



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 Day of 11th September 2025

**To the Members of the Finance and General Purposes
Committee**

**YOU ARE HEREBY SUMMONED TO ATTEND a meeting of
the Finance and General Purposes Committee, to be held on Wednesday
17th September 2025, in the Community Pavilion, Pool Hey, Stockbridge
Village, Committee Room, commencing at 5.00 p.m.**

Committee Members

Cllr D Baum, Cllr M Burke, Cllr B Donnelly,
Cllr J Donnelly (*Chairperson*) Cllr L O'Keeffe,
Cllr N Joseph (*Vice-Chair*), Cllr L Tomlinson.

Jane Thomas
Clerk of the Council

AGENDA

1. APOLOGIES

2. DECLARATION OF INTEREST

In accordance with Standing Orders 1.19.1, 1.19.2, members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

3. ANNOUNCEMENTS FROM THE CHAIRPERSON

To **RECEIVE** announcements from the Chairperson of the Committee. -
Information Only

4. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

To **RECEIVE** announcements from the Clerk of the Council - **Information
Only**

5. LITTLEWOODS OF STOCKBRIDGE

To **CONSIDER** a **verbal** report from the Chair of the Committee regarding recent incidents of vandalism to benches within the Littlewoods Woodland area.
(No papers attached)

6. FINANCIAL MATTERS (APRIL TO JUNE 2025)

To **CONSIDER** the payments and receipts as well as the budget analysis for the period April to June 2025 as presented by the Responsible Financial Officer.
Pages 1 – 5

7. REVIEW BLOCK BOOKINGS – KNOWSLEY TOWN COUNCIL FACILITIES

To **CONSIDER** block booking applications received from community groups for the use of Town Council facilities. **Pages 6 – 15**

8. CONCESSION FOLLOW UP

To **CONSIDER AND APPROVE** draft Concession Policy and Application Form. **Pages 16 – 25**

9. RISK ASSESSMENT 2025/2026

To **CONSIDER AND APPROVE** a report from the Clerk of the Council.
Pages 26 – 34

10. REVIEW OF KNOWSLEY TOWN COUNCIL'S HEALTH AND SAFETY POLICY (2025/2026)

To **CONSIDER AND APPROVE** the Town Council's Health and Safety Policy as presented by the Clerk of the Council. **Pages 35 – 43**

11. A REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL FINANCIAL CONTROLS (2025/26)

To **CONSIDER AND APPROVE** the review of the effectiveness of the Town Council's System of Internal Financial Controls (2025/26). **Pages 44 – 47**

Item 6

KNOWSLEY TOWN COUNCIL

To: The Chairperson and Members of the Finance and General Purposes Committee

Meeting: 17th September 2025

Report of the Clerk of the Council and Responsible Financial Officer

FINANCIAL MATTERS

APRIL TO JUNE 2025

1. PURPOSE OF REPORT

Members are requested to review the receipts and payments, together with the budget analysis for the period April to June 2025, as detailed in *appendix 1*.

2. RECOMMENDATIONS FOR MEMBERS

- 2.1 To consider the income and expenditure for the period April to June 2025, as outlined in *appendix 1*, and to make any necessary resolutions.

3. REPORT

- a) *Appendix 1* provides details of the Income/payments and budget analysis for members to consideration.
- b) To recommend to Full Council that it be formally approved.

Jane Thomas - Clerk of the Council and Responsible Financial Officer

Budget Sheet
2025-2026 Administration

SHEET 1. ADMINISTRATION		BUDGET	USED	BALANCE	April	May	June
Staffing Costs	£164,110.00	£41,839.37	£122,270.63	£20,682.51	£10,538.20	£10,618.66	
Insurance Combined	£7,210.00	£6,603.45	£606.55	£6,603.45			
Auditor Internal / External	£1,236.00	£320.00	£916.00		£320.00		
Professional Fees	£3,000.00	£0.00	£3,000.00				
Conference / Training	£3,000.00	£0.00	£3,000.00				
Printing / Stationery / photocopier	£2,100.00	£298.26	£1,801.74	£11.79	£109.76	£176.71	
Annual Report / Advertising	£200.00	£0.00	£200.00				
Event Committee	£4,000.00	£39.96	£3,960.04	£39.96			
Donations/Grant Aid	£5,600.00	£600.00	£5,000.00		£600.00		
Telephones / Internet	£1,725.00	£396.98	£1,328.02	£132.04	£132.04	£132.90	
Mobile Telephones	£400.00	£54.70	£345.30		£27.35	£27.35	
Hospitality	£156.00	£21.47	£134.53			£21.47	
Annual Subscriptions	£2,060.00	£1,295.74	£764.26	£25.00	£1,270.74		
HR Support	£3,924.00	£3,753.00	£171.00		£3,753.00		
Licenses	£1,300.00	£919.30	£380.70	£919.30			
Building / Office Equipment	£500.00	£0.00	£500.00				
Democratic Services	£14,597.00	£8,858.07	£5,738.93		£180.00	£8,678.07	
Elections	£7,000.00	£0.00	£7,000.00				
Mileage	£350.00	£0.00	£350.00				
Staff Uniforms / PPE	£400.00	£0.00	£400.00				
Remembrance Wreath	£60.00	£0.00	£60.00				
Council Promotions	£200.00	£0.00	£200.00				
Petty Cash	£300.00	£0.00	£300.00				
Bank Charges	£300.00	£56.55	£243.45	£18.75	£18.15	£19.65	
Sage Payroll / Accounts	£1,150.00	£340.50	£809.50	£113.50	£113.50	£113.50	
Computer Support / website provisions **	£2,318.00	£300.00	£2,018.00	£300.00			
Ground Maintenance Open Space	£20,000.00	£5,426.46	£14,573.54	£2,108.38		£3,318.08	
General Reserves	£8,000.00	£0.00	£8,000.00				
TOTALS	£255,196.00	£71,123.81	£184,072.19	£30,954.68	£17,062.74	£23,106.39	

INCREASED SPENDS

April 2025

Staffing Costs: This month's payroll is higher than usual as it includes the caretaker's back pay for weekend enhancement payments.

Events: Memory Books -Safari Kids Club

Licenses: PRS (Performing Right Society) to cover music played in our sites.

Computer Support / website provisions: Hosting charges for website for 2025-2027.

May 2025

Donations/Grant Aid: Sponsorship Knowsley Flower Show

Annual Subscriptions: NALC/LALC

Democratic Services :Mayrol Event -Room Dressing.

June 2025

Democratic Services : Members Allowance

Ground Maintenance Open Space: Two months payments taken May & June.

SHEET 2. BOB WHILEY CENTRE	BUDGET	USED	BALANCE	April	May	June
Gas	£4,200.00	£470.70	£3,729.30		£470.70	
Electricity	£3,950.00	£720.48	£3,229.52	£720.48		
Water rates/sewerage	£620.00	£0.00	£620.00			
Annual Water Testing	£736.00	£736.00	£0.00	£736.00		
Business Rates	£4,250.00	£1,036.70	£3,213.30	£346.70	£345.00	£345.00
Security	£2,050.00	£855.10	£1,194.90	£370.00	£485.10	
Alarm Line Rental	£515.00	£62.58	£452.42	£20.86	£20.86	£20.86
Cleaning Materials	£400.00	£74.66	£325.34	£5.41	£61.05	£8.20
Repairs / Maintenance	£3,600.00	£495.00	£3,105.00	£495.00		
Refuse Collection	£985.00	£160.83	£824.17	£63.29	£48.69	£48.85
Heating Maintenance / Repairs	£1,600.00	£0.00	£1,600.00			
Electrical PAT Test / Repairs	£1,600.00	£0.00	£1,600.00			
Pest Control	£66.00	£0.00	£66.00			
Equipment Maintenance	£300.00	£0.00	£300.00			
Leasing Hygiene Equipment	£0.00	£0.00	£0.00			
Equipment Purchase	£300.00	£24.99	£275.01			£24.99
TOTALS	£25,172.00	£4,637.04	£20,534.96	£2,757.74	£1,431.40	£447.90

INCREASED SPENDS

April 2025

Security : Annual Maintenance & Monitoring of Fire System.

May 2025

Security : Annual Maintenance & Monitoring of Intruder Alarm . Supply and replace Fire Alarm isolation Switch

Budget Sheet 2025-2026

Community Pavilion

SHEET 3.COMMUNITY PAVILION						
	BUDGET	USED	BALANCE	April	May	June
Gas	£6,757.00	£1,026.82	£5,730.18		£1,026.82	
Electricity	£3,800.00	£4,630.79	-£830.79			£4,630.79
Water rates/sewerage	£751.00	£0.00	£751.00			
Annual Water Testing	£736.00	£736.00	£0.00	£736.00		
Business Rates	£5,700.00	£1,537.75	£4,162.25	£515.75	£511.00	£511.00
Security	£1,500.00	£440.00	£1,060.00	£370.00		£70.00
Alarm Line Rental	£400.00	£62.58	£337.42	£20.86	£20.86	£20.86
Cleaning Materials	£400.00	£92.63	£307.37	£5.40	£79.04	£8.19
Repairs / Maintenance	£3,000.00	£356.08	£2,643.92		£350.00	£6.08
Refuse Collection	£876.00	£207.87	£668.13	£61.33	£65.61	£80.93
Heating Maintenance / Repairs	£2,000.00	£0.00	£2,000.00			
Electrical PAT Test / Repairs	£1,600.00	£0.00	£1,600.00			
Pest Control	£64.00	£0.00	£64.00			
Equipment Maintenance	£1,000.00	£0.00	£1,000.00			
Equipment Purchase	£850.00	£24.99	£825.01			£24.99
Leasing Hygiene Equipment	£350.00	£0.00	£350.00			
TOTALS	£29,784.00	£9,115.51	£20,668.49	£1,709.34	£2,053.33	£5,352.84

INCREASED SPENDS**April 2025**

Security : Annual Maintenance & Monitoring Fire System.

May 2025

Gas: Two months payment taken March & April.

Repairs / Maintenance : structural report - Pavilion Main hall.

June 2025

Electricity : Payment was taken in error; the correct amount should have been £484.98. The overpayment has since been refunded.

Budget Sheet 2025-2026
Revenue

SHEET 4. REVENUE	Estimated	Income	Over/Under	April	May	June
Precept	£337,545.00	£337,545.00	£0.00	£337,545.00		
Admin	£0.00	£0.00	£0.00			
Bob Whiley Centre	£8,000.00	£2,105.25	-£5,894.75	£922.50	£99.00	£1,083.75
Pavilion	£12,000.00	£4,449.00	-£7,551.00	£1,436.75	£1,454.75	£1,557.50
Bank Interest/ Refunds	£950.00	£0.00	-£950.00			
VAT	£0.00	£1,835.44	£1,835.44	£1,835.44		
Refunds	£0.00	£0.00	£0.00			
Totals	£358,495.00	£345,934.69	-£12,560.31	£341,739.69	£1,553.75	£2,641.25

KNOWSLEY TOWN COUNCIL

To: The Chairperson and Members of the Finance and General Purposes Committee

Meeting: 17th September 2025

Report of the Clerk of the Council and Responsible Financial Officer

BLOCK BOOKING APPLICATIONS OCTOBER 2025 – 31 MARCH 2026

1. PURPOSE OF REPORT

In accordance with the Town Council's Standing Orders, the Finance and General Purposes Committee has delegated authority to consider and determine all applications for block bookings of Town Council facilities.

- 1.1 Members are asked to consider the renewal of all existing block bookings for the period October 2025 to March 2026. All current block bookers have expressed a desire to continue their bookings.
- 1.2 In addition, a new application has been received from *LivvHousing*, who wish to hire the facilities on a regular basis during the same period. Members are asked to consider this application alongside the renewals and to make appropriate resolutions.

2. RECOMMENDATIONS

Members are asked to:

- 2.1 Review the block booking schedule detailed in *Appendix 2*.
- 2.2 Make appropriate resolutions regarding each existing application.
- 2.3 Review new booking application *Appendix 3*.
- 2.4 Make appropriate resolutions regarding application.

3. REPORT

Appendix 2 sets out a comprehensive schedule of existing block booking applications received from local community organisations for the use of Town Council facilities during the period October 2025 to March 2026.

- 3.1 In addition, a new application has been received from *Livvhousing*, who are seeking to hire the facilities on a regular basis. Details of this application are provided in *Appendix 3*.
- 3.2 Members are asked to consider both the renewal of existing block bookings and the new application, and to make appropriate resolutions regarding the allocation and use of Town Council facilities during the specified period.

Jane Thomas - Clerk of the Council and Responsible Financial Officer



**KNOWSLEY TOWN COUNCIL
SCHEDULE OF BOOKINGS FOR USE OF TOWN COUNCIL FACILITIES**

**WINTER PERIOD
1 October 2025 TO 30 March 2026**

		BOB WHILEY COMMUNITY CENTRE				REQUIRED DOCUMENTATION				
Organisation	Activity	Days and Times	Hours	Location in Building	Insurance Renewal Date	Aims and Objectives	Instructor Register	Children & Adult Policy	Charge Per Hour	
Knowsley Village Art Group	Art Sessions	Monday 10 am to 12 pm	2 Hours	Room 1	06/09/2026	Yes	N/A	N/A	£9.00	
K9 Authority	Dog Training	Tuesday 10.30 am to 11.30 pm	1 Hour	Room 2	26/07/2026	Yes	N/A	N/A	£9.00	
Dance Works Knowsley	Dance Sessions	Monday 5.15 pm to 8.30 pm Tuesday 5.15 pm to 8.00 pm Wednesday 4.45 pm to 6.45 pm Thursday 5.15 pm to 8.15 pm	3.15 hours 2.45 hours 2.00 hours 3.00 hours Total 11.00	Room 1 Room 2	31/10/2025	Yes	Yes	Yes	£15.00	
Knowsley Liberal Democrats	Councillors Surgeries	1 st Tuesday in month 12.00 pm to 1.00 pm	1 hour	Room 1	N/A	N/A	N/A	N/A	£30.00	
Nicky Billington	Dance Rehearsal	2 nd Friday of the month 5.00 pm to 7.30 pm	2.30 hours	Room 2	28/11/2025	N/A	N/A	N/A	£9.00	

		REQUIRED DOCUMENTATION							
		COMMUNITY PAVILION							
Organisation	Activity	Days and Times	Hours	Location in Building	Insurance Renewal Date	Aims and Objectives	Instructor Register	Children & Adult Policy	Charge Per Hour
Christopher Linzie School of Dance	Dance Sessions	Mondays 4.30 pm to 8.30 pm Wednesday 4.30 pm to 8.15 pm Friday 4.00 pm to 6.45 pm	4.00 hours 3.45 hours 2.45 hours Total 10.30	Main Hall Room 1 Room 2	31/01/2026	Yes	Yes	Yes	Hall - £7.00 Double room - £17.00 Single room - £9.00
Stockbridge Amateur Boxing Club	Boxing Sessions	Tuesday 4.00 pm to 7.00 pm Wednesday 4 pm to 8.30 pm Thursday 5 pm to 7.00 pm Friday 5 pm to 7.00 pm	3 hours 4.30 hours 2.00 hours 2.00 hours Total 11.30	Main Hall	05/07/2026	Yes	Yes	Yes	Full Hall - £9.00
Knowsley Early Years	Toddler Session	Tuesday 12.30 pm to 2.30 pm	2.00 hours	Room 1	20/10/2025	Yes	Yes	Yes	£30.00
Bit of Everything	Drama Sessions	Tuesday 5.30 pm to 7.30 pm Thursday 5.30 pm to 7.00 pm	2 hours 1.30 hours Total 3.30	Room 1 Room 2	27/08/2026	Yes	Yes	Yes	Double room - £9.00
Flourish & Succeed	Ladies Circuit/Support	Tuesday 7.15 pm to 8.15 pm Thursday 7.15 pm to 8.15 pm	1 hour 1 hours Total 2.00	Main Hall	31/12/2025	Yes	Yes	Yes	Half Hall - £15.00
Flourish FE Knowsley KMBC	Disability Group	Wednesday 10.30 pm to 12.00 pm	1.30 hours	Main Hall	01/07/2026	Yes	Yes	Yes	£30
Citizens Advice Knowsley	Advice Sessions	Thursday 9 am to 3:00 pm	6.00 hours	Committee Room	N/A	N/A	N/A	N/A	Free

REQUIRED DOCUMENTATION

FOOTBALL PITCHES – POOL HEY

Organisation	Activity	Days and Times	Location	Insurance Renewal Date	Aims and Objectives	Instructor Register	Children & Adult Policy	Charge Per Hour
Stockbridge Village Galaxy Junior FC	Junior Football Sessions/Training	Monday to Friday 5.00 pm to 7.00 pm Saturdays 9.00 am to 2.00 pm (This group has a Service Level Agreement with the Town Council)	Pool Hey Playing Fields	30/06/2026	Yes	Yes	Yes	Free

Harrison, Louise

From: Hall, Abigail <Abigail.Hall@livvhousinggroup.com>
Sent: 14 August 2025 16:48
To: Harrison, Louise
Cc: McKeown, James
Subject: Re: RE INVOICE 42 ONEA/517

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Hi Louise,

Please can we book the following dates:

Wednesday 24th September, 10am – 12pm

Wednesday 8th October, 10am – 12pm

Wednesday 22nd October, 10am – 12pm

Wednesday 5th November, 10am – 12pm

Wednesday 19th November, 10am – 12pm

Wednesday 3rd December, 10am – 12pm

Wednesday 17th December, 10am – 12pm

I've cc'd James in to keep him in the loop 😊

Many thanks,
 Abby

Abigail Hall

Community Activities Co-ordinator

Livv Housing Group, Lakeview, Kings Business Park, L34 1PJ

0151 290 7068 // abigail.hall@livvhousinggroup.com // www.livvhousinggroup.com

From: Harrison, Louise <Louise.Harrison@knowsley.gov.uk>
Sent: Thursday, August 14, 2025 10:08 AM
To: Hall, Abigail <Abigail.Hall@livvhousinggroup.com>
Subject: RE: RE INVOICE 42 ONEA/517

Hi Abby

**KNOWSLEY TOWN COUNCIL
BOOKING FORM
PERIOD ENDING 30th SEPTEMBER 2025**

YOUR ORGANISATION

NAME OF ORGANISATION: Livv Housing Group

CONTACT DETAILS:

Name: Abigail Hall

Position: Community Activities Co-ordinator

Address: Livv Housing Group, Kings Business Park, Lakeview, Prescot

Post Code: L34 1PJ

Telephone: 0151 290 7068

Email Address: abigail.hall@livvhousinggroup.com

BRIEF OUTLINE OF THE AIMS AND OBJECTIVES OF YOUR ORGANISATION & NUMBER OF ATTENDEES:

There are approx. 50 Livv Housing Group, Inspired Living customers living local to the Bob Whiley Community Centre. Livv Housing Advisor surgeries will enable our customers to get to know their Housing Advisor and have a point of contact for guidance around their tenancy. Our customers can access general advice about adhering to tenancy conditions through Housing Advisors. As this is a drop-in session, we expect no more than 25 customers on a staggered basis over the duration of the time slot.

BOOKING DATES REQUESTED

DAY (Please tick)	TIME (Detail)	DATES (all inclusive dates)	VENUE (Please tick)
Mon []	16 th July.....	BWCC [✓]
Tues []	30 th July.....	
Wed [✓]	10am – 12pm	13 th August	Pavilion []
Thurs []	27 th August	
Fri []	10 th September.....	Pool Hey Field []
Sat []	
Sun []	

VENUE REQUESTED

Bob Whiley Community Centre

Room 1 [✓]
Room 2 (with mirrors) []

Community Pavilion

Main Hall []
Community Room 1 []
Community Room 2 []
Committee Room []

ANY ADDITIONAL INFORMATION: We require enough room for a table and chairs for the Housing Advisor, and if possible, a bigger table and some chairs on the other side of the room for our customers to sit and have refreshments while waiting to be seen.

FEES/DONATIONS/ENTRANCE MONEY

DOES THIS BOOKING INVOLVE THE PASSING OF FEES/DONATIONS OR ENTRANCE MONEY TO THE INSTRUCTOR OR ORGANISER? **NO**

IF YES, GIVE DETAILS OF SUCH FEES/DONATIONS/ENTRANCE MONEY:

.....
.....

DOES YOUR ORGANISATION INVOLVE THE PHYSICAL ACTIVITY OF PARTICIPANTS? **NO**

(IF YES, THE APPROPRIATE INSURANCE COVER WILL BE REQUIRED)

INSURANCE DETAILS

DOES YOUR ORGANISATION HAVE ANY INSURANCE? **YES**

If yes, please state type of insurance (e.g. public liability, personal etc)

Have attached the document.

If yes, the following documents must accompany your application:

- [] Policy Certificate
 [] Policy Statement

**THE INSURANCE DOCUMENTS MUST RELATE TO THE ORGANISATION
NAMED ON PAGE 3**

ORGANISATIONS MUST SIGN THE INSURANCE DISCLAIMER FORM ON PAGE

HIRE OF TOWN COUNCIL PREMISES
INSURANCE DISCLAIMER

I, Abigail Hall, being the person responsible for hiring the premises on behalf of Livv Housing Group, certify that the organisation shall indemnify the Town Council against any injury which may be incurred by or be done or happen to any person(s) during the hiring arising from neglect or default of the hirer.

The organisation will indemnify the Town Council against all costs, claims and proceedings and demands arising from the “hirers” act, neglect, or default.

The organisation shall not use the hired premises in such a manner as to cause any increased risk of injury, fire or invalidate any policy of insurance.

NAME: Abigail Hall

ORGANISATION: Livv Housing Group

SIGNED *A.HALL*

DATED 08.07.2025

CHILDREN AND VULNERABLE ADULTS

The applicant of any projects or activities involving children and young people must provide evidence that current DBS 'clearance' is held by the individuals supervising the project / activity

DOES YOUR ORGANISATION'S ACTIVITIES OR MEMBERSHIP INVOLVE CHILDREN (UPTO THE AGE OF 18 YEARS) OR VULNERABLE ADULTS?

NO – the group as a whole are not classed as 'vulnerable', but there may be individuals who attend who may have vulnerabilities (all front-facing staff have a DBS check). I have attached our Safeguarding Policy.

IF YES, DO YOU HAVE A CHILD AND VULNERABLE ADULT SAFEGUARDING POLICY?

IF YES, PLEASE GIVE DETAILS:

.IF YOUR ORGANISATION'S ACTIVITIES OR MEMBERSHIP INVOLVES CHILDREN (UPTO THE AGE OF 18 YEARS) OR VULNERABLE ADULTS, PLEASE SUPPLY FULL CONTACT DETAILS OF ALL INSTRUCTORS/SUPERVISORS THAT WILL BE INVOLVED WITH THIS BOOKING.

(PLEASE SEE THE CHILDREN AND VULNERABLE ADULTS INSTRUCTOR/SUPERVISOR REGISTER)

CHILDREN AND VULNERABLE ADULTS INSTRUCTOR/SUPERVISOR REGISTER

NAME OF ORGANISATION:

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

.....

DBS: Yes / No

POSITION

ADDRESS

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

.....

DBS: Yes / No

POSITION

ADDRESS

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

DBS: Yes / No

POSITION

ADDRESS

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

DBS: Yes / No

POSITION

ADDRESS

AT LEAST ONE OF THE ABOVE-NAMED MUST ALWAYS BE IN ATTENDANCE AT ALL OUR BOOKED SESSIONS.

DECLARATION

I declare that I have read and understand the conditions of hire of Council premises and facilities and agree to abide by them.

I accept full responsibility for all payment of fees owed to the Council in respect of this booking.

I accept full responsibility for ensuring that the Fire/Health & Safety instructions are fully complied with.

I confirm that I have read and understand Knowsley Town Council's Privacy Policy and consent to the information contained within this form being held by the Town Council.

Signed **A.HALL**

Print Name: Abigail Hall

Group/Organisation: Livv Housing Group

Date: 08.07.2025

KNOWSLEY TOWN COUNCIL

To: The Chairperson and Members of the Finance and General Purposes Committee

Meeting: 17th September 2025

Report of the Clerk of the Council and Responsible Financial Officer

CONCESSION FOLLOW UP

1. PURPOSE OF REPORT

To present a draft concession application form and policy for the hire of Town Council facilities, following the Committee's decision on 18th June to explore the development of such a policy for voluntary and not-for-profit groups.

2. RECOMMENDATIONS

Members are recommended to:

- a) Decide whether to adopt **Option 1** (align with existing pricing structure) or **Option 2** (committee-determined concessions) for determining concession levels.
- b) Agree suggested wording (or amended wording) for Option 2 if chosen outlined in para 4.4.
- c) Approve, with or without amendments, the draft concession policy (appendix 4).
- d) Agree the draft concession application form for use by eligible organisations (appendix 5).

3. BACKGROUND

3.1 At the Finance and General Purposes Committee meeting on 18th June, Members considered correspondence from a local facility user group requesting the introduction of a formal concession policy for facility hire. Members:

- Noted the contents of the correspondence received.
- Agreed in principle to develop a concession policy for voluntary and not-for-profit groups.
- Requested the Clerk to draft a proposed concession policy considering financial implications, eligibility criteria, and community needs.

4. REPORT

4.1 A draft concession policy has been prepared for consideration. This report sets out two options for determining concession levels and includes a proposed concession application form for approval (*appendix 4 & 5*).

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4.2. Option 1- Align with the Existing Pricing Structure

The Town Council currently operates three pricing groups for facility hire:

- a) **Group 1:** Local Residents and non-profit community groups – £9 (lowest rate).
- b) **Group 2:** Groups who charge users to attend sessions - £15 (e.g., dance classes, fitness groups).
- c) **Group 3:** Statutory organisations and businesses - £30 (standard commercial rate).

Under Option 1, concession applications would be assessed against the existing fee structure. Approved concessions would adjust an applicant's rate within this framework. For example:

- a) **Group 2** applicant (user-charging) could receive a concession to be charged at the **Group 1** rate.
- b) **Group 3** applicant (statutory organisation) would not normally qualify unless exceptional community benefit is demonstrated.

This approach provides clarity and consistency by using a familiar structure and maintaining transparency for hirers.

4.3. Option 2: Committee-Determined Concessions (Case-by-Case)

Option 2 proposes that all concession applications will be considered by the Finance and General Purposes Committee on a case-by-case basis. Applicants would complete the concession application form, but the final level of concession (e.g., 25%, 50%, or another amount) would be decided based on:

- a) Evidence of community benefit.
- b) Financial sustainability of the applicant.
- c) Impact on Council income.

This option offers flexibility, allowing concessions to be tailored to specific community needs or emerging circumstances.

4.4. Suggested Policy Wording for Option 2

"The level of concession granted will be determined by the Finance and General Purposes Committee when considering each application, taking into account eligibility criteria, evidence of community benefit, and financial implications."

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



CONCESSION POLICY

1. Introduction

The Town Council is committed to supporting community-based, voluntary, and not-for-profit organisations that contribute positively to the wellbeing of residents. This policy establishes a framework for considering and awarding concessions on facility hire charges.

2. Objectives

- Encourage community participation and social inclusion.
- Support local voluntary and charitable groups delivering measurable community benefit.
- Provide a transparent, fair, and financially sustainable system for awarding concessions.

3. Eligibility Criteria

Concessions may be available to organisations that:

- Are voluntary, charitable, or not-for-profit in nature.
- Deliver activities that benefit residents within the parish.
- Demonstrate good governance and financial accountability (e.g., constitution, recent accounts).

Concessions will **not** normally be available to:

- Private individuals for personal events (e.g., parties or weddings).
- Commercial or profit-making enterprises, except where exceptional community benefit is demonstrated.

4. Determining Concession Levels

The Town Council has two approaches for determining concessions:

Option 1 – Align with Existing Pricing Structure

Facility hire charges currently operate under three pricing groups:

- **Group 1:** Local residents and non-profit community groups – £9 (lowest rate)
- **Group 2:** Groups charging users to attend sessions (e.g., dance or fitness groups) – £15
- **Group 3:** Statutory organisations and businesses – £30 (standard commercial rate)

Under this option, concessions may adjust an applicant's rate within this framework (e.g., a Group 2 applicant may pay the Group 1 rate if eligible).

Option 2 – Committee-Determined Concessions (Case-by-Case)

Under this option, the Finance & General Purposes Committee will decide concession levels based on each application, considering:

- Evidence of community benefit.
- Financial sustainability of the applicant.
- Impact on Council income.

Suggested wording for Option 2:

“The level of concession granted will be determined by the Finance & General Purposes Committee when considering each application, taking into account eligibility criteria, evidence of community benefit, and financial implications.”

(Members will determine which approach to adopt when approving this policy.)

5. Application Process

- Applications must be made using the Concession Application Form (appendix 5).
- Supporting evidence of eligibility (e.g., constitution, accounts) must be provided.
- The Clerk will review applications and refer them to the Finance and General Purposes Committee for decision.

6. Monitoring and Review

- Concessions are awarded for a maximum of 12 months and must be reapplied for annually.
- The Council reserves the right to amend or withdraw concessions where misuse is identified, or financial constraints require change.
- This policy will be reviewed every three years or earlier if needed.



Concession Application Form

Facility Hire

Guidance Notes for Applicants

1. **Eligibility Check** – Ensure your organisation meets the criteria set out in Section 3 before completing the form.
2. **Supporting Documents** – Include your constitution, most recent accounts, and any evidence demonstrating community benefit (e.g., testimonials, participation numbers).
3. **Completing the Form** – Answer all questions clearly, providing detail on your activities, who benefits, and how often you plan to use the facility.
4. **Concession Request Details** – Indicate Level of concession requested (if known) and Reason for requesting concession.
5. **Submission** – Send the completed form and documents to the Town Council office. Electronic submissions are preferred, but paper copies are accepted.
6. **Decision Process** – Applications are reviewed by the Town Clerk and considered at the next available Finance and General Purposes Committee meeting. You will be notified in writing of the outcome.
7. **Reapplication** – Concessions are valid for 12 months. Organisations must reapply annually to continue receiving support.

Section 1: Organisation Details

- **Organisation Name:** _____
- **Registered Charity Number (if applicable):** _____
- **Main Contact Name:** _____
- **Position in Organisation:** _____
- **Address:** _____
- **Telephone:** _____ **Email:** _____

Section 2: Organisation Status

Please select one:

provide details where applicable: -

- a) Registered Charity – organisation registered with the Charity Commission
(please provide charity number)
- b) Voluntary / Community Group – informal or constituted group run by volunteers
(e.g., local clubs, associations)
- c) Not-for Profit Organisation – incorporated body such as a Community Interest
Company or social enterprise
- d) Youth Group – organisations working specifically with young people (e.g.,
Scouts, youth sports teams)
- e) Educational Organisation – non-commercial educational body (e.g., school,
college project)
- f) Statutory Organisation – government-funded public body (e.g., NHS, local
authority department)
- g) Business / Commercial Organisation – profit-making business or private
company
- h) Other (please specify): _____

Section 3: Activity / Event Details

- **Description of Activity or Event:**

- **How does your activity benefit the local community?**

- **Frequency of Hire: One-off / Weekly / Monthly / Other (please specify):**

- **Facility Required:** _____

- **Preferred Dates / Times:** _____

Section 4: Concession Request

- **Level of concession requested (if known):** _____

- **Reason for requesting**

concession: _____

Section 5: Supporting Documents

Please attach the following:

- Copy of constitution or governing document
- Most recent set of accounts or financial statement
- Evidence of community benefit (e.g., testimonials, attendance figures, community partnerships)

Section 6: Declaration

I confirm that the information provided is accurate and that the organisation will comply with the terms and conditions of hire and concession policy of the Town Council.

Name: _____

Position: _____

Signature: _____

Date: _____

Section 7: For Office Use Only

- Date received: _____
- Officer review completed: Yes / No
- Committee meeting date: _____
- Decision: Approved / Declined
- Concession awarded: _____
- Review date: _____



Item 9

KNOWSLEY TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 17th September 2025

Report of the Clerk of the Council and Responsible Financial Officer

RISK ASSESSMENT

1. PURPOSE OF REPORT

The purpose of this report is to present for Members' consideration and approval the risk assessment undertaken pursuant to the requirements of The Accounts and Audit Regulations 2015 (Annual Governance Assessment - Assertion 5).

2. RECOMMENDATIONS

Members are asked to:

- a) Note the report.
- b) Confirm that an assessment of risks has been carried out and that the appropriate steps have been taken to manage those risks, including the introduction of internal controls and/or external insurance where required'.
- c) Approve the tables (*appendix 6*) report.

3. REPORT

- 3.1. Risk management is an essential feature of good management and applies to all aspects of the Council's business.
- 3.2. There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control are collated in a Risk Register. Implementing the strategy involves identifying, analysing/prioritising, managing, and monitoring risks.
- 3.3. Assertion 5 of the Annual Governance and Accountability Return (AGAR) relates to Risk Management and requires the Town Council to confirm that it has '*carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance where required*'.
- 3.4. In assessing and managing the risks posed to the Town Council and in particular the control measures that can be put in place to eliminate or reduce the impact of such risks, the control measures fall into one of three categories:

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- a) manage risk by insurance
- b) manage risk by working with others
- c) manage risk through self-management / internal controls.

- 3.5. Tables relating to each of the three categories listed above which outlines the potential risk, existing control measures, any actions required and internal audit insurance (*appendix 6.*)
- 3.6. The role of the Town Council's Internal Auditor is crucial in this process in that it is their role to confirm Assertion 5 as outlined in para 3.3. above,
- 3.7. Members are therefore recommended to confirm that an assessment of risks has been carried out and that the appropriate steps have been taken to manage those risks, including the introduction of internal controls and/or external insurance where required' and thereby approve the tables attached at (*appendix 6*) of the report.

Jane Thomas - Clerk of the Council and Responsible Financial Officer



KNOWSLEY TOWN COUNCIL

RISK ASSESSMENT

TABLE 1: AREAS WHERE THERE MAY BE SCOPE TO MANAGE RISK BY INSURANCE

Probability (A) x Impact (B) = Risk Level (C)

PROBABILITY (A)	IMPACT (B)	RISK LEVEL (C)
Certain 5	Fatality 5	High Risk 25
Very Likely 4	Long Term Closure 4	Medium Risk 14
Probable 3	Temporary Closure 3	Low Risk 7
Unlikely 2	Service Disruption 2	
Highly Unlikely 1	Negligible 1	

POTENTIAL RISKS		A	B	RISK LEVEL	EXISTING CONTROL MEASURES
1.	The protection of physical assets owned by the Town Council (e.g. buildings, equipment)	5	5	25	<ul style="list-style-type: none"> Up to date register of assets and investments
2.	Risk of damage to third party property or individuals as a consequence of the Town Council providing services to the public (i.e. public liability)	2	5	10	<ul style="list-style-type: none"> Installation of CCTV
3.	Risk of death or injury to employees in the course of their employment (i.e. employer's liability)	1	5	5	<ul style="list-style-type: none"> Annual review of risk and the adequacy of insurance provider
4.	Loss of cash through theft or dishonest (i.e., fidelity guarantee)	1	2	2	<ul style="list-style-type: none"> Ensuring the robustness of insurance providers
5.	Risk of damage covered by libel and slander perpetrated by employees or elected members whilst undertaking Town Council duties	1	1	1	
6.	Risk of theft or damage to leased vehicles	1	1	2	
7.	Legal liability because of potential costs and expenses of future actions	2	5	10	
ACTIONS REQUIRED					
1. Are existing control measures adequate: YES					
2. What additional control measures are necessary: NONE					

INTERNAL AUDIT ASSURANCE

- Review of internal controls in place and their documentation
- Review of management arrangements regarding insurance cover
- Testing of specific internal controls and reporting findings to management and elected members
- Installation of CCTV in Town Council Premises

SIGNED:
(CLERK OF THE COUNCIL)

DATE:

September 2025



KNOWSLEY TOWN COUNCIL

RISK ASSESSMENT

TABLE 2: AREAS WHERE THERE MAY BE SCOPE TO MANAGE RISK BY WORKING WITH OTHERS

Probability (A) x Impact (B) = Risk Level (C)

PROBABILITY (A)	IMPACT (B)	RISK LEVEL (C)
Certain 5	Fatality 5	High Risk 25 15 -
Very Likely 4	Long Term Closure 4	Medium Risk 14 8 -
Probable 3	Temporary Closure 3	Low Risk 7 1 -
Unlikely 2	Service Disruption 2	
Highly Unlikely 1	Negligible 1	

POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
1. Inadequate maintenance of security provision for vulnerable buildings	2	5	10	<ul style="list-style-type: none"> • Standing Orders, Financial Regulations to deal with contract award and the purchase of capital equipment • Service (Management) Level Agreements • Regular bank reconciliations (independently reviewed) • Health and Safety Policy • Health and Safety Risk Assessments • Installation of CCTV
2. Inadequate maintenance for support of I.T. services	1	2	2	
3. Inadequate support for human resource related issues	1	2	2	
4. Inadequate support for issues relating to health and safety	2	5	10	
5. Inadequate support for issues relating to legal matters	2	5	10	
6. Inadequate partnership working in the provision services	4	1	4	
7. Inadequate partnership working in the delivery of grounds maintenance	2	2	4	
8. Risk of inadequate banking arrangements including borrowing or lending	1	4	4	
9. Inadequate vehicle or equipment lease/hire	1	2	2	
10. Inadequate arrangements to detect and deter fraud and/or corruption	1	4	4	
ACTIONS REQUIRED				

INTERNAL AUDIT ASSURANCE

- Review of internal controls in place and their documentation
- Review of minutes to ensure legal powers are applied and the basis of the powers recorded and correctly applied
- Review and testing of arrangements to prevent and detect fraud and corruption
- Review of adequacy of insurance cover provided by supplier
- Review insurance of organisations wishing to use Town Council facilities
- Testing of specific controls and report findings to management
- Installation of CCTV in Town Council premises

SIGNED:

(CLERK OF THE COUNCIL)

DATE:

September 2025



KNOWSLEY TOWN COUNCIL

RISK ASSESSMENT

TABLE 3: AREAS WHERE THERE MAY BE SCOPE TO MANAGE RISK THROUGH SELF MANAGEMENT

Probability (A) x Impact (B) = Risk Level (C)

PROBABILITY (A)	IMPACT (B)	RISK LEVEL (C)
Certain 5	Fatality 5	High Risk 25
Very Likely 4	Long Term Closure 4	Medium Risk 14
Probable 3	Temporary Closure 3	Low Risk 7
Unlikely 2	Service Disruption 2	
Highly Unlikely 1	Negligible 1	

POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
1. Inadequate financial records in accordance with statutory requirements	1	3	3	• Regular scrutiny of financial records and proper arrangements for the approval of expenditure
2. Not ensuring that business activities are within the legal powers applicable to Town Councils	1	3	3	• Regular returns to HMRC
3. Not complying with restrictions on borrowing	1	1	1	• Employment contracts for all staff
4. Not ensuring that all requirements are met under employment law and Inland Revenue regulations	1	4	4	• Systems of updating records for any changes in relevant legislation
5. Not ensuring that all requirements are met under Custom and Excise regulations (especially VAT)	1	4	4	• Regular returns of VAT
6. Not ensuring the adequacy of the annual precept within sound budgetary arrangements	1	4	4	• Regular budget monitoring
7. Not ensuring the proper use of funds granted to local community bodies	1	1	1	• Procedures for dealing with and monitoring grants or loans made or received
8. Not providing proper, timely and accurate reporting of Town Council business in the minutes	1	1	1	• Minutes properly numbered
9. Not responding to electors wishing to exercise their rights of inspection	1	1	1	• Procedures to deal with Freedom of Information enquiries
10. No proper documentation control	1	4	4	• Procedures to deal with complaints from the public
12. Not keeping a Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date	2	2	4	• Procedures for recording Members' Interests, Gifts and Hospitality
13. Not reasonably ensuring the health and safety of staff and users of Town Council facilities	1	5	5	• Installation of CCTV
ACTIONS REQUIRED				
1. Are existing control measures adequate: YES				
2. What additional control measures are necessary: NONE				

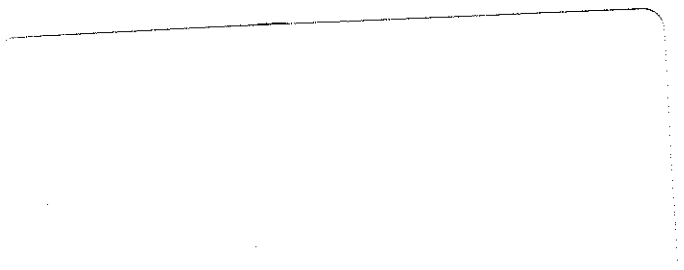
INTERNAL AUDIT ASSURANCE

- Review of internal controls in place and their documentation
- Review of minutes to ensure legal powers in place, recorded and correctly applied
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc., including petty cash transactions
- Review and testing of arrangements to prevent and detect fraud and corruption
- Testing of specific internal controls and reporting findings to management
- Testing that VAT was appropriately accounted
- Review that the Town Council has significantly assessed risks and the adequacy of arrangements to manage these
- Review that the precept was correctly calculated and that Town Council reserves are appropriate
- Test that salaries to employees and allowances to members are paid in accordance with Town Council approvals, and PAYE and National Insurance requirements were correctly applied
- Review that the Asset Register is complete and properly applied
- Installation of CCTV in Town Council premises

SIGNED:
(CLERK OF THE COUNCIL)

DATE:

September 2025



Item 10

KNOWSLEY TOWN COUNCIL

To: The Chairperson and Members of the Finance and General Purposes Committee

Meeting: 17th September 2025

Report of the Clerk of the Council and Responsible Financial Officer

HEALTH & SAFETY POLICY

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to review Knowsley Town Council's Health and Safety Policy (2025/2026)
- 1.2 *Members are recommended to:*
 - a) Note the report,
 - b) Approve Health and Safety Policy

2. REPORT

- 2.1 To comply with the Health and Safety At Work Act 1974, Knowsley Town Council has a duty to ensure that it has in place a Health and Safety Policy, outlining the Town Council's Health and Safety procedures. The Health and Safety Policy should be reviewed on an annual basis.
- 2.3 *Appendix 7* provides a copy of the Town Council's Health and Safety Policy for members' consideration.
- 2.4. Once approved, the document will be posted on the Town Council website and reviewed in September 2026.

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



HEALTH AND SAFETY POLICY

Health and Safety at Work Act 1974

This is the Health and Safety

Policy Statement

of

KNOWSLEY TOWN COUNCIL

**Reviewed at the Finance and General Purposes Committee Meeting
held on 16 July 2024**

KNOWSLEY TOWN COUNCIL

HEALTH AND SAFETY POLICY

CONTENTS

1. Introduction
2. Responsibilities of Employees
3. Specific Responsibilities
4. Communications and Training for Employees
5. Consultation with Employees
6. Accident and Near Miss Reporting Procedures
7. Risk Assessment
8. Young Persons/Work Experience Placements
9. Specific Arrangements and Procedures
10. First Aid Arrangements
11. Hazardous Substances
12. Conclusion

1. INTRODUCTION

- 1.1 Our policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.
- 1.2 Our management accepts the responsibility for applying the above and for providing information, instruction and training at all times and for the duration necessary to achieve this purpose.
- 1.3 Other people may be affected by our activities, i.e. visitors, neighbours, contractors etc, and our management accept the responsibility to provide appropriate levels of safety for them.
- 1.4 We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.
- 1.5 Where risks to safety and health need to be 'assessed' under a specific duty or Regulation, we will ensure that an 'assessment' will be carried out and that all actions shown to be necessary will be implemented.
- 1.6 Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.
- 1.7 We will provide suitable information regarding the safety or safe use of our services and/or products.
- 1.8 We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.
- 1.9 Our commitment to this Policy will assist us to develop a positive health and safety culture throughout all areas and activities.

CLERK'S SIGNATURE: _____

2. RESPONSIBILITIES OF EMPLOYEES

All our employees must:

- 2.1 Comply with this Health and Safety Policy.
- 2.2 Fully observe the Safety Rules.
- 2.3 Report any safety hazard within their work area or malfunction of any item of plant or equipment to management (plant malfunction includes lack of fuel in the equipment).
- 2.4 Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- 2.5 Dress sensibly and safely for their particular working environment or occupation.
- 2.6 Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- 2.7 Use all safety equipment and/or protective clothing as may be provided.
- 2.8 Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and the safety of others.
- 2.9 Maintain all equipment in good condition and report any defects to management when they occur.
- 2.10 Report all incidents to management whether injury is sustained or not.
- 2.11 Attend as requested any training course designed to further the needs of health and safety.
- 2.12 Observe all laid down procedures concerning processes, material and substances used.
- 2.13 Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

3. SPECIFIC RESPONSIBILITIES

- 3.1 Overall and final responsibility for health and safety is that of:

Knowsley Town Council

- 3.2 Day-to-day responsibility for ensuring this responsibility is put into practice is delegated to:

Jane Thomas (Clerk of the Council)

- 3.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

NAME	RESPONSIBILITY
John Smith	BWCC/Community Pavilion
John Boyd	BWCC/Community Pavilion
Keith Giles	BWCC/ Community Pavilion
Dorothy Hollinghurst	BWCC/Community Pavilion
Louise Harrison	BWCC/Community Pavilion

4. COMMUNICATIONS AND TRAINING FOR EMPLOYEES

- 4.1 All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.
- 4.2 This will include regular staff updates as well as formal safety training. Records of any training provided will be held on file.

5. CONSULTATION WITH EMPLOYEES

- 5.1 All employees of Knowsley Town Council are fully consulted on all matters which affect the Health, Safety and Welfare whilst in work.
- 5.2 In addition to formal health and safety training, regular staff updates are provided to employees which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e., leaflets, guidance information etc is also provided.
- 5.3 When undertaking Risk Assessments or producing Method Statements, employees who are affected are consulted throughout the process.

6. ACCIDENT AND NEAR MISS REPORTING PROCEDURES

6.1 Knowsley Town Council takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the workplace as much as is reasonably practicable.

6.2 However, were accidents or near misses occur, then Knowsley Town Council will ensure its own 'in house' accident reporting procedure is followed.

6.3 Knowsley Town Council accident reporting procedure is summarised as follows:

Any accident, which is reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations), will be fully investigated by Knowsley Town Council.

- **Accidents, which result in a Fatality or Major Injury, as defined by the RIDDOR regulations will be investigated immediately.**
- **Accidents, which result in any persons, including members of the public requiring hospital treatment will be investigated within 24 hours.**
- **Any accident, which results in any employee of Knowsley Town Council, a Sub-Contractor or the Client being absent from work for 3 days or more, will be investigated within 3 working days.**

6.4 Knowsley Town Council will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times.

7. RISK ASSESSMENT

7.1 Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.

7.2 Control measures are defined in the form of written safe working procedures, method statements and safety plans and relayed to the persons at risk by line management, through formal information channels, instruction and training.

8. YOUNG PERSONS/WORK EXPERIENCE PLACEMENTS

- 8.1 The management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.
- 8.2 Knowsley Town Council shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity, and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.
- 8.3 All young persons employed by Knowsley Town Council will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also, at this induction any specific risks associated with this site i.e, working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be always followed.

9. SPECIFIC ARRANGEMENTS AND PROCEDURES

FIRE

- 9.1 All employees will receive instruction and training in the procedures to be followed in the event of fire.
- 9.2 A copy of the fire procedure notice, which is displayed throughout the premises, is known within this manual.
- 9.3 All employees shall be given suitable instruction in basic fire prevention measures.
- 9.4 As part of the fire arrangements, persons have been nominated who are responsible for the fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, recording keeping etc.
- 9.5 **The person responsible for fire arrangements is** **Duty Caretaker**
- 9.6 **Alarms are tested every:** **Month**
- 9.7 **Extinguishers are tested by:** **Chubb Fire Ltd**

10. FIRST AID ARRANGEMENTS

10.1 We recognise the varied statutory requirements covering the provision of first aid personnel, equipment, and records, displayed throughout the premises are notices which detail the following:

10.2 QUALIFIED FIRST AIDER(S)

NAME(S): John Boyd, John Smith, Keith Giles.

10.4 FIRST AID KIT

First Aid Kits Locations: Community Pavilion
Bob Whiley Community Centre

10.5 DEFIBRILLATORS

Defibrillators Locations: Community Pavilion
Bob Whiley Community Centre

11. HAZARDOUS SUBSTANCES

11.1 The handling, storage, and use of flammable or other hazardous substances must follow the manufacturer's instructions. They must not be stored with combustible materials. The Control of Substances Hazardous to Health, known as COSHH regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.

12. CONCLUSION

12.1 A high standard of Health and Safety at Work can only be maintained when everyone is conscious of the work conditions at all times. Good housekeeping, a sensible attitude, and prompt attention to the little things prevent unwanted occurrences and minimise risk.

12.2 This Health and Safety Policy will be reviewed annually.

KNOWSLEY TOWN COUNCIL

To: The Chairperson and Members of the Town Council

Meeting: 17th September 2025

Report of the Clerk of the Council and Responsible Financial Officer

REVIEW OF THE EFFECTIVENESS OF INTERNAL FINANCIAL CONTROLS

1. PURPOSE OF REPORT

The purpose of this report is to present for Members' approval the Review of the effectiveness of the Internal Financial Controls as required by Regulation 6 of the Accounts and Audit Regulations 2015 (Annual Governance Assessment - Assertion (2) as detailed *appendix 8*.

2. RECOMMENDATIONS

Members are asked to:

- a) Note the report,
- b) To formally approve the review of Internal Financial Controls as detailed in *appendix 8* to this report.

3. REPORT

- 3.1. All smaller authorities are required by Regulation 6 of the Accounts and Audit Regulations 2015 to 'conduct a review of the effectiveness of the *system of internal control*'.
- 3.2. Under legislation, the Town Council must ensure that it has a sound system of internal financial control which:
 - a) facilitates the effective exercise of its functions and the achievement of its aims and objectives.
 - b) ensures that the financial and operational management of the authority is effective; and includes effective arrangements for the management of risk.
- 3.3. The effective arrangement for the management of risks is covered elsewhere on the agenda of this meeting, this report reviews the Internal Financial Controls.
- 3.4. Details of the review which has been carried out focussed on the following areas (*appendix 8*):
 - Standing Orders and Financial Regulations
 - Payment of Accounts
 - Banking arrangements
 - Employment

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- VAT
 - Fixed assets and equipment
 - Loans and Long Term liabilities.
- 3.5. Accordingly, Members are recommended to consider and approve the review as detailed in appendix 8 to this report.

Jane Thomas - Clerk of the Council and Responsible Financial Officer

KNOWSLEY TOWN COUNCIL

A REVIEW OF THE EFFECTIVENESS OF INTERNAL FINANCIAL CONTROLS

Using guidance from the Town Council's external auditors and Governance and Accountability in Local Councils in England and Wales – A Practitioner's Guide (published by the National Association of Local Councils and the Society of Local Council Clerks), the review of the effectiveness of internal financial control is tabulated below.

AGS ASSERTION	TOWN COUNCIL POLICY	INTERNAL CONTROLS
Standing Orders	Standing Orders identify the general rules of business applicable to the Town Council.	Standing Orders are reviewed on an annual basis and amended when and if necessary and distributed to all members
Financial Regulations	Financial Regulations include general rules of business application to the Town Council relating to: <ul style="list-style-type: none"> • Annual Estimates • Receipts and Payments • Budgetary Control • Accounts and Audit • Banking • Payment of Accounts • Salaries and Wages • Loans and Investments 	<p>Financial Regulations are reviewed on an annual basis and amended when and if necessary and distributed to all members.</p> <p>The Annual Precept must be prepared by the Clerk of the Council and approved by the Town Council before the end of February prior to the start of new financial year.</p> <p>Arrangements for the internal audit of the Town Council's accounting systems must be made by the Clerk of the Council.</p> <p>An official order by email or letter shall be issued for work, goods, or services. Copies of the order shall be maintained and attached to all invoices.</p> <p>For contracts exceeding £5,000 for the supply of goods, works or services, the Clerk of the Council must obtain three tenders / quotations from three different companies</p>
Accounts for Payment	All receipts and payments to be kept up to date in line with financial standing orders and current legislation	<p>Receipts and payments are kept up to date and a monthly bank reconciliation is produced and recorded and a quarterly budget statement and bank reconciliation is presented to members.</p> <p>All payments require verification and all cheques and withdrawals</p>

Appendix 8

		<p>from the Councils bankers required two signatures.</p> <p>Expenditure by the Clerk of the Council is subject to a limit of £2,500. The Clerk of the Council shall be responsible to produce the Annual Statement of Accounts for approval by the Town Council.</p> <p>The Clerk of the Council shall be responsible for the submission of the Annual Return to the External Auditor.</p>
Banking Arrangements	Banking arrangements to be approved by the Town Council and carried out by the Clerk of the Council according to financial regulations	All monies must be paid into the Councils bank account promptly and entered in the cash book and a receipt issued.
Employment	<p>Wages/Salary scales are set by the Town Council. Conditions of employment are set by the Town Council.</p> <p>All employment policies are determined by the Town Council and were completely revised during 2023/24.</p>	<p>All payments of wages and salaries to employees must be made promptly.</p> <p>All staff are issued with Contracts of Employment.</p> <p>Accurate records of wages/salaries.</p> <p>National Insurance, Tax and Pension Contributions must be kept for all employees.</p> <p>The payment of Contributions to HMRC and the Pension Fund must be calculated and paid on or before the prescribed date.</p> <p>All employment policies are reviewed as agreed by the Council.</p>
VAT	All payments and receipts must show VAT value and HMRC to be notified accordingly	All receipts and payments show a separate column for VAT. The Clerk of the Council is responsible for the quarterly VAT returns to HMRC and ensures that they are made within the prescribed dates.
Fixed Assets and Equipment	A register of assets and equipment must be kept in accordance with financial regulations	The Asset register is reviewed annually by the Clerk of the Council and reported to the Council.