



## **KNOWSLEY TOWN COUNCIL**

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

**Dated this 9<sup>th</sup> Day of January 2026**

**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 15 January 2026  
in Community Room One, Community Pavilion, Pool Hey,  
Stockbridge Village, commencing at 7.15 p.m.**

  
**Jane Thomas**  
**Clerk of the Council**

### **AGENDA**

- 1. APOLOGIES**
- 2. PUBLIC OPEN FORUM**
- 3. 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 THE PREVIOUS COUNCIL MEETING**

To **APPROVE AND SIGN** the Minutes of Council Meeting held on Thursday 20 November 2025 (*Pages 1-4*)

6. **REPORTS FROM MEMBERS**

To receive verbal reports from elected members who have represented the Town Council 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**

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council. (*Pages 6 - 7*)

10. **A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT**

To **CONSIDER AND APPROVE** a review of the effectiveness of the Town Council's Internal Audit Systems for the financial year (2025/2026) (*Pages 8 - 11*)

11. **MARTYN'S LAW - LEGISLATION UPDATE**

To **CONSIDER AND NOTE** the circulated update information in relation to the Martyn's Law legislation to be implemented in 2027 (*Pages 12 - 14*)

# KNOWSLEY TOWN COUNCIL

## MINUTES

A Meeting of the Knowsley Town Council was held on Thursday 20 November 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), V Boateng, M Burke, B Donnelly, J Donnelly, K Gregory, N Joseph, I Smith, B Thompson., L Tomlinson (Deputy Mayor of the Town Council), F Wynn.

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

### **APOLOGIES**

**Councillors:** - L O'Keeffe.

Prior to the commencement of the meeting, the Mayor, Councillor Dennis Baum, formally presented a Community Grant cheque to John, one of the organisers of Craigzwayz, in recognition of their successful application.

#### **104. PUBLIC OPEN FORUM**

*No questions were received from members of the public.*

#### **105. DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following members:

Cllr D J Baum, Cllr M Burke, - Agenda Item 9 Planning Notifications.  
Cllr I Smith- Agenda Item 9 Planning Notifications and 10 Progress update – Veolia Environmental Trust Grant Application.

#### **106. MINUTES OF THE PREVIOUS COUNCIL MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Town Council Meeting held on Thursday 16 October 2025 be agreed as a true record and signed by the Mayor.

#### **107. MINUTES OF THE COMMITTEES**

It was **UNANIMOUSLY RESOLVED** (by members of the Committee) that

/.....  
Knowsley Town Council  
Minutes 2025/2026

the minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 28 October 2025 be agreed as a true record and signed by the Chairman.

**108. REPORTS FROM MEMBERS**

Councillor Neil Joseph provided a detailed update to members regarding his representation of the Town Council on Remembrance Sunday, 9 November. He reported on the successful laying of a wreath at the memorial in Stockbridge Village and his subsequent attendance at the Remembrance Service at St Mary's Church, Knowsley Village, where he also laid a wreath at the War Memorial on behalf of the Town Council. He concluded by expressing his gratitude to the Mayor and the Clerk for their support.

**109. ANNOUNCEMENTS FROM THE MAYOR**

The Mayor extended best wishes for a happy Christmas to all members and staff.

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

There were no announcements from the Clerk of the Town Council

*(NOTE: That in accordance with the Town Council's Code of Conduct, 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).*

**111. PROGRESS UPDATE – VEOLIA ENVIRONMENTAL TRUST GRANT APPLICATION**

The Clerk presented a report following the recommendations made by the Finance and General Purposes Committee at its meeting on 28th October 2025, regarding the proposed submission of a grant application to the Veolia Environmental Trust.

The application seeks up to £75,000 in funding to deliver improvements to the play area at Knowsley Village Recreation Ground, with a 10% third-party contribution (£7,500) required to unlock the full grant amount.

Members were advised that Chris Britles, Green Infrastructure Manager at Knowsley Metropolitan Borough Council (KMBC), had provided formal written confirmation that KMBC will contribute 50% of the required third-party contribution, representing £3,750.

Further written confirmation was also received from KMBC regarding the grounds maintenance Service Level Agreement (SLA). It was confirmed that:

- SLA charges will continue to increase annually in line with inflation; and
- The addition of new play equipment at Knowsley Village Recreation Ground will not result in increased charges, based on KMBC's current SLA charging methodology.

/.....  
Knowsley Town Council  
Minutes 2025/2026

in relation to insurance, the Clerk confirmed that, following consultation with the Town Council's insurance provider, the inclusion of the proposed new play equipment would result in an additional annual premium of £100 based on current equipment costings. This would be subject to standard annual inflationary increases in line with the Council's existing insurance policy.

Following discussion, it was **UNANIMOUSLY RESOLVED** that the following actions be formally approved:

- a) Approval of the installation and access improvements outlined in the Draft Mini Master Plan.
- b) Approval of ongoing maintenance and insurance responsibilities.
- c) Agreement to issue a formal letter of support confirming leaseholder consent and project backing.
- d) Provision of Public Liability Insurance cover for the site;
- e) Agreement to contribute **£3,750** towards the third-party contribution, matched by KMBC.
- f) Approval in principle of the Draft Design Brief and the proposed Timeline/Action Plan.
- g) Acknowledgement of KMBC's confirmation regarding SLA charges and insurance costs as presented.

All actions above are to support the submission of the Veolia Environmental Trust Grant Application by the stated deadline of 8 January 2026.

*(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, Deputy Mayor Cllr L Tomlinson, took the chair for the following item.

## 112. **PLANNING NOTIFICATIONS**

The following planning applications were considered by members:

*25/00542/AGR, 25/00593/FUL, 25/00592/FUL.*

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

had no objections to the above planning applications.

**113. FINANCIAL MATTERS QUARTERLY BUDGET (JULY TO SEPT 2025)**

Members reviewed the second quarterly budget report for the period July to September 2025, as presented by the Clerk of the Council. After thorough discussion, it was **UNANIMOUSLY RESOLVED** that the quarterly budget report for this period be noted.

**The meeting closed at 7.25 p.m.**

**Date: 20 November 2025**

**Signed.....**

**Cllr D Baum  
Mayor of the Town Council**

# Item 9

## KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15<sup>th</sup> January 2026

Report of the Clerk of the Council and Responsible Financial Officer

### PLANNING APPLICATION

#### 1. PURPOSE OF REPORT:

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

#### 2. MEMBERS ARE REQUESTED TO:

- Note the report.
- Provide any observations or comments on the applications listed in the *report*.

#### 3. REPORT:

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

- 3.1 The attached appendix 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 and Responsible Financial Officer

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

**Full Council Meeting  
15 January 2026**

<i>App No.</i>	<i>Development</i>	<i>Applicant</i>	<i>Location</i>	<i>Case Officer</i>
25/00540/FUL	Erection of 136 dwellings, access from Southdean Road, car parking open space and landscape	Breck Homes	Land adjacent to St Dominics R C Church, Southdean Road	Maxine Wishart
25/00612/CLD	Certificate of lawfulness for the erection of a new garden room at existing school together with an associated access ramp.	Liverpool Tuneside Ltd	St Brigids Catholic primary School, Waterpark Drive.	Reece Black
25/00532/FUL	Installation of a 3,500 – litre HVO fuel tank inside a 10ft shipping container at the rear existing industrial building.			Louise Robinson
25/00613/FUL	Variation of condition 4 attached to planning permission 24/00687/FUL to allow for woodworking workshop (use class B2-General industrial) within unit 2	Commercial Development Projects (CDP0)	Earlsfield Park Atley Drive	Mark Quinn
25/00614/FUL	Variation of condition 20 attached to planning permission 24/00686/FUL to allow for a woodworking workshop (use class B2-General industrial)	Commercial Development Projects (CDP0)	Earlsfield Park Atley Drive	Mark Quinn
25/00610/FUL	Erection of first floor side extension above existing study 1NO rear dormer and 1NO front dormer	Mr & Mrs Madigan	8 singleton drive Knowsley	Louise Robinson

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

# Item 10

## KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15 January 2026

Report of the Clerk of the Council and Responsible Financial Officer

### REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT

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

The purpose of this report is to present for Members' consideration and approval the Review of the Effectiveness of Internal Audit, as required by Regulation 5(1) of the Accounts and Audit Regulations 2015, and in support of Assertion 6 of the Annual Governance Statement (see *Appendix 3*).

This review has been conducted in accordance with the guidance set out in the 2025 edition of the Practitioners' Guide to Proper Practices, issued by the Smaller Authorities' Proper Practices Panel (SAPPP).

#### **2. RECOMMENDATIONS**

Members are asked to:

- a) Note the report,
- b) Consider and approve the review of Internal Audit as detailed in *appendix 3* to this report.
- c) That Mr D. Blanchflower be appointed internal auditor for the 2025/26 & 2026/27 financial year.

#### **3. REPORT**

- 3.1. All smaller authorities are required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to '*undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes*'.
- 3.2. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls are effective.
- 3.3. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are subject to the review.

# Item 10

- 3.4. Attached as *appendix 3* to this report are details of the review which has been carried out focussed on the following areas:
- Scope – what areas will the Internal Audit cover?
  - The Independence of the Internal Auditor
  - documented, and reported in accordance with policy.
  - The Competence of the Internal Auditor
  - The relationships between the Internal Auditor, the Town Clerk / RFO and Elected Members of the Town Council.
  - Audit Planning and Reporting arrangements.
- 3.5. Accordingly, Members are recommended to consider and approve the review as detailed in the appendix to this report.
- 3.6. This review has been carried out by the Clerk/RFO and forms part of the Council's assurance process in preparation for the completion of the Annual Governance and Accountability Return (AGAR) – specifically Assertion 6.

Jane Thomas - Clerk of the Council and Responsible Financial Officer

**KNOWSLEY TOWN COUNCIL**

**A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT (2025/26)**

Using guidance from the Town Council's external auditors and the *Practitioners' Guide 2025*, published by the Smaller Authorities' Proper Practices Panel (SAPPP) the review of the effectiveness of internal audit arrangements is tabulated below.

<b>REVIEW AREA</b>	<b>QUESTION</b>	<b>CONCLUSION</b>
<b>SCOPE OF INTERNAL AUDIT</b>	<p>Were the following internal controls tested?</p> <ul style="list-style-type: none"> <li>• Proper bookkeeping</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Payment controls</li> <li>• Risk management arrangements</li> <li>• Budgetary controls</li> <li>• Income controls</li> <li>• Petty cash procedures</li> <li>• Payroll controls</li> <li>• Asset controls</li> <li>• Bank reconciliations</li> <li>• Year-end procedures</li> </ul>	<p>This review provides evidence to support Assertion 6 of the Annual Governance Statement, as set out in Section 1 of the 2025 Practitioners' Guide. Internal audit will cover all these areas</p>
<b>INDEPENDENCE</b>	<p>Is the internal auditor fully independent of the Town Council?</p>	<p>The internal auditor is fully independent of the Town Council and is not involved in any way in the preparation or management of the Town Council's accounts.</p>
<b>COMPETENCE</b>	<p>Is the internal auditor competent?</p>	<p>The internal auditor is competent to undertake the task. He works ethically and with objectivity.</p>
<b>RELATIONSHIPS</b>	<p>Is the Town Clerk consulted during the process?</p> <p>Are Town Council members made aware of their responsibilities in respect of internal audit?</p>	<p>The Town Clerk is consulted by the auditor. Members are made aware of the significance of internal audit (and the Annual Return).</p> <p>This report highlights the importance of internal audit.</p>

**Appendix 3**

<b>PLANNING</b>	When does the internal audit take place?	The internal audit takes place in April or May. This allows time for the year's accounts to be finalised, and preparations of the Annual Return made. In addition, internal audit controls are undertaken for the new financial year.
<b>AUDIT REPORT</b>	Does the internal auditor produce a report?	The internal auditor's report is submitted to the Town Council for information, formally minuted, and any recommendations are actioned in a timely manner

Date of review/approval by the Council: .....

Town Clerk/RFO conducted the review: .....

# Item 11

## KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15 January 2026

Report of the Clerk of the Council and Responsible Financial Officer

### **TERRORISM (PROTECTION OF PREMISES) ACT 2025 -MARTYN'S LAW.**

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

To inform members of the key points discussed during an online seminar hosted by the Society of Local Council Clerks (SLCC) on 21st October 2025, with a particular focus on the *Terrorism (Protection of Premises) Act 2025*, commonly referred to as *Martyn's Law*. Members are asked to consider the implications of the information presented and any potential relevance for the Council.

#### **2. RECOMMENDATIONS**

Members are requested to:

- a) Note the contents of this report.
- b) Resolve that, upon publication of the statutory guidance associated with the *Terrorism (Protection of Premises) Act 2025 (Martyn's Law)*, appropriate risk assessments be undertaken, and proportionate mitigation measures implemented, to ensure the Council's compliance with the legislation.

#### **3. REPORT**

##### **Society of Local Council Clerks (SLCC) Online Seminar – 21st October 2025**

3.1 Members will be aware that the *Terrorism (Protection of Premises) Act 2025* received Royal Assent in April 2025. This primary legislation introduces new statutory duties for public and private organisations in relation to protecting publicly accessible locations from potential acts of terrorism.

3.2 The Act applies to:

- Premises (and associated land) with a capacity to host 200 or more persons, and
- Events held on land owned or leased by an organisation or individual that are likely to attract 800 or more attendees.

# Item 11

- 3.3 The seminar provided an overview of the Act's scope, anticipated statutory guidance, and the potential implications for local councils that manage public buildings, open spaces, or host large-scale community events.
- 3.4 Commonly referred to as *Martyn's Law*—named in honour of Martyn Hett, one of the 23 victims of the Manchester Arena bombing in 2017—the Act imposes new responsibilities on public and private bodies to improve their security arrangements and preparedness for terrorist incidents.
- 3.5 As noted during the seminar, it is inherently difficult for organisations to prepare for terrorist attacks, as such incidents are by nature unexpected. However, where the legislation applies, organisations are required to undertake formal risk assessments and implement mitigation measures where appropriate.
- 3.6 Failure to comply may result in enforcement action by the Security Industry Authority (SIA), the designated regulator under the Act. Sanctions may include:
- Fixed penalties,
  - Daily fines until compliance is achieved, and/or
  - Closure of premises or events.
- 3.7 At the time of writing, the Town Clerk is satisfied that the Council currently falls outside the scope of the legislation, both in terms of its premises and events.
- 3.8 In relation to premises, the legislation applies where facilities have a capacity of 200 or more people. This does not apply to the Council, as the maximum capacity of both the Community Pavilion and the Bob Whiley Community Centre is 180.
- 3.9 Regarding events, the Act applies where there is control over admission—typically through ticket sales or advanced registration. As all council-run events are free and un-ticketed, this provision does not currently apply.
- 3.10 As confirmed during the seminar, examples of events/premises excluded from the scope of the legislation include:
- Town or parish council meetings held in village halls,
  - Remembrance Sunday commemorations,
  - Free bonfire events organised by local councils,
  - Free Christmas events,
  - Exercise classes not exceeding 200 persons.
- 3.11 Seminar participants acknowledged a degree of artificiality in how the thresholds are set. For example, is it logical that a Town Hall with a capacity of 190 requires no measures, while one with 210 must comply?
- 3.12 While councils below the threshold are not legally required to comply, the consensus was that all organisations—including those outside the scope—should consider adopting the same principles of preparedness, even if not subject to enforcement or regulation by the SIA.

# Item 11

- 3.13 The requirements under the legislation must be implemented by **April 2027**. However, statutory guidance has not yet been published by the Home Office. Once this is available, the Town Clerk recommends that both the Community Pavilion and the Bob Whiley Community Centre (and all relevant council operations) be reviewed to ensure alignment with the guidance and best practice.

**Jane Thomas**

Clerk of the Council and Responsible Financial Officer