

KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of the Events Committee of
Knowsley Town Council was held on Wednesday, 8th October 2025
in the Committee Room, Community Pavilion
commencing at 5.00 p.m.

PRESENT

Councillors: L O’Keeffe (Chairperson), M Burke, J Donnelly, K Gregory,
N Joseph (Vice-Chair), L Tomlinson.

Also in Present: Jane Thomas (Clerk of the Council)

APOLOGIES

Councillor: D J Baum.

ABSENCE

Councillor: V Boateng.

82. DECLARATIONS OF INTEREST

No declarations of interest were received from members.

83. ANNOUNCEMENTS FROM THE CHAIR OF THE COMMITTEE

There were no announcements from the Committee Chairperson.

84. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Town Clerk.

85. EVENTS UPDATES

The Vice-Chair provided an update to members regarding the forthcoming Christmas Tree Light Switch-On event, which is provisionally scheduled to take place in late November 2025 at the Community Orchard, Meadow Park School. The specific date and time of the event are to be confirmed.

Following discussion, the Clerk was instructed to undertake the following preparatory actions:

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- Investigate and report back on both the daily hire rate and the purchase cost of a generator for use at this and future events.
- Obtain quotations for the installation of external electrical sockets at both Town Council-buildings.
- Liaise with Knowsley Metropolitan Borough Council’s Highways Department to secure an estimate for the cost of a temporary road closure.
- Issue correspondence to local businesses requesting financial contributions or donations in kind to support the event.
- Arrange the purchase of a fitted Christmas tree stand from Rainford Farm.
- Place an order for a 20-foot Christmas tree, with delivery scheduled for the final week of November.

In addition, Councillor Neil Joseph agreed to carry out a comprehensive risk assessment in preparation for the event; contact the KMBC Licensing Department to submit the Risk Assessment and complete the Temporary Event Notice (TEN) application; and liaise with ForHousing to explore the possibility of a donation towards the event.

The Meeting Closed at 6.00 p.m.

Dated: 8 October 2025

Signed:
Cllr L O’Keeffe
Chair of the Committee