

KNOWSLEY TOWN COUNCIL

MINUTES

A Meeting of the Knowsley Town Council was held on Thursday 16 March 2023, in Room One, Community Pavilion, Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

PRESENT

Councillors:- D J Baum (Deputy Mayor of the Town Council), V Boateng, B Donnelly, J Donnelly, K Gregory, I Smith, L Tomlinson.

Officers: Heather Weightman (Clerk of the Council)
Jane Thomas (Deputy Clerk of the Council)

APOLOGIES

Councillors: L O'Keeffe (Chairman of the Council) J Gregory, N Joseph, C Milne, B Thompson.

In the absence of the Mayor, the Deputy Mayor of the Council took the Chair for the meeting.

161. PUBLIC OPEN FORUM

No questions were received from members of the public.

162. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following members:

Cllr D J Baum - Agenda Item 10 - Planning Notifications and
Agenda Item 14 - Dilapidations - Knowsley Village Hall
Cllr J Donnelly - Agenda Item 10 - Planning Notifications and
Agenda Item 14 - Dilapidations - Knowsley Village Hall
Cllr I Smith - Agenda Item 10 - Planning Notifications and
Agenda Item 14 - Dilapidations - Knowsley Village Hall
Cllr K Gregory - Agenda Item 10 - Planning Notifications and
Agenda Item 14 - Dilapidations - Knowsley Village Hall

163. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Town Council Meeting held on Thursday 16 February 2023 be agreed as a true record and signed by the Mayor.

It was **UNANIMOUSLY RESOLVED** that the minutes of the Extraordinary Town Council Meeting held on Thursday 2 March 2023 be agreed as a true record and signed by the Mayor.

+164. MINUTES OF THE COMMITTEES

It was **UNANIMOUSLY RESOLVED** (by members of the committee) that the Minutes of General Purposes and Community Grants Committee Meeting held on Wednesday 15 February 2023 be agreed as a true record and signed by the Chairman of the Committee.

It was **UNANIMOUSLY RESOLVED** (by members of the Committee) that the Minutes of the Human Resources Committee Meeting held on Thursday 2 March 2023 be agreed as a true record and signed by the Chairman of the Committee.

165. REPORTS FROM MEMBERS

There were no reports from members.

166. UPDATES FOR INCLUSION ON TOWN COUNCIL WEBSITE

The schedule of items included on the Town Council website as presented by the Deputy Clerk of the Council were noted.

167. ANNOUNCEMENTS FROM THE MAYOR

The Deputy Mayor informed members that Cllr Jackie Gregory was now out of hospital and recovering well at home.

168. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

The Clerk of the Council made the following announcements:

a. Knowsley Town Council Bank Account

Members were made aware that the due to assess of risk, the FCA states that the Chairman of the Town Council needs to be linked to the Town Council bank account in the future.

Members noted the change and agreed that any member wishing to hold the office of Mayor of the Town Council would have to be linked to the Town Council bank account.

b. Unauthorised Access - Sanctuary Woodlands

Members received a verbal update relating to the unauthorised access to Sanctuary Woodlands by contractors hire by the homeowner of "Suncot".

Members noted the update and the progress being made to secure the access to the site and making good the damage caused.

c. Public Footpath/Right of Way - Gellings Farm, Knowsley Village

The Clerk informed members that both herself and the Deputy Mayor had arranged a meeting with footpath officers to discuss the right of way issue relating to the footpath leading to Gellings Farm and that members would receive an update as soon as possible.

The Clerk of the Council was requested to ascertain a definitive footpath map for the whole of the township.

d. **CCTV - COMMUNITY PAVILION**

Following the incident of sound being present in the Committee Room, in the Community Pavilion, the Deputy Clerk met with the engineer from the CCTV company to try to find out how the sound had been turned on in the room. The engineer was unable to ascertain how long or who was responsible for the sound being switched on in the room.

Members were informed that all cameras had now been isolated from sound and that the problem should not be repeated.

Members requested that the incident be referred to a meeting of the Human Resources Committee for its consideration.

(**NOTE:** That in accordance with the Town Council's Code of Conduct, Cllr J Donnelly, Cllr D J Baum, Cllr K Gregory, and Cllr I Smith, declared an interest in the next item, stayed in the room, did not take part in any discussion and did not vote thereon)

169. PLANNING NOTIFICATIONS

The Chairman declared that due to the meeting now being inquorate, this item would be deferred to the next Town Council meeting.

170. RISK ASSESSMENT 2023/2024.

Following consideration of the risk assessment for 2023/2024, as presented by the Clerk of the Council, it was **UNANIMOUSLY RESOLVED** to:

- a. approve the risk assessment undertaken during 2023/2024 to identify the risks involved in achieving the Town Council's objectives.
- b. approve the review undertaken during 2023/24 into the adequacy of control measures to manage those risks.

171. A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT (2022/23)

Members considered a written report submitted by the Clerk of the Council and it was **UNANIMOUSLY RESOLVED** that:

- a. The Town Council approved the review undertaken of the effectiveness of the internal audit arrangements (2022/23) in respect of the following five areas:
 - **Scope** of the internal audit
 - **Independence** of the internal auditor
 - **Competence** of the internal auditor
 - **Relationship** regarding elected members, Clerk of the Council and the independent auditor
 - **Planning** and reports regarding internal audit.
- b. Mr D Blanchflower be appointed as the internal auditor for the financial years 2023/2024, 2024/2025.
- c. The review of the effectiveness of internal audit arrangements to be undertaken during the financial year 2025/2026.

172. A REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL FINANCIAL CONTROLS (2023/24)

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 **UNANIMOUSLY RESOLVED** that the Town Council approves the review undertaken of the effectiveness of its systems of internal financial controls for the year 2023/2024.

(Under Section 1.10.1 of the Council's Standing Orders, it was **UNANIMOUSLY RESOLVED** that in view of the confidential nature of the business about to be transacted, the press and public were temporarily excluded from the meeting for the following item).

(Under Section 1.10.1 of the Council's Standing Orders, Cllr J Donnelly, Cllr D J Baum, Cllr K Gregory and Cllr I Smith, declared an interest in this item, left the room and did not vote thereon).

173. DILAPIDATIONS - KNOWSLEY VILLAGE HALL

Due to the meeting now being inquorate, this item could not be discussed and was deferred to the next ordinary meeting of the Town Council.

**The meeting closed
at 7.50 pm**

Dated: 16 March 2023

Signed
Cllr D J Baum
Deputy Mayor of the Town Council