



KNOWSLEY TOWN COUNCIL

Bob Whiley Community Centre,
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Dated 8 of October 2026

To the Mayor and Members of Knowsley Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND a meeting of
Knowsley Town Council, to be held on Thursday 15 October 2026
in Community Room One, Community Pavilion, Pool Hey,
Stockbridge Village, commencing at 7.15 p.m.**


Jane Thomas
Clerk of the Council

AGENDA

1. **APOLOGIES**
2. **PUBLIC OPEN FORUM**
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 COUNCIL MEETING**

To **APPROVE** and **SIGN** the Minutes of the Town Council Meeting held on Thursday 17 September 2026. **(Pages 1-5)**

5. **REPORTS FROM MEMBERS**

To receive verbal reports from elected members who have represented the Town Council on outside bodies.

6. **ANNOUNCEMENTS FROM THE MAYOR**

To receive announcements from the Mayor. **FOR INFORMATION ONLY.**

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

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

8. **PLANNING NOTIFICATIONS**

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council. **(Pages 6 - 7)**

9. **FINANCIAL MATTERS (JULY TO SEPTEMBER 2026)**

To **RECEIVE** a verbal report from the Chairperson of the Town Council's Finance and General Purposes Committee relating to the payments and receipts for the period July to September 2026, the second quarterly budget report and Bank reconciliation for April to September, as presented by the Clerk of the Council. **Appendix 9a: Payments & Income July to September 2026. Appendix 9b: Second Quarterly Budget Report . Appendix 9c: Bank Reconciliation from April to September 2026 (Pages 8 – 22)**

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

To **CONSIDER** and **APPROVE** the Town Council's Effectiveness of the Internal Audit. **Appendix 10a: Review of Knowsley Town Council's Effectiveness of the Internal Audit. (Pages 23 –24)**

11. **MODEL PUBLICATION SCHEME 2026**

To **CONSIDER** the revised Model Publication Scheme 2026 as presented by the Clerk of the Council. **(Pages 25 – 31)**

12. **Community Orchard Meadow Park - Outside Electricity Point**

To **RECEIVE** verbal report from the vice-chair of the Finance and General Purposes Committee and decide whether to approve a permanent or temporary electricity supply at Community Orchard Meadow Park.

Appendix 12a: Permanent Supply Quotation, Appendix 12b: Temporary Supply Quotation. (Pages 32 – 35)

13. **REMEMBRANCE SUNDAY SERVICES –8 NOVEMBER 2026**

To **APPOINT** representatives to attend the Remembrance Sunday Services. (*Page 36*)

14. **CHRISTMAS 2026 / NEW YEAR 2027 CLOSURE**

To **CONSIDER** a report from the Clerk of the Council. (*Pages 37- 38*)

KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15 October 2026

Report of the Clerk of the Council and Responsible Financial Officer

COUNCIL MEETING MINUTES

1. PURPOSE OF REPORT:

To **CONSIDER** the minutes of the previous Town Council Meeting of the Town Council held on Thursday 17 September 2026 whether the attached minutes are a true and correct record and to be signed by the Mayor.

2. RECOMMENDATIONS:

Members are asked to:

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

3. REPORT:

Appendix 4a provides a copy of the minutes of the Town Council Meeting held on Thursday 18 June 2026.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of Knowsley Town Council was held on
Thursday 17 September 2026, in Community Room One, Community Pavilion,
Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENTATIONS

Prior to the commencement of the formal business of the meeting, the Town Mayor presented the Maureen Clunen Award to Luke Middleton MPCO, in recognition of his hard work and contribution within the local community.

Luke nominated Stocky Wizz Kidz as his chosen community group and representatives of the group were presented with a cheque for £750.

The Town Mayor for the 2025/26 Municipal Year, Cllr D Baum, presented a cheque for £300 from his Mayor's Charity Fund to representatives of HIYA (Huyton Initiative for Youth Activities), one of the charities selected to benefit from funds raised during his Mayoral year.

Further donations from the Mayor's Charity Fund will be presented to Jackson Gardens Committee and Friends of Knowsley Rec and Green Spaces at a future meeting.

PRESENT

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

Officers: Jane Thomas (Clerk of the Council) &, Louise Harrison (Admin Officer)

APOLOGIES

Councillors: I Smith.

76. PUBLIC OPEN FORUM

No questions were received from members of the public.

77. DECLARATIONS OF INTEREST

There were no declaration of interest.

78. MINUTES OF THE PREVIOUS COUNCIL MEETING

Members considered the minutes of the Town Council Meeting held on Thursday 16 July 2026.

Three Members raised concerns regarding Minute 63 – Motion: Funding for Accessible Pathway-Knowsley Recreation Ground.

It was **RESOLVED** that the minutes of the Town Council Meeting held on Thursday 16 July 2026 be agreed as a true record and signed by the Mayor.

Moved by Cllr D Baum and seconded by Cllr B Donnelly.

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79. **MINUTES OF THE COMMITTEES**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Human Resources Committee Meeting held on Thursday 23 July 2026, and the Events Committee meeting held on Wednesday 26 August 2026, be agreed as true records and signed by the Chairperson of the Committees.

Moved by Cllr N Joseph and seconded by Cllr B Donnelly.

80. **REPORTS FROM MEMBERS**

Cllr Neil Joseph updated Members regarding the proposed outdoor electrical power point at Meadow Park Community Orchard.

Cllr Joseph advised that he had arranged a meeting for the following week, on a date to be confirmed, with representatives of Cottrell's Electrician and the School Business Manager.

Members were advised that an alternative option had been identified which would still provide an external electrical power point but would connect to the main school building via a nearby access point.

Cllr Joseph advised that this option could potentially result in a significant cost saving to the Town Council.

Cllr Joseph would update the Clerk following the meeting.

81. **ANNOUNCEMENTS FROM THE MAYOR**

The Mayor informed Members that he and his family had recently visited Meadow Park Community Orchard in their capacity as local residents.

The Mayor praised Cllr Neil Joseph for the considerable time and effort he had put into the Orchard and commented positively on the work being undertaken and the quality of the produce being grown.

The Mayor also updated Members on the Stockbridge Village Community Music & Arts Festival, which he had opened alongside former professional footballer David Fairclough.

Members noted that the event had been well attended and a great success with positive feedback from local residents.

Cllr O'Keeffe thanked Flourish & Succeed CIC, for their hard work in organising the event and thanked the Town Council for its sponsorship.

Members welcomed the success of the event and expressed the hope that it could become an annual event and continue to develop in future years.

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

There were no announcements from the Clerk of the Town Council.

83. **PLANNING NOTIFICATIONS**

The following planning applications were considered by members:

26/00351/FUL, 22/00069/NMA1, 26/00386/FUL,

26/00334/TCA, 26/00340/FUL.

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

Cllr Baum inquired whether any further information had been received regarding concerns previously raised about potentially unregistered children's homes.

Cllr Wynn confirmed that no response had yet been received from the Borough Council.

84. **COMPLETION OF THE EXTERNAL AUDIT – YEAR END 31 MARCH 2026**

Members considered the report of the External Auditor for the Financial Year Ended 31 March 2026.

Members welcomed the outcome of the External Audit and expressed their appreciation to the Clerk for her work in preparing for the audit and for her work throughout the year.

It was **UNANIMOUSLY RESOLVED** that the External Auditor's Report for the year ended 31 March 2026 be approved and accepted by the Town Council.

85. **APPOINTMENT OF INTERNAL AUDITOR FOR 2026/27**

Members considered the report regarding the appointment of the Town Council's Internal Auditor for the 2026/27 financial year.

It was **RESOLVED** that the recommendations contained within the report be approved.

86. **RISK ASSESSMENT 2026/27**

Members considered the Corporate Risk Register for 2026/27 as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** to:

a) **APPROVE** the Corporate Risk Register 2026/27

b) **CONFIRM** the council has assessed the risks it faces and has taken the appropriate steps to manage those risks.

Moved by Cllr N Joseph and seconded by Cllr B Donnelly.

87. **A REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL FINANCIAL CONTROLS**

The Accounts and Audit Regulations (2015) (Section 6) requires smaller authorities, each financial year, to undertake a review of the effectiveness of their systems of internal financial controls and to prepare an annual governance statement in accordance with proper practices in relation to the Town Council's accounts.

Following consideration of a written report submitted by the Clerk of the Council, it was

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UNANIMOUSLY RESOLVED the review undertaken of the effectiveness of its systems of internal financial controls for the year 2026/2027.

Moved by Cllr N Joseph and seconded by Cllr B Donnelly.

88. EVENTS COMMITTEE MEMBERSHIP

Members considered the report regarding the resignation of Cllr Mark Burke from the Events Committee and the future membership of the Committee.

The Chair of the Events Committee expressed regret at Cllr Burke's resignation and advised that his contribution to the Committee would be missed.

Members discussed whether another Member should be appointed to the vacant position.

Following consideration, it was **RESOLVED** that the matter be deferred and brought back to the next meeting of the Town Council in October 2026.

The meeting closed at 8.10 p.m.

Date: 17 September 2026

Signed.....

**Cllr J Donnelly
Mayor of the Town Council**

KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15 October 2026

Report of the Clerk of the Council and Responsible Financial Officer

PLANNING APPLICATION

1. PURPOSE OF REPORT:

The purpose of this report is to seek Members' observation and comments, if any, on the planning applications received from KMBC relating to the Township.

2. MEMBERS ARE REQUESTED TO:

- a) Note the report.
- b) Provide any observations or comments on the applications listed in the report.

3. REPORT:

3.1 Knowsley Town Council is a statutory consultee in relation to planning application within the Township.

3.2 The table below details validated planning applications recently advised by the planning authority (KMBC) and upon which Members' observations and comments, if any, are sought.

3.3 Any additional planning will be added.

4. PLANNING NOTIFICATIONS RECEIVED FROM KNOWSLEY METROPOLITAN BOROUGH COUNCIL

<i>App No.</i>	<i>Development</i>	<i>Applicant</i>	<i>Location</i>	<i>Case Officer</i>
26/00440/CLD	Certificate of lawful development for the erection of a proposed rear dormer extension and the installation of 2no. Rooflights to the front roof-plane	Mr Matthew Furlong	11 Singleton Drive Knowsley Village Knowsley	Louise Robinson
18/00735/NMA	Non-material amendments following the grant of planning permission 18/00735/ful (erection of 27no dwellings comprising 7no two-bedroomed houses and 20no	Built Group Ltd	Former Site Of Longview Social Club Lyme Grove Huyton	Lee Osborne

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	one-bedroomed apartments, and associated development - amendments sought to: - reduce ridge heights and eaves levels. - enlarge windows - change first floor 'doors' to windows. - increase internal road width. - amendments to road alignment and parking layout. - additional site planting. - boundary treatment changes to open up the site visually. - relocation of 1 no cycle storage structure.			
26/00457/TEL	Prior approval determination for the installation of a 20m monopole tower (removal of the existing 15m monopole) together with ancillary development thereto	EE Ltd and Hutchins on 3G UK Ltd	Land Adjacent To School Lane To Rear Of Peter Gilding And Co Ltd Caddick Road Knowsley Business Park	To be allocated

KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of Knowsley Town Council

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 consider the Council's financial records and budget position for the six months ended 30 September 2026, following review by the Finance and General Purposes Committee.

2. RECOMMENDATIONS FOR MEMBERS

- a) **NOTE** £3,750 relates to a previously approved commitment and not a new item of expenditure
- b) **APPROVE** the bank reconciliations for April to September 2026.
- c) **RECEIVE** and **NOTE** the schedules of payments and receipts for July to September 2026.
- d) **APPROVE** the Second Quarter Budget Report as of 30 September 2026.
- e) **AGREE** any actions arising from the financial information presented.

3. REPORT

- 3.1. The Finance and General Purposes Committee reviewed the financial papers on 15 October 2026, and its recommendations will be reported to Full Council.
- 3.2. 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).
- 3.3. The contribution forms part of the required match funding arrangement, with the council's contribution being matched by KMBC.

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- 3.4. 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.
- 3.5. 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 9a - Payments and receipts for July to September 2026

Appendix 9b – Second Quarter Budget Report as of 30 September 2026

Appendix 9c - Bank reconciliations for April to September 2026.

Jane Thomas - Clerk of the Council and Responsible Financial Officer

Expenditures
2026-2027 Administration

SHEET 1. ADMINISTRATION				INCREASED SPENDS			
	BUDGET	USED	BALANCE	July	Aug	Sept	
Staffing Costs	£ 171,000.00	£ 80,437.60	£ 90,562.40	£ 13,809.61	£9,770.00	£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	£ 282,989.00	£ 141,880.94	£ 141,088.06	£ 17,369.69	£14,140.13	£25,022.05	

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: Thired £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.

Expenditures 2026-2027 Bob Whiley Centre

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 SPENDSJuly 2026Water 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 2026Repairs/Maintenance: Purchase of weed killer, paint and filler for building maintenance works.

Expenditures 2026-2027 Community Pavilion

SHEET 3.COMMUNITY PAVILION							INCREASED SPENDS			
	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				

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

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.

QUARTERLY BUDGET SUMMARY 2026/27

BUDGET SUMMARY
COST CENTRE 1

BUDGET
2026/27

BUDGET
2026/27

SPEND
TO DATE

FORECAST
OUT TURN

FORECAST UNDER /
OVER SPEND

EXPLANATION OF FORECAST
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 provision	£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

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	£11,847.49	-£23,930.00	£5,678.00

Unforeseen Price increase

SPECIFIC RESERVES	Carried Over 2026/2027	TO DATE	OUT TURN	FORECAST UNDER / 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 2026/27	INCOME TO DATE	FORECAST OUT TURN	FORECAST UNDER / 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 2026/27	INCOME TO DATE	FORECAST OUT TURN	FORECAST UNDER / OVER SPEND
Staffing	£171,000.00	£80,438.00	-£83,650.00	£87,350.00
Administration	£111,969.00	£61,443.00	-£1,100.00	£110,869.00
Bob Whiley Centre	£24,438.00	£7,827.00	£0.00	£24,438.00
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	-£108,680.00	£250,535.00

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 £250,535.00
 Total Income £21,700.00
 £272,235.00

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

Month-end date

30/09/2026

Month start date (automatic)

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	<i>J Thomas</i>	07/10/2026

KNOWSLEY TOWN COUNCIL

BANK RECONCILIATION AS AT 31/08/2026

Month-end date

Month start date (automatic)

31/08/2026
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 31/07/2026

Month-end date

31/07/2026

Month start date (automatic)

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			
	Signature	Date	
Prepared by: Jane Thomas – Town Clerk and RFO	J Thomas	<i>J Thomas</i>	10/08/2026

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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 31/05/2026

Month-end date

31/05/2026

Month start date (automatic)

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	

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KNOWSLEY TOWN COUNCIL

BANK RECONCILIATION AS AT 30/04/2026

Month-end date

Month start date (automatic)

30/04/2026

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

To: The Mayor and Members of the Town Council

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' approval the Review of the effectiveness of the 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) **APPROVE** Appendix 10a.
- 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 10a 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 10a: 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 Mayor and Members of the Town Council

Meeting: 15 October 2026

Report of the Clerk of the Council and Responsible Financial Officer

MODEL PUBLICATIONSCHEME 2026 - 2027

1. PURPOSE OF REPORT:

The Information Commissioner changed the emphasis in the approval and operation of the council publication schemes to generic model. This has been in operation since January 2008, and the town council has fully complied with this duty.

The model publication scheme should be reviewed on an annual basis.

2. MEMBERS ARE RECOMMENDED TO:

- a) **APPROVE** the Model Publication Scheme 2026/27 for Knowsley Town Council.
- b) **NOTE** the information available from Knowsley Town Council under the Model Publication Scheme 2026/27 both documents be posted on the Town Council's website before 1 January 2027.
- c) The Town Council reviews the Model Publication Scheme in November 2027.

3. REPORT:

- a) Model Publication Scheme 2026/27.
- b) Information available from Knowsley Town Council under the scheme.

4. APPENDICES:

Appendix 11a - Model Publication Scheme 2026/27

Appendix 11b - Information available from Knowsley Town Council under the scheme

Jane Thomas – Clerk of the Council and Responsible Finance Officer



MODEL PUBLICATION SCHEME 2026-2027

This Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by Knowsley Town Council without further approval and will be valid until further notice.

This Publication Scheme commits Knowsley Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes on information mentioned below, where this information is held by Knowsley Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits Knowsley Town Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Knowsley Town Council and falls within the classifications below.
- specify the information which is held by Knowsley Town Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this Scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information that Knowsley Town Council makes available under this Scheme.
- produce a schedule of any charges charged for access to information which is made proactively available.
- make this Publication Scheme available to the public.

CLASSES OF INFORMATION:

- **Who we are and what we do:** organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it:** financial information relating to the projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing:** strategy and performance information, plans, assessments, inspections, and reviews.
- **How we make decisions:** policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures:** current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** information held in registers required by law and other lists and registers relating to the functions of Knowsley Town Council.
- **The services we offer:** advice and guidance, booklets and leaflets, transactions and media releases, descriptions of services offered.

THE CLASSES OF INFORMATION WILL NOT GENERALLY INCLUDE:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE:

Knowsley Town Council will indicate clearly to the public what information is covered by this Scheme and how it can be obtained.

Where it is within the capacity of Knowsley Town Council, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, Knowsley Town Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person. Where this matter is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Knowsley Town Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME:

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Knowsley Town Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may also be made for information provided under this Scheme where they are legally authorised and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may be made for actual disbursements incurred such as:

- photocopying.
- postage and packing.
- the costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS:

Information held by Knowsley Town Council that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

INFORMATION AVAILABLE FROM KNOWSLEY TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

2026 - 2027

Information to be published	How the information can be obtained	Cost
Class 1: Who We Are And What We Do		
Who's who on the Town Council and it's Committees	Website	Free
Contact details for Town Clerk and Council Members	Website	Free
Location of Town Council offices and accessibility details	Website	Free
Staffing structure	Website	Free
Representatives to outside bodies	Website	Free
Class 2: What We Spend And How We Spend It		
Annual Return and report by auditor	Website	Free
Precept	Website	Free
Borrowing approval correspondence	Hard copy – contact Clerk of the Town Council	10p/sheet
Financial Regulations	Website	Free
Grants/Sponsorship given and received	Website	Free
List of current contracts awarded and contract value	Hard copy – contact Clerk of the Town Council	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk of the Town Council	10p/sheet
Leases of the Town Council	Hard copy – contact Clerk of the Town Council	10p/sheet
Town Council Statement of Accounts	Website	Free
Delegated decisions by the Clerk of the Council incurring expenditure over £500	Website	Free
Spending transactions of the Town Council over £500	Website	Free
Salaries of Senior Staff	Website	Free
Class 3 – What Our Priorities Are And How We Are Doing		
Timetable of meetings	Website	Free
Class 4 – How We Make Decisions		
Agendas of Town Council and Committee Meetings	Website	Free
Minutes of the Town Council and Committee Meetings	Website	Free
Policy on the filming and recording of meetings	Website	Free
Reports presented to the Town Council and Committee Meetings	Hard copy – contact Clerk of the Town Council	10p/sheet

Responses to Consultation papers	Hard copy – contact Clerk of the Town Council	10p/sheet
Response to Planning Applications	Hard copy – contact Clerk of the Town Council	10p/sheet
Bye-Laws	Hard copy – contact Clerk of the Town Council	10p/sheet
Class 5: Our Policies And Procedures		
Standing Orders	Website	Free
Committee and Working Groups Terms of Reference	Website	Free
Code of Conduct	Website	Free
Information Technology Protocol	Website	Free
Social Media Protocol	Website	Free
Internal policies relating to the delivery of services	Hard copy – contact Clerk of the Town Council	10p/sheet
Equality and diversity policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Health and Safety policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Complaints procedures	Hard copy – contact Clerk of the Town Council	10p/sheet
Records management policy	Hard copy – contact Clerk of the Town Council	10p/sheet
Schedule of fees and charges	Hard copy – contact Clerk of the Town Council	10p/sheet
Publication scheme	Website	Free
Community Engagement Strategy	Website	Free
Risk Assessment	Website	Free
General Powers of Competence	Website	Free
Financial Regulations	Website	Free
Pension discretions	Website	Free
Class 6: Lists And Registers		
Asset Register	Hard copy – contact Clerk of the Town Council	10p/sheet
Register of members' interests	Hard copy – contact Clerk of the Town Council	10p/sheet
Register of gifts and hospitality	Website – Knowsley MBC	Free
Class 7: Services We Offer		
Bob Whiteley Community Centre, Community Pavilion, Public Open Space	Website – Knowsley MBC	Free
	Website	Free

SCHEDULE OF CHARGES

Type Of Charge	Description	Basis Of Charge
Disbursement cost	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost – 2 nd class mail

CONTACT DETAILS

Jane Thomas (Town Clerk/RLO)
 Knowsley Town Council, Bob Whiley Community Centre
 Shop Road, Merseyside
 L34 0HD

Tel: 0151-548 4545

Email: jane.thomas@knowsley.gov.uk

Website: www.knowsleytowncouncil.gov.uk

KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15 October 2025

Report Verbal report of the Vice-Chair of the Finance and General Purposes Committee
Cllr N Joseph

Community Orchard Meadow Park - Outside Electricity Point

1 PURPOSE OF REPORT:

To receive the Finance and General Purposes Committee's recommendation and decide whether to approve a permanent or temporary electricity supply at the Community Orchard Meadow Park.

2 MEMBERS ARE RECOMMENDED TO:

- a) Note the Vice-Chair's verbal report and the recommendation made by the Finance and General Purposes Committee earlier on 15 October 2026.
- b) Consider the two options at Appendices 12a and 12b and approve one option or agree that no work should proceed at this stage.
- c) Confirm the budget from which any approved expenditure will be met.
- d) Authorise the Clerk to place the order only after the conditions in section 4 have been satisfied.

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 CONDITIONS BEFORE AN ORDER IS PLACED:

Written permission and an agreement are required for connection to the school's consumer unit, including metering, electricity charges, access, ownership and maintenance. The contractor must confirm quotation validity, programme, warranties, testing and electrical certification. If the temporary option is selected, its expected lifespan and any removal, storage, repeat-installation or inspection costs must also be confirmed.

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5 APPENDICES:

12a Permanent Supply Quotation and 12b 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

Adam Hugill
Electrical Manager
Hugilla@cottrellelectrical.co.uk

276-278 Smithdown Road
Liverpool L15 5AJ
Telephone: 0151 733 5100
Email:
jobs@cottrellelectrical.co.uk

W. COTTRELL LIMITED. REGISTERED IN ENGLAND NO.1538237. A MEMBER OF THE COTTRELL SERVICES GROUP



Meadow Park Orchard



Est. 1936

COTTRELL
ELECTRICAL SERVICES

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.

Yours sincerely

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KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15th October 2026

Report of the Clerk of the Council and Responsible Financial Officer

REMEMBRANCE SUNDAY SERVICES – SUNDAY 8 NOVEMBER 2026

1. PURPOSE OF THE REPORT.

- 1.1. To appoint representatives to attend the Remembrance Sunday Services within the township.
- 1.2. Knowsley Village, Remember Sunday Service will take place on 8 November 2026. Gathering at the War Memorial around 10.45am for an Act of Remembrance starting 10.53 a.m., laying the wreaths 10.56 a.m. and 2 minute's silence at 11a.m. And then a Service of Remembrance in St Mary's commencing around 11.15 a.m.
- 1.3. Stockbridge Village will not be holding a formal Remembrance Sunday Service. However, wreaths may be laid at the memorial in the Central Area as an alternative.

2. RECOMMENDATIONS FOR MEMBERS TO:

Members are requested to **CONSIDER** and **APPOINT** representatives to attend the Remembrance Sunday Service in Knowsley Village and to lay a wreath at the memorial in the Central Area in Stockbridge Village.

Jane Thomas - Clerk of the Council

KNOWSLEY TOWN COUNCIL

To: The Mayor and Members of the Town Council

Meeting: 15 October 2026

Report of the Clerk of the Council and Responsible Financial Officer

CHRISTMAS 2026 / NEW YEAR 2027 CLOSURE

1. PURPOSE OF REPORT:

To discuss options relating to the closure of Town Council premises during the Christmas 2026 and New Year 2027 period.

2. MEMBERS ARE RECOMMENDED TO:

a) **NOTE** report

b) **CONSIDER** the recommendations for the closure of its buildings during the forthcoming festive season and make the appropriate **RESOLUTION**.

3. REPORT

- 3.1 Every year the Town Council decides the dates that its buildings will be open during the forthcoming festive season. Historically, the Town Council's buildings close during prior to the Christmas period and remain closed until after the New Year Bank Holiday.
- 3.2 The bookings for the buildings are traditionally very quiet in the immediate period leading up to Christmas as people prepare for the holiday period.
- 3.3 In addition to the three Bank Holidays (Christmas Day, Boxing Day and New Year's Day), the Town Council has granted all employees three ex-gratia days leave over the festive period. These ex-gratia days are in the contracts of all employees.
- 3.4 It is proposed that Town Council facilities be closed for the Christmas and New Year period, commencing Thursday, 24 December 2025, and reopening on Monday, 4 January 2027.

During this closure period, staff will utilise a combination of leave entitlements as follows:

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- Three ex-gratia leave days to be taken on Tuesday, 29 December 2026, Wednesday, 30 December 2026, and Thursday, 31 December 2026.
- One day of annual leave to cover Thursday, 24 December 2026, business day within the closure period.

This arrangement allows for a consistent and efficient shutdown over the holiday period, while ensuring that staff entitlements are appropriately used and services resume promptly in the new year.

Jane Thomas – Clerk of the Council