

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

Knaresborough House
Knaresborough
North Yorkshire
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14 January 2025

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

Dear Councillors:

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

Monday 20 January 2025

7:00 pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

A Pulman
Clerk of the Council

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

FINANCE AND GENERAL PURPOSES AGENDA – Monday 20 January 2025

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

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

3. KTC Public Speaking Session

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

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

4.1 Monday 18 November 2024 (*ca*)

5. **Business Remaining** - None for this meeting

6. Reports from the Clerk

6.1 **To approve the** schedule of accounts for November and December 2024 (*ca*)

6.2 **To receive and note** the finance figures for October, November and December 2024 (*ca*)

6.3 **To note** the current budgetary position up to the month ending 31 December 2024 (*ca*)

6.4 **To receive and note** the update on the Small Grants Fund administered by the Clerk (*ca*)

7. Correspondence or Delegation from Full Council

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

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

8. 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.

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 18 November 2024**

PRESENT: **Chair:** Councillor Matt Walker

Councillors: A Bell, D Goode and S Oakes
Councillor J Batt (substitute councillor)

Staff Present: The Clerk

Also Present: Councillor J Pickard, Councillor M Longhurst
Councillor H Gostlow, Councillor H Westmancoat

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

24/051 **ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting**

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

24/052 **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**

24/053 **ITEM 3 - KTC Public Speaking Session - None for this meeting**

24/054 **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 21 October 2024

RESOLVED: That the minutes of the meeting held on Monday 21 October 2024 be approved as a correct record and signed by the Chair.

24/056 **ITEM 5 – **Business** Remaining - None for this meeting**

24/057 **ITEM 6 – **Reports from the Clerk****

6.1 To approve the schedule of accounts for October

KNARESBOROUGH TOWN COUNCIL
October 2024 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	103	20.00	0.00	20.00	Min No. 23/100	Donation for traffic storage Oct
BT	104	49.07	9.81	58.88	Clerk	Cloud Voice
M Longhurst (reimburse)	105	20.14	0.00	20.14	Min No. 24/149	Town Guide Launch sundries
M Longhurst	106	4.08	0.00	4.08	Clerk	Transfer Mayoral charity funds
Clerk (reimburse)	107	8.99	0.00	8.99	Min No. 24/149	Town Guide Launch sundries
M Longhurst	108	900.00	0.00	900.00	Clerk	Bebra Mayoral Allowance
The Institute of Tour Guiding	109	440.00	0.00	440.00	Min No. 24/149	Town Guiding Course Accreditation Fee
Clerk (reimburse)	110	18.00	0.00	18.00	Clerk	DBS Check
Community Projects Officer (reimburse)	111	18.00	0.00	18.00	Clerk	DBS Check
Community Projects Officer (reimburse)	112	28.94	0.00	28.94	Min No. 24/149	Town Guiding Launch teapots
Salaries, Tax and Pensions	113-117	7,024.28	0.00	7,024.28	Contract	
S Cowling	118	56.49	0.00	56.49	Min No. 24/149	Town Guide reimbursement
S Cowling	119	649.40	0.00	649.40	Min No. 24/149	Town Guide Accreditation Submission
Network Print	120	224.00	44.80	268.80	Clerk	Town Council promo banners
Xerox	121	285.36	57.07	342.43	Clerk	Copier rental
J Paylor	122	70.00	0.00	70.00	Clerk	Bright Friday Posters
Christians Together	123	500.00	0.00	500.00	Min No. 24/050	KTC Grant
Kboro Christmas Market	124	3,000.00	0.00	3,000.00	Min No. 24/050	KTC Grant
Total		13,316.75	111.68	13,428.43		

RESOLVED: To approve the schedule of accounts for October in the sum of £13,428.43 (incl VAT).

6.2 To consider the 6-month financial position against last year's budget and prepare the budget for the year 2025/26 to present to Full Council on Monday 16 December

Councillor D Goode introduced a version of the budget that differed from the one previously sent out by the Clerk. This budget was presented line by line.

See attached appendix for this budget plus Clerk's notes added during the meeting as reference.

RESOLVED: To defer a decision on the budget to a future Council meeting.

It was agreed that an extra ordinary Full Council meeting should be called for Monday 25 November. Councillor Goode agreed to relook at the figures for the presented budget which equated to a possible 25% increase (increase of £6.55 per band D property) and a potential 30% and 50% increase in precept and what this would look like in real terms for households.

Meeting closed at: 9:56 p.m.

**Signed by the Chair
Councillor Matt Walker**

KNARESBOROUGH TOWN COUNCIL							
November 2024 Schedule of Accounts							
Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description	Initials
Friendship and Leisure	125	20.00	0.00	20.00	Min No. 23/100	Donation for traffic storage Nov	
Cllr H Gostlow (reimburse)	126	77.97	0.00	77.97	Clerk	Bright Friday sweets	
Network Print Design	127	100.00	0.00	100.00	Clerk	Remembrance Service Sheets	
BT	128	49.07	9.81	58.88	Clerk	Cloud Voice	
The Stray Notes	129	100.00	0.00	100.00	Min No. 24/009	Bands in the Castle donation	
The White Rose Concert Band	130	100.00	0.00	100.00	Min No. 24/009	Bands in the Castle donation	
Harrogate Music Centre	131	100.00	0.00	100.00	Min No. 24/009	Bands in the Castle donation	
Knot Another Choir	132	100.00	0.00	100.00	Min No. 24/009	Bands in the Castle donation	
The Merlins	133	100.00	0.00	100.00	Min No. 24/009	Bands in the Castle donation	
Harrogate Spa Ukes (to St Michaels Hospice)	134	100.00	0.00	100.00	Min No. 24/009	Bands in the Castle donation	
Salaries, Tax and Pensions	135 - 139	8,775.13	0.00	8,775.13	Contract	Incl backpay on 24/25 cost of living increase	
Total		9,622.17	9.81	9,631.98			

KNARESBOROUGH TOWN COUNCIL

December 2024 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total		Authorisation	Notes/ Description	Initials
				Amount	£'s			
Friendship and Leisure	140	20.00	0.00	20.00		Min No. 23/100	Donation for Traffic signage store	
Chevron	141	1,200.00	240.00	1,440.00		Clerk	Remembrance road closure	
PPL-PRS	142	71.63	14.33	85.96		Clerk	Bright Friday Music Licence	
CTS Ltd	143	51.00	10.20	61.20		Clerk	Bright Friday Extra Hi-Vis	
The Old Ticket Office	144	1,080.00	0.00	1,080.00		Clerk	Mayor Making Catering	
Purchase Power	145	57.75	0.00	57.75		Clerk	Postage for Franking Machine	
Pitney Bowes	146	80.67	16.13	96.80		Clerk	Service Contract	
Blachere	147	75.00	15.00	90.00		Clerk	New Eyebolt installation	
D3 Office	148	26.33	5.27	31.60		Clerk	Note pads, planner	
D3 Office	149	18.64	3.73	22.37		Clerk	Quickclip files	
D3 Office	150	2.66	0.53	3.19		Clerk	Diary	
Arena Group	151	196.69	39.34	236.03		Clerk	Photocopies	
Pitney Bowes	152	104.90	20.98	125.88		Clerk	Ink Cartridge and delivery	

Knot Another Choir	153	100.00	0.00	100.00	Clerk	Bands in the Castle (1st payment rejected)	
Knaresborough Silver Band	154	100.00	0.00	100.00	Clerk	Bright Friday Entertainment	
Knaresborough Choral Society	155	100.00	0.00	100.00	Clerk	Bright Friday Entertainment	
Orb Community Enterprise	156	100.00	0.00	100.00	Clerk	Bright Friday Entertainment	
Friendship and Leisure	157	25.00	0.00	25.00	Clerk	Bright Friday - donation for use of meeting room	
BT	158	95.97	19.19	115.16	Clerk	Broadband	
St John Ambulance	159	114.40	22.88	137.28	Clerk	Bright Friday First Aid Cover	
Chevron	160	995.00	199.00	1,194.00	Clerk	Traffic Management Bright Friday	
Selectplan Ltd	161	528.00	105.60	633.60	Contract	Castle Lightn repairs and maintenance check	
Knaresborough Community Land Trust	162	350.00	0.00	350.00	Clerk	Small Grants Fund	
Community Projects Officer	163	20.45	0.00	20.45	Clerk	Bright Friday donation to Library	
Salaries, Tax and Pensions	164 - 168	7,273.45	0.00	7,273.45	Contract		
Total		12,787.54	712.18	13,499.72			

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	31/10/2024		5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 2 - Reserve A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	31/10/2024		307,593.34
			<u>307,593.34</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			307,593.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			307,593.34
		Balance per Cash Book is :-	307,593.34
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00 ✓
321 EMR - NDP	5,072.00		5,072.00 ✓
323 EMR Christmas Lights ✓ 509.50	9,439.50	9,098.00	18,537.50 ✓
324 EMR Regalia	1,500.00	500.00	2,000.00 ✓
325 EMR Allotments	1,615.00	600.00	2,215.00 ✓
326 EMR Castle Lighting	0.00	670.00	670.00 ✓
328 EMR Links Charity	4,150.00		4,150.00
329 King George V Field	4,535.00	100.00	4,635.00
330 EMR - KBoro House ✓ 250.00	5,500.00		5,500.00 ✓
333 EMR - Kboro Nidd Gorge ✓	3,500.00		3,500.00 ✓
335 Mayoral Charity Fund	4.08	-4.08	0.00
336 EMR - CIL	0.00	652.50	652.50
337 EMR - Tree Maintenance	0.00	1,000.00	1,000.00
338 EMR - Bands in the Castle	0.00	500.00	500.00
339 EMR - Cony-Hall Improvement ✓	0.00	9,602.00	9,602.00
340 EMR - Castle 2030	0.00	500.00	500.00
341 EMR Events	0.00	2,163.25	2,163.25
	35,939.58	25,381.67	61,321.25

Summary Receipts & Payments by Budget Heading 31/10/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	184,889	0	(184,889)			0.0%
	less Transfers to EMR	100					
	Movement to/(from) Gen Reserve	<u>184,789</u>					
101	Administration						
	Payments	8,881	15,350	6,469		6,469	57.9%
102	Staff Costs						
	Payments	49,422	90,000	40,578		40,578	54.9%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	251	1,650	1,399		1,399	15.2%
105	Mayoral Expenses						
	Payments	2,411	5,250	2,839		2,839	45.9%
	plus Transfer from EMR	4					
	Movement to/(from) Gen Reserve	<u>(2,407)</u>					
110	Grants/Donations						
	Payments	14,540	30,000	15,460		15,460	48.5%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(14,540)</u>					
120	Events/Projects						
	Payments	45,230	111,900	66,670		66,670	40.4%
	plus Transfer from EMR	398					
	Movement to/(from) Gen Reserve	<u>(44,832)</u>					
999	VAT Data						
	Receipts	7,367	0	(7,367)			0.0%
	Payments	5,358	0	(5,358)		(5,358)	0.0%
	Movement to/(from) Gen Reserve	<u>2,009</u>					
Grand Totals:- Receipts		192,256	0	(192,256)			0.0%
Payments		126,093	257,150	131,057	0	131,057	49.0%
Net Receipts over Payments		<u>66,162</u>	<u>(257,150)</u>	<u>(323,312)</u>			
plus Transfer from EMR		402					
less Transfers to EMR		100					
Movement to/(from) Gen Reserve		<u>66,464</u>					

Detailed Receipts & Payments by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Allotments Income	7,584	0	(7,584)			0.0%	
1012 Christmas Lighs HBC agreement	3,000	0	(3,000)			0.0%	
1030 KVG Field Income	100	0	(100)			0.0%	100
1035 Photocopying	(285)	0	285			0.0%	
1076 Precept	172,180	0	(172,180)			0.0%	
1090 Bank Interest	2,310	0	(2,310)			0.0%	
Income :- Receipts	184,889	0	(184,889)				100
Net Receipts	184,889	0	(184,889)				
6001 less Transfers to EMR	100						
Movement to/(from) Gen Reserve	184,789						
101 Administration							
4005 Bank Charges	46	100	55		55	45.5%	
4021 Stationery	177	450	273		273	39.3%	
4022 Postages	0	200	200		200	0.0%	
4023 Telephones & Internet	544	2,000	1,456		1,456	27.2%	
4025 Insurance	1,852	2,200	348		348	84.2%	
4026 IT Expenses	2,515	4,200	1,685		1,685	59.9%	
4027 Photocopier	867	1,500	633		633	57.8%	
4043 Recruitment costs	0	200	200		200	0.0%	
4045 Audit	845	1,700	855		855	49.7%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,036	2,200	164		164	92.5%	
Administration :- Indirect Payments	8,881	15,350	6,469	0	6,469	57.9%	0
Net Payments	(8,881)	(15,350)	(6,469)				
102 Staff Costs							
4000 Wages & Salaries	30,469	80,000	49,531		49,531	38.1%	
4001 Tax & NI	8,546	0	(8,546)		(8,546)	0.0%	
4002 Pension	9,425	0	(9,425)		(9,425)	0.0%	
4004 Staffing other	982	10,000	9,018		9,018	9.8%	
Staff Costs :- Indirect Payments	49,422	90,000	40,578	0	40,578	54.9%	0
Net Payments	(49,422)	(90,000)	(40,578)				
103 Establishment Costs							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
Establishment Costs :- Indirect Payments	0	3,000	3,000	0	3,000	0.0%	0
Net Payments	0	(3,000)	(3,000)				

Detailed Receipts & Payments by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Training							
4030 Training/Travel Clls	131	650	519		519	20.2%	
4035 Training/Travel Staff	120	1,000	880		880	12.0%	
Training :- Indirect Payments	251	1,650	1,399	0	1,399	15.2%	0
Net Payments	(251)	(1,650)	(1,399)				
105 Mayoral Expenses							
4054 Regalia	0	500	500		500	0.0%	
4055 Mayors Allowance	1,004	2,000	996		996	50.2%	4
4056 Mayor's Charitable Fund	120	300	180		180	40.0%	
4057 Mayoral Bebra Visit	900	900	0		0	100.0%	
4058 Mayor Making	387	1,550	1,163		1,163	25.0%	
Mayoral Expenses :- Indirect Payments	2,411	5,250	2,839	0	2,839	45.9%	4
Net Payments	(2,411)	(5,250)	(2,839)				
6000 plus Transfer from EMR	4						
Movement to/(from) Gen Reserve	(2,407)						
110 Grants/Donations							
4070 Grants	11,500	20,000	8,500		8,500	57.5%	
4071 Green Grants Project	1,100	5,000	3,900		3,900	22.0%	
4073 Small Grants Fund	1,940	5,000	3,060		3,060	38.8%	
Grants/Donations :- Indirect Payments	14,540	30,000	15,460	0	15,460	48.5%	0
Net Payments	(14,540)	(30,000)	(15,460)				
120 Events/Projects							
4015 Contingency Events	0	5,000	5,000		5,000	0.0%	
4061 Christmas Switch On	127	2,500	2,373		2,373	5.1%	
4062 Christmas Lights Contract	31,140	38,000	6,860		6,860	81.9%	
4063 Castle project for 2030	0	1,100	1,100		1,100	0.0%	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	0.0%	
4065 KGV Playing Field	0	1,000	1,000		1,000	0.0%	
4078 Survey	0	500	500		500	0.0%	
4084 Flags & Bunting	0	5,000	5,000		5,000	0.0%	
4085 Allotments Expenditure	0	3,000	3,000		3,000	0.0%	
4087 Neighbourhood Development Plan	0	2,000	2,000		2,000	0.0%	
4089 VAS	0	5,200	5,200		5,200	0.0%	
4091 Promotion	284	2,000	1,716		1,716	14.2%	

Detailed Receipts & Payments by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4092 D-Day 80	837	3,000	2,163		2,163	27.9%	
4093 255th Enclosures	0	600	600		600	0.0%	
4094 Contingency Maintenance	0	1,000	1,000		1,000	0.0%	
4096 Remembrance	0	1,000	1,000		1,000	0.0%	
4097 Flower Beds	0	3,000	3,000		3,000	0.0%	
4101 Road Closure Mgmt	3,140	10,000	6,860		6,860	31.4%	
4102 Cony-Hall Improvements	398	0	(398)		(398)	0.0%	398
4104 Community Stage	395	1,500	1,105		1,105	26.3%	
4105 Town Twinning	0	3,000	3,000		3,000	0.0%	
4106 Trees	0	1,000	1,000		1,000	0.0%	
4107 Projects Contingency	0	3,000	3,000		3,000	0.0%	
4108 Tourist Guide	1,354	7,000	5,646		5,646	19.3%	
4109 Green Energy Project	0	1,500	1,500		1,500	0.0%	
4110 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Transfers To/From Reserves	7,555	0	(7,555)		(7,555)	0.0%	
Events/Projects :- Indirect Payments	45,230	111,900	66,670	0	66,670	40.4%	398
Net Payments	(45,230)	(111,900)	(66,670)				
6000 plus Transfer from EMR	398						
Movement to/(from) Gen Reserve	(44,832)						
<u>999 VAT Data</u>							
115 VAT refund from HMRC	7,367	0	(7,367)			0.0%	
VAT Data :- Receipts	7,367	0	(7,367)				0
515 VAT on spend - input automatic	5,358	0	(5,358)		(5,358)	0.0%	
VAT Data :- Indirect Payments	5,358	0	(5,358)	0	(5,358)		0
Net Receipts over Payments	2,009	0	(2,009)				
Grand Totals:- Receipts	192,256	0	(192,256)			0.0%	
Payments	126,093	257,150	131,057	0	131,057	49.0%	
Net Receipts over Payments	66,162	(257,150)	(323,312)				
plus Transfer from EMR	402						
less Transfers to EMR	100						
Movement to/(from) Gen Reserve	66,464						

Bank Reconciliation Statement as at 29/11/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	29/11/2024		5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	29/11/2024		298,379.70
			<u>298,379.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			298,379.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			298,379.70
		Balance per Cash Book is :-	298,379.70
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	5,072.00		5,072.00
323 EMR Christmas Lights	9,439.50	9,098.00	18,537.50
324 EMR Regalia	1,500.00	500.00	2,000.00
325 EMR Allotments	1,615.00	600.00	2,215.00
326 EMR Castle Lighting	0.00	670.00	670.00
328 EMR Links Charity	4,150.00		4,150.00
329 King George V Field	4,535.00	100.00	4,635.00
330 EMR - KBoro House	5,500.00		5,500.00
333 EMR - KBoro Nidd Gorge	3,500.00		3,500.00
335 Mayoral Charity Fund	4.08	-4.08	0.00
336 EMR - CIL	0.00	652.50	652.50
337 EMR - Tree Maintenance	0.00	1,000.00	1,000.00
338 EMR - Bands in the Castle	0.00	100.00	100.00
339 EMR - Cony-Hall Improvement	0.00	9,602.00	9,602.00
340 EMR - Castle 2030	0.00	500.00	500.00
341 EMR Events	0.00	2,163.25	2,163.25
	35,939.58	24,981.67	60,921.25

Summary Receipts & Payments by Budget Heading 29/11/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	185,217	0	(185,217)			0.0%
	less Transfers to EMR	100					
	Movement to/(from) Gen Reserve	<u>185,117</u>					
101	Administration						
	Payments	8,940	15,350	6,410		6,410	58.2%
102	Staff Costs						
	Payments	58,197	90,000	31,803		31,803	64.7%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	251	1,650	1,399		1,399	15.2%
105	Mayoral Expenses						
	Payments	2,411	5,250	2,839		2,839	45.9%
	plus Transfer from EMR	4					
	Movement to/(from) Gen Reserve	<u>(2,407)</u>					
110	Grants/Donations						
	Payments	14,540	30,000	15,460		15,460	48.5%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(14,540)</u>					
120	Events/Projects						
	Payments	45,928	111,900	65,972		65,972	41.0%
	plus Transfer from EMR	798					
	Movement to/(from) Gen Reserve	<u>(45,130)</u>					
999	VAT Data						
	Receipts	7,367	0	(7,367)			0.0%
	Payments	5,368	0	(5,368)		(5,368)	0.0%
	Movement to/(from) Gen Reserve	<u>1,999</u>					
<hr/>							
	Grand Totals:- Receipts	192,584	0	(192,584)			0.0%
	Payments	135,636	257,150	121,514	0	121,514	52.7%
	Net Receipts over Payments	<u>56,949</u>	<u>(257,150)</u>	<u>(314,099)</u>			
	plus Transfer from EMR	802					
	less Transfers to EMR	100					
	Movement to/(from) Gen Reserve	<u>57,651</u>					

Detailed Receipts & Payments by Budget Heading 29/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Allotments Income	7,584	0	(7,584)			0.0%	
1012 Christmas Lights HBC agreement	3,000	0	(3,000)			0.0%	
1030 KVG Field Income	100	0	(100)			0.0%	100
1035 Photocopying	(285)	0	285			0.0%	
1076 Precept	172,180	0	(172,180)			0.0%	
1090 Bank Interest	2,639	0	(2,639)			0.0%	
Income :- Receipts	185,217	0	(185,217)				100
Net Receipts	185,217	0	(185,217)				
6001 less Transfers to EMR	100						
Movement to/(from) Gen Reserve	185,117						
101 Administration							
4005 Bank Charges	56	100	44		44	56.0%	
4021 Stationery	177	450	273		273	39.3%	
4022 Postages	0	200	200		200	0.0%	
4023 Telephones & Internet	593	2,000	1,407		1,407	29.6%	
4025 Insurance	1,852	2,200	348		348	84.2%	
4026 IT Expenses	2,515	4,200	1,685		1,685	59.9%	
4027 Photocopier	867	1,500	633		633	57.8%	
4043 Recruitment costs	0	200	200		200	0.0%	
4045 Audit	845	1,700	855		855	49.7%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,036	2,200	164		164	92.5%	
Administration :- Indirect Payments	8,940	15,350	6,410	0	6,410	58.2%	0
Net Payments	(8,940)	(15,350)	(6,410)				
102 Staff Costs							
4000 Wages & Salaries	35,969	80,000	44,031		44,031	45.0%	
4001 Tax & NI	10,387	0	(10,387)		(10,387)	0.0%	
4002 Pension	10,859	0	(10,859)		(10,859)	0.0%	
4004 Staffing other	982	10,000	9,018		9,018	9.8%	
Staff Costs :- Indirect Payments	58,197	90,000	31,803	0	31,803	64.7%	0
Net Payments	(58,197)	(90,000)	(31,803)				
103 Establishment Costs							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
Establishment Costs :- Indirect Payments	0	3,000	3,000	0	3,000	0.0%	0
Net Payments	0	(3,000)	(3,000)				

Detailed Receipts & Payments by Budget Heading 29/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Training							
4030 Training/Travel Clls	131	650	519		519	20.2%	
4035 Training/Travel Staff	120	1,000	880		880	12.0%	
Training :- Indirect Payments	<u>251</u>	<u>1,650</u>	<u>1,399</u>	<u>0</u>	<u>1,399</u>	<u>15.2%</u>	<u>0</u>
Net Payments	<u>(251)</u>	<u>(1,650)</u>	<u>(1,399)</u>				
105 Mayoral Expenses							
4054 Regalia	0	500	500		500	0.0%	
4055 Mayors Allowance	1,004	2,000	996		996	50.2%	4
4056 Mayor's Charitable Fund	120	300	180		180	40.0%	
4057 Mayoral Bebra Visit	900	900	0		0	100.0%	
4058 Mayor Making	387	1,550	1,163		1,163	25.0%	
Mayoral Expenses :- Indirect Payments	<u>2,411</u>	<u>5,250</u>	<u>2,839</u>	<u>0</u>	<u>2,839</u>	<u>45.9%</u>	<u>4</u>
Net Payments	<u>(2,411)</u>	<u>(5,250)</u>	<u>(2,839)</u>				
6000 plus Transfer from EMR	4						
Movement to/(from) Gen Reserve	<u>(2,407)</u>						
110 Grants/Donations							
4070 Grants	11,500	20,000	8,500		8,500	57.5%	
4071 Green Grants Project	1,100	5,000	3,900		3,900	22.0%	
4073 Small Grants Fund	1,940	5,000	3,060		3,060	38.8%	
Grants/Donations :- Indirect Payments	<u>14,540</u>	<u>30,000</u>	<u>15,460</u>	<u>0</u>	<u>15,460</u>	<u>48.5%</u>	<u>0</u>
Net Payments	<u>(14,540)</u>	<u>(30,000)</u>	<u>(15,460)</u>				
120 Events/Projects							
4015 Contingency Events	0	5,000	5,000		5,000	0.0%	
4061 Christmas Switch On	205	2,500	2,295		2,295	8.2%	
4062 Christmas Lights Contract	31,140	38,000	6,860		6,860	81.9%	
4063 Castle project for 2030	0	1,100	1,100		1,100	0.0%	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	0.0%	
4065 KGV Playing Field	0	1,000	1,000		1,000	0.0%	
4078 Survey	0	500	500		500	0.0%	
4084 Flags & Bunting	0	5,000	5,000		5,000	0.0%	
4085 Allotments Expenditure	0	3,000	3,000		3,000	0.0%	
4087 Neighbourhood Development Plan	0	2,000	2,000		2,000	0.0%	
4089 VAS	0	5,200	5,200		5,200	0.0%	
4091 Promotion	284	2,000	1,716		1,716	14.2%	

Detailed Receipts & Payments by Budget Heading 29/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4092 D-Day 80	837	3,000	2,163		2,163	27.9%	
4093 255th Enclosures	0	600	600		600	0.0%	
4094 Contingency Maintenance	0	1,000	1,000		1,000	0.0%	
4096 Remembrance	100	1,000	900		900	10.0%	
4097 Flower Beds	0	3,000	3,000		3,000	0.0%	
4101 Road Closure Mgmt	3,160	10,000	6,840		6,840	31.6%	
4102 Cony-Hall Improvements	398	0	(398)		(398)	0.0%	398
4103 Bands at Castle	600	0	(600)		(600)	0.0%	400
4104 Community Stage	395	1,500	1,105		1,105	26.3%	
4105 Town Twinning	0	3,000	3,000		3,000	0.0%	
4106 Trees	0	1,000	1,000		1,000	0.0%	
4107 Projects Contingency	0	3,000	3,000		3,000	0.0%	
4108 Tourist Guide	1,354	7,000	5,646		5,646	19.3%	
4109 Green Energy Project	0	1,500	1,500		1,500	0.0%	
4110 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Transfers To/From Reserves	7,455	0	(7,455)		(7,455)	0.0%	
Events/Projects :- Indirect Payments	<u>45,928</u>	<u>111,900</u>	<u>65,972</u>	<u>0</u>	<u>65,972</u>	<u>41.0%</u>	<u>798</u>
Net Payments	<u>(45,928)</u>	<u>(111,900)</u>	<u>(65,972)</u>				
6000 plus Transfer from EMR	798						
Movement to/(from) Gen Reserve	<u>(45,130)</u>						
<u>999 VAT Data</u>							
115 VAT refund from HMRC	7,367	0	(7,367)			0.0%	
VAT Data :- Receipts	<u>7,367</u>	<u>0</u>	<u>(7,367)</u>				<u>0</u>
515 VAT on spend - input automatic	5,368	0	(5,368)		(5,368)	0.0%	
VAT Data :- Indirect Payments	<u>5,368</u>	<u>0</u>	<u>(5,368)</u>	<u>0</u>	<u>(5,368)</u>		<u>0</u>
Net Receipts over Payments	<u>1,999</u>	<u>0</u>	<u>(1,999)</u>				
Grand Totals:- Receipts	192,584	0	(192,584)			0.0%	
Payments	135,636	257,150	121,514	0	121,514	52.7%	
Net Receipts over Payments	<u>56,949</u>	<u>(257,150)</u>	<u>(314,099)</u>				
plus Transfer from EMR	802						
less Transfers to EMR	100						
Movement to/(from) Gen Reserve	<u>57,651</u>						

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	31/12/2024		5,000.00
			<u>5,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	31/12/2024		285,222.07
			<u>285,222.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			285,222.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			285,222.07
		Balance per Cash Book is :-	285,222.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	5,072.00		5,072.00
323 EMR Christmas Lights	9,439.50	9,023.00	18,462.50
324 EMR Regalia	1,500.00	500.00	2,000.00
325 EMR Allotments	1,615.00	600.00	2,215.00
326 EMR Castle Lighting	0.00	670.00	670.00
328 EMR Links Charity	4,150.00		4,150.00
329 King George V Field	4,535.00	100.00	4,635.00
330 EMR - KBoro House	5,500.00		5,500.00
333 EMR - Kboro Nidd Gorge	3,500.00		3,500.00
335 Mayoral Charity Fund	4.08	-4.08	0.00
336 EMR - CIL	0.00	652.50	652.50
337 EMR - Tree Maintenance	0.00	1,000.00	1,000.00
339 EMR - Cony-Hall Improvement	0.00	9,602.00	9,602.00
340 EMR - Castle 2030	0.00	500.00	500.00
341 EMR Events	0.00	2,163.25	2,163.25
	35,939.58	24,806.67	60,746.25

Summary Receipts & Payments by Budget Heading 31/12/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	185,565	0	(185,565)			0.0%
	less Transfers to EMR	100					
	Movement to/(from) Gen Reserve	<u>185,465</u>					
101	Administration						
	Payments	9,529	15,350	5,821		5,821	62.1%
102	Staff Costs						
	Payments	65,471	90,000	24,529		24,529	72.7%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	251	1,650	1,399		1,399	15.2%
105	Mayoral Expenses						
	Payments	3,491	5,250	1,759		1,759	66.5%
	plus Transfer from EMR	4					
	Movement to/(from) Gen Reserve	<u>(3,487)</u>					
110	Grants/Donations						
	Payments	14,890	30,000	15,110		15,110	49.6%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(14,890)</u>					
120	Events/Projects						
	Payments	49,428	111,900	62,472		62,472	44.2%
	plus Transfer from EMR	973					
	Movement to/(from) Gen Reserve	<u>(48,455)</u>					
999	VAT Data						
	Receipts	7,367	0	(7,367)			0.0%
	Payments	6,080	0	(6,080)		(6,080)	0.0%
	Movement to/(from) Gen Reserve	<u>1,287</u>					
Grand Totals:- Receipts		192,932	0	(192,932)			0.0%
Payments		149,141	257,150	108,009	0	108,009	58.0%
Net Receipts over Payments		<u>43,791</u>	<u>(257,150)</u>	<u>(300,941)</u>			
plus Transfer from EMR		977					
less Transfers to EMR		100					
Movement to/(from) Gen Reserve		<u>44,668</u>					

Detailed Receipts & Payments by Budget Heading 31/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Allotments Income	7,584	0	(7,584)			0.0%	
1012 Christmas Lights HBC agreement	3,000	0	(3,000)			0.0%	
1030 KVG Field Income	100	0	(100)			0.0%	100
1035 Photocopying	(285)	0	285			0.0%	
1076 Precept	172,180	0	(172,180)			0.0%	
1090 Bank Interest	2,987	0	(2,987)			0.0%	
Income :- Receipts	185,565	0	(185,565)				100
Net Receipts	185,565	0	(185,565)				
6001 less Transfers to EMR	100						
Movement to/(from) Gen Reserve	185,465						
101 Administration							
4005 Bank Charges	62	100	38		38	61.6%	
4021 Stationery	225	450	225		225	49.9%	
4022 Postages	243	200	(43)		(43)	121.7%	
4023 Telephones & Internet	689	2,000	1,311		1,311	34.4%	
4025 Insurance	1,852	2,200	348		348	84.2%	
4026 IT Expenses	2,515	4,200	1,685		1,685	59.9%	
4027 Photocopier	1,064	1,500	437		437	70.9%	
4043 Recruitment costs	0	200	200		200	0.0%	
4045 Audit	845	1,700	855		855	49.7%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,036	2,200	164		164	92.5%	
Administration :- Indirect Payments	9,529	15,350	5,821	0	5,821	62.1%	0
Net Payments	(9,529)	(15,350)	(5,821)				
102 Staff Costs							
4000 Wages & Salaries	40,487	80,000	39,513		39,513	50.6%	
4001 Tax & NI	11,709	0	(11,709)		(11,709)	0.0%	
4002 Pension	12,292	0	(12,292)		(12,292)	0.0%	
4004 Staffing other	982	10,000	9,018		9,018	9.8%	
Staff Costs :- Indirect Payments	65,471	90,000	24,529	0	24,529	72.7%	0
Net Payments	(65,471)	(90,000)	(24,529)				
103 Establishment Costs							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
Establishment Costs :- Indirect Payments	0	3,000	3,000	0	3,000	0.0%	0
Net Payments	0	(3,000)	(3,000)				

Detailed Receipts & Payments by Budget Heading 31/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Training							
4030 Training/Travel Clls	131	650	519		519	20.2%	
4035 Training/Travel Staff	120	1,000	880		880	12.0%	
Training :- Indirect Payments	251	1,650	1,399	0	1,399	15.2%	0
Net Payments	(251)	(1,650)	(1,399)				
105 Mayoral Expenses							
4054 Regalia	0	500	500		500	0.0%	
4055 Mayors Allowance	1,004	2,000	996		996	50.2%	4
4056 Mayor's Charitable Fund	120	300	180		180	40.0%	
4057 Mayoral Bebra Visit	900	900	0		0	100.0%	
4058 Mayor Making	1,467	1,550	83		83	94.7%	
Mayoral Expenses :- Indirect Payments	3,491	5,250	1,759	0	1,759	66.5%	4
Net Payments	(3,491)	(5,250)	(1,759)				
6000 plus Transfer from EMR	4						
Movement to/(from) Gen Reserve	(3,487)						
110 Grants/Donations							
4070 Grants	11,500	20,000	8,500		8,500	57.5%	
4071 Green Grants Project	1,100	5,000	3,900		3,900	22.0%	
4073 Small Grants Fund	2,290	5,000	2,710		2,710	45.8%	
Grants/Donations :- Indirect Payments	14,890	30,000	15,110	0	15,110	49.6%	0
Net Payments	(14,890)	(30,000)	(15,110)				
120 Events/Projects							
4015 Contingency Events	0	5,000	5,000		5,000	0.0%	
4061 Christmas Switch On	1,782	2,500	718		718	71.3%	
4062 Christmas Lights Contract	31,215	38,000	6,785		6,785	82.1%	75
4063 Castle project for 2030	0	1,100	1,100		1,100	0.0%	
4064 Castle Lights Maintenance	528	1,000	472		472	52.8%	
4065 KGV Playing Field	0	1,000	1,000		1,000	0.0%	
4078 Survey	0	500	500		500	0.0%	
4084 Flags & Bunting	0	5,000	5,000		5,000	0.0%	
4085 Allotments Expenditure	0	3,000	3,000		3,000	0.0%	
4087 Neighbourhood Development Plan	0	2,000	2,000		2,000	0.0%	
4089 VAS	0	5,200	5,200		5,200	0.0%	
4091 Promotion	284	2,000	1,716		1,716	14.2%	

Detailed Receipts & Payments by Budget Heading 31/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4092 D-Day 80	837	3,000	2,163		2,163	27.9%	
4093 255th Enclosures	0	600	600		600	0.0%	
4094 Contingency Maintenance	0	1,000	1,000		1,000	0.0%	
4096 Remembrance	100	1,000	900		900	10.0%	
4097 Flower Beds	0	3,000	3,000		3,000	0.0%	
4101 Road Closure Mgmt	4,380	10,000	5,620		5,620	43.8%	
4102 Cony-Hall Improvements	398	0	(398)		(398)	0.0%	398
4103 Bands at Castle	700	0	(700)		(700)	0.0%	500
4104 Community Stage	395	1,500	1,105		1,105	26.3%	
4105 Town Twinning	0	3,000	3,000		3,000	0.0%	
4106 Trees	0	1,000	1,000		1,000	0.0%	
4107 Projects Contingency	0	3,000	3,000		3,000	0.0%	
4108 Tourist Guide	1,354	7,000	5,646		5,646	19.3%	
4109 Green Energy Project	0	1,500	1,500		1,500	0.0%	
4110 Election Costs	0	10,000	10,000		10,000	0.0%	
4999 Transfers To/From Reserves	7,455	0	(7,455)		(7,455)	0.0%	
Events/Projects :- Indirect Payments	49,428	111,900	62,472	0	62,472	44.2%	973
Net Payments	(49,428)	(111,900)	(62,472)				
6000 plus Transfer from EMR	973						
Movement to/(from) Gen Reserve	(48,455)						
999 VAT Data							
115 VAT refund from HMRC	7,367	0	(7,367)			0.0%	
VAT Data :- Receipts	7,367	0	(7,367)				0
515 VAT on spend - input automatic	6,080	0	(6,080)		(6,080)	0.0%	
VAT Data :- Indirect Payments	6,080	0	(6,080)	0	(6,080)		0
Net Receipts over Payments	1,287	0	(1,287)				
Grand Totals:- Receipts	192,932	0	(192,932)			0.0%	
Payments	149,141	257,150	108,009	0	108,009	58.0%	
Net Receipts over Payments	43,791	(257,150)	(300,941)				
plus Transfer from EMR	977						
less Transfers to EMR	100						
Movement to/(from) Gen Reserve	44,668						

6.3

Knaresborough Town Council 2024/2025
Annual Budget - By Centre
Note: Up to December 31 2024

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100 Income</u>									
1000 Allotments Income	0	5,597	0	7,584	0	0	0	0	0
1012 Christmas Lighs HBC agreement	0	3,000	0	3,000	0	0	0	0	0
1030 KVG Field Income	0	0	0	100	0	0	0	0	0
1035 Photocopying	0	0	0	-285	0	0	0	0	0
1065 Misc	0	3,941	0	0	0	0	0	0	0
1075 CIL	0	653	0	0	0	0	0	0	0
1076 Precept	0	158,991	0	172,180	0	0	0	0	0
1090 Bank Interest	0	3,603	0	2,987	0	0	0	0	0
	0	175,784	0	185,565	0	0	0	0	0
Total Income									
6001 less Transfers to EMR	0	500	0	100	0	0	0	0	0
	0	175,284	0	185,465	0				
Movement to/(from) Gen Reserve									
<u>101 Administration</u>									
4005 Bank Charges	100	63	100	62	0	0	0	0	0
4021 Stationery	450	344	450	225	0	0	0	0	0
4022 Postages	250	151	200	243	0	0	0	0	0
4023 Telephones & Internet	800	853	2,000	689	0	0	0	0	0
4025 Insurance	2,000	0	2,200	1,852	0	0	0	0	0
4026 IT Expenses	2,200	1,670	4,200	2,515	0	0	0	0	0
4027 Photocopier	1,600	1,964	1,500	1,064	0	0	0	0	0
4043 Recruitment costs	200	608	200	0	0	0	0	0	0
4045 Audit	1,700	1,245	1,700	845	0	0	0	0	0
4050 Legal	1,000	0	600	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

Note: Up to December 31 2024

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4074 Bank Charges	0	6	0	0	0	0	0	0	0
4075 Subscriptions	2,200	1,985	2,200	2,036	0	0	0	0	0
Overhead Expenditure	12,500	8,887	15,350	9,529	0	0	0	0	0
Movement to/(from) Gen Reserve	(12,500)	(8,887)	(15,350)	(9,529)	0		0		
<u>102 Staff Costs</u>									
4000 Wages & Salaries	59,000	37,398	80,000	40,487	0	0	0	0	0
4001 Tax & NI	0	10,474	0	11,709	0	0	0	0	0
4002 Pension	0	12,349	0	12,292	0	0	0	0	0
4004 Staffing other	27,000	0	10,000	982	0	0	0	0	0
Overhead Expenditure	86,000	60,220	90,000	65,471	0	0	0	0	0
Movement to/(from) Gen Reserve	(86,000)	(60,220)	(90,000)	(65,471)	0		0		
<u>103 Establishment Costs</u>									
4020 Office Rent	3,000	0	3,000	0	0	0	0	0	0
Overhead Expenditure	3,000	0	3,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(3,000)	0	(3,000)	0	0		0		
<u>104 Training</u>									
4030 Training/Travel Clls	200	970	650	131	0	0	0	0	0
4035 Training/Travel Staff	1,000	25	1,000	120	0	0	0	0	0
Overhead Expenditure	1,200	995	1,650	251	0	0	0	0	0
Movement to/(from) Gen Reserve	(1,200)	(995)	(1,650)	(251)	0		0		

Continued on next page

Knaresborough Town Council 2024/2025
Annual Budget - By Centre

Note: Up to December 31 2024

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>105</u>	<u>Mayoral Expenses</u>								
4054	500	0	500	0	0	0	0	0	0
4055	2,000	2,000	2,000	1,004	0	0	0	0	0
4056	500	565	300	120	0	0	0	0	0
4057	600	600	900	900	0	0	0	0	0
4058	1,400	1,393	1,550	1,467	0	0	0	0	0
	5,000	4,557	5,250	3,491	0	0	0	0	0
6000	0	500	0	4	0	0	0	0	0
	(5,000)	(4,057)	(5,250)	(3,487)	0		0		
	<u>Movement to/(from) Gen Reserve</u>								
<u>110</u>	<u>Grants/Donations</u>								
4070	20,000	20,490	20,000	11,500	0	0	0	0	0
4071	5,000	400	5,000	1,100	0	0	0	0	0
4072	0	180	0	0	0	0	0	0	0
4073	0	0	5,000	2,290	0	0	0	0	0
	25,000	21,070	30,000	14,890	0	0	0	0	0
	(25,000)	(21,070)	(30,000)	(14,890)	0		0		
	<u>Movement to/(from) Gen Reserve</u>								
<u>120</u>	<u>Events/Projects</u>								
4015	0	0	5,000	0	0	0	0	0	0
4059	1,500	0	0	0	0	0	0	0	0
4061	2,200	1,335	2,500	1,782	0	0	0	0	0
4062	35,000	25,902	38,000	31,215	0	0	0	0	0

Continued on next page

Knaresborough Town Council 2024/2025

Annual Budget - By Centre

Note: Up to December 31 2024

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4063	500	0	1,100	0	0	0	0	0	0
4064	1,000	330	1,000	528	0	0	0	0	0
4065	0	0	1,000	0	0	0	0	0	0
4066	5,000	0	0	0	0	0	0	0	0
4067	5,000	0	0	0	0	0	0	0	0
4068	1,000	0	0	0	0	0	0	0	0
4078	500	0	500	0	0	0	0	0	0
4079	6,000	0	0	0	0	0	0	0	0
4080	5,000	0	0	0	0	0	0	0	0
4081	0	57	0	0	0	0	0	0	0
4084	3,000	0	5,000	0	0	0	0	0	0
4085	1,500	900	3,000	0	0	0	0	0	0
4087	0	1,920	2,000	0	0	0	0	0	0
4088	1,000	0	0	0	0	0	0	0	0
4089	6,000	8,091	5,200	0	0	0	0	0	0
4090	5,000	1,654	0	0	0	0	0	0	0
4091	5,000	130	2,000	284	0	0	0	0	0
4092	0	0	3,000	837	0	0	0	0	0
4093	0	0	600	0	0	0	0	0	0
4094	0	0	1,000	0	0	0	0	0	0
4095	0	1,277	0	0	0	0	0	0	0
4096	500	1,390	1,000	100	0	0	0	0	0
4097	3,000	2,770	3,000	0	0	0	0	0	0
4101	1,000	40	10,000	4,380	0	0	0	0	0

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Knaresborough Town Council 2024/2025
Annual Budget - By Centre
Note: Up to December 31 2024

<u>Last Year</u>			<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4102	10,000	0	0	398	0	0	0	0	0
4103	700	200	0	700	0	0	0	0	0
4104	5,000	8,750	1,500	395	0	0	0	0	0
4105	0	0	3,000	0	0	0	0	0	0
4106	1,000	0	1,000	0	0	0	0	0	0
4107	3,000	0	3,000	0	0	0	0	0	0
4108	0	0	7,000	1,354	0	0	0	0	0
4109	0	0	1,500	0	0	0	0	0	0
4110	0	0	10,000	0	0	0	0	0	0
4999	0	2,565	0	7,455	0	0	0	0	0
	108,400	57,312	111,900	49,428	0	0	0	0	0
6000	0	8,047	0	973	0	0	0	0	0
	(108,400)	(49,265)	(111,900)	(48,455)	0		0		
999	<u>VAT Data</u>								
115	0	10,130	0	7,367	0	0	0	0	0
	0	10,130	0	7,367	0	0	0	0	0
515	0	9,536	0	6,080	0	0	0	0	0
	0	9,536	0	6,080	0	0	0	0	0
	0	595	0	1,287	0		0		

Continued on next page

Knaresborough Town Council 2024/2025
Annual Budget - By Centre
Note: Up to December 31 2024

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	0	185,915	0	192,932	0	0	0	0	0
Expenditure	241,100	162,577	257,150	149,141	0	0	0	0	0
Net Income over Expenditure	<u>-241,100</u>	<u>23,337</u>	<u>-257,150</u>	<u>43,791</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	8,547	0	977	0	0	0	0	0
less Transfers to EMR	0	500	0	100	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(241,100)</u>	<u>31,384</u>	<u>(257,150)</u>	<u>44,668</u>	<u>0</u>		<u>0</u>		

KTC SMALL Grants 2024 - 2025

Group / Organisation	Grant	Grant payment sent	Proposed start date of project	Feedback request sent	Feedback received	Comments
JUNE						
St John's Primary School Council – litter picking equipment	£150	Yes	ASAP	Yes		S137
Waterside Residents Assoc – Xmas lights	£310	Yes	Dec 2024	Yes		S144
JULY						
The Village – Conversation café	£350	Yes	ASAP	Yes	Yes	S137
AUGUST						
Knarborough Celtic FC – Café and Boot shop	£280	Yes	ASAP	Yes		S137
People Together/Kboro Revolution – Cultural Celebration and Food Festival	£350	Yes	Sept 2024	Yes	Yes	S144
DECEMBER						
Kboro Community Land Trust	£350	Yes	ASAP	Yes		S137
Total:£1,790		Remaining:£3,210				



Knaresborough

Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

Application Summary:

Name of organisation/individual*	North Yorkshire Citizens Advice & Law Centre (NYCALC)
Primary Contact regarding application:	Rachel Allen
Address:	Audrey Burton House Queensway Harrogate HG1 5LX
Telephone number:	01748 823862
Email address:	rachel@northyorkslca.org.uk
Project/Event title:	Generalist & Specialist Advice Service
Total cost of project:	£167,000
Amount of grant requested from KTC	£1,500
Date of Application	19th December 2024

The Applicant:

What is the main purpose of your organisation?	North Yorkshire Citizens Advice & Law Centre (NYCALC) provides free, professional, confidential and impartial information and advice on a range of issues including money, benefits, housing and employment, alongside campaigning on the important issues affecting people living across the county. Our aim is to help everyone find a way forward, whatever problems they face. NYCALC's remit covers all of North Yorkshire, except the City of York.
How many years has your organisation been in existence?	83
If your organisation is run by a Committee? If yes, how many Committee members?	NYCALC has 12 trustees
If your organisation is a club with membership, please provide the following details: Membership -	N/A

	<p>NYCALC provides generalist advice for those requiring guidance on how to help themselves, while for more vulnerable clients and complex cases we have several specialist projects including:</p> <ul style="list-style-type: none"> • Help to Claim - support with Universal Credit applications • Pension Wise - pensions advice for the over 50s • Money & Pensions Service - debt advice • Energy Team - help out of fuel poverty • MacMillan Benefits Advice - welfare guidance for people living with cancer • POMOC Project - culturally appropriate support for migrant and refugee communities • Catterick Connection - advice for serving armed personnel and veterans • North Yorkshire Law Centre - legal advice on welfare, housing, debt, discrimination, employment, immigration, asylum and family law
What are the aims of the project/event?	<p>NYCALC aims to ensure that Knaresborough residents have the support, confidence and knowledge to resolve any issues negatively impacting on their lives and are empowered to avoid similar situations in the future. There will be a particular focus on matters related to the ongoing cost of living crisis.</p>
What benefit will the award bring to the Knaresborough Community and the number of residents directly benefiting?	<p>The people of Knaresborough will benefit from:</p> <ul style="list-style-type: none"> • access to vital emergency aid such as energy vouchers and food banks so people and their families are safe, warm and fed • securing essential benefit, pension and welfare entitlements to alleviate poverty and the misery associated with this. • constructive addressing of debt to stop it becoming an insurmountable burden • prevention of eviction or repossession so people can continue to live in their homes and avoid the devastation of homelessness • protection from discrimination and exploitation and the suffering this causes • improved money management and budgeting skills so people are better equipped to cope in the future • vastly improved mental health and well being due to all of the above

	<p>The grant will help a minimum of 325 Knaresborough residents directly over the year and indirectly benefit a further 900 in the form of family, friends and neighbours. It is envisaged that at least 50% of clients will have a disability or a long term health problem.</p>
Does your organisation have the ability to meet new community needs, and if so, how?	<p>NYCALC undertakes annual advice and accessibility audits to enable us to identify new areas of need in the different localities of North Yorkshire. A recent outcome of this exercise is the Future Energies Project. Beginning in February 2025, this will provide advice around green and low carbon technologies and offer long term solutions to fuel poverty in line with government environmental targets.</p>
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective?	<p>NYCALC operates in compliance with all relevant environmental legislation and strives to use pollution prevention and environmental best practices in all we do. Our policy is to:</p> <ul style="list-style-type: none"> • Integrate the consideration of environmental and sustainability concerns and impacts into our decision making and activities. • Minimise our waste and then reuse or recycle as much of it as is possible. • Minimise energy and water use within our buildings and processes in order to conserve supplies and minimise the consumption of natural resources. • As far as is possible, purchase products and services that do the least damage to the environment. • Train, educate and inform our employees about environmental and sustainability issues that may affect their work. • Promote environmental and sustainability awareness among our employees and encourage them to work in an environmentally responsible manner. • Communicate our environmental and sustainability commitment to clients, customers and the public and encourage them to support it.
What will be the quality and effectiveness of service provided through the use of this grant	<p>NYCALC uses a weekly target tracker for all our projects. There is a thorough case checking system in place and a designated Quality Team which meets fortnightly to assess service delivery and implement any measures for necessary improvements.</p>
<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p> <p>1. For how many years has the event run</p> <p>2. Attendance at the last event?</p>	<p>N/A</p>

3.Anticipated attendance at planned event?	
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	<p>NYCALC's Harrogate Office provided a wide range of generalist and specialist advice to the people of Knaresborough during 2024. 46% of advice was given by telephone in addition to 36% delivered by email, 4% by letter and 14% face-to-face. Outreach drop-in sessions with our Homes for Ukraine project were also held at Chain Lane Community Hub.</p> <p>We saw 361 Knaresborough clients in total and helped resolve 2,434 separate issues, an average of 6 issues per client. This was an 18.5% increase in clients compared with 2023. The most common problems people sought help with were around energy bills, welfare benefits (particularly disability benefits) and debt. For the Knaresborough residents we worked with, NYCALC was able to secure £385,547 in income gain, £46,937 in reimbursements and have £64,793 of debt written off.</p>
Why do you think the Council should support this event/project?	NYCALC is the only provider of free, professional, confidential and impartial advice in North Yorkshire. Without our presence, essential help and advice would not be available to the people of Knaresborough and they would remain mired in distressing situations.

Project/Event planning

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

Financial Details

Estimated total cost (including any fees)	£167,000
Contribution from your funds:	£165,500
Contribution from other organisations (please specify)	North Yorkshire Council National Citizens Advice Energy Redress Trust Access to Justice Foundation
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	N/A

Check List:**Please tick:**

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

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

Declaration:

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

Signed:



Name of Signatory: Rachel Allen

Position: Deputy CEO

Date: 20th December 2024

Key Statistics

Knarborough East
Knarborough West

02/01/2024 13/12/2024

citizens
advice

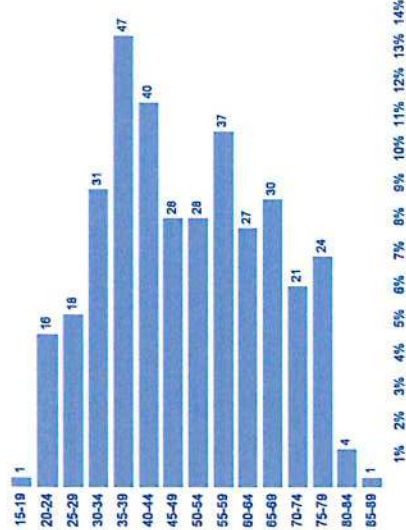
Summary

Clients	361
Quick client contacts	
Issues	2,434
Activities	2,307
Cases	590
Outcomes	
Income gain	£385,547
Re-imbursments, services, loans	£46,937
Debts written off	£84,793
Repayments rescheduled	£0
Other	£1,885

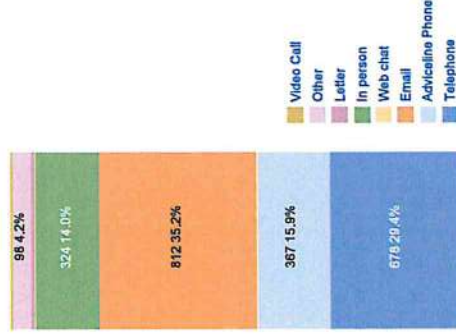
Issues

Issues	Clients
Benefits & tax credits	178
Benefits Universal Credit	67
Charitable Support & Food Ban..	74
Consumer goods & services	70
Debt	43
Education	2
Employment	65
Financial services & capability	43
GVA & Hate Crime	10
Health & community care	25
Housing	68
Immigration & asylum	30
Legal	34
Other	14
Relationships & family	54
Tax	21
Travel & transport	15
Utilities & communications	113
Grand Total	2,434

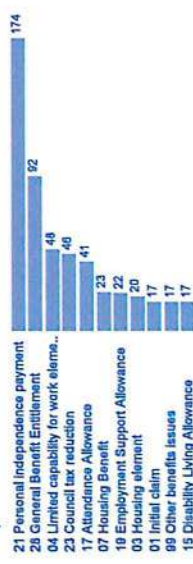
Age



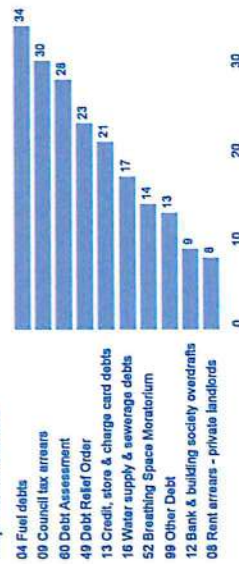
Channel



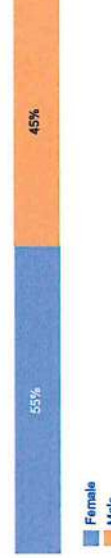
Top benefit issues



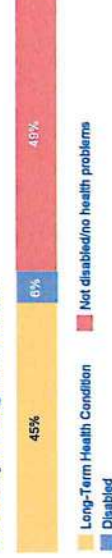
Top debt issues



Gender



Disability / Long-term health



Ethnicity



KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

Application Summary:

Name of organisation/individual*	Knaresborough Allotments Self-Help Scheme
Primary Contact regarding application:	Rob Snow Chair of KASHS
Address:	3 Charlton Court Knaresborough N Yorks HG50EZ
Telephone number:	01423868428 01709631966
Email address:	rob59knares@gmail.com
Project/Event title:	Allotment noticeboard for the Stockwell Road site.
Total cost of project:	£2348.70
Amount of grant requested from KTC	£2348.70
Date of Application	2 December 2024

The Applicant:

What is the main purpose of your organisation?	Local allotments for the people of Knaresborough
How many years has your organisation been in existence?	Nearly 100 years
If your organisation run by a Committee? If yes, how many Committee members?	9 committee members
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members: Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	Not a club as such but Allotments association 134 members as tenants of KASHS who are tenants of Knaresborough Town Council. No junior members.
What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	Allotments for the growing of vegetables, fruit and flowers. Must have HG5 address and apply via a waiting list
Is your club affiliated to any national organisation?	The National Allotment Society

Please list any affiliations	
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate <p>Does your organisation meet these requirements:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

The Project/Event/Individual's role:

Brief description of scheme	<p>A 2 bay Man made Timber noticeboard Supplied by Greenbarnes 1270mm wide 848 mm high</p> <p>Left hand bay locked for committee notices Right had handle access to allow members to post notices Header with KASHS Mounted on 2 timber posts Cost includes Noticeboard £1790.17 Shipping £167 Vat £371.45 Total £2348.70</p>
What are the aims of the project/event?	<p>To improve communications with our members. Our existing noticeboard is broken, leaky and ineffective. It will be placed at the entrance to the site. Most allotment sites in Harrogate have noticeboards that are well used. One side will be for committee purposes such as contact numbers, health and safety policies, insurance details. The other side will be for up to date notices such as social events, working parties, newsletters, FEVA. Members will</p>

	also be able to pin up articles about cultivation, sharing and swapping
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	The 130 members of KASHs will benefit from a noticeboard built to last. We have community events such as the FEVA Open Day that attracts hundreds of visitors. We will use the noticeboard to advertise collections for the local Resurrected Bites Charity
Does your organisation have the ability to meet new community needs, and if so, how?	We ensure that people with special needs such as mobility issues are able to have allotments.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	It will display the environmental policy adopted by Knaresborough Town Council. We will use it to spread new methods of cultivation that will help the environment.
What will be the quality and effectiveness of service provided through the use of this grant	We have researched noticeboards and have selected a company and noticeboard that will last for many years. It will be easy to maintain and durable. It is made of manmade timber which is basically made of recycled plastic. Timber based alternatives are far more costly. Cheaper aluminium alternatives are not as durable and are prone to leak.
<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p> <p>1. For how many years has the event run</p> <p>2. Attendance Attendance at last event?</p> <p>Anticipated attendance at planned Event?</p>	
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	<p>On our last inspection by Knaresborough Town Council the clerk and councillor who led the visit were pleased with the way the site was managed. All the plots were let and individuals are able to cultivate with a great deal of freedom. The members of KASHS are keen to develop the site to enhance the council's environmental policies and the wildlife on site are encouraged through ponds and in the variety of cultivation styles.</p> <p>We have a very popular Open Day as part of the FEVA events.</p> <p>We use surplus produce to donate to the local Resurrected Bites.</p> <p>Our working parties maintain the site to a high standard and keep the costs down for our landlords by maintaining the fences, building gates and looking after the area around the allotments.</p>
Why do you think the Council should support this event/project?	A noticeboard would provide a focus and status for KASHS. We are unusual as an allotment in not having a properly functioning noticeboard. KASHS members would install the noticeboard in a prominent place in the carpark. We have in the past used funds donated by our landlords Knaresborough Town Council to good effect and as

	residents want council funds to be used sensibly. We pay rent to Knaresborough Town council and a new noticeboard would be a long term investment in the site.
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Project/Event planning

Date that you propose to commence the project or hold the event.	As soon as we get permission we would place affirm order and hopefully have it erected by Spring 2025
Does the project or event require permission from North Yorkshire Council? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	

Financial Details

Estimated total cost (including any fees)	Greenbarnes noticeboard £1790.17 Shipping £167.09 VAT £391.45 Total £2348.74
Contribution from your funds:	We are not a wealthy organisation. Having paid our rents to Knaresborough Town Council we had a little over £700 left and we need funds to react to emergencies.
Contribution from other organisations (please specify)	
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	We have members from a farming background who would install the noticeboard.

Check List:

Please tick:

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

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

Declaration:

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

Signed:
Rob Snow

Name of Signatory
Rob Snow

Position:
Chair of KASHS

Date:
16.12.2024