

KNOWSLEY TOWN COUNCIL

MINUTES

The Annual General Meeting of the Knowsley Town Council was held on Thursday 18 May 2023, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENT

Councillors:- B Donnelly (Mayor of the Council), L O'Keeffe (Deputy Mayor)
D J Baum, V Boateng, M Burke (arrived 7.20) J Donnelly
K Gregory, N Joseph, I Smith (arrived 7.20), L Tomlinson,
F Wynn (arrived 7.20)

Officers: Heather Weightman (Clerk of the Council)
Jane Thomas (Deputy Clerk of the Council)

APOLOGIES

Councillors: B Thompson.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2023/2024

Nominations were called for the position of Chairman of Knowsley Town Council for the municipal year 2023/2024. There was only one nomination as follows:

Proposed: Cllr B Donnelly
Proposer: Cllr D J Baum
Secunder: Cllr J Donnelly

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Councillor B Donnelly be duly elected to serve as the Mayor of Knowsley Town Council for the municipal year 2023/2024. Cllr Donnelly signed the declaration of office and indicated that he wished to be addressed as Mayor.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2023/2024

Nominations were called for the position of Vice-Chairman of Knowsley Town Council for the municipal year 2023/2024. There was only one nomination as follows:

Proposed: Cllr L O'Keeffe
Proposer: Cllr D J Baum
Secunder: Cllr J Donnelly

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Cllr L O’Keeffe be elected to serve as Deputy Mayor of Knowsley Town Council for the municipal year 2023/2024. Cllr O’Keeffe signed the declaration of office and indicated that she wished to be addressed as Deputy Mayor.

The newly elected Mayor thanked everyone for their support and welcomed Cllr Burke and Cllr Wynn to the Town Council. He also thanked former members, J Tomlinson and C Milne for their hard work during their term of office.

3. DECLARATIONS OF INTEREST

Declarations of interests relating to Agenda Item 12 - Town Council Members’ Allowances, dispensations were received from the following members:

Councillors: D J Baum, V Boateng, M Burke, B Donnelly, J Donnelly, K Gregory, N Joseph, L O’Keeffe, I Smith, L Tomlinson, F Wynn - Agenda Item 12

Councillors: D J Baum, J Donnelly, K Gregory, I Smith - Agenda Item 19 - Planning Notifications.

4. ANNOUNCEMENTS FROM THE MAYOR

Members were informed that the Mayoral Celebration Evening would be held on Friday 30 June 2023, in St Aiden’s Church Hall, starting at 7.30 pm. The Clerk of the Council to send out invitations.

A grant had been awarded for the remodelling of the play park in Stockbridge Village. The work was due to be completed by the end of October 2023. The Mayor stated that he would like the Town Council to promote a joint community event with Knowsley MBC to mark the opening of the newly refurbished facility.

The Mayor asked members to hold a minutes silence in memory of the late ex-councillor, Mrs Barbara Murphy, who sadly passed away in April 2023.

Members congratulated Cllr J Donnelly, Cllr I Smith, Cllr F Wynn and Cllr M Burke for their success in being elected to serve as councillors for Knowsley Metropolitan Borough Council.

5. STANDING ORDERS (2023/2024)

Following consideration of the document as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** to approve the Town Council’s Standing Orders for the municipal year 2023/2024.

6. FINANCIAL REGULATIONS (2023/2024)

Following consideration of the document and report as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** to approve that:

- a. The following amendment to Section 5 - Banking be approved and included in the Financial Regulations 2023/2024.

5.3 *The Chairman of the Council will be a linked individual on the Town Council's bank account and must provide all the requested information.*

- b. the Financial Regulations for the municipal year 2023/2024 be approved.

7. **TOWN COUNCIL COMMITTEES (2023/2024)**

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the Human Resources Committee be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. membership of the Human Resources Committee would consist of:
- Cllr B Donnelly (Mayor of the Town Council)
 - Cllr K O'Keeffe (Deputy Mayor of the Town Council)
 - Cllr D J Baum
 - Cllr V Boateng
 - Cllr J Donnelly
 - Cllr L Tomlinson
 - Opposition

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the newly formed Finance and General Purposes Committee be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. membership of the Finance and General Purposes Committee would consist of;
- Cllr B Donnelly (Mayor of the Town Council)
 - Cllr L O'Keeffe (Deputy Mayor of the Town Council)
 - Cllr D J Baum
 - Cllr J Donnelly
 - Cllr B Thompson
 - Cllr L Tomlinson
 - Opposition

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the newly formed Mayoral and Events Committee be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. Membership of the Mayoral and Events Committee would consist of;
- Cllr B Donnelly (Mayor of the Town Council)
 - Cllr L O'Keeffe (Deputy Mayor of the Town Council)
 - Cllr D J Baum

- Cllr V Boateng
- Cllr J Donnelly
- Cllr K Gregory
- Opposition

It was **UNANIMOUSLY RESOLVED** that the Town Council’s Environment Committee be dissolved.

8. REPRESENTATIVES TO OUTSIDE BODIES

The following members were appointed to serve as Town Council representatives on the various outside bodies for the municipal year 2023/2024 as listed below:

Mayor of Knowsley’s Charity

Mayor (Cllr B Donnelly) Deputy Mayor (Cllr L O’Keeffe)

Parish/Borough Liaison Group

Clerk of the Council, Leader of Majority Labour Group (if required).

Merseyside Association of Local Councils

Mayor (Cllr B Donnelly), Cllr L O’Keeffe (Deputy Mayor) Cllr D J Baum

Friends of Meadows Park

Cllr J Donnelly

Stockbridge Community Engagement Forum

Cllr V Boateng.

National Association of Local Councils

Mayor (Cllr B Donnelly) Deputy Mayor (Cllr L O’Keeffe), Cllr D J Baum

9. TOWN COUNCIL MEETING SCHEDULE (2023/2024)

It was **UNANIMOUSLY RESOLVED** that the following schedule of Town Council Meetings for 2023/2024 be approved:

- | | |
|---------------------|-------------------|
| - 15 June 2023 | - 20 July 2023 |
| - 21 September 2023 | - 19 October 2023 |
| - 16 November 2023 | - 18 January 2024 |
| - 15 February 2024 | - 21 March 2024 |
| - 16 May 2024 | |

The Annual Town Meeting to take place on 16 May 2024, starting at 6.30 pm.

10. REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/ PARISH COUNCIL ALLOWANCES 2022/2023

The report containing the recommendations of the Independent Remuneration Panel for 2022/23 was received by the Town Council on 27 April 2023.

The Panel's recommendation was *"that no parish basic allowance be payable during the financial year 2023/2024 "Reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations"*.

Following consideration of the report of the Independent Remuneration Panel for 2023/2024, it was **RESOLVED** that:

- a. The Town Council noted the Independent Remuneration Panel's Report.
- b. The recommendations of the Independent Remuneration Panel would be advertised in accordance with the Regulations.

Cllrs I Smith, M Burke and F Wynn requested that it be recorded in the minutes they voted in favour of the remuneration panels decision.

Cllr I Smith stated that he supported the payment of a chairman's allowance but not the basis members allowance.

(NOTE: That in accordance with Section 8.6(d) of the Town Council's Code of Conduct, all members present declared an interest in the next item, took part in the discussion and voted thereon).

11. TOWN COUNCIL MEMBERS' ALLOWANCES (2023/2024)

The Clerk of the Council presented a report to members which contained information regarding the payment of members' allowances and the role of the Independent Remuneration Panel.

Cllrs I Smith, Cllr M Burke and Cllr F Wynn requested that their vote against the payment of members allowances be recorded.

Following discussion it was **RESOLVED** that:

- a. members of the Town Council would receive a basic members' allowance of £846 for the year 2023/2024,
- b. the Mayor of the Town Council would receive an allowance of £1,000 for the year 2023/2024,
- c. the above allowance covered all travelling and subsistence expenses incurred for activities within the boundaries of Knowsley.
- d. the payment be made during the first week in June 2023.

12. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the Minutes of the Town Council Meeting held on Thursday 16 March 2023 were agreed as a true record and signed by the Mayor.

13. MINUTES OF THE COMMITTEES

It was **UNANIMOUSLY RESOLVED** (by members of the Committee) that the Minutes of the Human Resources Committee Meeting held on Wednesday 12 April 2023 were agreed as a true record and signed by the Chairman.

14. TOWN COUNCIL BANK ACCOUNT SIGNATORIES (2023/2024)

It was **UNANIMOUSLY RESOLVED** that the following two members of the Town Council be re-affirmed as cheque and autopay signatories for the year 2023/2024:

Cllr D J Baum, Cllr L Tomlinson.

15. REPORTS FROM MEMBERS

Cllr J Donnelly stated that a clean up day had been held in Hollowcroft in partnership with Little Woods of Stockbridge two months ago. Signage had also installed and there had been no fly tipping in the area since that time.

16. UPDATES FOR INCLUSION ON THE TOWN COUNCIL WEBSITE

The schedule of updates included on the Town Council website for April and May presented by the Deputy Clerk of the Council were **NOTED** by members.

17. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk of the Council.

(NOTE: that in accordance with the Town Council's Code of Conduct, Cllr D Baum, Cllr J Donnelly, Cllr K Gregory and Cllr I Smith declared and interest in the next item, stayed in the room, but did not take part in any discussion and did not vote thereon).

18. PLANNING NOTIFICATIONS

The following planning applications were considered by members:

22/00776	FUL	23/00179	FUL	21/00929	NMA
22/00707	FUL	23/00138	FUL	23/00176	FUL

Following consideration, it was **UNANIMOUSLY RESOLVED** that members had no objections to the above planning applications.

19. ANNUAL REPORT (2022/2023)

The Clerk of the Council presented the Annual Report for 2022/2023

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Annual Report for 2022/2023 be approved.

20. FINANCIAL MATTERS (JANUARY TO MARCH 2023)

The Clerk of the Council provided members with detailed information relating to the financial matters for the period January to March 2023.

Following discussion, it was **UNANIMOUSLY RESOLVED** that the item be deferred consider by the newly formed Finance and General Purposes Committee.

21. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

The Statement of Accounts for the Year Ended 31 March 2023 was presented to members by the Clerk of the Council.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Statement of Accounts for the Year Ended 31 March 2023 be approved.

22. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2023— SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Annual Government Statement for the Year Ended 31 March 2023 was presented to members by the Clerk of the Council.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Annual Government Statement for the Year Ended 31 March 2023 be approved and signed by the Chairman.

23. INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2023

Members considered the contents of the Internal Auditor’s Report for the Year Ended 31 March 2023.

The Internal Auditor urged the Town Council to formulate a comprehensive Investment Strategy.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Internal Auditors Report for the Year Ended 31 March 2023 be noted and approved and the formulation of an Investment Strategy be considered by the newly formed Financial and General Purposes Committee.

24. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2023- SECTION 2 ACCOUNTING STATEMENT

The Accounting Statement of the Annual Return the for the Year Ended 31 March 2023 was presented to members by the Clerk of the Council.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Accounting Statement of the Annual Return for the Year Ended 31 March 2023 be approved and signed by the Chairman.

25. TO CONSIDER THE ADOPTION OF THE GENERAL POWER OF COMPETENCE

Following consideration of a report presented by the Clerk of the Council:

*“Knowsley Town Council **UNANIMOUSLY RESOLVED** that at the Annual General Meeting held on Thursday 18 May 2023, and until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and Statutory Instrument 965 the Parish Councils General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.*

26. MAUREEN CLUNAN MEMORIAL AWARD 2023

Members considered nominations for the recipient of the Maureen Clunan Award 2023.

Members proposed that Stephanie Tomlinson be nominated to receive the award in recognition of her outstanding work within the Stockbridge Village community.

Following discussion, it was **UNANIMOUSLY RESOLVED** that:

- a. Stephanie Tomlinson be the recipient of the Maureen Clunan Memorial Award for 2023.

**The meeting closed
at 7.50 p.m.**

Dated: 18 May 2023

Signed
Cllr B Donnelly
Mayor of the Town Council