



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 8 October 2026

To the Members of the Finance and General Purposes Committee

**YOU ARE HEREBY SUMMONED TO ATTEND a meeting of
the Finance and General Purposes Committee, to be held on Thursday
15 October 2026, in the Community Pavilion, Pool Hey, Stockbridge
Village, Committee Room, commencing at 6.00 p.m.**

Committee Members

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

A G E N D A

- 1. APOLOGIES**
- 2. 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.

3. ANNOUNCEMENTS FROM THE CHAIRPERSON

To **RECEIVE** announcements from the Chairperson of the Committee – Information Only

4. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

To **RECEIVE** announcements from the Clerk of the Council – Information Only

5. BLOCK BOOKINGS – KNOWSLEY TOWN COUNCIL FACILITIES

To **CONSIDER** the block booking renewal application for all existing block booking for the period October to March (Winter Session) for the use of Town Council facilities.

Appendix 5a: Schedule of Block Bookings & Charges (Pages 1 – 3)

6. A REVIEW OF KNOWSLEY TOWN COUNCIL'S HEALTH AND SAFETY POLICY (2026/2027)

To **CONSIDER** and **APPROVE** the Town Council's Health and Safety Policy as presented by the Clerk of the Council.

Enclosed Appendix 6a: Review of Knowsley Town Council's Health and Safety Policy (2026/2027) (Page 4)

7. A REVIEW OF KNOWSLEY TOWN COUNCIL'S EFFECTIVENESS OF THE INTERNAL AUDIT

To **CONSIDER** and **RECOMMEND** to Full Council the Town Council's Effectiveness of the Internal Audit.

Appendix 7a: Review of Knowsley Town Council's Effectiveness of the Internal Audit. (Pages 5 - 6)

8. FINANCIAL MATTERS (APRIL TO SEPTEMBER 2026)

To **CONSIDER** and **RECOMMEND** to Full Council the payments and Income for the period July to September 2026, the Second Quarterly Budget report and Bank Reconciliation for April to September 2026, as presented by the Clerk of the Council.

Appendix 8a: Payments & Income July to September 2026

Appendix 8b: Second Quarterly Budget Report

Appendix 8c: Bank Reconciliation from April to Sept (Pages 7 – 21)

9. Meadow Park Orchard Outside Electricity Point

To **RECEIVE** verbal report from the Vice-Chair of the Committee to **CONSIDER** and **RECOMMEND** to Full Council one or none of the options.

Appendix 9a: Permanent Supply Quotation and 9b Temporary Supply Quotation (Pages 22 – 24)

KNOWSLEY TOWN COUNCIL

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

Meeting: 15 October 2026

Report of the Clerk of the Council and Responsible Financial Officer

BLOCK BOOKING APPLICATIONS OCTOBER 2026 – 31 MARCH 2027

1. PURPOSE OF REPORT

- 1.1 In accordance with the Town Council's Standing Orders, the Finance and General Purposes Committee has delegated authority to consider and determine all applications for block bookings of Town Council facilities.
- 1.2 Members are asked to consider the renewal of all existing block bookings for the period October 2026 to March 2027. All current block bookers have expressed a desire to continue their bookings.

2. RECOMMENDATIONS

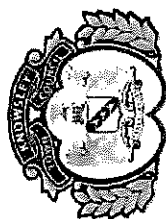
Members are asked to:

- a) Review the block booking schedule detailed in *Appendix 5a*.
- b) Make appropriate resolutions regarding each existing application.

3. REPORT

- 3.1 *Appendix 5a* sets out a comprehensive schedule of existing block booking applications received from local community organisations for the use of Town Council facilities during the Winter period October 2026 to March 2027.
- 3.2 Members are asked to consider both the renewal of existing block bookings, and to make appropriate resolutions regarding the allocation and use of Town Council facilities during the specified period.

Jane Thomas - Clerk of the Council and Responsible Financial Officer



**KNOWSLEY TOWN COUNCIL
SCHEDULE OF FEES & CHARGES FOR BOOKINGS FOR USE OF TOWN COUNCIL FACILITIES**

SUMMER PERIOD

October 2026 – April 2027

BOB WHILEY COMMUNITY CENTRE

Organisation	Activity	Days and Times	Hours	Location in Building	Charge Per Hour
Knowsley Village Art Group	Art Sessions	Monday 10 am to 12 pm	2 Hours	Room 1	£9.00 PH Total per week £18.00
Dance Works Knowsley	Dance Sessions	Monday 4.15 pm to 7.30 pm Tuesday 4.15 pm to 6.00 pm Wednesday 4.15 pm to 7.00 pm Thursday 5.15 pm to 8.15 pm	3.15 hours 1.45 hours 2.45 hours 3.00 hours Total 10.45	Room 1 Room 2	£15.00 PH Total per week £161.25
Knowsley Liberal Democrats	Councillors Surgeries	1 st Tuesday in month 12.00 pm to 1.00 pm	1.00 hour	Room 1	Total per week £30.00
Rosie Chair Yoga	Chair Yoga	Wednesday 10.00 am – 11.00 am	1.00 hour	Room 1	Total per week £15.00
Liw Housing	Community help surgeries	Every 2 nd Friday 10.00 am – 12.00 pm	2.00 Hours	Room 1	£30.00 PH £60.00 Total Per Session

COMMUNITY PAVILION

Organisation	Activity	Days and Times	Hours	Location in Building	Charges Per Hour
Christopher Linzie School of Dance	Dance Sessions	Mondays 4.30 pm to 8.30 pm Wednesday 4.30 pm to 8.00 pm Friday 4.00 pm to 6.45 pm Total 10.15	4.00 hours 3.30 hours 2.45 hours Total 10.15	Hall Room 1 Room 2	Half Hall - £7.00 Double room - £17.00 Single Room - £9.00 Total per week £116.25
Stockbridge Amateur Boxing Club	Adults Sessions Kids Boxing Session Adults Sessions/Ladies Circuit Adults Sessions Adults Sessions/Ladies Circuit	Tuesday 5.00 pm to 7 pm Wednesday 4 pm to 6.00 pm Wednesday 6.30 to 7.30 pm Thursday 5 pm to 7.00 pm Friday 4.30 pm to 6.30 pm	2.00 hours 2.00 hours 1.00 hours 2.00 hours 2.00 hours Total 9.00	Main Hall	Full Hall - £9.00 Total per week £81.00
Bit of Everything	Drama Sessions	Tuesday 5.30 pm to 7.30 pm Thursday 5.30 pm to 7.00 pm	2.00 hours 1.30 hours Total 3.30	Room 1 Room 2	Double Room - £9.00 Total per week £31.50
Flourish & Succeed	Ladies Circuit/Support	Tuesday 7.15 pm to 8.15 pm Thursday 7.15 pm to 8.15 pm	1.00 hour 1.00 hours Total 2.00	Main Hall	Half Hall - £15.00 Total per week £30.00
Flourish FE Knowsley MBC	Disability Group	Wednesday 10.30 pm - 11.30 pm	1.00 hours	Main Hall	Half Hall - £30.00 Total per week £30.00
ABC / Meadow Park	Meadow Park School Boxing Session	Thursday 10am to 12pm	2.00 hours Total 2.00	Main Hall	FREE
Citizens Advice Knowsley	Advice Sessions	Thursday 9 am to 3.00 pm	6.00 hours	Committee Room	Free
Knowsley Labour	Councillors Surgeries	3 out 4 Thursday in the month	1.00 hour	Committee Room	Total per week £30.00

KNOWSLEY TOWN COUNCIL

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

Meeting: 15 October 2026

Report of the Clerk of the Council and Responsible Financial Officer

HEALTH & SAFETY POLICY

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to review Knowsley Town Council's Health and Safety Policy (2026/2027)

2. RECOMMENDATIONS

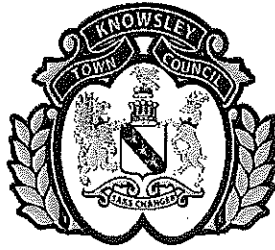
Members are recommended to:

- a) Note the report,
- b) Approve the revised Health and Safety Policy for 2026/2027

3. REPORT

- 3.1 Knowsley Town Council has five or more employees and must maintain a written health and safety policy under section 2(3) of the Health and Safety at Work etc. Act 1974. The policy must set out the Council's statement of intent, responsibilities and practical arrangements, and be brought to employees' attention.
- 3.2 *Appendix 6a contains the revised Health and Safety Policy for Members' consideration.*
- 3.3 The policy has been updated to reflect current staff responsibilities and current guidance on risk assessment, RIDDOR, first aid, fire-alarm testing and COSHH. If approved, it will be issued to employees, published on the Council's website and reviewed by October 2027, or earlier following a significant change or incident.

Jane Thomas - Clerk of the Council and Responsible Financial Officer



HEALTH AND SAFETY POLICY

Health and Safety at Work Act 1974

This is the Health and Safety

Policy Statement

of

KNOWSLEY TOWN COUNCIL

Submitted to the Finance and General Purposes Committee
for review in October 2026

KNOWSLEY TOWN COUNCIL

HEALTH AND SAFETY POLICY

CONTENTS

1. Introduction
2. Responsibilities of Employees
3. Specific Responsibilities
4. Communications and Training for Employees
5. Consultation with Employees
6. Accident and Near Miss Reporting Procedures
7. Risk Assessment
8. Young Persons/Work Experience Placements
9. Specific Arrangements and Procedures
10. First Aid Arrangements
11. Hazardous Substances
12. Conclusion

1. INTRODUCTION

- 1.1** Our policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.
- 1.2** Knowsley Town Council accepts responsibility for implementing this policy and for providing the information, instruction, supervision and training needed to protect employees and others affected by its activities.
- 1.3** The Council will, so far as is reasonably practicable, protect employees and other people who may be affected by its activities, including visitors, hirers, contractors, volunteers and members of the public.
- 1.4** We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.
- 1.5** The Council will carry out suitable and sufficient risk assessments, record the significant findings and implement the control measures identified. Assessments will be reviewed when they may no longer be valid, following a significant change or incident, and at suitable intervals.
- 1.6** Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.
- 1.7** We will provide suitable information regarding the safety or safe use of our services and/or products.
- 1.8** We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.
- 1.9** Our commitment to this Policy will assist us to develop a positive health and safety culture throughout all areas and activities.

2. RESPONSIBILITIES OF EMPLOYEES

All our employees must:

- 2.1** Comply with this Health and Safety Policy.
- 2.2** Fully observe the Safety Rules.
- 2.3** Report any safety hazard within their work area or malfunction of any item of plant or equipment to management (plant malfunction includes lack of fuel in the equipment).
- 2.4** Fully conform to all written or verbal instructions given to them to ensure

their personal safety and the safety of others.

- 2.5 Dress sensibly and safely for their working environment or occupation.
- 2.6 Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- 2.7 Use all safety equipment and/or protective clothing as may be provided.
- 2.8 Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and the safety of others.
- 2.9 Maintain all equipment in good condition and report any defects to management when they occur.
- 2.10 Report all incidents to management whether injury is sustained or not.
- 2.11 Attend as requested any training course designed to further the needs of health and safety.
- 2.12 Observe all laid down procedures concerning processes, material and substances used.
- 2.13 Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

3. SPECIFIC RESPONSIBILITIES

- 3.1 Overall and final responsibility for health and safety is that of:

Knowsley Town Council

- 3.2 Day-to-day responsibility for ensuring this responsibility is put into practice is delegated to:

Jane Thomas (Clerk of the Council)

- 3.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

NAME AND ROLE	HEALTH AND SAFETY RESPONSIBILITY
Jane Thomas Clerk and Responsible Financial Officer	Policy oversight, records, reporting and ensuring agreed actions are followed up.
Keith Giles Caretaker Supervisor	Operational premises checks, health and safety inspections, maintenance follow-up and support with risk and COSHH assessments.

NAME AND ROLE**HEALTH AND SAFETY RESPONSIBILITY**

John Boyd
Caretaker and Handyperson

Routine checks at both premises, following safe systems of work and reporting hazards or defects.

Caetano Fernandes
Caretaker and Handyperson

Routine checks at both premises, following safe systems of work and reporting hazards or defects.

Dorothy Hollinghurst
Cleaner

Safe cleaning practices, compliance with COSHH controls and reporting hazards or defects.

Louise Harrison
Administration Officer

Maintaining relevant administrative records, communicating procedures and reporting hazards or concerns.

4. COMMUNICATIONS AND TRAINING FOR EMPLOYEES

- 4.1 All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.
- 4.2 This will include regular staff updates as well as formal safety training. Records of any training provided will be held on file.

5. CONSULTATION WITH EMPLOYEES

- 5.1 All employees of Knowsley Town Council are fully consulted on all matters which affect the Health, Safety and Welfare whilst in work.
- 5.2 In addition to formal health and safety training, regular staff updates are provided to employees which may cover changes in legislation, introduction of new work processes, systems of work and/or new work equipment. Written information, i.e., leaflets, guidance information etc is also provided.
- 5.3 When undertaking Risk Assessments or producing Method Statements, employees who are affected are consulted throughout the process.

6. ACCIDENT AND NEAR MISS REPORTING PROCEDURES

- 6.1 Knowsley Town Council takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the workplace as much as is reasonably practicable.
- 6.2 However, where accidents or near misses occur, then Knowsley Town Council will ensure its own internal accident-reporting procedure is followed.
- 6.3 Knowsley Town Council accident reporting procedure is summarised as follows:
Work-related deaths, specified injuries, reportable occupational diseases and dangerous occurrences will be notified to the relevant enforcing authority in accordance with RIDDOR.

- A work-related death or specified injury to a worker will be reported without delay. An injury that prevents a worker from carrying out their normal duties for more than seven consecutive days will be reported within 15 days. Over-three-day injuries will be recorded even where they are not reportable.
- A work-related accident involving a person who is not at work will be reported where it results in an injury and the person is taken directly from the scene to hospital for treatment.
- All accidents, incidents and near misses will be recorded and investigated proportionately so that necessary corrective action can be taken.

6.4 The Clerk, or another person authorised by the Council, is responsible for deciding whether an incident is reportable and for ensuring the required report and records are completed within the statutory timescales.

7. RISK ASSESSMENT

7.1 The Council will identify hazards, assess who may be harmed and how, evaluate the risks, record the significant findings and put suitable control measures in place.

7.2 Control measures will be set out in risk assessments, safe working procedures, method statements or safety plans as appropriate. They will be communicated to those affected and reviewed when circumstances change, after an incident or when there is reason to believe they are no longer effective.

8. YOUNG PERSONS/WORK EXPERIENCE PLACEMENTS

8.1 The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

8.2 Knowsley Town Council shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity, and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

8.3 All young persons employed by Knowsley Town Council will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also, at this induction any specific risks associated with this site i.e. working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which must always be followed.

9. SPECIFIC ARRANGEMENTS AND PROCEDURES FIRE

- 9.1** All employees will receive instruction and training in the procedures to be followed in the event of fire.
- 9.2** A copy of the fire procedure notice, which is displayed throughout the premises, is included in the fire-safety records.
- 9.3** All employees shall be given suitable instruction in basic fire prevention measures.
- 9.4** As part of the fire arrangements, persons have been nominated who are responsible for the fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, record-keeping and related checks.
- 9.5** The person responsible for fire arrangements is **Duty Caretaker**
- 9.6** Fire alarm systems are tested weekly by the Duty Caretaker, using a different manual call point where practicable, and the results are recorded.
- 9.7** Fire extinguishers and other fire-safety equipment are inspected and serviced by a competent contractor in accordance with the fire risk assessment and the required maintenance schedule.
- 9.8** Separate risk assessments and procedures will be maintained where relevant for fire, first aid, hazardous substances, manual handling, work at height, lone working, display-screen equipment, work equipment, contractors, asbestos and water hygiene.

10. FIRST AID ARRANGEMENTS

- 10.1** The Council will assess its first-aid needs and provide adequate and appropriate equipment, facilities and personnel. Notices displayed at each premises will identify the current first aiders or appointed persons and the location of first-aid equipment. Training certificates will be kept under review.

10.2 **QUALIFIED FIRST AIDER(S)** :John Boyd and Keith Giles.

10.3 **FIRST AID KIT**

CENTRE	FIRST AID KIT LOCATIONS
Community Pavilion	Kitchen
Bob Whiley Community Centre	Kitchen

10.4 **DEFIBRILLATORS**

CENTRE	DEFIBRILLATORS LOCATIONS
Community Pavilion	Main Corridor - Alarm Cabinet
Bob Whiley Community Centre	Main Corridor - Alarm Cabinet

11. HAZARDOUS SUBSTANCES

- 11.1** Hazardous substances will be identified, assessed and controlled in accordance with the Control of Substances Hazardous to Health Regulations 2002. Safety data and COSHH assessments will be available to employees, who will receive suitable information and training. Assessments and controls will be reviewed regularly and whenever they may no longer be valid or there is a significant change.

12. CONCLUSION

- 12.1** ***A high standard of Health and Safety at Work can only be maintained when everyone is always conscious of the work conditions.*** Good housekeeping, a sensible attitude, and prompt attention to the little things prevent unwanted occurrences and minimise risk.
- 12.2** This policy will be reviewed at least annually and sooner following a significant organisational or legislative change, an incident, or evidence that existing arrangements are no longer effective. The policy and any changes will be brought to employees' attention.

CLERK'S SIGNATURE: _____ **DATE:** _____

CHAIRPERSON SIGNATURE _____ **DATE** _____

KNOWSLEY TOWN COUNCIL

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

Meeting: 15 October 2026

Report of the Clerk of the Council and Responsible Financial Officer

REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT

1. PURPOSE OF REPORT

The purpose of this report is to present for Members' consideration and recommend to Full Council for approval of the Review of the Effectiveness of Internal Audit for 2026/27 and confirm that they are appropriate to support Assertion 6 of the Annual Governance Statement.

2. RECOMMENDATIONS

Members are asked to:

- a) **NOTE** the report,
- b) **CONSIDER** Appendix 7a and recommends it to Full Council for approval.
- c) **NOTE** Mr Neil Leadbetter was appointed Internal Auditor for the 2026/27 financial year at the Full Council meeting held 17 September 2026.

3. REPORT

- 3.1. All smaller authorities are required by Regulation 5(1) of the Accounts and Audit Regulations 2015 requires the Council to undertake an effective internal audit of its risk management, control and governance processes.
- 3.2. The Practitioners' Guide 2026/27 states that the Council should appoint an independent and competent person, provide access to relevant records and ensure that the audit is properly planned and reported.
- 3.3. Appendix 7a records the proposed scope, independence, competence, engagement, timing and reporting arrangements. The audit is expected to take place in April or May 2027. The auditor's report and any recommendations will be presented to the Council and followed up.
- 3.4. This review has been carried out by the Clerk/RFO and forms part of the Council's assurance process in preparation for the completion of the Annual Governance and Accountability Return (AGAR) – specifically Assertion 6.

4. APPENDICE

Appendix 7a: Review of the Effectiveness of the Internal Audit 2026/27.

KNOWSLEY TOWN COUNCIL

Review of Internal Audit Arrangements 2026/27

This review applies Regulation 5(1) of the Accounts and Audit Regulations 2015 and the Practitioners' Guide 2026/27.

Review area	Key question	Conclusion and action
Scope	Is the planned work proportionate to the Council's activities and risks?	Yes. The audit will cover the AGAR internal audit areas and Council-specific controls, including payments, the corporate card, income, payroll, grants, the Mayor's Charity Fund, assets, risk management, year-end procedures and digital and data compliance.
Independence	Is the auditor independent of the Council's financial decision-making?	Neil Leadbetter is not involved in the Council's accounting records, financial decisions or internal controls. Written confirmation of independence will be retained with the engagement documentation.
Competence	Does the auditor have suitable knowledge and experience?	Yes. He is CIPFA-qualified, has senior local-government internal-audit experience and audits other parish councils.
Engagement and access	Are the scope, access rights, fee and responsibilities clear?	An engagement letter will confirm the scope, unrestricted access to relevant records and explanations, reporting arrangements, the fee of £450 plus reasonable travel expenses, and appropriate insurance.
Planning	Is the audit timed to support completion of the AGAR?	Yes. The audit is expected in April or May 2027 after the accounting records have been finalised and before the AGAR is approved.
Reporting and follow-up	Will findings be reported and acted upon?	Yes. The completed Annual Internal Audit Report and any detailed findings will be presented to the Council. Agreed actions will be recorded, assigned and followed up.

Reviewed by Clerk/RFO: Jane Thomas Date: 23/09/2026

Approved by Full Council: _____ Minute reference: _____

KNOWSLEY TOWN COUNCIL

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

Meeting: 15th October 2026

Report of the Clerk of the Council and Responsible Financial Officer

FINANCIAL MATTERS

FINANCIAL REPORT APRIL TO SEPTEMBER 2026

1. PURPOSE OF REPORT

Members are asked to review the Council's financial records and budget position for the six months ended 30 September 2026 and make recommendations to Full Council.

2. RECOMMENDATIONS FOR MEMBERS

- a) **NOTE** £3,750 relates to a previously approved commitment and not a new item of expenditure
- b) Review the bank reconciliations for April to September 2026 and recommend that Full Council approves.
- c) Review the schedules of payments and receipts for July to September 2026 and recommend that Full Council receives and notes them.
- d) Review the Second Quarter Budget Report as of 30 September 2026 and recommend it to Full Council for approval.

3. REPORT

- 3.1. A payment of £3,750 has been paid in relation to the council's agreed third party contribution towards the Veolia Environmental Trust. This contribution was originally recommended by Finance & General Purposes Committee on 28 October 2025 and subsequently approved by full Council on 20 November 2025, (Minute 111).
- 3.2. The contribution forms part of the required match funding arrangement, with the council's contribution being matched by KMBC.

Item 8

- 3.3. The invoice was expected to be received before the end of the 2025/26 financial year; however, it was not received until the current financial year, and no earmarked reserve was created at the year end. As a result, the payment is now being reported as a prior council commitment to be funded from general reserve.
- 3.4. Council is asked to note that this payment relates to a previously approved commitment and not a new item of expenditure. The payment will be shown as an unbudgeted/reserve-funded item in the current year's financial reports, with the remaining level of general reserve reviewed to ensure it remains adequate.

4. APPENDICES

Appendix 8a - Payments and receipts for July to September 2026

Appendix 8b – Second Quarter Budget Report as of 30 September 2026

Appendix 8c - Bank reconciliations for April to September 2026.

Jane Thomas - Clerk of the Council and Responsible Financial Officer

2026-2027 Administration

SHEET 1. ADMINISTRATION						
	BUDGET	USED	BALANCE	July	Aug	Sept
Staffing Costs	£ 171,000.00	£ 80,437.60	£ 90,562.40	£ 13,809.61	£ 8,770.00	£ 18,693.25
Combined Insurance	£ 7,427.00	£ 6,848.89	£ 578.11		£ 0.00	
Auditor Internal / External	£ 2,570.00	£ 1,898.00	£ 672.00		£ 0.00	
Professional Fees	£ 3,000.00	£ -	£ 3,000.00		£ 0.00	
Conference / Training	£ 4,500.00	£ -	£ 4,500.00			
Printing / Stationery / Photocopier	£ 2,100.00	£ 902.55	£ 1,197.45	£ 106.08		£ 283.27
Annual Report / Advertising	£ 200.00	£ -	£ 200.00			
Event Committee	£ 4,000.00	£ 1,500.00	£ 2,500.00		£ 1,500.00	
Donations/Grant Aid	£ 5,000.00	£ 2,100.00	£ 2,900.00	£ 1,000.00	£ 500.00	
Telephones / Internet	£ 1,850.00	£ 735.01	£ 1,114.99	£ 162.24	£ 9.83	£ 282.64
Mobile Telephones	£ 350.00	£ 79.98	£ 270.02	£ 30.66		£ 15.33
Hospitality	£ 150.00	£ 17.42	£ 132.58	£ 6.99	£ 2.79	
Annual Subscriptions	£ 2,122.00	£ 1,313.13	£ 808.87			
HR Support	£ 5,500.00	£ 3,974.93	£ 1,525.07			
Licenses	£ 1,150.00	£ 963.68	£ 186.32			
Building / Office Equipment	£ 400.00	£ 76.11	£ 323.89	£ 23.29		£ 20.82
Democratic Services	£ 14,597.00	£ 12,230.99	£ 2,366.01	£ 46.59		
Elections	£ 7,000.00	£ -	£ 7,000.00			
Mileage	£ 400.00	£ 204.37	£ 195.63	£ 31.20	£ 128.97	
Staff Uniforms / PPE	£ 400.00	£ 174.34	£ 225.66	£ 174.34		
Remembrance Wreath	£ 60.00	£ -	£ 60.00			
Council Promotions	£ 200.00	£ 150.00	£ 50.00		£ 150.00	
Petty Cash	£ 300.00	£ -	£ 300.00			
Bank Charges	£ 300.00	£ 105.95	£ 194.05	£ 18.70	£ 18.55	£ 16.75
Payroll / Accounts	£ 1,300.00	£ 456.00	£ 844.00	£ 78.00	£ 78.00	£ 78.00
Computer Support / website provisions **	£ 2,450.00	£ 150.00	£ 2,300.00			
Ground Maintenance Open Space	£ 21,000.00	£ 12,168.99	£ 8,831.01	£ 1,881.99	£ 2,981.99	£ 1,881.99
KVH Dilapidations	£ 11,643.00	£ 11,643.00	£ -			
General Reserves	£ 12,000.00	£ 3,750.00	£ 8,250.00			£ 3,750.00
TOTALS	£ 282,969.00	£ 141,880.94	£ 141,088.06	£ 17,369.69	£ 14,140.13	£ 25,022.05

INCREASED SPENDS

July 2026

Donations/Grant Aid: £1,000 awarded to support two of the Township's four food hubs: Stockbridge Food Hub and Maggie's Meals.

Staff Uniforms/PPE: Uniform and PPE purchased for a new employee. Replacement uniform and PPE items purchased for existing staff.

Mobile Telephones: Two months' mobile telephone charges were processed during the month.

August 2026

Council Promotions: Purchase of two Town Council event banners.

Committee or Events: Contribution towards the Flourish & Succeed community event.

Donations/Grant Aid: Third £500 awarded to support the Summer-HIYA food provision programme.

Ground Maintenance Open Space: Expenditure includes the removal of three trees identified by Knowsley Borough Council as presenting health and safety concerns (one at Bob Whitley Community Centre and two within Knowsley Recreation Ground), together with the monthly grounds maintenance charge.

September 2026

Staff Costs: Includes August and September PAYE, National Insurance and pension contributions, together with the 2026/27 annual pay award and associated back pay.

Telephones/Internet: August and September service charges processed during the month.

General Reserves: Approved contribution of £3,750 towards a grant-funded project, matched by KMBC, as agreed by Full Council on 20 November 2025 (Minute 111) following recommendation by the Finance & General Purposes Committee on 28 October 2025. The invoice was anticipated in 2025/26 but received in the current financial year. As no earmarked reserve had been established, the expenditure was met from General Reserves in line with the prior Council approval.

Printing/Stationery/Photocopier: Includes August and September photocopier charges, purchase of two wall-mounted felt noticeboards, printing paper and two 2027 desk calendars.

SHEET 2. BOB WHILEY CENTRE						
	BUDGET	USED	BALANCE	July	Aug	Sept
Gas	£ 4,500.00	£ 1,091.42	£ 3,408.58			
Electricity	£ 4,000.00	£ 1,781.94	£ 2,218.06	£140.27	£189.34	£180.03
Water rates/sewerage	£ 680.00	£ 284.36	£ 437.53	£120.97		£74.63
Annual Water Testing	£ 758.00	£ 778.00	£ 20.00			
Business Rates	£ 4,300.00	£ 2,099.00	£ 2,201.00	£350.00	£350.00	£350.00
Security	£ 2,200.00	£ 953.00	£ 1,247.00	£ 208.00		
Cleaning Materials	£ 400.00	£ 163.72	£ 236.28	£55.09		£5.87
Repairs / Maintenance	£ 3,000.00	£ 138.82	£ 2,861.18		£56.72	£2.10
Refuse Collection	£ 900.00	£ 355.20	£ 544.80	£53.97	£76.70	£54.43
Heating Maintenance / Repairs	£ 1,600.00	£ -	£ 1,600.00			
Electrical PAT Test / Repairs	£ 1,400.00	£ -	£ 1,400.00			
Pest Control	£ 100.00	£ -	£ 100.00			
Equipment Maintenance	£ 300.00	£ 44.00	£ 256.00	£44.00		
Equipment Purchase	£ 300.00	£ 137.57	£ 162.43	£129.42		£8.15
TOTALS	£ 24,438.00	£ 7,827.03	£16,652.86	£1,101.72	£672.76	£675.21

INCREASED SPENDS

July 2026

Water Rates/Sewerage: June and July charges processed.Security: Annual CCTV maintenance contract.Equipment Maintenance: Paint purchased for maintenance works.Equipment Purchase: Hose reel and cart, locks and chains for hanging baskets, plants, two floor fans and fuel for outdoor maintenance equipment.

August 2026

Repairs/Maintenance: Purchase of weed killer, paint and filler for building maintenance works.

Expenditures 2026-2027 Community Pavilion

APPENDIX 8a

SHEET 3. COMMUNITY PAVILION									
	BUDGET	USED	BALANCE	July	Aug	Sept			
Gas	£ 6,757.00	£ 2,140.94	£4,616.06	£224.46	£79.47	£281.25			
Electricity	£ 4,000.00	£ 1,755.28	£2,244.72						
Water rates/sewerage	£ 765.00	£ 426.00	£ 339.00	£101.86	£60.30	£263.84			
Annual Water Testing	£ 760.00	£ 778.00	£ -18.00						
Business Rates	£ 5,700.00	£ 3,222.49	£2,477.51	£537.00	£537.00	£537.00			
Security	£ 1,780.00	£ 747.40	£1,032.60	£208.00	£99.40				
Cleaning Materials	£ 400.00	£ 216.12	£ 183.88	£55.10		£5.87			
Repairs / Maintenance	£ 2,750.00	£ 278.00	£2,472.00						
Refuse Collection	£ 876.00	£ 425.68	£ 450.32	£72.21	£72.41	£74.41			
Heating Maintenance / Repairs	£ 2,000.00	£ 1,158.74	£ 841.26	£1,158.74					
Electrical PAT Test / Repairs	£ 1,500.00	£ 300.00	£1,200.00		£300.00				
Pest Control	£ 100.00	£ -	£ 100.00						
Equipment Maintenance	£ 1,000.00	£ -	£1,000.00						
Equipment Purchase	£ 850.00	£ 141.78	£ 708.22	£60.48		£53.65			
Leasing Hygiene Equipment	£ 370.00	£ 249.53	£ 120.47			£249.53			
TOTALS	£29,608.00	£11,839.96	£17,768.04	£2,417.85	£1,148.58	£1,465.55			

INCREASED SPENDS

July 2026

Security: Annual CCTV maintenance.

Heating Maintenance/Repairs: Two boiler call-outs, replacement pump to backup boiler required, annual boiler service and gas drop test.

Equipment Purchase: Two large floor fans.

August 2026

Security: Replacement sounder base for smoke detector in main hall.

Electrical PAT Test/Repairs: Installation of outdoor socket and annual emergency lighting test.

September 2026

Equipment Purchase: Two disabled parking signs and paint for building maintenance.

Revenue - 2026-2027

APPENDIX 8a

SHEET 5. REVENUE	Estimated	Income	Over/Under	July	Aug	Sept
Precept	£ 336,715.00	£ 336,715.00	£ -			
Admin	£ -		£ 12,370.33	£65.83	£0.00	
Bob Whiley Centre	£ 9,000.00	£ 3,991.02	£ 5,008.98	£696.00	£885.00	£147.00
Pavilion	£ 12,000.00	£ 6,653.25	£ 5,346.75	£1,321.00	£450.00	£1,351.75
Bank Interest	£ 1,500.00	£ 393.16	£ 1,106.84			
VAT	£ -	£ 4,542.99	£ 4,542.99	£2,673.20		
Refunds	£ -	£ 41.89	£ 41.89	£41.89		
Totals	£ 359,215.00	£ 352,337.31	£ 5,492.64	£4,797.92	£1,335.00	£1,498.75

Income

July 2026

Admin -£65.83 to be transferred to the Mayor's Charity Fund 2025/26.

Refunds - Credit of £41.89 received from the water supplier and reallocated to the Water Rates/Sewerage budget.

2026/27

QUARTERLY BUDGET SUMMARY 2026/27

BUDGET SUMMARY		BUDGET	SPEND	FORECAST	FORECAST UNDER /	EXPLANATION OF FORECAST
COST CENTRE 1		2026/27	TO DATE	OUT TURN	OVER SPEND	UNDER / OVER SPEND
Staffing		£171,000.00	£80,438.00	-£168,147.00	£2,853.00	
TOTAL EXPENDITURE		£171,000.00	£80,438.00	-£168,147.00	£2,853.00	
COST CENTRE 2		BUDGET	SPEND	FORECAST	FORECAST UNDER /	
ADMINISTRATION		2026/27	TO DATE	OUT TURN	OVER SPEND	
Combined Insurance		£7,427.00	£6,849.00	-£6,849.00	£578.00	
Auditor Internal / External		£2,570.00	£1,898.00	-£2,398.00	£172.00	
Professional Fees		£3,000.00	£0.00	£0.00	£3,000.00	
Conference / Training		£4,500.00	£0.00	-£2,500.00	£2,000.00	
Printing /Stationery /photocopier		£2,100.00	£903.00	-£2,100.00	£0.00	
Annual Report / Advertising		£200.00	£0.00	-£100.00	£100.00	
Event Committee		£4,000.00	£1,500.00	-£4,000.00	£0.00	
Donations/Grant Aid		£5,000.00	£2,100.00	-£1,100.00	£3,900.00	
Telephones / Internet		£1,850.00	£735.00	-£1,708.00	£142.00	
Mobile Telephones		£350.00	£80.00	-£280.00	£70.00	
Hospitality		£150.00	£17.00	-£150.00	£0.00	
Annual Subscriptions		£2,122.00	£1,313.00	-£1,774.00	£348.00	
HR Support		£5,500.00	£3,975.00	-£4,500.00	£1,000.00	
Licenses		£1,150.00	£964.00	-£1,000.00	£150.00	
Building / Office Equipment		£400.00	£76.00	-£400.00	£0.00	
Democratic Services		£14,597.00	£12,231.00	-£13,231.00	£1,366.00	
Elections		£7,000.00	£0.00	£0.00	£7,000.00	
Mileage		£400.00	£204.00	-£400.00	£0.00	
Staff Uniforms / PPE		£400.00	£174.00	-£350.00	£50.00	
Remembrance Wreath		£60.00	£0.00	-£60.00	£0.00	
Council Promotions		£200.00	£150.00	-£150.00	£50.00	
Petty Cash		£300.00	£0.00	-£300.00	£0.00	
Bank Charges		£300.00	£106.00	-£300.00	£0.00	
Payroll / Accounts		£1,300.00	£456.00	-£1,000.00	£300.00	
Computer Support / website provisio		£2,450.00	£150.00	-£1,500.00	£950.00	
Ground Maintenance Open Space		£21,000.00	£12,169.00	-£23,461.00	-£2,461.00	
KVH Dilapidations		£11,643.00	£11,643.00	-£11,643.00	£0.00	
General Reserves		£12,000.00	£3,750.00	-£3,750.00	£8,250.00	
TOTAL EXPENDITURE		£111,969.00	£61,443.00	-£85,004.00	£26,965.00	

Over spend on Ground Maintenance
Expenditure includes the removal of three trees identified by KMBC as presenting health & Safety concerns

Over spend on Ground Maintenance -
Expenditure includes the removal of
three trees identified by KMBC as
presenting health & Safety concerns

**COST CENTRE 4
BOB WHILEY CC**

	BUDGET 2026/27	SPEND TO DATE	FORECAST OUT TURN	FORECAST UNDER / OVER SPEND
Gas	£4,500.00	£1,091.00	£3,255.00	£1,245.00
Electricity	£4,000.00	£1,782.00	£3,067.00	£933.00
Water rates/sewerage	£680.00	£284.00	£500.00	£180.00
Annual Water Testing	£758.00	£778.00	£778.00	£20.00
Business Rates	£4,300.00	£2,099.00	£4,199.00	£101.00
Security	£2,200.00	£953.00	£1,544.00	£656.00
Cleaning Materials	£400.00	£164.00	£388.00	£12.00
Repairs / Maintenance	£3,000.00	£139.00	£2,000.00	£1,000.00
Refuse Collection	£900.00	£355.00	£675.00	£225.00
Heating Maintenance / Repairs	£1,600.00	£0.00	£300.00	£1,300.00
Electrical PAT Test / Repairs	£1,400.00	£0.00	£1,204.00	£196.00
Pest Control	£100.00	£0.00	£0.00	£100.00
Equipment Maintenance	£300.00	£44.00	£200.00	£100.00
Equipment Purchase	£300.00	£138.00	£300.00	£0.00
TOTAL EXPENDITURE	£24,438.00	£7,827.00	£18,410.00	£6,028.00

Unforeseen Price increase

**COST CENTRE 5
COMMUNITY PAVILION**

	BUDGET 2026/27	SPEND TO DATE	FORECAST OUT TURN	FORECAST UNDER / OVER SPEND
Gas	£6,757.00	£2,141.00	£5,000.00	£1,757.00
Electricity	£4,000.00	£1,755.00	£3,464.00	£536.00
Water rates/sewerage	£765.00	£426.00	£765.00	£0.00
Annual Water Testing	£760.00	£778.00	£778.00	£18.00
Business Rates	£5,700.00	£3,222.49	£5,371.00	£329.00
Security	£1,780.00	£747.00	£1,202.00	£578.00
Cleaning Materials	£400.00	£216.00	£400.00	£0.00
Repairs / Maintenance	£2,750.00	£278.00	£1,500.00	£1,250.00
Refuse Collection	£876.00	£426.00	£850.00	£26.00
Heating Maintenance / Repairs	£2,000.00	£1,159.00	£1,500.00	£500.00
Electrical PAT Test / Repairs	£1,500.00	£300.00	£1,200.00	£300.00
Pest Control	£100.00	£0.00	£0.00	£100.00
Equipment Maintenance	£1,000.00	£0.00	£800.00	£200.00
Equipment Purchase	£850.00	£149.00	£800.00	£50.00
Leasing Hygiene Equipment	£370.00	£250.00	£300.00	£70.00
TOTAL EXPENDITURE	£29,608.00	£11,947.49	£23,930.00	£5,678.00

Unforeseen Price increase

SPECIFIC RESERVES	Carried Over		TO DATE		OUT TURN		FORECAST UNDER /	
	2026/2027						OVER SPEND	
Furniture, Fixtures & Fittings	£3,300.00		£0.00		£0.00		£0.00	
Elections	£6,000.00		£0.00		£0.00		£0.00	
MUGA	£18,000.00		£0.00		£0.00		£0.00	
Signage / Notice Boards	£4,170.00		£0.00		£0.00		£0.00	
Staff Contingency	£2,500.00		£0.00		£0.00		£0.00	
War Memorial	£7,500.00		£0.00		£0.00		£0.00	
IT Support / Website	£9,500.00		£0.00		£0.00		£0.00	
Longview/Hillside Capital project	£45,000.00		£0.00		£0.00		£0.00	
TOTAL EXPENDITURE	£95,970.00		£0.00		£0.00		£0.00	

INCOME DETAILS	BUDGET		INCOME		FORECAST		FORECAST UNDER /	
	2026/27		TO DATE		OUT TURN		OVER SPEND	
Precept	£336,715.00		£336,715.00		£336,715.00		£0.00	
Bank Interest	£1,500.00		£393.16		£700.00		£900.00	
Lettings	£21,000.00		£10,644.00		£21,000.00		£21,000.00	
TOTAL INCOME	£359,215.00		£347,752.16		£358,415.00		£21,900.00	

SUMMARY	BUDGET		INCOME		FORECAST		FORECAST UNDER /	
	2026/27		TO DATE		OUT TURN		OVER SPEND	
Staffing	£171,000.00		£80,438.00		-£168,147.00		£2,853.00	
Administration	£111,969.00		£61,443.00		-£85,004.00		£26,965.00	
Bob Whitley Centre	£24,438.00		£7,827.00		-£18,410.00		£6,028.00	
Community Pavilion	£29,608.00		£11,847.49		-£23,930.00		£5,678.00	
Specific Reserves	£22,200.00		£0.00		£0.00		£22,200.00	
TOTAL	£359,215.00		£161,555.49		-£295,491.00		£63,724.00	

Bank Statement 30 September 2026

Unity Trust Bank-Current Account £149,383
 Unity Trust Bank-Instant Access £85,325
 Unity Trust Bank-32 Days Notice Account £150,351
 Hampshire Trust Bank- fixed Term Account £140,010
 United Trust Bank - 1 Year Business Account £50,001
 Beverly Building Society £100,000
 Total **£675,070**

Total under Spend £63,724.00
 Total Income £21,700.00
 £85,424.00

KNOWSLEY TOWN COUNCIL

BANK RECONCILIATION AS AT 30/04/2026

Month-end date

30/04/2026

Month start date (automatic)

01/04/2026

PART A – CASHBOOK				£
Opening balance at 01/04/2026		Last month's closing cashbook balance	£486,122.94	
Add: receipts to 30/04/2026		From bank statement/Cashbook	£340,728.70	
Less: payments to 30/04/2026		From bank statement/Cashbook	£56,200.52	
Add: credit interest (Instant Access Account)		From bank statement		
Closing cashbook balance at 30/04/2026				£770,651.12
PART B – BANK AND CASH BALANCES				
Current Account No. 20475800		Per statement	£610,781.12	
Instant Access Account No. 20536583		Per statement	£74,570.00	
32 Days' Notice Account No. 20557054		Per statement	-	
Beverley Building Society – Account No. 9750/00109/8		Per statement	£85,000.00	
Petty cash held		Petty cash count	£300.00	
Total per statements				£770,651.12
PART C – RECONCILIATION CHECK				
Closing cashbook balance (Part A)				£770,651.12
Adjusted bank and cash balance (Part B)				£770,651.12
Difference (should be nil)				-
Status				RECONCILED
SIGN-OFF				
	Name	Signature	Date	
Prepared by: Jane Thomas – Town Clerk and RFO	J Thomas	<i>J Thomas</i>	02/05/2026	

KNOWSLEY TOWN COUNCIL BANK RECONCILIATION AS AT 31/05/2026

Month-end date

Month start date (automatic)

31/05/2026
01/05/2026

PART A – CASHBOOK			£
Opening balance at 01/05/2026		Last month's closing cashbook balance	£770,651.12
Add: receipts to 31/05/2026		From bank statement/Cashbook	£13,098.93
Less: payments to 31/05/2026		From bank statement/Cashbook	£146,075.51
Add: funds (Instant Access Account)		From bank statement	£10,557.00
Add: funds (32 Days' Notice Account)		From bank statement	£100,000.00
Add: funds (Beverley Building Society)			£15,000.00
Closing cashbook balance at 31/05/2026			£763,231.54
PART B – BANK AND CASH BALANCES			
Current Account No. 20475800		Per statement	£477,804.54
Instant Access Account No. 20536583		Per statement	£85,127.00
32 Days' Notice Account No. 20557054		Per statement	£100,000.00
Beverley Building Society – Account No. 9750/00109/8		Per statement	£100,000.00
Petty cash held		Petty cash count	£300.00
Total per statements			£763,231.54
PART C – RECONCILIATION CHECK			
Closing cashbook balance (Part A)			£763,231.54
Adjusted bank and cash balance (Part B)			£763,231.54
Difference (should be nil)			
Status			RECONCILED
SIGN-OFF			
	Name	Signature	Date
Prepared by: Jane Thomas – Town Clerk and RFO	J Thomas	<i>J Thomas</i>	01/06/2026

KNOWSLEY TOWN COUNCIL

BANK RECONCILIATION AS AT 30/06/2026

Month-end date

30/06/2026

Month start date (automatic)

01/06/2026

PART A – CASHBOOK				£
Opening balance at 01/06/2026		Last month's closing cashbook balance	£763,231.54	
Add: receipts to 30/06/2026		From bank statement/Cashbook	£3,314.17	
Less: payments to 30/06/2026		From bank statement/Cashbook	£84,386.68	
Add: funds (Instant Access Account)			£825.41	
Add: funds (32 Days' Notice Account)			£50,351.37	
Minus: (Instant Access Account)			£693.16	
Closing cashbook balance at 30/06/2026				£732,642.65
PART B – BANK AND CASH BALANCES				
Current Account No. 20475800		Per statement	£396,732.03	
Instant Access Account No. 20536583		Per statement	£85,259.25	
32 Days' Notice Account No. 20557054		Per statement	£150,351.37	
Beverley Building Society – Account No. 9750/00109/8		Per statement	£100,000.00	
Petty cash held		Petty cash count	£300.00	
Total per statements				£732,642.65
PART C – RECONCILIATION CHECK				
Closing cashbook balance (Part A)				£732,642.65
Adjusted bank and cash balance (Part B)				£732,642.65
Difference (should be nil)				-
Status				RECONCILED
SIGN-OFF				
	Name	Signature	Date	
Prepared by: Jane Thomas – Town Clerk and RFO	J Thomas	<i>J Thomas</i>	10/07/2026	

KNOWSLEY TOWN COUNCIL
BANK RECONCILIATION AS AT 31/07/2026

Month-end date

Month start date (automatic)

31/07/2026
01/07/2026

PART A – CASHBOOK		£
Opening balance at 01/07/2026	Last month's closing cashbook balance	£732,642.65
Add: receipts to 31/07/2026	From bank statement/Cashbook	£4,797.92
Less: payments to 31/07/2026	From bank statement/Cashbook	£161,421.33
Add: funds (Instant Access Account)		£65.83
Add: funds (Hampshire Trust Bank)		£140,010.00
Minus: (Instant Access Account)		-
Closing cashbook balance at 31/07/2026		£716,095.07
PART B – BANK AND CASH BALANCES		
Current Account No. 20475800	Per statement	£240,108.62
Instant Access Account No. 20536583	Per statement	£85,325.08
32 Days' Notice Account No. 20557054	Per statement	£150,351.37
Hampshire Trust Bank No. 20872016	Per statement	£140,010.00
Beverley Building Society – Account No. 9750/00109/8	Per statement	£100,000.00
Petty cash held	Petty cash count	£300.00
Total per statements		£716,095.07
PART C – RECONCILIATION CHECK		
Closing cashbook balance (Part A)		£716,095.07
Adjusted bank and cash balance (Part B)		£716,095.07
Difference (should be nil)		-
Status		RECONCILED
SIGN-OFF		
Prepared by: Jane Thomas – Town Clerk and RFO	Name	Signature
	J Thomas	<i>J Thomas</i>
		Date
		10/08/2026

KNOWSLEY TOWN COUNCIL BANK RECONCILIATION AS AT 31/08/2026

Month-end date

31/08/2026

Month start date (automatic)

01/08/2026

PART A – CASHBOOK		£	
Opening balance at 01/08/2026		Last month's closing cashbook balance	£716,095.07
Add: receipts to 31/08/2026		From bank statement/Cashbook	£1,335.00
Less: payments to 31/08/2026		From bank statement/Cashbook	£16,362.11
Add: funds (Instant Access Account)			
Add: funds (Hampshire Trust Bank)			
Minus: (Instant Access Account)			
Closing cashbook balance at 31/08/2026			£701,067.96
PART B – BANK AND CASH BALANCES			
Current Account No. 20475880		Per statement	£225,081.51
Instant Access Account No. 20536583		Per statement	£85,325.08
32 Days' Notice Account No. 20557054		Per statement	£150,351.37
Hampshire Trust Bank No. 20872016		Per statement	£140,010.00
Beverley Building Society – Account No. 9750/00109/8		Per statement	£100,000.00
Petty cash held		Petty cash count	£300.00
Total per statements			£701,067.96
PART C – RECONCILIATION CHECK			
Closing cashbook balance (Part A)			£701,067.96
Adjusted bank and cash balance (Part B)			£701,067.96
Difference (should be nil)			-
Status			RECONCILED
SIGN-OFF			
	Name	Signature	Date
Prepared by: Jane Thomas – Town Clerk and RFO	J Thomas	<i>J Thomas</i>	10/09/2026

KNOWSLEY TOWN COUNCIL BANK RECONCILIATION AS AT 30/09/2026

Month-end date

Month start date (automatic)

30/09/2026
01/09/2026

PART A – CASHBOOK				£
Opening balance at 01/09/2026		Last month's closing cashbook balance	£701,067.96	
Add: receipts to 30/09/2026		From bank statement/Cashbook	£1,714.75	
Less: payments to 30/09/2026		From bank statement/Cashbook	£77,413.69	
Add: funds (Instant Access Account)				
Add: funds (United Trust Bank)			£50,001.00	
Minus: (Instant Access Account)			-	
Closing cashbook balance at 30/09/2026				£675,370.02
PART B – BANK AND CASH BALANCES				
Current Account No. 20475880		Per statement	£149,382.57	
Instant Access Account No. 20536583		Per statement	£85,325.08	
32 Days' Notice Account No. 20557054		Per statement	£150,351.37	
Hampshire Trust Bank No. 20872016		Per statement	£140,010.00	
United Trust Bank Account No.20277134		Per statement	£50,001.00	
Beverley Building Society – Account No. 9750/00109/8		Per statement	£100,000.00	
Petty cash held		Petty cash count	£300.00	
Total per statements				£675,370.02
PART C – RECONCILIATION CHECK				
Closing cashbook balance (Part A)				£675,370.02
Adjusted bank and cash balance (Part B)				£675,370.02
Difference (should be nil)				-
Status				RECONCILED
SIGN-OFF				
	Name	Signature	Date	
Prepared by: Jane Thomas – Town Clerk and RFO	J Thomas	J Thomas	07/10/2026	

KNOWSLEY TOWN COUNCIL

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

Meeting: 15 October 2026

Report Verbal report of the Vice-Chair Cllr N Joseph

Community Orchard Meadow Park - Outside Electricity Point

1 PURPOSE OF THE REPORT:

To receive an update from the Vice-Chair and consider two alternative electricity-supply options for Meadow Park Orchard before making a recommendation to Full Council.

2 RECOMMENDATIONS FOR MEMBERS:

- a) Note the Vice-Chair's verbal update.
- b) Consider the permanent and temporary options at Appendices 9a and 9b.
- c) Recommend a preferred option, or no works at this stage, to Full Council.
- d) Request the conditions in section 4 to be confirmed before any order is placed.

3 OPTIONS:

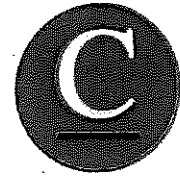
Option	Supply	Main features	Ex VAT	Inc VAT
Option 1	Permanent supply	SWA cable, meter, groundworks and ducting, making good, and an outdoor connection unit near the tree. Supply from the school's local consumer unit.	£3,280.00	£3,936.00
Option 2	Temporary supply	230V flex cable, meter, catenary cable and posts above the tree line, and a 16A commando connection unit near the tree. Supply from the school's local consumer unit.	£1,464.00	£1,756.80

4 MATTERS TO CONFIRM:

Before work starts, the Council should obtain written permission for connection to the school's consumer unit and agree on metering, electricity charges, access, ownership and maintenance responsibilities. The contractor should also confirm the quotation validity, programme, warranties, testing and electrical certification. For the temporary option, the expected lifespan and any removal, storage, repeat-installation or inspection costs should be clarified.

5 APPENDICES: 9A Permanent Supply Quotation and 9B Temporary Supply Quotation

Jane Thomas Clerk of the Council and Responsible Financial Officer



Meadow Park Orchard

Quotation

For works at above address;

- For the permanent supply including;
 - SWA
 - Meter
 - Groundworks including ducting install
 - Making good
 - Outdoor connection unit near tree
 - Fed via local consumer unit In school

For the sum of £3280.00

All prices above are exclusive of V.A.T which will be charged at the standard rate of 20%.

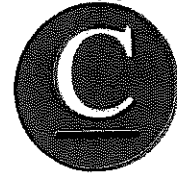
All works to be carried out by approved electricians, fully conversant with B.S.7671 2008 (I.E.E Wiring Regulations 18th Edition).

We hope this meets with your requirements, if you require any further information, please do not hesitate to contact us.

Yours sincerely

N ENGLAN





Meadow Park Orchard

Quotation

For works at above address;

- For the temporary supply including;
 - 230v flex cable
 - Meter
 - Catenary cable and posts above tree line
 - 16a commando connection unit near tree
 - Fed via local consumer unit In school

For the sum of £1464.00

All prices above are exclusive of V.A.T which will be charged at the standard rate of 20%.

All works to be carried out by approved electricians, fully conversant with B.S.7671 2008 (I.E.E Wiring Regulations 18th Edition).

We hope this meets with your requirements, if you require any further information, please do not hesitate to contact us.

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