



KNOWSLEY TOWN COUNCIL

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

Tel: 0151 548 4545

Email: jane.thomas@knowsley.gov.uk

Dated this 19th Day of August 2026

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of
Knowsley Town Council's Events Committee, to be held on **Wednesday 26th**
2026, in the Committee Room, Community Pavilion, Pool Hey, Stockbridge
Village, commencing at **5.30 p.m.**

Committee Membership

Cllr D J Baum, Cllr V Boateng, Cllr M Burke,
Cllr J Donnelly, Cllr K Gregory,
Cllr N Joseph (Vice-Chair), Cllr L O'Keeffe (Chair),
Cllr L Tomlinson.

Jane Thomas
Clerk of the Council

AGENDA

1. **APOLOGIES**
2. **PUBLIC OPEN FORM**
3. **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.

4. **MINUTES OF PREVIOUS COMMITTEE MEETING**

To **CONSIDER AND AGREE** the minutes of the previous Committee Meeting held on Thursday 16 July 2026.

Appendix 4a – Minutes

5. **ANNOUNCEMENTS FROM THE CHAIRPERSON**

To receive announcements from the Chair of the Committee. **FOR INFORMATION ONLY.**

6. **ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL**

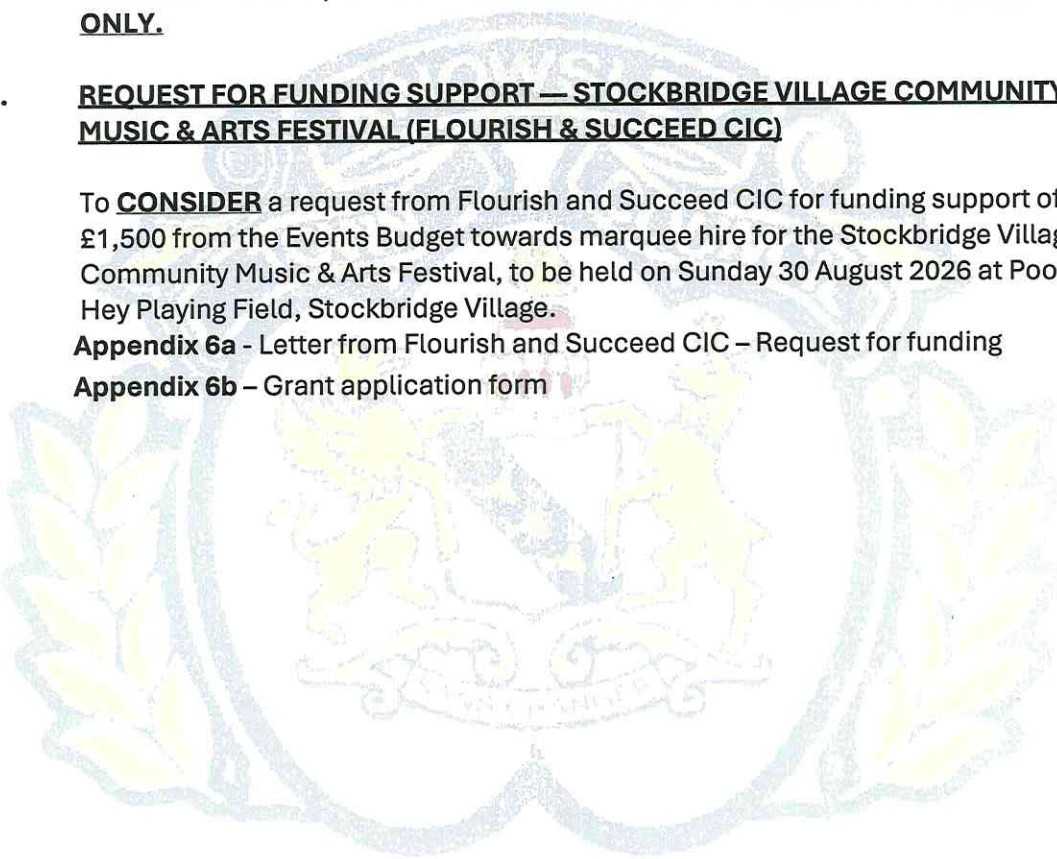
To receive verbal reports from the Clerk of the Council. **FOR INFORMATION ONLY.**

7. **REQUEST FOR FUNDING SUPPORT — STOCKBRIDGE VILLAGE COMMUNITY MUSIC & ARTS FESTIVAL (FLOURISH & SUCCEED CIC)**

To **CONSIDER** a request from Flourish and Succeed CIC for funding support of £1,500 from the Events Budget towards marquee hire for the Stockbridge Village Community Music & Arts Festival, to be held on Sunday 30 August 2026 at Pool Hey Playing Field, Stockbridge Village.

Appendix 6a - Letter from Flourish and Succeed CIC – Request for funding

Appendix 6b – Grant application form



KNOWSLEY TOWN COUNCIL

To: The Chair and Members of the Events Committee

Meeting: 26 August 2026

COMMITTEE MEETING MINUTES

1. PURPOSE OF REPORT:

To **CONSIDER** the minutes of the previous Events Committee Meeting, Thursday 16 July 2026, whether they are a true and correct record and to be signed by the Chair of the Committee.

2. RECOMMENDATIONS:

Members are asked to:

- a) To **CONSIDER** and **APPROVE** Minutes.
- b) Minutes to be signed by the Chair of the Committee

3. REPORT:

Appendix 4a provides a copy of the minutes of the Events Committee held on Thursday 16 July 2026.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of the Events Committee of
Knowsley Town Council was held on Thursday 16 July 2026
in the Committee Room, Community Pavilion
commencing at 5.30 p.m.

PRESENT

Councillors: D J Baum, V Boateng, N Joseph, L O’Keeffe, L Tomlinson.

Also Present: Jane Thomas (Clerk), B Donnelly, B Thompson.

APOLOGIES

Councillor: M Burke, J Donnelly, K Gregory

46. ELECTION OF CHAIRPERSON OF THE COMMITTEE FOR THE MUNICIPAL YEAR 2026/2026

Nominations were called for the position of Chairperson of the Committee for the Municipal Year 2026/2027:

Nominee: Cllr Lynn O’Keeffe

Proposer: Cllr N Joseph

Seconder: Cllr V Boateng

There being no further nominations, Cllr O’Keeffe was duly elected to serve as Chair of the Committee for the Municipal Year 2026/2027. Cllr O’Keeffe accepted the position and to sign the declaration of office at the next Council meeting.

47. ELECTION OF VICE-CHAIRPERSON OF THE COMMITTEE FOR THE MUNICIPAL YEAR 2026/2027

Nominations were called for the position of Vice-Chair of the Committee for the Municipal Year 2026/2027:

Nominee: Cllr Neil Joseph

Proposer: Cllr V Boateng

Seconder: Cllr L O’Keeffe

There being no further nominations, Cllr Joseph was duly elected to serve as Vice-Chair of the Committee for the Municipal Year 2026/2027.

/.....
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48. DECLARATIONS OF INTEREST

No declarations of interest were received from members.

49. ANNOUNCEMENTS FROM THE CHAIR OF THE COMMITTEE

There were no announcements from the Chair of the Committee.

50. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

There were no announcements from the Clerk of the Council.

51. EVENTS BUDGET AND CHRISTMAS LIGHT SWITCH-ON

Members considered the Clerk's report concerning use of the events budget across the township and arrangements for the 2026 Christmas lights switch-on.

A). Events budget and support for local events

Members considered whether the events budget should be divided into separate allocations for Knowsley Village, Stockbridge Village, Hillside and Longview. Members considered that fixed allocations could restrict the Council's ability to support suitable events as opportunities arose.

RESOLVED: That the events budget should not be divided into four fixed area allocations. Applications and proposals should instead be considered on their individual merits, taking account of available budget and benefit to residents across the township.

Members agreed that community organisations could seek Town Council support for suitable local events. Requests should provide details of the event, anticipated community benefit, costs, the amount requested, insurance and risk assessments where applicable. All expenditure would remain subject to the Council's normal approval process and the availability of an appropriate statutory power and budget.

RESOLVED: That organisations receiving event support must acknowledge the Town Council's sponsorship in event publicity and on social media. Town Council banners should also be displayed prominently at supported events.

ACTION: The Clerk is to obtain prices for three or four reusable Town Council sponsorship banners.

Any request is to be supported by the required information and considered through the appropriate approval process.

B). Holiday food support

Members raised concerns about the ending of the previous school-holiday supermarket voucher arrangements and the potential effect on families whose children receive free school meals. Possible support for food banks within the township was discussed. As this matter was not included on the published agenda, no decision was taken by the Committee.

ACTION: The matter is to be referred for consideration through the appropriate committee and/or Full Council process.

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C). Christmas lights switch-on

Members considered the location of the previous Christmas tree. The Community Orchard location was recognised as secure and away from traffic, but members considered that the tree had not been sufficiently visible. The possibility of retaining a larger tree at the orchard and moving the position to the front of the orchard also providing a second, smaller tree near the Community Pavilion was discussed.

RESOLVED: That Cllr O'Keeffe speak to tree suppliers regarding the provision of a 20-foot tree at the Community Orchard and a 15-foot tree near the Community Pavilion, including the loan of a suitable bases for the 15-foot tree and installation.

ACTION: The Clerk is to contact Meadow Park School to seek permission to install a permanent electrical supply point for the Community Orchard and obtain the necessary quotations.

Members preferred a switch-on date during November rather than December. The final date and time are to be confirmed.

D). Christmas Selection Boxes

Members considered providing Christmas selection boxes to children attending primary schools throughout the township. The current estimate discussed was approximately 1,700 children, subject to confirmation of pupil numbers.

RESOLVED: That, subject to satisfactory quotations and sufficient budget provision, selection boxes should be provided to all primary-school children across the township rather than rotating provision between areas. The indicative cost discussed was approximately £3,000.

ACTION: Prices are to be obtained, and final pupil numbers confirmed. Distribution should take place before the schools close for Christmas, with the Mayor, Deputy Mayor attending presentations where practicable. Schools should be asked to acknowledge the Town Council's support through their usual communication channels.

E). Future budget

Members noted that the cost of supporting events, Christmas trees and selection boxes was likely to place pressure on the existing events budget.

RECOMMENDED: That the level of the events budget be reviewed during preparation of the 2027/28 budget.

The Meeting Closed at 6.15 p.m.

DATED: 16 July 2026

SIGNED:

**Cllr L O'Keeffe
Chair of the Committee**

**/.....
Knowsley Town Council
Minutes 2026/27**

KNOWSLEY TOWN COUNCIL

To: The Chair and Members of the Events Committee.

Meeting: 26 August 2026

Report of the Clerk of the Council and Responsible Financial Officer

REQUEST FOR FUNDING SUPPORT — STOCKBRIDGE VILLAGE COMMUNITY MUSIC & ARTS FESTIVAL (FLOURISH & SUCCEED CIC)

1. PURPOSE OF THE REPORT

- 1.1 To advise members of a funding request received from Flourish & Succeed CIC towards the Stockbridge Village Community Music & Arts Festival.
- 1.2 To enable members to consider whether the Town Council wishes to contribute towards the event and, if so, the amount and the conditions to be attached.

2. RECOMMENDATIONS

Members of the Events Committee are requested to:

- a) Note the request from Flourish & Succeed CIC for funding support of £1,500 towards the cost of marquee hire for the festival.
- b) Consider whether the Town Council wishes to contribute towards the event and, if so, agree the amount (the full £1,500 or a lesser sum).
- c) If support is agreed, **resolve** that it be subject to the conditions set out in paragraph 4, including risk assessment, and acknowledgement of the Town Council's support in event publicity and on site.
- d) Agree that the cost of any support be met from the Council's existing events budget.

3. REPORT/BACKGROUND

- 3.1 A letter dated 11 August 2026 has been received from Tracey Bailey, Director / Business admin lead, Flourish & Succeed CIC, requesting funding support of £1,500 towards the cost of marquee hire.
- 3.2 The event is the Stockbridge Village Community Music & Arts Festival, a free, family-focused community event taking place on Sunday 30 August 2026 from 12.00 noon to 6.00 p.m. at Pool Hey Field, Stockbridge Village. It will offer live music, entertainment, arts and community activities celebrating the history and community spirit of Stockbridge Village.
- 3.3 The organisers state that the funding would be used solely towards the hire of marquees, which provide a covered, accessible space for activities and help ensure the event can proceed safely in poor weather.
- 3.4 At its meeting on 16 July 2026, the Committee resolved that the events budget would not be divided into fixed area allocations, and that applications would instead be considered on their individual merits, taking account of available budget and benefit to residents across the township. This application is therefore to be considered within the agreed framework.
- 3.5 The event takes place on Sunday 30 August 2026, four days after this meeting. If the Town Council wishes to support the event, a decision will need to be taken at this meeting.

Item 7

- 3.6 The event is free and family-focused and is intended to bring residents of all ages together, strengthen community connections and reduce isolation, consistent with the Council's community priorities.
- 3.7 Members previously indicated, on a provisional basis, that requests of this kind would be assessed against the same criteria as the Council's Community Grant application form. A dedicated events funding application form has not yet been formally agreed. In the meantime, the group has completed the Council's existing Community Grant application form in support of its request, which is attached at Appendix 7b.
- 3.8 In addition to the completed application form, the group has provided evidence of public liability insurance and a copy of its most recent annual accounts. These are held by the Clerk and are available to members on request; they have not been appended to this report.
- 3.9 The only outstanding item is the group's risk assessment for the event, which has been requested.

4. PROPOSED CONDITIONS (IF SUPPORT IS AGREED)

- Receipt of evidence of adequate public liability insurance for the event.
- Receipt of a completed risk assessment.
- The funding to be used solely for the marquee hire for which it is requested.
- The Town Council's support to be acknowledged in event publicity and on social media, with Town Council banners displayed at the event where practicable.

5. FINANCIAL IMPLICATIONS

- 5.1 The amount requested is £1,500 towards marquee hire.
- 5.2 The cost of any support would be met from the Council's existing events budget, which has a balance of £4,000 for the current financial year. A contribution of £1,500 would leave a balance of £2,500.
- 5.3 Members are reminded that, at the July meeting, it was noted that the cost of supporting events, Christmas trees and selection boxes was likely to place pressure on the events budget. Members should therefore have regard to other committed and anticipated calls on the budget. Members may approve the full amount, a lesser amount, or decline the request.

6. APPENDICE

Appendix 7a - Letter from Flourish and Succeed CIC – Request for funding

Appendix 7b – Grant application form

Jane Thomas – Clerk of the Council and Responsible Financial Officer

11 August 2026

Flourish and Succeed CIC
Unit 106 North Mersey Business Centre
Woodward Road
Knowsley
L33 7UY

Dear Events Members

Re: Request for £1,500 Funding Support – Stockbridge Village Community Music & Arts Festival

On behalf of Flourish & Succeed CIC, I am writing to formally request funding support of £1,500 towards the cost of marquee hire for the Stockbridge Village Community Music & Arts Festival, taking place on Sunday 30th August 2026 at Pool Hey Field, Stockbridge Village.

The festival is a free family focused community event running from 12pm to 6pm bringing local residents of all ages together for a day of live music, entertainment, arts, community activities and opportunities to celebrate the history and community spirit of Stockbridge Village.

We would be extremely grateful if Events Members could consider supporting the Stockbridge Village Community Music & Arts Festival. This support would make a significant contribution towards the delivery of the event and help us provide a welcoming, safe and accessible environment for local residents and families attending on the day.

The funding requested would be used solely towards the hire of marquees for the event. The marquee is an important part of the festival infrastructure, providing a covered and accessible space for activities and helping us ensure that the event can continue safely should we experience poor weather conditions.

The festival is being organised for the benefit of the local community, with the aim of bringing families, children, young people and older residents together. It will also provide an opportunity for local organisations, community groups, performers and residents to be part of a positive event within Stockbridge Village. Events such as this festival provide another opportunity to strengthen community connections, reduce isolation and create positive experiences for local residents.

Thank you for considering our request and for your continued support of community events within Stockbridge Village.

Yours sincerely,

Tracey Bailey

Director/Business admin lead

KNOWSLEY TOWN COUNCIL
COMMUNITY GRANT APPLICATION FORM
Event.

PART A: INFORMATION ABOUT YOUR ORGANISATION OR SELF

1. **GROUP OR INDIVIDUAL** (Delete as applicable)
2. **CONTACT DETAILS:** (Please give details of two contacts)

FIRST CONTACT

Organisation: Flourish and Succeed.

Name: Tracey Bailey

Position: Director/Business Admin Lead

Address: Unit 106, North Mersey Business Park, Woodward Road,
L33 7UY

Telephone No: 0151 245 6111

Email address: flourishandsucceed@outlook.com

SECOND CONTACT

Name: Sandra Fearn

Position: Director/Project Lead

Address: Unit 106, North Mersey Business Park, Woodward Road,
L33 7UY

Telephone No: 0151 245 6111

Email address: flourishandsucceed@outlook.com

3. BANK DETAILS

Bank Name: Barclays

Address:

Account Name: Flourish and Succeed

Sort Code: Unit No:

PART B: DETAILS OF YOUR GRANT REQUEST

1. Please describe *specifically* why you are seeking this grant and if you are applying on behalf

of an organisation, the aims and objectives of the organisation.

We are seeking a grant of £1,500 towards the cost of marquee hire for the Stockbridge Village Community Music & Arts Festival, taking place on Sunday 30th August 2026. The festival is a free, family-focused community event designed to bring local residents of all ages together to celebrate the history, culture, music and community spirit of Stockbridge Village. The event will provide live music and entertainment, community activities, opportunities for local organisations to engage with residents, and a welcoming environment where families, children, young people and older residents can come together. The marquee is an important part of the event infrastructure. It will provide a safe, covered and accessible community space, helping us to deliver activities regardless of the weather and ensuring that residents have somewhere sheltered to meet, participate and engage throughout the day. The £1,500 grant would make a significant contribution towards the hire cost and help us keep the festival free and accessible to local families.

2. Please give a breakdown of the cost of your project?

£1,500

marquee hire

(A) **Therefore the total cost of the project is £1,500**

(B) 3. Do you have any other sources of finance?

Funding from the Heritage fund

(C) **Therefore the total of other sources of finance is £20,000**

(D) 4. Community Grant request from this application (B minus A) = £.....

5. Specifically, on what will any grant awarded be spent?

Stockbridge Village Community Music & Arts Festival, taking place on Sunday 30th August 2026. A free community festival

PART C ADDITIONAL INFORMATION IN SUPPORT OF YOUR REQUEST

1. Over the last 12 months have you received a grant from any other organisation? (If so, please give details of the dates, amount and how it was spent).

National Lottery - £20,000 – Butterfly woman's project – January 2026

2. Have you / your organisation previously applied to Knowsley Town Council for financial assistance? (If so, please give details of the dates and amount granted)

No

3. Does you / your organisation have any other forms of financial income e.g. grants, subscriptions, fees? (If so, please give details)

N/A

4. How many members of the community will benefit from the grant if awarded?

ADULTS	CHILDREN
300	300

6. How many of the above members stated in question 4 live within the Town Council area?

Can't state as the event hasn't happened

ADULTS	CHILDREN

7. Who will benefit from any grant awarded?

ADULTS	YES	COMMUNITY / RESIDENTS ASSOCIATIONS	YES
CHILDREN (0-18)_	YES	RESIDENTS WITH ADDITIONAL NEEDS	YES
SPORTS		ARTS	YES

8. How will you assess the success of your project?

We will assess the success of the Stockbridge Village Community Music & Arts Festival through a combination of attendance, community participation, feedback and observation. Following the festival, Flourish & Succeed will review attendance, feedback and learning from the day. This will help us identify what worked well, what could be improved and how future community events can continue to respond to the needs and interests of local residents.

9. How will you publicise any grant awarded by the Town Council?

Acknowledgement of the Town Council on our social media platforms before, during and after the festival.

Public acknowledgement of the Town Council's support during the festival.

Include the Town Council in post-event photographs, updates and thank-you messages shared with the community.

IF YOU ARE APPLYING ON BEHALF OF AN ORGANISATION, PLEASE COMPLETE PART D BELOW AND SIGN THE DECLARATION AT THE END.

IF YOU ARE APPLYING AS AN INDIVIDUAL, PLEASE IGNORE PART D AND SIGN THE DECLARATION AT THE END

PART D – APPLICANT ORGANISATIONS - ADDITIONAL INFORMATION

1. Please give the address where the organisation meets?

Address: Unit 106, North Mersey Business Park, Woodward Road,
L33 7UY

2. What are the aims and objectives of the organisation?

The aims and objectives of Flourish & Succeed CIC are to improve the wellbeing, opportunities and quality of life of children, young people, adults and families within our local communities.

3. How long has the organisation been established? 13 years

4. How many paid staff does your organisation have, if any? 1

5. Is the organisation a registered Charity, if so, please give the Charity Number)

Registered CIC - 11443071

6. Does your organisation have a constitution, if so please attach a copy)

Yes

7. Does your organisation produce annual accounts, if so, please attach a copy of the latest accounts).

Yes

8. Do you consider your organisation to be 'profit making' and if so, how are profits used?

NO

9. Does your organisation have any of the following insurances? (delete as necessary)

Public Liability	Yes	
Buildings		No
Contents		No
Other (please specify)		No

10. Does your organisation have any purpose or links with any of the following, if so please give details.?

Religion		No
Politics		No
Trade Unions		No
Other (please specify)	Yes	

Flourish & Succeed CIC is an independent, non-religious and non-political community organisation. We work with local residents, community groups, voluntary organisations, statutory services and partner organisations to improve wellbeing, reduce isolation, increase opportunities and strengthen our local communities.

Our activities and services are inclusive and open to people regardless of their background, beliefs or political views.

11. Are there any employees / Members of the Town Council involved in any capacity in the running or the supplying of services of your organisation, if so please give details?

No

12. If your grant application is unsuccessful, will the project still go ahead?

YES

PART E: DECLARATION (to be signed by one of the contacts stated in part A of the form)

I confirm that the information detailed in this application is, to the best of my knowledge, correct.

I understand that Knowsley Town Council may put conditions on any money offered and that if I / we accept any grant that we will have to sign an agreement promising to spend it promptly and allow the Town Council to inspect our financial records.

I confirm that I have read and understood Knowsley Town Council's Privacy Policy and consent to the information contained within this form being held by the Town Council.

SIGNED: T Bailey

PRINT NAME: Tracey Bailey

POSITION: Director/Business admin lead

DATE: 14/08/2026

IMPORTANT

The Town Council will only consider your application if:

- you complete all the questions on the form
- the form is signed by the appropriate person/s
- all documentation requested is provided

***PLEASE RETURN THE APPLICATION FORM AND SUPPORTING
DOCUMENTATION, OR CONTACT KNOWSLEY TOWN COUNCIL IF YOU
REQUIRE ANY ASSISTANCE.***

The Clerk of the Council,
Knowsley Town Council, Bob Whiley Community Centre,
Shop Road, Knowsley Village
Merseyside, L34 0HD
Tel: 0151 548 4545

EMAIL:

jane.thomas@knowsley.gov.uk