

KNOWSLEY TOWN COUNCIL

MINUTES

A meeting of Knowsley Town Council's Finance and General Purposes Committee was held on Wednesday 17 September 2025 in the Committee Room, the Community Pavilion, Pool Hey, Stockbridge Village, commencing at 5.00 p.m.

PRESENT

Councillors: D J Baum, M Burke, B Donnelly, J Donnelly (Chair),
N Joseph (Vice-Chair), L O'Keeffe.

Officers: Jane Thomas - Clerk of the Council and Responsible Financial Officer.

APOLOGIES

Councillors: L Tomlinson.

62. DECLARATIONS OF INTEREST

No declarations of interest were received from members.

63. ANNOUNCEMENTS FROM THE CHAIRPERSON

There were no announcements from the Vice-Chair of the Committee.

64. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

The Clerk informed members that Phil Hurst, Green Space Development Officer at Knowsley Metropolitan Borough Council (KMBC), had requested a letter of support from the Town Council to accompany a Veolia funding application. The letter would confirm the Town Council's approval, as leaseholder of Knowsley Recreation Ground, for the installation of new play equipment on the site. It would also include the Town Council's commitment to cover all future maintenance and upkeep costs associated with the equipment. Members requested that a meeting be arranged with Mr Hurst to discuss the proposal in more detail before any decision is made.

The Clerk also reported that user group Stockbridge Amateur Boxing Club has now relocated the punch bags to the position recommended by the structural surveyor.

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65. **LITTLEWOOD OF STOCKBRIDGE**

The Chair, Cllr J. Donnelly, informed members of a recent incident of vandalism affecting benches within Little woods community woods. Following this, Cllr Donnelly spoke with a representative of the Littlewoods of Stockbridge group and offered support from the Town Council. The representative subsequently consulted their committee and later advised Cllr Donnelly that, while they were very appreciative of the offer, all issues had since been resolved. It was agreed that Cllr Donnelly would follow up with the group to offer the Town Council's support in relation to their upcoming event in October.

66. **FINANCIAL MATTERS (APRIL TO JUNE 2025)**

Members reviewed the payments, income and budget report for the period April to June 2025, as presented by the Clerk of the Council. After thorough discussion, it was **UNANIMOUSLY RESOLVED** that the income, payments, and budget report for this period be noted. It was noted that all matters resolved above will be submitted to the next Full Council meeting for formal ratification.

67. **BLOCK BOOKING APPLICATIONS - USE OF TOWN COUNCIL FACILITIES WINTER PERIOD (1 OCTOBER 2025 TO 31 MARCH 2026)**

Members considered a schedule of applications for block booking of Town Council facilities from community organisations for the Winter period (1 October to 31 March 2026). In addition, a new application was received from *Livv Housing Group*, requesting regular hire of facilities during the same period.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the following Schedule of block booking applications from community organisations for the Winter period (1 October to 31 March 2026) be approved including the new application from Livv Housing Group.

Bob Whiley Community Centre

- Knowsley Village Art Group
- Dance Works Knowsley
- Knowsley Liberal Democrats
- K9 Authority – Dog Training Sessions
- N Billington—Dance Rehearsal

Community Pavilion

- Christopher Linzie School of Dance
- Stockbridge Amateur Boxing Club

- Knowsley Early Years (KMBC)
- Bit Of Everything
- Flourish & Succeed
- Flourish FE (KMBC)
- Citizens Advice Knowsley

Football Pitches -Pool Hey

- Stockbridge Village Galaxy Junior FC

In addition, Cllr O’Keeffe raised concern regarding the additional workload being undertaken by Town Council staff to cover building usage during the current staff shortage. She proposed that, as a gesture of appreciation, staff be granted one additional day’s holiday to be taken this Christmas as a thank you from the Town Council. Members **AGREED**, and the Clerk was asked to make the necessary arrangements.

68. CONCESSION FOLLOW UP

It was resolved that this item be deferred to a future meeting for further consideration.

69. RISK ASSESSMENT 2025/26

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

- Approve the assessment undertaken during 2025/26 to identify the risks involved in achieving the Town Council’s objectives.
- Approve the review undertaken during 2025/26 in the adequacy of control measures to manage those risks.
- All matters resolved above will be submitted to the next Full Council meeting for formal ratification.

70. REVIEW OF KNOWSLEY TOWN COUNCIL’S HEALTH AND SAFETY POLICY

To comply with the Health and Safety At Work Act 1974, Knowsley Town Council must ensure that it has in place a Health and Safety Policy Statement. The Health and Safety Police Statement must be reviewed annually.

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

The Health and Safety Policy Statement be approved by the Town the Health and Safety Policy Statement be posted on the Town Council’s website and be next reviewed in September 2026.

71. 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 2025/2026 to the next Full Council meeting.

The meeting closed at 6.30 p.m.

Dated: 17 September 2025

Signed.....

**Cllr J Donnelly
Chair of the Committee**