

**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman  
Clerk of the Council

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15 July 2025

To: **The Members of the Finance and General Purposes Committee –**  
Councillors J Batt, A Bell, 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 21 July 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](mailto:office@knaresboroughtowncouncil.gov.uk)

## **FINANCE AND GENERAL PURPOSES AGENDA – Monday 21 July 2025**

- 1. To elect a Chair** for the Committee
- 2. To elect a Vice-Chair** for the Committee (if required)
- 3. To receive Apologies and consider approval** of the reasons for inability to attend the meeting.
- 4. To receive declarations of disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

### **5. 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*.

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

**6.1** Monday 14 April 2025 (*ca*)

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

### **8. Reports from the Clerk**

**8.1 To approve** the schedule of accounts for April, May and June 2025 (*ca*)

**8.2 To receive and note** the finance figures for April, May and June 2025 (*ca*)

**8.3 To note** the current budgetary position up to the month ending 30 June 2025 (*ca*)

**8.4 To receive and note** the update on the current grants fund (incl small grants) (*ca*)

**8.5 To consider** the quotation/s from Fattorini (company holds the stamping dies for KTC's specific requirements) regarding civic regalia and **decide** on order details (*ca*)

**8.6 To receive and note** the latest **CIL** Neighbourhood portion payment contribution (*ca*)

**8.7 To appoint** 2 named Councillors to undertake the Internal Audit Checks for the financial year 2025/26

**8.8 To appoint** a named Councillor (separate to the 2 named in 6.7) to undertake the checks between bank reconciliations and bank statements for 2025/2026

**8.9 To note** the Clerk's request for all committee and council project requirements for the 2026/27 budget to be sent to the office as soon as practically possible

**8.10 To consider** the allocation of a sum of money from the current budget to cover potential legal advice costs in relation to devolution projects as they develop and delegate authority to the Clerk to spend from this sum as needed

## **9. Correspondence or Delegation from Full Council**

**9.1 To consider the grant application from:** Mind in Harrogate District for the 'Mental Elf Fun Run' project (ca)

**9.2 To consider the grant application from:** Knaresborough Connectors for the 'Knaresborough Community Podcast' project (ca)

**9.3 To consider the grant application from:** Yorkshire CREATE for the 'Chrismouse Advent Window' project (ca)

**9.5 To consider the funding request from:** Knaresborough Youth Council to support the upcoming academic year (ca)

**9.6 To receive** the minutes from the Bright Friday subcommittee meeting held on 3 July 2025 (note: minutes not yet sent to Projects, Community and Environment Committee due to timing) and **consider** the request for increased budget for this year's event (ca)

## **10. Motions from Councillors:**

**Councillor A Bell (seconded Cllr H Gostlow):**

"That KTC approves the next steps to proceed with the replacement of Boundary signs for Knaresborough" (ca)

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

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

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### **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 14 April 2025**

**PRESENT:** Chair: Councillor Matt Walker

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

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

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

**Also Present:** Representative from FEVA

**Absent:** Councillor S Oakes

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

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

**25/067**    **ITEM 2 – To receive declarations of disclosable pecuniary interests (not previously declared) on any matters of business and to consider any written requests for dispensation**

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

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

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

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

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

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

**25/069** **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

**4.1** Monday 20 January 2025

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

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

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

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

### Schedule of Accounts January 2025

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

**Schedule of Accounts February 2025**

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

**Schedule of Accounts March 2025**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

**25/072     ITEM 7 – Correspondence or Delegation from Full Council**

**7.1 To consider grant application from:** Freedom Performing Arts to help local children take part in an International Dance Competition

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

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

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

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

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

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

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

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

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

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

See 25/068 above.

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

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

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

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

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

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

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

**Signed by the Chair  
Councillor Matt Walker**

KNARESBOROUGH TOWN COUNCIL						
April 2025 Schedule of Accounts						
Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total		Initials
				Amount	Authorisation	
Notes/ Description						
Friendship and Leisure	1	20.00	0.00	20.00	Min No: 23/100	Donation for storage help
YLCA	2	1,981.00	0.00	1,981.00	Clerk	Annual Subscription
M Thompson	3	320.00	0.00	320.00	Min No. 24/149	Tour Guides Full Day tutoring
1st Knaresborough Castle Scouts	4	4,150.00	0.00	4,150.00	Clerk	Remaining funds from Links Charity Fund (EMR)
J Pickard (reimburse)	5	158.00	0.00	158.00	Min No: 23/026	2 x Tesco Mobile phones and PAYG sim for office
BT	6	49.07	9.81	58.88	Clerk	Cloud Voice (March)
BT	7	52.21	10.44	62.65	Clerk	Cloud Voice (April)
Rialtas	8	203.00	40.60	243.60	Clerk	Annual Software support and maintenance
Rialtas	9	116.00	23.20	139.20	Clerk	Making Tax Digital Annual Subscription
Defib Store	10	215.00	43.00	258.00	Clerk	Defib Battery replacement (Kboro House)
Community Projects Officer	11	99.99	0.00	99.99	Clerk	Canva annual subscription reimbursement
FEVA	12	2,500.00	0.00	2,500.00	Min No: 25/072	KTC grant award

Waterside Residents Association	13	1,050.00	0.00	1,050.00	Min No: 25/072	KTC grant award	
Bebra Town Twinning	14	2,000.00	0.00	2,000.00	Min No: 25/072	KTC grant award	
Renaissance Knaresborough	15	1,000.00	0.00	1,000.00	Min No: 25/072	KTC grant award	
Blachere	16	15,849.00	3,169.80	19,018.80	Contract	Christmas light hire year 2 of 3	
Greenbarnes Ltd	17	1,695.49	339.10	2,034.59	Min No: 25/060	KASHS Allotment Noticeboard	
Houghtons of York	18	480.00	96.00	576.00	Clerk	Mayoral Board inscription 2024/25	
Salaries, Tax, NI and Pensions	19 - 23	7,760.68	0.00	7,760.68			
Friends of Jacob Smith Park	24	350.00	0.00	350.00	Clerk	Small Grants Fund	
Flying Colours	25	911.34	182.27	1,093.61	Min No: 25/208	VE Day 80/Summer Bunting	
<b>Total</b>		<b>40,960.78</b>	<b>3,914.22</b>	<b>44,875.00</b>			

KNARESBOROUGH TOWN COUNCIL							
May 2025 Schedule of Accounts							
Payable to	File Ref No:	Total			Authorisation	Notes/ Description	Initials
		Amount excl VAT £'s	VAT	Amount £'s			
The Village	26	350.00	0.00	350.00	Clerk	Small Grants Fund - Baby bank supplies	
Restart Yorkshire	27	300.00	0.00	300.00	Clerk	Relocate defib from Cricketers	
J Pickard	28	288.99	0.00	288.99	Clerk	VE day speaker (and to be used for other events/meetings)	
Community Projects Officer	29	62.78	0.00	62.78	Clerk	VE day fire safety equipment for beacon	
Friendship and Leisure	30	20.00	0.00	20.00	Min No: 23/100	Donation for traffic signage storage	
Pitney Bowes	31	57.75	0.00	57.75	Clerk	Franking Machine Meter Reading	
Xerox	32	235.36	47.07	282.43	Clerk	Copier rental agreement	
D3 Office Group	33	105.49	21.10	126.59	Clerk	Stationery incl paper supply	
PPL PRS	34	140.55	28.11	168.66	Clerk	VE day Music Licence	
M Thompson	35	200.00	0.00	200.00	Min No. 24/149	Tour Guide Mock exam tutoring	
Love Yorkshre	36	400.00	0.00	400.00	Min No. 24/149	Tour Guide Knowledge Training	

Paul Yates Hire	37	59.96	3.00	62.96	Clerk	VE Day gas for beacon	
Deputy Clerk (reimburse)	38	10.95	0.00	10.95	Min No. 24/149	Tour guide examination papers posted	
Freedom Performing Arts	39	100.00	0.00	100.00	Clerk	Donation for VE day performance	
Harrogate Spa Town Ukes	40	100.00	0.00	100.00	Clerk	Donation for VE day performance	
Gazeboshop.co.uk	41	1,585.99	317.20	1,903.19	Min No. 25/026PCE	Gazebo, table and tablecloths for events	
Craft & Social	42	75.18	0.00	75.18	Clerk	VE Day silhouette	
Craft & Social	43	54.17	0.00	54.17	Min No. 24/149	Tour Guide batons	
BT	44	52.21	10.44	62.65	Clerk	Cloud Voice	
The Half Moon Pub	45	350.00	0.00	350.00	Clerk	Small Grants Fund - community defib for outside pub	
Nottingham Jewellers	46	17.00	0.00	17.00	Clerk	Mayor Making - Engraving	
St John Ambulance	47	143.00	28.60	171.60	Clerk	VE Day First Aid provision	

C Robinson	48	100.00	0.00	100.00	Clerk	VE Day Entertainment donation	
Chapel of our Lady of the Crag	49	30.00	0.00	30.00	Min No. 24/149	Tour Guide training donation	
Deputy Clerk (reimburse)	50	140.45	0.00	140.45	Clerk	Mayor Making - refreshments	
Salaries, Tax, NI and Pensions	51 - 55	7,760.88	0.00	7,760.88			
Wild Ivy Florist	56	120.00	0.00	120.00	Clerk	Mayor Making - Flowers	
<b>Total</b>		<b>12,860.71</b>	<b>455.52</b>	<b>13,316.23</b>			

KNARESBOROUGH TOWN COUNCIL							
June 2025 Schedule of Accounts							
Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total		Notes/ Description	Initials
				Amount	Authorisation		
				£'s			
Friendship and Leisure	57	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage	
SLCC/LCC	58	1,555.20	311.04	1,866.24	Min No. 24/191	Business Case - Market	
BT Payphones	59	1.00	0.00	1.00	Min No. 25/063 P	BT Phone box 3 adoption	
Kboro Silver Band	60	100.00	0.00	100.00	Clerk	VE Day 80 entertainment	
FEVA	61	100.00	0.00	100.00	Clerk	Special Arts Award - Mosaic Project	
Music at Knaresborough	62	100.00	0.00	100.00	Clerk	Special Arts Award - Choir at St John's	
M Hunter	63	100.00	0.00	100.00	Clerk	Special Arts Award - Collab Music Project	
P Mirfin	64	100.00	0.00	100.00	Clerk	Special Arts Award - Collab Music Project	
Yorkshire Create	65	100.00	0.00	100.00	Clerk	Special Arts Award - Play	
Yorkshire Create	66	100.00	0.00	100.00	Clerk	Special Arts Award - Youth Theatre	
Yorkshire Create	67	100.00	0.00	100.00	Clerk	Special Arts Award	



Craft and Social	68	100.00	0.00	100.00	Clerk	Special Arts Award	
Charlotte Gale	69	35.00	0.00	35.00	Clerk	Mayor Making Photography	
NYC	70	133.70	19.04	152.74	Clerk	VE Day 80 Waste bins	
Arena Group	71	213.63	42.73	256.36	Clerk	Photocopies	
Vision ICT	72	50.00	10.00	60.00	Clerk	SSL Certificates	
H Read (reimburse)	73	25.00	5.00	30.00	Clerk	Purple Guide renewal	
Internal Audit Yorkshire	74	450.00	0.00	450.00	Clerk	Year End Audit	
BT	75	113.62	22.72	136.34	Clerk	Broadband	
Community Stars	76	520.00	0.00	520.00	Clerk	Mayor Making Catering	
NALC	77	35.00	7.00	42.00	Clerk	Community Officer Training	
BT	78	52.21	10.44	62.65	Clerk	Cloud voice	

Vision ICT	79	25.00	5.00	30.00	Clerk	Website Annual Search Facility	
CTS Uk Ltd	80	315.00	63.00	378.00	Min No. 24/149	Tour Guide Uniforms	
Salaries, Tax, NI and Pensions	81 - 85	7,760.68	0.00	7,760.68			
YLCA	86	27.40	0.00	27.40	Clerk	Cllr training - S106/CIL	
N Muffitt	87	36.00	0.00	36.00	Min No. 24/149	ITG Membership	
Rialtas	88	85.00	17.00	102.00	Clerk	Employee training - Rialtas system and tidy up	
Community Projects Officer (reimbursement)	89	73.65	0.00	73.65	Min No. 24/149	Tour Guide graduation	
<b>Total</b>		<b>12,427.09</b>	<b>512.97</b>	<b>12,940.06</b>			

Bank Reconciliation Statement as at 30/04/2025  
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	30/04/2025		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 30/04/2025  
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	30/04/2025		348,894.46
			<u>348,894.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			348,894.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			348,894.46
		Balance per Cash Book is :-	348,894.46
		Difference is :-	0.00

## Signatory 1:

Name .....Signed .....Date .....

## Signatory 2:

Name .....Signed .....Date .....

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	5,072.00		5,072.00
323 EMR Christmas Lights	39,133.66	-5,000.00	34,133.66
324 EMR Regalia	2,000.00		2,000.00
325 EMR Allotments	2,215.00		2,215.00
326 EMR Castle Lighting	670.00		670.00
328 EMR Links Charity	4,150.00	-4,150.00	0.00
329 King George V Field	4,635.00		4,635.00
330 EMR - KBoro House	5,500.00	-2,500.00	3,000.00
333 EMR - Kboro Nidd Gorge	3,500.00	-3,500.00	0.00
336 EMR - CIL	652.50		652.50
337 EMR - Tree Maintenance	1,000.00		1,000.00
339 EMR - Cony-Hall Improvement	9,602.00	-9,602.00	0.00
340 EMR - Castle 2030	500.00		500.00
341 EMR Events	2,881.25		2,881.25
342 EMR - SPF Solar	11,184.00		11,184.00
343 EMR - Town Development	0.00	20,602.00	20,602.00
344 EMR - Tour Guides	0.00	1,662.19	1,662.19
	<b>93,319.41</b>	<b>-2,487.81</b>	<b>90,831.60</b>

## Summary Receipts &amp; Payments by Budget Heading 30/04/2025

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	122,945	0	(122,945)			0.0%
	less Transfers to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>122,945</u>	<u>0</u>	<u>(122,945)</u>			
101	Administration						
	Payments	2,466	15,100	12,634		12,634	16.3%
102	Staff Costs						
	Payments	7,761	90,000	82,239		82,239	8.6%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	0	900	900		900	0.0%
105	Mayoral Expenses						
	Payments	0	3,900	3,900		3,900	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,900)</u>	<u>(3,900)</u>			
110	Grants/Donations						
	Payments	4,900	30,000	25,100		25,100	16.3%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(4,900)</u>	<u>(30,000)</u>	<u>(25,100)</u>			
120	Events/Projects						
	Payments	26,030	149,972	123,942		123,942	17.4%
	plus Transfer from EMR	4,470	0	(4,470)			
	Movement to/(from) Gen Reserve	<u>(21,560)</u>	<u>(149,972)</u>	<u>(128,412)</u>			
999	VAT Data						
	Payments	3,732	0	(3,732)		(3,732)	0.0%
Grand Totals:- Receipts		<u>122,945</u>	<u>0</u>	<u>(122,945)</u>			<u>0.0%</u>
Payments		<u>44,889</u>	<u>292,872</u>	<u>247,983</u>	<u>0</u>	<u>247,983</u>	<u>15.3%</u>
Net Receipts over Payments		<u>78,056</u>	<u>(292,872)</u>	<u>(370,928)</u>			
plus Transfer from EMR		<u>4,470</u>	<u>0</u>	<u>(4,470)</u>			
less Transfers to EMR		<u>0</u>	<u>0</u>	<u>0</u>			
Movement to/(from) Gen Reserve		<u>82,526</u>	<u>(292,872)</u>	<u>(375,398)</u>			

## Detailed Receipts &amp; Payments by Budget Heading 30/04/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1000 Allotments Income	3,750	0	(3,750)			0.0%	
1076 Precept	118,934	0	(118,934)			0.0%	
1090 Bank Interest	261	0	(261)			0.0%	
<b>Income :- Receipts</b>	<b>122,945</b>	<b>0</b>	<b>(122,945)</b>				<b>0</b>
<b>Net Receipts</b>	<b>122,945</b>	<b>0</b>	<b>(122,945)</b>				
<b>101 Administration</b>							
4005 Bank Charges	14	100	86		86	13.7%	
4021 Stationery	0	700	700		700	0.0%	
4025 Insurance	0	3,500	3,500		3,500	0.0%	
4026 IT Expenses	371	6,000	5,629		5,629	6.2%	
4045 Audit	0	1,800	1,800		1,800	0.0%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,081	2,400	319		319	86.7%	
<b>Administration :- Indirect Payments</b>	<b>2,466</b>	<b>15,100</b>	<b>12,634</b>	<b>0</b>	<b>12,634</b>	<b>16.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,466)</b>	<b>(15,100)</b>	<b>(12,634)</b>				
<b>102 Staff Costs</b>							
4000 Wages & Salaries	4,715	90,000	85,285		85,285	5.2%	
4001 Tax & NI	1,587	0	(1,587)		(1,587)	0.0%	
4002 Pension	1,458	0	(1,458)		(1,458)	0.0%	
<b>Staff Costs :- Indirect Payments</b>	<b>7,761</b>	<b>90,000</b>	<b>82,239</b>	<b>0</b>	<b>82,239</b>	<b>8.6%</b>	<b>0</b>
<b>Net Payments</b>	<b>(7,761)</b>	<b>(90,000)</b>	<b>(82,239)</b>				
<b>103 Establishment Costs</b>							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
<b>Establishment Costs :- Indirect Payments</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>				
<b>104 Training</b>							
4030 Training/Travel Clls	0	800	800		800	0.0%	
4035 Deputy Mayor Travel	0	100	100		100	0.0%	
<b>Training :- Indirect Payments</b>	<b>0</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>900</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(900)</b>	<b>(900)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 30/04/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 Mayoral Expenses</b>							
4055 Mayors Allowance	0	3,900	3,900		3,900	0.0%	
Mayoral Expenses :- Indirect Payments	0	3,900	3,900	0	3,900	0.0%	0
<b>Net Payments</b>	0	(3,900)	(3,900)				
<b>110 Grants/Donations</b>							
4070 Grants	4,900	30,000	25,100		25,100	16.3%	
Grants/Donations :- Indirect Payments	4,900	30,000	25,100	0	25,100	16.3%	0
<b>Net Payments</b>	(4,900)	(30,000)	(25,100)				
<b>120 Events/Projects</b>							
4015 Contingency	4,365	18,872	14,507		14,507	23.1%	4,150
4061 Christmas Switch On	0	2,000	2,000		2,000	0.0%	
4062 Christmas Lights Contract	15,849	38,000	22,151		22,151	41.7%	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	0.0%	
4072 Town development	0	65,000	65,000		65,000	0.0%	
4081 Events Signage	20	2,000	1,980		1,980	1.0%	
4089 VAS	0	100	100		100	0.0%	
4091 Promotion	0	2,000	2,000		2,000	0.0%	
4092 Commemorations	0	3,000	3,000		3,000	0.0%	
4093 255th Enclosures	0	1,000	1,000		1,000	0.0%	
4101 Road Closure Mgmt	0	5,000	5,000		5,000	0.0%	
4105 Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106 Trees	0	500	500		500	0.0%	
4108 Tourist Guide	320	1,000	680		680	32.0%	320
4109 Green Energy Project	0	1,500	1,500		1,500	0.0%	
4110 Election Costs	0	5,000	5,000		5,000	0.0%	
4999 Transfers To/From Reserves	3,476	0	(3,476)		(3,476)	0.0%	
Events/Projects :- Indirect Payments	26,030	149,972	123,942	0	123,942	17.4%	4,470
<b>Net Payments</b>	(26,030)	(149,972)	(123,942)				
6000 plus Transfer from EMR	4,470	0	(4,470)				
<b>Movement to/(from) Gen Reserve</b>	(21,560)	(149,972)	(128,412)				
<b>999 VAT Data</b>							
515 VAT on spend - input automatic	3,732	0	(3,732)		(3,732)	0.0%	
VAT Data :- Indirect Payments	3,732	0	(3,732)	0	(3,732)		0
<b>Net Payments</b>	(3,732)	0	3,732				



## Detailed Receipts &amp; Payments by Budget Heading 30/04/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	122,945	0	(122,945)			0.0%	
Payments	44,889	292,872	247,983	0	247,983	15.3%	
<b>Net Receipts over Payments</b>	<u>78,056</u>	<u>(292,872)</u>	<u>(370,928)</u>				
plus Transfer from EMR	4,470	0	(4,470)				
<b>Movement to/(from) Gen Reserve</b>	<u>82,526</u>	<u>(292,872)</u>	<u>(375,398)</u>				

Date:05/07/2025

Knaresborough Town Council Current Year

Page 1

Time: 13:41

**Bank Reconciliation Statement as at 30/05/2025  
for Cashbook 1 - Current Bank A/c**

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current 78894441	30/05/2025		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 30/05/2025  
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	30/05/2025		339,286.33
			<u>339,286.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			339,286.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			339,286.33
		Balance per Cash Book is :-	339,286.33
		Difference is :-	0.00

## Signatory 1:

Name ..... Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	5,072.00		5,072.00
323 EMR Christmas Lights	39,133.66	-5,000.00	34,133.66
324 EMR Regalia	2,000.00		2,000.00
325 EMR Allotments	2,215.00		2,215.00
326 EMR Castle Lighting	670.00		670.00
328 EMR Links Charity	4,150.00	-4,150.00	0.00
329 King George V Field	4,635.00		4,635.00
330 EMR - KBoro House	5,500.00	-2,500.00	3,000.00
333 EMR - Kboro Nidd Gorge	3,500.00	-3,500.00	0.00
336 EMR - CIL	652.50		652.50
337 EMR - Tree Maintenance	1,000.00		1,000.00
339 EMR - Cony-Hall Improvement	9,602.00	-9,602.00	0.00
340 EMR - Castle 2030	500.00		500.00
341 EMR Events	2,881.25	-2,656.45	224.80
342 EMR - SPF Solar	11,184.00		11,184.00
343 EMR - Town Development	0.00	20,602.00	20,602.00
344 EMR - Tour Guides	0.00	967.07	967.07
	<b>93,319.41</b>	<b>-5,839.38</b>	<b>87,480.03</b>

## Summary Receipts &amp; Payments by Budget Heading 30/05/2025

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	123,289	0	(123,289)			0.0%
	less Transfers to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>123,289</u>	<u>0</u>	<u>(123,289)</u>			
101	Administration						
	Payments	2,928	15,100	12,172		12,172	19.4%
102	Staff Costs						
	Payments	15,522	90,000	74,478		74,478	17.2%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	0	900	900		900	0.0%
105	Mayoral Expenses						
	Payments	277	3,900	3,623		3,623	7.1%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(277)</u>	<u>(3,900)</u>	<u>(3,623)</u>			
110	Grants/Donations						
	Payments	5,900	30,000	24,100		24,100	19.7%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(5,900)</u>	<u>(30,000)</u>	<u>(24,100)</u>			
120	Events/Projects						
	Payments	29,402	149,972	120,570		120,570	19.6%
	plus Transfer from EMR	7,822	0	(7,822)			
	Movement to/(from) Gen Reserve	<u>(21,580)</u>	<u>(149,972)</u>	<u>(128,392)</u>			
999	VAT Data						
	Receipts	3,376	0	(3,376)			0.0%
	Payments	4,187	0	(4,187)		(4,187)	0.0%
	Movement to/(from) Gen Reserve	<u>(812)</u>					
<hr/>							
	Grand Totals:- Receipts	126,664	0	(126,664)			0.0%
	Payments	58,216	292,872	234,656	0	234,656	19.9%
	Net Receipts over Payments	<u>68,448</u>	<u>(292,872)</u>	<u>(361,320)</u>			
	plus Transfer from EMR	7,822	0	(7,822)			
	less Transfers to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>76,270</u>	<u>(292,872)</u>	<u>(369,142)</u>			

## Detailed Receipts &amp; Payments by Budget Heading 30/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1000 Allotments Income	3,750	0	(3,750)			0.0%	
1065 Misc	30	0	(30)			0.0%	
1076 Precept	118,934	0	(118,934)			0.0%	
1090 Bank Interest	575	0	(575)			0.0%	
Income :- Receipts	<b>123,289</b>	<b>0</b>	<b>(123,289)</b>				<b>0</b>
<b>Net Receipts</b>	<b>123,289</b>	<b>0</b>	<b>(123,289)</b>				
<b><u>101 Administration</u></b>							
4005 Bank Charges	25	100	75		75	24.9%	
4021 Stationery	163	700	537		537	23.3%	
4025 Insurance	0	3,500	3,500		3,500	0.0%	
4026 IT Expenses	659	6,000	5,341		5,341	11.0%	
4045 Audit	0	1,800	1,800		1,800	0.0%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,081	2,400	319		319	86.7%	
Administration :- Indirect Payments	<b>2,928</b>	<b>15,100</b>	<b>12,172</b>	<b>0</b>	<b>12,172</b>	<b>19.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,928)</b>	<b>(15,100)</b>	<b>(12,172)</b>				
<b><u>102 Staff Costs</u></b>							
4000 Wages & Salaries	9,430	90,000	80,570		80,570	10.5%	
4001 Tax & NI	3,175	0	(3,175)		(3,175)	0.0%	
4002 Pension	2,917	0	(2,917)		(2,917)	0.0%	
Staff Costs :- Indirect Payments	<b>15,522</b>	<b>90,000</b>	<b>74,478</b>	<b>0</b>	<b>74,478</b>	<b>17.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(15,522)</b>	<b>(90,000)</b>	<b>(74,478)</b>				
<b><u>103 Establishment Costs</u></b>							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
Establishment Costs :- Indirect Payments	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>				
<b><u>104 Training</u></b>							
4030 Training/Travel Clls	0	800	800		800	0.0%	
4035 Deputy Mayor Travel	0	100	100		100	0.0%	
Training :- Indirect Payments	<b>0</b>	<b>900</b>	<b>900</b>	<b>0</b>	<b>900</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(900)</b>	<b>(900)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 30/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Mayoral Expenses</u>							
4055 Mayors Allowance	277	3,900	3,623		3,623	7.1%	
Mayoral Expenses :- Indirect Payments	<u>277</u>	<u>3,900</u>	<u>3,623</u>	<u>0</u>	<u>3,623</u>	<u>7.1%</u>	<u>0</u>
<b>Net Payments</b>	<u>(277)</u>	<u>(3,900)</u>	<u>(3,623)</u>				
<u>110 Grants/Donations</u>							
4070 Grants	5,900	30,000	24,100		24,100	19.7%	
Grants/Donations :- Indirect Payments	<u>5,900</u>	<u>30,000</u>	<u>24,100</u>	<u>0</u>	<u>24,100</u>	<u>19.7%</u>	<u>0</u>
<b>Net Payments</b>	<u>(5,900)</u>	<u>(30,000)</u>	<u>(24,100)</u>				
<u>120 Events/Projects</u>							
4015 Contingency	4,365	18,872	14,507		14,507	23.1%	4,150
4061 Christmas Switch On	0	2,000	2,000		2,000	0.0%	
4062 Christmas Lights Contract	15,849	38,000	22,151		22,151	41.7%	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	0.0%	
4072 Town development	0	65,000	65,000		65,000	0.0%	
4081 Events Signage	40	2,000	1,960		1,960	2.0%	
4089 VAS	0	100	100		100	0.0%	
4091 Promotion	0	2,000	2,000		2,000	0.0%	
4092 Commemorations	2,656	3,000	344		344	88.5%	2,656
4093 255th Enclosures	0	1,000	1,000		1,000	0.0%	
4101 Road Closure Mgmt	0	5,000	5,000		5,000	0.0%	
4105 Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106 Trees	0	500	500		500	0.0%	
4108 Tourist Guide	1,015	1,000	(15)		(15)	101.5%	1,015
4109 Green Energy Project	0	1,500	1,500		1,500	0.0%	
4110 Election Costs	0	5,000	5,000		5,000	0.0%	
4999 Transfers To/From Reserves	3,476	0	(3,476)		(3,476)	0.0%	
Events/Projects :- Indirect Payments	<u>29,402</u>	<u>149,972</u>	<u>120,570</u>	<u>0</u>	<u>120,570</u>	<u>19.6%</u>	<u>7,822</u>
<b>Net Payments</b>	<u>(29,402)</u>	<u>(149,972)</u>	<u>(120,570)</u>				
6000 plus Transfer from EMR	7,822	0	(7,822)				
<b>Movement to/(from) Gen Reserve</b>	<u>(21,580)</u>	<u>(149,972)</u>	<u>(128,392)</u>				
<u>999 VAT Data</u>							
115 VAT refund from HMRC	3,376	0	(3,376)			0.0%	
VAT Data :- Receipts	<u>3,376</u>	<u>0</u>	<u>(3,376)</u>				<u>0</u>

## Detailed Receipts &amp; Payments by Budget Heading 30/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
515 VAT on spend - input automatic	4,187	0	(4,187)		(4,187)	0.0%	
VAT Data :- Indirect Payments	<u>4,187</u>	<u>0</u>	<u>(4,187)</u>	<u>0</u>	<u>(4,187)</u>		<u>0</u>
Net Receipts over Payments	<u>(812)</u>	<u>0</u>	<u>812</u>				
Grand Totals:- Receipts	126,664	0	(126,664)			0.0%	
Payments	58,216	292,872	234,656	0	234,656	19.9%	
Net Receipts over Payments	<u>68,448</u>	<u>(292,872)</u>	<u>(361,320)</u>				
plus Transfer from EMR	7,822	0	(7,822)				
Movement to/(from) Gen Reserve	<u>76,270</u>	<u>(292,872)</u>	<u>(369,142)</u>				



Bank Reconciliation Statement as at 30/06/2025  
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	30/06/2025		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 .....

Date: 07/07/2025

Knaresborough Town Council Current Year

Page 1

Time: 14:59

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 2 - Reserve A/c**

User: ANGELA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 10748748	30/06/2025		327,740.32
			<u>327,740.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			327,740.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			327,740.32
		<b>Balance per Cash Book is :-</b>	<b>327,740.32</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Castle Maintenance	624.00		624.00
321 EMR - NDP	5,072.00		5,072.00
323 EMR Christmas Lights	39,133.66	-5,000.00	34,133.66
324 EMR Regalia	2,000.00		2,000.00
325 EMR Allotments	2,215.00		2,215.00
326 EMR Castle Lighting	670.00		670.00
328 EMR Links Charity	4,150.00	-4,150.00	0.00
329 King George V Field	4,635.00		4,635.00
330 EMR - KBoro House	5,500.00	-2,500.00	3,000.00
333 EMR - Kboro Nidd Gorge	3,500.00	-3,500.00	0.00
336 EMR - CIL	652.50		652.50
337 EMR - Tree Maintenance	1,000.00		1,000.00
339 EMR - Cony-Hall Improvement	9,602.00	-9,602.00	0.00
340 EMR - Castle 2030	500.00		500.00
341 EMR Events	2,881.25	-2,756.45	124.80
342 EMR - SPF Solar	11,184.00		11,184.00
343 EMR - Town Development	0.00	20,602.00	20,602.00
344 EMR - Tour Guides	0.00	542.42	542.42
	<b>93,319.41</b>	<b>-6,364.03</b>	<b>86,955.38</b>

## Summary Receipts &amp; Payments by Budget Heading 30/06/2025

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	124,691	0	(124,691)			0.0%
	less Transfers to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>124,691</u>	<u>0</u>	<u>(124,691)</u>			
101	Administration						
	Payments	3,865	15,100	11,235		11,235	25.6%
102	Staff Costs						
	Payments	23,282	90,000	66,718		66,718	25.9%
103	Establishment Costs						
	Payments	0	3,000	3,000		3,000	0.0%
104	Training						
	Payments	147	900	753		753	16.4%
105	Mayoral Expenses						
	Payments	832	3,900	3,068		3,068	21.3%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(832)</u>	<u>(3,900)</u>	<u>(3,068)</u>			
110	Grants/Donations						
	Payments	5,900	30,000	24,100		24,100	19.7%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(5,900)</u>	<u>(30,000)</u>	<u>(24,100)</u>			
120	Events/Projects						
	Payments	32,436	149,972	117,536		117,536	21.6%
	plus Transfer from EMR	8,346	0	(8,346)			
	Movement to/(from) Gen Reserve	<u>(24,090)</u>	<u>(149,972)</u>	<u>(125,882)</u>			
999	VAT Data						
	Receipts	3,376	0	(3,376)			0.0%
	Payments	4,700	0	(4,700)		(4,700)	0.0%
	Movement to/(from) Gen Reserve	<u>(1,325)</u>					
	Grand Totals:- Receipts	128,066	0	(128,066)			0.0%
	Payments	71,164	292,872	221,708	0	221,708	24.3%
	Net Receipts over Payments	<u>56,902</u>	<u>(292,872)</u>	<u>(349,774)</u>			
	plus Transfer from EMR	8,346	0	(8,346)			
	less Transfers to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>65,248</u>	<u>(292,872)</u>	<u>(358,120)</u>			

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1000 Allotments Income	3,750	0	(3,750)			0.0%	
1065 Misc	203	0	(203)			0.0%	
1075 CIL	916	0	(916)			0.0%	
1076 Precept	118,934	0	(118,934)			0.0%	
1090 Bank Interest	888	0	(888)			0.0%	
<b>Income :- Receipts</b>	<b>124,691</b>	<b>0</b>	<b>(124,691)</b>				<b>0</b>
<b>Net Receipts</b>	<b>124,691</b>	<b>0</b>	<b>(124,691)</b>				
<b>101 Administration</b>							
4005 Bank Charges	33	100	67		67	32.9%	
4021 Stationery	163	700	537		537	23.3%	
4025 Insurance	0	3,500	3,500		3,500	0.0%	
4026 IT Expenses	1,113	6,000	4,887		4,887	18.6%	
4045 Audit	450	1,800	1,350		1,350	25.0%	
4050 Legal	0	600	600		600	0.0%	
4075 Subscriptions	2,106	2,400	294		294	87.7%	
<b>Administration :- Indirect Payments</b>	<b>3,865</b>	<b>15,100</b>	<b>11,235</b>	<b>0</b>	<b>11,235</b>	<b>25.6%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,865)</b>	<b>(15,100)</b>	<b>(11,235)</b>				
<b>102 Staff Costs</b>							
4000 Wages & Salaries	14,145	90,000	75,855		75,855	15.7%	
4001 Tax & NI	4,762	0	(4,762)		(4,762)	0.0%	
4002 Pension	4,375	0	(4,375)		(4,375)	0.0%	
<b>Staff Costs :- Indirect Payments</b>	<b>23,282</b>	<b>90,000</b>	<b>66,718</b>	<b>0</b>	<b>66,718</b>	<b>25.9%</b>	<b>0</b>
<b>Net Payments</b>	<b>(23,282)</b>	<b>(90,000)</b>	<b>(66,718)</b>				
<b>103 Establishment Costs</b>							
4020 Office Rent	0	3,000	3,000		3,000	0.0%	
<b>Establishment Costs :- Indirect Payments</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>				
<b>104 Training</b>							
4030 Training/Travel Clls	147	800	653		653	18.4%	
4035 Deputy Mayor Travel	0	100	100		100	0.0%	
<b>Training :- Indirect Payments</b>	<b>147</b>	<b>900</b>	<b>753</b>	<b>0</b>	<b>753</b>	<b>16.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(147)</b>	<b>(900)</b>	<b>(753)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Mayoral Expenses</u>							
4055 Mayors Allowance	832	3,900	3,068		3,068	21.3%	
Mayoral Expenses :- Indirect Payments	<u>832</u>	<u>3,900</u>	<u>3,068</u>	<u>0</u>	<u>3,068</u>	<u>21.3%</u>	<u>0</u>
<b>Net Payments</b>	<u>(832)</u>	<u>(3,900)</u>	<u>(3,068)</u>				
<u>110 Grants/Donations</u>							
4070 Grants	5,900	30,000	24,100		24,100	19.7%	
Grants/Donations :- Indirect Payments	<u>5,900</u>	<u>30,000</u>	<u>24,100</u>	<u>0</u>	<u>24,100</u>	<u>19.7%</u>	<u>0</u>
<b>Net Payments</b>	<u>(5,900)</u>	<u>(30,000)</u>	<u>(24,100)</u>				
<u>120 Events/Projects</u>							
4015 Contingency	4,365	18,872	14,507		14,507	23.1%	4,150
4061 Christmas Switch On	0	2,000	2,000		2,000	0.0%	
4062 Christmas Lights Contract	15,849	38,000	22,151		22,151	41.7%	
4064 Castle Lights Maintenance	0	1,000	1,000		1,000	0.0%	
4072 Town development	0	65,000	65,000		65,000	0.0%	
4081 Events Signage	60	2,000	1,940		1,940	3.0%	
4089 VAS	0	100	100		100	0.0%	
4091 Promotion	0	2,000	2,000		2,000	0.0%	
4092 Commemorations	2,890	3,000	110		110	96.3%	2,756
4093 255th Enclosures	0	1,000	1,000		1,000	0.0%	
4099 Misc Expenses	100	0	(100)		(100)	0.0%	
4101 Road Closure Mgmt	0	5,000	5,000		5,000	0.0%	
4105 Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106 Trees	0	500	500		500	0.0%	
4108 Tourist Guide	1,440	1,000	(440)		(440)	144.0%	1,440
4109 Green Energy Project	0	1,500	1,500		1,500	0.0%	
4110 Election Costs	0	5,000	5,000		5,000	0.0%	
4999 Transfers To/From Reserves	5,732	0	(5,732)		(5,732)	0.0%	
Events/Projects :- Indirect Payments	<u>32,436</u>	<u>149,972</u>	<u>117,536</u>	<u>0</u>	<u>117,536</u>	<u>21.6%</u>	<u>8,346</u>
<b>Net Payments</b>	<u>(32,436)</u>	<u>(149,972)</u>	<u>(117,536)</u>				
6000 plus Transfer from EMR	8,346	0	(8,346)				
<b>Movement to/(from) Gen Reserve</b>	<u>(24,090)</u>	<u>(149,972)</u>	<u>(125,882)</u>				
<u>999 VAT Data</u>							
115 VAT refund from HMRC	3,376	0	(3,376)			0.0%	
VAT Data :- Receipts	<u>3,376</u>	<u>0</u>	<u>(3,376)</u>				<u>0</u>

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
515 VAT on spend - input automatic	4,700	0	(4,700)		(4,700)	0.0%	
VAT Data :- Indirect Payments	<u>4,700</u>	<u>0</u>	<u>(4,700)</u>	<u>0</u>	<u>(4,700)</u>		<u>0</u>
Net Receipts over Payments	<u>(1,325)</u>	<u>0</u>	<u>1,325</u>				
Grand Totals:- Receipts	128,066	0	(128,066)			0.0%	
Payments	71,164	292,872	221,708	0	221,708	24.3%	
Net Receipts over Payments	<u>56,902</u>	<u>(292,872)</u>	<u>(349,774)</u>				
plus Transfer from EMR	8,346	0	(8,346)				
Movement to/(from) Gen Reserve	<u>65,248</u>	<u>(292,872)</u>	<u>(358,120)</u>				





## Annual Budget - By Centre

Note: Up to 30 June 2025

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4075 Subscriptions	2,200	2,088	2,400	2,106	0	0	0	0	0
Overhead Expenditure	15,350	13,163	15,100	3,865	0	0	0	0	0
Movement to/(from) Gen Reserve	(15,350)	(13,163)	(15,100)	(3,865)	0	0	0		
<b><u>102 Staff Costs</u></b>									
4000 Wages & Salaries	80,000	55,796	90,000	14,145	0	0	0	0	0
4001 Tax & NI	0	16,703	0	4,762	0	0	0	0	0
4002 Pension	0	16,714	0	4,375	0	0	0	0	0
4004 Staffing other	10,000	982	0	0	0	0	0	0	0
Overhead Expenditure	90,000	90,195	90,000	23,282	0	0	0	0	0
Movement to/(from) Gen Reserve	(90,000)	(90,195)	(90,000)	(23,282)	0	0	0		
<b><u>103 Establishment Costs</u></b>									
4020 Office Rent	3,000	0	3,000	0	0	0	0	0	0
Overhead Expenditure	3,000	0	3,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(3,000)	0	(3,000)	0	0	0	0		
<b><u>104 Training</u></b>									
4030 Training/Travel Cils	650	131	800	147	0	0	0	0	0
4035 Deputy Mayor Travel	1,000	155	100	0	0	0	0	0	0
Overhead Expenditure	1,650	286	900	147	0	0	0	0	0
Movement to/(from) Gen Reserve	(1,650)	(286)	(900)	(147)	0	0	0		
<b><u>105 Mayoral Expenses</u></b>									

Continued on next page

## Knaresborough Town Council Current Year

## Annual Budget - By Centre

Note: Up to 30 June 2025

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4054 Regalia	500	0	0	0	0	0	0	0	0
4055 Mayors Allowance	2,000	1,004	3,900	832	0	0	0	0	0
4056 Mayor's Charitable Fund	300	120	0	0	0	0	0	0	0
4057 Mayoral Bebra Visit	900	900	0	0	0	0	0	0	0
4058 Mayor Making	1,550	1,467	0	0	0	0	0	0	0
	5,250	3,491	3,900	832	0	0	0	0	0
6000 Overhead Expenditure plus Transfer from EMR	0	4	0	0	0	0	0	0	0
	(5,250)	(3,487)	(3,900)	(832)	0	0	0		
<b>110 Grants/Donations</b>									
4070 Grants	20,000	13,000	30,000	5,900	0	0	0	0	0
4071 Green Grants Project	5,000	1,100	0	0	0	0	0	0	0
4073 Small Grants Fund	5,000	4,035	0	0	0	0	0	0	0
	30,000	18,135	30,000	5,900	0	0	0	0	0
Overhead Expenditure									
	(30,000)	(18,135)	(30,000)	(5,900)	0	0	0		
<b>120 Events/Projects</b>									
4015 Contingency	5,000	0	18,872	4,365	0	0	0	0	0
4061 Christmas Switch On	2,500	1,832	2,000	0	0	0	0	0	0
4062 Christmas Lights Contract	38,000	42,701	38,000	15,849	0	0	0	0	0
4063 Castle project for 2030	1,100	0	0	0	0	0	0	0	0
4064 Castle Lights Maintenance	1,000	528	1,000	0	0	0	0	0	0
4065 KGV Playing Field	1,000	0	0	0	0	0	0	0	0

Continued on next page

## Knaresborough Town Council Current Year

## Annual Budget - By Centre

Note: Up to 30 June 2025

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4072 Town development	0	0	65,000	0	0	0	0	0	0
4078 Survey	500	0	0	0	0	0	0	0	0
4081 Events Signage	0	0	2,000	60	0	0	0	0	0
4084 Flags & Bunting	5,000	0	0	0	0	0	0	0	0
4085 Allotments Expenditure	3,000	0	0	0	0	0	0	0	0
4087 Neighbourhood Development Plan	2,000	0	0	0	0	0	0	0	0
4089 VAS	5,200	0	100	0	0	0	0	0	0
4091 Promotion	2,000	284	2,000	0	0	0	0	0	0
4092 Commemorations	3,000	837	3,000	2,890	0	0	0	0	0
4093 255th Enclosures	600	0	1,000	0	0	0	0	0	0
4094 Contingency Maintenance	1,000	0	0	0	0	0	0	0	0
4096 Remembrance	1,000	100	0	0	0	0	0	0	0
4097 Flower Beds	3,000	2,770	0	0	0	0	0	0	0
4099 Misc Expenses	0	12,770	0	100	0	0	0	0	0
4101 Road Closure Mgmt	10,000	4,440	5,000	0	0	0	0	0	0
4102 Cony-Hall Improvements	0	398	0	0	0	0	0	0	0
4103 Bands at Castle	0	700	0	0	0	0	0	0	0
4104 Community Stage	1,500	422	0	0	0	0	0	0	0
4105 Town Twinning	3,000	0	4,000	2,000	0	0	0	0	0
4106 Trees	1,000	0	500	0	0	0	0	0	0
4107 Projects Contingency	3,000	1,369	0	0	0	0	0	0	0
4108 Tourist Guide	7,000	5,018	1,000	1,440	0	0	0	0	0
4109 Green Energy Project	1,500	3,980	1,500	0	0	0	0	0	0
4110 Election Costs	10,000	0	5,000	0	0	0	0	0	0

Continued on next page

## Knaresborough Town Council Current Year

## Annual Budget - By Centre

Note: Up to 30 June 2025

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4999 Transfers To/From Reserves	0	7,455	0	5,550	0	0	0	0	0
Overhead Expenditure	111,900	85,604	149,972	32,254	0	0	0	0	0
6000 plus Transfer from EMR	0	19,072	0	8,346	0	0	0	0	0
Movement to/(from) Gen Reserve	(111,900)	(66,532)	(149,972)	(23,908)	0	0	0	0	0
<b>999 VAT Data</b>									
115 VAT refund from HMRC	0	7,367	0	3,376	0	0	0	0	0
Total Income	0	7,367	0	3,376	0	0	0	0	0
515 VAT on spend - input automatic	0	8,622	0	4,883	0	0	0	0	0
Overhead Expenditure	0	8,622	0	4,883	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(1,255)	0	(1,507)	0	0	0	0	0
Total Budget Income	0	248,905	0	128,066	0	0	0	0	0
Expenditure	257,150	219,497	292,872	71,164	0	0	0	0	0
Net Income over Expenditure	-257,150	29,407	-292,872	56,902	0	0	0	0	0
plus Transfer from EMR	0	19,076	0	8,346	0	0	0	0	0
less Transfers to EMR	0	26,100	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(257,150)	22,383	(292,872)	65,248	0	0	0	0	0

Group / Organisation	Grant Description	Amount	Grant payment sent	Proposed start date of project	Feedback request sent	Feedback received	Comments
<b>April</b>							
Waterside Resident Association	Waterside maintenance	1050.00	Yes	Immediate	Yes		
Renaissance Knaresborough	Trompe L'Oiel	1000.00	Yes	Immediate	Yes		
FEVA	Mkt Entertainment	2500.00	Yes	August	Yes		
<b>May</b>							
The Village	Moses Basket mattresses	350.00	Yes	ASAP	Yes	Yes	S 137
Restart Yorkshire	Move Defib (Cricketers)	300.00	Yes	Immediate	Yes	Yes	
The Half Moon	New Defib	350.00	Yes	Immediate	Yes	Yes	
<b>July</b>							
<b>Total:</b>		<b>5,550.00</b>					

Grants Budget 2025/2026: £30,000

## Knaresborough Admin

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**From:** Tracie J. Chinn <tracie.chinn@fattorini.co.uk>  
**Sent:** 04 July 2025 14:33  
**To:** 'deputyclerk@knaresboroughtowncouncil.gov.uk'  
**Subject:** Past Mayor and Past Consort Quotation

Good afternoon Maggie,

Thank you for your email, I am pleased to confirm that our estimating team have now concluded their calculations and our current quotation is as detailed below:

### **Q0086985 PAST MAYOR**

Hallmarked Sterling silver gilt & enamelled pendant & bar.  
Top bar special shape size 35 x 7mm plus bottom ring.  
Staple on reverse.  
Pendant special shape size 64x14mm.  
Vitreous enamelled four colours.  
Polished Hard Gold finish.  
32mm blue collarette.  
Packed in a presentation case.  
T.S. M960109-01.

Quantity	5	£577.41 each net
Quantity	1	£778.25 each net

### **Q0086986 PAST MAYORS CONSORT**

Hallmarked Sterling silver parcel gilt & enamelled badge.  
Circular shape size 26mm diameter.  
Vitreous enamelled one colour.  
Pierced areas.  
Polished Silver Parcel Hard Gold finish.  
Brooch safety ss. pin fitting.  
Packed in a presentation case.  
T.S. B170914-14

Quantity	5	£250.90 each net
Quantity	1	£350.77 each net

Please note that the above prices are generally valid for 30 days and are exclusive of carriage and VAT.

Delivery lead time is currently in the region of 6 to 8 weeks from receipt of a firm instruction/order to proceed (this is subject to change and depends upon factory loading at the time of any order).

I do hope this is of assistance and look forward to hearing from you further should you wish to proceed to order on this basis.

We will await your final instructions

With kind regards

Kerry

**From:** Carol Baker <Carol.Baker@northyorks.gov.uk>  
**Sent:** 02 June 2025 10:34  
**To:** Knaresborough  
**Cc:** CommutedSums  
**Subject:** Parish and Town Council CIL Payment  
**Attachments:** Community Infrastructure Levy- neighbourhood portion guidance.docx

Dear Angela

This is to inform you that your Parish /Town Council will be receiving a CIL Neighbourhood Portion payment. Apologies for the delay with this payment.

Attached is a guidance document concerning CIL Neighbourhood Portion monies. Please be aware that this is in the process of being updated to reflect the new Council details and processes, but I hope it will provide some useful assistance regarding this payment.

I have arranged for the payment to be made your Parish Council via you're bank account the Council uses to make your precept payment.

This should arrive in the account within the next two weeks with the payment reference – CIL Neighbourhood %. If you have not received this payment within this timescale please contact me ASAP.

**The total payment to be received is £915.69** this is the CIL Neighbourhood portion payment for the following development(s) which have paid a CIL contribution. Please be aware if the contribution is payable in instalments, you will receive the % payment for each instalment as it is received.

Planning Reference – ZC23/02805/FUL – 32 Manor Road, Knaresborough

Should you have any queries, do not hesitate to contact me.

Kind regards  
Carol

Carol Baker  
Senior Infrastructure Funding Officer  
Delivery and Infrastructure  
North Yorkshire Council  
PO Box 787  
Harrogate  
HG1 9RW

Tel: 07528 987953  
Customer Services – 0300 131 2 131  
Email: [CIL.har@northyorks.gov.uk](mailto:CIL.har@northyorks.gov.uk)

Please note – My working days are Monday – Thursday

## Community Infrastructure Levy (CIL) and Parish/Town Councils

For the purpose of this guidance note please note that....

Local Councils are Parish or Town Councils  
The Council is North Yorkshire Council

### How is CIL allocated to the Local Councils?

Under the CIL regulations, we are required to pay Local Councils the Neighbourhood Portion of 15% (or 25% to those Councils which have an adopted Neighbourhood Development Plan) of any CIL receipts received from developments within their local area.

Payment is made to Local Councils every 6 months, in line with the Regulations. I.e., twice in each financial year where funds have been received.

- CIL Receipts received between 1<sup>st</sup> April and 30<sup>th</sup> September are paid to Local Councils.
- CIL Receipts received between 1<sup>st</sup> October and 31<sup>st</sup> March are paid to Local Councils.

These payments are generally referred to as the 'Neighbourhood Portion' or 'Neighbourhood Fund'.

If no CIL receipts have been received by the Council for a development commenced in the Local Council area, then no CIL payment will be made – there could be several reasons for this for example the development has received CIL relief or exemption has been applied.

Where CIL charge is payable in instalments, each instalment % will be passed onto the Local Council within the timescale above.

The Neighbourhood portion funds will be passed onto the relevant Local Council – this will be the Local Council where the development has taken place.\*

Monies will be paid into the Local Council bank account that the Council has details off – this is normally the bank account which is used to pay the precept monies. Please ensure that the Council is made aware of any changes to bank accounts immediately.

The Council will pay these funds on the next available payment run after the receipts deadline and should be received by the local council within 2 weeks. Payment will be made by BACS transfer and an email will be sent to the Local Council clerk to confirm details of the payment and will include information of the development (s) that these funds have come from.

\*where there is no Local Council the Council will be required to use any neighbourhood portion funds in conjunction with the local communities to identify suitable projects/spends.



NOTE – Local Councils do not need to use all available funds from each development in one go – the key is to ensure all monies are used appropriately and in time !

## Local Council Reporting Requirements

When CIL funds are passed to Local Councils, a CIL Annual report will be required, regardless if monies have been spent or retained.

Regulation 62a states that Local Councils must prepare a report for any financial year it receives CIL monies – the report must include

- a) The total amount of CIL receipts received in that reporting year
- b) The total amount of CIL expenditure in that reporting year
- c) A summary of CIL expenditure during that reporting year including
  - a. The items to which CIL funds have been applied
  - b. The amount of CIL expenditure on each item
- d) Details of any notices received in accordance with Regulation 59e (recovery of CIL funds not used within the statutory timescales)

The report must be published by 31<sup>st</sup> December each year and be published on the Local Councils website or where this is not available then it should be published on the Councils website (if this is required, please contact us asap). The report should cover details of the reported year i.e., the preceding financial year.

The report can be published at any time as long as it has been done by the December deadline. The Council will include CIL spending details into the Infrastructure Funding Statement which it is legally required to produce and therefore we may contact the Local Council for details if needed.

If anyone has any queries regarding the requirements of the reports or CIL income or spends, or any details in this guidance, please contact the CIL Officer as soon as possible.

## **Proposed List of Works for Self-Employed Town Ranger**

### **1. General Maintenance**

- Inspect and maintain public benches, noticeboards, bins, and fencing.
- Report damage or safety hazards to the Town Council.
- Light repairs and painting as needed.

### **2. Litter and Waste Management**

- Regular litter picking in key areas (parks, town centre, footpaths).
- Empty public litter bins as per agreed schedule.
- Report fly-tipping or hazardous waste to appropriate authorities.

### **3. Grounds and Green Spaces**

- Support light grounds maintenance: weeding, trimming, tidying.
- Report overgrown hedges, trees, or dangerous growth affecting pathways or roads.
- Monitor condition of play areas and report concerns.

### **4. Inspections and Reporting**

- Conduct weekly inspections of parks, play areas, and public spaces.
- Complete reports with photos where appropriate.
- Log and report vandalism or anti-social behaviour issues.

### **5. Events Support (as required)**

- Assist with setting up and clearing away community events or festivals.
- Support safe access and basic maintenance before/after events.

### **6. Signage and Street Furniture**

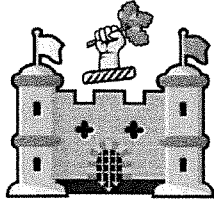
- Clean and maintain street signage and waymarkers.
- Replace damaged signage with Council approval.

### **7. Seasonal Tasks**

- Gritting/salting of priority footpaths in winter (if applicable).
- Leaf clearance in autumn.
- Assistance with festive lighting (installation support and checks).

### **8. Communication & Liaison**

- Act as the “eyes and ears” of the Council in the community.
- Build positive rapport with local residents and businesses.
- Liaise with Council staff on priorities and scheduling.



## 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*	Mind in Harrogate District
Primary Contact regarding application:	Lucy Gifford
Address:	Acorn Centre, 101A Station Parade, Harrogate HG1 1HB
Telephone number:	01423 503335
Email address:	lucy@mindinharrogate.org.uk
Project/Event title:	Mental Elf Fun Run
Total cost of project:	£4500
Amount of grant requested from KTC	£2000
Date of Application	23/06/2025

#### The Applicant:

What is the main purpose of your organisation?	<p>We provide mental health and wellbeing support for the local community.</p> <p>We cover the whole Harrogate District including Boroughbridge, Knaresborough, Masham, Pateley Bridge and Ripon.</p>
How many years has your organisation been in existence?	50 years
If your organisation run by a Committee? If yes, how many Committee members?	<p>We are a Charitable Incorporated Organisation – Reg no 1151271</p> <p>We have a Board of Trustees (8 members )</p>

<p>If your organisation is a club with membership, please provide the following details:  Membership -  Number of adult members:  Number of junior members:</p> <p>Does your club charge for membership?</p>	N/A
<p>If yes, please provide details of the membership scheme and charges applicable</p>	
<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>	N/A
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>We are part of the national Mind Federation made up of 96 local Mind organisations. We are an independent local charity, with our own constitution, Board of Trustees and we raise all our own funds.</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <li>• have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund</li> <li>• review your safeguarding policies at least every year</li> <li>• 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</li> <li>• check criminal records at least every three years</li> <li>• follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults</li> <li>• provide child protection and health and safety training or guidance for staff and volunteers</li> <li>• carry out a risk assessment, if appropriate</li> <li>• secure extra insurance cover, if appropriate</li> </ul> <p>Does your organisation meet these requirements:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

**The Project/Event/Individual's role:**

Brief description of scheme	Mental Elf is a 5km festive family fun run or walk. It is an inclusive event, suitable for all abilities and ages, and Christmas fancy dress is encouraged! The run will be held at Conyngham Hall and will follow the same route as the existing Knaresborough Park Run.
What are the aims of the project/event?	The fun run focuses on bringing people together, not only to fundraise, but to raise awareness and support better mental health and wellbeing in our local area. It also encourages an active lifestyle. We promote the Five Ways to Wellbeing which encourage people to: Connect, Be Active, Take Notice, Keep Learning, and Give.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	<p>We propose to have 250 participants, of which (based on the 2024 event) the majority will be local residents. There will likely be people coming to support their family members, as well as volunteers which could take us up to 400 people at the event.</p> <p>Local Participants – for the local participants this creates an enjoyable family friendly activity with other members</p>

	<p>of the community, encourages being active and promotes the beautiful Knaresborough parks and greenspaces.</p> <p>Participants travelling into Knaresborough – we anticipate some of the runners will be from the surrounding area such as Harrogate and local villages. This will bring potential business to local shops and cafes. We will be actively promoting the use of local cafes after the run, and it will also generate car parking funds. At the 2024 event we worked with Hazel Haas from Knaresborough Christmas Market and promoted the Knaresborough festive events within our goody bags and at our registration desk. We will promote any Knaresborough festive activities that participants could take part in after the run (e.g. at Mother Shiptons or the Christmas Tree Festival).</p> <p>We will work with Knaresborough Park Run to marshall the route and this presents a great opportunity to further promote the park run experience to the local community.</p>
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<p>Does your organisation have the ability to meet new community needs, and if so, how?</p>	<p>Mind in Harrogate District specialises in providing mental health and wellbeing support to adults and children and young people across our district and we are continually adapting and improving our offer to meet new community needs.</p> <p>Additionally we provide specific support to asylum seekers and refugees in the area and have a dedicated Ukraine Support worker. We provide weekly, dedicated outreach support services in the rural market towns for the rural communities and work with our Route One to Wellness Partnership (The Orb in Knaresborough Claro Enterprises and Wellspring Therapies in Starbeck) to ensure we are meeting the mental health needs of the community.</p> <p>We offer a range of mental health support including telephone support, counselling for adults aged 18+ and young people aged 11 - 18, befriending, wellbeing activities, peer support groups, young person mental health drop in, wellbeing workshops for schools, mental health support in A&amp;E at Harrogate District Hospital, workplace wellbeing support service for local businesses and organisations, Mental Health First Aid training and other bitesize training.</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>We hope that by encouraging the benefits of exercise we may encourage more people out in nature.</p> <p>Sustainability is a key concern with planning and as such we have taken the following measures: our Medals are reusable as Christmas decorations and made from wood, our goodie bags will be paper and recyclable, we will have recycling bins on site and carry out a robust litter pick after the event. In addition, there will be no plastic cups, all tickets will via email (not paper), and we will be encouraging public transport to reach the event.</p>
<p>What will be the quality and effectiveness of service provided through the use of this grant</p>	<p>Mental Elf is a proven concept which has been organised by other Local Mind charities for a number of years. By using the learning of other Local Minds, we can be assured that the event is well organised and well received in the community.</p> <p>We have carried out robust planning via our planning committee and are also working with the event team at the council and the Safety Advisory Group.</p> <p>We ran the event in 2024 and it was a great success with over 200 attendees.</p> <p>We are committed to delivering safe, high-quality services and maintaining public trust. This is reflected in:</p> <ul style="list-style-type: none"> <li>• Achievement of the Mind Quality Mark (MQM)</li> <li>• Registration with the Fundraising Regulator</li> <li>• Recognition as a Mindful Employer</li> </ul>

	Post event we will seek feedback from attendees on their experience, recommendation etc so we can improve year on year.
<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>We ran the event for the first time in December 2024. It was a great success and there were 255 runners supported by Mind in Harrogate District staff and volunteers.</p> <p>From feedback received we anticipate a similar number of participants at this year's event.</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>	<p>Mind in Harrogate District's vision is that people in Harrogate District have the best possible mental health they can and we aim to achieve this by providing quality community based, accessible services to all people who need support with their mental health and wellbeing.</p> <p>We promote and improve mental health and wellbeing in individuals and communities using a range of activities and services; some of which are designed to act preventatively, some enhance recovery and others improve quality of life for people with complex needs.</p> <p>In the last year (1 April 2024 to 31 March 2025) we supported the following people:</p> <p>Overall: 1293 (people supported across all our services) with 9498 support interventions  Befriending: 99 people matched to a befriending volunteer  Groups: 65  Telephone: 137 people supported by regular telephone calls  Counselling: 1420 counselling sessions delivered  Volunteer hours : 1167  Support interventions made for asylum seekers and refugees : 982</p>
<p>Why do you think the Council should support this event/project?</p>	<p>Over 2 million people are waiting for NHS mental health services, and since 2017 the number of young people struggling with their mental health has nearly doubled while only 1 in 3 of young people report receiving support or treatment. We believe that raising awareness of our charity and mental health and wellbeing support will be a huge benefit to our community.</p>

	<p>Our event also brings visitors to Knaresborough, improves community cohesion, and encourages an active lifestyle. In feedback comments were:</p> <p>'Great fun, we loved the run and found it fantastic to be able to enjoy as a family with a 4 and a 6 year old, the inclusive nature and fun and encouragement of volunteers helped make this a fun event'.</p> <p>'Lovely event, well organised and a fab atmosphere. Well done to everyone and a shout out to Knaresborough ParkRun'.</p> <p>'The atmosphere – it felt very Christmassy and the choir were great'.</p> <p>'The atmosphere was absolutely fantastic with the music, marshals' encouragement and the fun costumes'.</p>
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### Project/Event planning

Date that you propose to commence the project or hold the event.	The event date is 30 November 2025
Does the project or event require permission from North Yorkshire Council? If yes, what is the status of your application to them (not yet submitted/submitted not determined/granted)	Yes. We have approached North Yorkshire Council and applied for the licence. We have had verbal agreement for the event, however the licence hasn't been posted yet so this can be provided at a later date if required.

### Financial Details

Estimated total cost (including any fees)	£4500
Contribution from your funds:	£2500
Contribution from other organisations (please specify)	We are seeking sponsorship from 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	<p>No</p> <p>We estimate needing 20 volunteers who will be giving 4 hours of their time (including set up/pack down). This would work out as approximately £1000 in kind contribution.</p>

### 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	<b>YES</b>
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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:**

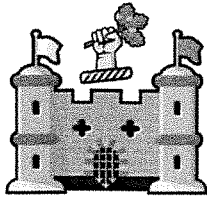
I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request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

Signed: *Lucy Gifford*

Name of Signatory: Lucy Gifford

Position: Head of Services

Date: 24/06/2025



# 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*	Knaresborough Connectors
Primary Contact regarding application:	Paul Forster
Address:	Drive
Telephone number:	
Email address:	Paul.forster@knaresboroughconnectors.org.uk
Project/Event title:	Knaresborough Community Podcast
Total cost of project:	£1,500
Amount of grant requested from KTC	£1,500
Date of Application	25 June 2025

### The Applicant:

What is the main purpose of your organisation?	Knaresborough Connectors works to reduce loneliness and isolation by creating opportunities for local residents to connect through community events, social groups, and meaningful activities.
How many years has your organisation been in existence?	7 years
If your organisation run by a Committee? If yes, how many Committee members?	Yes, 5 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	We are a community interest company and have 116 members.

<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 offer a number of volunteering opportunities including events, supporting local residents and running workshops. Anyone can join by visiting our website.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>No</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <li>• have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund</li> <li>• review your safeguarding policies at least every year</li> <li>• 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</li> <li>• check criminal records at least every three years</li> <li>• follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults</li> <li>• provide child protection and health and safety training or guidance for staff and volunteers</li> <li>• carry out a risk assessment, if appropriate</li> <li>• secure extra insurance cover, if appropriate</li> </ul> <p>Does your organisation meet these requirements:</p> <p>Yes <input type="checkbox"/></p>

**The Project/Event/Individual's role:**

<p>Brief description of scheme</p>	<p>This community-led podcast will be produced from a small studio on Butter Lane in Knaresborough and aims to amplify local voices while supporting people into meaningful work and volunteering opportunities.</p> <p>The podcast will feature interviews with local community groups, event organisers, businesses, and residents, covering topics that matter to the town. It will also promote volunteering opportunities, match local people with work experience placements, and advertise local events and initiatives.</p> <p>Video-recorded episodes will be shared online, and the studio will also serve as a space to showcase local products, sponsorships, and advertising for small businesses. Led by a passionate local resident currently out of work, the project combines skills development, digital media training, and community engagement to tackle isolation and unemployment in a creative and inclusive way.</p>
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	<p>The project aims to offer valuable creative work experience for local residents. The studio space will be available to rent and provide an ongoing source of funding for the project.</p>
What are the aims of the project/event?	<ul style="list-style-type: none"> <li>• Reduce social isolation by connecting local residents through stories, interviews, and shared community interests.</li> <li>• Support people into meaningful employment by providing practical media skills, confidence-building opportunities, and work experience.</li> <li>• Promote local groups, events, and volunteering to increase community engagement and participation.</li> <li>• Strengthen local economy by showcasing independent businesses, advertising local services, and encouraging sponsorship.</li> <li>• Create a platform for local voices and opinions, especially those who are underrepresented or overlooked.</li> <li>• Foster collaboration between community organisations, residents, and businesses to build a more connected and resilient town.</li> </ul>
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	<p>The award will enable the launch of a community podcast based in central Knaresborough, creating a new platform to inform, engage, and connect local people. It will directly benefit at least 50–100 residents in its first year through participation as podcast guests, volunteers, trainees, or job seekers matched with opportunities. In a much wider sense the podcast will be available for all residents to listen to.</p> <p>Key community benefits include:</p> <ul style="list-style-type: none"> <li>• Increased visibility for local groups, events, and volunteering opportunities, helping more residents get involved and feel connected.</li> <li>• Improved confidence, skills, and employability for residents facing barriers to work, particularly those currently unemployed or underemployed.</li> <li>• Enhanced promotion of local businesses and independent traders, encouraging residents to shop and support locally.</li> <li>• Greater inclusion and representation by giving a voice to residents and groups who may otherwise go unheard.</li> </ul> <p>Over time, with regular episodes and growing reach, the podcast has the potential to benefit hundreds more by raising awareness of services, building local pride, and creating a stronger sense of community belonging.</p>
Does your organisation have the ability to meet new community needs, and if so, how?	<p>Yes. Knaresborough Connectors is well-placed to respond to emerging community needs because we are rooted in the local area, closely connected with residents, and</p>

	<p>actively engaged with a wide network of community groups, volunteers, and partners.</p> <p>We regularly listen to local people through conversations, events, and collaborative projects, allowing us to identify gaps and respond quickly and creatively. Our flexible, community-led approach means we can pilot new initiatives—like the community podcast—in direct response to resident ideas, needs, and ambitions.</p> <p>We also have experience in mobilising local assets, including people, spaces, and partnerships, to co-produce projects that are both meaningful and sustainable. This adaptability and deep local knowledge enable us to evolve our work as the community's needs change.</p>
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	<p>While the primary focus of the community podcast is social impact, the project also brings several environmental and sustainability benefits:</p> <ul style="list-style-type: none"> <li>• Local promotion reduces travel: By highlighting local groups, events, and businesses, the podcast encourages residents to engage with what's nearby, reducing the need for travel and supporting a more walkable, connected town.</li> <li>• Digital-first content: As a primarily online platform, the podcast avoids the environmental costs associated with printed materials or large-scale in-person events.</li> <li>• Use of existing local spaces: The studio will be set up in an existing community space (Butter Lane), avoiding the need for new building or construction, and making efficient use of shared resources.</li> <li>• Support for local economy: Promoting local businesses and services reduces reliance on larger chains with longer supply lines, supporting more sustainable consumption patterns.</li> <li>• Encouraging repair, reuse, and sharing: Through interviews and stories, the podcast can highlight local initiatives focused on sustainability, circular economy, and climate awareness.</li> </ul> <p>Sustainability Measures</p> <ul style="list-style-type: none"> <li>• Equipment will be chosen for durability and energy efficiency.</li> <li>• Promotion will be digital to reduce printing waste.</li> <li>• The project will explore partnerships with local environmental groups to share climate-positive messages and embed sustainability into content themes.</li> <li>• As part of our wider organisational ethos, we will look for environmentally responsible suppliers and reuse materials wherever possible.</li> </ul>
What will be the quality and effectiveness of service provided through the use of this grant	<p>This grant will directly support the setup and delivery of a high-quality, community-led podcast that serves both social and economic purposes for Knaresborough. The project will deliver an inclusive, engaging, and</p>

	<p>professional-standard platform that amplifies local voices, promotes opportunity, and reduces isolation.</p> <p>Quality of Service:</p> <ul style="list-style-type: none"> <li>Professional setup and training will ensure strong audio and video quality, making the podcast appealing and accessible to a wide audience.</li> <li>Content will be co-produced with local people and organisations, ensuring it reflects real community interests, needs, and opportunities.</li> <li>Episodes will be shared widely online, making information and opportunities available 24/7, especially to those who may not access traditional media.</li> </ul> <p>Effectiveness:</p> <ul style="list-style-type: none"> <li>The podcast will highlight and connect local services, groups, and businesses, improving awareness and access for residents.</li> <li>It will provide a route into work or training for the lead resident and others seeking meaningful employment or experience.</li> <li>By matching people with opportunities (e.g. volunteering, work experience), the podcast will act as a local connector and catalyst for change.</li> <li>Regular feedback and engagement will help us monitor impact and continually improve.</li> </ul> <p>This grant will enable us to launch a pilot that is scalable, community-driven, and built on a strong foundation of local partnership and participation.</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>1. For how many years has the event run? This is a new initiative. The podcast project is launching for the first time this year.</p> <p>2. Attendance Attendance at last event: Not applicable – this is a new project.</p> <p>Anticipated attendance at planned event: We anticipate reaching 50–100 local residents directly through participation in recordings, volunteering, training, and interviews in the first year.</p> <p>Online viewership/listenership is expected to grow steadily, with a target of 300–500 unique views/listens per episode by the end of Year 1, and potential for much broader reach via social media.</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>	<p>Over the past year, Knaresborough Connectors has delivered a range of impactful projects aimed at reducing loneliness, increasing community participation, and supporting local residents to stay connected and thrive. Key achievements include:</p>

	<ul style="list-style-type: none"> <li>• <b>Knaresborough Community Festival:</b> Held at Henshaws Arts &amp; Crafts Centre, this vibrant event brought together 33 local community groups and attracted over 600 visitors. It offered a platform to showcase local services, celebrate creativity, and strengthen community ties.</li> <li>• <b>International Day for Older People Celebration:</b> We hosted the town's first ever event marking this occasion, with 15 community groups and over 200 older residents in attendance. The event offered social connection, information, and entertainment tailored to the needs of older people.</li> <li>• <b>Digitally Connected Knaresborough:</b> In partnership with local organisations, we launched this programme to provide free digital skills training to older residents. The project helps participants gain confidence using technology, access services online, and stay socially connected with family, friends, and their community—significantly reducing the risk of isolation.</li> <li>• <b>Ongoing Community Engagement:</b> Throughout the year, we've connected residents with local groups and volunteering opportunities, supported skills development, and championed initiatives that build belonging and wellbeing across Knaresborough.</li> </ul> <p>These activities demonstrate our commitment to responsive, inclusive community development, built on collaboration and meaningful local impact.</p>
<p>Why do you think the Council should support this event/project?</p>	<p>We believe the Town Council should support this podcast because it offers a new and cost-effective way to promote community life, increase civic engagement, and amplify the Council's own work.</p> <p>Knaresborough Town Council organises and supports many valued local events throughout the year, and this podcast can serve as a dynamic promotional tool to raise awareness, increase attendance, and showcase the town's vibrant community spirit.</p> <p>By producing regular video and audio episodes, we can:</p> <ul style="list-style-type: none"> <li>• Promote upcoming community and council-led events such as markets, festivals, and commemorations</li> <li>• Interview councillors, event organisers, and volunteers, helping residents feel more informed and involved in local decision-making</li> <li>• Share key updates and consultations in an accessible, engaging format</li> <li>• Celebrate the work of community groups and volunteers who often contribute to town events</li> <li>• Support the council's wider aims of reducing isolation, boosting local participation, and encouraging civic pride</li> </ul>

	<p>This project also supports the Council's goals around community wellbeing, employment pathways, and local business support by offering a platform for promotion, collaboration, and skills development.</p> <p>The podcast will complement—not compete with—existing communication channels, offering a fresh and creative way to reach residents, especially younger audiences and those who may not access traditional formats. With Town Council backing, we can grow this platform into a long-term, community-led asset that enhances how we share, celebrate, and shape life in Knaresborough.</p>
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#### Project/Event planning

Date that you propose to commence the project or hold the event.	We will start as soon as we have the funding for equipment.
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)	No

#### Financial Details

Estimated total cost (including any fees)	£1,500
Contribution from your funds:	We will support the project by providing <b>in-kind contributions through staff time</b> . Our Project Manager will oversee and coordinate the podcast initiative, including planning, community outreach, content development, and volunteer support. This contribution of <b>free project management hours</b> demonstrates our commitment to the success and sustainability of the project.
Contribution from other organisations (please specify)	Butter Lane will donate their WIFI for the year at £30 per month and provide the space for free.
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	v
I agree to provide feedback to the Town Council if my application is approved, including publicity	v
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	v



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

**Declaration:**

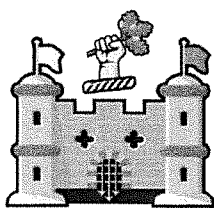
I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above and that to the best of my knowledge and belief the information given on this application form, and in any supporting material, is correct. I understand that you may request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

Signed: Paul Forster

Name of Signatory Paul Forster

Position: Project Manager

Date: 25/06/25



# 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*	Yorkshire CREATE
Primary Contact regarding application:	Rowena Lloyd
Address:	CREATE Studios, Hexagon House, Grimbald Crag Close, Knaresborough, HG5 8PJ
Telephone number:	07711 745985
Email address:	admin@yorkshire-create.co.uk
Project/Event title:	Chrismouse Advent Window
Total cost of project:	£1917.88
Amount of grant requested from KTC	£1000
Date of Application	13/06/2025

### The Applicant:

What is the main purpose of your organisation?	We are dedicated to fostering creativity and community engagement through a range of classes and workshops. We offer opportunities for individuals of all ages and skill levels to explore and develop their creative talents. We aim to provide a welcoming environment for artistic expression and learning.
How many years has your organisation been in existence?	1
If your organisation run by a Committee? If yes, how many Committee members?	No
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	No, although we run an arts based youth club that is free for teenagers aged 11-17 and we currently have 25 members. We also have a youth theatre where the participants who are able to pay for their classes. This has around 20 members.

<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>Arts-based youth engagement available in a range of art forms, some of which are paid and some of which are free. Anyone is welcome, but some groups/classes have age requirements.</p>
<p>Is your club affiliated to any national organisation?</p> <p>Please list any affiliations</p>	<p>National Youth Theatre Association</p>
<p>Does your service/project involve work with children, young people under the age of 18 or vulnerable adults?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, as a minimum we expect you to:</p> <ul style="list-style-type: none"> <li>• have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund</li> <li>• review your safeguarding policies at least every year</li> <li>• 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</li> <li>• check criminal records at least every three years</li> <li>• follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults</li> <li>• provide child protection and health and safety training or guidance for staff and volunteers</li> <li>• carry out a risk assessment, if appropriate</li> <li>• secure extra insurance cover, if appropriate</li> </ul> <p>Does your organisation meet these requirements:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

**The Project/Event/Individual's role:**

<p>Brief description of scheme</p>	<p>The idea for the Chrismouse Trail was created in 2024 by a local artist Emma Edgar and this year Yorkshire CREATE are supporting the project, which will see it evolve into the Chrismouse Advent Window in Number 2 Butter Lane. It will involve twenty-four community groups/freelance artists working to create engaging, festive mouse-themed displays that will celebrate the community and promote local groups and artists. We are organising workshops and events alongside the project on the weekend of Knaresborough Christmas Market and throughout December to artistic engagement.</p>
<p>What are the aims of the project/event?</p>	<ul style="list-style-type: none"> <li>- To bring residents and visitors alike into the town and marketplace, encouraging local shopping.</li> <li>- To help promote other local events.</li> <li>- To highlight local freelance artists.</li> <li>- To promote and celebrate local arts organisations and charities such as Craft and Social and Orb Community Arts.</li> <li>- To celebrate the artistic community of Knaresborough.</li> </ul>

	<ul style="list-style-type: none"> <li>- To work in partnership with other organisations that are promoting Knaresborough businesses, including driving social media attention towards Knaresborough town centre.</li> </ul>
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	We aim to generate visual interest in our town centre. We hope that promoting local arts organisations and freelancers will directly benefit their businesses. We hope that we will attract families to the town centre, and to support the community, volunteer-run café that will be running from Number 2 Butter Lane.
Does your organisation have the ability to meet new community needs, and if so, how?	We are working alongside community groups to launch new initiatives, support other organisations and events, and respond to the needs of the young people we work with.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	This project will improve the visual environment of the town centre. Some of the organisations and artists will be directly working with recycled materials, promoting local environmental organisations such as Knaresborough Forest Park, and celebrating handmade work rather than mass production.
What will be the quality and effectiveness of service provided through the use of this grant	The grant money would be used to purchase posters to promote the window trail in advance, to make a contribution towards the use of Number 2 Butter Lane, as well as to provide a box for each group/artist to build their window inside.
<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>	The Chrismouse Window Trail started last year. This is the first year that it will be run as an Advent Window.
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.	<ul style="list-style-type: none"> <li>• Knaresborough Youth Theatre – deliver regular workshops, take part in Shakespeare Schools Festival at Leeds Playhouse</li> <li>• Freelancer/Volunteer Training – Makaton Level 1 Certificate, Safeguarding Training, Introduction to Stage Combat, Royal Shakespeare Company Intermediate Teacher Certificate, Arts Award Gold</li> <li>• Space to CREATE – launch new project for free arts-based youth provision for 11-17 year olds thanks to support from Knaresborough Rotary</li> <li>• Lead lost children and safeguarding provision for The Great Knaresborough Bed Race – provision of a team of volunteers</li> <li>• Launched new creative arts studio space at Hexagon House, Grimbald Crag Close</li> </ul>

	<ul style="list-style-type: none"> <li>• Launched new classes and workshops to offer a wider range of creative arts engagement</li> <li>• Began work on The Knaresborough Eleven, a community arts production to be performed in August 2025</li> <li>• Began work on Orpheus, a new musical, to be performed in August 2026</li> <li>• Worked alongside Community Stars at The Kingfisher Kiosk to run community events, including free storytime sessions on Sunday mornings</li> <li>• We are preparing for Pride Picnic in the Park at The Kingfisher Kiosk – family-friendly inclusive activities</li> <li>• We are preparing for arts-based activities at Aspin Colour Fest</li> </ul>
Why do you think the Council should support this event/project?	<p>We believe that the Council should support this event as we hope it will directly benefit a number of local businesses and independent artists in our town. There will be an increase in footfall around the marketplace. By supporting us to hire the space and supply each group/artist with a box to create their window. This will enable us to look for additional funding for staffing and resources to be able to decorate the space, provide workshops, and develop a social media strategy.</p>

#### Project/Event planning

Date that you propose to commence the project or hold the event.	Bright Friday 2025 through to the end of December – the space will be decorated and workshops/activities will begin from Bright Friday, and then each window will be opened from 1 <sup>st</sup> -24 <sup>th</sup> December.
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)	No

#### Financial Details

Estimated total cost (including any fees)	<b>£1917.88</b>
Contribution from your funds:	<b>£250</b>
Contribution from other organisations (please specify)	<b>Additional grants applied for but currently unconfirmed. We will also be asking local businesses for sponsorship of individual boxes. If necessary, we can also charge for workshops to cover costs if we are not successful in finding funding for all of the workshops, but we would like to make these accessible to low-income families wherever possible.</b>

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	<b>Volunteer Time - £250</b> <b>Material Donation - £50</b>
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**Check List:**

**Please tick:**

I have read and agreed your terms and policies	<b>x</b>
I agree to provide feedback to the Town Council if my application is approved, including publicity	<b>X</b>
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	<b>X</b>

**\* 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: RLloyd

Name of Signatory: Rowena Lloyd

Position: Director

Date: 15/06/2025

**From:** youthcouncil@inspireyouth.uk  
**Sent:** 14 July 2025 11:58  
**To:** clerk@knaresboroughtowncouncil.gov.uk  
**Subject:** Knaresborough Youth Council Funding Request

Dear Knaresborough Town Council,

We hope you are well. As we come to the end of the first year of Knaresborough Youth Council, we wanted to thank Knaresborough Town Council for their support. We appreciate the time that councillors have put in to visiting, sharing ideas and experience, asking and answering questions, and supporting the young people to develop their knowledge and skills.

We are writing to request your support for Knaresborough Youth Council through a funding contribution of £10,000 for the upcoming academic year. This funding would enable the Youth Council to be facilitated by individuals with expertise in youth advocacy, ensuring that young people in our town are effectively supported and empowered to listen to the needs of local young people and take action.

The Youth Council will be able to build on its existing strengths and provide meaningful opportunities for youth engagement, amplifying youth voice in local decision-making, and delivering impactful community outreach projects. This year, our plans include expanding the scope of the youth council, improving communication for young people to share their views, supporting local action projects based on the findings of the Youth Voice project, and visiting Parliament and meeting Tom Gordon MP to further understand decision making processes and implementation of strategy.

Knaresborough Youth Council was formed with support from our local North Yorkshire Councillor and the Youth Engagement Team at North Yorkshire Council. After open applications, the Youth Council was formed in October 2024 with 10 members, and we have since recruited a further 2 members. So far, the Youth Council has established its ways of working and terms of reference, attended community events, participated in York and North Yorkshire Youth Assembly conferences, discussed the findings of the Youth Voice project, decided on upcoming campaigns, applied for funding and begun implementing work around alcohol and drug awareness, the first of three campaigns.

Knaresborough Youth Council is working towards aligning its vision and initiatives with the core aims of the UK Youth Parliament as outlined in its 2024–2026 Manifesto, "Shaping Our Future, Today Not Tomorrow." Like the UK Youth Parliament, our youth council empowers young people to be active participants in democratic life, advocating for issues that matter to them. Our members are committed to non-partisan, issue-based campaigning that represents all young people in our community, echoing the UKYP's principles of inclusivity, justice, and opportunity. In supporting our work, Knaresborough Town Council would be directly investing in the development of young leaders, the amplification of youth voices, and the co-creation of local solutions that reflect national priorities.

We are pleased to share that Knaresborough Youth Council has already secured funding from Knaresborough Lions to support a series of targeted initiatives focusing on alcohol and drug awareness, environmental action, and wellbeing. With additional support from the Town Council, we can ensure the support is in place to develop this work in a sustainable and inclusive way.

We believe this investment will create lasting benefits not just for young people, but for the wider Knaresborough community. By supporting Knaresborough Youth Council, we can establish connected ways of working to ensure that our local councillors hear the voices of young people. We believe that working together could facilitate joint learning opportunities to enable both councils to have impact within the local community.

Thank you for considering this request. We would welcome the opportunity to discuss it further and provide any additional information you may need.

Best wishes,

Knaresborough Youth Council  
Supported by Rowena Lloyd and Jess Ward  
Yorkshire CREATE and Inspire Youth Yorkshire



## Bright Friday Subcommittee - Meeting Minutes

To plan & hold the annual community event to celebrate the lighting of the town's Christmas tree lights.

**Date:** 3<sup>rd</sup> July 2025  
**Time:** 10am  
**Venue:** Council Chamber, Knaresborough House

**Item 1: Apologies & introductions**

**Apologies:** Kit Lacey & Garry Hinchcliffe

**Attended:** Libby Cook, Chris Parkin, Hannah Read, James Pickard, Hazel Haas, Pam Godsell, and Hannah Gostlow (Chair)

Note: Chris Parkin from the Knaresborough Rotary Club has joined the WG to assist HH.

**Item 2: Minutes from last meeting (29<sup>th</sup> January 2025)**  
Accepted

**Item 3: Elect a Chair:**  
HG was nominated and accepted as working group (WG) Chair until May 2026.

**Item 4: Preparation for Bright Friday 2025**  
HG let the WG know that the date for this year's event is confirmed as Friday 28<sup>th</sup> November, and that the road closure application was submitted by Knaresborough Town Council to North Yorkshire Council at the beginning of the year.

There was a lot of discussion around the number of attendees at the last event and what the anticipated number might be for our 2025 event.

After a discussion the WG decided to plan for an estimated maximum of 2500 attendees in the event space at any one time.

It was acknowledged by the WG that this would have implications on both the Event Plan and the Bright Friday budget, as the budget had been decreased due to the introduction last year of cost saving elements such as use of the KTC stage, which comes with its own sound & lighting equipment and is managed in-house (by councillors volunteering their time).

In terms of the effect on the Event Plan and on the traffic management quote for this year, JP discussed a need to increase the number of requested Chapter 8 qualified operatives by 4, to be able to be positioned at the following 3 vulnerable points: Silver Street, Brewerton Street, Market Street (Boots), Castlegate (Police Station exit). JP also mentioned potentially asking the Young Farmers organisation if they could put a tractor at one or more of these sites.

The WG did feel that a benefit to this may be in deterring or managing the increasing number of 'hawkers' coming to the event.

PG updated the WG to let them know that the Knaresborough Lions Club were happy to provide their Mulled Wine Wagon again this year, as well as Father Christmas and helpers. The WG were very grateful.

LC updated the WG to let them know that the Gracious Street Methodist Church were happy to hold a lantern making workshop again this year, and in the same format as previous years. The WG were very grateful.

The WG discussed GH's request for the reinstatement of the flaming torch to lead the parade, and voted unanimously in favour, with the addition of an updated health & safety plan and research into a potential reusable torch which JP agreed to do – ACTION: JP

HG updated the WG to let them know that she had contacted all three performers from last year, unfortunately one group had confirmed they couldn't attend this year, and the other two were taking the invitation to their respective committees for a decision. In terms of a replacement act, the WG decided to invite the Harrogate Spa Ukelele Band.

The WG discussed and agreed potential food vendors for this year, and agreed that would introduce a charge to all vendors of £50, excluding any charities or not-for-profit organisations. HG to check with our Clerk if this decision needs to go to KTC for approval – ACTION: HG

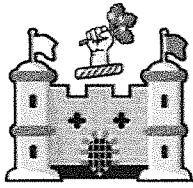
The following additional actions were agreed by the WG:

- To start the Event Plan for 2025 using the 2024 plan as a template, and submit to SAG – ACTION: HR (with assistance from JP & HG)
- Arrange a meeting for HG, JP, HR and our Deputy Clerk regarding the 3 quotes needed for the event's traffic management (including 4 additional Chapter 8 trained operatives) – ACTION: HG
- Strive to obtain 3 quotes for security personnel at 4 locations – ACTION: HR (with assistance from JP)
- An early call out for volunteer event marshals & stewards within in all our respective organisations (excluding Gracious Street Methodist Church due to the resource required for the workshop) – ACTION: ALL
- To contact our local Police Inspector & team to confirm the date & time of this year's event, and WG's decision on estimated attendee numbers – ACTION: HG
- To ask the Air & Army Cadets if they would be willing to manage the Lantern Parade again this year – ACTION: JP
- To check the KTC insurance regarding 'events' for any additional information that may be needed due to increased size of event – ACTION: CLERK

- To apply for a TENS licence from NYC for this year – ACTION: CLERK
- To ask our Clerk to add an item to the next relevant meeting agenda to discuss the assumed rise in costs for this year's event and going forward – ACTION: CLERK
- Discuss with the Clerk the potential need for more First Aiders at the event – ACTION: JP
- PG to ask her Knaresborough Lions member if they would be happy to manage the Lost Child contact point – ACTION: PG
- HG to ask both the Library and Friendship & Leisure Centre for use of their space again this year – ACTION: HG
- HR to pass on to HG the contact details for the Harrogate Spa Ukelele band – ACTION: HR
- HG to circulate the draft Bright Friday Task List (Excel file) to all WG members to update (potentially individually to save duplication) – ACTION: HG
- HH & HG to invite the discussed food vendors copying in HR, and mention the new fixed fee to trade of £50 – ACTION: HH & HG

**Item 4: Next meeting date – September (TBC)**

(Author – Hannah Gostlow)



**Knaresborough**  
Town Council

### NOTICE OF MOTION TO COUNCIL

AGENDA ITEM	Boundary signs	AGENDA DATE	July Finance
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Title of Motion	Approval to proceed with boundary signs
Proposed by	Andy Bell
Seconded by ( <i>If possible at time of submission</i> )	Hannah Gostlow
Detailed background including any financial implications (provided by the proposer)	<p>Following on from motion in a previous meeting we seek to get approval that KTC will</p> <p>Commission the replacement of the 7 boundary signs</p> <p>Work with Rotary given their joint funding</p> <p>Work with the company or person who will create the signs</p> <p>Work with a competent organisation to install the signs in locations tbc but likely in existing sites.</p> <p>Work with NYC on design and compliance with regs</p> <p>Take on ownership of signs in all respects, such as maintenance, insurance.</p> <p>Come back to council for a vote for the approved design and for spending money with a complete picture of costs.</p>

Additional Background (provided by the Proper Officer) if appropriate	<i>Comment, attach Report or annotate as "n/a"</i>
Financial implications (anticipated by the Proper Officer)	Cost & signage not budgeted for. Increase in insurance + maintenance costs for future years. Maintenance Plan.
Legal implications (comment by the Proper Officer)	PARISH COUNCILS ACT 1957 LGA 1972 S137 MUST HAVE HIGHWAY AUTHORITY CONSENT - ROAD TRAFFIC REGULATIONS ACT 1984 S72.

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

**Guidance Notes:** (Standing Orders 9 and 10 apply to notices of motion)

### **9. Motions for a meeting that require written notice to be given to the Proper Officer**

(a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

(b) No motion may be moved at a meeting unless it is on the agenda and the mover has given seven clear day's written notice of its wording to the Proper Officer.

(c) The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

(d) If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.

(e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.