



## KNOWSLEY TOWN COUNCIL

Bob Whiley Community Centre  
Shop Road, Knowsley Village, Merseyside L34 0HD  
Tel: 0151 548 4545  
Email: jane.thomas@knowsley.gov.uk

Dated this 9<sup>th</sup> day of May 2025

To the Mayor and Members of Knowsley Town Council

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**YOU ARE HEREBY SUMMONED TO ATTEND the Annual General Meeting of Knowsley Town Council, to be held on Thursday 15 May 2025, in the Community Pavilion Pool Hey, Stockbridge Village, commencing at 7.15 p.m.**



Jane Thomas

Clerk of the Council

### AGENDA

1. **ELECTION OF CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2025/26**

To:

- a. receive nominations,
- b. receive declarations of acceptance of office,
- c. receive the declared title from the elected postholder.

2. **ELECTION OF VICE-CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2025/26**

To:

- a. receive nominations,
- b. receive declarations of acceptance of office,
- c. receive the declared title from the elected postholder.

**12. TOWN COUNCIL MEMBERS' ALLOWANCES (2025/26)**

To **CONSIDER** Members' Allowances for 2025/26 and to agree a date, if approved, for payment – **Page 19**

**13. MINUTES OF PREVIOUS COUNCIL MEETING**

To **APPROVE AND SIGN** the Minutes of the Town Council Meeting held on held on Thursday 20<sup>th</sup> March 2025 – **Pages 20 - 23**

**14. MINUTES OF THE COMMITTEES**

To **APPROVE AND SIGN** (by members of the Committees) the Minutes of the Human Resources Committee Meeting held on Tuesday 8 April 2025 and the Finance and General Purposes Committee Meeting held on Tuesday 29 April 2025.- **Pages 24 - 28**

**15. TOWN COUNCIL BANK ACCOUNT SIGNATORIES (2025/26)**

To **AGREE** the Town Council Bank Account signatories for the year 2025/26. – **Page 29**

**16. REPORTS FROM MEMBERS**

To receive verbal reports from members who have represented the Town Council on outside bodies.

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

To receive verbal reports from the Clerk of the Council. **FOR INFORMATION ONLY.**

**18. PLANNING NOTIFICATIONS**

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council. – **Pages 30 - 31**

**19. ANNUAL REPORT (2025/26)**

To **CONSIDER** and **APPROVE** the Annual Report of the Town Council for the year 2025/26 – (Enclosed).

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### TOWN COUNCIL COMMITTEES 2025/26

#### 1. PURPOSE OF REPORT

Members need to consider the Town Councils Committees and their membership and to approve the terms of reference

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report,
- 2.2. Approve the number and names of the Town Council Committees (2025/26)
- 2.3. Approve the terms of reference for the Town Council Committees (2025/26)
- 2.4. Approve the membership of the Town Council Committees (2025/26)

#### 3. REPORT

- 3.1. The report details the terms of reference (Appendix 1) and membership for the proposed committees of the Town Council during 2025/26 (Appendix 2). The committees meet on an ad hoc basis in accordance with Town Council Standing Orders. The terms of reference for all committees will be incorporated into the Town Council's Standing Orders and distributed to all members.

Details of the membership and attendance (Appendix 3) relating to all Town Council Committees for 2025/26 are attached for members' consideration.

#### 4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising out of this report.

**Jane Thomas - Clerk of the council and Responsible Financial Officer**

**TERMS OF REFERENCE****FINANCE AND GENERAL PURPOSES COMMITTEE**

1. (Under the Local Government Act 1972) to observe all Town Council Financial Regulations.
2. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider the Town Council monthly and quarterly budget spending reports.
3. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider and review all fees and charges relating to the hire of town council facilities.
4. Acting under full delegated authority (in accordance with the Local Government Act 1972), to consider and decide upon all applications for block bookings (as defined by the independent auditor's letter to the Council dated 29 April 2010) of Town Council facilities
5. Acting under full delegated authority (in accordance with the Local Government Act 1972), to review the procedures, criteria, guidelines, and application forms for the allocation of Town Council grants and sponsorship.
6. Acting under full delegated authority (in accordance with the Local Government Act 1972), to exercise the functions of the Town Council in considering applications for grants and sponsorship as is deemed appropriate within the budget established by the Town Council for that purpose.
7. To monitor and review, as appropriate, the geographical distribution of grants and sponsorship.
8. To consider all the financing and design of any Town Council capital projects acting within its delegated authority as defined by financial regulation 3.6.
9. Acting under full delegated authority (in accordance with the Local Government Act 1972) to exercise the functions of the Town Council by monitoring the expenditure (in accordance with financial regulation 3.6.) and progress all capital projects within the budget established by the Town Council.
10. The Committee may appoint advisory committees that relate to the above terms of reference at any times as are necessary.
11. The Committee may (in accordance with Town Council Standing Orders), appoint non-voting representatives whose experience or knowledge may be of benefit to the Town Council or the committee.
12. Acting under full delegated powers (in accordance with the Local Government Act 1972), to oversee service level agreements and evaluate the outcomes in accordance with agreed criteria for those purposes.
13. Acting under full delegated powers (in accordance with the Local Government Act 1972) to review all Town Council Policies were appropriate.
14. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider additional Town Council Policies (when and if required).

**TERMS OF REFERENCE****EVENTS COMMITTEE**

1. Acting under full delegated authority (in accordance with the Local Government Act 1972) to take full responsibility for the design and organisation of all events to be held on behalf of the Town Council (except for the annual Beating of the Bounds and the Mayoral Celebration Evening).
2. To promote fundraising events on behalf of the mayor's nominated charities.
3. To agree plans for holding fundraising events in the prioritised areas.
4. To oversee the promotion of fundraising events and influence the participation of key external partnerships.
5. To encourage the broad participation of elected members in fundraising activities.
6. To support the Town Council in recruiting fundraising volunteers.
7. To ensure that all events comply with Health and Safety Regulations and all other Town Council policies and procedures.
8. To ensure that expenditure on events does not exceed the annual budget established by the Town Council.
9. To submit reports for each event to the Town Council. The reports to contain detailed information relating to the activities to be undertaken, finance, numbers attending and health and safety and risk assessments.
10. The Committee may (in accordance with Town Council Standing Orders) appoint non-voting representatives whose experience or knowledge may be of benefit to the Committee or the Town Council.

## KNOWSLEY TOWN COUNCIL

COMMITTEE MEMBERSHIP

2024/25

Finance and General Purposes Committee

Cllr L Tomlinson (Mayor)  
Cllr J Donnelly (Deputy Mayor)  
Cllr D J Baum  
Cllr V Boateng (stepped down)  
Cllr B Donnelly  
Cllr M Burke  
Cllr N Joseph  
Cllr L O'Keeffe

Human Resources Committee

Cllr L Tomlinson (Mayor)  
Cllr J Donnelly (Deputy Mayor)  
Cllr D J Baum  
Cllr B Donnelly (stepped down)  
Cllr L O'Keeffe  
Cllr B Thompson  
Cllr I Smith

Events Charity Committee

Cllr L Tomlinson (Mayor)  
Cllr J Donnelly (Deputy Mayor)  
Cllr D J Baum  
Cllr V Boateng  
Cllr M Burke  
Cllr K Gregory  
Cllr N Joseph  
Cllr L O'Keeffe

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES

#### 1. PURPOSE OF REPORT

The purpose of this report is to seek Members' nominations and appointments to represent the Town Council on various outside bodies.

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report,
- 2.2. Nominate and appoint Members to represent the Town Council on each of the organisations listed in para 3.3. during 2025/26.

#### 3. REPORT

- 3.1. At the request of various Groups/Forums/Friends Associations and Charities, the Town Council has, for a number of years, nominated Members as representatives.
- 3.2. At the time of drafting, it is uncertain which organisations will request a Town Council representative or indeed whether the organisations convene meetings at which Town Council representatives attend.
- 3.3. For reference, these are the organisations and Town Council representatives agreed for 2024/25:

<b>ORGANISATION</b>	<b>TOWN COUNCIL REPRESENTATIVE(S)</b>
Mayor of Knowsley Charity	Mayor Deputy Mayor
Town/Borough Council Liaison Group	Clerk of the Council Leader of the Majority Group
Merseyside Association of Local Councils	Mayor Deputy Mayor Cllr D Baum
Friends of Meadow Park	Cllr J Donnelly
Stockbridge Community Engagement Forum	Cllr V Boateng
National Association of Local Councils	Mayor Deputy Mayor Cllr Baum

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### TOWN COUNCIL MEETING SCHEDULE

#### 1. PURPOSE OF REPORT

The purpose of this report is to seek Members' approval to the schedule of meetings for 2025/26.

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report,
- 2.2. Agree the schedule of meeting dates outlined in paras 3.3. and 3.4. of the report.

#### 3. REPORT

- 3.1. Under the Town Council's Standing Orders, para 1.z.aa. 'Meetings of the Town Council shall be held at 7:15pm on a Thursday of the month in accordance with a schedule agreed at the Annual Meeting. Historically this has been the third Thursday in each month except August, December and April.
- 3.2. In accordance with the Local Government Act 1972, Town Councils must convene a minimum of three ordinary meetings each municipal year in addition to the Annual Meeting, with nominated Members as representatives.
- 3.3. Historically Knowsley Town Council has held an ordinary meeting every month with the exception of August, December and April and following this pattern, the proposed schedule for 2025/26 is as follows (all meetings to be held in the Community Pavilion starting at 7:15pm):

#### Ordinary Town Council Meetings

19 <sup>th</sup> June 2025	15 <sup>th</sup> January 2026
17 <sup>th</sup> July 2025	19 <sup>th</sup> February 2026
18 <sup>th</sup> September 2025	19 <sup>th</sup> March 2026
16 <sup>th</sup> October 2025	21 <sup>st</sup> May 2026
20 <sup>th</sup> November 2025	

#### Annual Meeting of the Town Council

28<sup>th</sup> May 2026

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### REPORT ON THE INDEPENDENT REMUNERATION PANEL ON TOWN/PARISH COUNCIL ALLOWANCES 2025

#### 1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the outcome of the Independent Remuneration Panel on Town/Parish Council Allowances 2025.

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report, and particularly the report of the Independent Remuneration Panel on Town/Parish Council Allowances 2025 attached as *appendix 4* to this report.

#### 3. REPORT

- 3.1. Members are aware that each year the Independent Panel on Town/Parish Council Allowances carries out a review and produces a report outlining proposals for the following municipal year, in this case 2025/26.
- 3.2. A copy of the panel's report for 2025/26 is attached as *appendix 4* to this report.
- 3.3. As part of their review, the panel invited all Parish and Town Councils in Knowsley to submit any views they wished the panel to consider, see paragraphs 6.1. and 6.2 of the report.
- 3.4. In conclusion, as outlined in paragraph 6.3. of the report, the panel recommended that:  
  

*'No parish basic allowance be payable during the financial year 2025/26; and Reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations.*
- 3.5. Members are therefore requested to note the recommendations of the Independent Review Panel.

**Jane Thomas - Clerk of the Council**

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

- 2.2 The Panel first met in April 2004 to consider and make recommendations on a Scheme of Allowances for the Parish and Town Councils which are situated within the Borough of Knowsley. Since that time an annual review has been undertaken. As part of the review process for 2025/26, the Panel was briefed on the roles and responsibilities of the Town and Parish Councils, examined information on the levels of precept and electorate of each of the Town and Parish Councils and gave consideration to statutory Regulations and available Government guidance on Parish Members' allowances.
- 2.3 Each of the five Parish and Town Councils within the Borough of Knowsley are invited each year to submit their views and information on their remuneration schemes. Responses are considered by the Panel.

### **3. PARISH BASIC ALLOWANCE AND CHAIRPERSON'S ALLOWANCE**

- 3.1 The Panel noted that Town and Parish Councils may choose to pay their Members an allowance, known as 'Parish basic allowance', to recognise the time and effort they put into their Parish duties. There is no obligation on Town and Parish Councils to pay such allowances. Each Town and Parish Council may make an allowance available to its Chairperson only, or to each of its Members. Where all Members receive an allowance, the amount payable to the Chairperson may be different to that paid to other Members, but otherwise the amount paid to each Member must be the same. The payment of a Town and Parish basic allowance is a discretionary allowance. If a Town or Parish Council wishes to pay a basic allowance, it should have regard to a recommendation from the Independent Remuneration Panel as to whom basic allowance should be paid.
- 3.2 The Panel has noted that views on the payment of a basic or Chairperson's allowance differed between the five Parish and Town Councils. The majority were not in favour of paying allowances to their Members. Currently only one Town Council, Knowsley, had decided to pay an allowance to its Chairperson and Councillors.
- 3.3 The Panel was aware that the payment of a Town and Parish basic allowance is intended to recognise the time commitment of Parish and Town Councillors and to cover incidental costs such as telephone calls, etc; however, the Panel noted that the information available to them as to the time commitment, roles and levels of responsibility and the costs which a Parish or Town Councillor may incur in fulfilling his/her role was limited.
- 3.4 The Panel acknowledged that the power under Section 15 of the Local Government Act 1972 to pay its Chairperson an amount for such expenses as it sees fit remains unchanged. Therefore, notwithstanding the Panel's recommendations in relation to a Town and Parish basic allowance, Parish and Town Councils may, if deemed appropriate, pay a Chairperson's allowance under these existing Regulations.

- 5.3 The Panel noted that there are differences between the Parish and Town Councils in terms of their sizes, electorate and budgets, but the Panel did not consider it had sufficient information on which to base differentials.
- 5.4 Subject to the receipt of any further information and evidence from the Parish and Town Councils, in view of the information considered and the conclusions set out in 5.1 to 5.3 above, the Panel has recommended in every year that no Parish basic allowance be payable by the Parish and Town Councils within the Borough of Knowsley.
- 5.5 The Panel recognised that Members of Town and Parish Councils should be able to claim travel and subsistence expenses incurred in respect of their duties as a Member of the Council. Accordingly, the Panel has recommended in every year that reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of the duties mentioned in paragraph 4.3 of this report.
- 5.6 In 2005 the Panel was asked to consider the possibility of paying an allowance to non-Borough Council Town and Parish Councillors in respect of the use of ICT equipment at home of £5 per month (Town and Parish Councillors who are also on the Borough Council are already reimbursed by Knowsley Council). There is no provision within the legislation for the payment of such a Parish allowance; however, the Panel was of the view that a Parish could achieve the same end by:-
- i) paying a Town and Parish basic allowance of an equivalent sum (which would be taxable) but this would need to be paid to all Parish Councillors; OR
  - ii) reimbursing the cost of consumable items etc by way of an expenses claim with supporting receipts (not taxable if purely for Parish Council business); OR
  - iii) the Parish Council providing consumables for the Parish Councillor (not taxable if purely for Parish Council business).
- 5.7 The Panel has stated its belief that any proposal to introduce a new Scheme of Allowances or to increase an existing scheme could be something which the Parish or Town Council may feel is appropriate for consultation with its electorate.
- 5.8 The Panel has always emphasised that it would welcome representations and new information from Councils to inform future Scheme reviews.
- 6. THE YEAR 2025/26**
- 6.1 The Panel met remotely on 13 March 2025 to consider its recommendations for 2025/26.

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### COUNCILLORS ALLOWANCES 2025

#### 1. PURPOSE OF REPORT

The purpose of this report is to seek Members direction on the level of Councillor's Allowances and that for the Chairperson to be paid for the municipal year 2025/26 if any.

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report.
- 2.2. Give direction on the value of allowances to be paid by the Town Council, for 2025/26 if any, and the dates of payment of such allowances.

#### 3. REPORT

- 3.1. Members are aware that, historically, Knowsley Town Council has paid an allowance to Elected Members and an additional allowance to the Chairperson.
- 3.2. For 2024/25, this allowance was set at £850 for Elected Members and an additional allowance of £1,000 to the Chairperson.
- 3.3. Having considered the report of the Independent Review Panel on Town and Parish Councillors Allowances 2025, Members are asked to give direction on the value of an allowance, if any, to be paid to Elected Members for 2025/26 and any additional allowance to the Chairperson.
- 3.4. Should the Town Council resolve to award allowances, the Town Council's direction is sought as to when such allowances should be paid.

#### 4. FINANCIAL IMPLICATIONS

The Town Council's agreed budget for 2025/26 includes provision of £13,197 for Members allowances, calculated at the rates detailed in paragraph 3.2. of this report plus Employers National Insurance contributions.

**Jane Thomas - Clerk of the Council**

# Item 13

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### TOWN COUNCIL MEETING MINUTES

#### 1. PURPOSE OF REPORT

To **CONSIDER** the minutes of the previous Council Meeting whether the attached minutes *Appendix 5* are a true and correct record and to be signed by the Mayor.

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1 To **CONSIDER AND APPROVE** Minutes.
- 2.2 Minutes to be signed by the Mayor

#### 3. REPORT:

The minutes of the Town Council Meeting held on Thursday 20 March 2025.

Jane Thomas - Clerk of the Council

# 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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- 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

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

# Item 14

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### COMMITTEE MEETING MINUTES

#### 1. PURPOSE OF REPORT:

To **CONSIDER** the minutes of the previous Human Resources Committee Meeting held on Tuesday 8 April 2025, whether they are a true and correct record and to be signed by the Chair of the Committee.

To **CONSIDER** the minutes of the previous Finance and General Purposes Committee Meeting held on Tuesday 29 April 2025, whether they are a true and correct record and to be signed by the Chair of the Committee.

#### 2. RECOMMENDATIONS FOR MEMBERS TO:

- To **CONSIDER AND APPROVE** Minutes.
- Minutes to be signed by the Chair of the Committees.

#### 3. REPORT:

*Appendix 6* provides a copy of the minutes of the Human Resources Committee Meeting held on Tuesday 8 April 2025

*Appendix 7* provides a copy of the minutes of the Finance and General Purposes Committee Meeting held on Tuesday 29 April 2025.

**Jane Thomas - Clerk of the Council and Responsible Financial Officer**

## KNOWSLEY TOWN COUNCIL

### MINUTES

A Meeting of the Human Resources Committee of  
Knowsley Town Council was held on Tuesday 8 April 2025  
in the Committee Room, Community Pavilion  
commencing at 5.00 p.m.

#### PRESENT

**Councillors:** L O’Keeffe (Chair), D J Baum, J Donnelly (Vice-Chair)

**Also in Present:** Jane Thomas (Clerk)

#### APOLOGIES

**Councillor:** I Smith, B Thompson, L Tomlinson.

#### 160. DECLARATIONS OF INTEREST

No declarations of interest were received from members.

#### 161. ANNOUNCEMENTS FROM THE CHAIR OF THE COMMITTEE

The Chair of the Committee formally congratulated the Town Clerk on achieving the CiLCA qualification and recognised the commitment required to complete it alongside her duties.

#### 162. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk of the Council

#### 163. HUMAN RESOURCE COMMITTEE – MEMBER RESIGNATION AND VACANCY

The Chair informed the Committee of a vacancy on the Human Resources Committee due to a recent resignation. It was agreed that the matter would be considered at the next Annual General Meeting.

#### ***EXEMPT/CONFIDENTIAL***

*(Under Section 1.10.1 of the Council’s Standing Orders, it was **RESOLVED** that in view of the confidential nature of the business about to be transacted, the press and public were temporarily excluded from the meeting for the following item)*

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Knowsley Town Council  
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# KNOWSLEY TOWN COUNCIL

## MINUTES

A meeting of Knowsley Town Council's Finance and General Purposes Committee was held on Tuesday 29 April 2025 in the Committee Room, the Community Pavilion, Pool Hey, Stockbridge Village, commencing at 5.00 p.m.

### *PRESENT*

**Councillors:** D J Baum (Chair), M Burke, B Donnelly, L O'Keeffe.

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

### *APOLOGIES*

**Councillors:** J Donnelly (Vice-Chair), N Josph, L Tomlinson

#### **175. DECLARATIONS OF INTEREST**

No declarations of interest were received from members.

#### **176. MINUTES OF THE PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the Minutes of the Finance and General Purposes and Community Grants Committee Meeting held on Tuesday 8<sup>th</sup>, be agreed.

#### **177. ANNOUNCEMENTS FROM THE CHAIRPERSON**

There were no announcements from the Chair of the Committee.

#### **178. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL**

There were no announcements from the Clerk of the Council.

#### **179. FRIENDS OF KNOWSLEY VILLAGE REC & GREEN SPACES**

The Committee noted that the item scheduled for consideration related solely to receiving a verbal update from Mr. Phil Hurst of Knowsley Metropolitan Borough Council's (KMBC) Environmental Sustainability Team, in response to questions raised by Members at the meeting held on 8th April 2025.

As the KMBC representative was unable to attend, Members **RESOLVED** to defer the item until such time as a representative from KMBC is available to respond to Members' queries regarding the implementation and funding of the Recreation Ground masterplan.

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Knowsley Town Council  
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## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 16<sup>th</sup> May 2025

### BANK ACCOUNT SIGNATORIES

#### 1. PURPOSE OF REPORT

The purpose of this report is to seek Members nomination and approval of a minimum of two Members to become signatories to the Town Council's bank accounts.

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report.
- 2.2. Nominate and approve a minimum of two Members to become signatories to the Town Council's bank accounts.

#### 3. REPORT

- 3.1. Town Council's Financial Regulations para 5.2 require that '*cheques drawn on the bank account shall be signed by the Clerk of the Council and two other duly authorised signatories.*'
- 3.2. Paragraph 5.3 requires that '*The Chairperson must agree to be a linked individual on the Town Councils bank account and must provide all requested information for this process to be completed.*'
- 3.3. The current bank mandate currently comprises a panel of four members:

- Jane Thomas
- Louise Harrison
- Cllr D Baum
- Cllr L Tomlinson

**Jane Thomas - Responsible Financial Officer**

# Item 18

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### PLANNING APPLICATION

1. **PURPOSE OF REPORT:**

The purpose of this report is to seek Members' observation and comments, if any, on the planning applications received from KMBC relating to the Township.

2. **RECOMMENDATIONS:**

Members are asked to:

- 2.1 Notes the report.
- 2.2 Provide any observations or comments on the applications listed in the *Appendix 8*

3. **REPORT:**

- 3.1 Knowsley Town Council is a statutory consultee in relation to planning application within the Township.
- 3.2 Appendix details validated planning applications recently advised by the planning authority (KMBC) and upon which Members' observations and comments, if any, are sought.

Any additional planning will be added.

**Jane Thomas - Clerk of the Council**

**PLANNING NOTIFICATIONS  
RECEIVED FROM KNOWSLEY METROPOLITAN BOROUGH COUNCIL**

**ANNUAL GENERAL MEETING  
15 May 2025**

<i>App No.</i>	<i>Development</i>	<i>Applicant</i>	<i>Location</i>	<i>Case Officer</i>
25/00221/FUL	Alterations to front boundary treatments comprising of installation of metal gate and railings	Mr Chris O'Hare	222 Knowsley Lane, Huyton	Lee Osbourne
25/00193/FUL	Erection of single-story side and rear extension.	Mr G Smith	115 Home Farm Road, Knowsley Village	Maxine Wishart
25/00197/FUL	Erection single story rear extension	Ms G Wild	121 Home Farm Road , Knowsley Village	Reece Black
25/00098/FUL	Erection of detached outbuilding in rear garden	Jade Stoddart	7 Brook Grove	Lee Osborne
25/00152/CLD	Certificate of lawfulness for proposed use of residential dwellings as a children's home for max of 3 children	Safespace4u Ltd	2 Quakers Meadow, Knowsley Village	Adrew Hunt

***Any additional planning will be added to this item.***

# Item 20

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### KNOWSLEY TOWN COUNCIL ASSET REGISTER

#### 1. PURPOSE OF REPORT

The purpose of this report is to update Members on the value of the Town Council's assets as shown on the Asset Register Appendix 9, to consider and approve the re-stated values.

#### 2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report,
- 2.2. consider and approve the register and re-stated values of the Town Council's assets as shown in Appendix 5

#### 3. REPORT

- 3.1. Members are aware that the Town Council is required to complete an Annual Governance and Accountability Return (AGAR) in part of which the Town Council must confirm that '*Asset and investment registers (are) complete and accurate and properly maintained*'.
- 3.2. The value of assets recorded and as certified on the AGAR for the year ended 31<sup>st</sup> March 2025 was £759,318.

**Jane Thomas - Clerk of the Council and Responsible Financial Officer**

**ASSET REGISTER 2025-2026****BUILDINGS**

NO	BRAND	ITEM	SITE	PURCHASED	VALUE
301		Bob Whiley Community Centre	BWCC	01/01/1970	£254,132.00
302		Sports Pavilion	PAV	01/01/1970	£432,036.00

**TOTAL £686,168.00****EQUIPMENT: GENERAL**

NO	BRAND	ITEM	SITE	PURCHASED	VALUE
27	Unknown	Container	BWCC	01/10/1998	£1,598.00
40	Unknown	Container	PAV	01/10/2004	£1,800.00
75	American	Pro Workbench	BWCC	01/10/2004	£424.00
116	Heartshine	Samaritan PAD 300P Defibrillator	PAV	06/06/2012	£799.00
117	Heartshine	Samaritan PAD 300P Defibrillator	BWCC	06/06/2012	£799.00
123	Dyson	Airblade Mk 2 AB07 Handdryer	BWCC	01/04/2013	£644.00
124	Dyson	Airblade Mk 2 AB07 Handdryer	BWCC	01/04/2013	£644.00
125	Dyson	Airblade Mk 2 AB07 Handdryer	BWCC	01/09/2018	£644.00
132	Vi-Tec	CCTV Cameras and Monitor	BWCC	15/09/2022	£1,939.69
133	Vi-Tec	CCTV Cameras and Monitor	PAV	15/09/2022	£2,049.31

**TOTAL £11,341.00****EQUIPMENT: RECREATION**

NO	BRAND	ITEM	SITE	PURCHASED	VALUE
53	Butterfly	Table Tennis Table	BWCC	01/02/2003	£415.00
109	Outdoor Carpets	Multi Use Games Area	BWCC	05/11/2010	£30,598.00

**TOTAL £31,013.00****FURNITURE: COMMUNITY**

NO	BRAND	ITEM	SITE	PURCHASED	VALUE
68	Unknown	8 x Yellow Tables	BWCC	01/06/2003	£800.00
132	Unknown	4 X Beech Tilt Top Tables	BWCC	24/03/2014	£1,056.00
132	Unknown	4 X Beech Tilt Top Tables	BWCC	08/10/2018	£1,236.00
133	Swift	20 x Blue Chrome Frame Chairs	BWCC	24/03/2014	£430.00

**TOTAL £3,522.00****FURNITURE: OFFICE**

NO	BRAND	ITEM	SITE	PURCHASED	VALUE
14	Revolution	Office Furniture	BWCC	01/10/2005	£418.00
15	Unknown	Desk	BWCC	01/06/2001	£453.00
93	Ultimate	Table & Chairs	BWCC	23/02/2010	£300.00
96	Reunion	D-ended Boardroom Table	PAV	08/09/2010	£972.00
97	Reunion	25 x Meeting Room Chairs	BWCC	08/09/2010	£600.00
110	Streetwise	Honours Board	BWCC	22/11/2010	£1,190.00
128	Sven	Conference Table	BWCC	02/04/2013	£5,000.00

**TOTAL £8,933.00**

# Item 21

## **KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING**

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### **KNOWSLEY TOWN COUNCIL FINANCIAL MATTERS** **January – March 2025**

#### **1. PURPOSE OF REPORT**

- 1.1 Members are requested to consider the Income and Payments, together with the budget analysis for the period January to March 2025, as detailed in Appendix 11. Members are also asked to consider the final year-end Bank Reconciliation for March 2025, provided in Appendix 12

#### **2. RECOMMENDATIONS FOR MEMBERS**

- 2.1 Consider the Income and Payments and budget analysis for the period January to March 2025 -Appendix 11 and make any necessary resolutions.
- 2.2 Review the Final Year End Bank Reconciliation for March 2025 – Appendix 12 and make appropriate Resolution.

#### **3. REPORT**

- 3.1 Appendix 11 provides details of the Income and Payments together with budget analysis.

**Jane Thomas - Clerk of the Council and Responsible Financial Officer**

Budget Sheet

2024-2025 Administration / Specific Reserves

**SHEET 1. ADMINISTRATION**

	BUDGET	USED	BALANCE	Jan	Feb	March
Insurance Combined	£7,000.00	£6,436.92	£563.08			
Auditor Internal / External	£1,200.00	£1,140.00	£60.00			
Professional Fees	£6,000.00	£5,125.33	£874.67		£497.06	
Conference / Training	£2,000.00	£295.00	£1,705.00			
Printing / Stationery / photocopier	£2,000.00	£1,182.33	£817.67	£60.77	£15.82	£273.95
Annual Report / Advertising	£250.00	£0.00	£250.00			
Donations/Grant Aid	£5,000.00	£2,364.86	£2,635.14			
Event Committee	£4,000.00	£1,573.82	£2,426.18	£128.70	£239.90	
Telephones / Internet	£1,725.00	£1,587.31	£137.69	£122.90		£245.89
Mobile Telephones	£500.00	£414.70	£85.30	£26.18		£52.36
Hospitality	£150.00	£89.76	£60.24	£38.00		
Annual Subscriptions	£2,000.00	£1,909.25	£90.75	£35.00	£360.00	
HR Support	£3,000.00	£3,775.21	-£775.21			£166.00
Licenses	£1,250.00	£881.26	£368.74			
Building / Office Equipment	£500.00	£266.00	£234.00	£54.58	£208.29	
Staffing Costs	£166,500.00	£123,294.38	£43,205.62	£8,464.50	£9,835.03	
Democratic Services	£13,050.00	£10,583.11	£2,466.89	£85.00		
Mileage	£200.00	£162.13	£37.87		£59.20	
Staff Uniforms / PPE	£300.00	£35.00	£265.00			
Remembrance Wreath	£50.00	£0.00	£50.00			
Council Promotions	£200.00	£0.00	£200.00			
Petty Cash	£300.00	£257.05	£42.95			£257.05
Bank Charges	£300.00	£217.95	£82.05	£17.55	£17.55	£17.10
Sage Payroll / Accounts	£1,150.00	£1,154.04	-£4.04	£99.50	£99.50	£113.50
Computer Support / website provisions **	£2,000.00	£1,062.17	£937.83		£260.00	£552.17
General Reserves	£7,702.00	£0.00	£7,702.00			
Transfer	£35,000.00	£35,000.00	£0.00		£11.00	£34,989.00
Ground Maintenance Open Space	£20,000.00	£17,119.31	£2,880.69	£2,106.51	£2,106.51	£2,106.51
<b>TOTALS</b>	<b>£283,327.00</b>	<b>£215,926.89</b>	<b>£67,400.11</b>	<b>£11,239.19</b>	<b>£12,317.92</b>	<b>£48,608.56</b>

**January 2025**  
**Event Committee**  
 Donation of 130 Selection Boxes - Meadow Park School.

**Feb 2025**  
**Event Committee**  
 Donation of 50 Selection Boxes - Stockbridge village Food hub.  
**Professional Fees**  
 Support provided for administrative functions, including participation in job interviews and acting as note-taker during a disciplinary meeting.  
**Annual Subscriptions**  
 SLCC Annual fee  
**Building / Office Equipment**  
 5x 6ft folding tables

**EXPLANATION FOR OVERSPENDS**

**April**  
**HR Support** - HR Support SLA was received after the budget was set. Members were made aware of the overspend during the March HR

**SHEET 1A. SPECIFIC RESERVES**

	BUDGET	USED	BALANCE	Jan	Feb
Elections	£2,000.00	£0.00	£2,000.00		
Village Green / War Memorial	£5,000.00	£0.00	£5,000.00		
KVH Dilapidations	£11,643.00	£11,643.00	£0.00		
Furniture, Fixtures & Fittings	£1,000.00	£0.00	£1,000.00		
Signage / notice boards	£3,000.00	£1,030.00	£1,970.00		
H&S Management and operations	£2,500.00	£2,400.00	£100.00		
MUGA	£12,000.00	£0.00	£12,000.00		
Longview/Hillside Capital project	£15,000.00	£0.00	£15,000.00		
<b>Total</b>	<b>£52,143.00</b>	<b>£15,073.00</b>	<b>£37,070.00</b>	<b>£0.00</b>	<b>£0.00</b>

<b>SHEET 3.COMMUNITY PAVILION</b>	<b>BUDGET</b>	<b>USED</b>	<b>BALANCE</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>
Gas	£6,500.00	£6,635.70	-£135.70	£501.22	£559.71	£1,189.53
Electricity	£3,500.00	£3,101.79	£398.21			£594.03
Water rates/sewerage	£700.00	£424.29	£275.71			
Annual Water Testing	£1,000.00	£682.00	£318.00			
Business Rates	£5,750.00	£5,114.75	£635.25	£511.00		
Security	£1,150.00	£1,096.60	£53.40			
Alarm Line Rental	£500.00	£259.04	£240.96	£20.86	£20.86	£20.86
Cleaning Materials	£400.00	£302.40	£97.60		£35.25	£17.22
Repairs / Maintenance	£2,600.00	£1,651.75	£948.25	£589.70	£36.04	£85.00
Refuse Collection	£850.00	£768.06	£81.94	£47.08	£47.08	£61.33
Heating Maintenance / Repairs	£2,000.00	£179.00	£1,821.00	£179.00		
Electrical PAT Test / Repairs	£1,500.00	£688.50	£811.50	£148.50	£540.00	
Pest Control	£100.00	£36.49	£63.51			
Equipment Maintenance	£1,000.00	£251.99	£748.01			
Leasing Hygiene Equipment	£150.00	£146.00	£4.00			
Equipment Purchase	£1,000.00	£402.18	£597.82	£232.50	£66.60	
<b>TOTALS</b>	<b>£28,700.00</b>	<b>£21,740.54</b>	<b>£6,959.46</b>	<b>£2,229.86</b>	<b>£1,305.54</b>	<b>£1,967.97</b>

**EXPLANATION FOR OVERSPENDS**

March

Gas Jan & Feb high readings

**INCREASED SPENDS**

Jan 2025

Heating Maintenance / Repairs

Call-out Investigate heating problem.

Repairs / Maintenance Rock Salt bought for carpark £59.25 Annual Fire

Extinguisher service + 2 new extinguishers needed £300.45. Annual

Maintenance of Pavilion Roof and Gutters £230

Equipment Purchase Scaffold Tower 15ft

Electrical PAT Test / Repairs Annual PAT-testing

Feb 2025

Electrical PAT Test / Repairs

Annual Emergency light testing and flood light fitted outside

March 2025

Repairs / Maintenance Drains cleaned

<b>BANK RECONCILIATION AS AT 31/03/2025</b>		
Balance 01/04/2024	£260,290.88	
<b>Beverley Building Society - 31/03/2025</b>	£35,000.00	
Receipts to 31/03/2025	£369,684.95	
Payments to 31/03/2025	-£276,836.53	
		£388,139.30
<b>Current Account No. 20475800</b>	£302,839.30	
<b>Beverley Building Society - Account No 9750/00109/8</b>	£85,000.00	
<b>Petty Cash Held</b>	£300.00	
		£388,139.30
Less Unpresented Cheques		
		£0.00
<b>KTC Full Balance at 31st March 2025</b>		<b>£388,139.30</b>

## **KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING**

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### **ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2025** **SECTION 1 ANNUAL GOVERNANCE STATEMENT**

#### **1. PURPOSE OF REPORT**

The purpose of this report is to seek Members approval of Section 1 of the Annual Return (Annual Governance Statement) for the year ended 31 March 2025.

#### **2. RECOMMENDATIONS**

Members are asked to:

- 2.1. Note the report.
- 2.2. Approve Section 1 of the Annual Governance Statement year ending 31 March 2025 – provided in *Appendix 13*

#### **3. REPORT**

- 3.1. The Accounts and Audit Regulations changed in 2015. Section 1 of the Annual Return is now the Annual Governance Statement and Section 2 in the Accounting Statement.
- 3.2. The Annual Governance Statement must be approved by the Town Council as soon as possible after the year end and before the Accounts Statement.
- 3.3. The report presents Section 1 of the Annual Return (Annual Governance Statement) for the Year Ended 31 March 2025.

Jane Thomas - Clerk of the Town Council /RFO

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

**Knowsley Town Council**

our responsibility for ensuring that there is an adequate system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Yes	No	Not Applicable	Explanation
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

**DD/MM/YYYY**

and recorded as minute reference:

**MINUTE REFERENCE**

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

**SIGNATURE REQUIRED**

Clerk

**SIGNATURE REQUIRED**

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# Item 24

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### INTERNAL AUDIT 2025 / 2026

#### **1. PURPOSE OF REPORT**

The purpose of this report is to advise Members of the outcome of the Internal Audit carried out on 2<sup>nd</sup> May 2025

#### **2. RECOMMENDATIONS**

Members are asked to:

- 2.1. Note the report.
- 2.2. Note the outcome of the internal audit as detailed in the Internal Audit Report attached herewith.
- 2.3. Note the recommendations contained in the Internal Audit Report as referenced in paragraph 3.4. and 3.5. below.

#### **3. REPORT**

- 3.1. Members are aware of the statutory requirement to arrange for an Internal Audit to be undertaken and have appointed David Blanchflower as Internal Auditor.
- 3.2. The purpose of the internal audit is to provide assurance to the Town Council that the internal control measures in place are fit for purpose and operating soundly. In addition, the Internal Auditor is required to complete the Internal Audit certificate in the Town Council's Annual Governance and Accountability Return.
- 3.3. Attached as Appendix 14 to this report is a copy of the Internal Auditor's report following is audit visit on 2<sup>nd</sup> May 2025.
- 3.4. Members will note the recommendation *that 'the Town Council should ensure it 'Investment Strategy' be reviewed annually and investments for the coming year be agreed at the Annual meeting each May.*
- 3.5. The Council review and agree its policy in respect of how long news items should remain on the website.

**David Blanchflower**  
**206 Bescar Lane Scarisbrick Ormskirk L40 9QT**

**Tel: 01704 889736 Email: blanch2203@gmail.com**

3 May 2025

Knowsley Town Council  
Bob Whiley Community Centre  
Shop Road  
Knowsley Village  
Merseyside  
L34 0HD

**Audit of Knowsley Town Council 2024/2025**

I am pleased to confirm that I undertook the "Internal Audit" function in relation to the 2024/2025 financial year on 2<sup>nd</sup> May 2025. Acting independently, I have examined the systems of internal controls by undertaking the tests laid down and detailed in the Annual Return. I would thank your Town Clerk Jane Thomas assisted in the conduct of the audit by providing me with all the necessary paperwork and documentation.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

My main role is to provide assurance to the Council that the internal control environment is operating soundly.

As the Council's Internal Auditor, I have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in separate areas. The attached report sets out the principal areas of work examined during my visit to the Council.

In respect of the 2023/24 internal audit, I recommend the Council should produce an Investment Strategy this requirement was endorsed also by the external auditor. I am pleased to record that the council now has an Investment Strategy in place.

Yours sincerely



David Blanchflower MA FMS

Member



**Internal Audit Forum**  
THE VOICE FOR LOCAL COUNCIL AUDIT

I reviewed the minutes of the Full Council and Committee meetings for 2024/25 to identify whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

**Findings:**

- **The Council has a robust series of corporate governance documentation in place.**
- **The standing orders and financial regulations were in order and had been formally adopted by the Council.**
- **An annual risk assessment had been reported to Council.**
- **Appropriate insurance was in place.**

**Review of Budgetary Control**

My aim here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down. Also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

I have therefore undertaken the following work in this area:

- Has the Council prepared an annual budget in support of its precept?
- Is actual expenditure against the budget regularly reported to the Council?
- Are there any significant unexplained variances from budget?
- Has the RFO reported at least quarterly to Council Financial Statements which include budget comparisons?
- Has the RFO reported and explained any significant variations to Council?

**Findings:**

- **It was noted that a detailed budget had been prepared and that there was regular reporting to the Council.**
- **It was noted for 2025/26 there had been a Precept of £337,545 set.**
- **It was noted that for 2025/26 ample reserves were held.**

**Review of Income Controls**

The aim here is to ensure that appropriate arrangements are in place for the identification of all income due to the Council and that invoices are raised to recover that income and that monies are received and banked within a reasonable time frame.

**Findings: No issues arising as appropriate procedures were in place**

## Annual Internal Audit Report 2024/25

Knowsley Town Council

www.knowsleytowncouncil.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

2/5/2025

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

D. BLANCHFLOWER INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

2/5/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## **KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING**

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### **ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2025 – SECTION 2 ACCOUNTING STATEMENT**

#### **1. PURPOSE OF REPORT**

The purpose of this report is to seek Members approval of Section 2 of the Annual Return (Accounting Statement) for the year ended 31 March 2025.

#### **2. RECOMMENDATIONS**

Members are asked to:

- 2.1. Note the report.
- 2.2. Approve Section 2 of the Accounting Statement year ending 31 March 2025 provided in *Appendix 15*

#### **3. REPORT**

- 3.1. The report presents the Annual Return for the Year Ended 31 March 2025. Section 2 Accounting Statement

**Jane Thomas - Clerk of the Town Council /RFO**

## Section 2 – Accounting Statements 2024/25 for

Knowsley Town Council

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	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	270,647	254,079	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	308,733	333,995	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29,558	27,635	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	242,796	114,611	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	112,063	133,543	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	254,079	367,555	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	260,291	388,139	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	777,443	759,318	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			X	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

**SIGNATURE REQUIRED**

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

**MINUTE REFERENCE**

Signed by Chair of the meeting where the Accounting Statements were approved

**SIGNATURE REQUIRED**

# Item 26

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### ADOPTION OF THE GENERAL POWER OF COMPETENCE

#### 1. PURPOSE OF REPORT

Members are requested to consider the report as presented by the Clerk of the Council and to adopt the “General Power of Competence” in accordance with the Localism Act 2011.

#### 2. BACKGROUND

The Government, recognising the limitations imposed on town and parish councils by existing legislation, introduced the **Localism Act 2011**. This Act granted eligible councils the “General Power of Competence” (GPC), which provides broader legal authority to act for the benefit of the community, as long as such actions are not expressly prohibited by other legislation.

At the Annual Meeting of the Town Council held in **May 2023**, the Council, having met the eligibility criteria, resolved unanimously to adopt the General Power of Competence. This resolution remained valid until the next Annual Meeting in **May 2024**.

To continue operating under the GPC, the Council is required to revisit and reaffirm its adoption annually at the Annual Meeting, provided it continues to meet the eligibility criteria.

As of the date of this report, the Town Council **still meets the required eligibility criteria** for the General Power of Competence.

Further details, including the statutory background, eligibility requirements, and proposed resolution, are provided in *Appendix 16* for members’ review.

#### 3. RECOMMENDATIONS FOR MEMBERS TO

- 3.1 **Note** the contents of this report and the information contained within *Appendix 16*.
- 3.2 **Confirm** that the Town Council continues to meet the eligibility criteria for the General Power of Competence.
- 3.3 **Resolve** to re-adopt the General Power of Competence in accordance with the Localism Act 2011.

Jane Thomas – Clerk to the Council



## THE GENERAL POWER OF COMPETENCE

2025 - 2026

### **1. BACKGROUND:**

- 1.1 Parish (and latterly town) councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a town council has the power (under a specified statute) to undertake that activity.
- 1.2 Town councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.
- 1.3 Despite the wide range of powers, town councils are always at risk of being challenged, especially if they undertake an unusual activity. For example, a recent court ruling pronounced that pre meeting prayers by a town council was unlawful.
- 1.4 In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

### **2. LEGISLATIVE BACKGROUND:**

- 2.1 The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that

*“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.*

- 2.2 Under the new legislation, eligible town councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council must ask

## 5. LOCAL GOVERNMENT ACT 1972 (s137):

- 5.1 Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.
- 5.2 A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

## 6. ELIGIBILITY:

- 6.1 The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:
1. **Resolution:** the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
  2. **Electoral Mandate:** at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
  3. **Qualified Clerk:** At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) **AND** pass the 2012 CiLCA module relating to the general power of competence.
- 6.2 Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place (i.e. the next 'relevant' date for Knowsley Town Council is May 2025).
- 6.3 In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors, it must also record its ineligibility at the next 'relevant' meeting.
- 6.4 There is no requirement for members to be trained in the general power of competence.
- 6.5 Knowsley Town Council satisfies all the conditions as:

# Item 27

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> May 2025

### MAUREEN CLUNAN MEMORIAL AWARD 2025

1. **PURPOSE OF REPORT**

To **CONSIDER** the recipient of the Maureen Clunan Memorial Award 2024

2. **RECOMMENDATIONS**

Members are asked to:

2.1 Nominate recipient.

2.2 **CONSIDER AND APPROVE** recipient

3. **REPORT:**

In memory of the late councillor Maureen Clunan, the town council established an annual award in tribute to her tireless work in the community. The recipient of the award can only be chosen by the town council.

Members must nominate their recipient of the Maureen Clunan memorial award for 2025.

A copy of the award criteria and processes provided in *Appendix 16* for members' consideration.

It was unanimously resolved at the Annual General Meeting of the Town Council held in May 2018, that the sum of the grant attached to the Maureen Clunan Memorial Award would remain at £750.

**Jane Thomas - Clerk of the Council**



## **MAUREEN CLUNAN MEMORIAL AWARD AWARD CRITERIA AND PROCESSES**

### **1. AWARD CRITERIA:**

1.1 The following criteria should be used in the selection of the award winner:

- The individual's community work must relate to organisations and groups based in the township
- The individual's community work cannot relate to political or sectarian activities
- The individual's community work must be unpaid (i.e. voluntary)
- The individual could only win the award once.

### **2. AWARD PROCESSES:**

2.1 The award processes are detailed below:

- The award winner can only be decided by elected members.
- The award winner will be announced at the Annual General Meeting of the Town Council.
- The award winner will nominate a community organisation to receive grant funding from the Town Council.

2.2 The Clerk of the Council will:

- Obtain the nominees acceptance of the award.
- Formally invite the winner (and partner) to the forthcoming Annual Mayor Celebration (if available) in order for the award to be presented.
- Ascertain details of the nominated community group that the award winner wished to allocate a grant of £750.00.

2.3 Following the nomination of a community organisation by the winner of the award, the Clerk of the Council will contact a representative of the nominated group in order to:

- Ensure that the community group fully satisfied the grant criteria and conditions relating to the award.
- The community group must supply an up-to-date bank statement in the name of the organisation.