

KNOWSLEY TOWN COUNCIL

MINUTES

The Annual General Meeting of the Knowsley Town Council was held on Thursday 15 May 2025, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENT

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

Officers: Jane Thomas (Clerk of the Council)
Louise Harrison (Administration Officer)

APOLOGIES

Councillors: B Thompson.

Prior to the start of the meeting, Cllr Lee Tomlinson expressed that it had been an honour and privilege to serve as the Mayor of Knowsley Town Council for the municipal year 2024/25. He thanked members for their support during his term and extended his best wishes to the incoming Mayor for the municipal year 2025/26.

1. ELECTION OF CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2025/2026

Nominations were called for the position of Chairperson of Knowsley Town Council for the municipal year 2025/2026. There was only one nomination as follows:

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

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Councillor D J Baum be duly elected to serve as the Chairperson of Knowsley Town Council for the municipal year 2025/2026. Cllr Baum signed the declaration of office and indicated that he wished to be addressed as Mayor.

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2. **ELECTION OF VICE-CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2025/2026**

Nominations were called for the position of Vice-Chairperson of Knowsley Town Council for the municipal year 2025/2026. There was only one nomination as follows:

Proposed: Cllr L Tomlinson
Proposer: Cllr B Donnelly
Seconder: Cllr N Joseph

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Cllr L Tomlinson be elected to serve as Vice-Chairperson of Knowsley Town Council for the municipal year 2025/2026. Cllr L Tomlinson 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 Burke, B Donnelly, J Donnelly, N Joseph, K Gregory, L O'Keeffe, I Smith, L Tomlinson, F Wynn.

Declarations of interests relating to Agenda Item 18 – Planning Notification were received from the following members:

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

4. **ANNOUNCEMENTS FROM THE MAYOR**

The Mayor, on behalf of all Members, expressed sincere thanks to Councillor Lee Tomlinson for his dedicated service as Mayor of Knowsley Town Council during the 2024/25 municipal year.

5. **STANDING ORDERS (2025/2026)**

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 2025/2026.

6. **FINANCIAL REGULATIONS (2025/2026)**

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 the municipal year 2025/2026 be approved.

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7. **TOWN COUNCIL COMMITTEES (2025/2026)**

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 D J Baum (Mayor of the Town Council)
 - Cllr L Tomlinson (Deputy Mayor of the Town Council)
 - Cllr M Burke
 - Cllr B Donnelly
 - Cllr J Donnelly
 - Cllr N Joseph
 - Cllr L O’Keeffe

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 D J Baum (Mayor of the Town Council)
 - Cllr L Tomlinson (Deputy Mayor of the Town Council)
 - Cllr V Boateng
 - 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 **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 D J Baum (Mayor of the Town Council)
 - Cllr L Tomlinson (Deputy Mayor of the Town Council)
 - Cllr V Boateng
 - Cllr M Burke
 - Cllr J Donnelly

- Cllr K Gregory
- Cllr N Joseph
- 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 2025/2026 as listed below:

Mayor of Knowsley’s Charity

Mayor (Cllr D J Baum) Deputy Mayor (Cllr L Tomlinson)

Parish/Borough Liaison Group

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

Merseyside Association of Local Councils

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

Friends of Meadows Park

Cllr L Tomlinson, Cllr J Donnelly.

Stockbridge Community Engagement Forum

Cllr V Boateng.

National Association of Local Councils

Mayor (Cllr D J Baum), Cllr B Donnelly

9. TOWN COUNCIL MEETING SCHEDULE (2025/2026)

It was **UNANIMOUSLY RESOLVED** that the following schedule of Town Council Meetings for 2025/2026 be approved:

- | | |
|---------------------|-------------------|
| - 19 June 2025 | - 17 July 2025 |
| - 18 September 2025 | - 16 October 2025 |
| - 20 November 2025 | - 15 January 2026 |
| - 19 February 2026 | - 19 March 2026 |
| - 21 May 2026 | |

The Annual Town Meeting to take place on 28 May 2026, starting at 6.00 pm.

**10. REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/
PARISH COUNCIL ALLOWANCES 2025/2026**

The report containing the recommendations of the Independent Remuneration Panel for 2025/26 was received by the Town Council on 30 April 2025.

The Panel’s recommendation was *“that no parish basic allowance be payable during the financial year 2025/2026 “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 2025/2026, 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 (2025/2026)

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.

It was **RESOLVED** that:

- a. members of the Town Council would receive a basic members’ allowance of £846 for the year 2025/2026,
- b. the Mayor of the Town Council would receive an allowance of £1,000 for the year 2025/2026,
- c. the above allowance covered all travelling and subsistence expenses incurred for activities within the boundaries of Knowsley.
- d. the payment be made 15 June 2025.

12. MINUTES OF THE PREVIOUS COUNCIL MEETING

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

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13. TOWN COUNCIL BANK ACCOUNT SIGNATORIES (2025/2026)

It was **UNANIMOUSLY RESOLVED** that:

- a. Cllr D J Baum re-affirmed as cheque and autopay signatories for the year 2025/26
- b. Cllr L Tomlinson re-affirmed as cheque and autopay signatories for the year 2025/26
- c. Clerk of the Council re-affirmed as cheque and autopay signatories for the year 2025/26.
- d. Administration Officer re-affirmed as cheque and autopay signatories for the year 2025/26.

14. REPORTS FROM MEMBERS

There were no reports from members.

15. 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 M Burke and Cllr I Smith declared an 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:

25/00221/FUL 25/00193/FUL 25/00197/FUL
25/00098/FUL 25/00152/FUL

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

17. ANNUAL REPORT (2024/2025)

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

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Annual Report for 2024/2025 be approved.

18. KNOWSLEY TOWN COUNCIL ASSET REGISTER 2025/2026

The Clerk of the Council presented a report regarding the current status of the Town Council Asset Register. It was noted that the Asset Register should be reviewed on a regular basis to ensure accuracy and relevance. Items that are considered obsolete, beyond economical repair, or confirmed as lost, stolen, or vandalised should be removed from the register at the earliest opportunity.

RESOLVED: That, following consideration of the report presented by the Clerk, the re-statement of the items contained within the Town Council’s Asset Register be approved.

19. FINANCIAL MATTERS (JANUARY TO MARCH 2025)

The Clerk of the Council provided members with detailed information relating to the financial matters for the period January to March 2025.

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

- a. Payments made during the period January to March 2025, be approved.
- b. Income received during the period January to March 2025 be approved.
- c. That the Final Year-End Bank Reconciliation as of 31 March 2025, be approved.

20. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

The Statement of Accounts for the Year Ended 31 March 2025 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 2025 be approved.

21. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2025 - SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Annual Government Statement for the Year Ended 31 March 2025 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 2025 be approved and signed by the Chairperson.

22. INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2025

Members considered the contents of the Internal Auditor’s Report for the Year Ended 31 March 2025.

Internal Auditors Recommendations:

- a. The Investment Strategy be reviewed annually and investments for the coming year be agreed at the Annual meeting each May.
- b. The Council review and agree its policy in respect of how long news items should remain on the website.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Internal Auditors Report for the Year Ended 31 March 2025 be noted and Approved.

23. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2025 - SECTION 2 ACCOUNTING STATEMENT

The Accounting Statement of the Annual Return the for the Year Ended 31 March 2025 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 2025 be approved and signed by the Chairperson.

24. 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 15 May 2025, 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”.*

25. MAUREEN CLUNAN MEMORIAL AWARD 2024

Members considered nominations for the recipient of the Maureen Clunan Award 2025.

Members proposed that Pamela Richards 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. Pamela Richards be the recipient of the Maureen Clunan Memorial Award for 2025.

The meeting closed

at 7:35 p.m.

Dated: 15 May 2025

Signed
Cllr D J Baum
Mayor of the Town Council

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