

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 SAPPP 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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