Whiston Town Council Meeting
Agenda
Wednesday 14th February 2024

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 2023-2024 Councillor R. Gaffney.

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
7th February 2024

Dear Councillor,

You are hereby summoned to attend an Ordinary Meeting of Whiston Town Council to be held in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston on **Wednesday 14th February 2024** commencing at 7.30pm.

Yours sincerely

Sandra Mayers
Town Clerk

AGENDA

Apologies.

1. Public Forum.
In accordance with Standing Order 66 members of the public may be invited to speak at the meeting on matters concerning the Township of Whiston. Those who are invited to speak in this way will only address the person who is presiding at the meeting and will respect the Chairmanship of that person.

2. Announcements from the Town Mayor.
To receive verbal reports from the Town Mayor of the Council **FOR INFORMATION ONLY.**

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

4. Announcement from the Leader.
To receive verbal reports from the Leader of the Council **FOR INFORMATION ONLY.**

5. Declarations of Interest.
Members are invited to indicate any interest they may have in relation to items on the Agenda for the meeting. Attached for this purpose is a pro forma for use by Members, which should be handed to the Town Clerk prior to the commencement of the meeting. Declaring interests in this way does not preclude Members from declaring an interest, when a specific item is being discussed, during the meeting.

6. Planning.
a) Applications.
Members are requested to consider the undermentioned planning applications.

23/02788/FUL	Erection of two storey side and rear extensions (Demolition of garage and single storey rear structure)	40 Pottery Close, Whiston, Knowsley.
23/02738/FUL	Erection of extensions to main building for use as a storage unit (B8) and associated works.	Olympic, Fallows Way, Whiston.
23/02771/FUL	Recladding of external façade (Colours to match existing)	St Edmund Arrowsmith Catholic Centre for Learning Cumber Lane. Whiston
23/02846/FUL	Erection of a single storey infill extension.	St Mary and St Pauls C of E Primary School, Bryer Road Prescot.
22/00630/NMA	Non- material amendment to the approved planning permission to change the point in time the condition needs to be discharged.	Land at MP Foods, Lyneham

7. Whiston Woods – Information.
Members are requested to consider any updates from the Clerk or Leader of the Council in relation to the proposed Cemetery Extension, Whiston Woods.

8. Minutes – Appendix 1.
To receive as a true and correct record the Minutes of the Ordinary Council Meeting held on Wednesday 10th January 2024.

9. Accounts.
Members are requested to note and agree the undermentioned information in relation to finance.

a). Bank Reconciliation – January 2024 - Appendix 2.

b). Final Payment Summary – January 2024 - Appendix 3.

c) Quarterly Accounts April 2023 – December 2024 (inclusive) - Appendix 4

c). Monthly Accounts for Payment – February 2024.
(To be circulated at the meeting).

10. Estimates Report 2024-2025 - Appendix 5.
Members are requested to consider the detailed report in relation to the estimated and actual expenditure for 2023-2024 and projected expenditure for the financial year 2024-2025.

11. Financial Investment Strategy 2024-2025 – Appendix 6.
Members are again requested to consider and agree the Councils Investment Strategy for 2024-2025.

12. Risk Assessment 2024-2025 – Appendix 7.
The detailed Risk Assessment for 2024-2025 is circulated for Members consideration. This is a mandatory requirement and identifies how the Council manages risks it may face each year.

13. Treasury Management 2024-2025 Appendix 8.
Members are requested to consider the circulated report in relation to Treasury Management. (Investments).

14. Knowsley Flower Show – Sponsorship for 2024 – Appendix 9.
Members are requested to consider supporting the 2024 Knowsley Flower Show scheduled for Sunday 4th August 2024, in previous years the Council have sponsored the free shuttle bus to take residents from Whiston to the Flower Show although this year to share the cost with Prescot Town Council the contribution required would be £300. In 2023 over 400 Prescot and Whiston residents used this service in 2023..

15. Whiston Community Recycling Group, application for financial assistance. – Appendix 10.
Members are requested to consider an application for financial assistance towards the provision of winter coats, school uniforms and prom outfits. If agreed this can be allocation under Section 137 Local Government Act 1972 using the community donation fund which currently stands at £1,500.00.

WHISTON TOWN COUNCIL

At the Ordinary Meeting of Whiston Town Council held in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston on Wednesday 10th January 2024 commencing at 7.30pm, the following were:-

Present
Councillor R. Gaffney
Town Mayor
(In the Chair)

Councillors: D. Allen, J. Mimnagh, N. Murray, T. Murray, S. Rees, K. Taylor and G.Wickens.

Apologies.
Apologies for absence were received on behalf of Councillors: J. Burke, T. Byron, S. Henry and C.Powell.

Apologies.

96. Public Forum.
7 Members of the public attended the meeting, the meeting was adjourned at 7.31pm and resumed at 8.01pm.
Whiston Woods residents asked did anyone know a date that the planning application would be submitted for the cemetery extension, and Members indicated that they did not expect this to be before May 2024. Some concerns were also put forward regarding biodiversity and the need to have a 10% positive impact. Concerns were also raised with people responding to the consultation who lived in the L4 area, it is believed that residents living in these areas would not have any idea of the impact this may have.
Halsnead Garden Village The tree planting. It appears that an excessive amount of trees are being planted. It was indicated that this process is carried out taking into account ratio of replacement trees and also allowing for some tree, that may not manage to become established.
Refuse- footpath, Whiston Primary Resource Centre. A resident had spoken to an elderly person who was litter picking the area, and was happy to do so, but was also concerned that, whilst he was litter picking the staff employed by the Borough Council were sitting in vans watching. Some concerns were also raised about the number of vehicles that are parked in the church car park each day.

97. Announcements from the Town Mayor.
The Town Mayor gave the following updates. **FOR INFORMATION ONLY.**
Recent National Post Office Scandal This should never have happened, and the Town Mayor is pleased that this is finally being recognised.
Christmas Lunch / Bingo each of these events were very well attended and he was made to feel very welcome.
MP Foods. The Borough Council are now maintaining the adjoining land and invoicing the shop owners. Residents who had recently fly – tipped had been approached and given a chance to remove the refuse they had left on the land.

98. Announcements from the Town Clerk.
The Town Clerk gave the following updates **FOR INFORMATION ONLY.**
Christmas Lights, Whiston Village. The Borough Council have met a considerable amount towards the cost of traffic management giving an overall reduction in excess of £4,000.00
Refuse removal. A resident has sent very positive feedback to staff at the Town Council as well as the Borough Council for the speedy action in clearing up refuse outside her property.

99.. Announcement from the Leader.
The Leader gave the following updates **FOR INFORMATION ONLY.**
Halsnead Garden Village The Borough Council have been informed by developers that they will no longer be in a position to meet the criteria of 25% affordable houses and this is to be considered by the Borough Council January 2024.
Whiston Woods.This is not expected to be put to the Borough Council for planning consideration before May 2024.

100. Declarations of Interest.
No Declarations of interest were received.

101. Planning.

No Planning applications were circulated for consideration.

102. Whiston Woods – Information.
The meeting was informed that no verbal updates were available in respect of the Cemetery Extension at Whiston Woods.
Resolved: This item will remain on the Council Agenda and residents are encouraged to attend the Council Meeting to ensure this issue remains in the public interest.

103. Members Briefing Session - Estimates Report 2024-2025
Members were requested to note that a briefing session to consider the estimated expenditure of the Council for 2024-2025, has now been arranged for Wednesday 31st January 2024. Commencing at 7.30pm.
Resolved: That the report be noted.

104. Minutes.
The minutes of the Ordinary Council Meeting held on Wednesday 13th December 2023.were received as a true and correct record and signed by the Town Mayor.

105. Accounts.
Members were requested to note and agree the undermentioned information in relation to finance.

a). Bank Reconciliation – December 2023.
Resolved: That the Bank Reconciliation for December 2023 be noted and agreed.

b). Final Payment Summary – December 2023.
Resolved: That the Final Payment Summary for December 2023 be noted and agreed.

c). Monthly Accounts for Payment – January 2024.
Resolved: That the circulated monthly accounts be noted and agreed.

Minutes 96 to 105 be received as a true and correct record and signed by the Town Mayor on Wednesday 14th February 2024.

_____
R. Gaffney – Town Mayor
The Meeting Closed at 8.22pm

MONTHLY BANK RECONCILIATION				
Jan-24				
Balance 01/01/2024		£ 474,691.71		
Receipts in January 2024		£ 9,627.86		
Less Payments in January 2024		£ 64,795.16		**£ 419,524.41**
BALANCES				
Fixed Term Deposit A/c 85172626			**£ 50,488.22**	
Business Res A/C-89979389			**£ 361,103.51**	
Current A/C-97589667			**£ 7,932.68**	
Less unpresented cheques				
Current a/c balance			**£ -**	
Total Credit Balance			**£ 419,524.41**	
Balance c/fwd				**£ 419,524.41**

FINAL PAYMENT SUMMARY January 2024
Month 10 January 2024

	PAYMENTS prior to Council Meeting 10 January 2024				
1 BACS	Whiston Carpet Warehouse Limited Floor at WTH			£	3,375.00
1 BACS	Lyreco - stationery, blue roll and diaries			£	202.12
1 BACS	B & B Hygiene			£	240.00
		Sub Total	**£ 3,817.12**		
	PAYMENTS for Council Meeting				
1 BACS	B H Dyson-Caretaker at Foxshaw Close Playground			£	75.00
5 BACS	Knowsley Borough Council Open Space, Ground Maintenance.			£	1,727.07
4 BACS	HMRC-Tax and NI			£	3,478.22
4 BACS	Merseyside Pension Fund-Pension Contributions			£	3,767.64
4 BACS	Prudential Insurance (AVC's)			£	1,000.00
		Sub Total	**£ 10,047.93**		
	PAYMENTS After Council Meeting				
1 BACS	Knowsley Council Elections			£	16,315.88
1 BACS	J Devine Electrical work at GHC			£	455.00
1 BACS	Rainfords Christmas Trees			£	840.00
1 BACS	Amazon Business - Respirator mask			£	26.56
1 BACS	John Brennan - Refund for cancellation of MUGA			£	18.00
1 BACS	P J Roche Ltd T/A Premier Pest Control			£	138.00
1 BACS	Miss V Ellison - West Lancs French Bulldogs Refund for cancellation of events			£	250.00
1 BACS	PPG Architectural Coatings Varnish for WTH hall floor			£	586.68
1 BACS	Beesley & Fildes Ltd Grit for WTH and GHC			£	418.50
1 BACS	Amazon Business - Carpet Cleaning machine, floor cleaning products and Fly/Wasp spray			£	275.31
1 BACS	Knowsley Borough Council - Christmas Lights for Whiston			£	8,555.83
1 BACS	ICU Group Ltd - Monthly IT Support and Cloud Backup			£	340.80
1 BACS	Heating and Boiler Services - Call out for leaking pipe 02/01/24 at WTH			£	293.31
1 BACS	C A Hunt Builders - Replace window at GHC, Replace some roof tiles at WTH			£	1,720.00
		Sub Total	**£ 30,233.87**		
			£ 44,098.92		
	Total Payments			**£**	**44,098.92**
	Total Direct Debits				
BACS	Ash Waste Services. Refuse collection, Whiston Town Hall			£	256.62
BACS	Ash Waste Services. Refuse collection, George Howard Centre			£	151.98
BACS	Water Plus. Water - George Howard Centre (4078082681)			£	196.70
BACS	Water Plus. Water - Robert Foulkes Centre (6000391688)			£	148.31
BACS	Water Plus. Water - Whiston Town Hall (4078082954)			£	182.03
BACS	British Gas Lite. Elec Robert Foulkes Centre (BGL445436)			£	72.34
BACS	British Gas Lite Elec WTH (BGL445443)			£	843.19
BACS	British Gas Lite Elec WTH (BGL445451)			£	833.66
BACS	British Gas. Gas WTH (603228234)			£	2,196.82
BACS	British Gas Lite Gas WTH (BGL445459)			£	7.88
BACS	British Gas Lite Gas WTH (BGL445459)			£	7.35
BACS	British Gas Lite Gas GHC (BGL445453)			£	1,388.45
BACS	British Gas Lite Gas GHC (BGL445453)			£	1,107.04
BACS	British Gas Lite Gas RFC (BGL445456)			£	233.02
BACS	British Gas Lite Gas RFC (BGL445456)			£	233.34
BACS	Invosys (prev Connected World) Telephone/internet charges			£	128.77
	Invosys (prev Connected World) Telephone/internet charges			£	128.39
BACS	Chubb Fire & Security. George Howard Centre			£	88.54
BACS	Chubb Fire & Security. Whiston Town Hall			£	88.54
BACS	Bank charges (97589667)			£	35.00
BACS	Bank charges re SumUp device			£	16.50
			Total DD	**£**	**8,344.47**
			Wages	**£**	**12,351.77**
				£	**20,696.24**

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	£	64,795.16
Total Payments January	**£**	**64,795.16**

Accounts Sheet for January	£	44,098.92
Direct payments for January	£	8,344.47
Wages	£	12,351.77
Total Payments January	**£**	**64,795.16**

ECTION 137 DONATIONS TO BE INCLUDED IN ADMIN - add 2 figures

'HISTON TOWN COUNCIL
DMINISTRATION

BUDGET SHEET 2023-2024

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
urial Facilities	£550.00	£0.00	£550.00									
surance - combined policy	£2,148.00	£2,145.05	£2.95	£2,145.05								
uditor Internal & External	£1,030.00	£1,040.00	-£10.00		£200.00			£840.00				
onference/Training	£1,500.00	£0.00	£1,500.00									
rinting Stationery/Photocopier	£1,700.00	£1,733.24	-£33.24	£124.38	£449.79	£183.46	£170.15	£217.94	£136.51		£275.80	£175.21
nnual Report	£50.00	£0.00	£50.00									
ommunity Donations S137	£3,500.00	£2,000.00	£1,500.00	£1,000.00								
hristmas Lunches	£210.00	£210.00	£0.00				£500.00			£500.00		
ALC Information	£120.00	£0.00	£120.00								£210.00	
elephone/Fax/Internet	£1,050.00	£672.84	£377.16	£84.64	£84.84	£83.19	£83.99	£81.81	£0.00	£173.09	£81.28	
own Mayor's Allowance	£650.00	£650.00	£0.00						£650.00			
ospitality	£200.00	£75.98	£124.02								£75.98	
TC Events	£1,500.00	£137.36	£1,362.64									£137.36
APTC	£1,280.00	£1,223.24	£56.76	£1,223.24								
ffice Ecuipment	£500.00	£360.40	£139.60						£360.40			
etty Cash	£350.00	£150.00	£200.00								£150.00	
alaries	£82,194.00	£64,858.59	£17,335.41	£6,942.95	£7,426.92	£6,916.96	£6,250.69	£6,920.66	£6,920.97	£6,243.64	£10,469.03	£6,766.77
ational Insurance	£5,340.00	£4,387.48	£952.52	£394.10	£449.66	£450.65	£392.41	£450.93	£450.80	£392.27	£940.01	£466.65
ension Fund	£16,135.00	£14,331.12	£1,803.88	£1,433.31	£1,531.01	£1,441.02	£1,415.81	£1,574.13	£1,574.13	£1,415.81	£2,403.51	£1,542.39
emembrance Poppy Wreath (RBL)	£25.00	£50.00	-£25.00								£50.00	
ardening Competition	£275.00	£0.00	£275.00									
aff Uniforms	£500.00	£278.60	£221.40								£278.60	
ouncil Memorabilia/Promotions	£500.00	£179.95	£320.05						£179.95			
ewn Council Election Costs	£12,000.00	£13,596.56	-£1,596.56									
ank Charges	£800.00	£470.60	£329.40	£55.11	£47.16	£59.94	£48.96	£53.42	£43.90	£43.46	£65.65	£53.00
age Payroll Cover	£648.00	£167.00	£481.00								£167.00	
aff Eye Test	£40.00	£0.00	£40.00									
omputers/Web Site	£500.00	£730.00	-£230.00					£250.00		£480.00		
support/security/licences	£3,520.00	£3,007.20	£512.80	£735.20	£284.00	£284.00	£284.00	£284.00	£284.00	£284.00	£284.00	£284.00
nnual Subscriptions – Info Commissi	£65.00	£55.00	£10.00			£55.00						
ontingencies	£2,000.00	£142.50	£1,857.50			£142.50						
wn Council Lottery Licence	£21.00	£20.00	£1.00								£20.00	
scellaneous		£140.28						£130.00				£10.28
JM UP charges		£98.75		£13.68	£10.15	£6.78	£8.11	£10.48	£10.67	£16.70	£8.34	£13.84
OTALS	**£140,901.00**	**£112,672.71**	**£28,228.29**	**£14,151.66**	**£10,483.53**	**£9,623.50**	**£9,154.12**	**£10,813.37**	**£10,611.33**	**£9,548.97**	**£15,479.20**	**£9,449.50**

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HISTON TOWN COUNCIL
HISTON TOWN HALL

BUDGET SHEET 2023-2024

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ectric	£12,563.00	£4,057.32	£8,505.68	£373.00	£33.44	£308.80	£323.63	£378.36	£344.28	£860.05		£1,435.76
as	£29,500.00	£7,973.04	£21,526.96	£3,005.13	£10.20	£10.73	£1,149.49	£10.39	£402.37	£598.13	£1,144.94	£1,641.66
on Domestic Rate	£8,513.00	£6,861.25	£1,651.75	£1,373.25	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00
ater Rates/Sewerage	£1,751.00	£1,628.62	£122.38	171.56	£171.56	£171.56	£171.56	£171.56	£171.56	£72.22	£272.79	£254.25
surance - combined	£990.00	£1,082.89	-£92.89	£1,082.89								
arms (a) Rental/Auto response	£627.00	£780.88	-£153.88	£73.78	£73.78	£73.78	£73.78	£190.64	£73.78	£73.78	£73.78	£73.78
b) Repairs	£400.00	£0.00	£400.00									
c) Fire Extinguishers	£300.00	£195.24	£104.76	£195.24								
eaning Materials	£721.00	£708.19	£12.81	£114.26	£62.50	£128.18		£74.05	£59.38	£173.96	£81.86	£14.00
thedral Leasing-Hygiene units	£342.00	£331.56	£10.44			£331.56						
pairs/Maintenance	£2,000.00	£1,733.06	£266.94	£25.00	£357.56	387.78		£388.32	£298.20	£56.45	£199.17	£20.58
ages	£51,470.00	£40,571.77	£10,898.23	£3,650.88	£3,679.43	4445.23	£3,594.13	£4,386.91	£4,640.80	£3,901.88	£8,132.08	£4,140.43
tional Insurance	£1,811.00	£1,504.13	£306.87	£103.06	£117.29	135.04	£111.85	£132.52	£132.35	£112.46	£528.01	£131.55
nsion Fund	£10,495.00	£9,427.19	£1,067.81	£796.71	£787.98	988.79	£846.99	£1,043.02	£1,105.51	£920.25	£1,957.21	£980.73
ristmas Tree	£400.00	£0.00	£400.00									
ocker	£50.00	£7.99	£42.01									
ernal/External Painting	£150.00	£48.56	£101.44								£7.99	
fuse collection	£1,050.00	£1,189.15	-£139.15	£160.79	£161.65	£112.94	£124.97	£92.29	£48.56 £91.94	£191.96	£141.86	£110.75
ating Maintenance/Repairs	£500.00	£191.67	£308.33				£191.67					
ectric Maintenance/Repairs	£1,000.00	£1,464.00	-£464.00				£400.00	£1,064.00				
rtable Appliance Test	£270.00	£100.00	£170.00				£100.00					
st Control	£231.00	£115.02	£115.98									
emises Licence	£200.00	£180.00	£20.00					£38.34		£38.34	£38.34	
bles & Chairs	£200.00	£0.00	£200.00								£180.00	
scellaneous	£200.00	£293.13	-£93.13		£141.67	£86.78	£45.79		£18.89			
ristmas Tree	£400.00	£0.00	£400.00									
nations from Mayors Charity					£1,555.00							
ll refund		£100.00				£100.00						
TALS	**£126,134.00**	**£80,544.66**	**£45,689.34**	**£11,125.55**	**£7,838.06**	**£7,967.17**	**£7,819.86**	**£8,656.40**	**£8,073.62**	**£7,685.48**	**£13,444.03**	**£9,489.49**

HISTON TOWN COUNCIL
ORGE HOWARD CENTRE

BUDGET SHEET 2023-2024

	BUDGET	USED	BALANCE	April	May	June	July	August	Sept	Oct	Nov	Dec
ectric	£12,288.00	£4,421.46	£7,866.54	£399.89	£360.55	£382.00	£345.39	£320.65	£246.46		£1,509.54	£856.98
s	£16,529.00	£4,141.11	£12,387.89	£1,693.80			£638.58		£58.28	£697.97		£1,052.48
lephone	£145.00	£101.20	£43.80	£12.65	£12.65	£12.65	£12.65	£12.65		£25.30	£12.65	
n Domestic Rate	£7,728.00	£6,362.25	£1,365.75	£1,274.25	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00
ater Rates/ Sewerage	£1,480.00	£1,003.36	£476.64	£109.83	£109.83	£109.83	£124.48	£124.48	£124.48	£124.48	£72.22	£103.73
urance - combinec	£884.00	£957.94	-£73.94	£957.94								
rms (a) Rental/Auto response	£845.00	£664.02	£180.98	£73.78	£73.78	£73.78	£73.78	£73.78	£73.78	£73.78	£73.78	£73.78
(b) Repairs	£356.00	£59.60	£296.40							£59.60		
(c) Fire Extinguishers	£370.00	£144.12	£225.88	£144.12								
aning Materials	£550.00	£176.33	£373.67	£114.26								
pairs/Maintenance	£1,500.00	£3,981.48	-£2,481.48	1,644.76	£2,200.00	£26.41		£62.07				
thedral Leasing (Hygiene Units)	£342.00	£331.56	£10.44			£331.56		8.31	£102.00			
ages	£52,095.00	£42,824.39	£9,270.61	£4,317.57	£4,024.46	£5,047.09	£3,934.27	£4,841.60	£4,791.06	£3,890.75	£7,707.42	£4,270.17
tional Insurance	£3,605.00	£2,921.58	£683.42	£293.17	£251.50	£330.18	£240.35	£299.50	£290.38	£232.74	£703.49	£280.27
nsion Fund	£11,330.00	£9,838.92	£1,491.08	£930.24	£855.24	£1,092.54	£926.56	£1,128.27	£1,140.64	£917.60	£1,836.73	£1,011.10
ase of Land	£5.00	£0.00	£5.00									
rnal/External Painting	£200.00	£68.40	£131.60									
ckery	£75.00	£0.00	£75.00					£68.40				
fuse Collection	£1,030.00	£884.79	£145.21	£93.29	£114.05	£138.90	£112.65	£92.29	£101.46	£121.40		£110.75
ctric Maintenance/Repairs	£1,750.00	£811.50	£938.50				£340.00	£174.00			£297.50	
rtable Appliance Test	£100.00	£60.00	£40.00				£60.00					
ating Maintenance/Repairs	£500.00	£283.33	£216.67			£91.66	£191.67					
st Control	£232.00	£114.99	£117.01					£38.33		£38.33	£38.33	
ristmas Tree	£400.00	£0.00	£400.00									
scellaneous		£0.00										
ll Refund		£0.00										
TALS	£114,339.00	£80,152.33	£34,186.67	£12,059.55	£8,638.06	£8,272.60	£7,636.38	£7,880.33	£7,564.54	£6,817.95	£12,887.66	£8,395.26

HISTON TOWN COUNCIL
BERT FOULKES CENTRE

BUDGET SHEET 2023-2024

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ectric	£1,860.00	£407.36	£1,452.64	£45.31	£45.55	£43.72	£41.06	£40.40	£52.73	£55.66		£82.93
as	£4,879.00	£810.55	£4,068.45	£369.89			£123.77		£36.87	£96.96		£183.06
on Domestic Rate	£1,986.00	£1,991.01	-£5.01	£399.01	£199.00	£199.00	£199.00	£199.00	£199.00	£199.00	£199.00	£199.00
ater Rates/Usage	£1,160.00	£1,173.10	-£13.10	£92.21			£148.31	£148.31	£148.31	£148.31	£364.06	£123.59
ase of Land/Rent	£5.00	£0.00	£5.00									
surance - combined	£654.00	£708.05	-£54.05	£708.05								
aning Materials	£300.00	£184.77	£115.23	£114.26								
pairs/Maintenance	£500.00	£192.00	£308.00					£62.07	£8.44			
uipment	£50.00	£0.00	£50.00			£90.00			£102.00			
e Extinguishers	£100.00	£20.73	£79.27	£20.73								
thedral Leasing (Hygiene Units)	£330.00	£331.56	-£1.56									
ockery	£50.00	£0.00	£50.00			£331.56						
ernal/External Painting	£100.00	£0.00	£100.00									
ages	£18,020.00	£14,023.90	£3,996.10	£1,250.14	£1,348.25	£1,639.91	£1,294.90	£1,663.40	£1,650.17	£1,289.67	£2,503.13	£1,384.33
tional Insurance	£1,430.00	£1,121.89	£308.11	£102.21	£109.95	£128.00	£104.09	£129.02	£128.43	£103.90	£203.60	£112.69
nsion	£3,225.00	£2,695.82	£529.18	£237.34	£245.31	£302.82	£261.96	£327.44	£327.44	£261.96	£454.63	£276.92
lephone	£136.00	£101.20	£34.80	£12.65	£12.65	£12.65	£12.65	£12.65		£25.30	£12.65	
s Heating Maintenance/Repair	£500.00	£191.66	£308.34				£191.66					
ctric Maintenance/Repairs	£400.00	£110.00	£290.00				£110.00					
rtable Appliance Test	£50.00	£40.00	£10.00				£40.00					
oles	£300.00	£0.00	£300.00									
cellaneous												
t Control						45.76				206.67	£69.19	
TALS								38.33		38.33	38.33	
	£36,035.00	£24,103.60	£11,931.40	£3,351.80	£1,960.71	£2,793.42	£2,527.40	£2,620.62	£2,653.39	£2,425.76	£3,844.59	£2,362.52

WHISTON TOWN COUNCIL
OPEN SPACES

BUDGET SHEET 2023-2024

	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Foxshaw Close Playground												
Foxshaw Close - Caretaker	£900.00	£675.00	£225.00	£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	£1,205.00	£295.00									
Insurance - combined	£307.00	£333.20	-£26.20	£333.20		£602.50					£602.50	
Refund of payment for usage		£0.00										
Public Open Spaces												
Repairs/maintenance/tree survey	£1,000.00	£0.00	£1,000.00									
Grounds Maintenance KBC	£11,300.00	£8,635.32	£2,664.68									
		£0.00	£0.00				£1,439.22	£1,439.22	£1,439.22	£1,439.22	£1,439.22	£1,439.22
TOTALS	**£15,007.00**	**£10,848.52**	**£4,158.48**	**£408.20**	**£75.00**	**£677.50**	**£1,514.22**	**£1,514.22**	**£1,514.22**	**£1,514.22**	**£2,116.72**	**£1,514.22**

HISTON TOWN COUNCIL
EVENUE ACCOUNT

BUDGET SHEET 2023-2024

	ESTIMATED	INCCME	DUE IN	April	May	June	July	Aug	Sept	Oct	Nov	Dec
BC - PRECEPT	£292,438.00	£292,438.00	£0.00	£292,438.00								
'HISTON TOWN HALL	£36,000.00	£32,297.36	£3,702.64	£4,574.00	£4,072.16	£2,398.50	£5,947.50	£2,751.00	£2,879.50	£4,537.94	£2,873.09	£2,263.67
EORGE HOWARD CENTRE	£35,000.00	£25,321.55	£9,678.45	£3,186.18	£3,576.56	£2,962.43	£2,889.18	£2,555.18	£672.50	£3,344.84	£2,841.09	£3,293.59
OBERT FOULKES CENTRE	£5,000.00	£3,922.12	£1,077.88	£358.00	£609.25	£207.25	£567.00	£358.51	£506.75	£429.75	£604.92	£280.69
.U.G.A	£3,200.00	£3,108.00	£92.00	£126.00	£284.00	£234.00	£144.00	£286.00	£414.00	£738.00	£612.00	£270.00
ITEREST	£3,000.00	£5,828.62	-£2,828.62	£323.44	£624.60	£614.43	£732.55	£755.50	£709.03	£759.48	£683.68	£625.91
A.T.	£10,000.00	£12,728.29	-£2,728.29	£6,650.74						£6,077.55		
ISC / FEED IN TARIFF		£849.22						£849.22				
OTALS	**£384,638.00**	**£376,493.16**	**£8,994.06**	**£307,656.36**	**£9,166.57**	**£6,416.61**	**£10,280.23**	**£7,555.41**	**£5,181.78**	**£15,887.56**	**£7,614.78**	**£6,733.86**

ENSION SURPLUS 23/24
rplus deducted retrospectively each month see final balance sheet- Income

WHISTON TOWN COUNCIL **BUDGET SHEET 2023-2024**

FINANCIAL RESERVES as at 31st MARCH 2023

	BUDGET
Business Reserve a/c B/fwd	**£ 387,963.18**
Short Term Invest - Nat West	£ 50,488.22
Business Reserves	£ 329,011.27
Current A/c	£ 8,463.69
Balance B/F - Additional Reserves	
	£ 387,963.18
Included in above amount b/f	
Community Development Fund	£ 7,550.00
Unrestricted Reserves	£ 380,413.18
Balance as at 31st March 2023	**£ 387,963.18**

2023/2024

		INCOME	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec
B/f	£	387,963.18			£ -									
Precept received by 30th April 2023	£	292,438.00												
	£	680,401.18												
	£	972,839.18												
Community Development Fund	£	-	£ 7,550.00	£ -	£ 7,550.00									
Repairs & Maintenance			£ 3,000.00	£ 2,812.50	£ 187.50									
Provision of Christmas lights Reserves			£ 15,508.00	£ 9,837.80	£ 5,670.20									
														£2,707.80
			£ 26,058.00	£ 2,812.50	£ 13,407.70	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -

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Estimates Report 2024 - 2025

To: The Town Mayor and Members of Whiston Town Council
Budget Briefing Session Wednesday 31st January 2024

Precept and Annual Budget 2024-2025.

1. Introduction:

In accordance with the Local Government Finance Act 1992 Whiston Town Council as the local precepting authority issues a precept each year to Knowsley Metropolitan Borough Council (KMBC). The precept must state Whiston Town Council's budget requirement for the forthcoming financial year which is then payable by KMBC.

This report details the budget requirements of Whiston Town Council for the financial year 2024-2025 and the precept required to meet that budget.

The precept represents a large percentage of the Town Council's total budget requirement.

There is a duty to issue the precept demand to KMBC by mid-February in the preceding year to which the precept relates (in this case 1st April 2024 to 31st March 2025). This enables KMBC to perform the necessary calculations needed to inform residents of their Council Tax demand.

In arriving at the level of Council Tax, the Town Council will not benefit from the business rate and the sole determination of the level of the tax will be the estimated expenditure divided by the tax base of 3408 for 2024/2025, an increase of 101 band D properties.

To assist Members, schedules of estimated and actual expenditures for 2023/2024, together with the estimated expenditure for 2024/2025, are available within the report.

2. Payment of Precept

KMBC, as billing authority pays the precept by instalments during the month of April each year in line with the Local Authority Regulations (Funds) (England) 1992.

3. Parish Consultation information.

Members will recall that the tax base for 2023/2024 was **3307** and the Borough Council have now indicated the tax base for 2024/2025 will be **3408** giving an increase of 101 properties.

4. Budgetary Control

Balances available to the Council are reported monthly. In addition, the accounts are balanced every month together with the bank reconciliation. These records are examined by both the internal and external auditors.

5. V.A.T.

All figures included within the estimates are **net** of V.A.T.

6. Contingency

The Council is advised to include a sum of £2,000.00 within the estimates to cover payments made during the year not accounted for within the budget.

7. Virement

This report will include several instances where the Council is requested to approve virement from various budget heads of expenditure to cover any overspend or underspend during the 2023/2024 year.

8. Earmarked Reserves

It will be necessary, as part of the supporting documents for the accounts to specify budget heads which have been specifically earmarked for expenditure during the year.

In 2023/2024 the following additional items were earmarked

(a) Repairs and Maintenance	**3,000**
(b) Community Development Fund	**nil**

(a) Repairs and Maintenance.

Allocated 2023/2024	3,000
Utilised during 2023/2024	2,812
Anticipated balance at 31.03.2024	198

It is recommended that **£3,000** be allocated to this budget for 2024/2025 to allow for repairs / maintenance and ongoing improvements.

(b) Community Development Fund.

b/f	7,550
Allocated 2023/2024	nil
Utilised during 2023/2024	nil
Anticipated Balance at 31.03.2024	**7,550**

Members are requested to consider increasing this budget head to allow to earmark funds for a budget towards the cost of a replacement surface on the Multi Use Games area situated alongside the Town Hall.

9. Pricing Policy 2024/2025.

Members will recall that a small increase was implemented during 2023/2024 arriving at community groups paying an additional £1.00 per hour taking the hourly rate to £9.00 per hour and business hirers paying an additional £2.00 per hour taking the hourly rate to £18.00 per hour.

All private functions over the weekend period now pay £25.00 per hour to hire any of the Council facilities.

Having consulted with staff and after exploring charges implemented at similar type venues locally, Members are requested to consider the undermentioned increases for 2024/2025.

	Current rate	Increased rate
Community groups	**£9.00 per hour**	**£10.00 per hour**
Business users	**£18.00 per hour**	**£20.00 per hour**

Members may wish to consider increasing the £25.00 per hour for weekend function to £30.00 per hour for 2024/2025.

Any increase agreed will be implemented from 1st April 2024, the benefit of any increases for weekend functions may not have a significant impact on the income for

2024/2025 as we already have several confirmed weekend bookings at Whiston Town Hall.

A concession of four weeks free room hire is available, upon request, to all new non-established groups wishing to hire any of the three Community Centres.

Members are requested to consider the continuation of this concession.

10. Multi Use Games Area 2024/2025.

This facility attracts approximately 12 session each week and is booked most evenings between the months of September and April each year.

Members may wish to implement an increase of £2.00 per hour for 2024/2025 making the charge from 1st April 2024 £20.00 per hour.

This facility has required a significant number of repairs during 2023/2024 due to the age of the surface and again it is advisable to consider earmarking funds towards a replacement which is estimated in the region of £25,000.

11. Insurance 2024/2025.

Zurich have again offered adequate cover at the best rates for a five-year period and it was agreed that Zurich Municipal be the insurance providers for the Council until March 2026. A number of recent claims have not impacted on the annual insurance premium.

12. Risk Assessment 2024/2025.

A mandatory comprehensive Risk Assessment review for 2024/2025 is circulated each year in February for Members consideration.

13. Election Cost 2024/2025.

This budget was exceeded in 2023/2024. The estimated amount was £12,000.00 and the actual amount was £13,596.00. It is recommended that this budget head be set at £8,000.00 to cover any possible elections during 2024/2025.

14. Energy Efficiency Measure 2024//2025.

In the future, it will be necessary to consider a more effective way of Whiston Town Council becoming more energy efficient. Members may wish to consider the production and implementation of a policy that gives a firm commitment, and sets targets for improving its carbon footprint, over the next ten-year period. This would initially involve upgrading the fabrication of buildings and would incur significant costs which would have to be planned for going forward. In the meantime, should any immediate work be necessary, then these funds would be met out of reserves held by the Council.

Members are therefore requested to consider implementing a long-term vision for becoming more energy efficient going forward.

15. Heating – Whiston Town Hall.

Members will be aware that within the next ten to fifteen years energy from gas will not play a part of Zero Carbon Britain and therefore other methods for clean heating

are being implemented which will include Hydrogen and Heat Source Pumps. To enable the Council to move towards a more energy efficient heating system would involve significant costs and require radically improving insulation etc. Government funding may be available to help with these costs in the future.

On a recent site visit heating professionals carried out a detailed survey of the current heating system. The findings of the report have indicated that this site would not be suitable for hydrogen or heat source pumps without significant improvements being made to the fabrication of the building, which would include insultation to roof space (limited due to the amount of flat roof area), triple glazing and replacement radiators etc.

The current recommendations for Whiston Town Hall Site, should a replacement be required would be to install a condenser boiler and separate water heating system which would cost in the region of £50,000.00.

Members are again requested to consider earmarking an amount each year to take account of this projected expenditure.

16. Provision of Christmas Lights, Whiston Village 2024/2025.

Members will recall that agreement was made to allocate £15,508.00 in respect of the costs for the provision / installation and traffic management for Christmas Lights in Whiston Village. To be met out of reserves held by the Council (Minute 53 refers). It was also agreed to include a further amount of £3,000.00 for 2024/2025 for mid-year check and maintenance of the lights. Members will note from the budget that the amount of £15,508.00 has been significantly reduced by the Borough Council meeting some of the traffic management costs. (see open spaces estimate report).

17. Public Open Space, Maintenance 2024/2025.

Members are requested to note that an agreement with Knowsley Metropolitan Borough Council is in place for maintenance work on all leased public open space for a period from 1st April 2022 to 31st March 2025. This amount has been included within the public open space budget for 2024/2025.

18. Income 2024/2025.

The level of income each year cannot be accurately calculated as hire of the Councils facilities is on a demand basis, although regular weekday booking income is projected.

George Howard Centre- Lickers Lane.

The anticipated amount of income will be reduced by £16,000 in 2024/2025 due to the withdrawal of Finchwood Academy as at end of term time July 2024. This group have hired the George Howard Facility for the past five years and are due to re-locate to an annex alongside the Academy base in Arncliff Rd, Halewood.

Whiston Town Council staff will advertise the space, it is hoped that the building can be occupied with a long-term user group during the daytime, to help generate income for the site.

19. Financial planning 2024/2025.

The future is difficult to predict, with increasing pressure on service provision, increase in utilities, three buildings, multi-use games area and a children's playground to improve and continuously maintain. The reserves held by the Council are sufficient to meet any reduction in income on a short term basis.

20. Precept Amount 2024/2025.

Please note: a narrative will be published to explain any increases within the precept.

Set out below is an indication of the budget amount required, the percentage increases and the impact on the band D equivalent per household per year.
Using a tax base of 3408. Amount required (see final balance sheet).
£354,696.00 minus £24,900.00 pension surplus,= £329,796.00 for 2024/2025.

Option 1. Allocating an increase of 0%

A standstill amount of £301,369.00 would require a band D equivalent property to pay £88.43.

If no increase is implemented the shortfall of £28,427.00 would need to be met out of reserves held by the Council.

Option 2 - Allocating an increase of 3%.

A budget amount of £310,401.00 would require a band D equivalent property to pay £91.08 per year giving an increase of £2.65 per year 0.05p per week

If a 3% increase is implemented the shortfall of £19,395.00 would need to be met out of reserves held by the Council.

Option 3 - Allocating an increase of 5%.

A budget amount of £316,432.00 would require a band D equivalent property to pay £92.85 per year giving an increase of £4.42 per year 0.08p per week.

If a 5% increase is implemented the shortfall of £13,364.00 would need to be met out of reserves held by the Council.

Option 4 - Allocating an increase of 7%

A budget amount of £322,465.00 would require a band D equivalent property to pay £94.62 per year giving an increase of £6.19 per year 0.11p per week.

If a 7% increase is implemented the shortfall of £7,331.00 would need to be met out of reserves held by the Council.

Option 5 – Allocating an increase of 9.44%

To enable the Council to meet the overall estimated expenditure of £329,796.00 a band D equivalent of £96.77 would be required an increase of £8.34 per year 0.16p per week

21. Annual Report 2024/2025.

This year's Annual Report will again be published in-house. As the Annual Report is no longer delivered to every household within Whiston, 200 copies will be printed these will be left at strategic points, within the area and residents will be able to view the full report on the Town Council's website.

22. Refurbishment of Centres 2024/2025.

Members are requested to note that ongoing repairs and maintenance have been budgeted for, although, any essential work that becomes necessary will be met out of reserves held by the Council.

23. Conference and Training 2024/2025.

Training for both manual and clerical staff is a mandatory requirement and is rolled out on a year by year basis, therefore it will be necessary to include a budget of **£1,500.00** for 2024/2005.

24. Community Donations 2024/2025.

Members agreed to set an amount of £3,500.00 for 2023/2024 and this amount is deemed sufficient for 2024/2025. The allocation has been capped at £500.00 per organisation per year.

Members are requested to consider the budget head and capping the allocations amount for each application.

25. Whiston Town Council Events 2024/2005.

Members implemented a level of expenditure at £1,500.00 This has not been fully utilized during the year, although, an increase in this amount would allow more community events in the coming year.

Members may wish to increase this budget head to £3,000.00 for 2024/2025.

26. Salaries/Wages 2024/2025.

As in previous years Members are requested to agree to staff salary and pension increases. These are allocated, during the year, in line with the recommendations of the National Joint Council for England and Merseyside Pension Fund. A 3% increase is included within the budget for 2024/2025.

27. Town Mayors Allowance 2024/2025.

This amount was reduced to £650.00 for the 2023/2024 financial year and is payable for out-of-pocket expenses incurred during the term of office.

28. Hospitality Budget 2024/2025.

This budget was set at £200.00, allowing the Council some flexibility should the Council wish to host events during the year.

29. Action Required

Town Council Members are now required to consider the undermentioned Action.

1. Note that the Borough Council will pay the precept by instalments during the month of April 2024.

2. Note the Tax Base of 3408 for the year 2024/2025.

3. Set a precept amount for 2024/2025.

4. Approve virement for overspend and underspend on various budget heads for 2023/2024.

5. Consider including a repairs and maintenance budget over the three sites in the sum of £3,000.00 for 2024/2025. (Not included in budget, reserves)

6. Consider increasing the Community Development Fund to take account of the Multi Use Games Area for 2024/2025. (Not included in budget-reserves)

7. Agree a pricing policy for 2024/2025.

8. Agree a contingency amount in the sum of £2,000.00 for 2023/2024. (included in Administration budget sheet).

9. Agree to an amount of £3,000.00 for the Community Donation fund and also agree to capping an amount of £500.00 per organisation per year for 2024/2025. (included in Administration budget sheet).

10. Agree the Town Mayor Allowance of £650.00 for 2024/2025. (included in Administration budget sheet).

11. Note and agree the anticipated financial position of the Council on 2023/2024 and 2024/2025.

12. Note and agree Staff training/ conference proposal of £1,500.00 as referred to in the report for 2024/2025. (included in Administration budget sheet).

13. Agree to implement salary and pension increases, during the year,in line with the recommendations of the National Joint Council for England and Merseyside Pension Fund for 2024/2025.

14. Agree to set a hospitality budget of £200.00 for 2024/2025. (included in Administration budget sheet).

15. Agree to include a budget of £8,000.00 for election costs in 2024/2025.(included in Administration budget sheet).

16. Agree to an amount of £3,000.00 for Whiston Town Council Events 2024/2025. (included in Administration budget sheet)

17. Agree to a mid-year check and repairs and maintenance of Christmas Lights in Whiston Village at an estimated cost of £3,000.00 for 2024/2025. (included in open space budget sheet)

29. Schedule of Powers

(a) Section 15 (5) Local Government Act 1972

(b) Section 111 Local Government Act 1972

(c) Section 112 Local Government Act 1972

(d) Section 137 Local Government Act 1972

(e) Section 145 Local Government Act 1972

(f) Section 111/175 Local Government Act 1972

(g) Section 214 Local Government Act 1972

(h) Audit Commission Act 1998

(i) Section 19 Local Government (Miscellaneous Provisions) Act 1976

(j) Local Government Act 1972 Schedule 13

(k) Section 10 Open Spaces Act 1906

WHISTON TOWN COUNCIL - ADMINISTRATION

	EXPENDITURE		Estimated 23/24		Actual 23/24		Estimated 24/25
(g)	Burial Facilities	£	550.00	£	550.00	£	550.00
(b)	Combined Insurance	£	2,148.00	£	2,145.00	£	2,209.00
(h)	Auditor Internal/External	£	1,030.00	£	1,040.00	£	1,071.00
(f)	Conference / Training	£	1,500.00	£	1,000.00	£	1,500.00
(b)	Printing/Stationery/Copier	£	1,700.00	£	1,650.00	£	1,700.00
(b)	Annual Report	£	50.00	£	50.00	£	50.00
(i)	Community Donations	£	3,500.00	£	2,000.00	£	3,000.00
(i)	Christmas Luncheon Clubs	£	210.00	£	210.00	£	210.00
(b)	NALC Information	£	120.00	£	120.00	£	217.00
(b)	Telephone / Fax	£	1,050.00	£	950.00	£	978.00
(a)	Town Mayors Allowance	£	650.00	£	650.00	£	650.00
(b)	Hospitality	£	200.00	£	76.00	£	200.00
(b)	WTC Events	£	1,500.00	£	138.00	£	3,000.00
(b)	LAPTC Subscriptions	£	1,280.00	£	1,223.00	£	1,260.00
(b)	Office Equipment	£	500.00	£	360.00	£	500.00
(b)	Petty Cash	£	350.00	£	200.00	£	250.00
(c)	Salaries	£	82,194.00	£	82,750.00	£	85,233.00
(c)	National Insurance	£	5,340.00	£	5,750.00	£	5,922.00
(c)	Pension Fund	£	16,135.00	£	18,687.00	£	19,238.00
(d)	Remembrance Wreath	£	25.00	£	50.00	£	50.00
(d)	Gardening Competition	£	275.00	£	-	£	275.00
(b)	Staff Uniforms/PPI	£	500.00	£	279.00	£	500.00
(b)	Council promotions	£	500.00	£	180.00	£	300.00
(b)	Elections	£	12,000.00	£	13,596.00	£	8,000.00
(b)	Bank Charges	£	800.00	£	665.00	£	685.00
(b)	Sage Payroll	£	648.00	£	650.00	£	670.00
(b)	Staff Eye Test	£	40.00	£	-	£	40.00
(b)	Computer/Website	£	500.00	£	730.00	£	500.00
(b)	IT Support/security/licences	£	3,520.00	£	3,859.00	£	3,975.00
(b)	Annual Subs/Info Comm	£	65.00	£	56.00	£	58.00
(b)	Contingencies	£	2,000.00	£	142.00	£	2,000.00
(i)	Lotteries License	£	21.00	£	20.00	£	21.00
(b)	Miscellaneous	£	-	£	140.00		
(b)	Sum Up Charge	£	-	£	174.00	£	200.00
(b)	Room Hire Refunds			£	100.00		
	Total	**£**	**140,901.00**	**£**	**140,190.00**	**£**	**145,012.00**
	Revenue/Interest	£	3,000.00	£	7,500.00	£	6,000.00
	Deficit	**£**	**137,901.00**	**£**	**132,690.00**	**£**	**139,012.00**
	plus	£	3,550.00				
		£	**141,451.00**				

WHISTON TOWN COUNCIL-TOWN HALL

	EXPENDITURE		Estimated 23/24		Actual 23/24		Estimated 24/25
(i)	Electricity	£	12,563.00	£	10,057.00	£	10,302.00
(i)	Gas	£	29,500.00	£	15,000.00	£	15,450.00
(i)	Non Domestic Rates	£	8,513.00	£	7,547.00	£	7,848.00
(i)	Water Rates/Sewerage	£	1,751.00	£	1,878.00	£	1,934.00
(b)	Insurance	£	990.00	£	1,082.00	£	1,114.00
(i)	Alarms/auto response	£	627.00	£	802.00	£	826.00
(i)	Alarms / repairs	£	400.00	£	200.00	£	400.00
(i)	Fire Extinquishers	£	300.00	£	195.00	£	250.00
(i)	Cleaning Materials	£	721.00	£	720.00	£	742.00
(i)	Cathedral (hygiene)	£	342.00	£	332.00	£	342.00
(i)	Repairs	£	2,000.00	£	2,000.00	£	2,000.00
(c)	Salaries	£	51,470.00	£	52,571.00	£	54,148.00
(c)	National Insurance	£	1,811.00	£	1,897.00	£	1,954.00
(c)	Pension Fund	£	10,495.00	£	12,127.00	£	12,491.00
(i)	Christmas Tree	£	400.00	£	350.00	£	361.00
(i)	Crockery	£	50.00	£	25.00	£	50.00
(i)	Int/Ext Painting	£	150.00	£	49.00	£	150.00
(i)	Refuse Collection	£	1,050.00	£	1,519.00	£	1,565.00
(i)	Gas Maintenance/Repairs	£	500.00	£	500.00	£	500.00
(i)	Elec Maintenance/Repairs	£	1,000.00	£	1,200.00	£	1,200.00
(i)	Portable App Test	£	270.00	£	100.00	£	100.00
(i)	Pest Control	£	231.00	£	230.00	£	237.00
(i)	Premises License	£	200.00	£	180.00	£	185.00
(i)	Chairs / Tables	£	200.00	£	200.00	£	200.00
(i)	miscellaneous	£	200.00	£	293.00	£	300.00
	Donations T.Mayor/reimburst			£	1,555.00		
(i)	EPC/DEC certificates	£	-	£	250.00	£	250.00
(i)	Legionella Risk Assesment			£	250.00	£	300.00
	Total	**£**	**125,734.00**	**£**	**113,109.00**	**£**	**115,199.00**
	Revenue	£	36,000.00	£	39,797.00	£	36,000.00
	Deficit	**£**	**89,734.00**	**£**	**73,312.00**	**£**	**79,199.00**

WHISTON TOWN COUNCIL - GEORGE HOWARD CENTRE

	EXPENDITURE		Estimated 23/24		Actual 23/24		Estimated 24/25
(i)	Electricity	£	12,288.00	£	8,000.00	£	8,240.00
(i)	Gas	£	16,529.00	£	12,000.00	£	12,360.00
(i)	Telephone	£	145.00	£	139.00	£	143.00
(i)	Non Domestic Rates	£	7,728.00	£	6,998.00	£	7,278.00
(i)	Water Rates/Sewerage	£	1,480.00	£	1,400.00	£	1,442.00
(b)	Insurance	£	884.00	£	958.00	£	987.00
(i)	Alarms/auto response	£	845.00	£	885.00	£	27.00
	Alarms / repairs	£	356.00	£	250.00	£	350.00
	Fire extinguishers	£	370.00	£	144.00	£	250.00
(i)	Cleaning Materials	£	550.00	£	550.00	£	550.00
(i)	Repairs	£	1,500.00	£	3,981.00	£	2,000.00
(i)	Cathedral (hygiene)	£	342.00	£	332.00	£	342.00
(c)	Salaries	£	52,095.00	£	54,624.00	£	56,263.00
(c)	National Insurance	£	3,605.00	£	3,821.00	£	3,936.00
(c)	Pension Fund	£	11,330.00	£	12,838.00	£	13,223.00
(i)	Lease of Land	£	5.00	£	5.00	£	5.00
(i)	Int/Ext Painting	£	200.00	£	200.00	£	200.00
(i)	Crockery	£	75.00	£	50.00	£	75.00
(i)	Refuse Collection	£	1,030.00	£	1,214.00	£	1,250.00
(i)	Elec Maintenance /Repairs	£	1,750.00	£	2,750.00	£	1,750.00
(i)	Portable App Test	£	100.00	£	60.00	£	100.00
(i)	Gas Maintenance/Repairs	£	500.00	£	283.00	£	500.00
(i)	Pest Control	£	232.00	£	230.00	£	237.00
(i)	EPC/DEC Certificates			£	250.00	£	250.00
(i)	Legionella Risk Assessment			£	250.00	£	300.00
(i)	Provision of Internet					£	1,000.00
	Total	**£**	**113,939.00**	**£**	**112,212.00**	**£**	**113,058.00**
	Revenue	£	35,000.00	£	37,000.00	£	21,000.00
	Deficit	**£**	**78,939.00**	**£**	**75,212.00**	**£**	**92,058.00**

WHISTON TOWN COUNCIL - ROBERT FOULKES CENTRE

	EXPENDITURE		Estimated 23/24		Actual 23/24		Estimated 24/25
(i)	Electricity	£	1,860.00	£	1,200.00	£	1,236.00
(i)	Gas	£	4,879.00	£	2,600.00	£	2,678.00
(i)	Non Domestic Rates	£	1,986.00	£	1,991.00	£	2,071.00
(i)	Water Rates/Usage	£	1,160.00	£	1,617.00	£	1,666.00
(i)	Rent	£	5.00	£	5.00	£	5.00
(b)	Insurance	£	654.00	£	708.00	£	21.00
(i)	Cleaning Materials	£	300.00	£	300.00	£	300.00
(i)	Repairs	£	500.00	£	400.00	£	500.00
(i)	Equipment	£	50.00	£	-	£	50.00
(i)	Fire Extinguishers	£	100.00	£	21.00	£	75.00
(i)	Cathedral Leasing	£	330.00	£	332.00	£	342.00
(i)	Crockery	£	50.00	£	50.00	£	50.00
(i)	Int/Ext Painting	£	100.00	£	100.00	£	100.00
(c)	Salaries	£	18,020.00	£	18,224.00	£	18,771.00
(c)	National Insurance	£	1,430.00	£	1,400.00	£	1,442.00
(c)	Pension Fund	£	3,225.00	£	3,520.00	£	3,626.00
(i)	Telephone	£	136.00	£	139.00	£	143.00
(i)	Gas Maintenance/Repairs	£	500.00	£	192.00	£	500.00
(j)	Elec Maintenance / Repairs	£	400.00	£	110.00	£	400.00
(j)	Portable App Testing	£	50.00	£	40.00	£	50.00
(i)	Tables / Chairs	£	300.00	£	300.00	£	300.00
(i)	EPC / DEC Certificates			£	-	£	-
(i)	Legionella Risk Assessment			£	250.00	£	300.00
	Total	**£**	**36,035.00**	**£**	**33,249.00**	**£**	**34,326.00**
	Revenue	£	5,000.00	£	5,000.00	£	5,000.00
	Deficit	**£**	**31,035.00**	**£**	**28,249.00**	**£**	**29,326.00**

WHISTON TOWN COUNCIL - PUBLIC OPEN SPACES

EXPENDITURE		Estimated 23/24		Actual 23/24		Estimated 24/25
	£	-				
1 Foxshaw Close Playground						
Foxshaw Close-Caretaker	£	900.00	£	900.00	£	900.00
2 Multi Use Games Area						
(k) Repairs/Maintenance	£	1,500.00	£	2,900.00	£	1,500.00
(b) Insurance	£	307.00	£	333.00	£	343.00
3 Public Open Spaces						
Christmas Lights					£	3,000.00
Repairs / Tree surveys- leased land	£	1,000.00	£	586.00	£	1,000.00
Annual Maintenance	£	11,300.00	£	11,514.00	£	11,858.00
Total	**£**	**15,007.00**	**£**	**16,233.00**	**£**	**18,601.00**
Revenue	£	3,200.00	£	4,000.00	£	3,500.00
	£	**11,807.00**	**£**	**12,233.00**	**£**	**15,101.00**

RESERVES EXPENDITURE

Christmas Lights - supply and install		£	9,838.00		
Repairs / Maintenance		£	2,812.00	£	3,000.00
		£	**12,650.00**	**£**	**3,000.00**
				£	**18,101.00**

WHISTON TOWN COUNCIL
ANTICIPATED FINANCIAL POSITION 2023/2024 and 2024/2025

	Estimated 23/24	Actual 23/24	Estimated 24/25
1 Administration	£ 137,901.00	£ 132,690.00	£ 139,012.00
2.Whiston Town Hall	£ 89,734.00	£ 73,312.00	£ 79,199.00
3.George Howard Centre	£ 78,939.00	£ 75,212.00	£ 92,058.00
4.Robert Foulkes Centre	£ 31,035.00	£ 28,249.00	£ 29,326.00
6.Open Space	£ 11,807.00	£ 12,233.00	£ 15,101.00
	£ 349,416.00	£ 321,696.00	£ 354,696.00

Balance B/F 01/04/23	£	387,963.00
precept	£	292,438.00
pension surplus	£	23,800.00
	£	704,201.00
Minus actual expenditure	£	321,696.00
minus Christmas lights	£	9,838.00
minue Repairs / Maintenance	£	2,812.00
	£	369,855.00

£	7,550.00	Restricted
£	362,305.00	Unrestricted
£	369,855.00	estimated c/f 31/03/2024

Town Mayor and Members of Whiston Town Council

Meeting 14th February 2024.

INVESTMENT STRATEGY POLICY

PURPOSE OF THE REPORT.

Investment of surplus funds by local authorities is governed by the Local Government Act 2003 S 15(a)(a) and Guidance issued by the Secretary of State under that Act.

Members are requested to consider the implementation of an Investment Strategy Policy which sets out the policy for managing the investments and giving priority to the liquidity and security.

1) BACKGROUND.

Investments below £10,000 are not subject to the guidance but for investments between £10,000 and £100,000 the guidance should apply.

a) Where a Town or Parish Council expects its investments, at any time during a financial year to exceed £100,000 the Guidance should apply in relation to that year.
b) Where a Town or Parish Council expects its investments at any time during a financial year, to exceed £10,000 but not £100,000 it should decide on the extent, if any to which is reasonable to have regard to the Guidance in relation to that year.

Whiston Town Council expects its investments during the 2023-2024 financial year to exceed £100,000 and therefore it is recommended to apply the guidance as set out below.

2) Objectives

2.1 The Council will invest prudently any surplus funds it holds, on behalf of the community. Priority will be given to the security and liquidity of its reserves.

2.2 The Council will seek the highest rate of return, consistent with the proper levels of security and liquidity.

2.3 The Council will withdraw monies first from the least secure or higher rated investment funds / banks.

3) Specified Investments

3.1 The Council will invest its reserves in specified investments which are defined by the Guidance as investments that are:

- denominated in sterling and any payments or repayments in respect of the investments are payable only in sterling.
- That have a period of maturity of no more than 24 months.
- not defined as capital expenditure (essentially this precludes investment in shares
- or loan capital of any corporate body).

- made with a body or in an investment scheme which has been awarded a high credit quality (see below) or is made with the UK Government or Local Authority.

3.2 The Council will only invest in Specified Investments as defined above.

3.3 For the avoidance of doubt , the Councill will invest balances which are surplus in the short term deposits with one or more of the UK Government, UK and / or building societies or other local authorities, provided that the credit rating of such institution satisfies the minimum credit rating specified below.

3.4 Decisions on investments within this strategy will be made by Full Council.

4) Acceptable Level of Credit Ratings (Risks)

4.1 The required level of Credit Rating for UK Banks and Building Societies is "A" or above. Fitch Ratings Ltd or the bank is registered with the Financial Services Authority (FSCS) and the Council is otherwise satisfied as to its levels of capital and liquidity.

5) Treasury Management.

5.1 The Council does not use external advisers to offer information, advice or assistance relating to investments, nor does it regard there as being a need for its staff to be trained in investment management given the nature of its investments, but will rely on information which is publicly available.

5.2 The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short – term investments.

6) Investment of Money Borrowed in Advance of Need

In the unlikely event of money being borrowed in advance of need, it will be invested in specified investments in accordance with this strategy.

7) Review and Amendment of Regulations

The Investment Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared and reviewed by Full Council.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

8) Transparency

The Strategy should be publicly available on the Council's website.

9) Conclusion

Members are requested to note and agree this policy for the 2024-2025 financial year.

7

Risk Assessment 2024-2025

TO: The Town Mayor and Members of Whiston Town Council

Meeting 14th February 2024.

1. Introduction

Amendments have been made in relation to updating information and Members are requested to adopt the revised risk assessment for 2024-2025.

It is recommended that the Council, at least annually, carries out a complete risk assessment. 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. This risk assessment should be agreed and minuted.

The Council will appreciate that the risk assessment involves a wide ranging, analysis of the work of the Council and in the main, whilst not minuted specifically, 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	1,875,995.42
Whiston Town Hall – Contents	92,119.52
George Howard Centre – Premises	1,438,865.60
George Howard Centre – Contents	92,119.52
Robert Foulkes Centre – Premises	336,844.26

Robert Foulkes Centre – Contents	27,635.86
Robert Foulkes Centre, Garage – Building	30,543.43
Part B – Business interruption	
All premises	120,000.00
Part C – All Risks	
Chairman's Chain of Office	3,070.64
Deputy Chain of Office	1,535.34
Whiston Town Hall – Perimeter Fence	23,029.88
Whiston Town Hall – CCTV Equipment	10,747.28
Insured	**Amount**
Part C – All Risk cont.	
George Howard Centre – Perimeter Fencing	23,029.88
George Howard Centre – CCTV Equipment	10,747.28
Multi Use Games Area	168,885.79
Computer equipment	4,215.12
Office Equipment	9,211.91
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 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 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. Legionella Risk Assessment has been arranged for each of the three sites and guidance is being provided in relation to testing and staff training, whilst ensuring legislation is met.
16. Where appropriate, roller shutters have been provided to windows and entrance/exit doors to further protect the building.
17. 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.
18. An induction loop system is also installed.
19. LED lights have been installed to the exterior of this building as recommended in a recent fire risk assessment.
20. 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 16/19). 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 have recently been 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.

(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.

(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 that the Borough Council carry out annual maintenance work from 1st April 2022 – 31st March 2025

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 is currently being carried out by 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.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 playground opening times vary according to the season. In summer time 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 benefited 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.

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 has been requested to complete a risk assessment form which will be 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 clear at all times
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.

(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 in cleaning methods and the use of cleaning materials and 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 if useful information
13. Time off to deal with Emergencies

As an on-going attempt to reduce risk in the workplace, staff have attended training courses in relation to the undermentioned topics.

1. Health and Safety 2023
2. Disability awareness
3. Emergency first aid 2023
4. Personal Safety
5. Fire Safety 2021/22
6. Fire Marshall 2021/22
7. Manual Handling 2023
8. Basic Food Hygiene 2021/22
9. Cosh/ Domestic Staff 2023
10. Customer Care
11. Communication skills 2023

The Site Manager monitors any issues or problems which may arise with Caretakers / Domestic Staff and appropriate action is taken.
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£9.93 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 Notice for Staff, Councillors and Role Holders. Each of these policies are published on the Town Councils website. A detailed data mapping document is held and monitored to ensure compliance with the regulations of May 2018.

22. Conclusion

The above report has been prepared is the initial response to the requirement for Councils to document information and action taken in relation to a full risk assessment. The Council is requested to adopt the main thrust of this report for 2024-2025.

Town Mayor and Members of Whiston Town Council

Meeting 14th February 2024.

TREASURY MANAGEMENT 2024/2025

PURPOSE OF THE REPORT.

Investment of surplus funds by local authorities is governed by the Local Government Act 2003 S 15(a)(a) and Guidance issued by the Secretary of State under that Act.

Members are also requested to consider investing a maximum of £85,000 per financial institution, which is the amount covered under the Financial Services Compensation Scheme.

The Prudential Regulation Authority (PRA) of the Bank of England announced a change in policy to extend the protection afforded under the Scheme to "Small Local Authorities" (SMAs).

1) BACKGROUND.

In accordance with the Councils Investment Strategy Policy Members will be aware that investments must meet the requirements of the policy .

2) RESERVES

Whiston Town Council has projected reserves of £369,885.00 of this figure it is anticipated that a sum of £27,750.00. be earmarked.

3) DEPOSIT OPTIONS

Whiston Town Council have previously used its reserves to generate additional income by placing monies into a fixed term deposit account. The current interest rates being offered to Local Councils is between 4.5% and 5.85%, this would of course generate additional income.

Based on banks who currently offer investments to Local Councils it is hoped that the Council will invest in the undermentioned organisations to a maximum of £85,000.00 per investment.

Financial Institution	Investment	Interest rate 12 months	Return on Investment.
United Trust Bank	85,000	**4.90%**	**4,165**
Aldermore bank	85,000	**4.50%**	**3,825**
Unity Trust Bank	85,000	**4.85%**	**4,122**

Should Members agreed to invest 3 x £85,000.00 a total of £255,000 this would leave an estimated balance of £114,885.00 in reserves of which if agreed, in Estimates would have restricted earmarked amount of £27,750.00 leaving unrestricted amount of £86,250.00

4) CONCLUSION

Whiston Town Council have managed to increase its reserves and is now in a relatively strong financial position having funds in excess of one year's operational cost.

Using the powers under the Local Government Act 2003 s15 (1)(a) Members must consider the Councils Investment Strategy and resolve to invest as outlined above for a period of 12 months.

Knowsley Council

Carla Simkin
Knowsley Culture Development & Events Service
High Street, Prescot
Merseyside
L34 3LD

10th January 2024

Mrs S Mayer
Town Clerk to Whiston Town Council
Whiston Town hall
Old Colliery Road
Whiston
L35 3QX

Dear Sandra

26th KNOWSLEY FLOWER SHOW – SUNDAY 4th AUGUST 2024

I hope this letter reaches you in good health.

I am pleased to announce that planning has now started for the 2024 Knowsley Flower Show which will take place on Sunday 4th August. The event will be part of Knowsley's 50th birthday celebrations, the borough was created in 1974.

Can I thank Whiston Town Council for the valuable support of £250 towards the 2023 event and for taking a page of advertising out at £200.
I can report that all of the shuttle buses carried more passengers this year with over 400 people using the Whiston and Prescot shuttle bus throughout the day. Costs have increased and sponsorship is £600 per bus for 2024.

I know you have been sponsoring for many years but here are **some facts about the Knowsley Flower Show:**

- In 2023, we welcomed 15,000 visitors to the Knowsley Flower Show.
- Since its launch in 1999 the show has grown exceptionally and is now recognised as the flagship event for Knowsley and best free show of its kind in the North West.
- The show is very much a community show and a firm date in Knowsley residents' diaries.
- The show attracts many and varied exhibitors from across the UK and top growers who enter many of the larger horticultural shows are involved in our show.
- Attractions include a giant Floral Marquee and this year more categories in floral art and creative crafted have been introduced.
- There's always a host of entertainment and attractions including dog obedience displays, circus skills, children's fairground rides, live music and performances from local young people.

POSITIVE ABOUT DISABLED PEOPLE
EQUALITY FRAMEWORK FOR LOCAL GOVERNMENT

- Other attractions: Giant Craft and Creative Marquee, Main arena, Farmers Market, Healthy Lifestyle and Environment Zone and lots of trade stands and garden centres/nurseries.
- Knowsley Council organises the event in partnership with the community, the Knowsley Flower Show Committee, who consist of Whiston and Roby Gardening Club, Cuper Crescent and Bowring Park Allotments and Friends of Court Hey Park.

Here are some of the benefits that sponsorship would bring to organisations like yourselves:

- A guarantee that your organisation is recognised in the community as having good social values by supporting the borough's flagship event with exposure to an **audience of up to 15,000 people** on the day.

- **Generate increased awareness of your organisation amongst the general public**. The show is one of the largest FREE community events in the North West and has gained recognition nationally, and is affiliated to the Royal Horticultural Society. It therefore attracts a wider audience than just the local community.

- **Publicity will be ready for circulation earlier than usual to encourage growers to enter the show, end of March 2024** and there is the opportunity to have your logo printed on this information, which will be circulated to all public buildings and venues in Knowsley and major Tourist/Visitor venues across the North West.

As the show continues to rely heavily on local support and sponsorship, I would be grateful if Whiston Town Council could consider being part of the show again. Below are details of the Sponsorship opportunities available but there are also tailored package available.

Hope to hear from you.

Yours sincerely

Carla Simkin
Culture Development & Events Officer
Knowsley Council
Carla.simkin@knowsley.gov.uk
0151 443 5353

SPONSORSHIP OPPORTUNITIES	AMOUNT
MAIN SHOW SPONSOR Flower Show **schedule** and **programme** will state 26th Knowsley Flower Show sponsored by ..... with logo on front of all publicity, and full page advert in both publications	£6,000

Promotional A5 flyer. Circulation 10,000, will state 26th Knowsley Flower Show Sponsored by ..... with logo on front **Posters.** 500, will state 26th Knowsley Flower Show Sponsored by ..... with logo on front **Banner at Entrance to Court Hey Park,** will state 26th Knowsley Flower Show Sponsored by ..... with logo on front. Plus 2 other banners situated in Kirkby and Bowring Park. **Presentation Area w**ill be dressed with company Logo, **Flower Show Website.** There will be a Logo and link to company Website. **Public Address system on the day.** Will periodically announce that the event is sponsored by your company. **Correx Board Signs around the Arena.** Will state sponsored by your company. **Flower Show Presentations your company** will be invited to present Trophy's to Flower Show Winners. **Media Photographer.** Your company will be included in press releases and photographs will be taken on the day **Trade Space.** Your company can have trade stand space in our main Courtyard and in our Community Marquee	
Marquee Sponsorship The benefits include Company branding at the event, Company logo on event publicity, logo including on banner above marquee and the opportunity to have promotional space at the show for your organisation.	Floral Marquee - £2200 Craft and Creative Marquee - £2000 Healthy Lifestyles and Environment Marquee - £1000
Shuttle Bus Sponsorship This will pay for a bus provider and driver to operate a free shuttle bus in specific areas of Knowsley in an effort to increasing accessibility and encouraging residents to attend the event. Buses operating for 2023 show: Halewood Raven Court via Higher Road, Mackets Lane, Belle Vale to CHPark Knowsley Village via Stockbridge Village/Hillside to CHPark Whiston Village via Prescot Bus Station stopping at Bowring Park to CHPark Kirkby Bus Station stopping at Bowring Park to CHPark Huyton Bus Station to Roby Road, stopping at Bowring Park to CHPark Cronton Village TBC Benefits include, logo on website, on all publicity, sponsor boards and signs on buses.	£600 per bus
Trade Stand Opportunities Please call Carla for further details on 0151 443 5353.	Ranging from £150-£500
Arena Entertainment Sponsor Benefits include Company branding at the event, Company logo on event publicity, and the opportunity to have promotional space at the show for your organisation. There is also the opportunity to have sponsor boards produced with company details and logos on around the main arena.	£2000
Show Classes and Prize Sponsorship Opportunities [Supporting and encouraging local/regional horticulturalists]	
Sponsoring a **class** in the schedule (choice of over 100 classes)	£150

Cash prizes to category winners in show (8 classes at £30)	£240
Cash prizes in whole show [your Company name and logo will also go on the certificates if you choose to sponsor this section]	£950
Advertising Opportunities – Schedule – per page, A5 size (2000 copies produced and sent to gardeners and exhibitors) *Back page reserved for main sponsor*	£200
Advertising Opportunities – Programme (5000 copies produced and distributed free to visitors on the day):	
Advert on back page of Programme *usually Back page reserved for main sponsor*	£400
Full page advert in Programme	£200
A discretionary donation to help support the show – it's up to you!	£

WHISTON TOWN COUNCIL
SMALL COMMUNITY FUND APPLICATION FORM

SECTION 1 – Your Organisation		
Organisation Name and Address:	Whiston Community Recycling Group	
Contact person:	Marianne Burke-Thompson	
Role in the Organisation:	Chair	
Telephone:	07717435967	
Email:	whistoncommunityrecyclinggroup	
What year was your group established?	2023	
Do you have a constitution?	**Yes** ☐ *	No ☐
Are you a registered Charity?	Yes ☐ Charity Number:	**No** ☐*
What are the main aims and activities of your Group?	To facilitate provision of Winter Coats, School Uniforms and Prom Outfits by recycling, supported by the provision of new garments provided by grant funding.	
Which area of Whiston are you based in?	Whiston Town Hall	
Bank Details:	Sort Code: 30-99-50 Account Number: 85967760 Account Name: Whiston Community Recycling Group	

SECTION 2 – Your Project		
Project Name:	Whiston Community Recycle Initiative	
When will this take place?	Ongoing throughout the year.	
Please give details of the activity and / or equipment that you are applying for:	We are applying for funding to top up our pre-loved stock and provide coats, uniforms and prom outfits to as many people as possible.	
How will this project make a difference in your community? **Please continue on separate sheet if necessary...**	To date, since the group was established over 300 coats have been collected (70 of these were new from a stock provided by Knowsley Councils Hardship Fund, which we applied to) The new stock were bought in 'sales' at reduced cost. Over 700 items of school uniform have been recycled and the Prom Outfit initiative will run for the first time this year. Though our priority is to recycle, this grant will enable us to buy further stock at sale prices and to be act as a contingency fund, because of the unpredictable nature of donations received, to make sure that all families are adequately provided for.	
Who will mainly benefit from your project? (please tick one box in each section)	**Groups**	
	Young People	☐*
	Older People	☐*
	General Community	☐*
	Resident Association	☐
	Sports or Arts	☐
	Minority groups (e.g. LGBT, Disabled, BME)	☐*
How many people will benefit from your project?	Difficult to predict. The group will shop for best sale coat prices. £260 for coats =13 coats £240 for School Jumpers =12	
How much funding are you asking for?	£500	
Have you secured funding from anyone else?	£2000 from KMBC which provided 97 coats.	

How will your project recognise the support of the Town Council	In our FB posts and all advertisements.	
Who will be running the activity?	☐ Unpaid Volunteers	How many 6
	☐ 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: Marianne Burke-Thompson
	Position: Chair
	Date: 04/02/24

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.

CONSTITUTION

1. NAME

The name of the organisation shall be Whiston Community Recycling Group hereinafter called the "Association".

2. PURPOSES

The purposes of the Association shall be to:-

- Promote the preservation of the environment and prevention of landfil, by the provision of recycling schemes for school uniforms, winter coats and prom outfits but not confined to these.

For the purpose of attaining the aforesaid objectives the Association shall have the power to:-

a. Promote and develop the aforesaid objectives;
b. Assist or affiliate with other charitable or community associations;
c. Raise funds and receive contributions;
d. Do all such lawful things that shall further the objects of the Association.

- The Association shall not distribute profits and shall apply all of its income to the furtherance of the objects above.

- The work of the Association shall not be for the benefit of landfill site operators who may contribute to the Association and claim credit under the Landfill Communities Fund. Nor shall it be for the benefit of contributing third parties, as defined in the landfill tax regulations.

- The Association shall not carry out, promote or pay for work required to be completed under any notice issued under the Control of Pollution Act 1974, the Environmental Protection Act 1990, the Water Resources Act 1991, or required by any planning permission, statutory consent or by agreement under [section 106 of the Town & Country Planning Act 1990][S75 of the Town & Country Planning Act (Scotland) 1997] [article 40 of the Planning (Northern Ireland) Order 1991].

3. MEMBERSHIP

Membership shall be open irrespective of political party, nationality, religion, race, sexual orientation or gender to:-

i. **Full Member** (Aged over 18 and living in Knowsley)

ii. **Associate Member** (Aged over 18 and living outside Knowsley – this member does not have voting rights)

iii. **Junior Member** (Aged under 18 and living in Knowsley)

4. SUBSCRIPTIONS

There are no subscriptions or fees.

5. COMMITTEE

The Committee shall comprise of members of the Association. The latter shall be determined from time to time. There shall be not less than 3 and not more than 10 members of the Committee at any one time.

6. EXECUTIVE

The Executive shall comprise of:-

A Chairperson
Vice Chairperson (if available)
Secretary
Treasurer
Communication Officer
And any other officers as the Committee shall determine from time to time, such officers shall be elected or re-elected at each Annual General Meeting.

7. COMMITTEE MEETINGS

The policy and general management of the Association shall be directed by a committee meeting, which will consist of individual members and officers. Once a year the Association shall hold its Annual General Meeting which shall receive an annual report, statement of accounts, elect officers and form a committee.

8. QUORUM

A quorum at a committee meeting shall be three members. A quorum for an executive meeting shall be three people.

9. VOTING

At a committee meeting or the Annual General Meeting each member eligible to vote shall have one vote only. In the case of an equal vote, the chairperson shall have the casting vote.

10. FINANCE

At least once a year, the accounts shall be independently examined and presented to the membership. All monies raised by or on behalf of the Association shall be used to further the purposes of the Association and to no other purpose.

11. STANDING ORDERS

The Executive shall have the power to adopt and issue orders for conducting business. Such standing orders shall come into operation immediately provided that they shall be subject to review by the Annual General Meeting and shall not be inconsistent with the provisions of the Constitution, which shall take precedence in the case of any dispute.

12. CONSTITUTION

Alterations to the Constitution shall require the approval of not less than two thirds of the members present at the Annual General Meeting or extraordinary General Meeting. A resolution for the alterations to the Constitution shall be received the secretary at least 28 days before the meeting in which the resolution is to be brought forward. At least 14 days notice in writing of such a meeting shall be given by the secretary to members and shall include notice of the alteration proposed.

13. DISSOLUTION

The Executive may by a resolution passed at a committee meeting by not less than three quarters of those present entitled to vote, after 21 days notice has been given in writing to all members, decide to dissolve the Association.

Any assets remaining upon such dissolution, after satisfying the debts and liabilities of the Association shall be transferred to another organisation whose objectives are similar to that of the Association.

This Constitution was approved and adopted by members of Whiston Community Recycling Group on the 17th day of June 2023.

SIGNED	**Marianne Burke-Thompson**	**Chairperson**	**17th June 2023**
SIGNED	**Margaret Shepherd**	**Deputy Chairperson**	**17th June 2023**
SIGNED	**Lesley Harding Kelly**	**Treasurer**	**17th June 2023**
SIGNED	**Jayne Adair**	**Secretary**	**17th June 2023**
SIGNED	**Kathy Orford**	**Communications Officer**	**17th June 2023**

Declaration of Members Interests

(Local Government Act 2000 Section 81)

Council Meeting Date: _____

Member Name	**Agenda Item /Appendix**	**Nature of Interest**	**Prejudicial Yes/No**