



KNOWSLEY TOWN COUNCIL

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Dated this Day of 22nd October 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 Tuesday 28th
October 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. PROGRESS UPDATE - VEOLIA ENVIRONMENTAL TRUST GRANT
APPLICATION**

To **CONSIDER** the report and documentation presented by Phil Hurst (KMBC) and
the Friends of Knowsley Village Recreation & Green Spaces, and to make a
resolution on next steps. **(Pages 1 – 3) - Documents attached**

6. FINANCIAL MATTERS (JULY TO SEPTEMBER 2025)

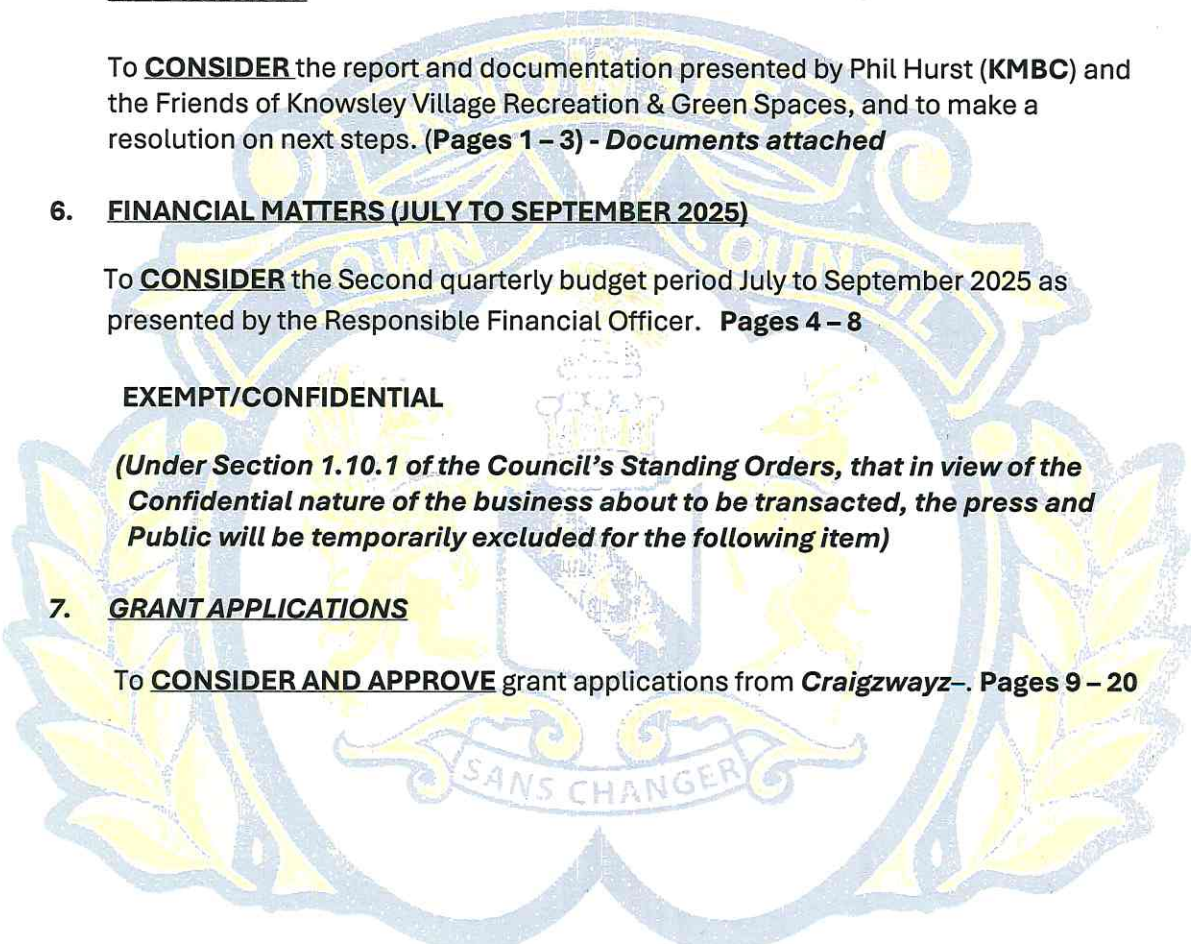
To **CONSIDER** the Second quarterly budget period July to September 2025 as
presented by the Responsible Financial Officer. **Pages 4 – 8**

EXEMPT/CONFIDENTIAL

*(Under Section 1.10.1 of the Council's Standing Orders, that in view of the
Confidential nature of the business about to be transacted, the press and
Public will be temporarily excluded for the following item)*

7. GRANT APPLICATIONS

To **CONSIDER AND APPROVE** grant applications from **Craigzwayz**-. **Pages 9 – 20**



KNOWSLEY TOWN COUNCIL

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

Meeting: 28th October 2025

PROGRESS UPDATE AND KEY APPROVALS REQUIRED FOR THE VEOLIA ENVIRONMENTAL TRUST GRANT APPLICATION

1. PURPOSE OF REPORT

To present and seek discussion and initial feedback on the documentation supporting the submission of a Veolia Environmental Trust Grant Application for play improvements at Knowsley Village Recreation Ground, and to review the draft Design Brief for the development of a wider Overall Park Improvement Master Plan.

2. RECOMMENDATION

Members are asked to:

- a) **REVIEW** the attached documents and raise any amendments or clarifications
- b) **CONSIDER** the direction of the 'Mini' Master Plan and its associated costs for inclusion in the Veolia Grant submission.
- c) **CONSIDER** the Draft Design Brief in principle and recommend any amendments required prior to instruction of the Technical Team.
- d) **AGREE** in principle to the Timeline/Action Plan to enable timely submission of the application and the wider community consultation process.
- e) **CONSIDER** the provision of a formal Letter of Support from Knowsley Town Council, as leaseholder, to accompany the Veolia Environmental Trust Grant Application and confirm its support for the proposed play improvements.

3. REPORT

- 3.1 Phil Hurst from Knowsley Metropolitan Borough Council's Environmental Sustainability Team, along with representatives from the Friends of Knowsley Village Recreation & Green Spaces, have requested the opportunity to present and receive feedback on the documentation supporting the proposed Veolia Environmental Trust

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Grant Application for play improvements at Knowsley Village Recreation Ground. In addition, they are seeking comments on the accompanying Draft Design Brief, which outlines the approach to developing a wider Overall Park Improvement Master Plan for the site.

- 3.2 As leaseholder of the Recreation Ground, Knowsley Town Council's formal support is required in the form of a Letter of Support confirming approval of the proposed scheme for inclusion in the Veolia Grant submission. It would also be helpful to discuss whether the Town Council may wish to consider providing any match funding contribution to the scheme, which could enhance the overall scope and specification of the proposed play facilities.
- 3.3 The following formal approvals will be required from the Town Council to support the Veolia Grant submission and the wider Master Planning process:
- a) **Approval** of installation and access improvements outlined in the Draft 'Mini' Master Plan (as leaseholder).
 - b) **Approval** of ongoing maintenance and insurance responsibilities for the proposed play area.
 - c) **Confirmation** of any match funding contribution to support or enhance the Veolia bid.
 - d) Provision of a **Letter of Support** from the Town Council confirming leaseholder consent and project backing.
 - e) Provision of the Town Council's **Public Liability Insurance Cover** for the site to accompany the application.
- 3.4 A number of documents have been included with this report for discussion at this meeting, all of which relate to a proposed funding bid to the Veolia Environmental Trust (submission deadline: **8 January 2026**) for play facility improvements, and the parallel development of a broader vision for the site.

Documents for Review:

- a) **Draft 'Mini' Master Plan**
Title: KVRG – Play Area Location & Layout
Focuses on layout and positioning of new play equipment within the Recreation Ground.
- b) **Summary Presentation**
Title: Knowsley Village REC
Outlines proposed equipment and indicative costs for the Mini Master Plan.
- c) **Play Equipment Options Document**
Illustrates the preferred scheme based on a maximum budget of **£75,000**, with further equipment options identified in the event that additional match funding can be secured.

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d) **Draft Cost Estimates**

Title: KVRG Play Area – Estimated Costing

Presents indicative costings for different equipment packages and layout options for consideration.

Note: The Veolia Grant requires a **10% third-party contribution (£7,500)**. This is not added to the delivery budget but is required to unlock the £75,000 grant. Any further match funding contributions from partners are optional but could strengthen the bid.

Jane Thomas – Clerk of the Council



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KNOWSLEY TOWN COUNCIL

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

Meeting: 28th October 2025

Report of the Clerk of the Council and Responsible Financial Officer

FINANCIAL MATTERS QUARTERLY BUDGET - JULY TO SEPTEMBER 2025

1. PURPOSE OF REPORT

Members are asked to review the second quarter of the 2025 financial year, covering the period from July to September.

2. RECOMMENDATIONS FOR MEMBERS

- a) Review the Second Quarter Budget Report
- b) Make appropriate Resolutions (*appendix 1*).

3. REPORT

Appendix 1 presents the financial position of the Town Council for the second quarter as of 30 September 2025, for members' consideration.

Jane Thomas - Clerk of the Council and Responsible Financial Officer

KNOWSLEY TOWN COUNCIL QUARTERLY BUDGET SUMMARY 2025/26

BUDGET SUMMARY COST CENTRE 1	BUDGET 2025/26	SPEND TO DATE	FORECAST OUT TURN	FORECAST UNDER / OVER SPEND	EXPLANATION OF FORECAST UNDER / OVER SPEND
Staffing	£164,110.00	£80,460.00	-£154,992.00	£9,118.00	
TOTAL EXPENDITURE	£164,110.00	£80,460.00	-£154,992.00	£9,118.00	

BUDGET SUMMARY COST CENTRE 2	BUDGET 2025/26	SPEND TO DATE	FORECAST OUT TURN	FORECAST UNDER / OVER SPEND	EXPLANATION OF FORECAST UNDER / OVER SPEND
COST CENTRE 2 ADMINISTRATION					
Combined Insurance	£7,210.00	£6,603.00	-£6,603.00	£607.00	
Audit Internal/External	£1,236.00	£320.00	-£1,160.00	£76.00	
Professional Fees	£3,000.00	£0.00	-£500.00	£2,500.00	
Conference/Training	£3,000.00	£405.00	-£1,595.00	£1,405.00	
Printing/Stationary/Photocopy	£2,100.00	£810.00	-£2,100.00	£0.00	
Adverts/Annual Report	£200.00	£0.00	-£100.00	£100.00	
Grants/Donations	£5,600.00	£1,734.00	-£2,851.00	£2,749.00	
Events Committee	£4,000.00	£40.00	-£1,040.00	£2,960.00	
Telephones/Internet	£1,725.00	£1,079.00	-£1,859.00	-£134.00	Telephone /Internet: Upgrade old system to new oncloud System.
Mobile Phones	£400.00	£137.00	-£301.00	£99.00	
Hospitality	£156.00	£74.00	-£156.00	£0.00	
Annual Subscriptions	£2,060.00	£1,332.00	-£1,514.00	£546.00	
HR Support	£3,924.00	£3,753.00	-£4,053.00	-£129.00	HR Support: additional charges for Occupational Health visits x2
Licences	£1,300.00	£919.00	-£1,000.00	£300.00	
Building/Office Equipment	£500.00	£89.00	-£290.00	£210.00	
Demo Services/Mayoral Events	£14,597.00	£12,642.00	-£12,642.00	£1,955.00	
Elections	£7,000.00	£0.00	£0.00	£7,000.00	
Milage	£350.00	£12.54	-£350.00	£0.00	
Staff Uniform/PPE	£400.00	£189.00	-£270.00	£130.00	
Remembrance Wreaths	£60.00	£0.00	-£60.00	£0.00	
Council Promotions	£200.00	£0.00	-£100.00	£100.00	
Petty Cash	£300.00	£0.00	-£300.00	£0.00	
Bank Charges	£300.00	£113.00	-£220.00	£80.00	
Sage Payroll/Accounts	£1,150.00	£635.00	-£1,160.00	-£10.00	
PC Support/Website	£2,318.00	£300.00	-£2,300.00	£18.00	
Ground Maintenance Open Space	£20,000.00	£10,404.00	-£20,358.00	-£358.00	
General Reserves	£8,000.00	£0.00	£0.00	£8,000.00	
TOTAL EXPENDITURE	£91,086.00	£41,590.54	-£62,882.00	£28,204.00	

INCOME DETAILS

	BUDGET 2025/26	INCOME TO DATE	FORECAST OUT TURN	FORECAST UNDER / OVER SPEND
Precept	£337,545.00	£0.00	£337,545.00	£0.00
Bank Interest	£950.00	£0.00	£700.00	£700.00
Lettings	£20,000.00	£11,755.00	£22,979.00	£22,979.00
TOTAL INCOME	£358,495.00	£11,755.00	£361,224.00	£23,679.00

SUMMARY

	BUDGET 2025/26	INCOME TO DATE	FORECAST OUT TURN	FORECAST UNDER / OVER SPEND
Staffing	£164,110.00	£80,460.00	-£83,650.00	£80,460.00
Administration	£91,086.00	£41,590.54	-£62,882.00	£28,204.00
Bob Whiley Centre	£25,172.00	£7,940.00	-£18,116.99	£7,055.01
Community Pavilion	£29,784.00	£10,618.00	-£22,957.00	£6,827.00
Specific Reserves	£48,343.00	£11,643.00	-£11,643.00	£36,700.00
TOTAL	£358,495.00	£152,251.54	-£199,248.99	£159,246.01

Bank Statement September 2025

Current Account £414,538
Instant Access £86,500
Beverly Building Society £85,000
Total **£586,038.**

Total under Spend £159,246.01
Total Income £23,679.00
£182,925.01

**Grant
Application
Exempt /
Confidential**

