

KNARESBOROUGH TOWN COUNCIL (KTC)

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05 May 2026

To: **The Town Mayor and Members of Knaresborough Town Council**

Dear Councillors:

I hereby summon you to the ordinary meeting of **KNARESBOROUGH TOWN COUNCIL** to be held in the **Chamber, Knaresborough House** on:

Monday 11 May 2026

7:00pm

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

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

COUNCIL AGENDA – Monday 11 May 2026

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

2. To receive declarations of **disclosable pecuniary interest** (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*.

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

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

4.1 **Monday 16 March 2026** (*ca*)

5. **Business Remaining – none for this meeting**

6. **Reports/Information from the Clerk**

6.1 **To consider the Order of Proceedings for Mayor Making** (*ca*)

6.2 **To receive and note** updated Business/Action Plan and to note updated Strategic Priorities document (*ca*)

6.3 **To consider** the creation, abolition or alteration of committees and approval of their Terms of Reference (*ca*)

6.4 **To appoint** members to committees and external organisations (*ca*)

6.5 **To consider** a Schedule of Meetings for civic year 2026/2027 (*ca*)

6.6 **To review** Asset Register of Town Council property (*ca*)

6.7 **To review and adopt**

- a) Standing Orders (*sent by separate email*)
- b) Financial Regulations and the Financial Management Risk Assessment (*sent by separate email*)
- c) The Code of Conduct (*sent by separate email*)

6.8 To review and adopt the updated Risk Management and Control strategy *(ca)*

6.9 To review and adopt the updated Business Continuity Plan and emergency contacts document *(ca and contacts document circulated at meeting)*

6.10 To review and adopt the updated Financial Reserves Policy *(ca)*

6.11 To review and adopt the latest Scheme of Delegation Policy *(ca)*

6.12 To consider amending bank signing rules to read 'any three signatories' as recommended by Nat West Bank.

7. Correspondence

7.1 To consider the request to form a working party with Bilton Hall Farm Management Ltd and respond accordingly *(ca)*

7.2 To consider the Cyber Insurance quotation from Insurance brokers Gallagher and decide if Council require this service *(councillors received by separate email)*

7.3 To receive and note the updated version (August 2025) of the Parish Charter *(emailed to all Councillors 29/04/2026)*

8. Reports from Committees and Working Groups

8.1 To Receive and Note the (draft) Minutes of the Finance and General Purposes Committee meeting held on Monday 13 April 2026 *(ca)*

8.2 To Receive and Note the (draft) Minutes of the Projects, Community and Environment Committee meeting held on Monday 20 April 2026 *(ca)*

8.3 To Receive and Note the minutes of the Planning Committee meetings held on Monday 30 March 2026 and Monday 27 April 2026. *(Please see website for details).*

8.4 To Receive and Note

(i) the Tour Guide monthly updates for March and April 2026 (ca)

(ii) the notes of an information gathering meeting to explore coach friendly status held at Knaresborough House on Wednesday 29 April (ca)

(iii) a verbal update from Councillor Margy Longhurst following on from point (ii)

And finally, to consider the recommendations/action points highlighted in the notes.

9. Motions from Council Members

9.1 Councillor H Westmancoat (2nd Cllr A Bell)

That KTC approve the design for the new Town Boundary signs and agree to the project commencing with Councillors Westmancoat and Bell liaising with North Yorkshire Council Highways and delegated authority given to the Clerk to spend up to the budget agreed (ca)

10. 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.

3a North Yorkshire Councillors to give verbal updating report on unitary authority matters.

Councillor Walker gave brief updates as follows:

- Christmas Trees – these will be provided by NYC for 2026
- Leaf cleaning – this has been taking place throughout the town
- Castle – NYC producing a five year plan to be available end March
- Viaduct Terrace – NYC is working on this
- Potholes – continue to be reported, but some areas in particular require further investigation

Councillor Gostlow explained that in regard to parking principles, NYC has plans for various towns. Knaresborough is to be discussed at Area Committee.

The Clerk asked Councillor Walker to investigate the timeline for the erection of the Christmas trees so that she can plan for the installation of the Christmas lights.

26/268 **ITEM 4 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Council Meeting** held on:

4.1 Monday 15 December 2025

RESOLVED: That the Minutes of the meeting held on Monday, 15 December 2025 be approved as a correct record and signed by the Chair.

26/269 **ITEM 5 – Reports/Information from the Clerk**

5.1 To note the Mayor Elect for the civic year 2026/2027

It was noted that Councillor Shan Oakes is Mayor Elect and that Councillors Pickard and Lacey will cover the role of Deputy Mayor between them.

5.2 That Knaresborough Town Council considers making a commitment to take over responsibility for the Wednesday Charter Market and further sets out a proposed time frame for this to take place, given the final outstanding matters currently being investigated by North Yorkshire Council.

***Note:** That in view of the confidential nature of the business to be transacted re **ITEM 5.2** pertaining to commercially sensitive information, 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.*

RESOLVED: To move into confidential session

(Members of the public present left the chamber)

Councillor Pickard updated members on the current position regarding negotiations with NYC concerning KTC taking over the Wednesday charter market. Using a Powerpoint presentation he outlined the up to date facts and figures together with several projected scenarios.

Members discussed and it was proposed that KTC accept to take over the running of the Knaresborough weekly charter market from NYC, subject to receiving the necessary commitments and support from NYC to ensure its sustainability, particularly in relation to business rates and any potential future costs. *(Written assurance will be obtained from NYC of the annual and monthly charges, and that they will not add any extra costs that may affect the viability of KTC running the weekly charter market).*

An amendment was made to the proposal to include 'that the business rates for the market and associated storage should be zero rated'. This amendment was carried.

RESOLVED: That KTC take over the running of the Knaresborough weekly charter market from NYC, subject to receiving the necessary commitments and support from NYC to ensure its sustainability surrounding any future costs and in particular that the business rates for the market and associated storage should be zero rated. *(Written assurance will be obtained from NYC of the annual and monthly charges, and that they will not add any extra costs that may affect the viability of KTC running the weekly charter market).*

RESOLVED: To come out of confidential session

(Members of the public returned to the chamber)

26/270 – ITEM 6 – Correspondence

6.1 To consider the invitation to the next Community Festival and **decide** if KTC want to participate this year? If yes, in what way and for what purpose? (To note: the Town Guides have indicated they would like to attend in their own capacity)

Members discussed and decided that KTC should have a presence at the Community Festival and agreed they would be responsible for organising this. The Clerk stated no member of staff would be present on the day.

6.2 To consider the request for Town Council support for the Town Crier competition in 2026 and the proposal to bring the Loyal Company of Town Criers British Championship to the Town in 2030

RESOLVED: That KTC request NYC waive their fee for the rental of Knaresborough House on 16th August, and if this is not possible then support can be offered from KTC's Small Grants Fund.

FURTHER RESOLVED: That KTC responds to the Town Crier regarding his proposal for Knaresborough to host the Loyal Company of Town Criers British Championship in 2030 and ask him to provide further details.

6.3 To consider working with Network Rail to handle communications around a Temporary Traffic Regulation Order on Frogmire Lane Level Crossing due to the high risk that it poses to the public.

RESOLVED: That KTC allows Network Rail (NR) to include the KTC logo on their communications so that residents understand town council is aware of and is working with NR regarding the issue of the Frogmire Lane Level Crossing.

26/271 - ITEM 7 - Reports from Committees and Working Groups

7.1 To receive and note the minutes of the KTC Planning Committee meetings held on 01 December, 12 January, 02 February and 02 March 2026 (draft). *(Please see website for details).*

RESOLVED: To receive and note

7.2 To receive and note the minutes of the Projects, Community and Environment Committee meeting held on 02 February 2026 (draft)

RESOLVED: To receive and note

7.3 To receive and note the minutes of the Finance and General Purposes Committee meeting held on 19 January 2026 (draft)

RESOLVED: To receive and note

7.4 To receive and note the minutes of the Staffing Committee meetings held on 12 January 2026 and 09 February (draft)

RESOLVED: To receive and note

7.5 To receive and note the minutes of the Knaresborough Police and Community Liaison Meeting held on Wednesday 25 February 2026 (draft)

RESOLVED: To receive and note

7.6 To receive and note the Tour Guides monthly records for January and February 2026

RESOLVED: To receive and note

26/272 ITEM 8 - Motions from Council Members**8.1 Councillor Hannah Gostlow (2nd Cllr Walker)**

“Councillors Hannah Gostlow and Matt Walker note concerns raised by councillors and residents regarding vehicle speeds on a number of roads across Knaresborough, including Market Flat Lane, Scriven Road, Boroughbridge Road, York Road, High Street, Kirkgate, Hilton Lane, Chapel Street, the A59 between Bond End and Mother Shipton’s, Ripley Road, Blands Hill, Eastfield, Blind Lane, Abbey Road, Waterside and many others.

Recognising the extent of these concerns, they believe that a piecemeal approach would be insufficient.

Therefore, Cllr Gostlow and Cllr Walker propose the following motion:

That Knaresborough Town Council resolves to request that North Yorkshire Council undertake a comprehensive review of speed limits across Knaresborough, with particular consideration given to:

- ***Roads serving new housing developments***
- ***Routes near schools and areas of high pedestrian activity***
- ***Residential streets currently subject to 30mph limits***
- ***Known traffic corridors where community concerns have been raised***

The review should assess where reduced speed limits, traffic calming measures, or 20mph zones may be appropriate in order to improve safety for residents, pedestrians and cyclists, and promote sustainable transport choices.”

RESOLVED: That Knaresborough Town Council requests North Yorkshire Council undertakes a comprehensive review of speed limits across Knaresborough, with particular consideration given to:

- Roads serving new housing developments
- Routes near schools and areas of high pedestrian activity
- Residential streets currently subject to 30mph limits
- Known traffic corridors where community concerns have been raised

The review should assess where reduced speed limits, traffic calming measures, or 20mph zones may be appropriate in order to improve safety for residents, pedestrians and cyclists, and promote sustainable transport choices.”

8.2 Councillor Hannah Gostlow (2nd Cllr Walker)

"I propose that Knaresborough Town Council supports Councillors Hannah Gostlow and Matt Walker, in their capacity as an elected members of both North Yorkshire Council and Knaresborough Town Council, to pursue the installation of a bus shelter at the York Road bus stop.

This stop serves residents living in the surrounding community as well as those accessing the nearby supermarket and other local amenities. The provision of a shelter would improve accessibility, comfort, and safety for passengers and help encourage greater use of public transport as a sustainable travel option within our community. In line with the Council's Biodiversity Policy, I also propose that the shelter incorporate a green roof where feasible, contributing positively to local biodiversity while aligning with the Council's environmental commitments.

I further note that Knaresborough Town Council currently holds approximately £1,415 in Community Infrastructure Levy (CIL) funding which could be allocated, either in whole or in part, toward the development of this small but meaningful piece of local infrastructure.

MOTION: *That the Council resolves to support the principle of installing a bus shelter at the York Road bus stop, endorse the inclusion of a green roof where practicable, and support Cllr. Gostlow and Cllr. Walker, in engaging with the relevant officers and partners at North Yorkshire Council to explore the feasibility, permissions, and potential use of available CIL funding toward its delivery."*

RESOLVED: That KTC supports the principle of installing a bus shelter at the York Road bus stop, endorses the inclusion of a green roof where practicable, and supports Cllr. Gostlow and Cllr. Walker, in engaging with the relevant officers and partners at North Yorkshire Council to explore the feasibility, permissions, and potential use of available CIL funding toward its delivery."

26/246 ITEM 09 - Information Exchange

- Councillor Pickard mentioned that he had been approached by a resident who paints murals regarding possible funding from KTC. He may consider approaching the council in the future.
- Councillor Bell referred to the Great British Spring Clean on 29 March which in Knaresborough starts at the Buttercup Café at 10.00 a.m.

Meeting closed at: 8.55 p.m.

**Signed by the Mayor:
Councillor H Westmancoat**

Thursday 21 May 2026

ANNUAL MEETING OF THE KNARESBOROUGH TOWN COUNCIL
ORDER OF PROCEEDINGS

(The retiring Mayor will preside over the meeting until the new Mayor has signed the Declaration of Office)

1. To elect the Town Mayor for the ensuing year (2026/27)

1.1 The Town Mayor (**Cllr H Westmancoat**) will ask for nominations for the election of The Mayor for the ensuing year.

Cllr xxxxx will propose the following:

Propose: "that **Cllr Shan Oakes** be the Mayor for the ensuing year 2026/27"

(Cllr xxxxx (the proposer above) to give a short introduction and reasons for proposing Cllr Shan Oakes as the new mayor)

and **Cllr xxxxxx** will second the proposal

Vote on the motion above - declare **Cllr Shan Oakes** is Town Mayor for the year.

2. To receive apologies for inability to attend the meeting.

3. Welcome by the retiring Town Mayor Cllr Helen Westmancoat who will give a short précis of the mayor's year in office and present awards.

4. Outgoing Mayor Invest **Incoming Mayor, Cllr Shan Oakaes** with the Chain of Office

(The new Mayor will preside over the meeting henceforth).

5. Town Mayor's Declaration of Acceptance of Office

5.1 Town Clerk will ask the new Mayor **Cllr Shan Oakes** to read out and sign the Declaration of Acceptance of Office.

5.2 Incoming Mayor will give a vote of thanks to:

- i) **Outgoing Mayor**
- ii) **Council** for her appointment

5.3 Announce her **Consort Mr Bill Rigby?**

The outgoing Consort, Mr John Westmancoat, will invest the Consort with the Chains of Office.

5.4 Appointment of Deputy Town Mayor

The **Town Mayor Shan Oakes** will propose:

“That **Cllr James Pickard and Cllr Kit Lacey** are elected to share the **Deputy Town Mayor** role between them for the ensuing year”.

Cllr xxxxxxxx will second:

Vote on the motion above - declare **Cllr James Pickard** and **Cllr Kit Lacey** become Deputy Town Mayor for the year.

The retiring **Deputy Town Mayor Cllr Andy Bell** will invest **Cllr James Pickard** and **Cllr Kit Lacey** with the chains of office.

6. To receive communications from the **Town Mayor** including:

Mayor's Chaplain for Civic Year 2025/26:

Mayor's Charities for the Civic Year 2025/26:

Date of Civic Service:

At the conclusion of the meeting - Members of the Council and guests are asked to process through to the Committee Room to be received by the Mayoral Party.



KNARESBOROUGH TOWN COUNCIL



BUSINESS PLAN 2024 – 2027

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Foreword:

Knaresborough Town Council carried out a major residents' survey which completed in January 2022, the results of which can be viewed on its website.

Residents Survey

The data contained in this survey is being continually assessed and has been used as a basis to formulate future plans for the Council's strategies, policies and procedures. All the Town Council's Standing Committees and Sub Committees are tasked to measure their aims and objectives to the final results of the survey.

The Council's six strategic aims can be summarised as:

- 1. Supporting a thriving Town centre and encouraging tourism**
- 2. Protecting the Town and its residents from the impact of environmental change**
- 3. Protecting Knaresborough's heritage**
- 4. Improving open spaces and recreational facilities**
- 5. Working to improve community safety and lower fear of crime**
- 6. Sourcing additional funding to facilitate further improvements in the Town**

These aims are what the Town Council is working towards as detailed further in the following Plan.

Knaresborough in 2024:

Knaresborough is a market Town with a population of circa 16,000 located in the heart of North Yorkshire. The population increases during the summer months, as visitors come to the Town and the surrounding area. Knaresborough has a rich history, dating back to the Middle Ages and is mentioned in the Domesday Book. Its castle dates back to Norman times.

A thriving market is held every Wednesday in the market place, which is central to the Town. An artisan market is held on the first Saturday of the month based in the larger area of the castle grounds. Both markets are well supported. As referenced by Visit Harrogate, there are many independent shops in Knaresborough, based on a long high street, with countless side streets and courtyards each offering their own wide range of goods representing a fantastic taste of Yorkshire retail.

Knaresborough has many pubs and restaurants offering food sourced from local produce together with delicious local ales. There is a great choice of accommodation in Knaresborough - B&B's, Air B&B's and two hotels.

Knaresborough is a popular tourist destination with much to see. The castle and its grounds provide a fascinating insight into medieval castle life and the courtroom museum (which features a Tudor courtroom) reflects a colourful history of the Town. The River Nidd runs through Knaresborough, with the nearby Nidd Gorge designated AONB status.

In terms of new housing there has been much expansion of the Town in recent years mainly centred around two sites - Boroughbridge Road and York Road – encompassing a number of development sites. Circa 800 new homes have been built in the last five years.

The Town has a thriving retail park and developing industrial sites at Manse Lane and Hambleton Grove.

Knaresborough's railway station sits on the main York to Leeds route with trains running regularly in both directions throughout the day.

There are four primary schools in the Town and one senior school which continues to be a 'Good' school as rated by Ofsted in January 2023. Knaresborough also has a specialist college for communication and interaction which supports the learning of pupils with an Education and Health Care Plan from Early Years to Year 11 (3 – 16 years old).

There are many sports clubs, children's play areas and leisure facilities throughout the Town, with a new leisure centre with swimming pool and gym facilities that opened in December 2023.

Knaresborough has three GP surgeries, providing comprehensive primary care services.

There are many third sector organisations who contribute to the well being of the community and the Town – with Knaresborough Lions, Knaresborough Rotary, Knaresborough Together (Chain Lain Community Hub), and Knaresborough Connectors all providing volunteers to support many projects throughout the Town.

The River Nidd has been prone to flooding in the past and although flood defences were improved by the then North Yorkshire County Council working with the Environment Agency, particularly since 2015, the future of additional defences needs to be closely monitored. Various organisations are together working towards clean bathing water status for the River Nidd.

There are three allotment sites in the Town, two of which are owned by the Town Council but managed independently by Allotment Associations.

An Overview of Knaresborough Town Council:

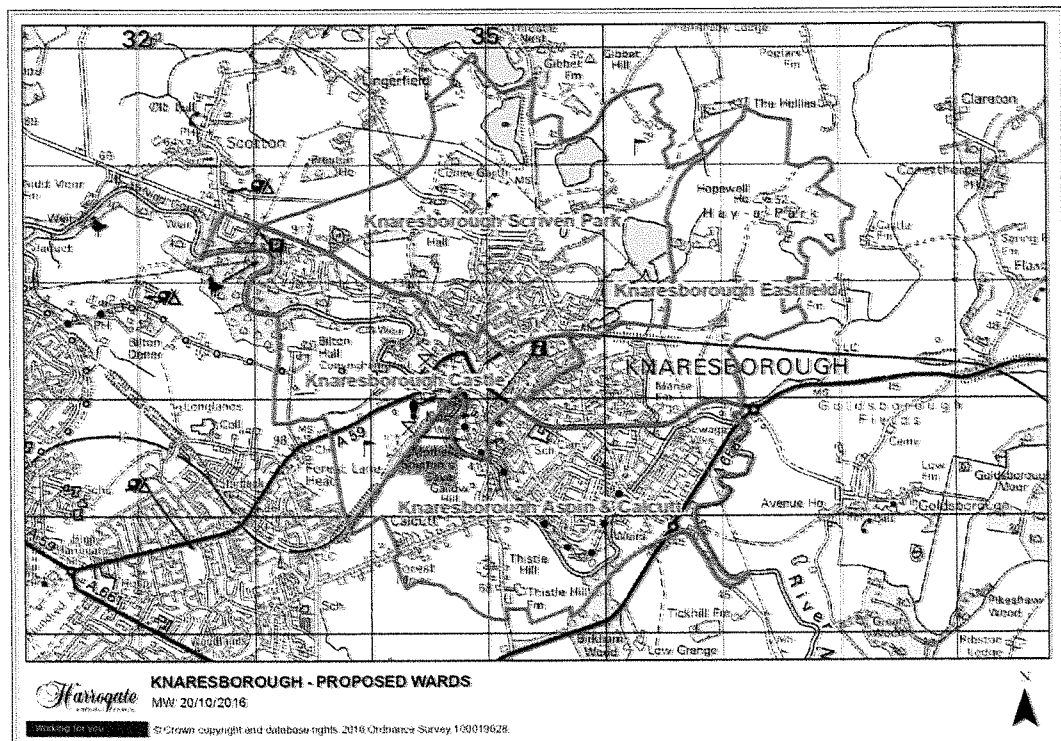
Parish and Town Councils are democratically elected local authorities with duties and privileges conferred by Act of Parliament.

Knaresborough Town Council is a local authority first tier statutory body with perpetual succession which came into being in 1974 as a successor to the former Knaresborough Urban District Council. It has resolved to be known as a Town Council, which carries the right to a Town Mayor instead of a Chairman. Although it is styled as a Town Council, it has the same right in law as a Parish Council.

The Town Council has sole responsibility for the services it provides; it formulates policies for action and decides how to raise and spend money on behalf of the local community. The Town Council is the tier of local government closest to the people and consists of individual Councillors who contribute to the work of the whole Town Council.

Management Structure:

Knaresborough Town Council has 12 Councillors, operating in four Wards and has a Mayor and a Deputy Mayor.



Elections to Knaresborough Town Council are held every four years with the next being held in 2027; they are keenly contested by all major political parties as well as Independents.

The Councillors appoint one of their number to serve as Mayor for a one-year term of office – chairing full Council meetings and acting as the civic head representing the Town throughout the area.

The Town Council is managed by two part time qualified staff – a Clerk/Responsible Financial Officer and Deputy Clerk. Council engaged a Community Projects Officer in March 2024 and has recently engaged a Town Development Manager.

Knaresborough Town Council is funded by its parish precept which forms part of the Council Tax. This income is used to fund community projects, to provide small grants to local community groups as well as running the Council office.

The Council is a statutory consultee on all planning applications in Knaresborough and through its planning committee reviews around 150 applications annually providing recommendations to North Yorkshire Council. Knaresborough has developed a Neighbourhood Plan which was formulated over many months following wide and varied consultation with the community – physical questionnaire, drop-in sessions, seminars etc. The Planning Inspector has reviewed the document giving recommendations which have been agreed by both Town Council and by North Yorkshire Council Planning, and when the draft document has been updated accordingly and approved by NYC Executive, it will go out to the public vote.

The Town Council holds foundation level accreditation under the Local Council Award Scheme.

What we don't do:

Town Council has a broad range of powers to deliver for the community, but many Council services are the responsibility of the principal authority, North Yorkshire Council. These include highways, car parking, education, household waste collection, planning and licensing (including enforcement), environmental health, libraries, the majority of open spaces, births, marriages and deaths, adult social care, Council tax and business rates collection.

Town Council aims to work closely with the principal authority through the Councillors elected by the Town to North Yorkshire Council, both of which are currently also Town Councillors.

Strategic Vision, Aims and Objectives

1. Supporting a thriving Town centre and encouraging tourism

Supporting the Town centre means encouraging as many people as possible to shop local and support local businesses. We will continue to work in partnership with the Chamber of Trade and the Business Collective, with representatives on both bodies, to lead initiatives which aim to create footfall and entice new people into the Town centre.

Town Council has put forward a Business Case to North Yorkshire Council to consider taking over operation of the Wednesday market under double devolution. Negotiations are now in their final stages. This should lead to a more local, hands on, approach in the operation of this weekly hub of activity.

Town Council continues to fund the Christmas lighting scheme and hosts the annual switch on of the lights which is an event greatly valued by the community and attracts visitors to the Town centre.

Town Council purchased a mobile stage with a view to hosting future events similar to the Jubilee and Coronation Events held in 2022/23.

We work in conjunction with the Royal British Legion and other community organisations to plan the Remembrance Sunday commemorations.

The annual Festival of Entertainment and Visual Arts during the summer months has historically been supported by Town Council grant funding and will continue to be supported as appropriate.

Following Town Council support in recent years to stage the Bed Race, Knaresborough Lions are now looking for Town Council to commit to significant funding support for a five year period, and are producing a fully costed Business Plan to bring back to a council meeting.

Tourism is high on the agenda and in 2025 nine volunteer tourism guides were trained and achieved white badge status and now operate as the 'Mayor's guides' and they provide walking tours of the Town.

2. Protecting the Town and its residents from the impact of environmental change

Town Council has established a climate emergency sub committee which is working hard on different projects to promote biodiversity throughout the Town and to contribute to education on climate change. Knaresborough Town Council has adopted a Biodiversity Policy with specific aims and commitments.

Town Council works closely with the community anchor partnership and North Yorkshire Council's own Emergency Response Team to deal with emergency situations in the Town. An emergency resilience plan is currently being finalised.

3. Protecting Knaresborough's heritage

Town Council has a Castle sub committee which has already contributed significantly to the promotion of the castle and its grounds – castle lighting scheme, new interpretation boards and flags/flag poles. The group is now working towards celebrating the 900th anniversary of the castle in 2030 and was involved in the commemoration of the 255th Enclosure Act in summer 2025.

The castle is owned by the Duchy of Lancaster and is managed under lease by North Yorkshire Council. This lease is due for renewal in less than six year's time

and through the Castle sub committee, Town Council is working hard to ensure a pivotal role for Town Council when the lease is renewed.

Town Council has and continues to support the Knaresborough Museum Association in its development as a complementary organisation to the NYC run museum in the Town.

4. Improving open spaces and recreational facilities

Knaresborough Town Councillors are trustees for the King George V Playing Field and are currently working with NYC officers in considering development of part of the area using commuted sums.

Town Council leases out the football pitch at the field to a local team and supervises maintenance of the pitch.

5. Working to improve community safety and engagement

Town Council has representation on many local community groups and will continue to offer advice/provide feed-back at source.

Town Council has seen members develop stronger links with the local police and youth groups with particular emphasis on tackling anti-social behaviour.

6. Sourcing additional funding to facilitate further improvements in the Town

Town Council has joined other community groups and benefitted from funding from The Mayoral High Street Fund through Eventure and has also been supported on other occasions by funding from other sources such as, for example, from The Rotary Club.

Finance:

Risk Assessment:

The Town Council has a robust financial risk assessment in place.

The majority of the Council's financial resource currently comes from the precept. However, with the opportunities which double devolution can bring, Town Council will look to generate additional income such as rents from weekly markets.

For 2026/2027 the Council has set a budget of £351,924 resulting in a precept requirement of £280,351, which represents an increase of £5.91 from the previous year and equating to a payment of £42.89 for a Band D property.

Reserves:

The Town Council adopted a risk-based approach to its level of reserves in 2024 and this is reviewed by Full Council at least annually.

Governance and Accountability

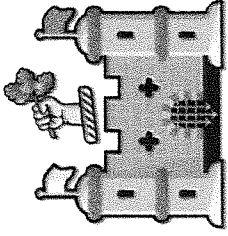
Monitoring the Business Plan:

The Business Plan will be monitored using the attached Action Plan which will be evaluated and updated regularly and will be examined twice yearly at the Annual Town Meeting in March and when setting the annual budget in November. Residents will be able to monitor progress through the Town Council's website with hard copies available on request from the Clerk's office.

Town Council has restructured its committees to aid alignment to the delivery of the plan. All Councillors and staff will be aware of the plan and how their work is contributing to the Council's strategic aims.

Adopted:in 2024

Reviewed: May 2026



Knaresborough
Town Council

KNARESBOROUGH TOWN COUNCIL ACTION PLAN 2024 – 2027

This Action Plan gives a summary of the proposals which Knaresborough Town Council will develop and/or deliver. The document is a working document and is subject to alteration/amendment and will continue to inform the budget setting process.

The Action Plan will be formally reviewed annually.

Current Projects

Project Number	Project Description	Action	Strategic Aim no:	Update
i	Work with new unitary authority to determine where KTC will sit	Devolution and Prosperity Sub committee set up May 2024 to build liaison with NYC	1	<p>Sub committee - not yet met</p> <p>Nov 24: NYC created parish liaison point of contact and KTC Officers and three councillors have met with the NYC parish liaison officers.</p> <p>March 25: Sub committee – still not met. Market working group formed to move market proposition forward.</p> <p>May 2025: Devolution and Prosperity Sub-committee disbanded at Annual Meeting of Town Council.</p> <p>Formal Market Committee recognised Full Council September 2025. Will meet regularly to progress moving market forward.</p> <p>April 2026: Continued and protracted discussions drawing to a conclusion.</p> <p>KTC is working with NYC to explore the opportunity for the establishment of a community partnership for Knaresborough.</p> <p>KTC facilitated communication with the Town Investment Plan team</p>

Current Projects

ii	Liaise on Highways management with NYC	Strategic working group set up by NYCC with reps from KTC to meet regularly with Highways Division and County Councillors to discuss varying Knaresborough issues	1/2/4	<p>March 2026: Full Council voted in favour of taking over the market, subject to various commitments from NYC being met.</p> <p>Updated Parish Charter dated August 2025 shared with parish councils.</p> <p>Meetings were held with Highways, but no recent updates received.</p> <p>Nov 24: North Yorkshire Council's website has reverted to directing residents to KTC for routine matters relating to Highways, such as double yellow lines, speed limits etc. Matter raised with NYC Councillor and parish liaison officer who are investigating.</p> <p>KTC Officers continue to liaise with residents and NYC councillors to resolve local problems.</p> <p>NYC have advised that the new parish portal will be updated and in use from mid-December.</p> <p>March 2025: Parish Portal up and running but use of it is limited at this stage. Feedback given to NYC re improvements that would make it a better service.</p> <p>September 2025: Used Parish Liaison to write to Area 6 concerning winter gritting programme following Report on winter event</p>
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Current Projects

iii	Road Safety and Highways Improvements	Organise speed surveys and contribution to cost of VAS signage	1/4	<p>January 2025. Response received, but not informative; further follow up required.</p> <p>April 2026: The Town Ranger, working with both NYC Councillors, is helping to facilitate a better response/action relating to residents' concerns. The Town Ranger often reports 'issues' directly to Highways.</p> <p>Speed surveys completed. VAS signage purchased (NYC/KTC). Rotation to be monitored by KTC. VAS signs relocated February 2024. Clerk has requested update re current data/position.</p> <p>Nov 24: Issues have been raised by the Police Liaison Committee around King James's School.</p> <p>March 25: No update received on VAS. Police Liaison Committee continues to deal with traffic issues.</p> <p>New boundary signage for the town being investigated. NYC have outlined required criteria. April 2026: Plans have reached final artwork</p> <p>October 2025: Regular meetings set up with Highways following Council writing to NYC (KB) regarding condition of setts and pavements.</p> <p>Spring 2026:</p>
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Current Projects

				<p>Councillors continue to meet with residents and lobby NYC regarding accessibility</p> <p>April 2026: VAS signs continue to be rotated to problem areas</p>
iv	<p>Consider and respond to consultations on current and future issues that specifically affect the parish</p>	<p>As described when presented</p> <p>Consider future KTC consultations to inform budget setting and major specific consultations on major projects.</p>	<p>1 - 6</p>	<p>Several consultations circulated to councillors. Parish Liaison Officers at NYC informed of timing limitations relating to NYC parish consultations.</p> <p>Office encouraging public engagement by sharing consultations on social media.</p> <p>March 2025: Office continues to share consultations on social media. Consultations shared for corporate response as required.</p> <p>April 2026: Consultation currently being undertaken surrounding KGV field. NDP approaching final consultation, hopefully towards the end of Summer 2026.</p>
v	<p>Knaresborough Castle</p>	<p>Sub committee well established looking at continual improvements to many facets at the castle</p>	<p>1/3</p>	<p>Task and finish working group set up to commemorate/celebrate the 255th Enclosures Act in August 2025. Funding allocated in 2024-25 budget. Multiple forest related events held in partnership with other organisations during FEVA week as a prelude to the 255th anniversary. Funding requested for the next financial year 2025/2026.</p> <p>Nov 2024:</p>

Current Projects

			<p>Planning how best to celebrate the 900th year castle anniversary in 2030 is ongoing.</p> <p>KTC written to The Duchy of Lancaster to seek their appetite to communicate directly with KTC. Response received asking KTC to write again when new CEO settled in. Diarised for January 2025.</p> <p>March 2025: Arrangements to commemorate/celebrate 255th Enclosures Act continue. Council has made commitment to celebrating the 900th anniversary in 2030. Separate working group set up. Clerk meeting with Duchy April 2025 to discuss ongoing maintenance. Flags to be replaced.</p> <p>Successful event to commemorate 255th Enclosures Act in August. Clerk has had two informative/productive meetings with a representative from The Duchy. Flags replaced Summer 2025 – high grade material which should render a longer life span. Sub Committee and a Working Group meeting regularly to consider future of castle from KTC perspective.</p> <p>2026: NYC have committed to producing a five year plan for maintenance of the castle. Plans being discussed for celebrating 900th anniversary. Cttee regularly meets; responsible for advising on KTC green grants.</p>
vi	Climate Emergency	Subcommittee set up to research and implement possible initiatives to mitigate and adapt to climate change	2

Current Projects

vii	Community Engagement	<p>Representation on outside bodies to offer help/assistance where appropriate.</p> <p>Making Town Council more visible and raising its profile.</p>	1 - 6	<p>Project includes possible installation of solar panels and renewed insulation at Stockwell Community Centre. SPF funding application was delayed but as of October 2024 is progressing through NYC.</p> <p>Solar panels installed early March</p> <p>KTC supported victims of the flash flooding in May 2024</p> <p>October 2025: EV charging point installed. Mechanics of its operation still to be finalised.</p> <p>Market stall at the Wednesday market put on hold until final decision reached regarding future operation of the market.</p> <p>KTC attended the Knaresborough Community Day and conducted a short survey concerning the market.</p> <p>Newsletter (three for 2024) has been a successful tool for communicating and will continue in 2025.</p> <p>Newly acquired stage has been used at two KTC events and has been on loan in the community. A 'Hire Agreement' is being drawn up to formalise the use of the stage by other organisations in the town.</p> <p>Informal meeting held with Chain Lane and Connectors with four representatives on K Voice.</p> <p>March 25: Arrangements being made to attend Community Festival in May.</p>
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Current Projects

				<p>Increased Facebook presence and connections through the town. VE day arrangements ongoing. Some Councillors held surgeries, using the library as a base</p> <p>April 2026: Councillors attending the Community Festival on 25th. Continued Facebook presence Community Projects Officer regularly attends meetings organised by third party groups in the town KTC submitted EOI for Town of Culture after pulling many of the town's groups together to discuss content. Illustrated town maps continue to be circulated – they have proved very popular Comprehensive Annual Town Report produced for the first time. Liaison meetings are held on a regular basis, chaired by town council KTC is part of the Eventure steering group which is funded by the Mayoral High Street Fund.</p>
	<p>Knaresborough Wednesday Market</p>	<p>KTC selected to submit Business Case for operation of Wednesday market</p>	<p style="text-align: center;">1</p>	<p>Discussions started and ongoing. A Markets working group being set up; looking at a consultant to help with this process.</p> <p>Suggest Councillors take the time to visit the market in the next few weeks to familiarise themselves with the current layout etc.</p> <p>March 2025: Consultant engaged. Feasibility Report received. Feb 2025 Business Plan being prepared for submission to NYC</p>

Current Projects

				<p>March 2026: Full Council voted in favour of taking over the market, subject to various commitments from NYC being met.</p> <p>April 2026: Continued and protracted discussions drawing to a conclusion. Recruitment of Town Development Manager</p>
viii	Knaresborough Allotments	Allotments are self-administered. KTC looks after the land and collects rental. Allotment Committee ensures smooth running.	4	<p>Liaison with Allotment Committees continue. No major issues for 2024. KASH's proactively working to KTC's biodiversity policy. Discussions still ongoing re the Hawthorn allotments.</p> <p>March 2025: A new notice board been organised for KASH. Risk assessments and site visits done.</p> <p>February 2026: Tree survey completed at both allotment sites.</p>
ix	Christmas Lights	Work towards improving the festive lights in the town	1	<p>Contract renewed from 01 June 2024 with new contractor. Some new lights purchased and some repaired. All year-round lights approved for Butter Lane.</p> <p>March 2025: Christmas lights design well received in the town. Meeting to be held with contractor to iron out installation delays.</p> <p>April 2026: Installation in November 2026 saw continued installation issues. Liaison with light provider/contractor not always satisfactory. Contract due for renewal 2027</p>

Current Projects

X	Christmas Light Switch on	Major event in town council calendar. Working Group liaise with Clerk and Community Events Officer to implement smooth running of annual event.	1	<p>Plans well advanced for this event along the same lines as previous years. Traffic Management Company engaged to manage road closure.</p> <p>Community Projects Officer submitted relevant Event Management Plan with associated documentation to SAG following the withdrawal of volunteer Event Manager support.</p> <p>March 2025: Working group will need to be cognisant of numbers attending this event following query from SAG.</p> <p>April 2026: Amendment to layout for December's event which proved successful. Security company engaged for 2025 event in line with Martyn's Law guidance.</p>
xi	Commutated Sums	Working group set up to investigate commuted sums available to ensure monies are not missed.	1 - 6	<p>Presentation from HBC in autumn 2022 and new line of communication with set up with NYC Officers</p> <p>Community Projects Officer continues to liaise with NYC Officers; currently awaiting action from NYC re KGV field.</p> <p>March 2025: C S Working Group set up but not met. Documentation with NYC Legal team. Issue with ownership of equipment at KGV field. Mint Garth Play area reopened with an event organised by KTC.</p> <p>April 2026: NYC conducting consultation re development of KGV field KTC now has approximately £1K in CIL monies</p>

Current Projects

xii	Grant Funding	<p>Applications for Grant funding operating on quarterly basis in line with Finance Committee Meetings.</p> <p>Three separate pots of funding – general grants, small grants (administered by the Clerk) and green grants</p>	1 - 6	<p>Town Council allocated £30K in its budget for 2024/25</p> <p>General grant funding budget heading towards overspends for 2024/25. Councillors considering action to address this; difficult decisions have been made and funds transferred from other budget lines in some specific cases.</p> <p>Feedback monitoring now in operation with results reflected in newsletters.</p> <p>March 2025: Council allocated same budget for 2025/2026 Small grants proving popular Art Award nominations slow to come in, will advertise again</p> <p>April 2026: Application for grants still very popular from established groups and many new ones, providing the opportunity for a much wider reach. Approach made by Bed Race Committee to consider funding for the next five years. KTC have asked for fully costed Business Plan before considering further.</p>
xiii	Communication	<p>Continue to improve and update the town council's website and Facebook page and the use of social media in general. Improve residents' knowledge of Town Council role and responsibilities. Community Resilience Plan</p>	1 - 6	<p>Town Council website updated consistently as and when required – updates on procedural matters, news items, projects etc.</p> <p>Facebook Page updated on almost daily basis with similar – sharing posts from North Yorkshire Council and voluntary organisations in the town.</p> <p>Three newsletters sent out in 2024. Aiming to create regular content which promotes town council and its work in the town.</p>

Current Projects

xiv	Tourism	<p>Improve the tourist offer in the town by training volunteer guides as Mayor's guides offering walking tours.</p> <p>Update of Town Map</p> <p>Fuller use of the three telephone boxes in the market place</p>	1,3	<p>Community Resilience Plan – work in progress</p> <p>March 2025: Warm Hub Wednesdays set up at K House. 'Surgery' held in the library with three councillors in attendance. Further 'surgery' to be held soon.</p> <p>April 2026: Facebook Page and website continually updated. Community Projects Officer has produced informative concise Annual Report which is to be circulated in the town. Councillors continue to respond to residents' queries. Budget allocation of £6K for 2024 /25 for training and associated costs; plans for this programme well advanced with launch event in October and interview date for potential candidates on 13 November.</p> <p>March 2025: Mayors Guides training progressing and nearing completion. Town Map still being worked on.</p> <p>April 2026: Mayors Guides completed training and the tours are proving very successful. Some Guides considering undertaking the blue badge training and there may be an additional 'film' route added to the current tour following the town's profile being raised after Sky Box Office filming in the town in February 2025.</p> <p>Better uses for the boxes are currently being investigated.</p>
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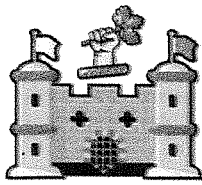
Current Projects

				Meeting with NYC regarding coach friendly status for Knarborough.
				Town Development Manager remit to include bigger picture of the town including liaison with businesses.

Adopted: March 2024

Reviewed: May 2026

Next Review: March 2027



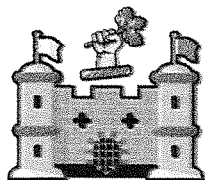
Strategic Priorities 2024 – 2027

Strategic Vision, Aims and Objectives:

1. Supporting a thriving town centre and encouraging tourism
2. Protecting the town and its residents from the impact of environmental change
3. Protecting Knaresborough’s heritage
4. Improving open spaces and recreational facilities
5. Working to improve community safety and engagement
6. Sourcing additional funding to facilitate further improvements in the town

Year One: 2024 - 2025

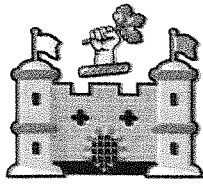
	Project	Budget	End Date	
High priority	Market feasibility and business case	TBC	TBC	✓
	Integrate and develop Community Projects Officer role	Staffing	Dec 2024	✓
	Improve grant monitoring/feedback and promotion	Not required	Dec 2024	✓
	Tour guide training launch and implementation	£7,000	Mar 2025	✓
	Road closure management plan	£10,000	Apr 2025	?
	Neighbourhood Development Plan Reg 16	£2,000 +EMR	In progress	
	Solar Energy Project Funding application	Not required	Feb 2025	✓
	Biodiversity Policy	Not required	May 2024	✓
Medium priority	255 th Commemoration – Enclosures Act	£600	Aug 2025	✓
	Town Map	£1000	TBC	✓
	KGV Field commuted sums	TBC	In progress	
	Emergency Resilience Plan review	Not required	In progress	
	Further work on Town Ranger role development	£10,000	TBC	✓
	Councillor surgeries to improve engagement	Not required	Ongoing	✓
	Community stage usage development	TBC	Ongoing	
	Bright Friday	£2,500	Nov 2024	✓
	Remembrance	£1,000	Nov 2024	✓
	D-Day 80	£3,000	Jun 2024	✓
	VE Day 80	TBC	May 2025	✓
	Engage Duchy re Castle Area	TBC	Feb 2025	✓
	Storage solutions – investigate	TBC	TBC	---
	Police liaison meetings and communications	Not required	Ongoing	✓
	VAS review	£5,000	Mar 2025	
Allotment site – Hawthorns investigate	TBC	Awaiting NYC		
Low	Castle 900 th 2030	£600	2030	
	Biodiversity review and action plan	TBC	TBC	



priority	Office mobile phones	£1,200	Mar 2024	✓
	Christmas Tree Festival – community engagement	TBC	Dec 2024	✓

Year Two: 2025 - 2026

High priority	Project	Budget	End Date	
	Market business plan and potential phased implementation	TBC	In progress	
	Town Ranger/Lengthsman/Maintenance Officer	Staffing	Dec 2025	✓
	Storage – feasibility and business plan?	TBC	TBC	
	Tour guide implementation and review processes	TBC	May 2025	✓
	Neighbourhood Development Plan review and training	TBC	Apr 2026	
	Solar Energy Project implementation	Grant funded	May 2025	✓
	255 th Commemoration – Enclosures Act completion	TBC	Aug 2025	✓
	Storage solution implementation phase	TBC	TBC	
	Integrate additional allotment site with existing if NYC allow	TBC	Chasing NYC	
	KTC consultations – budget, market, castle etc	TBC	Ongoing	
	NEW Replace 3 Flags at the Castle (incl Risk Assess)	£1000	May2025	✓
Medium priority	Castle Area Feasibility	TBC	Apr 2026	
	Town Map distribution if not already completed	Not required	TBC	✓
	KGV Field commuted sums	TBC	In progress	
	Emergency Resilience Plan improvements	TBC	Dec 2026	
	Councillor surgeries to improve engagement	Not required	Ongoing	✓
	Community stage usage development	TBC	Ongoing	
	Bright Friday	TBC	Nov 2025	✓
	Remembrance	TBC	Nov 2025	✓
	Police liaison meetings and communications	Not required	Ongoing	✓
	VE Day 80	TBC	May 2025	✓
	Tree Survey	EMR	Dec 2025	✓
	Council Business Plan and Action Plan review	Not required	Dec 2026	
	NEW Investigate Border signage	TBC	In progress	
Low priority	Castle 900 th 2030	TBC	2030	
	Biodiversity action plan review	TBC	Mar 2026	



Year Three: 2026 - 2027

Priority	Project	Budget	End Date	
High priority	Market phased implementation	TBC	TBC	
	Integrate and develop Town Ranger/Lengthsman/Maintenance Officer	Staffing	Dec 2026	✓
	Storage – implementation and development?	TBC	TBC	---
	Tour guide review and develop if needed	TBC	In progress	
	Neighbourhood Development Plan review	TBC	Apr 2027	
	Castle area feasibility and further investigate	TBC	TBC	
	Council Business Plan and Action Plan update 2028 - 2031	TBC	Dec 2027	
	Christmas Lighting Tender	TBC	TBC	
	KTC consultations – budget, market, castle etc	TBC	Ongoing	
	Medium priority	General commuted sums – investigate potential projects	TBC	TBC
Emergency Resilience Plan review		TBC	TBC	
Further devolution opportunities - investigate		TBC	TBC	
Councillor surgeries to improve engagement		Not required	Ongoing	
Bright Friday		TBC	Nov 2026	
Remembrance		TBC	Nov 2026	
Police liaison meetings and communications		Not required	Ongoing	
Castle 900 th 2030		TBC	2030	
NEW Coach Friendly Status		TBC	TBC	
Low priority	Phone Box longer term usage	TBC	TBC	
	Biodiversity action plan review			

Reviewed: September 2025

Next Review: May 2026

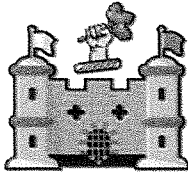
Standing Committees/Sub Committees/ Working Groups

Standing Committee	Current Membership	Proposed Membership 2026/2027
Planning (PI) – <i>incorporates NDP</i> Meets once a month	John Batt Kathryn Davies David Goode Shan Oakes Mark Flood	
Finance & General Purposes (F&GP) Scheduled to meet once a quarter	Andy Bell Shan Oakes Matt Walker David Goode John Batt	
Projects Community and Environment (PCE) Scheduled to meet once a quarter	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes James Pickard Matt Walker Helen Westmancoat John Batt Mark Flood	
Market (M) Initially meet once per month		
Staffing Meets 3 times a year or as needed	Hannah Gostlow James Pickard Helen Westmancoat David Goode	
Appeals Meets as needed (made up of all councillors not on Staffing)	Andy Bell Kit Lacey Margy Longhurst Shan Oakes Matt Walker John Batt Kathryn Davies Mark Flood	

Sub Committee Meetings set by Chair	Reporting to:	Current Members	Proposed Membership 2026/2027
Castle Area	PCE	Margy Longhurst Shan Oakes Helen Westmancoat John Batt David Goode Matt Walker	Margy Longhurst Shan Oakes Helen Westmancoat John Batt David Goode Matt Walker
Climate Change Emergency	PCE	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes Mark Flood	Andy Bell Hannah Gostlow Kit Lacey Shan Oakes Mark Flood
Bright Friday	PCE	Hannah Gostlow Kit Lacey James Pickard Mark Flood	Hannah Gostlow Kit Lacey James Pickard Mark Flood
Police Liaison	Full Council	Kathryn Davies Hannah Gostlow James Pickard	

Working Groups Meetings set by Chair	Reporting to:	Current Members	Proposed Membership 2026/2027
Commuted Sums	PCE	Andy Bell Hannah Gostlow James Pickard David Goode	Andy Bell Hannah Gostlow James Pickard David Goode
Castle 900	PCE	Helen Westmancoat Shan Oakes John Batt	Helen Westmancoat Shan Oakes John Batt
Markets	Full Council	Hannah Gostlow Margy Longhurst James Pickard Helen Westmancoat Shan Oakes Matt Walker David Goode John Batt	<i>Markets working group to be disbanded and 'Markets' given full standing committee status moving into the next civic year. Meetings are likely to be scheduled monthly initially. Schedule not yet included in full year schedule of meetings.</i>
Stage	PCE	Kit Lacey James Pickard Mark Flood	Kit Lacey James Pickard Mark Flood
Boundary Signs	PCE	Andy Bell Hannah Gostlow	Andy Bell Hannah Gostlow

EXTERNAL ORGANISATIONS 2025-2026		Proposed for 2026 - 2027
Town Twinning Bebra	The Mayor	The Mayor
Town Twinning Volodymyr	D Goode	
The Town Guides	The Mayor is patron	The Mayor is patron
Knaresborough Chamber of Trade	H Gostlow, S Oakes	
Yorkshire Local Councils' Association YLCA	The Mayor + K Davies	The Mayor
Harrogate & District Access Group (HADAG)	The Mayor is Patron	The Mayor is patron
Knaresborough Community Centre Committee	H Gostlow	
Friendship & Leisure Centre	The Mayor	The Mayor
Renaissance Knaresborough Exec Committee	M Flood, H Gostlow	
Spa Baths Charity	J Batt, D Goode	
Knaresborough Relief in Need	H Westmancoat	
Trustee of King James's Foundation	J Batt (meets once per year)	
Trustee of Chapel of our Lady of the Crag	M Longhurst	
Allerton Waste Recovery Park (Thalia)	M Flood, K Lacey	
Knaresborough Civic Society	The Mayor	The Mayor
Knaresborough Business Collective	K Lacey, K Davies	
NYC Highways (Strategic) Group	J Batt, H Westmancoat	
Youth Council* * Requires DBS checks	J Pickard, S Oakes, H Gostlow, H Westmancoat	
Gouthwaite Board	K Davies, H Gostlow	
Remembrance	The Mayor attends September meeting and lays wreath on Remembrance Sunday	
Knaresborough Museum Association	M Longhurst	
Knaresborough Voice	H Gostlow, K Davies, S Oakes, H Westmancoat	



Knareborough
Town Council

TERMS OF REFERENCE STAFFING COMMITTEE

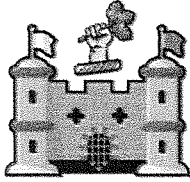
<p>Membership and voting:</p> <p>Minimum 4 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.</p>	<p>Quorate:</p> <p>Three</p>
<p>Meeting Frequency:</p> <p>3 per annum, or upon request of the Chair if required, with the Clerk and/or Deputy Clerk in attendance.</p>	
<p>Accountability:</p> <p>The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.</p>	
<p>Aims:</p> <p>Provide effective and professional staff management of all matters related to the employees of the Council.</p> <p>Roles:</p> <ol style="list-style-type: none">1. Ensure compliance with legislation and best practice.2. Manage any recruitment process.3. Take responsibility that confidentiality is maintained over all staffing matters under UK GDPR and Code of Conduct as signed members.4. Have responsibility to implement/negotiate any changes to contract terms which are required to comply with Staffing Law, Health and Safety Law, and Terms and Conditions of Service as laid down by the National Joint Council (NJC) 'Green Book' and recommended by the National Association of Local Councils (NALC) and Society of Local Councils (SLCC).5. Responsible for the Clerk's staff appraisal each year in February.6. Develop strategy and policy in all matters relating to Human Resources and manage Health and Safety of staff.	

Delegated Powers:

1. Review staffing arrangements and structure including job descriptions and person specifications.
2. Manage associated recruitment costs to the budgeted amount set by Full Council.
3. Approve all contracts of employment.
4. Consider and implement all pay awards and determine increment raises.
5. Review and implement all employment policies, duty to consult with staff on an ongoing basis.
6. Carry out Clerk annual appraisal in its entirety including setting objectives.
7. Committee is the Line Manager of the Clerk and will appoint two liaison councillors to have responsibility for regular liaison with the Clerk on all staffing matters including arranging and leading on the annual appraisal
8. Consult with staff about Health and Safety issues and working practices.
9. Make decisions on Disciplinary and Grievance matters on behalf of the council
10. Ensure all committee members have appropriate training (e.g. employment law)

Agreed by Knaresborough Town Council at its meeting on 11 May 2026

Review Date: May 2027



TERMS OF REFERENCE PROJECTS, COMMUNITY AND ENVIRONMENT COMMITTEE

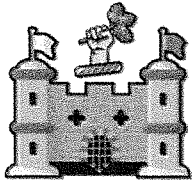
<p>Membership and voting:</p> <p>Minimum 4 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.</p>	<p>Quorate:</p> <p>Three</p>
<p>Meeting Frequency:</p> <p>4 scheduled meetings. More meetings may be arranged upon request of the Chair if required with the Clerk/Deputy Clerk or Community Projects Officer in attendance.</p>	
<p>Accountability:</p> <p>The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.</p>	
<p>Aims:</p> <p>Work to promote the town whilst enhancing the area within the Town Council's boundaries for the benefit of the community, businesses and visitors. Work to improve communication with residents, local groups and organisations in the area. To facilitate and support local community and voluntary organisations to promote the health and wellbeing of the town and promote initiatives which support environmental awareness and improvement.</p>	
<p>Roles:</p> <ol style="list-style-type: none">1. To liaise with local groups, partner organisations and Local Authorities in the planning of events in Knaresborough, providing direction for Officers, Councillors and Volunteers.2. To foster and develop relationships between businesses, the community and the Town Council.3. To oversee the Town Council's Christmas lighting event – Bright Friday.4. To promote and support environmental awareness and initiatives.5. To promote floral and planting initiatives.6. To protect and preserve local heritage.7. To support young people in the community.8. Considers Resolutions from appointed sub committees and working groups.	

Delegated Powers:

1. To maximise the benefit to the town of any external funding directly or with partner organisations.
2. To work with partner organisations to improve the health of people in the town.
3. To work with partner organisations to support the young people in the community.
4. To review and make decisions on environmental issues, such as the single use of environmentally damaging materials, use of renewable resources etc
5. Manage the council's youth green grant initiative and award grants under this scheme as recommended by Climate Emergency sub committee
6. Liaise with the Allotment Associations which manage the town council's allotment sites; review the Allotment Agreements, Allotment fees and make decisions on matters raised by members of the Associations.
7. Make decisions on scope of floriculture throughout the town
8. Makes decisions on issues relating to Street furniture
9. Monitor speed limits in Knaresborough using VAS data
10. To spend relevant budgeted monies on behalf of the Council.
11. To make decisions to spend budgeted monies on behalf of the Council in the commissioning and/or purchase of goods and services beneficial to the staging of events and entertainment.
12. To manage the annual budget for the Christmas Lighting scheme, place orders for works, goods and services within the limitation of the approved annual budget. The Committee must seek approval for any budget changes or increased funds from Full Council or Finance Committee.
13. Explore sponsorship and other financial support, such as match funding, for events taking place within the Town Council area.
14. To manage, alongside the Clerk, budgets allocated to individual events.
Any expenditure above to comply with KTC's Financial Regulations.
15. Ensure a system for Risk Management and Health & Safety is in place for the areas within its control.
16. Through the Clerk/Deputy Clerk/Community Projects Officer, the Chair to issue press statements regarding events on behalf of the Council.
17. Liaise with all necessary amenity groups, Local Authorities and Statutory bodies regarding implementation of signage.
18. To nominate on behalf of the Council representatives to participate in joint working parties and to represent the Council on external committees in relation to event planning.
19. To Approve Terms of Reference for Bright Friday, the Castle Area, Emergency Response, Climate Emergency subcommittees.
20. To manage the use of/hiring out of KTC's trailer stage.
21. To oversee any items relating to Conyngham Hall.
22. To oversee any items relating to the River Nidd Bathing Status.

Agreed by Knaresborough Town Council at its meeting on 11 May 2026

Review Date: May 2027



Knaresborough
Town Council

TERMS OF REFERENCE PLANNING COMMITTEE

Membership and voting: Minimum four Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	Quorate: Three
Meeting Frequency: Monthly with the Clerk and/or Deputy Clerk in attendance	
Accountability: The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
Aims: To act as statutory consultee to the Planning Authority - North Yorkshire Council (NYC) for all planning applications that are in or relate to the Knaresborough Town Council area. Roles: 1. To fully consider all planning applications and respond on behalf of the Full Council to all applications for planning permission and appeals referred to Knaresborough Town Council by the planning authority. When responding to planning applications the standard wording, as agreed by Full Council on 17 March – Minute no: 23/090, is to be applied, if appropriate. <i>Suggested wording may include:</i> <i>KTC has declared a climate emergency; as such we encourage ways to target Energy Performance Certificate (EPC) A rating.</i> <i>Please consider the following items:</i> <i>Having draught-proofed, energy-efficient windows and doors. Consider triple glazing.</i> <i>Insulation of roof and loft</i> <i>Insulation of both cavity and solid walls</i> <i>Installation of a low-carbon heating system</i>	

Installation of solar panels

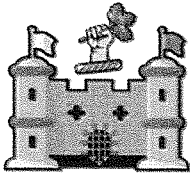
2. To consider and respond to all Street Naming Consultations from NYC
3. To consider and respond to all Consultations from Highways Department NYC

Delegated Powers:

1. On behalf of Full Council make and submit observations, via the Clerk or Deputy Clerk, on all planning applications to the planning authority North Yorkshire Council (NYC).
2. Where an application is subject to a Planning Inquiry or Appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the Hearing.
3. The Committee is authorised to nominate a member to attend NYC's Planning Committee meeting if a relevant application is included on the agenda.
4. The Clerk/Deputy Clerk will, in consultation with members of the planning committee, have delegated powers to respond to any outstanding planning applications which the committee did not have sufficient time to consider during its meeting and which would by default fall outside of the consultation period.
5. Identify and make representations to the NYC in respect of enforcement action or any matters considered to be breaches of planning regulations.
6. When dealing with Consultations from NYC, as detailed in points 2 and 3 above, the Clerk has delegated authority to place these before another Committee or Full Council if they are time critical.
7. To oversee the Town Council's Neighbourhood Development Plan.
8. To consider proposals for traffic regulation and associated highways issues and make comments on behalf of Full Council.

Agreed by Knaresborough Town Council at its meeting on 11 May 2026

Review Date: May 2027



Knaresborough
Town Council

TERMS OF REFERENCE FINANCE AND GENERAL PURPOSES COMMITTEE

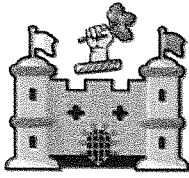
Membership and voting: No fewer than four Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.	Quorate: Three
Meeting Frequency: Four times per annum with the Clerk and/or Deputy Clerk in attendance	
Accountability: The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.	
Aims: To ensure that the Council's finances and its related statutory obligations are conducted in accordance with legislation, statutory regulations and town council policies.	
Roles: <ol style="list-style-type: none">1. Ensures that the Council acts lawfully in relation to all expenditure and maintains adequate financial controls accountable for audit purposes.2. Nominates a Councillor (other than the Chairman) to review the monthly bank reconciliations against bank statements.3. Nominates Two Councillors to countersign invoices and cross reference to payment schedule.4. Draws up a draft budget in November to take to Full Council for a decision and to inform precept setting.5. Considers any request for budget changes throughout the financial year.6. Manages the Councils Grant Award Schemes and receives regular Clerk's report on the Small Grants Fund.7. Manages the Council's tendering process for work exceeding £30,000.	

Delegated Powers:

1. Can authorise expenditure in accordance with the budget approved by Council.
2. Has delegated authority to authorise payments on behalf of the Council.
3. Ensuring there is evidence of adequate systems of internal control and audit throughout the year and for presentation for external audit.
4. Approving of monthly financial reports quarterly as a minimum.
5. Monitor all budgets on a quarterly basis, acting where required to vire unspent provision to ensure that the overall budget strategy is maintained.
6. Awarding grants to local organisations as per the Council's Grant Award Policy.
7. Reviewing Financial Regulations and Standing Orders annually to ensure they can be recommended to Council for adoption.
8. To commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
9. To make recommendations to the Council on the use of financial reserves.
10. To undertake annually the risk assessment in relation to the Council's insurance cover.
11. To make recommendations to the Council regarding the future provision of civic regalia
12. To approve the list of regular payments annually.
13. To oversee the contracts procurement timetable and ensure a review date is set to allow Council adequate time to carry out the tendering process.
14. To review the list of S137 payments annually at Financial Year End.
15. To review the Council's business continuity plan annually.
16. To receive and note the verification of bank reconciliations (by an appointed councillor) as reported, including any exceptions.

Agreed by Knaresborough Town Council at its meeting on 11 May 2026

Review Date: May 2027



Knaresborough
Town Council

TERMS OF REFERENCE MARKETS COMMITTEE

<p>Membership and voting:</p> <p>Minimum 6 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.</p> <p>Trader representatives may be in attendance as directed by the Chair but will not be permitted to take part in any vote.</p>	<p>Quorate:</p> <p>Four</p>
<p>Meeting Frequency:</p> <p>The Clerk will call Markets Committee meetings as and when required. Frequency will initially be determined by progression of the processes/procedures required to take over responsibility of the market. Regular meetings will be scheduled once the full operation of the market is in place. Clerk and/or Deputy Clerk to be in attendance.</p>	
<p>Accountability:</p> <p>The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.</p>	
<p>Aims:</p> <p>To ensure that the Council's obligations in relation to operating a weekly market are conducted in accordance with legislation, statutory regulations and town council policies.</p> <p>Roles:</p> <ol style="list-style-type: none">1. To determine the rules and regulations of the weekly market in Knaresborough Market Place consistent with the market charter and the relevant legislation.2. To determine charging policies for the market and to incur expenditure on the markets or on market equipment/assets within the confines of the annual budget.3. To determine marketing and promotional work to further the success of the market4. To oversee and exercise management of the health and safety issues in respect of all the services of the Committee.5. To submit estimates of income and expenditure on continuing services for the following year to the Clerk by end October for submission to Full Council as part of the budget process.	

6. Maintain liaison with other bodies, e.g. NABMA and NMTF, as is necessary and beneficial for the furtherance of the services within its remit.

Delegated Powers:

Committee:

1. To make decisions in relation to the strategic management of the weekly Wednesday Market held in the Market Place, Knaresborough.
2. Maintain close liaison with the Markets Officer and other bodies as necessary and beneficial for the furtherance of the services within its remit.
3. To appoint appropriate sub-committees or working groups to facilitate the work of the Committee whilst reserving the right to refer any decision back to Full Council for consideration as and when necessary.
4. To approve or comment upon actions taken and reported by Market staff.
5. To work with market traders and hold an annual traders meeting
6. To liaise with the Christmas Markets Committee and make decisions in relation to its strategic management.
7. To consider any other matters relating to the Market as appropriate or as directed by Full Council.

Town Development Manager:

1. The Town Development Manager shall have the delegated authority to consider and determine applications received to trade at the Council's market and to issue licenses and permits in accordance with the format agreed by the Markets Committee.
2. The Town Development Manager shall have the delegated authority to allocate stalls and pitches for the Council's Market
3. The Town Development Manager shall have the delegated authority to determine the toll levied on each trader in accordance with the schedule agreed by the Markets Committee.
4. The Town Development Manager shall have the delegated authority to issue necessary instructions on behalf of the Markets Committee and Full Council as are necessary for the proper and efficient management of all the services of this Committee.
5. The Town Development Manager shall have the delegated authority to implement, in their absolute discretion, the terms and conditions of the Consent to Trade, Open Market Licence, Casual Trader Rules and other agreements, e.g. Risk Assessments, such as are necessary for the proper and efficient management of all the services of this committee.
6. The Town Development Manager reserves the right to refer any decision back to the Markets Committee for consideration as and when necessary and to make recommendations for consideration and approval.

Agreed by Knaresborough Town Council at its meeting on 11 May 2026

Review Date: May 2027

KTC Meeting Dates June 2026 – May 2027

<u>Date</u>	<u>Meeting</u>	<u>Notes</u>
Thursday 21 May 2026	Annual Meeting of the Town Council	
Monday 25 May	Spring Bank Holiday	
Monday 01 June	Planning 12 noon	
Monday 08 June	Staffing 9am	
Monday 15 June	Full Council 7.00 p.m.	
Monday 22 June		
Monday 29 June	Planning 12 noon	
Monday 06 July	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 13 July		
Monday 20 July	Finance & Gen Purposes 7.00 p.m.	
Monday 27 July	Planning 12 noon	
Summer Break – no council or standing committee meetings		
Monday 07 September	Planning	
Monday 07 September	Remembrance Meeting – Mayor involved	Meeting with RBL and other organisations
Monday 14 September	Full Council 7.00 p.m.	
Monday 21 September		
Monday 28 September		
Monday 05 October	Planning 12 noon	
Monday – 05 October	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 12 October	Staffing 9am	
Monday 19 October	Finance & Gen Purposes 7.00 p.m.	
Monday 26 October		
Monday 2 November	Planning 12 noon	

Monday 2 November	Clerk informal meeting with all councillors to consider budget	
Monday 09 November		
Monday 16 November	Finance & Gen Purposes (Budget)	All councillors to be invited
Monday 23 November		
Monday 30 November		
Monday 07 December	Planning 12 noon	
Monday 14 December	Full Council Precept Setting 7.00 pm	
Monday 04 January 2027		Christmas break will not allow sufficient time to legally send out a planning agenda with summons
Monday 11 January	Planning 12 noon	
Monday 18 January	Finance & Gen Purposes 7.00 pm	
Monday 25 January		
Monday 01 February	Planning 12 noon	
Monday 01 February	Projects Community & Environment (PCE) 7.00 p.m.	
Monday 08 February	Staffing 9am	
Monday 15 February		
Monday 22 February		
Monday 01 March	Planning 12 noon	
Monday 01 March	Annual Town Meeting	
Monday 08 March		
Monday 15 March	Full Council 7 p.m.	
Monday 22 March		
Monday 29 March	Easter Monday	
Monday 05 April	Planning 12 noon	
Monday 12 April	Finance & Gen Purposes 7.00 pm	
Monday 19 April	Projects Community & Environment (PCE) 7.00 p.m.	

Monday 26 April		
Monday 03 May	Bank Holiday	
Monday 10 May	Planning 12 noon	
Monday 10 May	Full Council (Annual Meeting prep) 7.00 pm	
Monday 17 May		
Thursday 20 May	Mayor Making? Possible regular Annual Meeting due to election year	

NB Market Committee dates not yet in schedule, awaiting Council decision on frequency of meetings for this committee.

Description of Asset	Date of acquisition	Cost of acquisition	Useful life estimate	Location of asset	Insurance value/replacement cost	Disposal date (if applicable)	Notes
Community Centre	1998	770,000		Stockwell Avenue			Approx rebuild cost. See letter from HBC Jan 2004. Active North Yorkshire, as lease holders, are required to provide pile cover and cover re building costs
Castle Lights	2018	35,000		Knaresborough Castle			NYC insured
Albion Land	2010	32,500		Bliton Hill Drive			
Mother Shipton Statue	2016	30,000		Market Square			
Christmas Lighting	2011	25,000		Contractors			
Mayor's Chain	1972	7,000		With the Mayor	7,000		Valued by Fatorinis in 2014
Mayor's ribbon badge		2,200		With the Mayor	2,200		Valued by Fatorinis in 2014
Mayor's / Consort Chain		5,200		With the incumbent	5,200		Valued by Fatorinis in 2014
Deputy Mayor's Chain		4,000		With Deputy Mayor	4,000		Valued by Fatorinis in 2014
Dep Mayor's / Consort Chain		2,200		With Deputy	2,200		Valued by Fatorinis in 2014
Statue of St Robert	2018	4,000		Abbey Road			
Albion Land	1968	4,500		Stockwell Road			
Stage (slots together)	2014	3,000		Stored by Lions at The Ranch, Forest Moor			Dispose??
Silver Spade (1902)	1902	2,000	N/A	Clerks Office	2,000		Purchased from TLC
Office equipment and furniture	2014	1,435		Clerks Office			Oil painting by Norman Hepple (1908-1994) seated portrait signed and dated 1957 23.5" / 19.5" gilt frame
Oil painting of Lord Inman	1957	600	N/A	Clerks Office	600		
Lap Top	2018	550		Clerks Office			79" high
Replica Blind Jack's Cherry wood cane	1927	500	N/A	Chamber	500		2 Handled - Barker Bros Chester 1919 urn from with single girdle on wooden socle inscribed Presented by W Simpson Esq Manor Cottage Kibb height 27" 10.5oz
Simpson bowling trophy	1887	500	N/A	Clerks Office	500		Silver plate - black handle
Silver spade (1887)	2016	491		Clerks Office			Dispose??
Projector	2014	475	Proj Specific	Clerks Office			Fatoinni Birmingham enamel & gilt silver in original Fatoinni cases each 2.75 diameter
Banners x 3 - NDP	2014	450	N/A	Chamber	450		Dispose??
3 past Chair badges KJDC	1959	450	N/A	Chamber			Fatoinni Birmingham enamel & gilt silver in original Fatoinni cases each 2.75 diameter
Projector Screen	2014	350		Assembly hall			
Challenge cup bowling x 2	1889	350		Chamber	350		Silver Chaltee inscribed Kib Challenge Cup Bowls - Barnard & Sons Ltd London 1869 embossed doves, geometric border & engraved vine 10" high 14.5oz.
Glass Display Case		300		K House 1st flr landing	300		
K'boro Savings Ctee Street Groups League Cup	1945	250	N/A	Chamber	250		2 Handled trophy Thomas Bradury & Sons London 1901 Urn form and inscribed Presented by Col CH Tealey D.S.O. I.D. - October 1945. 8.5" high 11oz.
Silver Rose Bowl - Knares		240		Chamber	240		Maker Walker & Hall, Sheffield inscribed Kib Challenge Cup 8" high approx 10oz
Challenge Cup		230	N/A	Chamber	230		Pearl wear blue & white mug, leaf design, 4.5" high. Valuation made in 2015 by Hartleys Auctioneers
Mug (returned to be Blind Jack's)	2011	208		A Willoughby	208		Dispose??
Lawn Mower	2012	1		M Walker			
Beacon	2010	200	N/A	Chamber	200		
Four Maundy coins 2010 (4, 3, 2 an	2014	200		Clerks Office			
Large Display Board	2008	180		Chamber	180		
13 H Vis Jackets	2008	180		Large cabinet (stairs)	180		
Silver platter		150		Clerk's Office	150		2 handled silver on copper salver - Ogden's of Harrogate - inscribed 26" wide
Meta press		100	N/A	K House 1st flr landing	100		Cast iron lock seal stamp with floral decoration & turned wood handle 8.5" high
German Letter Box (Yellow)	June 1995	100	N/A	K House 1st flr landing			Plate at Top inscribed 25 Years of Town Twinning presented by Partnerschaftsverein Bebra-Knaresborough C.V. June 1995. Plate at Front inscribed: 25 Years of Town Twinning - Presented by Bebra to Knaresborough - June 1995
Scale copy of Blind Jack's	2000	100	N/A	K House 1st flr landing	100		
Blind Jack's tea pot		100	N/A	Chamber	100		Date - Is after Blind Jack's death: Porcelain white with flowers dated 1841 - 11" wide
Book - 'History of the Town'		100	N/A	Clerks Office	100		History of the Castle, Town & Forest of Knaresborough & its medicinal Springs: 6th Edition E Hargrove
Glass rose bowl		50	N/A	Chamber	50		England in Bloom 1986
40 year plaque BEBRA		50	N/A	Chamber	50		Partnership Present from Bebra
40 year BEBRA glass		50	N/A	Chamber	50		Present from Bebra
Community Cup - silver plated		1		With awarded winner or			Value in inscriptions
Scotsman statue in spelter		50		Clerks Office	50		
Environmental award		20		Chamber	20		Value in inscriptions
3x Large Honours Boards	2x 2019 and 1x 2025	3		Market Place			Returb cost £5400 completed 2020
6 past mayor's badges	5 in 2025	2887	N/A	Clerks Office			
5 consort pins	2025	1355	N/A	Clerks Office			
2 Long service awards	Nov-19	400		Lighting contractors	400		
Castle Banner	Dec-19	600		Clerks Office	600		
Franking Machine	Oct-19	2000		Clerks Office			
Office PC's x 3	Apr-21	1379		K House exterior			
Deffibrillator + Cabinet	2021/2022	2000		Friend & Leis Centre			Communal Usage. kept in locked building.

