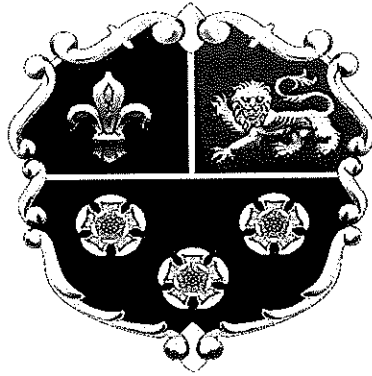


PRESCOT TOWN COUNCIL



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

Tele: 0151 - 426 - 3933

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Dated this 9th day of October 2024

To the Members of the Events Committee

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

YOU ARE HEREBY SUMMONED TO ATTEND

**a meeting of the Events Committee for the Town of Prescot to be held at
Prescot Town Hall on Wednesday 16th October at 6.00pm.**

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

Alex Spencer
TOWN CLERK

AGENDA

1. **TO RECEIVE APOLOGIES** Verbal
To receive apologies of absence from committee members.

2. **DECLARATIONS OF INTEREST** Verbal
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.

3. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 3-6)
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 12th September 2024.

4. **ARMISTICE DAY SERVICE 2024** Verbal
The Deputy Town Clerk will provide members with an update on the task list and members are asked to provide any relevant feedback.

This will be provided on the day.

5. **PRESCOT CHRISTMAS CRACKER 2024** Verbal
The Deputy Town Clerk will provide members with an update on the task list and members are asked to provide any relevant feedback.

This will be provided on the day.

6. **SENIOR CITIZEN CHRISTMAS DROP IN 2024** (Pages 7-9)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

PRESCOT TOWN COUNCIL
EVENTS COMMITTEE MEETING

16TH OCTOBER 2024

REPORT TITLE:

Minutes of Previous Committee Meeting

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 meeting as true and accurate.

REPORTS PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY, 12TH 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 20th 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 Prescot 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 Prescot Carnival would be on 22nd 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 Prescot 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: 16th October 2024

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

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE

16TH OCTOBER 2024

REPORT TITLE

Senior Citizen Christmas Drop In 2024

BACKGROUND TO THE REPORT

The report informs members of the proposed arrangements and format for the Senior Citizen Christmas Drop In.

PURPOSE OF THE REPORT

Members are asked to consider the report and resolve to agree to the recommendations.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Senior Citizen Christmas Drop In 2024

1. INTRODUCTION

- 1.1 This will be the Events Committee's fourth Senior Citizen Christmas Drop In event since it was introduced following the cancellation of the Christmas Cracker in 2021.
- 1.2 At the February 2024 Town Council meeting it was agreed that the event would be retained for future years with a possible date of Friday 6th December 2024.

2. PROPOSALS

2.1 Event Date and duration

Last year's Senior Citizen Christmas Drop In was held on Wednesday 6th December 2023 from 1pm – 3pm at Prescott Town Hall and the attendance was lower than usual as there was another local Christmas event held on the same day.

Committee members agreed to hold the event this year on a different day so as not to clash with other local events (Wednesday bingo session).

The Deputy Town Clerk has checked the booking calendar for using the multi-function room at Prescott Town Hall and has reserved Friday 6th December 2024 to hold the event between 1pm – 3pm.

2.2 Activities

Last year's event attracted approximately 20 local residents at Prescott Town Hall who enjoyed a live performance of festive music from Keiron Kenny, hot drinks served by Prescott Town Councillors and staff, mince pies, biscuits and large Christmas themed inflatables.

The Deputy Town Clerk has contacted Keiron Kenny to check his availability, and he has confirmed that he is able to perform at the event and his fee would be £100.

Following last year's event there were discussions with members to enhance the event by providing afternoon tea rather than just hot drinks and mince pies. The Deputy Town Clerk has researched costs and products available to supply an afternoon tea which can be found in 3.1. This should be discussed further by the committee.

2.3 Promotion

The event will be publicised on a double-sided leaflet along with the Christmas Cracker event which will be delivered to all Prescot Primary schools for a copy to be handed out to each child. The event poster will also be shared on social media platforms.

3. FINANCE

3.1 The existing budget for the Senior Citizen Christmas Drop In event is £500.

The approximate costings of the activities in section 2.2 are shown below:

Expenditure	
Item	Cost
Flyers & Posters	£60.00
16 x Sandwich platters = £224 5 x Scone platters = £45 3 x Strawberry Gateau = £30 (Based on 80 guests from Morrisons)	£299.00
Refreshments – hot drinks, additional food items	£41.00
Keiron Kenny – Singer	£100.00
Total	£500.00

4. RECOMMENDATIONS

4.1 Using the power granted under section 145 of the Local Government Act 1972 – Members resolve to: -

4.1.1 Agree to hold the event on Friday 6th December 2024 from 1pm – 3pm at Prescot Town Hall.

4.1.2 Consider and agree to the proposals listed in section 2.2 and 2.3.

4.1.3 Agree the associated approximate costs in section 3.

