



**Whiston Town Council
Annual Council Meeting /
Ordinary Council Meeting
Agendas
Wednesday 14th May 2025
Commencing at 7pm**

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 Hall, Old Colliery Road, Whiston, Merseyside L35 3QX.

Town Mayor, Councillor Stephen Henry 2024-2025.

Contact Information:

Telephone: 0151 430 7200

Email: Town.clerk@whiston-tc.gov.uk

Website: www.whiston-tc.gov.uk

Ref: SM/25

Date: 6th May 2025

To: The Town Mayor and Members of Whiston Town Council

Dear Councillor,

You are hereby summoned to attend the **Annual Council Meeting** of Whiston Town Council, which will be held in the **Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston**, on **Wednesday, 14th May 2025 commencing at 7.00pm.**

Yours sincerely,

**Sandra Mayers
Town Clerk**

AGENDA

- 1. Apologies**
- 2. Election of the Town Mayor for the Year 2025/2026**
- 3. Declaration of Acceptance of Office by the Town Mayor for 2025/2026**
- 4. Remarks from the Retiring Town Mayor**
- 5. Election of the Deputy Mayor for 2025/2026**
- 6. Consideration of the Attached Report on the Following Matters:**
 - a) Adoption of Standing Orders and Financial Regulations**

b) **Appointment of Committees**

c) **Appointment to Outside Bodies**

d) **Approval of Meeting Schedule and Venues for 2025/2026**

REPORT OF THE TOWN CLERK

5(a) Adoption of Standing Orders and Financial Regulations

Members are requested to approve the Standing Orders and Financial Regulations for the municipal year 2025/2026.

This document has been revised to update the start and end times of the monthly council meetings and to incorporate the public forum code of conduct.

5(b) Appointment of Committees 2025/2026

1. Personnel Committee

Terms of Reference: To oversee staffing matters affecting the Council.

Current Members: J. Burke, T. Byron, N. Murray

Proposed Membership for 2025/2026:

2. Interregnum Committee

Terms of Reference: To address urgent matters, approve expenditure, and sign documents during Council recess period.

Current Members: K. Taylor, N. Murray, S. Henry

Proposed Membership for 2025/2026:

3. Luncheon Club/Over 55's Club

Terms of Reference: To review financial assistance applications benefiting residents aged 55 and over in Whiston.

Current Representative: Sandra Mayers, Town Clerk

Proposed Membership for 2025/2026:

4. Appeals Committee

Terms of Reference: To review appeals, including those related to Council employees.

Current Members: D. Allen, N. Murray, K. Taylor

Proposed Membership for 2025/2026:

5. Planning Committee

Terms of Reference: To consider urgent or contentious planning applications and report to full Council in due course.

Current Members: G. Wickens, N. Murray, S. Mayers (Town Clerk)

Proposed Membership for 2025/2026:

6. Events Committee

Terms of Reference: To plan and coordinate events during the year pending council approval.

Current Members: J. Burke, D. Allen, T. Byron, N. Murray, T. Murray, C. Powell, S. Rees, S. Mayers (Town Clerk), R. Miller (Site Manager)

Proposed Membership for 2025/2026:

5(c) Appointment to Outside Bodies

Merseyside Association of Parish and Town Councils

- Current Representatives: Leader of the Council, Town Clerk
- **Proposed Membership for 2025/2026:**

Ashtons Charity

- Current Representative: S. Mayers, Town Clerk
- **Proposed Membership for 2025/2026:**

Knowsley Borough Council – Joint Meeting

- Current Representatives: Leader of the Council, Town Clerk
- **Proposed Membership for 2025/2026:**

Halsnead Garden Village (Knowsley Borough Council)

- Current Members: J. Mimmagh, S. Rees
 - **Proposed Membership for 2025/2026:**
-

5(d) Meeting Schedule for 2025/2026

Town Council Meetings will be held at Whiston Town Hall on the second Wednesday of each month at 7:00 PM, except in August (summer recess).

Annual Public Meeting 2026: Scheduled for **Wednesday, 27th May 2026, at 7:00 PM**, in compliance with statutory requirements.

Extraordinary Meetings: To be convened as necessary by the Town Mayor.

Scheduled Council Meeting Dates:

2025

11th June / 9th July / 10th September / 8th October / 12th November / 10th December

2026

14th January / 11th February / 11th March / 8th April / 13th May

Civic Events

Civic Sunday Service

Notification will be provided should the Town Mayor elect wish to arrange a Civic Sunday Service.

Remembrance Sunday Service

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



Whiston Town Council

Whiston Town Mayor 2024-2025 Councillor S. Henry.

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

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

SM/KM
6th May 2025

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the Town Council, to be held in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston, on Wednesday, 14th May 2025 at 7:00 PM.

Yours sincerely,

Sandra Mayers
Town Clerk

AGENDA

1. Apologies for Absence

2. Public Forum

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

3. Declarations of Interest.

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

4. Announcements.

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

5. Planning Applications

Members are requested to consider the following applications:

25/00153/FUL – Erection of a two-storey side extension, basement, and single-storey rear extension at, 2 Fazakerley Road, Prescot, Knowsley.

25/00094/FUL – Two-storey side, single-storey rear and front roof extension with new pitched roof and additional parking at, 59 Chapel Lane, Cronton, Knowsley.

25/00120/FUL – Change of use from residential ancillary annex (C3) to a self-contained 1-bedroom apartment, with external alterations, at 433–435 Cronton Road, Cronton, Knowsley.

25/00159/FUL – Erection of a boundary wall including steel railings, at 7 Manorwood Drive, Whiston, Knowsley.

25/00189/FUL – Erection of single storey side porch extension, at White House Farm, Prescot Road, Cronton.

25/00192/FUL – Erection of 1 No: two storey outbuilding together with the demolition of existing barn at, White House Farm, Prescot Road, Cronton.

24/00678/FUL – Erection of single storey rear extension together with the demolition of existing conservatory at, 23 Vinning Road, Prescot.

20/00494/NMA3 – Non material amendment to vary the wording of condition 4 hybrid planning permission 20/00494/HYB (Hybrid planning application comprising: full application for the development of 161,900 sq ft (15.041 sq m) of storage and distribution floorspace (use class B8), including ancillary offices (use class B1), security gatehouse, site access road, engineering earthworks to form a part country park at, former site of Cronton Colliery, Cronton Road, Halsnead Garden Village

View full details <https://planapp.knowsley.gov.uk/online->

25/00191/FUL – Variation of conditions 2 (approved plans) attached to planning permission 23/02351/FUL – Redevelopment and part retention of existing dogs trust rehoming centre to deliver new facilities including new rehoming building and training barn at, Dogs Trust, Whiston Lane, Huyton.
View full details <https://planapp.knowsley.gov.uk/online->

23/02378/NMA – Non material amendments to reserved matters consent reference 23/02378/REM (Reserved matters application pursuant in part to planning permission 20/00399/OUT for the erection of 239 No dwellings and associated works – approval sought for appearance, landscaping, layout, scale and access to adjacent land) to change retaining wall design from gabion baskets to geo-wall in oakwood and masonry walls together with site wide level and associated works at, Land south of Lickers Lane, windy Arbor Road, Halsnead Garden Village
View full details <https://planapp.knowsley.gov.uk/online->

6. Annual Town Meeting – 28th May 2025

For information: The Annual Town (Public) Meeting will take place on Wednesday, 28th May 2025 in the Main Hall, Whiston Town Hall, commencing at 7:00 PM, as required under legislation.

7. Whiston Woods – Cemetery Extension.

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

8. Minutes of the Previous Meeting – Appendix 1

To approve the Minutes of the Ordinary Council Meeting held on Wednesday, 9th April 2025, as a true and accurate record.

9. Financial Matters

Members are requested to consider and approve the following:

- a) Bank Reconciliation – April 2025 – Appendix 2**
- b) Final Payment Summary – April 2025 – Appendix 3**
- c) Monthly Accounts for Payment – May 2025 - (to be circulated at the meeting)**
- d) Budget Statement: 1st April 2024 to 31st March 2025 – Appendix 4**

10. Internal Audit Report 2024–2025 – Appendix 5

To receive and consider the Internal Auditor's report (Mr D. Blanchflower) for the financial year 2024–2025.

11. Annual Governance and Accountability Return 2024–2025

a) Section 1 – Annual Governance Statement– Appendix 6

Members are requested to review and approve Section 1 of the AGAR for 2024–2025.

b) Section 2 – Accounting Statement – Appendix 7

Members are requested to review and approve Section 2 of the AGAR. Supporting documents include:

- Internal Audit Statement
- Balance Sheet
- Income and Expenditure Report
- Explanation of Significant Variations

- Bank Reconciliations
 - Verified Bank Statements
 - Supporting Notes
 - Asset Register
 - Public Liability Insurance Document
-

12. Community Grant Applications

a) Whiston Community Recycling Project – Appendix 8

To consider an application for funding to support the purchase of winter coats and uniforms. If approved, funding to be provided under Section 137 of the Local Government Act 1972.

b) Prescott Mission Christmas Appeal – Appendix 9

To consider an application for funding towards the purchase of food vouchers and the distribution of fresh food to local families at Christmas. If approved, funding to be provided under Section 137 of the Local Government Act 1972.

13. Dates for the Diary

Members are requested to confirm attendance at the following community events. Please notify the Clerk of your availability. Support is requested one hour before and after each event:

- Whiston Summer Funday – Saturday, 26th July 2025, 12:00 – 4:00 PM
- Whiston Winter Wonderland – Saturday, 29th November 2025, 12:00 – 4:00 PM
- Whiston Mince Pie & Music – Thursday, 4th December 2025, 1:00 – 4:00 PM

WHISTON TOWN COUNCIL**Minutes of the Ordinary Council Meeting**

Held on Wednesday, 9th April 2025 at 7:00 PM

Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston

Present:

Cllr. S Henry

(In the Chair)

Cllrs. J. Burke, T. Byron, N. Murray, T. Murray, S Rees, K. Taylor and G. Wickens.

In Attendance:

Sandra Mayers – Town Clerk

149. Apologies

Apologies were received from Cllrs. R. Gaffney, J. Mimmagh and C Powell.

150. Public Forum

In accordance with Standing Order 66, and inline with the Code of Conduct for Public Forum, no questions have been put seven working days prior to the meeting,

151. Declarations of Interest

Declarations were received as follows.

Councillor	Agenda Item	Nature of Interest
T. Byron	6A	KBC Planning Committee
K. Taylor	6A	KBC Planning Committee

The respective councillors left the meeting room at 7.08pm and returned at 7.11pm

152 Announcements from the Town Mayor

The Town Mayor delivered a verbal update, which included a summary of the recent Whiston Community Recognition Awards held on 20th March 2025. The event was well attended, and the Mayor also took the opportunity to allocate donations to support local community groups.

153. Announcements from the Town Clerk

No updates available.

154. Announcements from the Leader.

The Leader advised Members that the deadline for the planning application concerning the proposed Cemetery Extension at Whiston Woods has been extended. Whiston Town Council has submitted its formal response to both relevant Councils regarding the planning applications.

155. Planning

The following planning applications were reviewed:

- 24/00551/FUL – 31 Cronton Avenue, Whiston – Erection of front conservatory.
- 25/00074/FUL – Denbigh, Pex Hill, Cronton – Variation of conditions (design amendments).
- 25/00101/FUL – 433–435 Cronton Road – Change of use to care home (C2).
- 25/00116/FUL – 35 Milton Avenue – Loft conversion and rear dormer.
- 25/00107/FUL – 8 Croftwood Grove – Single storey side extension.
- 25/00133/FUL – 46 Lickers Lane – Two storey side extension.
- 23/02351/NMA – Dogs Trust, Whiston Lane – Non-material amendments (conditions/trigger points).
- 25/00084/ADV – Unit 2, Symmetry Logistics Park – Advertisement signage.
- 25/00149/NEI – Whiston Woods, Rainhill – Change of use to cemetery.
- 25/00054/FUL – Peter Gilding & Co Ltd – Vehicular access to mast compound.
- 25/00044/FUL – Knowsley Cemetery – Amendments to approved plans.
- 25/00137/FUL – Whiston Woods – Access points for cemetery.
- 22/00630/NMA1 – MP Foods, Lyneham – Amendment to boundary treatments.

Resolved: 25/00149/NEI and 25/00044/FUL. Comments were made regarding the proposed cemetery development and vehicular access, with concerns noted and an objection sent to the relevant planning authorities.

156. Whiston Woods – Information

The Clerk and Leader provided an update on the proposed Cemetery Extension at Whiston Woods.

Resolved: Whiston Town Council has submitted its formal response to both relevant Councils regarding the planning applications.

157. Minutes – Ordinary Council Meeting

The Minutes of the **Ordinary Council Meeting** held on 12th March 2025 were agreed as a true and accurate record.

Resolved: That the minutes be approved.

158. Minutes – Events Meeting

The Minutes of the **Events Meeting** held on 12th March 2025 were agreed as a true and accurate record.

Resolved: That the minutes be approved.

159. Accounts

Members reviewed and approved the following financial reports:

- a) Bank Reconciliation – March 2025.
- b) Final Payment Summary – March 2025.
- c) Monthly Accounts – Circulated at the meeting April 2025.

Resolved: That the accounts be approved.

160. Annual Report

The draft Annual Report for 2025 was reviewed. Members were invited to submit final comments before print in early May.

Resolved: Members requested the inclusion of Whiston Uniform Recycling Group along with the Junior Democracy Days.

161. County FA – Funding Application, Multi Use Games Area

Members considered the Clerk's request to suspend Financial Regulations 2.3.8 and 2.11.10(i) to allow for submission of the funding application. Two quotations have been obtained in line with the application requirements,

RESOLVED: That Financial Regulations be suspended as outlined, and the application proceed with the submitted quotations.

162. Confirmation of Minutes

Minutes 149 – 161 were received as a true and accurate record. The Town Mayor signed the minutes on Wednesday 14th May 2025

Councillor

Town Mayor

The Meeting Closed at 7.16pm

MONTHLY BANK RECONCILIATION			
Apr-25			
Balance 01/04/2025	£	415,411.29	
Receipts in April 2025	£	329,509.55	
Less Payments in April 2025	£	38,471.03	£ 706,449.81
BALANCES			
Natwest Current A/C-97589667		£	200,224.24
Natwest Business Res A/C-89979389		£	236,225.57
Natwest Fixed Term Deposit A/c 85172626		£	100,000.00
Unity Trust Bank Fixed Term Deposit A/C 20517984		£	85,000.00
United Trust Bank Fixed Term Deposit A/C 20232805		£	85,000.00
Less unpresented cheques			
Current a/c balance		£	-
Total Credit Balance		£	706,449.81
Balance c/fwd			£ 706,449.81

FINAL PAYMENT SUMMARY April 2025

Month 01 April 2024

Meeting 14 May 2025

1 BACS	Zurich Municipal - Annual Combined Insurance	£	5,700.78
1 BACS	SAGE subscription till 10 March 2026	£	736.80
1 BACS	B H Dyson-Caretaker at Foxshaw Close Playground	£	80.00
4 BACS	Knowsley Borough Council-Council Tax - Rates for 3 Centres	£	1,458.05
5 BACS	Knowsley Borough Council Open Space, Ground Maintenance,		
4 BACS	HMRC-Tax and NI March Contributions	£	3,220.61
4 BACS	Merseyside Pension Fund-Pension Contributions	£	3,795.48
4 BACS	Prudential Insurance (AVC's)	£	1,000.00
1 BACS	Amazon Business Labels	£	63.00
1 BACS	B & B Hygiene Ltd Cleaning Supplies	£	336.43
1 BACS	LALC Membership 01/04/25 - 31 March 2026	£	1,366.27
1 BACS	ICU monthly IT support and backup	£	340.80
1 BACS	ICU Annual Subscription	£	649.20
1 BACS	Breast Mates donation from Mayors Fund	£	100.00
1 BACS	1st Whiston Scouts donation from Mayors Fund	£	50.00
1 BACS	Higherside Boxing (Whiston) donation from Mayors Fund	£	100.00
1 BACS	Facing Life and Pain donatin from Mayors Fund	£	50.00
1 BACS	Whiston Luncheon Club donation from Mayors Fund	£	100.00
1 BACS	Whiston Over 55's Bingo donation from Mayors Fund	£	100.00
1 BACS	Whiston Indoor Bowls donation from Mayors Fund	£	50.00
1 BACS	Aventist Church donation from Mayors Fund	£	50.00
1 BACS	Halsnead Foodbank donation from Mayors Fund	£	50.00
1 BACS	WICKED James Greenop Foundation donation from Mayors Fund	£	100.00
1 BACS	Kokutai Karate donation from Mayors Fund	£	50.00
1 BACS	Spectrum Connect donation from Mayors Fund	£	100.00
1 BACS	St Nicholas Church - churchyard donation from Mayors Fund	£	150.00
1 BACS	Fayes Forever Fund donation from Mayors Fund	£	100.00
1 BACS	Whiston Village Guild donation from Mayors Fund	£	60.00
1 BACS	Premier Pest Control Pest Control Services 26/04/25 to 26/07/25	£	138.00
Sub Total		£	20,095.42
		£	20,095.42

Total Direct Debits

1 DDR	Ash Waste Services. Refuse collection, Whiston Town Hall	£	102.91
1 DDR	Ash Waste Services. Refuse collection, George Howard Centre	£	95.71
1 DDR	Water Plus. Water - George Howard Centre (4078082681)	£	89.01
1 DDR	Water Plus. Water - Whiston Town Hall (4078082954)	£	196.46
1 DDR	Water Plus. Waste - Whiston Town Hall (4033613348)	£	89.37
1 DDR	British Gas Gas WTH (604043059)	£	18.22
1 DDR	British Gas Gas WTH (604043059)	£	7.94
1 DDR	British Gas Electric WTH (604043065)	£	655.75
1 DDR	British Gas Electric WTH (604043065)	£	173.76
DDR	British Gas Electric WTH (604043065)	£	20.04
1 DDR	British Gas Electric GHC (new contract) 604043066	£	753.12
1 DDR	British Gas Electric RFC (604043064)	£	76.26
1 DDR	British Gas Gas WTH (603228234) monthly	£	1,413.91
1 DDR	British Gas Gas GHC (604043063)	£	632.48
1 DDR	British Gas Gas RFC (604043061)	£	143.02
1 DDR	Invosys (prev Connected World) Telephone/internet charges	£	136.68
1 DDR	Chubb Fire & Security. George Howard Centre	£	101.00
1 DDR	Chubb Fire & Security. Whiston Town Hall	£	101.00
1 Go Cardless	Global Connect Internet at RFC	£	153.00
	Bank charges (97589667)	£	57.63
	Bank charges re SumUp device	£	4.96
Total DD		£	5,022.23
Wages		£	13,353.38
		£	38,471.03

- 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

£ 38,471.03

Accounts Sheet for April	£	20,095.42
Direct payments for April	£	5,022.23
Wages	£	13,353.38
Total Payments April	£	38,471.03

BUDGET SHEET 2024-2025																
WHINSTON TOWN COUNCIL ADMINISTRATION	BUDGET		USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Burial Facilities	£550.00	£550.00	£550.00	£0.00										£550.00		
Insurance - combined policy	£2,209.00	£2,261.04	£2,261.04	-\$52.04	£2,261.04											
Auditor Internal & External	£1,071.00	£1,300.00	£1,300.00	-\$229.00	£250.00					£1,050.00						
Conference/Training	£1,500.00	£855.40	£855.40	£644.60			£815.40			£40.00						
Printing Stationery/Photocopier	£1,700.00	£1,992.14	£1,992.14	-\$292.14	£216.43	£534.83		£200.37	£191.38	£123.10		£154.47		£271.01	£149.61	£150.94
Annual Report	£50.00	£0.00	£0.00	£50.00												
Community Donations S137	£3,000.00	£3,000.00	£3,000.00	£0.00	£1,000.00	£500.00		£1,500.00								
Christmas Lunches	£210.00	£210.00	£210.00	£0.00								£210.00				
NALC Information	£217.00	£0.00	£0.00	£217.00												
Telephone/Fax/Internet	£978.00	£1,120.15	£1,120.15	-\$142.15	£85.06	£176.81		£173.54	£85.50	£84.31	£83.91	£85.78	£86.25	£82.64	£85.39	£90.96
Town Mayor's Allowance	£650.00	£650.00	£650.00	£0.00		£650.00										
Hospitality	£200.00	£0.00	£0.00	£200.00												
WTC Events	£5,000.00	£4,362.97	£4,362.97	£637.03			£120.33	£55.00	£284.17	£1,542.41		£1,369.05	£82.18			
LAPTC	£1,260.00	£1,318.09	£1,318.09	-\$58.09	£1,318.09											£909.83
Office Equipment	£500.00	£257.09	£257.09	£242.91		£89.99									£108.32	
Petty Cash	£250.00	£100.00	£100.00	£150.00												
Salaries	£85,233.00	£85,945.83	£85,945.83	-\$712.83	£6,642.41	£7,067.89	£6,396.39	£6,651.97	£7,676.65	£6,765.85	£7,351.85	£8,778.00	£7,109.23	£7,645.23	£6,932.97	£6,927.59
National Insurance	£5,922.00	£6,169.57	£6,169.57	-\$247.57	£447.96	£511.99	£448.16	£450.07	£557.33	£466.53	£510.67	£741.77	£510.18	£551.61	£486.79	£486.51
Pension Fund	£19,238.00	£19,707.48	£19,707.48	-\$469.48	£1,510.64	£1,678.29	£1,510.64	£1,514.06	£1,754.90	£1,542.39	£1,675.52	£2,008.47	£1,615.58	£1,745.05	£1,575.97	£1,575.97
Remembrance Poppy Wreath (RBL)	£50.00	£50.00	£50.00	£0.00								£50.00				
Flower Show	£275.00	£300.00	£300.00	-\$25.00		£300.00										
Staff Uniforms	£500.00	£619.74	£619.74	-\$119.74										£54.99		£564.75
Council Memorabilia/Promotions	£300.00	£200.00	£200.00	£100.00		£200.00										
Town Council Election Costs	£6,000.00	£0.00	£0.00	£8,000.00												
Bank Charges	£685.00	£588.86	£588.86	£96.14	£50.73	£52.55	£39.28	£49.08	£53.76	£44.70	£52.01	£55.75	£54.50	£46.41	£46.88	£43.21
Sage Payroll Cover	£670.00	£184.00	£184.00	£486.00								£184.00				
Staff Eye Test	£40.00	£0.00	£0.00	£40.00												
Computers/Web Site	£500.00	£480.00	£480.00	£20.00												
IT: support/security/licences	£3,975.00	£3,899.80	£3,899.80	£75.20	£284.00	£775.80	£284.00	£284.00	£284.00	£284.00	£480.00					
Annual Subscriptions + rfo Commiss	£58.00	£55.00	£55.00	£3.00			£55.00									
Contingencies	£2,000.00	£1,000.00	£1,000.00	£1,000.00												
Town Council Lottery Licence	£21.00	£20.00	£20.00	£1.00								£1,000.00				
Miscellaneous		£333.96	£333.96	-\$333.96												
SUM UP charges		£112.50	£112.50	£87.50	£8.20	£8.43	£13.42	£6.76	£12.20	£11.30	£8.74	£5.47	£127.05	£16.63	£11.82	£10.13
Room hire refunds		£0.00	£0.00	£0.00												
Repayment of VAT paid in error by HMRC		£11,156.91	£11,156.91	-\$11,156.91			£11,156.91									
TOTALS	£145,012.00	£135,643.62	£135,643.62	£9,368.38	£14,074.56	£12,546.58	£20,839.53	£10,884.85	£10,899.89	£12,026.81	£10,743.34	£14,926.76	£9,874.82	£11,257.75	£9,681.75	£11,043.89

WHISTON TOWN COJNCIL		BUDGET SHEET 2024-2025												PAGE 2.	
WHISTON TOWN HALL															
	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Electric	£10,302.00	£6,516.93	£3,785.07	£1,327.12	£490.74		£1,021.81	£571.45	£428.20	£572.38	£643.04	£511.96	£13.35	£936.88	
Gas	£15,450.00	£11,657.21	£3,792.79	£1,514.94	£1,104.83	£627.61	£564.66	£304.43	£227.31	£562.84	£857.91	£1,243.87	£1,219.77	£1,885.53	£1,543.51
Non Domestic Rate	£7,848.00	£6,861.25	£986.75	£687.25	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00	£686.00		
Water Rates/Sewerage	£1,934.00	£2,666.36	£-732.36	73.72	£283.75	£73.72	£73.72	£270.18	£73.72	£466.64	£270.18	£73.72	£466.64	£270.18	£270.19
Insurance - combined	£1,114.00	£1,141.46	£-27.46	£1,141.46											
Alarms (a) Rental/Auto response	£826.00	£946.13	£-120.13	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.89
(b) Repairs	£400.00	£0.00	£400.00												
(c) Fire Extinguishers	£250.00	£102.69	£147.31		£102.69										
Cleaning Materials	£742.00	£700.12	£41.88	£207.45	£19.96	£103.13	£12.23	£12.41	£23.17	£18.30	£109.53		£58.93	£140.85	£12.46
Cathedral Leasing-Hygiene units	£342.00	£349.86	£-7.86			£331.56									
Repairs/Maintenance	£2,000.00	£4,713.56	£-2,713.56	£48.50	£276.66	£12.17	£455.00	£195.22	£109.13	£467.24	£160.00		£791.30	£1,695.00	£503.34
Wages	£54,148.00	£53,720.69	£427.31	£3,950.65	£4,694.00	3968.46	£3,962.61	£4,665.34	£4,095.59	£4,762.42	£5,985.36	£4,058.10	£4,920.96	£4,346.94	£4,310.26
National Insurance	£1,954.00	£1,868.18	£85.82	£126.30	£143.90	118.99	£126.76	£140.22	£136.29	£141.72	£362.80	£125.35	£163.40	£141.34	£141.11
Pension Fund	£12,491.00	£12,759.93	£-268.93	£939.37	£1,103.16	921.54	£938.21	£1,112.72	£972.90	£1,136.24	£1,435.25	£965.23	£1,177.32	£1,030.88	£1,027.11
Christmas Tree	£361.00	£300.00	£61.00									£300.00			
Crockery	£50.00	£0.00	£50.00												
Internal/External Painting	£150.00	£200.00	£-50.00				£200.00								
Refuse collection	£1,565.00	£1,834.47	£-269.47	£141.50	£121.57	£160.96	£162.25	£133.41	£124.70	£195.21	£169.12	£208.93	£178.95	£146.12	£91.75
Heating Maintenance/Repairs	£500.00	£210.84	£289.16				£210.84								
Electric Main/Repairs/PAT	£1,300.00	£1,237.99	£62.01			£620.00		£457.99					£160.00	£38.34	
Pest Control	£237.00	£250.03	£-13.03	£96.67	£38.34										
Premises Licence	£185.00	£180.00	£5.00												
Tables & Chairs	£200.00	£0.00	£200.00							£76.68					
Miscellaneous	£300.00	£253.37	£46.63							£180.00					
EPC/DEC certificates	£250.00	£0.00	£250.00			£25.78		£22.21		£20.23	£91.85	£93.30			
Legionella risk assessment	£300.00	£13.31	£286.69			£13.31									
Hall refund		£491.00	£-491.00					£36.00				£50.00		£100.00	£305.00
Repayment of VAT paid in error by HMRC		£0.00	£0.00												
TOTALS	£115,199.00	£108,975.38	£6,223.62	£10,333.77	£9,144.44	£7,742.07	£8,492.93	£8,686.42	£6,955.85	£9,364.74	£10,849.88	£8,395.30	£9,953.80	£10,772.56	£8,283.62

WHISTON TOWN COUNCIL GEORGE HOWARD CENTRE	BUDGET SHEET 2024-2025															PAGE 3.
	BUDGET	USED	BALANCE	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	
Electric	£8,240.00	£7,231.58	£1,008.42	£1,236.65	£648.57		£601.42	£1,231.76	£350.34	£35.48	£673.63	£915.31		£907.06	£631.36	
Gas	£12,360.00	£7,563.77	£4,806.23	£2,115.15	£539.11		£1,044.62	£224.55		£403.29	£524.19	£588.16	£629.00	£755.38	£730.32	
Telephone	£143.00	£176.57	-£33.57	£12.65	£27.32		£27.32	£13.66	£13.66	£13.66	£13.66	£13.66	£13.66	£13.66	£13.66	
Non Domestic Rate	£7,278.00	£6,362.25	£915.75	£638.25	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£636.00	£13.66	
Water Rates/ Sewerage	£1,442.00	£1,263.54	£178.46	£248.96	£124.48	£89.01	£89.01	£89.01	£89.01	£89.01	£89.01	£89.01	£89.01	£89.01	£89.01	
Insurance - combined	£987.00	£1,009.75	-£22.75	£1,009.75												
Alarms (a) Rental/Auto response	£911.00	£946.13	-£35.13	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.84	£78.89	
(b) Repairs	£350.00	£72.25	£277.75		£10.00				£65.00				£7.25			
(c) Fire Extinguishers	£250.00	£10.00	£240.00													
Cleaning Materials	£550.00	£578.41	-£28.41	£156.46		£59.38	£12.22	£12.22	£23.16	£18.30	£219.05		£58.93	£18.69	12.46	
Repairs/Maintenance	£2,000.00	£6,441.41	-£4,441.41			£12.17	£761.48	1,659.67	£10.59	£990.00	£350.00		£332.50		£2,325.00	
Equipment		£722.64	-£722.64										£722.64			
Cathedral Leasing (Hygiene Units)	£342.00	£1,311.56	-£1,269.56			£331.56						£1,280.00				
Wages	£56,263.00	£58,453.45	-£2,190.45	£4,446.11	£5,350.98	£4,375.54	£4,468.48	£5,058.46	£4,577.54	£5,189.08	£6,223.68	£4,458.92	£5,378.89	£4,638.10	£4,287.67	
National Insurance	£3,936.00	£4,375.08	-£139.08	£303.91	£352.33	£287.84	£312.18	£321.74	£321.94	£339.23	£553.59	£307.37	£356.39	£331.81	£286.75	
Pension Fund	£13,223.00	£13,367.71	-£644.71	£1,055.33	£1,256.95	£1,016.83	£1,056.64	£1,204.74	£1,085.68	£1,236.11	£1,491.03	£1,059.04	£1,284.48	£1,099.03	£1,021.85	
Lease of Land	£5.00	£0.00	£5.00													
Internal/External Painting	£200.00	£238.28	-£38.28				£238.28									
Crockery	£75.00	£0.00	£75.00													
Refuse Collection	£1,250.00	£1,451.37	-£201.37	£124.70	£108.37	£106.36	£137.05	£109.41	£128.90	£150.17	£123.22	£146.55	£120.17	£118.52	£77.95	
Electric Maintenance/Repairs	£1,850.00	£370.00	£880.00			£400.00	£240.00	£265.00							£65.00	
Heating Maintenance/Repairs	£500.00	£1,352.74	-£852.74				£1,352.74									
Pest Control	£237.00	£249.99	-£12.99	£96.67	£38.33					£76.66			£38.33			
EPC/DEC Certificates	£250.00	£0.00	£250.00													
Legionella risk assessment	£300.00	£0.00	£300.00									£300.00				
Christmas Tree	£400.00	£300.00	£100.00													
Provision of internet	£1,000.00	£729.36	£270.64					£134.36	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	£85.00	
Miscellaneous		£248.94	-£248.94					£22.21	38.38	£188.35						
Hall Refund		£0.00	£0.00													
TOTALS	£114,342.00	£115,316.78	-£1,574.78	£11,523.43	£9,171.28	£7,393.53	£11,056.28	£11,061.63	£7,504.04	£9,529.18	£11,060.90	£9,957.86	£9,831.09	£8,135.10	£9,704.92	

WHISTON TOWN COUNCIL ROBERT FOULKES CENTRE	BUDGET SHEET 2024-2025														PAGE 4.
	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Electric	£1,236.00	£905.26	£330.74	£134.85	£64.87		£145.79	£71.12	£59.14	£56.29		£169.11		£120.83	£83.26
Gas	£2,678.00	£1,425.06	£1,252.94	£414.91	£105.55		£153.87	£24.54		£41.97	£77.39	£230.40		£191.70	£184.73
Non Domestic Rate	£2,071.00	£2,190.11	-£119.11	£219.11	£219.00	£219.00	£219.00	£219.00	£219.00	£219.00	£219.00	£219.00	£219.00		
Water Rates/Usage	£1,666.00	£1,307.62	£358.38	£148.31	£148.31	£101.10	£101.10	£101.10	£101.10	£101.10	£101.10	£101.10	£101.10	£101.10	£101.10
Lease of Land/Rent	£5.00	£0.00	£5.00												
Insurance - combined	£729.00	£746.34	-£17.34	£746.34											
Cleaning Materials	£300.00	£371.79	-£71.79	£156.46		£59.36	£12.22	£12.22	£23.16	£18.29			£58.93	£18.69	£12.46
Repairs/Maintenance	£500.00	£1,270.03	-£770.03			£12.17	£230.00			18.27			£193.46	£816.13	
Equipment	£50.00	£0.00	£50.00												
Fire Extinguishers	£75.00	£3.05	£71.95		£3.05										
Cathedral Leasing (Hygiene Units)	£342.00	£331.56	£10.44			£331.56									
Crockery	£50.00	£0.00	£50.00												
Internal/External Painting	£100.00	£0.00	£100.00												
Wages	£18,771.00	£19,242.22	-£471.22	£1,371.31	£1,892.20	£1,465.31	£1,432.01	£1,787.33	£1,373.00	£1,783.85	£1,944.74	£1,444.68	£1,862.48	£1,452.93	£1,432.38
National Insurance	£1,442.00	£1,544.48	-£102.48	£112.05	£143.90	£112.39	£118.88	£140.22	£112.19	£139.98	£163.34	£118.14	£147.17	£118.55	£117.67
Pension	£3,626.00	£3,746.71	-£120.71	£276.92	£354.47	£276.92	£287.18	£346.15	£276.92	£346.15	£363.06	£286.81	£358.51	£286.81	£286.81
Telephone/Internet	£143.00	£711.25	-£568.25	£55.15	£69.82	£42.50	£69.82	£80.84	£56.16	£56.16	£56.16	£56.16	£56.16	£56.16	£56.16
Gas Heating Maintenance/Repair	£500.00	£210.83	£289.17				£210.83								
Electric Maintenance/Repairs	£450.00	£150.00	£300.00			£150.00									
Pest Control		£249.98	-£249.98	£96.66	£38.33					£76.66			£38.33		
EPC/DEC Certificates		£0.00	£0.00												
Tables	£300.00	£0.00	£300.00												
Legionella risk assessment	£300.00	£0.00	£300.00												
Miscellaneous		£149.17	-£149.17			126.96		22.21							
TOTALS	£35,334.00	£34,555.46	£778.54	£3,732.07	£3,039.50	£2,897.27	£2,980.70	£2,804.73	£2,220.67	£2,857.72	£2,924.79	£2,625.40	£3,035.14	£3,162.90	£2,274.57

WHISTON TOWN COUNCIL OPEN SPACES	BUDGET SHEET 2024-2025														PAGE 5.
	BUDGET	USED	BALANCE	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Foxshaw Close Playground															
Foxshaw Close - Caretaker	£900.00	£900.00	£0.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	
Multi Use Games Area															
M.U.G.A Repairs/Maintenance	£1,500.00	£1,295.00	£205.00		£647.50										
Insurance - combined	£343.00	£351.22	-£8.22	£351.22						£647.50					
Refund of payment for usage		£0.00	£0.00												
Public Open Spaces															
Christmas lights	£3,000.00	£1,133.00	£1,867.00							£1,133.00					
Repairs/maintenance/free survey	£1,000.00	£0.00	£1,000.00												
Grounds Maintenance KBC	£11,858.00	£11,999.00	-£141.00				£1,333.22	£1,333.22	£1,333.22	£1,333.22	£1,333.22	£1,333.22	£1,333.22	£1,333.24	
TOTALS	£18,601.00	£15,678.22	£2,922.78	£426.22	£722.50	£75.00	£1,408.22	£1,408.22	£1,408.22	£2,541.22	£2,055.72	£1,408.22	£1,408.22	£1,408.24	

WHISTON TOWN COUNCIL REVENUE ACCOUNT	BUDGET SHEET 2024-2025																	PAGE 6.	
KBC - PRECEPT	ESTIMATED £301,369.00	IN-COME £301,369.00	DUE IN £0.00	April £301,369.00	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				
WHISTON TOWN HALL	£36,000.00	£55,199.67	-£23,199.67	£2,484.65	£3,653.89	£14,225.16	£5,037.89	£5,224.75	£2,309.75	£5,032.75	£3,376.50	£4,294.50	£3,732.25	£2,729.00		£7,098.58			
GEORGE HOWARD CENTRE	£21,000.00	£52,377.04	-£31,377.04	£1,408.60	£5,058.07	£4,374.34	£3,995.39	£5,809.43	£5,311.28	£4,092.63	£4,769.36	£4,554.11	£4,080.11	£4,061.36		£4,862.36			
ROBERT FOULKES CENTRE	£5,000.00	£5,073.07	-£73.07	£432.00	£238.50	£684.00	£540.00	£586.46	£288.00	£688.61	£337.50	£571.50	£144.00	£265.50		£297.00			
M.U.G.A	£3,500.00	£4,212.00	-£712.00	£198.00		£18.00		£720.00	£738.00	£774.00	£468.00	£360.00	£306.00	£468.00		£162.00			
INTEREST	£6,000.00	£7,331.89	-£1,331.89	£563.75	£843.77	£752.50	£850.78	£742.89	£750.44	£707.79	£471.82	£441.85	£447.98	£372.00		£386.32			
V.A.T.	£10,000.00	£18,587.80	-£8,587.80	£11,156.91						£7,430.89									
MISC / FEED IN TARIFF		£1,982.50		£4.60	£332.37			£4.36		£1,139.58		£120.00	£220.18			£161.41			
TOTALS	£382,869.00	£450,132.97	-£65,281.47	£317,617.51	£10,126.60	£20,054.00	£10,424.06	£13,087.89	£9,397.47	£19,866.25	£9,423.18	£10,341.96	£8,930.52	£7,895.86		£12,967.67			

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23rd April 2025

Mrs. S. Mayers
Town Clerk
Whiston Town Council
Whiston Town Hall
Old Colliery Road
Whiston
L35 2OX

Internal Audit Report 2024/25

I am pleased to confirm that I undertook the "Internal Audit" function in relation to the 2024/25 financial year on 23rd April 2025. Acting independently, I have examined the systems of internal controls by undertaking the tests laid down and detailed in the Annual Return. I would thank your Town Clerk Mrs. Mayers and her staff who assisted in the conduct of the audit by providing me with all the necessary paperwork and documentation. As always, the documentation was exceptionally good and readily accessible.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

My main role is to provide assurance to the Council that the internal control environment is operating soundly.

As the Council's Internal Auditor, I have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in specific areas. This report sets out the main areas of work examined during my visit to the Council.

Overall Conclusion

Based on my examination of your procedures and documentation I am happy to confirm that the Council's systems of internal controls are both effective and adequate for the purpose intended. I have signed the Annual Return confirming my satisfaction with your procedures.

I would like to commend your Clerk Mrs Mayers for the quality of the systems and procedures she has in place which always ensure information is readily available so permitting a comprehensive audit process. I am happy to confirm that there are no points for action that need addressing by the Council.

David Blanchflower
Internal Auditor

Whiston Town Council
INTERNAL AUDIT SUMMARY 2024/2025

Maintenance of Accounting Records/ Bank Reconciliations / Payment Controls

The objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers.

I therefore:

- Checked a random sample of the transactions.
- Reviewed the timing and the accuracy of detail on the bank reconciliations.
- Checked that payments are supported by invoices, authorised and minuted.
- Verified that VAT on payments had been identified, recorded and reclaimed.
- Examined the level of financial reserves maintained.
- Examined a sample of room bookings and associated paperwork and payment banking.

Findings:

There were no matters arising from the sample transaction testing.

- **From sample testing, VAT on payments had been identified, recorded and reclaimed.**
- **It was noted that sufficient reserves were held at the year end and that the Council had a detailed “Investment Strategy” and was working towards investing these reserves to maximise income.**
- **It was noted that the Council had in place a regular monthly reconciliation process.**
- **It was noted that a comprehensive accounting system was in place.**

Review of Corporate Governance and Risk Management

The objective is to ensure that the Council has a robust system of corporate governance documentation in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

I have therefore undertaken the following work in this area:

- A review of the minutes to identify any unusual financial activity.
- Council minutes record that the Council conduct an annual risk assessment.
- That insurance cover is with Zurich and is appropriate and adequate.
- Internal financial controls are documented and regularly reviewed.

I reviewed the minutes of Council meetings for 2024/25 to identify whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and none were found.

Findings:

- **The standing orders and financial regulations were in order and had been formally adopted by the Council.**
- **An annual risk assessment had been reported to Council.**
- **An updated Asset Register exists.**
- **An Investment Strategy was in place**

Review of Budgetary Control

My aim here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down. Also, that an effective reporting and monitoring process is in place. Checks were made to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

I have therefore undertaken the following work in this area:

- Has the Council prepared an annual budget in support of its precept.
- Is actual expenditure against the budget regularly reported to the Council.
- Are there any significant unexplained variances from budget.
- Has the RFO reported at least quarterly to Council Financial Statements which includes budget comparisons.
- Has the RFO reported and explained any significant variations to Council.

Findings:

1. **An annual budget had been approved by the Council which had set a Precept of £317,198 for 2025-2026.**
- **It was noted that a detailed budget had been prepared and that there was regular monthly financial reporting to the Council, with quarterly budget reports.**
 - **All expenditure is approved by the Council.**
 - **It was noted that successful grant applicants were required to produce receipts/evidence of expenditure.**
 - **It was noted that the Council has robust financial procedures in place with easy-to-follow audit trails.**

Review of Income Controls

The aim here is to ensure that appropriate arrangements are in place for the identification of all income due to the Council, that invoices are raised to recover that income and that monies are received and banked within a reasonable time frame.

Findings:

- **Income monies are accounted for and banked in a timely manner.**
- **No issues arising as comprehensive and effective procedures are in place.**



David Blanchflower
Internal Auditor

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

WHISTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

14/05/2025

and recorded as minute reference:

Minute: Refers **MINUTE REFERENCE**

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.whiston-tc.gov.uk

Section 2 – Accounting Statements 2024/25 for

WHISTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	389,346	383,893	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	292,438	301,369	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	105,472	130,491	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	250,705	256,276	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	152,658	143,531	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	383,893	415,947	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	378,836	415,411	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,875,358	1,876,033	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

01/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/2025

as recorded in minute reference:

Minute: Refers **ITE REFERENCE**

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Annual Internal Audit Report 2024/25

WHISTON TOWN COUNCIL

ENTER POSTAL CODE www.whiston-tc.gov.uk ENTER PHONE NUMBER

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/04/2025 DD/MM/YYYY DD/MM/YYYY

ENTERED Mr. D. Blanchflower INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

23/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

WHISTON TOWN COUNCIL SUMMARY SHEET 2024/2025

Balance at 31st March 2025

DEBTORS	2023/2024	2024/2025
Vat	£ 11,156.91	£ 6,832.95
Other amounts due	£ 9,124.84	£ 9,051.11
Payments in advance	£ 1,042.21	£ 518.71
Cash in Hand	£ 378,836.24	£ 415,411.29
	£ 400,160.20	£ 431,814.06
	-	
CREDITORS		
Payments Outstanding	£ 13,865.32	£ 13,854.96
Payments received in advance	£ 2,401.00	£ 2,012.50
	£ 16,266.32	£ 15,867.46
	£ 383,893.88	£ 415,946.60
	-	
RESTRICTED		
UN RESTRICTED	£ 7,550.00	£ 27,750.00
NET ASSETS	£ 376,343.88	£ 388,196.60
	£ 383,893.88	£ 415,946.60

SUMMARY INCOME & EXPENDITURE ACCOUNT 2024/2025

A	B	C	D	E	F
Income & Expenditure 2023/2024	Town Council Activity	Receipts & Payments Account (as per R&P summary 2024/2025)	Reversal of last year's adjustment plus or minus	Current Year adjustments plus or minus	Income & Expenditure 2024/2025
		£	£	£	£
		minus	plus	plus	minus
292,438.00	Calculation of Income	301,369.00	-	-	301,369.00
	Precept	-	-	-	-
	Publicity	-	-	-	-
1,433.28	Ins Com/Claims/Refunds	1,972.50	-	-	1,972.50
49,524.30	Whiston Town Hall	59,358.27	4,902.75	2,365.00	58,114.77
36,759.48	George Howard Cnt	52,228.44	3,718.09	-	53,962.21
5,760.37	Robert Foulkes Cnt	5,073.07	504.00	36.00	4,897.57
4,475.00	Multi Use/Open Space	4,212.00	-	-	4,212.00
7,519.23	Interest	7,331.89	-	-	7,331.89
	Investments	-	-	-	-
	VAT Repayment	18,587.80	-	-	18,587.80
	Total Receipts	450,132.97	9,124.84	2,401.00	431,859.94
397,909.66		£	£	Total Income £	
	Calculation of Expenditure				£
40,323.30	Administration	32,977.65	89.65	85.05	33,481.55
34,537.86	Whiston Town Hall	37,133.37	763.42	1,366.29	37,751.24
26,004.49	George Howard Cnt	32,476.09	1,068.79	879.69	32,286.99
8,296.27	Robert Foulkes Cnt	9,205.92	172.99	106.90	9,139.83
25,355.97	Open Space/Muga	15,678.22	172.99	-	15,505.23
-	Publicity	-	-	-	-
14,639.38	Repairs	11,366.25	-	-	11,366.25
3,500.00	S137/Comm Donations	4,000.00	-	-	4,000.00
250,705.37	Salaries/wages	256,477.58	11,597.48	11,417.03	256,276.13
-	Investments				-
-	VAT Input	14,242.84			-
403,362.64	Total Payments	413,557.92	13,865.32	13,854.96	399,807.22
				Total Expenditure £	

Balance b/fwd	01/04/2024	383,893.88
Plus Income		431,859.94
TOTAL		815,753.82
Minus Expenditure		399,807.22
Balance c/f	31/03/2025	415,946.60

EXPLANATION OF VARIANCES 2024-2025
WHISTON TOWN COUNCIL
COUNTY AREA: LANCASHIRE

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THESE figures on figures input. Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	283,246	283,246				
2 Precept or Rates and Levies	207,369	207,369	8,931	3.05%	NO	
3 Total Other Receipts	195,472	190,491	25,019	23.72%	YES	WEEKEND FUNCTIONS AND AN INCREASE IN PERMENANT USERS GROUPS AT BOTH WHISTON TOWN HALL AND GEORGE HOWARD CENTRE HAS RESULTED IN THE INCOME FROM HIRE SIGNIFICANTLY INCREASING.
4 Staff Costs	260,706	265,376	5,571	2.22%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	462,659	443,631	-9,127	5.98%	NO	
7 Balances Carried Forward	383,893	415,946				
8 Total Cash and-Short Term Investments	378,936	416,411				
9 Total Fixed Assets plus Other Long Term Investments and Assets			0	0.00%	NO	
10 Total Borrowings			0	0.00%	NO	

EXPLANATION OF VARIANCES FROM PREVIOUS YEAR – AUDIT 2024 -2025

INCOME	2023/2024	2024/2025	INCREASE
WHISTON TOWN HALL	49,524.30	59,358.27	9,833.97

This is due to an increase in hire for weekend functions along with securing two new long-term user groups during weekdays.

INCOME	2023/2024	2024/2025	INCREASE
GEORGE HOWARD CENTRE	36,759.48	52,228.44	15,468.96

Early Years Group and Hospital to Home Group have signed regular user hire agreements for permanent office space and activity area usage which has significantly increased the income at this Centre.

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

Please complete the highlighted boxes.

Name of smaller authority:

WHISTON TOWN COUNCIL

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		415,946.60
Deduct: Debtors (enter these as negative numbers)		
VAT	6,832.95	
OTHER AMOUNTS DUE	9,051.11	
	<u>15,884.06</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1	518.71	
2		
	<u>518.71</u>	
Total deductions		16,402.77
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1	13,854.96	
2		
	<u>13,854.96</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1	2,012.50	
2		
	<u>2,012.50</u>	
Total additions		15,867.46
Box 8: Total cash and short term investments		415,411.29

Bank reconciliation.

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2025" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: WHISTON TOWN COUNCI

Financial year ending 31 March 2025

Prepared by (Name and Role):

SANDRA MAYERS RFO - TOWN CLERK

Date:

01/05/2025

	£	£
Balance per bank statements as at 31/3/2025:		
Nat West Bank - Current A/c 97589667	8,323.18	
Nat West Bank - Business Res A/C 89979389	137,088.11	
Nat West Bank - Fixed Term Deposit A/C 85172626	100,000.00	
Unity Trust Bank- Fixed Term Deposit A/C 20517984	85,000.00	
United Trust Bank - Fixed Ternm Deposit A/C 20232605	85,000.00	
		415,411.29
		0.00
Net balances as at 31/3/25 (Box 8)		415,411.29

MONTHLY BANK RECONCILIATION				
Mar-25				
Balance 01/03/2025		£ 434,607.63		
Receipts in March 2025		£ 12,967.67		
Less Payments in March 2025		£ 32,164.01		£ 415,411.29
BALANCES				
Natwest Current A/C-97589667			£ 8,323.18	
Natwest Business Res A/C-89979389			£ 137,088.11	
Natwest Fixed Term Deposit A/c 85172626			£ 100,000.00	
Unity Trust Bank Fixed Term Deposit A/C 20517984			£ 85,000.00	
United Trust Bank Fixed Term Deposit A/C 20232805			£ 85,000.00	
Less unpresented cheques		£ -		
Current a/c balance			£ -	
Total Credit Balance			£ 415,411.29	
Balance c/fwd				£ 415,411.29

Log out



Menu

← [Statements & transactions](#)

Transactions

Select an account

[Balance information](#)



WHISTON TOWN COUNC

£30,020.47

Business Current

97589667 | 60-17-05

Account balance: £30,020.47

[Search](#)

Showing: All transactions, from 31 Mar 2025 to 31 Mar 2025

Pending transactions (0)

View

Your transactions

Sort: **Newest first** ↓

[Download](#)



28FEB A/C 97589667

31 Mar 2025

BALANCE AT
31/03/25

-£43.21

£8,323.18



31MAR GRS 85172626

31 Mar 2025

+£231.01

£8,366.39



View statements



Make a payment



Account summary


[← Statements & transactions](#)

Transactions

Select an account

[Balance information](#) [↗](#)



WHISTON T 2 BR

Business Reserve Account

89979389 | 60-17-05

£137,088.11

Available: £137,088.11



[Q Search](#)

Showing: All transactions, from 10 Mar 2025 to 10 Apr 2025

Your transactions

Sort: **Newest first** [↓](#)

[↓ Download](#)



31MAR GRS 89979389

31 Mar 2025

+£155.31

£137,088.11



To A/C 97589667

18 Mar 2025

-£10,000.00

£136,932.80



To A/C 97589667

11 Mar 2025

-£10,000.00

£146,932.80



[View statements](#)



[Account summary](#)

[← Statements & transactions](#)

Transactions

Select an account

[Balance information](#) 

WHISTON TOWN COUNCIL

Liquidity Manager 35 Day

85172626 | 60-17-05

£100,000.00

Available: £100,000.00

 [Search](#)**Showing:** All transactions, from 10 Apr 2024 to 10 Apr 2025

Your transactions

Sort: **Newest first** [Download](#)

From A/C 89979389

06 Jan 2025

+£15,000.00

£100,000.00



From A/C 89979389

06 Jan 2025

+£34,511.78

£85,000.00

[View statements](#)[Account summary](#)

All available data has been displayed.

Recent transactions may be subject to confirmation or could be returned unpaid which means that they can subsequently be reversed from your account.



Ms S Mayers
Whiston Town Council
Whiston Town Hall
Old Colliery Road
Whiston
L35 3QX

Start Date : 4th November 2024
Sort Code : 300151
Account No : 20232805
Account Type : Business 1 Year Bond

Dear Ms Mayers

We are pleased to confirm your fixed deposit as follows:

From	To	RATE%	Currency	Amount
4th November 2024	6th November 2025	4.65	GBP	85,000.00
			Interest	3,958.90

The expected interest shown above reflects whether you opted for your interest to be added to the account each year or returned to your nominated bank. In both cases, the figure shows the interest across the whole term. For terms one year or less in length, interest is only ever applied at maturity.

Should you wish to check or amend the way interest is applied to your account, simply login to your online banking and select 'My Linked Account' under the account in question. Alternatively, you can call us on the below number to discuss this with a member of our team.

We will contact you two weeks before your bond matures to ask what you would like us to do with the funds. Please ensure you contact us promptly if you wish to reinvest.

If you don't recognise this account, have any queries, or would like to discuss your account with us, please contact us by telephone on 020 7190 5599 between 9am and 5pm, Monday to Friday.

You can request your account information and communications in large print, braille or audio, to do so, please contact us via the details above.

Yours sincerely,

Deposits Department

Telephone: +44 (0)20 7190 5555
Email: info@utbank.co.uk
Website: www.utbank.co.uk

United Trust Bank Limited
One Ropemaker Street
London EC2Y 9AW

Ms S Mayers
Whiston Town Council
Whiston Town Hall
Old Colliery Road
Whiston
L35 3QX



2/000162

Start Date : 4th November 2024
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Yours sincerely,

Deposits Department

WHISTON TOWN COUNCIL

SUPPORTING NOTES TO ACCOUNTING STATEMENTS 2024-2025

In accordance with the Accounts and Audit Regulations for Local Council, Whiston Town Council is required to prepare its records in accordance with the Regulations.

The statements have therefore been prepared in accordance with the Statement of Standard Accounting Practice 2 (SSAP2)

Mrs S.P Mayers
Town Clerk

2024-2025
Town Mayor Councillor R. Gaffney

WHISTON TOWN COUNCIL

SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025

ASSETS HELD BY THE WHISTON TOWN COUNCIL

£ 1,876,033.00

AN ASSET REGISTER IS ATTACHED FOR ALL ASSETS HELD OVER THE VALUE
OF £300

THIS REGISTER SHOWS ITEMS DISPOSED OF DURING THE YEAR

WHISTON TOWN COUNCIL

SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025

LEASES

The Town Council had the following leases in operation at the close of business on 31st March 2025.

Lessor	Purpose	Annual Lease Rent	Acreage	Year of expiry	Location
KMBC	Open space	0.57	1.2	15.10.2066	Nelson Place/Fisher Place
KMBC	Community space	1.25	4.64	01.04.2063	North-Westerley side Dragon Lane
KMBC	Open space	0.50	1.18	01.04.2059	Willis Lane/Paradise Lane
KMBC	Community space	5.00	1.36	01.06.2076	George Howard Community Centre
KMBC	Open space	0.25	0.93	01.04.2057	Easterly side of Gilbert Road and Westerly side of Edward Road
KMBC	Open space	0.50	1.5	01.04.2060	Willow Avenue
KMBC	Open space/childrens playground	0.25	0.83	01.04.2057	Foxshaw Close Playing Fields
KMBC	Day centre/ Community Centre	5.00	0.10	01.01.2084	Robert Foulkes Centre, Brook Street
KMBC	Garage	1.00	0.10	01.01.2084	Brook Sreet

WHISTON TOWN COUNCIL

SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025

Tenancies

During the 2024-2025 financial year the Council held the following tenancy agreements:

Town Council as Landlord

Tenant	Property / Area of Land	Rental Per Year	Repairing/ Non Repairing
	None		

Town Council as Tenant

Landlord	Property / Area of Land	Rental Per Year	Repairing / Non Repairing
	None		

WHISTON TOWN COUNCIL

SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025

Section 137 Expenditure

Section 12b of the Local Government Act 1972 allow expenditure of £10.81 per head of population on the electoral role (equivalent to $11,800 \times £10.81 = £127,558.00$ in 2024-2025) in any one financial year on activities or projects not specifically authorised by other powers.

DATE	PAYEE	DETAILS	£
23/04/2024	1st Whiston Scouts	Donation- equipment	£ 500.00
23/04/2024	Spectrum Blan B	Donation- event days / advertising	£ 500.00
15/05/2024	JFC Cables	Donation - Summer School events	£ 500.00
12/07/2024	Prescot Mission Christmas	Donation- Food Vouchers / Food Delivery	£ 500.00
24/07/2024	Unity Morris Dancers	Donation - Music Equip / Uniforms	£ 500.00
24/07/2024	Whiston Over 55's Club	Donation- Food - Travel Cost for Day Trip	£ 500.00
15/11/2024	Paradise Lane Allotments	Donation - Equipment	£ 500.00
22/11/2024	Indoor Bowling Club	Donation-Equipment	£ 500.00
			£ 4,000.00

WHISTON TOWN COUNCIL**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025****EARMARKED RESERVES**

The Town Council had the following earmarked reserves at 31st March 2025

Muga Refurbishment	£ 17,750.00
Decarbonisation Fund	£ 10,000.00
	£ 27,750.00

WHISTON TOWN COUNCIL**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025****PENSIONS**

In 2024-2025 the Town Council paid an employers contribution of 23.4% employees pensionable pay to the Merseyside Pension Fund

Approved by Mercer Ltd (Actuaries to Merseyside Pension Fund).

WHISTON TOWN COUNCIL**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025****Agency Work**

During the 2024-2025 financial year the Town Council undertook the following agency work on behalf of other authorities

Commission Authority	Nature of Work	£
NONE		

Claims for reimbursement have not been made.

WHISTON TOWN COUNCIL**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025****Advertising and Publicity**

Section 5 of the Local Government Act 1986 requires the Town Council to identify the following costs for advertising and publicity were incurred during the year 2024-2025

Recruitment Advertising	None
-------------------------	------

WHISTON TOWN COUNCIL

SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025

WHISTON OVER 55'S FUND

Opening Balance Business Res Account 85371238

	b/fwd	£	4,472.85
TOTAL INCOME	£	58.14	
LESS EXPENDITURE			

Closing Balance as at 31st March 2025 £ 4,530.99

Opening Balance 89909895

	b/fwd	£	1,485.00
INCOME			
EXPENDITURE		£	410.00

Closing Balance as at 31st March 2025 £ 1,075.00

WHISTON TOWN COUNCIL**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025****ASHTONS CHARITY 2024-2025**

CURRENT ACCOUNT		97540927		
Opening Balance	01/04/2024	£		13,472.24
Income/ interest		£	1,762.94	
Expenditure/ donations / room hire		£	-	
Closing Balance	31/03/2025	£		15,235.18

BUS RES ACCOUNT		85367486		
Opening Balance	01/04/2024	£		16,911.12
Income/interest		£	203.39	
Expenditure		£	-	
Closing Balance	31/03/2025	£		17,114.51

SHARES VALUE

30/09/2024=3,172.49 - holdings -20.2706 =£64,308.28

WHISTON TOWN COUNCIL**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2024-2025**

The Town Mayor operates a Charity Fund which during the year received revenue from fund raising events.

This fund is then utilised to donate money to organisations who work for the benefit of the Whiston Community.

This fund does not represent assets of the Town Council and is not included in consolidated Balance Sheet.

WHISTON TOWN MAYORS ACCOUNT - COUNCILLOR S HENRY- TOWN MAYOR 2024-2025**INCOME**

B/F 2/05/2024	£	107.58
25/09/2024 Lucky Squares	£	815.00
12/12/2024 Christmas Lucky Squares	£	54.00
19/12/2024 Christmas Raffle	£	160.00
20/12/2024 Christmas Hamper Raffle	£	120.00
03/03/2025 Raffle proceeds	£	60.00
	£	1,316.58

EXPENDITURE Awards ceremony 20/03/2025

Breast mates	£	100.00
1st Whiston Scouts	£	50.00
Higherside Boxing (Whiston)	£	100.00
Facing Life and Pain	£	50.00
Whiston Luncheon Club	£	100.00
Whiston Over 55's Bingo	£	100.00
Whiston Indoor Bowls	£	50.00
Romel Community Church	£	50.00
Halsnead Foodbank	£	50.00
Wicked - J Greenop Foundation	£	100.00
Alzheimers Group	£	50.00
Kokutai Karate	£	50.00
Spectrum Plan B	£	100.00
St Nicholas Church - churchyard	£	150.00
Faye's Forever Fund	£	100.00
Whiston Village Guild	£	60.00
	£	1,260.00

Balance c/f	£	56.58
-------------	----------	--------------

WHISTON TOWN COUNCIL ASSET REGISTER

2024/2025

Enter any items purchased during the year over the value of £300 net

S MAYERS
TOWN CLERK

(Insurance value where possible / purchase price in all other)

WHISTON TOWN COUNCIL

2024/2025

ASSET REGISTER

ASSET TYPE	ASSET REF: CODE	VALUE
BUILDINGS	A1	£ 1,766,497.00
EQUIPMENT - Cleaning	A2	£ 1,550.00
EQUIPMENT - General	A3	£ 26,115.00
EQUIPMENT- Community	A4	£ 950.00
FURNITURE (Outdoor)	A5	£ 44,878.00
I.T. EQUIPMENT	A6	£ 6,944.00
SECURITY	A7	£ 24,494.00
CHAINS OF OFFICE	A8	£ 4,605.00
TOTAL		£ 1,876,033.00

£ 1,876,033.00

ASSET REGISTER: by Date and Value

2024/2025

Asset Value From £300 to Unlimited

ASSET TYPE BUILDINGS

Asset Code	Model No:	Name	Site	Purchase Date	Value
A1	Whiston Town Hall	S Mayers	Whiston Town Hall	1971	713,000
A1	George Howard Centre	S Mayers	George Howard Centre	1979	713,000
A1	Robert Foulkes Centre including garage	S Mayers	Robert Foulkes Centre	1983	171,612
A1	Pavilion Lease surrendered July 2021	S Mayers	Windy Arbor Road	1979	
A1	Multi Use Games Area	S Mayers	Adjacent-Whiston Town Hall	2006	168,885
				Sub Total	£ 1,766,497.00

ASSET REGISTER: by Date and Value 2024/2025

ASSET TYPE WHISTON TOWN HALL

Asset No:	Model No:	Name	Site	Purchase Date	Value
A3	72 material chairs	R Miller	Main Hall	2009	£ 1,000.00
A3	28 material chairs	R Miller	Main Hall	2011	£ 469.00
A3	14 x large tables	R Miller	Main Hall	2000	£ 2,800.00
A3	8 x small tables	R Miller	Main Hall	2000	£ 600.00
A3	16 x folding round tables	R Miller	Main Hall	2014/15	£ 1,000.00
A3	Floor Buffer	R Miller	Main Hall	2017	£ 615.00
A3	Autofill wall mounted water boiler	R Miller	Kitchen	2018	£ 309.00
A3	3 large meeting tables	R Miller	Council Chamber	1997	£ 1,500.00
A3	20 Cushion Chairs	R Miller	Council Chamber	1997	£ 1,000.00
A3	3 high back mesh chairs	S Mayers	General Office	2021	£ 360.00
A3	Defibrillator	S Mayers	Town Hall	2013	£ 750.00
A3	Industrial Cooker	S Mayers	Town Hall	2017	£ 1,190.00
A4	Indoor Bowls Mat	R Miller	Store Room	2005	£ 650.00
A4	2 Cordless microphones	R Miller	General Office	2005	£ 300.00
A5	External Perimetre Fencing	R Miller	Town Hall	2000/2012	£ 15,796.00
A5	Solar PV Panels to main roof	R Miller	Town Hall	2011	£ 10,222.00
A5	16 Solar Panels to main roof	R Miller	Town Hall	2014/15	£ 5,860.00
A6	Computers and ancillary equipment	S Mayers	General Office	2014	£ 4,215.00
A6	Computer and ancillary equipment	S Mayers	General Office	2014	£ 672.00
A6	Projector -scrapped	S Mayers	General Office	2007	£ 1,000.00
A6	Laptop	S Mayers	General Office	2014	£ 510.00
A6	Computers/laptop/ancillary equipment	S Mayers	General Office	2021	£ 4,440.00
A6	Hard wire for ancillary equipment	S Mayers	General Office	2021	£ 1,005.00
A6	Samsung tablet	S Mayers	General Office	2024	£ 312.00
A6	Meeting Owl pro360degree (incl camera)	S Mayers	General Office	2021	£ 827.00
A6	Projector	S Mayers	General Office	2023	£ 360.00
A7	Internal/External CCTV/Door Entry Scrapped 2020/21	R Miller	Town Hall	2000/2012	
A7	Internal/External CCTV/Door Entry	R Miller	Town Hall	2019	£ 10,747.00
A7	Security Lights	R Miller	Town Hall	2016	£ 995.00
A6	Computers and ancillary equipment	S Mayers	General Office	2004	£ 4,215.00
A6	Computer and ancillary equipment	S Mayers	General Office	2014	£ 672.00
A6	Laptop, Projector and Screen	S Mayers	General Office	2007	£ 1,000.00
A6	Laptop	S Mayers	General Office	2014	£ 510.00
Total					£ 63,107.00

ASSET REGISTER: by Date and Value
ASSET TYPE GEORGE HOWARD CENTRE

2024/2025

Asset No:	Model No:	Name	Site	Purchase Date	Value
A2	Floor Buffing Machine	R Miller	George Howard Centre	2007	£ 1,200.00
A3	Industrial Cooker	R Miller	Kitchen	1998	SCRAPPED
A3	Industrial Cooker	S Mayers	George Howard Centre	2017	£ 1,170.00
A3	Hoover Fridge / Freezer	R Miller	Kitchen	2003	£ 400.00
A3	Water Boiler	R Miller	Kitchen	2024	£ 325.00
A3	103 x Chairs	R Miller	George Howard Centre	1995	£ 2,060.00
A3	19 Tables	R Miller	George Howard Centre	1998	£ 3,800.00
A3	1 large meeting table	R Miller	Computer Room	2000	£ 1,000.00
A3	Projector	S Mayers	Computer Room	2025	£ 350.00
A3	Defibrillator	S Mayers	George Howard Centre	2013	£ 750.00
A5	External Perimetre Fencing	R Miller	George Howard Centre	2000	£ 13,000.00
A7	Internal/External CCTV	R Miller	George Howard Centre	2000	£ 10,747.00
A7	Security Lights	R Miller	George Howard Centre	2015	£ 720.00
A7	Door Entry System	R Miller	George Howard Centre	2016	£ 470.00
A7	New External Shutter	R Miller	George Howard Centre	2018	£ 380.00
			Total		£ 36,372.00

ASSET TYPE ROBERT FOULKES CENTRE

Asset No:	Model No:	Name	Site	Purchase Date	Value
A2	Hoover Washing Machine	R Miller	Kitchen	1985	£ 350.00
A3	3 x Tables	R Miller	Robert Foulkes Centre	2002	£ 600.00
A3	Industrial Cooker	S Mayers	George Howard Centre	2017	£ 1,190.00
A3	Defibrillator	S Mayers	Robert Foulkes Centre	2013	£ 750.00
A3	45 x banquetting chairs	S Mayers	Robert Foulkes Centre	2016	£ 833.00
A3	Tables	R Miller	Robert Foulkes Centre	2016	£ 596.00
A3	Water Heater	R Miller	Kitchen	2018	£ 390.00
A3	Larder Freezer	S Mayers	RFC Kitchen	2021	£ 308.00
A7	Security Lights	R Miller	Robert Foulkes Centre	2016	£ 435.00
Total				Total	£ 5,452.00

WHISTON TOWN COUNCIL**2024/2025****ASSET REGISTER****Asset Value From £300 to Unlimited**

ASSET TYPE	ADMINISTRATION				
Asset Code	Model No:	Name	Site / Location	Purchase Date	Value
A8	Chairmans Chain of Office	S Mayers	Admin / strong room	1975	£ 3,070.00
A8	Mayoress Chains of Office	S Mayers	Admin/ strong room	Refurbished 2016	£ 1,535.00
					£ 4,605.00

To Whom It May Concern

Name of Insured: Whiston Town Council

This is to confirm that Whiston Town Council have in force with this Company until the policy expiry on 31st March 2025 insurance incorporating the following essential features:

Policy Number:	YLL-2720433693
Renewal Date:	1st April 2025
Limits of Indemnity:	Public Liability: £10,000,000 minimum* any one event Products Liability: £10,000,000 minimum* for all claims in the aggregate during and one period of insurance Pollution Liability: As per Products Liability Official's Indemnity: As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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 ☐ No ☐ * Charity Number:
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 of coats, and uniforms.	
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 900 coats have been collected (300 of these were new from a stock provided by Knowsley Councils Hardship Fund, which we applied to) The new stock coats were bought in 'sales' at reduced cost. Over 2000 items of school uniform have been recycled and the Communion & Prom Outfit initiatives have been a great success. Unfortunately previous funding streams have dried up and although our priority is to recycle, this grant will enable us to buy further coat and uniform stock and to act as a contingency fund, because of the unpredictable nature of donations received, to make sure that all families in our community 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 price uniform and coat prices.	
How much funding are you asking for?	£500	
Have you secured funding from anyone else?	No	

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: 07/04/25

You can return your form:

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

Please note:

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

Please ensure the following :-

1. Read the guidance notes which will help you to include the information we need.
2. Make sure that your group and your project meet the criteria.

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 landfill, 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

Green Fingers Community Allotment Plot

31A EATON STREET

PRESCOT

MERSEYSIDE

L34 6HD

Sort code 30-91-91

BIC: LOYDGB21456

Account number 52190868

IBAN: GB11 LOYD 3091 9152 1909 68

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
24 Feb 25	TELF SMITH J BINGO 562910656511422001 403721 10 24FEB25 11:56	FPI	500.00		3492.71
18 Feb 25	TELF SMITH J BINGO 657792134070812001 403721 10 18FEB25 07:04	FPI	500.00		2992.71
07 Feb 25	000024	CHQ		500.00	2492.71

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

WHISTON TOWN COUNCIL

SMALL COMMUNITY FUND APPLICATION FORM

SECTION 1 – Your Organisation	
Organisation Name and Address:	Prescot Mission Christmas Dinner Group
Contact person:	Thomas Smith
Role in the Organisation:	Fund Raising Officer
Telephone:	07926722498
Email:	Thomassmith31a@gmail.com
What year was your group established?	2018
Do you have a constitution?	Yes ☐ * No ☐
Are you a registered Charity?	Yes ☐ No ☐* Charity Number:
What are the main aims and activities of your Group?	PMCD Group was set up in 2018 to provide Christmas Lunch for those who would otherwise be alone in our community. In December 2019 we provided taxi's for 30 people to bring them to the Town Hall to have Christmas lunch prepared by a chef, entertainment by a local singer and the company of our volunteers for the day. At the end of the afternoon they were each given a Food Hamper and provided with a taxi home. A further 30 people unable to leave their homes were provided with a delivery of Christmas Dinner and a hamper. In December 2020 we adapted to accommodate COVID and the impact on our community, many of whom were furloughed, on zero hours or became unemployed as a consequence of C19. There was never a greater need to support our community than in those unprecedented times. We provided 170 families with a butcher (or alternative for non-meat eaters) voucher 2 weeks before Christmas (£25) and a Hessian Christmas Sack containing Seasonal Fruit and Vegetables, A Christmas Pudding, A box of Christmas Crackers & A carton of sweets (£25) 2 days before Christmas (to maximise opportunity for fresh produce. Families are identified by the five Prescot and three Whiston primary schools, Children's Centre and Social & Mental Health Services. The cost of that initiative feeding 170 families on Christmas Day was £8500, and WTC contributed £500 matched by Prescot Town Council. In December 2021 we delivered the same offer to 207 families at a cost of £50 per family and £10,350(45 of these families live in Whiston, at a cost of £2250) and

	Whiston Town Council awarded us £200 from the Community Grant Fund. In December 2022 we delivered the same offer to 200 families at a cost of £55 per family bag (£11000 total cost) and 47 of those families live in Whiston (£2585). In December 2023 again we delivered the same offer to 202 families at cost of £55 per family (£11000 total cost) and 56 of those families live in Whiston (£3080). In December 2024, 203 families were recipients of our Christmas Bag and I am delighted to tell you that 60 of those families were from Whiston (@£55 per bag =£3300). We envisage a similar amount of families from Whiston receiving bags in December 2025 and are asking Whiston Town Council to support us once again with the maximum Community Grant to assist with delivering the initiative. The cost of living crisis continues to pervade the households in our communities and the need for our group is stronger than ever.
Which area of Whiston are you based in?	We do not have a base.
Bank Details:	Sort Code: 30 90 89 Account Number: 39923468 Account Name: Prescott Mission Christmas Dinner 2019

SECTION 2 – Your Project	
Project Name:	Prescot Mission Christmas Dinner
When will this take place?	Meat Voucher 2 weeks before Christmas

	Christmas Bag Collection Christmas week (Prescot Town Council generously allow us to pack our bags and offer collection free of charge).	
Please give details of the activity and / or equipment that you are applying for:	This year once again, families in our community are literally choosing to eat or use energy the need to support our community remains clearly in evidence. We will be providing approximately 200 families with a meat (or alternative for non-meat eaters) voucher 2 weeks before Christmas and Voucher for Seasonal Fruit and Vegetables, A Christmas cake, A box of Christmas Crackers, A carton of sweets, Pringles, chocolates and other goodies a few days before Christmas. Families will be identified by local Primary Schools, Children's Centre, Social and Mental Health Services.	
How will this project make a difference in your community? Please continue on separate sheet if necessary...	It will enable families and individuals who are struggling to have a Christmas Day Meal, the same as the rest of our community and hopefully reduce some of the inequality, stress and pressure they are experiencing.	
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?	200 families (approx. 800-900 people)	
How much funding are you asking for?	£500	
Have you secured funding from anyone else?	We have applied to Rainhill Rotary Club and Prescot Town Council.	
How will your project recognise the support of the Town Council	Your name will be displayed as sponsors on our banners and on our Social Media.	
Who will be running the activity?	☐ Unpaid Volunteers *	How many 20
	☐ 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: Thomas Smith
	Position: Fund Raising Officer
	Date: 07/04/25

You can return your form:

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

Please ensure the following :-

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

CONSTITUTION

1. NAME

The name of the organisation shall be Prescott Mission Christmas Dinner.

2. PURPOSES

The purposes of Prescott Mission Christmas Dinner will be;

To support members of the community who are financially restricted in terms of providing them with the opportunity to receive all of the ingredients required for Christmas lunch and the extra's enjoyed by families across the country during the festive season.

To promote the group and its aims and to raise funds to pay for the aforementioned.

To work with local Head Teachers, Social Services, Mental Health Services, Local Councillors, and the local Clergy to identify recipients and

- a. Promote and develop the aforesaid objectives;
- b. Raise funds and receive contributions;
- c. Do all such lawful things that shall further the objects of the group.

Prescot Mission Christmas Dinner shall not distribute profits and shall apply all of its income to the furtherance of the objects above.

3. MEMBERSHIP

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

Full Member (Aged over 18 and living in Knowsley)

4. COMMITTEE

The Committee shall comprise of not less than 5 and not more than 20 members at any one time.

6. EXECUTIVE

The Executive shall comprise of:-

Chairperson
Deputy Chairperson
Secretary
Treasurer
Fundraising Officer

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 five 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 Prescott Mission Christmas Dinner 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 Prescott Mission Christmas Dinner. on the 20th January 2019, and reviewed 20th January 2020, 20th January 2021, 20th January 2022, 20th January 2023 & 20th January 2024.

SIGNED	Jo Burke	Chairperson
SIGNED	Phil Houlthby	Deputy Chair
SIGNED	Tracey Murray	Secretary
SIGNED	Stephen Henry	Treasurer
SIGNED	Thomas Smith	Fundraising Officer

LLOYDS BANK

000002 PRESCOT MISSION CHRISTMAS DINNER 2019
 5 WESTMINSTER GROVE
 PRESCOT
 MERSEYSIDE
 L34 1PL

32500 A

Your account statement

Issue date: 28 February 2025
 Write to us at: PO Box 1000, Andover, BX1 1L1
 Call us on: 0345 072 5555 (from UK)
 +44 1733 347338 (from Overseas)
 Visit us online: www.lloydsbank.com
 Your branch: LEWISHAM (309089)
 Sort code: 30-90-89 Account number: 39923468
 BIC: LOYDGB21256
 IBAN: GB77 LOYD 3090 8939 9234 68

COMMUNITY ACCOUNT

PRESCOT MISSION CHRISTMAS DINNER 2019

Our records indicate that your business is eligible for FSCS
 deposit protection.
 Further details can be found on the Useful Information page.

Account summary

Balance On 31 Jan 2025 £11,821.24
 Total Paid In £40.00
 Total Paid Out £0.00
Balance On 28 Feb 2025 £11,861.24

Account activity

Date	Payment Type	Details	Paid in (£)	Paid Out (£)	Balance (£)
31 Jan 25		STATEMENT OPENING BALANCE			11,821.24
24 Feb 25	FPI	B ELIAS 400000001517917107 771731 10 23FEB25 11:04	10.00		11,831.24
26 Feb 25	FPI	A ROWLAND RAFFLE 400000001519918644 110001 10 26FEB25 22:08	5.00		11,836.24
26 Feb 25	FPI	MCMAHON MRS P/RGLD RAFFLE PAULA MC 62230506137659000R 162826 10 26FEB25 23:05	10.00		11,846.24
27 Feb 25	FPI	N O'NEILL NATALIE ONEILL 400000001520352527 771750 10 27FEB25 16:23	5.00		11,851.24
28 Feb 25	FPI	FRASER M T RAFFLE 137602427281822001 403721 10 28FEB25 18:27	10.00		11,861.24
28 Feb 25		STATEMENT CLOSING BALANCE	40.00	0.00	11,861.24

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment