climate Emergency Sub Committee meeting held on 25 March 2025 (ca) and **consider** the following motions:

**MOTION A** - *'That Knaresborough Town Council (KTC), agrees to the Climate Change Subcommittee creating a series of social media posts to be signed off by the Clerk before being published on behalf of KTC, which positively highlight green issues and/or available funding for green initiatives in our local area'*

**RESOLVED:** That KTC, through its Projects, Community and Environment (PCE) Committee, agrees to the above request.

**MOTION B** - *'That Knaresborough Town Council (KTC) agrees to devise an initiative to recognise individual residents in the town that have supported our community environmentally through a nomination process and celebrate them throughout the year.'*

**RESOLVED:** That KTC, through its Projects, Community and Environment (PCE) Committee, agrees to the above request, if costs are likely to be incurred these must be approved beforehand.

**MOTION C** - *'That Knaresborough Town Council (KTC) agrees to the Climate Change Subcommittee working in collaboration with the Stockwell Community Wellbeing Hub to increase biodiversity on the King George V Playing Field, to enhance the space for all users and without conflicting with the playing pitch or the Fields in Trust guidance.'*

**RESOLVED:** That KTC, through its Projects, Community and Environment (PCE) Committee, agrees to the above request, specific details and any costs that may be incurred to be formally approved before any work started.

**7.3 To receive** a verbal update regarding the Stockwell Community Centre Solar PV and Battery Energy Storage System Project (SPF Funding)

Councillor Bell told members that the solar panel project went live last week and had achieved a 91% self-sufficiency in its first week. There would be a press release issued shortly and it was a positive case study to share with other businesses to highlight what can be achieved.

**25/034    ITEM 8 – Motions from Councillors**

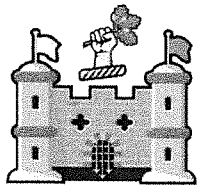
**Councillor H Gostlow:**

*"That Knaresborough Town Council supports Councillors H Gostlow and A Bell exploring a community engagement initiative to display the 'real time' solar energy generation at the Stockwell Community Wellbeing Hub alongside information on the KTC project within the community building".*

**RESOLVED:** That KTC, through its Projects, Community and Environment (PCE) Committee, supports the exploration of such an initiative.

**Meeting closed at: 8.44 p.m.**

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



# Knaresborough

Town Council

## NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	Create an "All" email group for everyone to use	AGENDA DATE	Next meeting
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Title of Motion	To improve ease of collaboration and information sharing, have the IT provider create an email group that contains everyone so information can be broadcast
Proposed by	Andy Bell
Seconded by ( <i>If possible at time of submission</i> )	Hannah Gostlow
Detailed background including any financial implications (provided by the proposer)	<p>In order in a small way work towards us being able to share information slightly easier I propose a minor "quality of life" improvement. The IT provider with very little effort can create an email group that contains all the users on the system. We can then use this group to share or forward useful emails with. Currently users must individually enter email addresses or maintain their own contacts lists which is both time consuming and completely archaic.</p> <p>Propose it is called "All members and Officers"</p>
Additional Background (provided by the Proper Officer) if appropriate	<i>Comment, attach Report or annotate as "n/a"</i>