

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: 11th July 2024


Signed:.....

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

