KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

Knaresborough House
Knaresborough
North Yorkshire
HG5 0HW
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14 October 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 20 October 2025

7:00 pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

A Pulman
Clerk of the Council

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

FINANCE AND GENERAL PURPOSES AGENDA – Monday 20 October 2025

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

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

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

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

4.1 Monday 21 July 2025 *(ca)*

5. Business Remaining - None for this meeting

6. Reports from the Clerk

6.1 To approve the schedule of accounts for July, August and September 2025 *(ca)*

6.2 To receive and note the finance figures for July, August and September 2025 *(ca)*

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

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

6.5 To receive and note the Conclusion of Audit Annual Governance and Accountability Return for the year ended 31 March 2025 *(ca)*

7. Correspondence or Delegation from Full Council

7.1 To consider the grant application from: Knaresborough Lions for the 'Knaresborough Bed Race' *(ca)*

7.2 To consider the grant application from: Friends of Aspin Pond for 'Pond dredging and removal of invasive aquatic species" *(ca)*

7.3 To consider the grant application from: Parkrun UK to support 'the provision of a Junior Parkrun in Knaresborough' *(ca)*

7.4 To consider the funding request from: Scriven Park Pre-school to support the creation of an all-year-round outdoor space for children to enjoy *(ca)*

7.5 To consider the funding request from: The Art Guild CIC (TAG) to support the '.artmaker forum and festival' *(ca)*

7.6 To consider the funding request from: Knaresborough Choral Society to support a 'one off celebratory event for the Society's 40th anniversary year' *(ca)*

7.7 To consider the letter from Knaresborough Town Twinning Committee and decide how KTC can best support their request regarding use of grant funds *(ca)*

7.8 To receive the minutes from the Staffing Committee meeting held on Monday 29 September 2025 and **note** the implications on budget *(ca)*

8. Information Exchange

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

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

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

Emergency Procedures for Meetings – Fire

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT KNARESBOROUGH HOUSE on Monday 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 reasons for 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 <u>ITEM 9 - Correspondence or Delegation from Full Council</u>

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: That KTC 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

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KNARESBOROUGH TOWN COUNCIL

July 2025 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description	Initials
Friendship and Leisure	90	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage	
YLCA	91	35.10	0.00	35.10	Clerk	Employee training - Biodiversity	
Gouthwaite Board of Management	92	104.00	0.00	104.00	Clerk	Annual Levy	
HA Garment Printing	93	44.00	0.00	44.00	Clerk	Town Ranger Hi Vis	
A Sykes	94	36.00	0.00	36.00	Min No. 24/149	ITG Membership	
OJW Services	95	725.00	0.00	725.00	Clerk	Town Ranger June work plus one-off projects	
J Cutter	96	36.00	0.00	36.00	Min No. 24/149	ITG Membership	
Plug Me In	97	1,833.00	366.60	2,199.60	Clerk	SPF Funding - EV Charge Point deposit	
BT	98	52.21	10.44	62.44	Clerk	Cloud Voice	
AENorthing Design	99	250.00	0.00	250.00	Min No. 24/149	Town Guide Leaflet Design	
Flying Colours	100	620.00	124.00	744.00	Clerk	Replacement flags Castle	

YLCA	101	91.00	0.00	91.00	Clerk	Cllr Chairing Skills Training	
Network print Design	102	194.00	0.00	194.00	Min No. 24/149	Town Guide Leaflet print	
Salaries, Tax, NI and Pensions	103 - 107	7,839.33	0.00	7,839.33			
Spa ICT Services	108	900.00	180.00	1,080.00	Clerk	Annual IT support services and managed anti-virus protection	
Youth Council (Inspire Youth)	109	2,500.00	0.00	2,500.00	Min No: 25/077	Grant award to support Youth Council activity	
Mind in Harrogate District	110	2,000.00	0.00	2,000.00	Min No: 25/081	Grant award to support Mental Elf Run	
FEVA	111	300.00	0.00	300.00	Clerk	Small grant award to support The Knaresborough Forest Family Fun Day	
Yorkshire Create	112	500.00	0.00	500.00	Min No: 25/081	Grant award to support the Chrismouse Advent Window	
Total		**18,079.64**	**681.04**	**18,760.47**			

KNARESBOROUGH TOWN COUNCIL

August 2025 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description	Initials
Friendship and Leisure	113	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage	
Tartufo Catering	114	492.75	0.00	492.75	Clerk	255th Anniv Enclosures Act Event	
CTS UK Ltd	115	38.45	7.69	46.14	Min No. 24/149	Tour Guide replacement uniform	
Xerox	116	235.36	47.07	282.43	Clerk	Photocopier lease	
A Grinter	117	36.00	0.00	36.00	Min No. 24/149	ITG Membership	
SLCC	118	240.00	0.00	240.00	Clerk	Annual Membership	
Yorkshire Designer	119	35.00	0.00	35.00	Clerk	Town Map KTC logo	
The Relentless Artist	120	19.99	0.00	19.99	Clerk	Castle signage painting	
The Relentless Artist	121	600.40	0.00	600.40	Min No. 24/172	Town Map Design and scanning	
Rowena Lloyd	122	75.00	0.00	75.00	Clerk	255th Anniv Enclosures Act Event	
Community Projects Officer	123	42.90	0.00	42.90	Clerk	255th Anniv Enclosures Act Event	

BT	124	52.21	10.44	62.65	Clerk	Cloud Voice	
Salaries, Tax, NI and Pensions	125 - 129	8,917.01	0.00	8,917.01		incl backpay from 25/26 NJC pay award	
Total		**10,805.07**	**65.20**	**10,870.27**			

KNARESBOROUGH TOWN COUNCIL

September 2025 Schedule of Accounts

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description	Initials
OJW Services	130	625.00	0.00	625.00	Clerk	Town Ranger July	
Friendship and Leisure	131	20.00	0.00	20.00	Min No. 23/100	Donation for traffic signage storage	
Network Print	132	576.00	115.20	691.20	Clerk	Town Map printing	
Spa ICT Services	133	199.32	39.86	239.18	Clerk	Office 365	
OJW Services	134	250.00	0.00	250.00	Clerk	Town Ranger August	
Hays Travel	135	839.37	0.00	839.37	Clerk	Mayoral Bebra Visit travel	
H Gostlow (reimburse)	136	38.23	0.00	38.23	Clerk	Reflective tape to improve safety of EV Charger	
British Telecom	137	106.56	21.31	127.87	Clerk	Broadband	
B Filippi	138	36.00	0.00	36.00	Min No. 24/149	ITG Membership	
Arena Group	139	203.45	40.69	244.14	Clerk	Photocopies	
Nottingham Jewellers	140	25.50	0.00	25.50	Clerk	Mayoral Chain engraving	

British Telecom	141	52.21	10.44	62.65	Clerk	Cloud Voice	
Rialtas	142	70.00	14.00	84.00	Clerk	Staff training - finance reports	
D3 Office	143	40.73	8.16	48.89	Clerk	Stationery	
Salaries, Tax, NI and Pensions	144 - 148	8,003.12	0.00	8,003.12			
Total		**11,085.49**	**249.66**	**11,335.15**			

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current 78894441	31/07/2025		5,000.00
			5,000.00
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			5,000.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			5,000.00
		Balance per Cash Book is :-	**5,000.00**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 2 - Reserve A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Reserve 10748748	31/07/2025		314,648.99
			314,648.99
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			314,648.99
Unpresented Receipts (Plus)			
		0.00	
			0.00
			314,648.99
		Balance per Cash Book is :-	**314,648.99**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Knaresborough Town Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR - Castle Light Maintenance	624.00	670.00	1,294.00
321	EMR - NDP	5,072.00		5,072.00
322	EMR - Stage Improvement	0.00	9,600.00	9,600.00
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	0.00
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
331	EMR - Elections	0.00	10,000.00	10,000.00
333	EMR - Kboro Nidd Gorge	3,500.00	-3,500.00	0.00
336	EMR - CIL	652.50	915.69	1,568.19
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	-1,833.00	9,351.00
343	EMR - Town Development	0.00	20,602.00	20,602.00
344	EMR - Tour Guides	0.00	26.42	26.42
		93,319.41	**11,802.66**	**105,122.07**

Knaresborough Town Council Current Year

Summary Receipts & Payments by Budget Heading 31/07/2025

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	Receipts	125,490	0	(125,490)			0.0%
		less Transfers to EMR	0	0	0			
		Movement to/(from) Gen Reserve	125,490	0	(125,490)			
101	Administration	Payments	4,830	15,100	10,270		10,270	32.0%
102	Staff Costs	Payments	31,122	90,000	58,878		58,878	34.6%
103	Establishment Costs	Payments	0	3,000	3,000		3,000	0.0%
104	Training	Payments	274	900	627		627	30.4%
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	(832)	(3,900)	(3,068)			
110	Grants/Donations	Payments	11,200	30,000	18,800		18,800	37.3%
		plus Transfer from EMR	0	0	0			
		Movement to/(from) Gen Reserve	(11,200)	(30,000)	(18,800)			
120	Events/Projects	Payments	36,116	149,972	113,856		113,856	24.1%
		plus Transfer from EMR	10,695	0	(10,695)			
		Movement to/(from) Gen Reserve	(25,421)	(149,972)	(124,551)			
999	VAT Data	Receipts	8,258	0	(8,258)			0.0%
		Payments	5,564	0	(5,564)		(5,564)	0.0%
		Movement to/(from) Gen Reserve	2,695					
		Grand Totals:- Receipts	**133,748**	**0**	**(133,748)**			**0.0%**
		Payments	**89,937**	**292,872**	**202,935**	**0**	**202,935**	**30.7%**
		Net Receipts over Payments	**43,811**	**(292,872)**	**(336,683)**			
		plus Transfer from EMR	**10,695**	0	(10,695)			
		less Transfers to EMR	**0**	0	0			
		Movement to/(from) Gen Reserve	**54,506**	**(292,872)**	**(347,378)**			

Detailed Receipts & Payments by Budget Heading 31/07/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1000	Allotments Income	3,750	0	(3,750)			0.0%	
1065	Misc	703	0	(703)			0.0%	
1075	CIL	916	0	(916)			0.0%	
1076	Precept	118,934	0	(118,934)			0.0%	
1090	Bank Interest	1,188	0	(1,188)			0.0%	
	Income :- Receipts	**125,490**	**0**	**(125,490)**				**0**
	Net Receipts	**125,490**	**0**	**(125,490)**				
101	Administration							
4005	Bank Charges	46	100	55		55	45.5%	
4021	Stationery	163	700	537		537	23.3%	
4025	Insurance	0	3,500	3,500		3,500	0.0%	
4026	IT Expenses	2,065	6,000	3,935		3,935	34.4%	
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%	
	Administration :- Indirect Payments	**4,830**	**15,100**	**10,270**	**0**	**10,270**	**32.0%**	**0**
	Net Payments	**(4,830)**	**(15,100)**	**(10,270)**				
102	Staff Costs							
4000	Wages & Salaries	18,908	90,000	71,092		71,092	21.0%	
4001	Tax & NI	6,376	0	(6,376)		(6,376)	0.0%	
4002	Pension	5,838	0	(5,838)		(5,838)	0.0%	
	Staff Costs :- Indirect Payments	**31,122**	**90,000**	**58,878**	**0**	**58,878**	**34.6%**	**0**
	Net Payments	**(31,122)**	**(90,000)**	**(58,878)**				
103	Establishment Costs							
4020	Office Rent	0	3,000	3,000		3,000	0.0%	
	Establishment Costs :- Indirect Payments	**0**	**3,000**	**3,000**	**0**	**3,000**	**0.0%**	**0**
	Net Payments	**0**	**(3,000)**	**(3,000)**				
104	Training							
4030	Training/Travel Clls	274	800	527		527	34.2%	
4035	Deputy Mayor Travel	0	100	100		100	0.0%	
	Training :- Indirect Payments	**274**	**900**	**627**	**0**	**627**	**30.4%**	**0**
	Net Payments	**(274)**	**(900)**	**(627)**				

Continued over page

Detailed Receipts & Payments by Budget Heading 31/07/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105	Mayoral Expenses							
4055	Mayors Allowance	832	3,900	3,068		3,068	21.3%	
	Mayoral Expenses :- Indirect Payments	**832**	**3,900**	**3,068**	**0**	**3,068**	**21.3%**	**0**
	Net Payments	**(832)**	**(3,900)**	**(3,068)**				
110	Grants/Donations							
4070	Grants	11,200	30,000	18,800		18,800	37.3%	
	Grants/Donations :- Indirect Payments	**11,200**	**30,000**	**18,800**	**0**	**18,800**	**37.3%**	**0**
	Net Payments	**(11,200)**	**(30,000)**	**(18,800)**				
120	Events/Projects							
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	1,389	65,000	63,611		63,611	2.1%	
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	20	5,000	4,980		4,980	0.4%	
4105	Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106	Trees	0	500	500		500	0.0%	
4108	Tourist Guide	1,956	1,000	(956)		(956)	195.6%	1,956
4109	Green Energy Project	1,833	1,500	(333)		(333)	122.2%	1,833
4110	Election Costs	0	5,000	5,000		5,000	0.0%	
4999	Transfers To/From Reserves	5,654	0	(5,654)		(5,654)	0.0%	
	Events/Projects :- Indirect Payments	**36,116**	**149,972**	**113,856**	**0**	**113,856**	**24.1%**	**10,695**
	Net Payments	**(36,116)**	**(149,972)**	**(113,856)**				
6000	plus Transfer from EMR	10,695	0	(10,695)				
	Movement to/(from) Gen Reserve	**(25,421)**	**(149,972)**	**(124,551)**				
999	VAT Data							
115	VAT refund from HMRC	8,258	0	(8,258)			0.0%	
	VAT Data :- Receipts	**8,258**	**0**	**(8,258)**				**0**

Continued over page

Detailed Receipts & Payments by Budget Heading 31/07/2025

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	5,564	0	(5,564)		(5,564)	0.0%	
VAT Data :- Indirect Payments	**5,564**	**0**	**(5,564)**	**0**	**(5,564)**		**0**
Net Receipts over Payments	**2,695**	**0**	**(2,695)**				
Grand Totals:- Receipts	**133,748**	**0**	**(133,748)**			**0.0%**	
Payments	**89,937**	**292,872**	**202,935**	**0**	**202,935**	**30.7%**	
Net Receipts over Payments	**43,811**	**(292,872)**	**(336,683)**				
plus Transfer from EMR	**10,695**	0	(10,695)				
Movement to/(from) Gen Reserve	**54,506**	**(292,872)**	**(347,378)**				

Bank Reconciliation Statement as at 29/08/2025
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current 78894441	29/08/2025		5,000.00
			5,000.00
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			5,000.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			5,000.00
		Balance per Cash Book is :-	**5,000.00**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 29/08/2025
for Cashbook 2 - Reserve A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Reserve 10748748	29/08/2025		307,082.27
			307,082.27

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		307,082.27

Unpresented Receipts (Plus)		
	0.00	
		0.00
		307,082.27

Balance per Cash Book is :-	**307,082.27**
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 Light Maintenance	624.00	670.00	1,294.00
321	EMR - NDP	5,072.00		5,072.00
322	EMR - Stage Improvement	0.00	9,600.00	9,600.00
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	0.00
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
331	EMR - Elections	0.00	10,000.00	10,000.00
333	EMR - Kboro Nidd Gorge	3,500.00	-3,500.00	0.00
336	EMR - CIL	652.50	915.69	1,568.19
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	-1,833.00	9,351.00
343	EMR - Town Development	0.00	20,602.00	20,602.00
344	EMR - Tour Guides	0.00	26.42	26.42
		93,319.41	**11,802.66**	**105,122.07**

Knaresborough Town Council Current Year

Summary Receipts & Payments by Budget Heading 29/08/2025

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	Receipts	128,802	0	(128,802)			0.0%
		less Transfers to EMR	0	0	0			
		Movement to/(from) Gen Reserve	128,802	0	(128,802)			
101	Administration	Payments	5,367	15,100	9,734		9,734	35.5%
102	Staff Costs	Payments	40,039	90,000	49,961		49,961	44.5%
103	Establishment Costs	Payments	0	3,000	3,000		3,000	0.0%
104	Training	Payments	274	900	627		627	30.4%
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	(832)	(3,900)	(3,068)			
110	Grants/Donations	Payments	11,200	30,000	18,800		18,800	37.3%
		plus Transfer from EMR	0	0	0			
		Movement to/(from) Gen Reserve	(11,200)	(30,000)	(18,800)			
120	Events/Projects	Payments	37,477	149,972	112,495		112,495	25.0%
		plus Transfer from EMR	10,695	0	(10,695)			
		Movement to/(from) Gen Reserve	(26,781)	(149,972)	(123,191)			
999	VAT Data	Receipts	8,258	0	(8,258)			0.0%
		Payments	5,629	0	(5,629)		(5,629)	0.0%
		Movement to/(from) Gen Reserve	2,629					
		Grand Totals:- Receipts	**137,061**	**0**	**(137,061)**			**0.0%**
		Payments	**100,816**	**292,872**	**192,056**	**0**	**192,056**	**34.4%**
		Net Receipts over Payments	**36,244**	**(292,872)**	**(329,116)**			
		plus Transfer from EMR	**10,695**	0	(10,695)			
		less Transfers to EMR	**0**	0	0			
		Movement to/(from) Gen Reserve	**46,939**	**(292,872)**	**(339,811)**			

Knaresborough Town Council Current Year

Detailed Receipts & Payments by Budget Heading 29/08/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1000	Allotments Income	6,800	0	(6,800)			0.0%	
1065	Misc	703	0	(703)			0.0%	
1075	CIL	916	0	(916)			0.0%	
1076	Precept	118,934	0	(118,934)			0.0%	
1090	Bank Interest	1,450	0	(1,450)			0.0%	
	Income :- Receipts	**128,802**	**0**	**(128,802)**				**0**
	Net Receipts	**128,802**	**0**	**(128,802)**				
101	Administration							
4005	Bank Charges	54	100	46		46	54.3%	
4021	Stationery	163	700	537		537	23.3%	
4025	Insurance	0	3,500	3,500		3,500	0.0%	
4026	IT Expenses	2,353	6,000	3,647		3,647	39.2%	
4045	Audit	450	1,800	1,350		1,350	25.0%	
4050	Legal	0	600	600		600	0.0%	
4075	Subscriptions	2,346	2,400	54		54	97.7%	
	Administration :- Indirect Payments	**5,367**	**15,100**	**9,734**	**0**	**9,734**	**35.5%**	**0**
	Net Payments	**(5,367)**	**(15,100)**	**(9,734)**				
102	Staff Costs							
4000	Wages & Salaries	24,336	90,000	65,664		65,664	27.0%	
4001	Tax & NI	8,356	0	(8,356)		(8,356)	0.0%	
4002	Pension	7,347	0	(7,347)		(7,347)	0.0%	
	Staff Costs :- Indirect Payments	**40,039**	**90,000**	**49,961**	**0**	**49,961**	**44.5%**	**0**
	Net Payments	**(40,039)**	**(90,000)**	**(49,961)**				
103	Establishment Costs							
4020	Office Rent	0	3,000	3,000		3,000	0.0%	
	Establishment Costs :- Indirect Payments	**0**	**3,000**	**3,000**	**0**	**3,000**	**0.0%**	**0**
	Net Payments	**0**	**(3,000)**	**(3,000)**				
104	Training							
4030	Training/Travel Clls	274	800	527		527	34.2%	
4035	Deputy Mayor Travel	0	100	100		100	0.0%	
	Training :- Indirect Payments	**274**	**900**	**627**	**0**	**627**	**30.4%**	**0**
	Net Payments	**(274)**	**(900)**	**(627)**				

Continued over page

Detailed Receipts & Payments by Budget Heading 29/08/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105	Mayoral Expenses							
4055	Mayors Allowance	832	3,900	3,068		3,068	21.3%	
	Mayoral Expenses :- Indirect Payments	**832**	**3,900**	**3,068**	**0**	**3,068**	**21.3%**	**0**
	Net Payments	**(832)**	**(3,900)**	**(3,068)**				
110	Grants/Donations							
4070	Grants	11,200	30,000	18,800		18,800	37.3%	
	Grants/Donations :- Indirect Payments	**11,200**	**30,000**	**18,800**	**0**	**18,800**	**37.3%**	**0**
	Net Payments	**(11,200)**	**(30,000)**	**(18,800)**				
120	Events/Projects							
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	2,044	65,000	62,956		62,956	3.1%	
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	611	1,000	389		389	61.1%	
4099	Misc Expenses	100	0	(100)		(100)	0.0%	
4101	Road Closure Mgmt	40	5,000	4,960		4,960	0.8%	
4105	Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106	Trees	0	500	500		500	0.0%	
4108	Tourist Guide	2,030	1,000	(1,030)		(1,030)	203.0%	1,956
4109	Green Energy Project	1,833	1,500	(333)		(333)	122.2%	1,833
4110	Election Costs	0	5,000	5,000		5,000	0.0%	
4999	Transfers To/From Reserves	5,654	0	(5,654)		(5,654)	0.0%	
	Events/Projects :- Indirect Payments	**37,477**	**149,972**	**112,495**	**0**	**112,495**	**25.0%**	**10,695**
	Net Payments	**(37,477)**	**(149,972)**	**(112,495)**				
6000	plus Transfer from EMR	10,695	0	(10,695)				
	Movement to/(from) Gen Reserve	**(26,781)**	**(149,972)**	**(123,191)**				
999	VAT Data							
115	VAT refund from HMRC	8,258	0	(8,258)			0.0%	
	VAT Data :- Receipts	**8,258**	**0**	**(8,258)**				**0**

Continued over page

Detailed Receipts & Payments by Budget Heading 29/08/2025

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	5,629	0	(5,629)		(5,629)	0.0%	
VAT Data :- Indirect Payments	**5,629**	**0**	**(5,629)**	**0**	**(5,629)**		**0**
Net Receipts over Payments	**2,629**	**0**	**(2,629)**				
Grand Totals:- Receipts	**137,061**	**0**	**(137,061)**			**0.0%**	
Payments	**100,816**	**292,872**	**192,056**	**0**	**192,056**	**34.4%**	
Net Receipts over Payments	**36,244**	**(292,872)**	**(329,116)**				
plus Transfer from EMR	**10,695**	0	(10,695)				
Movement to/(from) Gen Reserve	**46,939**	**(292,872)**	**(339,811)**				

Knaresborough Town Council Current Year

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current 78894441	30/09/2025		5,000.00
			5,000.00
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			5,000.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			5,000.00
		Balance per Cash Book is :-	**5,000.00**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 2 - Reserve A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Reserve 10748748	30/09/2025		415,007.39
			415,007.39
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			415,007.39
Unpresented Receipts (Plus)			
		0.00	
			0.00
			415,007.39
		Balance per Cash Book is :-	**415,007.39**
		Difference is :-	**0.00**

Signatory 1:

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

Signatory 2:

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

Knaresborough Town Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR - Castle Light Maintenance	624.00	670.00	1,294.00
321	EMR - NDP	5,072.00		5,072.00
322	EMR - Stage Improvement	0.00	9,600.00	9,600.00
323	EMR Christmas Lights	39,133.66	-5,000.00	34,133.66
324	EMR Regalia	2,000.00	-25.50	1,974.50
325	EMR Allotments	2,215.00		2,215.00
326	EMR Castle Lighting	670.00	-670.00	0.00
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
331	EMR - Elections	0.00	10,000.00	10,000.00
333	EMR - Kboro Nidd Gorge	3,500.00	-3,500.00	0.00
336	EMR - CIL	652.50	915.69	1,568.19
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	-1,833.00	9,351.00
343	EMR - Town Development	0.00	20,602.00	20,602.00
344	EMR - Tour Guides	0.00	26.42	26.42
		93,319.41	**11,777.16**	**105,096.57**

Knaresborough Town Council Current Year

Summary Receipts & Payments by Budget Heading 30/09/2025

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	Receipts	248,069	0	(248,069)			0.0%
		less Transfers to EMR	0	0	0			
		Movement to/(from) Gen Reserve	248,069	0	(248,069)			
101	Administration	Payments	6,013	15,100	9,087		9,087	39.8%
102	Staff Costs	Payments	48,042	90,000	41,958		41,958	53.4%
103	Establishment Costs	Payments	0	3,000	3,000		3,000	0.0%
104	Training	Payments	344	900	557		557	38.2%
105	Mayoral Expenses	Payments	1,697	3,900	2,203		2,203	43.5%
		plus Transfer from EMR	26	0	(26)			
		Movement to/(from) Gen Reserve	(1,672)	(3,900)	(2,228)			
110	Grants/Donations	Payments	11,200	30,000	18,800		18,800	37.3%
		plus Transfer from EMR	0	0	0			
		Movement to/(from) Gen Reserve	(11,200)	(30,000)	(18,800)			
120	Events/Projects	Payments	38,984	149,972	110,988		110,988	26.0%
		plus Transfer from EMR	10,695	0	(10,695)			
		Movement to/(from) Gen Reserve	(28,288)	(149,972)	(121,684)			
999	VAT Data	Receipts	8,258	0	(8,258)			0.0%
		Payments	5,879	0	(5,879)		(5,879)	0.0%
		Movement to/(from) Gen Reserve	2,380					
		Grand Totals:- Receipts	**256,327**	**0**	**(256,327)**			**0.0%**
		Payments	**112,158**	**292,872**	**180,714**	**0**	**180,714**	**38.3%**
		Net Receipts over Payments	**144,169**	**(292,872)**	**(437,041)**			
		plus Transfer from EMR	**10,721**	0	(10,721)			
		less Transfers to EMR	**0**	0	0			
		Movement to/(from) Gen Reserve	**154,890**	**(292,872)**	**(447,762)**			

Knaresborough Town Council Current Year

Detailed Receipts & Payments by Budget Heading 30/09/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1000	Allotments Income	6,800	0	(6,800)			0.0%	
1065	Misc	753	0	(753)			0.0%	
1075	CIL	916	0	(916)			0.0%	
1076	Precept	237,867	0	(237,867)			0.0%	
1090	Bank Interest	1,733	0	(1,733)			0.0%	
	Income :- Receipts	**248,069**	**0**	**(248,069)**				**0**
	Net Receipts	**248,069**	**0**	**(248,069)**				
101	Administration							
4005	Bank Charges	61	100	39		39	60.5%	
4021	Stationery	242	700	458		458	34.6%	
4025	Insurance	0	3,500	3,500		3,500	0.0%	
4026	IT Expenses	2,915	6,000	3,085		3,085	48.6%	
4045	Audit	450	1,800	1,350		1,350	25.0%	
4050	Legal	0	600	600		600	0.0%	
4075	Subscriptions	2,346	2,400	54		54	97.7%	
	Administration :- Indirect Payments	**6,013**	**15,100**	**9,087**	**0**	**9,087**	**39.8%**	**0**
	Net Payments	**(6,013)**	**(15,100)**	**(9,087)**				
102	Staff Costs							
4000	Wages & Salaries	29,171	90,000	60,829		60,829	32.4%	
4001	Tax & NI	10,014	0	(10,014)		(10,014)	0.0%	
4002	Pension	8,856	0	(8,856)		(8,856)	0.0%	
	Staff Costs :- Indirect Payments	**48,042**	**90,000**	**41,958**	**0**	**41,958**	**53.4%**	**0**
	Net Payments	**(48,042)**	**(90,000)**	**(41,958)**				
103	Establishment Costs							
4020	Office Rent	0	3,000	3,000		3,000	0.0%	
	Establishment Costs :- Indirect Payments	**0**	**3,000**	**3,000**	**0**	**3,000**	**0.0%**	**0**
	Net Payments	**0**	**(3,000)**	**(3,000)**				
104	Training							
4030	Training/Travel Clls	344	800	457		457	42.9%	
4035	Deputy Mayor Travel	0	100	100		100	0.0%	
	Training :- Indirect Payments	**344**	**900**	**557**	**0**	**557**	**38.2%**	**0**
	Net Payments	**(344)**	**(900)**	**(557)**				

Continued over page

Detailed Receipts & Payments by Budget Heading 30/09/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105	Mayoral Expenses							
4055	Mayors Allowance	1,697	3,900	2,203		2,203	43.5%	26
	Mayoral Expenses :- Indirect Payments	**1,697**	**3,900**	**2,203**	**0**	**2,203**	**43.5%**	**26**
	Net Payments	**(1,697)**	**(3,900)**	**(2,203)**				
6000	plus Transfer from EMR	26	0	(26)				
	Movement to/(from) Gen Reserve	**(1,672)**	**(3,900)**	**(2,228)**				
110	Grants/Donations							
4070	Grants	11,200	30,000	18,800		18,800	37.3%	
	Grants/Donations :- Indirect Payments	**11,200**	**30,000**	**18,800**	**0**	**18,800**	**37.3%**	**0**
	Net Payments	**(11,200)**	**(30,000)**	**(18,800)**				
120	Events/Projects							
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	3,495	65,000	61,505		61,505	5.4%	
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	611	1,000	389		389	61.1%	
4099	Misc Expenses	100	0	(100)		(100)	0.0%	
4101	Road Closure Mgmt	60	5,000	4,940		4,940	1.2%	
4105	Town Twinning	2,000	4,000	2,000		2,000	50.0%	
4106	Trees	0	500	500		500	0.0%	
4108	Tourist Guide	2,066	1,000	(1,066)		(1,066)	206.6%	1,956
4109	Green Energy Project	1,833	1,500	(333)		(333)	122.2%	1,833
4110	Election Costs	0	5,000	5,000		5,000	0.0%	
4999	Transfers To/From Reserves	5,654	0	(5,654)		(5,654)	0.0%	
	Events/Projects :- Indirect Payments	**38,984**	**149,972**	**110,988**	**0**	**110,988**	**26.0%**	**10,695**
	Net Payments	**(38,984)**	**(149,972)**	**(110,988)**				
6000	plus Transfer from EMR	10,695	0	(10,695)				
	Movement to/(from) Gen Reserve	**(28,288)**	**(149,972)**	**(121,684)**				

Continued over page

Detailed Receipts & Payments by Budget Heading 30/09/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
999	VAT Data							
115	VAT refund from HMRC	8,258	0	(8,258)			0.0%	
	VAT Data :- Receipts	**8,258**	**0**	**(8,258)**				**0**
515	VAT on spend - input automatic	5,879	0	(5,879)		(5,879)	0.0%	
	VAT Data :- Indirect Payments	**5,879**	**0**	**(5,879)**	**0**	**(5,879)**		**0**
	Net Receipts over Payments	**2,380**	**0**	**(2,380)**				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	**256,327**	**0**	**(256,327)**			**0.0%**	
Payments	**112,158**	**292,872**	**180,714**	**0**	**180,714**	**38.3%**	
Net Receipts over Payments	**144,169**	**(292,872)**	**(437,041)**				
plus Transfer from EMR	**10,721**	0	(10,721)				
Movement to/(from) Gen Reserve	**154,890**	**(292,872)**	**(447,762)**				

6.3

Knaresborough Town Council Current Year

Annual Budget - By Combined Account Code

Note: Up to 30 September 2025

Code	Account	Last Year Budget	Last Year Actual	Current Year Total	Current Year Actual YTD	Current Year Projected	Current Year Committed	Next Year Agreed	Next Year EMR	Next Year Carried Forward
Budget Income										
115	VAT refund from HMRC	0	7,367	0	8,258	0	0	0	0	0
1000	Allotments Income	0	7,584	6,800	6,800	0	0	0	0	0
1012	Christmas Lighs HBC agreement	0	29,000	0	0	0	0	0	0	0
1030	KVG Field Income	0	100	0	0	0	0	0	0	0
1035	Photocopying	0	-285	0	0	0	0	0	0	0
1065	Misc	0	29,084	0	753	0	0	0	0	0
1075	CIL	0	0	0	916	0	0	0	0	0
1076	Precept	0	172,180	237,867	237,867	0	0	0	0	0
1090	Bank Interest	0	3,875	1,000	1,733	0	0	0	0	0
	Total Income	0	248,905	245,667	256,327	0	0	0	0	0
Overhead Expenditure										
515	VAT on spend - input automatic	0	8,622	0	5,879	0	0	0	0	0
4000	Wages & Salaries	80,000	55,796	90,000	29,171	0	0	0	0	0
4001	Tax & NI	0	16,703	0	10,014	0	0	0	0	0
4002	Pension	0	16,714	0	8,856	0	0	0	0	0
4004	Staffing other	10,000	982	0	0	0	0	0	0	0
4005	Bank Charges	100	84	100	61	0	0	0	0	0
4015	Contingency	5,000	0	18,872	4,365	0	0	0	0	0
4020	Office Rent	3,000	0	3,000	0	0	0	0	0	0
4021	Stationery	450	251	700	242	0	0	0	0	0
4022	Postages	200	243	0	0	0	0	0	0	0
4023	Telephones & Internet	2,000	932	0	0	0	0	0	0	0

Continued on next page

Knaresborough Town Council Current Year

Annual Budget - By Combined Account Code

Note: Up to 30 September 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	Insurance	2,200	3,729	3,500	0	0	0	0	0	0
4026	IT Expenses	4,200	3,105	6,000	2,915	0	0	0	0	0
4027	Photocopier	1,500	1,436	0	0	0	0	0	0	0
4030	Training/Travel Clls	650	131	800	344	0	0	0	0	0
4035	Deputy Mayor Travel	1,000	155	100	0	0	0	0	0	0
4043	Recruitment costs	200	0	0	0	0	0	0	0	0
4045	Audit	1,700	1,295	1,800	450	0	0	0	0	0
4050	Legal	600	0	600	0	0	0	0	0	0
4054	Regalia	500	0	0	0	0	0	0	0	0
4055	Mayors Allowance	2,000	1,004	3,900	1,697	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
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
4070	Grants	20,000	13,000	30,000	11,200	0	0	0	0	0
4071	Green Grants Project	5,000	1,100	0	0	0	0	0	0	0
4072	Town development	0	0	65,000	3,495	0	0	0	0	0
4073	Small Grants Fund	5,000	4,035	0	0	0	0	0	0	0
4075	Subscriptions	2,200	2,088	2,400	2,346	0	0	0	0	0
4078	Survey	500	0	0	0	0	0	0	0	0

Continued on next page

Knaresborough Town Council Current Year

Annual Budget - By Combined Account Code

Note: Up to 30 September 2025

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	611	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	60	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	2,066	0	0	0	0	0
4109	Green Energy Project	1,500	3,980	1,500	1,833	0	0	0	0	0
4110	Election Costs	10,000	0	5,000	0	0	0	0	0	0
4999	Transfers To/From Reserves	0	7,455	0	5,654	0	0	0	0	0
	Overhead Expenditure	257,150	219,497	292,872	112,158	0	0	0	0	0

Continued on next page

Knaresborough Town Council Current Year

Annual Budget - By Combined Account Code

Note: Up to 30 September 2025

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	0	248,905	245,667	256,327	0	0	0	0	0
Expenditure	257,150	219,497	292,872	112,158	0	0	0	0	0
Net Income over Expenditure	-257,150	29,407	-47,205	144,169	0	0	0	0	0
plus Transfer from EMR	0	19,076	0	10,721	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	(47,205)	154,890	0		0		

6.4

Group / Organisation	Grant Description	Amount	Grant payment sent	Proposed start date of project	Feedback request sent	Feedback received	Comments
April							
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		
Friends of Jacob Smith Park	Barn Owl Box	350.00	Yes	Immediate	Yes		
May							
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	
July							
Yorkshire Create	Chrismouse Advent Window	500.00		November	Yes		
FEVA	Kboro Forest Family Fun Day	300.00		August	Yes	Yes	
Mind	Mental Elf Fun Run	2000.00		November	Yes		
Kboro Youth Council	Youth Council activities	2500.00		September			
Total:		**11,200.00**					

Grants Budget 2025/2026: £30,000

Grants Budget Overview:

Finance 20 October 2025

	Budget 2025/26	**Spent**	**Remaining**
Grants	**£30,000.00**	**£11,200.00**	**£18,800.00**
Art Award	**£1,000.00**	**£800.00**	**£200.00**
		Total:	**£19,000.00**
Other Budget lines to draw from:			
Enclosures Act			£389.00
Contingency			£17,950.00
		Total:	£18,339.00

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Knaresborough Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓			*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/2025

and recorded as minute reference:

25/232 6.5

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.knaresboroughtowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

Knaresborough Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	218,054	241,891	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	158,991	172,180	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	26,924	76,625	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	60,220	90,195	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	101,858	129,298	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	241,891	271,203	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	241,891	271,203	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	953,282	963,360	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)	✓			*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

A Pullman.

Date 10/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

16/06/2025

as recorded in minute reference:

25/232 6.6

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **Knaresborough Town Council – NY0336**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Information has come to our attention from the internal auditor highlighting the fact that the Publication Requirements for a Town Council exceeding the £200,000 threshold have not been met. Section 1, Assertion 3 should have been answered 'No, this is consistent with the Internal Auditor's response to Internal Control Objective L.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 17/09/2025

7.1

Knaresborough Town Council
Knaresborough House ;urer
High Street
Knaresborough ı
North Yorkshire
HG5 0HW

Knaresborough Town Council
Knaresborough House,
North Yorkshire,
HG5 0HW

10 September 2025

Knaresborough Bed Race

I write to you to explain the situation regarding the holding of future Bed Race events in Knaresborough.

The Knaresborough Bed Race has been held over 6 decades and has become an iconic fixture in Knaresborough town's calendar. It is conservatively estimated that around 20000 people come to the town to watch the great spectacle of the Bed Race and the parade each year, and there are over 600 participants in the race itself with over 90 beds competing. The local economy benefits enormously from this magical day each year with estimates suggesting that over £1m is spent by spectators on the day. Up to 100 charities and good causes also benefit from thousands of pounds raised by the teams participating, plus any operating surplus that the event makes.

The costs of hosting the Bed Race have increased quite dramatically over recent years with increased safety and security costs as well as higher costs for road closures and extensive safety barriers. The costs incurred by Knaresborough Lions in holding the event in 2025 were nearly £55,000 – and this excludes the hundreds of hours from numerous volunteers organising and marshalling the event. In addition, there are further cost pressures forecast for 2026 and beyond.

Income generated towards these costs are from three main resources – team entries, sponsors, and programme/ticket sales. In 2025, total income was just over £55,000 – barely enough to cover the costs resulting in a minimal surplus for the Lions to distribute to people and organisations with welfare needs.

As a result of this precarious financial situation, the Lions are necessarily exploring ways to improve this position rather than, reluctantly, cease hosting the event. This is where we believe that Knaresborough Town Council can help.

Given the sizeable benefits, both reputationally and financially, for Knaresborough, it would be fantastic if we can obtain annual contributions towards the Bed Race from the Council to ensure that it remains viable. Accordingly, we request that Knaresborough Town Council contribute £9000 towards to the costs of holding the 2026 Bed Race. Furthermore, we request that this funding is committed for future years to ensure the Bed Race continues to shine a light on Knaresborough, helps to support the local economy, raises funds for charities, and provides a highly entertaining and iconic event that is renowned worldwide..

Yours faithfully,

Neil Taylor, Knaresborough Lions Treasurer

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 Lions
Primary Contact regarding application:	Neil Taylor
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	[redacted]
Project/Event title:	Knaresborough Bed Race
Total cost of project:	£55000
Amount of grant requested from KTC	£9000
Date of Application	10 September 2025

The Applicant:

What is the main purpose of your organisation?	The Lions club exists to empower volunteers to serve their communities
How many years has your organisation been in existence?	Charter granted in 1987
If your organisation run by a Committee? If yes, how many Committee members?	Yes there is an elected Committee plus 10 Trustees
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	Membership comprises 39 adult members Each member pays £60pa membership towards the charity's administrative costs

What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	The club meet twice a month in Knaresborough and organise a number of fund raising events such as the Bed Race, and volunteer for many more Yes, anyone can join by showing willingness to become involved in voluntary community work
Is your club affiliated to any national organisation? Please list any affiliations	Yes – Lions Club International (UK)
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults? Not directly,although we do provide funds for organisations who do so. All Lions club members are DBS checked Yes ☐ No ☐	If yes, as a minimum we expect you to: • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate Does your organisation meet these requirements: Yes ☐ No ☐

The Project/Event/Individual's role:

Brief description of scheme	The Knaresborough Bed Race is an iconic event for the town and attracts hundreds of participants and thousands of spectators for the day. It involves a themed parade and an organised race around the town
What are the aims of the project/event?	To provide a spectacular community event that raises substantial funds for numerous charities and boosts the local economy
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	In recent years, the Bed Race has generated a minimal operating surplus as a result of escalating costs and increasing safety requirements. An award from KTC will help ensure that the Bed Race goes ahead in 2026
Does your organisation have the ability to meet new community needs, and if so, how?	The Knaresborough Lions have the ability to meet almost any community need. We have a broad network of connections and support, and a first hand knowledge of local needs

What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	The Bed Race supports and encourages environmental and sustainability initiatives and the annual theme for the day often focuses upon this
What will be the quality and effectiveness of service provided through the use of this grant	The 2025 Bed Race cost over £55000 to put on with the costs of road closures, safety barriers and the provision of medics all substantial. The net surplus to the Lions for charitable giving was less than £1000. Other charities benefited significantly with estimated fund raising being over £100,000. The Lions organise the event professionally with local partners to ensure a safe and successful day without serious incident
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	 55 years – since the first one in 1966 It is estimated that over 25000 people attended the event in 2025 For 2026, a similar attendance is envisaged
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.	In addition to the Bed Race, the main activities that Knaresborough Lions organise are: the Beer Festival at FEVA, the Santa sleigh in December, and the old folks Christmas party, We also help with other town events including Bright Friday and the Christmas Market.
Why do you think the Council should support this event/project?	The Knaresborough Bed Race is world renowned. Having KTC support the costs of hosting the bed race will help ensure that the event takes place in 2026.

Project/Event planning

Date that you propose to commence the project or hold the event.	Saturday 13 June 2026
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 – applications will be submitted in due course, as has happened in previous years

Financial Details

Estimated total cost (including any fees)	**£60000**
Contribution from your funds:	
Contribution from other organisations (please specify)	**The Lions raises funds from participants (c£20k) and sponsors (c£20k)**
Does the estimated total cost of the project/event include payments in kind,	**Yes – as well as the Lions volunteering at the event, hundreds of other volunteers are engaged**

eg free labour/materials etc. If yes, please estimate value of contribution	**to help marshal the route. Some suppliers kindly supply services at a discounted level, estimated at c£5k**

Check List: **Please tick:**

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

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

Declaration:

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

Signed: Knaresborough Town Council
Knaresborough House
High Street
Knaresborough
North Yorkshire
HG5 0HW

Knaresborough Town Council
Knaresborough House
High Street
Knaresborough
North Yorkshire
HG5 0HW

Name of Signatory: Neil Taylor

Position: Treasurer, Knaresborough Lions

Date: 10 September 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*	Friends of Aspin Pond
Primary Contact regarding application:	Susan Kitching
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	[redacted]
Project/Event title:	Pond dredging
Total cost of project:	£1,500
Amount of grant requested from KTC	£1,000
Date of Application	

The Applicant:

What is the main purpose of your organisation?	Conservation of the pond and the preservation of its biodiversity, particularly the Great Crested Newt Colony, for the continued enjoyment of the local community.
How many years has your organisation been in existence?	13
Is your organisation run by a Committee? If yes, how many Committee members?	Yes. Seven 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	 50 adult members 30 junior members No

What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	Working parties, social and fundraising events and educational activities. Anyone can join.
Is your club affiliated to any national organisation? Please list any affiliations	Yes TCV – The Conservation Volunteers
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults? Yes ☐ No ☐	If yes, as a minimum we expect you to: • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate Does your organisation meet these requirements: Yes ☐ No ☐

The Project/Event/Individual's role:

Brief description of scheme	To dredge the pond and remove invasive aquatic species.
What are the aims of the project/event?	To improve the habitat for the Great Crested Newt colony and other pond life.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	It will enhance the enjoyment of the pond and its environs for the whole community.
Does your organisation have the ability to meet new community needs, and if so, how?	Yes. It is a place where all people can benefit from the beauty and peace of the site, by improving their emotional and social wellbeing. Improvements to the paths have enabled easier access for disabled people.
What, if any, are the environmental benefits of your project and how will	It will improve the habitat for flora and fauna, particularly the Great Crested Newt colony and other amphibians,

sustainability be addressed from a climate change perspective.	bearing in mind the pond is totally dependent on rainwater.
What will be the quality and effectiveness of service provided through the use of this grant	As an organisation we have worked very closely and effectively with Harrogate Borough Council for eleven years and continue to work with North Yorkshire Council.
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	N/A
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	We have held two Quiz Nights, monthly working parties, sometimes working with Open Country and had an educational visit from the Brownies. We also received an Outstanding Award in the It's Your Neighbourhood category in the Yorkshire in Bloom/RHS awards.
Why do you think the Council should support this event/project?	We are a local organisation for the local community. The pond is of significant importance as a recognised protected habitat for Great Crested Newts.

Project/Event planning

Date that you propose to commence the project or hold the event.	Before the end of 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)	The project was submitted to North Yorkshire Council, as owners of the land. Permission was granted.

Financial Details

Estimated total cost (including any fees)	**£1,500**
Contribution from your funds:	**£500**
Contribution from other organisations (please specify)	**N/A**
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	**No**

Check List: **Please tick:**

I have read and agreed your terms and policies	✓

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

*** 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: Knaresborough Town Council
Knaresborough House
High Street
Knaresborough
North Yorkshire
HG5 0HW

Knaresborough Town Council
Knaresborough House
High Street
Knaresborough
North Yorkshire
HG5 0HW

Name of Signatory: Susan Kitching

Position: Chair

Date: 22 / 09 / 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*	(junior) parkrun uk
Primary Contact regarding application:	Hannah Molesworth
Address:	Knaresborough Town Council [redacted] Knaresborough House High Street Knaresborough North Yorkshire
Telephone number:	Knaresborough Town Council Knaresborough House High Street
Email address:	Knaresborough North Yorkshire [redacted]
Project/Event title:	HG5 0HW
Total cost of project:	£4800
Amount of grant requested from KTC	£1500
Date of Application	04/10/2025

The Applicant:

What is the main purpose of your organisation?	Promoting health and activity for children aged 4 to 14 years and volunteering opportunities for members of the local community.
How many years has your organisation been in existence?	Parkrun has been running for 21 years but we wish to create a new event
If your organisation run by a Committee? If yes, how many Committee members?	N/A
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	N/A Parkrun is a weekly event with no fees charged to participants

What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	Anyone can be a parkrunner. We are hoping to start a junior parkrun which is on a two km course.
Is your club affiliated to any national organisation? Please list any affiliations	No
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults? Yes ☐	If yes, as a minimum we expect you to: • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate Does your organisation meet these requirements: Yes, parkrun has robust policies which originate from their head office.

The Project/Event/Individual's role:

Brief description of scheme	To provide a junior parkrun in Knaresborough
What are the aims of the project/event?	Physical and mental benefits to both participants and volunteers
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	Establishing a free event for the benefit of the community. We hope for 50 to 100 children, plus 30 volunteers which will hopefully include DoE students
Does your organisation have the ability to meet new community needs, and if so, how?	The parkrun is not restricted by number of participants.

What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	Establishing a local junior parkrun will mean that existing Knaresborough based parkrunners do not need to drive further afield.
What will be the quality and effectiveness of service provided through the use of this grant	The parkrun will be run in line with parkrun policies. These policies cover all the many parkruns in UK.
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	N/A
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	We will running a weekly junior parkrun each Sunday.
Why do you think the Council should support this event/project?	To promote the health and well-being of local residents

Project/Event planning

Date that you propose to commence the project or hold the event.	Early 2026
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 made contact with Tim Dabell who is taking this forward for us.

Financial Details

Estimated total cost (including any fees)	£4800
Contribution from your funds:	N/A
Contribution from other organisations (please specify)	We are in contact with various other organisations to discuss funds.
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	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	N/A

*** 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: H Molesworth

Name of Signatory Hannah Molesworth

Position: Event director

Date: 04/10/2025

Knaresborough
Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

pplication Summary:

Name of organisation/individual*	Scriven park pre school
Primary Contact regarding application:	Fiona Horton
Address:	The bungalow Halfpenny lane HG50SL Knaresborough
elephone number:	01423 313138
mail address:	treasurer@scrivenparkpreschool.org
roject/Event title:	Middle garden refurb
otal cost of project:	£8000
mount of grant requested from KTC	£4000
ate of Application	6/10/25

e Applicant:

hat is the main purpose of your ganisation?	We are a charity run pre-school that serves the local area.
ow many years has your organisation een in existence?	25+years
your organisation run by a Committee? yes, how many Committee members?	Yes 4 currently although recruiting more - ongoing.
our organisation is a club with embership, please provide the following tails: embership - imber of adult members: imber of junior members: es your club charge for membership?	

If yes, please provide details of the membership scheme and charges applicable	
What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	We are a community pre school that any child between the ages of 2-5 years can join us.
Is your club affiliated to any national organisation? Please list any affiliations	No
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults? Yes ☑ No ☐	xxxIf yes, as a minimum we expect you to: • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate Does your organisation meet these requirements: Yes ☑ No ☐

The Project/Event/Individual's role:

Brief description of scheme	To dig up the current surface/ play equipment and lay artificial grass as an all year round weather garden.
What are the aims of the project/event?	To create an all year round safe space for the children to enjoy.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	The pre school currently serves 30+ families all in the local area. Not to mention the many more children and families it will benefit for years to come.

Does your organisation have the ability to meet new community needs, and if so, how?	Yes we have limited spaces available for this in take and a current wait list for future bookings.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	More of a safety aspect as we have a wonderful nature/ forest garden already at our setting.
What will be the quality and effectiveness of service provided through the use of this grant	To provide an all year round safe garden space for our children.
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	No this is a one off refurb project.
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please indicate activities you wish to undertake.	We had a strong ofsted inspection and became fully booked this past year. We pride ourselves in our community and helping local families (Some of which are vulnerable.)
Why do you think the Council should support this event/project?	To help keep our local pre school viable and continue to thrive.

Project/Event planning

Date that you propose to commence the project or hold the event.	Christmas half term break.
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)	£8000
Contribution from your funds:	£4000
Contribution from other organisations (please specify)	None
Does the estimated total cost of the project/event include payments in kind, eg free labour/materials etc. If yes, please estimate value of contribution	No this is the quote we have been given by a local company.

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	

*** 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 addition information at any stage of the application process.

Signed: Fiona Horton

Name of Signatory Fiona Horton

Position: Pre school treasurer

Date: 6/10/25

7.5.

Knaresborough
Town Council

KNARESBOROUGH TOWN COUNCIL - APPLICATION FOR FUNDING

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

Application Summary:

Name of organisation/individual*	The Art Guild CIC (TAG)
Primary Contact regarding application:	Sharon Hockin
Address:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Telephone number:	Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Email address:	[redacted]
Project/Event title:	.artmaker forum and festival
Total cost of project:	£26,640.30
Amount of grant requested from KTC	£2,100
Date of Application	09/10/2025

The Applicant:

What is the main purpose of your organisation?	The Art guild (TAG) works with all artists, disabled, non-disabled and neurodiverse with fairness and respect. Societal tags can dis-able and dis-allow: we seek to re-label and challenge those limitations through equitable artistic practice. TAG creates opportunities for creative and professional development through mentoring, workshops, exhibitions and opportunities providing an inclusive, accessible platform that champions diversity and enriches the cultural landscape.
How many years has your organisation been in existence?	TAG CIC was formed in December 2024
If your organisation run by a Committee? If yes, how many Committee members?	AS a CIC we have a directorship of 4 members.
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members:	N/A

Number of junior members: Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	N/A N/A
What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	N/A
Is your club affiliated to any national organisation? Please list any affiliations	No
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults? Yes [Y] No [ ]	If yes, as a minimum we expect you to: • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate Does your organisation meet these requirements: Yes [Y] No [ ]

The Project/Event/Individual's role:

	TAG is seeking funding to support and deliver the .artmaker: forum, exhibition and festival to be held at Henshaws Arts and Crafts Centre in September 2026. Henshaws is a charity that supports people living with sight loss and other disabilities. The .artmaker forum and festival is a free three-day event that aims to celebrate the arts, reach out, form links with fellow disabled and neurodiverse (ND) artists and organisations locally and nationally and with the general public. There will be an exhibition, forum with guest speakers, art maker-led workshops, demonstrations and an open invite installation project that individuals, groups, schools and the general public can take part in and have work exhibited at the festival. There will also be 4 workshops delivered by

	disabled and ND artists in the lead up to the festival and after working in the local community targeting Forest and Springwater Schools and two community groups based in Knaresborough. In addition, TAG will deliver a 5/6 month development programme beginning in February 2026 for Henshaws artists to collaborate with fellow artists at Sunny Bank Mills (SBM) studios prior to the festival. The work and learning from this programme will be documented and fed into the .artmaker forum. Due to the forum's (previously named symposium) success in 2022/2023 it will now take place for a full day on Saturday as opposed to just a Friday evening event. Knaresborough Town Council kindly supported the forum in 2023 and TAG is seeking funding from Knaresborough Town Council to support the 2026 forum.
What are the aims of the project/event?	TAG aims to deliver a forum that gives visibility and recognition to the creative work of disabled and ND artists. To dispel myths, challenge stereotypes, share stories and celebrate creativity. The forum will create a space for disabled and ND artists to share their practices, learn from one another and build connections. We will have 6 guest speakers in total including artists from Henshaws (as in the two previous artmaker festivals) and from the wider local and national disabled and ND arts community. The .artmaker forum will also showcase the work produced and learning from the Development Programme with SBM. The forum will be filmed with a view to sharing with the inclusive arts community locally and nationally and with the public. The forum provides the opportunity to seek a wider audience for inclusive arts with the aim to break down barriers ensuring the event is accessible to all. The Government Report on Disability, Loneliness and Relationships published in July 2025 cited that disabled people 'are regularly made to feel as an other by social perceptions and therefore feel they do not fit in...' This event is about supporting people to access more opportunities and communities to develop social networks and to fully participate in their local community and society.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	The forum will enable TAG, Henshaws and SBM to raise awareness about diversity and inclusivity in the arts and question equity for disabled and ND individuals in society. It will enable conversations, connections and collaborations to be made. This will directly impact the 170 art makers that attend Henshaws in Knaresborough, and the artists who will work with TAG and fellow artists at SBM in Leeds. It will benefit the many organisations, schools, groups, parents and carers in and around Harrogate, Knaresborough and wider Yorkshire areas who provide daily support, education and skills learning to the disabled and ND community.There is a large community of disabled and ND individuals in Knaresborough and

	Harrogate with an excellent range of provisions and groups in the local area and the forum and festival will celebrate this rich and diverse community.The forum and festival will be open to the general public, local and wider community and will be widely advertised and featured on social media platforms. The forum has already proved that it has a wider local and national impact and appeal with speakers and attendees being drawn to Knaresborough from Leeds, Sheffield, Huddersfield, Bradford, London and Liverpool.
Does your organisation have the ability to meet new community needs, and if so, how?	As Henshaws can no longer provide direct funding for the artmaker forum and festival, TAG is now taking the lead in growing and developing this crucial festival in partnership with Henshaws. The TAG directors have a huge amount of experience working with adults, children, groups, organisations, communities and delivered projects, programmes, events and festivals for well over 20 years. Working at 'grass roots' with individuals, groups and local communities has given the TAG directors valuable insight into community needs and the challenges that face many of the people we work with in the area. Henshaws has a rich history in the arts community and operates an open-door policy that is all about inclusion and diversity and in partnership with TAG and SBM will share their extensive experience and knowledge in working with the disabled and ND communities. TAG will fully evaluate the artmaker forum and festival and its impact and work to to widen its reach and access to a more diverse and inclusive audience.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	TAG and Henshaws actively encourages reusing, re-purposing, and recycling in all workshops and many materials used are donations from the general public and local companies. We will be encouraging those taking part to upcycle and re-use where possible. Most exhibits will be displayed in repurposed frames using donated materials.
What will be the quality and effectiveness of service provided through the use of this grant	The use of this grant will enable TAG to acknowledge the speakers appropriately to promote fairness and respect. The grant consists of an honorarium fee of £150 to each guest speaker plus £100 each for travel plus £100 for support staff and will secure their attendance at the forum event. We have increased the fee from 2023 to keep in line with other disability organisations, and in acknowledgement of the staff and carers who provide essential support to enable individuals to attend. The forum is key to the festival and as a society our social responsibility towards the disabled and ND communities is being questioned and examined more closely. This is an opportunity for the Knaresborough community and beyond to be part of that discussion and debate as we strive for equity. TAG will build upon the connections and collaborations made through the previous festivals. TAG

	as part of Explorers, a supported studio networking group set up by Project Artworks (An Arts Council National Portfolio Organisation) will continue to promote positive change for the disabled and ND community.
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event? Anticipated attendance at planned Event?	The artmaker forum and festival ran successively in 2022 and 2023. The first festival was attended by 200 people. The event featured eight participating organisations, including Northern line Arts, Homes Together, St Joseph's Primary School in Wetherby, Rossett Acre Primary School, The Wrenthorpe Centre in Pinderfields, Artizan, and over 60 art makers from Henshaws. There were six guest speakers, Gill Crawshaw founder of DISrupt Leeds, Helen Ralli founder of Hart Club London, James Owen Thomas, environmental artist and ambassador for the Tree Council, DJ and Music Producer Rory Hoy, and local artists Carol Douglas, Shirley Hudson and Andrew C from Henshaws. In 2023 there was an audience of 300 people, with the forum welcoming over 50 attendees. Guest speakers included Sonia Moran Engagement Officer from Sunnybank Mills Gallery, artist Veronica Watson from Blue Room Bluecoat Gallery Liverpool, performer JoAnne Haines Mind the Gap Bradford, Daniel Swift founder of Concrete Youth Hull, Textile Artist Vickie Orton (Leeds collective DISrupt) and Hannah and Kerry from Henshaws Performing Arts Workshop. Participatory organisations included Gift People, Orb, artists from Blue Room Liverpool, Servoca Nursing and Care, Pinderfield Hospital, Leeds, Derby, Skipton and Huddersfield. In addition Henshaws art makers worked with artist Eva Mileusnic to create an art installation using her shoe last casting processes, and the festival received a donation of ballet shoes from the Royal Ballet to upcycle. Anticipated audience for the 2026 festival is at least 400 for the weekend events. The forum will be filmed and the development programme at SBM filmed and documented, and we anticipate the audience will be far reaching thanks to social media platforms and being part of the Explorers network. This is not just about initial audience numbers but also the cumulative impact and far-reaching connections and collaborations made from the forum and festival. It has led to exhibitions in Harrogate, Knaresborough, Thirsk, York, London and Leeds, collaborations with artists and local organisations like Ripon Museums Trust exploring disability in the workhouse, FEVA and the Nidd Art Trail and a theatre commission to make props and costumes for Concrete Youths 'Cinders' production in London.
Give a summary of the activities your organisation has achieved during the last year. If you are a new organisation	TAG is a new CIC. We will offer opportunities to disabled and ND artists through workshops, residencies, exhibitions, collaborations and mentorship. We will invest

please indicate activities you wish to undertake.	in the artists practice providing access support, skills development and explore ways to generate income.
Why do you think the Council should support this event/project?	The council has been hugely supportive of the event and Kathryn Davies attended the first artmaker symposium and festival in 2022. The council supported the forum (symposium) event in 2023 with a donation of £800 to cover the honorarium to the 6 guest speakers that came to the event. We were proud to welcome the Mayor of Knaresborough Hannah Gostlow, and Deputy Mayoress Helen Westmancoat. They were both hugely complementary of the talks given and the forum and festivals role in changing peoples' perceptions of the disabled and ND community. All were keen to continue supporting the event in the future.

Project/Event planning

Date that you propose to commence the project or hold the event.	18th – 20th September 2026
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)	**£26,640.30**
Contribution from your funds:	**0**
Contribution from other organisations (please specify)	**£9,540.30 from Hugo Burge for the .artmaker festival** **£15,000 from Awards for All for the Development Programme at Sunny Bank Mills** **£1000 from Inspire Fund for Community based workshops delivered by disabled and ND artists.**
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	• 40 free custom-made frames from The Whole Picture Company • Volunteer time given over the festival weekend. • Hire of Henshaws Arts & Crafts Centre for 3 days • Car park charges wavered

Check List: **Please tick:**

I have read and agreed your terms and policies	✓
I agree to provide feedback to the Town Council if my application is approved, including publicity	✓
I enclose the following documents to support my application: Latest financial accounts	✓

Set of rules by which my organisation runs Other supporting information Permissions, if appropriate, from North Yorkshire Council	✓

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

Declaration:

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

Signed: S J Hockin

Name of Signatory Sharon Hockin

Position: Director

Date: 09/10/2025

7.6

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 Choral Society
Primary Contact regarding application:	Hilary Gardner
Address:	% Gracious Street Methodist Church Chapel Street Knaresborough Town Council Knaresborough House High Street Knaresborough North Yorkshire HG5 0HW
Telephone number:	
Email address:	knaresboroughchoralsociety@gmail.com
Project/Event title:	40 Years of Song - Haydn's Creation at Ripon Cathedral Concert
Total cost of project:	£6650
Amount of grant requested from KTC	£4150
Date of Application	1 October 2025

The Applicant:

What is the main purpose of your organisation?	The purpose as stated in our constitution is to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit.
How many years has your organisation been in existence?	40 years
Is your organisation run by a Committee? If yes, how many Committee members?	Yes 10
If your organisation is a club with membership, please provide the following details: Membership - Number of adult members: Number of junior members:	 80 0

Does your club charge for membership? If yes, please provide details of the membership scheme and charges applicable	Yes £155 per annum
What activities are available for members? Can anyone join your organisation or is it by invitation only? If yes, please give details	Use of a venue for rehearsal, hire of music for all concerts and events, access to and leadership by a professional conductor and accompanist. Regular get together events beyond rehearsals and performances. Yes. Everyone is most welcome. There are no auditions and new potential members can attend up to three free rehearsals before committing to join the choir and there is no obligation to sing in the concerts.
Is your club affiliated to any national organisation? Please list any affiliations	Making Music - A national organisation for amateur music groups. Provides advice in respect of training, advertising, legal advice and insurance.
Does your service/project involve work with children, young people under the age of 18 or vulnerable adults? Yes ☐ X No ☐	If yes, as a minimum we expect you to: • have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund • review your safeguarding policies at least every year • complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references • check criminal records at least every three years • follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults • provide child protection and health and safety training or guidance for staff and volunteers • carry out a risk assessment, if appropriate • secure extra insurance cover, if appropriate Does your organisation meet these requirements: Yes ☐ X No ☐

The Project/Event/Individual's role:

Brief description of scheme	The pinnacle of our celebratory year is a performance of Haydn's Creation at Ripon Cathedral. This is a

	collaborative performance with St Asaph's Choir from North Wales and Harrogate Philharmonic Orchestra. The funding requested is for the hire of the Cathedral for the performance and associated rehearsal space and green room. The requested funding is also to cover coach hire costs for choir members to travel to and from Knaresborough to Ripon.
What are the aims of the project/event?	This event is a celebration and promotion of Knaresborough's longstanding musical excellence and of Knaresborough's oldest community choir.
What benefit will the award bring to the Knaresborough Community and number of residents directly benefitting?	This is a rare opportunity to perform in a nationally renowned venue in collaboration with other highly skilled musicians. This exceptional event in Ripon will promote Knaresborough to new regional and national audiences.
Does your organisation have the ability to meet new community needs, and if so, how?	We are a very inclusive organisation. We are mindful to adapt to meet the needs of our members. Music is adapted to assist differently abled choir members. We also provide support for our members via nominated voice part reps whose duties it is to check on the welfare of their members. Each week there is an informal opportunity for the choir to meet before rehearsals start.
What, if any, are the environmental benefits of your project and how will sustainability be addressed from a climate change perspective.	We have applied for transportation funding to minimise unnecessary multiple cars that would be required to travel to and from the venue for this Ripon Cathedral event. We also have exciting plans to work with friends and colleagues at Knaresborough Forest Park to plant commemorative trees for our 40th anniversary. We have been supportive of this organisation for some time and dedicated our Summer Concert to promote their work and also to provide an opportunity for further fundraising.
What will be the quality and effectiveness of service provided through the use of this grant	The funding will ensure that elderly members (some of whom have been with the choir for forty years) have guaranteed safe travel to and from Ripon Cathedral. KTC's contribution will enable all members of the choir to have a positive and unique experience and will also ensure the quality of the performance for our visitors, our audience and the choir is of the highest quality.
If the application is for an annual or recurring local event, please answer the following additional questions: 1. For how many years has the event run 2. Attendance Attendance at last event?	 This is a one off celebratory event for our 40th anniversary year. We have three concerts a year with on average, audiences of 100 plus.

Anticipated attendance at planned Event?	We are anticipating an attendance of at least 200
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.	In a typical year we deliver three concerts and sing at three free Christmas community events. In the past year we have also been involved in a Connectors Community Day, an Older Person's Day and a fundraising concert for Knaresborough Community Park.
Why do you think the Council should support this event/project?	The Council will be supporting Knaresborough Choral Society to celebrate its 40th anniversary, and in doing so will support an organisation that welcomes everyone and makes no distinction of musical ability, age, sexuality, ethnicity and faith. The Council's contribution will, as a result of this exceptional performance opportunity, extend and strengthen the range, capacity and reputation of the town's longest established community choir.

Project/Event planning

Date that you propose to commence the project or hold the event.	23 May 2026
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)	£6650
Contribution from your funds:	£2500
Contribution from other organisations (please specify)	St Asaph's Choir and Harrogate Philharmonic Orchestra have very generously offered to cover their own expenses.
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	X
I agree to provide feedback to the Town Council if my application is approved, including publicity	
I enclose the following documents to support my application:	

a)Latest financial accounts and bank statement b)Set of rules by which my organisation runs - *Constitution c)Other supporting information- *estimates from Ripon Cathedral and Coach Company *Permissions, if appropriate, from North Yorkshire Council* N/A	

*** 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:

Hilary P Gardner

Name of Signatory

Hilary Patricia Gardner

Position:
Chair

Date: 1/10/2025

Knaresborough Town Twinning Committee Sept.17th 2025

Draft request for discussion at the next Council Meeting

The Knaresborough Town Twinning Committee respectfully asks that Council consider the need for them to occasionally use a small amount of their annual grant to promote Town Twinning to families and young people who have never experienced a visit to, or from, friends in Bebra.

Background

Our treasurer, Councillor John Batt applies each year to Knaresborough Council for a grant. We are extremely grateful to him and to the Council for this funding which enables us to welcome visitors each year, including Council dignitaries from Bebra.

Yesterday we held a Committee meeting where we planned to discuss working together with Knaresborough Silver Band to promote a joint visit to Bebra in 2027 through a music evening in November.
John contacted me beforehand as he wasn't well enough to attend to say that:
'The grant is to welcome the guests from Bebra and to provide for the exchange of gifts between our two towns and recognition of outstanding Service members of each other's organisation have provided through the presentation of an engraved award. Generally, where we might wish to run a fund raiser or a membership drive, I would discuss it with Council and ensure that they are happy with the expenditure. There will not be another Council meeting before December now as the most recent one was last night.'

By cooperating with Knaresborough Silver Band in November at their Christmas music evening at Ripley Town Hall we hoped to be able to inform families about the history of Town Twinning in Bebra and encourage families and young people to get involved, particularly as there will no longer be a school exchange running from King James' School.

As things stand, we will support the event by selling tickets and offering practical help, even though we cannot share the costs of setting it up. Hopefully, when the Silver Band has had chance to discuss such cooperation at their next Committee meeting, we will be able to proceed on this basis.

Looking ahead however, we are aware of the need to raise the profile of Town Twinning and to display information about it at events or in prominent places in Knaresborough and bring people together socially where twinning can be promoted. If we do not do this, we run the risk of Town Twinning dying out.

Last February, we managed to hold a quiz at Knaresborough Football Club, who make no charge for room hire. Tickets were sold and the income from these just covered the cost of the supper.
The event gave us the chance to distribute information and speak a little about Town Twinning, which some people had never heard about. It brought in one or two new members.

At our meeting yesterday, Douglas Thompson mentioned getting involved with FEVA events, such as putting on a display in Bebra Gardens during the Open Gardens event or asking Bebra to contribute a piece of artwork from one of their local artists. Douglas also mentioned contacting the Library for permission to display information in the window about Bebra and Knaresborough's long history of exchange visits and friendships.

Today I called to speak to the Clerk to Knaresborough Town Council to ask how to approach our request to Council and Miss Pullman mentioned that there are 3 telephone boxes in the marketplace. We discussed the possibility that one could possibly be devoted to information about our twinning history. In Bebra the telephone box which Knaresborough donated to Bebra displays our shared belief in the benefits of our friendship in German and English and has been displayed on the side since the 50th anniversary of the Town Twinning in 2019.
It would be a wonderful gesture if we were able to do the same thing here in Knaresborough, both for our guests from Bebra and for our own townspeople, so that they can get to know the rich history of our partnership.

Such projects could conceivably require an initial outlay by Committee members for materials. In the case of a social event costs can be recouped from ticket sales.
We would be very grateful if Knaresborough Town Council could allow us to use small sums of money from our annual grant for the purpose of promoting the benefits of town twinning and encouraging families and young people to join us.

As Stefan Knoche, the Bürgermeister of Bebra said at our last Reception in June:
'If you make friends in another country, you are not likely to pick up a weapon to attack them.'
We can see today that these friendships are more important than ever.


50 Jahre Städtepartnerschaft
Bebra-Knaresborough
Den Anstoß zur Suche nach einer geeigneten Partnerstadt in einem europäischen Land hatte der damalige Bürgermeister von Bebra, August-Wilhelm Mende, gegeben. Bei seinem Vorhaben unterstützt wurde er durch den Magistrat und die Stadtverordnetenversammlung. Als Heiratsvermittler sprach man damals den Rat der Gemeinden Europas an und bat diesen um Unterstützung. Nach vorbereitenden Besuchen in England im Jahr 1967 leitete ein Brief aus Bebra vom Februar 1968, gerichtet an den Magistrat von Knaresborough in Yorkshire, die Städtepartnerschaft ein. Nach einer gut einjährigen Vorbereitungsphase wurde im Juni 1969 die Verschwisterungsurkunde in Bebra und im Jahre 1970 anlässlich des Gegenbesuches in Knaresborough unterzeichnet.
In den Folgejahren fanden regelmäßige Besuche zwischen den Bürgern und Bürgerinnen beider Städte statt und es entwickelten sich dauerhafte Freundschaften. Neue Impulse bekam die Städtepartnerschaft im Jahre 1988 als der Partnerschaftsverein Bebra-Knaresborough gegründet wurde. Im Jahre 2019 feierte man das 50-jährige Städtepartnerschaftsjubiläum.
Es ist die Überzeugung beider Städte und ihrer Einwohner, dass die seit 50 Jahren bestehende erschwisterung zu größerem, gegenseitigen Verständnis und zu stärkerer Toleranz unter den Völkern beigetragen hat.
erneuern daher feierlich dauernde, freundschaft- erbundenheit in dem festen Willen, die bestehenden Verbindungen weiterhin zu pflegen und zu vertiefen, sowie neue Verbindungen zu begründen und die gegensei- gen Besuche von Schülern, Jugendlichen und Erwachse-
It is the belief of both of our towns and their inhabitants that the 50-year partnership has been conductive to the better understanding and tolerance between the cultures.
They solemnly renew their lasting, friendly ties in the firm commitment to continue to nurture and deepen the existing connections, as well as to establish new connections and so sustainably promote the mutual visits of pupils, young people and adults, individually or in associations, that their number is growing.
rkasse

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL's STAFFING COMMITTEE HELD AT KNARESBOROUGH HOUSE on Monday 29 September 2025

PRESENT:	**Chair:**	Councillor H Westmancoat
	Councillors:	Gostlow, Pickard and Goode
	Staff Present:	The Clerk
	Late Arrivals:	None **Early Departures:** Cllr Goode
	Absent:	Cllr Oakes

25/031 **ITEM 1 - To elect a Chair** for the Committee (and Vice-Chair if necessary)

RESOLVED: That Councillor Helen Westmancoat be appointed as Chair of the Committee and Councillor Hannah Gostlow as Vice-Chair.

25/032 **Item 2 - To receive apologies and consider approval of inability to attend the meeting**

None to receive. Councillor Goode explained his need to leave the meeting early and apologised for having to do so.

25/033 **ITEM 3 – Councillors' Disclosure of an Interest** - None for this meeting.

25/034 **ITEM 4 - KTC Public Speaking Session** - None for this meeting.

25/035 **ITEM 5 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the held on:

5.1 Monday 10 February 2025

RESOLVED: That the minutes of the staffing committee meeting held on Monday 10 February 2025 be approved as a correct record and signed by the Chair.

25/036 ITEM 6 – Confidential Session

In view of the confidential nature of the business to be transacted re **ITEM 7** pertaining to staffing matters, contracts and volunteer arrangements the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public and press.

The above was noted, but no members of the public or press were in attendance.

25/037 ITEM 7 – Staffing Matters

7.1 To nominate 2 Councillors to undertake the appraisal discussion with the Clerk and set a date for it to take place in 2026.

RESOLVED: That the appraisal discussion will take place in February. The Clerk to liaise with Cllrs Westmancoat and Gostlow to arrange a specific date.

7.2 To receive and note the completed employee appraisals for 2025 and the objectives set.

RESOLVED: To receive and note.

Councillor Goode left the meeting.

7.3 To receive the Clerk's report of the current staffing situation and **decide on next steps** considering recent and future changes to workload. **To consider** the current pay structure and **decide** if any amendments are needed and what this should look like. **To consider** if staffing levels need increasing and whether employing another part-time member of staff is feasible.

RESOLVED: To make the following changes to spine point (SP) levels (not backdated):

The Community Projects Officer to move to SP 27.
The Deputy Clerk to move to SP 30, with the potential of a 6-month review to move to SP31, following discussion and implementation of additional duties.
The Clerk to move to SP 37.

FURTHER RESOLVED: Councillors to investigate the potential of having a Town Manager type role (to encompass the Market should KTC take on the responsibility for it) and how that would fit with the existing staffing structure.

FURTHER RESOLVED: To review the need for an office administrative role in 6 months time if not before, how this would fit with the existing staffing structure and how it might develop in the future given Council's aspirations.

7.4 To review how the current and potential future meeting structure can be supported in terms of level of staffing needed.

See resolution for Item 7.5 as a first step

7.5 To agree to produce a plan, and how to achieve this, for improving IT/technology in the office and in meetings. To include investigations into a better phone system, recording of council and committee meetings, the use of AI to complement staffing and ease workload.

RESOLVED: For a task and finish working group, led by Cllr Westmancoat, to look at the Council's technology infrastructure and how this can be improved to assist council in its work and alleviate pressure on employees both in the office and at meetings.

7.6 To further consider enlisting the services of a HR/H&S/Payroll provider to aid the future development of the Council through devolution.

RESOLVED: To defer the item to a future meeting and ask the Clerk to continue to investigate and gather more information for Council, including more quotes.

7.7 To review the work done by the Town Ranger to date and **decide** on next steps.

RESOLVED: To extend the current Town Ranger agreement and suggest the contractor reserves one day a week to work for KTC (the equivalent of 8 hours).

Councillors wanted to acknowledge the excellent work completed by the Town Ranger and the overwhelmingly positive response from residents to the tasks being undertaken.

7.8 To review the Town Guide overview and make recommendations if required.

RESOLVED: To thank Margy for her continued support of the excellent Town Guides and to acknowledge that Council needed to reflect the need to 'future proof' this initiative as a positive investment in the next budget.

Meeting closed at: 11.23 a.m.

Signed by the Chair:
Councillor H Westmancoat