



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 10th day of October 2025

To the Mayor and Members of Knowsley Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND a meeting of
Knowsley Town Council, to be held on Thursday 16 October 2025
in Community Room One, Community Pavilion, Pool Hey,
Stockbridge Village, commencing at 7.15 p.m.**


Jane Thomas
Clerk of the Council

A G E N D A

- APOLOGIES**
- PUBLIC OPEN FORUM**
- DECLARATIONS 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.

4. **MINUTES OF PREVIOUS COUNCIL MEETING**

To **APPROVE AND SIGN** the Minutes of the Town Council Meeting held on Thursday 18 September 2025. *(Pages 1-4)*

5. **MINUTES OF THE COMMITTEES**

To **APPROVE AND SIGN** (by members of the Committee) the Minutes of The Finance and General Purposes Committee Meeting held on Wednesday 17 September 2025.

To **APPROVE AND SIGN** (by members of the Committee) the Minutes of the Events Committee Meeting held on Wednesday 8 October 2025 *(Pages 5-11)*

6. **REPORTS FROM MEMBERS**

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

7. **ANNOUNCEMENTS FROM THE MAYOR**

To receive announcements from the Mayor. **FOR INFORMATION ONLY.**

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

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

9. **PLANNING NOTIFICATIONS**

At the time of issuing the agenda, no new planning applications had been received. However, any applications submitted prior to the meeting will be added to the agenda and considered at the meeting

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council. *(Page 12)*

10. **AUDIT FOR THE YEAR ENDED 31 MARCH 2025**

To **CONSIDER** the external Auditor's Report for the Year Ended 31 March 2025. *(Pages 13-16)*

11. **REMEMBRANCE SUNDAY SERVICES – 9 NOVEMBER 2025**

To **APPOINT** representatives to attend the Remembrance Sunday Services. *(Pages 17)*

12. **MODEL PUBLICATION SCHEME 2025**

To **CONSIDER** the revised Model Publication Scheme 2025 as presented by the Clerk of the Council. *(Pages 18-25)*

13. **CHRISTMAS 2025 / NEW YEAR 2026 CLOSURE**

To **CONSIDER** a report from the Clerk of the Council. *(Page 27)*

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 16th October 2025

Report of the Clerk of the Council and Responsible Financial Officer

MINUTES OF PREVIOUS COUNCIL MEETING

1. **PURPOSE OF REPORT:**

To consider the minutes of the previous Town Council Meeting held on Thursday 18 September 2025 whether the attached minutes are a true and correct record and to be signed by the Mayor.

2. **RECOMMENDATIONS FOR MEMBERS TO:**

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

3. **REPORT:**

Appendix 1 provides a copy of the minutes of the Town Council Meeting held on Thursday 18 September 2025.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of the Knowsley Town Council was held on Thursday 18 September 2025, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENT

Councillors: - D J Baum (Mayor of the Town Council), M Burke, B Donnelly, N Joseph, L O’Keeffe, I Smith, B Thompson.

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

APOLOGIES

Councillors: - V Boateng, J Donnelly, K Gregory, L Tomlinson (Deputy Mayor of the Town Council) F Wynn.

72. PUBLIC OPEN FORUM

No questions were received from members of the public.

73. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following members:

Cllr D J Baum, Cllr M Burke, Cllr I Smith - Agenda Item 8 Planning Notifications.

74. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Town Council Meeting held on Thursday 17 July 2025 be agreed as a true record and signed by the Mayor.

75. REPORTS FROM MEMBERS

There was no reports from Members.

76. ANNOUNCEMENTS FROM THE MAYOR

The Mayor thanked everyone who attended this year’s Beating of the Bound.

77. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk of the Town Council

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(NOTE: That in accordance with the Town Council's Code of Conduct, Cllr D J Baum (Mayor of the Town Council, 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).

In the absence of the Mayor Cllr D Baum, and Deputy Mayor Cllr L Tomlinson, Cllr B Donnelly, took the chair for the following item.

78. PLANNING NOTIFICATIONS

The following planning applications were considered by members:

25/00429/COU, 25/00283/FUL, 25/00432/COU, 25/00403/FUL,
25/00438/CLD, 25/00193/FUL, 25/00197/FUL.

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

Members expressed concern regarding the increasing number of applications for residential children's care homes being submitted within the Township on a monthly basis.

79. FINANCIAL MATTERS (APRIL TO JUNE 2025)

Members reviewed the payments, income and budget report for the period April to June 2025, as presented by the Clerk of the Council. After thorough discussion, it was **UNANIMOUSLY RESOLVED** that the income, payments, and budget report for this period be approved.

80. RISK ASSESSMENT 2025/26

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

- a) Approve the assessment undertaken during 2025/26 to identify the risks involved in achieving the Town Council's objectives.
- b) Approve the review undertaken during 2025/26 in the adequacy of control measures to manage those risks.

81. 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

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UNANIMOUSLY RESOLVED the review undertaken of the effectiveness of its systems of internal financial controls for the year 2025/2026.

The meeting closed at 7.25 p.m.

Date: 18 September 2025

Signed.....

Cllr D Baum
Mayor of the Town Council

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 20th February 2025

Report of the Clerk of the Council and Responsible Financial Officer

COMMITTEE MEETING MINUTES

1. PURPOSE OF REPORT:

- 1.1 To **CONSIDER** the minutes of the previous Finance and General Purposes Committee Meeting held on Thursday 17th September 2025, whether they are a true and correct record and to be signed by the Chair of the Committee.
- 1.2 To **CONSIDER** the minutes of the previous Events Committee Meeting held on Wednesday 8th October 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** the Finance and General Purposes Committee and Events Committee minutes.
- Minutes to be signed by the Chair of the Committees.

3. REPORT:

- 3.1 *Appendix 2* provides a copy of the minutes of the Finance and General Purposes Committee Meeting held on Thursday 17th September 2025.
- 3.2 *Appendix 3* provides a copy of the minutes of the Events Committee Meeting held on Wednesday 8th October 2025.

Jane Thomas - Clerk of the Council and Responsible Financial Officer

KNOWSLEY TOWN COUNCIL

MINUTES

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

PRESENT

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

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

APOLOGIES

Councillors: L Tomlinson.

62. DECLARATIONS OF INTEREST

No declarations of interest were received from members.

63. ANNOUNCEMENTS FROM THE CHAIRPERSON

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

64. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

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

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

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65. **LITTLEWOOD OF STOCKBRIDGE**

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

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

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

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

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

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

Bob Whiley Community Centre

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

Community Pavilion

- Christopher Linzie School of Dance
- Stockbridge Amateur Boxing Club

Appendix 2

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

Football Pitches -Pool Hey

- Stockbridge Village Galaxy Junior FC

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

68. CONCESSION FOLLOW UP

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

69. RISK ASSESSMENT 2025/26

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

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

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

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

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

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

71. **A REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL FINANCIAL CONTROLS**

The Accounts and Audit Regulations (2015) (Section 6) requires smaller authorities, each financial year, to undertake a review of the effectiveness of their systems of internal financial controls and to prepare an annual governance statement in accordance with proper practices in relation to the Town Council's accounts.

Following consideration of a written report submitted by the Clerk of the Council, it was **UNANIMOUSLY AGREED TO RECOMMEND** the review undertaken of the effectiveness of its systems of internal financial controls for the year 2025/2026 to the next Full Council meeting.

The meeting closed at 6.30 p.m.

Dated: 17 September 2025

Signed.....

Cllr J Donnelly
Chair of the Committee

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KNOWSLEY TOWN COUNCIL

MINUTES

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

PRESENT

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

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

APOLOGIES

Councillor: D J Baum.

ABSENCE

Councillor: V Boateng.

82. DECLARATIONS OF INTEREST

No declarations of interest were received from members.

83. ANNOUNCEMENTS FROM THE CHAIR OF THE COMMITTEE

There were no announcements from the Committee Chairperson.

84. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Town Clerk.

85. EVENTS UPDATES

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

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

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

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

The Meeting Closed at 6.00 p.m.

Dated: 8 October 2025

Signed:
Cllr L O'Keeffe
Chair of the Committee

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 16 October 2025

Report of the Clerk of the Council and Responsible Financial Officer

PLANNING APPLICATION

At the time of issuing the agenda, no new planning applications had been received. However, any applications submitted prior to the meeting will be added to the agenda and considered at the meeting.

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 FOR MEMBERS TO:

- Note additional planning .
- Provide any observations or comments on the applications listed in the

3. REPORT:

Knowsley Town Council is a statutory consultee in relation to planning application within the Township.

3.1 *Additional planning* details validated planning applications recently advised by the planning authority (KMBC) and upon which Members' observations and comments, if any, are sought.

3.2 Any additional planning will be added.

Jane Thomas - Clerk of the Council

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 16th October 2025

Report of the Clerk of the Council and Responsible Financial Officer

COMPLETION OF THE EXTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2025

1. PURPOSE OF REPORT:

Report detailing the outcome of the external audit relating to the financial year 2024/25.

2. RECOMMENDATIONS FOR MEMBERS:

Members are requested to **CONSIDER** the contents of the external Auditor's Report and **NOTE** the comments contained within.

3. BACKGROUND:

Local councils in England must complete an Annual Return summarising their financial situation at the completion of each financial year.

3.1 The Annual Return is made up of three sections:

- a) **Section 1:** Annual Governance Statement (completed by the Responsible Financial Officer and signed by the Town Council's Chairperson).
- b) **Section 2:** Accounting Statement (completed by the Clerk and signed by the Town Council's Chairperson).
- c) **Section 3:** External Auditor's Certificate and Opinion (completed by the Town Council's external auditors).

3.2 When all sections have been approved by the Town Council, the Annual Return is sent to the External Auditor. The External Auditor will add the certificate and opinion (Section 3).

3.3 The External Auditor Report should then be presented to the Town Council and a minute made to show that it has been approved and accepted. Any issues should

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also be presented to the Town Council and an Action Plan produced to indicate how any areas of weakness will be addressed.

4. KNOWSLEY TOWN COUNCIL ANNUAL RETURN YEAR ENDED 31 MARCH 2025:

The Annual Governance Statement (Section 1) was approved by the Town Council and signed by the mayor on 15 May 2025.

- 4.1 The Accounting Statement (Section 2) was approved by the Town Council and signed by the mayor on 15 May 2025.
- 4.2 The External Auditor certified (Section 3) the Annual Return on 10 September 2025.

5. EXTERNAL AUDITOR'S OPINION:

In the opinion of the External Auditor:

"The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR. Transfers between bank accounts should have been excluded from payments in Section 2. This has resulted in an error in the reserves figure in Box 7. The figures in Boxes 6 and 7 should read £111,124 and £389,974."

6. OTHER MATTERS:

There were no other matters

7. CONCLUSION OF AUDIT FOR YEAR ENDING 31 MARCH 2025:

The Notice of Conclusion of Audit, the Annual Governance Statement; the Accounting Statement and the External Auditor Report and Certificate have been displayed on the Town Council's website in accordance with the Accounts and Audit Regulations 2015.

8. COSTS OF EXTERNAL AUDIT:

The cost of the External Audit is £840.00

9. CONCLUSION:

It is **RECOMMENDED** that.

- a) The External Auditor Report for the Year Ended 31 March 2025 be approved and accepted by the Town Council (*Appendix 4*)

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- b) Ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

Jane Thomas – Clerk of the Council and Responsible Financial Officer

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of Knowsley Town Council – LA0121

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2025; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR. Transfers between bank accounts should have been excluded from payments in Section 2. This has resulted in an error in the reserves figure in Box 7. The figures in Boxes 6 and 7 should read £111,124 and £389,974 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

[Handwritten signature]

Date

10/09/2025

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 16th October 2025

Report of the Clerk of the Council and Responsible Financial Officer

REMEMBRANCE SUNDAY SERVICES – SUNDAY 9 NOVEMBER 2025

1. PURPOSE OF THE REPORT.

To appoint representatives to attend the Remembrance Sunday Services within the township.

- 1.1 Knowsley Village, Remember Sunday Service will take place on 9 November 2025. Gathering at the War Memorial around 10.45am for an Act of Remembrance starting 10.53 a.m., laying the wreaths 10.56 a.m. and 2mins silence at 11 a.m. And then a Service of Remembrance in St Mary's commencing around 11.15 a.m.
- 1.2 Stockbridge Village will not be holding a formal Remembrance Sunday Service. However, wreaths may be laid at the memorial in the Central Area as an alternative.

2. RECOMMENDATIONS FOR MEMBERS TO:

Members are requested to **CONSIDER AND APPOINT** representatives to attend the Remembrance Sunday Service in Knowsley Village and to lay a wreath at the memorial in the Central Area in Stockbridge Village.

Jane Thomas - Clerk of the Council

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 16 October 2025

Report of the Clerk of the Council and Responsible Financial Officer

MODEL PUBLICATIONSCHEME 2025 - 2026

1. PURPOSE OF REPORT:

The Information Commissioner changed the emphasis in the approval and operation of the council publication schemes to generic model. This has been in operation since January 2008, and the town council has fully complied with this duty.

The model publication scheme should be reviewed on an annual basis.

2. MEMBERS ARE RECOMMENDED TO:

- a) Approve the Model Publication Scheme 2025/26 for Knowsley Town Council.
- b) Note the information available from Knowsley Town Council under the Model Publication Scheme 2025/26 both documents be posted on the Town Council's website before 1 January 2026.
- c) The Town Council reviews the Model Publication Scheme in November 2026.

3. REPORT:

- a) Model Publication Scheme 2025/26 (*Appendix 5*)
- b) Information available from Knowsley Town Council under the scheme(*Appendix 6*)

Jane Thomas – Clerk of the Council



MODEL PUBLICATION SCHEME 2025-2026

This Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by Knowsley Town Council without further approval and will be valid until further notice.

This Publication Scheme commits Knowsley Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes on information mentioned below, where this information is held by Knowsley Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits Knowsley Town Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Knowsley Town Council and falls within the classifications below.
- specify the information which is held by Knowsley Town Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this Scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information that Knowsley Town Council makes available under this Scheme.
- produce a schedule of any charges charged for access to information which is made proactively available.
- make this Publication Scheme available to the public.

CLASSES OF INFORMATION:

- **Who we are and what we do:** organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it:** financial information relating to the projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing:** strategy and performance information, plans, assessments, inspections, and reviews.
- **How we make decisions:** policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures:** current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** information held in registers required by law and other lists and registers relating to the functions of Knowsley Town Council.
- **The services we offer:** advice and guidance, booklets and leaflets, transactions and media releases, descriptions of services offered.

THE CLASSES OF INFORMATION WILL NOT GENERALLY INCLUDE:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE:

Knowsley Town Council will indicate clearly to the public what information is covered by this Scheme and how it can be obtained.

Where it is within the capacity of Knowsley Town Council, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, Knowsley Town Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person. Where this matter is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Knowsley Town Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME:

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Knowsley Town Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may also be made for information provided under this Scheme where they are legally authorised and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may be made for actual disbursements incurred such as:

- photocopying.
- postage and packing.
- the costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS:

Information held by Knowsley Town Council that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**INFORMATION AVAILABLE FROM KNOWSLEY TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME
2025 - 2026**

Information to be published	How the information can be obtained	Cost
Class 1: Who We Are And What We Do		
Who's who on the Town Council and it's Committees	Website	Free
Contact details for Town Clerk and Council Members	Website	Free
Location of Town Council offices and accessibility details	Website	Free
Staffing structure	Website	Free
Representatives to outside bodies	Website	Free
Class 2: What We Spend And How We Spend It		
Annual Return and report by auditor	Website	Free
Precept	Website	Free
Borrowing approval correspondence	Hard copy – contact Clerk of the Town Council	10p/sheet
Financial Regulations	Website	Free
Grants/Sponsorship given and received	Website	Free
List of current contracts awarded and contract value	Hard copy – contact Clerk of the Town Council	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk of the Town Council	10p/sheet
Leases of the Town Council	Hard copy – contact Clerk of the Town Council	10p/sheet
Town Council Statement of Accounts	Website	Free
Delegated decisions by the Clerk of the Council incurring expenditure over £500	Website	Free
Spending transactions of the Town Council over £500	Website	Free
Salaries of Senior Staff	Website	Free

Class 3 – What Our Priorities Are And How We Are Doing		
Timetable of meetings	Website	Free
Class 4 – How We Make Decisions		
Agendas of Town Council and Committee Meetings	Website	Free
Minutes of the Town Council and Committee Meetings	Website	Free
Policy on the filming and recording of meetings	Website	Free
Reports presented to the Town Council and Committee Meetings	Hard copy – contact Clerk of the Town Council	10p/sheet
Responses to Consultation papers	Hard copy – contact Clerk of the Town Council	10p/sheet
Response to Planning Applications	Hard copy – contact Clerk of the Town Council	10p/sheet
Bye-Laws	Hard copy – contact Clerk of the Town Council	10p/sheet
Class 5: Our Policies And Procedures		
Standing Orders	Website	Free
Committee and Working Groups Terms of Reference	Website	Free
Code of Conduct	Website	Free
Information Technology Protocol	Website	Free
Social Media Protocol	Website	Free
Internal policies relating to the delivery of services	Hard copy – contact Clerk of the Town Council	10p/sheet
Equality and diversity policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Health and Safety policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Complaints procedures	Hard copy – contact Clerk of the Town Council	10p/sheet
Records management policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Schedule of fees and charges	Website	Free
Publication scheme	Website	Free
Community Engagement Strategy	Website	Free
Risk Assessment	Website	Free

General Powers of Competence	Website	Free
Financial Regulations	Website	Free
Pension discretions	Hard copy – contact Clerk of the Town Council	10p/sheet
Class 6: Lists And Registers		
Asset Register	Hard copy – contact Clerk of the Town Council	10p/sheet
Register of members' interests	Website – Knowsley MBC	Free
Register of gifts and hospitality	Website – Knowsley MBC	Free
Class 7: Services We Offer		
Bob Whitley Community Centre, Community Pavilion, MUGA, Public Open Space	Website	Free

SCHEDULE OF CHARGES

Type Of Charge	Description	Basis Of Charge
Disbursement cost	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost – 2 nd class mail

CONTACT DETAILS

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Website: www.knowsleytowncouncil.gov.uk

Item 13

KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 16 October 2025

Report of the Clerk of the Council and Responsible Financial Officer

CHRISTMAS 2025 / NEW YEAR 2026 CLOSURE

1. **PURPOSE OF REPORT:**

To discuss options relating to the closure of Town Council premises during the Christmas 2025 and New Year 2026 period.

2. **MEMBERS ARE RECOMMENDED TO:**

a) **NOTE** report

b) **CONSIDER** the recommendations for the closure of its buildings during the forthcoming festive season and make the appropriate **RESOLUTION**.

3. **REPORT**

- 3.1 Every year the Town Council decides the dates that its buildings will be open during the forthcoming festive season. Historically, the Town Council's buildings close during prior to the Christmas period and remain closed until after the New Year Bank Holiday.
- 3.2 The bookings for the buildings are traditionally very quiet in the immediate period leading up to Christmas as people prepare for the holiday period.
- 3.3 In addition to the three Bank Holidays (Christmas Day, Boxing Day and New Year's Day), the Town Council has granted all employees three ex-gratia days leave over the festive period. These ex-gratia days are in the contracts of all employees.
- 3.4 It is proposed that Town Council facilities be closed for the Christmas and New Year period, commencing Friday, 19 December 2025, and reopening on Monday, 5 January 2026.

During this closure period, staff will utilise a combination of leave entitlements as follows:

- Three ex-gratia leave days to be taken on Wednesday, 24 December 2025, Wednesday, 31 December 2025, and Friday, 2 January 2026.

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- Four days of annual leave to cover the remaining business days within the closure period.

This arrangement allows for a consistent and efficient shutdown over the holiday period, while ensuring that staff entitlements are appropriately used and services resume promptly in the new year.

Jane Thomas – Clerk of the Council