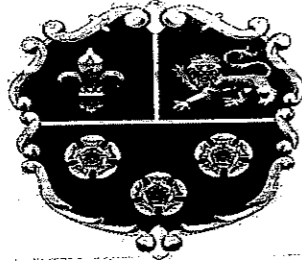


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 24th Day of October 2024

To the Members of Finance, Policy and Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND
An Ordinary Meeting of
Finance, Policy and Human Resources Committee
to be held on Tuesday 31st October 2024

at

Prescot Town Hall

commencing at 7.00 p.m. or upon the rise of Council on the same evening

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>TO RECEIVE APOLOGIES</p> <p>To receive apologies of absence from committee members.</p> | Verbal |
| 2. | <p>DECLARATIONS OF INTEREST</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 |
| 3. | <p>MINUTES OF THE PREVIOUS COMMITTEE MEETING</p> <p>To APPROVE AND SIGN the minutes of Finance, Policy and HR Committee Meeting held on Thursday 11th July 2024 as a true and accurate record of the business transacted.</p> | Pages 4 to 7 |
| 4. | <p>MONTHLY BUDGET MONITORING STATEMENT</p> <p>Members are asked to CONSIDER the report and APPROVE the position to date.</p> | Pages 8 to 11 |
| 5. | <p>ORDERS AND PAYMENTS AUTHORISATION</p> <p>Members are asked to CONSIDER and APPROVE the enclosed list of payments.</p> | Pages 12 to 14 |
| 6. | <p>FACILITIES BOOKINGS</p> <p>Members are asked to NOTE the Master Booking Sheet to date.</p> | Pages 15 to 22 |
| 7. | <p>PROPOSED LONE WORKING POLICY 2024</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p> | Pages 23 to 34 |
| 8. | <p>PROPOSED WORK EXPERIENCE POLICY 2024</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p> | Pages 35 to 41 |
| 9. | <p>REVIEW OF COUNCIL'S 2024/25 FIXED ASSET REGISTER</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p> | Pages 42 to 45 |

| | | |
|-----|---|--------|
| 10. | RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC 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. | |
| 11. | PROPOSED WORKING FROM HOME POLICY 2024 Member discussion concerning formal and informal arrangements for Council employees to work at home. | Verbal |

PRESCOT TOWN COUNCIL
FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE
31st OCTOBER 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 11th JULY 2024** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

Councillors J. Burke, P. Goodwin, T. Murray, P. Shaw, T. Smith, M. Sommerfield & G Wickens.

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

1. ELECTION OF CHAIR OF COMMITTEE

It was **UNANIMOUSLY RESOLVED** to appoint Cllr G. Wickens as Chair of Finance, Policy and Human Resources Committee for the 2024/25 Civic Year.

2. 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 the 2024/25 Civic Year.

3. TO RECEIVE APOLOGIES

Apologies were received from Cllrs M. Burke and I. Smith

4. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

5. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 23rd May 2024 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

6. COMMUNITY FUNDING WORKING GROUP

By virtue of Council Resolution on 27th June 2024, Finance, Policy and HR Committee Members were to form a working group at this meeting to review Council's Community Funding Policy and Guidelines and make recommendations to Council on 25th July 2024.

It was **UNANIMOUSLY RESOLVED** that:-

1. It be recommended to Council on 25th July 2024, that the Community Fund Policy and Guidelines be amended to state that foodstuffs and perishable items are outside the scope of Council's Community Fund.
2. It further be recommended, that Members continue to review Community Funding Applications on their merits, in consideration of the applicant's location, number of Prescotians who would benefit if funding were awarded and the type of items being applied for.
3. The Town Clerk amends Council's Community Funding Policy and Guidelines to reflect Member resolution, and present to Council on 25th July 2024.
4. That the report be noted.

7. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

By virtue of Standing Order 3D, it was **UNANIMOUSLY RESOLVED** 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.

8. BAR CONCESSION TENDER 2024 AND BAR OPTIONS

By virtue of Council Resolution on 27th June 2024, Finance, Policy and HR Committee Members were to form a bar concession tender evaluation panel and make recommendations to Council on 25th July 2024.

The Town Clerk presented Members with information from the sole application received as part of the tender.

The Town Clerk also presented a report assessing whether the bar could be internalised – thereby negating the need to appoint an external bar concessionaire.

It was **UNANIMOUSLY RESOLVED** that:-

1. It be recommended to Council on 25th July 2024 that the applicant be appointed to take over the bar concession from 1st September 2024, subject to the Town Clerk confirming with the applicant that **both** sales prices and income offered as per the tender RFQ be reduced by 10%.
2. It be recommended to Council that the applicant be appointed for 12 months.
3. It be recommended to Council that the bar should not be internalised
4. That the report be noted.

The meeting closed at 7:38 p.m

Dated: 31st October 2024

**Signed:.....
Cllr G. Wickens
Chair - Finance, Policy and Human
Resources Committee**

PRESCOT TOWN COUNCIL**FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING****31st OCTOBER 2024****REPORT TITLE:**

Budget Monitoring Statement.

BACKGROUND TO THE REPORT:

Each year the Town Council levy a Precept on the residents on the Town. This precept is then expended by the Town Council for the benefit of residents over the course of the year. In addition to the Precept the Town Council also derive an income from the operation of the Town Hall and various events.

PURPOSE OF REPORT:

To provide Members with details of the income received and expenditure incurred to date along with a forecast for the remainder of the financial year.

REPORT PREPARED BY:

Alex Spencer - Town Clerk

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Sep-24

| SUMMARY | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | EXECUTIVE SUMMARY |
|---|-------------------|-------------------|-------------------|--------------------|--|
| Total income | 381,427.36 | 357,317.13 | 357,317.00 | -24,110.36 | |
| Total expenses | 381,427.36 | 147,926.35 | 147,926.35 | -233,501.01 | |
| Income less expenses: | 0.00 | 209,390.78 | 209,390.65 | -209,390.65 | |
| INCOME DETAILS | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | NARRATIVE |
| Precept | 334,336.86 | 334,337.00 | 334,337.00 | 0.14 | All 2024/25 Precept has been received from Knowsley Council |
| Contribution from Reserves | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bank Interest | 1,150.00 | 5,267.20 | 5,267.20 | 4,117.20 | Bank interest to date based on deposit account. |
| Grant Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bar | 0.00 | 0.00 | 0.00 | 0.00 | |
| Events Income | 500.00 | 800.00 | 800.00 | 300.00 | Income derived to date is from stalls from the 2024 Prescott Carnival which has exceeded target. Further income may be generated from future Council events so greater likelihood that income target will be exceeded. |
| Miscellaneous Income | 0.00 | 706.81 | 706.81 | 706.81 | Miscellaneous income to date relates to the refund for van hire used as part of Prescott Carnival, and a donation from ice-cream van during the Carnival |
| Lettings | 26,440.50 | 11,895.63 | 11,895.63 | -14,544.87 | Income generated from lettings is on target given that 45% of income has been achieved during the first 6 months of operations. In consideration that there are a greater number of bookings planned scheduled for the second half of 2024/25, the Town Clerk is confident that the income target will be reached. |
| Bond | 12,000.00 | 1,179.50 | 1,179.50 | 0.00 | |
| TENS Licence | 0.00 | 5.00 | 5.00 | 0.00 | |
| Table Cloths, Chair Covers, Catering etc | 4,000.00 | 1,577.09 | 1,577.09 | -2,422.91 | Budget is broadly on target based on 6 months operations, and with a greater number of bookings scheduled for the second half on 2024/25, the Town Clerk is confident that income target will be met. |
| Bar | 3,000.00 | 1,548.90 | 1,548.90 | -1,451.10 | Budget is on target based on 6 months operations |
| Bar | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bar | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total income: | 381,427.36 | 357,317.13 | 357,317.13 | -13,294.73 | |
| COST CENTRE 1 - STAFF & TRAINING COSTS | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | NARRATIVE |
| Salaries and wages | 169,310.70 | 64,552.89 | 64,552.89 | -104,757.81 | |
| External Staff Cover | 0.00 | 0.00 | 0.00 | 0.00 | Cliff M. Burke has received the 2024/25 Mayoral Allowance. |
| Mayor | 850.00 | 850.00 | 850.00 | 0.00 | |
| Mileage and Travel | 200.00 | 0.00 | 0.00 | -200.00 | |
| Training | 1,000.00 | 1,682.58 | 0.00 | -1,000.00 | |
| Total staff & training costs: | 171,360.70 | 67,085.47 | 0.00 | -105,957.81 | |
| Percent of total: | 44.93% | | | | |
| COST CENTRE 2 - ADMINISTRATIVE | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | NARRATIVE |
| Elections | 8,000.00 | 0.00 | 5,000.00 | -3,000.00 | Despite repeated requests, KMBC are still to invoice Council for elections earlier this year. Based on historical invoices; an indicative cost of £5000.00 has been forecasted |
| Bank Charges | 300.00 | 87.81 | 87.81 | -212.19 | Budget is on target based on 6 months operations |
| Photocopier & Printing | 1,000.00 | 665.96 | 665.96 | -334.04 | Budget is on target based on 6 months operations albeit that increased paper and toner costs may require this budget to be revised moving forward. |
| Audit Fees | 1,800.00 | 320.00 | 1,800.00 | 0.00 | To date, Council's Internal Auditor has been paid upon completion of our 2023/24 Internal Audit @ £320.00 A further invoice will be received from PKF Littlejohn as External Auditor which is expected in the region of £1,500.00. The Town Clerk has therefore forecasted expenditure in the region of £1800.00, although this may be slightly over the budgeted amount. |
| Professional Fees | 4,000.00 | 1,213.95 | 2,500.00 | -1,500.00 | TO date council has paid two payments to 123 Sheets (£39.50) which Council uses for its VAT returns, and to Knowsley Council HR for our Annual HR SLA (£1,174) which covers HR Advice, Pensions and Payroll. Given ongoing discussions with Knowsley Council regarding Brown's Field and Eaton Street Park, the Town Clerk expects legal advice to be sought relating to the drawing up of leases/licenses; and has therefore forecasted expenditure in the region of £2,500.00; which if spent, would still produce and underspend for the year. |
| Stationary, Postage, Office Equipment | 2,000.00 | 1,541.26 | 1,541.26 | -458.74 | Budget is on target based on 6 months operations, albeit increases in costs may require this budget to be increased moving forward |
| Subscriptions | 500.00 | 35.00 | 35.00 | -465.00 | Annual payment to Information Commissioners Office. |
| Licences | 300.00 | 180.00 | 180.00 | -120.00 | Annual Premises Licence for Prescott Town Hall |
| Equipment Purchase / Maintenance | 1,600.00 | 989.30 | 989.30 | -610.70 | Payments for general wear and tear, with greatest expenditure for new fridge within bar area. |

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Sep-24

| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | NARRATIVE |
|--|------------------|------------------|------------------------|--------------------------|---|
| Quality Council | 2,800.00 | 33.31 | 2,700.00 | -100.00 | At the time there has only been expenditure relating to delivery of Council's Local Democracy Programme. However, invoices are to be received for production of Council's Annual report (£2,200) and its delivery (£460). The Town Clerk has therefore forecasted expenditure at £2,700.00 |
| Insurance | 5,000.00 | 5,569.85 | 5,569.85 | 569.85 | budgeted amount. This is likely to reduce in 2025/26 |
| Telephone & Broadband | 2,100.00 | 1,019.18 | 1,019.18 | -1,080.82 | Budget is on target based on 6 months operations |
| IT Recharges | 2,900.00 | 1,697.75 | 1,697.75 | -1,202.25 | Budget is on target based on 6 months operations |
| Advertising | 600.00 | 295.00 | 400.00 | -200.00 | Annual Membership Renewal of Chooseyourvent.com which helps to support promotion of council facilities. |
| Miscellaneous | 500.00 | 424.78 | 0.00 | -500.00 | |
| Total admin. expenses: | 33,400.00 | 14,073.15 | 24,186.11 | -9,213.89 | |
| Percentage of total: | 8.76% | | | | |
| COST CENTRE 3 - COMMUNITY PROVISION AND EVENTS | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | NARRATIVE |
| Prescot Town Council Community Fund | 8,500.00 | 2,300.00 | 5,000.00 | -3,500.00 | Based on the number of applications successfully awarded in previous years, the Town Clerk has forecasted expenditure at £5,000.00 for 2024/25. |
| Prescot Festival | 1,000.00 | 0.00 | 0.00 | -1,000.00 | No expenditure to date |
| Town Clock | 500.00 | 0.00 | 0.00 | -500.00 | No expenditure to date |
| Prescot Spring Clean | 3,600.00 | 0.00 | 0.00 | -3,600.00 | No expenditure to date |
| Prescot Community Recognition Awards | 800.00 | 546.42 | 546.42 | -253.58 | Expenditure relating to the Community Recognition Awards is now complete |
| Prescot Carnival | 14,000.00 | 10,934.32 | 10,934.32 | -3,065.68 | Expenditure relating to the Prescot Carnival is now complete. |
| Armistice Day Remembrance Service | 200.00 | 33.32 | 200.00 | 0.00 | Officers are currently purchasing for Armistice Day and based on previous year costs for wreaths and the bugler, expenditure in the region of £200.00 is forecast. |
| Prescot Christmas Cracker | 6,000.00 | 3,280.45 | 6,000.00 | 0.00 | Officers are currently spending for this event but expenditure is yet to be completed. |
| Senior Citizen Drop In | 500.00 | 0.00 | 0.00 | 500.00 | |
| Schools Selection Packs | 1,500.00 | 0.00 | 1,500.00 | -1,500.00 | Officers are currently spending for this event but based on previous expenditure, a forecast of £1500.00 is prudent. |
| Total Community expenses: | 36,600.00 | 17,094.51 | 24,180.74 | -12,419.26 | |
| Percentage of total: | 9.60% | | | | |
| COST CENTRE 3 - PUBLIC OPEN SPACE / OUTDOOR PROVISION | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | NARRATIVE |
| Parks Revenue Maintenance | 25,796.66 | 0.00 | 16,000.00 | -9,796.66 | Officers have ensured that the 2024/25 Grounds Maintenance Contract is pro-rata so that payments are only made to the point of parks reverting back. As a result Council should generate a saving of circa £10,000.00 |
| Browns Field Development | 2,000.00 | 1,419.00 | 1,419.00 | -581.00 | Payment for tree works along Carr Lane |
| Eaton Street Development | 2,000.00 | 459.95 | 1,000.00 | -1,000.00 | Payments to date relate to ramps and boiler unit at pavilion |
| Parks Capital Maintenance | 20,000.00 | 0.00 | 0.00 | -20,000.00 | Non commitment to 25 year asset management plan will generate a significant saving for council |
| Business Rates Browns Field | 300.00 | 244.51 | 244.51 | -55.49 | Expenditure relating to business rates is now complete |
| Electricity - Eaton Street Pavilion | 510.00 | 0.00 | 0.00 | -510.00 | Unallocated electricity supply. Council has not received bills. Current with Scottish Power unallocated supply team. |
| Electricity - Playing Fields | 100.00 | 0.00 | 0.00 | -100.00 | Unallocated electricity supply. Council has not received bills. Current with Scottish Power unallocated supply team. |
| Water Rates - Playing Fields & Eaton Street | 300.00 | 175.08 | 300.00 | 0.00 | |
| Total POS expenses: | 51,006.66 | 2,298.54 | 18,963.51 | -32,043.15 | |
| Percentage of total: | 13.37% | | | | |
| COST CENTRE 4 - TOWN HALL | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET | NARRATIVE |
| Heat & Light | 23,000.00 | 8,324.76 | 20,000.00 | -3,000.00 | Energy costs are slightly lower that 50% half way through council operations, but with cold eather approaching, demand will increase in the second half of 2024/25, although the Town Clerk does not expect the budgeted amount to be exceeded. |
| Business Rates | 6,600.00 | 7,060.23 | 7,060.23 | 460.23 | 2024/25 business rates have been paid, albeit that this have exceeded budgeted amount. |
| Water Rates | 2,500.00 | 1,125.57 | 2,300.00 | -200.00 | Budget is on target based on 6 months operations |
| Town Hall Christmas Lights | 2,000.00 | 680.00 | 2,000.00 | 0.00 | Council has entered into a new agreement for Christmas Lights previous, and overall expenditure will be in region of £2,000.00 |
| Facilities Management | | | | | The majority of cost against this budget line £3500 relates to installation of new intercom system at Prescot Town Hall. Other items include initial payments for hygiene contract. It may be necessary to vire funds into the budget line for the remainder of 2024/25. |
| Furniture & Fittings | 1,000.00 | 615.79 | 1,000.00 | 0.00 | Budget is on target based on 6 months operations |
| Day to Day Maintenance | 5,500.00 | 2,398.76 | 5,500.00 | 0.00 | Budget is on target based on 6 months operations |
| Cleaning & Hygiene | 1,200.00 | 461.28 | 1,000.00 | -200.00 | Budget is on target based on 6 months operations |
| Laundry | 4,000.00 | 1,535.15 | 4,000.00 | 0.00 | Council is using a new supplier for laundry, and given that bookings could not be taken for a proportion of the 2024/25, expenditure is slightly below 6 months of operations. More bookings have been taken for the second half of 2024/25, and so its forecasted that all this budget will be used. |

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Sep-24

| | | | | | |
|---|------------------|------------------|------------------|-------------------|---|
| Refuse Collection | 2,750.00 | 1,268.11 | 2,750.00 | 0.00 | Budget is on target based on 6 months operations. This is an annual contract with B&M Waste Services |
| Borrowing Costs | 34,010.00 | 17,004.80 | 0.00 | -34,010.00 | Budget is on target based on 6 months operations. This loan is paid back to PWLB in two installments of £17,004.80 |
| Table Cloths, chair covers catering etc | 500.00 | 420.00 | 500.00 | 0.00 | Officers have purchased new table cloths and chair coverings for 2024/25 to make room dressing as attractive as possible. Further expenditure may be required owing to damage / replacement |
| Bond Refund | 0.00 | 1,450.00 | 0.00 | 0.00 | |
| TEN Licence | 0.00 | 21.00 | 0.00 | 0.00 | |
| Total Town Hall expenses: | 89,060.00 | 47,374.68 | 52,110.23 | -36,949.77 | |
| Percentage of total: | 23.35% | | | | |

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

31st OCTOBER 2024

REPORT TITLE:

Orders and Payment Authorisation

BACKGROUND TO THE REPORT:

In accordance with the requirements of Financial Regulations 4.1 and 4.8 the responsible financial officer is required to submit for approval a list of all receipts and payments to date.

PURPOSE OF REPORT:

To provide Members with details of all payments to date not previously approved

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

Prescot Town Council

Payment Lis Quarter 2 - July 2024 - September 2024

| Approval Date | Payment Voucher No. | Supplier | Description | Date Cleared Bank Account | Gross |
|---------------|---------------------|--|---|---------------------------|-----------|
| 01/07/2024 | 136 | Prism Solutions | Telephones | 01/07/2024 | 209.29 |
| 01/07/2024 | 117 | Lyreco | Office Supplies and Cleaning Products | 04/07/2024 | 334.14 |
| 01/07/2024 | 116 | Prima Cleaners | Laundry | 04/07/2024 | 231.24 |
| 05/07/2024 | N/A | HSBC | Total Charges | 05/07/2024 | 13.83 |
| 08/07/2024 | 124 | 123 Sheets UK Ltd | MTD VAT Software Licence, expires 7th May 2025 | 08/07/2024 | 47.40 |
| 08/07/2024 | 120 | Alex Spencer | Linux PHP Extended Support for PHP 7.4 | 08/07/2024 | 10.20 |
| 08/07/2024 | 122 | Colin Hughes | Install & remove banner - Carnival 2024 | 08/07/2024 | 70.00 |
| 08/07/2024 | 121 | Knowsley Lift Services | Maintenance to Hoist and Platform (Lift) | 08/07/2024 | 120.00 |
| 08/07/2024 | 123 | WaterPlus | Water and Wastewater Bill 03/06/2024 - 02/07/2024 | 08/07/2024 | 207.81 |
| 08/07/2024 | 137 | HSBC | Petty Cash | 08/07/2024 | 207.18 |
| 10/07/2024 | 125 | Kirkby Skips Limited | Skip removal from Carnival 2024 | 10/07/2024 | 240.00 |
| 10/07/2024 | 126 | Ken Parry Automation Limited | Set of BFT Photo Cells to Barrier | 10/07/2024 | 264.00 |
| 12/07/2024 | 138 | ICO | Licence | 12/07/2024 | 35.00 |
| 15/07/2024 | 127 | Amazon | 2x Multi-Angle Stand for Tablets | 15/07/2024 | 23.13 |
| 16/07/2024 | 128 | Clr Joanne Burke | Crackers, Chutney and Cake | 16/07/2024 | 25.16 |
| 16/07/2024 | 129 | Water Plus | Water and Wastewater 14/6/24 - 13/7/24 | 16/07/2024 | 14.57 |
| 18/07/2024 | 130 | Medals for Schools | Silver Salvers for the Recognition Awards | 18/07/2024 | 70.68 |
| 18/07/2024 | 131 | Britannia Fleet | Confidential Waste Collection | 18/07/2024 | 32.40 |
| 19/07/2024 | 141 | TotalEnergies | Gas Bill 31/05/2024 - 25/06/2024 | 19/07/2024 | 546.12 |
| 22/07/2024 | 133 | Joanne Burke | Food for Prescot Community Recognition Awards 2024 | 22/07/2024 | 368.20 |
| 22/07/2024 | 132 | Alex Spencer | Milk for Prescot Community Recognition Awards 2024 | 22/07/2024 | 7.60 |
| 22/07/2024 | 134 | Carly McCaffrey | Reimbursement of Security Bond | 22/07/2024 | 50.00 |
| 22/07/2024 | 135 | ASL | Printing & Photocopying | 22/07/2024 | 46.21 |
| 22/07/2024 | 139 | British Gas | Electricity Bill 01/06/2024 - 30/06/2024 (Town Hall) | 22/07/2024 | 810.97 |
| 24/07/2024 | 140 | KMBC | PTC Salaries | 24/07/2024 | 12,631.30 |
| 25/07/2024 | 149 | Prism Solutions | IT Services | 25/07/2024 | 277.81 |
| 29/07/2024 | 150 | Peninsula Business | Health & Safety Training Package | 29/07/2024 | 333.39 |
| 01/08/2024 | 158 | CF Corporate Finance | Printer Lease Charge | 01/08/2024 | 77.40 |
| 01/08/2024 | 159 | Prism Solutions | Telephones | 01/08/2024 | 209.58 |
| 04/08/2024 | N/A | HSBC | Total Charges | 04/08/2024 | 25.07 |
| 05/08/2024 | 147 | Prima Cleaners | Laundry | 05/08/2024 | 207.78 |
| 05/08/2024 | 148 | Alex Spencer | Stanley screwdriver 20 bits and 4-pin 2D LED Bulb | 05/08/2024 | 35.97 |
| 05/08/2024 | 144 | Amazon | Teaspoons - set of 24 | 05/08/2024 | 11.89 |
| 05/08/2024 | 143 | Amazon | x2 bodyform ultra normal sanitary towels 180 (30 x6 packs) and pack of tea towels | 05/08/2024 | 36.49 |
| 05/08/2024 | 142 | Amazon | Blue Disposable Gloves - box of 100 | 05/08/2024 | 6.49 |
| 05/08/2024 | 145 | Lyreco | Office Supplies and Cleaning Products | 05/08/2024 | 80.42 |
| 05/08/2024 | 146 | Green Fingers Community Allotment Plot | Community Fund Application | 05/08/2024 | 500.00 |
| 05/08/2024 | 151 | WaterPlus | Water and Wastewater bill 03/07/2024 - 02/08/2024 (Town Hall) | 05/08/2024 | 216.96 |
| 05/08/2024 | 152 | Alex Spencer | Gov.uk renewal - prescot-tc.gov.uk | 05/08/2024 | 73.20 |
| 06/08/2024 | 153 | Alex Spencer | Linux PHP Extended Support for PHP 7.4 | 06/08/2024 | 10.20 |
| 09/08/2024 | 160 | Peac UK Ltd | Printer Lease Rental 09/08/2024 - 08/11/2024 | 09/08/2024 | 132.92 |
| 12/08/2024 | 154 | Catherine Walsh | Reimbursement of Security Bond | 12/08/2024 | 50.00 |
| 15/08/2024 | 157 | WaterPlus | Water and Wastewater bill 14/07/2024 - 13/08/2024 (Eaton Street) | 15/08/2024 | 18.46 |
| 15/08/2024 | 156 | Amazon | Tork Xpress soft multifold hand towels - pack of 21 | 15/08/2024 | 63.98 |
| 16/08/2024 | 155 | Rubbish Removers | Removal & Disposal of a back bar cooler from Prescot Town Hall | 16/08/2024 | 288.00 |
| 16/08/2024 | 161 | Amazon | Dorgaurd Fire Door Retainer x2 | 16/08/2024 | 257.99 |
| 16/08/2024 | 167 | TotalEnergies | Gas Bill 25/06/2024 - 24/07/2024 | 16/08/2024 | 454.91 |
| 20/08/2024 | 168 | B&M Waste Services | Bin Collection for July 2024 | 20/08/2024 | 280.40 |
| 20/08/2024 | 162 | ASL | Printing & Photocopying | 21/08/2024 | 47.42 |
| 22/08/2024 | 169 | British Gas | Electricity Bill 01/07/22024 - 31/07/2024 (Town Hall) | 22/08/2024 | 864.81 |
| 27/08/2024 | 170 | Prism Solutions | IT Services | 27/08/2024 | 277.81 |
| 27/08/2024 | 171 | KMBC | PTC Salaries | 27/08/2024 | 13,843.27 |
| 27/08/2024 | 163 | DrainDoctor | Cleaned out sanifo and cleaned out pipework for the hot water in upstairs toilet | 28/08/2024 | 372.00 |
| 28/08/2024 | 172 | Peninsula Business | Health & Safety Training Package | 28/08/2024 | 333.39 |
| 30/08/2024 | 165 | Screenking | Polos, Hoodies and Trousers | 30/08/2024 | 226.68 |
| 30/08/2024 | 166 | Aspire Blinds | Blinds for Multi Function Room | 30/08/2024 | 1,190.00 |
| 01/09/2024 | 192 | Prism Solutions | Telephones | 01/09/2024 | 209.28 |
| 02/09/2024 | 164 | Lyreco | Office Supplies and Cleaning Products | 02/09/2024 | 71.65 |
| 03/09/2024 | 173 | Streetwise UK | Update Lettering for 2024 | 03/09/2024 | 55.00 |
| 04/09/2024 | N/A | HSBC | Total Charges | 04/09/2024 | 8.00 |
| 04/09/2024 | 174 | Netwise UK | Set up fee for transfer of prescot-tc.gov.uk | 05/09/2024 | 60.00 |
| 04/09/2024 | 175 | WaterPlus | Water and Wastewater bill 03/08/2024 - 02/09/2024 (Town Hall) | 05/09/2024 | 76.12 |
| 04/09/2024 | 176 | Amazon | Cater-Cool Triple Hinged Bottle Cooler | 05/09/2024 | 619.99 |
| 05/09/2024 | 177 | Fasthosts | Business Bronze - prescot-tc.gov.uk (2 year renewal) | 05/09/2024 | 198.11 |
| 10/09/2024 | 178 | ESE Direct | Portable Glass Fibre Kerb Ramp - anti slip surface | 10/09/2024 | 79.80 |
| 11/09/2024 | 179 | Becky Sharp | Refund for invoice 038-24/25 | 11/09/2024 | 181.50 |
| 16/09/2024 | 180 | Empire Supplies | Empire Sliding Glass Lid Display / Ice Cream Chest Freezer | 16/09/2024 | 718.80 |
| 16/09/2024 | 181 | WaterPlus | Water and Wastewater bill 14/08/2024 - 13/09/2024 (Eaton Street) | 16/09/2024 | 14.94 |
| 17/09/2024 | 182 | Louise Sephton | Poppy Wreath x4 | 17/09/2024 | 79.96 |
| 17/09/2024 | 183 | WaterPlus | Water and Wastewater bill 15/08/2024 - 14/09/2024 (Browns Field) | 17/09/2024 | 25.42 |
| 18/09/2024 | 184 | The Fun Experts | Various Activities for Christmas Cracker 2024 | 18/09/2024 | 3,846.00 |
| 18/09/2024 | 197 | TotalEnergies | Gas bill 24/07/2024 - 22/08/2024 | 18/09/2024 | 419.48 |
| 19/09/2024 | 185 | Louise Sephton | Return parcels x2 - Amazon black paper cups & lids | 19/09/2024 | 17.96 |
| 19/09/2024 | 186 | Dawn Burns | Bond Refund | 19/09/2024 | 200.00 |

Prescot Town Council

Payment Lis Quarter 2 - July 2024 - September 2024

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|------------|-----|---|--|------------|--------|
| 19/09/2024 | 187 | ASL | Colour Photocopies 19/08/2024 - 18/09/2024 | 19/09/2024 | 42.26 |
| 20/09/2024 | 188 | ICS | Call out - Intruder alarm battery replacement 19/09/2024 | 20/09/2024 | 200.40 |
| 20/09/2024 | 200 | B&M Waste Services | Bin Collection for August 2024 | 20/09/2024 | 283.24 |
| 20/09/2024 | 201 | British Gas | Electricity Bill 01/08/2024 - 31/08/2024 | 20/09/2024 | 896.31 |
| 24/09/2024 | 189 | Roller Shutter Services Ltd | Roller Shutter annaul service | 24/09/2024 | 475.20 |
| 24/09/2024 | 190 | Amazon | Galaxy Hot Chocolate x12 (1kg tubs) | 24/09/2024 | 79.70 |
| 24/09/2024 | 191 | Amazon | Mini Marshmallows 1kg bag | 24/09/2024 | 10.84 |
| 25/09/2024 | 198 | Prism Solutions | IT Services | 25/09/2024 | 277.81 |
| 27/09/2024 | 195 | Glenbuck Juniors Football Club | Community Fund Application | 27/09/2024 | 300.00 |
| 27/09/2024 | 196 | Prescot & Odyssey Cricket Club Bowls Section | Community Fund Application | 27/09/2024 | 500.00 |
| 26/09/2024 | 193 | Amazon | x2 jugs, pack of 12 glasses and pack of 12 coffee cups | 27/09/2024 | 62.89 |
| 27/09/2024 | 194 | Mark Burke | Mayoral Allowance | 30/09/2024 | 850.00 |
| 30/09/2024 | 199 | Peninsula Business | Health & Safety Training Package | 30/09/2024 | 333.39 |
| 30/09/2024 | 202 | LampShopOnline | 32w Amal 4 pin col 840 (Phillips) Lighty Bulbs x10 | 30/09/2024 | 81.18 |

Actual Running Total (April to Sep) **454,232.00**

July 2024 - September 2024 48,696.35

PRESCOT TOWN COUNCIL

FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

31st OCTOBER 2024

REPORT TITLE:

Facilities Bookings

BACKGROUND TO THE REPORT:

List of facilities bookings to be **NOTED** by members.

PURPOSE OF REPORT:

To provide Members with a schedule of bookings within the
Town Hall

REPORT PREPARED BY:

Liam Johnson – Administration Officer

BOOKINGS - PRESCOT TOWN HALL

| NAME | WEEK COMMENCING | DATE | TIMES | ROOM | EVENT | NET INCOME |
|---|-----------------|----------------|-------------------|--------------------------------|--|------------|
| Prescot Town Council | 01 July 2024 | Mon/01/07/2024 | 5.30pm - 7.00pm | Council Chamber | Shortlisting for Community Recognition Awards | |
| Juanita Steel - Pilates | 01 July 2024 | Mon/01/07/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 01 July 2024 | Mon/01/07/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| Prescot Town Council | 01 July 2024 | Tue/02/07/2024 | 9.00am - 3.00pm | ALL ROOMS | Local Democracy Project - St Mary & St Paul's Primary | |
| KMBC - Prescot North Ward Surgery | 01 July 2024 | Tue/02/07/2024 | 10.00am - 11.00am | Meeting Room | Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith | £ 18.00 |
| Jenn Appleton - Kumon | 01 July 2024 | Tue/02/07/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 01 July 2024 | Tue/02/07/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 01 July 2024 | Wed/03/07/2024 | 10.00am - 12.30pm | Council Chamber | Intro to Cake Decoration | |
| FACE - Michelle Daly | 01 July 2024 | Wed/03/07/2024 | 1.00pm - 3:30pm | Conference Room | English Language Development/ESOL Course | |
| Michelle Brown - Line Dancing | 01 July 2024 | Wed/03/07/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| Tracy Shirley - Drama | 01 July 2024 | Wed/03/07/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| KMBC - Lynn Torrie | 01 July 2024 | Thu/04/07/2024 | 6.00am - 10.30pm | Multi Function | Polling Station | £ 297.00 |
| FACE - Michelle Daly | 01 July 2024 | Thu/04/07/2024 | 9:30am - 12:15pm | Council Chamber | British Values Course (for Speakers of Other Language) | |
| FACE - Victoria Powell | 01 July 2024 | Thu/04/07/2024 | 9.15am - 2.30pm | Conference Room | Level 2 - Mentoring Course | |
| Jenn Appleton - Kumon | 01 July 2024 | Thu/04/07/2024 | 3.30pm - 6.00pm | ouncil Chamber/Conference room | Kumon maths and english classes | £ 45.00 |
| Liverpool Harmony Club - Eric Hargreaves | 01 July 2024 | Thu/04/07/2024 | 7.30pm - 9.30pm | Council Chamber | Choir Practice | £ 24.00 |
| Prescot over 55's Deaf Club | 01 July 2024 | Fri/05/07/2024 | 11.00am - 4.00pm | Multi Function | Deaf Club - Grand Bingo | £ 60.00 |
| NO BOOKINGS TO BE TAKEN | 01 July 2024 | Fri/05/07/2024 | 4.00pm - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 01 July 2024 | Sat/06/07/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 01 July 2024 | Sat/06/07/2024 | 11.00am - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| NO BOOKINGS TO BE TAKEN | 01 July 2024 | Sun/07/07/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 08 July 2024 | Mon/08/07/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Cllr Frances Wynn | 08 July 2024 | Mon/08/07/2024 | 2.00pm - 3.00pm | Multi Function | Meeting with Taylor Wimpey & Cllrs | £ 24.67 |
| Juanita Steel - Pilates | 08 July 2024 | Mon/08/07/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 08 July 2024 | Mon/08/07/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| Cllr Jayne Edgar | 08 July 2024 | Tue/09/07/2024 | 10.00am - 11.00am | Meeting Room | Prescot North Ward Surgery - Cllr Jayne Edgar | |
| FACE - Amanda Briscoe | 08 July 2024 | Tue/09/07/2024 | 10:00am - 12:30pm | Council Chamber | Flower Arranging | |
| FACE - Amanda Briscoe | 08 July 2024 | Tue/09/07/2024 | 1.00pm - 4:00pm | Council Chamber | Level 1 Art | |
| Jenn Appleton - Kumon | 08 July 2024 | Tue/09/07/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 08 July 2024 | Tue/09/07/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| Friends of Prescot Cemetery | 08 July 2024 | Tue/09/07/2024 | 6.30pm - 7.30pm | Conference Room | Meeting | |
| Knowsley Fostering Service | 08 July 2024 | Wed/10/07/2024 | 10:00am - 2:00pm | Council Chamber | Domestic Violence | £ 76.17 |
| KMBC - Prescot South Ward Members Surgery | 08 July 2024 | Wed/10/07/2024 | 1.00pm - 2.00pm | Meeting Room | Prescot South Ward Surgery - Cllrs J Burke | £ 18.00 |
| FACE - Michelle Daly | 08 July 2024 | Wed/10/07/2024 | 1:00pm - 3:30pm | Conference Room | English Language Development/ESOL Course | |
| Michelle Brown - Line Dancing | 08 July 2024 | Wed/10/07/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| Tracy Shirley - Drama | 08 July 2024 | Wed/10/07/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| Jenn Appleton - Kumon | 08 July 2024 | Thu/11/07/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Prescot Town Council | 08 July 2024 | Thu/11/07/2024 | 6:00pm - 7:00pm | Council Chamber | Finance Policy & Human Resources Committee | |
| Paul Murphy - Martial Arts | 08 July 2024 | Thu/11/07/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Liverpool Harmony Club - Eric Hargreaves | 08 July 2024 | Thu/11/07/2024 | 7.30pm - 9.30pm | Council Chamber | Choir Practice | £ 24.00 |
| Deafness Resource Centre - Naomi Webb | 08 July 2024 | Fri/12/07/2024 | 12.00pm - 2.00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 08 July 2024 | Fri/12/07/2024 | 12.30pm - 4.00 pm | Multi Function | Deaf Club | £ 42.00 |
| NO BOOKINGS TO BE TAKEN | 08 July 2024 | Fri/12/07/2024 | 4.00pm - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 08 July 2024 | Sat/13/07/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |

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| NO BOOKINGS TO BE TAKEN | 08 July 2024 | Sat/13/07/2024 | 11.00am - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Aathethan Shanmugarajah | cancelled | Sat/13/07/2024 | 4:00pm - 12:00am | Multi Function | 5th Birthday Party | £ 75.00 |
| NO BOOKINGS TO BE TAKEN | 08 July 2024 | Sun/14/07/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Signing Solutions CIC | 15 July 2024 | Mon/15/07/2024 | 10:00am - 1:00pm | Meeting Room | Meeting | £ 30.00 |
| Ann O'Hara - Everton in the Community | 15 July 2024 | Mon/15/07/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Joanne Burke | 15 July 2024 | Mon/15/07/2024 | 7:00pm - 9:00pm | Council Chamber | Green Group Meeting | |
| Sharon Swindels - Aerobics | 15 July 2024 | Mon/15/07/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| KMBC - Prescott North Ward Surgery | 15 July 2024 | Tue/16/07/2024 | 10.00am - 11.00am | Meeting Room | Prescott North Ward Surgery - Clif F Wymn | £ 18.00 |
| Jenn Appleton - Kumon | 15 July 2024 | Tue/16/07/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 15 July 2024 | Tue/16/07/2024 | 6:30pm - 8:30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 15 July 2024 | Wed/17/07/2024 | 9:30am - 12:30pm | Council Chamber | Crochet Class | |
| FACE - Amanda Briscoe | 15 July 2024 | Wed/17/07/2024 | 12:30pm - 3:15pm | Council Chamber | Flower Arranging | |
| FACE - Michelle Daly | 15 July 2024 | Wed/17/07/2024 | 1:00pm - 3:30pm | Conference Room | English Language Development/ESOL Course | |
| Michelle Brown - Line Dancing | 15 July 2024 | Wed/17/07/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| FACE - Michelle Daly | 15 July 2024 | Thu/18/07/2024 | 9:30am - 12:15pm | Council Chamber | British Values Course (for Speakers of Other Language) | |
| FACE - Victoria Powell | 15 July 2024 | Thu/18/07/2024 | 9:15am - 2:30pm | Conference Room | Level 2 - Mentoring Course | |
| FACE - Amanda Briscoe | 15 July 2024 | Thu/18/07/2024 | 1:00pm - 3:30pm | Council Chamber | Crochet Class | |
| Jenn Appleton - Kumon | 15 July 2024 | Thu/18/07/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 15 July 2024 | Thu/18/07/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Liverpool Harmony Club - Eric Hargreaves | 15 July 2024 | Thu/18/07/2024 | 7:30pm - 9:30pm | Council Chamber | Choir Practice | £ 24.00 |
| FACE - Michelle Daly | 15 July 2024 | Fri/19/07/2024 | 10:00am - 12:00pm | Council Chamber | Celebration Event (ESOL Learners) | |
| NO BOOKINGS TO BE TAKEN | 15 July 2024 | Fri/19/07/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 15 July 2024 | Sat/20/07/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| Carly McCaffrey | 15 July 2023 | Sat/20/07/2024 | 2:00pm - 8:00pm | Multi Function | Year 6 Prom | £ 170.00 |
| Prescott Town Council | 15 July 2024 | Sun/21/07/2024 | 12:00pm - 3:00pm | Multi Function | Community Recognition Awards | |
| Ann O'Hara - Everton in the Community | 22 July 2024 | Mon/22/07/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 22 July 2024 | Mon/22/07/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 22 July 2024 | Mon/22/07/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| Jenn Appleton - Kumon | 22 July 2024 | Tue/23/07/2024 | 9:30am - 10:30am | Multi Function | Kumon maths and english classes | £ 18.00 |
| Prescott South Ward Parish Clifs Surgery - Green P | 22 July 2024 | Tue/23/07/2024 | 10.00am - 11.00am | Meeting Room | Prescott South Ward Parish Clifs Surgery - Green Party | |
| Paul Murphy - Martial Arts | 22 July 2024 | Tue/23/07/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Michelle Brown - Line Dancing | 22 July 2024 | Wed/24/07/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| FACE - Victoria Powell | 22 July 2024 | Thu/25/07/2024 | 9:15am - 12:00pm | Meeting Room | Level 2 - Mentoring Course | |
| FACE - Michelle Daly | 22 July 2024 | Thu/25/07/2024 | 9:30am - 12:15pm | Conference Room | British Values Course (for Speakers of Other Language) | |
| Reed Wellbeing - Thomas Colston | 22 July 2024 | Thu/25/07/2024 | 9:45am - 11:45am | Council Chamber | Diabetes Prevention Programme | £ 36.00 |
| FACE - Victoria Powell | 22 July 2024 | Thu/25/07/2024 | 12:00pm - 2:30pm | Council Chamber | Level 2 - Mentoring Course | |
| Jenn Appleton - Kumon | 22 July 2024 | Thu/25/07/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Prescott Town Council | 22 July 2024 | Thu/25/07/2024 | 6:00pm - 7:00pm | Council Chamber | Prescott Town Council Meeting | |
| Deafness Resource Centre - Naomi Webb | 22 July 2024 | Fri/26/07/2024 | 12:00pm - 2:00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 22 July 2024 | Fri/26/07/2024 | 12:30pm - 4:00 pm | Multi Function | Deaf Club | £ 42.00 |
| NO BOOKINGS TO BE TAKEN | 22 July 2024 | Fri/26/07/2024 | 4:00pm - 12:00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 22 July 2024 | Sat/27/07/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 22 July 2024 | Sat/27/07/2024 | 11:00am - 12:00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Nicola Andrews | cancelled | Sat/27/07/2024 | 5:00pm - 12:00am | Multi Function | 21st Birthday Party | £ 137.00 |
| NO BOOKINGS TO BE TAKEN | 22 July 2024 | Sun/28/07/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |

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| Ann O'Hara - Everton in the Community | 29 July 2024 | Mon/29/07/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Sharon Swindels - Aerobics | 29 July 2024 | Mon/29/07/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| Jenn Appleton - Kumon | 29 July 2024 | Tue/30/07/2024 | 9:30am - 10:30am | Multi Function | Kumon maths and english classes | £ 18.00 |
| LIVV Housing - Katie Campbell | 29 July 2024 | Tue/30/07/2024 | 11:00am - 2:00pm | Council Chamber | Livv Housing Group Meeting | £ 54.00 |
| Michelle Brown - Line Dancing | 29 July 2024 | Wed/31/07/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| Jenn Appleton - Kumon | 29 July 2024 | Thu/01/08/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 29 July 2024 | Thu/01/08/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Liverpool Harmony Club - Eric Hargreaves | 29 July 2024 | Thu/01/08/2024 | 7:30pm - 9:30pm | Council Chamber | Choir Practice | £ 24.00 |
| NO BOOKINGS TO BE TAKEN | 29 July 2024 | Fri/02/08/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 29 July 2024 | Sat/03/08/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 29 July 2024 | Sat/03/08/2024 | 11:00am - 12:00am | ALL ROOMS | NO BOOKINGS TO BE TAKEN | |
| NO BOOKINGS TO BE TAKEN | 29 July 2024 | Sun/04/08/2024 | ALL DAY | ALL ROOMS | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 05 August 2024 | Mon/05/08/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 05 August 2024 | Mon/05/08/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 05 August 2024 | Mon/05/08/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| Jenn Appleton - Kumon | 05 August 2024 | Tue/06/08/2024 | 9:30am - 10:30am | Multi Function | Kumon maths and english classes | £ 18.00 |
| KMBC - Prescott North Ward Surgery | 05 August 2024 | Tue/06/08/2024 | 10:00am - 11:00am | Meeting Room | Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith | £ 18.00 |
| Paul Murphy - Martial Arts | 05 August 2024 | Tue/06/08/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Friends of Eaton Street Park - provisional if bad weather | 05 August 2024 | Thu/08/08/2024 | 9:00am - 3:00pm | Multi Function | School Summer Holiday Events | |
| Jenn Appleton - Kumon | 05 August 2024 | Thu/08/08/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Jenn Appleton - Kumon | 05 August 2024 | Thu/08/08/2024 | 6:00pm - 7:00pm | Council Chamber | Safeguarding Training | £ 22.17 |
| Paul Murphy - Martial Arts | 05 August 2024 | Thu/08/08/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Deafness Resource Centre - Naomi Webb | 05 August 2024 | Fri/09/08/2024 | 12:00pm - 2:00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 05 August 2024 | Fri/09/08/2024 | 12:30pm - 4:00 pm | Multi Function | Deaf Club | £ 42.00 |
| NO BOOKINGS TO BE TAKEN | 05 August 2024 | Fri/09/08/2024 | 4:00pm - 12:00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 05 August 2024 | Sat/10/08/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| Catherine Walsh / Gary Calvert | 05 August 2024 | Sat/10/08/2024 | 2:00pm - 12:00am | Multi Function | Wedding | £ 373.75 |
| NO BOOKINGS TO BE TAKEN | 05 August 2024 | Sun/11/08/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 12 August 2024 | Mon/12/08/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 12 August 2024 | Mon/12/08/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 12 August 2024 | Mon/12/08/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| Jenn Appleton - Kumon | 12 August 2024 | Tue/13/08/2024 | 9:30am - 10:30am | Multi Function | Kumon maths and english classes | £ 18.00 |
| Cllr Jayne Edgar | 12 August 2024 | Tue/13/08/2024 | 10:00am - 11:00am | Meeting Room | Prescot North Ward Surgery - Cllr Jayne Edgar | |
| Friends of Prescott Cemetery | 12 August 2024 | Tue/13/08/2024 | 6:30pm - 7:30pm | Conference Room | Meeting | |
| KMBC - Prescott South Ward Members Surgery | 12 August 2024 | Wed/14/08/2024 | 1:00pm - 2:00pm | Meeting Room | Prescot South Ward Surgery - Cllrs J Burke | £ 18.00 |
| Michelle Brown - Line Dancing | 12 August 2024 | Wed/14/08/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| Friends of Eaton Street Park - provisional if bad weather | 12 August 2024 | Thu/15/08/2024 | 9:00am - 3:00pm | Multi Function | School Summer Holiday Events | |
| Jenn Appleton - Kumon | 12 August 2024 | Thu/15/08/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Liverpool Harmony Club - Eric Hargreaves | 12 August 2024 | Thu/15/08/2024 | 7:30pm - 9:30pm | Council Chamber | Choir Practice | £ 24.00 |
| NO BOOKINGS TO BE TAKEN | 12 August 2024 | Fri/16/08/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 12 August 2024 | Sat/17/08/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| Louise McElduff | cancelled | Sat/17/08/2024 | 2:00pm - 6:30pm | Multi Function | Childrens Birthday Party | £ 79.63 |
| NO BOOKINGS TO BE TAKEN | 12 August 2024 | Sun/18/08/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 19 August 2024 | Mon/19/08/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 19 August 2024 | Mon/19/08/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |

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|---|-------------------|----------------|-------------------|-----------------|---|----------|
| Sharon Swindels - Aerobics | 19 August 2024 | Mon/19/08/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| KMBC - Prescott North Ward Surgery | 19 August 2024 | Tue/20/08/2024 | 10.00am - 11.00am | Meeting Room | Prescott North Ward Surgery - Cllr F Wym | £ 18.00 |
| Paul Murphy - Martial Arts | 19 August 2024 | Tue/20/08/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Michelle Brown - Line Dancing | 19 August 2024 | Wed/21/08/2024 | 2.15pm - 3.15pm | Multi Function | Line Dancing Class | |
| Friends of Eaton Street Park - provisional if bad weather | 19 August 2024 | Thu/22/08/2024 | 9.00am - 3.00pm | Multi Function | School Summer Holiday Events | |
| Reed Wellbeing - Thomas Colston | 19 August 2024 | Thu/22/08/2024 | 9.45am - 11.45am | Council Chamber | Diabetes Prevention Programme | £ 36.00 |
| Paul Murphy - Martial Arts | 19 August 2024 | Thu/22/08/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Liverpool Harmony Club - Eric Hargreaves | 19 August 2024 | Thu/22/08/2024 | 7.30pm - 9.30pm | Council Chamber | Choir Practice | £ 24.00 |
| Deafness Resource Centre - Naomi Webb | 19 August 2024 | Fri/23/08/2024 | 12.00pm - 2.00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 19 August 2024 | Fri/23/08/2024 | 12.30pm - 4.00 pm | Multi Function | Deaf Club | £ 42.00 |
| NO BOOKINGS TO BE TAKEN | 19 August 2024 | Fri/23/08/2024 | 4.00pm - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 19 August 2024 | Sat/24/08/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| Stacey Coburn | 19 August 2024 | Sat/24/08/2024 | 2.00pm - 6:00pm | Multi Function | Childrens 5th Birthday Party | £ 150.00 |
| NO BOOKINGS TO BE TAKEN | 19 August 2024 | Sun/25/08/2024 | ALL DAY | ALL ROOMS | NO BOOKINGS TO BE TAKEN | |
| Prescot South Ward Parish Cllrs Surgery - Green P | 26 August 2024 | Tue/27/08/2024 | 10.00am - 11.00am | Meeting Room | Prescot South Ward Parish Cllrs Surgery - Green Party | |
| Paul Murphy - Martial Arts | 26 August 2024 | Tue/27/08/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Friends of Eaton Street Park - provisional if bad weather | 26 August 2024 | Thu/29/08/2024 | 9.00am - 3.00pm | Multi Function | School Summer Holiday Events | |
| Paul Murphy - Martial Arts | 26 August 2024 | Thu/29/08/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| NO BOOKINGS TO BE TAKEN | 26 August 2024 | Fri/30/08/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Lynn Titherington - Slimming World | 26 August 2024 | Sat/31/08/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 26 August 2024 | Sat/31/08/2024 | ALL DAY | ALL ROOMS | NO BOOKINGS TO BE TAKEN | |
| NO BOOKINGS TO BE TAKEN | 26 August 2024 | Sun/01/09/2024 | ALL DAY | ALL ROOMS | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 02 September 2024 | Mon/02/09/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 02 September 2024 | Mon/02/09/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 02 September 2024 | Mon/02/09/2024 | 7.30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| KMBC - Prescott North Ward Surgery | 02 September 2024 | Tue/03/09/2024 | 10.00am - 11.00am | Meeting Room | Prescott North Ward Surgery - Cllr M Burke & Cllr I Smith | £ 18.00 |
| Jenn Appleton - Kumon | 02 September 2024 | Tue/03/09/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Cllr Del Arnall | 02 September 2024 | Tue/03/09/2024 | 6.30pm - 7.30pm | Conference Room | Labour Party Selection Meeting | |
| Paul Murphy - Martial Arts | 02 September 2024 | Tue/03/09/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| Michelle Brown - Line Dancing | 02 September 2024 | Wed/04/09/2024 | 2.15pm - 3.15pm | Multi Function | Line Dancing Class | |
| Jenn Appleton - Kumon | 02 September 2024 | Thu/05/09/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 02 September 2024 | Thu/05/09/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Deafness Resource Centre - Naomi Webb | 02 September 2024 | Fri/06/09/2024 | 12.00pm - 2.00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 02 September 2024 | Fri/06/09/2024 | 12.30pm - 4.00 pm | Multi Function | Deaf Club | £ 42.00 |
| Lynn Titherington - Slimming World | 02 September 2024 | Sat/07/09/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 02 September 2024 | Sat/07/09/2024 | 11.00am - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Jeanette Dowdall | cancelled | Sat/07/09/2024 | 4:30pm - 1:00am | Multi Function | Wedding | £ 98.25 |
| NO BOOKINGS TO BE TAKEN | 02 September 2024 | Sun/08/09/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 09 September 2024 | Mon/09/09/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 09 September 2024 | Mon/09/09/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 09 September 2024 | Mon/09/09/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 09 September 2024 | Tue/10/09/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | |
| Jenn Appleton - Kumon | 09 September 2024 | Tue/10/09/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 09 September 2024 | Tue/10/09/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| Friends of Prescott Cemetery | 09 September 2024 | Tue/10/09/2024 | 6.30pm - 7.30pm | Conference Room | Meeting | |

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|---|-------------------|----------------|-------------------|-----------------|---|----------|
| FACE - Amanda Briscoe | 09 September 2024 | Wed/11/09/2024 | 9:30am - 12:30pm | Conference Room | Art Class | |
| FACE - Amanda Briscoe | 09 September 2024 | Wed/11/09/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | |
| Knowsley Fostering Service | 09 September 2024 | Wed/11/09/2024 | 10:00am - 2:00pm | Council Chamber | Sibling relationships & strategies | £ 76.17 |
| KMBC - Prescot South Ward Members Surgery | 09 September 2024 | Wed/11/09/2024 | 1.00pm - 2.00pm | Meeting Room | Prescot South Ward Surgery - Cllrs J Burke | £ 18.00 |
| Michelle Brown - Line Dancing | 09 September 2024 | Wed/11/09/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | n/a |
| Tracy Shirley - Drama | 09 September 2024 | Wed/11/09/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Amanda Briscoe | 09 September 2024 | Thu/12/09/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | |
| Jenn Appleton - Kumon | 09 September 2024 | Thu/12/09/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Prescot Town Council | 09 September 2024 | Thu/12/09/2024 | 6.00pm - 7.30pm | Conference Room | Events Committee Meeting | |
| Paul Murphy - Martial Arts | 09 September 2024 | Thu/12/09/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Lynn Titherington - Slimming World | 09 September 2024 | Sat/14/09/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 09 September 2024 | Sat/14/09/2024 | 11.00am - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| NO BOOKINGS TO BE TAKEN | 09 September 2024 | Sun/15/09/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 16 September 2024 | Mon/16/09/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 16 September 2024 | Mon/16/09/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 16 September 2024 | Mon/16/09/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 16 September 2024 | Tue/17/09/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | |
| KMBC - Prescot North Ward Surgery | 16 September 2024 | Tue/17/09/2024 | 10.00am - 11.00am | Meeting Room | Prescot North Ward Surgery - Cllr F Wynn | £ 18.00 |
| Jenn Appleton - Kumon | 16 September 2024 | Tue/17/09/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 16 September 2024 | Tue/17/09/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 16 September 2024 | Wed/18/09/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | |
| FACE - Amanda Briscoe | 16 September 2024 | Wed/18/09/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | |
| Alex Guest - Omega Life | 16 September 2024 | Wed/18/09/2024 | 10:00am - 2:00pm | Conference Room | Training | £ 76.17 |
| FACE - Amanda Briscoe | 16 September 2024 | Wed/18/09/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | |
| Michelle Brown - Line Dancing | 16 September 2024 | Wed/18/09/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| Tracy Shirley - Drama | 16 September 2024 | Wed/18/09/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 16 September 2024 | Thu/19/09/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | |
| Reed Wellbeing - Thomas Colston | 16 September 2024 | Thu/19/09/2024 | 9.45am - 11.45am | Council Chamber | Diabetes Prevention Programme | £ 36.00 |
| Jenn Appleton - Kumon | 16 September 2024 | Thu/19/09/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 16 September 2024 | Thu/19/09/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Deafness Resource Centre - Naomi Webb | 16 September 2024 | Fri/20/09/2024 | 12.00pm - 2.00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 16 September 2024 | Fri/20/09/2024 | 12.30pm - 4.00 pm | Multi Function | Deaf Club | £ 42.00 |
| Lynn Titherington - Slimming World | 16 September 2024 | Sat/21/09/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| Becky Sharp | Cancelled | Sat/21/09/2024 | 2.00pm - 6.00pm | Multi Function | Wedding Reception | £ 60.50 |
| NO BOOKINGS TO BE TAKEN | 16 September 2024 | Sun/22/09/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Alex Guest - Omega Life | 23 September 2024 | Mon/23/09/2024 | 10:00am - 4:00pm | Council Chamber | Training | £ 112.17 |
| Ann O'Hara - Everton in the Community | 23 September 2024 | Mon/23/09/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 23 September 2024 | Mon/23/09/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 23 September 2024 | Mon/23/09/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 23 September 2024 | Tue/24/09/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | |
| Alex Guest - Omega Life | 23 September 2024 | Tue/24/09/2024 | 10:00am - 4:00pm | Conference Room | Training | £ 112.17 |
| Prescot South Ward Parish Cllrs Surgery - Green P | 23 September 2024 | Tue/24/09/2024 | 10.00am - 11.00am | Meeting Room | Prescot South Ward Parish Cllrs Surgery - Green Party | |
| Jenn Appleton - Kumon | 23 September 2024 | Tue/24/09/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 23 September 2024 | Tue/24/09/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 23 September 2024 | Wed/25/09/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | |

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|---------------------------------------|-------------------|----------------|-------------------|-----------------|---------------------------------|----------|
| FACE - Amanda Briscoe | 23 September 2024 | Wed/25/09/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | |
| Alex Guest - Omega Life | 23 September 2024 | Wed/25/09/2024 | 10:00am - 4:00pm | Conference Room | Training | £ 112.17 |
| FACE - Amanda Briscoe | 23 September 2024 | Wed/25/09/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | |
| Michelle Brown - Line Dancing | 23 September 2024 | Wed/25/09/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | |
| Tracy Shirley - Drama | 23 September 2024 | Wed/25/09/2024 | 5:00pm - 7:00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 23 September 2024 | Thu/26/09/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | |
| FACE - Amanda Briscoe | 23 September 2024 | Thu/26/09/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | |
| Jenn Appleton - Kumon | 23 September 2024 | Thu/26/09/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Prescot Town Council | 23 September 2024 | Thu/26/09/2024 | 6:00pm - 7:00pm | Council Chamber | Prescot Town Council Meeting | |
| Paul Murphy - Martial Arts | 23 September 2024 | Thu/26/09/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Alex Guest - Omega Life | 23 September 2024 | Fri/27/09/2024 | 10:00am - 4:00pm | Council Chamber | Training | £ 112.17 |
| Lynn Titherington - Slimming World | 23 September 2024 | Sat/28/09/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 23 September 2024 | Sat/28/09/2024 | 11:00am - 12:00am | Multi Function | NO BOOKINGS TO BE TAKEN | |
| NO BOOKINGS TO BE TAKEN | 23 September 2024 | Sun/29/09/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | |
| Ann O'Hara - Everton in the Community | 30 September 2024 | Mon/30/09/2024 | 12:00pm - 2:00pm | Multi Function | Falls Prevention | £ 24.00 |
| Juanita Steel - Pilates | 30 September 2024 | Mon/30/09/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 30 September 2024 | Mon/30/09/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |

Net Income £ 6,537.13
 Less bond £ 150.00
 Less TEN Licence £ -
 Total Net Income £ 6,387.13
 Annual Forecast (less Bond and TEN Licence) £ 26,440.96

BOOKINGS - EATON STREET PAVILION

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|-----------------------------------|-------------------|----------------|-------------------|-------------------------|------------------------------|---------|
| Friends of Eaton Street Park | 01 July 2024 | Wed/03/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 01 July 2024 | Sun/07/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 08 July 2024 | Wed/10/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Neil Murray - L35 Community Radio | 08 July 2024 | Sat/13/07/2024 | 11:30am - 12:30pm | Pavilion - Eaton Street | Meeting | £ 10.00 |
| Friends of Eaton Street Park | 08 July 2024 | Sun/14/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 15 July 2024 | Tue/16/07/2024 | 6:30pm - 8:00pm | Pavilion - Eaton Street | Meeting | |
| Friends of Eaton Street Park | 15 July 2024 | Wed/17/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 15 July 2024 | Sun/21/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 22 July 2024 | Wed/24/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 22 July 2024 | Sun/28/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 29 July 2024 | Wed/31/07/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 29 July 2024 | Thu/01/08/2024 | 8:00am - 4:00pm | Pavilion - Eaton Street | School Summer Holiday Events | |
| Friends of Eaton Street Park | 29 July 2024 | Sun/04/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 05 August 2024 | Wed/07/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 05 August 2024 | Thu/08/08/2024 | 8:00am - 4:00pm | Pavilion - Eaton Street | School Summer Holiday Events | |
| Friends of Eaton Street Park | 05 August 2024 | Sun/11/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 12 August 2024 | Tue/13/08/2024 | 6:30pm - 8:00pm | Pavilion - Eaton Street | Meeting | |
| Friends of Eaton Street Park | 12 August 2024 | Wed/14/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 12 August 2024 | Thu/15/08/2024 | 8:00am - 4:00pm | Pavilion - Eaton Street | School Summer Holiday Events | |
| Friends of Eaton Street Park | 12 August 2024 | Sun/18/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 19 August 2024 | Wed/21/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 19 August 2024 | Thu/22/08/2024 | 8:00am - 4:00pm | Pavilion - Eaton Street | School Summer Holiday Events | |
| Friends of Eaton Street Park | 19 August 2024 | Sun/25/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 26 August 2024 | Wed/28/08/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 26 August 2024 | Thu/29/08/2024 | 8:00am - 4:00pm | Pavilion - Eaton Street | School Summer Holiday Events | |
| Friends of Eaton Street Park | 26 August 2024 | Sun/01/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 02 September 2024 | Wed/04/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 02 September 2024 | Sun/08/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 09 September 2024 | Tue/10/09/2024 | 6:30pm - 8:00pm | Pavilion - Eaton Street | Meeting | |
| Friends of Eaton Street Park | 09 September 2024 | Wed/11/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 09 September 2024 | Sun/15/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 16 September 2024 | Wed/18/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 16 September 2024 | Sun/22/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |
| Friends of Eaton Street Park | 23 September 2024 | Wed/25/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Community Shop | |
| Friends of Eaton Street Park | 23 September 2024 | Sun/29/09/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | |

Net Income £ 10.00
Less bond £ -
Less TEN Licence £ -
Total Net Income £ 10.00

Annual Forecast (less Bond and TEN Licence)

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

31st OCTOBER 2024

REPORT TITLE:

Proposed Lone Working Policy and Procedures 2024

BACKGROUND TO THE REPORT:

The Chair of Finance, Policy and HR Committee has requested that a Policy and Procedure Document for Lone Working be produced for and discussed by Members.

These documents state Council's duties as an employer where lone working applies, and how risks can be identified and mitigated to reduce or prevent health and safety risks to council employees.

PURPOSE OF REPORT:

To provide Members with a proposed Lone Working Policy and Procedure document

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

| | |
|------------|---|
| 1.0 | <u>Introduction</u> |
| 1.1 | As an employer, council owes a duty of care to all employees to manage work-placed risks which may affect an employee's health and safety. |
| 1.2 | As an employer, Council must manage and mitigate any health and safety risks before people can work alone. This duty applies to all contracted employees " <i>who work by themselves or without close or direct supervision</i> " with the Health and Safety Executive (HSE) defining such employees as "Lone Workers" |
| 1.3 | The HSE recognises that employees who work alone may be exposed to increased risks to their health & safety by virtue of them being unable to call on support when things go wrong. |
| 1.4 | Lone worker status may apply both permanently or temporarily. However, irrespective of the duration as a lone worker, the employer is legally bound to complete a risk assessment to identify, mitigate and monitor risks which the employee may face during the period(s). |
| 1.5 | This assessment can be job role based i.e. lone worker risks for the Town Clerk, or task based i.e. the Town Clerk travelling to meetings. |
| 1.6 | At the time of writing, Council has not adopted a stand-alone Lone Worker Policy but instead utilises its own Health and Safety Policy and the "fall-back" policies of Knowsley Council, to ensure the safety of its employees. |
| 1.7 | There is no legal requirement to adopt a stand-alone Lone Working Policy. However, adoption does have benefits insofar as it shows Council takes lone working seriously, outlines the risk assessment framework to be employed and states the respective responsibilities of employers and employees. |
| 1.8 | Should this policy be adopted, of equal important (for adoption) is the supporting Lone Worker Risk Assessment given that this will detail the risks lone workers face and how they can be mitigated. |
| 2.0 | <u>Recommendations</u> |
| | <ol style="list-style-type: none"> 1. To consider the Draft Lone Working Policy and Procedures 2024 and accompanying Risk Assessment, with a view to recommending for adoption by Council. 2. Note the contents of the report. |



PRESCOT TOWN COUNCIL

Lone Working Policy & Procedures 2024

Version 1.0 (DRAFT)

| | |
|---------------------|-----------------|
| Date approved: | To Be Confirmed |
| Date to be reviewed | To Be Confirmed |

| POLICY CONTROL SHEET | |
|-----------------------|---|
| POLICY AUTHOR | Alex Spencer – Town Clerk |
| POLICY STATUS | Draft |
| POLICY APPROVAL DATE | To Be Confirmed |
| APPROVING COMMITTEE | Finance, Policy & Human Resources Committee Full Council |
| DATE OF POLICY REVIEW | To Be Confirmed |

| POLICY VERSION CONTROL SHEET | |
|------------------------------|---|
| PREVIOUS VERSION OF POLICY | |
| POLICY STATUS | |
| AMENDMENT(s) TO POLICY | |
| AMENDED POLICY APPROVAL | |
| APPROVING COMMITTEE | Finance, Policy & Human Resources Committee Full Council |
| DATE OF POLICY REVIEW | |

1.0 Preamble

- 1.1 As an employer, Council owes a duty of care to all employees to manage work-placed risks which may affect an employee's health and safety.
- 1.2 This duty extends to those who work alone or without close or direct supervision – the Health and Safety Executive (HSE) defining such employees as "Lone Workers."
- 1.3 The HSE provides guidance for both employers and employees where lone working applies and offers a range of supporting documents, videos and toolkits to help identify and mitigate risks associated with lone working.
- 1.4 This policy and procedure document therefore makes direct reference HSE materials which can be found at

<https://www.hse.gov.uk/lone-working/employer/index.htm>

2.0 Introduction

- 2.1 As an employer, Council must manage and mitigate any health and safety risks **before** people can work alone. This duty applies to all contracted employees "who work by themselves or without close or direct supervision."
- 2.2 The HSE provides a non-exhaustive list of the type of employee which would satisfy this definition:-
 - Delivery drivers
 - Security staff
 - Cleaners
 - Employees who work from home
- 2.3 The HSE recognises that employees who lone work **may** be exposed to increased risks to their health & safety by virtue of them being unable to call on support when things go wrong.

3.0 As an Employer

- 3.1 Under the Management of Health & Safety at Work Regulations 1999, an employer must manage the risks to lone workers.

The Regulations state:

"Employers are responsible by law for the health, safety and welfare at work of all their workers and any contractors or self-employed people doing work for them. These legal obligations cannot be transferred to any other person, including those people who work alone."

- 3.2 Employers are required to:-
- a. Identify risks
 - b. Mitigate risks (implementation of control measures)
 - c. Provide relevant equipment and/or PPE and ensure employee competency.
 - d. Train employees (risk identification, use of equipment, PPE etc)
 - e. Supervise employees (introduction of monitoring system)
 - f. Monitor systems of work and practices (extends to emergency procedures and evacuation)

3.3 Underpinning this requirement is a managed lone working risk assessment.

This assessment can be:-

- a. Employee focused i.e. an assessment of the role of the employee and circumstances in which the employee will work alone; or
- b. Lone working focussed i.e. circumstances in which any employee is likely to work alone.

3.4 Irrespective of the type of assessment used, the employer will be expected to satisfy the requirements as stated in 3.2 a – e

3.5 The HSE provides a non-exhaustive list of some risks which a lone worker may be exposed to:-

- a. Violence in the workplace
- b. Stress and mental health or well-being
- c. Medical suitability
- d. Location of the workplace or off-site working
- e. Working in confined spaces
- f. Driving operations
- g. Manual handling
- h. Working from home

3.6 As an employer, Council has a duty to conduct a risk assessment as stated at 3.3 and continually monitor and mitigate any risks identified. This can be supported and enhanced by regular meetings with the employee(s) which can be in the form of formal team meetings or toolbox talks.

3.7 In the event of a lone worker suffering harm or injury whilst in the workplace, the employer has a duty to follow its accident reporting and/or near miss procedure; and if necessary, report the incident to the HSE.

4.0 **The Employee**

4.1 The employee must take care of their own health and safety and that of others who may be harmed by the employee's actions or inaction.

4.2 Where the employee has not received an induction, has not received equipment (including PPE) and/or training in that equipment or has not

received adequate training, the employee has a duty to report this to their employee. The employee also reserves the right to refuse to work/following an instruction if he/she/they feel that inadequate training/equipment has been provided.

4.3 Where mitigation to lone working risks have been identified and implemented, the employee must adhere to these measures i.e. signing in/out sheets, keep in touch phonecalls to the workplace etc. emergency and evacuation procedures. He/she/they will also be expected to feed in any further mitigation to managers during meetings, toolbox talks etc.

5.0 **Lone Working Risk Assessment**

5.1 The Town Clerk has produced a lone working risk assessment which is an appendix to this policy.

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PRESCOT TOWN COUNCIL
LONE WORKING RISK ASSESSMENT 2024

Probability (A) x Impact (B) = Risk Level

| PROBABILITY(A) | | IMPACT(B) | | RISK LEVEL |
|-----------------|---|--|---|-------------|
| Certain | 5 | Fatality | 5 | High Risk |
| Very Likely | 4 | Long Term Closure / Significant Injury | 4 | Medium Risk |
| Probable | 3 | Temporary Closure / Minor Injury | 3 | Low Risk |
| Unlikely | 2 | Service Disruption / No Injury | 2 | |
| Highly Unlikely | 1 | Negligible | 1 | |

| POTENTIAL RISKS | A | B | RISK LEVEL | CONTROL MEASURES |
|----------------------|---|---|------------|---|
| 1. Physical Violence | 2 | 4 | 8 | <p>i. Prescott Town Hall has an intercom system to enable person(s) into the building; and officers ask the person what the purpose of the visit is. This intercom system acts as a first filter and ensures that only authorised persons enter the Town Hall.</p> <p>ii. Prescott Town Hall has ground floor internal door controls which can only be opened by officers/councillors. These controls prevent unauthorised entry to first floor where officers are based.</p> <p>iii. Ground floor internal doors are also lockable with specific keys or master key therefore, in the event of confrontation, officers can lock themselves in nearest room and utilise it as a refuge point.</p> <p>iv. The contact numbers of all staff are stated on signs around Prescott Town Hall, and several officers can therefore be contacted in the event of an emergency.</p> <p>v. Officers are aware that in the event of being unable to answer queries or feeling threatened, escalation to the Town Clerk/Deputy Town Clerk should apply, and that the officer should remove themselves from the situation.</p> <p>vi. In the event of an officer being off-site i.e. visiting a park or attending an external meeting, the officer will state the reason for</p> |

| POTENTIAL RISKS | A | B | RISK LEVEL | CONTROL MEASURES |
|----------------------------|---|---|------------|---|
| | | | | <p>them leaving site and give an approximate time as to when they will be back. If the office is off-site longer than estimated, they will be expected to make contact with Prescott Town Hall and to update their expected arrival time.</p> <p>vii. Whilst off-site, the officer will assess potential risks to their safety i.e. if gangs are in a park, do not leave their vehicle.</p> |
| 2. Health Emergencies | 2 | 5 | 10 | <p>i. Before commencing employment with Prescott Town Hall, all officers complete a medical question and obtain medical clearance. The Town Clerk has an understanding of medical conditions which may impact officer duties; so that reasonable adjustments can be applied if necessary.</p> <p>ii. Prescott Town Hall has several first aid kits and officers are aware of their location.</p> <p>iii. Prescott Town Hall has two onsite defibrillators.</p> <p>iv. The contact numbers of all staff are stated on signs around Prescott Town Hall, and several officers can therefore be contacted in the event of an emergency.</p> <p>v. Officers are aware of accident reporting procedure.</p> |
| 3. Slips, Trips and Falls. | 2 | 3 | 6 | <p>i. All officers are aware of need to remove risks/hazards thereby reducing the risks of slips, trips and falls.</p> <p>ii. PPE is issued to staff where appropriate</p> <p>iii. The contact numbers of all staff are stated on signs around Prescott Town Hall, and several officers can therefore be contacted in the event of an emergency.</p> <p>iv. Prescott Town Hall has several first aid kits and officers are aware of their location.</p> <p>v. Officers are aware of accident reporting procedure.</p> |

| POTENTIAL RISKS | A | B | RISK LEVEL | CONTROL MEASURES |
|--|---|---|------------|---|
| 4. Lifting and Manual Handling | 2 | 3 | 6 | <ul style="list-style-type: none"> i. Manual handling training applies ii. Officers ensure that heavy items are securely stored at an appropriate height/weight and where possible use aides to support lifting i.e. chair trolley. iii. Prescott Town Hall has several first aid kits and officers are aware of their location. iv. Officers are aware of accident reporting procedure. |
| 5. Working in isolated areas or off site. | 2 | 3 | 6 | <ul style="list-style-type: none"> i. In the event of an officer being off-site i.e. visiting a park or attending an external meeting, the officer will state the reason for them leaving site and give an approximate time as to when they will be back. If the office is off-site longer than estimated, they will be expected to make contact with Prescott Town Hall and to update their expected arrival time. ii. Whilst off-site, the officer will assess potential risks to their safety i.e. if gangs are in a park, do not leave their vehicle. iii. Officers will wear allocated PPE where appropriate. |
| ACTIONS REQUIRED: <ul style="list-style-type: none"> 1. Are existing control measures adequate: YES 2. What additional measures are necessary: Additional training to be provided for staff and elected members as required to ensure compliance with the above points: <ul style="list-style-type: none"> • Conflict Resolution • Customer Service • First Aid Training • Defibrillator Training • Manual handling | | | | |

INTERNAL AUDIT ASSURANCE:

SIGNED TOWN CLERK:

A. Spencer

DATE: 10th October 2024

PRESCOT TOWN COUNCIL**FINANCE POLICY AND HUMAN RESOURCES**
COMMITTEE MEETING**31st OCTOBER 2024****REPORT TITLE:**

Proposed Work Experience Policy 2024

BACKGROUND TO THE REPORT:

The Chair of Finance, Policy and HR Committee has requested that a Policy for Work Experience be produced for and discussed by Members.

This document sets out how Council can support Year 10 and/or Year 12/13 pupils by offering work experience placements – thereby supporting Key Stage 4 learning.

The document sets out how schools, colleges and places of learning will be contacted to make them aware that placements are available, proposes a pupil application process and outlines a work experience programme which pupils will complete.

PURPOSE OF REPORT:

To provide Members with a proposed Work Experience Policy.

REPORT PREPARED BY:

Alex Spencer - Town Clerk

1.0 Introduction

- 1.1 Work experience introduces young people to a working environment and is considered an invaluable part of their education.
- 1.2 Although work experience **is not** a statutory requirement under Key Stage 4 learning, HM Government advises that all pupils should have at least one first-hand experience of a working environment by the age of 16.
- 1.3 Young Prescotians are the future workforce; and it seems logical that Council offers support where possible and called upon.
- 1.4 Council has already successfully implemented its Local Democracy Project whereby Year 6 pupils visit Prescot Town Hall to learn about the roles & responsibilities of Council and (hopefully) empower the next generation of local decision-makers.
- 1.5 This policy seeks to expand this successful and supportive role. It seeks to formalise arrangements for offering work experience placements to Year 10, Year 12 and Year 13 pupils who are residents of Prescot and/or attend a Prescot school, college or other place of further education.
- 1.6 Officers recognise that supervising pupils can be intensive and may impact on day-to-day work.
- 1.7 In addition, to offer a meaningful work-experience placement there needs to be a sufficient volume of work and opportunity to make the placement worthwhile for the pupil. For this reason, a placement programme is proposed at 3.4 to the report, and officers recommend that only 2 placements are offered each academic year.

2.0 Recommendation(s)

1. To consider the Draft Work Experience Policy 2024 with a view to recommending for adoption by Council.
2. Note the contents of the report.



PRESCOT TOWN COUNCIL

Work Experience Policy 2024

Version 1.0 (DRAFT)

Date approved: To Be Confirmed

Date to be reviewed: To Be Confirmed

| POLICY CONTROL SHEET | |
|------------------------------|---|
| POLICY AUTHOR | Alex Spencer – Town Clerk |
| POLICY STATUS | Draft |
| POLICY APPROVAL DATE | To Be Confirmed |
| APPROVING COMMITTEE | Finance, Policy & Human Resources Committee |
| | Full Council |
| DATE OF POLICY REVIEW | To Be Confirmed |

| POLICY VERSION CONTROL SHEET | |
|-------------------------------------|---|
| PREVIOUS VERSION OF POLICY | |
| POLICY STATUS | |
| AMENDMENT(s) TO POLICY | |
| AMENDED POLICY APPROVAL | |
| APPROVING COMMITTEE | Finance, Policy & Human Resources Committee |
| | Full Council |
| DATE OF POLICY REVIEW | |

1.0 Introduction

- 1.1 Work experience introduces young people to a working environment and is considered an invaluable part of their education.
- 1.2 Although work experience **is not** a statutory requirement under Key Stage 4 learning, HM Government advises that all pupils should have at least one first-hand experience of a working environment by the age of 16.
- 1.3 Work experience is defined as:

“a placement on an employer’s premises in which a learner carries out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with an emphasis on the learning aspects of the work experience.”

- 1.4 Young Prescotians are the future workforce; and it seems logical that Council offers support where possible and called upon.
- 1.5 Prescot Town Council has already successfully implemented its Local Democracy Project – whereby Year 6 pupils visit Prescot Town Hall for a day and are taught about the roles & responsibilities of Council, Councillors & Officers, in addition to being empowered to become future local decision makers.
- 1.6 The purpose of this policy is to further Council’s commitment to supporting Prescot’s Young People and is aimed at supporting:
1. Year 10 pupils who are residents of the Town or attend a Prescot Secondary School and
 2. Year 12 or Year 13 pupils who are residents of the Town or attend a Prescot Secondary School, Sixth Form College or Place of Further Education.
- 1.7 This policy does not extend beyond Year 13 pupils i.e. work based placements or work-place shadowing.
- 1.8 Running at the heart of any work experience placement are the overarching aims of:-
- a. Enhancing the pupil’s knowledge of the work-place setting they are in i.e. helping them gain an insight into the work of a local council and the careers available therein **and**
 - b. Enhancing the pupil’s knowledge of how to work in the work-placed setting i.e. communication skills, IT skills, research skills etc.

2.0 Allocation of Work Experience Placements

- 2.1 In consideration of its resources, Council can commit to:-
- 1 x Year 10 work experience placement per academic year and
 - 1 x Year 12 / 13 work experience placement per academic year

- 2.2 In support of this, at the start of each academic year, the Town Clerk will write to secondary schools, sixth form colleges and places of further education within Prescot or close to the town's boundary; outlining that work experience placements are available and the period(s) when pupils may be placed – typically in March.
- 2.3 Placements will be at the discretion of the Town Clerk/Deputy Town Clerk, having consideration that during busy periods it may not be possible to accommodate a placement.
- 2.4 Only 1 work experience placement may be taken at a time.
- 2.5 Requests for work experience placements will be offered on a "first come, first served basis."
- 2.6 After a request for a work experience placement has been received, the Town Clerk/Deputy Town Clerk will request further information the pupil including:-
- Why do they want to have a work experience placement with Prescot Town Council
 - What does the pupil hope to get out of their work experience placement
 - What strengths and weaknesses does the pupil have.

3.0 Work Experience Placement Details and Work Programme

- 3.1 Pupils offered a work experience placement will work between 9.30am and 3.30pm with a lunch for one hour. Their primary place of work will be Prescot Town Hall, however, depending on the type of work undertaken during the placement, it may be necessary to travel (accompanied) off site i.e. to attend meetings with another council officer.

Any off site travel will be communicated to the pupil's school, sixth form college or place of further education **before** it is offered to the pupil to ensure that it is in line with their expectations of the placement, and will be discussed before the placement is undertaken.

- 3.2 To support the placement, the pupil may be invited to attend council/community meetings held outside the stated working hours.

This invitation will be communicated to the pupil's school, sixth form college or place of further education **before** it is offered to the pupil to ensure that it is in line with their expectations of the placement, and will be discussed before the placement is undertaken.

- 3.3 The pupil will be assigned a primary contact (typically the Town Clerk or Deputy Town Clerk) who he/she/they will report to each day in order to receive work and be supervised.

3.4 Although not exhaustive, the following areas are likely to be undertaken/experienced by the pupil during their work experience placement:-

- Induction e.g. familiarisation of building, fire safety, history of Prescott Town Council, roles and responsibilities of Council, Councillors & Officers.
- Orientation around Prescott town centre
- Completion of work to support the work of Council e.g. production of newsletters, social media posts, production of agendas
- Research as directed by officers
- Administration support
- Caretaking support
- Attendance of Council/Community meetings

4.0 Council Officers During Work Experience Placement

4.1 As stated within 3.3 above, the pupil will be assigned a primary contact for the duration of their work experience placement.

This officer will have responsibility for supervising and supporting the pupil, overseeing proposed areas of work/experiences as stated within 3.4 and any liaison with the pupil's school, sixth form college or place of further education before the placement commences, during and after it has concluded.

4.2 All officers will owe a duty of care to the pupil, and therefore a full risk assessment both identifying and mitigating risks must be undertaken and actioned throughout the work experience placement.

4.3 Council's insurers will be made aware of the placement, and advice will be sought regarding vicarious liability and indemnities.

4.4 A copy of this policy will be made available to the pupil and their school, sixth form college or place of further education before the commencement of the work experience placement.

PRESCOT TOWN COUNCIL
FINANCE POLICY & HUMAN RESOURCES
COMMITTEE MEETING

31st OCTOBER 2024

REPORT TITLE:

Review of Council's 2024/25 Fixed Asset Register

BACKGROUND TO THE REPORT

Each year, as part of its Annual Governance and Accountability Return (AGAR) submission to the External Auditor, Council is required to detail its fixed assets – including their costs, cost for replacement and whether any assets have been written off since the last AGAR submission.

The Town Clerk and Deputy Town Clerk completed this process as part of the 2023/24 AGAR submission and now seek Member approval of Council's 2024/25 Fixed Assets Register.

PURPOSE OF THE REPORT

To seek Member approval of Council's 2024/25 Fixed Assets Register.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Review of Council's 2024/25 Fixed Assets Register

1. INTRODUCTION

- 1.1 Each year, as part of its Annual Governance and Accountability Return (AGAR) to the external auditor, Council is required to detail its fixed assets – including purchase cost, cost for replacement and whether any assets have been written off since the last AGAR submission.
- 1.2 It is important that Members regularly review Council's fixed assets to not only understand what it currently owns, but to also determine whether assets have become obsolete/redundant and require write off and/or replacement.
- 1.3 The last AGAR submission was for the 2023/24 financial year and was submitted in May 2024.
- 1.4 Since then, the Town Clerk and Deputy Town Clerk have reviewed Council's Fixed Assets Register for 2024/25 to accurately state what Council holds.
- 1.5 2024/25 is perhaps an unusual year for Council insofar as both King George V Playing Field (Brown's Field) and Eaton Street Park have reverted back to Knowsley Council effective from 21st October 2024; and naturally there is an impact on Council's fixed asset register.
- 1.6 The amended register as presented to Members takes this into consideration, factoring in or anticipating issues such as:
- a. Demolition of changing room block at Brown's Field as part of pavilion works
 - b. Write off of Council assets currently stored within the changing room block or containers at Brown's Field
 - c. Acceptance of the newly installed canopy at Eaton Street Park, under a proposed gift by the Friends of Eaton Street Park.
- 1.7 In consideration of the above, Council's fixed assets total £844,264. This figure is £1,194.11 lower than the 2023/24 AGAR submitted figure of £845,458.
- 1.6 The difference in figures are indicative only, and Members are sure to review and discuss proposed write offs and additions during 2024/25 which naturally impact upon figures between years.

| 2024/25 Write Offs | | 2024/25 Additions | |
|--|------------------|-----------------------------|------------------|
| Asset Type | Value (£) | Asset Type | Value (£) |
| Changing Rooms KGV | -16,950.00 | Blackout Blinds | 1,190.00 |
| Heavy Duty Gazebos | -179.99 | Triple Bar Cooler (for bar) | 599.99 |
| Extra Heavy Duty Gazebo | -249.00 | Portable Ramp | 99.95 |
| Heavy Duty Marquee | -299.00 | Chest Freezer | 599.00 |
| White Blinds | -750.00 | FOESP Canopy | 15,000.00 |
| 6 Plastic Folding Tables | -160.27 | | |
| Mayoral Medal | -94.79 | | |
| TOTAL Write offs | 18,683.05 | TOTAL Additions | 17,488.94 |
| NET DIFFERENCE BETWEEN 2023/24 and 2024/25 is £1,194.11 | | | |

1.7 Officers will keep Council's asset register reviewed during 2024/25 before presenting to Members in March ahead of the AGAR submission from May 2025 onwards.

1.8 A copy of the 2024/25 Fixed Asset Register can be found at Appendix One.

2. RECOMMEDATION(S)

2.1 Members are asked to resolve the following recommendations:-

1. Approve Council's 2024/25 Fixed Asset Register
2. Note the contents of this report.

