

# Knaresborough Town Council

## RISK MANAGEMENT STRATEGY

Risk, as defined by the National Audit Office, is an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and to successfully execute its strategies. Risk management, therefore, is the process by which risks are identified, evaluated and controlled.

The Council has appointed a Clerk to the Council who acts as the Council’s advisor and administrator. The Clerk is the Council’s Responsible Financial Officer and is responsible for administering the Council’s finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council’s procedures, control systems and policies are adhered to.

## RISK MANAGEMENT CONTROL

To manage risk, the Council needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process. Typical categories of risk might be identified as follows:

- Financial – loss of money – fraud, theft, embezzlement
- Property – damage to property
- Legal – breaking the law or being sued
- Reputational – actions taken could harm the Council’s public reputation

Area	Risk	Risk Level before control H/M/L	Management/control of risk	Risk Level after control H/M/L
<b>Financial – Knaresborough Town Council has a robust Financial Risk Assessment in place detailed in a separate document</b>				

Management					
Employees	Loss of Key personnel		M	Town Council employ a Clerk and a Deputy. Notice of termination paramount in this specialised sector. Begin recruitment immediately. Business Continuity Plan Adopted	L
	Employment law and Inland Revenue Regulations		M	Contracts of employment for all staff, systems of updating records of change in relevant legislation.	L
	Fraud by staff		H	Fidelity Guarantee in place	L
	Actions undertaken by staff (eg resulting in council being ultra vires)		M	The Clerk should be provided with adequate training, reference books, access to assistance and legal advice required to undertake the role.	L
	Health & Safety		M	The Council operates a robust Health & Safety Risk Assessment	
	Audits not carried out – council face financial penalties		H	Internal and External auditors appointed	L
	Not submitted within time limits resulting in financial penalties		M	Annual Return is completed, agreed by full council, signed by council chair and submitted to external auditor within time limit.	L
	Illegal activity or payments		M	All activity and payments within the powers of the Town Council to be resolved and minuted at full council or finance committee meetings (including a reference to the power used where necessary e.g. Section 137)	M**
	Accuracy and legality		M	Minutes and agendas are produced to the required standard by the Clerk or Deputy Clerk and adhere to the legal requirements. Minutes are approved and signed at the next council meeting. Agenda and Minutes are displayed according to legal requirements. Deeds of property, Agreements and other financial papers which require secure keeping are kept in a fire resistant safe.	L
	Minutes/Agendas/Notices/ Statutory Documents				

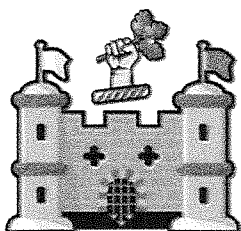
Council records – Paper	Records lost/missing	M	Minutes are archived to central file at County. Legal papers are stored in fire resistant safe for required duration.	L
Council records - electronic	Records lost/missing	M	All council electronic records are backed up and/or stored in offsite cloud storage.	L
Data Protection Database	Breach of G D P R	M	Council has Records Management Policy in place. Councillors have .gov.uk email addresses	L
Freedom of Information	Council in breach of IOC guidelines	M	Council has policy in place to address freedom of information requests.	L
Website	Out of date	M	Clerk, Community Officer and members ensure content is updated regularly	L
	Hacked by third party	H	Maintained by reputable web service provider	L
<b>Assets</b>				
Council Property	Loss or damage to council property Risk/damage to third party property	M	Asset Register maintained. An annual review of assets is undertaken for insurance provision with any significant additions notified to insurers in the year. Insurance in place which is reviewed annually. Cyber risk discussed with Insurer and appropriate cover in place wef March 2026	L
<b>Reputational</b>				
Councillors	Confidence in Councillors could be eroded due to lack of training and the potential failure of councillors to respect legal and democratic process	M	Councillors to undertake relevant training. Councillors to apprise themselves of relevant documents including Code of Conduct and Standing Orders	M ***
Volunteers	Confidence in Council could be eroded due to lack of training and clear guidance given to volunteers	M	Volunteers given training when required and directed to the Council policies and procedures relevant to their volunteering role	L

\*\* Clerk continues to inform councillors of relevant powers being used when awarding grant funding.

\*\*\* Clerk continues to advise/inform Councillors about the importance of respecting legal and democratic process and the dangers of acting ultra vires.

Adopted: May 2026

Review May 2027



# Knaresborough

Town Council

## BUSINESS CONTINUITY PLAN

Name: *Knaresborough Town Council*

Address: *Knaresborough House, High Street, Knaresborough HG5 0HW*

Contact telephone no: *01423 864080*

Business Continuity Management is:

A planning process for all businesses and local authorities, small or large, to help reduce the impacts caused by disruptions and emergencies that can threaten its survival.

Whilst it is not a statutory duty for a parish council, it is Knaresborough Town Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the parish council.

This document is the Council's record of information and actions the Council would take to help prepare for emergencies or serious business disruptions to enable the council to recover as quickly as possible afterwards.

This document should be read and implemented in conjunction with the Town Council's Risk Management Strategy.

This Business Continuity Plan is the property of:	Knaresborough Town Council
Adopted by Knaresborough Town Council	April 29, 2024 ( <i>updated 12 May 2025</i> )
Next review date	May 2026

## PLANNING ACTIONS

Loss or disruption to the Council:		
Loss	Disruption	Action
Staff	Key staff are off work due to sickness	Temporary Staff are employed for periods of long-term sick. A staffing contingency figure is included in the budget to cover employment of temporary staff
	Threat of sickness (widespread virus)	Staff are required to work from home and given the relevant equipment and

		permission to perform their tasks from home
	Workstation	<p>A workstation risk assessment to be completed for home working by the employee</p> <p>The council's website is updated to ensure members of the public are notified of the office closure. A notice is also put into the town council noticeboard.</p>
	Key staff resign	<p>Chair/Councillors can access K House via keypad entry. Keys for town council office are held in caretaker's office. NYC Building Manager contact details accessible via <a href="mailto:propertyservices.har@northyorks.gov.uk">propertyservices.har@northyorks.gov.uk</a> or via the North Yorkshire Councillors.</p> <p>Key operational info – passwords for computer access, phone numbers for IT supplier/website provider/ bank/ insurance/YLCA etc accessible in Clerk's office filing cabinet 2. Key to Cabinet 2 (key 8) is in Key safe in Clerk's office.</p> <p>A recruitment folder with template job advert, job description, person specification and application form are also in this cabinet. YLCA can also provide advice on recruitment and aim to employ a qualified clerk or someone who will work towards CiLCA qualification. YLCA have helped with supply of Locum Clerk in the past.</p>
IT and Data	IT equipment is damaged irrecoverably, and backups have not worked	Information is saved on a cloud as well as on IT equipment and hard drive backups
Building(s) staff work from	Inability to access the Council office due to fire, flood, or other disaster	<p>Staff initially meet at Stockwell Community Centre.</p> <p>Staff can work from home, using lap tops with access to emails and shared files – password protected.</p>
Suppliers	Companies cease trading	New suppliers are found
Utilities	Gas, Electric and Water are disconnected	Homeworking commences or an alternative NYC building utilised. The office is closed until such time that the utilities are reconnected.
Equipment	Photocopier ceases to work.	Work is emailed/scanned and printed elsewhere.

## RECOVERY ACTIONS

### RECOVERY OF ESSENTIAL BUSINESS RECORDS

Business Records	How will you recover the records? Identify any alternative measures in place
Computer records / data and location	Back-up records are held on the 'cloud' and can be accessed remotely
Financial Records	A memory stick with a backed-up copy of the finance records is available in the Clerk's filing cabinet and is also saved on the Council's 'cloud' storage system
Critical paper records /information and location	Deeds and such are stored e.g.in a fireproof safe
Passwords	A record of all passwords to town council equipment is kept in the fireproof box in cabinet 2.

## RECOVERY ACTIONS

Recovery Actions
Advise all Councillors as appropriate
Activation of Business Continuity Plan
Inform and allocate actions to Staff (note: meet at Stockwell Community Centre)
Inform key suppliers and customers and provide a recovery timescale
Activate alternative suppliers, premise, equipment
Review diary and customer commitments
Advise insurance provider

## RECOVERY LOG

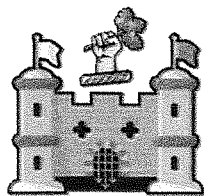
Below is a record of all the events, actions, and decisions the Clerk/Proper Officer of the Council has taken.

Date/Time	Action	Action By	Complete

## Additional Notes

Adopted by Council: 11 May 2026

Review date: May 2027



**FINANCIAL RESERVES POLICY**

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

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

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the proper practices for how the council must maintain its accounts, recommends that the minimum level of general reserves should be maintained at between 3 and 12 months of net revenue expenditure. In practice, any authority with income and expenditure more than £200,000 should plan towards 3 months equivalent general reserves. Knaresborough Town Council has decided a minimum of 4 months operating capital to hold as a general reserve is appropriate for a council of its size.

Knaresborough Town Council maintains two types of reserves:

**General Reserves:**

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

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

**Earmarked Reserves:**

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

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

<b>Earmarked/Designated Funds</b>	<b>£</b>	<b>As at March 2026</b>
Castle Maintenance/Castle Lighting	1,294	To cover lighting maintenance requirements flagged up by the council's specified contractor
Neighbourhood Development Plan	5,072	To cover future requirements of the NDP project

Festive Lighting	34,133.66	To cover unexpected maintenance and repairs and additional lighting needs as specified by the current contractor and not covered by the annual budget
Regalia	0.00	To cover mayoral chains etc repairs and replacement
Allotments	2,215	To cover maintenance needs at the allotment sites under landowner's (the council) responsibility
King George V Field	4,635	Held by council as sole trustee and reported to charity commission. <b>Cannot</b> be used for any other purpose.
Knaresborough House	3,000	To cover rental agreement with NYC
CIL	1568.19	Subject to statutory restrictions. Infrastructure related expenditure.
Tree Maintenance	190	To cover any unexpected tree maintenance on council owned land
Castle 2030	500	To build up a sum of money to assist with the 900 <sup>th</sup> Castle Anniversary celebrations
Events	124.80	Projects, Community and Environment committee underspend to go towards future KTC events
SPF Solar Panel Project	4,058.00	Restricted grant money for Community Centre (Stockwell) project. <b>Cannot</b> be used for any other purpose.
Town Development programme	20,602	To explore and consult on Market Ownership, Maintenance issues, castle, toilets etc
Election Costs	10,000	To go towards future cost of by-elections
Tour Guides	26.42	Unspent Tour Guide budget from 2025
	<b>87,419.07</b>	

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

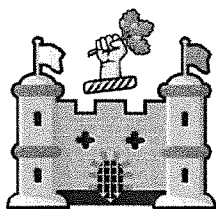
<b><u>Reserves 20xx/20xx</u></b>	
<b>Bank Balance at DD/MM/YYYY</b>	<b>£xx,xxx.xx</b>
minus King George V Field	£x,xxx.xx
minus Other Earmarked Reserves	£xx,xxx.xx
<b>Balance</b>	<b>£xxx,xxx.xx</b>

minus X months potential spends based on the 20xx/xx budget of £xxx,xxx	£xx,xxx.xx
<b>Balance</b>	<b>£xxx,xxx.xx</b>
4 months operating capital (recommendation 3-6 months)	£xx,xxx.xx
<b>General Reserve</b>	<b>£xx,xxx.xx</b>

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

Adopted: October 2024  
Reviewed: May 2026

Next Review: 2027



## Knarborough Town Council

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### SCHEME OF DELEGATION

#### 1. Discharge of the Scheme

1.1 The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

1.2 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes.

1.3 Those with delegated responsibility are referred to by job title, Town Clerk (Proper Officer).

1.4 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.

1.5 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

1.6 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

#### 2. Principles of Delegation

2.1 Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a Committee or an Officer.
- A Committee may delegate its powers to an Officer
- The delegating body may exercise Powers that have been delegated.

2.2 Any delegation to a Committee or the Town Clerk (Proper Officer) shall be exercised in compliance with the Council's Standing Orders and any other policies or conditions imposed by the Council and within the law.

2.3 In respect of reserved powers (see 6 below) in an emergency the Town Clerk is empowered to carry out functions of the Council.

2.4 Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Members and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

### **3. Authority to Act**

3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

### **4. Conflicts of Interest**

4.1 Under the Local Government Act 1972, section 117, the Town Clerk must make a formal declaration about council contracts in which they have a financial interest.

4.2 Where the Town Clerk has a conflict of interest in any matter, he/she/they shall not participate in that matter unless approved by the Council and this is formally recorded in the Council Minutes.

### **5. Delegation to the Town Clerk**

5.1 In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).

5.2 Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.

5.3 The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage council staff in accordance with the Council's policies, procedures and budget.

5.4 The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.

5.5 Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.

5.6 Power to release press statements on any activities of the Council subject to prior consultation with the Chair.

5.7 Power to act on own initiative to implement the Council's policies and objectives.

5.8 Power to take appropriate steps to ensure the Council does not exceed its powers.

5.9 Power to manage all the Council's facilities and resources in accordance with the Council's policies.

5.10 In liaison and after conferring with the Chair, to make such civic arrangements as are necessary.

5.11 The Proper Officer shall have authority to nominate another named officer to carry out any powers and duties which have been delegated to that Officer.

5.12 The Proper Officer shall be responsible for signing all the Council's official notices as set out in Standing Orders.

5.13 As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

5.14 The Town Clerk, in consultation with Councillors, to make comment on planning applications submitted to Knaresborough Town Council by North Yorkshire Council within the statutory 21-day consultation period if the deadline is before the next Council meeting.

5.15 The Town Clerk shall be responsible for administering the Council's small grants scheme.

### **Delegation to the Responsible Financial Officer**

5.15 The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

5.16 The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.

5.17 The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

## **6. Council Reserved Powers**

6.1 The following matters are only to be resolved by Full Council:

- Appointment of the Town Clerk/Responsible Financial Officer
- To change and adopt the Standing Orders, Financial Regulations and this Scheme of Delegation.
- To approve and adopt the Business Plan
- To approve the annual budget
- To set the Precept
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- To make, amend, or revoke bylaws

- To borrow money
- To approve the statutory annual return
- To approve eligibility for the General Power of Competence
- To appoint the Mayor and Deputy Mayor
- To agree and/or amend the Terms of Reference for Standing Committees
- To adopt the schedule of meetings for the ensuing year

## **7. Delegation to Committees**

The following Committees shall be standing committees of the Council and shall consist of such members as the Council shall from time to time determine:

- a) Planning Committee
- b) Finance and General Purposes Committee
- c) Staffing Committee
- d) Projects, Community and Environment Committee
- e) Market Committee

The functions of the committees shall be determined by their Terms of Reference

## **8. Sub Committees**

Any committee may appoint a sub-committee if it believes it would be expedient to do under Standing order 4(a). Any powers delegated to a sub-committee shall be detailed at the time the sub-committee is formed by means of a minute detailing the sub committee's terms of reference, but such delegated powers must be agreed by the council.

## **9. Working Groups**

Working groups may be formed by resolution of the council or committee at any time. The work of such a working group shall be formed by means of a minute detailing the working group's terms of reference.

Where working groups are established, they will be convened by their lead member and maintain their own notes which shall be reported in full to the main committee. They are advisory bodies only with no delegated decision-making powers. Officer(s) will attend by invitation only as ad hoc advisor(s).

## **10. Delegation – Limitation**

Committees and sub committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, the committee's Terms of Reference, this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, byelaws or orders made and with any directions given by the Council from time to time.

clerk@knaresboroughtowncouncil.gov.uk

**From:** Graham Adams <GrahamAdams@hotmail.co.uk>  
**Sent:** 19 March 2017 10:47  
**To:** Nicola Smith  
**Cc:** Cllr David Goode; John Batt (councillor)  
**Subject:** Re: Bilton Hall Drive - Maintenance Working Party  
**Attachments:** Letter to KTC 17032017 20260319\_11434089.pdf

**Flag Status:** Flagged

Dear Miss Pulman

Below is an email exchange with your predecessor Nicola Smith together with Cllrs Goode and Batt dating back 10 years. I also attach a copy of the letter which Nicola requested in that email.

At that time we were seeking contributions to towards repairs to the surface of Bilton Hall Drive. The contact arose following the acquisition of the allotments on Bilton Hall Drive by the Town Council which carried with it an obligation to contribute.

We had a very positive response from the Town Council, agreement was reached and the repairs were carried out. The Town Council suggested that a Working Party be established to better manage the process of maintenance going forward. Unfortunately this was never put in place. Now 10 years on and having funded some very minor repairs up to now, Bilton Hall Farm Management would like to move this forward. There is no expenditure required in the short term but the surface is likely to deteriorate over time and we feel that after 10 years a Working Party would be good to avoid surprise costs in the future.

Our suggestion would be that we have an annual inspection initially and then as and when work is identified to meet more often.

If you could please raise this matter with Councillors that would be appreciated and we look forward to discussing this with you further.

Kind regards  
Graham Adams  
Bilton Hall Farm Management Limited

Sent from Outlook

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**From:** Nicola Smith <clerk@knaresboroughtowncouncil.gov.uk>  
**Sent:** 14 March 2017 10:47  
**To:** 'Graham Adams' <GXADAMS@hotmail.co.uk>  
**Cc:** Cllr David Goode <davidgoode480@btinternet.com>; John Batt (councillor) <jbknaresborough@btinternet.com>  
**Subject:** FW: Bilton Hall Drive

Dear Graham,

Thank you for your email and informing council of the discussions that took place at your recent meeting.

Could I please ask that you put the content of your email in an official letter from Bilton Hall Management

Company inviting us to be a part of the working group.

Once received, I look forward to moving this forward.

Kind Regards

*Nicola Smith*

Clerk to Knaresborough Town Council

Knaresborough House, High Street,  
Knaresborough, HG5 0HW  
01423 864080

[www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk)

Clerk's Office opening hours Monday to Friday 9am - 12.30pm

Clerk's normal office days are Monday, Tuesday and Friday

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The recipient is responsible for virus checking this email & any attachments.

The Council does not accept service of legal documents by email.

  
**From:** Graham Adams [mailto:Graham.Adams@knaresborough.gov.uk]  
**Sent:** 13 March 2017 12:40  
**To:** Nicola Smith  
**Cc:** Mark Tomalin  
**Subject:** Fwd: Bilton Hall Drive

Nicky

Further to our conversation this morning.

The matter was discussed at our Management Company meeting on Saturday and below is a draft Council resolution that we would be happy to agree. A joint approach to any future work would make everyone lives so much easier.

Hopefully this will be acceptable to members and we can all move forward together.

*KTC accept its obligations contained with the Transfer dated 26th August 2010 with regards to contributing a fair and reasonable proportion towards the cost of the repair, renewal and maintenance of Bilton Hall Drive. Based on the existing development along Bilton Hall Drive this has been agreed at 16% of the total cost.*

*In order to better manage the process in the future it is proposed to set up a small Working Group comprising representatives of the those obliged to contribute including BHFM, KTC and Bilton Hall Nursing Home. The role of the Group being to make recommendations in respect of necessary works to the road surface, verges, ditches and hedges together with specification, cost and timing, for approval prior to works being undertaken.*

I look forward to hearing from you following your meeting tonight.

# BILTON HALL FARM MANAGEMENT LIMITED

Registered Address:  
Bilton Hall House, Bilton Hall Farm  
Bilton Hall Drive, Harrogate  
HG1 4DW  
Phone: 01423 885225  
Email: da\_adams@hotmail.com

The Town Clerk  
Knaresborough Town Council  
Knaresborough House  
High Street  
Knaresborough  
HG5 0HW

17<sup>th</sup> March 2017

Dear Ms Smith

## **Bilton Hall Drive, Harrogate**

Further to the recent repair and maintenance works completed at Bilton Hall Drive and recent correspondence and specifically your email of the 14th March to Graham Adams.

The matter was discussed at our Management Committee meeting on Saturday 11<sup>th</sup> March and below is a draft Council resolution that we would be happy to agree. A joint approach to any future work would make everyone's lives so much easier to organise and fund. Hopefully this will be acceptable to members and we can all move forward together.

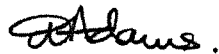
*'KTC' accept its obligations contained within the Transfer dated 26th August 2010 with regards to contributing a fair and reasonable proportion towards the cost of the repair, renewal and maintenance of Bilton Hall Drive. Based on the existing development along Bilton Hall Drive this has been agreed at 16% of the total cost.*

*In order to better manage the process in the future it is proposed to set up a small Working Group comprising representatives of those obliged to contribute including BHM, KTC and Bilton Hall Nursing Home. The role of the Group being to make recommendations in respect of necessary works to the road surface, verges, ditches and hedges together with specification, cost and timing, for approval prior to works being undertaken.'*

As a major user of Bilton Hall Drive we would like to formally invite Knaresborough Town Council to join the Working Group referred to above. It is however noted that our invoice number RR009 dated 29<sup>th</sup> January, in the sum of £504.85 remains outstanding and therefore this invitation is subject to receipt of payment of this sum in full.

We will contact you with details of the Working Group in due course and look forward to moving this matter forward.

Kind regards  
Yours sincerely



D.A. Adams (Mrs)  
Director

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 13 April 2026**

**PRESENT: Chair:** Councillor Andy Bell

**Councillors:** J Batt, D Goode, S Oakes and M Walker

**Staff Present:** The Clerk

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

**26/098**    **ITEM 1 – To receive Apologies and consider approval of the reasons for inability to attend the meeting.**

All members present

**26/099**    **ITEM 2 Councillors' Disclosure of an Interest**

Councillor Goode – Item 7.6 – as an organiser of the Town Twinning Visit  
 Councillor Batt – Item 7.6 – as treasurer of the Town Twinning Committee  
 Item 7.2 – as a member of the Catholic Church

**26/100**    **ITEM 3 - KTC Public Speaking Session** - None for this meeting

**26/101**    **ITEM 4 - To consider and, if thought fit, approve as a correct record, the Minutes of the Finance Committee Meeting held on:**

**4.1** Monday 19 January 2026

**RESOLVED:** That the minutes of the Finance and General Purposes Committee meeting held on 19 January 2026 be approved as a correct record and signed by the Chair.

Councillors requested an invitation to Kboro Lions Club be made to have an informal meet up regarding their current funding position, possibly for July 2026.

**26/102**    **ITEM 5 - Business Remaining** - None for this meeting

**26/103**    **ITEM 6 - Reports from the Clerk**

**6.1 To approve** the schedule of accounts for January, February and March 2026.

**January:**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/Description
Pitney Bowes (Pre pay)	212	63.00	2.60	65.60	Clerk	Postage refill
Friendship & Leisure	213	20.00	0.00	20.00	Min No. 23/100	Traffic cones and sign storage donation
Blachere Illumination	214	6,157.00	1,231.40	7,388.40	Clerk	Christmas light removal
Kit Lacey	215	84.25	0.00	84.25	Clerk	Drapes for trailer stage
M Whorley Photography	216	190.00	0.00	190.00	Clerk	Bright Friday
Parkun Ltd	217	1,500.00	0.00	1,500.00	Min no 25/085	Community Grant
North Yorkshire Council	218	57.28	0.00	57.28	Clerk	Weirside Terrace
Pitney Bowes (Pre pay)	219	50.00	0.00	50.00	Clerk	Agreement change (August 2025)
M Richards	220	9.25	0.00	9.25	Clerk	Reimburse postage
Blachere Illumination	221	15,291.00	3,058.20	18,349.20	Clerk	Christmas light installation
D3 Office Group	222	120.17	24.03	144.20	Clerk	Stationery
BT	223	52.21	10.44	62.65	Clerk	Telephone
Salaries, Pension, Tax and NI	224 - 228	8,793.72	0.00	8,793.72	Clerk	
H Westmancoat	229	670.92	0.00	670.92	Min no 25/252 budget set	Mayoral allowance paid against receipts
St John Ambulance	230	114.40	22.88	137.28	Clerk	Bright Friday
Internal Audit Yorkshire	231	475.00	0.00	475.00	Clerk	Internal Audit
Xerox	232	235.36	47.07	282.43	Clerk	Photocopier rental
<b>Total</b>		<b>33,883.56</b>	<b>4,396.62</b>	<b>38,280.18</b>		

**February:**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/Description
OJW Services	233	625.00	0.00	625.00	Clerk	December work schedule plus barrier and posts for Waterside
OJW Services	234	750.00	0.00	750.00	Clerk	January schedule plus railway sleeper and post mix
Clerk (reimburse)	235	201.29	0.00	201.29	Min No: 26/043 6.5 S	Indeed job advertisement
Friendship and Leisure	236	20.00	0.00	20.00	Min No. 23/100	Traffic cone and signage donation
Skipton Town Council	237a	80.00	0.00	80.00	Clerk	Mayoral allowance
Community Projects Officer (reimburse)	237	93.28	0.00	93.28	Clerk	Reimburse stationery ToC meeting
J Pickard	238	35.74	0.00	35.74	Clerk	
D3 Office	239	22.94	4.59	27.53	Clerk	Stationery
BT	240	52.21	10.44	62.65	Clerk	Telephone and Cloud Voice
Vision ICT	241	282.63	56.53	339.16	Clerk	E mail hosting
North Yorkshire Council	242	2,724.53	0.00	2,724.53	Clerk	Utility costs, Kboro house jan 2024 - Feb 2026 5.3 %
Salaries, Pensions, Tax and NI	243 - 247	8,793.72	0.00	8,793.72		
H Westmancoat	248	130.00	0.00	130.00	Clerk	Mayoral allowance
Clerk (reimburse)	249	509.90	0.00	509.90	Min No: 26/043 6.5 S	Indeed Job Advertisement
<b>Total</b>		<b>14,321.24</b>	<b>71.56</b>	<b>14,392.80</b>		

**March:**

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	250	20.00	0.00	20.00	Min No. 23/100	Traffic cone and signage donation
OJW Services	251	825.00	0.00	825.00	Clerk	Feb services plus supplies
Arena Group	252	193.10	38.62	231.72	Clerk	Copier
Clerk (reimburse)	253	7.07	0.00	7.07	Min No: 26/043 6.5 S	Indeed Job Advertisement
Community Projects Officer (reimburse)	254	15.16	0.00	15.16	Clerk	Annual Town Meeting
Scotton Tree Care	255	650.00	130.00	780.00	Clerk	Tree Maintenance KGV field
Vision ICT	256	260.00	52.00	312.00	Clerk	Emails hosted x 13
Information Commisioner	257	52.00	0.00	52.00	Clerk	Annual Data Protection Fee
BT	258	52.21	10.44	62.65	Clerk	Cloud Voice
BT	259	106.56	21.31	127.87	Clerk	Broadband
Hgte Road Safety Dog Training	260	350.00	0.00	350.00	Clerk	KTC Small Grant
Salaries, Pensions, Tax and NI	261 - 265	8793.72	0	8793.72		
Gallagher Insurance	266	1,904.56	0.00	1,904.56	Clerk	Annual Insurance
<b>Total</b>		<b>13,229.38</b>	<b>252.37</b>	<b>13,481.75</b>		

**RESOLVED:** To approve the schedule of accounts for January, February and March 2026 in the sums of **£38,280.18**, **£14,392.80** and **£13,481.75** respectively.

**6.2 To receive and note** the finance figures for December, January, February and March 2026

**RESOLVED:** To receive and note the finance figures for December, January, February and March 2026.

**6.3 To note** the current budgetary position at year end.

**RESOLVED:** To note the current budgetary position at year end, 31 March 2026.

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

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

**6.5 To approve** the list of regular payments to be made under Clerk's delegated authority

**RESOLVED:** That KTC approve the list of regular payments (attached as appendix 1)

**6.6 To receive and note** the completed Internal Control Checklist dated March 2026

**RESOLVED:** To receive and note the Internal control checklist dated March 2026

**6.7 To receive and note** the Community Infrastructure Levy report for 2025/26

**RESOLVED:** To receive and note the Community Infrastructure Levy report for 2025/26

**6.8 To receive and note** the S137 expenditure report for 2025/26

**RESOLVED:** To receive and note the S137 expenditure report for 2025/26 (attached as appendix 2)

## **26/104 ITEM 7 - Correspondence or Delegation from Full Council**

**7.1 To consider the grant application** from the North Yorkshire Citizens Advice and Law Centre

**RESOLVED:** That KTC award the full amount of £1500 to North Yorkshire Citizens Advice Bureau

**7.2 To consider the grant application** from the Catholic Care Caritas, Leeds

**RESOLVED:** That, under S137, KTC award the full amount of £1000 to Catholic Care Caritas

**7.3 To consider the grant application** from Henshaws Society for Blind People

**RESOLVED:** That KTC refuse this grant application from Henshaws Society for Blind People

**7.4 To consider the grant application** from the Knaresborough Community Centre Committee at Stockwell Wellbeing Hub

**RESOLVED:** That, under S137, KTC award the full amount of £726 to the Knaresborough Community Centre Committee

**7.5 To consider the grant application** from the Knaresborough Branch, Royal British Legion

**RESOLVED:** That KTC award the full amount of £1450 to the Knaresborough Branch of the Royal British Legion, amount to be released upon evidence that necessary permissions have been given from NYC.

**7.6 To consider the grant applications** from the Knaresborough Town Twinning Committee

**RESOLVED:** That KTC support the grant applications from the Knaresborough Town Twinning Committee totalling £8500.

The £8500 payment to be made in the following way: £2000 from unspent budget from the 2025/26 financial year, £5600 to be allocated from the Town Twinning budget set aside by Council for 2026/27 and the remaining £900 to be taken from the Grants budget for 2026/27.

**7.7 To consider the grant application** from the Knaresborough Museum Association

**RESOLVED:** That KTC award the full amount of £2000 to Knaresborough Museum Association

**7.8 To consider** the request to have a small gazebo pop-up pizza stall in the Stockwell Community Hub car park

**RESOLVED:** That KTC investigate how this might work in practice and ask the Town Development Manager to undertake a piece of work considering all the practicalities and bring back to Council for a formal decision

Councillors asked the Clerk to contact the local Policing Team to ask if they foresee any potential issues with the request from their perspective

**26/105 ITEM 8 - Information Exchange** - none for this meeting

**Meeting closed at: 8:36p.m.**

**Signed by the Chair  
Councillor Andy Bell**

**Appendix 1****List of Regular payments 2026**

<b>Supplier</b>	<b>Service</b>
Yorkshire Local Council Association	Annual Subscription and training
British Telecom	Telephone and Internet
D3 Office	Stationery and office equipment
Vision ICT	Website and email provision and support
Arena Group	Photocopies
Siemens/Xerox	Copier lease agreement
Yorkshire Internal Audit Services	Internal audit – twice yearly
Rialtas Accounting Package	Annual subscription - support and maintenance
Spa ICT	Annual subscription, Anti-virus, general support
Friendship and Leisure Charity	Monthly donation for storage
Royal British Legion	Wreath - Annual
NALC	Training
Pitney Bowes/Link	Franking Machine and ink
Selectplan Ltd	Castle lighting maintenance
Blachere	Christmas Lighting Contractor
SLCC	Annual Subscription and training
PKF Littlejohn	Annual External Audit
Information Commissioner	Data Protection Certificate
Defib stores or equivalent	Replacement pads, batteries etc
KTC Small Grant awards (various)	Amount to £350
Canva	Annual Subscription
Houghtons of York	Specialist signwriter Mayoral board - annual
Gouthwaite Board of Mgmt	Annual Levy
OJW Services	Town Ranger projects - monthly
Gallagher	Insurance brokers - annual

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

Approved: 13 April 2026

Review: Annually

## Appendix 2

Knaresborough Town Council 2025 2026			Electorate		
Month	Description/Payee	Minute Reference	S137 Net Amount	£11.10	12719
May	Small Grant - The Village Baby supplies	24/156 6.6	350		
	<b>Total</b>		<b>350</b>		

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S  
PROJECTS, COMMUNITY and ENVIRONMENT COMMITTEE  
HELD AT KNARESBOROUGH HOUSE  
on Monday 20 April 2026**

**PRESENT:** **Chair:** Councillor Pickard

**Councillors:** J Batt, A Bell, H Gostlow, K Lacey, S Oakes,  
M Walker and H Westmancoat

**Staff Present:** The Clerk, Community Projects Officer and Town  
Development Manager

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

**Absent:** M Flood

**26/027**    **ITEM 1 - To receive Apologies and consider approval** of the reasons for inability to attend the meeting – none for this meeting.

**26/028**    **ITEM 2 – To receive declarations of disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**

Councillor Gostlow declared that she was the Chair of Knaresborough in Bloom.

**26/029**    **ITEM 3 - KTC Public Speaking Session - none** for this meeting.

**26/030**    **ITEM 4 – To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Projects, Community and Environment Committee** Meeting held on:

**4.1** Monday 02 February 2026

The Community Projects Officer asked if there was any update on the Town Map Shop Window project and Youth Council work on the Dog Fouling Campaign. Councillor Gostlow stated the Map project was ongoing but to ensure the image is of a high standard some rescanning work was needed. The Youth Council are currently extremely busy with their Colour Run project but hope to start work soon.

**RESOLVED:** That the minutes of the Projects, Community and Environment committee meeting held on Monday 02 February 2026 be approved as a correct record and signed by the Chair.

**26/031 ITEM 5 – Reports/Information from the Clerk**

**5.1 To note** the Community Projects Officer and Town Development Manager will be attending a meeting, held by the Knaresborough Lions Club, looking at the future of the Bed Race. Details to be reported back to a future meeting.

**RESOLVED:** To note the above.

**5.2 To note** that the completed form has been submitted as Knaresborough's UK Town of Culture 2028 Competition Expression of Interest and formally thank all members of the community involved in the process.

**RESOLVED:** To note the above and thank those involved in the work undertaken to get to this stage.

**5.3 To note** that there is a potential opportunity for the Community Projects Officer to undertake IOSH/NEBOSH training, funded through Eventure (via the Mayoral High Street Fund). This would be a 4–5-day course so Council need to consider staff resource if it wishes to take up the opportunity.

**RESOLVED:** To note the above and await more details.

**26/032 ITEM 6 - Correspondence**

**6.1 To consider** the request, and motion from Cllr Westmancoat (Seconded by Cllr Pickard), to support the addition of an accessible public toilet facility at The Kiosk, Conyngham Hall by consulting with North Yorkshire Council on the proposed changes required to make this possible.

**RESOLVED:** That KTC support this proposal and ask Knaresborough's 2 North Yorkshire Councillors to request a site visit with NYC Officers to start a conversation as to how this might be achieved.

**6.2 To consider** the request from a local charity shop to make use of a Market Place Phone Box as a free book resource, the shop in question is happy to provide a named person who will be responsible for keeping the phone box tidy.

**RESOLVED:** That KTC support this idea but ask that the library is consulted and that Children's books are particularly highlighted.

Councillor Gostlow asked that the phone box on the right as you face them is reserved for a Knaresborough in Bloom project as this is the box that gets most light for planting, this was noted.

## 26/033 ITEM 7 - Reports from Full Council, Sub-Committees and Working Groups

**7.1 To receive** a verbal update from Councillor Gostlow re: 'Cycling UK's' 150<sup>th</sup> Anniversary and a potential celebration event in 2028.

Councillor Gostlow informed members this potential event was discussed at a recent North Yorkshire ACC meeting and was being brought to both Harrogate Town Council and Knaresborough Town Council at a future date.

**7.2 To receive** a verbal update from Councillor Gostlow re: Knaresborough in Bloom

**RESOLVED:** That KTC support Councillor Gostlow and will look to co-ordinate arrangements with the Cherry Blossom project.

**7.3 To consider** calling an informal meeting (during the summer period) with the Knaresborough Branch of the RBL to discuss to the organisation of the Remembrance Parade and Council's current requirements to fulfil event safety obligations.

**RESOLVED:** That KTC call an informal meeting during the summer to discuss this year's parade and future event organisation.

**7.4 To receive verbal updates** from any or all the following:

- (i) Castle Area Sub-committee

Councillor Batt suggested that arrangements for 2030 should be similar to the format used for the 2010 commemoration of the 800<sup>th</sup> Anniversary of the giving of the first Maundy Money.

- (ii) Climate Change Emergency Sub-committee

Councillors Oakes and Bell updated the group on the various projects, including the Solar Panel/EV Charger and Spring Clean event.

- (iii) Market Working Group

Next meeting with NYC to take place online on Tuesday 21 April.

- (iv) Commuted Sums Working Group

The consultation on King George V field is to go live for a 6-week period for the next couple of months. NYC are running the consultation with support from KTC.

- (v) Stage Working Group

There is still work to be done regarding hire agreements and equipment storage and this is ongoing.

(vi) Town Ranger

Excellent feedback being received and the Town Ranger continues to be extremely busy throughout the town.

(vii) Community Resilience Plan

Councillor Pickard to look at mapping with the Community Projects Officer.

(viii) Mayoral High Street Fund

Ongoing through Eventure, now looking at capturing footfall and how the group might evolve once this funding has been spent.

(ix) Boundary Signage

The design is being tweaked with the understanding that it must meet highways regulations.

**7.5 To consider** a recommendation to Full Council regarding Sub-Committees and Working Groups for 2026/27

Councillors went through the list and

**RESOLVED:** That the current list of committees and sub-committees reporting to the Projects, Community and Environment Committee should remain the same (see appendix 1) and this recommendation will go to Full Council.

Clerk to circulate the list to all members of Council to allow all councillors the opportunity to join a group should they wish to do so.

**26/034 ITEM 8 - Information Exchange**

- Councillor Pickard mentioned the Knaresborough Connectors Community Festival being held on Saturday 25 April and Councillor Walker asked all members to let him know when they would be available on the day.
- Councillor Oakes stated that the Knaresborough Civic Society's event at Knaresborough House was very well attended and it was hoped more information about the event and its findings would be circulated.

**Meeting closed 8:46 p.m.**

**Signed by the Chair  
Councillor: J Pickard**

**Appendix 1**

<b>Sub Committee Meetings set by Chair</b>	<b>Reporting to:</b>	<b>Current Members</b>	<b>Proposed Membership 2026/2027</b>
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

<b>Working Groups Meetings set by Chair</b>	<b>Reporting to:</b>	<b>Current Members</b>	<b>Proposed Membership 2026/2027</b>
Commuted Sums	PCE	Andy Bell Hannah Gostlow James Pickard David Goode	Andy Bell Hannah Gostlow James Pickard David Goode
Enclosures Act	PCE	Margy Longhurst Shan Oakes Helen Westmancoat	Margy Longhurst Shan Oakes Helen Westmancoat
Castle 900	PCE	Helen Westmancoat Shan Oakes John Batt	Helen Westmancoat Shan Oakes John Batt
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

**KNARESBOROUGH TOWN TOUR GUIDES – MONTHLY RECORD FOR 2026**

<u>DATE/MONTH</u>	<u>NAME</u>	<u>DETAILS &amp; Nos.</u>
<b><u>MARCH 2026</u></b>		
March. 4th	Gerry Fitzmaurice & Jill Cutter	Wed. tour- 10
March 4 <sup>th</sup>	Neil Muffitt & Margy Longhurst- coach tour	Wed tour- 5
March 7th	Alex Bird & Andy Grinter	Sat. Tour - 10
March 11th	Anne Richards & Alex Bird	Wed. tour- 20
March 14th dog	Helen Sanderson & Andy Grinter	Sat. Tour- 6 + 1
March 18th dog	Neil Muffitt & Jill Cutter	Wed. Tour- 31 +1
March 21st	Anne Richards & Alex Bird	Sat. Tour- 12
March 25th +1dog	Neil Muffitt & Alex Bird	Wed. Tour- 5
March 28th	Jill Cutter & Neil Muffitt	Sat. Tour- 4
TOTAL number		103 plus 3 dogs!

**Details of each individual No. of weekday tours:**

ML	1	AB	4	GF	1	AS	0
HS	1	NM	4	AR	2		
JC	3	BF	0	AG	2		

**The availability of each guide varied due to holidays, health issues and other commitments, but everyone happy to stand in and provide cover as needed.**

Once again despite some windy and wet days, we attracted visitors and residents, on the tours throughout the month. We had a group of 9 from Carers Resource attending on 11<sup>th</sup> March, and a special offer was made to the G-Line Coach trip on the 4<sup>th</sup> March with 5 taking up that offer. A further 3 passengers from G-Line coaches attended on 14<sup>th</sup> March tour. We were also delighted that Angela (Town Clerk) joined us on Wednesday 18<sup>th</sup> March.

**Feedback on the day-** "Appreciate the friendliness of the tour guides and Knaresborough folk in general, as adding an enhancement to the visit here"

"Thoroughly enjoyed the tour and the wonderful view from the castle".

One visitor has shared with us her photographs of her grandmother, her parents when her Mum was pregnant with her in 1970, and one of her and her son, all in the grounds of Knaresborough Castle. Interesting to see the crenellations in the castle wall and the seating in place for visitors by the Keep.

**Other Activities.**

- a) **CPD event-** 3 Guides attended the Roman Aldborough day along with the Yorkshire Blue Badge guides. Contact made regarding possible dates in April for a bespoke talk on Edward 11 and Piers Gaveston. Arrangements also made for an Ale Tour Guide in May to be provided by Gerry.
- b) **Media and Film tour-** work in progress.
- c) **Tour Guide March Social meeting-** an informal team meeting was held which enabled colleagues to meet up and discuss opportunities for the next few months.
- d) Donations continue to be given and have been passed on for the Mayor's Charities.
- e) Offers by the guides to help man the KTC stall on Knaresborough Community Day on 25<sup>th</sup> April.

ab/ktgreport- March 2026

**KNARESBOROUGH TOWN TOUR GUIDES – MONTHLY RECORD FOR 2026**

<u>DATE/MONTH</u>	<u>NAME</u>	<u>DETAILS &amp; Nos.</u>
<b><u>APRIL 2026</u></b>		
April 1st	Alex Bird & Alison Sykes	Wed. Tour- 3
April 4 <sup>th</sup>	Alex Bird & Gerry Fitzmaurice	Sat. Tour- 9
April 8 <sup>th</sup>	Anne Richards & Margy Longhurst	Wed. Tour - 25
April 11th	Margy Longhurst & Gerry Fitzmaurice	Sat. Tour- 4
April 15th	Neil Muffitt & Alison Sykes	Wed. Tour- 14
April 18th	Anne Richards & Margy Longhurst	Sat. Tour- 9
April 22nd	Andy Grinter & Jill Cutter	Wed Tour- 13
April 25th	Gerry Fitzmaurice & Alex Bird	Sat. Tour- 13
April 29 <sup>th</sup>	Alison Sykes & Alex Bird	Wed. Tour- 17 + 3 dog

Details of each individual No. of regular weekly tours:

ML	3	AB	4	GF	3	AS	3
HS	0	NM	1	AR	2		
JC	2	BF	0	AG	2		

Total Number 107

**Additional KTC Tours**

April 22 <sup>nd</sup>	Anne Richards & Jill Cutter	NYC Regeneration Team Tour-26
April 29 <sup>th</sup>	Anne Richards & Gerry Fitzmaurice	NYC Coach Friendly Tour - 10

Details of each individual No. of additional Tours

AR	2	GF	1	Jill	1
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Total Number of KTC tours : 143

Numbers continue to fluctuate but with the arrival of some sunny days, a trip to Knaresborough has proved a popular spot to visit! We have visitors from Scotland, America and a variety of locations in England.

**Special April 1<sup>st</sup> Day LEGO repairs** to the castle walls information went down well (!), as did the chocolate **MAUNDY MONEY** given out on the Wednesday and Saturday tours

nearest to Maundy Thursday. The tour on 15<sup>th</sup> April, visitors were informed that this was the day that King John gave out the first Maundy gifts in 1210.

### **Feedback on the day-**

Once again, many positive comments received on the days, rounds of applause, laughs and donations! One visitor has shared with us her photographs of the Bed Race in the 1970s

" Definitely had the "A" Team (Alison and Alex) and awarded them 2 "As"!!

One local resident said how proud she felt to be a resident of Knaresborough, and what an excellent job the Tour Guides were doing in promoting the town to visitors.

Two more very glowing entries on **Trip Advisor** have been received referring to the friendly and welcoming guides, their attention to detail and knowledge, impressive theatrical flourishes, and highly recommending the guided tours to visitors.

### **Other Activities.**

- a) **CPD event-** An excellent bespoke talk on Edward 11 and Piers Gaveston. was given by Dr. Kit Heyam, lecturer from Leeds University, on 23<sup>rd</sup> April attended by many of the guides and friends. Thanks to Alex for organising. An" Ale Tour" Guide has been organised in May to be provided by Gerry. Anne has also offered a talk on Knaresborough Forest for later in the year.
- b) **Media and Film tour-** The Tour Guides have met to rehearse the route and content of this additional Knaresborough Town Tour and will be refining the version for future use and promotion.
- c) **Tour Presentation-** Jill provided a well received, and appreciated, talk to the Knaresborough Connectors Volunteers.
- d) 4 Tour Guides helped on the KTC **Community Festival** stand on 25<sup>th</sup> April at Henshaws Centre, and distributed walk fliers and promoted the work of the Council.
- e) Donations continue to be given and have been passed on for the Mayor's Charities.

ab/ktgreport- April 2026

Notes taken at a meeting at Knaresborough House on Wednesday, 29<sup>th</sup> April 2026 at 1.15pm

Present: Margy Longhurst (chair) Knaresborough Borough Councillor  
 Craig Nattress, Place Development Manager Visit North Yorkshire  
 Andy Mays, Place Development Team  
 Jamie Wallace, Place Development Team:  
 Matt Walker, North Yorkshire Councillor and Knaresborough Borough Councillor  
 Helen Westmancoat, Knaresborough Town Councillor and Mayor  
 Andy Bell, Knaresborough Town Councillor and Deputy Mayor  
 Mark Brayshaw, Knaresborough Town Development Officer  
 Anne Richards. Mayor of Knaresborough's Town Guide

Margy Longhurst (ML) welcomed everyone to the meeting and asked everyone around the table to introduce themselves. She explained that there was no formal agenda but a document "Coach Friendly Application Form Discussion" was circulated at the meeting as a guide. This document is attached to these notes. Craig Nattress (CN) gave a brief description of his role and that of his team.

**Actions to date** were identified and problems so far encountered or foreseen were discussed.

- The current signage is not adequate and sometimes misleading.
- Foliage obscures some of the signs and important view points
- The gardener who looks after the castle grounds is retiring soon and not being replaced
- The current siting of the Tourist Information Centre (TIC) is unsatisfactory.

Some of these problems are of a minor nature and the possibility of them being dealt with by the Knaresborough Town Council (KTC) Ranger could be explored. It was explained that around the castle, maintenance tasks were to be covered by an emerging five year plan for the castle.

**Tourism proposition:** It was suggested that KTC investigate the possibility of producing an A5 leaflet advertising, for example, "5 things to do in Knaresborough" to replace some of the several leaflets currently on offer. The suggested leaflet could state where further information may be obtained. Also, whilst the current map is a wonderful artwork and souvenir, an A4/A5 sized map may be more practical.

Mark Brayshaw is already looking at the possibility of producing an App "Love Exploring". The North Yorkshire Council (NYC) website does not contain all current information relating to Knaresborough, eg coach parking at York Place and free walking tours. This needs to be rectified. When coach friendly status is achieved advertising in "Coach Tours UK" a magazine distributed to all coach tour operators, may be beneficial.

**Coach parking and facilities:** Coach parks and the coach drop off point were visited in the morning. York Place and Conygham Hall car parks offer free parking for coaches and there are toilets nearby. It was considered that free parking for coaches and free access to public conveniences for drivers is essential; CN said he would ensure this remained.

The Chapel Street drop off is ideal for passengers as it is close to the town centre and toilets are nearby but it creates difficulties for coach drivers. There are often vehicles parked in the coach bays and on double yellow lines and this, together with the volume of traffic coming from all directions and the number of pedestrians in the vicinity, makes it difficult for a coach driver to perform a three

point turn, which is necessary in order for the coach to exit Chapel Street. Some possible solutions were discussed including (a) prohibiting traffic on that part of Chapel Street between Castlegate and the entrance to Chapel Street car parks; (b) creating a one way system where vehicles would enter Chapel Street from Gracious Street and exit via Fisher Street, or vice versa; and (c) relocating the bicycle parking rack.

Illegal parking is a matter for the NYC Enforcement Team. Changes to traffic flow should be discussed with NYC Highways Department, with CN included/copied in to any discussion. Relocation of bicycle parking also should be discussed with Highways.

A scheme whereby local business offer incentives to coach drivers, eg free meal or drink vouchers, would be beneficial. KTC would be unable to instigate this itself for reasons of impartiality, but it could liaise with other local organisations better placed to further this possibility, eg Knaresborough Chamber of Commerce, Knaresborough Voice and Totally Local. It was agreed to that this should be pursued. Retail/catering outlets are the main beneficiaries of visits by coach parties. CN felt that the absence of a driver's rest room and coach washing facilities would not be a barrier to obtaining Coach Friendly Status.

**Access and disability facilities:** These are problematic from the Chapel Street drop off as there are no dropped kerbs and the pavement between Chapel Street and Castlegate is too narrow to accommodate wheelchairs, buggies, adults with toddlers and some zimmer frames, forcing pedestrians on to the road. If this stretch of Chapel Street was pedestrianised the problem would be greatly reduced. (see additional notes) It was pointed out that Knaresborough does not have a changing places toilet.

**Confederation of Passenger Transport (CPT):** CN felt that KTC was making good progress towards obtaining Coach Friendly Status but before applying he advised that the CPT should be approached as it will conduct a mini audit before an application is made. He thought applications were free of charge but ML understood there was a charge. CN to check and advise.

**Statistics:** CN stressed the need to keep a record of numbers on the free walking tours for statistical purposes. He was advised that this is being done.

**Any Other Business:** Not directly concerned with coach travel but visitor related. It was pointed out that signage at the railway station is almost non-existent. Passengers alighting from the Leeds/Harrogate direction have no idea where the town centre is.

It was also suggested that public transport usage should be encouraged as there are excellent public transport links – half hourly train service between York and Leeds and back, a ten minute bus service to and from Harrogate. This suggestion received broad agreement.

ML thanked everyone for their attendance and as there was no other business the meeting concluded at 2.30pm.

(Summary of action points overleaf)

## **SUMMARY OF ACTION POINTS**

- 1) KTC to identify where signposts need adjusting, replacing or where new ones are required (including at the railway station) and advise CN. If possible identify the ownership of any signposts/notice boards. KTC to consider whether some of the minor tasks could be carried out by the KTC Ranger.
- 2) KTC to investigate the possibility of producing an A5 leaflet to advertise, for example "5 things to do in Knaresborough" to replace current individual leaflets when stocks run low, and replace the current street map with an A4 or A5 size. Also to consider further marketing improvements at the appropriate time.
- 3) KTC to send details to NYC of items which need to be added to the NYC website.
- 4) KTC to consider asking NY Enforcement Team to take action on illegal parking in Chapel Street
- 5) KTC to consider asking NY Highways Department to look at the possibility of changing traffic flows in the Chapel Street area (and keeping CN informed of progress if any). Also to ask Highways to provide dropped kerbs and relocate bicycle parking.
- 6) CN to ensure that coach parking will remain free for coaches in Knaresborough and that coach drivers will have free access to public conveniences.
- 7) KTC to ask Knaresborough Chamber of Trade, Knaresborough Voice and Totally Local to consider taking the lead in providing incentives for coach drivers.
- 8) KTC to approach CPT before an application for Coach Friendly Status is made
- 9) CN to advise KTC of charges, if any, for application to CPT for Coach Friendly Status.

## **ADDITIONAL NOTES concerning meeting 2026-04-29**

Items discussed informally or relevant but not discussed.

Public conveniences A visit was made to York Place car park conveniences. Only one of the two cubicles contained toilet paper. The soap dispenser was empty and the hand drying machine did not work. A personal opinion was expressed that NYC should not consider charging 40p to use this particular facility until it was considerably improved.

Chapel Street Banning vehicular traffic between Castlegate and the car parks is not as straight forward as it sounds. It could work well on most days of the week but not when the Market Place is closed to vehicular traffic on Wednesdays and on other occasions when the Market Place is in use for an event. This is because when the Market Place (ie the Silver Street exit) is closed to vehicular traffic the only way for traffic from Cheapside/Castlegate and Kirkgate/Castlegate to exit on to High Street (via Gracious Street) is via Chapel Street. The increased traffic on Chapel Street occurs at the times when Chapel Street itself is at its most congested with vehicles and pedestrians, thus increasing difficulties for coach drivers and the health and safety of pedestrians.

A solution could be to reverse the one way traffic flow on Market Place, where it leaves High Street and enters Castlegate, and on that part of Castlegate directly opposite Chapel Street, so that traffic approaching from Cheapside would exit on to the High Street via Market Place.

