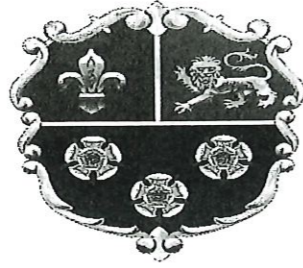


PRESCOT TOWN COUNCIL



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Dated this 4<sup>th</sup> Day of July 2024

To the Members of Finance, Policy and Human Resources Committee

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YOU ARE HEREBY SUMMONED TO ATTEND  
An Extra-Ordinary Meeting of  
Finance, Policy and Human Resources Committee  
to be held on Thursday 11<sup>th</sup> July 2024

at

Prescot Town Hall

commencing at 6.00 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.	<p><b>ELECTION OF CHAIR OF COMMITTEE</b></p> <p>To receive nominations for and <b>AGREE</b> the position of Chair of Finance, Policy and Human Resources Committee for 2024/25.</p>	Verbal
2.	<p><b>ELECTION OF VICE-CHAIR OF COMMITTEE</b></p> <p>To receive nominations for and <b>AGREE</b> the position of Vice-Chair of Finance, Policy and Human Resources Committee for 2024/25.</p>	Verbal
3.	<p><b>TO RECEIVE APOLOGIES</b></p> <p>To receive apologies of absence from committee members.</p>	Verbal
4.	<p><b>DECLARATIONS OF INTEREST</b></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><b>MINUTES OF THE PREVIOUS COMMITTEE MEETING</b></p> <p>To <b>APPROVE AND SIGN</b> the minutes of Finance, Policy and HR Committee Meeting held on Thursday 23<sup>rd</sup> May 2024 as a true and accurate record of the business transacted.</p>	Pages 3 to 7
6.	<p><b>COMMUNITY FUND WORKING GROUP</b></p> <p>Members are asked to <b>CONSIDER</b> the report and <b>APPROVE</b> the recommendations therein.</p>	Pages 8 to 12
7.	<p><b>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</b></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>	
8.	<p><b>BAR CONCESSION TENDER 2024 AND BAR OPTIONS</b></p> <p>Members are asked to <b>CONSIDER</b> the report and <b>APPROVE</b> the recommendations therein.</p>	Pages 13 to 35

**PRESCOT TOWN COUNCIL**  
**EXTRA ORDINARY MEETING**  
**FINANCE, POLICY AND HUMAN RESOURCES**  
**COMMITTEE**  
**11<sup>TH</sup> JULY 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 23<sup>rd</sup> 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 18<sup>th</sup> 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 31<sup>st</sup> March 2024 for Members' consideration.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the budget monitoring statement to 31<sup>st</sup> 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 31<sup>st</sup> March 2024.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** payments to 31<sup>st</sup> March 2024.

**40. FACILITIES BOOKINGS**

The Town Clerk provided Members with the quarterly list of facility bookings and derived income to 31<sup>st</sup> 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: 11<sup>th</sup> July 2024

Signed:.....

Chair - Finance, Policy and Human  
Resources Committee



**PRESCOT TOWN COUNCIL**  
**EXTRA ORDINARY MEETING**  
**FINANCE, POLICY AND HUMAN RESOURCES**  
**COMMITTEE**  
**11<sup>TH</sup> JULY 2024**

**REPORT TITLE:**

Community Fund Working Group

**BACKGROUND TO THE REPORT**

At a meeting of Council on 27<sup>th</sup> June 2024, Members unanimously resolved to establish a Working Group comprised of Members of Finance, Policy & Human Resources Committee to review Council's Community Fund Policy, Guidelines and funding applications from 2022/23 to the present, before submitting recommendations to Council on 25<sup>th</sup> July 2024.

**PURPOSE OF THE REPORT**

This report provides Committee Members with Council's Community Fund Policy, Guidelines and applications between 2022/23 to the present, so that Members can make recommendations to Council on 25<sup>th</sup> July 2024.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## PRESCOT TOWN COUNCIL

### Community Fund Working Group

#### 1. INTRODUCTION

- 1.1 At a meeting of Council on 27<sup>th</sup> June 2024, Members unanimously resolved to set an extra-ordinary meeting of Finance, Policy and HR Committee for 11<sup>th</sup> July 2024, and to establish a working group comprised of Committee Members to review Council's Community Fund Policy, Guidelines and applications between 2022/23 to the present day.
- 1.2 The overall aim of Council's Community Fund is to support Prescotians - whether that be individuals or organisations from the town.
- 1.3 This fund is promoted via council meetings and Council's website and social media pages. In addition, on occasion Councillors and/or officers may direct individuals/groups to the Community Fund if an application would be appropriate.
- 1.4 Having completed a review of applications received between 2022/23 to the present, it is clear that the majority of funding applications are from individuals or organisations from Prescot. However, on occasion Council has also considered applications from those who are not located within the boundaries of the Town yet; if funding were awarded, a number of Prescotians would benefit.
- 1.5 In addition, drawing on the review of applications between 2022/23 to the present, Members should satisfy themselves of the type of items which can be applied for under the Community Fund Policy. Is it more beneficial for instance to fund tangible items such as storage containers, sheds and aluminium goal posts above less tangible items such a bowling green consumables or foodstuffs - albeit that it is acknowledged that funding these may be of direct benefit to a number of Prescotians.
- 1.6 Finally, Members are asked to consider the processing of applications and administration of the fund from the perspectives of applicants and officers.
- 1.7 From the perspective of applicants, these are required to submit an application form, group constitution and bank statement before an application may be considered. Obviously, a balance needs to be struck between Members being satisfied that an application should be considered (for instance based on the work of group, beneficiaries and finances), and not putting an overly burdensome application process which may put applicants off making a submission.
- 1.8 From an officer perspective, again a balance needs to be struck between requesting, receiving and reviewing an adequate level of information which satisfies Members

that an application is appropriate, and not burdening officers to request and review information which is unlikely to be submitted or requires frequent follow up.

## 2.0 Recommendations

Members are recommended to:-

1. Consider this report and accompanying appendices to discuss the future operation of Council's Community Fund and submit recommendations to Council on 25<sup>th</sup> July 2024.
2. Note the contents of this report

Civic Year	Group / Individual Name	Located within Prescot	Funding Requested	Reason for Funding	Application Successful	Funding Awarded
2022/2023	Lee Cooper Foundation	Yes	£490.00	Guest speakers £240.00 Resources £150.00 Promotional costs £100.00	Yes	£490.00
2022/2023	Prescot Guide House	Yes	£500.00	Outside lighting (light & fitting) Two outdoor picnic benches	Yes	£500.00
2022/2023	Young Adults Respite Services (YARS)	Yes	£200.00	Christmas pantomime tickets for 8 young adults	Yes	£200.00
2022/2023	Friends of Eaton Street	Yes	£500.00	Musicians for Queen Jubilee event	Yes	£500.00
2022/2023	Prescot Hockey Club	No	£480.00	Equipment for junior teams	Yes	£480.00
2022/2023	Lady Margaret Bowling Club	Yes	£498.50	Fertiliser Spreader Leaf blower 2 x Pair of Shears	Yes	£498.50
2022/2023	Evolving Mindset CIC	Yes	£500.00	Mental health booklets Certificates Admin costs Trainer fees Refreshments & snacks	Yes	£500.00
2022/2023	Prescot Mission Christmas	Yes	£500.00	Meat vouchers x20 @ £25.00 each	Yes	£500.00
2022/2023	Prescot Historic Society	Yes	£210.00	Speakers fees for 2022/2023	Yes	£210.00
2022/2023	The Salvation Army - Prescot	Yes	£500.00	Fridge Freezer £360.00 Catering equipment - spoons, pans & trays £140.00	Yes	£500.00
2022/2023	Prescot Community Church	No	£439.60	Tables for community café	Yes	£439.60
2023/2024	Willowbrook Hospice	No	£500.00	Resilience/spa kits for 20 patients	Yes	£500.00
2023/2024	L35 Online Radio	Yes	£489.00	Heavy duty gazebo £260.00 Printed advertising feather flags £229	Yes	£489.00
2023/2024	Lady Margaret Bowling Club	Yes	£489.85	Nutrigrow fertiliser £115.00 Grass Seed £184.00 Weed & Moss killer £110.85 Moss Top £37.00 Delivery £43.00	Yes	£489.85
2023/2024	Friends of Prescot Cemetery & Churchyard	Yes	£500.00	Double hinged apex metal shed with anchor kit	Yes	£500.00
2023/2024	Prescot Cables JFC	Yes	£500.00	4 x aluminium fold away football goals	Yes	£500.00
2023/2024	Prescot Mission Christmas Dinner	Yes	£500.00	Meat vouchers x20 @ £25.00 each	Yes	£500.00
2023/2024	Prescot Rotary Club	Yes	£500.00	Lighting £300.00 Parts for PA System £150.00 Parts for Trailer £50.00	Yes	£500.00
2023/2024	Friends of Eaton Street Park	Yes	£500.00	Works to lock-up at Eaton Street Park	Yes	£500.00
2023/2024	Innovate Volunteering CIC	Yes	£500.00	1 X Defibrillator	Yes	£500.00
2023/2024	Knowsley Knerds	Yes	£500.00	£200.00 Refreshments - Teas, Coffees, Biscuits £300.00 Various Board Games	Yes	£250.00
2023/2024	Friends of Molyneux Drive Woodland & Fostery Space	Yes	£500.00	Materials design fitting of hinged storage seating in the shed	Yes	£500.00
2023/2024	Green Fingers Community Allotment Plot	Yes	£500.00	Plastic shed to store tools	Yes	£500.00
2024/2025	1st Whiston & Prescot Scout Group	No	£500.00	Trailer for minibus	Yes	£500.00
2024/2025	Prescot Mission Christmas Dinner	Yes	£500.00	Meat vouchers x20 @ £25.00 each	Yes	£500.00

2024/2025	Friends of Halsnead Allotment Group & Community Food Initiative	No	£500.00	Food toiletries & essentials - itemised list provided	Deferred	£0.00
2024/2025	Plan B - Spectrum Connect CIO	No	£500.00	Venue hire £180.00 Refreshments £110.00 Minibus/Taxi fees £180.00 Volunteer expenses £30.00	Not yet presented to Members	£0.00
2024/2025	Unity Morris Dancers	Yes	£500.00	T-shirts Jackets Dresses Essentials - no itemised ulisted provided	Not yet presented to Members	£0.00
2024/2025	Green Fingers Community allotment Plot	Yes	£500.00	Seating	Not yet presented to Members	£0.00