KNOWSLEY TOWN COUNCIL

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Dated this Day of 30th June 2026

To the Members of the Finance and General Purposes Committee

YOU ARE HEREBY SUMMONED TO ATTEND <u>a meeting of the Finance and General Purposes Committee, to be held on Tuesday 7 July 2026, in the Community Pavilion, Pool Hey, Stockbridge Village, Committee Room, commencing at 5.00 p.m.</u>

<u>Committee Members</u>

Cllr D Baum, Cllr M Burke, Cllr B Donnelly,
Cllr J Donnelly (Chair), Cllr L O'Keeffe,
Cllr N Joseph (Vice-Chair), Cllr L Tomlinson

Jane Thomas
Clerk of the Council

AGENDA

1. **<u>APOLOGIES</u>**

2. **<u>DECLARATION OF INTEREST</u>**

   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.

3. PHASE 2 PLAYAREA IMPROVEMENTS – UPDATE FOLLOWING APRIL 2026 MEETING, GRANT FUNDING REQUESTS AND VEOLIA TENDER PROCESS.

Member will receive an update regarding the Veolia-fund tender process, the proposed National Lottery Awards for All application, and further grant funding opportunities raised by Friends of Knowsley Recreation & Green Spaces. Phil Hurst, Green Space Development Officer, has been invited to attend to provide further information and respond to Members' questions.

Appendix 3a – Minutes from April 2026 Finance & General Purposes Committee

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KNOWSLEY TOWN COUNCIL

To: The Chair and Members of the Finance and General Purposes Committee

Meeting: 7th July 2026.

Report of the Clerk of the Council and Responsible Financial Officer

PHASE 2 PLAY AREA IMPROVEMENTS – UPDATE FOLLOWING APRIL 2026 MEETING, GRANT FUNDING REQUESTS AND VEOLIA TENDER PROCESS.

1. Purpose of Report

This report provides Members with an update following the Finance and General Purposes Committee meeting held on 27 April 2026, at which consideration of a proposed application to the National Lottery Awards for All programme for Phase 2 play area improvements at Knowsley Village Recreation Ground was deferred.

1.2 The report also updates Members on further contact from Friends of Knowsley Village Recreation & Green Spaces ("the Friends Group"), who have indicated that they would like to discuss other grant funding opportunities which they may wish the Town Council to apply for.

1.3 Phil Hurst, Green Space Development Officer, Knowsley Metropolitan Borough Council, has also provided an update on the tendering process for the Veolia Environmental Trust funded works. Members are advised that the tendered prices have come in within the available budget, allowing the scheme to include the previously identified play items, together with fencing around the toddler section and wetpour surfacing under the equipment.

2. Recommendations

Members are asked to:

a) **NOTE** the report.

b) **NOTE** that, at the meeting held on 27 April 2026, Members deferred consideration of the proposed National Lottery Awards for All application pending further information.

c) **RECEIVE** an update from Phil Hurst regarding the Phase 2 project, including the points previously raised by Members concerning scope, costs, funding requirements, delivery timescales, procurement and any ongoing maintenance or revenue implications.

d) **NOTE** the update on the Veolia Environmental Trust funded tender process, including that tendered prices are within budget and will allow the inclusion of the previously identified play items, toddler fencing and wetpour surfacing.

e) **CONSIDER** whether the Town Council is willing, in principle, to act as applicant and accountable body for a National Lottery Awards for All application and/or any other grant funding applications identified by the Friends Group, subject to the Council being satisfied on project scope, grant conditions, procurement, VAT, ownership, insurance, maintenance and future revenue implications.

f) **AGREE** that any further grant funding requests from the Friends Group be submitted to the Town Council in writing, setting out the funder, amount sought, project scope, application deadline, grant conditions, delivery responsibilities, match funding requirements and any ongoing financial implications for the Town Council.

g) **AGREE** that no grant application be submitted in the Town Council's name, and no contract or expenditure commitment be entered into, until the Town Council has formally approved the application and confirmed that it is satisfied with the financial, legal, procurement and operational implications.

3 Background /Report

3.1 At its meeting held on 27 April 2026, the Finance and General Purposes Committee considered a report regarding a request from the Friends Group for the Town Council to support Phase 2 of the Knowsley Village Recreation Ground play area improvement project by submitting an application to National Lottery Awards for All funding.

3.2 The April report advised that Phase 1 of the play area improvement project was being progressed with funding from the Veolia Environmental Trust, with Knowsley Council co-ordinating the tendering process.

3.3 The April report also advised that the Friends Group and Phil Hurst had identified National Lottery Awards for All as a potential funding source for Phase 2, with the Town Council considered the appropriate applicant due to its leasehold interest in the recreation ground.

3.4 Members resolved at the April meeting that the matter be deferred to a future meeting of the Finance and General Purposes Committee. Members requested further information, including clarification of the proposed scheme, project costs, funding requirements, delivery timescales and any ongoing revenue or maintenance implications for the Town Council.

3.5 It was also noted at the April meeting that no decision had been made at that stage to apply for National Lottery Awards for All funding.

4. Veolia Tender Process Update

4.1 Since the April meeting, Phil Hurst has provided an update on the tendering process for the Veolia Environmental Trust funded phase of the project.

4.2 Members are advised that the prices received through the tendering process have come in within the available budget.

4.3 This means that the Veolia-funded works are expected to be able to cover all of the previously identified play items, together with:

- fencing around the toddler section; and

- wetpour surfacing under the equipment.

5. National Lottery Awards For All – Matters For Clarification

5.1 Members previously requested further information before deciding whether the Town Council should apply for National Lottery Awards for All funding.

5.2 Phil Hurst has been invited to attend the meeting to respond to Members' questions and provide further advice.

5.3 Members may wish to seek clarification on the following points:

a) the exact items proposed for Phase 2;

b) the estimated cost of the Phase 2 works;

c) whether the proposed Phase 2 works are separate from, or dependent upon, the Veolia-funded works;

d) whether the commencement or completion of the Veolia-funded works would affect eligibility for any National Lottery application;

e) who would prepare the technical specification for the works;

f) who would obtain quotations or tenders;

g) who would manage the contract and supervise delivery;

h) who would own the equipment once installed;

i) whether the Town Council would have any additional insurance, inspection, maintenance or replacement responsibilities;

j) whether any match funding or contribution would be required from the Town Council; and

k) whether any future revenue costs would fall to the Town Council.

5.4 Members should be mindful that, if the Town Council applies for funding in its own name, the Town Council is likely to be treated as the accountable body for that funding. This means that the Council must be satisfied that it can comply with the grant conditions, procurement requirements and reporting obligations before any application is submitted.

6. Other Grant Funding Requests From The Friends Group

6.1 The Friends Group has been in contact with the Town Council and has indicated that it would like to discuss other grant funding opportunities which it may wish the Town Council to apply for.

6.2 Whilst external grant funding can provide valuable support for community projects, Members should consider each potential application carefully and separately.

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6.3 Where the Town Council is asked to apply for funding on behalf of, or in partnership with, a community group, Members should ensure that the following information is available before agreeing to proceed:

a) the name of the funder;

b) the amount of funding requested;

c) the project or items to be funded;

d) the grant deadline and expected decision date;

e) whether match funding is required;

f) whether the grant must be spent by a particular date;

g) whether the Town Council must own the funded items;

h) whether the Town Council must procure and manage the works;

i) any monitoring, reporting or publicity requirements;

j) any clawback provisions if grant conditions are not met;

k) VAT implications; and

l) any future maintenance, inspection, insurance or replacement costs.

6.4 It is recommended that the Friends Group be asked to submit all future grant proposals in writing before they are placed before Members for consideration.

7. Financial, Governance & Procurement Considerations

7.1 The Town Council must ensure that any grant-funded project is properly authorised, financially appraised and recorded in accordance with the Council's Financial Regulations and proper practices. SAPPP's Practitioners' Guide confirms that a financial appraisal should be undertaken before a smaller authority commences any significant project or enters into any long-term commitment.

7.2 If the Town Council is the applicant and accountable body, the Council must be satisfied that:

a) the project is within the Council's powers;

b) the funding conditions are acceptable;

c) the expenditure is properly authorised;

d) the procurement route complies with the Council's Financial Regulations;

e) the Council can manage the contract and any grant reporting requirements; and

f) any future costs can be met from existing budgets or are separately approved.

7.3 The April report advised that, based on the estimated value of approximately £20,000, the proposed works would fall within the Council's Financial Regulations for contracts exceeding £5,000, requiring tenders from three firms.

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8. VAT Considerations

8.1 VAT treatment should be checked before any grant application is submitted or any works are ordered.

8.2 The key VAT point is that the Town Council must not simply act as a purchasing route for another organisation. Where the Council is applying for grant funding and procuring works, it must be clear whether the expenditure is for the Council's own non-business purposes and whether the Council will retain ownership and control of the funded assets.

8.4 Therefore, before any application is submitted, the Clerk/RFO should confirm:

a) who will place the order;

b) who will receive the VAT invoice;

c) who will make payment;

d) who will own the equipment;

e) whether the equipment is for the Council's own non-business activity; and

f) whether any grant conditions affect VAT recovery.

9. Risk & Ongoing Responsibilities

9.1 Members should consider the following risks before agreeing to apply for any grant funding:

a) the Town Council becoming responsible for grant compliance;

b) the Council being required to repay funding if conditions are not met;

c) costs exceeding the grant awarded;

d) delays between application, approval and delivery;

e) future inspection, maintenance or repair liabilities;

f) additional insurance requirements;

g) lack of clarity between the responsibilities of the Town Council, Knowsley Council and the Friends Group; and

h) reputational risk if the project cannot be delivered as expected.

10. Conclusion

10.1 The Veolia tender update is positive and indicates that the current funded phase can proceed within budget while including additional beneficial works to the toddler section and surfacing.

10.2 The outstanding issue for Members is whether the Town Council wishes to support further grant applications, including National Lottery Awards for All and any other grant funds identified by the Friends Group.

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10.3 Before making that decision, Members should be satisfied that the proposed works, funding conditions, procurement route, VAT position and ongoing financial responsibilities are clear.

10.4 It is therefore recommended that Members receive Phil Hurst's update, consider the information provided, and agree that any further grant proposals must be submitted in writing and brought back to Committee or Full Council for formal approval before any application is submitted in the Town Council's name.

11. Appendices

Appendix 3a- Minutes from 27 April 2026, finance & General Purposes Committee – Minute number 165.

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 FACILITES

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