

# KNOWSLEY TOWN COUNCIL

## MINUTES

A Meeting of the Knowsley Town Council was held on Thursday 20 March 2025, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

### *PRESENT*

**Councillors:** - L Tomlinson (Mayor of the Town Council), J Donnelly (Deputy Mayor of the Town Council), D J Baum, V Boateng, B Donnelly, K Gregory, L O’Keeffe, I Smith, F Wynn.

**Also in Present:** - Jane Thomas (Clerk of the Council)  
Louise Harrison (Admin Officer)

### *APOLOGIES*

**Councillors:** - M Burke, N Joseph, B Thompson

#### **150. PUBLIC OPEN FORUM**

*No questions were received from members of the public.*

#### **151. DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following members:

Cllr D J Baum, Cllr I Smith - Agenda Item 8 Planning Notifications

#### **152. MINUTES OF THE PREVIOUS COUNCIL MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Town Council Meeting held on Thursday 20 February 2025 be agreed as a true record and signed by the Mayor.

#### ***Amendment Minute: Present Councillors***

*To read V Boateng (left 7.20 p.m.)*

#### ***Amendment No 147- Note***

*To read (NOTE: That in accordance with the Town Council’s Code of Conduct, Cllr D J Baum, Cllr M Burke and Cllr I Smith, declared an interest in the next item, stayed in the room, did not take part in any discussion and did not vote thereon)*

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**153. REPORTS FROM MEMBERS**

There was no reports from Members.

**154. ANNOUNCEMENTS FROM THE MAYOR**

There were no announcements from the Mayor of the Town Council.

**155. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL**

The Clerk introduced the Town Council’s new Administrative Officer, Louise Harrison. Members warmly welcomed Louise to the Council.

The Clerk informed members that the individual who had initially accepted the role of Caretaker/Handyperson has since withdrawn their acceptance. As a result, the position has been re-advertised.

*(NOTE: That in accordance with the Town Council’s Code of Conduct, Cllr D J Baum and Cllr I Smith, declared an interest in the next item, stayed in the room, did not take part in any discussion and did not vote thereon)*

**156. PLANNING NOTIFICATIONS**

The following planning applications were considered by members:

24/00679/TCA, 24/00244/CLD, 24/00091/FUL

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

**157. RISK ASSESSMENT 2024/25**

Following consideration of the risk assessment as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** to:

- a. Approve the assessment undertaken during 2024/25 to identify the risks involved in achieving the Town Council’s objectives.
- b. Approve the review undertaken during 2024/25 in the adequacy of control measures to manage those risks.

**158. A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT (2024/25)**

Members considered a report submitted by the Clerk of the Council and it was **UNANIMOUSLY RESOLVED** that:

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- a. The Town Council approved the review undertaken of the effectiveness of the internal audit arrangements (2024/25) In respect of the following five areas:
  - **Scope** of the internal audit
  - **Independence** of the internal audit
  - **Competence** of the internal auditor
  - **Relationship** regarding elected members, Clerk of the Council and the internal auditor
  - **Planning and reports** regarding the internal audit
- b. Mr D Blanchflower be appointed as the internal auditor for the financial years 2024/25 and 2025/26.
- c. The review of the effectiveness of the internal audit arrangements to be undertaken during the financial year 2025/2026.

**159. A REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL FINANCIAL CONTROLS**

The Accounts and Audit Regulations (2015) (Section 6) requires smaller authorities, each financial year, to undertake a review of the effectiveness of their systems of internal financial controls and to prepare an annual governance statement in accordance with proper practices in relation to the Town Council’s accounts.

Following consideration of a written report submitted by the Clerk of the Council, it was **UNANIMOUSLY AGREED TO RECOMMEND** the review undertaken of the effectiveness of its systems of internal financial controls for the year 2024/2025 to the Town Council.

**The meeting closed at 7.25 p.m.**

**Date: 20 March 2025**

**Signed.....**

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

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