Whiston Town Council Meeting
Agenda
Wednesday 11th June 2025

Serving the Community

Whiston Town Council
Whiston Town Hall
Old Colliery Road
Whiston
Merseyside
L35 3 QX
Email: town.clerk@whiston-tc.gov.uk
Www.whiston-tc.gov.uk
Sandra Mayers-Town Clerk 07584414866

Whiston Town Council

Whiston Town Mayor 2025-2026 Councillor J. Burke.

Mrs S Mayers ~ Town Clerk
Whiston Town Hall
Old Colliery Road
Whiston
Merseyside
L35 3QX

Telephone/Answer: 0151 430 7200
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E-mail: town.clerk@whiston-tc.gov.uk
Website: www.whiston-tc.gov.uk

SM/KM
4th June 2025

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Town Council, to be held in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston, on Wednesday, 11th June 2025 at 7:00 PM.

Yours sincerely,

Sandra Mayers
Town Clerk

AGENDA

Apologies for Absence

1. Public Forum
In accordance with Standing Order 66, members of the public may be invited to speak on matters relevant to the Township of Whiston. Individuals invited to speak must observe the Code of Conduct for Public Forum and address their comments to the Chair, always respecting the Chair's authority.

2. Declarations of Interest.
Members are invited to declare any interests relating to items on the agenda. A declaration form is provided for this purpose and should be submitted to the Town Clerk before the meeting commences. Members may also declare interests during the meeting, as relevant items arise.

3. Announcements.

a) From the Town Mayor – Verbal update for information.
b) From the Town Clerk – Verbal update for information.
c) From the Leader – Verbal update for information.

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4. Planning Applications

Members are requested to consider the undermentioned planning applications:

25/00240/FUL – demolition of existing industrial unit, erection of 1no. Dwelling together with alterations and a single storey rear extension to existing bungalow at,1Mill Lane Cronton Knowsley

20/00494/NMA4 - non material amendment following the grant of planning permission 20/00494/HYB (hybrid planning application comprising: full application for the development of 161,900 sq ft (15,041 sq m) (gia) of storage and distribution floorspace (use class b8), including ancillary offices (use class b1), security gatehouse, site access road, engineering earthworks to form a part country park, public car park to serve country park, and associated works. and outline application with details of point of access (details of part-access, landscaping, appearance, scale and layout are reserved) for the development of up to 838,100 sq ft (77,862 sq m) (gia) of storage and distribution floorspace (use class b8), with ancillary offices and light industrial (use class b1); engineering earthworks to form country park and drainage attenuation ponds. pedestrian/cycle/equestrian route connecting existing m62 footbridge with proposed country park; and associated works) to remove condition 39 (Tarbock Island restriction)

25/00297/FUL - Erection of a first-floor rear extension and single storey rear extension, garage conversion and erection of 1no. Outbuilding in rear garden.
at,76 Pinnington Road, Whiston, Knowsley.

OUT OF BOROUGH CONSULTATION.

25/00289/NEI - To develop a food waste transfer building for the collection and transfer of source segregated food waste. Veolia Gilmoss Transfer Station Stonebridge Lane.

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5. Legionella Inspection – Hot Water System Recommendation- Whiston Town Hall.

Following a recent professional Legionella inspection, it has been identified that the current boiler system does not allow adequate control over water temperature. As a result, two independent companies have recommended that the provision of hot water should be facilitated through an independent system, separate from the boiler.

Given the specific nature of this requirement and the recommendations received, it is now considered necessary to seek competitive tenders from general heating and boiler providers for this work.

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6. Whiston Woods – Cemetery Extension.
To receive any updates from the Clerk or the Leader on the proposed cemetery extension at Whiston Woods.

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7. Minutes of the Annual Council Meeting – Appendix 1.
To approve the Minutes of the Annual Council Meeting 14th May 2025, as a true and accurate record.

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8. Minutes of the Ordinary Council Meeting – Appendix 2.
To approve the Minutes of the Annual Council Meeting 14th May 2025, as a true and accurate record.

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9. Minutes of the Annual Public Meeting – Appendix 3.
To approve the Minutes of the Annual Council Meeting 28h May 2025, as a true and accurate record.

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10. Financial Matters.
Members are requested to consider and approve the following:
a) Bank Reconciliation – May 2025 – Appendix 4.
b) Final Payment Summary – May 2025 – Appendix 5.
c) Monthly Accounts for Payment – June 2025 - (to be circulated at the meeting)

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11. Accessible Toilet – Whiston Town Hall- Appendix 6.
Members are requested to consider the attached report of the Town Clerk in relation to the upgrade of the Accessible Toilet at Whiston Town Hall.

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12. Community Grant Application
a) Whiston Over 55's Bingo– Appendix 7.
To consider an application for funding to support the cost of travel to enable a day trip for 49 members. If approved, funding to be provided under Section 137 of the Local Government Act 1972.

13.School Expansion Plans – Feasibility Study and Parking Provision.- Appendix 8.
Members are requested to consider correspondence received regarding a feasibility study for proposed school expansion plans. It has been stipulated that Whiston Town Council wishes to be involved in any discussions concerning the provision of parking

associated with the development. Members are also asked to note that the current arrangement for the use of the overflow car park remains in place until March 2026.

WHISTON TOWN COUNCIL

Minutes of the Annual Council Meeting
Date: Wednesday, 14th May 2025
Time 7:00 PM
Venue: Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston

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Present:

Councillor S Henry

(In the Chair)

Councillors: D Allen, J. Burke, T. Byron, R. Gaffney, N. Murray, T. Murray, C. Powell, S. Rees, K. Taylor and G. Wickens.
Officers: Sandra Mayers - Town Clerk

Apologies for Absence

No Apologies were received.

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1. Election of the Town Mayor for the Year 2025/2026

Resolved: That Councillor J. Burke be elected Town Mayor for the municipal year 2025/2026.

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2. Declaration of Acceptance of Office by the Town Mayor
The newly elected Town Mayor, Councillor J. Burke, signed the Declaration of Acceptance of Office.
Following this, Councillor Burke took the Chair and presided over the remainder of the meeting.

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3. Remarks from the Retiring Town Mayor

The retiring Mayor, Councillor Stephen Henry, addressed the Council and offered thanks for the support received during his term of office. Councillor Henry gave special thanks to all of the community groups who had invited him to events during the year. Members requested that Councillor Henry's retiring speech be made available on the Councils website.

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4. Election of the Deputy Mayor for 2025/2026

Resolved: That Councillor T. Murray be elected Deputy Mayor for the municipal year 2025/2026.

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5. Consideration of the Town Clerk's Report

a) Adoption of Standing Orders and Financial Regulations

Resolved: That the Standing Orders and Financial Regulations for 2025/2026 be adopted as presented, including updates to meeting times and the inclusion of the public forum code of conduct.

b) Appointment of Committees for 2025/2026

Resolved: That membership of committees be confirmed as follows (pending any amendments made at the meeting):

- **Personnel Committee:** J. Burke, T. Byron and N. Murray.
- **Interregnum Committee:** K. Taylor, N. Murray and S. Henry.
- **Luncheon Club/Over 55's Club:** S. Mayers, Town Clerk.
- **Appeals Committee:** D. Allen, N. Murray and K. Taylor.
- **Planning Committee:** N. Murray, G. Wickens and S. Mayers Town Clerk.
- **Events Committee:** D. Allen, J. Burke, T. Byron, N. Murray, T. Murray, C. Powell, S Rees. S. Mayers Town Clerk, R. Miller Site Manager.

c) Appointment to Outside Bodies for 2025/2026

Resolved: That representatives to outside bodies be confirmed as follows:

- **Merseyside Association of Parish and Town Councils:** Leader of the Council, Town Clerk.
- **Ashtons Charity:** S. Mayers, Town Clerk.
- **Knowsley Borough Council – Joint Meeting:** Leader of the Council, Town Clerk.

d) Meeting Schedule and Venues for 2025/2026

Resolved: That the meeting schedule be approved as follows:

- Monthly meetings to be held on the second Wednesday of each month at 7:00 PM (excluding August).
- 2025 Dates: 11 June, 9 July, 10 September, 8 October, 12 November, 10 December
- 2026 Dates: 14 January, 11 February, 11 March, 8 April, 13 May
- Annual Public Meeting: Wednesday, 27 May 2026 at 7:00 PM
- Extraordinary Meetings: To be convened as required by the Town Mayor.

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6. Civic Events

- **Civic Sunday Service:** Arrangements to be confirmed by the Town Mayor.

- **Remembrance Sunday Service:** Scheduled for Sunday, 9th November 2025, at 10:00 AM at St Nicholas Church, Windy Arbor Road, Whiston.

Minutes 1 – 6 be received as a true and correct record and signed by the Town Mayor on Wednesday 11th June 2025.

Councillor J. Burke

Town Mayor

Meeting Closed at:7.12pm

WHISTON TOWN COUNCIL

Minutes of the Ordinary Council Meeting
Date: Wednesday 14th May 2025
Time 7.13PM
Venue: Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston

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Present:

Cllr J. Burke

(in the Chair)

Councillors: D Allen, J. Burke, T. Byron, R. Gaffney, N. Murray, T. Murray, C. Powell, S. Rees, K. Taylor and G. Wickens.
Officers: Sandra Mayers - Town Clerk

Apologies for Absence

No apologies were received.

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7. Public Forum

In accordance with Standing Order 66, and in line with the Code of Conduct for Public Forum, No questions had been put seven working days prior to the meeting.

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8. Declarations of Interest

Declarations were received as follows.

Councillor	Agenda Item	Nature of Interest
T Byron	5	KBC Planning Committee
K. Taylor	5	KBC Planning Committee
J Burke	12a/12b	Member of Organisation
S Henry	12b	Treasurer of Organisation
T. Murray	12b	Member of Organisation

In relation to item 5

The respective councillors left the meeting room at 7.15pm and returned at 7.18pm

In relation to item 12a/12b

The respective councillors left the meeting room at 7.24pm and returned at 7.27pm

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9. Announcements

a) Town Mayor – The Town Mayor informed Members that the fundraising aim for the year will be to facilitate the installation of an accessible roundabout at Henley Park, Whiston.

b) **Town Clerk** – No verbal update was provided.

c) **Leader** – No verbal update was provided.

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10. Planning Applications

The following planning applications were considered:
25/00153/FUL – 2 Fazakerley Road, Prescot:
25/00094/FUL – 59 Chapel Lane, Cronton:
25/00120/FUL – 433–435 Cronton Road, Cronton:
25/00159/FUL – 7 Manorwood Drive, Whiston:
25/00189/FUL – White House Farm, Prescot Road, Cronton.
25/00192/FUL – White House Far, Prescot Road, Cronton.
25/00678/FUL – 23 Vinning Road, Prescot.
20/00494/NMA3 – Cronton Colliery, Cronton Road, Halsnead Garden Village
25/00191/FUL – Variation of conditions 2 (approved plans) attached to planning permission
23/02351/FUL – Dogs Trust, Whiston Lane, Huyton.**23/02378/NMA** – Land South of Lickers Lane, Windy Arbor Road, Halsnead Garden Village.

Resolved: Members raised an observation in relation to 20/00494/NMA3 and 25/00191/FUL No further observations were put forward in relation to all other applications considered.

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11. Annual Town Meeting – 28th May 2025

Members noted that the Annual Town Meeting would take place on Wednesday, 28th May 2025 at 7:00 PM in the Main Hall, Whiston Town Hall.

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12. Whiston Woods – Cemetery Extension

The Leader informed Members that the objection in relation to the proposed cemetery extension has been submitted to St Helens Borough Council and the proposed changes to the road lay-out objection has been submitted to Knowsley Borough Council.

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13. Minutes of the Previous Meeting

Resolved: That the Minutes of the Ordinary Meeting held on 9th April 2025 be approved as a true and accurate record.

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14. Financial Matters

Members reviewed and approved the following financial reports:
a) Bank Reconciliation – April 2025.
b) Final Payment Summary – April 2025.
c) Monthly Accounts for Payment – May 2025.
d) Budget Statement: 1st April 2024 to 31st March 2025

Resolved: That the accounts be approved.

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15. Internal Audit Report 2024–2025

The Internal Auditor's report (Mr D. Blanchflower) was received and considered.
Resolved: That the report be accepted and agreed and the Clerk and Staff be thanked for assisting the Internal Auditor.

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16. Annual Governance and Accountability Return (AGAR) 2024–2025

Section 1 – Annual Governance Statement.

Members considered and reviewed the Annual Governance Statement.

Resolved: That Section 1 Annual Governance be noted and approved.

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17. Accounting Statement 2024-2025

Section 2 – Accounting Statement.
Section 2 Accounting Statement along with the supporting information was considered.
Resolved: That Section 2 along with the supporting documents, noted and approved for submission.

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18. Community Grant Applications

a) Whiston Community Recycling Project. Members considered an Application for Financial assistance.
Resolved: That the application be approved under Section 137 LGA 1972, allocating a donation in the sum of £500

b) Prescot Mission Christmas Appeal. Members considered an application for financial assistance.
Resolved: That the application be approved under Section 137 LGA 1972.allocating a donation in the sum of £500

19. Dates for the Diary

Members were requested to confirm availability to assist at the following community events:

- Whiston Summer Funday – Saturday, 26th July 2025
- Whiston Winter Wonderland – Saturday, 29th November 2025
- Whiston Mince Pie & Music – Thursday, 4th December 2025

Support is requested one hour before and after each event.

Minutes 7 – 19 be received as a true and accurate record. The Town Mayor signed the minutes on Wednesday 11th June 2025.

Councillor J Burke

Town Mayor

Meeting Closed at: 7.28pm

WHISTON TOWN COUNCIL

Minutes of the Annual Public Meeting

Date: Wednesday, 28th May 2025
Time: 7:00 PM
Venue: Main Hall, Whiston Town Hall, Old Colliery Road, Whiston

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Present

Councillor J Burke

Town Mayor (Chair)

Councillors: D Allen, R. Gaffney, S. Henry, N. Murray, T. Murray, S. Rees, K. Taylor, and G. Wickens

Officers: S. Mayers – Town Clerk

Representatives:

W. Longshaw - St Helens & Knowsley Teaching NHS Trust.

Apologies

Apologies for absence were received from Councillors **T Byron and C. Powell.**

Further Apologies

Merseyside Police: **M. Vincent.**

Residents: **G. Halliday, B. Funnell and A. Lamont**

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1. Appointment of Secretary

The Council considered the appointment of S. Mayers, Town Clerk, as Secretary for the meeting.

Resolved: That S. Mayers be appointed as Secretary for the meeting.

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2. Minutes of the Previous Meeting

The minutes of the Annual Public Meeting held on Wednesday, 29th May 2024, were reviewed.

Resolved: That the minutes of 29th May 2024 be received and approved as a true and accurate record.

3. Annual Report 2025

The Annual Report 2025 was presented, providing an overview of:

- The Township of Whiston
- Whiston Town Council's financial position
- Contact information for Council Members
- Facilities managed by Whiston Town Council

Resolved: That the Annual Report 2025 be noted and agreed.

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4. Accounts 2024-2025

The unaudited accounts of Whiston Town Council for the financial year 2024-2025 (as detailed on page 4 of the Annual Report) were circulated for review.

Resolved: That the unaudited accounts for 2024-2025 be noted and agreed.

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5. Public Forum – Code of Conduct.

The Code of Conduct for Public forum was circulated at the meeting.

Resolved: That the Code of Conduct for Public Forum be noted and agreed.

6.Whiston Over 55's / Luncheon Club.

The accounts of Over 55's / Luncheon Club for the financial year 2024-2025.

Resolved: That the accounts of Over 55's / Luncheon Club for 2024-2025 be noted and agreed.

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7. Ashtons Charity.

The accounts of Ashtons Charity for the financial year 2024-2025.

Resolved: That the accounts of Ashtons Charity for 2024-2025 be noted and agreed.

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8. Whiston Town Mayors Fund.

The accounts of Whiston Town Mayors Charity Fund for the financial year 2024-2025.

Resolved: That the accounts of Whiston Town Mayors Charity Fund for 2024-2025 be noted and agreed.

9. Previously Notified Questions- None.

Public Forum

Resolved: under Standing Order 22, to suspend Standing Order 66 in order to allow members of the public to speak without prior written notice.

Public Participation – Resident Concerns.

A resident raised ongoing concerns regarding persistent anti-social behaviour at the flats in Castlewell, Whiston. Despite regular meetings and repeated reports to Merseyside Police, the resident stated that no meaningful improvement had been observed. Concerns were also raised that criminal activity is occurring daily.

Additionally, the resident reported that a large family is residing in a one-bedroom flat, which may be in breach of housing regulations. LIVV Housing, as the managing authority, was strongly criticised for failing to take appropriate action and for a perceived lack of engagement.

Council Response

The Town Council resolved to write formally to LIVV Housing expressing its serious concerns and requesting urgent action. A Council Member will also raise the matter directly with Merseyside Police, particularly considering the resident's report that no follow-up has been received for over 12 months.

It was noted that previous multi-agency walkabouts, arranged by Council Members, have not resolved the issues.

Whiston Hospital – A&E Waiting Times

A Member of the Council asked for an update on A&E waiting times at Whiston Hospital.

Response – W. Langshaw, St Helens and Whiston Hospitals

- Waiting times remain a challenge, with the 4-hour target rarely achieved due to understaffing and patients attending A&E for issues that could be managed by GPs.
- Some patients present with multiple complex conditions, often resulting in admission.
- Efforts are ongoing to reduce A&E attendance, including working with partners to improve walk in centre services and expanding ambulance service triage and treatment at home.
- In the past year, Whiston Hospital handled approximately 120,000 patients, with no significant increase to date.

Additional Member Concern – Appointment Booking System

A Member identified that the hospital's appointment booking system is failing, stating it falls behind other Trusts and may be contributing to missed or failed appointments, which likely result in financial inefficiencies.

Further Response – W. Langshaw

The Trust acknowledges the issue and believes poor communication may be a contributing factor to missed appointments. New systems are being explored to improve appointment management and communication with patients.

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10. Date of Next Meeting. Wednesday 27th May 2026

Minutes 1 – 10 be received as a true and correct record and signed by the Town Mayor on Wednesday 11th June 2025.

Councillor J. Burke

Town Mayor

The meeting closed at 7.28pm

MONTHLY BANK RECONCILIATION				
May-25				
Balance 01/05/2025		£ 706,449.81		
Receipts in May 2025		£ 10,706.31		
Less Payments in May 2025		£ 35,252.58		**£ 681,903.54**
BALANCES				
Natwest Current A/C-97589667			**£ 13,385.65**	
Natwest Business Res A/C-89979389			**£ 397,990.57**	
Natwest Fixed Term Deposit A/c 85172626			**£ 100,000.00**	
Unity Trust Bank Fixed Term Deposit A/C 20517984			**£ 85,000.00**	
United Trust Bank Fixed Term Deposit A/C 20232805			**£ 85,000.00**	
Total Credit Balance			**£ 681,376.22**	
Balance c/fwd				**£ 681,903.54**

FINAL PAYMENT SUMMARY May 2024

Month 02 May 2024

1	BACS	B H Dyson-Caretaker at Foxshaw Close Playground	£	80.00	
4	BACS	Knowsley Borough Council-Council Tax - Rates for 3 Centres	£	1,459.00	
5	BACS	Knowsley Borough Council, Open Space, Ground Maintenance	£	1,418.79	
4	BACS	HMRC-Tax and NI April Contributions	£	3,803.91	
4	BACS	Merseyside Pension Fund-Pension Contributions	£	2,899.93	
4	BACS	Prudential Insurance (AVC's)	£	800.00	
1	BACS	ICU Group Annual Data Back up Service	£	102.00	
1	BACS	ICU Group Monthly Service	£	238.80	
1	BACS	Amazon Business Lawn mower, grass trimmer GHC	£	290.62	
1	BACS	Chubb Fire & Security Ltd Fire Extinguishers,blanket and supplies WTH	£	196.58	
1	BACS	Chubb Fire & Security Ltd Fire Extinguishers,blanket and supplies GHC	£	313.83	
1	BACS	Chubb Fire & Security Ltd Fire Extinguishers,blanket and supplies RFC	£	132.91	
1	BACS	Knowsley Council Sponsorship of Flower Show shuttlebus and advert	£	500.00	
1	BACS	Lyreco Blue cleaning / stationery supplies	£	129.78	
1	BACS	4th St Helens Scouts Bedding plants WTH / GHC	£	110.00	
1	BACS	Thomas Fattorini Ltd Repair/Regilt Town Mayors Regalia	£	1,333.38	
1	BACS	D Blanchflower Internal Audit for 2024/2025	£	270.00	
1	BACS	Rainhill Farm Hanging Baskets WTH	£	72.00	
1	BACS	S Mayers Reimbursement for Amazon Vouchers from Mayors fund alzheimers	£	50.00	
1	BACS	Canon Photocopier Billing period 01/02/25 to 30/04/25	£	189.67	
1	BACS	Amazon Business Single Arm Computer monitor mount	£	15.99	
1	BACS	C A Hunt Builders & Shop Fitters Fire Door / imorvements WTH	£	825.00	
		Cllr J. Burke Town Mayors annual allowance	£	650.00	
		Sub Total			**£ 15,882.19**
			£	**15,882.19**	
					£ 15,882.19

Total Direct Debits

1	DDR	Ash Waste Services. Refuse collection, Whiston Town Hall	£	99.79	
1	DDR	Ash Waste Services. Refuse collection, George Howard Centre	£	95.95	
1	DDR	Water Plus. Water - George Howard Centre (4078082681)	£	89.01	
1	DDR	Water Plus. Water - Robert Foulkes Centre (6000391688)	£	111.36	
1	DDR	Water Plus. Water - Whiston Town Hall (4078082954)	£	196.46	
1	DDR	Water Plus. Waste - Whiston Town Hall (4033613348)	£	89.37	
1	DDR	British Gas Gas WTH (604043059)	£	14.49	
1	DDR	British Gas Electric GHC (new contract) 604043066	£	769.35	
1	DDR	British Gas Electric RFC (604043064)	£	79.11	
1	DDR	British Gas Gas WTH (603228234) monthly	£	835.28	
1	DDR	British Gas Gas GHC (604043063)	£	595.00	
1	DDR	British Gas Gas RFC (604043061)	£	80.17	
1	DDR	Chubb Fire & Security. George Howard Centre	£	101.00	
1	DDR	Chubb Fire & Security. Whiston Town Hall	£	101.00	
1	Go Cardless payment	Global Connect Internet	£	288.74	
1	Go Cardless payment	Global Connect New phone system	£	480.00	
		Bank charges (97589667)	£	40.50	
		Bank charges re SumUp device	£	7.78	
				Total DD	**£ 4,074.36**
				Wages	£ 15,296.03
					£ 35,252.58

1 Section 19 Local Government (Miscellaneous Provisions) Act 1976
2 Section 137 Local Government Act 1972
3 Section 111 Local Government Act 1972
4 Section 112 Local Government Act 1972
5 Section 10 Open Spaces Act 1906
6 Section 176 Local Government Act 1972
7 Schedule 13 Local Government Act 1972
8 Section 143 Local Government Act 1972
9 Section 214 Local Government Act 1972
10 Section 15(5) Local Government Act 1972
11 Section 145 Local Government Act 1972
12 Section 111/175 Local Government Act 1972
13 Audit Commission Act 1998
14 Section 31 Local Government Act 1997 Crime Prevention

6

To: Town Mayor and Members

Meeting Date: Wednesday, 11th June 2025

Subject: Improvements – Accessible Toilet Facilities – Whiston Town Hall

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PURPOSE OF THE REPORT

Members are requested to consider the following information in relation to proposed improvements to the accessible toilet facilities at Whiston Town Hall.

BACKGROUND

A recent survey of the accessible toilet facilities at Whiston Town Hall identified several areas for improvement to enhance accessibility and compliance with the Disability Discrimination Act (DDA).

The survey recommended the following upgrades:

- Installation of automatic door entry and exit systems
- Fitting of a DDA-compliant pull cord alarm system
- Installation of a sounder and strobe alert mechanism
- Provision of an override switch for emergency access and safety
- Request to open remote switches

These improvements are intended to ensure that individuals who require accessible toilet facilities can use them safely and independently.

FINANCIAL IMPLICATIONS

In accordance with the Council's Standing Orders and Financial Regulations, tenders have been sought from three specialist providers for the proposed installation works.

The Council has earmarked a sum of **£10,000** (excluding VAT) to fund the works detailed below.

The tendered amounts listed are **net of VAT**.

S.T.ELECTRICAL AND SECURITY LTD	**£ 8,600**
ABACUS SECURITY LTD	**£ 9,895**
PT SECURITY SOLUTIONS	**£ 7,312**

CONCLUSION

Members are requested to give due consideration to the information provided and to determine which of the three tendering companies should be awarded the contract, having regard to the respective tender amounts and adherence to principles of best practice.- App.A.

A

Best Practice Principles App A

1. Transparency

- **Clear specifications**: Ensure the scope of work, deliverables, timelines, and evaluation criteria are well defined.
- **Open process**: All stages of the tendering process should be documented and accessible to interested parties.
- **Equal access to information**: All bidders must receive the same information at the same time.

2. Fairness and Non-Discrimination

- **Equal treatment**: All suppliers must be treated equally and without bias.
- **Objective criteria**: Use consistent and objective evaluation methods.
- **Conflict of interest management**: Anyone involved in the procurement process must declare conflicts of interest.

3. Value for Money

- **Balance cost and quality**: Choose tenders based not only on price but on best overall value (e.g. experience, reliability, sustainability).
- **Whole-life costing**: Consider long-term costs and benefits, not just upfront cost.

4. Competition

- **Encourage participation**: Ensure tendering is accessible to a wide range of suppliers, including SMEs.
- **Avoid restrictive criteria**: Requirements should not unnecessarily exclude capable suppliers.

5. Proportionality

- **Fit-for-purpose requirements**: The level of detail, documentation, and processes should be proportionate to the size and risk of the contract.

6. Accountability and Record-Keeping

- **Document decisions**: Maintain a clear audit trail showing how decisions were made.
- **Review and feedback**: Offer debriefs to unsuccessful bidders and learn from the process.

WHISTON TOWN COUNCIL
SMALL COMMUNITY FUND APPLICATION FORM

SECTION 1 – Your Organisation	
Organisation Name and Address:	Whiston Over 55's Club
Contact person:	Gerard Halliday
Role in the Organisation:	Treasurer
Telephone:	07958768016
Email:	
What year was your group established?	28/11/2005
Do you have a constitution?	**Yes** x ☐ No ☐
Are you a registered Charity?	Yes ☐ **No x** ☐ Charity Number:
What are the main aims and activities of your Group?	Weekly Binfo every Monday. Trips out / buffet lunches, Easter, Summer etc.
Which area of Whiston are you based in?	Whiston
Bank Details:	Sort Code: 30-17-48 Account Number: 01605910 Account Name: Whiston Over 55's Club

SECTION 2 – Your Project		
Project Name:	Summer Day Trip	
When will this take place?	17th June 2025	
Please give details of the activity and / or equipment that you are applying for:	Day out to Blackpool at the Algin and a meal.	
How will this project make a difference in your community? **Please continue on separate sheet if necessary…**	It helps to avoid isolation, it is a day trip in the safety of friends and an opportunity to make new friend. This is something our Members only get to experience once a year.	
Who will mainly benefit from your project? (please tick one box in each section)	**Groups**	
	Young People	☐
	Older People	☐x
	General Community	☐
	Resident Association	☐
	Sports or Arts	☐
	Minority groups (e.g. LGBT, Disabled, BME)	☐x
How many people will benefit from your project?	49	
How much funding are you asking for?	Coach Travel is £600 maximum allowance towards this amount please	
Have you secured funding from anyone else?	No	
How will your project recognise the support of the Town Council	We will let people know by word of mouth and make an announcement at our bingo sessions	
Who will be running the activity?	☐ x -Unpaid Volunteers	How many 8
	☐ Paid Volunteers	How many
	☐ Paid Staff	How many

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: Gerard Halliday
	Position: TREASURER
	Date: 28/4/25

You can return your form:

By Post:	Mrs Sandra Mayers Town Clerk Whiston Town Council Whiston Town Hall Old Colliery Road Whiston Merseyside L35 3QX
By Email:	town.clerk@whiston-tc.gov.uk

Please note:

As from May 2023, should the application be approved, the organisation must provide receipts to Whiston Town Council to show how the grant has been spent.

Please ensure the following :-

1. Read the guidance notes which will help you to include the information we need.
2. Make sure that your group and your project meet the criteria.
3. Attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.

8

Sandra

From: Whiston Town Council
Sent: 14 May 2025 12:41
To: Screen, Morgan
Subject: RE: St Leo's and Southmead Catholic Primary School Expansion Plans

Good Afternoon, Morgan,

Whiston Town Council is the leaseholder of the land that may be considered for flattening, and accordingly, the Council wishes to be fully consulted on any discussions pertaining to the continued use of the overflow car park, as well as any future proposals concerning road layout or related matters. Please be advised that your correspondence will be formally reported to the next meeting of the Council, scheduled to take place on 11th June 2025.

If you wish to discuss in more detail, please do not hesitate to contact me.

Kind Regards

Sandra

Whiston Town Council

Mrs S Mayers ~ Town Clerk
Whiston Town Hall, Old Colliery Road, Whiston
Merseyside, L35 3QX

Telephone/Answer: 0151 430 7200
E-mail: town.clerk@whiston-tc.gov.uk Website: www.whiston-tc.gov.uk

From: Screen, Morgan <Morgan.Screen@knowsley.gov.uk>
Sent: 13 May 2025 16:39
To: Whiston Town Council <town.clerk@whiston-tc.gov.uk>
Cc: Tambourini, Angela <Angela.Tambourini@knowsley.gov.uk>
Subject: St Leo's and Southmead Catholic Primary School Expansion Plans

Dear Mrs Mayers,

I am Knowsley Council's School Sufficiency Information Officer, currently supporting St Leo's and Southmead Catholic Primary School. You may be aware of the school's planned expansion from 30 pupils per year group to 60 pupils per year group, which is currently expected to be delivered for September 2029. The expansion has been identified as part of a comprehensive feasibility study which arose from the Halsnead Garden Village development. There are also plans to extend the school's nursery provision in time for September 2026, subject to formal Knowsley Council approval. It is acknowledged that the growth of the school will increase the demands on parking and traffic in the local area.

I am beginning to firm up plans with the Archdiocese of Liverpool and Cunliffes, chartered surveyors who work closely with the Archdiocese. Some of the options we are considering include flattening some of the land between the current centre car park and the school's fenceline boundary, creating a footpath on the approach to the school to improve safety for pedestrians, and the creation of a through road between the road to the school's entrance and Sherwood Drive. I recognise that careful, thorough planning for this expansion is essential, and Cunliffes will review all options and the relevant feasibility study documents before meeting with me again in June 2025.

We are committed to finding a suitable longer term solution that will minimise disruption to the school and the local community. I would welcome engagement from Whiston Town Council around the longer term usage of the George Howard Centre car park and any suggestions or proposals the Town Council may have to develop a sustainable solution that is acceptable to all parties for the future beyond January 2026.

Kind Regards,

Morgan Screen
School Sufficiency Information Officer
Education Improvement and Inclusion

Telephone: 0151 443 2187

Knowsley Council, Huyton Municipal - Sixth Floor, Archway Road, Huyton, Knowsley, L36 9UX

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