

KNOWSLEY TOWN COUNCIL

MINUTES

The Annual General Meeting of the Knowsley Town Council was held on Thursday 21 May 2026, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENT

Councillors: D J Baum (Deputy Mayor), V Boateng, M Burke, B Donnelly, J Donnelly (Mayor of the Council), N Joseph, L O’Keeffe, I Smith, B Thompson, L Tomlinson, F Wynn.

Officers: Jane Thomas (Clerk of the Council)

APOLOGIES

Councillors: K Gregory.

Prior to the start of the meeting, Cllr Dennis Baum expressed that it had been an honour and privilege to serve as the Mayor of Knowsley Town Council for the municipal year 2025/26. He thanked members for their support during his term and extended his best wishes to the incoming Mayor for the municipal year 2026/27.

1. ELECTION OF CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2026/2027

Nominations were called for the position of Chairperson of Knowsley Town Council for the municipal year 2026/2027. There was only one nomination as follows:

Proposed: Cllr J Donnelly
Proposer: Cllr B Donnelly
Seconder: Cllr L Tomlinson

There being no further nominations, it was **UNANIMOUSLY RESOLVED** that Councillor John Donnelly be duly elected to serve as the Chairperson of Knowsley Town Council for the municipal year 2026/2027. Cllr J Donnelly signed the declaration of office and indicated that he wished to be addressed as Mayor.

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2. **ELECTION OF VICE-CHAIRPERSON OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2026/2027**

Nominations were called for the position of Vice-Chairperson of Knowsley Town Council for the municipal year 2026/2027.

Two nominations were received as follows:

Proposed:	Cllr D J Baum	Proposed:	Cllr M Burke
Proposer:	Cllr N Joseph	Proposer:	Cllr I Smith
Seconder:	Cllr J Donnelly	Seconder:	Cllr F Wynn

A vote was held. Cllr D J Baum received **six** votes and Cllr M Burke received **two** votes. Cllr V Boateng abstained.

It was therefore Resolved that Cllr Dennis Baum be elected to serve as Vice-Chairperson of Knowsley Town Council for the municipal year 2026/2027. Cllr D J Baum signed the declaration of office and indicated that he wished to be addressed as Deputy Mayor.

3. **DECLARATIONS OF INTEREST**

Declarations of interests relating to Agenda Item 12 - Town Council Members' Allowances, dispensations were received from the following members:

Councillors: D J Baum, V Boateng, M Burke, B Donnelly, J Donnelly, N Joseph, L O'Keeffe, I Smith, B Thompson, L Tomlinson, F Wynn.

Declarations of interests relating to Agenda Item 18 – Planning Notification were received from the following members:

Councillors: D J Baum, M Burke, I Smith.

4. **ANNOUNCEMENTS FROM THE MAYOR**

The Mayor, on behalf of all Members, expressed sincere thanks to Councillor D Baum for his dedicated service as Mayor of Knowsley Town Council during the 2025/26 municipal year.

5. **STANDING ORDERS (2026/2027)**

Following consideration of the document as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** that the Standing Orders for 2026/27 be approved and adopted, subject to the amendments set out in appendix 6b, including the removal of outdated Power of Well-Being wording, replacement with General

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Power of Competence wording where appropriate, deletion of the duplicated Interests section, and correction of minor terminology, numbering and formatting matters.

6. FINANCIAL REGULATIONS (2026/2027)

Following consideration of the document and report as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** that the Financial Regulations for 2026/27 be approved and adopted, subject to the amendments set out in Schedule of Amendments, including the replacement of outdated personal and prejudicial interest wording with updated provisions relating to interests, conflicts of interest and procurement transparency.

7. TOWN COUNCIL COMMITTEES (2026/2027)

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the **Finance and General Purposes Committee** be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. membership of the **Finance and General Purposes Committee** would consist of;
 - Cllr J Donnelly (*Mayor of the Town Council*)
 - Cllr D J Baum (*Deputy Mayor of the Town Council*)
 - Cllr M Burke
 - Cllr B Donnelly
 - Cllr N Joseph
 - Cllr L O’Keeffe
 - Cllr L Tomlinson

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the **Human Resources Committee** be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. membership of the **Human Resources Committee** would consist of:
 - Cllr J Donnelly (*Mayor of the Town Council*)
 - Cllr D J Baum (*Deputy Mayor of the Town Council*)
 - Cllr L Tomlinson
 - Cllr V Boateng
 - Cllr B Donnelly
 - Cllr L O’Keeffe
 - Cllr I Smith

It was **UNANIMOUSLY RESOLVED** that:

- a. the terms of reference for the **Events Committee** be approved;
- b. the terms of reference be incorporated into Standing Orders and distributed to all members;
- c. Membership of the **Events Committee** would consist of;
 - Cllr J Donnelly (*Mayor of the Town Council*)
 - Cllr D J Baum (*Deputy Mayor of the Town Council*)
 - Cllr L Tomlinson
 - Cllr V Boateng
 - Cllr M Burke
 - Cllr K Gregory
 - Cllr N Joseph
 - Cllr L O’Keeffe

8. REPRESENTATIVES TO OUTSIDE BODIES

The following members were appointed to serve as Town Council representatives on the various outside bodies for the municipal year 2026/2027 as listed below:

Mayor of Knowsley’s Charity

Mayor (Cllr J Donnelly) Deputy Mayor (Cllr D J Baum)

Parish/Borough Liaison Group

Clerk of the Council, Leader of Majority Labour Group (if required).

Merseyside Association of Local Councils

Mayor (Cllr J Donnelly), Deputy Mayor (Cllr D J Baum)
Cllr B Donnelly.

Friends of Meadows Park Orchard

Cllr L Tomlinson, Mayor (Cllr J Donnelly).

Stockbridge Community Engagement Forum

Cllr V Boateng.

National Association of Local Councils

Mayor (Cllr J Donnelly), Cllr B Donnelly.

9. TOWN COUNCIL MEETING SCHEDULE (2026/2027)

It was **UNANIMOUSLY RESOLVED** that the following schedule of Town Council Meetings for 2026/2027 be approved:

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

The Annual Town Meeting to take place on 27 May 2027, starting at 6.00 pm.

10. REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/PARISH COUNCIL ALLOWANCES 2026/2027

The report containing the recommendations of the Independent Remuneration Panel for 2026/27 was received by the Town Council on 11 May 2026.

The Panel’s recommendation was *“that no parish basic allowance be payable during the financial year 2026/2027 “Reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations”.*

It was noted that Councillors Mark Burke, Ian Smith and Frances Wynn requested that their full agreement with the report and recommendations of the Independent Remuneration panel be recorded in the minutes.

Following consideration, it was **RESOLVED** that:

- a. The Town Council noted the Independent Remuneration Panel’s Report.
- b. The recommendations of the Independent Remuneration Panel would be advertised in accordance with the Regulations.

(NOTE: *That in accordance with Section 5.1 of the Town Council’s Code of Conduct, all members present declared an interest in the next item, took part in the discussion and voted thereon).*

11. TOWN COUNCIL MEMBERS’ ALLOWANCES (2026/2027)

The Clerk of the Council presented a report to members which contained information regarding the payment of members’ allowances and the role of the Independent Remuneration Panel.

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It was **RESOLVED** that:

- a. members of the Town Council would receive a basic members' allowance of £846 for the year 2026/2027,
- b. the Mayor of the Town Council would receive an allowance of £1,000 for the year 2026/2027,
- c. the above allowance covered all travelling and subsistence expenses incurred for activities within the boundaries of Knowsley.
- d. the payment be made 15 June 2026.

12. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the Minutes of the Town Council Meeting held on Thursday 19 March 2026 were agreed as a true record and signed by the Mayor.

13. MINUTES OF THE PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the Minutes of the Finance and Purpose Committee Meeting held on Tuesday 27 April 2026 were agreed as a true record and signed by the Chair of the committee.

14. TOWN COUNCIL BANK ACCOUNT SIGNATORIES (2026/2027)

It was **UNANIMOUSLY RESOLVED** that:

- a. Cllr D J Baum re-affirmed as cheque and autopay signatories for the year 2026/27
- b. Cllr L Tomlinson re-affirmed as cheque and autopay signatories for the year 2026/27
- c. Clerk of the Council re-affirmed as cheque and autopay signatories for the year 2026/27.
- d. Administration Officer re-affirmed as cheque and autopay signatories for the year 2026/27.

15. REPORTS FROM MEMBERS

There were no reports from members.

16. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk of the Council

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(NOTE: that in accordance with the Town Council's Code of Conduct, Cllr D Baum, Cllr M Burke and Cllr I Smith declared an interest in the next item, stayed in the room but did not take part in any discussion and did not vote thereon).

17. PLANNING NOTIFICATIONS

The following planning applications were considered by members:

26/00113/PDE 26/00188/FUL 26/00147/FUL 26/00140/TEL 26/00144/FUL
26/00103/CLD 22/00348/NMA 26/00092/FUL 26/00206/CLU

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

18. ANNUAL REPORT (2025/2026)

The Clerk of the Council presented the Annual Report for 2025/2026

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Annual Report for 2025/2026 be approved.

19 KNOWSLEY TOWN COUNCIL ASSET REGISTER 2025/2026

The Clerk of the Council presented a report regarding the current status of the Town Council Asset Register. Members reviewed the Town Council's Asset Register for the financial year 2025/26 in accordance with the Accounts and Audit Regulations 2015.

RESOLVED: That, following consideration of the report presented by the Clerk, members confirmed that no additions, disposals or amendments were required during the financial year 2025/26 and that assets continue to be recorded at purchase cost in accordance with proper practices, with no depreciation applied.

The total value of fixed assets as of 31 March 2026 was confirmed as £759,318.

20. FINANCIAL MATTERS (JANUARY TO MARCH 2026)

The Clerk of the Council provided members with detailed information relating to the financial matters for the period January to March 2026.

Following discussion, it was **UNANIMOUSLY RESOLVED** that:

- a. Payments and Expenditure made during the period January to March 2026, be **NOTED**.
- b. Quarterly budget report for the period January to March 2026 be **NOTED**.
- c. That the Final Year-End Bank Reconciliation as of 31 March 2026, be

NOTED.

21. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

The Statement of Accounts for the Year Ended 31 March 2026 was presented to members by the Clerk of the Council.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Statement of Accounts for the Year Ended 31 March 2026 be approved.

22. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026 - SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Annual Government Statement for the Year Ended 31 March 2026 was presented to members by the Clerk of the Council.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Annual Government Statement for the Year Ended 31 March 2026 be approved and signed by the Chairperson.

23. INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2026

Members considered the contents of the Internal Auditor's Report for the Year Ended 31 March 2026.

Internal Auditors Recommendations:

- a. The Investment Strategy be reviewed annually and specific investments for the coming year be agreed at the Annual meeting each May. The object 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.
- b. The actual total amount of the Precept being raised should be recoded in the Council minutes at which the Precept was agreed. (*This was always done in previous financial years*)
- c. The Council review and agree and implement the policy in respect of how long news items should remain on the website.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Internal Auditors Report for the Year Ended 31 March 2026 be noted and approved.

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24. **ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2026 - SECTION 2 ACCOUNTING STATEMENT**

The Accounting Statement of the Annual Return the for the Year Ended 31 March 2026 was presented to members by the Clerk of the Council.

Following consideration, it was **UNANIMOUSLY RESOLVED** that the Accounting Statement of the Annual Return for the Year Ended 31 March 2025 be approved and signed by the Chairperson.

25. **THE ADOPTION OF THE GENERAL POWER OF COMPETENCE**

Following consideration of a report presented by the Clerk of the Council:

*“Knowsley Town Council **UNANIMOUSLY RESOLVED** that at the Annual General Meeting held on Thursday 21 May 2026, and until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as Defined in the Localism Act 2011 and Statutory Instrument 965 the Parish Councils General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.*

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

Members considered the report presented by the Clerk regarding the review and update of the Council’s Code of Conduct for Members and Co-opted Members.

Members noted that the previous Code of Conduct and the Code of Conduct Guidance Document had been included for reference, together with the updated Code and Schedule of Amendments.

It was noted that the amendments modernised terminology, removed outdated wording relating to personal and prejudicial interests, clarified the provisions relating to Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests, and included reference to digital conduct and the Council’s Information Technology, Digital Use and social media Policy.

RESOLVED: that the Code of Conduct for Members and Co-opted Members 2026/27 be approved and adopted, replacing the previous Code of Conduct.

27. **MAUREEN CLUNAN MEMORIAL AWARD 2026**

Members considered nominations for the recipient of the Maureen Clunan Award 2026.

Members proposed that Luke Middleton be nominated to receive the

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award in recognition of her outstanding work within the Stockbridge Village Community.

Following discussion, it was **UNANIMOUSLY RESOLVED** that:

- a. Luke Middleton be the recipient of the Maureen Clunan Memorial Award for 2026.

The meeting closed

at 7:50 p.m.

Dated: 21 May 2026

Signed.....
Cllr J Donnelly
Mayor of the Town Council