



## KNOWSLEY TOWN COUNCIL

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**Dated this 9<sup>th</sup> Day of July 2026**

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**YOU ARE HEREBY SUMMONED TO ATTEND** the meeting of  
Knowsley Town Council's Events Committee, to be held on Thursday 16<sup>th</sup> July 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, Cllr L O'Keeffe,  
Cllr L Tomlinson.

*Jane Thomas*  
**Clerk of the Council**

### **A G E N D A**

**1. APOLOGIES**

**2. ELECTION OF CHAIR OF THE COMMITTEE FOR THE MUNICIPAL YEAR 2026/27**

To receive nominations for the position of Chair of the Committee for the Municipal Year 2026/27.

**3. ELECTION OF VICE-CHAIR OF THE COMMITTEE FOR THE MUNICIPAL YEAR 2026/27**

To receive nominations for the position of Vice-Chair of the Committee for the Municipal Year 2026/27.

4. **DECLARATION 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 CHAIR**

To receive announcements from the Chair of the Committee.

- **FOR INFORMATION ONLY**

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

To receive announcements from the Clerk of the Council.

- **FOR INFORMATION ONLY**

7. **EVENTS BUDGET AND CHRISTMAS LIGHTS SWITCH-ON**

To **CONSIDER** how the Town Council's event budget should be used across the township for the current financial year also arrangements for this year's Christmas Lights switch-on, including date.

# **Item 7**

## **KNOWSLEY TOWN COUNCIL**

To: The Chair and Members of the Events Committee.

Meeting: 16<sup>th</sup> July 2026

Report of the Clerk of the Council and Responsible Financial Officer

### **EVENTS BUDGET AND CHRISTMAS LIGHTS SWITCH-ON**

#### **1. PURPOSE OF THE REPORT.**

- 1.1. The purpose of this report is to give members the opportunity to discuss how they would like to use the Town Council's events budget for the current year.
- 1.2. Members are also asked to begin making arrangements for this year's Christmas Lights Switch-On, including the date, time, location, budget and member involvement.

#### **2. RECOMMENDATIONS**

2.1. Members of the Events Committee are requested to:

- a) Discuss how the events budget should be used for the current year.
- b) Decide whether the budget should be split between Knowsley Village, Stockbridge Village, Hillside and Longview.
- c) Agree whether the funding should be available to local groups or only used for Town Council-run events.
- d) Agree basic criteria for any funding split between areas.
- e) Begin arrangements for the Christmas Lights Switch-On, including date, time, location, budget and member roles.
- f) Consider whether the Christmas Lights Switch-On should be funded from the events budget or Section 145.

#### **3. EVENTS BUDGET**

- 3.1. Members are asked to consider whether the events budget should be split between the four areas of the township:
  - Knowsley Village
  - Stockbridge Village
  - Hillside
  - Longview
- 3.2. If the budget is split between the four areas, members will need to agree what criteria should apply.

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- 3.3. This could include whether the funding is used only for Town Council-run events, or whether local community groups within the township can apply for support towards their own events.

## **4. POINTS FOR MEMBERS TO CONSIDER**

4.1. Members are asked to discuss:

- a) Should the events budget be split equally between the four township areas?
- b) Should each area have a set budget amount?
- c) Should the funding be used only for Town Council-run events?
- d) Should local groups be able to apply for funding towards events in the township?
- e) If local groups can apply, what information should they provide?
- f) Should any funding be subject to evidence of costs, insurance and risk assessments?
- g) Should any unspent funding be returned to the main events budget?

4.2. Suggested basic criteria for local group funding could include:

- a) The event must take place within the township.
- b) The event must benefit local residents.
- c) The event must be open and inclusive.
- d) The group must provide details of the event, costs and amount requested.
- e) The group must provide evidence of insurance and risk assessment where required.
- f) The funding must be used only for the agreed event.

## **5. LEGAL AND FINANCIAL CONSIDERATIONS**

- 5.1. For Town Council events and entertainment, the Council may be able to use **Local Government Act 1972, Section 145**. Where no other specific power applies. Members should also consider whether the Christmas Lights Switch-On should be funded from the events budget or from **Section 145**, depending on the purpose of the expenditure and the budget available.

## **6. CHRISTMAS LIGHTS SWITCH-ON**

Members are asked to begin planning this year's Christmas Lights Switch-On.

Members should consider:

| Item           | Decision needed                           |
|----------------|-------------------------------------------|
| Date           | (proposed)Friday 4 <sup>th</sup> December |
| Time           | 6.00 p.m. (proposed)                      |
| Location       | Current location or Pavilion              |
| Budget         | (proposed)£1000                           |
| Funding source | Events budget or Section 137              |
| Member roles   | Who will help organise and attend         |

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| <b>Item</b>              | <b>Decision needed</b>                                       |
|--------------------------|--------------------------------------------------------------|
| <b>Partners involved</b> | Schools, community groups, volunteers, performers, suppliers |
| <b>Format</b>            | Switch-on only or event with activities/entertainment        |

Members should also consider whether they were happy with the previous location or whether the event should be held at the Pavilion.

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