

**PRESCOT TOWN COUNCIL**

A meeting of the **FINANCE, POLICY, AND HUMAN RESOURCES COMMITTEE** for  
the **TOWN OF PRESCOT**  
was held on **TUESDAY 24<sup>th</sup> OCTOBER 2023** in **PRESCOT TOWN HALL**, commencing  
at  
**6.00 P.M.**

**ELECTED MEMBERS PRESENT**

Councillors J. Burke, M. Burke, I. Smith, G. Wickens & D. Wilson.

**TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)

**ALSO IN ATTENDANCE**

No Members of the Public

**14. TO RECEIVE APOLOGIES**

Apologies were received from Cllr J. Madine.

**15. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**16. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 22<sup>nd</sup> June 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

**17. MONTHLY BUDGET MONITORING STATEMENT**

The Town Clerk presented monthly budget monitoring statement to 30<sup>th</sup> September 2023, and highlighted the following areas for Members' consideration: -

- a. The strong operations and financial income of the new bar operator which (at the time of writing) had generated an income of £1,548.27, surpassing the annual income target of £1,500.00 within 6 months of operations. Given that bookings for the second half of 2023/24 were of a comparable number and type to that of the first half, the Town Clerk was confident that the annual forecast for 2023/24 should be increased to £3,000.00. The Town Clerk also indicated that his

relationship with the new bar operator was a positive one – regular meetings were held to discuss operations, potential bookings and to ensure the receipt of invoices following bar functions. The bar operator had also provided some caretaking cover during periods of caretaker absence to ensure room set up etc.

- b. Despite several requests by officers, an invoice for 2023/24 Town Council elections was still to be received from Knowsley Council. Officers had been informed of a likely cost of £8,000.00, however this had not been factored into the budget monitor itself.
- c. Payments against the “Professional Fees” budget line continue to be made as Council continues to receive legal advice concerning the leases at Brown’s Field and Eaton Street Park. The Town Clerk is confident that not all of the budgeted amount will be used during 2023/24 – however more expenditure is planned as conversations between Council and KMBC continue. The Town Clerk has not revised the annual forecast.

Cllr Wilson thanked the Town Clerk for his work in producing the budget monitor in the format as presented; and was of the opinion that the commentary therein provided a stronger overview of Council’s true financial position.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the budget monitoring statement to 30<sup>th</sup> September 2023

#### **18. ORDERS AND PAYMENTS AUTHORISATION**

The Town Clerk presented orders and payments to 30<sup>th</sup> September 2023.

Members reviewed the list of payments, but sought clarification from the Town Clerk on payments made to West Lancashire Dog Display Team and Mr Tumble (Liverpool) in terms of the amount of the payment and whether this had been reported to/approved by Events Committee and/or Council.

It was **UNANIMOUSLY RESOLVED** to:-

1. **INSRUCT** the Town Clerk to provide clarity on payments made to the West Lancashire Dog Display Team and Mr Tumble Liverpool.
2. **APPROVE** payments to 30<sup>th</sup> September 2023.

#### **19. FACILITIES BOOKINGS**

The Town Clerk provided members with the quarterly list of facility bookings and derived income to 30<sup>th</sup> September 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the bookings list as presented by the Town Clerk

**20. EXTERNAL AUDIT REPORT 2022/23**

The Town Clerk confirmed that Council had received an unqualified external audit report for 2022/23 from PKF Littlejohn as External Auditor.

He further reported that requirements to publish the report after receipt had been satisfied.

It was **UNANIMOUSLY RESOLVED** to:-

**APPROVE** the External Audit Report for 2022/23.

**21. REVIEW OF COUNCIL'S 2023/24 FIXED ASSET REGISTER**

The Town Clerk confirmed that following the 2022/23 Annual Governance & Accountability Return (AGAR) submission, he and the Deputy Town Clerk completed a review of Council's fixed assets; and intended to repeat the exercise in January 2024 prior to submitting AGAR 2023/24.

Members thanked the Town Clerk and Deputy Town Clerk for their work, however they could not approve the fixed asset register as they had concerns regarding the true value of assets and whether/how depreciation should be applied.

It was **UNANIMOUSLY RESOLVED** to:-

1. **DEFER** approving the fixed asset register for 2023/24 to the next meeting of Finance, Policy & HR Committee.
2. **INSTRUCT** the Town Clerk to determine whether depreciation should be applied to Council's fixed assets and report back at the next meeting of Finance, Policy & HR Committee.

**22. TREASURY MANAGEMENT 2023/24**

The Town Clerk presented a report on Treasury Management recommending investment of £170,000.00 into 2 fixed rate bonds for a period of 12 months.

It was **UNANIMOUSLY RESOLVED** to:-

**APPROVE** the investment of £255,000.00 in three fixed rate bond accounts for a period of 12 months each, as reported to members.

**23. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

It was **UNANIMOUSLY RESOLVED** by virtue of Standing Order 3D, that members of the press and public be excluded for the remainder of the meeting given the confidential nature of the business to be transacted or for other special reasons.

**24. TOWN CLERK – UPDATE ON CILCA QUALIFICATION**

The Town Clerk provided an update regarding qualifying for the Certificate in Local Council Administration (CILCA).

The first unit of CiLCA was completed virtually on 18<sup>th</sup> October 2023 and the Town Clerk had completed 3 of 4 modules as discussed at this meeting.

The Town Clerk set out a completion framework for CiLCA, which set out that all modules would be completed in April 2024.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the recommendations of the report.

**The meeting closed at 7:09 p.m**

**Dated: 18th January 2024**

Signed:.....  
**Cllr D Wilson,**  
**Chair - Finance, Policy and Human**  
**Resources Committee**