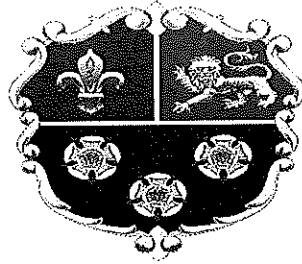


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 20th Day of June 2024

To the Mayor and Members of Prescot Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND
a meeting of Prescot Town Council
to be held on Thursday 27th June 2024**

at

Prescot Town Hall

commencing at 5.30 p.m.

A handwritten signature in black ink, appearing to read 'Alex Spencer', written in a cursive style.

Alex Spencer
TOWN CLERK

A G E N D A

1	TO RECEIVE APOLOGIES	Verbal
2	PUBLIC OPEN FORUM To provide members of the public with the opportunity to ask questions of the Council.	Verbal
3	DECLARATIONS OF INTEREST <i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i>	Verbal
4	MINUTES OF THE PREVIOUS COUNCIL MEETING To APPROVE AND SIGN the minutes of Town Council held on Thursday 30 th May 2024 as a true and accurate record of the business transacted.	Pages 5 to 13
5	MINUTES OF THE COUNCIL COMMITTEE MEETINGS To NOTE the minutes of the following Committee meetings: Finance, Policy & HR Committee – 23 rd May 2024	Pages 14 to 18
6	REPORT ON COUNCIL RESOLUTIONS DURING 2024/25 Members are asked to CONSIDER the report and AGREE the recommendations contained within.	Pages 19 to 22
7	ANNOUNCEMENTS FROM THE LEADER To receive announcements from the Leader of the Council. <u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u>	Verbal

8	<p>ANNOUNCEMENTS FROM THE TOWN CLERK</p> <p>To receive announcements from the Town Clerk.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	<p>Pages</p> <p>23 to 25</p>
9	<p>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	<p>Verbal</p>
10	<p>MAYORAL ENGAGEMENTS</p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><u>FOR INFORMATION ONLY</u></p>	<p>Pages</p> <p>26 to 27</p>
11	<p>PLANNING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> any planning applications received and <u>AGREE</u> to make comment on those they feel require a response.</p>	<p>Pages</p> <p>28 to 31</p>
12	<p>PLANNING DECISIONS</p> <p>Members are asked to <u>NOTE</u> any planning decisions received.</p>	<p>Page</p> <p>32</p>
13	<p>FUNDING APPLICATIONS</p> <p>To <u>CONSIDER</u> and <u>APPROVE, DEFER</u> or <u>REJECT</u> the funding application from:</p> <ul style="list-style-type: none"> • Friends Of Halsnead Allotment and Food Initiative Group 	<p>Pages</p> <p>33 to 36</p>
14	<p>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</p> <p>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.</p>	

15	<p>MEMBER DISCUSSION: HEADS OF TERMS AND MANAGEMENT OF BROWN'S FIELD AND EATON STREET PARK</p> <p>To receive a briefing from the Town Clerk updating Members on Heads of Terms and Management of Brown's Field and Eaton Street Park (Briefing to be circulated to Members by close of business on Wednesday 25th June 2024)</p> <p><u>FOR INFORMATION ONLY</u></p>	Verbal
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PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th JUNE 2024

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 30th May 2024.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 30th MAY 2024** in **PRESCOT TOWN HALL**, commencing at **6.02 P.M.**

ELECTED MEMBERS PRESENT

Councillors J. Burke, M. Burke, P. Cook, J. Edgar, P. Goodwin, T. Murray, I. Smith, T. Smith, P. Shaw M. Sommerfield, G. Wickens and F. Wynn.

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)
L. Sephton (Deputy Town Clerk)

ALSO IN ATTENDANCE

2 x Members of the Public

<u>1.</u>	<u>ELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2024/25</u> It was UNANIMOUSLY RESOLVED that Cllr M. Burke be elected to serve as Mayor of Prescot for the 2024/25 Civic Year.
<u>2.</u>	<u>MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u> Cllr M. Burke duly signed the acceptance of office book to officially accept the office of Town Mayor.
<u>3.</u>	<u>TO RECEIVE APOLOGIES</u> No apologies were received.
<u>4.</u>	<u>DECLARATIONS OF INTEREST</u> Declarations of Interest were received from the following: - <ul style="list-style-type: none">• Cllr M. Burke for Item 17 Planning Applications• Cllr J. Burke for Item 19 Community Fund Applications• Cllr P. Cook for Item 19 Community Fund Applications• Cllr T. Murray for Item 19 Community Fund Applications• Cllr I. Smith for Items 17 Planning Applications & 18 Planning Decisions• Cllr T. Smith for Item 19 Community Fund Applications

5.	<p><u>VOTE OF THANKS TO THE RETIRING MAYOR</u></p> <p>On behalf of Members the Mayor gave a vote of thanks to the outgoing Mayor Cllr T. Murray and thanked her for her work, service and fund raising throughout the 2023/24 civic year alongside her consorts during her term in office.</p> <p>Cllr J. Burke echoed the thanks of the Mayor and extended her gratitude for Cllr Murray's commitment to Council's Local Democracy Project and her fundraising throughout 2023/24.</p> <p>Cllr M Burke presented Cllr T Murray with a bouquet of flowers and a former Mayor badge in thanks and recognition of her service.</p> <p>In response, Cllr T Murray said it had been a huge honour and privilege to serve as the Mayor of Prescott, and she wished the new Mayor the best of luck during his tenure.</p>
6.	<p><u>ELECTION OF DEPUTY TOWN MAYOR FOR THE CIVIC YEAR 2024/25</u></p> <p>It was UNANIMOUSLY RESOLVED that Cllr Graham Wickens be elected to the Office of Deputy Town Mayor for the civic year 2024/25.</p>
7.	<p><u>DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u></p> <p>Cllr G. Wickens duly signed the acceptance of office book to officially accept the office of Deputy Town Mayor.</p>
8.	<p><u>MINUTES OF THE PREVIOUS COUNCIL MEETING</u></p> <p>It was UNANIMOUSLY RESOLVED that the minutes of the previous council meeting held on 28th March 2024 be APPROVED AND SIGNED as a true and accurate record of the business transacted.</p>
9.	<p><u>MINUTES OF THE COMMITTEES</u></p> <p>It was UNANIMOUSLY RESOLVED to NOTE minutes of Events Committee on 20th May 2024.</p>
10.	<p><u>REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE 2024/25</u></p> <p>In accordance with Standing Order 5J iv, Council is required to review the terms of Reference for committees and appointment of Members to those committees</p> <p>It was UNANIMOUSLY RESOLVED that:-</p>

	<ol style="list-style-type: none"> 1. Council would continue to have an Events Committee and Finance, Policy and HR Committee during 2024/25. 2. The terms of reference for each committee were accurate. 3. The number of Members sitting on Events Committee would increase from 7 to 8, and would be comprised of the following Members:- Cllr J. Burke Cllr M. Burke Cllr P. Cook Cllr J. Edgar Cllr P. Goodwin Cllr T. Murray Cllr T. Smith Cllr M. Sommerfield 4. The number of Members sitting on Finance, Policy and HR Committee would increase from 6 to 9, and would be comprised of the following Members:- Cllr J. Burke Cllr M. Burke Cllr P. Goodwin Cllr T. Murray Cllr P. Shaw Cllr I. Smith Cllr T. Smith Cllr M. Sommerfield Cllr G. Wickens
<p><u>11.</u></p>	<p><u>REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS 2024/25</u></p> <p>In accordance with Standing Order 5J v, Council is required to review Council's Standing Orders.</p> <p>In accordance with Finance Regulation 18.1, a review of Council's Financial Regulations is required.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations at 3.1 of the report being:-</p> <ol style="list-style-type: none"> 1. Members reviewed and agreed Standing Orders and Financial Regulations for the civic year 2024/25.

12.	<p><u>REPRESENTATIVES TO OUTSIDE BODIES 2024/25</u></p> <p>In accordance with Standing Order 5J vi, Council is required to review representation on or work with external bodies and arrangements for reporting back.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations at 4.1 of the report being: -</p> <ol style="list-style-type: none"> 1. That the Town Clerk continues to attend meetings of organisations stated at Appendix One to the report.
13.	<p><u>COUNCIL MEETING SCHEDULE 2024/25</u></p> <p>In accordance with Standing Order 5J vii, Council is required to determine the time and place of ordinary meetings of the Council, up to and including the next Annual Meeting of Council.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations at 3.1 of the report being: -</p> <ol style="list-style-type: none"> 1. That meetings of Events Committee within the municipal calendar will not have a fixed date, but will instead be stated as “To Be Confirmed” with the Deputy Town Clerk seeing Member availability. 2. That meetings of Finance, Policy and HR Committee scheduled for 11th July 2024 and 16th January 2025 not be confirmed and are subject to change pending clarification from Members. 3. That although the stated start time for Council and Committee meetings is 6:00pm, officers will check Member availability 14 days before the meeting to determine whether meetings can commence at 5.30pm; and that any change is reflected in Council agendas.
14.	<p><u>ANNOUNCEMENTS FROM THE LEADER</u></p> <p>The Leader indicated that she was excited about Members working collaboratively during 2024/25 to progress the work of Council.</p>
15.	<p><u>ANNOUNCEMENTS FROM THE TOWN CLERK</u></p> <p><u>Proposed Development and Operations at Brown’s Field/Eaton Street Park</u></p> <p>The Town Clerk continues to liaise with Knowsley Council officers regarding operations at both Brown’s Field and Eaton Street Park; and specifically to Browns Field, the proposed building of a pavilion and improvement to football pitches.</p>

Unfortunately, despite several requests by the Town Clerk to have a meeting with Knowsley Council officers regarding both sites – particularly after Council’s resolution to not accept proposed heads of terms offered by Knowsley Council – no meeting has been convened and therefore, the Town Clerk will be seeking support of dual-hatted Members to get a meeting diarised and perhaps escalate to Executive Officer level.

Local Democracy Project 2024/25

The Town Clerk would like to thank Members for confirming their availability to support the 2024/25 Local Democracy Project.

The first session of the project took place at Prescott Town Hall on 22nd May 2024 with Year 6 children from Our Lady’s Catholic Primary.

The format of the project was tweaked slightly compared with 2023/24, however the day itself ran extremely smoothly and feedback from both pupils and teachers was positive.

Officers promoted the first session on social media pages.

All four other primary schools within the town have been assigned a date, with the project concluding in July 2024.

16. MAYORAL ENGAGEMENTS

None

17. PLANNING APPLICATIONS

No planning applications were considered.

Application Ref	Location	Comments

18. PLANNING DECISIONS

No Planning Decisions were received.

Cllrs J. Burke, P. Cook, T. Murray and T. Smith left the meeting.

<p>19.</p>	<p><u>COMMUNITY FUNDING BIDS</u></p> <p>1. Prescot Mission Christmas Dinner 2024 who was seeking £500.00 to help support the provision of Christmas dinners in Prescot.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the sum of £500.00 for the funding application from Prescot Mission Christmas 2024.</p> <p>Cllrs J. Burke, P. Cook, T. Murray and T. Smith rejoined the meeting.</p> <p>2. 1st Whiston and Prescot Scout Group who was seeking £500.00 to contribute towards the purchase of a trailer to help transport group equipment.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the sum of £500.00 for the funding application from 1st Whiston and Prescot Scout Group, albeit that the offer letter drafted and sent by officers should include a comment that the group reinstates “Prescot” within its title.</p> <p>3. Friends of Halsnead Allotment and Food Initiative Group who was seeking £500.00 for the purchase of food, toiletries and essential items for people using their social supermarket.</p> <p>It was UNANIMOUSLY RESOLVED to DEFER the application pending clarification by the Town Clerk as to whether the type of items stated within the application were within the remit of the Community Fund Policy.</p>
<p>20.</p>	<p><u>ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24</u></p> <p>The Town Clerk presented the Annual Governance and Accountability Return 2023/24 to Members.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations under 5.0 of the report being:-</p> <ol style="list-style-type: none"> 1. That Members REVIEW Council’s 2023/24 Internal Audit Report 2. AGREE Section One – Annual Governance Statement 3. AGREE Section Two – Annual Accounting Statement 4. AGREE that 2023/24 Annual Governance and Accountability Return be submitted to PKF Littlejohn. 5. AGREE Revised Banking Mandate with authorised signatories being:- <ol style="list-style-type: none"> a. Alex Spencer – Town Clerk b. Louise Sephton – Deputy Town Clerk c. Cllr J. Burke d. Cllr M. Burke e. Cllr. I Smith f. Cllr. G Wickens

<p><u>21.</u></p>	<p><u>REPORT OF THE INDEPENDENT RENUMERATIONS PANEL 2024</u></p> <p>The Town Clerk presented the Report of The Independent Remunerations Panel 2024 to Members.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations under 3.0 of the report being: -</p> <ol style="list-style-type: none"> 1. That Members should continue to receive no basic allowance or out of pocket expenses for the civic year 2024/25.
<p><u>22.</u></p>	<p><u>PRESCOT TOWN HALL CAR PARK SURVEY TO REDUCE LOCAL TRAFFIC ISSUES</u></p> <p>Members considered the report of the Town Clerk which highlighted local traffic issues (notably along Warrington Road) and put forward proposals for the car park located at Prescott Town Hall to be made available for the use of a local business (The Big Chippy) or <i>gratis</i> parking for the wider community.</p> <p>Members received an update from Cllr J. Burke that she was working with Knowsley Council officers to help ameliorate some traffic issues at this location.</p> <p>It was UNANIMOUSLY RESOLVED to DEFER any decision and INSTRUCT the Town Clerk to contact Knowsley Council for an update on what work has been completed to date.</p>
<p><u>23.</u></p>	<p><u>CHRISTMAS CLOSEDOWN 2024</u></p> <p>Members considered the report of the Town Clerk which sought approval for the closure of Prescott Town Hall from 5:00pm on Friday 20th December 2024 to 9:00am on Thursday 2nd January 2025, with Members further agreeing to the awarding of two ex-gratia concessionary days during this period.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations under 3.0 of the report being: -</p> <ol style="list-style-type: none"> 1. That Prescott Town Hall would close from 5:00pm on Friday 20th December 2024 to 9:00am on Thursday 2nd January 2025 2. That two ex-gratia days would be awarded to officers during this period 3. That officers would be required to use three days annual leave during this period 4. That officers would contact room hirers and potential room hirers to make them aware that Prescott Town Hall would be closed during this period.
<p><u>24.</u></p>	<p><u>RESOLUTION TO EXCLUDE THE PRESS & PUBLIC</u></p> <p>It was UNANIMOUSLY RESOLVED to Exclude the Press and Public form the meeting by virtue of Standing Order 3D.</p>

25. BAR CONCESSION TENDER 2024

The Town Clerk informed Members that he had been notified by Jaka Ltd that they did not wish to continue with the bar concession beyond the end of August 2024; and as a result a bar tendering exercise would need to commence.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 4.0 of the report being: -

1. Members reviewed and approved documents for the 2024 bar tender
2. Members reviewed, amended and approved timescales for the 2024 bar tender
3. Members approved how the bar tender was to be published/circulated
4. Members established a Tender Evaluation Panel insofar as Members of Finance, Policy & HR Committee would review submitted tenders at its meeting in July 2024.
5. Members noted the contents of the report.

The meeting closed at 7:35 p.m.

Dated: 27th June 2024

**Signed:.....
Cllr Mark Burke (Mayor of Prescot)**

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th JUNE 2024

REPORT TITLE:

Minutes of Committees

BACKGROUND TO THE REPORT:

In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

PURPOSE OF REPORT:

To **NOTE** the minutes of the committee meetings provided.

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 23rd MAY 2024** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

Cllr P. Shaw

35. ELECTION OF CHAIR OF COMMITTEE

It was **UNANIMOUSLY RESOLVED** to appoint Cllr G. Wickens as Chair of Finance, Policy and Human Resources Committee for all remaining meetings of 2023/24.

36. ELECTION OF VICE-CHAIR OF COMMITTEE

It was **UNANIMOUSLY RESOLVED** to appoint Cllr M. Burke as Vice-Chair of Finance, Policy and Human Resources Committee for all remaining meetings of 2023/24.

37. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 18th January 2024 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

38. MONTHLY BUDGET MONITORING STATEMENT

The Town Clerk presented the monthly budget monitoring statement to 31st March 2024 for Members' consideration.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the budget monitoring statement to 31st March 2024, subject to the Town Clerk making two amendments regarding figures concerning the senior

citizen drop-in budget, and the narrative relating to Parks Capital Maintenance budget.

39. ORDERS AND PAYMENTS AUTHORISATION

The Town Clerk presented orders and payments to 31st March 2024.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** payments to 31st March 2024.

40. FACILITIES BOOKINGS

The Town Clerk provided Members with the quarterly list of facility bookings and derived income to 31st March 2024.

It was **UNANIMOUSLY RESOLVED** to:-

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

41. 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 as presented, subject to the removal of Asset Reference PTC73 "Defibrillator" and that the Town Clerk clarifies purchase/ownership of gazebos as stated within the Asset Register.
2. **APPROVE** that amendments to the asset register are reflected in Councils 2023/24 Annual Governance and Accountability Return
3. **NOTE** the contents of this report.

42. PROPOSED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

It was **UNANIMOUSLY RESOLVED** to:-

1. **RECOMMEND** that the Proposed 2023/24 Annual Governance & Accountability Return be presented to Annual Council for approval.
2. **APPROVE** that Cllr P. Shaw supports officers in reviewing and updating the Prescot Town Council website, in addition to testing the market for a website designer/website host.
3. **NOTE** the contents of the report.

43. PROPOSED CO-OPTION POLICY 2024 VERSION TWO

The Town Clerk presented a second version of the Co-Option Policy as presented to Members in January 2024.

It was **UNANIMOUSLY RESOLVED** to:-

1. **DEFER** approving the proposed co-option policy to ascertain the process for co-opting Cllr P. Cook onto Council
2. **NOTE** the contents of the report.
3. **INSTRUCT** the Town Clerk to set up a working group to consider the policy.

44. 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.

45. TOWN HALL CHRISTMAS LIGHTS

The Town Clerk presented a report to Members for Christmas Lights on the side and front of Prescott Town Hall including design and costs.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** that Council enters into a three year contract with Lumalite to provide Christmas Lights at Prescott Town Hall from 2024/25 to 2026/27.

46. UPDATE ON RECRUITMENT TO CARETAKER POSITION

The Town Clerk updated Members that a total of eight people had applied for the vacant caretaker/cleaner position.

It was **UNANIMOUSLY RESOLVED** to:-

1. **INSTRUCT** the Town Clerk to interview all applicants for the vacant position, and that whilst only one Caretaker/Cleaner vacancy existed, where appropriate, the Town Clerk should establish a "Casual Pool" of Caretakers/Cleaners so as to support Council operations.

47. TOWN CLERK – UPDATE ON CILCA QUALIFICATION

The Town Clerk confirmed that coursework relating to his CILCA qualification had been submitted to the course moderator for comment/amendment prior to formal submission to EMMA in July 2024.

The meeting closed at 7:18 p.m

Dated:

Signed:.....

**Chair - Finance, Policy and Human
Resources Committee**

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27th JUNE 2024****REPORT TITLE:**

Report on Council Resolutions During 2024/25

BACKGROUND TO THE REPORT

At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions.

Council's Standing Orders were also amended to ensure that this report was a standing agenda item at each Council Meeting.

PURPOSE OF THE REPORT

To provide an update to Members of progress against previously agreed council or committee resolutions.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Report on Council Resolutions During 2024/25

1. INTRODUCTION

- 1.1 At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions (where a resolution required progression officers/partners).
- 1.2 Given that members meet throughout the civic year, it is sometimes difficult to remember what resolutions have been made at each council or committee meeting, and perhaps more importantly, difficult to assess progress against those resolutions.
- 1.3. Appendix One to this report details Members' resolutions and progress to date.

2. RECOMMENDATIONS

- 2.1 Members are asked to:-
 1. Consider previous council resolutions and progress detailed within Appendix One
 2. Note the contents of this report

Appendix One

Date of Meeting	Minute Number	Resolution	Progress to Date
30/05/2024	13	2. That meetings of Finance, Policy and HR Committee scheduled for 11 th July 2024 and 16 th January 2025 not be confirmed and are subject to change pending clarification from Members.	<p>In Progress: The Town Clerk is awaiting confirmation from Members of Finance, Policy and HR Committee of alternative dates for these committees.</p> <p>Members are advised that Council resolved that Finance, Policy and HR Committee Members would evaluate submitted tenders for the Bar Concession, with recommendations submitted to Council on 25th July.</p> <p>Finance, Policy and HR Committee must therefore meet on 18th July at the latest.</p>
30/05/2024	19	Approved Community Funding Application to Prescott Mission Christmas Dinner 2024 for £500.00.	<p>In Progress: Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.</p>
30/05/2024	19	Approved Community Funding Application to the 1 st Prescott & Whiston Scout Group for £500.00.	<p>In Progress: Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.</p>
30/05/2024	19	Deferred Community Funding Application to the Friends of Halshead and Food Initiative Group pending confirmation of Council's Community Fund Guidelines.	<p>Completed: The Town Clerk will brief Members at its meeting on 27th June 2024.</p>

Date of Meeting	Minute Number	Resolution	Progress to Date
30/05/2024	20	Submission of Annual Governance and Accountability Return 2023/24	<p>Completed: The Town Clerk submitted Councils 2023/24 Annual Governance and Accountability Return (AGAR) to PKF Littlejohn as External Auditor.</p>
30/05/2024	22	To defer any decision (on the potential use of the carpark at Prescott Town Hall for community use/the owners of "The Big Chippy") and instruct the Town Clerk to contact Knowsley Council for an update on what work has been completed to date.	<p>In Progress: The Town Clerk has contacted Knowsley Council officers and requested an update as to what work has been completed to date and going forward. Copies of the report and data presented to Council on 30th May 2024 have also been forwarded. The Town Clerk is awaiting a response back.</p>

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th JUNE 2024

REPORT TITLE

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

To provide Members with an update of work progressed and meetings attended by the Town Clerk.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY.**

REPORT PREPARED BY

Alex Spencer – Town Clerk

TOWN CLERK ANNOUNCEMENTS – June 2024

Heads of Terms Relating to Brown's Field and Eaton Street Park

Members will recall that at the last meeting of Council, the Town Clerk stated that he had requested several meetings with Knowsley Council officers to discuss Heads of Terms and the current/future management of Brown's Field and Eaton Street Park; but had had no responses to these requests.

As a result, the Town Clerk sought the support of dual-hatted Members to escalate these requests to Knowsley Council Executive Officers.

Cllr I. Smith contacted the Chief Executive of Knowsley Council on behalf of the Town Clerk, and in turn, an apology was provided, and an assurance given that a meeting would be scheduled as quickly as possible.

On 13th June 2024, the Town Clerk and Cllrs J. Burke and P. Cook met with Knowsley Council officers and discussed the following:-

- a. Heads of terms offered by Knowsley Council and Prescott Town Council's resolution not to accept these terms.
- b. Potential pavilion build at Brown's Field.
- c. Update on FA funding to support pavilion build (in light of 3 month break off clause still being included within lease)
- d. Installation of inclusive roundabout at Eaton Street Park.

As a result of this meeting it has been agreed that:-

- i. The Town Clerk will meeting with Knowsley Council officers week commencing 17th June 2024 to review their 25 Year Asset Management Plan to assess current stock condition and costs to maintain/replace assets within Brown's Field and Eaton Street Park.
- ii. Knowsley Council will coordinate the purchase and installation of an inclusive play roundabout at Eaton Street Park.
- iii. Based on i. above, an options report should be presented to Prescott Town Council at an extraordinary meeting of Council in July 2024 – thereby supporting deadlines stated by the FA and Knowsley Council concerning the awarding of funding for the Pavilion at Brown's Field.

Local Democracy Project 2024/25

Council's Local Democracy Project is progressing well, with pupils from Our Lady's Catholic Primary, St Lukes and Prescott Primary having successfully completed to date.

Feedback from each school has been positive.

Submission of Annual Governance & Accountability Return 2023/24

As per Member resolution at the last meeting of Council, the Town Clerk submitted Council's Annual Governance and Accountability Return 2023/24 to PKF Littlejohn as external auditor.

PKF Littlejohn has confirmed that the submission is accurate, that no further information relating to AGAR is required and that Council has satisfied the publication requirement for examination of Council's accounts.

The Town Clerk anticipates receipt of our external audit certificate in August/September 2024.

Prescot Events Funding

In January 2024, The Town Clerk met with Dale Milburn – Executive Director (Regeneration & Economic Development) and Louise Gillespie (as Chair of Prescot Business Club) to discuss Christmas lights and non-switch on event in 2023 and town events during 2024-25.

In May 2024, the Town Clerk received a letter from Dale Milburn confirming what was discussed at this meeting, the budget position of Knowsley Council and the ability of Knowsley Council to support events in the town.

Given the content of this letter and the financial position as outlined therefore, the Prescot Business Club will discuss how a Christmas light switch on event *may* go ahead in 2024 and how the business community will support events (including a Christmas event) beyond 2024-25.

The Town Clerk will continue to attend meetings of the Prescot Business Club and will update Members on the outcomes of those meetings.

BAR CONCESSION TENDER 2024

As per tender documents approved by Members at the last meeting of Council, officers have advertised the bar concession tender and have made themselves available to answer questions/advise.

To date, the Town Clerk has advised/met with two interested parties to date, however formal submissions are still to be received. The deadline for receipt of submissions is 5pm on Friday 28th June 2024.

Council's bar concessionaire continues to honour bookings in which have been taken and will continue to do so until the end of August 2024.

1. RECOMMENDATIONS

- 1.1 Members are asked to consider and note the report and accompanying appendices.

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th JUNE 2024

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY**

REPORT PREPARED BY

Alex Spencer – Town Clerk

MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
08/06/2024	Knowsley Council	Elizabethan Fayre
21/06/2024	Prescot Festival	Opening Night: South Liverpool Orchestra
22/06/2024	Prescot Photo Club	Phot Club Launch Event
23/06/2024	Prescot Town Council	Prescot Carnival
28/06/2024	Prescot Festival	Wingates Brass Band
30/06/2024	Whiston Town Council	Whiston Town Mayor Civic Service
30/06/2024	Prescot Festival	Festival Finale with Maghull Wind Orchestra
21/07/2024	Prescot Town Council	Prescot Community Recognition Awards

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27th JUNE 2024****REPORT TITLE:**

Planning Applications

BACKGROUND TO THE REPORT:

The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

PURPOSE OF ITEM:

To provide Members with details of the most recent applications forwarded by KMBC. Members are required to **CONSIDER** each application and **AGREE** to make comment if they feel so inclined. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 05/04/2024
PRESCOT

APP.NO: 24/00149/FUL

CASE OFFICER: Maxine

Wishart

APPLICANT: Mr Michael Le Brooq

APP. TYPE: Full Application

LOCATION: 13 Chorley Road Prescot

PROPOSAL: ERECTION OF SINGLE STOREY SIDE EXTENSION

WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SAQYVJIX0MX00>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 26/04/2024
PRESCOT

APP.NO: 24/00170/FUL

CASE OFFICER: Maxine

Wishart

APPLICANT: Mr Brian Doyle

APP. TYPE: Full Application

LOCATION: 27 Newhall Road Prescot

PROPOSAL: DEMOLITION OF EXISTING BOUNDARY WALL AND ERECTION OF
NEW BOUNDARY WALL TO THE SIDE AND REAR

WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=BDHRCIXMCY00>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 17/05/2024
PRESCOT

APP.NO: 24/00171/FUL

CASE OFFICER: Reece Black

APPLICANT: KCO Property Developments

APP. TYPE: Full Application

LOCATION: 30 Evans Street Prescot

PROPOSAL: CHANGE OF USE FROM C3 DWELLING TO 2NO. FLATS

WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=BEOTYIXMEU00>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 24/05/2024
PRESCOT

APP.NO: 24/00252/FUL **CASE OFFICER: To be allocated**
APPLICANT: Knowsley Council
APP. TYPE: Full Application
LOCATION: Shakespeare North Playhouse Prospero Place Prescot
PROPOSAL: ADDITION OF NEW PERFORATED POWDER COATED ALUMINIUM
ROOF SCREEN TO THE TOP OF THE PLANT ROOF AT SHAKESPEARE
NORTH PLAYHOUSE

WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SDJCKZIXI0K00>

APP.NO: 24/00253/CLD **CASE OFFICER: Lee Osborne**
APPLICANT: omega care group
APP. TYPE: Certificate of Lawful Use/ Dev Proposed
LOCATION: 73 St Helens Road Prescot
PROPOSAL: CERTIFICATE OF LAWFULNESS FOR PROPOSED USE OF
RESIDENTIAL DWELLING AS A CHILDRENS HOME

WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SDKSLIXI1O00>

APP.NO: 24/00260/CLD **CASE OFFICER: Reece Black**
APPLICANT: Hollingsworth
APP. TYPE: Certificate of Lawful Use / Dev Proposed
LOCATION: 13 Bryer Road Prescot
PROPOSAL: CONSTRUCTION OF SINGLE STOREY REAR EXTENSION WITH MONO
PITCHED

WARD: Prescot South

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SDMUXCIXI6M00>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 31/05/2024
PRESCOT

APP.NO: 24/00262/FUL **CASE OFFICER: Reece Black**
APPLICANT: Mr Terry Gainfold
APP. TYPE: Full Application
LOCATION: 12 Central Avenue Prescot
PROPOSAL: ERECTION OF A TWO STOREY SIDE EXTENSION AND SINGLE
STOREY REAR EXTENSION

WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SDRVHYIXIAG00>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 14/06/2024
PRESCOT

APP.NO: 24/00303/FUL **CASE OFFICER: Mark Quinn**
APPLICANT: Mr Paul Brooksbank
APP. TYPE: Full Application
LOCATION: St Mary and St Pauls C of E Primary School Bryer Road Prescot
PROPOSAL: ERECTION OF FLAT ROOF INFILL EXTENSION TO FORM A NEWLY
SECURE SCHOOL EXTRANCE. THE EXTENSION WILL INCLUDE A
GLAZED CURTAIN WALL ELEVATION

WARD: Prescot South

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SEPSBLIXJSJ00>

APP.NO: 24/00291/FUL **CASE OFFICER: Andrew Hunt**
APPLICANT: Mr Bradley Massie
APP. TYPE: Full Application
LOCATION: 135 Scotchbarn Lane Prescot
PROPOSAL: ERECTION OF SINGLE STOREY SIDE EXTENSION TO CREATE NEW
OFFICE UNIT
(CLASS E) WITH ADDITIONAL STOREROOM

WARD: Prescot South

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SECO46IXJ8700>

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27th JUNE 2024****REPORT TITLE:**

Planning Decisions

BACKGROUND TO THE REPORT:

The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

PURPOSE OF ITEM:

To provide Members with details of the most recent decisions forwarded by KMBC. These are for **NOTING** only. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th JUNE 2024

REPORT TITLE:

Community Fund Bids

BACKGROUND TO THE REPORT:

Funding Applications have been received from:

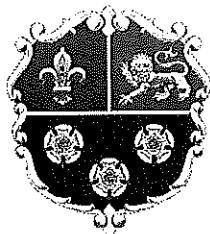
- Friends of Halsnead Allotment and Food Initiative Group

PURPOSE OF REPORT:

To **CONSIDER** and **APPROVE, DEFER** or **REJECT** the funding applications.

REPORT PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	Friends Of Halsnead Allotment and Food Initiative Group
Contact / responsible person:	Tina Cinnamond
Role in the Organisation:	Chairperson
Telephone:	
Email:	
What year was your group established?	2011 as allotment 2022 with social supermarket
Do you have a constitution?	Yes <input type="checkbox"/> X No <input type="checkbox"/>
Are you a registered Charity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
What are the main aims and activities of your Group?	We are an allotment group made up of community groups who grow their own produce. We have a social supermarket which provides food for £4.00 for £16.00 worth to help people experiencing financial hardship. To educate children and adults about the environment and nature. To recycle clothing and other items to help those in need.
Which area of Prescot are you based in?	L35 and L36
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project		
Project Name:	Tackling Food poverty	
When will this take place?	Weekly	
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	At the moment we have over 180 families registered with our social supermarket. Of these 90 individuals live in Prescot. We provide food for £4.00 for £16.00 worth. We would use the money received to buy food, toiletries and essential items for people who use our social supermarket	
How will this project make a difference in your community?	People are in need because of the current food crisis. Being able to continue to provide cheaper food and essentials for people is helping with the financial burden and hardship that people are suffering and also helps to relieve stress because people know they are able to come to us each week. The amount of people registered and using this each week shows that there is a definite need for this in the community.	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People Older People General Community Resident Association Sports or Arts Minority groups (e.g. LGBT, Disabled, BME)	<input checked="" type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> x
How many people will benefit from your project?	180+ families (50% of which are from Prescot)	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500.00 All will be going on food, toiletries and essentials.	
Have you secured funding from anyone else?	Not for this	
How will your project recognise the support of the Town Council	Putting up a notice to say food provided by Prescot Town Council with a logo, mention on our facebook page and on any of our literature linked to the social supermarket.	

Who will be running the activity?	<input checked="" type="checkbox"/> Unpaid Volunteers	How many 14
	<input type="checkbox"/> Paid Volunteers	How many 0
	<input type="checkbox"/> Paid Staff	How many 0

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: Tina Cinnamond
	Position: Chairperson
	Date: 3/3/24

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to so will result in clawback of funding. You agree to this term by submitting the application.

By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

