



# KNOWSLEY TOWN COUNCIL


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Dated this 15<sup>th</sup> day of May 2026

To the Mayor and Members of Knowsley Town Council

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**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 19<sup>th</sup> March 2026.  
**Appendices-Attached**  
13a Minutes of the Town Council Meeting held on held on Thursday 19<sup>th</sup> 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 27<sup>th</sup> April 2026.  
**Appendices**  
14a Minutes of the Finance and General Purposes Committee Meeting held on Monday 27<sup>th</sup> 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.

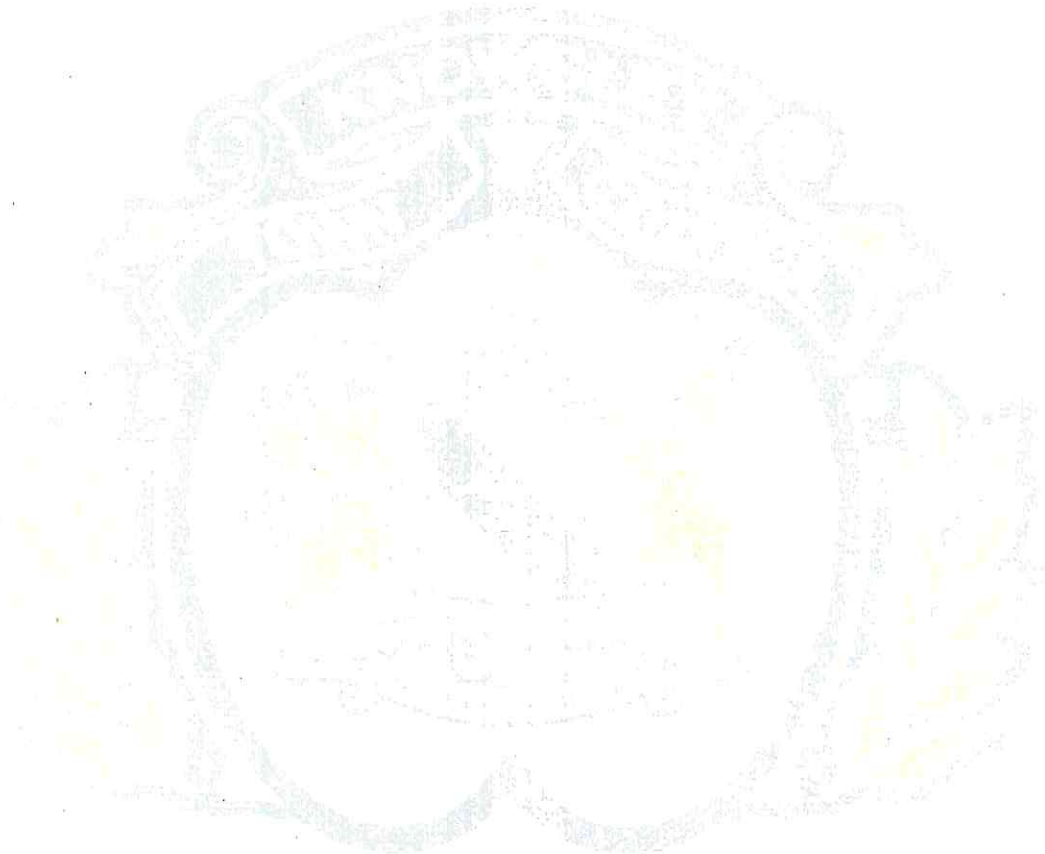
- 27b: Code of Conduct Guidance Document
- 27c: Revised Code of Conduct (2026 Updated Version)
- 27d: Schedule of Amendments – Code of Conduct for Members and Co-opted Members

**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 Council's

##### **4. APPENDICES - Enclosed**

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

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

## 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

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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 ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> 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
<b>Number of Meetings</b>	<b>18/06/2025</b>	<b>17/09/2025</b>	<b>28/10/2025</b>	<b>10/02/2026</b>	<b>11/03/2026</b>	<b>27/04/2026</b>	<b>6</b>
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'Keefe	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
<b>Number of Meetings</b>	<b>28/11/2026</b>	<b>1</b>	<b>Number of Meetings</b>		<b>0/0</b>
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'Keefe	A	1/1	Cllr L O'Keefe		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: 21<sup>st</sup> 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:

<b>ORGANISATION</b>	<b>TOWN COUNCIL REPRESENTATIVE(S)</b>
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

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- 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**

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 21<sup>st</sup> 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 <sup>th</sup> June 2026	21 <sup>st</sup> January 2027
16 <sup>th</sup> July 2026	18 <sup>th</sup> February 2027
17 <sup>th</sup> September 2026	18 <sup>th</sup> March 2027
15 <sup>th</sup> October 2026	20 <sup>th</sup> May 2027
19 <sup>th</sup> November 2025	

#### Annual Meeting of the Town Council

27<sup>th</sup> May 2027

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- 3.4. **Annual Town Meeting** – It is proposed that the Annual Town Meeting be held at 6pm on Thursday 27<sup>th</sup> 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: 21<sup>st</sup> 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: 21<sup>st</sup> 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: 21<sup>st</sup> 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: 21<sup>st</sup> 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

App No	Development	Applicant	Location	Case Officer
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: 21<sup>st</sup> 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 31<sup>st</sup> 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: 21<sup>st</sup> 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

**Expenditures  
2025-2026 Administration**

<b>SHEET 1. ADMINISTRATION</b>	<b>BUDGET</b>	<b>USED</b>	<b>BALANCE</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>
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			
<b>TOTALS</b>	<b>£255,196.00</b>	<b>£221,664.18</b>	<b>£33,531.82</b>	<b>£17,133.45</b>	<b>£16,283.45</b>	<b>£18,115.19</b>

**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 I.T 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
<b>TOTALS</b>	<b>£25,172.00</b>	<b>£14,866.61</b>	<b>£10,305.39</b>	<b>£511.93</b>	<b>£1,455.33</b>	<b>£1,854.92</b>

**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	£80.96		£34.95
Refuse Collection	£876.00	£790.66	£85.34			£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			
<b>TOTALS</b>	<b>£29,784.00</b>	<b>£19,909.35</b>	<b>£9,874.65</b>	<b>£1,890.93</b>	<b>£577.51</b>	<b>£1,145.20</b>

**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				
Admin	£0.00	£0.00	£0.00				
Bob Whiley Centre	£8,000.00	£8,449.75	-£449.75		£1,238.00		£1,425.00
Pavillion	£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
<b>Totals</b>	<b>£358,495.00</b>	<b>£378,152.71</b>	<b>£18,758.21</b>		<b>£3,857.31</b>	<b>£3,713.25</b>	<b>£2,748.00</b>

## 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	
<b>TOTAL EXPENDITURE</b>		<b>£164,110.00</b>		<b>£157,378.00</b>		<b>£6,732.00</b>	
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
<b>TOTAL EXPENDITURE</b>	<b>£91,086.00</b>	<b>£64,286.00</b>	<b>£26,800.00</b>

<b>COST CENTRE 4 BOB WHILEY CC</b>	<b>BUDGET 2025/26</b>	<b>SPEND TO DATE</b>	<b>FORECAST UNDER / OVER SPEND</b>
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
<b>TOTAL EXPENDITURE</b>	<b>£25,172.00</b>	<b>£14,867.00</b>	<b>£10,305.00</b>

COST CENTRE 5 COMMUNITY PAVILION	BUDGET		SPEND		UNDER / OVER SPEND
	2025/26	2025/26	TO DATE	TO DATE	
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
<b>TOTAL EXPENDITURE</b>		<b>£29,784.00</b>		<b>£19,911.00</b>	<b>£9,873.00</b>

Pest Control: Wasp nest above  
Fire Exit Door.

SPECIFIC RESERVES	2025/26		TO DATE		UNDER / OVER SPEND
	2025/26	2025/26	TO DATE	TO DATE	
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 prov		£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
<b>TOTAL EXPENDITURE</b>		<b>£48,343.00</b>		<b>£11,643.00</b>	<b>£36,700.00</b>

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
<b>TOTAL INCOME</b>		<b>£358,495.00</b>	<b>£366,102.00</b>	<b>£343,595.00</b>

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
<b>TOTAL</b>		<b>£358,495.00</b>	<b>£268,085.00</b>	<b>£90,410.00</b>

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.**

<b>BANK RECONCILIATION AS AT 31/03/2026</b>		
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
<b>Current Account No. 20475800</b>	£326,252.94	
<b>Instant Access Account No. 20536583</b>	£74,963.16	
<b>Beverley Building Society - Account No 9750/00109/8</b>	£85,000.00	
<b>Petty Cash Held</b>	£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**

## 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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 has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

\*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

ENTER YOUR AUTHORITY 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.

## 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 £	
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>
<b>For Local Councils Only</b>			
	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: 21<sup>st</sup> 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”.*



NATIONAL IMPROVEMENT  
STRATEGY FOR PARISH  
& TOWN COUNCILS

**SLCC**

For Local Council Professionals

 **CiLCA**

# Certificate of achievement

This certificate is presented to

**Jane Thomas**

in recognition of achieving the  
**Certificate in Local Council Administration  
Qualification**

on

**04/04/2025**

as awarded by Ascentis, Awarding Organisation

**PASS**

  
Di Morgan

Internal Quality Assurance Verifier,  
Certificate in Local Council Administration, SLCC

## 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

# Item 28

## KNOWSLEY TOWN COUNCIL ANNUAL GENERAL MEETING

To: The Chairperson and Members of the Town Council

Meeting: 15<sup>th</sup> 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.

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).