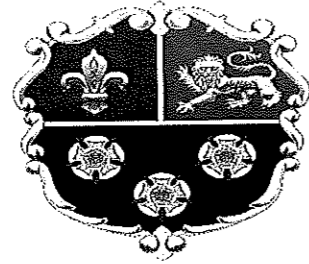


PRESCOT TOWN COUNCIL



Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside. L34 5QX

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 16th Day of May 2024

To the Members of Finance, Policy and Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND
An Ordinary Meeting of
Finance, Policy and Human Resources Committee
to be held on Thursday 23rd May 2024

at

Prescot Town Hall

commencing at 6.00 p.m.

A handwritten signature in black ink, appearing to read 'Alex Spencer', is written over a faint circular stamp.

Alex Spencer
TOWN CLERK

A G E N D A

1.	<p>ELECTION OF CHAIR OF COMMITTEE</p> <p>To receive nominations for and AGREE the position of Chair of Finance, Policy and Human Resources Committee for the remainder of 2023/24 civic year.</p>	Verbal
2.	<p>ELECTION OF VICE-CHAIR OF COMMITTEE</p> <p>To receive nominations for and AGREE the position of Vice-Chair of Finance, Policy and Human Resources Committee for the remainder of 2023/24 civic year.</p>	Verbal
3.	<p>TO RECEIVE APOLOGIES</p> <p>To receive apologies of absence from committee members.</p>	Verbal
4.	<p>DECLARATIONS OF INTEREST</p> <p><i>In accordance with Standing Order 4.G.ii, members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.</i></p>	Verbal
5.	<p>MINUTES OF THE PREVIOUS COMMITTEE MEETING</p> <p>To APPROVE AND SIGN the minutes of Finance, Policy and HR Committee Meeting held on Thursday 18th January 2024 as a true and accurate record of the business transacted.</p>	Pages 4 to 7
6.	<p>MONTHLY BUDGET MONITORING STATEMENT</p> <p>Members are asked to CONSIDER the report and APPROVE the position to date.</p>	Pages 8 to 11
7.	<p>ORDERS AND PAYMENTS AUTHORISATION</p> <p>Members are asked to CONSIDER and APPROVE the enclosed list of payments.</p>	Pages 12 to 14
8.	<p>FACILITIES BOOKINGS</p> <p>Members are asked to NOTE the Master Booking Sheet to date.</p>	Pages 15 to 22
9.	<p>REVIEW OF COUNCIL'S 2023/24 FIXED ASSET REGISTER</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p>	Pages 23 to 26

10.	PROPOSED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24 Members are asked to <u>CONSIDER</u> and <u>NOTE</u> the report.	Pages 27 to 39
11	PROPOSED CO-OPTION POLICY VERSION 2.0 Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.	Pages 40 to 50
12.	RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC 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.	Verbal
13	TOWN HALL CHRISTMAS LIGHTS Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.	Pages 51 to 61
14	UPDATE ON RECRUITMENT TO CARETAKER POSTION Members are asked to <u>CONSIDER</u> the verbal update of the Town Clerk	Verbal
15.	TOWN CLERK – UPDATE ON CILCA QUALIFICATION Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.	Verbal

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

23rd MAY 2024

REPORT TITLE:

Minutes of Previous Committee Meetings

BACKGROUND TO THE REPORT:

As members are aware they are required to agree the minutes of the previous meeting as a true and accurate record of the business transacted at that meeting.

PURPOSE OF REPORT:

To **AGREE** the minutes of the previous committee meetings as true and accurate.

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **FINANCE, POLICY AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 18TH JANUARY 2024** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

L. Sephton (Deputy Town Clerk)

ALSO IN ATTENDANCE

No Members of the Public

25. TO RECEIVE APOLOGIES

Apologies were received from Cllr G. Wickens.

26. DECLARATIONS OF INTEREST

No declarations of interest were received.

27. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 24th October 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

28. MONTHLY BUDGET MONITORING STATEMENT

The Deputy Town Clerk presented the monthly budget monitoring statement to 31st December 2023 for Members' consideration.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the budget monitoring statement to 31st December 2023.

29. ORDERS AND PAYMENTS AUTHORISATION

The Deputy Town Clerk presented orders and payments to 31st December 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** payments to 31st December 2023.

30. FACILITIES BOOKINGS

The Deputy Town Clerk provided members with the quarterly list of facility bookings and derived income to 31st December 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **NOTE** the bookings list as presented by the Deputy Town Clerk

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

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 2.1 being: -

1. Approve Council's 2023/24 Fixed Asset Register
2. Note the contents of this report.

32. PROPOSED CO-OPTION POLICY 2024

It was **UNANIMOUSLY RESOLVED** to:-

1. **DEFER** approving the proposed co-option policy.
2. **INSTRUCT** the Town Clerk to set up a working group to consider the policy.

33. 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.

34. TOWN CLERK – UPDATE ON CILCA QUALIFICATION

It was **UNANIMOUSLY RESOLVED** to:-

1. **DEFER** this item as the Town Clerk was not available to provide an update for members.

The meeting closed at 7:02 p.m

Dated: 23rd May 2024

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

PRESCOT TOWN COUNCIL

**FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING**

23rd MAY 2024

REPORT TITLE:

Budget Monitoring Statement

BACKGROUND TO THE REPORT:

Each year the Town Council levy a Precept on the residents on the Town. This precept is then expended by the Town Council for the benefit of residents over the course of the year. In addition to the Precept the Town Council also derive an income from the operation of the Town Hall and various events.

PURPOSE OF REPORT:

To provide Members with details of the income received and expenditure incurred to date along with a forecast for the remainder of the financial year.

REPORT PREPARED BY:

Alex Spencer - Town Clerk

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Mar-24

SUMMARY	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	EXECUTIVE SUMMARY
Total income	364,958.08	391,355.75	391,355.75	26,397.67	
Total expenses	364,958.08	335,360.15	335,360.15	-29,597.93	Council's overall position at the end of 2023/24 is a positive one with an overall saving of £55,995.60 against budget.
Income less expenses:	0.00	55,995.60	55,995.60	-55,995.60	This can be attributed to income totalling £26,397.67 over budget, and expenditure totalling £29,597.93 under budgeted spend.

INCOME DETAILS	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Precept	338,060.58	338,060.58	338,060.58	0.00	All precept monies for 2023-24 have been received from Knowsley Council
Contribution from Reserves	0.00	0.00	0.00	0.00	
Bank Interest	1,150.00	8,581.56	8,581.56	7,431.56	Bank interest received on Council's Deposit Account, which at close of business on 31st March 2024 stood at £350,957.88.
Grant Income	0.00	0.00	0.00	0.00	
Bowling Green	0.00	0.00	0.00	0.00	
Events Income	500.00	596.67	596.67	96.67	
Miscellaneous Income	247.50	8,738.44	8,738.44	8,490.94	£8,336.00 has been received from the 2022-23 Mayor to instal inclusive roundabout at Eaton Street Park. This has been ringfenced for installation of inclusive roundabout in 2024/25.
Lettings	21,000.00	23,553.75	23,553.75	2,553.75	Operations over 12 month period have exceeded the income target of £21,000.00 by £2,553.75.
Bond	0.00	3,999.75	3,999.75	0.00	This outturn has been factored into the 2024/25 Budget and should be easily achieved given increases to room hire and general hire charges.
TENS Licence	0.00	84.00	84.00	0.00	
Table Cloths, Chair Covers, Catering etc	2,500.00	3,604.81	3,604.81	1,104.81	Operations over 12 month period have exceeded the income target of £2,500.00 by 1,104.81
Bar	1,500.00	4,136.19	4,136.19	2,636.19	Bar operations during 2023/24 have proven successful with actual income almost three times the income target set.
Job Retention Scheme (JRS)	0.00	0.00	0.00	0.00	This success has been reflected in the 2024/25 income target of £3,000.00
Feed In Tariff (Solar Panels)	0.00	0.00	0.00	0.00	
Total income:	364,958.08	391,355.75	391,355.75	22,313.92	2023/24 Income has been £22,313.92 in excess of target

COST CENTRE 1 - STAFF & TRAINING COSTS	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Salaries and wages	163,438.08	163,707.40	163,707.40	269.32	
External Staff Cover	0.00	0.00	0.00	0.00	
Mayor	850.00	850.00	850.00	0.00	Mayor allowance for 2023-24 has been issued.
Mileage and Travel	200.00	0.00	0.00	-200.00	
Training	3,200.00	4,217.07	4,217.07	1,017.07	Annual SLCC Membership @ £357.00 CILCA Portfolio Training @ £250.00 CILCA Qualification Fee @ £450.00 Peninsula H&S System @ 3,160.00
Total staff & training costs:	167,688.08	168,774.47	168,774.47	1,086.39	Overall 2023/24 Expenditure for Cost Centre One is £1,086.39 over budget.
Percent of total:	45.95%				

COST CENTRE 2 -ADMINISTRATIVE	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Elections	10,500.00	7,733.19	7,733.19	-2,766.81	Payment for Town Council elections in May 2023 has been made. Council has not been invoiced for Prescot North Ward By-Election in March 2024, costs for which will come from 2024/25 budget.
Bank Charges	300.00	195.28	195.28	-104.72	
Photocopier & Printing	900.00	1,176.57	1,176.57	276.57	The SLA for photocopier is a fixed sum, however purchase of toner and cartridges required during 2023/24 exceeded budgeted amount by £276.57.
Audit Fees	1,500.00	1,334.00	1,334.00	-166.00	Invoices were received from the internal auditor (£284.00) and external auditor (£1,260.00) creating an underspend of £166.00 against budget.
Professional Fees	6,500.00	1,317.00	1,317.00	-5,183.00	St Helens Law have provided legal advice regarding leases at Brown's Field and Eaton Street Park, although required legal advice was not to the level anticipated during 2023/24. Given ongoing discussions with Knowsley Council concerning Brown's Field and Eaton Street Park, further legal advice will be required during 2024/25, however a reduced budget of £4,000.00 has been set to reflect anticipated level.
Stationary, Postage, Office Equipment	1,800.00	2,261.25	2,261.25	461.25	Overspend against budgeted amount accounted for given all out election and need to provide new/replacement Prescot Town Council hoodies etc to Members.
Subscriptions	500.00	1,261.94	1,261.94	761.94	

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Mar-24

Licences	300.00	242.50	242.50	-57.50	
Equipment Purchase / Maintenance	1,600.00	1,021.99	1,021.99	-578.01	As reported to council on 28th September 2023, production and distribution of 2022-23 Annual Report would cost in the region of £2,500.00 resulting in a significant overspend against this budget line.
Quality Council	600.00	2,505.54	2,505.54	1,905.54	In consideration of the the 2023/24 Annual Report being produced and distributed and, to cover costs associated with running the 2023/24 Local Democracy Project; this budget line has been increased to £2,800.00 in 2024/25.
Insurance	4,000.00	4,872.92	4,872.92	872.92	Annual Insurance Policy Increased to include play equipment at Brown's Field and container (and contents) at Prescott Town Hall
Insurance Contingency	0.00	0.00	0.00	0.00	
Telephones & Broadband	2,100.00	1,844.33	1,844.33	-255.67	Annual Service Level Agreement
IT Recharges	2,900.00	2,786.50	2,786.50	-113.50	Annual Service Level Agreement
Advertising	600.00	295.00	295.00	-305.00	Annual Membership Renewal of "Choose Your Event"
Miscellaneous	500.00	1,215.85	1,215.85	715.85	Expenditure covers items such as purchase of ramp for "Friends of Eaton Street Park" payment of a car parking charge for Mayor (reclaimed from Knowsley Council) and reimbursement for room hire.
Total admin. expenses:	34,600.00	30,063.86	30,063.86	-4,536.14	Overall 2023/24 Expenditure for Cost Centre Two is £4,536.14 below budget
Percentage of total:		9.48%			
COST CENTRE 3 - COMMUNITY PROVISION AND EVENTS					
	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Prescot Town Council Community Fund	9,000.00	6,632.85	6,632.85	-2,367.15	13 Community Fund Applications were approved during 2023/24, with the majority of applications being awarded the maximum amount of £500.00
Prescot Festival	1,000.00	1,000.00	1,000.00	0.00	Annual Town Council contribution towards Prescot Festival
Town Clock	500.00	500.00	500.00	0.00	Annual Town Council contribution towards Town Clock.
Prescot Spring Clean	3,400.00	2,400.00	2,400.00	-1,000.00	Town Hall event on 02/03/2024 @ £1,600 Bryer Road event on 18/03/2024 @ £800.00
Prescot Community Recognition Awards	500.00	474.42	474.42	-25.58	All expenditure associated with 2022/23 Community recognition awards.
Prescot Carnival	10,000.00	9,895.86	9,895.86	-104.14	All expenditure associated with 2023/24 Prescot Carnival
Armistice Day Remembrance Service	150.00	171.56	171.56	21.56	All expenditure associated with 2023/24 Armistice Day Remembrance Service. Slight increase on bugler costs in comparison with 2022/23.
Prescot Christmas Cracker	5,000.00	4,781.69	4,781.69	-218.31	All expenditure associated with 2023/24 Prescot Christmas Cracker.
Senior Citizen Drop In	500.00	199.27	199.27	300.73	All expenditure associated with 2023/24 Senior Citizen Drop In
Schools Selection Packs	1,300.00	1,367.43	1,367.43	67.43	All expenditure associated with 2023/24 Schools Selection Boxes
Total Community expenses:	31,350.00	27,423.08	27,423.08	-3,926.92	Overall 2023/24 Expenditure for Cost Centre Three is £3,926.92 below budget.
Percentage of total:		8.59%			
COST CENTRE 3 - PUBLIC OPEN SPACE / OUTDOOR PROVISION					
	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Parks Revenue Maintenance	30,800.00	24,809.17	24,809.17	-5,990.83	This budget line had a significant underspend against it owing to KMBC invoicing in error and the annual Grounds Maintenance Contract being substantially less than what was quoted at the beginning of 2023/24. As a result, a saving of circa £6,000.00 has been generated.
Browns Field Development	5,000.00	0.00	0.00	-5,000.00	Zero expenditure against budget, with £5,000.00 now being earmarked and added to previous year contributions.
Eaton Street Development	5,000.00	0.00	0.00	-5,000.00	Zero expenditure against budget, with £5,000.00 now being earmarked and added to previous year contributions.
Parks Capital Maintenance	10,000.00	0.00	0.00	-10,000.00	Zero expenditure against budget, with £5,000.00 now being earmarked and added to previous year contributions.
Business Rates Browns Field	300.00	230.54	230.54	-69.46	
Electricity - Eaton Street Pavilion	510.00	0.00	0.00	-510.00	
Electricity - Playing Fields	100.00	0.00	0.00	-100.00	
Water Rates -Playing Fields & Eaton Street	300.00	757.80	757.80	457.80	Eaton Street Park @ £180.27 Browns Field @ £577.53
Total POS expenses:	52,010.00	25,797.51	25,797.51	-26,212.49	Overall 2023/24 Expenditure for Cost Centre Four is £26,212.49 below budget.
Percentage of total:		14.25%			
COST CENTRE 4 - TOWN HALL					
	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Heat & Light	16,000.00	16,648.44	16,648.44	648.44	
Business Rates	6,500.00	6,418.39	6,418.39	-81.61	Business rates for Prescott Town Hall for 2023/24 have been paid with no further expenditure for this financial year.
Water Rates	2,500.00	2,301.65	2,301.65	-198.35	
Town Hall Christmas Lights	2,000.00	1,600.00	1,600.00	-400.00	Final installment of 3 year contract for Christmas Lights at Prescott Town Hall @ £1,600.00

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Mar-24

Facilities Management	5,500.00	9,225.54	9,225.54	3,725.54		There was a significant overspend against this budget code which can be explained by a number of unforeseen breakdowns requiring repair and/or entering into agreements to ensure assets are adequately maintained. These include:- Air Conditioning Unit Repair and Checks @ £1670.00 5 Year SLA for Folding Doors in Chamber @ £957.00 Legionella Testing and Maintenance @ £1658.00
Furniture & Fittings	1,000.00	1,043.06	1,043.06	43.06		
Day to Day Maintenance	5,500.00	1,875.79	1,875.79	-3,624.21		
Cleaning & Hygiene	1,000.00	1,391.26	1,391.26	391.26		Purchase of additional cleaning products and equipment beyond what was anticipated during 2023/24.
Laundry	2,300.00	2,843.34	2,843.34	543.34		Laundry costs have increased as a result of using another contractor, given that previous contractor no longer provided service.
Refuse Collection	2,500.00	2,587.29	2,587.29	87.29		Annual waste contract with B&M Waste Services
Borrowing Costs	34,010.00	34,009.60	34,009.60	-0.40		Annual Payments to PWLB
Table Cloths, chair covers catering etc	500.00	308.12	308.12	-191.88		Having reviewed table decorations, sashes and other table decorations which looked tired and overused were replaced.
Bond Refund	0.00	2,964.75	2,964.75	0.00		
TEN Licence	0.00	84.00	84.00	0.00		
Total Town Hall expenses:	79,310.00	83,301.23	83,301.23	942.48		Overall 2023/24 Expenditure for Cost Centre Five is £942.48 over budget.
Percentage of total:	21.73%					

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

23rd MAY 2024

REPORT TITLE:

Orders and Payment Authorisation

BACKGROUND TO THE REPORT:

In accordance with the requirements of Financial Regulations 4.1 and 4.8 the responsible financial officer is required to submit for approval a list of all receipts and payments to date.

PURPOSE OF REPORT:

To provide Members with details of all payments to date not previously approved

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

Payment Li Quarter - January 2024 - March 2024

Approval Date	Payment Voucher No.	Supplier	Description	Date Cleared Bank Account	Gross
01/01/2024	383	Prism Solutions	Telephones	01/01/2024	192.48
03/01/2024	355	ASL	Printing & Photocopying	03/01/2024	55.47
03/01/2024	354	Lyreco	Office Supplies & Cleaning Products	03/01/2024	175.88
01/01/2024	384	British Gas	Electricity Bill 01/11/2023 - 30/11/2023	03/01/2024	1,248.28
04/01/2024	N/A	HSBC	Total Charges	04/01/2024	17.45
05/01/2024	362	Amazon	Tork Extra soft singlefold hand towels 15 x 200 sheets	05/01/2024	42.48
04/01/2024	361	WaterPlus	Water & Wastewater bill 01/12/2023 - 31/12/2023 (Browns Field)	05/01/2024	11.13
05/01/2024	363	Amazon	Bodyform ultra normal sanitary towels 180 (30 x 6 packs)	05/01/2024	14.50
04/01/2024	360	Katie Mangan	Reimbursement of Security Bond	05/01/2024	50.00
09/01/2024	372	Nickys Laundry	Laundry	09/01/2024	81.50
09/01/2024	371	Amazon	Tiger T-Bar Lighting Stand - Black	09/01/2024	29.99
09/01/2024	370	Amazon	Christmas Tree Inflatable with LED Lights	09/01/2024	38.99
09/01/2024	369	Amazon	Snowman Christmas Inflatable	09/01/2024	41.88
09/01/2024	368	Amazon	Tork Xpress Hand Towel Dispensers x3	09/01/2024	119.58
08/01/2024	364	Amazon	2x Simply Sound & Lighting high quality snow fluid	09/01/2024	23.90
08/01/2024	365	WaterPlus	Water & Wastewater bill 03/12/2023 - 02/01/2024 (Eaton Street)	09/01/2024	14.31
08/01/2024	366	WaterPlus	Water & Wastewater bill 03/12/2023 - 02/01/2024 (Town Hall)	09/01/2024	195.55
08/01/2024	367	Alex Spencer (Fasthosts)	Fasthosts Linux PHP Extended Support	09/01/2024	6.94
09/01/2024	385	KMBC	Grounds Maintenance from 01/04/2023 - 31/03/2023	09/01/2024	3,616.36
16/01/2024	373	Anne King	Reimbursement of Security Bond	16/01/2024	50.00
16/01/2024	374	Prima Cleaners Limited	Laundry	16/01/2024	177.34
19/01/2024	375	GB Property Services	Replace toilet seats, fit 3x towel dispensers and reattach blue roll holder to wall	19/01/2024	300.00
22/01/2024	376	Jaka Ltd	Bar Staff working hours on 26/11/2023, 09/12/2023, 16/12/2023 and 17/12/2023	22/01/2024	84.00
22/01/2024	377	Jaka Ltd	Bar Staff working hours on 30/12/2023	22/01/2024	66.84
22/01/2024	378	Prima Cleaners Limited	Laundry	22/01/2024	23.33
22/01/2024	386	B&M Waste Services	Bin Collection for December 2023	22/01/2024	226.92
22/01/2024	387	British Gas	Electricity Bill 01/12/2023 - 31/12/2023	22/01/2024	1,299.90
23/01/2024	379	Lyndsey Davidson	Reimbursement of Security Bond	23/01/2024	50.00
23/01/2024	380	Louise Ellis	Reimbursement of Security Bond	23/01/2024	50.00
24/01/2024	381	Ningbo	2x White 6ft plastic trestle table	24/01/2024	194.40
24/01/2024	388	KMBC	PTC Salaries	24/01/2024	13,856.35
25/01/2024	395	Prism Solutions	IT Services	25/01/2024	265.93
25/01/2024	396	TotalEnergies	Gas Bill 24/11/2023 - 31/12/2023 (Town Hall)	25/01/2024	1,490.64
26/01/2024	382	Amazon	Russell Hobbs microwave - ground floor kitchen	26/01/2024	149.00
29/01/2024	389	Gillian Flatley	Reimbursement of Security Bond	29/01/2024	200.00
29/01/2024	391	Prima Cleaners Limited	Laundry	29/01/2024	246.60
29/01/2024	394	Peninsula Business	Health & Safety Training Package	29/01/2024	311.58
30/01/2024	390	ASL	Printing & Photocopying	31/01/2024	46.67
30/01/2024	392	Roller Shutter Services Ltd	Call out charge on 29.01.2024 to inspect 2 shutters not opening	31/01/2024	168.00
31/01/2024	393	Alex Spencer (Fasthosts)	Starter SSL Certificate - prescot-tc.gov.uk	31/01/2024	42.00
01/02/2024	409	Prism Solutions	Telephones	01/02/2024	192.48
01/02/2024	408	CF Corporate Finance	Printer Lease Charge	01/02/2024	77.40
05/02/2024	N/A	HSBC	Total Charges	05/02/2024	8.00
05/02/2024	401	Wheel of Death Show	Deposit of Wheel of Death Show at Prescot Carnival 2024	05/02/2024	900.00
05/02/2024	400	Lyreco	Office Supplies & Cleaning Products	05/02/2024	237.78
05/02/2024	399	Britannia Fleet	Collection of 2x bags of confidential waste and 3x bags drop off	05/02/2024	39.60
05/02/2024	398	Prima Cleaners Limited	Laundry	05/02/2024	208.08
05/02/2024	397	Victoria McKenna	Reimbursement of Security Bond	05/02/2024	50.00
06/02/2024	402	Alex Spencer (Fasthosts)	Fasthosts Linux PHP Extended Support	06/02/2024	10.20
06/02/2024	403	WaterPlus	Water & Wastewater Bill 03/01/2024 - 02/02/2024 (Town Hall)	07/02/2024	195.55
09/02/2024	410	KMBC	Grounds Maintenance from 01/04/2023 - 31/03/2024	09/02/2024	3,616.36
12/02/2024	407	Mark Burke	Reimbursement of Security Bond	12/02/2024	60.00
12/02/2024	406	Jaka Ltd	Bar Staff working hours on 13/01/2024, 21/01/2024 & 27/01/2024	12/02/2024	48.00
12/02/2024	405	Prima Cleaners Limited	Laundry	12/02/2024	209.88
12/02/2024	404	Roller Shutter Services Ltd	Repair Roller Shutters on front of the building	12/02/2024	503.28
16/02/2024	431	TotalEnergies	Gas Bill 31/12/2023 - 24/01/2024 (Town Hall)	16/02/2024	1,227.03
20/02/2024	432	B&M Waste Services	Bin Collection for January 2024	20/02/2024	302.88
22/02/2024	433	British Gas	Electricity Bill 01/01/2024 - 31/01/2024 (Town Hall)	22/02/2024	1,307.19
26/02/2024	435	KMBC	PTC Salaries	26/02/2024	13,034.21
26/02/2024	434	Prism Solutions	IT Services	26/02/2024	265.93
27/02/2024	422	ASL	Printing & Photocopying	27/02/2024	252.64
27/02/2024	421	Prima Cleaners Limited	Laundry	27/02/2024	182.23
27/02/2024	424	Prima Cleaners Limited	Laundry	27/02/2024	211.82
27/02/2024	423	Alex Spencer	Millberget swivel chair	27/02/2024	90.00
19/03/2024	415	Emma Conway	Reimbursement of Security Bond	27/02/2024	50.00
27/02/2024	420	Melanie Fennell	Reimbursement of Security Bond	27/02/2024	50.00
27/02/2024	419	Maryam Cassidy	Reimbursement of Security Bond	27/02/2024	50.00
27/02/2024	418	Rebecca Harkins	Reimbursement of Security Bond	27/02/2024	50.00
27/02/2024	414	WaterPlus	Water & Wastewater Bill 03/01/2024 - 13/02/2024 (Eaton Street)	27/02/2024	18.25
27/02/2024	416	WaterPlus	Water & Wastewater Bill 01/01/2024 - 14/02/2024 (Browns Field)	27/02/2024	16.16
27/02/2024	411	Amazon	1x Tork Xpress Soft Multifold Hand Towels 21 x 110 sheets	27/02/2024	55.19
20/02/2024	417	Amazon	1x Tork Xpress Soft Multifold Hand Towels 21 x 110 sheets	27/02/2024	55.19
27/03/2024	412	Friends of Eaton Street Park	Community Fund Application	27/02/2024	500.00
27/02/2024	413	Green Fingers Community Allotm	Community Fund Application	27/02/2024	500.00
27/02/2024	425	Ken Parry Automation Limited	Service on both barriers	27/02/2024	150.00
29/02/2024	426	Janitorial Direct	x2 Carefree Stride Heavy Duty Cleaner 5 Ltr	28/02/2024	66.90
01/03/2024	446	Prism Solutions	Telephones	01/03/2024	192.80
04/03/2024	429	Ken Parry Automation Limited	Replace photoell and keyswitch on out barrier & move/weld in barrier closing cup holder	04/03/2024	420.00
04/03/2024	430	Lumalite	Installment 3 of year 3 of 3 tear contract for festive lighting	04/03/2024	633.60
04/03/2024	427	Shaw Compliance	Emergency lighting and Annual Fire Alarm testing (Pavilion)	04/03/2024	214.00
04/03/2024	428	Lyreco	Office Supplies & Cleaning Products	04/03/2024	342.02
04/03/2024	436	Alison Love	Reimbursement of Security Bond	04/03/2024	50.00
04/03/2024	473	Peninsula Business	Health & Safety Training Package	04/03/2024	333.35
05/03/2024	438	Prima Cleaners Limited	Laundry	05/03/2024	216.46
05/03/2024	437	Kirby Skips Ltd	Deliver and Collect skips for Community Spring Clean 02/03/2024	05/03/2024	1,920.00
06/03/2024	440	Alex Spencer	Fasthosts Linux PHP Extended Support	06/03/2024	10.20
06/03/2024	439	WaterPlus	Water & Wastewater Bill 03/02/2024 - 02/03/2024 (Town Hall)	06/03/2024	233.06

Payment LJ Quarter - January 2024 - March 2024

06/03/2024	N/A	HSBC	Total Charges	06/03/2024	16.75
07/03/2024	443	Amazon	Antibacterial Multipurpose Wipes (Pack of 6)	07/03/2024	5.48
07/03/2024	441	Amazon	Ade Honeywell Alarm Panel Battery	07/03/2024	13.49
07/03/2024	442	Amazon	Fire Alarm Panel Keys (5 pack) - Replacement Key	07/03/2024	9.98
11/03/2024	444	SLCC	Membership Fee	11/03/2024	357.00
11/03/2024	445	Prima Cleaners Limited	Laundry	11/03/2024	20.59
11/03/2024	447	KMBC	Grounds Maintenance from 01/04/2023 - 31/03/2024	11/03/2024	3,616.32
12/03/2024	448	KMBC	TENS License for Kelly Lyon on 27/04/2024	12/03/2024	21.00
13/03/2024	449	Everton in the Community	Overpayment for invoice 250-23/24	13/03/2024	15.00
14/03/2024	451	Russell Roofing	Flat Roof repair at Prescot Town Hall	14/03/2024	804.00
18/03/2024	465	TotalEnergies	Gas Bill 24/01/2024 - 23/02/2024 (Town Hall)	18/03/2024	932.91
13/03/2024	450	KMBC	Annual Website Hosting for Love Prescot website	19/03/2024	85.00
19/03/2024	452	Kirkby Skips Ltd	Deliver an Collect skips for Community Spring Clean 18/03/2024	19/03/2024	960.00
19/03/2024	453	ICS	CCTV upgrade - Increase storage to 10tb	19/03/2024	718.50
19/03/2024	455	WaterPlus	Water and Wastewater bill 14/02/2024 - 13/03/2024	19/03/2024	13.60
19/03/2024	454	WaterPlus	Water and Wastewater bill 15/02/2024 - 14/03/2024	19/03/2024	454.02
19/03/2024	456	Louise Sephton	Sympathy Flowers for Sarah	19/03/2024	65.00
20/03/2024	457	Tracy Shirley	Overpayment for invoice 268-23/24	20/03/2024	15.00
20/03/2024	458	Jeanette Dowdall	Refund for invoice 016-23/24	20/03/2024	253.75
20/03/2024	466	B&M Waste Services	Bin Collection for February 2024	20/03/2024	266.27
21/03/2024	467	HSBC	Petty Cash	21/03/2024	238.12
22/03/2024	468	British Gas	Electricity Bill 01/02/2024 - 29/02/2024	22/03/2024	1,170.75
25/03/2024	460	Jenny Smilie	Refund for invoice 256-23/24	25/03/2024	105.00
25/03/2024	459	ASL	Printing & Photocopying	25/03/2024	17.86
25/03/2024	461	Prima Cleaners Limited	Laundry	25/03/2024	18.14
25/03/2024	463	Hannah Brown	Reimbursement of Security Bond	25/03/2024	50.00
25/03/2024	462	Ashar Gill	Reimbursement of Security Bond	25/03/2024	50.00
25/03/2024	469	Prism Solutions	IT Services	25/03/2024	265.93
25/03/2024	470	KMBC	PTC Salaries	25/03/2024	13,216.30
25/03/2024	464	Sharon Swindells	Refund for invoice 265-23/24	25/03/2024	15.00
25/03/2024	471	AEG Maintenance	Service & Maintenance - 5 year agreement	25/03/2024	1,148.40
28/03/2024	472	Prima Cleaners Limited	Laundry	28/03/2024	182.74
28/03/2024	474	Carequick	Repair to AC Unit 2 on 26/03/2024	28/03/2024	2,004.00
28/03/2024	475	Peninsula Business	Health & Safety Training Package	28/03/2024	333.40
29/03/2024	476	Knowsley Knerds	Community Fund Application	29/03/2024	250.00
29/03/2024	477	Innovate Volunteering	Community Fund Application	29/03/2024	500.00

Quarterly Total (Jan - Mar) 82,843.19
 Actual Running Total (April to March) 653,773.09

PRESCOT TOWN COUNCIL

FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

23rd MAY 2024

REPORT TITLE:

Facilities Bookings

BACKGROUND TO THE REPORT:

List of facilities bookings to be **NOTED** by members.

PURPOSE OF REPORT:

To provide Members with a schedule of bookings within the
Town Hall

REPORTS PREPARED BY:

Liam Johnson – Administration Officer

BOOKINGS - PRESCOT TOWN HALL

NAME	WEEK COMMENCING	DATE	TIMES	ROOM	EVENT	NET INCOME
KMBC - Prescot North Ward Surgery	01 January 2024	Tue/02/01/2024	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 15.00
Paul Murphy - Martial Arts	Cancelled	Tue/02/01/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Lynn Titherington - Slimming World	01 January 2024	Sat/06/01/2024	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Friends of Eaton Street Park	08 January 2024	Mon/08/01/2024	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Ann O'Hara - Everton in the Community	08 January 2024	Mon/08/01/2024	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	08 January 2024	Mon/08/01/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	08 January 2024	Mon/08/01/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	08 January 2024	Tue/09/01/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
Cllr Jayne Edgar	08 January 2024	Tue/09/01/2024	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
FACE - Amanda Briscoe	08 January 2024	Tue/09/01/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	08 January 2024	Tue/09/01/2024	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Prescot Cemetery & Churchyard	08 January 2024	Tue/09/01/2024	6.30pm - 7.30pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	08 January 2024	Tue/09/01/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	08 January 2024	Wed/10/01/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
Ann O'Hara - Everton in the Community	08 January 2024	Wed/10/01/2024	10:00am - 11:00am	Multi Function	Falls Prevention	£ 7.50
KMBC - Prescot South Ward Members Surgery	08 January 2024	Wed/10/01/2024	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & P Cook	£ 15.00
FACE - Michelle Daly	08 January 2024	Wed/10/01/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	08 January 2024	Wed/10/01/2024	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	08 January 2024	Wed/10/01/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Keith Moyles	08 January 2024	Thu/11/01/2024	11:30am - 1:00pm	Council Chamber	Meeting	£ 33.33
Jenn Appleton - Kumon	08 January 2024	Thu/11/01/2024	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	08 January 2024	Thu/11/01/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	08 January 2024	Thu/11/01/2024	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	08 January 2024	Fri/12/01/2024	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	08 January 2024	Fri/12/01/2024	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	08 January 2024	Sat/13/01/2024	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
James King	08 January 2024	Sat/13/01/2024	2:00pm - 6:00pm	Multi Function	5th Birthday Party	£ 150.00
Ann O'Hara - Everton in the Community	15 January 2024	Mon/15/01/2024	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	15 January 2024	Mon/15/01/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	15 January 2024	Mon/15/01/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	15 January 2024	Tue/16/01/2024	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 15.00
Jenn Appleton - Kumon	15 January 2024	Tue/16/01/2024	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
KMBC - Philip Hurst	15 January 2024	Tue/16/01/2024	5:00pm - 7:00pm	Council Chamber	Stakeholder Meeting for Browns Field	£ 40.00
Del Arnall	15 January 2023	Tue/16/01/2024	7.30pm - 8.00pm	Council Chamber	Ward Meeting	
FACE - Amanda Briscoe	15 January 2024	Wed/17/01/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
Ann O'Hara - Everton in the Community	15 January 2024	Wed/17/01/2024	10:00am - 11:00am	Multi Function	Falls Prevention	£ 7.50
FACE - Michelle Daly	15 January 2024	Wed/17/01/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	15 January 2024	Wed/17/01/2024	2:30pm - 3:30pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	15 January 2024	Wed/17/01/2024	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	15 January 2024	Wed/17/01/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Parry Glasspool - Fitness Class	15 January 2024	Wed/17/01/2024	7:30pm - 8:30pm	Multi Function	Fitness Classes	£ 15.00
Jenn Appleton - Kumon	15 January 2024	Thu/18/01/2024	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	15 January 2024	Thu/18/01/2024	6.00pm - 7.30pm	Conference Room	Finance Policy & Human Resources Committee	

Liverpool Harmony Club - Ralph Buckley	15 January 2024	Thu/18/01/2024	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	15 January 2024	Sat/20/01/2024	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Lyndsey Davidson	15 January 2024	Sat/20/01/2024	7:00pm - 12:00am	Multi Function	70th Birthday Party	£ 176.67
Louise Ellis	15 January 2024	Sun/21/01/2024	11.30am - 3:00pm	Multi Function	Christening	£ 262.50
Friends of Eaton Street Park	22 January 2024	Mon/22/01/2024	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Ann O'Hara - Everton in the Community	22 January 2024	Mon/22/01/2024	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	22 January 2024	Mon/22/01/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	22 January 2024	Mon/22/01/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	22 January 2024	Tue/23/01/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
Prescot South Ward Parish Clifs Surgery - Green P	22 January 2024	Tue/23/01/2024	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Clifs Surgery - Green Party	
FACE - Amanda Briscoe	22 January 2024	Tue/23/01/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	22 January 2024	Tue/23/01/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	22 January 2024	Tue/23/01/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	22 January 2024	Wed/24/01/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
Ann O'Hara - Everton in the Community	22 January 2024	Wed/24/01/2024	10:00am - 11:00am	Multi Function	Falls Prevention	£ 7.50
FACE - Michelle Daly	22 January 2024	Wed/24/01/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	22 January 2024	Wed/24/01/2024	2:30pm - 3:30pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	22 January 2024	Wed/24/01/2024	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	22 January 2024	Wed/24/01/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumon	22 January 2024	Thu/25/01/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	22 January 2024	Thu/25/01/2024	6.00pm - 7.30pm	Council Chamber	Prescot Town Council Meeting	
Paul Murphy - Martial Arts	22 January 2024	Thu/25/01/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Deafness Resource Centre - Naomi Webb	22 January 2024	Fri/26/01/2024	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	22 January 2024	Fri/26/01/2024	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	22 January 2024	Sat/27/01/2024	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Gillian Flatley	22 January 2024	Sat/27/01/2024	6:00pm - 1:00am	Multi Function	18th Birthday Party	£ 503.50
Ann O'Hara - Everton in the Community	29 January 2024	Mon/29/01/2024	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Sharon Swindels - Aerobics	29 January 2024	Mon/29/01/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	29 January 2024	Tue/30/01/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
FACE - Amanda Briscoe	29 January 2024	Tue/30/01/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	29 January 2024	Tue/30/01/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Eaton Street Park	29 January 2024	Tue/30/01/2024	6:30pm - 8:00pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	29 January 2024	Tue/30/01/2024	6:30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	29 January 2024	Wed/31/01/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
Ann O'Hara - Everton in the Community	29 January 2024	Wed/31/01/2024	10:00am - 11:00am	Multi Function	Falls Prevention	£ 7.50
FACE - Michelle Daly	29 January 2024	Wed/31/01/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	29 January 2024	Wed/31/01/2024	2:30pm - 3:30pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	29 January 2024	Wed/31/01/2024	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	29 January 2024	Wed/31/01/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Parry Glasspool - Fitness Class	29 January 2024	Wed/31/01/2024	7:30pm - 8:30pm	Multi Function	Fitness Classes	£ 15.00
FACE - Cathy Cummings	29 January 2024	Thu/01/02/2024	9:30am - 11:30am	Council Chamber	Exams	
Jenn Appleton - Kumon	29 January 2024	Thu/01/02/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	29 January 2024	Thu/01/02/2024	6.00pm - 7.30pm	Conference Room	Events Committee Meeting	
Paul Murphy - Martial Arts	29 January 2024	Thu/01/02/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00

Liverpool Harmony Club - Ralph Buckley	29 January 2024	Thu/01/02/2024	7:30pm - 9:30pm	Council Chamber	Choir Practice - AGM	£ 20.00
Prescot Town Council	29 January 2024	Fri/02/02/2024	2:00pm - 3:00pm	Council Chamber	Meeting	£ -
Prescot over 55's Deaf Club	29 January 2024	Fri/02/02/2024	11:00am - 5:00pm	Multi Function	Deaf Club - Grand Bingo	£ 60.00
Lynn Titherington - Slimming World	29 January 2024	Sat/03/02/2024	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Victoria McKenna	29 January 2024	Sun/04/02/2024	1:30pm - 6:00pm	Multi Function	Christening	£ 255.00
Friends of Eaton Street Park	05 February 2024	Mon/05/02/2024	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Ann O'Hara - Everton in the Community	05 February 2024	Mon/05/02/2024	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Sharon Swindels - Aerobics	05 February 2024	Mon/05/02/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	05 February 2024	Tue/06/02/2024	9:30am - 12:00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
KMBC - Prescot North Ward Surgery	05 February 2024	Tue/06/02/2024	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 15.00
FACE - Amanda Briscoe	05 February 2024	Tue/06/02/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	05 February 2024	Tue/06/02/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	05 February 2024	Tue/06/02/2024	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	05 February 2024	Wed/07/02/2024	9:30am - 12:00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
Ann O'Hara - Everton in the Community	05 February 2024	Wed/07/02/2024	10:00am - 11:00am	Multi Function	Falls Prevention	£ 7.50
FACE - Michelle Daly	05 February 2024	Wed/07/02/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	05 February 2024	Wed/07/02/2024	2:30pm - 3:30pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	05 February 2024	Wed/07/02/2024	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	05 February 2024	Wed/07/02/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Parry Glasspool - Fitness Class	05 February 2024	Wed/07/02/2024	7:30pm - 8:30pm	Multi Function	Fitness Classes	£ 15.00
Jenn Appleton - Kumon	05 February 2024	Thu/08/02/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	05 February 2024	Thu/08/02/2024	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Cllr Joanne Burke	05 February 2024	Thu/08/02/2024	6:30pm - 9:00pm	Conference Room	Green Party Meeting	£ -
Liverpool Harmony Club - Ralph Buckley	05 February 2024	Thu/08/02/2024	7:30pm - 9:30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	05 February 2024	Fri/09/02/2024	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	05 February 2024	Fri/09/02/2024	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	05 February 2024	Sat/10/02/2024	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Joanne/Mark Burke	05 February 2024	Sat/10/02/2024	8:00pm - 12:00am	Multi Function	80th Birthday Party	£ 276.67
Juanita Steel - Pilates	12 February 2024	Mon/12/02/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	12 February 2024	Mon/12/02/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Cllr Jayne Edgar	12 February 2024	Tue/13/02/2024	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
Jenn Appleton - Kumon	12 February 2024	Tue/13/02/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Sophie Cobain	12 February 2024	Tue/13/02/2024	5:00pm - 7:30pm	Council Chamber	Meeting	£ 75.00
Friends of Prescot Cemetery & Churchyard	12 February 2024	Tue/13/02/2024	6:30pm - 7:30pm	Conference Room	Meeting	
Ann O'Hara - Everton in the Community	12 February 2024	Wed/14/02/2024	10:00am - 11:00am	Multi Function	Falls Prevention	£ 7.50
KMBC - Prescot South Ward Members Surgery	12 February 2024	Wed/14/02/2024	1:00pm - 2:00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & P Cook	£ 15.00
Michelle Brown - Line Dancing	12 February 2024	Wed/14/02/2024	2:30pm - 3:30pm	Multi Function	Line Dancing Class	£ 15.00
Parry Glasspool - Fitness Class	12 February 2024	Wed/14/02/2024	7:30pm - 8:30pm	Multi Function	Fitness Classes	£ 15.00
Jenn Appleton - Kumon	12 February 2024	Thu/15/02/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	12 February 2024	Thu/15/02/2024	6:00pm - 7:30pm	Council Chamber	Prescot Town Council Meeting	
Lynn Titherington - Slimming World	12 February 2024	Sat/17/02/2024	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Emma Conway	12 February 2024	Sat/17/02/2024	6:00pm - 12:00am	Multi Function	60th Birthday Party	£ 325.00
Melanie Fennell	cancelled	Sun/18/02/2024	1:00pm - 7:00pm	Multi Function	Baby Shower	£ 228.33
Friends of Eaton Street Park	19 February 2024	Mon/19/02/2024	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Juanita Steel - Pilates	19 February 2024	Mon/19/02/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00

FACE - Amanda Briscoe	19 February 2024	Tue/20/02/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
KMBC - Prescott North Ward Surgery	19 February 2024	Tue/20/02/2024	10.00am - 11.00am	Meeting Room	Prescott North Ward Surgery - Cllr F Wynn	£ 15.00
FACE - Amanda Briscoe	19 February 2024	Tue/20/02/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	19 February 2024	Tue/20/02/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	19 February 2024	Tue/20/02/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	19 February 2024	Wed/21/02/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
FACE - Michelle Daly	19 February 2024	Wed/21/02/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	19 February 2024	Wed/21/02/2024	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	19 February 2024	Wed/21/02/2024	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	19 February 2024	Wed/21/02/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Parry Glasspool - Fitness Class	19 February 2024	Wed/21/02/2024	7:30pm - 8:30pm	Multi Function	Fitness Classes	£ 15.00
Hayley Harrison - Fostering Matters	19 February 2024	Thu/22/02/2024	9:00am - 2:30pm	Council Chamber	Training	£ 113.33
Jenn Appleton - Kumon	19 February 2024	Thu/22/02/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	19 February 2024	Thu/22/02/2024	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Deafness Resource Centre - Naomi Webb	19 February 2024	Fri/23/02/2024	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	19 February 2024	Fri/23/02/2024	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	19 February 2024	Sat/24/02/2024	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Marvyn Cassidy	19 February 2024	Sat/24/02/2024	5:00pm - 12:00am	Multi Function	60th Surprise Birthday Party	£ 260.00
Rebecca Harkins	19 February 2024	Sun/25/02/2024	11:00am - 8:00pm	Multi Function	1st Birthday Party & Christening	£ 340.83
Juanita Steel - Pilates	26 February 2024	Mon/26/02/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	26 February 2024	Mon/26/02/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	26 February 2024	Tue/27/02/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
Prescot South Ward Parish Clirs Surgery - Green Party	26 February 2024	Tue/27/02/2024	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Clirs Surgery - Green Party	
FACE - Amanda Briscoe	26 February 2024	Tue/27/02/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	26 February 2024	Tue/27/02/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Eaton Street Park	26 February 2024	Tue/27/02/2024	6:30pm - 8:00pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	26 February 2024	Tue/27/02/2024	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	26 February 2024	Wed/28/02/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
FACE - Michelle Daly	26 February 2024	Wed/28/02/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	26 February 2024	Wed/28/02/2024	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	26 February 2024	Wed/28/02/2024	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	26 February 2024	Wed/28/02/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Parry Glasspool - Fitness Class	26 February 2024	Wed/28/02/2024	7:30pm - 8:30pm	Multi Function	Fitness Classes	£ -
Knowsley Fostering Service	26 February 2024	Thu/29/02/2024	10:00am - 2:00pm	Multi Function	Mandatory Training	£ 64.17
Jenn Appleton - Kumon	26 February 2024	Thu/29/02/2024	3.30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	26 February 2024	Thu/29/02/2024	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	26 February 2024	Thu/29/02/2024	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	26 February 2024	Sat/02/03/2024	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Prescot Town Council	26 February 2024	Sat/02/03/2024	9.00am - 12.00pm	Car Park	Community Skip Day	
Rebecca Lacey / Alison Love	26 February 2024	Sun/03/03/2024	12.00pm - 5:30pm	Multi Function	Christening	£ 176.67
Friends of Eaton Street Park	04 March 2024	Mon/04/03/2024	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Juanita Steel - Pilates	04 March 2024	Mon/04/03/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	04 March 2024	Mon/04/03/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	04 March 2024	Tue/05/03/2024	9.30am - 12.00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
KMBC - Prescott North Ward Surgery	04 March 2024	Tue/05/03/2024	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 15.00

FACE - Amanda Briscoe	04 March 2024	Tue/05/03/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	04 March 2024	Tue/05/03/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	04 March 2024	Tue/05/03/2024	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	04 March 2024	Wed/06/03/2024	9:30am - 12:00pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
FACE - Michelle Daly	04 March 2024	Wed/06/03/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	04 March 2024	Wed/06/03/2024	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	04 March 2024	Wed/06/03/2024	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	04 March 2024	Wed/06/03/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumon	04 March 2024	Thu/07/03/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	04 March 2024	Thu/07/03/2024	6:00pm - 7:30pm	Conference Room	Events Committee Meeting	
Liverpool Harmony Club - Ralph Buckley	04 March 2024	Thu/07/03/2024	7:30pm - 9:30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	04 March 2024	Fri/08/03/2024	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	04 March 2024	Fri/08/03/2024	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	04 March 2024	Sat/09/03/2024	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Manju Pratheesh	04 March 2024	Sat/09/03/2024	2:00pm - 9:00pm	Multi Function	1st Birthday Party	£ 50.00
Juanita Steel - Pilates	11 March 2024	Mon/11/03/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	11 March 2024	Mon/11/03/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	11 March 2024	Tue/12/03/2024	9:30am - 12:00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
Clir Jayne Edgar	11 March 2024	Tue/12/03/2024	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Clir Jayne Edgar	
FACE - Amanda Briscoe	11 March 2024	Tue/12/03/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	11 March 2024	Tue/12/03/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Prescot Cemetery & Churchyard	11 March 2024	Tue/12/03/2024	6:30pm - 7:30pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	11 March 2024	Tue/12/03/2024	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	11 March 2024	Wed/13/03/2024	10:00am - 12:30pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
KMBC - Prescot South Ward Members Surgery	11 March 2024	Wed/13/03/2024	1:00pm - 2:00pm	Meeting Room	Prescot South Ward Surgery - Clirs J Burke & P Cook	£ 15.00
FACE - Michelle Daly	11 March 2024	Wed/13/03/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	11 March 2024	Wed/13/03/2024	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	11 March 2024	Wed/13/03/2024	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Friends of Browns Field & Carr Lane Woods	11 March 2024	Wed/13/03/2024	6:00pm - 7:00pm	Conference Room	Annual General Meeting	
Tracy Shirley - Drama	11 March 2024	Wed/13/03/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumon	11 March 2024	Thu/14/03/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	11 March 2024	Thu/14/03/2024	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	11 March 2024	Thu/14/03/2024	7:30pm - 9:30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	11 March 2024	Sat/16/03/2024	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Katie Leather	11 March 2024	Sat/16/03/2024	2:00pm - 5:00pm	Multi Function	Pamper Party for 6th Birthday	£ 141.67
Friends of Eaton Street Park	18 March 2024	Mon/18/03/2024	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Juanita Steel - Pilates	18 March 2024	Mon/18/03/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	18 March 2024	Mon/18/03/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	18 March 2024	Tue/19/03/2024	9:30am - 12:00pm	Council Chamber	Knowsley FACE Advanced flower arranging	
KMBC - Prescot North Ward Surgery	18 March 2024	Tue/19/03/2024	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Clir F Wynn	£ 15.00
FACE - Amanda Briscoe	18 March 2024	Tue/19/03/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	18 March 2024	Tue/19/03/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	18 March 2024	Tue/19/03/2024	6:30pm - 7:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	18 March 2024	Wed/20/03/2024	10:00am - 12:30pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
FACE - Michelle Daly	18 March 2024	Wed/20/03/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	18 March 2024	Wed/20/03/2024	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	18 March 2024	Wed/20/03/2024	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00

Tracy Shirley - Drama	18 March 2024	Wed/20/03/2024	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
KMBC - Lynn Torrie	18 March 2024	Thu/21/03/2024	6:00am - 10:30pm	Multi Function Council Chamber/Conference Room	Polling Station	£ 247.50
Jenn Appleton - Kumon	18 March 2024	Thu/21/03/2024	3:30pm - 6:00pm	Council Chamber	Kumon maths and english classes	£ 37.50
Liverpool Harmony Club - Ralph Buckley	18 March 2024	Thu/21/03/2024	7:30pm - 9:30pm	Council Chamber	Choir Practice	£ 20.00
KMBC - Tom Baker	18 March 2024	Thu/21/03/2024	10:30pm - 11:30pm	Multi Function	Election Count Centre	£ 15.00
Deafness Resource Centre - Naomi Webb	18 March 2024	Fri/22/03/2024	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	18 March 2024	Fri/22/03/2024	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Thierington - Slimming World	18 March 2024	Sat/23/03/2024	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Ashar Gill	18 March 2024	Sat/23/03/2024	7:00pm - 11:00pm	Multi Function	Birthday Party	£ 225.00
Hannah Brown	18 March 2024	Sun/24/03/2024	11:00am - 6:00pm	Multi Function Council Chamber/Conference Room	Christening	£ 213.33
Jenny Smith/Jess Ford - Saveria UK	25 March 2024	Mon/25/03/2024	9:30am - 5:00pm	Multi Function	Training Session for professionals	£ 163.33
Friends of Eaton Street Park	25 March 2024	Mon/25/03/2024	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Juanita Steel - Pilates	25 March 2024	Mon/25/03/2024	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	cancelled	Mon/25/03/2024	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe Prescot South Ward Parish Clifs Surgery - Green Party	25 March 2024 25 March 2024	Tue/26/03/2024 Tue/26/03/2024	9:30am - 12:00pm 10:00am - 11:00am	Council Chamber Meeting Room	Knowsley FACE advanced flower arranging Prescot South Ward Parish Clifs Surgery - Green Party	
FACE - Amanda Briscoe	25 March 2024	Tue/26/03/2024	1:00pm - 3:45pm	Council Chamber	Knowsley FACE Level 1 Art	
Jenn Appleton - Kumon	25 March 2024	Tue/26/03/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Eaton Street Park	25 March 2024	Tue/26/03/2024	6:30pm - 8:00pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	25 March 2024	Tue/26/03/2024	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	25 March 2024	Wed/27/03/2024	10:00am - 12:30pm	Council Chamber	Knowsley FACE Intro to Cake Decorating	
FACE - Michelle Daly	25 March 2024	Wed/27/03/2024	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	25 March 2024	Wed/27/03/2024	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 15.00
Tracy Shirley - Drama	25 March 2024	Wed/27/03/2024	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Victoria Powell	25 March 2024	Thu/28/03/2024	12:15pm - 3:30pm	Conference Room	Level 2 Supporting Teaching and Learning class	
Jenn Appleton - Kumon	25 March 2024	Thu/28/03/2024	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Mary Fisher - FACE	25 March 2024	Thu/28/03/2024	4:00pm - 8:00pm	Meeting Room	GCSE Psychology Class	
Prescot Town Council	25 March 2024	Thu/28/03/2024	6:00pm - 7:30pm	Council Chamber	Prescot Town Council Meeting	
Paul Murphy - Martial Arts	25 March 2024	Thu/28/03/2024	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	25 March 2024	Thu/28/03/2024	7:30pm - 9:30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Thierington - Slimming World	25 March 2024	Sat/30/03/2024	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Stefanie Lazzarotti	25 March 2024	Sun/31/03/2024	11:00am - 9:00pm	Multi Function	1st Birthday Party	£ 295.83

Net Income £ 8,772.67
 Less bond £ 950.00
 Less TEN Licence £ 7,822.67
 Total Net Income £ 26,180.58
 Annual Forecast (less Bond and TEN Licence)

BOOKINGS - EATON STREET PAVILION

Friends of Eaton Street Park	01 January 2024	Wed/03/01/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	08 January 2024	Wed/10/01/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	15 January 2024	Wed/17/01/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	22 January 2024	Wed/24/01/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	29 January 2024	Wed/31/01/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	05 February 2024	Wed/07/02/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	12 February 2024	Mon/12/02/2024	10:00am - 3:00pm	Pavilion - Eaton Street	Meeting
Friends of Eaton Street Park	12 February 2024	Wed/14/02/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	19 February 2024	Wed/21/02/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	26 February 2024	Wed/28/02/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	04 March 2024	Wed/06/03/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	11 March 2024	Wed/13/03/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	18 March 2024	Wed/20/03/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	25 March 2024	Wed/27/03/2024	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop

Net Income £ -
 Less bond £ -
 Less TEN Licence £ -
 Total Net Income £ -

Annual Forecast (less Bond and TEN Licence)

PRESCOT TOWN COUNCIL
FINANCE POLICY & HUMAN RESOURCES
COMMITTEE MEETING

23rd MAY 2024

REPORT TITLE:

Review of Council's 2023/24 Fixed Asset Register

BACKGROUND TO THE REPORT

Each year, as part of its Annual Governance and Accountability Return (AGAR) to the External Auditor, Council is required to detail its fixed assets – including their costs, cost for replacement and whether any assets have been written off since the last AGAR submission.

The Town Clerk and Deputy Town Clerk have completed this process as part of Council's 2023/24 AGAR submission and seeks Member resolution on the accuracy of the register in terms of Council's fixed assets and those which have been/require write off.

PURPOSE OF THE REPORT

To seek Member approval of Council's 2023/24 Fixed Assets Register.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Review of Council's 2023/24 Fixed Assets Register

1. INTRODUCTION

- 1.1 Each year, as part of its Annual Governance and Accountability Return (AGAR) to the external auditor, Council is required to detail its fixed assets – including purchase cost, cost for replacement and whether any assets have been written off since the last AGAR submission.
- 1.2 It is important that Members regularly review Council's fixed assets to not only understand what it currently owns, but to also determine whether assets have become obsolete/redundant and require write off and/or replacement.
- 1.3 The last AGAR submission was for the 2022/23 financial year and was submitted in June 2023.
- 1.4 Since then, the Town Clerk and Deputy Town Clerk have reviewed Council's Fixed Assets Register for 2023/24 to accurately state what council holds.
- 1.5 At the time of writing, Council's fixed assets total £852,145.00, an increase of £6,498.83 in comparison to the AGAR submission for 2022/23.
- 1.6 The difference in figures can be explained as follows:-
 1. Inclusion of the mayoral chains at a cost of +£7,000.00
 2. The purchase of a Shark upright vacuum cleaner at a cost of +£199.17.
 3. Two past mayoral medals being issued at a cost of -£189.54
 4. Two freeperson medals being issued at a cost of -£214.80
 5. Write off of DTC Laptop at a cost of -296.00
- 1.7 Officers will keep Council's asset register reviewed during 2024/25 before presenting to Members in April/May ahead of the 2024/25 AGAR submission.
- 1.8 A copy of the 2023/24 Fixed Asset Register can be found at Appendix One.
- 1.9 Members will recall that the Fixed Asset Register was first presented to Members at its meeting in October 2023, where Members could not resolve its approval given concerns over whether depreciation should apply.
- 1.10 The Town Clerk has sought clarification from the Society of Local Councils (SLCC), Council's Insurer and fellow town clerks to determine whether the way in which council currently states the value of its assets is correct and whether depreciation should indeed be applied.
- 1.11 The Town Clerk has been advised that depreciation should not be applied to fixed assets, but that the original purchase price of the asset(s) or the replacement/insurance cost of the asset(s) should be stated on the register.

2. RECOMMEDATION(S)

2.1 Members are asked to resolve the following recommendations:-

1. Approve Council's 2023/24 Fixed Asset Register so that it forms part of Council's 2023/24 AGAR submission.
2. Note the contents of this report.

All assets with a value in excess of £200 or those deemed to be depreciable and portable are contained within the Town Councils asset register. In accordance with the current requirements all assets are valued at purchase price and incur no depreciation. Buildings are valued at cost of rebuild.

Asset Register - Prescott Town Council

ASSET TYPE	ASSET REF	Serial No	Make / Model	DATE PURCHASED	Expected Life	Location	COST NEW	PRESENT VALUE 2022/23	PRESENT VALUE 2023/24	Written Off Prior to 2023/24	Checker Between 2022/23 and 2023/24
Changing Rooms KGV	PTC1	n/a	n/a	1996	20	Browns Fields - W	16,950.00	16,950.00	16,950.00		0.00
Prescott Town Hall	PTC3	n/a	n/a	2012	50	1 Warrington Road	145,000.00	746,584.00	746,584.00		0.00
Eaton Street Bowling Pavilion	PTC2	n/a	n/a	2016	25	Eaton Street Park	45,000.00	45,000.00	45,000.00		0.00
Barbarcues x 2	PTC11	N/A	Buffalo Pro	Jun-12	5	Cellar	739.98	739.98	739.98		0.00
Freezer	PTC13	1210068106	Beko Chest Freezer	Jul-12	5	Cellar	256.67	256.67	256.67		0.00
Heavy Duty Gazebos	PTC19	N/A	Palm Springs	Feb-14	5	Browns Field - Wc	179.99	179.99	179.99		0.00
Extra Heavy Duty Gazebo	PTC20	N/A	Palm Springs	Feb-14	5	Browns Field - Wc	249.00	249.00	249.00		0.00
Heavy Duty Marquee	PTC22	N/A	Palm Springs	Feb-14	5	Browns Field - Wc	299.00	299.00	299.00		0.00
Stacking armchairs x 19	PTC24	n/a	Devonshire	Apr-14	10	Council Chamber	684.00	684.00	684.00		0.00
180 Banqueting Chairs	PTC25	N/A	Oxford Steel	May-14	5	MF Store Room	3,132.00	1,740.00	1,740.00		0.00
15 Caberet Style Tables	PTC26	N/A	n/a	May-14	10	MF Store Room	1,874.25	1,874.25	1,874.25		0.00
Office Desks x 2	PTC27	N/A	n/a	May-14	10	Admin Office	325.80	325.80	325.80		0.00
Meeting Room tables	PTC28	N/A	n/a	May-14	10	Conference Room	808.20	808.20	808.20		0.00
Ground Floor Fridge	PTC29	n/a	Hotpoint	May-14	5	GF Kitchen	200.82	200.82	200.82		0.00
Makita Drill	PTC33		Makita	May-14	10	Caretaker Store	125.00	125.00	125.00		0.00
Blinds	PTC34	n/a	n/a	May-14	5	TH various rooms	750.00	750.00	750.00		0.00
Stage and legs	PTC39	n/a	n/a	Jun-14	10	Bin Store	400.00	400.00	400.00		0.00
Table trolley x 2	PTC43	n/a	n/a	Jul-14	10	MF Store Room	591.90	591.90	591.90		0.00
Cloths Iron	PTC48	n/a	Russell Hobbs	Sep-14	5	Ground Floor Sma	99.99	99.99	99.99		0.00
LED Outdoor lights	PTC52	n/a	n/a	Nov-14	5	Loft	199.98	199.98	199.98		0.00
Evac Chair	PTC55	n/a	n/a	Feb-15	5	FF Corridor	630.00	630.00	630.00		0.00
Town Hall Signage	PTC56	n/a	n/a	Feb-15	5	Front of Building	950.00	950.00	950.00		0.00
Insta wall room dividers x 7 panels	PTC59	n/a	n/a	Mar-15	10	MF room	691.00	691.00	691.00		0.00
OLD DTC Laptop now spare	PTC60	n/a	Lenovo G50 15.6"	Apr-15	3	Admin Office	295.82	296.00	0.00		-296.00
Plastic Folding Tables 20	PTC62	n/a	n/a	Aug-15	5	Brown's Field	534.25	534.25	534.25		0.00
Council Chamber Tables	PTC63	n/a	n/a	Oct-15	20	Council Chamber	4,817.52	4,817.52	4,817.52		0.00
Portable Defibrillator	PTC65		Life Pack	Apr-16	5	MF room	750.00	750.00	750.00		0.00
Numatic Hurricane Scrubber	PTC66		Numatic Hurricane Scrubber	Sep-16	3	Loading Bay	583.51	583.51	583.51		0.00
Insta wall room dividers x 5 panels	PTC69	n/a	n/a	Jan-17	10	Small Store	548.00	548.00	548.00		0.00
New TC Laptop	PTC70	29690481854	Dell Latitude 3570	Mar-17	3	TC Office	861.84	861.84	861.84		0.00
New TC Mobile	PTC71	n/a	Motorolla	Mar-17	3	TC Office	90.00	90.00	90.00		0.00
8.1 KVA Petrol Generator	PTC72		SGS	May-17	5	Loading Bay	449.99	449.99	449.99		0.00
Defibrillator	PTC73		Life Pack	Aug-17	5	Eaton Street Pavilion	750.00	750.00	750.00		0.00
Fimap Genie E Scrubber Machine	PTC74		Fimap	Oct-17	3	Loading Bay	1,295.00	1,295.00	1,295.00		0.00
Icicle Lights 300m	PTC75	n/a	n/a	Oct-18	5	Loading Bay	1,518.16	1,518.16	1,518.16		0.00
Town Lights	PTC76	n/a	n/a	Oct-18	5	Loading Bay	197.30	197.30	197.30		0.00
AO Laptop	PTC77		Dell Latitude 3570	Jan-19	3	Admin Office	1,089.77	1,089.77	1,089.77		0.00
DTC Laptop	PTC78		Lenovo	Mar-20	3	Admin Office	725.00	725.00	725.00		0.00
TC Office Chair	PTC79		Posturesmart	Mar-20	5	TC Office	635.50	635.50	635.50		0.00
TC Laptop	PTC80		Lenovo	Mar-21	3	TC Office	725.00	725.00	725.00		0.00
Gazebo + 3 weights	PTC81	n/a	n/a	Jan-21	5	Eaton Street Pavilion	607.00	607.00	607.00		0.00
Gazebo + 3 weights	PTC82	n/a	n/a	Jan-21	5	Eaton Street Pavilion	607.00	607.00	607.00		0.00
Petrol Pressure Washer	PTC83	n/a	n/a	Sep-21	3	Eaton Street Pavilion	230.00	230.00	230.00		0.00
Gazebo + 5 weights	PTC84	n/a	n/a	Sep-21	5	Cellar	612.00	612.00	612.00		0.00
Gazebo + 5 weights	PTC85	n/a	n/a	Sep-21	5	Cellar	612.00	612.00	612.00		0.00
Past Mayoral Medals x 10	PTC86	n/a	Thomas Fattorini	Jun-21	10+	TC Office Safe	947.72	947.72	758.18		-189.54
Freeperson Medals x 10	PTC87	n/a	Selfcraft UK Ltd	Sep-21	10+	TC Office Safe	1,074.00	1,074.00	859.20		-214.80
Defibrillator Cabinet	PTC88		Defib store 1000	Nov-22	5	Town Hall - External wall	475.00	475.00	475.00		0.00
Defibrillator	PTC89		Heartsine Samaritan PAD 350P	Nov-22	8	Town Hall - External wall	695.00	695.00	695.00		0.00
Air conditioning - compressor unit & inverter PCB board	PTC90	n/a	unknown	May-21	10	Town Hall external flat roof	2,261.20	2,261.20	2,261.20		0.00
Grit Bin	PTC91	n/a	n/a	Feb-23	10+	Bin Store	163.35	163.35	163.35		0.00
Spreader	PTC92	n/a	Cresco 8 spreader	Feb-23	10	Loading Bay	72.50	72.50	72.50		0.00
Heavy duty snow shovel	PTC93	n/a	n/a	Feb-23	10	Loading Bay	22.95	22.95	22.95		0.00
PA System - speakers x 2 & stands, music mixer, microphones x 3 & stands, speaker bag x 2	PTC94	n/a	Vonyx Speakers, Skytec speaker stands, Vonyx music mixer, Vonyx microphone & stands, Soundsak speaker bag	Feb-23	10+	Loading Bay	644.95	644.95	644.95		0.00
Bleed Control Cabinet & Bleed control kit	PTC95	n/a	Turtle engineering	Nov-22	5	Town Hall - External wall	425.00	425.00	425.00		0.00
Shark Upright Vacuum Cleaner Powered Lift Away with anti hair wrap White & Orange	PTC96	n/a	Shark NZ801UK	27/07/2023	5	1st Floor Cleaning Cupboard	199.17	199.17	199.17		199.17
Mayoral Chains of Office	PTC97	n/a	n/a		20+	Mayor		7,000.00	7,000.00		7,000.00

Total		252,644	845,646	852,145	6,498.83
Box 9: Annual Return		852,145	845,646	852,145	6,498.83
Difference in Assets between Years					

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

23rd MAY 2024

REPORT TITLE:

Proposed Annual Governance & Accountability Return 2023/24

BACKGROUND TO THE REPORT

The Accounts and Audit Regulations 2015 came into force on 1st April 2015 and are applicable for the annual return for the year ending 31 March 2024. The regulations state that Council as a whole body must approve the Annual Governance & Accountability Return (AGAR).

Although Council must approve AGAR, in consideration of Finance, Policy & HR Committee Members receiving quarterly budget information; it is customary for AGAR to be presented to these Members before submission to Council for resolution.

PURPOSE OF THE REPORT

This report provides Members with the proposed AGAR 2023/24 to be presented to Council on 30th May 2024, and seeks Member resolution that it is submitted for approval.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Proposed Annual Governance & Accountability Return 2023/24

1. **INTRODUCTION**

- 1.1 The Accounts and Audit Regulations 2015 came into force on 1st April 2015 and are applicable for the Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2024.
- 1.2 The regulations state that the Council as a whole body must approve the AGAR, however in consideration of Finance, Policy and HR Committee Members receiving quarterly budget information, it is customary that AGAR be presented to these Members before submission to Council for resolution.
- 1.3 AGAR is comprised of four elements:-
 - A. Annual Internal Audit Report
 - B. Annual Governance Statement
 - C. Annual Accounting Statement
 - D. External Auditors Report and Certificate
- 1.4 A copy of Council's proposed AGAR 2023/24 submission is attached to this report.

2.0 A. Internal Audit Report

- 2.1 Council's Internal Auditor completed his inspection on 3rd April 2024, and submitted his report to the Town Clerk shortly after.
- 2.2 A copy of the Internal Auditors Report 2023/24 is attached to this report.
- 2.3 In summary, having undertaken a review of Council's internal control arrangements and completed sample testing of arrangements relating to banking, booking and money processing, the internal auditor was of the opinion that adequate internal control arrangements were in place; and duly signed our Internal Audit Report as part of AGAR.
- 2.4 The Internal Auditor did however make recommendations relating to the production of an Investment Strategy (linked to Council Reserves) and updating information on Town Council website to ensure it is most up to date / relevant.
- 2.5 The Internal Audit Report directly contributes towards Council's Annual Governance Statement as it provides assurance to Members that Council has adequate internal controls in place.

3.0 B. Annual Governance Statement

- 3.1 Having due regard to Council's Internal Audit Report and Annual Accounting Statements as prepared by the Responsible Finance Officer, Council will agree/not agree that adequate internal controls are in place for the management of Council finances.

4.0 C. Annual Accounting Statement

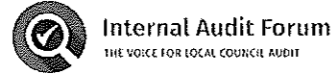
- 4.1 The Responsible Officer having completed a closedown of accounts for 2023/24, will a financial summary for the 2022/23 and 2023/24 financial years, which must then be resolved by Full Council.
- 4.2 These accounts were reviewed **but not approved** by the Internal Auditor, and therefore remain unaudited until submission to PKF Littlejohn as external auditor.

5.0 Recommendations

Members are recommended to:-

1. Recommend that the Proposed AGAR 2023/24 is submitted to Council on 30th May 2024 for approval.
2. Note the contents of this report.

David Blanchflower JP, MA, FMS
206 Bescar Lane Scarisbrick Ormskirk L40 9QT
Email: blanch2203@gmail.co.uk Tel: 01704 889736



6 April 2024

Mr. A Spencer
Town Clerk
Prescot Town Hall
1 Warrington Road
Prescot
L34 5QX

Internal Audit Report 2023/24

I am pleased to confirm that I undertook the “Internal Audit” function in relation to the 2023/24 financial year on 3 April 2024. Acting independently, I have examined the systems of internal controls by undertaking the tests laid down and detailed in the Annual Audit Return. I would thank your Town Clerk Mr. Spencer and his staff who assisted in the conduct of the audit by providing me with all the necessary paperwork and documentation.

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 several separate 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 effective and appropriate for the purpose intended. Your staff demonstrated a sound knowledge of all the systems and speedily produced all the documentation and information I request. I have signed the Annual Audit Return confirming my satisfaction with your procedures but with some recommendations that should be addressed.

I would ask that the Council give attention to addressing the areas identified in the attached report, under the heading “RECOMMENDATIONS FOR CONSIDERATION BY COUNCIL” I feel doing so would enhance the Councils procedures and ensure the future probity of the system.

David Blanchflower
Internal Auditor

Enc: Report of Audit findings and invoice.

PRESCOT TOWN COUNCIL
INTERNAL AUDIT SUMMARY 2023/2024

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.
- Are payments supported by invoices, authorised and minuted.
- Verified that VAT on payments had been identified, recorded and reclaimed.
- Examined the level of financial reserves maintained.

Findings:

- **From sample testing, VAT on payments had been identified, recorded and reclaimed. VAT was also correctly accounted for on Petty Cash payments.**
- **Receipts from room hire had been received and accounted for.**
- **It was noted that the recommendations in the 2022/23 Internal Audit relating to the necessity to produce a written Investment Strategy, reviews its Community Grants procedures and produces a policy document in relation £850 allocated in the budget under the heading Mayor had not yet been fully addressed.**

Review of Corporate Governance and Risk Management

The objective is to ensure that the Council has a robust series 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.
- Minutes record the council conducting an annual risk assessment.
- Insurance cover appropriate and adequate?
- Internal financial controls documented and reviewed.

I reviewed of the minutes of the Full Council and Committee meetings for 2023/24 to identify if any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability and confirm no concerns exist.

Findings:

- **The standing orders and financial regulations were in order and had been formally adopted by the Council. It was noted from Council minutes that the Standing Orders and Financial Regulations would be amended to make them gender neutral, but this action was still outstanding.**
- **An annual risk assessment had been reported to Council.**

- **Appropriate insurance 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. We also aim 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 include budget comparisons?
- Has the RFO reported and explained any significant variations to Council?

Findings:

- **It was noted that a detailed and comprehensive budget had been prepared and that there was regular reporting to the Council.**
- **It was noted for 2024/25 an appropriate Precept had been set to raise £334,336**
- **I was noted that the website did not contain any information on the 2024/25 precept.**

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 limit.

Findings: It was seen that sound and effective procedures were in place and fully adhered to by staff.

RECOMMENDATIONS FOR CONSIDERATION BY COUNCIL

Website:

I was noted that that the website was not being kept updated examples being no information on the expenditure over £500, information on the precept and notices of the public right to inspect documents at the year end, the information on the website relates to the 2021/22 year.

The Council needs to give priority to a full review of the website and the implementation of a defined schedule for updating the website to ensure it contains current information and meets the Councils statutory requirement for the website to contain information on specific content.

Community Grants

The 2022/23 Internal Audit report raised a number of issues relating to Community Grants. It was noted that Council minute No: 15 of the 18 May 2023 noted the Internal Audit report but made no mention of an action plan to address the recommendations in the internal Audit report.

In the 2023/24 Internal Audit, a review of the paperwork relating to community grants highlighted variances in the content of guidelines contained on the actual grant application form and the notes of guidance. It would be prudent to rationalise both sets of paperwork so they read identical.

Investment Strategy Policy

The 2022/23 Internal Audit report indicated that the statutory guidance required the Council to have an investment strategy.

(Statutory Guidance has been issued by the Government on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018. key principles of the guidance are transparency and democratic accountability. The guidance is statutory for parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year).

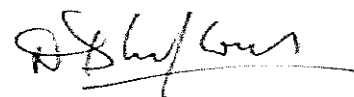
It was noted that the Council had discussed how it invests its monies, but it had not actually produced a written Strategy Investment Policy.

As this legal requirement exists the Council should take steps to implement a defined and written Investment Strategy. This policy document would enable the Council to undertake an annual review of its strategies for the investment of reserves. It would also ensure the Council considered where it places its large amount of Precept income at the start of each financial year to maximise investment income on these monies.

Overall Conclusion:

The Council does have procedures but needs to ensure its website and associated documentation are kept fully updated on a regular scheduled frequency as the website is the main source of information available to residents hence the legal requirement for the website to contain specific current and accurate information.

It would be informative if rather than just noting the Internal Audit report the Council minutes contained details of recommendations arising from the internal audit and indicated the action to be taken to address the recommendations.



David Blanchflower
Internal Auditor

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Prescot Town Council

www.prescot-tc.gov.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
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 (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
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

03/04/2024

Name of person who carried out the internal audit

David Blanchflower

Signature of person who carried out the internal audit

Date

03/04/2024

*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).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Prescot 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 2024, 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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:

[Signature]

and recorded as minute reference:

[Signature]

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

Chair [Signature]

Clerk [Signature]

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Section 2 – Accounting Statements 2023/24 for

Prescot Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	281421	354854	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	326171	338061	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	75017	48226	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	152215	168774	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	34010	34010	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	141530	135937	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	354854	402420	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	343476	381889	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	845646	852,145	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	301430	289233	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 2024 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



Date: _____

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of  Prescot Town Council 

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.


Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.


2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).



(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:




(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:



External Auditor Name 

External Auditor Signature  Date 

PRESCOT TOWN COUNCIL
FINANCE POLICY & HUMAN RESOURCES
COMMITTEE MEETING
23rd MAY 2024

REPORT TITLE:

Proposed Co-Option Policy 2024 version 2.0

BACKGROUND TO THE REPORT

In the event of an ordinary or casual council vacancy arising, it is important that the vacancy is filled as quickly as possible.

This report puts forward a proposed Co-Option Policy setting out the circumstances in which it can be triggered and the application and approval processes to be followed to successfully co-opt onto Council.

PURPOSE OF THE REPORT

To seek Member approval of the Proposed Co-Option Policy 2024 version 2.0 before presenting to Council on 30th May 2024.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Proposed Co-Option Policy 2024 Version 2.0

1. INTRODUCTION

1.1 Prescott Town Council is comprised of 12 seats, all of which are filled at the time of writing.

1.2 However, where a vacancy does arise - whether that be an ordinary or casual vacancy - it is important that it is filled as quickly as possible to ensure residents continue to be fully represented and that the decision-making process (including challenge) is as comprehensive as possible.

1.3 In addition, it is important to define the process for co-opting an interested person onto Council:-

- What is the eligibility criteria?
- How should an interested person signal or make an application?
- What is the process for reviewing that application, and
- How should Members decide whether an interested person should indeed be co-opted?

All questions which the proposed policy seeks to answer.

1.4 Before producing this policy, the Town Clerk has consulted with the Society of Local Council Clerks (SLCC), Council Officers and other Town Clerks to see what arrangements should be or are in place.

1.5 As part of this work, it is apparent that provided a council is quorate the ability to co-opt will always be in place. However, the process for co-opting an interested party(ies) may vary significantly across councils.

1.6 Some councils discharge co-option with a formalised policy and supporting application and approval process. Such policies set out the grounds on which the policy will be triggered, what interested parties must do to be considered for co-option and how Members resolve who should be co-opted onto council.

1.7 By contrast, other Councils have informal co-option arrangements in place whereby the Clerk may advertise a vacancy, invite an interested person(s) to complete a short application form or personal statement, before Members hold an interview and recommend to Council who should be co-opted.

1.8 Finally, some Councils simply choose a co-option process when a vacancy arises – with Members agreeing a process they want to follow at the time. This process can vary when further vacancies arise or with a change of administration.

1.9 In conclusion, Councils can determine their own co-option arrangements as this is not prescribed by law.

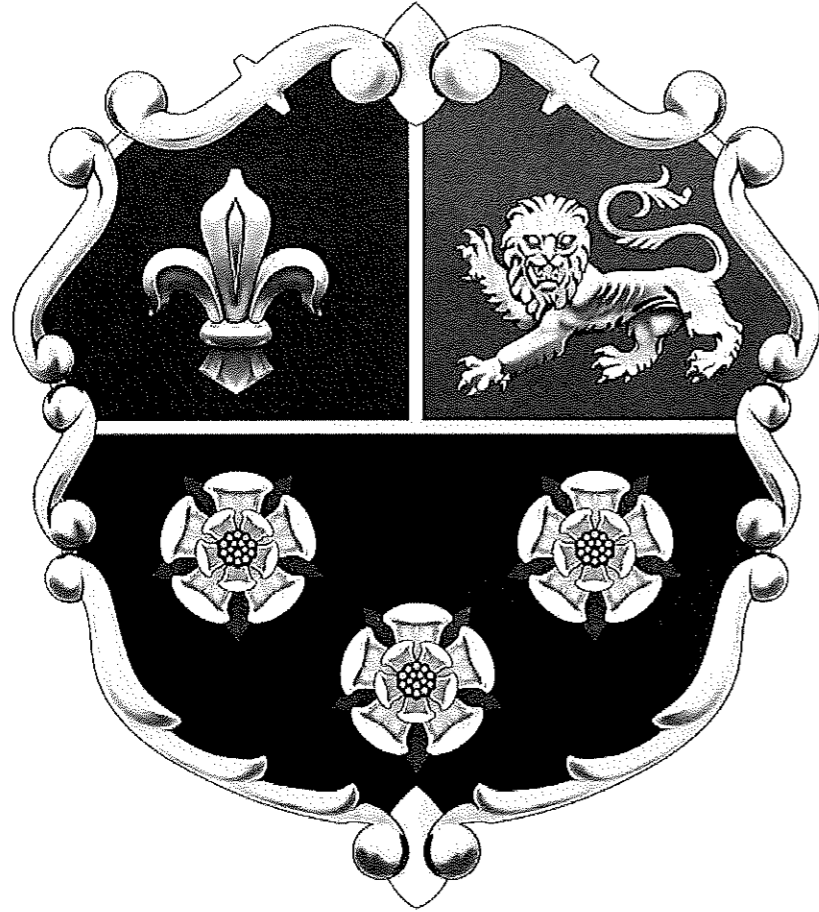
1.10 In April 2024, Council utilised a hybrid process akin to that defined in 1.7 and 1.8 above for the co-option of Cllr Shaw to Council.

- 1.11 On reflection, the way in which the vacancy was filled was both accurate and expedient, and it is the opinion of the Town Clerk that this process should be formally documented to give certainty to Council and the public, that in the event of co-option being utilised in the future, a process unanimously agreed by Members will be followed.
- 1.12 The Town Clerk is acutely aware that at the last meeting of Finance, Policy and HR Committee, there was resolution to establish a working group and defer a decision on whether the policy as presented should be taken forward.
- 1.13 In consideration of the way in which Cllr Shaw was co-opted, it is clear that Members were in agreement on the process to be followed for advertising the vacancy, reviewing applications and ultimately approving the co-opted applicant.
- 1.14 However, to give certainty as to how vacancies should be filled in the future, the Town Clerk is keen to formally document the process and capture it within an agreed policy.
- 1.15 For this reason, he has produced a second version of the policy as originally presented to Members in January 2024, and seeks Member recommendation that this should be presented to Council on 30th May 2024 for formal resolution.

Members should be made aware that sections which have been highlighted in yellow within version 2 are amendments to the document originally presented.

2. RECOMMEDATION(S)

- 2.1 Members are asked to resolve the following recommendations:-
 1. Consider Version 2.0 of proposed Co-Option Policy 2024 and make recommendations thereupon to Council.
 2. Note the contents of this report.



PRESCOT TOWN COUNCIL

Co-Option Policy 2024

Version 2.0 (DRAFT)

Date approved: To Be Confirmed

Date to be reviewed: To Be Confirmed

POLICY CONTROL SHEET	
POLICY AUTHOR	Alex Spencer – Town Clerk
POLICY STATUS	Draft
POLICY APPROVAL DATE	To Be Confirmed
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee Full Council
DATE OF POLICY REVIEW	To Be Confirmed

POLICY VERSION CONTROL SHEET	
PREVIOUS VERSION OF POLICY	
POLICY STATUS	
AMENDMENT(s) TO POLICY	
AMENDED POLICY APPROVAL	
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee Full Council
DATE OF POLICY REVIEW	

1.0 Preamble

In the event of no by-election being called to fill a councillor vacancy for Prescott Town Council, the Council may co-opt membership in accordance with legislation defined in the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, the Representation of the People Act 1983, the Localism Act 2011 and the Local Government Act 1972.

In so doing, Prescott Town Council will follow a process which is fair, open, and transparent and which conforms with relevant legislation.

Consideration will also be given to guidance provided by bodies such as the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

2.0 Introduction

- 2.1 This policy sets out procedures for the co-option of member(s) to Prescott Town Council in the event of an ordinary or casual vacancy arising.
- 2.2 The co-option procedure is managed entirely by the Council; and this policy will ensure that a fair, open and transparent process is completed in the co-option of members to council.
- 2.3 Co-option can apply in two instances: -
1. When an ordinary vacancy arises following elections held every four years (not all council seats are filled), or
 2. When a casual vacancy arises and no by-election has been called.
- 2.4 Prescott Town Council has a total of 12 town councillors and is comprised of two wards:-
- Prescott North Ward (represented by 7 town councillors)
 - Prescott South Ward (represented by 5 town councillors)

3.0 Ordinary Vacancy

- 3.1 An ordinary vacancy occurs when there are insufficient candidates to fill all seats on council following elections held every four years.
- 3.2 Any candidate(s) who were nominated are automatically elected to the Town Council and any remaining vacancies are known as "ordinary vacancies".
- 3.3 Provided there are enough town councillors to constitute a quorum, Council is able to co-opt a volunteer to fill that/those vacancy(ies)

4.0 Casual Vacancy

- 4.1 In accordance with the Local Government Act 1972, a casual vacancy arises when:-
- A councillor fails to make their declaration of acceptance of office within the proper time period following an ordinary election or following co-option.
 - A councillor resigns.
 - A councillor dies.
 - A councillor becomes disqualified.
 - A councillor fails for six months to attend meetings of council, a council committee, sub-committee or fails to attend as a representative of the council a meeting of an outside body.
- 4.2 In such circumstances, council must notify the borough council (Knowsley Council) that a casual vacancy has arisen; before going on to advertise the vacancy to give electors an opportunity to contact the borough council to request that a by-election be held.
- 4.3 A by-election will be called when the borough council receives requests (for a by-election) from a minimum of ten electors.
- 4.4 Electors will have fourteen days (not including Saturdays, Sundays, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a Bank Holiday and any day of public thanksgiving or mourning), to request a by-election, but the Returning Officer of the borough council will advise the Clerk of the closing date.
- 4.5 If more than one candidate is nominated, a by-election must be held.
- 4.6 However, if only one candidate is nominated, that candidate is elected uncontested and without a ballot.
- 4.7 In the event of a by-election being called, the borough council will coordinate all elements relating to the election. This will include:-
- Nominations
 - Production and delivery of polling cards
 - Establishing and staffing polling stations
 - Counting of votes at the close of poll.
- 4.8 All costs associated with coordinating the by-election will be paid by Council to the borough council.
- 4.9 In the event of ten electors failing to request a by-election within fourteen days of the notice of vacancy being published, the Town Clerk will be advised by the borough council that Council can implement its Co-Option Policy to co-opt a member onto Council.

5.0 Confirmation of Co-Option and establishment of “Co-Option Committee”

- 5.1 Upon receipt of written confirmation from the borough council that no by-election has been called, the casual vacancy can be advertised and filled by means of co-option.
- 5.2 Upon this confirmation, the Town Clerk will:-
- a. Advertise the vacancy for a period of 28 days (including Saturdays, Sundays, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a Bank Holiday and any day of public thanksgiving or mourning) on Council noticeboards, website and social media platforms; **and**
 - b. Write to the borough council to advise that Council has implemented its Co-Option Policy to fill the vacancy.
- 5.3 When advertising the vacancy the following information will be included:-
- a. Notice of vacancy
 - b. Method by which an application form and councillor specification can be obtained
 - c. Closing time and date for applications to be received
 - d. Contact point for applicants to obtain further information
- 5.4 Implementation of Council's Co-Option Policy will also apply in the event of an ordinary vacancy arising where the borough council confirms that there were insufficient nominations to fill all seats at an ordinary election, but a sufficient number of councillors were elected to form a quorum.
- 5.5 In such circumstances, the Town Clerk will follow the same procedure as stated at 5.2 above.
- 5.6 During the advertisement period as outlined in 5.2 above, the Town Clerk will establish a cross party “Co-Option Committee” which will review applications received and ultimately determine which applicant is co-opted to Council.
- 5.7 The mechanism for establishing the “Co-Option Committee” may be as simple as requesting Member support via email or, if possible, will be by formal Council resolution within the nearest ordinary meeting of Council.
- 5.8 The “Co-Option Committee” will comprise of 7 members and must include the current Chair and Vice-Chair of Council as both will act as Chair and Deputy Chair of the “Co-Option Committee.”
- 5.9 Each member of the “Co-Option Committee” will have a single vote for each applicant, with the Chair / Vice-Chair retaining a casting vote.
- 5.10 Council's Standing Orders for majority voting and casting votes will apply.

6.0 Eligibility of Candidates

6.1 The Town Council may consider any person to fill a vacancy provided that:

- a. They are 18 years old or over **and**
- b. They are a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:-

- I. They are an elector for the Parish and continues to be an elector,
- II. **Or** has resided in the Parish for the past twelve months or rented/tenanted land in the Parish,
- III. **Or** has had their principal or only place of work in the Parish for the past twelve months,
- IV. **Or** has lived within three miles (4.8km) of the Parish for the past twelve months.

6.2 In accordance with the Local Government Act 1972, there are certain disqualifications for being a town councillor which are:-

- a. Holding a paid office or employment under the Town Council,
- b. Bankruptcy or interim order,
- c. Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years,
- d. Being disqualified under any enactment relating to corrupt or illegal electoral practices,
- e. Being convicted for failure to register or declare disclosable interests under the Localism Act 2011

7.0 Application Process to Become a Town Councillor and Voting for Co-Option

7.1 Applicants will be requested to submit a short statement via email or by hand about themselves outlining:-

- Why they would like to be a town councillor
- What knowledge/experience and/or skills do they have which can support them in the role of town councillor e.g. finance background would support budget monitoring, being a member of community volunteer group
- Whether they have previous experience of sitting as a Town Councillor

- What they know about Prescot Town Council and the services it provides.

and

- Confirm their eligibility for the position of town councillor as stated within 6.1 and 6.2 above.

7.2 Following receipt of applications and at the close of the advertisement period, the Town Clerk shall request that each member of the "Co-Option Committee" reviews applications and votes for one candidate to be co-opted.

7.3 This vote shall be recorded by the Town Clerk; but votes cast by other members of the "Co-Option Committee" shall not be disclosed.

7.4 In the event of a tie between two applicants, the Chair/Deputy Chair of the Co-Option Committee shall have the casting vote.

7.5 In the event of more than two applicants being put forward, the process as stated in 7.2 – 7.4 shall be followed until two applicants remain.

8.0 Notifications following successful Co-Option

8.1 Where a councillor has been co-opted to Council, the Town Clerk shall make contact with the co-opted councillor to make them aware that they have been co-opted and to determine whether they still wish to sit.

8.2 Where the co-opted councillor confirms they wish to sit, the Town Clerk shall make arrangements for the councillor to sign their acceptance of office and register of interests within 14 days of them being co-opted.

8.3 The Town Clerk shall notify all members via email that the councillor has been co-opted and shall notify Knowsley Council of the same.

8.4 The Town Clerk shall submit the councillor's register of interests to Knowsley Council for publication immediately after it is signed.

LEVA
DPO