

KNOWSLEY TOWN COUNCIL

MINUTES

The Annual General Meeting of the Knowsley Town Council was held on Thursday 16 May 2024, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENT

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

Officers: Jane Thomas (Clerk of the Council)

APOLOGIES

Councillors: K Gregory, B Thompson.

Prior to the start of the meeting, Cllr Bernard Donnelly expressed that it had been an honour and privilege to serve as the Mayor of Knowsley Town Council for the municipal year 2023/24. He thanked members for their support during his term and extended his best wishes to the incoming Mayor for the municipal year 2024/25. Cllr B Donnelly also announced that he will be donating £434, raised through fundraising activities in 2023/24, to the new Mayor to support their chosen charities.

1. **ELECTION OF CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2024/2025**

Nominations were called for the position of Chairperson of Knowsley Town Council for the municipal year 2024/2025. There was only one nomination as follows:

Proposed: Cllr L Tomlinson
Proposer: Cllr D J Baum
Seconder: Cllr J Donnelly

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Councillor L Tomlinson be duly elected to serve as the Chairperson of Knowsley Town Council for the municipal year 2024/2025. Cllr Tomlinson signed the declaration of office and indicated that he wished to be addressed as Mayor.

/.....
Knowsley Town Council
Minutes 2024/2025

2. **ELECTION OF VICE-CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2024/2025**

Nominations were called for the position of Vice-Chairperson of Knowsley Town Council for the municipal year 2024/2025. There was only one nomination as follows:

Proposed: Cllr J Donnelly
Proposer: Cllr D J Baum
Seconder: Cllr L O’Keeffe

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Cllr J Donnelly be elected to serve as Vice-Chairperson of Knowsley Town Council for the municipal year 2024/2025. Cllr J Donnelly signed the declaration of office and indicated that he wished to be addressed as Deputy Mayor.

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 Burk, B Donnelly, J Donnelly, N Joseph, L O’Keeffe, I Smith, L Tomlinson, F Wynn.

Declarations of interests relating to Agenda Item 19 – Planning Notification were received from the following members:

Councillors: D J Baum, M Burke, I Smith.

4. **ANNOUNCEMENTS FROM THE MAYOR**

The Mayor expressed heartfelt gratitude to all members for placing their trust in him. He emphasised a commitment to progress, unity, and prosperity, and encouraged collaboration to build a bright future for the community. The Mayor also expressed appreciation for the opportunity to serve and thanked the previous Mayor for his gracious donation to support his chosen charities.

Members congratulated Cllr L O’Keeffe and Cllr I Smith for their success in being elected to serve as councillors for Knowsley Metropolitan Borough Council.

5. **STANDING ORDERS (2024/2025)**

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 2024/2025.

6. **FINANCIAL REGULATIONS (2024/2025)**

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

/.....
Knowsley Town Council
Minutes 2024/2025

the municipal year 2024/2025 be approved.

7. TOWN COUNCIL COMMITTEES (2024/2025)

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 L Tomlinson (Mayor of the Town Council)
 - Cllr J Donnelly (Deputy Mayor of the Town Council)
 - Cllr D J Baum
 - Cllr B Donnelly
 - Cllr L O’Keeffe
 - Cllr I Smith
 - Cllr B Thompson

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the 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 L Tomlinson (Mayor of the Town Council)
 - Cllr J Donnelly (Deputy Mayor of the Town Council)
 - Cllr D J Baum
 - Cllr V Boateng
 - Cllr B Donnelly
 - Cllr M Burke
 - Cllr L O’Keeffe

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the Events Committee be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. Membership of the Events Committee would consist of:
 - Cllr L Tomlinson (Mayor of the Town Council)
 - Cllr J Donnelly (Deputy Mayor of the Town Council)

- Cllr D J Baum
- Cllr V Boateng
- Cllr K Gregory
- Cllr M Burke
- Cllr L O’Keeffe

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 2024/2025 as listed below:

Mayor of Knowsley’s Charity

Mayor (Cllr L Tomlinson) Deputy Mayor (Cllr J Donnelly)

Parish/Borough Liaison Group

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

Merseyside Association of Local Councils

Mayor (Cllr L Tomlinson), Cllr B Donnelly, 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 L Tomlinson), Cllr B Donnelly, Cllr D J Baum

9. TOWN COUNCIL MEETING SCHEDULE (2024/2025)

It was **UNANIMOUSLY RESOLVED** that the following schedule of Town Council Meetings for 2024/2025 be approved:

- | | |
|---------------------|-------------------|
| - 20 June 2024 | - 18 July 2024 |
| - 19 September 2024 | - 17 October 2024 |
| - 21 November 2024 | - 16 January 2025 |
| - 20 February 2025 | - 20 March 2025 |
| - 15 May 2025 | |

The Annual Town Meeting to take place on 22 May 2025, starting at 6.00 pm.

/.....
 Knowsley Town Council
 Minutes 2024/2025

10. **REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/
PARISH COUNCIL ALLOWANCES 2024/2025**

The report containing the recommendations of the Independent Remuneration Panel for 2024/25 was received by the Town Council on 29 April 2024.

The Panel's recommendation was *"that no parish basic allowance be payable during the financial year 2024/2025 "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 2024/2025, 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.

(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 (2024/2025)**

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.

Under Standing Orders 1.4.3 and 1.4.4, Councillor M Burke, called for a recorded vote.

The result of the recorded vote was as follows:

FOR

Cllr D J Baum
Cllr V Boateng
Cllr B Donnelly
Cllr J Donnelly
Cllr K Gregory
Cllr N Joseph
Cllr L O'Keeffe
Cllr L Tomlinson

AGAINST

Cllr M Burke
Cllr I Smith
Cllr F Wynn

Following the recorded vote, it was **RESOLVED** that:

- a. members of the Town Council would receive a basic members' allowance of £846 for the year 2024/2025,
- b. the Mayor of the Town Council would receive an allowance of £1,000 for the year 2024/2025,

/.....
Knowsley Town Council
Minutes 2024/2025

- 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 second week in June 2024.

12. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the Minutes of the Town Council Meeting held on Thursday 21 March 2024 were agreed as a true record and signed by the Mayor.

13. TOWN COUNCIL BANK ACCOUNT SIGNATORIES (2024/2025)

It was **UNANIMOUSLY RESOLVED** that:

- a. Heather Weightman be removed from the bank mandate panel.
- b. Cllr D J Baum, Cllr L Tomlinson be re-affirmed as cheque and autopay signatories for the year 2024/2025.
- c. Administration Officer to be added to bank mandate once appointed.

14. REPORTS FROM MEMBERS

There were no reports from members.

15. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

The Clerk informed members that Knowsley Borough Council had rejected the application For” Asset of Community Value “submitted by the Friends of Gellings Riding School. The application was unsuccessful as it did not meet the requirements outlined in the Act and Regulations.

Members requested that the Clerk obtain more detailed information on the reasons for the rejection and report back at the next meeting.

(NOTE: that in accordance with the Town Council’s Code of Conduct, Cllr D Baum, Cllr M Burke 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).

16. PLANNING NOTIFICATIONS

The following planning applications were considered by members:

24/00178/PDE 24/00130/FUL 24/00165/FUL
25/00136/FUL 24/00182/FUL

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

Members raised objection to the planning application 24/00155/FUL regarding the erection of eight dwellings in the location of Knowsley Village Stables, Knowsley Lane.

/.....
Knowsley Town Council
Minutes 2024/2025

Following discussion, it was **RESOLVED** that: the Clerk would raise members objection to KMBC Planning Department.

17. ANNUAL REPORT (2023/2024)

The Clerk of the Council presented the Annual Report for 2023/2024

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Annual Report for 2023/2024 be approved.

18. 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 2024.

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

- a. Payments made during the period January to March 2024 be approved.
- b. Income received during the period January to March 2024 be approved.

19. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

The Statement of Accounts for the Year Ended 31 March 2024 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 2024 be approved.

20. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2024 - SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Annual Government Statement for the Year Ended 31 March 2024 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 2024 be approved and signed by the Chairman.

21. INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2024

Members considered the contents of the Internal Auditor's Report for the Year Ended 31 March 2024.

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 2024 be noted and

approved and the formulation of an Investment Strategy be considered by the Financial and General Purposes Committee.

22. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2024 - SECTION 2 ACCOUNTING STATEMENT

The Accounting Statement of the Annual Return the for the Year Ended 31 March 2024 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 2024 be approved and signed by the Chairman.

23. TO CONSIDER THE ADOPTION OF THE CIVILITY & RESPECT PLEDGE

Following the Clerk of the Council's report, Knowsley Town Council **UNANIMOUSLY RESOLVED** to:

- a. Adopt the "Civility & Respect Pledge."

24. MAUREEN CLUNAN MEMORIAL AWARD 2024

Members considered nominations for the recipient of the Maureen Clunan Award 2024.

Members proposed that Allan Hassler be nominated to receive the award in recognition of his outstanding work within the Stockbridge Village community.

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

- a. Allan Hassler be the recipient of the Maureen Clunan Memorial Award for 2024.

The meeting closed

at .8:05 p.m.

Dated: 16 May 2024

Signed

**Cllr L Tomlinson
Mayor of the Town Council**