



KNOWSLEY TOWN COUNCIL
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Dated this 12th Day of March 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 19 March 2026
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

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 MEETINGS**

To **APPROVE AND SIGN** the Minutes of Council Meeting held on Thursday 19 February 2026. **pages 1 - 6**

5. **REPORTS FROM MEMBERS**

To receive any verbal reports from elected members relating to their council work within the township or their attendance at conferences/representative bodies on behalf of the Town Council.

6. **ANNOUNCEMENTS FROM THE MAYOR**

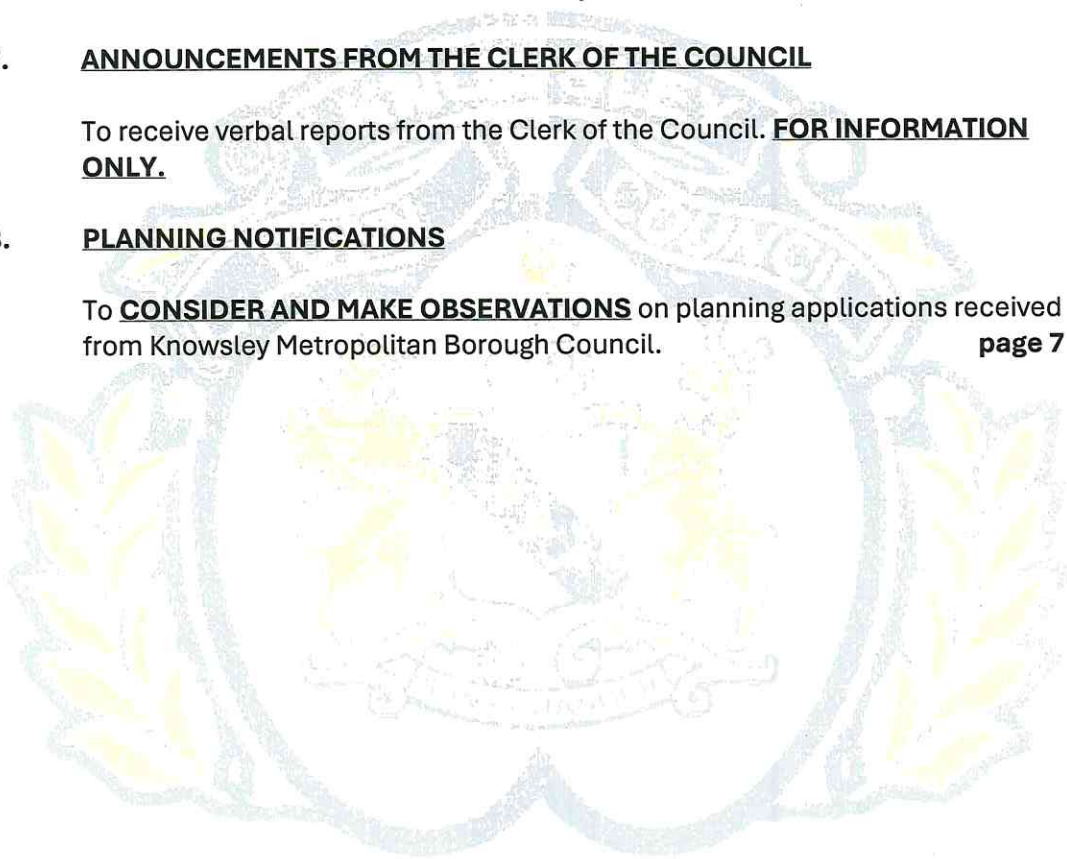
To receive announcements from the Mayor. **FOR INFORMATION ONLY.**

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

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

8. **PLANNING NOTIFICATIONS**

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council. **page 7**



Item 4

KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 19 March 2026

Report of the Clerk of the Council and Responsible Financial Officer

COUNCIL MEETING MINUTES

1. **PURPOSE OF REPORT:**

To **CONSIDER** the minutes of the previous Town Council Meeting of the Town Council held on Thursday 19 February 2026, whether the attached minutes are a true and correct record and to be signed by the Mayor.

2. **RECOMMENDATIONS:**

Members are asked to:

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

3. **REPORT:**

Appendix 4a provides a copy of the minutes of the Town Council Meeting held on Thursday 19 February 2026.

4. **APPENDICES:**

Appendix 4a: Town Council Minutes Meeting held on Thursday 19 February 2026.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of the Knowsley Town Council was held on Thursday 19 February 2026, 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, J Donnelly
K Gregory, L O'Keeffe, I Smith, F Wynn.

Officers: Jane Thomas (Clerk of the Council)

APOLOGIES

Councillors: V Boateng, N Joseph, B Thompson, L Tomlinson (Deputy Mayor of the Town Council).

135. **PUBLIC OPEN FORUM**

No questions were received from members of the public.

136. **DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following members:

Cllr D J Baum, Cllr M Burke, Cllr I Smith - Agenda Item 9 - Planning Notifications

All members present at the meeting had signed a dispensation relating to Item 13 on the agenda – Town Council Budget and Precept 2026/27.

137. **MINUTES OF THE PREVIOUS COUNCIL MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Town Council Meeting held on Thursday 15 January 2026 be agreed as a true record and signed by the Mayor.

138. **MINUTES OF THE COMMITTEES**

It was **UNANIMOUSLY RESOLVED** (by members of the committee) that the Minutes of Finance and General Purposes Committee Meetings held on Tuesday 10 February 2026 be agreed as a true record and signed by the Chairman.

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139. REPORTS FROM MEMBERS

There were no reports from Members.

140. ANNOUNCEMENTS FROM THE MAYOR

There were no announcements from the Mayor.

141. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk of the Council.

(NOTE: That in accordance with the Town Council's Code of Conduct, Cllr D J Baum, 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, Cllr J Donnelly, took the chair for the following item.

142. PLANNING NOTIFICATIONS

The Committee noted that no planning applications had been received prior to publication of the agenda.

143. REVIEW AND ADOPTION OF COUNCIL POLICIES

The Council considered the report of the Clerk of the Council regarding the review and adoption of Council policies, following detailed consideration by the Finance & General Purposes Committee at its meeting held on 10 February 2026.

Members were advised that the Finance & General Purposes Committee had undertaken a comprehensive review of the Council's governance and financial policies as part of the annual governance cycle and recommended their approval and adoption by Full Council.

Following consideration of the report and the attached appendices, it was:

RESOLVED:

1 That the amended policies listed below be approved:

- a) Financial Regulations 2025/2026
- b) Data Protection Policy
- c) IT, Digital Use and Social Media Policy

2 That the following new policies be adopted:

- a) Mayor's Charity Fund Policy
- b) Community Grants and Donations Policy
- c) Anti-Fraud and Corruption Policy
- d) Reserves Policy

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- 3 That the Clerk be authorised to publish the approved and adopted policies on the Council's website and implement them with immediate effect.

144. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members considered the report of the Clerk of the Council regarding the Review of the Effectiveness of Internal Audit, as required under Regulation 5(1) of the Accounts and Audit Regulations 2015.

Members were advised that Mr D. Blanchflower had been formally appointed as Internal Auditor for the 2025/26 financial year by resolution of Full Council in March 2025.

The Clerk further advised that, in accordance with proper practices, arrangements would need to be made for the appointment of an Internal Auditor for the 2026/27 financial year at the Annual Meeting of Council in May 2026.

Following consideration of the report, it was **UNANIMOUSLY RESOLVED** that:

- a) That the report be **NOTED**.
- b) That the Review of the Effectiveness of Internal Audit for 2025/26, be **APPROVED**.
- c) That a full independent internal audit be undertaken.
- d) That the Clerk be authorised to obtain quotations for the provision of the internal audit service and report back to Full Council for consideration and appointment.

145. FINANCIAL MATTERS (OCTOBER TO DECEMBER 2025)

Members reviewed the revenue and expenditure outturn together with the budget monitoring analysis and bank balance for the third quarter of the 2025/26 financial year covering the period October to December 2025, as presented by the Clerk of the Council.

After thorough discussion, it was **UNANIMOUSLY RESOLVED** that:

- a) Payments and Income outturn be **NOTED**
- b) Budget monitoring analysis and Bank balance for the third quarter of the 2025/26 financial year be **NOTED**

146. KNOWSLEY TOWN COUNCIL PRECEPT AND BUDGET FOR THE FINANCIAL YEAR 2026/2027

Members were presented with a written report outlining the precept and budget requirements of the Town Council for the financial year 2026/2027.

The Clerk advised Members that the Finance and General Purposes Committee, at its meeting held on 10 February 2026, had considered the draft budget and resolved to recommend a standstill precept.

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Members noted:

- The proposed Band “D” Council Tax charge of £118.52
- That this represents a standstill precept with no increase for the third consecutive year.
- The reduction in the tax base from 2,848 to 2,841 Band “D” equivalent properties.
- The review of general and earmarked reserves
- The proposal to close the Health & Safety Management and Operations Earmarked Reserve and reallocate the remaining balance.

Following consideration and discussion of the written report and the detailed budget requirements for the financial year 2026/2027, it was **UNANIMOUSLY RESOLVED** that:

- a) That the Revenue Budget for the financial year 2026/2027, be **APPROVED**.
- b) That a precept be issued for the financial year 2026/2027 based on a Band “D” Council Tax charge of **£118.52**, representing a standstill precept with no increase on the previous year.
- c) That the Health & Safety Management and Operations Earmarked Reserve be formally closed.
- d) That the remaining balance of £2,500 be transferred to a newly established Earmarked Reserve titled “**Staffing Contingency Reserve.**”
- e) That the Clerk be authorised to issue the formal precept demand to Knowsley Metropolitan Borough Council in accordance with the Local Government Finance Act 1992.

147. **ADOPTION OF A SCHEME OF DELEGATION**

The Council considered the report of the Clerk of the Council regarding the formal adoption of a Scheme of Delegation as a core governance document of the Council.

The Clerk advised Members that the Scheme of Delegation had been prepared in accordance with Section 101 of the Local Government Act 1972 and sets out:

- Decisions reserved to Full Council
- Decisions delegated to Committees
- Decisions delegated to the Town Clerk / Proper Officer
- Decisions delegated to the Responsible Financial Officer

Members were advised that formal adoption of the Scheme of Delegation supports:

- The Accounts and Audit Regulations 2015
- The SAPP Practitioners’ Guide 2025
- AGAR Assertion 2 (Internal Control)

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- AGAR Assertion 6 (Internal Audit)

The Finance and General Purposes Committee, at its meeting held on 10 February 2026, had considered the document and resolved to recommend its adoption to Full Council.

Following consideration of the report, it was **RESOLVED**:

- a) That the report be **NOTED**.
- b) That the Scheme of Delegation, be **APPROVED** and formally **ADOPTED** as a core governance document of the Council.
- c) That the Scheme of Delegation shall take immediate effect.
- d) That the Clerk be authorised to publish the adopted Scheme on the Council's website and incorporate it within the Council's governance framework.

**The meeting closed
at 7.50 pm**

Dated: 19 February 2026

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: 19th March 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:

- 3.1 Knowsley Town Council is a statutory consultee in relation to planning application within the Township.
- 3.2 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.
- 3.3 Any additional planning will be added.

Planning notifications Received from Knowsley Metropolitan Borough Council

<i>App No.</i>	<i>Development</i>	<i>Applicant</i>	<i>Location</i>	<i>Case Officer</i>
26/00052/CLD	Certificate of lawfulness for residential dwelling (use class c3) to children's care home (use class c2) for a maximum of 1no. Child	Equanimity Care Limited	55 Home Farm Road Knowsley	To be allocated

Jane Thomas - Clerk of the Council