

Whiston Town Council Meeting Agenda Wednesday 12th March 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 2024-2025 Councillor S. Henry.

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

Telephone/Answer: 0151 430 7200
Answer/Fax: 0151 430 9786
E-mail: town.clerk@whiston-tc.gov.uk
Website: www.whiston-tc.gov.uk

SM/KM

4th March 2025

Dear Councillor,

You are hereby summoned to attend the Ordinary Council Meeting, which will be held in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston, on **Wednesday, 12th March 2025, commencing at 7:00 PM.**

Yours sincerely,

Sandra Mayers
Town Clerk

AGENDA

Apologies

PLEASE NOTE:

There will be no Public Forum provision at this meeting.

1. Announcements from the Town Mayor.

To receive verbal reports from the Town Mayor for information purposes only.

2. Announcements from the Town Clerk.

To receive verbal reports from the Town Clerk for information purposes only.

3. Announcements from the Leader.

To receive verbal reports from the Leader for information purposes only.

4. Declarations of Interest

Members are invited to declare any interests in relation to agenda items. A pro forma is attached for this purpose and should be submitted to the Town Clerk before the commencement of the meeting. Declaring an interest at this stage does not preclude Members from declaring an interest during the discussion of specific items.

5. Planning

a) Applications

Members are requested to consider the following planning applications:

25/00027/FUL	Erection of single storey side extension together with new roof to existing porch.	176 Driveway, Whiston, Knowsley.
25/00043/FUL	Erection of a single storey extension, installation of an air source heat pump together with retrospective permission for an unauthorised ground floor rear extension and first floor rear extension. (retrospective)	2 Stockswell Road, Tarbock Green, Knowsley
25/00021/FUL	Change of use from vacant warehouse and office premises to provide home base depot for Huyton ambulance station together with internal re-configuration, external alterations and external canopy to rear entrance	1 - 2 Stretton Way, Whiston, Knowsley

6. Whiston Woods – Information

Members are requested to review any further updates from the Clerk or the Leader of the Council regarding the proposed Cemetery Extension at Whiston Woods.

7. Minutes – Ordinary Council Meeting – Appendix 1

To receive and approve as a true and correct record the Minutes of the Ordinary Council Meeting held on **Wednesday, 12th February 2025.**

8. Minutes – Events Meeting – Appendix 2

To receive and approve as a true and correct record the Minutes of the Events Meeting held on **Wednesday, 12th February 2025.**

9. Accounts

Members are requested to review and approve the following financial information:

- a) **Bank Reconciliation – February 2025 – Appendix 3**
- b) **Final Payment Summary – February 2025 – Appendix 4**
- c) **Quarterly Budget Sheets- Sept 2024– Dec 2024 Inclusive – Appendix 5**
- d) **Monthly Accounts for Payment – March 2025 (to be circulated at the meeting)**

10. Code of Conduct Policy – Public Forum – Appendix 6

Members are requested to consider the circulated Code of Conduct Policy concerning the Public Forum Protocol.(Green Paper- Confidential).

In accordance with Section 100A(4) of the Local Government Act 1972, the press and public shall be excluded from the meeting during consideration of Agenda Item 10 – Appendix 5 (Code of Conduct Policy, Public Forum Protocol) on the grounds that it involves the disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act. The public interest in maintaining the exemption outweighs the public interest in disclosure due to the sensitive nature of the discussion.

11. Register of Assessed Risks Report 2025-2026 – Appendix 7

The Joint Panel on Accountability and Governance (JPAG) – Practitioners’ Guide 2024 outlines the requirement for local councils to document Financial Risk Management on an annual basis. This documentation is a key part of internal financial controls and governance and is required by the external auditor as part of the Annual Governance and Accountability Return (AGAR).

Members of the Council are requested to review the detailed Register of Assessed Risks and approve its adoption for the 2025-2026 financial year.

Following approval, the Register will be:

- Regularly reviewed and updated as necessary.
- Integrated into the Council’s internal control framework.
- Submitted as part of the AGAR process for external audit.

Recommendation: That the Council formally approves the Register of Assessed Risks for 2025-2026 as part of its commitment to robust financial management and governance.

12. Members’ Availability to Assist at Events.

Members are reminded that the Council will be hosting the Community Recognition Award Event, Thursday 20th March 2025 1.00pm-4.00pm during which the Town Mayor will allocate funds raised throughout the year to local groups and organisations.

This event serves as the Council’s way of expressing gratitude to volunteers and community groups in Whiston, Members are requested to be available to assist on the day to ensure the event runs smoothly, please co-ordinate via the Chair of the Events Committee, Councillor T.Murray.

Additionally, members’ assistance will be required for the upcoming Junior Democracy Day, scheduled for Thursday, 19th June 2025. 9.30am – 2.30pm Your support at this event is greatly appreciated, please co-ordinate via Councillor J. Burke.

WHISTON TOWN COUNCIL**Minutes of the Meeting held on Wednesday, 12th February 2025****Location: Council Chambers, Whiston Town Hall****Time: 7:00 PM****Present:**

Councillor S. Henry

Town Mayor

(Chair)

Councillors: J. Burke, T. Byron, N. Murray, T. Murray, S. Rees and G. Wickens.

Apologies:

Apologies for absence were received from Councillors D. Allen, R. Gaffney, J. Mimmagh, C. Powell and K. Taylor

123. Public Forum

No public forum was held at this meeting.

124. Announcements

- **From the Town Mayor:** Updates provided *(For information only)*.
- **From the Town Clerk:** Updates provided *(For information only)*.
- The Town Clerk reminded Members that the Whiston Community Awards are scheduled for Thursday 20th March 2025 1.00pm-4.00pm and Council Members were requested to assist on the day.
- **From the Leader:** Updates provided *(For information only)*.

125. Declarations of Interest

Declarations of interest were received as follows:

Councillors	Agenda Item	Nature of Interest
T. Byron	5A	Knowsley Borough Council Planning Committee

(The respective councillor left the meeting at 7.01pm and returned at 7.03pm)

126. Planning Applications

The Council reviewed the following planning application:

- **Application Ref: 24/00404/FUL**

Proposal: Installation of a new 2.4m high pedestrian entrance gate within the existing boundary fence, erection of 2.4m high double automated Paladin gates, a single pedestrian gate, and associated works, including a 1.8m-wide tarmac ramp and footpath.

Location: St. Luke's Catholic Primary School, Shaw Lane, Prescot.

Resolution: No observations were submitted.

127. Whiston Woods – Information

No planning application has been circulated in respect of the proposed cemetery extension at Whiston Woods.

Resolution: That the report be noted

128. Approval of Previous Minutes

The minutes of the **Ordinary Council Meeting** held on **Wednesday, 29th January 2025** were reviewed and confirmed as a true and accurate record.

Resolution: The minutes were approved and signed by the Town Mayor.

129. Code of Conduct - Public Forum Protocol

Members considered the report regarding Code of Conduct – Protocol for Public Forum Policy.

Resolution: The Clerk be instructed to prepare the document for full Council approval.

130. Financial Matters

Members reviewed and approved the following financial reports:

- **a) Bank Reconciliation – January 2025**
Resolution: Noted and approved.
 - **b) Final Payment Summary – January 2025**
Resolution: Noted and approved.
 - **c) Monthly Accounts for Payment – February 2025**
Resolution: Noted and approved.
-

131. Budget Estimates for 2025-2026

Members reviewed and approved the **Budget Estimates for 2025-2026**, including the following key financial resolutions:

- **Precept Payment**
 - The Borough Council will pay the precept in two instalments in April 2025.
 - **Resolution:** Approved.
- **Tax Base for 2025-2026**
 - **Resolution:** Noted and approved at **3,587**.
- **Precept Amount for 2025-2026**
 - **Resolution:** A **0% increase** was approved, maintaining a Band D equivalent of **£88.43**, resulting in a total precept of **£317,198.41**.
- **Budget Allocations**
 - **Repairs & Maintenance:** £5,000 (*Funded from reserves*).
 - **Multi-Use Games Area (MUGA) Improvements:** £10,000 (*Funded from reserves*).
 - **Decarbonization Fund:** £10,000 (*Funded from reserves*).
 - **Facility Hire Fee Increase:** Business use rate to increase from **£18.00/hour to £20.00/hour**.
 - **Contingency Fund:** £2,000.
 - **Community Donation Fund:** £5,000, with a **£500 cap per organization per year**.
 - **Town Mayor's Allowance:** £650.
 - **Staff Training/Conference Budget:** £1,500.
 - **Salary and Pension Increases:** To be paid during the year, increase to align with **National Joint Council (NJC), Merseyside Pension Fund, and HMRC recommendations**.
 - **Hospitality Budget:** £200.
 - **Election Costs:** £8,000.
 - **Whiston Town Council Events:** £5,000.
 - **Christmas Lights Repair/Switch-On:** £2,000.
 - **Accessible Toilet Upgrade at Whiston Town Hall:** £10,000 (*Tenders to be invited per financial regulations*).

132. Schedule of Powers Used

The Council acknowledged the application of the following legal provisions:

- Section 15(5), 111, 112, 137, 145, 111/175, 214 of the **Local Government Act 1972**.

- Audit Commission Act 1998.
 - Section 19 of the **Local Government (Miscellaneous Provisions) Act 1976**.
 - Schedule 13 of the **Local Government Act 1972**.
 - Section 10 of the **Open Spaces Act 1906**.
-

133. Risk Assessment Report for 2025-2026

Members reviewed the Annual Risk Assessment Report for 2025-2026.

Resolution: The document will undergo further review and be presented to the full council for consideration in March 2025.

134. Treasury Management Report for 2025-2026

Members reviewed the **Treasury Management Report for 2025-2026**.

Resolution: The Clerk is authorized to identify and secure the best available interest rates for the Council's bank accounts and to reinvest funds as necessary upon the maturity of current investments.

135. Investment Strategy for 2025-2026

The Council considered the proposed **Investment Strategy for 2025-2026**.

Resolution: The Investment Strategy for 2025-2026 noted and agreed.

136. Confirmation of Minutes

Minutes **123 to 136** were received and confirmed as a true and accurate record. The Town Mayor signed the minutes on **Wednesday, 12th March 2025**.

Councillor S. Henry
Town Mayor

The Meeting Closed at 7.13pm

WHISTON TOWN COUNCIL

**Whiston Town Council Events Committee
Minutes of the Meeting held on Wednesday, 12th February 2025
Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston
Commencing at 6:30 PM**

**Present:
Councillor T. Murray
(Chair)**

Councillors J. Burke, T. Byron, T. Murray, S. Rees.

S. Mayers. Town Clerk

67. Apologies

Apologies were received on behalf of Councillors C. Powell and D. Allen.

68. Public Forum

In accordance with Standing Order 66, members of the public were invited to speak on matters concerning the Township of Whiston.

No public contributions were made.

69. Declarations of Interest

Members were invited to declare any interests relating to items on the agenda.

No declarations were made.

70. Approval of Previous Minutes

The minutes of the Events Committee meeting held on Wednesday, 11th December 2024, were approved as a true and accurate record.

Resolved: Minutes approved.

71. Christmas Fayre – Saturday, 29th November 2025 (12:00 PM – 4:00 PM)

The event is scheduled and recorded in the Town Hall database.

No further updates currently.

72. Mince Pie and Music Event – Thursday, 4th December 2025 (1:00 PM – 4:00 PM)

The event is scheduled and recorded in the Town Hall database.

No further updates currently.

73. Community Awards Event – Thursday, 20th March 2025 (1:00 PM – 4:00 PM)

- The event date has been confirmed, with the Town Mayor, Councillor S. Henry, in attendance.
- The nomination criteria and application form are available on the Council's website.
- A budget of £300.00 has been allocated.
- Invitations have been sent to various Whiston Community Groups (list circulated at the meeting).
- Member assistance is required for refreshments and event participation.
- It was agreed that three committee members Councillor J. Burke, T. Murray and N. Murray, will review applications. A meeting is scheduled for Monday, 3rd March 2025, at 5:00 PM to finalise awards.

Resolved: That the report be noted and Councillors J. Burke, T. Murray and N. Murray meet on Monday 3rd March 2025 at 5pm to consider nominations for awards.

74. Summer Funday – Saturday, 26th July 2025 (12:00 PM – 4:00 PM)

- The event is scheduled in the Town Hall database.
- A provisional booking has been made for a Face Painter, Inflatable Provider, and Rangers.
- Additional entertainment options are being explored.
- No further updates currently.

75. Appointment of Chair for 2025-2026

Members discussed the appointment of a Chair for the forthcoming year following the Annual General Meeting in May 2025.

Resolved: That this matter be deferred to AGM May 2025.

76. Meeting Schedule for 2025-2026

The following dates were agreed for bi-monthly meetings, to be held in the Council Chamber, Whiston Town Hall at 6:30 PM:

- **2025:**
 - 12th March
 - 14th May
 - 9th July
 - 10th September
 - 12th November

- **2026:**

- 14th January
- 11th March

Resolved: That the above dates be approved.

77. Finance.

The Town Clerk circulated the Income and Expenditure of the Events Budget from April – December 2024 Inclusive.

78. Date of Next Meeting

The next meeting of the Events Committee will be held on **Wednesday, 12th March 2025, at 6:30 PM** in the Council Chamber, Whiston Town Hall.

Minutes 67-77 be received as a true and correct record and signed by the Town Mayor of Wednesday 12th March 2025.

Councillor S. Henry

Town Mayor

The Meeting closed at 6.42pm

MONTHLY BANK RECONCILIATION			
Feb-25			
Balance 01/02/2025		£ 458,831.48	
Receipts in February 2024		£ 7,895.86	
Less Payments in February 2025		£ 32,119.71	£ 434,607.63
BALANCES			
Natwest Current A/C-97589667		£ 7,674.83	
Natwest Business Res A/C-89979389		£ 156,932.80	
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	
Less unrepresented cheques/receipts			
Current a/c balance			
Total Credit Balance		£ 434,607.63	
Balance c/fwd			£ 434,607.63

FINAL PAYMENT SUMMARY February 2024**Month 11 February 2024**

1 BACS	B H Dyson-Caretaker at Foxshaw Close Playground	£	75.00	
5 BACS	Knowsley Borough Council Open Space, Ground Maintenance.	£	1,333.22	
4 BACS	HMRC-Tax and NI Monthly Contributions	£	2,888.19	
4 BACS	Merseyside Pension Fund-Pension Contributions	£	2,778.98	
4 BACS	Prudential Insurance (AVC's)	£	800.00	
1 BACS	ICU Group Monthly Support	£	340.80	
1 BACS	Neelima Cheerla Refund of BOND paid by BACS	£	100.00	PAID 05/02/25
1 BACS	Lyreco UK Limited Stationery and Cleaning Materials	£	99.01	
1 BACS	B & B Hygiene Specialis Cleaning Materials	£	11.23	
1 BACS	B & B Hygiene Specialis Cleaning Materials	£	135.36	
1 BACS	Amazon Business New Office Chair for WTH	£	129.99	
1 BACS	D Sparrow (Plumbing and Heating)Supply and fit taps/pipe for RFC	£	979.36	
1 BACS	Canon Billing period 01/11/24 to 31/01/25 and 01/02/25 to 30/04/25	£	147.80	
1 BACS	Barlass Ltd Convert Roller Shutters from manual to automatic WTH	£	1,695.00	

£ 11,513.94

Sub Total

Total Payments £ 11,513.94 £ 11,513.94

Total Direct Debits

1 DDR	Ash Waste Services. Refuse collection, Whiston Town Hall	£	175.34
1 DDR	Ash Waste Services. Refuse collection, George Howard Centre	£	142.22
1 DDR	Water Plus. Water - George Howard Centre (4078082681)	£	89.01
1 DDR	Water Plus. Water - Robert Foulkes Centre (6000391688)	£	101.10
1 DDR	Water Plus. Water - Whiston Town Hall (4078082954)	£	196.46
1 DDR	Water Plus. Water - Whiston Town Hall (4033613348)	£	73.72
1 DDR	British Gas Electric WTH (604043059)	£	14.96
1 DDR	British Gas Electric WTH (604043065)	£	908.78
1 DDR	British Gas Electric WTH (604043065)	£	173.57
1 DDR	British Gas Electric GHC (604043066)	£	1,088.47
1 DDR	British Gas Electric RFC (604043064)	£	126.87
1 DDR	British Gas Gas RFC (604043061)	£	201.28
1 DDR	British Gas Gas GHC (604043063)	£	906.45
1 DDR	British Gas Business GAS WTH (603228234)	£	2,262.63
1 DDR	Invosys (prev Connected World) Telephone/internet charges	£	135.25
1 DDR	Chubb Fire & Security. George Howard Centre	£	94.61
1 DDR	Chubb Fire & Security. Whiston Town Hall	£	94.61
1 Go Cardless	Global Connect	£	153.00
	Bank charges (97589667)	£	46.88
	Bank charges re SumUp device	£	11.82

Total DD £ 6,997.03

Wages £ 13,608.74

- 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

Total Payment R & P Book

Total Payments February £ 32,119.71

Accounts Sheet for February	£	11,513.94
Direct payments for February	£	6,997.03
Wages	£	13,608.74
Total Payments February	£	<u>32,119.71</u>

**WHINSTON TOWN COUNCIL
ADMINISTRATION**

BUDGET SHEET 2024-2025

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Burial Facilities	£550.00	£550.00	£0.00									
Insurance - combined policy	£2,209.00	£2,261.04	-£52.04	£2,261.04								
Auditor Internal & External	£1,071.00	£1,300.00	-£229.00	£250.00					£1,050.00			
Conference/Training	£1,500.00	£855.40	£644.60						£40.00			
Printing Stationery/Photocopier	£1,700.00	£1,691.59	£8.41	£216.43	£534.83	£815.40	£200.37	£191.38	£123.10		£154.47	
Annual Report	£50.00	£0.00	£50.00									
Community Donations S137	£3,000.00	£3,000.00	£0.00	£1,000.00	£500.00		£1,500.00					
Christmas Lunches	£210.00	£210.00	£0.00								£210.00	
NALC Information	£217.00	£0.00	£217.00									
Telephone/Fax/Internet	£978.00	£943.80	£34.20									
Town Mayor's Allowance	£650.00	£650.00	£0.00	£85.06	£176.81		£173.54	£85.50	£84.31	£83.91	£85.78	£86.25
Hospitality	£200.00	£0.00	£200.00		£650.00							
WTC Events	£5,000.00	£3,398.14	£1,601.86									
LAPTC	£1,260.00	£1,318.09	-£58.09	£1,318.09								
Office Equipment	£500.00	£148.77	£351.23		£89.99							
Petty Cash	£250.00	£100.00	£150.00									
Salaries	£85,233.00	£64,440.04	£20,792.96	£6,642.41	£7,067.89	£6,396.39	£6,651.97	£7,676.65	£6,765.65	-£13.64		
National Insurance	£5,922.00	£4,644.66	£1,277.34	£447.96	£511.99	£448.16	£450.07	£557.33	£466.53	£100.00		
Pension Fund	£19,238.00	£14,810.49	£4,427.51	£1,510.64	£1,678.29	£1,510.64	£1,514.06	£1,754.90	£1,542.39	£7,351.85	£8,778.00	£7,109.23
Remembrance Poppy Wreath (RBL)	£50.00	£50.00	£0.00							£510.67	£741.77	£510.18
Gardening Competition	£275.00	£0.00	£275.00							£1,675.52	£2,008.47	£1,615.58
Staff Uniforms	£500.00	£54.99	£445.01								£50.00	
Council Memorabilia/Promotions	£300.00	£200.00	£100.00									
Town Council Election Costs	£6,000.00	£0.00	£6,000.00		£200.00							
Bank Charges	£685.00	£452.36	£232.64									
Sage Payroll Cover	£670.00	£184.00	£486.00									
Staff Eye Test	£40.00	£0.00	£40.00									
Computers/Web Site	£500.00	£480.00	£20.00									
IT: support/security/licences	£3,975.00	£2,331.80	£643.20									
Annual Subscriptions + Info Commiss	£58.00	£55.00	£3.00									
Contingencies	£2,000.00	£1,000.00	£1,000.00	£284.00	£775.80	£284.00	£284.00	£284.00	£284.00	£284.00	£284.00	£284.00
Town Council Lottery Licence	£21.00	£20.00	£1.00									
Miscellaneous		£633.96	-£633.96									
SUM UP charges	£200.00	£80.37	£119.63	£8.20	£8.43	£13.42	£6.76	£12.20	£11.30	£8.74	£5.47	£127.05
Room hire refunds												£5.85
Repayment of VAT paid in error by HMRC												
TOTALS	£145,012.00	£104,864.50	£40,147.50	£14,074.56	£12,546.58	£20,839.53	£10,829.85	£10,899.89	£12,026.81	£10,743.34	£14,926.76	£9,874.82

**WHISTON TOWN COUNCIL
WHISTON TOWN HALL**

BUDGET SHEET 2024-2025

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Electric	£10,302.00	££,580.05	£4,721.95	£1,327.12	£490.74	£1,021.81	£571.45	£428.20	£572.38	£643.04	£511.96	
Gas	£15,450.00	££,228.17	£7,221.83	£1,514.94	£1,104.83	£564.66	£304.43	£227.31	£562.84	£857.91	£1,243.87	
Non Domestic Rate	£7,848.00	££,861.25	£986.75	£687.25	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00	
Water Rates/Sewerage	£1,934.00	££,125.99	£-191.99	73.72	£283.75	£73.72	£270.18	£73.72	£466.64	£270.18	£73.72	
Insurance - combined	£1,114.00	£1,141.46	£-27.46	£1,141.46								
Alarms (a) Rental/Auto response	£826.00	£788.40	£37.60	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	
(b) Repairs	£400.00	£0.00	£400.00									
(c) Fire Extinguishers	£250.00	£102.69	£147.31	£207.45	£102.69							
Cleaning Materials	£742.00	£546.81	£195.19		£19.96							
Cathedral Leasing-Hygiene units	£342.00	£349.86	£-7.86			£103.13	£12.23	£12.41	£23.17	£18.30	£109.53	
Repairs/Maintenance	£2,000.00	££,515.22	£-515.22	£48.50	£276.66	£331.56						
Wages	£54,148.00	£4C,142.53	£14,005.47	£3,950.65	£4,694.00	£12.17	£455.00	£195.22	£109.13	£467.24	£160.00	
National Insurance	£1,954.00	£1,422.33	£531.67	£126.30	£143.90	3968.46	£3,962.61	£4,665.34	£4,095.59	£4,762.42	£5,985.36	
Pension Fund	£12,491.00	££,524.62	£2,966.38	£939.37	£1,103.16	118.99	£126.76	£140.22	£136.29	£141.72	£362.80	
Christmas Tree	£361.00	£300.00	£61.00			921.54	£938.21	£1,112.72	£972.90	£1,136.24	£1,435.25	
Crockery	£50.00	£0.00	£50.00									
Internal/External Painting	£150.00	£200.00	£-50.00									
Refuse collection	£1,565.00	£1,596.60	£-31.60	£141.50	£121.57	£160.96	£162.25	£133.41	£124.70	£195.21	£169.12	
Heating Maintenance/Repairs	£500.00	£210.84	£289.16									
Electric Main/Repairs/PAT	£1,300.00	£1,237.99	£62.01			£620.00		£457.99				
Pest Control	£237.00	£250.03	£-13.03	£96.67	£38.34							
Premises Licence	£185.00	£180.00	£5.00							£76.68		
Tables & Chairs	£200.00	£0.00	£200.00							£180.00		
Miscellaneous	£300.00	£308.37	£-8.37									
EPC/DEC certificates	£250.00	£0.00	£250.00									
Legionella risk assessment	£300.00	£13.31	£286.69									
Hall refund		£86.00	£-86.00									
Repayment of VAT paid in error by HMRC		£0.00	£0.00									
TOTALS	£115,199.00	£83,712.52	£31,486.48	£10,333.77	£9,144.44	£7,742.07	£8,547.93	£8,686.42	£6,955.85	£9,364.74	£10,849.88	£8,395.30

**WHISTON TOWN COUNCIL
GEORGE HOWARD CENTRE**

BUDGET SHEET 2024-2025

	BUDGET	USED	BALANCE	April	May	June	July	August	Sept	Oct	Nov	Dec
Electric	£8,240.00	£5,693.16	£2,546.84	£1,236.65	£648.57	£78.84	£601.42	£1,231.76	£350.34	£35.48	£673.63	£915.31
Gas	£12,360.00	£6,068.07	£6,291.93	£2,115.15	£539.11		£1,044.62	£224.55	£403.29	£403.29	£524.19	£588.16
Telephone	£143.00	£149.25	-£6.25	£12.65	£27.32		£27.32	£13.66	£13.66	£13.66	£13.66	£13.66
Non Domestic Rate	£7,278.00	£6,362.25	£915.75	£638.25	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00
Water Rates/ Sewerage	£1,442.00	£1,085.52	£356.48	£248.96	£124.48	£89.01	£89.01	£89.01	£89.01	£89.01	£89.01	£89.01
Insurance - combined	£987.00	£1,009.75	-£22.75	£1,009.75								
Alarms (a) Rental/Auto response	£911.00	£788.40	£122.60	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84
(b) Repairs	£350.00	£72.25	£277.75						£65.00			
(c) Fire Extinguishers	£250.00	£10.00	£240.00		£10.00							
Cleaning Materials	£550.00	£559.72	-£9.72	£156.46		£59.38	£12.22	£12.22	£23.16	£18.30	£219.05	
Repairs/Maintenance	£2,000.00	£4,116.41	-£2,116.41			£12.17	£761.48	1,659.67	£10.59	£990.00	£350.00	
Equipment		£722.64	-£722.64									
Cathedral Leasing (Hygiene Units)	£342.00	£1,611.56	-£1,269.56			£331.56						£1,280.00
Wages	£56,263.00	£44,148.79	£12,114.21	£4,446.11	£5,350.98	£4,375.54	£4,468.48	£5,058.46	£4,577.54	£5,189.08	£6,223.68	£4,458.92
National Insurance	£3,936.00	£3,100.13	£835.87	£303.91	£352.33	£287.84	£312.18	£321.74	£321.94	£339.23	£553.59	£307.37
Pension Fund	£13,223.00	£10,462.35	£2,760.65	£1,055.33	£1,256.95	£1,016.83	£1,056.64	£1,204.74	£1,085.68	£1,236.11	£1,491.03	£1,059.04
Lease of Land	£5.00	£0.00	£5.00									
Internal/External Painting	£200.00	£238.28	-£38.28				£238.28					
Crockery	£75.00	£0.00	£75.00									
Refuse Collection	£1,250.00	£1,254.90	-£4.90	£124.70	£108.37	£106.36	£137.05	£109.41	£128.90	£150.17	£123.22	£146.55
Electric Maintenance/Repairs	£1,850.00	£905.00	£945.00			£400.00	£240.00	£265.00				
Heating Maintenance/Repairs	£500.00	£1,352.74	-£852.74				£1,352.74					
Pest Control	£237.00	£249.99	-£12.99									
EPC/DEC Certifictes	£250.00	£0.00	£250.00							£76.66		
Legionella risk assessment	£300.00	£0.00	£300.00									
Christmas Tree	£400.00	£300.00	£100.00									
Provision of internet	£1,000.00	£559.36	£440.64									£300.00
Miscellaneous		£248.94	-£248.94									£85.00
Hall Refund		£0.00	£0.00									£85.00
TOTALS	£114,342.00	£91,069.46	£23,272.54	£11,523.43	£9,171.28	£7,393.53	£11,056.28	£11,061.63	£7,504.04	£9,529.18	£11,060.90	£9,957.86

**WHISTON TOWN COUNCIL
ROBERT FOULKES CENTRE**

BUDGET SHEET 2024-2025

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Electric	£1,236.00	£701.17	£534.83	£134.85	£64.87		£145.79	£71.12	£59.14	£56.29		£169.11
Gas	£2,678.00	£1,048.63	£1,629.37	£414.91	£105.55		£153.87	£24.54	£41.97	£41.97	£77.39	£230.40
Non Domestic Rate	£2,071.00	£2,190.11	£-119.11	£219.11	£219.00	£219.00	£219.00	£219.00	£219.00	£219.00	£219.00	£219.00
Water Rates/Usage	£1,666.00	£1,105.42	£560.58	£148.31	£148.31	£101.10	£101.10	£101.10	£101.10	£101.10	£101.10	£101.10
Lease of Land/Rent	£5.00	£0.00	£5.00									
Insurance - combined	£729.00	£746.34	£-17.34	£746.34								
Cleaning Materials	£300.00	£340.64	£-40.64	£156.46		£59.36	£12.22	£12.22	£23.16	£18.29		
Repairs/Maintenance	£500.00	£453.90	£46.10			£12.17	£230.00			18.27		
Equipment	£50.00	£0.00	£50.00									
Fire Extinguishers	£75.00	£3.05	£71.95		£3.05							
Cathedral Leasing (Hygiene Units)	£342.00	£331.56	£10.44									
Crockery	£50.00	£0.00	£50.00			£331.56						
Internal/External Painting	£100.00	£0.00	£100.00									
Wages	£18,771.00	£14,494.43	£4,276.57	£1,371.31	£1,892.20	£1,465.31	£1,432.01	£1,787.33	£1,373.00	£1,783.85	£1,944.74	£1,444.68
National Insurance	£1,442.00	£1,161.09	£280.91	£112.05	£143.90	£112.39	£118.88	£140.22	£112.19	£139.98	£163.34	£118.14
Pension	£3,626.00	£2,814.58	£811.42	£276.92	£354.47	£276.92	£287.18	£346.15	£276.92	£346.15	£363.06	£286.81
Telephone/Internet	£143.00	£598.93	£-455.93	£55.15	£69.82	£42.50	£69.82	£80.84	£56.16	£56.16	£56.16	£56.16
Gas Heating Maintenance/Repair	£500.00	£210.83	£289.17				£210.83					
Electric Maintenance/Repairs	£450.00	£150.00	£300.00	£96.66	£38.33	£150.00						
Pest Control		£249.98	£-249.98							£76.66		
EPC/DEC Certifictes		£0.00	£0.00									
Tables	£300.00	£0.00	£300.00									
Legionella risk assessment	£300.00	£0.00	£300.00									
Miscellaneous		£149.17	£-149.17									
TOTALS	£35,334.00	£26,749.83	£8,584.17	£3,732.07	£3,039.50	£2,897.27	£2,980.70	£2,804.73	£2,220.67	£2,857.72	£2,924.79	£2,625.40

126.96 22.21

**WHISTON TOWN COUNCIL
OPEN SPACES**

BUDGET SHEET 2024-2025

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Foxshaw Close Playground												
Foxshaw Close - Caretaker	£900.00	£750.00	£150.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00
Multi Use Games Area												
M.U.G.A Repairs/Maintenance	£1,500.00	£1,295.00	£205.00		£647.50						£647.50	
Insurance - combined	£343.00	£351.22	-£8.22	£351.22								
Refund of payment for usage		£0.00	£0.00									
Public Open Spaces												
Christmas lights	£3,000.00		£3,000.00							£1,133.00		
Repairs/maintenance/tree survey	£1,000.00	£0.00	£1,000.00									
Grounds Maintenance KBC	£11,858.00	£9,332.54	£2,525.46				£1,333.22	£1,333.22	£1,333.22	£1,333.22	£1,333.22	£1,333.22
		£0.00	£0.00									
TOTALS	£18,601.00	£11,728.76	£6,872.24	£426.22	£722.50	£75.00	£1,408.22	£1,408.22	£1,408.22	£2,541.22	£2,055.72	£1,408.22

**WHISTON TOWN COUNCIL
REVENUE ACCOUNT**

BUDGET SHEET 2024-2025

	ESTIMATED	INCOME	DUE IN	April	May	June	July	Aug	Sept	Oct	Nov	Dec
KBC - PRECEPT	£301,369.00	£301,369.00	£0.00	£301,369.00								
WHISTON TOWN HALL	£36,000.00	£49,372.09	-£13,372.09	£2,484.65	£3,653.89	£14,225.16	£5,037.89	£5,224.75	£2,309.75	£5,032.75	£3,376.50	£4,294.50
GEORGE HOWARD CENTRE	£21,000.00	£43,453.32	-£22,453.32	£1,408.60	£5,058.07	£4,374.34	£3,995.39	£5,809.43	£5,311.28	£4,092.63	£4,769.36	£4,554.11
ROBERT FOULKES CENTRE	£5,000.00	£4,510.57	£489.43	£432.00	£238.50	£684.00	£540.00	£586.46	£288.00	£688.61	£337.50	£571.50
M.U.G.A	£3,500.00	£3,582.00	-£82.00	£198.00		£18.00		£720.00	£738.00	£774.00	£468.00	£360.00
INTEREST	£6,000.00	£6,573.57	-£573.57	£563.75	£843.77	£752.50	£850.78	£742.89	£750.44	£707.79	£471.82	£441.85
V.A.T.	£10,000.00	£18,587.80	-£8,587.80	£11,156.91						£7,430.89		
MISC / FEED IN TARIFF		£1,821.09		£4.60	£332.37			£4.36		£1,139.58		
TOTALS	£382,869.00	£429,269.44	-£44,579.35	£317,617.51	£10,126.60	£20,054.00	£10,424.06	£13,087.89	£9,397.47	£19,866.25	£9,423.18	£10,341.96



Whiston Town Council Town Mayor and Members

Meeting 12th March 2025

In accordance with Section 100A(4) of the Local Government Act 1972, the press and public shall be excluded from the meeting during consideration of Agenda Item 10 – Appendix 5 (Code of Conduct Policy, Public Forum Protocol) on the grounds that it involves the disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act. The public interest in maintaining the exemption outweighs the public interest in disclosure due to the sensitive nature of the discussion.

CODE OF CONDUCT – PUBLIC FORUM- WHISTON TOWN COUNCIL MEETINGS TO INCLUDE ANNUAL PUBLIC MEETING HELD IN MAY EACH YEAR.

PURPOSE OF THE REPORT

The public forum serves as a platform for community members to express their views, ask questions, and provide input on public matters. This Code of Conduct ensures that all participants engage in respectful, productive, and orderly discussions.

GENERAL GUIDANCE

- All participants must conduct themselves respectfully, courteously, and professionally.
- Personal attacks, threats, harassment, or disruptive behaviour will not be tolerated.
- Comments should be relevant to the agenda or public interest topics.
- Statements will not be permitted.
- Topics submitted to the council may not be resubmitted for a period of six months.
- Each speaker will have an equal opportunity to speak within established time limits.
- The Town Clerk has the authority to enforce these guidelines, and the Town Mayor /Chair must maintain order.

SPEAKING PROCEDURES

- Individuals wishing to raise an item, should do so by submitting the question in writing seven working days before the meeting.

- Speakers must sign the attendance register, state their name and, if applicable, their affiliation.
- Each speaker will be given a designated time limit to ensure all voices are heard.(3-5 minutes).
- Repetitive, irrelevant, or off-topic comments may be ruled out of order.
- No interruptions or crosstalk between speakers and attendees will be allowed.

PROHIBITED CONDUCT

- Use of profanity, hate speech, or discriminatory language.
- Personal attacks on individuals, including staff, council members, or other attendees.
- Disrupting the meeting through shouting, loud noises, or inappropriate gestures.
- Failure to yield the floor after the allotted speaking time has expired.
- Displaying signs, banners, or distributing materials that obstruct visibility or interfere with the meeting.
-

ENFORCEMENT

- The Town Clerk may issue warnings for minor infractions.
- Repeated violations or serious disruptions may result in removal from the meeting.
- Law enforcement may be called if an individual refuses to comply with the rules.

FINANCIAL IMPLICATIONS

No financial implications identified.

CONCLUSION

Amendments and Revisions - This Code of Conduct may be amended or revised as necessary to ensure a fair and effective public forum. Any changes will be communicated in advance.

By participating in the public forum, attendees agree to abide by this Code of Conduct to maintain a respectful and constructive meeting environment.



Register of Assessed Risks Report 2025-2026

**TO: The Town Mayor and Members of Whiston Town Council
Meeting 12th February 2025.**

1. Introduction

The **Joint Panel on Accountability and Governance (JPAG) – Practitioners' Guide 2024** outlines the requirement for local councils to document **Financial Risk Management** on an annual basis. This documentation is a key part of internal financial controls and governance and is required by the external auditor as part of the **Annual Governance and Accountability Return (AGAR)**.

Amendments have been made in relation to updating information and Members are requested to adopt the Register of Assessed Risk Report for 2025-2026.

The Council should decide which risks it faces and how it is going to reduce the impact of these risks on the Council's ability to provide its services. The adoption of this report should be agreed and minuted.

The Council will appreciate that the report involves a wide ranging, analysis of the work of the Council and in the main, whilst not minuted specifically individual risks assessments are held on file in relation to Staff, Buildings and Open Spaces, many of the relevant issues have already been addressed and will continue to be monitored.

2. Insurance

Whiston Town Council has insurance cover with Zurich Municipal and adequacy of this cover is monitored. Zurich was the approved provider for the period of 1st April 2021 to 31st March 2026. The undermentioned amounts are within the combined insurance schedule and are indexed linked.

Insured	Amount
Part A – Material Damage	
Whiston Town Hall – Premises	1,969,795.19

Whiston Town Hall – Contents	96,725.50
George Howard Centre – Premises	1,510,808.88
George Howard Centre – Contents	96,725.50
Robert Foulkes Centre – Premises	353,686.47
Robert Foulkes Centre – Contents	29,017.65
Robert Foulkes Centre, Garage – Building	32,070.60

Part B – Business interruption

All premises	120,000.00
--------------	------------

Part C – All Risks

Chairman’s Chain of Office	3,224.17
Deputy Chain of Office	1,612.11
Whiston Town Hall – Perimeter Fence	24,181.37
Whiston Town Hall – CCTV Equipment	11,284.64
George Howard Centre - CCTV Equipment	11,284.64
George Howard Centre Perimeter Fence	24,181.37
Computers	4,425.88
Multi Use Games Area	177,330.08

Part D – Money

Limit any one Loss

Loss of None Negotiable Money – as specified on policy	250,000.00
Loss of Other Money –	
a) in transit	5,000.00
b) in the private residence of any Member or Employee	500.00
c) in the Premises –	
i) in custody of Member or Employee	5,000.00
ii) locked in Safe or Strongroom	5,000.00
iii) locked receptacles – other than Safe	500.00

Part E – Public Liability

Limit of Indemnity	15,000,000.00
--------------------	---------------

Part F – Hirer’s Liability

Limit of Indemnity	2,000,000.00
Part G – Employer Liability	
Limit of Indemnity	10,000,000.00
Part H – Libel & Slander	
Sum Insured	250,000.00
Part N – Fidelity Guarantee	Sum Insured
Persons Guaranteed – All Members & Employees	1,000,000
Part O – Personal Accident	
Cover Limit to: any one person/Employee/Director/Councillor/Volunteer	500,000.00
Any one incident	2,000,000
Part P – Legal Expenses	5,000
Limit of Indemnity	200,000

3. Financial Records

The Town Council has in place Standing Orders and Financial Regulations, these are reviewed each year and adopted at the Annual Meeting. These documents provide procedures and guidance for the Council on administrative and financial matters.

The Council has also agreed internal controls for the receipt of income and the payment of accounts and the Council's independent internal auditor has access to the relevant records and procedures.

The Council receives quarterly reports in relation to the balances, detailed budgetary control, a monthly bank reconciliation and schedule of monthly payments.

It is envisaged that the checks in place can address any concerns in relation to potential fraud or corruption and these issues will be continually monitored to adopt other systems which are considered appropriate and beneficial.

4. Vision and Mission Statement

The Council has adopted a Vision and Mission Statement which contains detailed set targets, and this will be monitored to ensure the Council is performing to the levels it has set bearing in mind the staffing and financial resources available.

5. Town Council Premises

In addition to the relevant cover provided by the Council's Insurance Company the undermentioned risks have been highlighted and action taken where indicated.

(a) Whiston Town Hall

1. A 6.4m high palisade fence is in place around the site and the site is therefore secure during hours the building is not occupied. In addition, a CCTV camera System is in operation which provides cover both inside and outside the building.
2. The premises are also protected by an intruder alarm system including telephone monitoring which complies with the highest standard required by the Council's Insurers.
3. All electrical portable appliances provided by the Council in the Centre are inspected annually by a certified electrician and endorsed accordingly, to ensure they comply with the relevant regulations. All users of the premises are not allowed to bring equipment into the Centre unless it has been inspected and certified accordingly. Users are informed that they are liable for their own equipment.
4. The Council arranges for an independent gas and electrical check of the premises each year and acts immediately upon any recommendation received.
5. The Council also applies for a premises licence each year which ensures that the premises are kept to a high standard i.e. the fabric external and internal décor are continually upgraded. As part of the Premises Licence occasional inspections are also carried out by Environmental Health Section of Knowsley Borough Council to ensure the building is being maintained and complies with the requirements in relation to health and safety.
6. Staff are given the relevant training. This will be dealt with, in more detail, further in this report.
7. At the present time, all users are required to produce their own insurance cover prior to using the Centre. In the case of activities such as martial arts etc, disclaimers will not be accepted. Copies of all hall user's insurance cover are kept in the relevant file.
8. All tables and chairs are checked on a regular basis by the caretaking staff to ensure all wear and tear is detected. Any piece of equipment which does not comply is removed from service.
9. All kitchen equipment is inspected and checked on a weekly basis and the Environmental Health Inspectorate is consulted before any proposed changes are implemented.
10. An asbestos survey has been carried out and remedial works undertaken a copy of the report is held on file.
11. An electronically monitored fire alarm system is in place and the relevant drill is practised and recorded in the fire safety record.
All users of the premises are instructed on the procedure in case of fire and all the up-to-date current sign posting is in place. Caretaking staff are given intensive training upon the action to be taken in case of fire.
12. The relevant Health and Safety Posters are displayed in a conspicuous place within the building and staff are acquainted with the requirements of the Council and employees.
13. The car parking and surrounds of the building are inspected on a regular basis and, in the case of icy weather, action is taken to treat the car park and footpaths accordingly.

14. The required fire extinguishers are provided and inspected annually by a professional company who specialises in fire equipment, Certified labels are attached to each piece of equipment. Any equipment damaged between inspections is repaired immediately.
15. The temperature of all radiators and hot water temp is checked on a regular basis to ensure the temperature is not at a dangerous level.
All thermostats have been set accordingly.
16. Legionella Risk Assessment has been arranged for each of the three sites, testing and staff training is current, whilst ensuring legislation is met.
17. Where appropriate, roller shutters have been provided to windows and entrance/exit doors to further protect the building.
18. This building has also benefitted from Photovoltaics. There are 33 panels in total and the Council, receive a feed in tariff. Information in relation to the installation and yield is reported to Council Members.
19. An induction loop system is also installed.
20. LED lights have been installed to the exterior of this building as recommended in a recent fire risk assessment.
21. This building has also benefitted from a fully refurbished kitchen and new fire doors to the entrance hall and new flooring to entrance way.

(b) George Howard Centre

All the same action relevant in the Whiston Town Hall applies to this Centre. (excluding items 18/21). This building does not require a premises licence.

(c) Robert Foulkes Community Centre

1. The Centre is surrounded by residential properties and is protected by roller shutters;the building does not have any external security fencing or a monitored intruder alarm system.
2. The building does not require a premises licence.
3. This facility has a fire safety alarm system installed and is maintained to a high standard.
4. LED lights are installed to exterior of the building.
5. All the other issues relevant to the Whiston Town Hall and George Howard Centres relate to this Centre. (exclusions 18/21).

(d) Multi Use Games Area, Whiston Town Hall Old Colliery Road

This facility is booked on a regular basis with all users completing a hire agreement. This facility has relevant insurance in place. An inspection and maintenance of the pitch is carried out on two occasions during the year by a specialist company. A full rejuvenation of the pitch was completed in December 2020 and a further extensive renovation was carried out during 2022. Recent emergency repairs have been necessary due to tearing of the fabric surface. The Council has earmarked an improvement fund and funding avenues are currently being explored.

(e) Public Open Space / Trees

The Town Council leases approximately 11.8 acres of public open space from Knowsley Borough Council. The Council have agreed (minute 93 refers) that the Borough Council carry out annual maintenance work from 1st April 2025 – 31st March 2028

The Town Council's public liability insurance covers the use of the relevant open spaces for the benefit of the local community. As part of the maintenance regime, the Borough Council are required to cut the grass and remove any items which would be deemed to be of a dangerous nature.

A full survey of trees on leased land has been requested from the Borough Council's Tree Officer, and some initial works may be necessary. The Borough Council will implement an annual inspection of trees on leased land and advise of any further works required.

Town Council staff currently carry out visual inspections of public open space and issues are recorded and actioned.

(f) Foxshaw Close Playing Fields

This playground has equipment for young people and Knowsley Borough Council has previously installed additional play equipment which is designed to encourage play within a natural environment. This area has recently benefitted from a story telling area. The Borough Council undertakes the following inspections.

- (i) Annual Risk Assessment by Zurich Insurance Co. This is a full technical engineering assessment and highlights any problems with equipment etc. The Borough Council will take action to address any of the relevant problems.
- (ii) A weekly engineering inspection is undertaken by Borough Council staff to ensure equipment is in a satisfactory condition.
- (iii) Ad hoc inspections are undertaken by the Playground Manager of the Borough Council who is Rospa qualified.
- (iv) In addition, the Town Council employs a Caretaker to open / close and litter pick the area. The playground opening times vary according to the season. In summertime this would normally be between 8am and 6pm and any problems which arise during the day-to-day operation of the facility are dealt with as soon as possible. This area has benefitted from improved signage and painting.
- (v) The site has 6.4m high lochrin fencing on the side adjoining the farmer's field which ensures the site is protected as far as possible from illegal use.

6. Town Council Staff

The Town Council employ the following staff.

- 1 – Town Clerk
- 3 – Administrative Staff
- 1 – Site Manager
- 4 – Caretakers
- 4 – Domestic Assistants

(a) Administrative Staff

The office equipment has all been assessed and complies with the Health and Safety requirements, Administration staff Risk Assessments are carried out by the Town Clerk.

In relation to the use of computers the following action has been taken.

- (i) Each member of staff is offered a free eye test every two years.
- (ii) Staff are given regular breaks from using the computer.

In addition, each member of staff completes a risk assessment form which includes the use of display screens, seating position etc. This is assessed to ensure the appropriate action is taken if any problems are highlighted.

(b) Site Manager/Caretakers

Town Council staff are given induction training and, in relation to caretakers, ongoing instructions are given in relation to the undermentioned matters.

1. Security of premises and the need to avoid false alarms
2. Protection of the person and correct way of dealing with client users
3. Fire drill instructions and evacuation of premises in the event of an emergency.
4. Correct use of car park provision
5. Cleaning to exterior of premises
6. Inspection on weekly basis of all equipment used in premises
7. Ensuring all emergency exits are always clear
8. Reporting and recording of faults / defects to Site Manager.
9. Regular weekly check of firefighting equipment and emergency lighting and fire exits
10. Need to maintain accident register and first aid equipment
11. All manual staff working alone have been received the relevant training.
12. Manual staff Risk Assessments are carried out by the Site Manager.

(c) Domestic Assistants

All Domestic Assistants are given in-house training prior to commencing work and their work performance is monitored on a regular basis by the Site Manager.

Instructions are also given reference cleaning methods and the use of cleaning materials as well as machinery. All cleaning material purchased complies with the relevant regulations and conforms with the types of material as appropriate.

(d) General

Upon appointment (after a 12-week probationary period) suitable staff are issued with a contract of employment and statement of particulars and a signed copy is kept in each individual employee files.

In addition, a welcome booklet is issued to all staff on appointment which sets out detailed information in relation to the undermentioned matters.

1. Probationary period
2. Medical clearance
3. Pension Arrangements
4. Special Leave
5. Annual leave
6. Sickness
 - (a) Entitlement
 - (b) Notification procedure
7. Disciplinary procedure
8. Grievance procedure
9. Equal Opportunities
10. Positive about disabled people
11. Maternity/paternity/adoption
12. Sources of useful information
13. Time off to deal with Emergencies

As an on-going attempt to reduce risk in the workplace, staff have attended appropriate training courses in relation to their role. The undermentioned topics form part of a rolling programme of training.

1. Health and Safety – All Staff 2023
2. Disability awareness – All Staff
3. Emergency first aid – All Staff 2023
4. Personal Safety – All Staff
5. Fire Safety - Manual Staff 2021/22
6. Fire Marshall - Manual Staff 2021/22
7. Manual Handling - Manual Staff 2023
8. Basic Food Hygiene - Domestic Staff 2021/22
9. Cosh - Domestic Staff 2023
10. Customer Care All Staff
11. Communication skills- All Staff 2023
12. Legionella and Legionnaires Disease – Town Clerk 2 x Manual Staff 2024
13. Equality and Diversity – All Staff 2024
14. Health and Wellbeing – All Staff 2024

The Site Manager monitors any issues or problems which may arise with Caretakers / Domestic Staff and necessary action is taken where appropriate.

In relation to the office staff, regular meetings are held to ensure all work procedures are being followed and to make amendments were considered appropriate.

7. Legal Powers Applicable to Local Councils

The Town Council relies upon the advice of the Town Clerk in relation to whether it has the powers to undertake its various activities. In the event of any uncertainty the Town Clerk will consult the National Association of Local Councils.

The powers applicable to all activities will be included in the minutes of the Council and Members need to be satisfied the advice received is correct.

8. Borrowing

The Town Council do not have any outstanding loans.

9. Employment Law and Inland Revenue Regulations

The above issues are managed by the Town Clerk in the main and, when practically possible, the practices followed by Knowsley Borough Council are mirrored by Whiston Town Council.

The financial procedures and records of the Council and those required by the Inland Revenue Regulations, are adhered to. Financial records are available for inspection by both the internal and external auditors.

Changes to the regulations are adopted as they arise and where necessary will be reported to the Council.

10. Customs and Excise Regulations

A representative of the Customs and Excise visits the Town Council to discuss the way the Council records and reclaims VAT and have confirmed that the Council is following the correct procedures. The procedures are checked by the internal auditor and VAT is reclaimed in October and April of each year.

11. Annual Precept

The Council considers a detailed report each year in relation to the annual estimates budget and this report sets out the current financial position and the following year's estimated financial position. The report is produced to assist the Council when setting the Annual Precept.

In addition to the quarterly budgetary statement, the Council is supplied with a monthly overview of balances remaining and a copy of the bank reconciliation, from the previous month, is also provided.

12. Section 137 Local Government Act 1972

Members are aware that the Council may spend up to a prescribed limit of £10.81 per electorate for any purpose, which in its opinion is in the interests of, or will directly benefit, the area or its inhabitants, or of part of it. The purpose cannot include political publicity. The powers of an existing statute must be used if there are any.

In the event of the Council wishing to commit expenditure under Section 137, it will be necessary to receive the relevant advice and to record such in the minutes of the Council.

13. Reporting and Recording of Council Business

Agendas and Minutes of the Council are prepared monthly and are circulated to Members. These documents are also published on the Town Council's Website. The minutes are properly numbered and paginated with a master copy which is kept in safe custody.

14. Responding to electors wishing to exercise their rights of inspection

The office of the Town Council is open to the public between the hours of 8am and 5pm Monday to Thursday and 9am to 4pm on Fridays. Any elector is given the opportunity to inspect Council documents and make copies if necessary. Electors will also be given advice on the action they can take.

The Council has adopted the provisions relating to Freedom of Information Act.

15. Consultation Process

When the Council is consulted on various issues affecting the area, the receipt of the consultation document and the timetable for observation is reported to the Council at the next available meeting. If the timetable is tight, the organisation is contacted to ensure observations can be submitted as appropriate.

16. Enquiries from the Public

All telephone enquiries from the public are written in a book provided for that purpose, and are dealt with as soon as practicably possible. Residents can also contact us via email to access information in relation to booking our facilities.

17. Administrative Procedures of the Council

As part of the Council's investigation into the spirit of Best Value, the Council has made decisions, in relation to administrative procedures of the Council, and these decisions are documented.

It is recommended that the procedures previously agreed be continued.

18. Register of Members Interest.

All interests, declared by Members, are recorded in the Minutes of the Town Council. In addition, all Members' interests are included in the relevant register and changes recorded as received.

Under the new arrangements, the Monitoring Officer of the Borough Council may visit the Council half yearly to ascertain the records are up to date. In addition, the records can be viewed during normal office hours.

19. Review of Effectiveness of Internal Audit.

As advised by the external auditor, it is good practice to carry out a review of the internal auditor on a yearly basis and the Council will now be recommended to include this as part of the yearly risk assessment.

The Internal Auditor to be appointed will be Mr Blanchflower who has met with the requirements set by (regulation 6 of the account and audit regulations 2003), the auditor should meet the requirements under each of the following headings.

INDEPENDENCE

Mr Blanchflower has no connection with any officer or Elected Member of Whiston Town Council and therefore is totally independent. All audit work is carried out ethically, with integrity and the utmost objectivity.

COMPETANCE

Mr Blanchflower has worked in private sector finance for over 20 years and was previously the responsible Finance Officer for a local Council. Whiston Town Council have absolute confidence and trust in his ability.

RELATIONSHIP

The Clerk is consulted following each visit and Members are made aware of the significance of the internal auditor.

AUDIT PLANNING

The internal auditor carries out his final Audit for each year in April/May when the year's accounts are finalised and preparations for the Annual Return are made.

20. Annual Governance

Whiston Town Council Members have a responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. By agreeing this report Members are confirming that to the best of their knowledge and belief, the requirements of the Annual Governance is being met to the level required by Local Council Auditors.

21. General Data Protection Regulations.

Whiston Town Council have in place a General Privacy Notice and a Privacy

22. Conclusion

The above report has been prepared and is the initial response to the requirement for Councils to document information and action taken in relation to the assessed risk report. The Council is requested to adopt the main thrust of this report for 2025-2026.

Individual Risk Assessments held.

A

Administration Staff

Violence/Lone Workers

Display Screen Usage

Staff Handling Cash.

Workstation Assessment.

Manual Staff

Use of Ladders/Working at Height

Personal Protective Equipment (PPE)

Lone Working

Manual Handling

Litter Picking

Buildings - Interior / Exterior

Whiston Town Hall

George Howard Centre

Robert Foulkes Centre

Open Spaces

Multi Use Games Area

Foxshaw Close Playground

Willis Close

Nelson Place / Fisher Place

Susan Walk

Willow Avenue

Old Colliery Road - Mine Shafts

Volunteers

Contractors



WHISTON TOWN COUNCIL RISK ASSESSMENT 2025 -2026

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
FINANCE RISKS							
1	Financial bookkeeping and processes	Ensuring the Council's bookkeeping is accurately carried out. VAT accounted for and recovered. Employee Tax/NI paid.	Electronic System accounts for VAT with simple printable claim form. Accounting on Receipts & Payments system Tax/NI – Salaries. Sage Payroll Line 50	Ensure time is available to receive any updating training on the accounting system to ensure Accounts are completed on time.		Y	
2	Bank and banking	Keeping to FSCS protection, keeping control of numerous accounts	Council reviewed and adjusted the Financial Regulations May each year Regular checks are performed and internal audit system in place.	Ensure transfers are carried out to keep balances at 85K per account or below.		G	
3	Bank and banking	Cash Handling	Council has Financial Regulations which set out the processes. Bank cash immediately	=		G	
4	Salaries and associated costs	Salary paid / calculated incorrectly Pension process mistakes	Finance officer administers salaries using payroll system. Pension Provider, Merseyside Pension Scheme	Internal controls work well.		G	
5	Election costs	Risk of cost from an election if one took place	Council budget for such occurrence and so the risk impact is low, the prospect cannot be lowered as it is a democratic process, rather than a choice. Impact low as long as a budget set aside.	Review budget amount each year to ensure it is current. Review whole budget at precept prior to election year (next May 2027)	In budget - Administration	G	
6	Annual audit (Internal)	Appointment of Internal Auditor and scope of work	The Council appoints an Internal Auditor annually. It carries out a 'Review the Effectiveness of the system of Internal Control' annually. See risk assessment	Auditor re-appointed	Electronic audit works well. Suggest DB continue as Int audit.	G	Agenda - to re-appoint DB as internal auditor

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.



WHISTON TOWN COUNCIL RISK ASSESSMENT 2025 -2026

7	Annual audit (External)	Failing to supply the correct information for the External Auditor, risk of receiving an 'intermediate Audit'. Failure to close accounts by 30/9	External Auditor is appointed for the Council. It specifies the information to be submitted. Risk of getting an intermediate Audit cannot be mitigated it is the External Auditors random choice.	External Auditor contract was relet by SAAA (the appointing body) - remains with PKF Littlejohn	G	
8	Fraud	Fraud by staff. Actions undertaken by staff	Insurance in place, Employee Guidelines, Continuity Plan, H&S guidelines, Fraud/Corruption Detection and Prevention, Financial Regulations policies are all in place. Fidelity insurance set at higher level.	Fidelity Insurance in place upto 31/3/2026	G	

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
9	Supplier Fraud	Risk of supplier details being incorrect, replaced fraudulently, paying incorrect company	Financial Regs gives instructions.	Change of bank details needs to be checked by 2 members. A programme of regular checks of standing data with suppliers		G	
OPERATIONS RISKS							
10	Legionella in Council buildings	Risk of Legionnaires being in the water pipes	Tests with special temperature meters take place weekly/monthly/quarterly by staff. Logbook held	External company to carry out remedial work		G	
11	Equipment storage	Loss due to theft, damage, damp, fire etc	Equipment insured, storage area is checked and adequate for purposes	Existing procedure adequate.		G	
12	Email system for Councillors	Hacking, bugs or virus, misinformation, misrepresentation - financial risk of action or damage to equipment	Councillor use own email addresses.	System works well.		Y	

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.



WHISTON TOWN COUNCIL RISK ASSESSMENT 2025 -2026

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
13	Project Management	New Projects - guidelines not specified or outcomes not set, overspend or lack of control of the project	Town Clerk and Site Manager to manage new projects which must cover all the necessary requirements	New projects identified annually		G	
14	Project Management	Tender process	Council has Financial Regulations in place which set out the processes.	Ensure regulations are referred to prior and during large project to ensure compliance.	Monitor new projects to assess against new regulations and review regulations if changes are	G	
15	Meeting location	Adequacy of venue, Health & Safety of venue for members of the public, visitors, employees and Councillors	Council Meetings are normally held at Whiston Town Hall. The premises and the facilities are considered to be good for the Clerk, Councillors and Public. Any problems will be reported. Other venues would need to be H&S checked for access and working conditions.	Existing location adequate.		G	
16	Meeting location	as above	Meetings are normally held in the Council Chamber at above venue	Location adequate.			
17	Risks and risk assessments	Risks of buildings, work tasks, visitors, staff	Risk assessment of materials, equipment, duties, roles, etc. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with procedures. Equipment is only used by employees who have undergone training required for use. Insurance for staff and equipment is covered.	Risk assessments undertaken. Ongoing staff training		Y	
LEGALITIES RISKS							
18	Legal powers	Illegal activity or payments	All activity and payments within the powers of the Town Council to be resolved and minuted at Full Town Council Meetings, including a reference to the power used. Councillors can request advice.	Follow procedures and Clerk to check Power references and seek advice for new or unusual projects. Refer to Financial Regulations		G	Power of Competence - this allows Councils more flexibility on legal powers

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.



WHISTON TOWN COUNCIL RISK ASSESSMENT 2025 -2026

19	Statutory notices	Risk of accuracy and legality of notices such as Agenda/Minutes	Most Council notices follow legislation, guidance in the Clerk's legal reference book.	Clerk training and reading materials to be kept up to date	G	
20	Data protection and data processing	Policy, Provision, failing	The Council is registered with the Data Protection Agency and follows guidance supplied by the Info Commissioner.	Registration is renewed annually. Ensure that the Council is following the guidance.	Y	Council has privacy policies on website and holds mapping of how information is stored.

No	Subject	Risk(s) Identified.	Management/ Control of Risk	Review/ Assess/ Revise	Action(s) Taken/Suggested	Status Red/ Yellow/ Green	Outstanding Action(s)
21	Freedom of Information Act	Policy, Provision, failing	The Council has a 'model publication scheme' in place.	Monitor requests made under the FOI Act. Ongoing.		G	Check for review dates
CONTINUITY/PROTECTION							
22	Business continuity	Business interrupted due to paper records loss	Essential paper items scanned (electronic). Electronic financial files are backed up. Cloud storage in place/continuous back up for electronic files. Access for Chair/ Leader is set up and in event of a Clerk absence all info in 'Continuity' file goes to them. Retention list advises where documents/access for items is located 2022	Check essential papers are kept. Check 'Retention List' up to date. Check Cloud subscription up to date. Check PC back-ups taken. Check 'Continuity' file up to date regularly.	Review	G	
23	Business continuity	Clerk incapacitated/ unavailable for a period of time.	Council has an Office Manager (designate) who can cover. No pre-arranged provision for cover if both unavailable. Admin and Finance staff to answer enquiries. In absence the Chair /Leader will receive 'Continuity' file.	Needs to be reviewed and updated		G	
24	Business continuity	Risk of loss of internet access at Clerk's home and so unable to perform works	Internet is with reputable provider. Access can be gained to records via the remote of the Clerks laptop working from home	Review if this ever happens of how effective back-up measures have been. Not happened within year.		G	

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.



WHISTON TOWN COUNCIL RISK ASSESSMENT 2025 -2026

25	Confidentiality	Protection of Council information and files.	Council lap-top is password protected, as is the email system. Files are backed up on Cloud, which is password protected. The lap-top has up-to-date Virus protection on it.	Ensure subscriptions are kept upto-date	G	
26	Insurance	Risk of inadequate insurance cover and the Council's compliance	Council reviews its cover regularly and monitor its assets annually. Audit in place to satisfy Fidelity Insurance Cover.	Renew annually	Y	Fire-proof lockable cabinet in office for valuable papers

Green= adequately mitigated. Yellow= lower risk/impact. Red= high risk/impact.