




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 15th day of May 2026

To the Mayor and Members of Knowsley Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND the Annual General Meeting of
Knowsley Town Council, to be held on
Thursday 21 May 2026, in the Community Pavilion Pool Hey,
Stockbridge Village, commencing at 7.15 p.m.**


Jane Thomas
Clerk of the Council

AGENDA

1. ELECTION OF CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2026/27

To:

- a. receive nominations,
- b. receive declarations of acceptance of office,
- c. receive the declared title from the elected postholder.

2. ELECTION OF VICE-CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2026/27

To:

- a. receive nominations,
- b. receive declarations of acceptance of office,
- c. receive the declared title from the elected postholder.

3. **APOLOGIES**

4. **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.

5. **ANNOUNCEMENTS FROM THE MAYOR**

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

6. **STANDING ORDERS (2026/27)** Page 1.

To **CONSIDER** and **APPROVE** the Town Council's Standing Orders for the year 2026/27.

Appendices-Enclosed

6a: Standing Orders for 2026/27

6b: Schedule of Amendments to Standing Orders

7. **FINANCIAL REGULATIONS (2026/27)** Page 2-4.

To **CONSIDER** and **APPROVE** the Town Council's Financial Regulations for the year 2026/27.

Appendices-Enclosed

7a: Financial Regulations for 2026/27 (Enclosed)

7b: Copy of 2025/26 Section 17 Interests (Attached)

8. **TOWN COUNCIL COMMITTEES (2026/27)** Pages 5-10.

To **AGREE** the terms of reference for the Town Council's Finance and General Purposes Committee; Human Resources Committee and Events Committee for the year 2026/27, and to appoint members to all standing committees.

Appendices-Attached

8a: Committee Terms of Reference.

8b: Committee Membership 2025/26

8c: Committee Attendance 2025/26

9. **REPRESENTATIVES TO OUTSIDE BODIES (2026/27)** Page 11-12.

To **APPOINT** members to represent the Town Council on various outside bodies.

10. **TOWN COUNCIL MEETING SCHEDULE (2026/27)** Pages 13-14.

To **AGREE** dates of Town Council Meetings.

11. **REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/PARISH COUNCIL ALLOWANCES 2026** Pages 15 – 21.

To **CONSIDER** the report of the Independent Remuneration Panel on Town/Parish Council Allowances 2026.

Appendices-Attached

11a: Report of the Independent Remuneration Panel.

12. **TOWN COUNCIL MEMBERS' ALLOWANCES (2026/27)** Page 22.
To **CONSIDER** Members' Allowances for 2026/27 and to agree a date, if approved, for payment.
13. **MINUTES OF PREVIOUS COUNCIL MEETING** Pages 23-25

To **APPROVE AND SIGN** the Minutes of the Town Council Meeting held on held on Thursday 19th March 2026.
Appendices-Attached
13a Minutes of the Town Council Meeting held on held on Thursday 19th March 2026.
14. **MINUTES OF THE COMMITTEES** Pages 26-29

To **APPROVE AND SIGN** (by members of the Committee) the Minutes of the Finance and General Purposes Committee Meeting held on Monday 27th April 2026.
Appendices
14a Minutes of the Finance and General Purposes Committee Meeting held on Monday 27th April 2026.
15. **TOWN COUNCIL BANK ACCOUNT SIGNATORIES (2026/27)** Page 30

To **AGREE** the Town Council Bank Account signatories for the year 2026/27.
16. **REPORTS FROM MEMBERS**

To receive verbal reports from members who have represented the Town Council on outside bodies.
17. **ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL**

To receive verbal reports from the Clerk of the Council. **FOR INFORMATION ONLY.**
18. **PLANNING NOTIFICATIONS** Pages 31-32

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council.
19. **ANNUAL REPORT (2025/26)** (Enclosed).

To **CONSIDER** and **APPROVE** the Annual Report of the Town Council for the year 2025/26 –
20. **KNOWSLEY TOWN COUNCIL – ASSET REGISTER** Pages 33-35

To **CONSIDER** and **APPROVE** the re-statement of the Town Council's asset register for the year 2026/27.
Appendices-Attached
20a Asset Register 2026/27

21. **FINANCIAL MATTERS (JANUARY TO MARCH 2026)** Pages 36 - 45

To **CONSIDER AND NOTE:**

- a. Payments & Income by the Town Council during the period January 2026 to March 2026.
- b. Bank Reconciliation for Financial Year 2025/26.

Appendices-Attached

- 21a Payments & Income, January to March 2026
- 21b Fourth Quarter Budget Report
- 21c Bank Reconciliation Financial Year 2025/26

22. **STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

To **CONSIDER AND APPROVE** the detailed Statement of Accounts for the Year Ended 31 March 2026 – (Enclosed).

23. **ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026 – SECTION 1 ANNUAL GOVERNANCE STATEMENT** Pages 46-47

To **CONSIDER AND APPROVE** Section 1 of the Annual Return (Annual Governance Statement) for the Year Ended 31 March 2026.

Appendices-Attached

23a: Section 1 – Annual Governance Statement 2025/26 .

24. **INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2026** Pages 48-54

To **CONSIDER** the contents of the Internal Auditor's report for the Year Ended 31 March 2026.

Appendices-Attached

24a: Internal Auditors Report .

25. **ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2026 – SECTION 2 ACCOUNTING STATEMENT** Pages 55-56

To **CONSIDER AND APPROVE** Section 2 (Accounting Statement) of the Annual Return for the Year Ended 31 March 2026.

Appendices-Attached

25a: Section 2 – Accounting Statements 2025/26.

26. **2026-27 GENERAL POWER OF COMPETENCE.** Pages 57-63

To **CONSIDER AND APPROVE** to adopt the “General Power of Competence”.

Appendices-Attached

- 26a: The General Power Of Competence 2026/27.
- 26b: Certificate in Local Council Administration.

27. **REVIEW AND UPDATE OF CODE OF CONDUCT FOR MEMBERS** Pages 64-65

To **CONSIDER AND APPROVE** the updated version of the Code of Conduct for Members.

Appendices-Enclosed

27a: Current/previous Code of Conduct for Members and Co-opted Members.

- 27b: Code of Conduct Guidance Document
- 27c: Revised Code of Conduct (2026 Updated Version)
- 27d: Schedule of Amendments – Code of Conduct for Members and Co-opted Members

28. MAUREEN CLUNAN MEMORIAL AWARD 2026

To **CONSIDER AND APPROVE** the recipient of the Maureen Clunan Memorial Award 2025). Pages 66-68

Appendices

28a: - Maureen Clunan Memorial Award Criteria and Processes.



KNOWSLEY TOWN COUNCIL

ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21 May 2026

Report of the Clerk of the Council and Responsible Financial Officer

STANDING ORDERS 2026/27

1. PURPOSE OF THE REPORT

To ask members to review and adopt the Council's Standing Orders for the forthcoming municipal year.

2. RECOMMENDATIONS

Members are requested to:

- a) Note the Standing Orders enclosed with the agenda; and
- b) Approve and adopt the Standing Orders for the 2026/27 subject to the amendments identified in the report.

3. REPORT

- 3.1 Standing Orders set out the rules for the conduct of the Council meetings, decision-making and general governance arrangements of the Council.
- 3.2 The Council's Standing Orders have been reviewed ahead of adoption for the 2026/27 municipal year. Minor amendments have been made to update terminology, correct numbering and formatting, remove outdated reference to the power of Well -Being, and replace it with reference to the General Power of Competence where appropriate. The wording relating to interests, dispensations, urgent decisions and financial delegation has also been reviewed to ensure consistency with current governance practice and the Council's Financial Regulations. These amendments ensure that the Standing Orders remain current, accurate and aligned with the Councils

4. APPENDICES - Enclosed

- 6a: - Standing Orders
- 6b: - Schedule of Amendments

Jane Thomas – Clerk of the Council and Responsible Financial Officer





KNOWSLEY TOWN
COUNCIL

STANDING ORDERS
(2026/2027)

COUNCIL MEETINGS

1.1 HOLDING MEETINGS:

- 1.1.1** The Statutory Annual Meeting (a) in an election year shall be held within fourteen days of the day that councillors take office and (b) in a year which is not an election year shall be held on a Thursday in May according to the schedule decided at the Annual Meeting of the Council.
- 1.1.2** Meetings of the Town Council shall be held at 7.15 p.m. on a Thursday of the month according to a schedule decided at the Annual Meeting of the Council.
- 1.1.3** Meetings of the Town Council shall close at 9.00 p.m., unless a resolution is moved and passed, in which case an extension may be allowed.
- 1.1.4** An extraordinary meeting of the Town Council may be called at any time by the Chairperson or Clerk of the Council.
- 1.1.5** Any two members may submit a written request signed by them to the Chairperson to call an extraordinary meeting. In the event of the Chairperson not calling an extraordinary meeting within seven days of receiving the request, or refusing to call an extraordinary meeting, the two members may call an extraordinary meeting.
- 1.1.6** Notice of the time and place of the meetings must be fixed in a conspicuous place within the township at least five clear days before the meeting. When the meeting is called by a member of the Town Council (paragraph 1.1.5 above), the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting (the agenda).
- 1.1.7** All members of the Town Council shall be given (by post or email or left at their residence) at least five clear days written notice of all meetings of the Town Council from the Clerk of the Council, specifying the business proposed to be transacted (the agenda).
- 1.1.8** In accordance with 2014 legislation and regulations, all notices for all Town Council meetings and committee meetings will be posted on the Town Council website.
- 1.1.9** In accordance with 2014 legislation and regulations, the notices for the Annual Town Meetings will be posted on the Town Council website.
- 1.1.10** In accordance with 2014 legislation and regulations, the agendas and minutes of all Town Council meetings and committee meetings will be posted on the Town Council website.
- 1.1.11** The public and press may film, record, photograph or report on public meetings in accordance with legislation, provided this does not disrupt the meeting. The Chair

may require any activity causing disruption to cease. Recording must stop where the meeting resolves to exclude the press and public.

- 1.1.12 Members wishing to include an item for discussion at Town Council or committee meetings must obtain consent from the Chairperson.
- 1.1.13 The Chairperson must give the Clerk of the Council at least 10 clear days notice of any additional items for discussion at Town Council or committee meetings.
- 1.1.14 Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are free of charge or at reasonable cost.

1.2 **CHAIRING MEETINGS:**

- 1.2.1 The Chairperson, or in his absence, the Vice-Chairperson shall chair meetings of the Town Council. In their absence, the Town Council shall select a member to chair the meeting.
- 1.2.2 The person presiding at the meeting may exercise all the powers and duties of the Chairperson in relation to the conduct of the meeting.
- 1.2.3 The Chairperson of the meeting will be the last to enter the Chamber. Upon the Chairperson's arrival at the meeting all members will stand until the Chairperson is seated.

1.3 **QUORUM:**

- 1.3.1 No business shall be transacted unless at least one third (i.e. four elected members) of the whole number of the Town Council is present. If there is no quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such day as the Chairperson may decide.
- 1.3.2 If a quorum is not present when the Town Council meets or if during a meeting the number of members, for whatever reason, falls below the quorum, the business transacted at that meeting shall be transacted at the next meeting or on such day as the Chairperson may decide.

1.4 **VOTING:**

- 1.4.1 Subject to any legal requirement, all questions to be decided by the Town Council shall be decided by a majority of the members present and voting.
- 1.4.2 Members shall vote by show of hands. A member's vote will only be counted if the member is in room of the meeting at the time the vote is taken.
- 1.4.3 Immediately before a vote is taken, any member may request that a vote is recorded. When a request is made, the Clerk of the Council shall call the names in alphabetical order of all the members present and after each name is called,

the member shall state whether he is voting for or against the question put or abstaining. The record of the voting shall be recorded in the minutes.

- 1.4.4** Immediately after a vote is taken and before the next business is commenced, a member may request that the minutes of the meeting record the way in which he has voted or abstained from voting. The minutes will note whether the member voted for or against the question put or whether the member abstained.
- 1.4.5** In the case of equality of votes, the Chairperson may give a casting vote although he gave a first vote.
- 1.4.6** If a person presiding at the Annual Meeting of the Council would have ceased to be a member of the Town Council (except for statutory provisions which preserve the membership of the Chairperson and Vice-Chairperson until the end of their term of office), he may not give an original vote in an election for the Chairperson.
- 1.4.7** The person presiding at the Annual Meeting of the Council must give a casting vote in the event of there being an equality of votes for the election of Chairperson.

1.5 ORDER OF BUSINESS FOR ANNUAL MEETING OF THE COUNCILS:

- 1.5.1** In an election year, members must execute Declarations of Acceptance of Office in the presence of the Clerk of the Council before the Annual Meeting of the Council commences.
- 1.5.2** At the Annual Meeting of the Council, business will be dealt with in the following order:
- (a)** Election of Chairperson.
 - (b)** Election of Vice-Chairperson.
 - (c)** Apologies for absence.
 - (d)** Note the Declarations of Acceptance of Office by members (in an election year).
 - (e)** Declarations of interest in items on the agenda.
 - (f)** Announcements from the Mayor/Chairperson.
 - (g)** Approve any changes to Standing Orders.
 - (h)** Approve any changes to Financial Regulations.
 - (i)** Appoint committees, terms of reference and membership of committees.

- (j) Appoint representatives to outside bodies.
- (k) Agree dates and time of Town Council Meetings and committees for the forthcoming year.
- (l) Consideration of the Chairperson's and members' allowances.
- (n) Approve and sign the minutes of the previous Town Council meetings.
- (o) Approve and sign the minutes of the committees.
- (q) Cheques and Autopay Signatories
- (r) Reports from Members.
- (s) Announcements from the Clerk of the Council
- (t) Any other items to be placed on the agenda

1.5.3 It shall be the annual duty of the Town Council to review Standing Orders and Financial Regulations at the Annual Meeting of the Council.

1.6 ORDER OF BUSINESS FOR ORDINARY TOWN COUNCIL MEETINGS:

1.6.1 At every Town Council Meeting, the first business shall be to appoint a Chairperson if the Chairperson and Vice-Chairperson are absent and receive such Declaration of Acceptance of Office (if any) as required by law to be made, or if not then received to decide when they shall be received.

1.6.2 After the first business has been completed, the order of business unless the Town Council decides otherwise on the grounds of urgency shall be as follows:

- (a) Apologies for absence.
- (b) Public Open Forum.
- (c) Declarations of interest on the agenda.
- (d) Approve and sign the minutes of previous Town Council meetings.
- (e) Approve and sign the minutes of committees.
- (f) Reports from Members.
- (g) Announcements from the Chairperson.
- (h) Announcements from the Clerk of the Council.

(i) Any other items placed on the agenda.

1.6.3 The order of business may be changed before or at the meeting by the Mayor/Chairperson.

1.7 **MINUTES:**

1.7.1 No discussion shall take place on a motion to agree the minutes other than upon their accuracy.

1.7.2 The minutes must record the names of the members present at the meeting and the declarations of interest of any member.

1.7.3 The minutes of a meeting must be circulated to all members within 14 days of the meeting and be published on the Town Council website and referred to the next meeting (other than an extraordinary meeting) for agreement and signing by the Chairperson.

1.8 **PETITIONS:**

1.8.1 Petitions may be received at (ordinary) meetings of the Town Council provided that the petition is received by the Clerk of the Council no later than eight days before the day of the meeting and is signed by at least ten electors within the township.

1.8.2 Petitions may only be about a matter for which the Town Council has a responsibility, or which affects the township.

1.8.3 Petitions will not be received by the Town Council which are a furtherance of a person's individual circumstances, or which are about a matter where there is a right of appeal to the courts, a tribunal or government.

1.8.4 A petition will not be received by the Town Council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Town Council in the last six months.

1.8.5 One signatory of the petition may speak to the Town Council meeting for no more than three minutes.

1.8.6 No discussion shall take place on the petition. A member may move (for example) that the petition be referred to the next meeting or to a committee or to another body. Once seconded, the motion will be voted upon without discussion.

1.8.7 No more than two petitions will be received at a meeting.

1.9 PUBLIC OPEN FORUM:

- 1.9.1** Members of the public may ask questions of the Chairperson at ordinary meetings of the Town Council. A maximum period of 15 minutes will be available for questions by the public at each ordinary meeting of the Town Council.
- 1.9.2** A question from a resident may only be asked if notice has been given by delivering it in writing or by electronic mail to the Clerk of the Council no later than eight days before the day of the Town Council ordinary meeting. Each question must give the name and address of the questioner.
- 1.9.3** At anyone meeting, no person may submit more than one question and no more than two questions may be asked on behalf of one organisation or community group.
- 1.9.4** The Chairperson of the Town Council will reject a question if it:
- (a)** Is not about a matter for which the Town Council has responsibility, or which affects the town.
 - (b)** Is defamatory, frivolous, or offensive.
 - (c)** Is substantially the same issue as a question which has been put at a meeting of the Town Council in the past six months.
 - (d)** Aims solely at furthering the personal interests of an individual.
 - (e)** Discloses or requires the disclosure of confidential or exempt information.
 - (f)** Relates to a matter where there is an ongoing investigation or appeals to the courts, a tribunal, government or any statutory organisations.
 - (g)** Relates to the conduct of Town Council employees.
- 1.9.5** The Town Council's minutes will record all questions received. Upon receipt of a question, the Clerk of the Council will immediately send a copy of the question to the Chairperson. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members at the meeting and will be made available to the public attending the meeting.
- 1.9.6** Questions by members of the public will be dealt with in the order in which they were received, except that the Chairperson may group questions together if he/she considers that this would be conducive to the conduct of the meeting.
- 1.9.7** The Chairperson will invite the questioner to put the question, and the Chairperson will respond to the question. If a questioner who has submitted a written question is unable to be present, the question will not be asked. The questioner may request that the Clerk of the Council to ask the question on their behalf.
- 1.9.8** The questioner will be posted a copy of the written response following the meeting. Any question which cannot be dealt with during the Public Open Forum,

either because of lack of time or because of the non-attendance of the questioner will also be posted a written response following the meeting.

1.9.9 No discussion or debate will take place on any question.

1.10 ADMISSION TO THE PUBLIC AND PRESS TO MEETINGS:

1.10.1 The public and press shall be admitted to all meetings of the Town Council and its committees which may, however, temporarily exclude the public or press by means of the following resolution:

"that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw".

1.10.2 The Clerk of the Council shall afford the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

1.10.3 If a member of the public interrupts the proceedings at any meeting, the Chairperson, after warning, may order that he be removed from the Council Chamber or that part of the Chamber open to the public be cleared.

1.11 MEMBERS' QUESTION TIME:

1.11.1 Any member may put a question to the meeting about a matter for which the Town Council has responsibility or which affects the township.

1.11.2 A member seeking a response to a question at a meeting must give the Clerk of the Council notice of the question at least eight days before the day of the Town Council meeting.

1.11.3 In putting a question, a member can speak for no more than three minutes.

1.11.4 A maximum of fifteen minutes will be allowed for members' questions,

1.11.5 No discussion will take place on any question put. Where practical, the Chairperson may respond to the question or indicate that a written response will be made.

1.11.6 Where notice of a question has been given, a reply may be given orally at the meeting by the Chairperson or person nominated by the Chairperson, or a written reply given to the member.

1.12 RESOLUTIONS MOVED ON NOTICE:

1.12.1 Any member may give the Clerk of the Council written notice of a resolution that member wishes to move at a meeting at least eight days before the day of the Town Council meeting (and sufficient to enable the resolution to be included on the agenda).

1.12.2 The Clerk of the Council shall include all such notices on the agenda in the order that they have been received unless the member giving the notice of resolution

has stated in writing that he intends to move at some later meeting or that he withdraws it.

- 1.12.3 Notices of resolutions cannot be discussed until they have been moved and seconded.
- 1.12.4 If a resolution or recommendation specified in the summons be not moved and seconded, it shall be treated as withdrawn and shall not be considered without fresh notice.
- 1.12.5 If the subject matter of a resolution comes within the province of a committee of the Town Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or such other committee as the Town Council may determine for report. The Chairperson, if he considers it to be a matter of urgency, may allow it to be dealt with in the meeting at which it was moved.
- 1.12.6 Normally, only one motion may be discussed at a time, but the meeting may on motion of the Chairperson consider two or more motions together where this is conducive to the efficient conduct of business.
- 1.12.7 Every such resolution shall be relevant to some question over which the Town Council has power, or which affects its area.

1.13 RESOLUTIONS MOVED WITHOUT NOTICE:

- 1.13.1 Resolutions on procedural matters may be moved without notice. Following seconding, such resolutions shall be put to the vote without discussion.
- 1.13.2 Resolutions dealing with the following matters may be moved without notice to temporarily:
 - (a) Appoint a Chairperson of the meeting.
 - (b) Correct the minutes.
 - (c) Approve the minutes.
 - (d) Alter the order of business (motion must be put by the Chairperson).
 - (e) Proceed to the next business.
 - (f) Close or adjourn the debate.
 - (g) Refer the matter to a committee or advisory group.
 - (h) Appoint a committee or any matters thereof.
 - (i) Delegate a matter to the Clerk of the Council.
 - (j) Adopt a report.
 - (k) Amend a motion.

- (l) Give leave to withdraw a resolution or an amendment.
- (m) Authorise the sealing of documents.
- (n) Exclude the public and press.
- (o) Invite a member having an interest in the subject matter under debate to remain.
- (p) Extend the time limit for speeches.
- (q) Silence or eject from the meeting a member named for misconduct.
- (r) Suspend any Standing Order.
- (s) Adjourn the meeting.

1.13.3 A motion permanently to vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Town Council.

1.14 RULES OF DEBATE:

1.14.1 Any member may propose an amendment to a committee recommendation or business motion by giving notice of it in writing to the Clerk of The Council at least three clear days before the starting time of the meeting. The Clerk of the Council will provide all members at the meeting with copies of the amendments.

1.14.2 An amendment shall be either to:

- (a) Leave out words.
- (b) Leave out words and insert others.
- (c) Insert Words.
- (d) Refer the subject of debate to a committee for consideration.

1.14.3 An amendment shall not have the effect of negating a motion before the Town Council.

1.14.4 An amendment or resolution cannot be discussed until it has been moved and seconded.

1.14.5 An amendment can be withdrawn at any time by the member moving it.

1.14.6 The member moving the recommendation or resolution may incorporate an amendment into the recommendation or resolution.

1.14.7 If an amendment be carried, the resolution, as amended shall take the place of the original resolution upon which any further amendment shall be moved.

- 1.14.8** A member may speak only once in a debate except where the member has a right of reply or where the Chairperson, in his discretion permits in the interests of the debate. However, a member may speak more than once on a further amendment, point of order or to move closure.
- 1.14.9** No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed three minutes except by consent of the Chairperson. The mover of a resolution or of an amendment shall have a right of reply, not exceeding one minute. All members shall stand and address the Chairperson when speaking during Town Council meetings.
- 1.14.10** The mover of a resolution or of an amendment shall have the right of reply immediately before the resolution or amendment is put to the vote. A member exercising the right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- 1.14.11** No discussion will take place on any amendments or resolutions withdrawn by the proposer.
- 1.14.12** During a debate, but between speakers, any member may move a procedural motion that:
- (a) The question is put to the vote immediately.
 - (b) The meeting moves to the right of reply of the mover and then to the vote.
 - (c) A member named is not further heard.
 - (d) A member named leaves the meeting.
 - (e) The resolution/amendment be referred to a committee.
 - (f) The public and press be excluded.
 - (g) The debate be adjourned.
 - (h) The next business be proceeded to.
 - (i) The meeting be adjourned.
 - (j) The resolution be amended.
- 1.14.13** At any time during the debate, a member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard immediately and the existing speaker must give way. A personal explanation shall be confined to some part of a former speech by him which may have been misunderstood.
- 1.14.14** All speeches, resolutions and amendments shall be addressed to the Chairperson.

- 1.14.15** The ruling of the Chairperson on the rules of debate are final and not subject to discussion.
- 1.14.16** If two or more members indicate a desire to speak, the Chairperson will call upon them in turn (and acknowledge this to the waiting speakers).
- 1.14.17** Whenever the Chairperson, members or Town Council officials speak during a debate, all other members will remain silent.

1.15 **CLOSURE:**

- 1.15.1** A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairperson may deny such a motion if he feels that the question before the Town Council has not been sufficiently debated.
- 1.15.2** If the Chairperson believes that there has been sufficient debate, he shall call upon the mover to exercise or waive his right or reply and shall put the question immediately after that right has been exercised or waived.
- 1.15.3** The adjournment of a debate or of the Town Council shall not negate the mover's right of reply at the resumption.

1.16 **CONDUCT:**

- 1.16.1** A member when speaking must stand and address the Chairperson.
- 1.16.2** Members must behave in a way that is conducive to the efficient conduct of business and respect the role of the Chairperson in the proper management of the meeting.
- 1.16.3** If a member persistently disregards the ruling of the Chairperson by behaving improperly, offensively or deliberately obstructing business, the Chairperson may move that the member be not further heard in the meeting. If the motion is seconded, it must be put to the vote immediately without discussion.
- 1.16.4** If a member continues to behave improperly after a motion that the member be not further heard. The Chairperson may move that the member leaves the meeting or that the meeting is adjourned for a specific period. If the motion is seconded, it must be put to the vote immediately without discussion.
- 1.16.5** If there is a general disturbance at the meeting involving any person present, making the orderly conduct of business impracticable, the Chairperson may adjourn the meeting for as long as he considers necessary.
- 1.16.6** All members shall observe the Code of Conduct adopted by the Town Council.
- 1.16.7** All members shall observe the Information Technology, Digital Use & Social Media Policy adopted by the Town Council.

1.17 RESCISSION OF PREVIOUS RESOLUTIONS:

- 1.17.1** A decision (whether affirmative or negative) of the Town Council shall not be reversed within six months save by special resolution, the written notice of which bears the name of at least six members of the Town Council.
- 1.17.2** When a special resolution has been disposed of no similar resolution may be moved within a further six months.

1.18 SEALING OF DOCUMENTS:

- 1.18.1** A document shall not be sealed on behalf of the Town Council unless its sealing has been authorised by resolution.
- 1.18.2** Any two members may seal, on behalf of the Town Council, any documents required by law to be issued under seal.

2. COMMITTEE MEETINGS

2.1 APPOINTMENT OF COMMITTEES:

- 2.1.1** The Town Council may at the Annual Meeting of the Council appoint standing committees and may at any other time appoint such committees as are necessary.
- 2.1.2** The Town Council may at any time dissolve or alter the membership of every committee.
- 2.1.3** Every committee (except the Human Resources Committee) may appoint non-voting representatives whose experience or knowledge may be of benefit to the Town Council or to the membership of Town Council standing committees.
- 2.1.4** The Chairperson and Vice-Chairperson of the Town Council shall be members of every committee.
- 2.1.5** Any members not being a member of a committee may attend any meeting of the committee (except the Human Resources Committee).
Non committee members will not be allowed to speak or vote.

2.2 HOLDING COMMITTEE MEETINGS:

- 2.2.1** The Chairperson of a committee, the Chairperson of the Town Council or the Clerk of the Town Council may summon a meeting of a committee. A special meeting may also be summoned on the requisition in writing by not less than a quorum of the committee. The summons shall set out the business to be considered at that meeting and no other business shall be transacted at that meeting.

2.3 CHAIRING MEETINGS:

- 2.3.1** Every committee shall at its first meeting following the Annual Meeting of the Council of the Town Council, before conducting any business elect a Chairperson and Vice-Chairperson for the year.
- 2.3.2** The Chairperson of the committee or in his absence, the Vice-Chairperson, will chair the meeting of the committee. In their absence, the committee shall elect a person to chair the meeting.
- 2.3.3** The elected Chairperson and Vice-Chairperson shall hold office until the next Annual Meeting of the Council of the Town Council.

2.4 QUORUM:

- 2.4.1** Except where authorised by statute or ordered by the Town Council, business shall not be transacted at a committee meeting unless at least one third of the whole membership of the committee is present.
- 2.4.2** If there is no quorum the committee meeting must be adjourned immediately. If a quorum is not present, the business not transacted at that meeting shall be transacted at the next meeting of the Town Council or committee or on such other day (providing that it does not coincide with another scheduled Town Council or committee meeting) as the committee Chairperson may decide.

2.5 VOTING:

- 2.5.1** Subject to any legal requirements, all questions to be decided by a committee shall be decided by the majority of the committee members present and voting.
- 2.5.2** Members shall vote by show of hands. A member's vote will only be counted if the member is in the room of the meeting at the time that the vote is taken.
- 2.5.3** Immediately before a vote is taken, any member may request that a vote is recorded. When a request is made, the Clerk of the Council shall call the names in alphabetical order of all members present and after each name is called the member shall state whether he is voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.
- 2.5.4** Immediately after a vote is taken and before the next business is commenced, a member may request that the minutes of the meeting record the way in which he has voted or abstained from voting. The minutes will note whether the member voted for or against the question put or whether the member abstained.
- 2.5.5** In the case of equality of votes, the committee Chairperson may give a casting vote as to whether or not he gave a first vote.

2.6 ORDER OF BUSINESS FOR COMMITTEE MEETINGS:

2.6.1 The order of business unless the committee otherwise decides on the grounds of urgency shall be as follows:

- (a) Apologies for absence.
- (b) Declarations of interest in items on the agenda.
- (c) Announcements from the Chairperson.
- (d) Announcements from the Clerk of the Council.
- (e) Any other items placed on the agenda.

2.6.2 The order of business may be changed at the meeting by the Chairperson.

2.7 RULES OF DEBATE:

2.7.1 Rules of debate applicable to Town Council meetings shall equally apply to meetings of committees, including:

- (a) Resolutions moved on notice (paragraph 1.12).
- (b) Resolutions moved without notice (paragraph 1.13).
- (c) Rules of debate (paragraph 1.14).
- (d) Closure (paragraph 1.15).
- (e) Conduct; and (paragraph 1.16).
- (f) Code of Conduct and Dispensations (paragraph 4.8).

3. ADVISORY COMMITTEES

3.1.1 There shall be advisory committees, whose name and number of members (and the bodies invited to nominate members) shall be deemed as necessary.

3.1.2 The Chairperson and Vice-Chairperson of the Town Council shall be members of every advisory committee unless they signify that they do not wish to serve.

3.1.3 Except where ordered by the Town Council or a committee, the quorum of an advisory committee shall be one third of its members.

3.1.4 An advisory committee will consist of a majority of persons who are elected members of the Town Council.

3.1.5 The Clerk of the Council shall inform members of each advisory committee of the terms of reference of that committee.

- 3.1.6 Unless otherwise delegated, all advisory committees may make recommendations and give notice thereof to the Town Council.
- 3.1.7 The Town Council may at any time dissolve or alter the membership of every advisory committee.

4. OTHER PROVISIONS

4.1 INDIVIDUAL MEMBERS:

- 4.1.1 A member cannot individually exercise any functions of the Town Council on behalf of the Town Council. A member must not issue any order relating to work being done by the Town Council or claim to enter any property on behalf of the Town Council.
- 4.1.2 Members shall not tender apologies for absence for other members. Individual members must tender their apologies directly to the Clerk of the Council.

4.2 CONFIDENTIAL BUSINESS:

- 4.2.1 No member of the Town Council or of any committee or advisory committee shall disclose to any person not a member of the Town Council any business declared to be confidential by the Town Council, the committee or advisory committee.
- 4.2.2 Any member in breach of the provisions contained in the previous paragraph shall be removed from any committee or advisory committee by the Town Council. Members in such breach will also not be permitted to attend the committee or advisory committee in an advisory or observational capacity.

4.3 PLANNING NOTIFICATIONS:

- 4.3.1 The Clerk of the Council shall, as soon as it is practicable, inform members of the following particulars of every planning application notified to the Town Council:
- (a) Date on which it was received.
 - (b) Name of the applicant.
 - (c) Place to which it relates.
 - (d) Summary of the application.

4.4 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS:

- 4.4.1 Canvassing of members or of any committee, directly or indirectly for any Town Council appointment or contract shall disqualify the candidate or contractor for such an appointment. The Clerk of the Council shall make known the purport of

this Standing Order to every potential candidate for Town Council employment or contract.

4.4.2 A member of the Town Council shall not solicit for any person any Town Council appointment or for promotion, but nevertheless, a member may give a written testimonial of a candidate's ability or character for submission to the Town Council with an application for employment. The provisions of this paragraph are also applicable to the solicitation by members of the Town Council in respect of contractors.

4.4.3 If a candidate for any Town Council appointment or contract is to his knowledge related to any member of or the holder of any Town Council office, the person to whom he is related shall disclose the relationship in writing to the Clerk of the Council. A candidate who fails to do so shall be disqualified for such an appointment or contract, and, if appointed may be dismissed without notice. The Clerk of the Council shall report to the Town Council or any appropriate committee any such disclosure.

4.5 EMPLOYMENT ISSUES:

4.5.1 Where more than two persons have been nominated for any Town Council position and of the votes cast there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off and a fresh vote taken and so on until the majority of votes are given in favour of one person.

4.5.2 If at any meeting there arises any question relating to the employment, conduct, promotion, dismissal, payroll or conditions of service of any Town Council employee, it shall not be considered until the Town Council or committee (as the case may be) has decided whether or not the press and public shall be excluded.

4.6 STANDING ORDERS TO BE GIVEN TO MEMBERS:

4.6.1 A printed copy of these Standing Orders shall be given to all members after the Annual Meeting of the Council of the Town Council.

4.6.2 The Chairperson's decision as to the application of Standing Orders is final.

4.6.3 A member's failure to observe Standing Orders more than two times at one meeting may result in that member being excluded from the meeting in accordance with Standing Orders.

4.7 General Power of Competence:

4.7.1 Where the Council has resolved that it meets the eligibility criteria to exercise the General Power of Competence under the Localism Act 2011 and the Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, the Council may rely on that power where appropriate that the proposed action is not prohibited by other legislation.

4.7.2 Where the General Power of Competence is relied upon for expenditure or decision-making, this should be clearly recorded in the minutes

4.7.3 After the expiry of its preceding period of eligibility, the Town Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Town Council's preceding period of eligibility referred to above.

4.8. CODE OF CONDUCT AND DISPENSATIONS

4.8.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

4.8.2 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

4.8.3 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

a Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

b A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

c A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

d Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- i. A dispensation may be granted in accordance with standing order 4.8.3 (b) if having regard to all relevant circumstances.
- ii. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- iii. granting the dispensation is in the interests of persons living in the Council's area; or
- iv. it is otherwise appropriate to grant a dispensation.

4.9. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

4.10. DELEGATED & URGENT DECISIONS CROSS-REFERENCE

The Clerk may take urgent decisions on behalf of the Council where such action is necessary and cannot reasonably wait until the next meeting, provided the decision is taken in consultation with the Chairperson and /or Vice-Chair, is within budget and existing policy, and is reported to the next appropriate meeting.

5. THE PROPER OFFICER

5.1 FUNCTIONS AND DUTIES:

- 5.1.1 The Clerk of the Council shall be the proper officer for all proper officer functions.
- 5.1.2 Where a statute, regulation or order confers functions or duties on the proper officer of the Town Council in the following cases it shall be the Clerk of the Council:
 - (a) To receive declarations of acceptance of office.
 - (b) To receive and record notices disclosing pecuniary interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices or other documents on behalf of the Town Council.
 - (e) To receive copies of byelaws made by the Borough Council.
 - (f) To certify copies of byelaws made by the Town Council.
 - (g) To sign summonses to attend meetings of the Town Council.
- 5.1.3 In any other case, the proper officer shall be the person nominated by the Town Council and, in default of nomination, the Clerk of the Council.

- 5.1.4** The Clerk of the Council shall recruit and manage all employees of the Town Council (excluding the post of a new Clerk of the Council) and has the authority to take disciplinary action under agreed procedures.
- 5.1.5** The Clerk of the Council shall arrange to pay salaries and wages to all employees of the Town Council.
- 5.1.6** The Clerk of the Council shall manage bookings and hirings of premises and facilities operated by the Town Council.
- 5.1.7** The Clerk of the Council is responsible for the day-to-day management of all Town Council premises and facilities (including the issuing and monitoring of contracts).
- 5.1.8** The Clerk of the Council shall produce the Annual Report and administer the website in order to publicise the activities of the Town Council.
- 5.1.9** The Clerk of the Council shall arrange extra meetings of the Town Council, its committees, and advisory committees in consultation with the relevant Chairmen.
- 5.1.10** The Clerk of the Council shall carry out and implement Town Council decisions.
- 5.1.11** The Clerk of the Council may take urgent decisions on behalf of the Town Council in consultation with the Chairperson of the Town Council.
- 5.1.12** The Clerk/RFO may transfer funds between the Council's bank accounts where necessary for the proper administration of the Council's finances, subjected to the Council's Financial Regulations, bank mandate and any approved Investment Policy. Any investment of the Council reserves shall be made in accordance with the Council's approved Investment Policy and reported to Members..
- 5.1.13** The Clerk of the Council has delegated responsibility to handle all requests under the Freedom of Information Act 2000.
- 5.2. RESPONSIBLE FINANCIAL OFFICER**
- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

TERMS OF REFERENCE

HUMAN RESOURCES COMMITTEE

1. Acting under full delegated powers (in accordance with the Local Government Act 1972), to consider all human resource functions but acting subject to the approval of Council in relation to the appointment of the Clerk.
2. To oversee the conduct of all staff and act as the Council's Appeals Panel as appropriate.
3. To determine the remuneration, superannuation, terms of service and severance of all Council staff as required.
4. To determine that the Council has in place good human resources' policies.
5. To determine the annual incentive scheme.
6. To monitor the attendance statistics of the workforce.
7. A quorum of at least three members is required at committee meetings.

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE

1. (Under the Local Government Act 1972) to observe all Town Council Financial Regulations.
2. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider the Town Council monthly and quarterly budget spending reports.
3. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider and review all fees and charges relating to the hire of town council facilities.
4. Acting under full delegated authority (in accordance with the Local Government Act 1972), to consider and decide upon all applications for block bookings (as defined by the independent auditor's letter to the Council dated 29 April 2010) of Town Council facilities
5. Acting under full delegated authority (in accordance with the Local Government Act 1972), to review the procedures, criteria, guidelines, and application forms for the allocation of Town Council grants and sponsorship.
6. Acting under full delegated authority (in accordance with the Local Government Act 1972), to exercise the functions of the Town Council in considering applications for grants and sponsorship as is deemed appropriate within the budget established by the Town Council for that purpose.
7. To monitor and review, as appropriate, the geographical distribution of grants and sponsorship.
8. To consider all the financing and design of any Town Council capital projects acting within its delegated authority as defined by financial regulation 3.6.
9. Acting under full delegated authority (in accordance with the Local Government Act 1972) to exercise the functions of the Town Council by monitoring the expenditure (in accordance with financial regulation 3.6.) and progress all capital projects within the budget established by the Town Council.
10. The Committee may appoint advisory committees that relate to the above terms of reference at any times as are necessary.
11. The Committee may (in accordance with Town Council Standing Orders), appoint non-voting representatives whose experience or knowledge may be of benefit to the Town Council or the committee.

12. Acting under full delegated powers (in accordance with the Local Government Act 1972), to oversee service level agreements and evaluate the outcomes in accordance with agreed criteria for those purposes.
13. Acting under full delegated powers (in accordance with the Local Government Act 1972) to review all Town Council Policies where appropriate.
14. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider additional Town Council Policies (when and if required).
15. Acting under delegated authority, to consider and approve expenditure from the Mayor's Charity Fund, where such funds are held by Council for the purpose of charitable/community support during the Mayor's civic year, and where such expenditure is within the criteria set out in the Council's Financial Regulations

TERMS OF REFERENCE

EVENTS COMMITTEE

1. Acting under full delegated authority (in accordance with the Local Government Act 1972) to take full responsibility for the design and organisation of all events to be held on behalf of the Town Council (except for the annual Beating of the Bounds and the Mayoral Celebration Evening).
2. To promote fundraising events on behalf of the mayor's nominated charities.
3. To agree plans for holding fundraising events in the prioritised areas.
4. To oversee the promotion of fundraising events and influence the participation of key external partnerships.
5. To encourage the broad participation of elected members in fundraising activities.
6. To support the Town Council in recruiting fundraising volunteers.
7. To ensure that all events comply with Health and Safety Regulations and all other Town Council policies and procedures.
8. To ensure that expenditure on events does not exceed the annual budget established by the Town Council.
9. To submit reports for each event to the Town Council. The reports to contain detailed information relating to the activities to be undertaken, finance, numbers attending and health and safety and risk assessments.
10. The Committee may (in accordance with Town Council Standing Orders) appoint non-voting representatives whose experience or knowledge may be of benefit to the Committee or the Town Council.

Schedule of Proposed Amendments to Standing Orders 2026/27

This appendix sets out the proposed amendments to the Council's Standing Orders for the 2026/27 municipal year. The amendments are intended to update terminology, remove outdated provisions, avoid duplication, and ensure the Standing Orders reflect current governance arrangements.

1. terminology changes

| Section | Current wording | Proposed wording | Reason |
|---------------------|-------------------------------|--------------------------------------|--|
| Throughout document | Annual General Meeting | Annual Meeting of the Council | To use the correct formal terminology for a town council annual meeting. |
| Throughout document | Chairman | Chairperson | To use modern and gender-neutral terminology. |
| Throughout document | Vice-Chairman | Vice-Chairperson | To use modern and gender-neutral terminology. |

2. Section 1.1.1 – Holding meetings

| Section | Current wording | Proposed wording | Reason |
|---------|---|--|---|
| 1.1.1 | The Statutory Annual Meeting (a) in an election year shall be held within fourteen days of the day that councillors take office and (b) in a year which is not an election year shall be held on a Thursday in May according to the schedule decided at the Annual General Meeting. | The Statutory Annual Meeting (a) in an election year shall be held within fourteen days of the day that councillors take office and (b) in a year which is not an election year shall be held on a Thursday in May according to the schedule decided at the Annual Meeting of the Council. | To replace “Annual General Meeting” with the correct terminology. |

3. Section 1.16.1 – Conduct

| Section | Current wording | Proposed wording | Reason |
|---------|---|--|---|
| 1.16.1 | A member when speaking must stand and address the Chairman. | A Member, when speaking, should address the Chairperson and should stand where they are able to do so. | To update terminology and avoid accessibility issues. |

4. Section 1.19 – Interests

| Section | Current wording | Proposed wording | Reason |
|---------|---|---------------------------------------|---|
| 1.19.1 | If any member has a personal or prejudicial interest in any contract, proposed contract or other matter, he shall, while it is under consideration by the Town Council withdraw from the meeting for that item unless the interest is trivial or the: (a) Disability imposed upon him has been removed by the Borough Council, relevant legislation or (b) Town Council invites him to remain or (c) Contract, proposed contract or other matter is under consideration as part of the report | Delete section 1.19.1 in full. | This wording refers to older “personal or prejudicial interest” terminology and duplicates the later Code of Conduct and Dispensations section. |

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| | of a committee and is not itself the subject of debate. | | |
| 1.19.2 | The Clerk of the Council shall record in a book to be kept for the purpose, particulars of any notice given by any member or any employee of the Town Council of a personal or prejudicial interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member. | Delete section 1.19.2 in full. | This wording is outdated and duplicated by the Council's Code of Conduct arrangements and Register of Interests process. |

5. Section 2.7.1 – Rules of debate for committees

| Section | Current wording | Proposed wording | Reason |
|----------|---------------------------|--|--|
| 2.7.1(f) | Interests paragraph 1.19. | Code of Conduct and Dispensations paragraph 4.8. | Section 1.19 is proposed for deletion. The correct cross-reference should be to the Code of Conduct and Dispensations section. |

6. Section 4.7 – Power of Well-Being

| Section | Current wording | Proposed wording | Reason |
|-------------|---|---|--|
| 4.7 heading | POWER OF WELL-BEING | GENERAL POWER OF COMPETENCE | To remove outdated terminology and replace it with the current power available to eligible councils. |
| 4.7.1 | Before exercising the power to promote well-being, a meeting of the Town Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible town council. | Where the Council has resolved that it meets the eligibility criteria to exercise the General Power of Competence under the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Council may rely on that power where appropriate, provided that the proposed action is not prohibited by other legislation. | To replace the old Power of Well-Being wording with General Power of Competence wording. |
| 4.7.2 | The Town Council's period of eligibility begins on the date that the resolution was made and expires on the day before the Annual General Meeting of the Town Council that takes place in a year of ordinary elections. | The Council's eligibility to exercise the General Power of Competence shall be reviewed and clearly minuted at the relevant Annual Meeting of the Council, in accordance with the statutory eligibility requirements. | To use correct terminology and reflect the relevant annual meeting requirement. |
| 4.7.3 | After the expiry of its preceding period of eligibility, the Town Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the | Where the General Power of Competence is relied upon for expenditure or decision-making, this should be clearly recorded in the minutes. | To provide a clearer and more useful governance requirement for current practice. |

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| | exercise of the power to promote well-being which was not completed before the expiry of the Town Council's preceding period of eligibility referred to above. | | |
|--|--|--|--|

7. Section 5.1.11 – Urgent decisions by the Clerk

| Section | Current wording | Proposed wording | Reason |
|---------|---|--|---|
| 5.1.11 | The Clerk of the Council may take urgent decisions on behalf of the Town Council in consultation with the Chairman of the Town Council. | The Clerk may take urgent decisions on behalf of the Council where such action is necessary and cannot reasonably wait until the next meeting, provided the decision is taken in consultation with the Chair and/or Vice-Chair, is within budget and existing policy, and is reported to the next appropriate meeting. | To make the delegation clearer and ensure urgent decisions are properly reported back to Members. |

8. Section 5.1.12 – Bank transfers and investments

| Section | Current wording | Proposed wording | Reason |
|---------|--|--|---|
| 5.1.12 | The Clerk of the Council has delegated authority to transfer monies internally within all Town Council bank accounts held at its current account financial institution. The Clerk of the Council has delegated authority to invest Town Council financial reserves with banks or building societies authorised by the Prudential Regulation Authority and protected by the Financial Services Compensation Scheme. | The Clerk/RFO may transfer funds between the Council's bank accounts where necessary for the proper administration of the Council's finances, subject to the Council's Financial Regulations, bank mandate and any approved Investment Policy. Any investment of Council reserves shall be made in accordance with the Council's approved Investment Policy and reported to Members. | To align the delegation with Financial Regulations, the bank mandate and the Council's investment arrangements. |

9. Finance and General Purposes Committee Terms of Reference

| Section | Current wording | Proposed wording | Reason |
|---|--|--|---|
| Finance and General Purposes Committee, item 13 | Acting under full delegated powers (in accordance with the Local Government Act 1972) to review all Town Council Policies were appropriate. | Acting under full delegated powers, where appropriate, to review Town Council policies. | To correct wording and simplify the sentence. |
| Finance and General Purposes Committee, item 14 | Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider additional Town Council Policies (when and if required). | Acting under full delegated powers, where appropriate, to consider additional Town Council policies as required. | To simplify the wording. |



KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21 May 2026

Report of the Clerk of the Council and Responsible Financial Officer

FINANCIAL REGULATIONS 2026/27

1. PURPOSE OF THE REPORT

To ask members to review and adopt the Council's Financial Regulations for the the 2026/27 municipal year.

2. RECOMMENDATIONS

Members are requested to:

- a) **NOTE** that the Financial Regulations have been reviewed.
- b) **NOTE** the amendments made for the 2026/27 municipal year.
- c) **NOTE** that Section 17 has been amended to remove outdated personal and prejudicial interest wording and replace it with updated wording on interests, conflicts of interest and procurement transparency; and
- d) **APPROVE** and **ADOPT** the Financial Regulations for 2026/27.

3. BACKGROUND/REPORT

- 3.1 Financial Regulations set out the Council's rules and procedures for the financial management including budgeting, payments, procurement, banking accounting records, internal controls and finance reporting.
- 3.2 The Financial Regulations have been reviewed ahead of adoption for 2026/27 and are enclosed with the agenda for Members' consideration.
- 3.3 Amendments have been made to ensure the Financial Regulations remain up to date, clear and consistent with the Council's Standing Orders, Code of Conduct and current governance arrangements.
- 3.4 The main amendment relates to **Section 17 – Interests**. The previous wording referred to personal and prejudicial interests, which is outdated terminology. This section has been

Item 7

replaced with updated wording covering interests, conflicts of interest and procurement transparency.

- 3.5 The updated wording confirms that Members and officers must comply with the Council's Code of Conduct, Standing Orders and relevant legal requirements. It also retains, in modernised form, the requirement for tenderers, contractors and suppliers to disclose any relevant relationship with a Member or employee of the Council.
- 3.6 The Council is required to maintain proper arrangements for financial management and internal control. The Practitioners' Guide states that authorities must have arrangements for effective financial management and internal control, including proper accounting records and evidence to support governance decisions.

4. SUMMARY OF AMENDMENTS

The proposed amendments include:

- a) Replacing outdated references to personal and prejudicial interests;
- b) Inserting updated wording on interests, conflicts of interest and procurement transparency.
- c) Aligning the Financial Regulations with the Council's Standing Orders and Code of Conduct.
- d) Ensuring tenderers, contractors and suppliers are required to disclose relevant relationships with Members or employees.

5. APPENDICES

Appendix 7a: Financial Regulations (Enclosed)

Appendix 7b: Copy of 2025/26 Section 17 Interests (Attached)

Jane Thomas – Clerk of the Council and Responsible Financial Officer

~~17.~~

INTERESTS:

- 17.1 If any member has a personal or prejudicial interest in any contract, proposed contract or tender submission, he shall, while it is under consideration by the Town Council, withdraw from the meeting unless the interest is trivial or:
- (a) The disability imposed upon them by those sanctions has been removed by the Borough Council or relevant legislation, or
 - (b) The Town Council invite them to remain, or
 - (c) The contract, proposed contract or tender submission is under consideration as part of the report of a committee and is not itself the subject of debate.
- 17.2 The Clerk of the Council shall record in a book to be kept for the purpose, particulars of any notice given by any member or employee of the Town Council of a personal or prejudicial interest in a contract, and the book shall be open during reasonable hours of day for the inspection by any member.
- 17.3 If any member has a prejudicial interest, he shall, having declared it, be invited to withdraw from the meeting.
- 17.4 If a tenderer for any contract with the Town Council is to their knowledge related to any member of the Town Council or Town Council employee, they and the person to whom they are related shall disclose the relationship in writing to the Clerk of the Council. A tenderer who fails to do so shall be disqualified from consideration, and, if appointed may be subject to contract termination without notice. The Clerk of the Council shall report to the Town Council or the appropriate committee any such disclosure. The Clerk of the Council shall make the purport of this Financial Regulation to every tenderer.
18. **CANVASSING OF AND RECOMMENDATIONS BY MEMBERS AND EMPLOYEES:**
- 18.1 Canvassing of members or employees, directly or indirectly for any contract awarded by the Town Council will disqualify the tenderer from consideration. The Clerk of the Council shall make the purport of this Financial Regulation known to every tenderer.
- 18.2 A member or employee of the Town Council shall not solicit for any tenderer under consideration by the Town Council or recommend any tenderer for contract award.



KNOWSLEY TOWN
COUNCIL

FINANCIAL
REGULATIONS
(2026/2027)

Review Due: 21/05/2026

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1. GENERAL:

- 1.1 These Financial Regulations shall govern the conduct of the financial transactions of the Town Council and shall only be amended or varied by resolution of the Town Council.
- 1.2 The Responsible Financial Officer is the Clerk of the Council. They shall be responsible for the proper administration of the Town Council's financial affairs.
- 1.3 The Clerk of the Council shall be responsible for the production of financial management information.
- 1.4 A motion permanently to vary or revoke a Financial Regulation shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Town Council.
- 1.5 Every contract whether made by the Town Council, committee or Clerk of the Council shall comply with these Financial Regulations. No exception to these Financial Regulations shall be made otherwise than by direction of the Town Council unless those contracts are not covered by these Financial Regulations.
- 1.6 When applications are made to waive Financial Regulations relating to contracts to enable a tender to be negotiated without completion, the reason shall be embodied in a recommendation to the Town Council.

2. ANNUAL ESTIMATES:

- 2.1 Detailed estimates of income and expenditure of revenue services and receipts and payments on capital accounts shall be prepared each year by the Clerk of the Council.
- 2.2 The Town Council shall review the estimates not later than the end of February in each year and shall recommend the precept to be levied for the ensuing financial year. The Clerk of the Council shall supply each elected member with a copy of the approved estimates.
- 2.3 The annual capital and revenue budgets shall form the basis of financial control for the ensuing financial year.

3. BUDGETARY CONTROL:

- 3.1** The Clerk of the Council may incur revenue expenditure beyond the amount allocated in the appropriate revenue budget. when such expenditure occurs, the sum required must be initially vied from other revenue budgets.
- 3.2** The Clerk of the Council may incur expenditure (subject to consultation with the Chairperson of the Town Council or the Vice-Chairperson of the Town Council) on behalf of the Town Council necessary to carry out repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk of the Council shall report the action to the next meeting of the Town Council.
- 3.3** Where expenditure is incurred within Financial Regulations 3.1 and 3.2 and the sum required cannot be met from virements made elsewhere within the approved budget, the Clerk of the Council has delegated authority to fund such expenditure from Town Council reserves.
- 3.4** The Clerk of the Council shall provide the Town Council with a quarterly statement of income and expenditure to date of the approved annual revenue and capital budgets, showing potential under/overspends.
- 3.5** Underspends in the revenue budget shall not be carried forward to a subsequent year unless approved by the Town Council.
- 3.6** No expenditure shall be incurred in relation to any capital project entered into or tender accepted involving expenditure on capital account unless the Town Council is satisfied that it is contained in the rolling capital programme and the necessary capital funds are available, or the requisite borrowing approval can be obtained.

4. ACCOUNTING AND AUDITING:

- 4.1** All accounting and financial records of the Town Council shall be determined by the Clerk of the Council as required by the most recent and up to date national guidelines and appropriate legislation.
- 4.2** The Clerk of the Council shall be responsible for completing the annual accounts of the Town Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Town Council.
- 4.3** The Clerk of the Council shall be responsible for maintaining an adequate and effective system of internal audit and risk management of the Town

Council's accounting, financial and other operations in accordance with the most recent and up to date national guidelines and appropriate legislation.

- 4.5 The Clerk of the Council is responsible for submission of the Annual Return to the appointed external auditor, following Town Council approval and acceptance of the yearly statement of accounts and assurances.
- 4.6 In accordance with the Accounts and Audit Regulations 2015, all individual items of expenditure exceeding £500, including those authorised under delegated authority, will be published on the Town Council website.”.
- 4.9. In accordance with the Local Government Transparency Code (2014), the salaries of senior staff will be posted on the Town Council website.

5. BANKING:

- 5.1 The Town Council's banking arrangements shall be made by the Clerk of the Council and approved by the Town Council.
- 5.2 Cheques drawn on the bank account shall be signed by the Clerk of the Council and two other duly authorised signatories.
- 5.3 The Chairperson must agree to be a linked individual on the Town Councils bank account and must provide all requested information for this process to be completed.

6. PAYMENT OF ACCOUNTS:

- 6.1 Apart from petty cash payments, all payments shall be made by cheque or other order drawn on the Town Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the officer issuing the order. Before certifying an invoice, the officer shall satisfy themselves that the work, goods or services to which the invoice relates have been carried out, examined and approved. Invoices for payment must be stamped and signed by the officer as a sign of certification.
- 6.3 Duly certified invoices shall be passed to the Clerk of the Council who shall examine them in relation to arithmetical accuracy and authorisation and shall code them to the appropriate expenditure heading. They shall take all possible steps to settle all invoices submitted and which are in order within 30 days of their receipt.
- 6.4 When they are satisfied that the invoices are in order, the Clerk of the Council shall verify the final certification.
- 6.5 The Clerk of the Council shall maintain a petty cash float to a limit of £300 for the purpose of defraying operational expenses. All petty cash

transactions must be supported by receipts. All receipts should contain a VAT element wherever possible.

- 6.6 Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Financial Regulations.

6A. CORPORATE PAYMENT CARD USE

- 6A.1 The use of a corporate payment card (procurement card) shall be authorised by Full Council and assigned to the Clerk/RFO only.
- 6A.2 The corporate card shall have a maximum **single transaction limit of £1,000**, and a **monthly credit limit of £2,000**. These limits may be reviewed annually by the Finance & General Purposes Committee.
- 6A.3 The card shall only be used for council-related purchases where no other method of payment is practical or efficient (e.g. online purchases, travel bookings, or emergencies).
- 6A.4 All transactions must be supported by receipts, and a monthly statement must be reconciled by the RFO and reviewed by the Chair of Finance (or another designated councillor).
- 6A.5 The card must not be used for personal expenditure under any circumstances.
- 6A.6 Misuse of the corporate card shall be considered a disciplinary matter and referred to Full Council for review.

7. PAYMENT OF WAGES AND SALARIES:

- 7.1 The payment of all wages and salaries shall be made by the Clerk of the Council from the current account in accordance with clock cards and payroll records.
- 7.2 All clock cards shall be certified as to accuracy by or on behalf of the Clerk of the Council.

8. LOANS AND INVESTMENTS:

- 8.1 All loans and investments shall be negotiated by the Clerk of the Council in the name of the Town Council and shall be for a short period of time (i.e. maximum thirteen months) in accordance with Town Council policy.

- 8.2 All investments of money under the control of the Town Council shall be in the name of the Town Council.
- 8.3 All borrowings shall be in the name of the Town Council.
- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk of the Council.
- 8.5 Any financial arrangement which does not require formal borrowing approval from the Secretary of State, such as hire purchase or leasing of tangible assets, shall be subject to approval by Full Council. A report in writing shall be provided to Full Council in respect of value for money for the proposed transaction.
- 8.6 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with the Council's Annual Investment Strategy which shall be reviewed by Full Council annually, and be in accordance with relevant Regulations, proper practices and guidance.

9. **INCOME:**

- 9.1 The collection of all sums due to the Town Council shall be the responsibility of and under the supervision of the Clerk of the Council.
- 9.2 The Town Council will review all fees and charges annually, following a report by the Clerk of the Council.
- 9.3 Any bad debts shall be reported to the Town Council.
- 9.4 All sums received on behalf of the Town Council shall be banked by the Clerk of the Council or an authorised employee. In all cases, receipts shall be deposited with the Town Council's bankers with such frequency as the Clerk of the Council considers necessary.
- 9.5 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying in slip.
- 9.6 Every amount of cash received on behalf of the Town Council shall be acknowledged at once by the issuing of an official receipt.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Town Council.

9A. **MAYOR'S CHARITY FUND:**

- 9A.1 Where the Mayor undertakes fundraising activities during their civic year for charitable or community purposes, the funds raised may be held within the

Town Council's bank account and administered by the Responsible Financial Officer (RFO) as a ring-fenced fund, titled the Mayor's Charity Fund.

9A.2 All income and expenditure relating to the Mayor's Charity Fund shall be accounted for separately from the Council's general budget and shall not be considered part of the Council's precepted income.

9A.3 Expenditure from the Mayor's Charity Fund shall only be made:

- (a) On the recommendation of the Mayor.
- (b) Where the payment benefits a community group, charity, or cause operating within the local area.
- (c) Where sufficient funds are available in the Mayor's Charity Fund.

9A.4 The Clerk/RFO is authorised to make payments of up to £500 per transaction from the Mayor's Charity Fund, provided:

A written request or invoice has been received from the recipient organisation.

- (a) The payment is made directly to the recipient's bank account.
- (b) The transaction is reported to the next meeting of Full Council.

9A.5 Expenditure exceeding £500 or proposed for new beneficiaries not previously identified must be approved by resolution of Full Council or the Finance and General Purposes Committee, in line with the Committee's delegated authority.

9A.6 No payments shall be made in cash or to personal bank accounts under any circumstances.

9A.7 A summary report detailing all income and expenditure from the Mayor's Charity Fund shall be presented to Full Council at the end of each civic year.

9A.8 Any unspent balance in the Mayor's Charity Fund at the end of the Mayor's term shall be disposed of in accordance with a resolution of the Town Council.

10. ORDERS FOR WORK, GOODS AND SERVICES:

10.1 An official order or letter shall be issued for work, goods or services unless a formal contract is to be prepared, or an official order would be

inappropriate. Copies of orders issued shall be maintained and a copy attached to all invoices for payment.

- 10.2** Officers are responsible for obtaining best value at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

11. STORES AND INVENTORIES:

- 11.1.** Staff working at Town Council premises are responsible for the care and custody of stores and equipment in that section. Items with an original purchase price of over £500 will be recorded in the Asset Register.
- 11.2** Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regards quality at the time delivery is made.
- 11.3** Stocks should be maintained at the minimum levels consistent with operational requirements.
- 11.4** The Clerk of the Council is responsible for the annual check of items recorded in the Asset Register.

12. PROPERTIES, ESTATES AND ASSETS:

- 12.1** The Clerk of the Council is responsible for the custody of all title deeds of properties owned or leased by the Town Council. The Clerk of the Council shall ensure a record is maintained of all the properties owned or leased by the Town Council, recording the location, extent, plan, references, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held.
- 12.2** All property or single assets with a value of over £1,000 shall not be sold, leased or otherwise disposed of without the authority of the Town Council. For the purposes of disposal, asset valuation will be calculated at original purchase price less 10% per annum depreciation from the date of acquisition.

13. INSURANCE:

- 13.1** The Clerk of the Council shall affect all insurances and negotiate all claims on the Town Council's insurers.
- 13.2** The Clerk of the Council shall give prompt notification to the insurers of any alterations affecting existing policies.

13.3 The Clerk of the Council shall keep a record of all insurances effected by the Town Council and the property and risks covered thereby and annually review it.

14. EXCEPTIONS TO FINANCIAL REGULATIONS:

14.1 The Clerk of the Council is delegated the responsibility for securing contracts as follows:

- (a) The supply of gas, electricity, water, sewerage, refuse and telecommunication services.
- (b) Specialist services such as provided by solicitors, accountants, surveyors, planners, designers, consultants any other professional advisors.
- (c) Work to be executed for goods, works or services to be supplied which constitute an extension of an existing contract of the Town Council.
- (d) Work to be executed for goods, works or services to be supplied which consist of repairs to or parts for existing machinery, equipment or plant.
- (e) The purchase of goods and materials which are proprietary articles and/or which are sold only at a fixed price.
- (f) Work to be executed for goods, works or services to be supplied which consist of repairs, maintenance or enhancement to land and buildings either owned or leased by the Town Council.

14.A COMMUNITY GRANTS AND DONATIONS

14A.1 The Council may award grants or donations to local organisations or individuals in accordance with its Community Grants Policy and subject to relevant statutory powers (including, where applicable, Section 137 of the Local Government Act 1972).

14A.2 All grant applications shall be submitted on the official Town Council application form and assessed against the approved eligibility criteria and budget availability.

14A.3 The Finance and General Purposes Committee shall have delegated authority to approve grants up to £500, subject to an annual grants budget approved by Full Council.

- 14A.4** No grant shall be paid for expenditure incurred prior to approval, nor for ongoing running costs unless clearly justified.
- 14A.5** The Council reserves the right to require evidence of expenditure (e.g. receipts or financial reports) and may reclaim any unspent or misused grant funds.
- 14A.6** The RFO shall maintain a record of all approved grants, and a report shall be presented annually to Full Council summarising all awards made.

15. CONTRACT VALUATION:

- 15.1** Where it is intended to enter into a contract exceeding £5,000 for the supply of goods, works or services (other than those instances detailed in paragraph 14.1), the Clerk of the Council shall invite tenders from three firms.
- 15.2** Where it is intended to enter into a contract of less than £5,000 the Chairperson of the Town Council and the Clerk of the Council shall have executive power.
- 15.3** Where it is intended to enter into a contract of less than £2,500 the Clerk of the Council shall have delegated power.

16. INVITATION TO TENDER:

- 16.1** Such invitation to tender shall state the general nature of the intended contract and the Clerk of the Council shall obtain the necessary technical assistance to prepare the specification as appropriate. The invitation shall state that tenders must be addressed to the Clerk of the Council and the last date by which such tenders should reach the Clerk of the Council by post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 16.2** All sealed tenders shall be opened at the same time on the prescribed date by the Clerk of the Council (or the properly authorised deputy) in the presence of at least one member of the Town Council.
- 16.3** If less than three tenders are received for contracts valued over £5,000 or if all tenders are identical, the Town Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.
- 16.4** The Town Council shall not be obliged to accept the lowest of any tender.

17. INTERESTS, CONFLICTS OF INTEREST AND PROCUREMENT

- 17.1 Members and officers must comply with the Council's adopted Code of Conduct, Standing Orders, Financial Regulations and any relevant legal requirements relating to interests, declarations and dispensations.
- 17.2 Where a Member has a disclosable pecuniary interest or other interest in any financial matter, contract, proposed contract, tender, quotation or procurement decision, the interest must be declared and dealt with in accordance with the Council's Code of Conduct and Standing Orders.
- 17.3 No Member or officer shall improperly influence, or seek to influence, any contract, tender, quotation, appointment or procurement decision.
- 17.4 Where a tenderer, contractor or supplier is aware of a relationship with a Member or employee of the Council, the tenderer, contractor or supplier, and the Member or employee concerned, shall disclose the relationship in writing to the Clerk as soon as practicable.
- 17.5 The Clerk shall report any such disclosure to the Council or the appropriate committee.
- 17.6 A tenderer, contractor or supplier who fails to disclose such a relationship may be disqualified from the procurement process. Where a contract has already been awarded, the Council may consider termination of the contract in accordance with the contract terms and applicable law.
- 17.7 The Clerk shall ensure that tenderers, contractors and suppliers are made aware of this requirement where appropriate.

18. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS AND EMPLOYEES:

- 18.1 Canvassing of members or employees, directly or indirectly for any contract awarded by the Town Council will disqualify the tenderer from consideration. The Clerk of the Council shall make the purport of this Financial Regulation known to every tenderer.
- 18.2 A member or employee of the Town Council shall not solicit for any tenderer under consideration by the Town Council or recommend any tenderer for contract award.

19. REVISION OF FINANCIAL REGULATIONS:

- 19.1 It shall be the annual duty of the Town Council to review the Financial Regulations and to make such recommendations as the Town Council considers are required.

20. FINANCIAL REGULATIONS TO BE GIVEN TO MEMBERS:

20.1 A printed copy of these Financial Regulations shall be given to all members after the Annual General Meeting of the Town Council.

21. INTERPRETATION:

21.1 In these Financial Regulations, words imparting one gender shall include both genders and the singular includes the plural and vice-versa.

Item 8

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15th May 2025

TOWN COUNCIL COMMITTEES 2025/26

1. PURPOSE OF REPORT

Members need to consider the Town Councils Committees and their membership and to approve the terms of reference

2. RECOMMENDATIONS

Members are asked to:

- a) Note the report,
- b) Approve the number and names of the Town Council Committees (2026/27)
- c) Approve the terms of reference for the Town Council Committees (2026/27)
- d) Approve the membership of the Town Council Committees (2026/27)

3. REPORT

- 3.1. This report sets out the terms of reference (Appendix 8a) and committee membership for the Town Council for the 2025/26 municipal year (Appendix 8b). Committees meet on an ad hoc basis in accordance with the Town Council's Standing Orders.
- 3.2. The terms of reference for all committees will be incorporated into the Town Council's Standing Orders and circulated to all Members.
- 3.3. Details of committee membership and attendance for 2025/26 are provided at Appendix 8c for Members' consideration.

4. APPENDICES-ATTCHED

8a: - Terms of reference

8b: - Committee membership for the Town Council for 2025/26

8c: - Committee membership and attendance for 2025/26

Jane Thomas - Clerk of the council and Responsible Financial Officer

TERMS OF REFERENCE
FINANCE AND GENERAL PURPOSES COMMITTEE

1. (Under the Local Government Act 1972) to observe all Town Council Financial Regulations.
2. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider the Town Council monthly and quarterly budget spending reports.
3. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider and review all fees and charges relating to the hire of town council facilities.
4. Acting under full delegated authority (in accordance with the Local Government Act 1972), to consider and decide upon all applications for block bookings (as defined by the independent auditor's letter to the Council dated 29 April 2010) of Town Council facilities
5. Acting under full delegated authority (in accordance with the Local Government Act 1972), to review the procedures, criteria, guidelines, and application forms for the allocation of Town Council grants and sponsorship.
6. Acting under full delegated authority (in accordance with the Local Government Act 1972), to exercise the functions of the Town Council in considering applications for grants and sponsorship as is deemed appropriate within the budget established by the Town Council for that purpose.
7. To monitor and review, as appropriate, the geographical distribution of grants and sponsorship.
8. To consider all the financing and design of any Town Council capital projects acting within its delegated authority as defined by financial regulation 3.6.
9. Acting under full delegated authority (in accordance with the Local Government Act 1972) to exercise the functions of the Town Council by monitoring the expenditure (in accordance with financial regulation 3.6.) and progress all capital projects within the budget established by the Town Council.
10. The Committee may appoint advisory committees that relate to the above terms of reference at any times as are necessary.
11. The Committee may (in accordance with Town Council Standing Orders), appoint non-voting representatives whose experience or knowledge may be of benefit to the Town Council or the committee.
12. Acting under full delegated powers (in accordance with the Local Government Act 1972), to oversee service level agreements and evaluate the outcomes in accordance with agreed criteria for those purposes.
13. Acting under full delegated powers (in accordance with the Local Government Act 1972) to review all Town Council Policies were appropriate.
14. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider additional Town Council Policies (when and if required).
15. Acting under delegated authority, to consider and approve expenditure from the Mayor's Charity Fund, where such funds are held by Council for the purpose of charitable/community support during the Mayor's civic year, and where such expenditure is within the criteria set out in the Council's Financial Regulations.

TERMS OF REFERENCE

HUMAN RESOURCES COMMITTEE

1. Acting under full delegated powers (in accordance with the Local Government Act 1972), to consider all human resource functions but acting subject to the approval of Council in relation to the appointment of the Clerk.
2. To oversee the conduct of all staff and act as the Council's Appeals Panel as appropriate.
3. To determine the remuneration, superannuation, terms of service and severance of all Council staff as required.
4. To determine that the Council has in place good human resources' policies.
5. To determine the annual incentive scheme.
6. To monitor the attendance statistics of the workforce.
7. A quorum of at least three members is required at committee meetings.

TERMS OF REFERENCE
EVENTS COMMITTEE

1. Acting under full delegated authority (in accordance with the Local Government Act 1972) to take full responsibility for the design and organisation of all events to be held on behalf of the Town Council (except for the annual Beating of the Bounds and the Mayoral Celebration Evening).
2. To promote fundraising events on behalf of the mayor's nominated charities.
3. To agree plans for holding fundraising events in the prioritised areas.
4. To oversee the promotion of fundraising events and influence the participation of key external partnerships.
5. To encourage the broad participation of elected members in fundraising activities.
6. To support the Town Council in recruiting fundraising volunteers.
7. To ensure that all events comply with Health and Safety Regulations and all other Town Council policies and procedures.
8. To ensure that expenditure on events does not exceed the annual budget established by the Town Council.
9. To submit reports for each event to the Town Council. The reports to contain detailed information relating to the activities to be undertaken, finance, numbers attending and health and safety and risk assessments.
10. The Committee may (in accordance with Town Council Standing Orders) appoint non-voting representatives whose experience or knowledge may be of benefit to the Committee or the Town Council.

KNOWSLEY TOWN COUNCIL

COMMITTEE MEMBERSHIP

2025/26

Finance and General Purposes Committee

Cllr D J Baum (Mayor)
Cllr M Burke
Cllr B Donnelly
Cllr J Donnelly
Cllr N Joseph
Cllr L O'Keeffe
Cllr L Tomlinson (Deputy Mayor)

Human Resources Committee

Cllr D J Baum (Mayor)
Cllr B Donnelly
Cllr J Donnelly
Cllr L O'Keeffe
Cllr B Thompson
Cllr I Smith
Cllr L Tomlinson (Deputy Mayor)

Events Charity Committee

Cllr M Burke
Cllr D J Baum (Mayor)
Cllr J Donnelly
Cllr V Boateng
Cllr K Gregory
Cllr N Joseph
Cllr L O'Keeffe
Cllr L Tomlinson (Deputy Mayor)

**SCEDULE OF MEMBERS' ATTENDANCE
AT COMMITTEE MEETINGS 2025/26**

| Finance and General Purposes Committee | Date of Meeting | Date of Meeting | Date of Meeting | Date of Meeting | Date of Meeting | Date of Meeting | Members Attendance |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|
| Number of Meetings | 18/06/2025 | 17/09/2025 | 28/10/2025 | 10/02/2026 | 11/03/2026 | 27/04/2026 | 6 |
| Mayor Cllr D Baum | A | A | A | A | A | A | 6/6 |
| Cllr V Boateng | | | | | | | |
| Cllr M Burk | A | A | A | Apologies | Apologies | A | 4/6 |
| Cllr B Donnelly | A | A | A | A | A | A | 6/6 |
| Cllr J Donnelly | Apologies | A | A | Apologies | A | A | 4/6 |
| Cllr K Gregory | | | | | | | |
| Cllr N Joseph | A | A | A | A | Apologies | Apologies | 4/6 |
| Cllr L O'Keeffe | Apologies | A | A | A | Apologies | A | 4/6 |
| Cllr I Smith | | | | | | | |
| Cllr B Thompson | | | | | | | |
| Deputy Mayor Cllr L Tomlinson | Apologies | Apologies | A | Apologies | A | A | 3/6 |
| F Wynn | | | | | | | |

| Events Committee | Date of Meeting | Members Attendance | Human Resources Committee | Date of Meeting | Members Attendance |
|--------------------------------------|------------------------|---------------------------|--------------------------------------|------------------------|---------------------------|
| Number of Meetings | 28/11/2026 | 1 | Number of Meetings | | 0/0 |
| Mayor Cllr D Baum | Apologies | 0/1 | Mayor Cllr D Baum | | 0/0 |
| Cllr V Boateng | Apologies | 0/1 | Cllr V Boateng | | |
| Cllr M Burk | A | 1/1 | Cllr M Burk | | |
| Cllr B Donnelly | | | Cllr B Donnelly | | 0/0 |
| Cllr J Donnelly | A | 1/1 | Cllr J Donnelly | | 0/0 |
| Cllr K Gregory | A | 1/1 | Cllr K Gregory | | |
| Cllr N Joseph | A | 1/1 | Cllr N Joseph | | |
| Cllr L O'Keeffe | A | 1/1 | Cllr L O'Keeffe | | 0/0 |
| Cllr I Smith | | | Cllr I Smith | | 0/0 |
| Cllr B Thompson | | | Cllr B Thompson | | 0/0 |
| Deputy Mayor Cllr L Tomlinson | A | 1/1 | Deputy Mayor Cllr L Tomlinson | | 0/0 |
| Cllr F Wynn | | | F Wynn | | |

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21st May 2026

TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES

1. PURPOSE OF REPORT

The purpose of this report is to seek Members' nominations and appointments to represent the Town Council on various outside bodies.

2. RECOMMENDATIONS:

Members are asked to:

- a) Note the report,
- b) Nominate and appoint Members to represent the Town Council on each of the organisations listed in para 3.3. during 2026/27.

3. REPORT

- 3.1. At the request of various Groups/Forums/Friends Associations and Charities, the Town Council has, for a number of years, nominated Members as representatives.
- 3.2. At the time of drafting, it is uncertain which organisations will request a Town Council representative or indeed whether the organisations convene meetings at which Town Council representatives attend.
- 3.3. For reference, these are the organisations and Town Council representatives agreed for 2025/26:

| ORGANISATION | TOWN COUNCIL REPRESENTATIVE(S) |
|--|--|
| Mayor of Knowsley Charity | Mayor Deputy Mayor |
| Town/Borough Council Liaison Group | Clerk of the Council Leader of the Majority Group |
| Merseyside Association of Local Councils | Mayor Deputy Mayor Cllr B Donnelly |
| Friends of Meadow Park | Cllr J Donnelly Cllr L Tomlinson |
| Stockbridge Community Engagement Forum | Cllr V Boateng |
| National Association of Local Councils | Mayor Cllr B Donnelly |

Item 9

- 3.4. Until we establish whether any of the organisations still meet, Members are recommended to nominate representatives (in the same number) to the organisations to serve for 2026/27

Jane Thomas - Clerk of the Council

Item 10

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21st May 2026

TOWN COUNCIL MEETING SCHEDULE

1. PURPOSE OF REPORT

The purpose of this report is to seek Members' approval to the schedule of meetings for 2026/27.

2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report,
- 2.2. Agree the schedule of meeting dates outlined in paras 3.3. and 3.4. of the report.

3. REPORT

- 3.1. Under the Town Council's Standing Orders, para 1.z.aa. 'Meetings of the Town Council shall be held at 7:15pm on a Thursday of the month in accordance with a schedule agreed at the Annual Meeting. Historically this has been the third Thursday in each month except August, December and April.
- 3.2. In accordance with the Local Government Act 1972, Town Councils must convene a minimum of three ordinary meetings each municipal year in addition to the Annual Meeting, with nominated Members as representatives.
- 3.3. Historically Knowsley Town Council has held an ordinary meeting every month with the exception of August, December and April and following this pattern, the proposed schedule for 2026/27 is as follows (all meetings to be held in the Community Pavilion starting at 7:15pm):

Ordinary Town Council Meetings

| | |
|---------------------------------|--------------------------------|
| 18 th June 2026 | 21 st January 2027 |
| 16 th July 2026 | 18 th February 2027 |
| 17 th September 2026 | 18 th March 2027 |
| 15 th October 2026 | 20 th May 2027 |
| 19 th November 2025 | |

Annual Meeting of the Town Council

27th May 2027

Item 10

- 3.4. **Annual Town Meeting** – It is proposed that the Annual Town Meeting be held at 6pm on Thursday 27th May 2027, to allow Members of the Town Council to approve the information distributed at the Annual Town Meeting.
- 3.5. Accordingly, Members are recommended to agree the schedule of dates outlined at para 3.3. above and that for the Annual Town Meeting 2027.
- 3.6. Extraordinary meetings of the Town Council may be called in accordance with Standing Order number 4.
- 3.7. Meeting of Standing Committees will be convened in accordance with Standing Order 2.2.1.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21st May 2026

REPORT ON THE INDEPENDENT REMUNERATION PANEL ON TOWN/PARISH COUNCIL ALLOWANCES 2026

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the outcome of the Independent Remuneration Panel on Town/Parish Council Allowances 2026.

2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report, and particularly the report of the Independent Remuneration Panel on Town/Parish Council Allowances 2026 attached as *appendix 11a* to this report.

3. REPORT

- 3.1. Members are aware that each year the Independent Panel on Town/Parish Council Allowances carries out a review and produces a report outlining proposals for the following municipal year, in this case 2026/27.
- 3.2. A copy of the panel's report for 2026/27 is attached as *appendix 11a* to this report.
- 3.3. As part of their review, the panel invited all Parish and Town Councils in Knowsley to submit any views they wished the panel to consider, see paragraphs 6.1. and 6.2 of the report.
- 3.4. In conclusion, as outlined in paragraph 6.3. of the report, the panel recommended that:

'No parish basic allowance be payable during the financial year 2026/27; and Reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations.
- 3.5. Members are therefore requested to note the recommendations of the Independent Review Panel.

Jane Thomas - Clerk of the Council



**REPORT OF THE INDEPENDENT
REMUNERATION PANEL
ON TOWN / PARISH COUNCIL
ALLOWANCES**

2026

**REPORT OF THE INDEPENDENT REMUNERATION PANEL
ON TOWN/PARISH COUNCIL ALLOWANCES – 2026**

1. INTRODUCTION

- 1.1 An Independent Remuneration Panel was established in 2000 to make recommendations to Knowsley Metropolitan Borough Council on the Scheme of Members' Allowances. In 2003, the Government introduced the Local Authorities (Members' Allowances) (England) Regulations which extended the remit of the Panel to include making recommendations to Town and Parish Councils on levels and type of allowances to be paid to its Councillors.
- 1.2 The Local Authorities (Members' Allowances) (England) Regulations make provision for Town and Parish Councils to make payments to their Members. Should a Town or Parish Council choose to pay allowances, they should have regard to the recommendations of the Independent Remuneration Panel. The Panel's recommendations as to the allowances of the Towns and Parishes can be a single recommendation applying to all Town and Parishes within the area or make individual recommendations for each Parish.
- 1.3 The current membership of the Independent Remuneration Panel is:
- Chairperson – Alan Hill (Local Government Sector Advisor);
 - Tim Dugdill (Private Sector Business Advisor); and
 - Reverend Canon Malcolm Rogers MBE (Faith Sector Advisor).
- 1.4 Sections 2, 3, 4 and 5 of this report outline the way the Panel has come to its earlier conclusions in order to put the recommendations for 2026/2027 into context. These recommendations are set out in section 6 of this report.

2. PROCESS OF THE REVIEW

- 2.1 The Panel's Terms of Reference are to make recommendations to Parish and Town Councils on:
- whether a Parish basic allowance should be paid to Town and Parish Council Members and, if so, the levels of such allowances;
 - whether an enhanced level of allowance should be paid to the Chairperson and, if so, the level of that allowance; and
 - the levels of travel and subsistence which should be paid and the duties to which these payments should relate.

- 2.2 The Panel first met in April 2004 to consider and make recommendations on a Scheme of Allowances for the Parish and Town Councils which are situated within the Borough of Knowsley. Since that time an annual review has been undertaken. As part of the review process for 2026/27, the Panel was briefed on the roles and responsibilities of the Town and Parish Councils and gave consideration to statutory Regulations and available Government guidance on Parish Members' allowances.
- 2.3 Each of the five Parish and Town Councils within the Borough of Knowsley are invited each year to submit their views and information on their remuneration schemes. Responses are considered by the Panel.

3. PARISH BASIC ALLOWANCE AND CHAIRPERSON'S ALLOWANCE

- 3.1 The Panel noted that Town and Parish Councils may choose to pay their Members an allowance, known as 'Parish basic allowance', to recognise the time and effort they put into their Parish duties. There is no obligation on Town and Parish Councils to pay such allowances. Each Town and Parish Council may make an allowance available to its Chairperson only, or to each of its Members. Where all Members receive an allowance, the amount payable to the Chairperson may be different to that paid to other Members, but otherwise the amount paid to each Member must be the same. The payment of a Town and Parish basic allowance is a discretionary allowance. If a Town or Parish Council wishes to pay a basic allowance, it should have regard to a recommendation from the Independent Remuneration Panel as to whom basic allowance should be paid.
- 3.2 The Panel has noted that views on the payment of a basic or Chairperson's allowance differed between the five Parish and Town Councils. The majority were not in favour of paying allowances to their Members. Currently only one Town Council, Knowsley, had decided to pay an allowance to its Chairperson and Councillors.
- 3.3 The Panel was aware that the payment of a Town and Parish basic allowance is intended to recognise the time commitment of Parish and Town Councillors and to cover incidental costs such as telephone calls, etc; however, the Panel noted that the information available to them as to the time commitment, roles and levels of responsibility and the costs which a Parish or Town Councillor may incur in fulfilling his/her role was limited.
- 3.4 The Panel acknowledged that the power under Section 15 of the Local Government Act 1972 to pay its Chairperson an amount for such expenses as it sees fit remains unchanged. Therefore, notwithstanding the Panel's recommendations in relation to a Town and Parish basic allowance, Parish and Town Councils may, if deemed appropriate, pay a Chairperson's allowance under these existing Regulations.

4. TRAVEL AND SUBSISTENCE ALLOWANCES

- 4.1 The Panel noted that Town and Parish Councils may also pay its Members an allowance in respect of travel and subsistence. These are discretionary allowances. They may be paid in respect of travel and subsistence both inside and outside the boundary of the Town and Parish. Allowances for travel may include allowances for travel by non-motorised transport, such as a bicycle. If it wishes to pay travel and subsistence allowances, a Town and Parish Council must consult the Independent Remuneration Panel.
- 4.2 The Panel acknowledges that some of the Parish/Town Councils currently pay travel and subsistence allowances to their Members and would wish to continue to do so.
- 4.3 The Regulations provide that travel and subsistence allowances may be paid in respect of:-
- a meeting of the authority;
 - a meeting of a committee or sub-committee of the authority;
 - a meeting of some other body (or a committee or sub-committee of a body) to which the authority makes appointments or nominations;
 - duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
 - a meeting of a local authority association of which the authority is a member;
 - duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
 - any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.
- 4.4 In considering the issue of travel and subsistence, the Panel acknowledged that the majority of duties carried out by Parish and Town Councillors were within the local area.

5. PREVIOUS CONCLUSIONS AND RECOMMENDATIONS

- 5.1 On the basis of the information considered, the Panel came to the view in 2004, and has reiterated that view subsequently, that Members of Parish and Town Councils have volunteered to undertake this work on behalf of the community and the Panel was not convinced that the role and responsibility merited financial compensation.
- 5.2 The Panel was also conscious that the cost of any allowances would fall to the local council concerned and would consequently impact upon the Town/Parish precept and the local community.

- 5.3 The Panel noted that there are differences between the Parish and Town Councils in terms of their sizes, electorate and budgets, but the Panel did not consider it had sufficient information on which to base differentials.
- 5.4 Subject to the receipt of any further information and evidence from the Parish and Town Councils, in view of the information considered and the conclusions set out in 5.1 to 5.3 above, the Panel has recommended in every year that no Parish basic allowance be payable by the Parish and Town Councils within the Borough of Knowsley.
- 5.5 The Panel recognised that Members of Town and Parish Councils should be able to claim travel and subsistence expenses incurred in respect of their duties as a Member of the Council. Accordingly, the Panel has recommended in every year that reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of the duties mentioned in paragraph 4.3 of this report.
- 5.6 In 2005 the Panel was asked to consider the possibility of paying an allowance to non-Borough Council Town and Parish Councillors in respect of the use of ICT equipment at home of £5 per month (Town and Parish Councillors who are also on the Borough Council are already reimbursed by Knowsley Council). There is no provision within the legislation for the payment of such a Parish allowance; however, the Panel was of the view that a Parish could achieve the same end by:-
- i) paying a Town and Parish basic allowance of an equivalent sum (which would be taxable) but this would need to be paid to all Parish Councillors; OR
 - ii) reimbursing the cost of consumable items etc by way of an expenses claim with supporting receipts (not taxable if purely for Parish Council business); OR
 - iii) the Parish Council providing consumables for the Parish Councillor (not taxable if purely for Parish Council business).
- 5.7 The Panel has stated its belief that any proposal to introduce a new Scheme of Allowances or to increase an existing scheme could be something which the Parish or Town Council may feel is appropriate for consultation with its electorate.
- 5.8 The Panel has always emphasised that it would welcome representations and new information from Councils to inform future Scheme reviews.

6. THE YEAR 2026/27

- 6.1 The Panel met remotely on 12 March 2026 to consider its recommendations for 2026/27.
- 6.2 All Parish and Town Councils within the Borough were invited to submit any views which they wished the Panel to consider. Knowsley Town Council (asking that their submission from last year be re-submitted) outlined a number of points for the Panel to consider in support of a payment of a basic allowance to its Members, the main points of which are summarised below:
- (i) all travel expenses are met from the basic allowance. Knowsley Township covers three large areas where public transport is not always reliable and not every Member of the Town Council has access to a vehicle;
 - (ii) telephone costs are met from the basic allowance. Any increase in costs is borne by the Member and communication by email is not always possible as not every Member has access to a personal computer or email address;
 - (iii) the costs of meals and refreshments whilst on council business are met from the basic allowance; and
 - (iv) the majority of Members of the Town Council are in full time work – not all employers pay for time off for public duties. The payment of a basic allowance helps ease the burden of the loss of earnings in this instance.
- 6.3 Following consideration of the submission and all relevant guidance, the Panel **recommends** that:-
- (i) no parish basic allowance be payable during the financial year 2026/27; and
 - (ii) reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations.
- 6.4 The Panel will always welcome representations on these issues to inform future consideration.

**Alan Hill, Chairperson of the Independent Remuneration Panel
April 2026**

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21st May 2026

COUNCILLORS ALLOWANCES 2026

1. PURPOSE OF REPORT

The purpose of this report is to seek Members direction on the level of Councillor's Allowances and that for the Chairperson to be paid for the municipal year 2026/27 if any.

2. RECOMMENDATIONS

Members are asked to:

- a) Note the report.
- b) Give direction on the value of allowances to be paid by the Town Council, for 2026/27 if any, and the dates of payment of such allowances.

3. REPORT

- 3.1. Members are aware that, historically, Knowsley Town Council has paid an allowance to Elected Members and an additional allowance to the Chairperson.
- 3.2. For 2026/27, this allowance was set at £850 for Elected Members and an additional allowance of £1,000 to the Chairperson.
- 3.3. Having considered the report of the Independent Review Panel on Town and Parish Councillors Allowances 2026, Members are asked to give direction on the value of an allowance, if any, to be paid to Elected Members for 2026/27 and any additional allowance to the Chairperson.
- 3.4. Should the Town Council resolve to award allowances, the Town Council's direction is sought as to when such allowances should be paid.

4. FINANCIAL IMPLICATIONS

The Town Council's agreed budget for 2026/27 includes provision of £13,197 for Members allowances, calculated at the rates detailed in paragraph 3.2. of this report plus Employers National Insurance contributions.

Jane Thomas - Clerk of the Council



Item 13

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Mayor and Members of the Town Council

Meeting: 21 May 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 March 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 13a provides a copy of the minutes of the Town Council Meeting held on Thursday 19 March 2026.

4. APPENDICES:

Appendix 13a: Town Council Minutes Meeting held on Thursday 19 March 2026.

Jane Thomas - Clerk of the Council



KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of the Knowsley Town Council was held on Thursday 19 March 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), V Boateng, M Burke, B Donnelly, N Joseph, L O’Keeffe, I Smith, B Thompson, L Tomlinson (Deputy Mayor of the Town Council).

Officers: Jane Thomas (Clerk of the Council)

APOLOGIES

Councillors: J Donnelly, K Gregory, F Wynn.

153. PUBLIC OPEN FORUM

No questions were received from members of the public.

154. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following members:

Cllr D J Baum, Cllr M Burke, Cllr I Smith - Agenda Item 8 - Planning Notifications

155. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Town Council Meeting held on Thursday 19 February 2026, be agreed as a true record and signed by the Mayor.

156. REPORTS FROM MEMBERS

Cllr I. Smith raised concerns regarding graffiti on the boarded windows of the Village Hall in Knowsley Village and the overall deterioration of the site. He reported that the Hall may be leased, with vehicles, including large lorries, present on site, negatively affecting the conservation area.

It was noted that Knowsley Borough Council had advised Cllr Smith that the Village Hall has not been sold. Other Members also expressed concerns regarding the condition of the Millbrook Manor site within Knowsley Village.

It was agreed that the Clerk would raise these matters with Knowsley Borough Council to seek clarification on the current use and management of both sites.

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

157. ANNOUNCEMENTS FROM THE MAYOR

The Mayor informed Members that he has received a number of complaints regarding litter within Stockbridge Village. He advised that he had contacted ForHousing to raise the Town Council's concerns; however, they indicated that the area in question is the responsibility of Knowsley Borough Council. Conversely, Knowsley Borough Council has advised that the matter falls under ForHousing's responsibility.

Members expressed their concern at the ongoing issue and the lack of clarity regarding responsibility. It was agreed that the Clerk would write to both parties to formally raise Members' concerns. It was further agreed that the Clerk would request a definitive map from Knowsley Borough Council clearly identifying land ownership within the Stockbridge Village area.

158. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

The Clerk informed Members that the Veolia Environmental Trust had approved a grant award of £75,000 towards play area improvements at Knowsley Village Recreation Ground.

Members welcomed the news and expressed their delight at the successful outcome.

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

159. PLANNING NOTIFICATIONS

The following planning applications were considered by members:

26/00052/CLD.

Following consideration, it was **UNANIMOUSLY RESOLVED** that members had no objections to the above planning applications.

The meeting closed
at 7.55 pm

Dated: 19 March 2026

Signed

Cllr D Baum
Mayor of the Town Council

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

Item 14

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Mayor and Members of the Town Council

Meeting: 21 May 2026

Report of the Clerk of the Council and Responsible Financial Officer

COMMITTEE MEETING MINUTES

1. **PURPOSE OF REPORT:**

To **CONSIDER** the minutes of the previous Finance and General Purposes Committee Meeting held on Tuesday 27 April 2026, whether they are a true and correct record and to be signed by the Chair of the Committee.

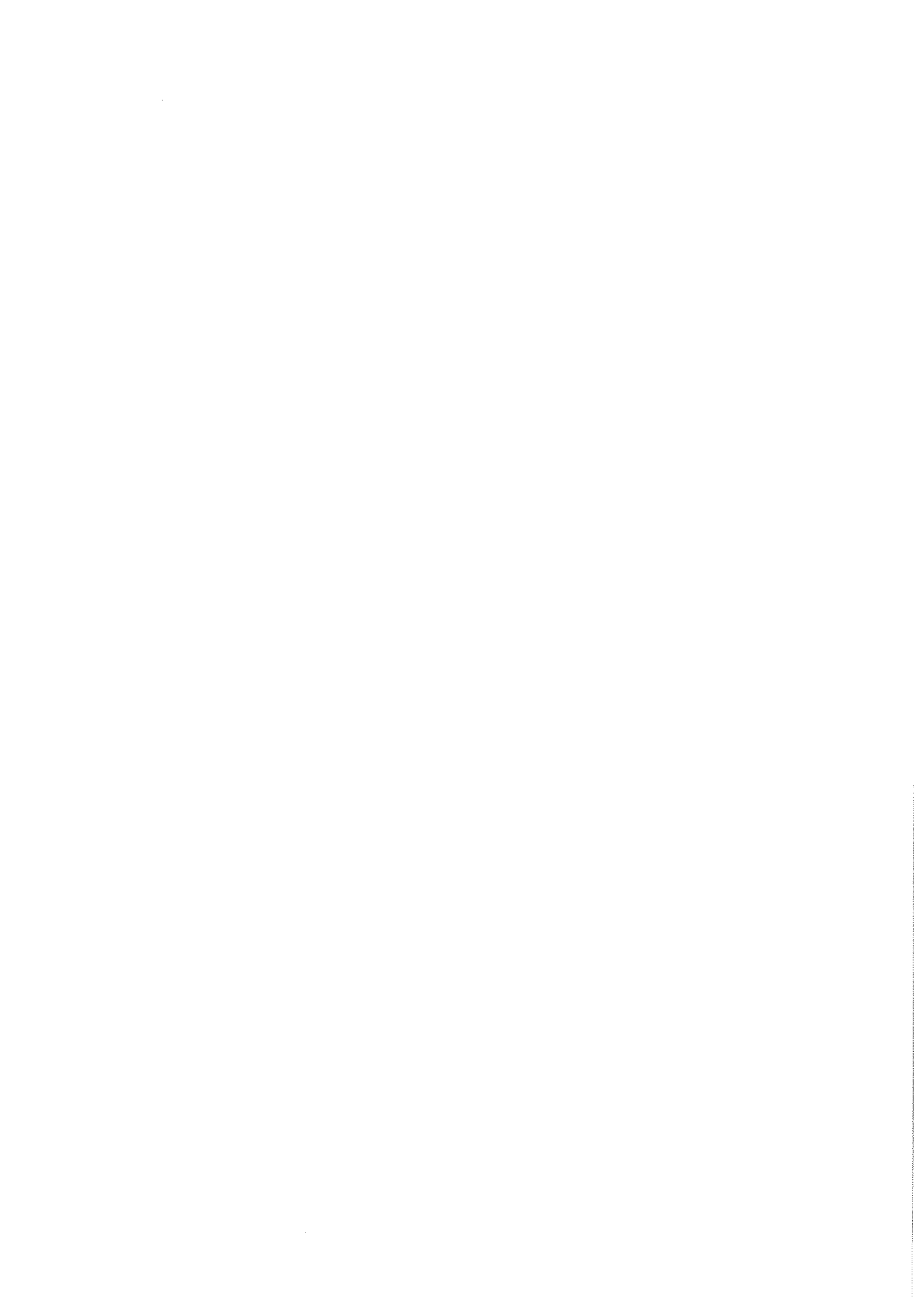
2. **RECOMMENDATIONS FOR MEMBERS TO:**

- To **CONSIDER AND APPROVE** the Finance and General Purposes Committee minutes.
- Minutes to be signed by the Chair of the Committee.

3. **REPORT:**

Appendix 14a provides a copy of the minutes of the Finance and General Purposes Committee Meeting held on Tuesday 27 April 2026.

Jane Thomas - Clerk of the Council and Responsible Financial Officer



KNOWSLEY TOWN COUNCIL

MINUTES

A meeting of Knowsley Town Council's
Finance and General Purposes Committee
was held on Tuesday 27 April 2026 in the Community Pavilion,
Committee Room, Pool Hey, Stockbridge Village, commencing at 5.30 p.m.

PRESENT

Councillors: M Burke D Baum, B Donnelly, J Donnelly (Chair), L O'Keeffe
L Tomlinson.

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

APOLOGIES

Councillors: N Joseph (Vice-Chair).

160. PUBLIC OPEN FORUM

No members of the public were present at the meeting.

161. DECLARATIONS OF INTEREST

No declarations of interest were received from members.

162. MINUTES OF THE PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Finance & General Purposes Committee Meeting held on Wednesday 11 March 2026, be agreed as a true record and signed by the Chair of the Committee.

163. ANNOUNCEMENTS FROM THE CHAIR

There were no announcements from the Chair.

164. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk.

165. PHASE 2 PLAYAREA IMPROVEMENTS, POSPOSED APPLICATION TO NATIONAL LOTTERY AWARDS FOR ALL FUNDING

Members considered the proposed Phase 2 play area improvement project and the potential submission of an application to the National Lottery Awards for All fund.

Following discussion, Members agreed that further information was required before any decision could be made, including clarification of the proposed scheme, project costs, funding requirements, delivery timescales, and any ongoing revenue or maintenance implications for the Council.

It was **RESOLVED** that consideration of the proposed National Lottery Awards for All application for Phase 2 play area improvements be deferred to a future meeting of the Finance and General Purposes Committee, with Phil Hurst, Green Space Development Officer, Knowsley Metropolitan Borough Council, invited to attend to provide further information and advice.

It was further noted that no decision had been made at this stage to apply for the National Lottery Awards for All.

166. COMMUNITY GALA DAY – 30 AUGUST 2026

Members considered a request from Flourish & Succeed CIC regarding arrangements for the Community Gala Day.

It was **UNANIMOUSLY RESOLVED** that approval be granted for the use of the Community Pavilion and Pool Hey Field for the Community Gala Day, with no hire fee to be charged.

It was further **RESOLVED** that the Town Council's support for the event be formally acknowledged by Flourish & Succeed CIC in any publicity or advertising materials relating to the event.

167. GROUNDS MAINTENANCE SERVICE LEVEL AGREEMENT 2026/27

Members considered the report presented by the Clerk of the Council regarding the renewal of the Grounds Maintenance Service Level Agreement with Knowsley Metropolitan Borough Council for the period 1 April 2026 to 31 March 2027:

It was **RESOLVED** that the 2026/27 Grounds Maintenance Service Level Agreement be approved at an annual cost of £20,703.94; that the Town Clerk be authorised to confirm acceptance on behalf of the Council; and that quarterly contract monitoring reports be submitted to this Committee during 2026/27.

It was further **AGREED** that the 2027/28 grounds maintenance arrangements be considered much earlier in the year to allow Members sufficient time to review costs, service requirements and future options.

168. BLOCK BOOKINGS – KNOWSLEY TOWN COUNCIL FACILITIES

Members considered a schedule of applications for block booking of Town Council facilities from community organisations for the Summer period (1 April to 30 September 2026).

Following consideration, it was **UNANIMOUSLY RESOLVED** that the following Schedule of block booking applications from community organisations for the Summer period (1 April to 30 September 2026) be approved.

BOB WHILEY COMMUNITY CENTRE

Knowsley Village Art Group

Dance Works Knowsley
Knowsley Liberal Democrats

COMMUNITY PAVILION

Christopher Linzie School of Dance
Bit Of Everything
Flourish & Succeed
Stockbridge Amateur Boxing Club
Stockbridge Amateur Boxing Club/Meadow Park
Flourish FE (KMBC)
Citizens Advice Knowsley

169. FEES AND CHARGES FOR USE OF TOWN COUNCIL FACILITIES (2026/27)

Following discussion, it was **UNANIMOUSLY RESOLVED** that the Fees and Charges for the hire of Town Council facilities will remain unchanged for the financial year 2026/27.

170. ASSET REGISTER REVIEW 2026/27

The Town Council Asset Register should be reviewed on a regular basis and any items that are considered obsolete, beyond economical repair or have been lost, stolen or vandalised should be removed from the register as soon as possible.

Following consideration of the report as presented by the Clerk of the Council, it was **RESOLVED** that the items contained within the Town Council Asset Register be re-stated of the Town Council's Asset Register.

171. FINANCIAL MATTERS (JANUARY TO MARCH 2026)

Members reviewed the report presented by the Clerk/RFO of the Council, including the income and payments summary for the period January to March 2026; together with the fourth quarter of the end of the financial year 2025/26 and the Final Year-End Bank Reconciliation for March 2026.

RESOLVED:

- a) That the income and payments for the period January to March 2026, be received and noted.
- b) The Fourth quarter of the end of the financial year 2025/26, be received and noted.
- c) That the Final Year-End Bank Reconciliation as of 31 March 2026, be reviewed and noted.
- d) It was noted that all matters resolved above will be submitted to the next Full Council meeting for formal ratification.

The meeting closed at 6:25 p.m.

Date: 27 April 2026

Signed.....
Cllr J Donnelly
Chair of the Committee

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21st May 2025

BANK ACCOUNT SIGNATORIES

1. PURPOSE OF REPORT

The purpose of this report is to seek Members nomination and approval of a minimum of two Members to become signatories to the Town Council's bank accounts.

2. RECOMMENDATIONS

Members are asked to:

- a) Note the report.
- b) Nominate and approve a minimum of two Members to become signatories to the Town Council's bank accounts.

3. REPORT

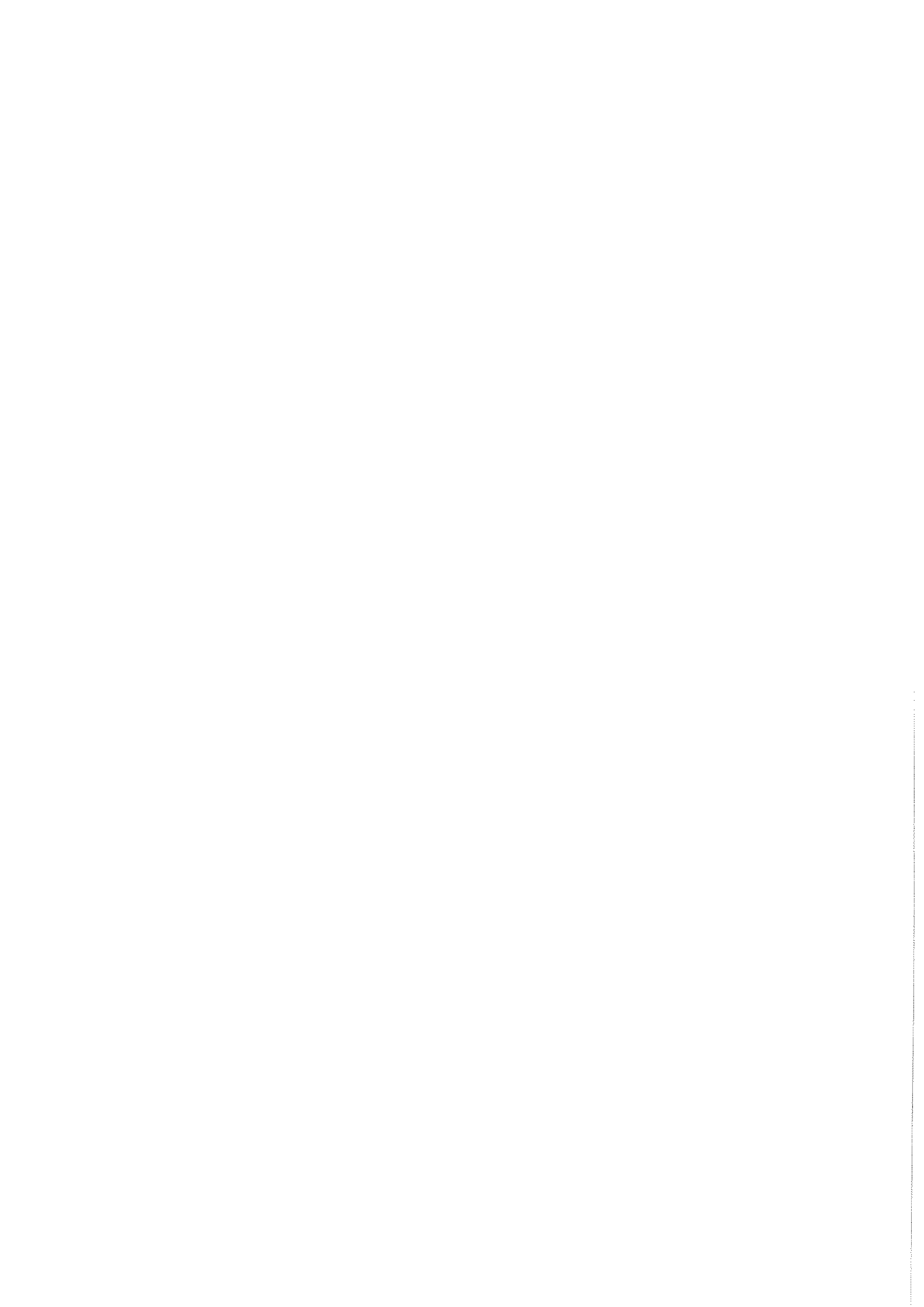
3.1. Town Council's Financial Regulations para 5.2 require that '*cheques drawn on the bank account shall be signed by the Clerk of the Council and two other duly authorised signatories.*'

3.2. Paragraph 5.3 requires that '*The Chairperson must agree to be a linked individual on the Town Councils bank account and must provide all requested information for this process to be completed.*'

3.3. The current bank mandate currently comprises a panel of four members:

- Jane Thomas
- Louise Harrison
- Cllr D Baum
- Cllr L Tomlinson

Jane Thomas – Town Clerk /Responsible Financial Officer



KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Mayor and Members of the Town Council

Meeting: 21st May 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:

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

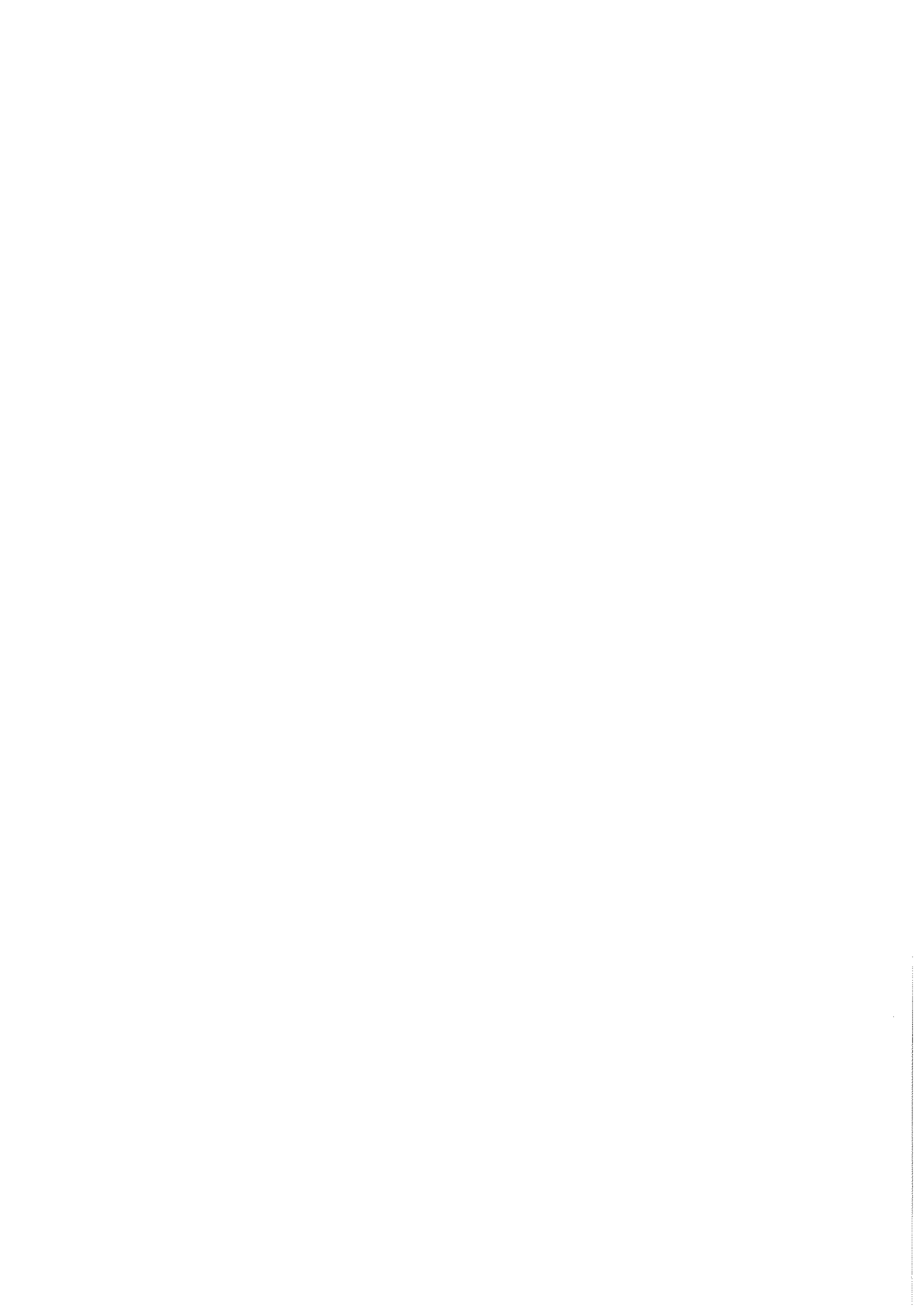
3. REPORT:

- 3.1 Knowsley Town Council is a statutory consultee in relation to planning application within the Township.
- 3.2 The attached appendix 18a 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.

4. APPENDICES - Attached

18a: - Planning Application

Jane Thomas - Clerk of the Council



| <i>App No</i> | <i>Development</i> | <i>Applicant</i> | <i>Location</i> | <i>Case Officer</i> |
|----------------|---|-------------------------|---|---------------------|
| 26/00113/PDE | prior approval for the erection of a single storey rear extension maximum depth from original rear wall: 5.25 metres maximum height: 3.18 metres height of eaves: 2.35 metres | Mr Steven Walmsley | 22 Greengates Huyton Knowsley | Reece Black |
| 26/00188/FUL | erection of a two storey side extension and a front porch | Miss Shannon Cunningham | 5 Higherfield Crescent Huyton | Louise Robinson |
| 26/00147/FUL | erection of a single storey front extension together with a garage conversion | Jones C/o Agent | 25 Higherfield Crescent Huyton | To be allocated |
| 26/00140/TEL | prior approval determination for the installation of 1 no. replacement 25m lattice mast onto a new concrete base to accommodate 9 no. antenna and ancillary radio equipment, 1 no. 0.3m transmission dish, 2 no. 0.6m transmission dish, 2 no. equipment cabinets and ancillary development thereto within extended fenced compound | Cellnex UK | Flukers Brook Lane Woods At Cottage Farm Knowsley | Maxine Wishart |
| 26/00144/FUL | erection of a single storey side and rear extension, incorporating the existing alley into the dwelling | Mr Trevor Wilson | 116 Sugar Lane Knowsley Knowsley | Louise Robinson |
| 26/00103/CLD | Conversion of existing loft to habitable space | Mr A Fogg | 70 Primrose Drive | Katie Pickles |
| 22/00348/NMA 2 | None material amendment to 22/00348/FUL (erection of 3no: commercial unit (use class B2 or B8)including mezzanine floor ancillary office & welfare space together with service yard, loading bays car & cycle parking, electric vehicle charging point drainage infrastructure & landscaping together with improvements to public right of way & other pedestrian accessibility roads, to allow increased internal office floor space to first floor additional glazing to elevations additional 6 car parking. | Caddick Developments | Tinkle Peg Farm, Ormskirk Road. | Reece Black |
| 26/00092/FUL | Retention of industrial unit class B2 ancillary existing industrial yard | Door & Window Ltd | 12 Penrhyn Road. | Lee Osbourne |

Item 20

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21st May 2026

KNOWSLEY TOWN COUNCIL ASSET REGISTER

1. PURPOSE OF REPORT

The purpose of this report is to update Members on the value of the Town Council's assets as shown on the Asset Register *Appendix 20a*, to consider and approve the re-stated values.

2. RECOMMENDATIONS

Members are asked to:

- a) Note the report,
- b) Consider and approve the register of the Town Council's assets.

3. REPORT

- 3.1. Members are aware that the Town Council is required to complete an Annual Governance and Accountability Return (AGAR) in part of which the Town Council must confirm that '*Asset and investment registers (are) complete and accurate and properly maintained*'.
- 3.2. The value of assets recorded and as certified on the AGAR for the year ended 31st March 2026 was £759,318.

4. APPENDICES -Attached

20a: - Asset Register

Jane Thomas - Clerk of the Council and Responsible Financial Officer

ASSET REGISTER 2025-2026**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

Total Value £759,318.00

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Mayor and Members of the Town Council

Meeting: 21st May 2026

Report of the Clerk of the Council and Responsible Financial Officer

FINANCIAL MATTERS

INCOME & PAYMENTS - QUARTERLY BUDGET JANUARY TO MARCH 2026

YEAR-END BANK RECONCILIATION FOR MARCH 2026

1. PURPOSE OF REPORT

Members are requested to review the Income and payments, together with the fourth quarter of the 2025/26 financial year, covering the period from January to March, as detailed in Appendix 21a & 21b. Members are also asked to consider the Year-End Bank Reconciliation for March 2026, provided in Appendix 21c.

2. RECOMMENDATIONS FOR MEMBERS

- a) To **CONSIDER** the income and expenditure for the period January to March 2026, as outlined in Appendix 21a, and to make any necessary resolutions.
- b) **NOTE** the Fourth Quarter Budget Report, as outlined in Appendix 21b and make appropriate Resolutions.
- c) **NOTE** the Year-End Bank Reconciliation for March 2026, outlined in Appendix 21c and make appropriate Resolutions.

3. REPORT

- 3.1 The report provides members with detailed information on income and payments for the fourth quarter of the 2025/26 financial year, covering the period from January to March. This includes full breakdowns and supporting information, as set out in Appendices 21a and 21b.
- 3.2. Appendix 21c also presents the Year-End Bank Reconciliation for March 2026, summarising the Council's bank balances, reconciled transactions, and overall financial position at year end.

4. Appendices-Attached

Appendix 21a - Income and expenditure

Appendix 21b - Fourth Quarter Budget Report

Appendix 21c - Year-End Bank Reconciliation for March 2026

| SHEET 1. ADMINISTRATION | BUDGET | USED | BALANCE | Jan | Feb | March |
|--|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|
| Staffing Costs | £164,110.00 | £157,378.66 | £6,731.34 | £12,811.06 | £12,555.53 | £14,395.38 |
| Insurance Combined | £7,210.00 | £6,603.45 | £606.55 | | | |
| Auditor Internal / External | £1,236.00 | £1,160.00 | £76.00 | | | |
| Professional Fees | £3,000.00 | £547.50 | £2,452.50 | | | £120.00 |
| Conference / Training | £3,000.00 | £2,064.50 | £935.50 | | £177.00 | £817.50 |
| Printing / Stationery / photocopier | £2,100.00 | £1,884.30 | £215.70 | £53.67 | £274.86 | £212.28 |
| Annual Report / Advertising | £200.00 | £0.00 | £200.00 | | | |
| Event Committee | £4,000.00 | £1,754.70 | £2,245.30 | £157.19 | | |
| Donations/Grant Aid | £5,600.00 | £3,809.23 | £1,790.77 | £1,150.00 | | £90.00 |
| Telephones / Internet | £1,725.00 | £1,409.44 | £315.56 | £110.38 | | £131.58 |
| Mobile Telephones | £400.00 | £296.72 | £103.28 | | £27.35 | £23.22 |
| Hospitality | £156.00 | £122.27 | £33.73 | | | £35.64 |
| Annual Subscriptions | £2,060.00 | £1,773.70 | £286.30 | £442.00 | | |
| HR Support | £3,924.00 | £3,753.00 | £171.00 | | | |
| Licenses | £1,300.00 | £966.30 | £333.70 | £47.00 | | |
| Building / Office Equipment | £500.00 | £498.20 | £1.80 | | £579.12 | £9.97 |
| Democratic Services | £14,597.00 | £13,628.24 | £968.76 | £524.62 | | |
| Elections | £7,000.00 | £0.00 | £7,000.00 | | | |
| Mileage | £350.00 | £283.95 | £66.05 | | | £149.28 |
| Staff Uniforms / PPE | £400.00 | £343.52 | £56.48 | £33.33 | | £69.35 |
| Remembrance Wreath | £60.00 | £50.00 | £10.00 | | | |
| Council Promotions | £200.00 | £70.00 | £130.00 | | £70.00 | |
| Petty Cash | £300.00 | £255.87 | £44.13 | | | £255.87 |
| Bank Charges | £300.00 | £217.90 | £82.10 | £16.50 | £14.85 | £17.50 |
| Payroll / Accounts | £1,150.00 | £1,284.97 | -£134.97 | £112.00 | £112.00 | £109.00 |
| Computer Support / website provisions ** | £2,318.00 | £1,149.94 | £1,168.06 | £16.66 | £813.70 | £19.58 |
| Ground Maintenance Open Space | £20,000.00 | £20,357.82 | -£357.82 | £1,659.04 | £1,659.04 | £1,659.04 |
| General Reserves | £8,000.00 | £0.00 | £8,000.00 | | | |
| TOTALS | £255,196.00 | £221,664.18 | £33,531.82 | £17,133.45 | £16,283.45 | £18,115.19 |

INCREASED SPENDS

January 2026

Events Committee: Supplies and Equipment for the Light Switch on.

Donations/Grant Aid: Donation to HIYA 600 Selection Boxes and Grant for Craizway.

Democratic Services : Staff & Members Xmas Meal

February 2026

Computer Support / website provisions: Internet Mail Hosting and KMBC IT Support .

Conference / Training: Excel Training.

Building / Office Equipment: 6x Storage boxes . Paint and joiners caulk for the Clerks & Admin office. 1000. x 2 Clocking in cards for both centres. double payment has been made in error waiting for refunded £282.

March 2026

Conference / Training: Staff traing H&S, Manual handling, Fire Regulations & Employee Law.

Building / Office Equipment:

Over Spent

Sage Payroll/ Account: Due to Price increase in January.

Grounds Maintenance: 2024/25 March payment made as late payment in Apr 2025.

Bob Whitley Centre

| SHEET 2. BOB WHILEY CENTRE | BUDGET | USED | BALANCE | Jan | Feb | March |
|-------------------------------|-------------------|-------------------|-------------------|----------------|------------------|------------------|
| Gas | £4,200.00 | £2,422.31 | £1,777.69 | | £344.00 | £451.48 |
| Electricity | £3,950.00 | £1,307.21 | £2,642.79 | | | |
| Water rates/sewerage | £620.00 | £240.41 | £379.59 | | £104.75 | |
| Annual Water Testing | £736.00 | £736.00 | £0.00 | | | |
| Business Rates | £4,250.00 | £4,141.70 | £108.30 | £345.00 | £345.00 | £345.00 |
| Security | £2,050.00 | £1,139.50 | £910.50 | | | £80.80 |
| Alarm Line Rental | £515.00 | £233.94 | £281.06 | £23.10 | £23.10 | |
| Cleaning Materials | £400.00 | £281.02 | £118.98 | £5.08 | £19.09 | £5.51 |
| Repairs / Maintenance | £3,600.00 | £1,655.11 | £1,944.89 | £4.24 | £214.39 | £19.77 |
| Refuse Collection | £985.00 | £614.08 | £370.92 | £72.00 | | £107.14 |
| Heating Maintenance / Repairs | £1,600.00 | £1,266.85 | £333.15 | | | £763.23 |
| Electrical PAT Test / Repairs | £1,600.00 | £405.00 | £1,195.00 | | £405.00 | |
| Pest Control | £66.00 | £0.00 | £66.00 | | | |
| Equipment Maintenance | £300.00 | £107.51 | £192.49 | £62.51 | | £45.00 |
| Leasing Hygiene Equipment | £0.00 | £0.00 | £0.00 | | | |
| Equipment Purchase | £300.00 | £315.97 | -£15.97 | | | £36.99 |
| TOTALS | £25,172.00 | £14,866.61 | £10,305.39 | £511.93 | £1,455.33 | £1,854.92 |

OVERSPENDS

March 2026

Equipment Purchase

Notice board for building.

INCREASED SPENDS

JANUARY 2026

Equipment Maintenance: Annual Fire Extinguisher testing

February 2026

Repairs / Maintenance: Removal and replacement of the rotten timber frame surrounding the rear fire exit door. Protective treatment wood primer purchased Ronseal 2-in-1 paint to preserve the new timber. Minor internal remedial works carried out using floor repair and drywall repair kits.

Electrical PAT Test / Repairs: Works carried out included the supply and installation of two twin external sockets, installation of a floodlight to the front entrance to improve external lighting, and the completion of the annual emergency lighting compliance checks.

March 2026

Equipment Purchase:

Notice board for inside building .

Security: Replacement of batteries in the fire alarm control panel and associated fire detectors during a scheduled maintenance visit.

Refuse Collection: Payment relates to refuse collection services for February and March.

Repairs & Maintenance – Heating / Boiler

Call-out to investigate a leak in the roof space; a new air valve was supplied and fitted to resolve the issue.

Call-out due to radiators not heating; investigation identified a fault requiring the supply and installation of a new ignition assembly and burner gasket. Call-out to investigate loud banging noises from the boiler plant room; works carried out included the supply and installation of a new 18-litre heating expansion vessel.

Community Pavilion

| SHEET 3.COMMUNITY PAVILION | BUDGET | USED | BALANCE | Jan | Feb | March |
|-------------------------------|-------------------|-------------------|------------------|------------------|----------------|------------------|
| Gas | £6,757.00 | £4,220.94 | £2,536.06 | | £542.82 | £586.71 |
| Electricity | £3,800.00 | £2,692.78 | £1,107.22 | £1,106.37 | | |
| Water rates/sewerage | £751.00 | £0.00 | £751.00 | | | |
| Annual Water Testing | £736.00 | £736.00 | £0.00 | | | |
| Business Rates | £5,700.00 | £5,114.75 | £585.25 | £511.00 | | |
| Security | £1,500.00 | £1,201.98 | £298.02 | | | |
| Alarm Line Rental | £400.00 | £233.94 | £166.06 | £23.10 | £23.10 | |
| Cleaning Materials | £400.00 | £296.39 | £103.61 | £5.07 | £6.59 | |
| Repairs / Maintenance | £3,000.00 | £1,380.54 | £1,619.46 | | | £34.95 |
| Refuse Collection | £876.00 | £790.66 | £85.34 | £80.96 | | £143.14 |
| Heating Maintenance / Repairs | £2,000.00 | £1,484.55 | £515.45 | | | |
| Electrical PAT Test / Repairs | £1,600.00 | £125.00 | £1,475.00 | | | |
| Pest Control | £64.00 | £85.00 | £-21.00 | | | |
| Equipment Maintenance | £1,000.00 | £470.82 | £529.18 | £164.43 | | £18.24 |
| Equipment Purchase | £850.00 | £784.67 | £65.33 | | £5.00 | £362.16 |
| Leasing Hygiene Equipment | £350.00 | £291.33 | £58.67 | | | |
| TOTALS | £29,784.00 | £19,909.35 | £9,874.65 | £1,890.93 | £577.51 | £1,145.20 |

INCREASED SPENDS**January**

Electricity: Electricity billing for the period January 2024 to November 2025 is being investigated following concerns that the account may have been overcharged.

Equipment Maintenance - Fire Safety -

Maintenance Annual fire extinguisher testing carried out, with three extinguishers identified as unserviceable and replaced to maintain compliance.

March

Equipment Purchase: Purchase of a petrol leaf blower and pressure washer to replace existing equipment that had reached the end of its serviceable life.

Repairs / Maintenance:

Tarmac purchased for repairs carried out to the car park to fill surface holes, Varnish Purchased for the external wooden fixtures.

Revenue - 2025-2026

| SHEET 4. REVENUE | | Estimated | Income | Over/Under | Jan | Feb | March |
|------------------------|--------------------|--------------------|-------------------|------------------|------------------|------------------|-----------|
| Precept | £337,545.00 | £337,545.00 | £0.00 | £0.00 | | | |
| Admin | £0.00 | £0.00 | £0.00 | £0.00 | | | |
| Bob Whiley Centre | £8,000.00 | £8,449.75 | -£449.75 | | £1,238.00 | | £1,425.00 |
| Pavilion | £12,000.00 | £17,994.75 | £5,994.75 | | £1,282.00 | £2,475.25 | £1,041.00 |
| Bank Interest/ Refunds | £950.00 | £2,111.65 | £1,161.65 | | £763.68 | | |
| VAT | £0.00 | £7,234.31 | £7,234.31 | | £1,811.63 | | |
| Refunds | £0.00 | £4,817.25 | £4,817.25 | | | | £282.00 |
| Totals | £358,495.00 | £378,152.71 | £18,758.21 | £3,857.31 | £3,713.25 | £2,748.00 | |

QUARTERLY BUDGET SUMMARY 2025/26

| BUDGET SUMMARY | | BUDGET | SPEND | FORECAST UNDER / |
|-------------------------------|--|--------------------|--------------------|------------------|
| COST CENTRE 1 | | 2025/26 | TO DATE | OVER SPEND |
| Staffing | | £164,110.00 | £157,378.00 | £6,732.00 |
| TOTAL EXPENDITURE | | £164,110.00 | £157,378.00 | £6,732.00 |
| COST CENTRE 2 | | BUDGET | SPEND | FORECAST UNDER / |
| ADMINISTRATION | | 2025/26 | TO DATE | OVER SPEND |
| Combined Insurance | | £7,210.00 | £6,603.00 | £607.00 |
| Audit Internal/External | | £1,236.00 | £1,160.00 | £76.00 |
| Professional Fees | | £3,000.00 | £547.50 | £2,452.50 |
| Conference/Training | | £3,000.00 | £2,064.50 | £935.50 |
| Printing/Stationary/Photocopy | | £2,100.00 | £1,834.00 | £266.00 |
| Adverts/Annual Report | | £200.00 | £51.00 | £149.00 |
| Grants/Donations | | £5,600.00 | £3,809.00 | £1,791.00 |
| Events Committee | | £4,000.00 | £1,755.00 | £2,245.00 |
| Telephones/Internet | | £1,725.00 | £1,409.00 | £316.00 |
| Mobile Phones | | £400.00 | £297.00 | £103.00 |
| Hospitality | | £156.00 | £122.00 | £34.00 |
| Annual Subscriptions | | £2,060.00 | £1,774.00 | £286.00 |
| HR Support | | £3,924.00 | £3,753.00 | £171.00 |
| Licences | | £1,300.00 | £966.00 | £334.00 |
| Building/Office Equipment | | £500.00 | £498.00 | £2.00 |
| Demo Services/Mayoral Events | | £14,597.00 | £13,628.00 | £969.00 |
| Elections | | £7,000.00 | £0.00 | £7,000.00 |
| Milage | | £350.00 | £284.00 | £66.00 |
| Staff Uniform/PPE | | £400.00 | £344.00 | £56.00 |
| Remembrance Wreaths | | £60.00 | £50.00 | £10.00 |
| Council Promotions | | £200.00 | £70.00 | £130.00 |
| Petty Cash | | £300.00 | £256.00 | £44.00 |
| Bank Charges | | £300.00 | £218.00 | £82.00 |

Telephone /Internet:

Overspend reflects the replacement of the existing telephone system with the OnCloud cloud-based system.

HR Support: Overspend relates to unanticipated Occupational Health assessment costs (three visits) incurred during the financial year.

Sage Payroll/Accounts :

Unanticipated price increase in January.

Ground Maintenance Open Space:

Overspend represents a timing difference, as expenditure relating to the 2024/25 financial year was processed in April 2025.

| | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Sage Payroll/Accounts | £1,150.00 | £1,285.00 | -£135.00 |
| PC Support/Website | £2,318.00 | £1,150.00 | £1,168.00 |
| Ground Maintenance Open Space | £20,000.00 | £20,358.00 | -£358.00 |
| General Reserves | £8,000.00 | £0.00 | £8,000.00 |
| TOTAL EXPENDITURE | £91,086.00 | £64,286.00 | £26,800.00 |

| COST CENTRE 4 BOB WHILEY CC | BUDGET 2025/26 | SPEND TO DATE | FORECAST UNDER / OVER SPEND |
|--|---------------------------|--------------------------|--|
| Gas | £4,200.00 | £2,422.00 | £1,778.00 |
| Electricity | £3,950.00 | £1,307.00 | £2,643.00 |
| Water/Sewage Rates | £620.00 | £240.00 | £380.00 |
| Annual Water Testing | £736.00 | £736.00 | £0.00 |
| Business Rates | £4,250.00 | £4,142.00 | £108.00 |
| Security | £2,050.00 | £1,140.00 | £910.00 |
| Alarm Line Rental | £515.00 | £234.00 | £281.00 |
| Cleaning Materials | £400.00 | £281.00 | £119.00 |
| Building Maintenance/Repairs | £3,600.00 | £1,655.00 | £1,945.00 |
| Refuse Collection | £985.00 | £614.00 | £371.00 |
| Heating Repairs/Maintenance | £1,600.00 | £1,267.00 | £333.00 |
| Electrical Repairs/PAT Testing | £1,600.00 | £405.00 | £1,195.00 |
| Pest Control | £66.00 | £0.00 | £66.00 |
| Equipment Maintenance | £300.00 | £108.00 | £192.00 |
| Equipment Purchase | £300.00 | £316.00 | -£16.00 |
| TOTAL EXPENDITURE | £25,172.00 | £14,867.00 | £10,305.00 |

| COST CENTRE 5 COMMUNITY PAVILION | BUDGET | | SPEND | | UNDER / | |
|-------------------------------------|-------------------|-------------------|---------|------------------|---------|--|
| | 2025/26 | TO DATE | TO DATE | OVER SPEND | | |
| Gas | £6,757.00 | £4,221.00 | | £2,536.00 | | |
| Electricity | £3,800.00 | £2,693.00 | | £1,107.00 | | |
| Water/Sewage Rates | £751.00 | £0.00 | | £751.00 | | |
| Annual Water Testing | £736.00 | £736.00 | | £0.00 | | |
| Business Rates | £5,700.00 | £5,115.00 | | £585.00 | | |
| Security | £1,500.00 | £1,202.00 | | £298.00 | | |
| Alarm Line Rental | £400.00 | £234.00 | | £166.00 | | |
| Cleaning Materials | £400.00 | £296.00 | | £104.00 | | |
| Building Maintenance/Repairs | £3,000.00 | £1,381.00 | | £1,619.00 | | |
| Refuse Collection | £876.00 | £791.00 | | £85.00 | | |
| Heating Repairs/Maintenance | £2,000.00 | £1,485.00 | | £515.00 | | |
| Electrical Repairs/PAT Testing | £1,600.00 | £125.00 | | £1,475.00 | | |
| Pest Control | £64.00 | £85.00 | | £21.00 | | |
| Equipment Maintenance | £1,000.00 | £471.00 | | £529.00 | | |
| Equipment Purchase | £850.00 | £785.00 | | £65.00 | | |
| Leasing Hygiene Equipment | £350.00 | £291.00 | | £59.00 | | |
| TOTAL EXPENDITURE | £29,784.00 | £19,911.00 | | £9,873.00 | | |

Pest Control: Wasp nest above
Fire Exit Door.

| SPECIFIC RESERVES | 2025/26 | | TO DATE | | UNDER / | |
|-----------------------------------|-------------------|-------------------|---------|-------------------|---------|--|
| | 2025/26 | TO DATE | TO DATE | UNDER / | | |
| KVH Dilapidations | £11,643.00 | £11,643.00 | | £0.00 | | |
| Furniture, Fixtures & Fittings | £1,800.00 | £0.00 | | £1,800.00 | | |
| Elections | £2,000.00 | £0.00 | | £2,000.00 | | |
| MUGA | £3,000.00 | £0.00 | | £3,000.00 | | |
| Signage / Notice Boards | £2,000.00 | £0.00 | | £2,000.00 | | |
| Computer Support / website provi | £9,000.00 | £0.00 | | £9,000.00 | | |
| H&S Management and operations | £2,400.00 | £0.00 | | £2,400.00 | | |
| Village Green / War Memorial | £1,500.00 | £0.00 | | £1,500.00 | | |
| Longview/Hillside Capital Project | £15,000.00 | £0.00 | | £15,000.00 | | |
| TOTAL EXPENDITURE | £48,343.00 | £11,643.00 | | £36,700.00 | | |

| INCOME DETAILS | | BUDGET 2025/26 | INCOME TO DATE | UNDER/ OVER SPEND |
|---------------------|--|--------------------|--------------------|----------------------|
| Precept | | £337,545.00 | £337,545.00 | £337,545.00 |
| Bank Interest | | £950.00 | £2,112.00 | £1,300.00 |
| Lettings | | £20,000.00 | £26,445.00 | £4,750.00 |
| TOTAL INCOME | | £358,495.00 | £366,102.00 | £343,595.00 |

| SUMMARY | | BUDGET 2025/26 | INCOME TO DATE | UNDERSPEND |
|--------------------|--|--------------------|--------------------|-------------------|
| Staffing | | £164,110.00 | £157,378.00 | £6,732.00 |
| Administration | | £91,086.00 | £64,286.00 | £26,800.00 |
| Bob Whiley Centre | | £25,172.00 | £14,867.00 | £10,305.00 |
| Community Pavilion | | £29,784.00 | £19,911.00 | £9,873.00 |
| Specific Reserves | | £48,343.00 | £11,643.00 | £36,700.00 |
| TOTAL | | £358,495.00 | £268,085.00 | £90,410.00 |

Total Under Spend £90,410.00
 Total Income £28,557.00
 year-end balance £118,967.00

Bank Statement March 2026
 Current Account £326,252.94
 Instant Access £74,963.16
 Beverly Building Society £85,000
 Total **£486,21.60.**

The year-end balance as at 31 March 2026 is **£118,967** which includes £36,700 held in earmarked (restricted) reserves. The (unrestricted) reserve therefore stands at **£82,267.**

| BANK RECONCILIATION AS AT 31/03/2026 | | |
|--|--------------|--------------------|
| | | |
| | | |
| Balance 01/04/2025 | £388,139.30 | |
| Receipts to 31/03/2026 | £378,152.71 | |
| Payments to 31/03/2026 | -£280,169.07 | |
| Instant Access Account: Credit Interest 31/03/2026 | | |
| | | £486,122.94 |
| | | |
| Current Account No. 20475800 | £326,252.94 | |
| Instant Access Account No. 20536583 | £74,963.16 | |
| Beverley Building Society - Account No 9750/00109/8 | £85,000.00 | |
| Petty Cash Held | £300.00 | |
| | | <u>£486,516.10</u> |
| Less Unpresented Cheques | | |
| KTC Full Balance at 31 March 2026 | | <u>£486,516.10</u> |
| Cash in hand | | <u>£411,946.10</u> |

CASH IN HAND WILL NOT INCLUDE Earmarked reserves and Mayors Charity Money =£74,570
Total Cash in hand is **£411,946.10**

Item 23

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21 May 2026

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2025 **SECTION 1 ANNUAL GOVERNANCE STATEMENT**

1. PURPOSE OF REPORT

The purpose of this report is to seek Members approval of Section 1 of the Annual Return (Annual Governance Statement) for the year ended 31 March 2026.

2. RECOMMENDATIONS

Members are asked to:

- a. Note the report.
- b. Approve Section 1 of the Annual Governance Statement year ending 31 March 2026 – provided in *Appendix 23a*

3. REPORT

- 3.1. The Accounts and Audit Regulations changed in 2015. Section 1 of the Annual Return is now the Annual Governance Statement and Section 2 in the Accounting Statement.
- 3.2. The Annual Governance Statement must be approved by the Town Council as soon as possible after the year end and before the Accounts Statement.
- 3.3. The report presents Section 1 of the Annual Return (Annual Governance Statement) for the Year Ended 31 March 2026.

4. Appendices-Attached

Appendix 23a: Section 1 Annual Governance Statement

Jane Thomas - Clerk of the Town Council /RFO

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Knowsley Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

| | Agreed | | 'Yes' means that this authority: |
|--|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | ✓ |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | ✓ | | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

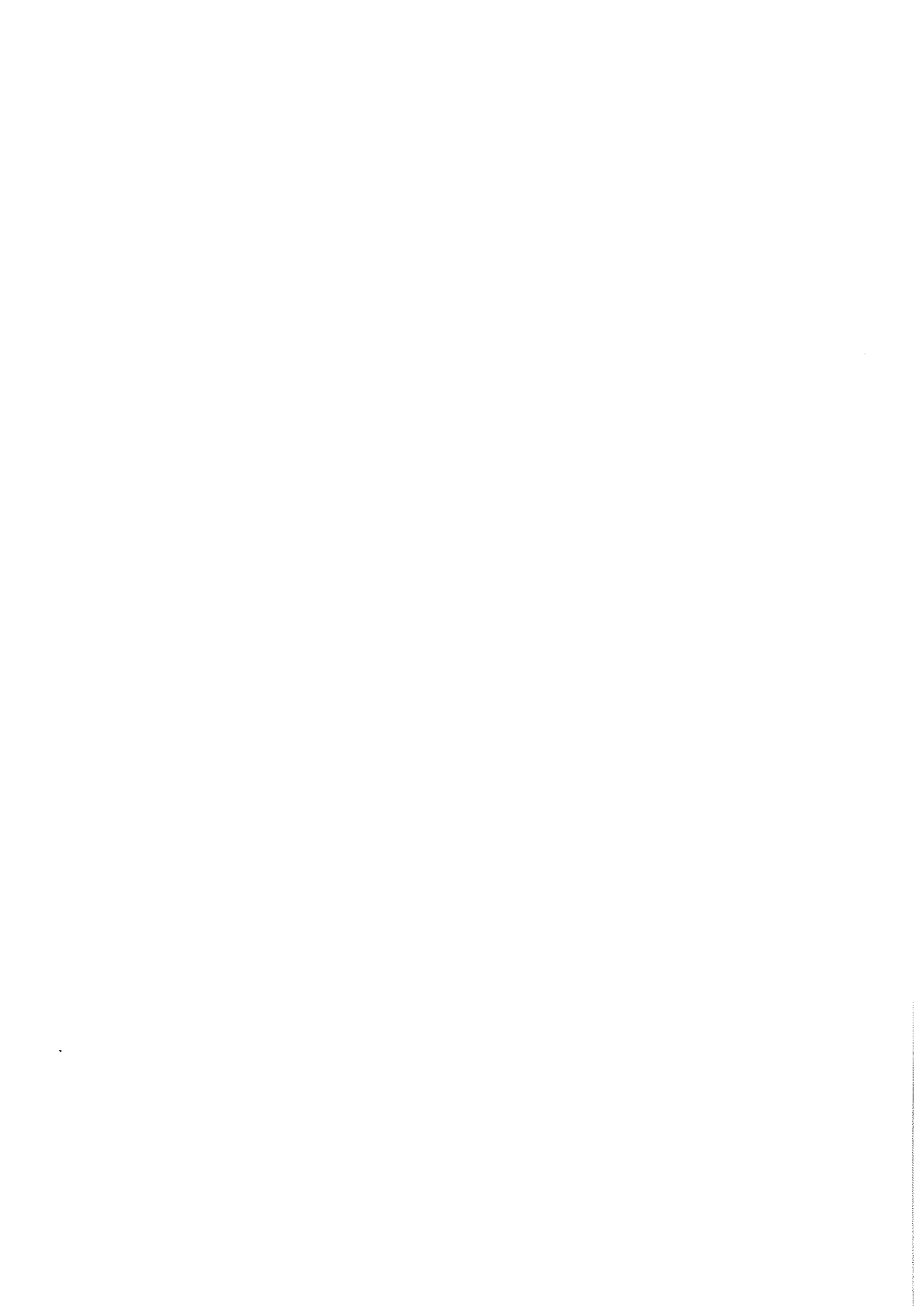
SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.knowsleytowncouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS



KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21 May 2026

INTERNAL AUDIT 2025 / 2026

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the outcome of the Internal Audit carried out on 20 April 2026

2. RECOMMENDATIONS

Members are asked to:

- 2.1. Note the report.
- 2.2. Note the outcome of the internal audit as detailed in the Internal Audit Report attached herewith.
- 2.3. Note the recommendations contained in the Internal Audit Report as referenced in paragraph 3.4. and 3.5. below.

3. REPORT

- 3.1. Members are aware of the statutory requirement to arrange for an Internal Audit to be undertaken and have appointed David Blanchflower as Internal Auditor.
- 3.2. The purpose of the internal audit is to provide assurance to the Town Council that the internal control measures in place are fit for purpose and operating soundly. In addition, the Internal Auditor is required to complete the Internal Audit certificate in the Town Council's Annual Governance and Accountability Return.
- 3.3. Attached as Appendix 24a to this report is a copy of the Internal Auditor's report following the audit visit on 20 April 2026.
- 3.4. Members will note the recommendation *that*:
 - a) *The Town Council should fully implement its Investment Strategy and in so doing it will maximise the income currently held in accounts paying either no or poor interest.*
 - b) *The Precept amount be recorded in Council Minutes.*

Item 24

- c) The Council review, agree and implement the policy in respect of how long news items should remain on the website.
- 3.5. The Internal Auditor has completed and signed the Internal Audit Report section of the AGAR and which is referenced in appendix 24a

4. FINANCIAL IMPLICATIONS

Provision for the Internal Auditor's fee of £320 has been made in the 2026/27 budget.

5. Appendices-Attached

Appendix 24a: Internal Audit Report

Jane Thomas - Responsible Financial Officer

David Blanchflower MA, FMS
206 Bescar Lane Scarisbrick Ormskirk L40 9QT

Tel: 01704 889736 Email: blanch2203@gmail.com

23 April 2026

Knowsley Town Council
 Bob Whiley Community Centre
 Shop Road
 Knowsley Village
 Merseyside
 L34 0HD

Audit of Knowsley Town Council 2025/2026

I am pleased to confirm that I undertook the "Internal Audit" function in relation to the 2025/2026 financial year by a site visit on 20 April 2026 and by prior investigation of the Council website. Acting independently, I have examined the systems of internal controls by undertaking the tests laid down and detailed in the Annual Return. I would thank your Town Clerk Jane Thomas assisted in the conduct of the audit by providing me with all the necessary paperwork and documentation.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

My main role is to provide assurance to the Council that the internal control environment is operating soundly.

As the Council's Internal Auditor, I have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in separate areas. The attached report sets out the principal areas of work examined during my visit to the Council.

In respect of the 2024/25 internal audit, both the external auditor and I recommended the Council should produce an Investment Strategy. The council does now have an Investment Strategy but does now need to fully implement that policy by ensuring appropriate investment of monies to ensure maximum income generated from appropriate investments.

There are three items as recommendations contained in the Audit report that I would ask the Council to consider.

Yours sincerely



David Blanchflower MA FMS

Member



Internal Audit Forum
 THE VOICE FOR LOCAL COUNCIL AUDIT

**KNOWSLEY TOWN COUNCIL
INTERNAL AUDIT SUMMARY 2025/2026**

Investment and Security of Monies

The Council now having produced an “*Investment Strategy*” should ensure that a revised “*Investment strategy*” is presented and endorsed at the Annual meeting each May. The strategy will ensure that the Council is:

- Protected by the “Financial Services Compensation Scheme for the bulk of its money.
- Ensure the Council maximises the interest obtained on its monies.
- Currently very large amounts of monies are in accounts generating no income.

Recommendation:

The Council should take steps to fully implement its Investment Strategy and in so doing it will maximise the income currently held in accounts paying either no or poor interest.

Maintenance of Accounting Records/ Bank Reconciliations / Payment Controls

The objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers.

I therefore:

- Checked a random sample of the transactions.
- Reviewed the timing and the accuracy of detail on the bank reconciliations.
- Are payments supported by invoices, authorised and minuted.
- Verified that VAT on payments had been identified, recorded and reclaimed.
- Examine the level of financial reserves maintained.

Findings:

There were no matters arising from the sample transaction testing.

- From sample testing, VAT on payments had been identified, recorded and reclaimed.
- Receipts from room hire had been received and accounted for.
- From sample testing, invoice payments were authorised and minuted.
- The Council is to be commended on the bulk of receipts being by bank transfer which is the most efficient and safest way of payment as it reduces cash handling.

Review of Corporate Governance and Risk Management

The objective is to ensure that the Council has a robust series of corporate governance documentation in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

I have therefore undertaken the following work in this area:

- Does a review of the minutes identify any unusual financial activity?
- Do minutes record the council conducting an annual risk assessment?
- Is insurance cover appropriate and adequate?
- Are internal financial controls documented and regularly reviewed?

I reviewed the minutes of the Full Council and Committee meetings for 2024/25 to identify whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

Findings:

- **The Council has a robust series of corporate governance documentation in place.**
- **The standing orders and financial regulations were in order and had been formally adopted by the Council.**
- **An annual risk assessment had been reported to Council.**
- **Appropriate insurance was in place.**

Review of Budgetary Control

My aim here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down. Also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

I have therefore undertaken the following work in this area:

- Has the Council prepared an annual budget in support of its precept?
- Is actual expenditure against the budget regularly reported to the Council?
- Are there any significant unexplained variances from budget?
- Has the RFO reported at least quarterly to Council Financial Statements which include budget comparisons?
- Has the RFO reported and explained any significant variations to Council?

Findings:

- **It was noted that a detailed budget had been prepared and that there was regular reporting to the Council.**
- **It was noted for 2026/7 there had been a Precept of £336,715 set.**
- **It was noted that for 2026/27 ample reserves were held.**
- **It was noted that the actual total amount of the precept for 2026/27 was not recorded in the Council minutes. The precept amount was always recorded in the minutes in previous years.**

Recommendation

The Precept amount be recorded in Council Minutes

Review of Income Controls

The aim here is to ensure that appropriate arrangements are in place for the identification of all income due to the Council and that invoices are raised to recover that income and that monies are received and banked within a reasonable time frame.

Findings: No issues arising as appropriate procedures were in place

Website

The website is a visually appealing site with much useful information. In the 2024/25 Internal Audit report it was recommended in respect of the website that the Council should:

The Council review and agree its policy in respect of how long news items should remain on the website.


The current audit has identified that the website still contains "News" items that are several years old.

Recommendation:

That a policy should be agreed and implemented to remove dated News items from the website

RECOMMENDATIONS:

- 1) The Investment Strategy be reviewed annually and specific investments for the coming year be agreed at the Annual meeting each May. The objective of the policy being to maximise the income that can be generated from investing Council monies. Prudent investment of monies could generate thousands of pounds additional income for the council. Currently the bulk of the Councils money lays in a current account earning no interest.
- 2) The actual total amount of the Precept being raised should be recorded in the Council minutes at which the Precept was agreed. *(This was always done in previous financial years)*
- 3) The Council review, agree and implement the policy in respect of how long news items should remain on the website.



David Blanchflower
Internal Auditor

Annual Internal Audit Report 2025/26

Knowsley Town Council

www.knowsleytowncouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i> | ✓ | | |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | ✓ | | |
| N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> . | ✓ | | |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance. | ✓ | | |
| P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/09/2025 20/04/2026

Name of person who carried out the internal audit

D Blanchflower

Signature of person who carried out the internal audit



Date

20/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Item 25

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21 May 2026

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026 SECTION 2 ACCOUNTING STATEMENT

1. PURPOSE OF REPORT

The purpose of this report is to seek Members approval of Section 2 of the Annual Return (Accounting Statement) for the year ended 31 March 2026.

2. RECOMMENDATIONS

Members are asked to:

- a) Note the report.
- b) Approve Section 2 of the Accounting Statement year ending 31 March 2026 provided in *Appendix 25a*

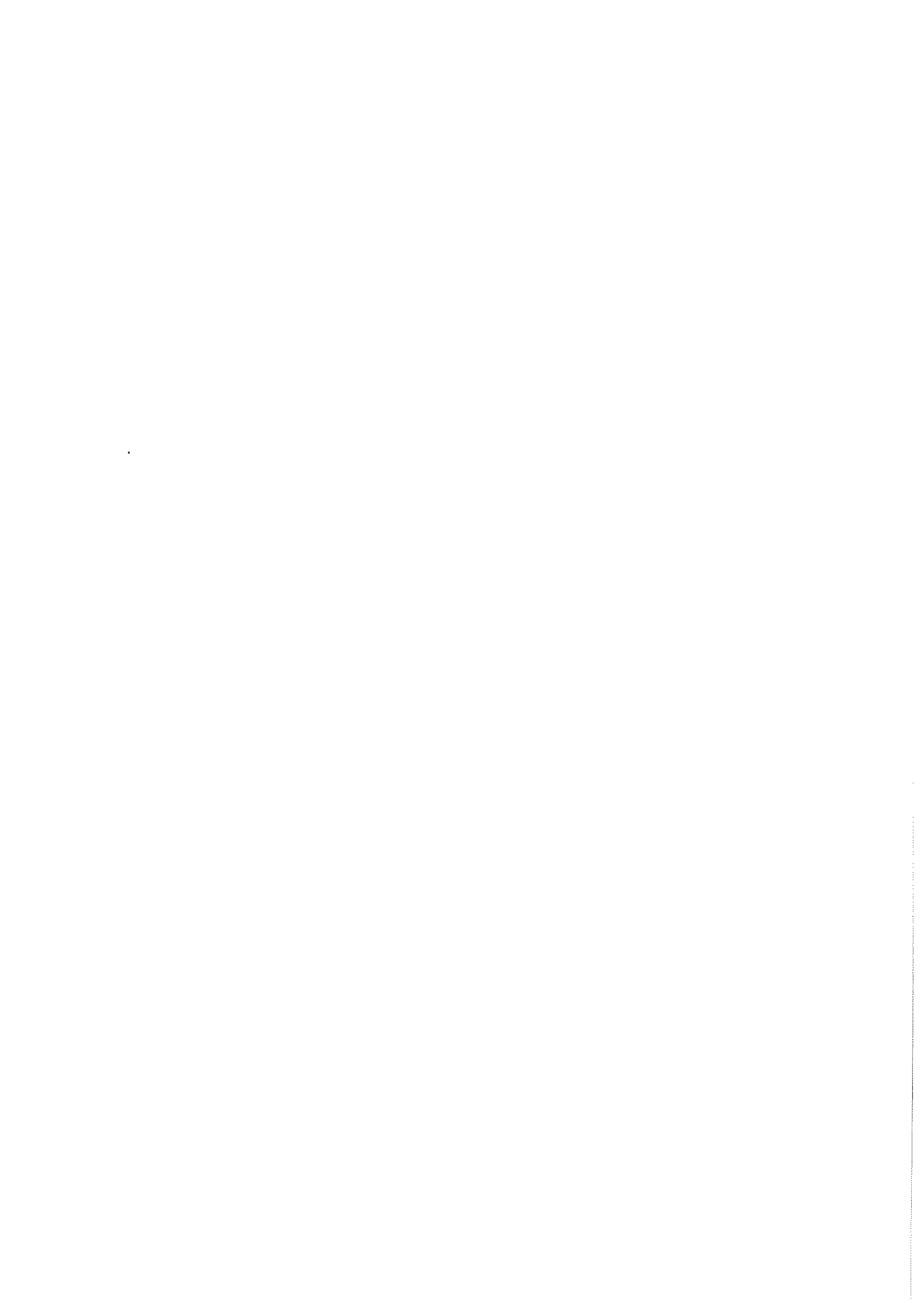
3. REPORT

- 3.1. The report presents the Annual Return for the Year Ended 31 March 2025.
Section 2 Accounting Statement

4. APPENDICES – Attached

Appendix 25a: Section 2 Accounting Statement

Jane Thomas - Clerk of the Town Council /RFO



Section 2 – Accounting Statements 2025/26 for

Knowsley Town Council

| | Year ending | | Notes and guidance |
|--|-----------------------|-----------------------|--|
| | 31 March 2025 £ | 31 March 2026 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | 254,079 | 389,974 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 333,995 | 337,545 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 27,635 | 33,767 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 114,611 | 157,768 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 111,124 | 115,989 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 389,974 | 487,529 | <i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 388,139 | 486,516 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 759,318 | 759,318 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| For Local Councils Only | Yes | No | |
| 11 Do the figures in the accounting statements above exclude any trust transactions? | | | <i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i> |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

21/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

21/05/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Item 26

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21st May 2026

Report of the Clerk of the Council and Responsible Officer

GENERAL POWER OF COMPETENCE

1. PURPOSE OF REPORT

To ask Members to confirm that Knowsley Town Council continues to meet the eligibility criteria to exercise the General Power of Competence.

2. RECOMMENDATION

Members are asked to:

- a) **NOTE** the report.
- b) confirm that Knowsley Town Council continues to meet the eligibility criteria for the General Power of Competence; and
- c) **RESOLVE** that the Council may exercise the General Power of Competence under the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

3. REPORT/ BACKGROUND

- 3.1 The General Power of Competence was introduced by the **Localism Act 2011** and enables eligible town and parish councils to do anything that an individual generally may do, provided it is not prohibited by other legislation. The Council has previously resolved that it meets the eligibility criteria for the General Power of Competence. The Council should ensure that its continued eligibility is clearly recorded in the minutes where the power is being relied upon.

The eligibility criteria are that:

- a) at least two-thirds of Members must hold office as elected Members, rather than co-opted Members; and
- b) the Town Clerk must hold the required qualification for the purposes of the General Power of Competence.

- 3.2 The Council's previous background report confirmed that the statutory conditions include a formal resolution, the required electoral mandate, and a qualified Clerk. Last year's AGM report also asked Members to confirm eligibility and resolve to adopt the power.
- 3.3 As at the date of this report, the Town Council continues to meet the eligibility criteria.
- 3.4 A full background note on the General Power of Competence has previously been considered by Members and is provided in appendix 26a.
- 4. APPENDICES-Attached

Appendix 26a: The General Power Of Competence 2026/27.

Appendix 26b: Certificate in Local Council Administration.

Jane Thomas – Clerk to the Council



THE GENERAL POWER OF COMPETENCE

2026 - 2027

1. BACKGROUND:

- 1.1 Parish (and latterly town) councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a town council has the power (under a specified statute) to undertake that activity.
- 1.2 Town councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for "purposes not otherwise authorised". Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.
- 1.3 Despite the wide range of powers, town councils are always at risk of being challenged, especially if they undertake an unusual activity. For example, a recent court ruling pronounced that pre meeting prayers by a town council was unlawful.
- 1.4 In consequence, the Government included a "general power of competence" in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

2. LEGISLATIVE BACKGROUND:

- 2.1 The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that

"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".

- 2.2 Under the new legislation, eligible town councils have "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council must ask

itself if an individual is allowed to do it. If the answer is "yes", then a town council is normally permitted to act in the same way.

3. TYPES OF ACTIVITIES:

3.1 Although the Government has given scant guidance on operation of the new power, some new activities covered by the legislation include:

- Running a community shop or post office
- Lend or invest money
- Establish a company or co-operative society to trade and engage in commercial activity
- Establishing a company to provide services such as local transport

3.2 The power is not restricted to use within the township --- an eligible town council can use it anywhere.

4. RESTRICTIONS AND RISKS:

4.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power; it cannot be used to raise the precept.

4.2 Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

4.3 If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils may assist. The eligible town council would need to ask itself whether an individual, private company or community trust could help. If the answer is "yes", the town council can assist.

4.4 Whilst councils are encouraged to be innovative, they should be aware of the risks of:

- Being challenged
- Their trading activities damaging other local enterprises
- Damage to the council's reputation and public money if a project or investment goes wrong.

5. LOCAL GOVERNMENT ACT 1972 (s137):

- 5.1** Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.
- 5.2** A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

6. ELIGIBILITY:

- 6.1** The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:
- 1. Resolution:** the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
 - 2. Electoral Mandate:** at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
 - 3. Qualified Clerk:** At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) **AND** pass the 2012 CiLCA module relating to the general power of competence.
- 6.2** Having decided at a full meeting of the council that it meets the criteria for eligibility at that time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place (i.e. the next 'relevant' date for Knowsley Town Council is May 2026).
- 6.3** In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors, it must also record its ineligibility at the next 'relevant' meeting.
- 6.4** There is no requirement for members to be trained in the general power of competence.
- 6.5** Knowsley Town Council satisfies all the conditions as:

1. It has 11 out of 12 councillors elected
2. The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA) – copy attached.
3. The Clerk of the Council has passed the CiLCA module on the general power of competence - copy attached.

7. **RECOMMENDATION:**

It is recommended that the members consider this report and pass the following resolution:

"The Town Council resolves from 04/04/2025 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence".



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STRATEGY FOR PARISH
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KNOWSLEY TOWN COUNCIL

ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21 May 2026

Report of the Clerk of the Council and Responsible Financial Officer

REVIEW AND UPDATE OF THE CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS

1. PURPOSE OF THE REPORT

To present the reviewed and updated Code of Conduct for Members and Co-opted Members and to seek formal approval for its adoption.

2. RECOMMENDATIONS

Members are requested to:

- a) **NOTE** the contents of the report.
- b) **NOTE** the previous Code of Conduct and Code of Conduct Guidance document included for reference
- c) **APPROVE** and **ADOPT** the Code of Conduct for Members and Co-opted Members, attached at Appendix 27c.
- d) **AGREE** that the updated Code replaces the previous Code of Conduct.
- e) **NOTE** the Schedule of Amendments, attached at Appendix 27d; and
- f) **AGREE** that the Code will be reviewed annually as part of the Council's governance review process.

3. BACKGROUND/REPORT

- 3.1 The Council is required under the Localism Act 2011 to promote and maintain high standards of conduct by Members and Co-opted Members and to adopt a Code of Conduct.

The Council's existing Code of Conduct was originally adopted in 2012. It has now been reviewed to ensure that it remains clear, current and consistent with the Council's wider governance framework.

- 3.2 The review has not removed or weakened any statutory requirements.

The updated Code continues to include provisions relating to:

Item 27

- The Seven Principles of Public Life, also known as the Nolan Principles.
- General standards of Member conduct.
- Disclosable Pecuniary Interests.
- Registration and declaration of interests.
- Non-participation where required.
- Dispensations.
- Sensitive interests.
- Gifts and hospitality; and
- Predetermination and bias.

3.3 The main amendments proposed are:

- Updating the adoption and review dates.
- Simplifying and modernising the wording.
- Replacing older references to personal and prejudicial interests with clearer wording on Other Registerable Interests and Non-Registerable Interests.
- Adding clearer wording on disclosure, participation and dispensations.
- Adding reference to digital conduct, email, messaging platforms and social media.
- Linking the Code to the Council's Information Technology, Digital Use and Social Media Policy.
- Adding wording on gifts accepted on behalf of the Mayor's charity or a Council-supported charitable purpose.
- Clarifying the role of the Monitoring Officer and Town Clerk; and
- confirming that the Code will be reviewed annually.

3.4 The amendments are set out in the Schedule of Amendments at Appendix 27d, so that Members can clearly see the changes made from the previous version.

3.5 For completeness, a copy of the Council's existing Code of Conduct and the Code of Conduct Guidance document have been included with the agenda papers. These documents are provided for reference only, to assist Members in reviewing the proposed updated Code and the Schedule of Amendments.

3.6 The Code of Conduct Guidance document is intended to support Members in understanding the registration and declaration of interests. It does not replace the formal Code of Conduct, which remains the document to be approved and adopted by the Council.

3.7 The updated Code supports good governance, transparency and public confidence in the Council. It also helps ensure that Members have clear guidance on expected standards of conduct when acting in their role as Members of Knowsley Town Council.

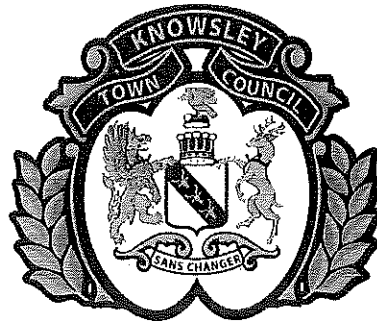
6. APPENDICES-Enclosed

Appendix 27a: Current / previous Code of Conduct for Members and Co-opted Members

Appendix 27b: Code of Conduct Guidance Document

Appendix 27c: Updated Code of Conduct for Members and Co-opted Members

Appendix 27d: Schedule of Amendments – Code of Conduct for Members and Co-opted Members



KNOWSLEY TOWN COUNCIL

CODE OF CONDUCT FOR ELECTED MEMBERS AND CO-OPTED MEMBERS

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PART 1

GENERAL

1. Introduction:

- 1.1** This Code of Conduct was adopted by Knowsley Town Council on 19 September 2012 in accordance with Section 27 and 28 of the Localism Act (2011).
- 1.2** The Council has a statutory duty under the Localism Act to promote and maintain high standards of conduct by Elected Members and Co-opted Members and the Code sets out the standards which the Council therefore expects such Members to observe. You are a representative of this Authority and the public will view you as such; therefore, your actions impact on how the Authority as a whole is viewed and your actions can have both positive and negative impacts on the Authority.
- 1.3** This Code applies to you when you act in your role as a Member of this Authority. It is your responsibility to comply with the provisions of this Code. Any failure to observe this Code may result in:-
- (a) a complaint against you which would be dealt with in accordance with the Council's standards framework and could result in the application of a sanction; and,
 - (b) a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to 5 years in the event of a failure to take appropriate action in respect of any disclosable pecuniary interests (see Part 2 of this Code).

2. Interpretation:

2.1 In this Code:-

“the Act” means the Localism Act (2011);

“meeting” means any meeting of:-

- (a) the Authority;
- (b) any of the Authority's or its Committees, Sub-Committees, Joint Committees or Area Committees;

(whether or not the press and public are excluded from the meeting in question by virtue of a resolution of Members);

“relevant Authority” means Knowsley Town Council; and,

“Member” includes Elected Members, Voting Co-Opted Members and Appointed Members.

2.2 The descriptions of interests in paragraph 2.1 of Part 2 are subject to the following definitions:-

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“Director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“relevant period” means the period of 12 months ending with the day on which the Member gives a notification for the purposes of Section 30(1) or Section 31(7), as the case may be, of the Act;

“relevant person” means Member or any other person referred to in Section 30(3)(b) of the Act; and,

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act (2000) and other securities of any description, other than money deposited with a building society.

2.3 In paragraph 6.2 of Part 2, a **relevant person** is:-

- (i) a member of your family or any person with whom you have a close association;
- (ii) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (iii) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or,
- (iv) anybody of a type described in paragraph 6.1(a) (i) or (ii) of Part 2.

3. General Obligations:

- 3.1 This Code is based upon the "Nolan Principles" - the seven principles of public life. Accordingly, when acting in your capacity as a Member, you must have regard to the following principles:-

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations which might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business (including making public appointments, awarding contracts, or recommending individuals for rewards and benefits), holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions which they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

- 3.2 When acting in your role as a Member of the Authority, you must:-

- (a) treat others with respect;
- (b) act in accordance with the Authority's reasonable requirements (including the requirements of the Authority's approved policies and the policies attached to the Authority's Constitution), copies of which have been provided to you and which you are deemed to have read;

- (c) ensure that, when you are using the resources of the Authority, you do not do so improperly for political purposes (including party political purposes); and,
- (d) have regard to any applicable Local Authority Code of Publicity made under the Local Government Act (1986).

3.3 When acting in your role as a Member of the Authority, you must not:-

- (a) conduct yourself in a manner which is contrary to the Authority's duty to promote and maintain high standards of conduct of Members;
- (b) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or,
 - (iv) the disclosure is-
 - reasonable and in the public interest; and,
 - made in good faith and in compliance with the reasonable requirements of the Authority; and,
 - you have consulted the Monitoring Officer, (via the Clerk of the Council), prior to its release; and,
- (c) prevent another person from gaining access to information to which that person is entitled by law.

PART 2

INTERESTS

1. General:

1.1 You must, within 28 days of this Code being adopted by or applied to your Authority or your election or appointment to office (where that is later), notify the Monitoring Officer (via the Clerk of the Council) in writing:–

(a) of your disclosable pecuniary interests which are notifiable under the Act and The Relevant Authorities (Disclosable Pecuniary Interest) Regulations (2012) for inclusion in the Register of Interests; and,

(b) of the details of your other personal interests, where they fall within the descriptions set out in section 6 below, for inclusion in the register of interests; and,

Thereafter, as soon as reasonably possible after becoming aware of any new disclosable or personal interests or change to any disclosable or personal interests, give written notification of such change to the Monitoring Officer, (via the Clerk of the Council).

1.2 As a public figure, your public role may at times overlap with your personal and/or professional life and interests. However, when performing your public role as a Member, **DO** act solely in terms of the public interest and **DO NOT** act in a manner to gain financial or other material benefits for yourself, your family, your friends, your employer or in relation to your business interests.

1.3 Certain types of decisions, including those relating to a permission, licence, consent or registration for yourself, your friends, your family members, your employer or your business interests, are so closely tied to your personal and/or professional life that your ability to make a decision in an impartial manner in your role as a Member may be called into question and this may in turn raise issues about the validity of the decision of the Authority. **DO NOT** become involved in these decisions any more than a member of the public in the same personal and/or professional position as yourself is able to be and **DO NOT** vote in relation to such matters.

2. Disclosable Pecuniary Interests:

- 2.1 A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:-

| Subject | Prescribed Description |
|--|---|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | <p>Any payment or provision of any other financial benefit (other than from the relevant Authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a Member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act (1992).</p> |
| Contracts | <p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Authority:-</p> <p>(a) under which goods or services are to be provided or works are to be executed; and,</p> <p>(b) which has not been fully discharged.</p> |
| Land | Any beneficial interest in land which is within the area of the relevant Authority. |
| Licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant Authority for a month or longer. |
| Corporate Tenancies | <p>Any tenancy where (to the Member's knowledge):-</p> <p>(a) the landlord is the relevant Authority; and,</p> <p>(b) the tenant is a body in which the relevant</p> |

person has a beneficial interest.

Securities

Any beneficial interest in securities of a body where:-

- (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant Authority; and,
- (b) either:-
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or,
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

3 Non-Participation in Disclosable Pecuniary Interests:

- 3.1 If you are present at a meeting, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting:-
- (a) You may not participate in any discussion of the matter at the meeting;
 - (b) You may not participate in any vote taken on the matter at the meeting;
 - (c) If the interest is not registered, you must disclose the interest to the meeting; and,
 - (d) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer, (via the Clerk of the Council), of the interest within 28 days.
- 3.2 Council Procedure Rules require that you must disclose the interest at the meeting and leave the room where the meeting is being held while any discussion or voting takes place.

4. Offences:

4.1 It is a criminal offence to:-

- (a) Fail to notify the Monitoring Officer, (via the Clerk of the Council), of any disclosable pecuniary interest within 28 days of election;
- (b) Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the Register;
- (c) Fail to notify the Monitoring Officer, (via the Clerk of the Council), within 28 days of a disclosable pecuniary interest which is not on the Register which you have disclosed to a meeting;
- (d) Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest;
- (e) Knowingly or recklessly provide information which is false or misleading in notifying the Monitoring Officer, (via the Clerk of the Council), of a disclosable pecuniary interest or in disclosing such interest to a meeting.

4.2 The criminal penalties available to a Court in relation to the above offences are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

5. Dispensations:

The Authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

6. Personal Interests:

6.1 You have a **personal interest** in any business of your Authority where it relates to or is likely to affect:-

- (i) any body of which you are a member or in a position of general control or management; and/or to which you are appointed or nominated by your Authority;
- (ii) any body:-
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or,
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management; and,
- (iii) any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.

6.2 You also have a personal interest in any business of your Authority:-

- (i) where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council taxpayers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision, or,
- (ii) it relates to or is likely to affect any of the interests you have registered as a disclosable pecuniary interest.

7. Disclosure of Personal Interests:

7.1 Where you have a personal interest (as described in paragraphs 6.1 or 6.2 above) in any business of your Authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

7.2 Where you have a personal interest but, by virtue of paragraph 11 below, sensitive information relating to it is not registered in your Authority's Register of Members' Interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

8. Non-Participation in Certain Personal Interests:

8.1 Where you have a personal interest in any business of your Authority, you must consider if this is also an interest that could be deemed as prejudicial.

8.2 If you have a personal interest in any business of your Authority, you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business:-

(a) affects your financial position or the financial position of a person or body described in paragraphs 6.1 or 6.2 above.

8.3 Subject to paragraphs 8.5 and 8.6 below, where you have a prejudicial interest in any business of your Authority:-

(a) You may not participate in any discussion of the matter at the meeting;

(b) You may not participate in any vote taken on the matter at the meeting;

(c) If the interest is not registered, you must disclose the interest to the meeting; and,

(d) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer, (via the Clerk of the Council), of the interest within 28 days.

8.4 Council Procedure Rules require you must disclose the prejudicial interest at the meeting and, subject to paragraphs 8.5 and 8.6 below, leave the room where the meeting is being held while any discussion or voting takes place on that item.

8.5 Where you have a prejudicial interest in any business of your Authority, you may attend a meeting, but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose (whether under a statutory right or otherwise) and

you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

- 8.6 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of your Authority in respect of:-
- (a) housing - where you are a tenant of your Authority, provided that those functions do not relate particularly to your tenancy or lease;
 - (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full-time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act (1992) - where you are in receipt of, or are entitled to the receipt of, such pay;
 - (d) an allowance, payment or indemnity given to Members;
 - (e) any ceremonial honour given to Members; and,
 - (f) setting council tax or a precept under the Local Government Finance Act (1992).

9. **Register of Interests:**

Any interests notified to the Monitoring Officer, (via the Clerk of the Council), will be included in the Register of Interests. A copy of the Register will be available for public inspection and will be published on the Council's website.

10. **Sensitive Interests:**

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer, (via the Clerk of the Council), agrees, if the interest is entered on the Register, copies of the Register which are made available for inspection and any published version of the Register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

PART 3

OTHER CONSIDERATIONS

- 1. Gifts and Hospitality:**
 - 1.1** There are a number of considerations to be taken into account where gifts and hospitality are concerned. The nature of the offer in terms of value and the motivation of the person making the offer are the two main issues. If any form of gift or hospitality is offered to you, it is important that any suggestion of improper influence is avoided and propriety and transparency is demonstrated to the public at all times. In most instances, the refusal of the gift or hospitality will be the most prudent course of action.
 - 1.2** Should a gift or hospitality over the value of £25 or frequent gifts of lesser values from the same person/organisation be accepted, you must within 28 days of receiving the gift or hospitality provide written notification to the Monitoring Officer, (via the Clerk of the Council), of the existence and nature of that gift or hospitality.
- 2. Pre-Determination or Bias:**
 - 2.1** Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your role as Member. However, you should never place yourself under any financial or other obligation to outside individuals or organisations which might seek to influence you in the performance of your official duties.
 - 2.2** Furthermore, when making a decision, you must consider the matter with an open mind and on the facts before the meeting at which the decision is to be taken. When you are expressing your opinions before a decision is made on such matters, you need to be conscious that the expression of prior views may be taken into account in establishing whether you have maintained an open mind in determining a matter. On this basis, you are advised to exercise a considerable amount of caution when expressing prior views and, where necessary, to seek advice from the appropriate officers of the Council.



KNOWSLEY TOWN COUNCIL
CODE OF CONDUCT GUIDANCE DOCUMENT
FOR MEMBERS AND CO-OPTED MEMBERS

Guidance on Registering and Declaring Interests

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1. Introduction

1.1

This guidance provides practical information to assist elected Members and Co-opted Members of Knowsley Town Council in completing and updating their Register of Interests.

1.2

This guidance should be read alongside the Council's **Code of Conduct for Members and Co-opted Members 2026/27**.

1.3

This document is guidance only. It does not replace the Code of Conduct, the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, or advice from the Monitoring Officer.

2. Background

2.1

All councils are required to adopt a Code of Conduct for Members and to have arrangements in place for the registration and declaration of interests.

2.2

Members must act in accordance with the Seven Principles of Public Life, also known as the Nolan Principles.

2.3

One of those principles is **honesty**, which requires holders of public office to declare private interests relating to their public duties and to take steps to resolve any conflicts in a way that protects the public interest.

3. Register of Interests

3.1

Members are required to register certain interests so that the public, Council employees and fellow Members can see where a Member may have an interest connected with Council business.

3.2

The statutory Register of Interests is maintained by the Monitoring Officer.

3.3

The Town Clerk will assist Members with completing and submitting interest forms and will arrange for the Council's website to display the required Register information or appropriate link.

3.4

It is each Member's personal responsibility to ensure that their Register of Interests is accurate and kept up to date.

4. Sensitive Interests

4.1

A sensitive interest is an interest where disclosure of the details could lead to the Member, or a person connected with the Member, being subject to violence or intimidation.

4.2

If a Member considers that an interest is sensitive, they should contact the Monitoring Officer, via the Town Clerk, before the information is published.

4.3

Where the Monitoring Officer agrees that the interest is sensitive, the published Register may state that the Member has an interest, but the details of that interest will be withheld.

5. When to Register or Update Interests

5.1

Members must register their interests within 28 days of:

- a) being elected;
- b) being re-elected;
- c) being appointed or co-opted; or
- d) the Council adopting or applying a new Code of Conduct, where applicable.

5.2

Members must also notify the Monitoring Officer, via the Town Clerk, within 28 days of becoming aware of:

- a) a new interest; or
- b) a change to an existing registered interest.

5.3

Members should review their Register of Interests regularly to ensure it remains accurate.

6. Completing the Form

6.1

Members should complete all relevant sections of the Register of Interests form.

6.2

Where a section does not apply, Members should write “none” or “not applicable”.

6.3

Members should not leave sections blank.

6.4

The form should be signed and dated.

6.5

Members should keep a copy of the completed form for their own records.

7. Disclosable Pecuniary Interests

7.1 General

A Disclosable Pecuniary Interest is an interest of:

- a) the Member;
- b) the Member’s spouse or civil partner;
- c) a person with whom the Member is living as husband or wife; or
- d) a person with whom the Member is living as if they were civil partners.

Members must register Disclosable Pecuniary Interests in the categories below.

7.2 Employment, Office, Trade, Profession or Vocation

Members must register any employment, office, trade, profession or vocation carried on for profit or gain.

Examples include:

- a) paid employment;
- b) self-employment;
- c) business ownership;
- d) consultancy work;
- e) directorships; and
- f) paid office or profession.

Unpaid voluntary work will not usually fall under this category, but it may need to be registered elsewhere depending on the circumstances.

7.3 Sponsorship

Members must register any payment or financial benefit received in relation to election expenses or Member duties.

This includes sponsorship from a political party, trade union or other organisation.
This does not include allowances paid by the Town Council.

7.4 Contracts with the Council

Members must register any contract between the Council and:

- a) the Member;
- b) the Member's spouse or civil partner;
- c) a person with whom the Member is living as husband or wife;
- d) a person with whom the Member is living as if they were civil partners; or
- e) a body in which any of those people has a beneficial interest.

This applies where goods or services are being provided, or works are being carried out, and the contract has not been fully completed.

7.5 Land

Members must register any beneficial interest in land within the Council's area.

Examples include:

- a) home address;
- b) other owned or rented property;
- c) garage;
- d) allotment;
- e) storage unit; or
- f) land from which the Member receives income.

A beneficial interest generally means a right to occupy the land or receive income from it.

7.6 Licences

Members must register any licence to occupy land in the Council's area for one month or longer.

Examples include:

- a) a licence to use land;
- b) a licence to occupy premises; or
- c) a licence to use land for parking, storage or another purpose.

7.7 Corporate Tenancies

Members must register any tenancy where:

- a) the Council is the landlord; and
- b) the tenant is a body in which the Member, or the Member's spouse or partner, has a beneficial interest.

7.8 Securities

Members must register beneficial interests in securities of a body where:

- a) the body has a place of business or land in the Council's area; and
- b) the value or proportion of the securities meets the statutory threshold.

Examples include shares, debentures, bonds, units in collective investment schemes and similar securities.

Money deposited with a building society does not count as securities for this purpose.

8. Other Registerable Interests

8.1

Members may also need to register other interests, including bodies where the Member is appointed, nominated, a member, or in a position of general control or management.

8.2

These may include:

- a) bodies to which the Member has been appointed or nominated by the Council;
- b) other local authorities or public bodies;
- c) charities;
- d) community groups;
- e) campaign groups;
- f) political parties;
- g) trade unions; and
- h) organisations whose purpose includes influencing public opinion or policy.

8.3

Members do not usually need to register their spouse or partner's interests in this section unless advised otherwise by the Monitoring Officer.

9. Other Land Rights

9.1

Members should also register interests in land which do not amount to occupation or income rights, where required by the Register of Interests form.

Examples include:

- a) rights of access;
- b) easements;
- c) rights of way;
- d) rights to light; and
- e) other legal rights over land.

10. Declaring Interests at Meetings

10.1

Registering an interest is not always enough. Members may also need to declare interests at meetings.

10.2

Where a matter on the agenda relates to a Member's registered interest, or to another interest which could affect the Member's judgement, the Member should declare the interest at the start of the item or when the interest becomes apparent.

10.3

Where a Member has a Disclosable Pecuniary Interest, they must not participate in discussion or vote on the matter unless a dispensation has been granted.

10.4

The Member must leave the room while the matter is considered unless a dispensation permits them to remain.

10.5

Where a Member has an Other Registerable Interest or Non-Registerable Interest which a reasonable member of the public would consider likely to affect their judgement of the public interest, the Member should not participate or vote unless a dispensation has been granted.

11. Dispensations

11.1

A dispensation allows a Member to participate, or participate and vote, where they would otherwise be prevented from doing so because of an interest.

11.2

Requests for dispensations must be made in writing to the Town Clerk as soon as possible before the meeting.

11.3

A request should explain:

- a) the nature of the interest;
- b) the meeting or period for which the dispensation is requested;
- c) whether the Member wishes to speak only, or speak and vote; and
- d) why the dispensation is requested.

11.4

A dispensation will only be granted where permitted by law.

12. Gifts and Hospitality

12.1

Members should avoid accepting gifts or hospitality that could create the impression of improper influence.

12.2

Members must register any gift or hospitality with an estimated value of more than **£25** within 28 days of receipt.

12.3

Frequent gifts or hospitality from the same person or organisation should also be registered, even where each individual gift is worth less than £25.

12.4

Gifts and hospitality should be notified to the Monitoring Officer, via the Town Clerk.

12.5

Where a gift is accepted on behalf of the Mayor's charity or a Council-supported charitable purpose, it should be passed to the Town Clerk or Deputy Town Clerk and recorded where appropriate.

13. Digital Conduct and Social Media

13.1

The Code of Conduct applies to all forms of communication when a Member is acting in their role as a councillor.

This includes:

- a) email;
- b) messaging platforms;
- c) online meetings;
- d) social media posts;
- e) comments;
- f) shared content; and
- g) other digital communication.

13.2

Members must comply with the Council's Information Technology, Digital Use and Social Media Policy when using digital systems or communicating online in their role as Members.

13.3

Members should remember that online conduct can affect public confidence in the Council in the same way as conduct at meetings or events.

14. Need Help?

14.1

Members who are unsure whether an interest should be registered or declared should seek advice before the relevant meeting.

Advice may be sought from:

- a) the Town Clerk;
- b) the Monitoring Officer; or
- c) the relevant local council association.

14.2

Where there is doubt, it is usually better to declare the interest and seek advice.

15. Where to Send Forms and Updates

Completed Register of Interests forms and any updates should be sent to:

Jane Thomas

Town Clerk / Proper Officer

Knowsley Town Council

Bob Whiley Community Centre

Shop Road

Knowsley Village

Prescot

Merseyside

L34 0HD

jane.thomas@knowsley.gov.uk

The Town Clerk will arrange submission to the Monitoring Officer where required.

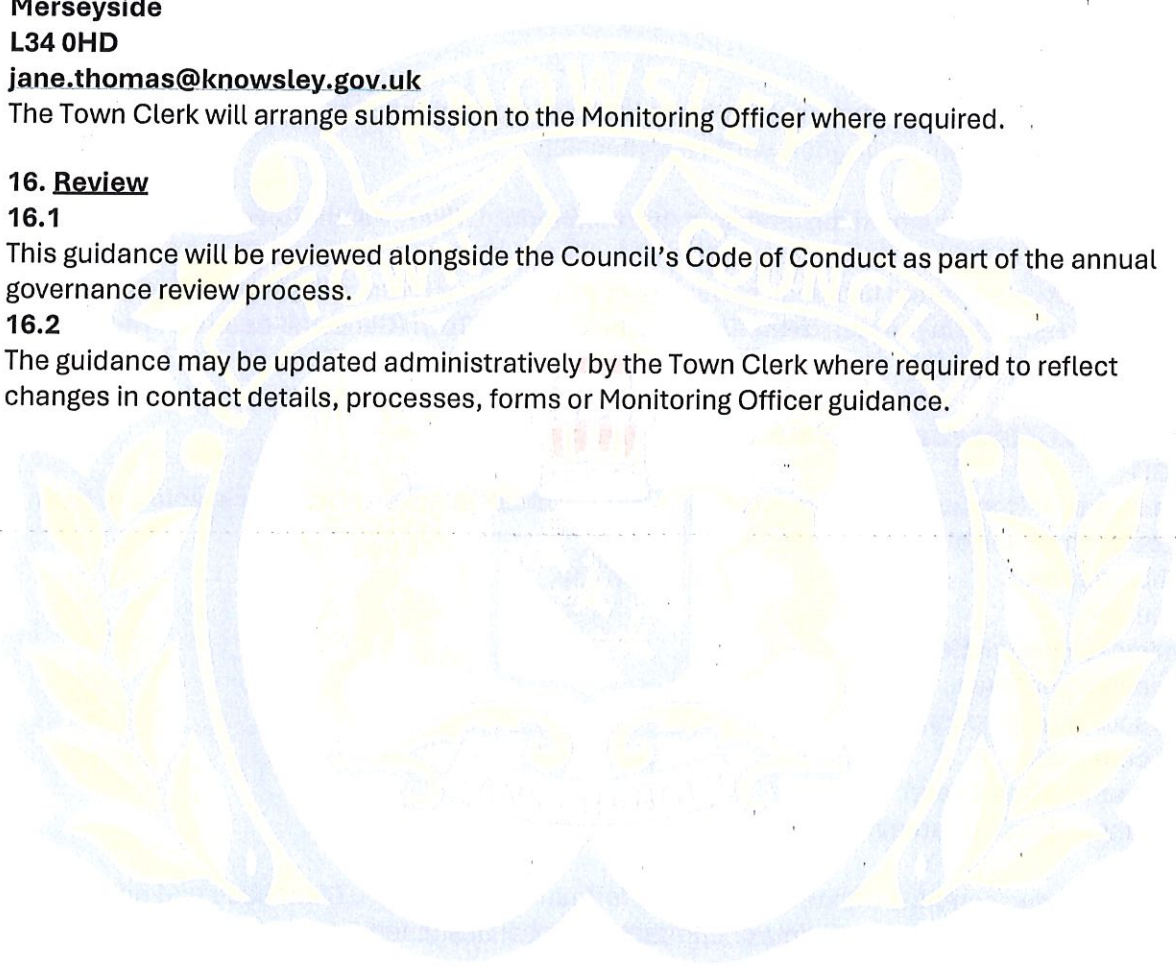
16. Review

16.1

This guidance will be reviewed alongside the Council's Code of Conduct as part of the annual governance review process.

16.2

The guidance may be updated administratively by the Town Clerk where required to reflect changes in contact details, processes, forms or Monitoring Officer guidance.





**KNOWSLEY TOWN COUNCIL
CODE OF CONDUCT
FOR
MEMBERS
AND CO-OPTED MEMBERS**

Adopted: 21st May 2026
Review Date: May 2027

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PART 1

GENERAL

1. Introduction

1.1 This Code of Conduct was adopted by Knowsley Town Council on **21st May 2026** in accordance with Sections 27 and 28 of the Localism Act 2011.

1.2 This Code replaces the previous Code of Conduct adopted by Knowsley Town Council.

1.3 The Council has a statutory duty under the Localism Act 2011 to promote and maintain high standards of conduct by Members and Co-opted Members.

1.4 This Code sets out the standards of conduct expected of Members when acting in their capacity as Members of Knowsley Town Council.

1.5 Members are representatives of the Council and the public will view them as such. A Member's conduct can have both positive and negative impacts on the reputation of the Council.

1.6 It is the personal responsibility of each Member to comply with this Code.

1.7 Failure to comply with this Code may result in:

- (a)** a complaint being made under the Council's standards arrangements; and/or
- (b)** action being taken by the Council following consideration by the Monitoring Officer; and/or
- (c)** in the case of Disclosable Pecuniary Interests, criminal proceedings, a fine and/or disqualification from office where statutory requirements are breached.

2. Interpretation

2.1 In this Code:

"the Act" means the Localism Act 2011.

"the Council" means Knowsley Town Council.

"Member" means an elected Member or Co-opted Member of Knowsley Town Council.

"Co-opted Member" includes a person who is not an elected Member of the Council but who is a member of a committee or sub-committee of the Council and is entitled to vote.

"Monitoring Officer" means the Monitoring Officer of the principal authority.

"Town Clerk" means the Clerk of Knowsley Town Council.

"meeting" means any meeting of the Council, committee, sub-committee, working group or other body of the Council, whether or not the press and public are excluded.

"Disclosable Pecuniary Interest" means an interest as defined by the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

"Other Registerable Interest" means an interest required to be registered under this Code, other than a Disclosable Pecuniary Interest.

"Non-Registerable Interest" means an interest which is not required to be registered but which may still affect, or appear to affect, a member's judgement of the public interest.

2.2 For the purposes of Disclosable Pecuniary Interests, a member's interests include the interests of:

- (a) The Member.
- (b) The Member's spouse or civil partner.
- (c) A person with whom the Member is living as husband or wife; or
- (d) a person with whom the Member is living as if they were civil partners.

2.3 A Member should seek advice from the Town Clerk or Monitoring Officer where they are unsure whether an interest should be registered or declared.

3. General Obligations

3.1 This Code is based on the Seven Principles of Public Life, also known as the Nolan Principles:

Selflessness – Holders of public office should act solely in terms of the public interest.

Integrity – Holders of public office must avoid placing themselves under any obligation to people or organisations that might seek to influence them improperly.

Objectivity – Holders of public office must act and take decisions impartially, fairly and on merit.

Accountability – Holders of public office are accountable to the public for their decisions and actions.

Openness – Holders of public office should act and take decisions in an open and transparent manner.

Honesty – Holders of public office should be truthful and must declare and resolve any private interests relating to their public duties.

Leadership – Holders of public office should exhibit these principles in their own behaviour and be willing to challenge poor behaviour wherever it occurs.

3.2 When acting in their role as a Member of the Council, Members must:

- (a) act lawfully.
- (b) act in the public interest;
- (c) treat others with respect;
- (d) promote equality and not discriminate unlawfully against any person;
- (e) act in accordance with the Council's Standing Orders, Financial Regulations and adopted policies;
- (f) have regard to any applicable Local Authority Code of Publicity;
- (g) not bring the Council, or the role of Member, into disrepute;
- (h) not use, or attempt to use, their position improperly to gain an advantage or disadvantage for themselves or any other person;
- (i) not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council;
- (j) not bully, harass, intimidate or unlawfully discriminate against any person;
- (k) not disclose confidential information except where legally entitled or required to do so; and
- (l) not prevent another person from gaining access to information to which that person is entitled by law.

3.3 Members may challenge, question and disagree with policies, decisions and views in a robust but civil manner. Members must not subject individuals, groups or organisations to personal attack.

3.4 Members are expected to uphold high standards of conduct and show leadership when acting as Members of the Council.

4. Digital Conduct and Use of Council Resources

4.1 This Code applies to all forms of communication and interaction, including:

- (a) face-to-face meetings;
- (b) online or telephone meetings;
- (c) written communication;
- (d) verbal communication;
- (e) non-verbal communication;
- (f) email;
- (g) messaging platforms; and
- (h) electronic and social media communication, posts, statements and comments.

4.2 When using digital systems, email, messaging platforms or social media in their role as Members, Members must comply with the Council's Information Technology, Digital Use and Social Media Policy.

4.3 Members must not misuse Council resources.

4.4 When using Council resources, Members must:

- (a) act in accordance with the Council's requirements;
- (b) ensure resources are used only for Council business; and
- (c) ensure resources are not used improperly for political or party-political purposes.

4.5 Council resources may include equipment, email accounts, IT systems, stationery, officer support, buildings, meeting rooms and information held by the Council.

5. Complaints and Standards Investigations

5.1 Members must co-operate with any Code of Conduct investigation or standards process.

5.2 Members must not intimidate, or attempt to intimidate, any person involved in a complaint, investigation or standards process.

5.3 Members must comply with any sanction imposed following a finding that they have breached the Code.

5.4 Members are encouraged to undertake Code of Conduct training provided or arranged by the Council, Monitoring Officer or local council association.

PART 2

INTERESTS

1. General

1.1 Members must register and disclose interests in accordance with this Code, the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and any guidance issued by the Monitoring Officer.

1.2 Members must, within 28 days of election, re-election, appointment or co-option, notify the Monitoring Officer, via the Town Clerk, of any interests required to be registered.

1.3 Members must notify the Monitoring Officer, via the Town Clerk, of any new or changed interests within 28 days of becoming aware of the change.

1.4 It is the personal responsibility of each Member to keep their Register of Interests accurate and up to date.

1.5 As public figures, Members' public role may overlap with their personal, professional or financial interests. When acting as Members, they must act solely in the public interest and not in a way that improperly benefits themselves, family, friends, employers, business interests or other connected persons.

2. Disclosable Pecuniary Interests

2.1 A Disclosable Pecuniary Interest is an interest of the Member, or of the Member's spouse or civil partner, or a person with whom the Member is living as spouse or civil partner, within the descriptions below.

| <u>Subject</u> | <u>Description</u> |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit, other than from the Council, made or provided within the relevant period in respect of expenses incurred by the Member in carrying out duties as a Member, or towards the election expenses of the Member. This includes any payment or financial benefit from a trade union. |
| Contracts | Any contract made between the relevant person, or a body in which the relevant person has a beneficial interest, and the Council, under which goods or services are to be provided or works are to be executed, and which has not been fully discharged. |
| Land | Any beneficial interest in land within the Council's area. |

| | |
|---------------------|---|
| Licences | Any licence, alone or jointly with others, to occupy land in the Council's area for one month or longer. |
| Corporate tenancies | Any tenancy where, to the Member's knowledge, the landlord is the Council and the tenant is a body in which the relevant person has a beneficial interest. |
| Securities | Any beneficial interest in securities of a body where that body, to the Member's knowledge, has a place of business or land in the Council's area and the statutory threshold is met. |

3. Non-Participation in Disclosable Pecuniary Interests

3.1 If a Member is present at a meeting and has a Disclosable Pecuniary Interest in any matter being considered, the Member must:

- (a) disclose the interest if it is not already registered;
- (b) not participate in any discussion of the matter;
- (c) not participate in any vote on the matter; and
- (d) leave the room while the matter is being considered, unless a dispensation has been granted.

3.2 If the interest is not already registered and is not the subject of a pending notification, the Member must notify the Monitoring Officer, via the Town Clerk, within 28 days.

3.3 Where the interest is a sensitive interest, the Member does not need to disclose the nature of the interest at the meeting but must state that they have an interest.

4. Offences

4.1 It is a criminal offence to:

- (a) fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election or appointment;
- (b) fail to disclose a Disclosable Pecuniary Interest at a meeting where it is not already registered;
- (c) fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest disclosed at a meeting but not already registered;
- (d) participate in discussion or voting on a matter in which the Member has a Disclosable Pecuniary Interest, unless a dispensation has been granted; or
- (e) knowingly or recklessly provide false or misleading information in relation to a Disclosable Pecuniary Interest.

4.2 Criminal penalties may include a fine and disqualification from being a councillor for up to five years.

5. Dispensations

5.1 The Council may grant a dispensation to allow a Member to participate, or participate and vote, on a matter in which they would otherwise be prevented from taking part.

5.2 A dispensation may only be granted where permitted by law.

5.3 Requests for dispensations must be made in writing to the Town Clerk as soon as possible before the meeting, or at the start of the meeting where this is not possible.

5.4 A dispensation request must include:

- (a) the nature of the interest;
- (b) whether the dispensation is requested to speak only, or to speak and vote;
- (c) the meeting or period for which the dispensation is requested; and
- (d) the reason why the dispensation is requested.

6. Other Registerable Interests

6.1 Members must register any other interests required by the Council's Code or by guidance issued by the Monitoring Officer.

6.2 Other Registerable Interests include any body:

- (a) to which the Member has been appointed or nominated by the Council;
- (b) of which the Member is in a position of general control or management;
- (c) exercising functions of a public nature;
- (d) directed to charitable purposes; or
- (e) whose principal purposes include the influence of public opinion or policy, including any political party or trade union.

6.3 Where a matter being considered at a meeting directly relates to an Other Registerable Interest, the Member must disclose the interest.

7. Non-Registerable Interests

7.1 A Member may have a Non-Registerable Interest where a matter being considered affects:

- (a) the Member's own financial interest or well-being;
- (b) the financial interest or well-being of a relative or close associate; or
- (c) a body or organisation with which the Member is closely connected.

7.2 A Member must disclose a Non-Registerable Interest where a reasonable member of the public, knowing all the facts, would consider that the interest could affect the Member's judgement of the public interest.

7.3 Where in doubt, Members should seek advice from the Town Clerk or Monitoring Officer before the meeting.

8. Disclosure and Participation

8.1 Where a Member has an Other Registerable Interest or Non-Registerable Interest in a matter, the Member must disclose the interest at the meeting unless it is already apparent from the Register of Interests.

8.2 Where the matter directly relates to the interest, the Member may speak only if members of the public are also allowed to speak. The Member must not otherwise participate in discussion or vote and must leave the room unless a dispensation has been granted.

8.3 Where the matter affects the interest, but does not directly relate to it, the Member must consider whether:

(a) the matter affects the Member's financial interest or well-being, or that of a relative, close associate or connected body, to a greater extent than it affects the majority of residents in the Council's area; and

(b) a reasonable member of the public, knowing all the facts, would believe that the interest would affect the Member's view of the wider public interest.

8.4 Where both tests apply, the Member may speak only if members of the public are also allowed to speak. The Member must not otherwise participate in discussion or vote and must leave the room unless a dispensation has been granted.

9. Register of Interests

9.1 The statutory Register of Interests is maintained by the Monitoring Officer.

9.2 The Town Clerk will assist Members with completing and submitting interest forms and will arrange for the Council's website to display the required register information or appropriate link.

9.3 The Register of Interests will be available for public inspection and published in accordance with statutory requirements.

10. Sensitive Interests

10.1 Where a Member considers that disclosure of the details of an interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation, the Member should notify the Monitoring Officer, via the Town Clerk.

10.2 Where the Monitoring Officer agrees that the interest is sensitive, the published Register may state that the Member has an interest, but the details of that interest will be withheld.

PART 3

OTHER CONSIDERATIONS

1. Gifts and Hospitality

1.1 Members should exercise caution when offered gifts or hospitality in connection with their role as a Member.

1.2 Members must not accept gifts or hospitality which could give rise to real or perceived improper influence, personal gain or preferential treatment.

1.3 In most circumstances, refusing the gift or hospitality will be the most prudent course of action.

1.4 Where a gift or hospitality with an estimated value of more than **£25** is accepted, the Member must notify the Monitoring Officer, via the Town Clerk, within 28 days.

1.5 Members must also notify the Monitoring Officer, via the Town Clerk, where they receive frequent gifts or hospitality of lesser value from the same person or organisation.

1.6 Where a gift is accepted on behalf of the Mayor's charity or a Council-supported charitable purpose, it should be passed to the Town Clerk or Deputy Town Clerk and recorded where appropriate.

1.7 Members do not need to register gifts or hospitality which are not connected to their role as a Member, such as personal gifts from family or friends.

2. Predetermination or Bias

2.1 Members must approach decision-making with an open mind and must base decisions on the information before the meeting.

2.2 Members may campaign or express views on matters of public interest. However, Members should avoid giving the impression that they have closed their mind before considering all relevant information at the meeting.

2.3 Members must not place themselves under any financial or other obligation to outside individuals or organisations which might seek to influence them in the performance of their duties.

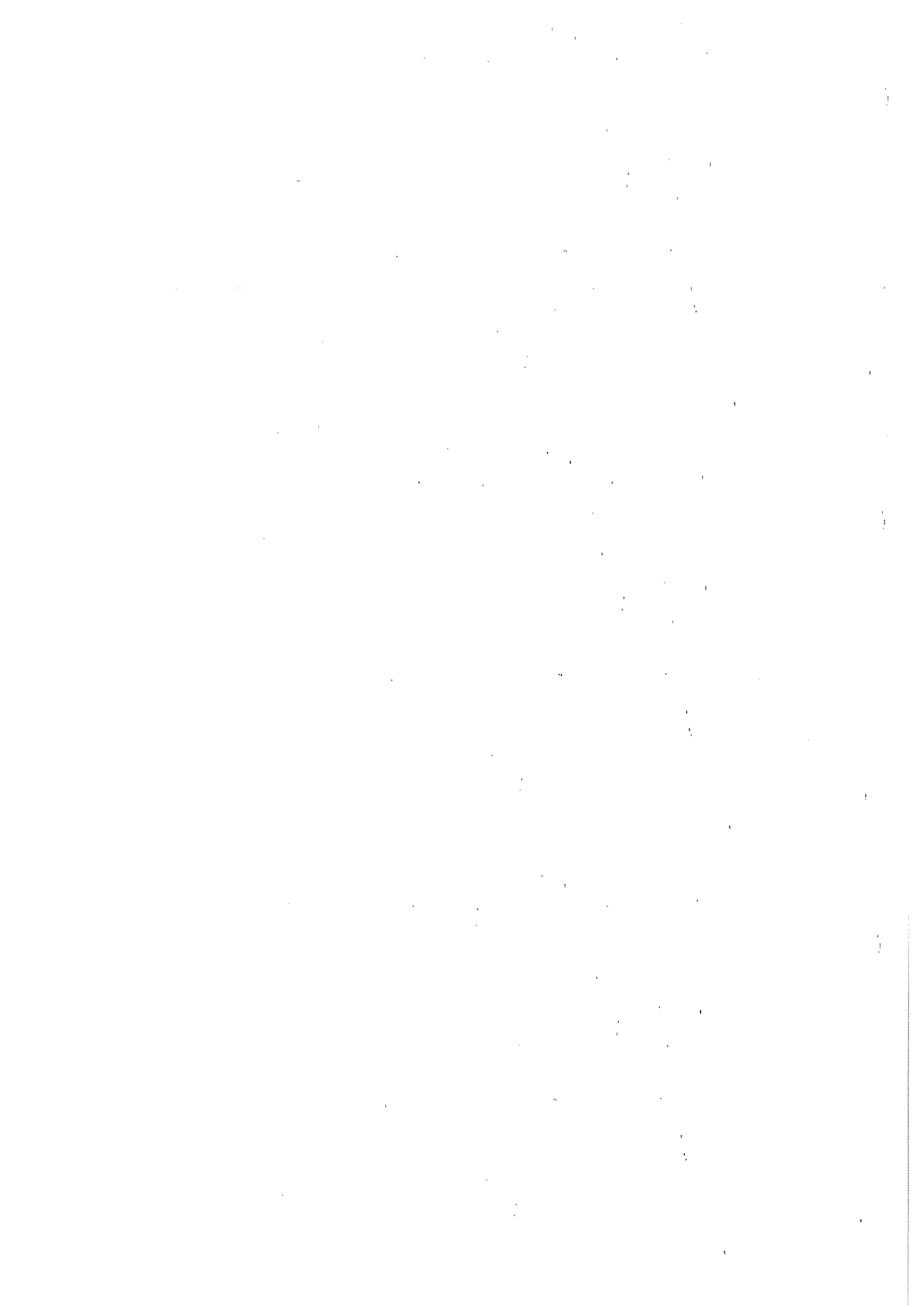
2.4 Where a Member believes they may be biased, predetermined or affected by a conflict of interest, they should seek advice from the Town Clerk or Monitoring Officer before participating.

3. Review of the Code

3.1 This Code will be reviewed annually as part of the Council's governance review process.

3.2 The Code may be updated sooner where required by legislative change, Monitoring Officer advice, national guidance or changes to the Council's governance arrangements.

THIS CODE OF CONDUCT WAS ADOPTED BY
KNOWSLEY TOWN COUNCIL
AT ITS MEETING HELD ON 21 May 2026



Schedule of Amendments
Code of Conduct for Members and Co-opted Members 2026/27

This appendix sets out the main amendments made to the Council's Code of Conduct for Members and Co-opted Members for 2026/27.

The amendments are intended to update terminology, improve clarity, remove outdated wording, and align the Code with current governance arrangements.

| Section | Original wording / position | Amendment made | Reason |
|------------------------------|--|--|--|
| Review date | No annual review date included. | Added Review Date: May 2027 . | To confirm the Code will be reviewed annually as part of the Council's governance review process. |
| Index | Original index included Personal Interests, Disclosure of Personal Interests and Non-Participation in Certain Personal Interests | Updated index to include Disclosable Pecuniary Interests, Other Registerable Interests, Non-Registerable Interests, Disclosure and Participation, and Sensitive Interests . | To modernise the interest's section and remove older terminology. |
| Part 1 – Interpretation | Original wording referred to "the Authority" and "relevant Authority". | Replaced with clearer wording: the Council means Knowsley Town Council . | To make the Code easier to read and more specific to the Town Council. |
| Part 1 – Interpretation | Original definitions included lengthy technical definitions relating to interests. | Simplified definitions and moved practical interest provisions into Part 2. | To improve readability. |
| Part 1 – General Obligations | Original wording required Members to treat others with respect, comply with Council policies, use resources properly and respect confidentiality | Retained and expanded to include acting lawfully, acting in the public interest, not bullying or harassing, not bringing the Council into disrepute, and not misusing position. | To provide clearer conduct standards for Members. |
| New section | No separate section on digital conduct. | Added Digital Conduct and Use of Council Resources . | To clarify that the Code applies to email, messaging platforms, online meetings and social media. Tiny digital goblin now properly boxed in. |
| New section | Original Code did not cross-refer to the Council's digital/social media policy. | Added reference to the Council's Information Technology, Digital Use and Social Media Policy . | To align the Code with the Council's wider policy framework. |
| New section | Original Code did not include a clear standards investigation section. | Added Complaints and Standards Investigations . | To confirm Members must co-operate with |

Appendix 27d

| | | | |
|---------------------------------------|---|--|---|
| | | | investigations and comply with sanctions. |
| Part 2 – Offences | Original wording listed criminal offences relating to DPIs | Retained and simplified. | Members should remain aware that DPI breaches can be criminal offences. |
| Part 2 – Dispensations | Original wording stated the Council may grant dispensations in limited circumstances. | Expanded to explain how requests should be made and what information should be included. | To give Members clearer practical guidance. |
| Part 2 – Personal Interests | Original Code included Personal Interests wording. | Replaced with Other Registerable Interests . | To use clearer and more current terminology. |
| Part 2 – Prejudicial Interests | Original Code included prejudicial interest wording and rules on non-participation | Replaced with Non-Registerable Interests and Disclosure and Participation provisions. | To remove older terminology and make the rules easier to apply. |
| Part 2 – Disclosure and Participation | Original wording was split across personal and prejudicial interest sections. | Combined into one clearer section explaining when Members must disclose, speak, vote or leave the room. | To make meeting procedure easier for Members to follow. |
| Part 2 – Register of Interests | Original wording stated that interests notified to the Monitoring Officer via the Clerk would be included in the Register | Updated to clarify that the statutory Register is maintained by the Monitoring Officer, with the Town Clerk assisting Members and website publication/linking. | To clarify practical responsibilities. |
| Part 2 – Sensitive Interests | Original sensitive interests wording retained. | Retained and simplified. | Sensitive interest protection remains relevant. |
| Part 3 – Gifts and Hospitality | Original wording focused on gifts over £25 and frequent gifts of lesser value | Expanded to clarify that gifts should not be accepted where they could give rise to improper influence or personal gain. | To strengthen transparency and protect Members. |
| Part 3 – Gifts for Mayor’s charity | No specific wording in original Code. | Added wording that gifts accepted on behalf of the Mayor’s charity or a Council-supported charitable purpose should be passed to the Town Clerk or Deputy Town Clerk and recorded where appropriate. | To reflect local practice and ensure transparency. |
| New section | No annual review clause in original Code. | Added Review of the Code . | To confirm the Code will be reviewed annually or sooner if required. |
| Formatting | Original Code was lengthy, with older formatting and wording. | Reformatted with clearer headings, numbering and simpler wording. | To improve readability and usability for Members. |

Item 28

KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15th May 2025

MAUREEN CLUNAN MEMORIAL AWARD 2026

1. **PURPOSE OF REPORT**

To **CONSIDER** the recipient of the Maureen Clunan Memorial Award 2026

2. **RECOMMENDATIONS**

Members are asked to:

- a) Nominate recipient.
- b) **CONSIDER AND APPROVE** recipient

3. **REPORT:**

In memory of the late councillor Maureen Clunan, the town council established an annual award in tribute to her tireless work in the community. The recipient of the award can only be chosen by the town council.

Members must nominate their recipient of the Maureen Clunan memorial award for 2026.

A copy of the award criteria and processes provided in *Appendix 28a* for members' consideration.

It was unanimously resolved at the Annual General Meeting of the Town Council held in May 2018, that the sum of the grant attached to the Maureen Clunan Memorial Award would remain at £750.

4. **APPENDICES-Attached**

Appendix 28a: Maureen Clunan Memorial Award Criteria and Processes

Jane Thomas - Clerk of the Council





MAUREEN CLUNAN MEMORIAL AWARD **AWARD CRITERIA AND PROCESSES**

1. AWARD CRITERIA:

1.1 The following criteria should be used in the selection of the award winner:

- The individual's community work must relate to organisations and groups based in the township
- The individual's community work cannot relate to political or sectarian activities
- The individual's community work must be unpaid (i.e. voluntary)
- The individual could only win the award once.

2. AWARD PROCESSES:

2.1 The award processes are detailed below:

- The award winner can only be decided by elected members.
- The award winner will be announced at the Annual General Meeting of the Town Council.
- The award winner will nominate a community organisation to receive grant funding from the Town Council.

2.2 The Clerk of the Council will:

- Obtain the nominees acceptance of the award.
- Formally invite the winner (and partner) to the forthcoming Annual Mayor Celebration (if available) in order for the award to be presented.
- Ascertain details of the nominated community group that the award winner wished to allocate a grant of £750.00.

2.3 Following the nomination of a community organisation by the winner of the award, the Clerk of the Council will contact a representative of the nominated group in order to:

- Ensure that the community group fully satisfied the grant criteria and conditions relating to the award.
- The community group must supply an up-to-date bank statement in the name of the organisation.

3. **AWARD PRESENTATION:**

3.1 The Mayor will make the following presentations:

- **Award Winner:** The Mayor will present a framed certificate and trophy to the winner of the award.
- **Nominated Community Group Grant Award :** The Mayor will present a representative of the nominated community group with a big cheque in recognition of the grant award.

3.2 The nominated community group will receive the grant funding via the Town Council's BACs system following satisfactory receipt of all the required documentation.



KNOWSLEY TOWN COUNCIL

ANNUAL REPORT 2025/2026

{The Annual Report summarises the activities of Knowsley
Town Council during the year 2025/2026}

www.knowsleytowncouncil.gov.uk

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THE MAYOR'S OVERVIEW

The Annual Report provides a summary of Knowsley Town Council's activities and achievements over the past year.

As Mayor of Knowsley Town Council, I am pleased to report that £1,060 was raised through various fundraising activities during my mayoral year, with all proceeds being donated to my chosen charities.

It has been a true honour and privilege to serve as Mayor during 2025/26. Throughout the year, I have had the pleasure of representing Knowsley Town Council at a wide range of events across the township. There have been many memorable occasions, far too many to mention individually, but I am delighted to share some of the highlights from the year.

One of my first duties as Mayor was the honour of presenting remembrance books to the volunteers from Safari Kids Club, in recognition of the group receiving the King's Award for Voluntary Service. This was a proud moment and a fitting tribute to the dedication and commitment shown by local volunteers.

I was also pleased to present three grant awards, ranging from £250 to £500, to Craig's Garden, Friends of Knowsley Village Recreation and Green Spaces, and Craizwayz. These grants help to support local groups that enrich community life, encourage participation, and promote inclusion across the township.

Knowsley has every reason to be proud of its strong and vibrant network of volunteers, community groups and local organisations. As Mayor, it has been a privilege to work alongside elected members and the Town Clerk to strengthen these valued partnerships and support the development of new community initiatives.

Knowsley Town Council was once again proud to sponsor the Annual Knowsley Flower Show. The Council's sponsorship helped to fund a free shuttle bus across the township, making the event more accessible and ensuring that residents from across the area could enjoy this much-loved community occasion.

During the Christmas period, I was pleased to support several festive fundraising and community events in Stockbridge Village. Selection boxes were donated to the Hillside Neighbourhood Centre's Christmas Santa Sleigh, helping to bring festive cheer to local children. Additional selection boxes were distributed to children at Meadow Park School, residents of Jacksons Gardens Residential Home, and to residents attending the Town Council's Christmas tree lights switch-on at the Community Orchard, Meadow Park School, Stockbridge Village.

As part of my mayoral charity fundraising, I was also proud to provide funding towards the Christmas Day meal for residents of Jacksons Gardens. This was a very special occasion, and I would like to place on record my sincere thanks to the staff who generously gave up their own time on Christmas Day to make the event possible. Their kindness, commitment and community spirit helped ensure that residents could enjoy a warm, welcoming and memorable Christmas celebration.

The Town Council also donated two meat vouchers to Jacksons Gardens Residential Home to support the residents' Christmas raffle.

I also had the pleasure of switching on the Christmas tree lights at the Community Orchard at Meadow Park School. This was the second year that the event had been organised by Knowsley Town Council, which also proudly supplied the Christmas tree. The event was a great success, bringing festive cheer to residents and celebrating the spirit of togetherness. It is hoped that this will continue

to grow and become a cherished annual tradition for the local community. Knowsley Town Council remains committed to supporting families and residents across the township during the festive season and throughout the year.

Knowsley Town Council continues to support a vibrant, inclusive and welcoming community by delivering high-quality services and maintaining well-equipped community facilities. The Bob Whiley Community Centre in Knowsley Village and the Community Pavilion in Stockbridge Village continue to serve as important community hubs, supporting a wide range of activities, organisations and local events. These facilities reflect the Council's ongoing commitment to community engagement, wellbeing and local pride.

I would like to express my sincere thanks to the Town Clerk and all the dedicated staff of Knowsley Town Council. Their professionalism, support and sound advice have been invaluable to me throughout my year as Mayor.

Finally, the role of Mayor is only possible with the support and encouragement of colleagues. I would like to offer my sincere thanks to the Deputy Mayor, Councillor Lee Tomlinson, and to all my fellow elected members for their collaboration, encouragement and shared commitment to serving the residents of Knowsley Township.

This Annual Report provides just a snapshot of the work delivered by Knowsley Town Council over the past year. I hope you find it both informative and a positive reflection of the impact we continue to make together.

Best wishes to all residents of the township.

Cllr Dennis Baum

Mayor of Knowsley Town Council

SUMMARY OF COUNCIL ACTIVITIES

Below are some of the activities and events that went on during the Town Council Year 2025/2026.

| YEAR | ACTIVITY |
|-----------|--|
| MAY | <ul style="list-style-type: none"> • Annual Town Meeting • Councils Annual General Meeting • Cllr Dennis Baum (Labour, Stockbridge) elected Mayor of the Town Council. • Cllr Lee Tomlinson (Labour, Stockbridge) elected Deputy Mayor of the Town Council. • Approved Internal Auditor's Report for Year Ended 31 March 2025. • Approval of the Annual Governance Statement for year ending March 2025. • Approval of Annual Return for Year Ending 31 March 2025 • Approval of Statement of Accounts for Year Ended 31 March 2025. • Consideration of the Report of the Independent Remuneration Panel on Parish Council Allowances. • Considered the naming of the recipient of the Maureen Clunan Memorial Award 2025. • Finance and General Purposes Committee received a presentation from Friends of Knowsley Rec & Green Spaces. • Approval of Adoption of the General Power of Competence • Re-Statement of the Asset Register |
| JUNE | <ul style="list-style-type: none"> • Town Council Meeting. • Approval of the Town Council Investment Strategy 2025/26 • Approval of the Town Council Treasury Management 2025/26 • Events Committee Meeting • Sponsorship Award – Knowsley Flower Show 2025- £600. |
| JULY | <ul style="list-style-type: none"> • Finance and General Purposes Committee • Town Council Meeting. • Town Council Meeting - Mayor presented remembrance books to the volunteers from Safari Kids Club, commemorating the groups receipt of the King's Award for Voluntary Service. • Mayoral Celebration. • Grant Presentation – Craigs Garden. |
| AUGUST | <ul style="list-style-type: none"> • Town Council and Committees in recess. |
| SEPTEMBER | <ul style="list-style-type: none"> • Town Council Meeting. • Approval of Town Council Risk Assessment for 2026/2025 • Review Of Knowsley Town Council's Health and Safety Policy • A Review of the Effectiveness of the Systems Of Internal Financial Controls • Finance and General Purposes Committee Meeting • Beating of the Bounds |
| OCTOBER | <ul style="list-style-type: none"> • Town Council appointed representatives to attend Remembrance Sunday Service. |

| | |
|----------|---|
| | <ul style="list-style-type: none"> • Town Council considered report of the External Auditors. |
| NOVEMBER | <ul style="list-style-type: none"> • Remembrance Sunday wreaths laid on behalf of Knowsley Town Council at the War Memorial in Knowsley Village and the memorial situated in the Central Area of Stockbridge Village • Grant Presentation – Friends of Knowsley Rec and Green Spaces. • Donation – Hillside Initiatives for Youth Activities (Santa sleigh) £900 towards selection boxes. • Donation – Jackson Garden Residential Home- 24 Selection Boxes. • Donation – Jackson Garden Residential Home – x 2 Meat Vouchers |
| DECEMBER | <ul style="list-style-type: none"> • Town Council in recess. • Mayors Charity- Donated £226 towards Christmas Day Meal for residents of Jackson Garden Residential Home. • Donation – 150 Selection Boxes - Meadow Park School. • Donation - 50 Selection Boxes gifted to residents during the Christmas Tree Light Switch-On. • Christmas Tree light Swich -On, Community Orchard, Meadow Park School. |
| JANUARY | <ul style="list-style-type: none"> • Town Council Meeting • Grant Presentation – Craigzwayz. |
| FEBRUARY | <ul style="list-style-type: none"> • The Finance and General Purposes Committee considered the sponsorship of the Knowsley Flower Show 2026. |
| MARCH | <ul style="list-style-type: none"> • Budget and Precept set for new financial year (2026/2027) • A Review of the Effectiveness of Internal Audit (2025/26) • Donation – 40 Easter Eggs to the children of Stocky Whizz Kidz. |

TOWN COUNCILLORS

The Town Council comprises twelve elected members. Elections take place every four years when all twelve of the Town Council seats will be available for contest. The next elections will be in May 2027.

The twelve members below were members of the Town Council on 31 March 2023. During the year, the Town Council met according to the schedule of meetings which was displayed on Town Council notice boards and on the website.

The political composition of the Town Council is:

KNOWSLEY PARK (NORTH) WARD:

Cllr M Burk (LIB DEM): Prescot (tel: 07767827474) email: mark.burke@knowsley.gov.uk

Cllr I Smith (LIB DEM): Prescot (tel: 07557849399) email: ian.smith@knowsley.gov.uk

Cllr F Wynn (LIB DEM): Prescot (tel: 07557004125) email: cllrfrances.wynn@knowsley.gov.uk

STOCKBRIDGE WARD

Cllr D J Baum (LAB) Stockbridge (tel: 0755789395)
email: cllrdennisbaum@knowsleytowncouncil.gov.uk

Cllr V Boateng (LAB) Huyton (tel: 07508512415)

email: cllrvanessaboateng@knowsley.gov.uk

Cllr B Donnelly (LAB) Stockbridge (tel: 0151 489 5074)

email: bernie.donnelly@knowsleytowncouncil.gov.uk

Cllr J Donnelly (LAB) Stockbridge (tel: 07756575873)

email: john.donnelly@knowsleytowncouncil.gov.uk

Cllr K Gregory (LAB) Stockbridge (tel: 07889696787)

email: katie.gregory@knowsleytowncouncil.gov.uk

Cllr N Joseph (LAB) Stockbridge (tel: 07708034453)

email: neil.joseph@knowsleytowncouncil.gov.uk

Cllr L O'Keeffe (LAB) Longview (tel: 07385420410)

email: lynnokeeffe@knowsley.gov.uk

Cllr B Thompson (LAB): Hillside (tel: 07717433080)

email: berna.thompson@knowsleytowncouncil.gov.uk

Cllr L Tomlinson (LAB) Stockbridge (tel: 07513427707) email: l.tomo2008@gmail.com

FINANCIAL STATEMENT

Income

31/03/2026

| | |
|-----------------------------|-----------------|
| Administration | £ 344,867 |
| Bob Whiley Community Centre | £8,450 |
| Community Pavilion | £17,995 |
| | <u>£371,312</u> |

Expenditure

31/03/2026

| | |
|-----------------------------|-----------------|
| Staffing | £157,768 |
| Administration | £ 76,211 |
| Bob Whiley Community Centre | £ 15,151 |
| Community Pavilion | £ 24,627 |
| | <u>£273,757</u> |

(The account statement for 2025/26 is subject to external audit and may be modified)

CONTACT DETAILS

Knowsley Town Council Office

Jane Thomas (Clerk of the Council)
Email: jane.thomas@knowsley.gov.uk

Louise Harrison (Admin Officer)
Email: louise.harrison@knowsley.gov.uk

Bob Whiley Community Centre, Shop Road,
Knowsley Village, Merseyside, L34 0HD

Tel: 0151 548 4545

Town Council Buildings

Bob Whiley Community Centre

Shop Road, Knowsley Village,
Merseyside, L34 0HD

Community Pavilion

Pool Hey, Stockbridge Village,
Merseyside, L28 7RL

Note: that the Town Council has no legal rights or ownership whatsoever to the coat of arms within the Council's crest. These arms remain the sole property of the Earl of Derby and the Town Council are using them with his permission.

Website: www.knowsleytowncouncil.gov.uk



STATEMENT OF ACCOUNTS 2025/26

{These accounts and statement for the Year Ending
31 March 2026 of Knowsley Town Council
have been prepared in accordance with the
Accounts and Audit (England) Regulations}

www.knowsleytowncouncil.gov.uk

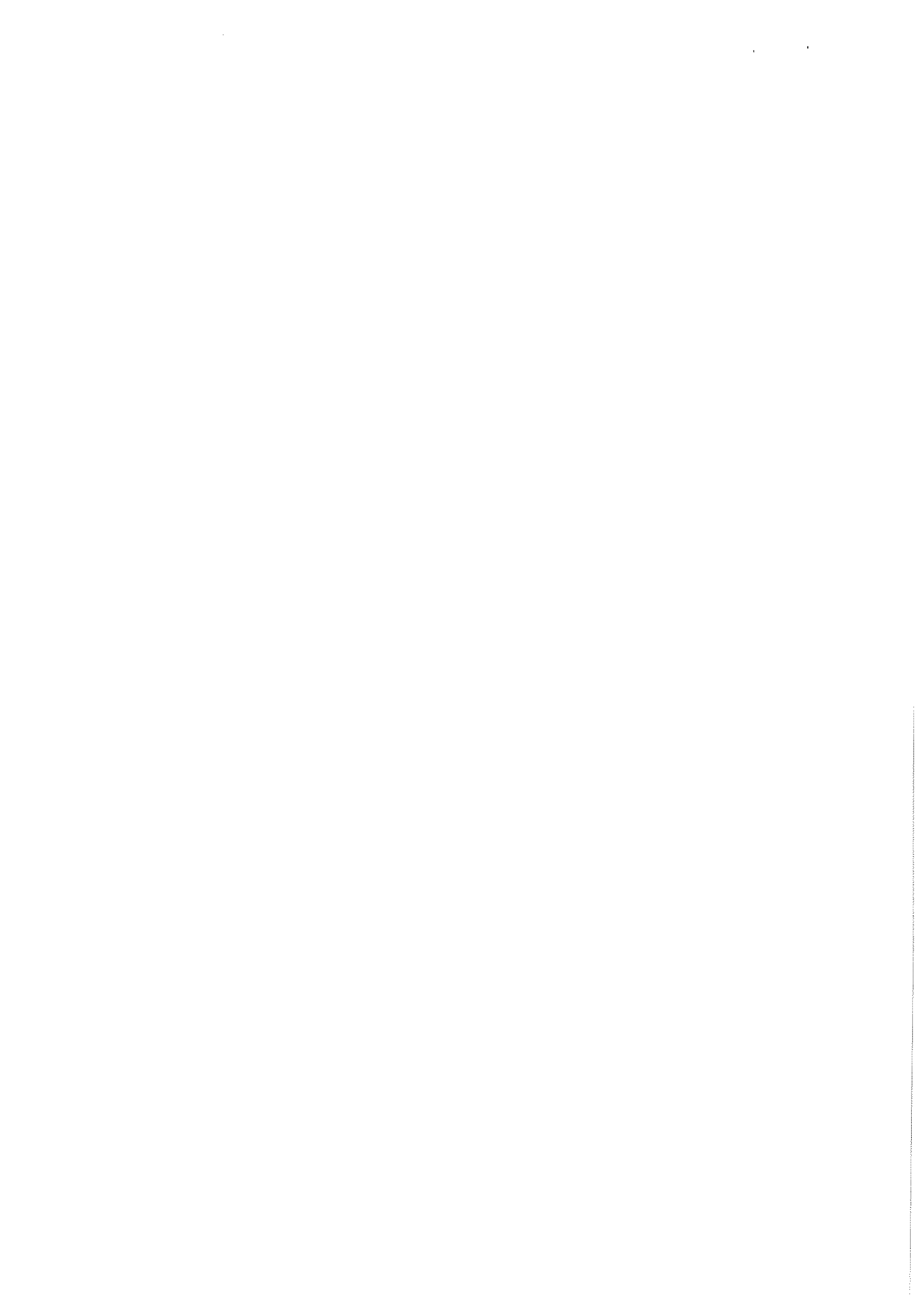


KNOWSLEY TOWN COUNCIL

INTRODUCTION

- 1 Town Councils are required to prepare accounting records in accordance with the Accounts and Audit (England) Regulations 2015.
 - 1.1 The above Regulations stipulate that a Town Council must approve its accounting statement by 30 June each year. This approval can only be given by a meeting of the Town Council itself. If a Town Council fails to approve by the deadline date, a “qualified” audit opinion will be issued.
 - 1.2 A Town Council has no legal power to hold revenue reserves other than to cover the general running costs of the local authority or for specifically earmarked purposes. It is generally accepted that revenue reserves held will usually lie between three- and twelve-months expenditure. This band is broad and therefore a local authority should consider the level of reserves as part of its risk assessment procedures. Depending on the level of risk, a higher or lower level of reserves may be required for contingencies.
 - 1.3 From an audit perspective, the external auditor **may** require a local authority to provide an explanation when the reserves of that body exceed twice the annual precept. If an adequate explanation is not provided, the auditor may make recommendations to suggest that the level of reserves is reduced.
 - 1.4 At 31/03/2026, the Town Council had reserves of (£486,216), which have been assigned to the general fund balance.
 - 1.5 These accounts and statement of Knowsley Town Council have been prepared in accordance with the Accounts and Audit (England) Regulations 2015.

.....
(Jane Thomas)
(Clerk of the Council)



BALANCE SHEET AS AT 31 MARCH 2026

| LONG TERM INVESTMENTS | <u>2024/25</u> | <u>2025/26</u> |
|--------------------------------|------------------------|------------------------|
| Investments | 00.00 | 00.00 |
| Long term debtors | 00.00 | 00.00 |
| CURRENT ASSETS | | |
| Stocks and shares | 00.00 | 00.00 |
| Work in progress | 00.00 | 00.00 |
| Debtor | 00.00 | 00.00 |
| Payments in advance | 00.00 | 00.00 |
| VAT recoverable | £1,835.44 | £1,890.79 |
| Temporary lending | 00.00 | 00.00 |
| Cash in hand | £388,139.30 | £486,516.10 |
| TOTAL ASSETS | £389,974.74 | £488,406.89 |
| CURRENT LIABILITIES | | |
| Creditors | 00.00 | £856.21 |
| Receipts in Advance | 00.00 | 00.00 |
| Temporary borrowing | 00.00 | 00.00 |
| Payments received in advance | 00.00 | 00.00 |
| TOTAL | 00.00 | £856.21 |
| NET ASSETS | £389,974.74 | £487,529.68 |
| Represented by: | | |
| General Fund Balance | £337,831.44 | £487,529.68 |
| Reserves: | | |
| Capital Reserves | 00.00 | 00.00 |
| Earmarked Reserves | £52,143.00 | £73,770.00 |
| TOTAL | £389,974.74 | £561,299.68 |

The above statement represents fairly the financial position of Knowsley Town Council as of 31 March 2026 and reflects its income and expenditure during the year.

Approved by the Town Council on 21 May 2026

Signed
(Clerk of the Council)

Signed
(Chairperson of the Council)

BANK BALANCES AS AT 31 MARCH 2026

| | |
|---------------------------------------|---------------------------|
| Balance as of 1 April 2025 | £387,839.30 |
| Receipts to 31 March 2026 | £378,545.87 |
| LESS Payments to 31 March 2026 | £280,169.07 |
| TOTAL | <u>£486,216.10</u> |

REPRESENTED BY THE FOLLOWING ACCOUNTS

| | |
|--|---------------------------|
| Unity Trust Bank (Current) | £326,252.94 |
| Unity Trust Bank (Instant) | £74,963.16 |
| Beverly Building Society (Business Postal) | £85,000.00 |
| Petty Cash | £ 300.00 |
| TOTAL | <u>£486,516.10</u> |

Signed
(Clerk of the Council)

Signed
(Chairperson of the Council)



SUMMARY OF INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2026

INCOME

| <u>2024/25</u> | | <u>2025/26</u> |
|---------------------------|-----------------------------|---------------------------|
| £334,943.18 | Administration | £344,867.06 |
| £10,197.02 | Bob Whiley Community Centre | £8,449.75 |
| £16,490.00 | Community Pavilion | £17,994.75 |
| <u>£361,630.20</u> | TOTAL INCOME | <u>£371,311.56</u> |

EXPENDITURE

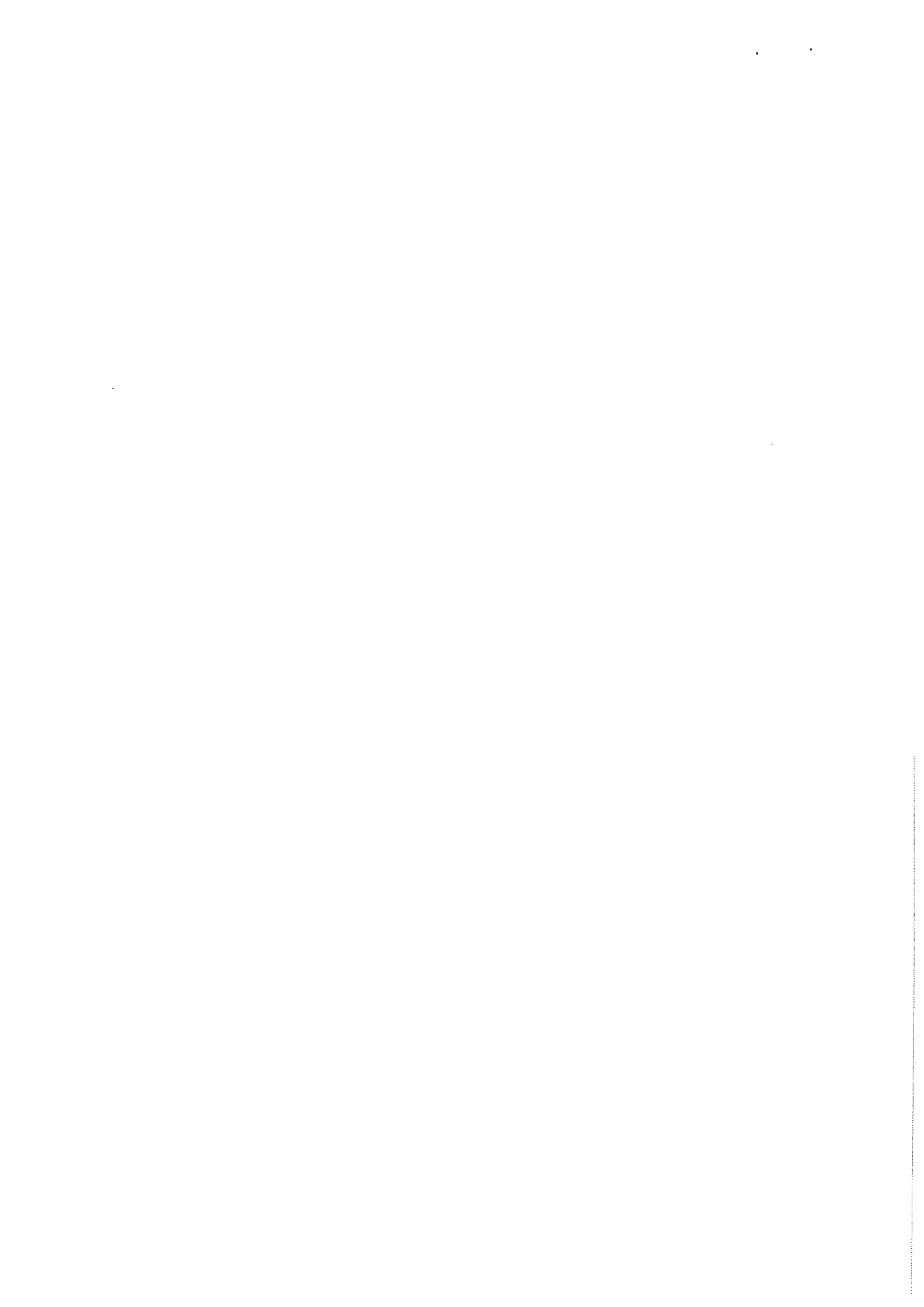
| <u>2024/25</u> | | <u>2025/26</u> |
|--------------------------|-----------------------------|---------------------------|
| £114,611.29 | Staffing | £157,768.10 |
| £800,51.68 | Administration | £64,567.54 |
| £16,753.33 | Bob Whiley Community Centre | £15,150.59 |
| £21,664.96 | Community Pavilion | £24,627.39 |
| £15,073.00 | Earmarked | £11,643.00 |
| <u>248,154.26</u> | TOTAL EXPENDITURE | <u>£273,756.62</u> |

GENERAL FUND

| | |
|---|---------------------------|
| Balance as of 1 April 2025 | £389,974.00 |
| ADD Total Income (above) | £371,311.56 |
| LESS Total Expenditure (as above) | £273,756.62 |
| <u>BALANCE AS AT 31 MARCH 2026</u> | <u>£487,528.94</u> |

Signed
(Clerk of the Council)

Signed
(Chairperson of the Council)



SUPPORTING NOTES TO THE ACCOUNT STATEMENT

NOTE 1: ASSETS HELD BY THE TOWN COUNCIL

As at 31 March 2026, the Town Council held the following **land and building** assets that had a value in excess of £1,000:

| <u>Asset</u> | <u>Cost (£)</u> |
|-----------------------------|--------------------------|
| Bob Whiley Community Centre | 254,132 |
| Sports Pavilion | 432,036 |
| <u>TOTAL</u> | <u>686,168.00</u> |

As of 31 March 2026, the Town Council held the following **civic regalia** assets that had a value more than £1,000:

| | |
|--------------------------------------|-------------------------|
| Fattorini Chairman's Badge of Office | 1,320.00 |
| Fattorini Mayoral Chain | 9,905.00 |
| Fattorini Civic Pendants of Office | 2,461.00 |
| <u>TOTAL</u> | <u>13,686.00</u> |

As of 31 March 2026, the Town Council held the following individual **plant and equipment** assets that had a value in excess of £1,000:

| | |
|---|-------------------------|
| Dyson Airblade Mk2 ABO7 Hand Dryers x 4 | 2,576.00 |
| 20-foot Container | 1,598.00 |
| 20-foot Container | 2,050.00 |
| Multi Use Game Area | 30,598.00 |
| Solar Beech Tilt Top Tables | 1,056.00 |
| Solar Beech Tilt Top Tables | 1,236.00 |
| Streetwise Honours Board | 1,190.00 |
| Sven Conference Table | 5,000.00 |
| Heartsine Samaritan 300P Defibrillators x 2 | 1,598.00 |
| <u>TOTAL</u> | <u>46,902.00</u> |

The value of the plant and equipment assets reflects **original purchase price**.



2: BORROWING AND LENDING

During 2025/26, no loans to or borrowing from the Town Council were outstanding.

NOTE 3: DEBTS OUTSTANDING

As of 31 March 2026, there were no outstanding debts due to Knowsley Town Council:

| | <u>Cost(£)</u> |
|---------------------|-----------------------|
| | 00.00 |
| <u>TOTAL</u> | <u>00.00</u> |

NOTE 4: CAPITAL RESERVE

The Capital Reserve represents the amount of money available within the Town Council's fund balances that can only be used for financial capital expenditure. In 2025/26 the Town Council had no specific funds set aside for capital reserves.

NOTE 5: EARMARKED RESERVES

During 2025/26, the Town Council had £73,770 earmarked reserves funds within the General Fund Balance.

NOTE 6: AGENCY WORK

During 2025/26, the Town Council did not undertake any agency work on behalf of other authorities.

NOTE 7: PENSIONS

During 2025/26 the Town Council paid an employer's contribution rate at 23.07% of employees' pensionable pay to Merseyside Pension Fund to provide adequately for known liabilities.

Approved by Mercer (Actuaries to the Merseyside Pension Fund).

NOTE 8: LEASES

As of 31 March 2026, the Town Council held the following seven leases:

| LESSOR | PURPOSE | ANNUAL LEASE PAYABLE (£) | LENGTH OF LEASE (YEARS) | YEAR OF EXPIRY |
|---------------|---|---------------------------------|--------------------------------|-----------------------|
| Knowsley MBC | Public Open Space (Longborough Road) | 0.25 | 90 | 2057 |
| Knowsley MBC | Public Open Space (Ross Close) | 0.50 | 90 | 2057 |
| Knowsley MBC | Public Open Space (Mill Lane) | 0.75 | 90 | 2062 |
| Knowsley MBC | Public Open Space (Pool Hey Playing Fields) | 4.75 | 90 | 2064 |
| Knowsley MBC | Public Open Space (Knowsley Lane) 54 Acres | 13.50 | 90 | 2064 |
| Knowsley MBC | Public Open Space (Syders Grove) | 3.50 | 99 | 2070 |
| Knowsley MBC | Public Open Space (Recreation Ground) | 1.00 | 99 | 2070 |

NOTE 9: ADVERTISING AND PUBLICITY

Section 5 of the Local Government Act 1986 requires the Town Council to disclose its expenditure on publicity and advertising. The following costs for advertising and publicity was incurred during the financial year 2025/26.

| | |
|--------------------------------|-------------------|
| Members' Allowance Advertising | £ 0 |
| TOTAL | <u>£ 0</u> |

NOTE 10: SECTION 137 EXPENDITURE

The following Section 137 expenditure was incurred during 2025/26.

| <u>Recipient</u> | <u>Nature of Payment</u> | <u>Amount (£)</u> |
|---|---------------------------------|--------------------------|
| Knowsley Flower Show | Sponsorship | 600.00 |
| Jacksons Gardens Residential Home | Meat Voucher + Selection Boxes | 137.00 |
| Hillside Initiatives for Youth Activities | Selection Boxes | 900.00 |
| Stocky Whizz Kidz | Easter Eggs | 90.00 |
| Craigs Gardens | Grant | 250.00 |
| Friends of Knowsley Rec & Green Spaces | Grant | 500.00 |
| Craigzwayz | Grant | 250.00 |
| <u>TOTAL</u> | | <u>2,727.00</u> |

NOTE 11: MEMBERS' ALLOWANCES

The Chairperson's (i.e., the Mayor of the Town Council) Special Allowance was £1,000. The basic allowance for all elected members was £846. This was approved at the Annual General Meeting of the Town Council held on 15 May 2025.

NOTE 12: CONTINGENT LIABILITIES

The Town Council's Accounts for the financial year 2025/26 did not include provision for contingencies because they cannot yet be estimated, or it is uncertain that they will occur.

