**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL’S**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**HELD AT KNARESBOROUGH HOUSE**

**on Monday 21 July 2025**

**PRESENT:   Chair:** Councillor Andy Bell

**Councillors**: M Walker and M Longhurst (substitute)

**Staff Present:** The Clerk

**Also Present:** Members of the Knaresborough Youth Council

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

**Absent:** J Batt

Councillor M Walker opened the meeting and invited nominations for election of Chair.

**25/073 ITEM 1 – To elect a Chair for the Committee**

**RESOLVED:** That Councillor A Bell is elected Chair for the Committee

Councillor Bell took the Chair for the rest of the meeting.

**25/074 ITEM 2 – To elect a Vice Chair for the Committee** (if required)

**RESOLVED:** That Councillor M Walker is elected Vice Chair for the Committee

**25/075 ITEM 3 - To receive Apologies and consider approval** of the reasonsfor inability to attend the meeting.

Apologies received from Councillors D Goode and S Oakes

**25/076 ITEM 4 - Councillors’ Disclosure of an Interest** – none for this meeting

**25/077 ITEM 5 - KTC Public Speaking Session**

The Clerk from Knaresborough Youth Council, alongside 2 members spoke about the need for funding to allow the Youth Council to continue for the next academic year and the wish to increase meeting frequency from once a month to fortnightly.

Councillors discussed the implications of the request for both the Youth Council and Town Council and queried why there was not funding available from NYC, when other areas in North Yorkshire were believed to be receiving funding. It was suggested that this issue should be taken before the Harrogate and Knaresborough ACC at its next meeting.

The Chair moved to take Item 9.4.

The timing of NYC meetings and KTC meetings was discussed as there was concern that these are scheduled after the start of the new academic year.

**RESOLVED:** That KTC support the Youth Council with a grant of £2500 (of a total £10,000 requested). KTC to write to North Yorkshire Council to highlight its contribution to and support of the Youth Council and would anticipate NYC would fund the Youth Council in Knaresborough in line with funding given in other areas. KTC to highlight that considering the recent changes to the voting age Youth Councils are a vital resource in engaging young people in the community and ask NYC to review its Youth Council provision and acknowledge the importance of such groups.

**25/078 ITEM 6 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Finance Committee** Meeting held on**:**

**4.1** Monday 14 April 2025

**RESOLVED:** That the minutes of the Finance and General Purposes Committee meeting held on Monday 14 April 2025 be approved as a correct record and signed by the Chair.

**25/079 ITEM 7 -** **Business Remaining**  - None for this meeting.

**25/080 ITEM 8 - Reports from the Clerk**

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

**RESOLVED:** To approve the schedules of accounts for April, May and June 2025 in the sums of £44,875, £13,316.23, and £12,940.06 respectively and as detailed below.

April Schedule of Accounts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Payable to**  | **File Ref No:** | **Amount excl VAT £'s** | **VAT** | **Total Amount £'s** | **Auth** | **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 |
| **Total** |   | **40,960.78** | **3,914.22** | **44,875.00** |  |  |

May Schedule of Accounts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Payable to**  | **File Ref No:** | **Amount excl VAT £'s** | **VAT** | **Total Amount £'s** | **Auth** | **Notes/** **Description** |
| 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 Yorkshire | 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 postage |
| 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 |
| **Total** |   | **12,860.71** | **455.52** | **13,316.23** |  |  |

June Schedule of Accounts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Payable to**  | **File Ref No:** | **Amount excl VAT £'s** | **VAT** | **Total Amount £'s** | **Authorisation** | **Notes/** **Description** |
| 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 (reimbruse) | 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 |
| **Total** |   | **12,427.09** | **512.97** | **12,940.06** |  |  |

**8.2 To receive and note** the finance figures for April, May and June 2025.

**RESOLVED:** To receive and note the finance figures for April, May and June 2025.

**8.3 To note** the current budgetary position up to month ending 30 June 2025.

**RESOLVED:** To note the current budgetary position up to month ending 30 June 2025.

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

**RESOLVED: To receive and note** the update on the current grants fund (incl. small grants).

**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

**RESOLVED:** That KTC purchase 5 x Past Mayor Pendants and 5 x Past Mayors Consort badges.

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

**RESOLVED:** To receive and note the CIL Neighbourhood portion payment contribution of £915.69.

**8.7 To appoint** two named Councillors to undertake the Internal Audit checks for the financial year 2025/26.

**RESOLVED:** To ask Councillors H Gostlow and D Goode to conduct this check on behalf of the Council.

**8.8 To appoint a** named Councillor (separate to the two named in 8.7) to undertake the checks between bank reconciliations and bank statements for 2025/2026.

**RESOLVED:** To ask Councillor K Davies to continue to undertake this task on behalf of the Council.

**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

**RESOLVED:** The above is noted.

**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

**RESOLVED:** That the Clerk is to prepare a ballpark figure for the Full Council in September to consider and that KTC ask if NYC are prepared to contribute to the legal costs involved in any devolution projects.

**25/081 ITEM 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

**RESOLVED:** That, on this occasion, KTC awards the full sum of £2000 as requested, but should the group return for funding in the future ask for a detailed breakdown of costs for the specific event.

**9.2 To consider the grant application from:** Knaresborough Connectors for the ‘Knaresborough Community Podcast’ project

**RESOLVED:** That KTC does not award funding for this project.

**9.3 To consider the grant application from:** Yorkshire CREATE for the ‘Chrismouse Advent Window’ project

**RESOLVED:** ThatKTC awards £500 (of the £1000 requested) in support of this project

**9.4 To consider the funding request from:** Knaresborough Youth Council to support the upcoming academic year

See Min No. 25/077 above

**9.5 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

**RESOLVED:** That KTC increase the budget for this year’s Bright Friday event to £4000 in light of the increase in numbers attending the event and the knock-on effect to costs.

**25/082 ITEM 10 – Motions from Councillors**

**Councillor A Bell:**

“That KTC approves the next steps to proceed with the replacement of Boundary signs for Knaresborough”

**RESOLVED:** That KTC approves proceeding with next steps towards replacing the boundary signs in Knaresborough on the understanding proposed designs and full costings will be presented to Council at a future date.

**Meeting closed at: 8:24 p.m.**

**Signed by the Chair**

**Councillor Andy Bell**