

# PRESCOT TOWN COUNCIL



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Dated this 19<sup>th</sup> Day of September 2024

To the Mayor and Members of Prescott Town Council

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**YOU ARE HEREBY SUMMONED TO ATTEND  
a meeting of Prescott Town Council  
to be held on Thursday 26<sup>th</sup> September 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	<b>TO RECEIVE APOLOGIES</b>	Verbal
2	<b>PUBLIC OPEN FORUM</b>  To provide members of the public with the opportunity to ask questions of the Council.	Verbal
3	<b>DECLARATIONS OF INTEREST</b>  <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	<b>MINUTES OF THE PREVIOUS COUNCIL MEETING</b>  To <b>APPROVE AND SIGN</b> the minutes of Town Council held on Thursday 25 <sup>th</sup> July 2024 as a true and accurate record of the business transacted.	Pages  5 to 9
5	<b>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</b>  To <b>NOTE</b> the minutes of the following Committee meetings:  (Draft) Events Committee held on 12 <sup>th</sup> September 2024	Pages  10 to 13
6	<b>REPORT ON COUNCIL RESOLUTIONS DURING 2024/25</b>  Members are asked to <b>CONSIDER</b> the report and <b>AGREE</b> the recommendations contained within.	Pages  14 to 18
7	<b>ANNOUNCEMENTS FROM THE LEADER</b>  To receive announcements from the Leader of the Council.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Verbal
8	<b>ANNOUNCEMENTS FROM THE TOWN CLERK</b>  To receive announcements from the Town Clerk.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Pages  19 to 20

9	<p><b>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</b></p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b></p>	Verbal
10	<p><b>MAYORAL ENGAGEMENTS</b></p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><b><u>FOR INFORMATION ONLY</u></b></p>	Pages 21 to 22
11	<p><b>PLANNING APPLICATIONS</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> any planning applications received and <b><u>AGREE</u></b> to make comment on those they feel require a response.</p>	Pages 23 to 25
12	<p><b>PLANNING DECISIONS</b></p> <p>Members are asked to <b><u>NOTE</u></b> any planning decisions received.</p>	
13	<p><b>FUNDING APPLICATIONS</b></p> <p>To <b><u>CONSIDER</u></b> and <b><u>APPROVE, DEFER</u></b> or <b><u>REJECT</u></b> the funding application from:</p> <ul style="list-style-type: none"> <li>• JK Stars Morris Dancers</li> <li>• Glenbuck Juniors FC</li> <li>• Prescot and Odyssey Cricket Club (Bowling Section)</li> </ul>	Pages 26 to 35
14	<p><b>PRESCOT CARNIVAL 2024 FEEDBACK REPORT</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	Pages 36 to 40
15	<p><b>PRESCOT COMMUNITY RECOGNITION AWARDS 2024 FEEDBACK REPORT</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	Pages 41 – 43
16	<p><b>EXTERNAL AUDIT REPORT 2023/24</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	Pages 44 – 46

17	<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>	
18	<p><b>UPDATE ON TERMINATION OF LEASES RELATING TO EATON STREET PARK AND KING GEORGE V PLAYING FIELD (BROWN'S FIELD)</b></p> <p>Members are asked to <b>CONSIDER</b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p> <p>(Report to be circulated to Members week commencing 23<sup>rd</sup> September 2024, to take account of the Town Clerk meeting with Knowsley Council officers on 20<sup>th</sup> September 2024)</p>	

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>TH</sup> SEPTEMBER 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 25<sup>th</sup> July 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, 25<sup>th</sup> JULY 2024** in **PRESCOT TOWN HALL**, commencing at **6.00P.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 and G. Wickens.

**TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)

**ALSO IN ATTENDANCE**

No members of the public were in attendance.

<b><u>41.</u></b>	<b><u>TO RECEIVE APOLOGIES</u></b>  Apologies were received from Cllr F. Wynn
<b><u>42.</u></b>	<b><u>PUBLIC OPEN FORUM</u></b>  No members of the public were in attendance.
<b><u>43.</u></b>	<b><u>DECLARATIONS OF INTEREST</u></b>  Declarations of Interest were received from the following: - <ul style="list-style-type: none"><li>• Cllr J. Burke for Item 13 Community Fund Applications</li><li>• Cllr M. Burke for Item 11 Planning Applications &amp; 12 Planning Decisions</li><li>• Cllr P. Cook for Item 13 Community Fund Applications</li><li>• Cllr I. Smith for Items 11 Planning Applications &amp; 12 Planning Decisions</li><li>• Cllr T. Smith for Item 13 Community Fund Applications</li></ul>
<b><u>44.</u></b>	<b><u>MINUTES OF THE PREVIOUS COUNCIL MEETING</u></b>  It was <b>UNANIMOUSLY RESOLVED</b> that the minutes of the previous council meeting held on 27 <sup>th</sup> June 2024 be <b>APPROVED AND SIGNED</b> as a true and accurate record of the business transacted.
<b><u>45.</u></b>	<b><u>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</u></b>  It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> minutes of Finance, Policy & HR Committee held on 11 <sup>th</sup> July 2024.

46.	<p><b><u>REPORT ON COUNCIL RESOLUTIONS DURING 2024/25</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> progress against resolutions as presented in Appendix One to the report.</p>												
47.	<p><b><u>ANNOUNCEMENTS FROM THE LEADER</u></b></p> <p>The Leader thanked councillors and officers for their hard work in supporting the 2023/24 Community Recognition Awards which had been a fantastic event for bringing together local groups who support the Prescott community.</p>												
48.	<p><b><u>ANNOUNCEMENTS FROM THE TOWN CLERK</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> announcements from the Town Clerk relating to:-</p> <ul style="list-style-type: none"> <li>• The Exercise of three-month break off clause by Knowsley Council concerning Brown's Field and Eaton Street Park.</li> <li>• Prescott Events and Events Funding</li> </ul>												
49.	<p><b><u>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</u></b></p> <p>None.</p>												
50.	<p><b><u>MAYORAL ENGAGEMENTS</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> the Mayoral Engagements listed.</p> <p>Cllrs M. Burke and I. Smith left the meeting.</p> <p>Cllr G. Wickens assumed Chair of the meeting.</p>												
51.	<p><b><u>PLANNING APPLICATIONS</u></b></p> <p>The following Planning Applications were considered:-</p> <table border="1" data-bbox="284 1711 1305 1957"> <thead> <tr> <th>Application Ref</th> <th>Location</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>24/00279/FUL</td> <td>4 Hawthorne Road, Prescot</td> <td>No objections or comments</td> </tr> <tr> <td>24/00292/FUL</td> <td>43 Fletcher Avenue, Prescot</td> <td>No objections or comments</td> </tr> <tr> <td>24/00275/FUL</td> <td>5 Knowsley Park Lane, Prescot</td> <td>No objections or comments</td> </tr> </tbody> </table>	Application Ref	Location	Comments	24/00279/FUL	4 Hawthorne Road, Prescot	No objections or comments	24/00292/FUL	43 Fletcher Avenue, Prescot	No objections or comments	24/00275/FUL	5 Knowsley Park Lane, Prescot	No objections or comments
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24/00292/FUL	43 Fletcher Avenue, Prescot	No objections or comments											
24/00275/FUL	5 Knowsley Park Lane, Prescot	No objections or comments											



	24/00340/FUL	17 Grays Avenue, Prescot	No objections or comments
	24/00253/NMA	6 Knowsley Park Lane, Prescot	No objections or comments
<b>52.</b>	<b><u>PLANNING DECISIONS</u></b>		
	<p>No Planning Decisions were received.</p> <p>Cllrs M. Burke and I. Smith rejoined the meeting.</p> <p>Cllr M. Burke resumed Chair of the meeting.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to suspend standing orders, to discuss Item 14 of the agenda</p>		
<b>53.</b>	<b><u>COMMUNITY FUND WORKING GROUP</u></b>		
	<p>The Town Clerk presented a report and recommendations from the Community Fund Working Group who sat on 11<sup>th</sup> July 2024.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1. Approved the amended Community Fund Policy &amp; Guidance Notes subject to removal of “Projects outside of Prescot” as stated on P.43 of the report</li> <li>2. Note the contents of the report.</li> </ol>		
<b>54.</b>	<b><u>FUNDING APPLICATIONS</u></b>		
	<ol style="list-style-type: none"> <li>1. Friends of Halsnead Allotment and Food Initiative Group who were seeking £500.00 for the purchase of food, toiletries and essential items.</li> </ol> <p>It was <b>UNANIMOUSLY RESOLVED</b> to:-</p> <p><b>REJECT</b> the application given that the items for which funding was being requested was not in adherence with the revised Community Fund Policy and Guidance Notes, but that the Town Clerk supports the group if a further application is submitted.</p> <ol style="list-style-type: none"> <li>2. Unity Morris Dancers who were seeking £450.00 for the purchase of a music sound system, speaker and supporting warranty.</li> </ol> <p>It was <b>UNANIMOUSLY RESOLVED</b> to:-</p> <p><b>DEFER</b> the application so that the Town Clerk obtains more information about the group in consideration of two new Morris Dancing Troops being formed.</p>		

	<p>3. Green Fingers Community Allotment Plot who were seeking £500.00 to purchase seating to further enable groups to interact with one another at the plot.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to:</p> <p><b>APPROVE</b> the application for £500.00 of Community Funding and to notify the Green Fingers Community Allotment Plot that their application was successful.</p>
<p><b>55.</b></p>	<p><b><u>DRAFT ANNUAL REPORT 2023/24 (TEXT VERSION)</u></b></p> <p>The Town Clerk presented a draft text version of the 2023/24 Annual Report for Members' consideration.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Approve the text version of the 2023/24 Annual Report subject to the amendments as recorded by the Town Clerk during the meeting; and the receipt of further contributions from Cllrs Burke, Goodwin and Murray.</li> <li>2. Approve that the same printing and distribution companies used for the 2022/23 Annual Report are used again for the 2023/24 Annual Report.</li> <li>3. Note the contents of the report.</li> </ol>
<p><b>56.</b></p>	<p><b><u>RESOLUTION TO EXCLUDE THE PRESS &amp; PUBLIC</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to Exclude the Press and Public form the meeting by virtue of Standing Order 3D.</p>
<p><b>57.</b></p>	<p><b><u>BAR CONCESSION TENDER</u></b></p> <p>The Town Clerk presented a report and recommendations from the Bar Tender Evaluation Panel who sat on 11<sup>th</sup> July 2024.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> that:-</p> <ol style="list-style-type: none"> <li>1. The Tempest Ltd be appointed as Council's Bar Concessionaire from 31<sup>st</sup> August 2024.</li> <li>2. Products, sale prices and the percentage offered as stated at Appendix One to the report were approved.</li> <li>3. Note the contents of the report.</li> </ol>

**The meeting closed at 7:20 p.m.**

**Dated: 26<sup>th</sup> September 2024**

**Signed:.....**

**Cllr Mark Burke (Mayor of Prescot)**

**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>TH</sup> SEPTEMBER 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 **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY, 12<sup>TH</sup> SEPTEMBER 2024** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

**ELECTED MEMBERS PRESENT**

Councillors J. Burke, J. Edgar, P. Goodwin, T. Murray, T. Smith and M. Sommerfield.

**ALSO IN ATTENDANCE**

L. Sephton (Deputy Town Clerk)

**1. ELECTION OF CHAIR OF COMMITTEE**

It was **UNANIMOUSLY RESOLVED** that Cllr Tracey Murray be elected as Chair of the Events Committee.

**2. ELECTION OF VICE CHAIR OF COMMITTEE**

It was **UNANIMOUSLY RESOLVED** that Cllr Marjorie Sommerfield be elected as Vice Chair of the Events Committee.

**3. TO RECEIVE APOLOGIES**

Apologies were received from Cllrs M. Burke and P. Cook.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**5. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 20<sup>th</sup> May 2024 be agreed as a correct record and signed by the Chair.

## **6. PRESCOT CARNIVAL 2024 FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 2.5 being: -

2.5.1. Members should offer any other points on lessons learned for consideration at the meeting.

There were no other points raised.

2.5.2. The success of the carnival in attracting visitors and the setup, in its current format strongly suggests we should retain this method of organisation and delivery.

2.5.3. The success of the carnival in attracting visitors in June strongly suggests the carnival should run around the same time next year during the Prescott Festival of Music and Arts on either Sunday 22nd June 2025 or Sunday 29th June 2025 and members should agree a date to enable early planning of the event as this is the most fundamental decision taken in relation to the event.

Members agreed the date for next year's Prescott Carnival would be on 22<sup>nd</sup> June 2025.

2.5.4 Following the success of the numerous free activities it is recommended that these are booked once again next year as follows: -

- 6 large inflatables with 6 members of staff
- Climbing wall, Bungee Trampolines and Cannonball Airblasters
- Pedal go karts, crazy golf and gladiator duel
- Face painters x 5

## **7. PRESCOT COMMUNITY RECOGNITION AWARDS 2024 FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 6 being: -

6.1 Members should offer any other points on lessons learned for consideration at the meeting.

Members agreed to offer other Prescott Town Councillors the opportunity to speak during the event rather than just the Mayor and the outgoing Mayor.

6.2 Members should agree for the event format to remain unchanged and if the event time should be reduced to run for 2.5 hours.

Members agreed to keep the time of the event to 12pm – 3pm

**8. ARMISTICE DAY 2024**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 4 being: -

- 4.1 Using the powers granted to them under the terms of reference for Prescott Town Council Events Committee members should resolve to:
- Approve the Armistice Day Service in its suggested format.

**9. CHRISTMAS CRACKER 2024**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 4 being: -

- 4.1 Using the power granted under section 145 of the Local Government Act 1972 – Members resolve to: -
- 4.1.1 Consider the activities listed in 3.1 and agree the activities that are required for this year and instruct the Deputy Town Clerk make a booking.

Members agreed to all the activities listed in 3.1 with an additional Christmas stall to be hired from The Fun Experts

**10. BATALA MERSEY HALLOWEEN PARADE AND STATIC PERFORMANCE**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 3 being: -

- 3.1 Using the powers granted to them under the terms of reference for Prescott Town Council Events Committee members should resolve to:
- Approve the proposed Halloween Samba Parade and Static Performance by Batala Mersey and approve the virement of funds from the 2024/25 Events Budget or 2024/25 Council Budget to support all expenditure relating to the event.

Members agreed to use the underspends from the existing 2024/25 Events budget.

**The meeting closed at 6:46 p.m.**

**Dated: TBC**

**Signed:.....  
(Cllr T. Murray, Chair of Events Committee)**





**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>th</sup> SEPTEMBER 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 <sup>th</sup> July 2024 and 16 <sup>th</sup> January 2025 not be confirmed and are subject to change pending clarification from Members.	<p><b>Completed:</b> At a meeting of Full Council on 25<sup>th</sup> June 2024, Members clarified agreed to hold an Extra-Ordinary meeting of Finance, Policy and HR Committee on 11<sup>th</sup> July 2024 given the need to review Community Funding Policy and Guidelines and Bar Concession Tender.</p> <p>A meeting for 16<sup>th</sup> January 2025 was also confirmed given reporting schedule for budget setting 2025/26.</p>
30/05/2024	19	Approved Community Funding Application to Prescott Mission Christmas Dinner 2024 for £500.00.	<p><b>In Progress:</b> 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 <sup>st</sup> Prescott & Whiston Scout Group for £500.00.	<p><b>In Progress:</b> 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 Halsnead and Food Initiative Group pending confirmation of Council's Community Fund Guidelines.	<p><b>Completed:</b> Members rejected the application in consideration of the amended Community Fund Policy and instructed the Town Clerk to contact the applicant making them aware that the application was rejected but outlining items which were in line with the amended policy so that a further application could be submitted.</p>

Date of Meeting	Minute Number	Resolution	Progress to Date
30/05/2024	20	Submission of Annual Governance and Accountability Return 2023/24	<p><b>Completed:</b> 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><b>Completed:</b> An update on progress by KMBC was provided to Council on 25<sup>th</sup> June 2025, and the Town Clerk has spoken directly with owners of the Big Chippy to confirm that Knowsley Council / Merseyside Police will continue to work with all businesses along Warrington Road to help prevent obstructions to the highway. Given that Council has recently repaired barrier access to Prescott Town Hall, it was not possible to offer gratis parking to the Big Chippy and/or wider community given the likely operational impact this would have at the Prescott Town Hall.</p>
25/06/2024	38	Defer resolution on the application (From Friends of Halsnead Community Allotment and Food Initiative) pending a review of Council's Community Funding Policy & Guidelines by Members of Finance, Policy and HR Committee on 11 <sup>th</sup> July 2024; and that Council should consider recommendations of the Committee at its meeting on 25 <sup>th</sup> July 2024.	<p><b>Completed:</b> Finance, Policy &amp; HR Committee Members met of 11<sup>th</sup> July 2024; and have put forward recommendations to Council on 25<sup>th</sup> July 2024.</p>
25/06/2024	40	That Council's resolution of 15 <sup>th</sup> February 2024 continued to represent Council's position concerning both sites, and that the Town Clerk reiterate this position if contacted by Knowsley Council officers.	<p><b>Completed:</b> Following Council on 25<sup>th</sup> June 2024, the Town Clerk was contacted by Knowsley Council officers seeking clarification of Council's position concerning proposed Heads of Terms.</p>

Date of Meeting	Minute Number	Resolution	Progress to Date
			<p>The Town Clerk made officers aware that Council's resolution of 15<sup>th</sup> February 2024 reflected Council's position.</p> <p>The Town Clerk subsequently received a letter from Knowsley Council confirming that the three month break-off clause as contained within the lease had been triggered.</p>
25/07/2024	55	Amendments to 2023/24 Annual Report and submission to printer.	<p><b>Completed:</b> Amendments and additions to the 2023/24 were included within the version submitted to Council's printer.</p> <p>The printer has produced a draft version which has been proof-read and will be finalised before distribution.</p>
25/07/2024	57	Appointment of Bar Concession	<p><b>Completed:</b> Following Council, the Town Clerk met with the Bar Concessionaire to confirm the appointment for 12 months, agree beverage and snack prices and arrange monthly meetings to review the bar concession.</p>



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> SEPTEMBER 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 – SEPTEMBER 2024**

### **Termination of Leases Relating to Eaton Street Park and King George V Playing Fields (Brown's Field)**

Following Knowsley Council's decision to activate the three-month break off clause within each lease relating to Eaton Street Park and King George V Playing Fields (Brown's Field) the Town Clerk has been working with Knowsley Council and utility companies to ensure a smooth transition ahead of 21<sup>st</sup> October 2024.

To date, the Town Clerk has contacted respective utility companies around the stopping up of supplies, although formal agreement has not been reached to stop these supplies by 21<sup>st</sup> October 2024.

The Town Clerk will meet with Knowsley Council officers on 20<sup>th</sup> September 2024 to discuss further transition arrangements and develop options for:-

- a. Ensuring continued access to and use of the pavilion within Eaton Street Park; thereby continuing to delivery community activities by community groups
- b. Potential community asset transfer/lease of bowling green area within Eaton Street Park
- c. Assurances that Prescott Carnival will continue to be held annually at Brown's Field

Members will receive a report week commencing Monday 23<sup>rd</sup> September detailing the outcome of this meeting and putting options forward to Members.

### **1. RECOMMENDATIONS**

- 1.1 Members are asked to note the report.



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> SEPTEMBER 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
04/08/2024	Knowsley Council	Knowsley Flower Show
17/08/2024	Shake-Scene Shakespeare	Performance of Anthony & Cleopatra at Shakespeare North Playhouse

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>TH</sup> SEPTEMBER 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 02/08/2024**

**PRESCOT**

APP.NO: 24/00371/FUL **CASE OFFICER: Andrew Hunt**  
APPLICANT: omega care group  
APP. TYPE: Full Application  
LOCATION: 73 St Helens Road Prescot  
PROPOSAL: CHANGE OF USE FROM RESIDENTIAL DWELLING (C3 USE) INTO CHILDRENS CARE  
HOME (C2 USE)  
**WARD: Prescot North**

**View Here –**

[https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SGCQINI  
XM5200](https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SGCQINI<br/>XM5200)

APP.NO: 24/00391/FUL **CASE OFFICER: Maxine Wishart**  
APPLICANT: G & A Taylor Ltd  
APP. TYPE: Full Application  
LOCATION: 98 St James Road Prescot  
PROPOSAL: ERECTION OF A TWO STOREY EXTENSION TO SIDE AND A SINGLE STOREY REAR  
EXTENSION  
**WARD: Prescot North**

**View Here –**

[https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SGVKCII  
XMZL00](https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SGVKCII<br/>XMZL00)

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING  
APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 16/08/2024**

**PRESCOT**

APP.NO: 24/00326/FUL **CASE OFFICER: Andrew Hunt**  
APPLICANT: Mr Jeff Harper  
APP. TYPE: Full Application  
LOCATION: 10 Egerton Road Prescot  
PROPOSAL: ERECTION OF A TWO STOREY REAR EXTENSION  
**WARD: Prescot North**

**View Here –**

[https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SFKUGIX  
KJM00](https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SFKUGIX<br/>KJM00)

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING  
APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 06/09/2024**

**PRESCOT**

APP.NO: 24/00463/TCA

CASE OFFICER: Daniel Griffiths

APPLICANT: R Millican Ltd

APP. TYPE: Trees in Conservation Areas

LOCATION: Millicans Opticians 29 - 31 Eccleston Street

PROPOSAL: FELL SELF SEEDED SYCAMORE TREES AND BUDDLEIA SHRUBS

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SJ6UY31XIDU00>

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>TH</sup> SEPTEMBER 2024**

**REPORT TITLE:**

Community Fund Bids

**BACKGROUND TO THE REPORT:**

Funding Applications have been received from:

- JK Stars Morris Dancers
- Glenbuck Juniors FC
- Prescot and Odyssey Cricket Club (Bowling Section)

**PURPOSE OF REPORT:**

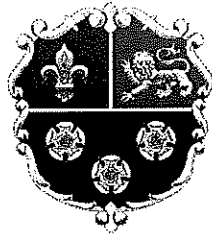
To **CONSIDER** and **APPROVE, DEFER** or **REJECT** the funding applications.

**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

<b>SECTION 1 – Your Organisation</b>	
<b>Organisation Name and Address:</b>	Unity Morris Dancers
<b>Contact / responsible person:</b>	Kayleigh gill
<b>Role in the Organisation:</b>	Principal
<b>Telephone:</b>	
<b>Email:</b>	
<b>What year was your group established?</b>	2024
<b>Do you have a constitution?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Are you a registered Charity?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
<b>What are the main aims and activities of your Group?</b>	To create a community group and to keep children and teenagers of the street and to bring something to the community for anyone to engage in and become part of a group that will be involving our community in a number of different activities. We will be competing every other weekend
<b>Which area of Prescot are you based in?</b>	Bryer road
<b>Bank Details:</b>	Sort Code: Account Number: Account Name: unity morris dancers

SECTION 2 – Your Project		
<b>Project Name:</b>	Unity morris dancers	
<b>When will this take place?</b>	Every Monday	
<b>Please give details and costs of the activities and / or equipment that you are applying for:</b> <b>You will be required to evidence each item of expenditure if successful</b>	<p>Cost is for uniform for every girl this includes top jacket and competition dress and essentials.</p> <p>Equipment needed is a sound system and speaker</p> <p>We charge each girl £2.50 a week subs to help cover the costs of our practise hall</p>	
<b>How will this project make a difference in your community?</b>	<p>It will make a difference as it will bring people in the community together and create a support network as we are a very low costly group who wants everyone to be able to be involved we don't discriminate against anyone.</p> <p>We will be holding family fundays. Coffee morning. Bingos. Dance shows</p> <p>This will create a community evenings and hopefully reduce crime rate and give our younger children a safe environment</p>	
<b>Who will mainly benefit from your project? (please tick the boxes that apply to your project)</b>	<b>Groups</b>	
	Young People	<input checked="" type="checkbox"/>
	Older People	<input checked="" type="checkbox"/>
	General Community	<input checked="" type="checkbox"/>
	Resident Association	<input checked="" type="checkbox"/>
	Sports or Arts	<input checked="" type="checkbox"/>
Minority groups (e.g. LGBT, Disabled, BME)	<input checked="" type="checkbox"/>	
<b>How many people will benefit from your project?</b>	As many as wants to join and participate in our community events	
<b>How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)</b>	<p>£500</p> <p>Tshirts per person £14</p> <p>Jacket per person £23</p> <p>Dress and essentials £15 per dancer</p>	
<b>Have you secured funding from anyone else?</b>	no	
<b>How will your project recognise the support of the Town Council</b>	We will recognise it as this funding will help us to start our funding to help pay for all the girls uniforms	
	<input checked="" type="checkbox"/> Unpaid Volunteers	How many 3

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

**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: K. Gill
	Position: Principal
	Date: 29/04/2024

**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](http://www.prescot-tc.gov.uk).**

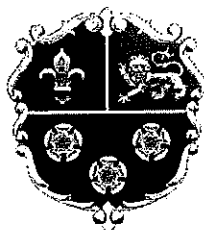
**You can return your form:**

<b>By Post:</b>	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
<b>By Email:</b>	<a href="mailto:enquiries@-tc.gov.uk">enquiries@-tc.gov.uk</a> prescot

**Don't forget!**

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.





**PRESCOT TOWN COUNCIL**  
**COMMUNITY FUND APPLICATION FORM**  
Grant Funding of up to £500 for Local Community Projects

<b>SECTION 1 – Your Organisation</b>	
<b>Organisation Name and Address:</b>	Glenbuck Juniors Football Club <del>XXXXXXXXXXXXXXXXXXXX</del> Playing at Prescott Primary
<b>Contact / responsible person:</b>	Clare Taylorson
<b>Role in the Organisation:</b>	Club Secretary
<b>Telephone:</b>	
<b>Email:</b>	
<b>What year was your group established?</b>	2024
<b>Do you have a constitution?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Are you a registered Charity?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
<b>What are the main aims and activities of your Group?</b>	We are a newly established grassroots childrens football club. We offer free football to children of all ages and abilities with no restriction on skills levels. We are an inclusive club who recognise the financial pressures on families and want to remove any barriers to extra curricular sports.
<b>Which area of Prescott are you based in?</b>	We run sessions from Prescott Primary School fields, Maryville Road, Prescott
<b>Bank Details:</b>	Sort Code: Account Number: Account Name: Glenbuck Juniors FC

SECTION 2 – Your Project		
<b>Project Name:</b>	Pitch Marking	
<b>When will this take place?</b>	The equipment will be undertaken throughout the football season	
<b>Please give details and costs of the activities and / or equipment that you are applying for:</b> <b>You will be required to evidence each item of expenditure if successful</b>	As a new club we have so far been fortunate enough to be able to fund raise to pay for goals, balls and the other kit required to run our football sessions however we still require a pitch marking machine to allow us mark out our pitches. We have raised part of the funds but are still short approx £300 to allow us to purchase the equipment we require. At present we are marking out the pitches using spray cans and this isn't very effective and becoming costly as we have to repaint the lines.	
<b>How will this project make a difference in your community?</b>	Currently we work with over 60 children within the community that attend a range of primary and secondary schools within the area. We offer FREE football. This offer allows children from the most deprived families to attend extra curricular activities that normally they would not be able to attend. Our sessions are run with the concentration being on each child developing at their own pace and through fun football activities not regimented drills or set timed targets. We concentrate just as much on the wellbeing and personal development of the children as we do the football. The money towards the line marker obviously is a set piece of kit but it allows us to teach the rules of the game and for children to adapt to the space ahead of set football games. Having the pitch marker will allow us to spend less money on marking and more on the children	
<b>Who will mainly benefit from your project? (please tick the boxes that apply to your project)</b>	<b>Groups</b>	
	Young People	<input checked="" type="checkbox"/>
	Older People	<input type="checkbox"/>
	General Community	<input type="checkbox"/>
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input checked="" type="checkbox"/>
Minority groups (e.g. LGBT, Disabled, BME)	<input checked="" type="checkbox"/>	
<b>How many people will benefit from your project?</b>	Approx 60 children and young people aged 4-16	
<b>How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)</b>	£300	
<b>Have you secured funding from anyone else?</b>	We have raised £150 through our tuck shop	
<b>How will your project recognise the support of the Town Council</b>	We have twitter and instagram account that we will publicise the grant on as well as through our football parent community.	
<b>Who will be running the activity?</b>	<input checked="" type="checkbox"/> Unpaid Volunteers	How many 8
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many

**Declaration:**

<b>I declare that to the best of my knowledge and belief the information supplied on this application form is correct, and in the event of information not being accurate or false, that this application will not be considered and/or withdrawn.</b>  <b>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.</b>	Signed: Clare Taylorson.
	Position: Club Secretary
	Date: 11/09/2024

**All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do 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](http://www.prescot-tc.gov.uk).**

**You can return your form:**

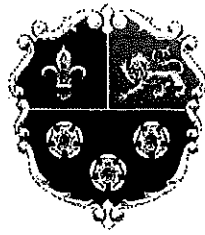
<b>By Post:</b>	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
<b>By Email:</b>	<a href="mailto:enquiries@prescot-tc.gov.uk">enquiries@prescot-tc.gov.uk</a>

**Don't forget!**

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.







**PRESCOT TOWN COUNCIL  
COMMUNITY FUND APPLICATION FORM**


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

SECTION 1 – Your Organisation	
<b>Organisation Name and Address:</b>	PRESCOT & ODYSSEY CRICKET CLUB BOWLING SECTION
<b>Contact / responsible person:</b>	MRS. JUDITH JOHNSON
<b>Role in the Organisation:</b>	CHAIRMAN
<b>Telephone:</b>	
<b>Email:</b>	
<b>What year was your group established?</b>	1946
<b>Do you have a constitution?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Are you a registered Charity?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
<b>What are the main aims and activities of your Group?</b>	WE AIM TO PROVIDE AN EXCELLENT BOWLING GREEN WHERE LIKE-MINDED PEOPLE, MOSTLY ELDERLY, CAN ENJOY FRESH AIR AND EXERCISE TOGETHER, WITH SOCIAL INTERACTION AND MUTUAL SUPPORT.
<b>Which area of Prescot are you based in?</b>	L34 6JW, ON BURROWS LANE
<b>Bank Details:</b>	Sort Code: Account Num: Account Name: PRESCOT CRICKET CLUB BOWLS SECTION SOCIAL FUND

**SECTION 2 - Your Project**

<b>Project Name:</b>	LAWN MOWER REPAIR	
<b>When will this take place?</b>	AS SOON AS POSSIBLE - ESTIMATED EARLIEST COMPLETION MID-AUGUST	
<b>Please give details and costs of the activities and / or equipment that you are applying for:</b> <b>You will be required to evidence each item of expenditure if successful</b>	THE LARGE MOWER THAT WE USE TO CUT OUR BOWLING GREEN HAS SUFFERED A SERIOUS BREAKDOWN AND THE ESTIMATED COST OF REPAIR IS £2836.50, FAR MORE THAN WE HAVE IN THE BANK. I AM ENCLOSED A COPY OF THE QUOTATION.	
<b>How will this project make a difference in your community?</b>	ONCE THE MOWER IS MENDED WE WILL BE ABLE TO CARE FOR OUR PLAYING SURFACE IN THE WAY WE WOULD WANT, TO KEEP IT IN THE BEST CONDITION. WE ARE CURRENTLY BORROWING A MOWER FROM THE CRICKET CLUB, AN OLD ONE WHICH WE ARE GRATEFUL FOR, BUT IS NOT AS GOOD AS OUR OWN. IT IS ONLY FAIR ON OUR MEMBERS THAT WE PROVIDE AS GOOD A PLAYING SURFACE AS POSSIBLE.	
<b>Who will mainly benefit from your project? (please tick the boxes that apply to your project)</b>	<b>Groups</b>	
	Young People	<input type="checkbox"/>
	Older People	<input checked="" type="checkbox"/>
	General Community	<input type="checkbox"/>
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input checked="" type="checkbox"/>
Minority groups (e.g. LGBT, Disabled, BME)	<input type="checkbox"/>	
<b>How many people will benefit from your project?</b>	WE CURRENTLY HAVE 45 MEMBERS.	
<b>How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)</b>	THE MAXIMUM £500 WOULD BE WONDERFUL THAT OBVIOUSLY STILL LEAVES A SHORTFALL WHICH WE ARE CURRENTLY DISCUSSING HOW TO DEAL WITH. IN THE SHORT-TERM OFFICERS OF THE CLUB ARE WILLING TO LEND THE MONEY. ESTIMATE OF COSTS ATTACHED.	
<b>Have you secured funding from anyone else?</b>	NO.	
<b>How will your project recognise the support of the Town Council</b>	AS WHEN YOU HAVE SUPPORTED US BEFORE WE HAVE MADE SURE THAT ALL MEMBERS WERE AWARE OF IT, AND I HAVE MENTIONED IT IN THE ECCLESTON COUNCIL MAGAZINE THAT I AM ASKED TO CONTRIBUTE TO EVERY YEAR.	
<b>Who will be running the activity? THE CLUB IS RUN ENTIRELY BY VOLUNTEERS (UNPAID) BUT THE REPAIRS WILL BE PROFESSIONALLY CARRIED OUT</b>	<input checked="" type="checkbox"/> Unpaid Volunteers	How many? <sup>EVERY YEAR.</sup> GROUND MAINTENANCE 6, COMMITTEE 7
	<input type="checkbox"/> Paid Volunteers	How many
	<input checked="" type="checkbox"/> Paid Staff	How many ?

**Declaration:**

<b>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.</b>	Signed: 
	Position: CHAIRMAN
	Date: 22nd July 2024

**All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do 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](http://www.prescot-tc.gov.uk).**

**You can return your form:**

<b>By Post:</b>	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
<b>By Email:</b>	<a href="mailto:enquiries@prescot-tc.gov.uk">enquiries@prescot-tc.gov.uk</a>

**Don't forget!**

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>TH</sup> SEPTEMBER 2024****REPORT TITLE:**

Prescot Carnival 2024 Feedback Report

**BACKGROUND TO THE REPORT**

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

**PURPOSE OF THE REPORT**

To provide feedback to the Council in relation to the success of the event and seeks any further input members wish to make in relation to lessons learned.

**REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk

Events Committee

## PRESCOT TOWN COUNCIL

### Prescot Carnival 2024 Feedback Report

#### 1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

#### 2. PRESCOT CARNIVAL

##### 2.1 Attendance

This year's carnival was once again well attended with approximately 3,500 people.

##### 2.2 Activities Undertaken

The carnival provided a wide variety of free activities for residents this year including: -

- 6 large inflatables
- Climbing wall, Bungee Trampolines and Cannonball Airblasters
- Pedal go karts, crazy golf and gladiator duel
- Face painters x 5
- Walk about Mickey & Minnie Mouse & Princesses
- Entertainment programme including performances from Wheel of Death Show, Batala Mersey Drumming Band, Mr Tumble Liverpool and Urban Queenz Dance Squad
- Provided the opportunity for 39 market stalls including local charities, community groups, local police and food/drink providers
- Large Fun fair (payable)

##### 2.3 Finance

The carnival has an allocated budget of £14,000 and the total net cost of the Carnival has been calculated at £9,448.36.

Excluding the donation from the fairground (£2,000 traditionally given to the mayor's charity), the running of the event has generated a net income of £1,485.96 through donations and sale of stall plots along with a refund for van rental.

A full financial breakdown is attached as appendix 1.

## 2.4 Lessons Learned

We have learnt a number of lessons from previous years, so items listed below are in relation to the current year: -

- The hire of the Climbing Wall, Bungee Trampolines, Cannonball Airblaster, Pedal go karts, Crazy Golf and Gladiator dual activities were a great success with a constant stream of users and many people commenting on how many free activities were available on the day.
- The hire of 5 face painters was a great success which reduced the amount of waiting time for visitors.
- The hire of the inflatables always proves very popular with attendees and this year was no exception.
- The support from Knowsley Councils grounds maintenance team was once again fantastic. There were two operatives litter picking before, during and after the event and provided wheely bins throughout the site. Feedback from residents following the event was that the park was left clean and litter free.
- The Mayor's Charity Stall raised £390 from the proceeds of the raffle.
- The Wheel of Death was a new addition to the event this year and brought a death-defying show in which Superheros showed off their skills of balance and co-ordination. The many comments we received on the day were that the show was fantastic and jaw dropping!
- Batala Mersey Drumming Band was also a new addition this year and wowed the crowds.
- Mr Tumble Liverpool proved very popular this year with the audience and engaged well with the children.
- L35 Community Radio provided music, games and entertainment this year at the opposite end to the arena area which offered additional free entertainment to supplement the main arena acts.
- The weather this year was really warm and sunny with a slight breeze which was great for event.

## 2.5 Recommendations

2.5.1. Members should offer any other points on lessons learned for consideration at the meeting.

2.5.2. The success of the carnival in attracting visitors and the setup, in its current format strongly suggests we should retain this method of organisation and delivery.

2.5.3. The success of the carnival in attracting visitors in June strongly suggests the carnival should run around the same time next year during the Prescott Festival of Music and Arts on Sunday 22<sup>nd</sup> June 2025.

2.5.4 Following the success of the numerous free activities it is recommended that these are booked once again next year as follows: -

- 6 large inflatables with 6 members of staff
- Climbing wall, Bungee Trampolines and Cannonball Airblasters
- Pedal go karts, crazy golf and gladiator duel
- Face painters x 5



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>TH</sup> SEPTEMBER 2024****REPORT TITLE:**

Prescot Community Recognition Awards 2024 Feedback Report

**BACKGROUND TO THE REPORT**

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

**PURPOSE OF THE REPORT**

To provide feedback to the Council in relation to the success of the event and seeks any further input members wish to make in relation to lessons learned.

**REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk

Events Committee

## PRESCOT TOWN COUNCIL

### Prescot Community Recognition Awards 2024 Feedback Report

#### 1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

#### 2. NOMINATIONS & SELECTION PROCESS

- 2.1 This year we received 4 nominations for Citizen of the Year and 3 nominations for Community Group of the Year.
- 2.2 The selection process took place on 1<sup>st</sup> July 2024 with 4 Councillors from the Events Committee scoring each nominee.
- 2.3 Those members who declared an interest in a nominee were excluded from scoring and a weighted score was used to ensure the process was fair and consistent to all nominees.

#### 3. EVENT FORMAT

- 3.1 The event was held on Sunday 21<sup>st</sup> July 2024 from 12pm – 3pm and 29 community groups were invited along to celebrate their work as volunteers in the community and were served with afternoon tea by Prescot Town Councillors and staff. The event format included: -
- 3 members of each community group were invited.
  - Neil Murray (L35 Radio) compared the event & played music.
  - Welcome by the Mayor of Prescot.
  - All community groups were given the opportunity to provide information on what they do as a group to be included in a booklet which was produced and given out on the day.
  - Outgoing Mayor presented charitable donations.
  - Town Councillors & staff served afternoon tea which consisted of sandwiches, cheese board, crisps, scones, tea, coffee, fruit juice and prosecco.
  - Citizens of the Year awarded.
  - Community Group of the Year awarded.
  - Heads and tails game.
  - Farewell by the Mayor of Prescot.

3.2 6 community groups declined the invitation due to having no-one available to attend, 5 community groups did not respond to the invitation and 2 community groups who had confirmed their attendance did not arrive on the day. The total number of guests on the day was 57 and this included community groups, Town Councillors, staff, mayoral donation recipients and award winners.

#### 4. **FINANCE**

4.1 The Community Recognition Awards has an allocated budget of £800 and the total net cost has been calculated at £546.42 with an underspend of £253.58. A breakdown of the costs can be seen below: -

<b>Item</b>	<b>Net Cost</b>
Prosecco x 24	£ 126.00
Orange Juice x 8	£ 23.20
Crackers/Cake/Chutney	£ 25.16
Silver Salvers x 2	£ 58.90
Milk x 4	£ 6.33
Sandwich Platters, Scone Platters, Cheese Board Platters, Crisps, Grapes,	£ 306.83
<b>Total</b>	<b>£ 546.42</b>

#### 5. **LESSONS LEARNED**

5.1 The timing of the event being 12pm – 3pm was adequate although it did finish a little earlier than planned at approx. 2.30pm. Members should discuss reducing the event to 2.5 hours for next year.

5.2 The community groups information booklet was well received by all guests.

#### 6. **RECOMMENDATIONS**

6.1 Members should offer any other points on lessons learned for consideration at the meeting.

6.2 The timing of the event will remain for three hours from 12pm – 3pm.

6.3 Prescot Town Councillors will be given the opportunity to speak during the event rather than just the Mayor and the outgoing Mayor.



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>th</sup> SEPTEMBER 2024****REPORT TITLE:**

External Audit Report 2023/24

**BACKGROUND TO THE REPORT**

Members are aware, in accordance with the Accounts and Audit Regulations 2015, Prescott Town Council are subject to an External audit in support of the Councils Annual Governance & Accountability Return.

**PURPOSE OF THE REPORT**

This report provides Members with a copy of the 2023/24 External Audit report for **CONSIDERATION**, there are no matters for action.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk

## **PRESCOT TOWN COUNCIL**

### **External Audit Report 2023/24**

#### **1.0 INTRODUCTION**

- 1.1 As Members are aware in accordance with the Accounts and Audit regulations 2015, Prescott Town Council is subject to an External audit in support of the Council's Annual Governance and Accountability Return.
- 1.2 The External Audit differs from the internal audit in that it focuses more on the financial performance between years and adherence to legislation. In addition, this audit draws upon the recommendations of Council's Internal Auditor and Annual Governance Statement as agreed by Council.
- 1.3 PKF Littlejohn has been appointed the national external auditor for smaller authorities, and as in previous years, officers have worked closely with PKF Littlejohn to ensure that information provided accurately and timely.
- 1.4 The External Auditor Certificate received upon completion of the audit is a positive one.

Whilst the Auditor makes reference to Council failing to be in compliance in 2022/23 for the period for the exercise of public rights, Council has been fully compliant for its 2023/24.

#### **2.0 RECOMMENDATION(S)**

- 2.1 Members are recommended to:-
  1. Consider the 2023/24 External Audit Report and resolve to its findings
  2. Note the contents of this report.

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

In respect of **Prescot Town Council – LA0170**

### 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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The smaller authority has disclosed that it made proper provision during the year 2023/24 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this Assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section 1, Assertion 7, which, on the basis of the above, is not correct.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Section 2, Box 10 is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £276,842.

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

None

### 3 External auditor certificate 2023/24

We 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.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**04/09/2024**

