

KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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08 April 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 14 April 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 14 April 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 20 January 2025 (*ca*)

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

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 (*ca*)

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 (*ca*)

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

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

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

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

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 charities wishes (*ca*)

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

6.9 To **review** the updated Financial Reserves Policy 2025 (*ca*)

6.10 To receive and note the S137 expenditure report for 2024/25 (ca)

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 (ca)

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 (ca)

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 (ca)

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 (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 20 January 2025**

PRESENT: **Chair:** Councillor Matt Walker

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

Staff Present: The Clerk

Also Present: A representative from KASHS

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

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

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

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

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

The Chair moved to take **item 7.2**

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

25/061 **ITEM 4 - To consider and, if thought fit, **approve** as a correct record, the Minutes of the Finance Committee Meeting held on:**

4.1 Monday 18 November 2024

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

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

25/063 ITEM 6 – Reports from the Clerk

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

Schedule of Accounts - November

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

Schedule of Accounts – December

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

Finance and General Purposes
 20 January 2025

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

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

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

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

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

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

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

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

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

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

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

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

See above – Item 3.

25/065 ITEM 8. Information Exchange

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

Meeting closed at: 7:30p.m.

**Signed by the Chair
Councillor Matt Walker**

KNARESBOROUGH TOWN COUNCIL							
January 2025 Schedule of Accounts							
Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description	Initials
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			

KNARESBOROUGH TOWN COUNCIL

February 2025 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total		Notes/ Description	Initials
				Amount	Authorisation		
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			

KNARESBOROUGH TOWN COUNCIL

March 2025 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total		Notes/ Description	Initials
				Amount	Authorisation		
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	

Knarborough 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			

Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		5,000.00
			<hr/> 5,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			5,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		269,251.80
			<u>269,251.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			269,251.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			269,251.80
		Balance per Cash Book is :-	269,251.80
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	5,072.00		5,072.00
323 EMR Christmas Lights	9,439.50	5,268.16	14,707.66
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	2,881.25	2,881.25
	<u>35,939.58</u>	<u>21,769.83</u>	<u>57,709.41</u>

Summary Receipts & Payments by Budget Heading 31/01/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	186,033	0	(186,033)			0.0%
	less Transfers to EMR	100					
	Movement to/(from) Gen Reserve	<u>185,933</u>					
101	Administration						
	Payments	10,088	15,350	5,262		5,262	65.7%
102	Staff Costs						
	Payments	72,744	90,000	17,256		17,256	80.8%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	286	1,650	1,364		1,364	17.3%
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	16,390	30,000	13,610		13,610	54.6%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(16,390)</u>					
120	Events/Projects						
	Payments	56,008	111,900	55,892		55,892	50.1%
	plus Transfer from EMR	4,728					
	Movement to/(from) Gen Reserve	<u>(51,280)</u>					
999	VAT Data						
	Receipts	7,367	0	(7,367)			0.0%
	Payments	6,571	0	(6,571)		(6,571)	0.0%
	Movement to/(from) Gen Reserve	<u>796</u>					
	Grand Totals:- Receipts	<u>193,400</u>	<u>0</u>	<u>(193,400)</u>			<u>0.0%</u>
	Payments	<u>165,579</u>	<u>257,150</u>	<u>91,571</u>	<u>0</u>	<u>91,571</u>	<u>64.4%</u>
	Net Receipts over Payments	<u>27,821</u>	<u>(257,150)</u>	<u>(284,971)</u>			
	plus Transfer from EMR	4,732					
	less Transfers to EMR	100					
	Movement to/(from) Gen Reserve	<u>32,453</u>					

Detailed Receipts & Payments by Budget Heading 31/01/2025

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%	
1065 Misc	150	0	(150)			0.0%	
1076 Precept	172,180	0	(172,180)			0.0%	
1090 Bank Interest	3,304	0	(3,304)			0.0%	
Income :- Receipts	186,033	0	(186,033)				100
Net Receipts	186,033	0	(186,033)				
6001 less Transfers to EMR	100						
Movement to/(from) Gen Reserve	185,933						
101 Administration							
4005 Bank Charges	72	100	28		28	71.8%	
4021 Stationery	225	450	225		225	49.9%	
4022 Postages	243	200	(43)		(43)	121.7%	
4023 Telephones & Internet	787	2,000	1,213		1,213	39.3%	
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	1,295	1,700	405		405	76.2%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,036	2,200	164		164	92.5%	
Administration :- Indirect Payments	10,088	15,350	5,262	0	5,262	65.7%	0
Net Payments	(10,088)	(15,350)	(5,262)				
102 Staff Costs							
4000 Wages & Salaries	45,005	80,000	34,995		34,995	56.3%	
4001 Tax & NI	13,032	0	(13,032)		(13,032)	0.0%	
4002 Pension	13,726	0	(13,726)		(13,726)	0.0%	
4004 Staffing other	982	10,000	9,018		9,018	9.8%	
Staff Costs :- Indirect Payments	72,744	90,000	17,256	0	17,256	80.8%	0
Net Payments	(72,744)	(90,000)	(17,256)				

Detailed Receipts & Payments by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Establishment Costs							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
104 Training							
4030 Training/Travel Clls	131	650	519		519	20.2%	
4035 Training/Travel Staff	155	1,000	845		845	15.5%	
Training :- Indirect Payments	<u>286</u>	<u>1,650</u>	<u>1,364</u>	<u>0</u>	<u>1,364</u>	<u>17.3%</u>	<u>0</u>
Net Payments	<u>(286)</u>	<u>(1,650)</u>	<u>(1,364)</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	1,467	1,550	83		83	94.7%	
Mayoral Expenses :- Indirect Payments	<u>3,491</u>	<u>5,250</u>	<u>1,759</u>	<u>0</u>	<u>1,759</u>	<u>66.5%</u>	<u>4</u>
Net Payments	<u>(3,491)</u>	<u>(5,250)</u>	<u>(1,759)</u>				
6000 plus Transfer from EMR	4						
Movement to/(from) Gen Reserve	<u>(3,487)</u>						
110 Grants/Donations							
4070 Grants	13,000	20,000	7,000		7,000	65.0%	
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	<u>16,390</u>	<u>30,000</u>	<u>13,610</u>	<u>0</u>	<u>13,610</u>	<u>54.6%</u>	<u>0</u>
Net Payments	<u>(16,390)</u>	<u>(30,000)</u>	<u>(13,610)</u>				
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	34,970	38,000	3,030		3,030	92.0%	3,830
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%	

Detailed Receipts & Payments by Budget Heading 31/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
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	2,770	3,000	230		230	92.3%	
4101 Road Closure Mgmt	4,400	10,000	5,600		5,600	44.0%	
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	422	1,500	1,078		1,078	28.2%	
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	8	3,000	2,992		2,992	0.3%	
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	56,008	111,900	55,892	0	55,892	50.1%	4,728
Net Payments	(56,008)	(111,900)	(55,892)				
6000 plus Transfer from EMR	4,728						
Movement to/(from) Gen Reserve	(51,280)						
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	6,571	0	(6,571)		(6,571)	0.0%	
VAT Data :- Indirect Payments	6,571	0	(6,571)	0	(6,571)		0
Net Receipts over Payments	796	0	(796)				
Grand Totals:- Receipts	193,400	0	(193,400)			0.0%	
Payments	166,579	257,150	91,571	0	91,571	64.4%	
Net Receipts over Payments	27,821	(257,150)	(284,971)				
plus Transfer from EMR	4,732						
less Transfers to EMR	100						
Movement to/(from) Gen Reserve	32,453						

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		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:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		273,239.73
			<u>273,239.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			273,239.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			273,239.73
		Balance per Cash Book is :-	273,239.73
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	5,072.00		5,072.00
323 EMR Christmas Lights	9,439.50	3,694.16	13,133.66
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	2,881.25	2,881.25
342 EMR - SPF Solar	0.00	23,954.00	23,954.00
	<u>35,939.58</u>	<u>44,149.83</u>	<u>80,089.41</u>

Summary Receipts & Payments by Budget Heading 28/02/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	214,229	0	(214,229)			0.0%
	less Transfers to EMR	100	0	(100)			
	Movement to/(from) Gen Reserve	<u>214,029</u>	<u>0</u>	<u>(214,129)</u>			
101	Administration						
	Payments	10,690	15,350	4,660		4,660	69.6%
102	Staff Costs						
	Payments	81,737	90,000	8,263		8,263	90.8%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	286	1,650	1,364		1,364	17.3%
105	Mayoral Expenses						
	Payments	3,491	5,250	1,759		1,759	66.5%
	plus Transfer from EMR	4	0	(4)			
	Movement to/(from) Gen Reserve	<u>(3,487)</u>	<u>(5,250)</u>	<u>(1,763)</u>			
110	Grants/Donations						
	Payments	16,390	30,000	13,610		13,610	54.6%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(16,390)</u>	<u>(30,000)</u>	<u>(13,610)</u>			
120	Events/Projects						
	Payments	69,003	111,900	42,897		42,897	61.7%
	plus Transfer from EMR	6,302	0	(6,302)			
	Movement to/(from) Gen Reserve	<u>(62,701)</u>	<u>(111,900)</u>	<u>(49,199)</u>			
999	VAT Data						
	Receipts	7,367	0	(7,367)			0.0%
	Payments	8,190	0	(8,190)		(8,190)	0.0%
	Movement to/(from) Gen Reserve	<u>(823)</u>					
	Grand Totals:- Receipts	221,596	0	(221,596)			0.0%
	Payments	189,787	257,150	67,363	0	67,363	73.8%
	Net Receipts over Payments	<u>31,809</u>	<u>(257,150)</u>	<u>(288,959)</u>			
	plus Transfer from EMR	6,306	0	(6,306)			
	less Transfers to EMR	100	0	(100)			
	Movement to/(from) Gen Reserve	<u>38,015</u>	<u>(257,150)</u>	<u>(295,165)</u>			

Detailed Receipts & Payments by Budget Heading 28/02/2025

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%	
1065 Misc	28,084	0	(28,084)			0.0%	
1076 Precept	172,180	0	(172,180)			0.0%	
1090 Bank Interest	3,567	0	(3,567)			0.0%	
Income :- Receipts	214,229	0	(214,229)				100
Net Receipts	214,229	0	(214,229)				
6001 less Transfers to EMR	100	0	(100)				
Movement to/(from) Gen Reserve	214,129	0	(214,129)				
101 Administration							
4005 Bank Charges	78	100	22		22	78.0%	
4021 Stationery	225	450	225		225	49.9%	
4022 Postages	243	200	(43)		(43)	121.7%	
4023 Telephones & Internet	836	2,000	1,164		1,164	41.8%	
4025 Insurance	1,852	2,200	348		348	84.2%	
4026 IT Expenses	2,780	4,200	1,420		1,420	66.2%	
4027 Photocopier	1,346	1,500	154		154	89.7%	
4043 Recruitment costs	0	200	200		200	0.0%	
4045 Audit	1,295	1,700	405		405	76.2%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,036	2,200	164		164	92.5%	
Administration :- Indirect Payments	10,690	15,350	4,660	0	4,660	69.6%	0
Net Payments	(10,690)	(15,350)	(4,660)				
102 Staff Costs							
4000 Wages & Salaries	50,569	80,000	29,431		29,431	63.2%	
4001 Tax & NI	14,965	0	(14,965)		(14,965)	0.0%	
4002 Pension	15,220	0	(15,220)		(15,220)	0.0%	
4004 Staffing other	982	10,000	9,018		9,018	9.8%	
Staff Costs :- Indirect Payments	81,737	90,000	8,263	0	8,263	90.8%	0
Net Payments	(81,737)	(90,000)	(8,263)				

Detailed Receipts & Payments by Budget Heading 28/02/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Establishment Costs							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
Establishment Costs :- Indirect Payments	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
104 Training							
4030 Training/Travel Clls	131	650	519		519	20.2%	
4035 Training/Travel Staff	155	1,000	845		845	15.5%	
Training :- Indirect Payments	<u>286</u>	<u>1,650</u>	<u>1,364</u>	<u>0</u>	<u>1,364</u>	<u>17.3%</u>	<u>0</u>
Net Payments	<u>(286)</u>	<u>(1,650)</u>	<u>(1,364)</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	1,467	1,550	83		83	94.7%	
Mayoral Expenses :- Indirect Payments	<u>3,491</u>	<u>5,250</u>	<u>1,759</u>	<u>0</u>	<u>1,759</u>	<u>66.5%</u>	<u>4</u>
Net Payments	<u>(3,491)</u>	<u>(5,250)</u>	<u>(1,759)</u>				
6000 plus Transfer from EMR	4	0	(4)				
Movement to/(from) Gen Reserve	<u>(3,487)</u>	<u>(5,250)</u>	<u>(1,763)</u>				
110 Grants/Donations							
4070 Grants	13,000	20,000	7,000		7,000	65.0%	
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	<u>16,390</u>	<u>30,000</u>	<u>13,610</u>	<u>0</u>	<u>13,610</u>	<u>54.6%</u>	<u>0</u>
Net Payments	<u>(16,390)</u>	<u>(30,000)</u>	<u>(13,610)</u>				
120 Events/Projects							
4015 Contingency Events	0	5,000	5,000		5,000	0.0%	
4061 Christmas Switch On	1,832	2,500	668		668	73.3%	
4062 Christmas Lights Contract	42,701	38,000	(4,701)		(4,701)	112.4%	5,404
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%	

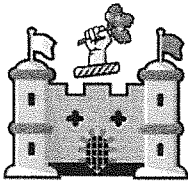
Detailed Receipts & Payments by Budget Heading 28/02/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
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	2,770	3,000	230		230	92.3%	
4101 Road Closure Mgmt	4,420	10,000	5,580		5,580	44.2%	
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	422	1,500	1,078		1,078	28.2%	
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	8	3,000	2,992		2,992	0.3%	
4108 Tourist Guide	2,568	7,000	4,432		4,432	36.7%	
4109 Green Energy Project	3,980	1,500	(2,480)		(2,480)	265.3%	
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	69,003	111,900	42,897	0	42,897	61.7%	6,302
Net Payments	(69,003)	(111,900)	(42,897)				
6000 plus Transfer from EMR	6,302	0	(6,302)				
Movement to/(from) Gen Reserve	(62,701)	(111,900)	(49,199)				
<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	8,190	0	(8,190)		(8,190)	0.0%	
VAT Data :- Indirect Payments	8,190	0	(8,190)	0	(8,190)		0
Net Receipts over Payments	(823)	0	823				
Grand Totals:- Receipts	221,596	0	(221,596)			0.0%	
Payments	189,787	257,150	67,363	0	67,363	73.8%	
Net Receipts over Payments	31,809	(257,150)	(288,959)				
plus Transfer from EMR	6,306	0	(6,306)				
less Transfers to EMR	100	0	(100)				
Movement to/(from) Gen Reserve	38,015	(257,150)	(295,165)				

KNARESBOROUGH TOWN COUNCIL - INCOME VS EXPENDITURE 2024/25

Expenditure	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	VAT Paid Apr - June	VAT Paid Jul - Sept	VAT Paid Oct to Dec	VAT Paid Jan - Mar
Administration:																			
Stationery etc	176.98			13.98					47.63			26.86	265.45	450	184.55	31.94		9.53	5.37
Postage				49.07					162.65			95.97	162.65	200	37.35	50.24		20.98	
Telephone and Internet	49.07	49.07	153.12	49.07	49.07	145.04	49.07	49.07	95.97	98.14	47.07	1877.68	3729.28	800	-129.73	48.62		38.81	48.62
Insurance	1851.6												3729.28	2200	-1529.28				
IT Expenses	401	25	50		900	199.32			264.25		264.25	325	2164.57	2200	35.43	75.4			117.85
Photocopier		218.86	210.03		235.36	202.56	285.36		277.36		235.36	137.27	1802.16	1500	-302.16	85.78		112.54	74.53
Audit and Accountancy			425			420				450			1295	1700	405		84		
Legal													0	600	600				
Subscriptions	1798				238							52	2088	2200	112				
Bank Charges	7.7	7.7	4.55	8.05	6.3	5.6	5.6						45.5	100	54.5				
Mobile + subscription													0	1200	1200				
Laptop + software			925										925	2000	1075	185			
													12436.84	15150	1742.66				
Personnel Costs:																			
Recruitment													0	200	200				
Salaries, NI and Tax	6659.29	6659.29	7024.28	7024.28	7024.28	7024.28	7024.28	8775.13	7273.45	7273.45	8992.65	8458.28	89212.94	80000	-9212.94				
Maintenance Person				982.26									982.26	10000	9017.74				
Staff Training	120									35.1			155.1	1000	844.9				
Councillor Training		43.37			26.3								90419.97	91700	1280.03	8.67			
Premises:																			
Office Rental													0	3000	3000				
													0	3000	3000				
Civic:																			
Mayors Allowance					1000								1000	2000	1000				
Mayor's Charitable Fund						120							120	300	180				
Mayoral Bebra Visit							900						900	900	0				
Regalia													0	500	500				
Mayor Making		147.49	239.84						1080				1467.33	1550	82.67	29.17			
Deputy Travel Expenses	52.4			9									61.4	150	88.6				
													3548.73	5400	1851.27				
Grants:																			
Holy Trinity Church	5000												5000	20000	20000				
Chain Lane Comm Hub		3000											3000	12000	15000				
Knot Another Choir		500											500	11500	11000				
Kboro in Bloom				1000									1000	10500	9500				
Waterside Residents Assoc				0									0	10500	10500				
Mind (Harrogate District)				1000									1000	9500	8500				
Inspire Youth				1000									1000	8500	7500				
Christians Together (Nativity)							0						0	8500	8500				
Kboro Xmas Market							0						0	8500	8500				
Citizens Advice										1500			1500	7000	5500				
Green Grant Project																			
Kboro in Bloom				600									600	5000	4400				
Inspire Youth				500									500	3900	3400				
Small Grants Fund																			
Waterside Residents Assoc				310									310	5000	4690				
St John's School				150									150	4540	4390				
The Village Hope Church				350									350	4190	3840				
Koro Celtic Football					280								280	3910	3630				
People Together Project					280								280	3560	3280				
Christians Together						350							350	3060	2710				
KCLT							500						500	2710	2210				
Henshaws									350				350	2360	1960				
Waterside in Bloom													345	2015	1665				
RRDC Party in the Park													350	1665	1315				
Youth Council (Inspire Youth)													350	350	0				
Kboro Youth Club													350	965	615				
Town Lighting:																			
Seasonal lighting contract						15291			75	3,754.84	7731		42700.84	38000	-4700.84	3169.8	15		2297.17
Maintenance:																			
Tree survey and works													0	1000	1000				
Castle lighting								528					528	1000	472				
Flower Beds													2770.14	3000	229.86				105.6
Allotments													0	3000	3000				554.03



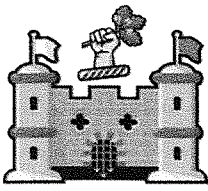
List of Regular payments 2025

Supplier	Service
Yorkshire Local Council Association	Annual Subscription and training
British Telecom	Telephone and Internet
D3 Office	Stationery and office equipment
Vision ICT	Website and email provision and support
Arena Group	Photocopies
Siemens/Xerox	Copier lease agreement
Yorkshire Internal Audit Services	Internal audit – twice yearly
Rialtas Accounting Package	Annual subscription - support and maintenance
Spa ICT	Annual subscription, Anti-virus, general support
Friendship and Leisure Charity	Monthly donation for storage
Royal British Legion	Wreath - Annual
NALC	Training
Pitney Bowes/Link	Franking Machine and ink
Selectplan Ltd	Castle lighting maintenance
North Yorkshire Council	Flower Bed maintenance
Blachere	Christmas Lighting Contractor
SLCC	Annual Subscription and training
PKF Littlejohn	Annual External Audit
Information Commissioner	Data Protection Certificate

*Please note salaries, tax and pension payments are made monthly as per employment contracts.

Approved: 14 April 2025

Review: Annually



INTERNAL CONTROL CHECKLIST (to be used in conjunction with Financial Regulations)	INIT	INIT
CHECKS		
Accounting records, ie cash book: Is the cash book being kept up to date? Cross reference it with minutes/bank statements/cheque books	Hh	DS
Payments: Have they all been properly authorised? Are all payments listed in the minutes? Do payments made correspond with the invoiced amounts? Check legitimacy of Direct Debits and Standing Orders	Hh	DAG
Cheques: Are they properly and fully completed before being signed? Are cheque counterfoils always initialled by the signatories? Paid cheques correspond with bank statements? – also check outstanding payments	—	—
Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?	Hh	DAG
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?	Hh	DAG
Bank reconciliation: Is the council provided with this information regularly? (quarterly) The monthly reconciliation is checked against bank statements?	Hh	DAG
VAT paid: Is it properly recorded in the cash book? Claim for refund of VAT made and paid to the council? Claim properly submitted in a timely manner?	Hh	DAG
Ordering of stationery and supplies: Commensurate with the usage requirements of the council?	Hh	DS
Internet banking: Checks implemented by the council being adhered to?	Hh	DAG
Tax and NI liabilities: HMRC liabilities met? P32s checked on the council's HMRC Gateway? Real Time Information reporting done on time? (so as not to incur financial penalties for the council).	Hh	DS
Independent Internal audit reports – presented to full council (or committee as directed) and recommendations acted upon?	Hh	DAG
External auditor's report – presented to full council and directives acted upon?	Hh	DAG
Names of persons carrying out the check: H. GOSTLOW D. GOODE		
Signatures: D. R. Goode		
Date check undertaken: 24/03/25		

NO CHECKS

NO CHECKS
Hh DAG

- Disagree with internal auditor's comment

- We need a visible process check for P32 cross checking.

Action agreed - to start adding a copy of the checked & signed bank reconciliations with the schedule of accounts - to be cross checked when the invoices are being checked.

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	Yes	S144
JULY						
The Village – Conversation café	£350	Yes	ASAP	Yes	Yes	S 137
AUGUST						
Knaresborough 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
OCTOBER						
Christians Together – Market Place Nativity	£500 – Cllrs decision to allocate from this fund	Yes	Dec 2024	Yes		S144
DECEMBER						
Kboro Community Land Trust	£350	Yes	ASAP	Yes		S137
FEBRUARY						
Henshaws Arts and Craft – Textile Workshop	£350	Yes	Spring 2025	Yes		Misc Prov 1976 S19
MARCH						
Waterside Resident Association – Waterside in Bloom	£345	Yes	Spring 2025	Yes		Natural Environment and Rural Communities Act 2006 S40

For information

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Mr Roger K. Linfoot
Treasurer
Links Knaresborough Youth Fund



9th August 2018

Ian Varnes
1st Knaresborough Castle Scout Group
c/o Oak Lodge
Forest Moor Road
Knaresborough
HG5 8JP

Dear Ian

Subject - Dissolution of Charitable Status and Closure of Bank Account

As you are aware, following the allocation of remaining funds it is the intention of the trustees to dissolve the charitable status, close the bank account and cease operation of the Links Knaresborough Youth Fund

I am writing to inform you that the above is about to take place. However, I would like to reassure you that the funding pledged to the 1st Knaresborough Castle Scout Group is still secure. The Knaresborough District Council has kindly agreed to hold the amount of £6,000 within its bank account

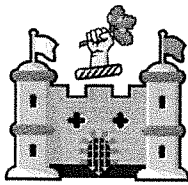
As previously agreed this amount will be available to the group whenever they require it up to 31st March 2025.

Access to the above amount, in part or in total, can be made by contacting the Town Clerk at Knaresborough House. Should you experience any problems, please do not hesitate to contact me or Christine Willoughby

Yours sincerely

Roger K. Linfoot

*cc. to Town Clerk
Knaresborough Town Council*



Regulation 121B Monitoring Report

Financial Year – 2024/2025 (1 April 2024 to 31 March 2025)

A Local Council must use CIL receipts passed to it to support the development of the local council's area, by funding—

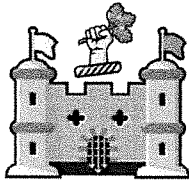
- (a) the provision, improvement, replacement, operation, or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

The Local Council will be required to publish the following report on its website. The report should be published no later than 31 December following the reported year.

Regulation 121B Reference	Description	Amount
a	Total CIL receipts for the reported year	£652.50
b	Total CIL expenditure for the reported year	£0.00
c	Summary of CIL expenditure during the reported year including- i) The items to which CIL has been applied. ii) The amount of CIL expenditure on each item Project: 1. 2. 3.	N/A
d	Details of any notices received in accordance with Regulation 59E*, including: i) Total value of CIL receipts subject to notices served in accordance with regulation 59E during the reporting year. ii) The total value of CIL receipts subject to a notice served in accordance with regulation	None

	59E in any year that has not been paid to the relevant charging authority by the end of the reporting year.	
e (i)	The total amount of CIL receipts for the reporting year retained at the end of the reported year.	£0.00
e (ii)	The total amount of CIL receipts from the previous years retained at the end of the reported year.	£652.50

*Regulation 59E – Recovery of CIL passed to Local Councils. This will apply where a Local Council has not spent its CIL in accordance with the CIL Regulations or has not spent CIL within 5 years of its receipt.



FINANCIAL RESERVES POLICY

Knaresborough Town Council is required by statute to maintain reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the proper practices for how the council must maintain its accounts, recommends that the minimum level of general reserves should be maintained at between 3 and 12 months of net revenue expenditure. In practice, any authority with income and expenditure more than £200,000 should plan towards 3 months equivalent general reserves. Knaresborough Town Council has decided a minimum of 5 months operating capital to hold as a general reserve is appropriate for a council of its size.

Knaresborough Town Council maintains two types of reserves:

General Reserves:

The general reserve is not ringfenced (earmarked) for any specific expenditure, but is intended to cover the following capital needs; to smooth the impact of uneven cashflow and to cover unexpected/emergency expenditure

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

Earmarked Reserves:

The Council will keep such sums in earmarked reserves as is considered necessary to support future expenditure on specific projects, or as funds built up towards significant future revenue expenditure or to meet anticipated liabilities.

The council's current earmarked reserves are listed in the table below:

Earmarked/Designated Funds	£	As at March 2025
Castle Maintenance/Castle Lighting	1,294	To cover lighting maintenance requirements flagged up by the council's specified contractor
Neighbourhood Development Plan	5,072	To cover future requirements of the NDP project

Festive Lighting	8,134	To cover unexpected maintenance and repairs and additional lighting needs as specified by the current contractor and not covered by the annual budget
Regalia	2,000	To cover mayoral chains etc repairs and replacement
Allotments	2,215	To cover maintenance needs at the allotment sites under landowner's (the council) responsibility
Links Charity	4,150	Money held on behalf of the former charity and reserved until March 2025 for Scouts
King George V Field	4,535	Held by council as sole trustee and reported to charity commission. Cannot be used for any other purpose.
Knaresborough House	3,000	To cover rental agreement with NYC
CIL	652	Subject to statutory restrictions. Infrastructure related expenditure.
Tree Maintenance	1000	To cover any unexpected tree maintenance on council owned land
Castle 2030	500	To build up a sum of money to assist with the 900 th Castle Anniversary celebrations
Events	2,881	Projects, Community and Environment committee underspend to go towards future KTC events
Town Development programme	20,602	To explore and consult on Market Ownership, Maintenance issues, castle, toilets etc
Election Costs	15,000	To go towards future cost of by-elections
	71,035	

The amount of funds held in both Earmarked and General Reserves is identified regularly at the Finance and General Purpose Committee meetings and in detail prior to the annual setting of the council budget for the following year using the format as shown below:

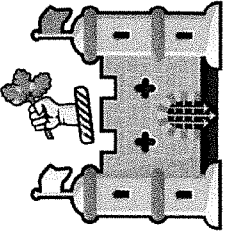
<u>Reserves 20xx/20xx</u>	
Bank Balance at DD/MM/YYYY	£xx,xxx.xx
minus King George V Field	£x,xxx.xx
minus Links Charity	£x,xxx.xx
minus Mayoral Fund	£xxx.xx
minus Other Earmarked Reserves	£xx,xxx.xx
Balance	£xxx,xxx.xx
minus X months potential spend based on the 20xx/xx budget of £xxx,xxx	£xx,xxx.xx

Balance	£xxx,xxx.xx
5 months operating capital (recommendation 3-6 months)	£xx,xxx.xx
General Reserve	£xx,xxx.xx

The Reserve Policy is to be viewed in conjunction with the council's Financial Management Risk Assessment

Adopted: October 2024

Review: April 2025

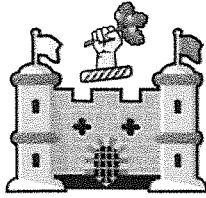


Knaresborough

Town Council

2024-2025 S137 Expenditure:

Knaresborough Town Council 2024 25				Electorate
Month	Description	S137	Net Amount	12719
April	Holy Trinity Church Award - road resurface		5000	
May	Chain Lane Hub Flood Relief Co-ord		3000	
	Knot Another Choir Grant		500	
	D-Day 80 Wreath and Donation		227.5	
July	Hope Church - The Village Small Grant		350	
August	Knaresborough Celtic FC Small Grant		280	
	NYC Chairmans Charity Donation		120	
December	KCLIT Small Grant for refurb		350	
Total			9827.5	



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*	Freedom Performing Arts
Primary Contact regarding application:	Amy Meikle
Address:	[Redacted]
Telephone number:	788 788 788
Email address:	amy@freedomperformingarts.co.uk
Project/Event title:	Dance World Cup Finals 41 Children from Knaresborough aged 5yrs - 18yrs have qualified to represent Team England in Spain at this years Dance World Cup (July 2025)
Total cost of project:	Estimated £40,000
Amount of grant requested from KTC	Any amount large or small will go towards helping families pay for the costs of getting the children to Spain including Flights, Accomodation, Team Kit, Costumes etc...
Date of Application	11/2/25

The Applicant:

What is the main purpose of your organisation?	We provide dance tuition to local children and provide oportunities to everyone regardles of background, financial status or ability.
How many years has your organisation been in existence?	We opened in January 2010

<p>If your organisation run by a Committee? If yes, how many Committee members?</p>	<p>The school is run by myself (Amy Meikle) but for our fundraising efforts we have a comittee of 10 parent volunteers</p>
<p>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</p>	<p>We don't charge membership fees but children pay for classes they attend ranging from £5-£6 per session. They don't pay us to be on the Dance World Cup Team.</p>
<p>What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>Various Dance styles are on offer for everyone. Our school is called FREEDOM so that anyone can join aged 2yrs - 18yrs. We don't discriminate against disabilities, background or any other factors. Our Dance World Cup team auditioned to be part of an Elite squad and were chosen by Team England after competing in a qualifiers round.</p>
<p>Is your club affiliated to any national organisation? Please list any affiliations</p>	<p>Our Dance School run many classes that are "Just for fun" but we also have some classes that follow a registered syllabus from ISTD & Acrobatic Arts.</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</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 No</p>	<p>Yes No</p>

The Project/Event/Individual's role:

<p>Brief description of scheme</p>	<p>41 Children from Knaresborough aged 5yrs - 18yrs have qualified to represent Team England in Spain at this years Dance World Cup (July 2025) They will fly to spain and compete in 10 routines against 65 other countries. The event will host over 5000 dancers from across the world</p>
<p>What are the aims of the project/event?</p>	<p>To give young children an amazing oportunity to represent their country. To showcase their talent, hard work and dedication. It's an amazing oportunity for these young dancers,</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>We have already been invited to BBC Radio York, Your Harrogate and also an invite from Look North which puts focus on Knaresborough.</p> <p>We believe this event will bring focus to knaresborough and drive more business to other local businesses too.</p> <p>The teams success brings more students to our school which in turn brings more business into Knaresborough. Our premises is in the Castle Yard in Knaresborough so our familes directly bring trade into the town by visiting shops, cafes etc when they are at our classes.</p> <p>We also see this event bringing a sense of achievment to local familes and pride for a team and their country.</p>
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	
<p>What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.</p>	<p>N/A</p>
<p>What will be the quality and effectiveness of service provided through the use of this grant</p>	<p>N/A</p>
<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p> <p>1. For how many years has the event run</p> <p>2. Attendance Attendance at last event?</p> <p>Anticipated attendance at planned Event?</p>	<p>N/A</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.	We have many events throughout the year but none at this level. We provide weekly classes, an annual show, summer schools, holiday camps and much more.
Why do you think the Council should support this event/project?	We are trying to pull fundraising from every avenue possible, including raffles, sponsorship, fundraising events etc... The children and parents are working so hard to try and raise the money so families of all financial backgrounds can take part regardless of their home situation. Any help from the council would help these families support their children without getting into financial struggle or feeling like their children can not take part due to finances.

Project/Event planning

Date that you propose to commence the project or hold the event.	3rd - 10th July
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)	£40,000
Contribution from your funds:	We are trying to raise as much as possible, we have lots of events planned but we are unsure if we will hit the target
Contribution from other organisations (please specify)	We have raised £3750 so far from local sponsorship (Local Businesses)
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	<input checked="" type="checkbox"/>
I agree to provide feedback to the Town Council if my application is approved, including publicity	<input checked="" type="checkbox"/>
<p>I enclose the following documents to support my application:</p> <p>Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from North Yorkshire Council</p>	<p>I'm unsure if you need my financial accounts as this event is not being funded by the dance school business at all. It is being funded by parents and fundraising, we will not make any profit from this event nor will we pay any of the expenses, it is entirely dependant on fundraising alone. No money will pass through our business account.</p> <p>I will include:</p> <p>Safe guarding policy Dance World Cup Info Links to our webiste Links to media coverage</p>

*** 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 **Amy Meikle**

Position: **Principal & Teacher**

Date: **11/2/25**

Supporting Document re. Finances

Although Freedom Performing Arts is a business and does run for profit, our Dance World Cup qualification and attendance at the event is not funded by the business in any way. We have a committee of parents who run fund-raising events throughout the year to try and fund as much as possible. Any money not raised is then paid for by the parents not by the business.

Our members of staff that go with the team to Spain will be doing so on a voluntary basis and will not be paid for their time at the event.

This is an extra curricular activity that is organised and put together outside of the business. We do not add profit or margins onto any fees that are charged to the students by the Dance World Cup itself.

Financially any money to do with the Dance World Cup event does not pass through the accounts of Freedom Performing Arts as a business. We have a separate current account set up specifically for the Dance World Cup. We use this account to put in money raised through fundraising, sponsorship and other small events so that every penny raised goes directly to the children and the cost of this event.

Each child needs to be funded for flights accommodation, then flights and accommodation for an accompanying adults, their team kit, the costumes and the entry fee to the event itself. Families then have to make up the difference of any money not raised themselves.

I have not included a copy of our business accounts as these are entirely separate to the Dance World Cup event and not connected in any way.

We enter this event to give these talented students incredible opportunities, something that they might feel is out of their reach for various reasons. I love nothing more than to see young people shine on stage and watch their love for dance grow.

I came from a low income family and throughout my childhood there were so many opportunities that I missed out on due to the cost and my parents not being able to afford them. It is my mission to make sure every student whatever their background has access to these amazing oportunities without financial worry. They simply just have the FREEDOM to dance!

**SUPPORTING INFO FOR KNARSBOROUGH TOWN COUNCIL
GRANT APPLICATION**

- **Safeguarding Policy** <https://s3.amazonaws.com/dspstudiocloud/67ab58dfb4db9.pdf>

- **Freedom Website:** <https://www.freedomperformingarts.co.uk/>

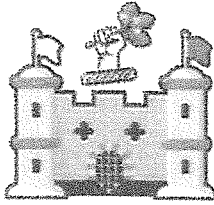
- **Dance World Cup Website:** <https://dwcworld.com/>

- **BBC News article:** https://www.bbc.co.uk/news/articles/cpglpd9l3e3o?fbclid=IwY2xjawlYOLdleHRuA2FibQlxMQABHS9cSnM9KblXcxmCQHb5g457IRMQuaR9P0ax1ffeFkx7Ne1aUIAtUt83jA_aem_Xjx3r6ZGt01yOYz-kYJntQ

- **BBC Radio York Interview:** <https://www.facebook.com/share/r/15iAwh54ZX/>

- **Your Harrogate Article:** https://www.yourharrogate.co.uk/local-news/harrogate/knaresborough-dance-school-qualify-for-dance-world-cup-for-second-year/?fbclid=IwY2xjawlYOatleHRuA2FibQlxMAABHbTOKZZGIHbfx3J_PJCWgg3vXP0tWphjuCCnlm4veuXFswBK2nvl2DIYog_aem_lzvJNR9slid-whj9eGmj9wA

- **Your Harrogate Podcast:** https://www.yourharrogate.co.uk/radio/podcasts/your-harrogate-podcast/episode/your-harrogate-podcast-episode-373/?fbclid=IwY2xjawlYOeJleHRuA2FibQlxMAABHbTOKZZGIHbfx3J_PJCWgg3vXP0tWphjuCCnlm4veuXFswBK2nvl2DIYog_aem_lzvJNR9slid-whj9eGmj9wA



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*	Renaissance Knaresborough
Primary Contact regarding application:	Liz Baxandall
Address:	[REDACTED]
Telephone number:	[REDACTED]
Email address:	lizbaxandall@gmail.com
Project/Event title:	VE Day Trompe l'oeil painting
Total cost of project:	£1800 + £240 = £2040
Amount of grant requested from KTC	£1800
Date of Application	27/3/2025

The Applicant:

What is the main purpose of your organisation?	To make a great Town better!
How many years has your organisation been in existence?	20 years
If your organisation run by a Committee? If yes, how many Committee members?	Yes 6 executive 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	
What activities are available for members?	

Can anyone join your organisation or is it by invitation only? If yes, please give details	We have a maximum of 17 people on the Executive Committee but membership of the organisation is open to any residents of Knaresborough and the surrounding countryside.
Is your club affiliated to any national organisation?	No
Please list any affiliations	
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?	<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>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<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	The Trompe l'oeil Project uses paintings to 'trick the eye' into believing that the scene is being enacted inside the window
What are the aims of the project/event?	To tell the story of Knaresborough's history and colourful characters. The paintings add colour and interest to the town, and the accompanying trail provides interest for residents & visitors
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	The paintings have recently been renovated and a new painting will excite interest and encourage residents and visitors to think about the implications of VE Day.
Does your organisation have the ability to meet new community needs, and if so, how?	Renaissance Knaresborough has a proven structure to be able to respond to the needs of the community, and residents are encouraged to bring forward projects that 'make a great town better'
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	The project appoints local artists to paint the windows, and provides walking tours for visitors

What will be the quality and effectiveness of service provided through the use of this grant	Renaissance Knarborough uses local artists who are accomplished in the technique of Troupe L'oeil. This ensures that we always have local artists to continue painting and repairing the paintings. <i>encourage creativity</i>
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	Historically, the paintings have remained in place for 10 years, giving colour, information and pleasure on a 24/7 basis. Residents and visitors can walk the Troupe L'oeil Trail at any time. The trail takes visitors to different parts of the town and encourages them to stay longer
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.	RK was used to nurture Knarborough Community Energy, now launched as a new organisation. The renovation of the Troupe L'oeil Trail.
Why do you think the Council should support this event/project?	The VE Day Troupe L'oeil painting will remind everyone to be thankful for the end of the war, not just on VE Day but every day.

Project/Event planning

Date that you propose to commence the project or hold the event.	During VE Day Celebrations
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)	Yes Not yet submitted

Financial Details

Estimated total cost (including any fees)	£2040.00
Contribution from your funds:	£240.00
Contribution from other organisations (please specify)	N/A
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	No

Check List:

Please tick:

I have read and agreed your terms and policies	<input checked="" type="checkbox"/>
I agree to provide feedback to the Town Council if my application is approved, including publicity	<input checked="" type="checkbox"/>
I enclose the following documents to support my application:	

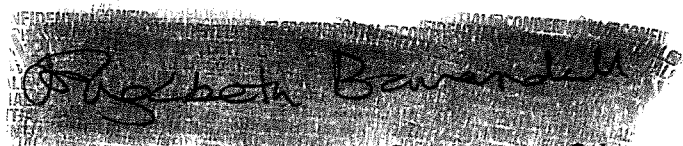
Latest financial accounts Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from North Yorkshire Council	Bank statement ✓ constitution
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* Applications will be considered from individuals looking to 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.

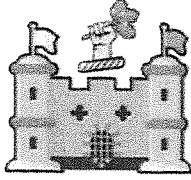
Signed:



Name of Signatory ELIZABETH BAXANDAU

Position: CHAIRPERSON

Date: 27/03/2025



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*	Waterside Residents Association
Primary Contact regarding	Angela Mountain
Address:	158 Waterside Knaresborough HG5 9AZ
Telephone number:	078 716 7640
Email address:	angela.mountain@hotmail.co.uk
Project/Event title:	Waterside Maintenance 2025
Total cost of project:	
Amount of grant requested from KTC	
Date of Application	

The Applicant:

What is the main purpose of your organisation?	<ul style="list-style-type: none"> To foster and encourage a community spirit See attached WRA Constitution for all aims. Residents want to improve the standards of maintenance and attraction for all who live in and visit Waterside.
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How many years has your organisation been in existence?	Originally started 7 years ago but COVID and the retirement of the committee secretary brought projects to a close. The WRA was revived in May 2024 due to the decline in maintenance standards on Waterside and Waterbag Bank and an appearance of neglect.
If your organisation run by a Committee? If yes, how many Committee members?	Yes – 3 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	All residents of Waterside and Water Bag Bank can be part of the Association. No membership fee
What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	Anyone can attend meetings, make suggestions for improvements or take part in voluntary groups e.g. plant maintenance.
Is your club affiliated to any national organisation? Please list any affiliations	No
Does your service/project involve work with children, young people	If yes, as a minimum we expect you to:

<p>under the age of 18 or vulnerable adults?</p> <p>No</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></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>
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The Project/Event/Individual’s role:

<p>Brief description of scheme</p> <p>Metal Paint x</p> <p>Wood Paint x</p> <p>Wood stain x</p> <p>Planters x</p> <p>Trees x</p> <p>Shrubs x</p>	<p>- The WRA wish to upgrade the appearance of the area by carrying out basic maintenance that the council have been unable to carry out for a number of years. The WRA started the work last year but now need funding for materials to complete the works.</p> <p>The works to be carried out are;</p> <p>- complete the painting of public handrails leading down from St Johns church and on Water Bag Bank.</p>
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<p>Solar lights 50 x</p> <p>Solar lights 200 x</p> <p>Padlock x</p> <p>Hasp and staple x</p> <p>Signage -</p>	<p>The handrails have now been made safe by the council and are ready to paint.</p> <ul style="list-style-type: none"> - Provide extra handrails, with the guidance of the council, to areas where needed. A resident fell on the steps and broke her wrist recently on the steps where there is no rail. During icy weather a handrail is desperately needed for all who live and visit Water Bag Bank. Council to provide and fix, WRA to paint. - to add to the number of planters - to liaise with the relevant council dept for the maintenance of trees and weeds. We are looking to adopt areas on Water Bag Bank and Waterside. These areas need maintenance, planting and a tree needs replacing. - Repair and staining of benches along viaduct terrace. - Painting of bench frameworks and railings. - Panting of lamp posts - Repair and paint the archway storage unit opposite the old laundry building and make secure. - Add flowering shrubs to the areas where gaps have formed in the flowerbed to the entrance of Waterside. - Add to the solar lights in trees. The ones we put up have proved very effective throughout the dark nights. - Acquire a bin for the bottom of Water Bag Bank. The council removed it and we are having continual problems with rubbish. Unless the council can replace the bin? - Add signage for; resident parking, no dog fouling, WRA logo to barrels and respectively for public to use litter bins. We are constantly litter picking. -
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<p>What are the aims of the project/event?</p>	<ul style="list-style-type: none"> • To take a pride in our area by giving our time to carry out maintenance that the council are finding it difficult to keep up to. • To be included within the presentation strategy. • To improve maintenance and presentation • To renew a sense of pride in the area
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>It will;</p> <ul style="list-style-type: none"> - enable residents to feel part of the town and valued - Waterside is an asset to the whole town bringing in tourist trade and providing employment. - The presentation of this asset should be of tantamount importance and the residents are keen to work with the council to improve Waterside and Water Bag Bank.
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>We would work closely with the council to meet any future needs.</p>
<p>What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.</p>	<ul style="list-style-type: none"> - providing a clean environment - rainwater for watering where possible - peat-free compost - composting of dead vegetation - environmentally-friendly materials
<p>What will be the quality and effectiveness of service provided through the use of this grant</p>	<p>The grant will be used to purchase all materials to improve the overall impression of a much-loved and visited area.</p>
<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p>	<p>Waterside has thousands of visitors all year round, every year. The presentation of Waterside and Water Bag Bank is ongoing. Most of the maintenance works</p>

<p>1. For how many years has the event run</p> <p>2. Attendance</p> <p>Attendance at last event?</p> <p>Anticipated attendance at planned Event?</p>	<p>have been started and once completed they should last a number of years without having to redo them.</p>
<p>Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.</p>	<ul style="list-style-type: none"> • In 2025 the WRA have painted and cleaned lamp posts and handrails, removed overgrown vegetation from Viaduct Terrace and Waterbag Bank, bought and planted out barrels and railing planters. We have pruned bushes, litter picked and put solar lights in trees. We now just need to complete the works. • We have highly skilled and enthusiastic residents who are prepared to take on this maintenance but we need a small injection of funds to enable the work to proceed.
<p>Why do you think the Council should support this event/project?</p>	<p>Last year we were given a grant of £982.26</p> <p>We spent £1054.71 putting in £72.45 of our own money so we could complete some of the works.</p> <p>This year we want to finish complete all works, most of which will not need redoing for years ahead.</p> <p>We cannot achieve any improvements without council support and funding. We need the council to acknowledge that we are indeed part of the town of Knaresborough and one of the main tourist areas.</p>

Project/Event planning

<p>Date that you propose to commence the project or hold the event.</p>	<p>Start in May 2025</p> <p>Complete by August 2025</p>
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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)	Non required
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Financial Details

Estimated total cost (including any	£1050
Contribution from your funds:	£72.45
Contribution from other organisations (please specify)	None
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	Free labour Contribution of some free compost and plants.

Check List:

Please tick:

I have read and agreed your terms and policies	yes
I agree to provide feedback to the Town Council if my application is approved, including publicity	yes
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	Financial statement Constitution submitted last year. Available again upon request

*** 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: A H Mountain

Name of Signatory A H Mountain

Position: Secretary

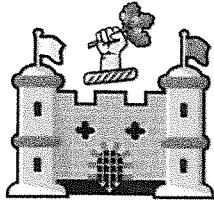
Date: 19/03/2025

WATERSIDE RESIDENCE ASSOCIATION

Financial Statement for grants received in 2024

Knarborough Town Council Grant received on 17/7/2024 £ 982.26

5/7/2024	Thompsons Barrels	209.86	
	John - mixed		
26/7/2024	invoices	146.2	
6/8/024	Compost	124.8	
10/8/2024	B&Q bulbs	16	
15/8/2024	Trevors Flowers	25.8	
24/8/2024	Paul B WBB plants	35.92	
	Alison son plants		
24/8/2024	etc		122.93
12/9/2024	Trevors Flowers	283.2	
13/9/2024	Roosters barrels	90	
			<hr/>
			1054.71
	Balance		<hr/>
			£-72.45
			<hr/>



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*	Knaresborough Festival of Entertainment and Visual Arts
Primary Contact regarding application:	Gwen Lloyd
Address:	Beledwood Ripley Road Knaresborough HG5 9BY
Telephone number:	07713092808
Email address:	Gwenlloydkna@outlook.com
Project/event title:	Knaresborough FEVA
Total cost of project:	24,000
Amount of grant requested from KTC:	2,500
Date of Application	23/2/25

The Applicant:

What is the main purpose of your organisation?	To organise and deliver a 10 day Arts festival for the people of Knaresborough
How many years has your organisation been in existence?	30
If your organisation run by a Committee? If yes, how many Committee members?	12
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	

<p>What activities are available for members?</p> <p>Can anyone join your organisation or is it by invitation only? If yes, please give details</p>	<p>We have a group of friends of feva which is open to anyone. There is a subscription of 10.00 per annum to help support the festival.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>Association of Festival Organisers</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input type="checkbox"/> No <input checked="" 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:

<p>Brief description of scheme</p>	<p>10day arts festival bringing a number of concerts, art exhibitions, spoken word, and street entertainment to the town during August</p>
<p>What are the aims of the project/event?</p>	<p>The Knaresborough Festival of Entertainment and Visual Arts was set up to help promote music and the Arts in Knaresborough. It is run by a committee of volunteers who strive to bring opportunities to both residents and visitors.</p>
<p>What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?</p>	<p>The award will help us support the free events – street entertainment aimed at primary school age children, picnic in the park aimed at families. This year is the thirtieth year of the festival and the 25th Feva. The festival always aims to support access to the arts for locals and visitors alike.</p>
<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>We are continually looking at our program, this year we are bringing Handbards theatre company to perform their own unique interpretation of a Shakespeare play. They travel from venue to venue on bicycles to promote sustainability</p>

What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	We are hoping to again include a family cycle day and include a park run to help promote sustainability and healthy choices
The quality and effectiveness of service provided through the use of this grant	
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	30 2000
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	We had a number of concerts and spoken word events last year. We also ran community mosaic workshops which created three installations one of which was taken to Bebra in support of town twinning. The others celebrate the anniversary of the bells at St John's and the formation of Knaresborough forest park
Why do you think the Council should support this event/project?	FEVA is a popular fixture in Knaresboroughs social calendar and this year we want to continue to bring a wide variety of entertainment to the local residents and visitors

Project/Event planning

Date that you propose to commence the project or hold the event.	Friday 8th August – Sunday 17thAugust 2025
Does the project or event require permission from Harrogate Borough Council or North Yorks CC? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	Yes. Initial documentation is in preparation and will be filed shortly. Insurance documents and finalised event plan will be submitted in due course.

Financial Details

Estimated total cost (including any fees)	24000
Contribution from your funds:	20000
Contribution from other organisations (please specify)	Knaresborough Lions have been asked for a contribution. Historically it has been £1500. We are in the process of trying to find other sponsors to help fund the festival.
Does the estimated total cost of the project/event include payments in kind,	No

eg free labour/materials etc. If yes, please estimate value of contribution	
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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 HBC and/or NYCC	

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

Declaration:

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

Signed

Name of Signatory Gwen Lloyd

Position: Feva chairperson

Date: 23/2/25