KNARESBOROUGH TOWN COUNCIL (KTC)

A Pulman
Clerk of the Council

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10 November 2026

To: **The Members of the Finance and General Purposes Committee** –
Councillors J Batt, A Bell, D Goode, S Oakes and M Walker

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL FINANCE and GENERAL PURPOSES COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

Monday 16 November 2026

7:00 pm

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 clerk@knaresboroughtowncouncil.gov.uk

FINANCE AND GENERAL PURPOSES AGENDA – Monday 16 November 2026

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

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

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

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

4.1 Monday 19 October 2026

5. Reports from the Clerk

5.1 To note receipt of the Community Infrastructure Levy (CIL) Neighbourhood Portion payment of £6,961.84 *(ca)*

5.2 To consider Knaresborough Town Council assuming responsibility for the maintenance of the Market Place public clock following North Yorkshire Council's withdrawal from the current maintenance arrangement. The clock is an important heritage feature within the town centre. *(Parish Councils Act 1957, s.2) (ca)*

5.3 To consider granting delegated authority to the Clerk to liaise with the Castle lighting maintenance contractor and approve the purchase and installation of any necessary replacement parts, at a cost of up to £2,800.

6. Correspondence or Delegation from Full Council

6.1 To further consider the **grant application** and extended funding request from The Knaresborough Lions Club.

7. Information Exchange

Note: Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or

notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk's office.

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

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

Emergency Procedures for Meetings – Fire

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

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT KNARESBOROUGH HOUSE on Monday 19 October 2026

PRESENT: Chair: Councillor Andy Bell

Councillors: D Goode, S Oakes and M Walker

Staff Present: The Clerk

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

26/114 **ITEM 1 - To receive Apologies and consider approval** of the reasons for inability to attend the meeting

Apologies were received from Councillor J Batt and reasons approved.

26/115 **ITEM 2 - Councillors' Disclosure of an Interest**

Councillor Goode disclosed a non-pecuniary interest in item 6.2 as a KTC representative on the Knaresborough and District Chamber.

26/116 **ITEM 3 - KTC Public Speaking Session** – none for this meeting.

26/117 **ITEM 4 - To consider** and, if thought fit, **approve** as a correct record, **the Minutes** of the **Finance Committee** Meeting held on:

4.1 Monday 20 July 2026

RESOLVED: That the minutes of the Finance and General Purposes Committee meeting held on 20 July 2026 be approved as a correct record and signed by the Chair.

26/118 **ITEM 5 - Reports from the Clerk**

5.1 To approve the schedule of accounts for July, August and September 2026.

July:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
HA Garment printing	75	171.00	0.00	171.00	Clerk	From Town Twinning budget line
Goole Town Council	76	110.00	0.00	110.00	Clerk	Yorkshire Day Mayoral Visit
Friendship and Leisure	77	20.00	0.00	20.00	23/100	Traffic storage donation
H Westmancoat	78	14.30	0.00	14.30	Clerk	Travel to and from Menwith
BT	79	56.03	11.21	67.24	Clerk	Cloud Voice
OJW Services	80	1,025.00	0.00	1,025.00	Clerk	Town Ranger June
YLCA	81	105.00	0.00	105.00	Clerk	Clerk training x3 Data Protection
Deputy Clerk (reimburse)	82	9.95	0.00	9.95	Clerk	Postage tracked to bank
YLCA	83	28.20	0.00	28.20	Clerk	H Westmancoat training - Planning webinar
Salaries, Tax and Pensions	84 - 89	11,580.86	0.00	11,580.86		
Kboro in Bloom	90	1,500.00	0.00	1,500.00	Min No: 26/112 FGP	Community Grant
Mind (Harrogate District)	91	1,000.00	0.00	1,000.00	Min No: 26/112 FGP	Community Grant
Friends of Aspin School	92	2,000.00	0.00	2,000.00	Min No: 26/112 FGP	Community Grant
Friends of Meadowside	93	1,732.50	0.00	1,732.50	Min No: 26/112 FGP	Community Grant
Harrogate and Knaresborough Toy Library	94	90.00	0.00	90.00	Clerk	Small Grant
Kboro Celtic FC	95	2,000.00	0.00	2,000.00	Min No: 26/112 FGP	Community Grant
Resurrected Bites	96	1,500.00	0.00	1,500.00	Min No: 26/112 FGP	Community Grant
Total		**22,942.84**	**11.21**	**22,954.05**		

August:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	97	20.00	0.00	20.00	23/100	Traffic storage donation
OJW Services	98	1,025.00	0.00	1,025.00	Clerk	Town Ranger July
SLCC	99	140.00	28.00	168.00	Clerk	Ilca to Cilca training fee
Xerox	100	235.36	47.07	282.43	Clerk	Copier
Spa ICT Services	101	1,080.00	216.00	1,296.00	Clerk	IT Services Annual support
SLCC	102	331.00	0.00	331.00	Clerk	Annual Subscription
D Gluck	103	400.00	0.00	400.00	Clerk	NDP support
Harr Town AFC Community Foundation	104	500.00	0.00	500.00	Min No: 26/112 FGP	Community Grant - creative primary mentoring programme
A Grinter	105	36.00	0.00	36.00	Clerk	Tour Guide annual ITG membership
N Muffitt	106	36.00	0.00	36.00	Clerk	Tour Guide annual ITG membership
Salaries, Tax and Pensions	107 - 112	11,580.86	0.00	11,580.86		
Network Print	113	154.00	0.00	154.00	Clerk	Town Walking Tour flyers
Total		**15,538.22**	**291.07**	**15,829.29**		

September:

Payable to	File Ref No:	Amount excl VAT £'s	VAT	Total Amount £'s	Authorisation	Notes/ Description
Friendship and Leisure	114	20.00	0.00	20.00	23/100	Traffic storage donation
theintergroup	115	1,985.00	397.00	2,382.00	Clerk	NDP updates and design
First Aid Training and Skills	116	400.00	0.00	400.00	Clerk	Bright Friday 1st Aid
First Aid Training and Skills	117	150.00	0.00	150.00	Clerk	Remembrance 1st Aid

Spa ICT Services	118	398.64	79.73	478.37	Clerk	Office 365 Business x 2
Wrigleys Solicitors	119	2,950.00	590.00	3,540.00	Clerk	Market lease
Arena Group	120	189.57	37.91	227.48	Clerk	Photocopies
OJW Services	121	842.00	0.00	842.00	Clerk	Town Ranger duties August 2026
OJW Services	122	1,400.00	0.00	1,400.00	Clerk	Market handover work
BT	123	56.03	11.21	67.24	Clerk	Cloud Voice (Aug)
Wrigleys Solicitors	124	2,014.00	402.80	2,416.80	Clerk	Market lease re-write due to change to circumstances and extra information.
NY Highways	125	1,006.49	201.30	1,207.79	Clerk	White lining project at Community Centre Car park to tie in with new EV cahrgers and SPF funding
BT	126	56.03	11.21	67.24	Clerk	Cloud Voice (Sept)
PKF Littlejonh	127	630.00	126.00	756.00	Clerk	External Audit Fee
Salaries, Tax and Pensions	128 - 133	13,679.28	0.00	13,679.28		incl backdated contractual pay award 26/27
Kboro Town Twinning	134	2,329.00	0.00	2,329.00	Min No. 26/104	Final Grant award payment
Total		**28,106.04**	**1,857.16**	**29,963.20**		

RESOLVED: To approve the schedule of accounts for July, August and September 2026 in the sums of **£22,954.05, £15,829.29 and £29,963.20** respectively.

5.2 To **receive and note** the **list of payments over £500** for Q2 of 2026/27

RESOLVED: To receive and note.

5.3 To **receive and note** the **finance figures incl EMRs** for July, August and September 2026

RESOLVED: To receive and note.

5.4 To **receive and note** the **current budgetary position** on 30 September 2026

RESOLVED: To receive and note.

5.5 To **receive and note** the **VAT return** submitted for Q2

RESOLVED: To receive and note.

5.6 To **receive and note** the list of grants allocated to date 2026/27

RESOLVED: To receive and note.

5.7 To **receive and note** the Conclusion of Audit Annual Governance and Accountability Return for the year ended 31 March 2026

RESOLVED: To receive and note.

5.8 To **consider** the Audit working group notes and **decide** on next steps

Councillor Bell gave a summary of steps being taken to work through the points raised at the internal audit and highlighted which committees were responsible, some actions are already complete at this point.

26/119 ITEM 6 - Correspondence or Delegation from Full Council

6.1 To consider the **grant application** from 1953 Knaresborough Squadron Air Cadets

RESOLVED: To award the 1953 Knaresborough Squadron Air Cadets £1,200 towards gazebos to be used by the group.

6.2 To consider the **grant application** from Knaresborough and District Chamber of Trade

RESOLVED: To award Knaresborough and District Chamber (KDC) £2,500 towards its Community Wealth Building/Knaresborough Business Anchor Network project. KTC to request that KDC update the committee at a future meeting to inform how the project is progressing and what the longer-term vision may be.

6.3 From the Projects, Community and Environment Committee: *"To consider the change in funding position to the Boundary Signage Project and decide on a recommendation to the Finance Committee to cover the shortfall*
Members discussed and it was
RESOLVED: To agree in principle the design 'Option B' with a change of text from 'please drive carefully' to 'historic market town'.
FURTHER RESOLVED: That this item be referred to the Finance Committee with a recommendation to fund the shortfall."

- **To consider** whether to fund the shortfall of approximately £8,400 to allow this project to be completed.

RESOLVED: That KTC fund the shortfall of £8,400 to allow the completion of the boundary signs project. The extra funds to be vired from the Town Development budget line.

26/120 ITEM 8 - Information Exchange

- Councillor Oakes mentioned her Mayoral event which will be taking place on the 21 November 2026 at King James's School

Meeting closed at: 8:20p.m.

Signed by the Chair
Councillor Andy Bell

clerk@knaresboroughtowncouncil.gov.uk

From:	Infrastructure Funding <InfrastructureFunding@northyorks.gov.uk>
Sent:	27 October 2026 16:46
To:	Knaresborough
Subject:	Knaresborough town council payment
Attachments:	CIL Spending Guidance Notes - to send with notification.docx

Dear Clerk

This is to inform you that your Parish/Town Council will be receiving a CIL Neighbourhood Portion payment. The payment reference will be Oct26 CIL.

Attached is a guidance document concerning CIL Neighbourhood Portion monies, which I hope will provide some useful assistance regarding this payment.

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

This should arrive in the account within the next two weeks with the payment reference – CIL Neighbourhood %. If you have not received this payment within this timescale, please contact us via cil@northyorks.gov.uk

The total payment to be received is **£6,961.84**. This is the CIL Neighbourhood portion payment for the following development(s) which have paid a CIL contribution. Please be aware if the contribution is payable in instalments, you will receive the % payment for each instalment as it is received.

Planning Reference – **HGTZC24/01120/FUL – Swallow Tail Way Knaresborough**
25/02491/FUL - 84 High Street Knaresborough HG5 0EA

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

Kind Regards

THE CUMBRIA CLOCK COMPANY

Church and Public Clock Specialists. Castle Workshops, Dacre, Penrith, Cumbria. CA11 0HL.
Telphone:017684 86933
Email: info@clockmaker.co.uk. Website: www.clockmaker.co.uk

Annual Maintenance

Our annual maintenance visit consists of attending onsite once a year, inspecting the clock installation and checking that it is safe, and that there are no apparent signs of wear or areas of concern that may cause problems in the following twelve months.

We will then clean and lubricated the clock movement and all other accessible parts within the building including the dial motion works, bevel gearing and the universal joints. We will also check the bell hammers and bell cranks lubricating and cleaning where necessary. Any adjustments to the hammer wires or hammer check springs will be undertaken.

Once new steel weight lines and hammer wires have been fitted by us, they will be replaced free of charge should they break whilst the clock is under our care.

We will attend as soon as possible once notified of a breakdown and correct the fault free of charge. However, if the fault is caused by normal wear and tear, vandalism or misuse it maybe necessary for us to charge for the visit.

If we have any areas of concern regarding your clock installation we will supply a report and necessary quotations for the work free of charge and without obligation.

The agreement does not include provision for making the Summer/Winter time alterations, or for the regulation and correct timekeeping of the clock, which should be the responsibility of a local person. We will, however, if asked give instruction on how to look after the clock on a week-to-week basis, again free of charge when we are in the area.

If you would like us to look after your clock please get in contact, no official form of contract is exchanged and this quotation, together with your letter/email of acceptance, is considered sufficiently binding.

The Annual Maintenance Service Agreement will remain in force until terminated by either party