**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:** CouncillorS Oakes

**25/066 ITEM 1 – To receive Apologies and consider approval** of the reasonsfor 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**

|  |  |
| --- | --- |
| **Councillor J Batt** | Item 7.5 – is a member of Town Twinning Committee |
| **Councillor M Walker** | 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 25th 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 |  |
| **Total** |  | **15,936.83** | **1,324.62** | **17,261.45** |  |  |

**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 |
|  |  |  |  |  |  |  |
| **Total** |  | **22,534.18** | **1,665.93** | **24,202.11** |  |  |

**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 |
| 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 |
|  |  |  |  |  |  |  |
| **Total** |  | **29,319.06** | **385.02** | **29,704.08** |  |  |

**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 notethe 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 notethat 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 notethe 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 notethe 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 80th 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**