



## **KNOWSLEY TOWN COUNCIL**

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**Dated this Day of 5 March 2026**

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

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**YOU ARE HEREBY SUMMONED TO ATTEND a meeting of  
the Finance and General Purposes Committee, to be held on Wednesday 11  
March 2026, in the Community Pavilion, Pool Hey, Stockbridge Village,  
Committee Room, commencing at 4.00 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. SPONSORSHIP – KNOWSLEY FLOWER SHOW – AUGUST 2026**

To **CONSIDER** a request for sponsorship from Knowsley Metropolitan Borough  
Council - Knowsley Flower Show.

**Appendix 5a:** Knowsley Flower show Sponsorship Opportunities

**Pages 1 - 3**

**6. BLOCK BOOKINGS – KNOWSLEY TOWN COUNCIL FACILITIES**

To **CONSIDER** block booking applications received from local community  
groups use of Town Council facilities.

**Appendix 6a:** Schedule of Block Bookings & Charges

**Pages 4 – 6**

**7. FEES AND CHARGES – HIRE OF KNOWSLEY TOWN COUNCIL FACILITIES**

To **CONSIDER** the fees and charges for hire of Town Council facilities for the  
Municipal Year 2026/2027.

**Appendix 7a:** Schedule of Charges – Town Council Facilities

**Pages 7 – 8**

**8. ASSET REGISTER REVIEW 2026/27**

To **NOTE AND RECOMMEND** the re-statement of the Town Council's  
asset register.

**Appendix 8a:** Asset Register 2026/27

**Pages 9 - 12**

# Item 5

## **KNOWSLEY TOWN COUNCIL**

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

Meeting: 11 March 2025

Report of the Clerk of the Council and Responsible Financial Officer

### **KNOWSLEY FLOWER SHOW 2026**

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

The purpose of this report is to seek Members' approval for the Town Council's sponsorship of the 2026 Knowsley Flower Show.

#### **2. RECOMMENDATIONS**

Members are asked to:

- a) Note the report, and
- b) agree sponsorship of the Knowsley Flower Show 2026 in the sum of £600 as outlined in paragraph 3 of the report.

#### **3. REPORT**

- 3.1. Members are aware that the Town Council has historically provided sponsored of the Knowsley Flower Show.
- 3.2. This year the Flower Show is to be held on Sunday 2 August 2026 and, once again, the organisers have requested the Town Council's sponsorship.
- 3.3. Various levels of sponsorship are available as outlined in the attached appendix. Last year the Town Council sponsored the shuttle bus from Knowsley Village via Stockbridge Village / Hillside.
- 3.4. Members are recommended to again sponsor the Flower Show in the same manner.

#### **4. APPENDICES**

**Appendix 5a: Knowsley Flower show Sponsorship Opportunities**

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

**Knowsley Feelgood & Flowershow Sponsorship Opportunities 2026**

<p><b>Shuttle Bus Sponsorship</b>  This will pay for a bus provider and driver to operate a free shuttle bus in specific areas of Knowsley in an effort to increasing accessibility and encouraging residents to attend the event.  Buses operating for 2026 show:  Halewood Raven Court via Higher Road, Mackets Lane, Belle Vale to CHPark  Knowsley Village via Stockbridge Village/Hillside to CHPark  Whiston Village via Prescot Bus Station stopping at Bowring Park to CHPark  Kirkby Bus Station stopping at Bowring Park to CHPark  Huyton Bus Station to Roby Road, stopping at Bowring Park to CHPark  Cronton village TBC Benefits include, logo on website, on all publicity, sponsor boards and signs on buses.</p>	<p><b>£600 per bus or Part sponsorship £300</b></p>
<p><b>Trade Stand Opportunities</b>  Please contact Amy Grundy <a href="mailto:Amy.Grundy@knowsley.gov.uk">Amy.Grundy@knowsley.gov.uk</a>  Katy McLoughlin on <a href="mailto:Katy.McLoughlin@knowsley.gov.uk">Katy.McLoughlin@knowsley.gov.uk</a></p>	<p>Ranging from £120 - £500</p>
<p><b>Arena Entertainment Sponsor</b>  Benefits include Company branding at the event, Company logo on event publicity, and the opportunity to have promotional space at the show for your organisation. There is also the opportunity to have sponsor boards produced with company details and logos on around the main arena.</p>	<p><b>£2000</b></p>
<p><b>Show Classes and Prize Sponsorship Opportunities</b> [Supporting and encouraging local/regional horticulturalists]</p>	
<p>Sponsoring a <b>class</b> in the schedule (choice of over 100 classes)</p>	<p>£150</p>
<p><b>Cash prizes</b> to category winners in show (8 classes at £30)</p>	<p>£350</p>
<p>Cash prizes in whole show [your Company name and logo will also go on the certificates if you choose to sponsor this section]</p>	<p>£950</p>
<p><b>Advertising Opportunities – Schedule</b> – per page, A5 size (2000 copies produced and sent to gardeners and exhibitors)  <i>Back page reserved for main sponsor</i></p>	<p>£200</p>
<p><b>Advertising Opportunities – Programme (5000 copies produced and distributed free to visitors on the day):</b></p>	
<p>Advert on back page of Programme usually <i>Back page reserved for main sponsor</i></p>	<p>£400</p>
<p>Full page advert in Programme</p>	<p>£200</p>
<p></p>	<p></p>

Knowsley Feelgood & Flowershow Sponsorship Opportunities 2026

SPONSORSHIP OPPORTUNITIES	AMOUNT
<p><b>Knowsley Feelgood Festival main sponsorship –</b></p> <p>Logo on flyer and all banners, located in prime locations across the borough. Space on site for trade stand/stall. Commentator mentions throughout the day. Logo on all banners and sponsor boards on site.</p>	£4,000
<p><b>MAIN KNOWSLEY FLOWER SHOW SPONSOR</b></p> <p>Flower Show <b>schedule</b> and <b>programme</b> will state 28<sup>th</sup> Knowsley Flower Show sponsored by ..... with logo on front of all publicity, and full page advert in both publications</p> <p><b>Promotional A5 flyer.</b> Circulation 10,000 will state 28<sup>th</sup> Knowsley Flower Show Sponsored by ..... with logo on front</p> <p><b>Posters.</b> 500, will state 28<sup>th</sup> Knowsley Flower Show Sponsored by ..... with logo on front</p> <p><b>Banner at Entrance to Court Hey Park,</b> will state 28<sup>th</sup> Knowsley Flower Show Sponsored by ..... with logo on front. Plus 2 other banners situated in Kirkby and Bowring Park.</p> <p><b>Presentation Area</b> will be dressed with company Logo,</p> <p><b>Flower Show Website.</b> There will be a Logo and link to company Website.</p> <p><b>Public Address system on the day.</b> Will periodically announce that the event is sponsored by your company.</p> <p><b>Correx Board Signs around the Arena.</b> Will state sponsored by your company.</p> <p><b>Flower Show Presentations your company</b> will be invited to present Trophy's to Flower Show Winners.</p> <p><b>Media Photographer.</b> Your company will be included in press releases and photographs will be taken on the day</p> <p><b>Trade Space.</b> Your company can have trade stand space in our main Area or in our Community Marquee</p>	£8,000 plus VAT on all costs
<p><b>Marquee Sponsorship</b></p> <p>The benefits include Company branding at the event, Company logo on event publicity, logo including on banner above marquee and the opportunity to have promotional space at the show for your organisation.</p>	<p><b>Floral Marquee -</b> £2200</p> <p><b>Craft and Community Marquee -</b> £2000</p> <p><b>Healthy Lifestyles and Environment Marquee -</b> £1000</p>

## **KNOWSLEY TOWN COUNCIL**

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

Meeting: 11 March 2026

Report of the Clerk of the Council and Responsible Financial Officer

### **BLOCK BOOKING APPLICATIONS 1 APRIL- 30 SEPTEMBER 2026**

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

- 1.1 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.
- 1.2 Members are asked to consider the renewal of all existing block bookings for the period April 2026 to September 2026. All current block bookers have expressed a desire to continue their bookings.

#### **2. RECOMMENDATIONS**

Members are asked to:

- a) Review the block booking schedule detailed in *Appendix 8a*.
- b) Make appropriate resolutions regarding each existing application.

#### **3. REPORT**

- 3.1 Appendix 6a provides a detailed schedule of current block bookings and associated hire charges, for the use of Town Council facilities during the period April 2026 to September 2026.
- 3.2 Members are requested to consider the renewal of all existing block booking applications and to make the necessary resolutions relating to the allocation and use of Town Council facilities for the specified period.

#### **4. APPENDICES**

**Appendix 6a:** Schedule of Current Block Bookings & Associated hire Charges

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



**KNOWSLEY TOWN COUNCIL  
SCHEDULE OF CURRENT BLOCK BOOKINGS & ASSOCIATED HIRE CHARGES  
FOR USE OF TOWN COUNCIL FACILITIES**

**SUMMER PERIOD**

**1 April 2026 TO 30 SEPTEMBER 2026**

**BOB WHILEY COMMUNITY CENTRE**

Organisation	Activity	Days and Times	Hours	Location in Building	Charge Per Hour
Knowsley Village Art Group	Art Sessions	Monday 10 am to 12 pm	2 Hours	Room 1	£9.00 Total per week <b>£18.00</b>
Dance Works Knowsley	Dance Sessions	Monday 5.00 pm to 7.30 pm Tuesday 4.30 pm to 7.30 pm Wednesday 4.15 pm to 7.00 pm Thursday 5.15 pm to 8.15 pm	2.30 hours 3.00 hours 2.45 hours 3.00 hours <b>Total 11.15</b>	Room 1 Room 2	£15.00 Total per week <b>£170</b>
Knowsley Liberal Democrats	Councillors Surgeries	1 <sup>st</sup> Tuesday in month 12.00 pm to 1.00 pm	1.00 hour	Room 1	£30.00

COMMUNITY PAVILION

Organisation	Activity	Days and Times	Hours	Location in Building	Charges Per Hour
Christopher Linzie School of Dance	Dance Sessions	Mondays 4.30 pm to 8.30 pm	4.00 hours	Main Hall Room 1 Room 2	Half Hall - £7.00 Double room - £17.00 Single Room - £9.00  Total per week <b>£117.25</b>
		Wednesday 4.30 pm to 8.15 pm	3.45 hours		
		Friday 4.00 pm to 6.45 pm	2.45 hours		
		<b>Total</b>	<b>10.30</b>		
Stockbridge Amateur Boxing Club	Kids Boxing Session Adults Sessions Kids Boxing Session Adults Sessions Ladies Circuit Adults Sessions Adults Sessions Ladies Circuit	Tuesday 4.00 pm to 5.00 pm	1.00 hours	Main Hall	Full Hall - £9.00  Total per week <b>£103.50</b>
		Tuesday 5.00 pm to 7 pm	2.00 hours		
		Wednesday 4 pm to 5.00 pm	1.00 hours		
		Wednesday 5 pm to 7.00 pm	2.00 hours		
		Wednesday 7 pm to 8.00 pm	1.00 hours		
		Thursday 5 pm to 7.00 pm	2.00 hours		
		Friday 4.30 pm to 6.00 pm	1.30 hours		
		Friday 6.00 pm to 7.00 pm	1.00 hours		
		<b>Total</b>	<b>11.30</b>		
		Bit of Everything	Drama Sessions		
Thursday 5.30 pm to 7.00 pm	1.30 hours				
Flourish & Succeed	Ladies Circuit/Support	Tuesday 7.15 pm to 8.15 pm	1.00 hour	Main Hall	Total per week <b>£31.50</b> Half Hall - £15.00 Total per week <b>£30.00</b>
		Thursday 7.15 pm to 8.15 pm	1.00 hours		
Flourish FE Knowsley MBC	Disability Group	Wednesday 10.30 pm to 12.00 pm	<b>1.30 hours</b>	Main Hall	Half Hall - £30.00 Total per week <b>£45.00</b>
ABC / Meadow Park	Meadow Park School Boxing Session	Thursday 10am to 12pm	2.00 hours	Main Hall	FREE
			<b>Total 2.00</b>		

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## KNOWSLEY TOWN COUNCIL

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

Meeting: 11 March 2026

Report of the Clerk of the Council and Responsible Financial Officer

### **FEES AND CHARGES FOR USE OF TOWN COUNCIL FACILITIES** **(2026/27)**

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

The Finance and General Purposes Committee has delegated authority to set the Town Council's fees and charges for the use of its facilities. Fees and charges are reviewed annually to ensure they remain appropriate and reflect the Council's operational costs and financial planning requirements.

#### **2. RECOMMENDATION:**

Members are asked to:

- a) Consider the proposed fees and charges for the use of Town Council facilities for the financial year 2026/27; and
- b) Approve the schedule of fees and charges as set out in Appendix 7a, to take effect from 1 April 2026.

#### **3. REPORT**

- 3.1 The Town Council reviews its fees and charges annually as part of its financial management arrangements.
- 3.2 Following approval by the Committee, the agreed fees and charges will apply to all relevant bookings and will be published on the Town Council's website.
- 3.3 The approved charges will support the Council's income generation and contribute towards the ongoing maintenance and operation of Town Council facilities.
- 3.4 The Fees and Charges may be reviewed at any point during the financial year should circumstances require.
- 3.5 A copy of the current schedule of charges for Town Council facilities is provided in Appendix 7a for Members' consideration. Details of the current block bookings and associated hire charges for community groups are provided in Appendix 6a.

#### **4. APPENDICES**

**Appendix 6a:** Schedule of Current Block Bookings & Associated hire Charges

**Appendix 7a:** Schedule of Charges – Town Council Facilities



## KNOWSLEY TOWN COUNCIL

### Schedule of Charges – Town Council Facilities

#### (Weekday Rates Per Hour)

	2025/2026		
	GROUP RATE 1	GROUP RATE 2	STATUTORY ORGANISATIONS/ BUSINESS
Room 1 (BWCC)	£9.00	£15.00	£30.00
Room 2 (BWCC)	£9.00	£15.00	£30.00
Double Room (BWCC)	£11.00	£17.00	£35.00
Main Hall (PAV)	£7.00- £9.00	£15.00	£30.00
Community Room 1 (PAV)	£9.00	£15.00	£30.00
Community Room 2 (PAV)	£9.00	£15.00	£30.00
Double Room 1 & 2 (PAV)	£11.00	£17.00	£35.00
Committee Room (PAV)	£6.00	£15.00	£30.00

#### (Weekend Hourly Rates)

	2025/2026		
	GROUP RATE 1	GROUP RATE 2	STATUTORY ORGANISATIONS/ BUSINESS
Room 1 (BWCC)	£27.00	£28.00	£35.00
Room 2 (BWCC)	£27.00	£28.00	£35.00
Double Room (BWCC)	£30.00	£31.00	£39.00
Main Hall (PAV)	£27.00	£28.00	£35.00
Community Room 1 (PAV)	£27.00	£28.00	£35.00
Community Room 2 (PAV)	£27.00	£28.00	£35.00
Double Room 1 & 2 (PAV)	£30.00	£31.00	£39.00
Committee Room (PAV)	£27.00	£28.00	£31.00

## KNOWSLEY TOWN COUNCIL

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

Meeting: 11<sup>th</sup> March 2026.

Report of the Clerk of the Council and Responsible Financial Officer

### ASSET REGISTER REVIEW 2026/27

#### 1. PURPOSE OF REPORT

The purpose of this report is to present the Town Council's updated Asset Register (Appendix 8a) and to request that Members review the register and recommend the confirmed asset value to Full Council for approval.

#### 2. RECOMMENDATIONS

Members are asked to:

- a) Note the report.
- b) Review the Town Council's Asset Register for the financial year 2026/27.
- c) Recommend the Asset Register and the confirmed asset value to Full Council for approval.

#### 3. REPORT

- 3.1 The Town Council is required to maintain an Asset Register as part of its financial management arrangements. The register forms part of the authority's accounting records and supports the preparation of the Annual Governance and Accountability Return (AGAR).
- 3.2 As part of the AGAR process, the Council must confirm that its asset and investment registers are complete, accurate and properly maintained.
- 3.3 The Asset Register has been reviewed for the financial year 2026/27 in accordance with the Accounts and Audit Regulations 2015 and the proper practices set out in the Practitioners' Guide 2025.
- 3.4 The total value of assets recorded in the AGAR for the year ended 31 March 2025 was £759,318.
- 3.5 A review of the Asset Register has been undertaken, and no additions, disposals or amendments have been identified during the year. The total value of fixed assets as at 31 March 2026 therefore remains £759,318.

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- 3.6 Assets continue to be recorded at purchase cost or proxy cost in accordance with proper practices and no depreciation is applied.
- 3.7 Subject to Members' consideration, the confirmed asset value will be reported in Line 9 (Total Fixed Assets and Long-Term Investments) of the 2025/26 Annual Governance and Accountability Return.

## 4 APPENDICE

**Appendix 8a:** Asset Register

Jane Thomas - Clerk of the Council and Responsible Financial Officer

**ASSET REGISTER 2026-2027****BUILDINGS**

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

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

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

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

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

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

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

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

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

**TOTAL £8,933.00**

**FURNITURE: OUTDOOR**

NO	BRAND	ITEM	SITE	PURCHASED	VALUE
34	Unknown	Wooden Bench	CEM	01/07/1997	£397.00
B	Greenbarnes	Blue Notice Board	BWCC	11/09/2006	£891.00
78	Greenbarnes	Blue Notice Board	PAV	11/09/2006	£891.00
99	Georgian 800	Wooden Bench	BWCC	09/09/2010	£700.00

**TOTAL      £2,879.00****MISCELLANEOUS**

NO	BRAND	ITEM	SITE	PURCHASED	VALUE
63	Unknown	Chain of Office	BWCC	01/08/2004	£1,320.00
120	Benson	Council Sign	BWCC	28/02/2013	£575.00
121	Benson	Council Sign	BWCC	28/02/2013	£400.00
122	Benson	Council Sign	BWCC	28/02/2013	£400.00
129	Thomas Fattorini	Civic Pendants of Office	BWCC	01/06/2013	£2,461.00
127	Benson	Council Sign	PAV	28/02/2013	£400.00
	Thomas Fattorini	Mayoral Chain	BWCC	09/05/2013	£9,905.00
	Unknown	War Memorial	V-Greer	01/03/1920	£1.00

**TOTAL      £15,462.00**

Newly instated War Memorial

Total Value      £759,318.00