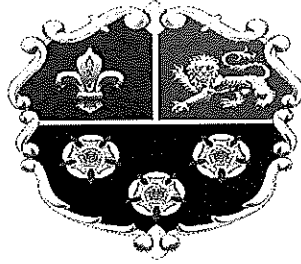


# PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk)

Dated this 23<sup>rd</sup> Day of January 2025

To the Mayor and Members of Prescot Town Council

---

**YOU ARE HEREBY SUMMONED TO ATTEND  
a meeting of Prescot Town Council  
to be held on Thursday 30<sup>th</sup> January 2025**

at

Prescot Town Hall

commencing at 6.00 p.m.

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

Alex Spencer  
TOWN CLERK

# A G E N D A

1	<b>TO RECEIVE APOLOGIES</b>	Verbal
2	<b>PUBLIC OPEN FORUM</b>  To provide members of the public with the opportunity to ask questions of the Council.	Verbal
3	<b>DECLARATIONS OF INTEREST</b>  <i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i>	Verbal
4	<b>MINUTES OF THE PREVIOUS COUNCIL MEETING</b>  To <b>APPROVE AND SIGN</b> the minutes of Town Council held on Thursday 28 <sup>th</sup> November 2024 as a true and accurate record of the business transacted.	Pages  4 to 8
5	<b>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</b>  To <b>NOTE</b> the minutes of the following Committee meetings:  (Draft) Finance, Policy & HR Committee – 16 <sup>th</sup> January 2025	Pages  9 to 12
6	<b>REPORT ON COUNCIL RESOLUTIONS DURING 2024/25</b>  Members are asked to <b>CONSIDER</b> the report and <b>AGREE</b> the recommendations contained within.	Pages  13 to 19
7	<b>ANNOUNCEMENTS FROM THE LEADER</b>  To receive announcements from the Leader of the Council.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Verbal
8	<b>ANNOUNCEMENTS FROM THE TOWN CLERK</b>  To receive announcements from the Town Clerk.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Verbal

9	<p><b>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</b></p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b></p>	Verbal
10	<p><b>MAYORAL ENGAGEMENTS</b></p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><b><u>FOR INFORMATION ONLY</u></b></p>	Pages 20 to 21
11	<p><b>PLANNING APPLICATIONS</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> any planning applications received and <b><u>AGREE</u></b> to make comment on those they feel require a response.</p>	Pages 22 to 23
12	<p><b>PLANNING DECISIONS</b></p> <p>Members are asked to <b><u>NOTE</u></b> any planning decisions received</p>	Page 24
13	<p><b>FUNDING APPLICATIONS</b></p> <p>To <b><u>CONSIDER</u></b> and <b><u>APPROVE, DEFER</u></b> or <b><u>REJECT</u></b> the funding application from:</p> <ul style="list-style-type: none"> <li>• Prescot Photo Club</li> <li>• Coming Together Group</li> </ul>	Pages 25 to 31
14	<p><b>ANNUAL BUDGET AND PRECEPT DEMAND 2025/26</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	Pages 32 to 44



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**30<sup>th</sup> JANUARY 2025**

**REPORT TITLE:**

Minutes of Previous Town Council Meeting

**BACKGROUND TO THE REPORT:**

As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

**PURPOSE OF REPORT:**

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 28<sup>th</sup> November 2024.

**REPORTS PREPARED BY:**

Alex Spencer – Town Clerk



**PRESCOT TOWN COUNCIL**

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY 28<sup>th</sup> NOVEMBER 2024** in **PRESCOT TOWN HALL**, commencing at **6.00P.M.**

**ELECTED MEMBERS PRESENT**

Councillors J. Burke, P. Cook, J. Edgar, P. Goodwin, T. Murray, I. Smith,  
T. Smith, P. Shaw, M. Sommerfield, G. Wickens and F. Wynn

**TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)

**ALSO IN ATTENDANCE**

2 x members of public were in attendance.

<b><u>93.</u></b>	<b><u>TO RECEIVE APOLOGIES</u></b>  Apologies were received from Cllrs M. Burke.
<b><u>94.</u></b>	<b><u>PUBLIC OPEN FORUM</u></b>  Two Prescott residents addressed Council seeking support to resolve traffic management issues around Mines Avenue, Sutherland Road, Scotchbarn Lane and Bretherton Road – specifically that vehicles were using the area as a rat-run with a fear that pedestrians/residents may be killed or injured as a result.  Despite both residents contacting Knowsley Council and Merseyside Police over several years, these issues had not been resolved.  Members explained that these issues required resolution by Knowsley Council as the highway authority, but Cllrs I. Smith and F. Wynn agreed to contact Knowsley Council on behalf of both residents to determine what can be done.
<b><u>95.</u></b>	<b><u>DECLARATIONS OF INTEREST</u></b>  Declarations of Interest were received from the following: - <ul style="list-style-type: none"><li>• Cllr I. Smith for Items 11 Planning Applications &amp; 12 Planning Decisions</li><li>• Cllr F. Wynn for Item 11 Planning Applications</li></ul>
<b><u>96.</u></b>	<b><u>MINUTES OF THE PREVIOUS COUNCIL MEETING</u></b>  It was <b>UNANIMOUSLY RESOLVED</b> that the minutes of the previous council meeting held on 31 <sup>st</sup> October 2024 be <b>APPROVED AND SIGNED</b> as a true and accurate record of the business transacted.

<p><b>97.</b></p>	<p><b><u>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b></p> <ol style="list-style-type: none"> <li>1. (Draft) Minutes of Finance, Policy &amp; HR Committee on 31<sup>st</sup> October 2024 (subject to amendment concerning Working From Home Policy)</li> <li>2. (Draft) Minutes of Events Committee held on 13<sup>th</sup> November 2024</li> </ol>
<p><b>98.</b></p>	<p><b><u>REPORT ON COUNCIL RESOLUTIONS DURING 2024/25</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> progress against resolutions as presented in Appendix One to the report.</p>
<p><b>99.</b></p>	<p><b><u>ANNOUNCEMENTS FROM THE LEADER</u></b></p> <p>The Leader provided an update on the success of the 2024/25 Winter Coat Recycling Scheme.</p>
<p><b>100.</b></p>	<p><b><u>ANNOUNCEMENTS FROM THE TOWN CLERK</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> announcements from the Town Clerk relating to:-</p> <ul style="list-style-type: none"> <li>• Progress of King George V Playing Field (Brown's Field) and Eaton Street Park Reverting back to Knowsley Council.</li> <li>• Budget Setting 2024/25</li> </ul> <p>It was further <b>UNANIMOUSLY RESOLVED:-</b></p> <ol style="list-style-type: none"> <li>1. To accept the gifting of the newly installed canopy at Eaton Street Park from the Friends of Eaton Street Park, with the canopy becoming a Council asset and Council acquiring responsibility for inspection and maintenance thereto.</li> <li>2. That the Town Clerk liaises with Council's solicitor to draft an agreement granting the Friends of Eaton Street Park and Park Pantry Food Initiative exclusive use of the pavilion in perpetuity; and that this be presented to Council at the earliest opportunity for formal resolution.</li> <li>3. That the Town Clerk contacts Members of Finance, Policy and HR Committee to establish a Working Group and discuss priorities and budget requirements for 2025/26 – with a view to meeting in January 2025.</li> </ol>
<p><b>101.</b></p>	<p><b><u>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</u></b></p> <p>None</p>



**102. MAYORAL ENGAGEMENTS**

It was **UNANIMOUSLY RESOLVED** to **NOTE** the Mayoral Engagements listed.  
Cllrs I. Smith left the meeting.

**103. PLANNING APPLICATIONS**

The following Planning Applications were considered:-

Application Ref	Location	Comments
24/00438/FUL	Prescot Dry Cleaning Centre 40 High Street, Prescot	No objections or comments
24/00506/FUL	67 Eccleston Street Prescot	No objections or comments
24/00542/FUL	McDonalds Restaurant Cables Retail Park Steley Way Prescot	Objected to on grounds of material consideration(s): Anti-Social Behaviour Crime and Disorder
24/00490/FUL	The Prescot Centre Eccleston Street Prescot	No objections or comments
24/00528/FUL	Carrs Terrace Cross Lane Prescot	Objected to on grounds of material consideration(s) Location Traffic Management

**104. PLANNING DECISIONS**

No Planning Decisions were received.  
Cllr I. Smith rejoined the meeting.

**105. FUNDING APPLICATIONS**

I. Rotary Club of Rainhill who was seeking £485.00 for the purchase of an amplifier and waterproof speakers.

It was **UNANIMOUSLY RESOLVED** to:

**APPROVE** the application to a total value of £485.00

<b>106.</b>	<b><u>ANNUAL RISK ASSESSMENT 2024/25</u></b>  The Town Clerk presented the 2024/25 Annual Risk Assessment  It was <b>UNANIMOUSLY RESOLVED</b> to:- 1. <b>APPROVE</b> the Annual Risk Assessment as presented 2. <b>APPROVE</b> that the Annual Risk Assessment is presented to Council in May and November each year. 3. <b>APPROVE</b> that the internal auditor conducts a “deep delve” for a. VAT b. Internal controls c. Bar concession arrangements
-------------	--

The meeting closed at 7:03 p.m.

Dated: 30<sup>th</sup> January 2025

Signed:.....

Cllr Mark Burke (Mayor of Prescot)

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**30<sup>th</sup> JANUARY 2025**

**REPORT TITLE:**

Minutes of Committees

**BACKGROUND TO THE REPORT:**

In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

**PURPOSE OF REPORT:**

To **NOTE** the minutes of the committee meetings provided.

**REPORTS PREPARED BY:**

Alex Spencer – Town Clerk



**PRESCOT TOWN COUNCIL**

A meeting of the **FINANCE, POLICY AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 16<sup>th</sup> JANUARY 2025** in **PRESCOT TOWN HALL**, commencing at **7.30 P.M.**

**ELECTED MEMBERS PRESENT**

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

**TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)

**ALSO IN ATTENDANCE**

0 x Members of the Public

**19. TO RECEIVE APOLOGIES**

Apologies were received from Cllr M. Sommerfield.

**20. DECLARATIONS OF INTEREST**

All Members were granted a dispensation in consideration of Item 9.

**21. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 31<sup>st</sup> October 2024 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

**22. MONTHLY BUDGET MONITORING STATEMENT**

Members reviewed the monthly budget monitoring statement (to the end of December 2024) as presented by the Town Clerk; noting in particular the contribution of the new bar concessionaire in generating an income for council, savings generated as a result of Brown's Field and Eaton Street Park reverted to Knowsley Council and those budget lines where expenditure has exceeded budget (Elections and Facilities Management)

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the monthly budget Monitoring statement to the end of December 2024

### **23. ORDERS AND PAYMENTS AUTHORISATION**

Members considered the list of orders and payments made until the end of December 2024.

It was **UNANIMOUSLY RESOLVED**:-

1. To **INSTRUCT** the Town Clerk to speak with representatives of FACE and to offer charity-weekday room hire rates effective from April 2025.
2. To **INSTRUCT** the Town Clerk to speak with Whiston Town Council and determine their daily room-hirers, with a view to replicating at Prescott Town Hall – thereby increasing footfall and income generation.
3. To **APPROVE** the list of orders and payments as presented.

### **24. FACILITIES BOOKINGS**

Members considered the list of Facilities bookings to the end of December 2024.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the list of facilities bookings as presented.

### **25. PROPOSED RESERVES AND INVESTMENT POLICY 2025**

The Town Clerk presented a proposed Reserves and Investment Policy to Members, following recommendations from Council's 2023/24 Internal Audit.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the policy as presented.

### **26. 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.

### **27. 2025/26 BUDGET WORKSHOP**

Members considered the briefing and presentation of the Town Clerk in the formulation of the proposed 2025/26 budget.

It was **UNANIMOUSLY RESOLVED** that:

1. Members recommend to Council on 30<sup>th</sup> January 2025
  - a. A precept demand of £79.79 per Band D equivalent property for 2025/26
  - b. Income and expenditure levels as agreed by Members during the workshop
  - c. A 0% increase on facilities charges during 2025/26
  - d. A revision to earmarked works as stated in 2024/25, to form new earmarked works in 2025/26 totalling £50,550.00:

<b>Earmarked Works 2025/26</b>	<b>Budget (£)</b>
Resurfacing of Prescott Town Hall Car Park	20,000.00
Installation of galvanised fire escape at Prescott Town Hall	18,000.00
Construction of first floor reception at Prescott Town Hall	5,000.00
Decoration of Prescott Town Hall (Downstairs only)	3,000.00
Flagpole	750.00
Improvements to Prescott Town Hall Wi-Fi	800.00
Purchase and install of lamppost mounted poppies	2,000.00
Painting Prescott Town Council logo on shutters and banners	1,000.00
<b>TOTAL</b>	<b>50,550.00</b>

- e. Accounts structuring as resolved relating to 2025/26 Revenue Budget, General Reserve Level (at 20% of 205/26 Revenue Budget), Earmarked Reserve Level and Investible Funds.

<b>Proposed Accounting Structure 2025/26 (£)</b>	
2024/25 Estimated Total Funds Available at Year End	<b>480,000.00</b>
2025/26 Revenue Budget	+361,223.73
2025/26 Estimated Total Funds Available	<b>841,223.27</b>
2025/26 General Reserve Level	-70,000.00
2025/26 Earmarked Reserves	-50,550.00
2024/26 Investible Funds / Surplus Funds	<b>720,673.73</b>

- f. That officers complete a review of Council's asset register to provide a condition survey for each asset and exposure for Council to repair/replace based on that condition.
2. **NOTE** the briefing and presentations as presented

**The meeting closed at 11:04p.m**

**Dated:**

**Signed:.....**

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





**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****30<sup>th</sup> JANUARY 2025****REPORT TITLE:**

Report on Council Resolutions During 2024/25

**BACKGROUND TO THE REPORT**

At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions.

Council's Standing Orders were also amended to ensure that this report was a standing agenda item at each Council Meeting.

**PURPOSE OF THE REPORT**

To provide an update to Members of progress against previously agreed council or committee resolutions.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## **PRESCOT TOWN COUNCIL**

### **Report on Council Resolutions During 2024/25**

#### **1. INTRODUCTION**

- 1.1 At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions (where a resolution required progression officers/partners).
- 1.2 Given that members meet throughout the civic year, it is sometimes difficult to remember what resolutions have been made at each council or committee meeting, and perhaps more importantly, difficult to assess progress against those resolutions.
- 1.3 Appendix One to this report details Members' resolutions and progress to date.

#### **2. RECOMMENDATIONS**

- 2.1 Members are asked to:-
  1. Consider previous council resolutions and progress detailed within Appendix One
  2. Note the contents of this report



Appendix One

Date of Meeting	Minute Number	Resolution	Progress to Date
30/05/2024	13	2. That meetings of Finance, Policy and HR Committee scheduled for 11 <sup>th</sup> July 2024 and 16 <sup>th</sup> January 2025 not be confirmed and are subject to change pending clarification from Members.	<p><b>Completed:</b> At a meeting of Full Council on 25<sup>th</sup> June 2024, Members clarified agreed to hold an Extra-Ordinary meeting of Finance, Policy and HR Committee on 11<sup>th</sup> July 2024 given the need to review Community Funding Policy and Guidelines and Bar Concession Tender.</p> <p>A meeting for 16<sup>th</sup> January 2025 was also confirmed given reporting schedule for budget setting 2025/26.</p>
30/05/2024	19	Approved Community Funding Application to Prescott Mission Christmas Dinner 2024 for £500.00.	<p><b>Completed:</b> Prescot Mission Christmas Dinner have provided receipts for expenditure in line with the awarding of Community Funding.</p>
30/05/2024	19	Approved Community Funding Application to the 1 <sup>st</sup> Prescot & Whiston Scout Group for £500.00.	<p><b>In Progress:</b> Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.</p>
30/05/2024	19	Deferred Community Funding Application to the Friends of Halshead and Food Initiative Group pending confirmation of Council's Community Fund Guidelines.	<p><b>Completed:</b> Members rejected the application in consideration of the amended Community Fund Policy and instructed the Town Clerk to contact the applicant making them aware that the application was rejected but outlining items which were in line with the amended policy so that a further application could be submitted.</p>



Date of Meeting	Minute Number	Resolution	Progress to Date
30/05/2024	20	Submission of Annual Governance and Accountability Return 2023/24	<p><b>Completed:</b> The Town Clerk submitted Councils 2023/24 Annual Governance and Accountability Return (AGAR) to PKF Littlejohn as External Auditor.</p>
30/05/2024	22	To defer any decision (on the potential use of the carpark at Prescott Town Hall for community use/the owners of "The Big Chippy") and instruct the Town Clerk to contact Knowsley Council for an update on what work has been completed to date.	<p><b>Completed:</b> An update on progress by KMBC was provided to Council on 25<sup>th</sup> June 2025, and the Town Clerk has spoken directly with owners of the Big Chippy to confirm that Knowsley Council / Merseyside Police will continue to work with all businesses along Warrington Road to help prevent obstructions to the highway. Given that Council has recently repaired barrier access to Prescott Town Hall, it was not possible to offer gratis parking to the Big Chippy and/or wider community given the likely operational impact this would have at the Prescott Town Hall.</p>
25/06/2024	38	Defer resolution on the application (From Friends of Halsneed Community Allotment and Food Initiative) pending a review of Council's Community Funding Policy & Guidelines by Members of Finance, Policy and HR Committee on 11 <sup>th</sup> July 2024; and that Council should consider recommendations of the Committee at its meeting on 25 <sup>th</sup> July 2024.	<p><b>Completed:</b> Finance, Policy &amp; HR Committee Members met of 11<sup>th</sup> July 2024; and have put forward recommendations to Council on 25<sup>th</sup> July 2024.</p>
25/06/2024	40	That Council's resolution of 15 <sup>th</sup> February 2024 continued to represent Council's position concerning both sites, and that the Town Clerk reiterate this position if contacted by Knowsley Council officers.	<p><b>Completed:</b> Following Council on 25<sup>th</sup> June 2024, the Town Clerk was contacted by Knowsley Council officers seeking clarification of Council's position concerning proposed Heads of Terms.</p>





Date of Meeting	Minute Number	Resolution	Progress to Date
			<p>The Town Clerk made officers aware that Council's resolution of 15<sup>th</sup> February 2024 reflected Council's position.</p> <p>The Town Clerk subsequently received a letter from Knowsley Council confirming that the three month break-off clause as contained within the lease had been triggered.</p>
25/07/2024	55	Amendments to 2023/24 Annual Report and submission to printer.	<p><b>Completed:</b></p> <p>Amendments and additions to the 2023/24 were included within the version submitted to Council's printer.</p> <p>The printer has produced a draft version which has been proof-read and will be finalised before distribution.</p>
25/07/2024	57	Appointment of Bar Concession	<p><b>Completed:</b></p> <p>Following Council, the Town Clerk met with the Bar Concessionaire to confirm the appointment for 12 months, agree beverage and snack prices and arrange monthly meetings to review the bar concession.</p>
19/09/2024	70	Approved Community Funding Application to Glenbuck Juniors FC for £300.00.	<p><b>Completed:</b></p> <p>Glenbuck Juniors FC have purchased line marking equipment and provided receipts of expenditure. They have promoted Council support via their social media pages, and have provided additional information to Cllr M. Burke as requested during Council.</p>
19/09/2024	70	Approved Community Funding Application to Prescott & Odyssey Cricket Club (Bowling Section) for £500.00	<p><b>In Progress:</b></p> <p>Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.</p>



Date of Meeting	Minute Number	Resolution	Progress to Date
19/09/2024	75	<ol style="list-style-type: none"> <li>1. That Council accepted both sites would revert back to Knowsley Council on 21<sup>st</sup> October 2024 in their entirety, and that with regards to the former bowling green area within Eaton Street Park, that Council would not enter into a lease or community asset transfer with Knowsley Council.</li> <li>2. That the Town Clerk continues to liaise with utility companies for each site with a view to stopping up utility supplies and/or transferring over to Knowsley Council.</li> <li>3. That the Town Clerk confirms the ownership of assets within the former bowling green area at the earliest opportunity</li> <li>4. That the Town Clerk contacts Knowsley Council requesting that they liaise with the Friends of Eaton Street Park and Park Pantry to determine their capacity under a community asset transfer; and if not possible, that Knowsley Council continues to support community groups regarding the payment of onsite utilities.</li> </ol>	<p><b>Completed:</b> The Town Clerk notified KMBC of Council's resolution not to enter into a lease or community asset transfer; and that both sites should revert back to KMBC in their entirety on 21<sup>st</sup> October 2024.</p> <p><b>In Progress:</b> Officers continue to liaise with respective utility companies for supplies at each site. Progress will be discussed with Members during Council meeting.</p> <p><b>Completed:</b> The Town Clerk has amended the list of assets as presented to Members to accurately reflect ownership.</p> <p><b>Completed:</b> Given that Members resolved not to pursue a community asset transfer, the Town Clerk notified KMBC of the need to contact the Friends of Eaton Street Park to determine if they had capacity.</p>
31/10/2024	88	Approved Community Funding Application to JK Stars Morris Dancers for £250.00.	<p><b>In Progress:</b> Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.</p>



Date of Meeting	Minute Number	Resolution	Progress to Date
28/11/2024	100	<ol style="list-style-type: none"> <li>1. To accept the gifting of the newly installed canopy at Eaton Street Park from the Friends of Eaton Street Park, with the canopy becoming a Council asset and Council acquiring responsibility for inspection and maintenance thereto.</li> <li>2. That the Town Clerk liaises with Council's solicitor to draft an agreement granting the Friends of Eaton Street Park and Park Pantry Food Initiative exclusive use of the pavilion in perpetuity; and that this be presented to Council at the earliest opportunity for formal resolution.</li> <li>3. That the Town Clerk contacts Members of Finance, Policy and HR Committee to establish a Working Group and discuss priorities and budget requirements for 2025/26 – with a view to meeting in January 2025.</li> </ol>	<p><b>Completed:</b> On behalf of Council, the Town Clerk has written to the Friends of Eaton Street Park thanking them for the gifting of the canopy. The canopy has been included within Council's asset register and Council's insurer has been informed to ensure adequate cover is in place.</p> <p><b>In Progress:</b> The Town Clerk is in the process of drafting heads of terms which will be submitted to Council's solicitor for comment. In addition, the Town Clerk is completing a planning application for the canopy as per the request of Knowsley Council.</p> <p><b>Completed:</b> Finance, Policy and Human Resources Committee met on 16<sup>th</sup> January 2025 to assess priorities, Council finance and recommend a budget proposal for 2025/26.</p>



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**30<sup>th</sup> JANUARY 2025**

**REPORT TITLE**

Mayoral Engagements

**BACKGROUND TO THE REPORT**

Details of Mayoral Engagements are attached.

**PURPOSE OF REPORT**

This report is submitted **FOR INFORMATION ONLY**

**REPORT PREPARED BY**

Alex Spencer – Town Clerk





## MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
18/12/2024	Halewood Town Council	Christmas Carol Concert
08/01/2025	Knowsley Council	Presentation of Honorary Freedom of the Borough of Knowsley to Margaret Aspinall



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**30<sup>th</sup> JANUARY 2025**

**REPORT TITLE:**

Planning Applications

**BACKGROUND TO THE REPORT:**

The Town Council are a primary consultee for all planning applications within the Town of Prescot. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

**PURPOSE OF ITEM:**

To provide Members with details of the most recent applications forwarded by KMBC. Members are required to **CONSIDER** each application and **AGREE** to make comment if they feel so inclined. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

**REPORT PREPARED BY:**

Liam Johnson – Administration Officer



**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST**  
**PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 13.12.2024**  
**PRESCOT**

APP.NO: 24/00554/FUL **CASE OFFICER: Jo Sheridan**  
APPLICANT: Whitakers Garden Centre  
APP. TYPE: Full Application  
LOCATION: Pilkington Court Sinclair Way Prescot Business Park  
PROPOSAL: ERECTION OF A STORAGE/WAREHOUSE BUILDING (USE CLASS B8)  
AND ASSOCIATED CAR PARKING  
**WARD: Prescot North**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SLCPPVIXLOB00>

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST**  
**PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 17.01.2025**  
**PRESCOT**

APP.NO: 24/00404/FUL **CASE OFFICER: Reece Black**  
APPLICANT: Liverpool Tuneside Ltd  
APP. TYPE: Full Application  
LOCATION: St Lukes Catholic Primary School Shaw Lane Prescot  
PROPOSAL: INSTALLATION OF A NEW 2.4M HIGH PEDESTRIAN ENTRANCE  
GATE WITHIN EXISTING BOUNDARY FENCE, ERECTION OF 2.4M  
HIGH DOUBLE AUTOMATED PALADIN GATES AND SINGLE  
PEDESTIAN GATE TOGETHER WITH 1.8M WIDE TARMACADAM  
RAMP AND FOOTPATH AND ASSOCIATED WORKS

**WARD: Prescot South**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SH307IXFY700>



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****30<sup>th</sup> JANUARY 2025****REPORT TITLE:**

Planning Decisions

**BACKGROUND TO THE REPORT:**

The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

**PURPOSE OF ITEM:**

To provide Members with details of the most recent decisions forwarded by KMBC. These are for **NOTING** only. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

**REPORT PREPARED BY:**

Liam Johnson – Administration Officer





**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**30<sup>th</sup> JANUARY 2025**

**REPORT TITLE:**

Community Fund Bids

**BACKGROUND TO THE REPORT:**

Funding Applications have been received from:

- Prescot Photo Club
- Coming Together Group

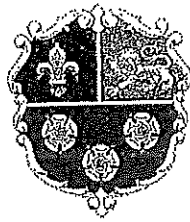
**PURPOSE OF REPORT:**

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

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk






PRESCOT TOWN COUNCIL  
COMMUNITY FUND APPLICATION FORM

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

SECTION 1 – Your Organisation	
Organisation Name and Address:	PRESCOT PHOTO CLUB
Contact / responsible person:	MRS DOROTHY DAW
Role in the Organisation:	CHAIR PERSON.
Telephone:	[REDACTED]
Email:	[REDACTED]
What year was your group established?	2024
Do you have a constitution?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
What are the main aims and activities of your Group?	TO PROVIDE A PHOTOGRAPHIC GROUP IN PRESCOT & TO PHOTOGRAPH PRESCOT TOWN.
Which area of Prescot are you based in?	TOWN CENTRE
Bank Details:	[REDACTED]

SECTION 2 -- Your Project		
Project Name:	EXHIBITION	
When will this take place?	AUTUMN 2025	
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	PHOTOGRAPHIC PRINTING COSTS FRAMES, MOUNTING POSTERS,	
How will this project make a difference in your community?	WE HOPE TO PRODUCE PHOTOGRAPHIC IMAGES DOCUMENTING THE HISTORIC TOWN OF PRESCOT AND THE CHANGING IMAGE OF THE TOWN.	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People	<input checked="" type="checkbox"/>
	Older People	<input checked="" type="checkbox"/>
	General Community	<input checked="" type="checkbox"/>
	Resident Association	<input checked="" type="checkbox"/>
	Sports or Arts	<input checked="" type="checkbox"/>
	Minority groups (e.g. LGBT, Disabled, BME)	<input checked="" type="checkbox"/>
How many people will benefit from your project?	THE GROUP HAS 12 MEMBERS THE COMMUNITY IN PRESCOT	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500	
Have you secured funding from anyone else?	NO.	
How will your project recognise the support of the Town Council	WE WILL CREDIT AND ENGAGE WITH THE TOWN COUNCIL TO PRODUCE IMAGES OF PRESCOT	
Who will be running the activity?	<input checked="" type="checkbox"/> Unpaid Volunteers	How many 12.
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many

**Declaration:**

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: 
	Position: CHAIRPERSON.
	Date: 2-12-2024.

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do so will result in clawback of funding. You agree to this term by submitting the application.

By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website [www.prescot-tc.gov.uk](http://www.prescot-tc.gov.uk).

**You can return your form:**

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

**Don't forget!**

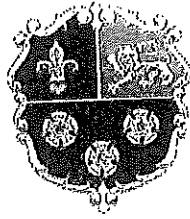
1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project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











**PRESCOT TOWN COUNCIL**  
**COMMUNITY FUND APPLICATION FORM**

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

<b>SECTION 1 – Your Organisation</b>	
<b>Organisation Name and Address:</b>	Coming Together Group
<b>Contact / responsible person:</b>	Jimmy Inglesby
<b>Role in the Organisation:</b>	Chair
<b>Telephone:</b>	[REDACTED]
<b>Email:</b>	comingtogetherprescot@901.com
<b>What year was your group established?</b>	2019
<b>Do you have a constitution?</b>	Yes <input type="checkbox"/> * No <input type="checkbox"/>
<b>Are you a registered Charity?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> *
	Charity Number:
<b>What are the main aims and activities of your Group?</b>	<p>The group was established in an attempt to meet the needs of a neglected community. Coming Together Group is aimed at people with Dementia, Parkinsons Disease, and others who are isolated within our community, indeed it is open to everyone.</p> <p>Here we provide a safe space for people to experience meaningful activity and to have fun and feel the arms of our group wrap around them.</p>
<b>Which area of Prescot are you based in?</b>	Prescot North
<b>Bank Details:</b>	[REDACTED]

SECTION 2 – Your Project		
Project Name:	Coming Together Sessions	
When will this take place?	Ongoing Wednesdays.	
Please give details and costs of the activities and / or equipment that you are applying for:  You will be required to evidence each item of expenditure if successful	A mixer to replace the old out of condition one. <i>PLUS microphone speaker &amp; EXTRA 1K. LEADS</i>	
How will this project make a difference in your community?	<p>During our sessions, we play music to the group and try to provide entertainment, a new mixer will improve the experience.</p> <p>Research suggests that people with memory problems can be grounded by music which can help them reminisce and feel part of our group and if you call in any Wednesday you will see this is the case. People with Parkinsons Disease who sometimes have personality changes and can struggle to manage their emotions are accepted and made part of our group.</p> <p>The mixer and microphone will help us to continue to deliver these afternoons to our community.</p>	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People	<input type="checkbox"/>
	Older People	<input checked="" type="checkbox"/> *
	General Community	<input checked="" type="checkbox"/> *
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input type="checkbox"/>
Minority groups (e.g. LGBT, Disabled, BME)	<input checked="" type="checkbox"/> *	
How many people will benefit from your project?	We have over 200 members at the club and they will all benefit from this.	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500	
Have you secured funding from anyone else?	No	

How will your project recognise the support of the Town Council	We will acknowledge the support of PTC on our FB, Twitter and Social Media Pages. I would also like to extend an invitation to all of the Councillors and Council Staff to come and see our offer any Wednesday afternoon.	
Who will be running the activity? Who will be building the seating	<input type="checkbox"/> Unpaid Volunteers	How many 3
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many

**Declaration:**

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: Jim Inglesby	
	Position: Chair	
	Date: 04/09/24	

**All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to so will result in clawback of funding. You agree to this term by submitting the application.**

**By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website [www.prescot-tc.gov.uk](http://www.prescot-tc.gov.uk).**

**You can return your form:**

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



**PRESCOT TOWN COUNCIL**  
**TOWN COUNCIL MEETING**  
**30<sup>th</sup> JANUARY 2025**

**REPORT TITLE:**

Annual Budget and Precept Demand 2025/26

**BACKGROUND TO THE REPORT**

In accordance with the Local Government Finance Act 1992 Prescot Town Council as the local precepting authority issues a precept each year on Knowsley Metropolitan Borough Council (KMBC). The precept must state Prescot Town Council's budget requirement for the forthcoming financial year which is then payable by KMBC.

**PURPOSE OF THE REPORT**

This report details the budget requirements of Prescot Town Council for the financial year 2025/26 and the precept demand required to meet this budget.

**REPORT PREPARED BY:**

Alex Spencer - Town Clerk

Louise Sephton – Deputy Town Clerk

Liam Johnson – Administration Officer



**PRESCOT TOWN COUNCIL**  
Precept and Annual Budget 2025/26

**1. INTRODUCTION**

- 1.1 In accordance with the Local Government Finance Act 1992 Prescott Town Council as the local precepting authority issues a precept each year on Knowsley Metropolitan Borough Council (KMBC). The precept must state Prescott Town Council's budget requirement for the forthcoming financial year which is then payable by KMBC.
- 1.2 There is a duty to issue the precept demand to KMBC before the end of February 2025 in the preceding year to which the precept relates (in this case 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026). This enables KMBC to perform the necessary calculations needed to inform residents of their Council Tax demand.
- 1.3 KMBC as billed authority pays the precept in instalments during the month of April in line with the Local Authority Regulations (Funds) (England)1992.

**2. COUNCIL TAX BASE 2025/26**

- 2.1 Following resolution by KMBC on 22<sup>nd</sup> January 2025, the Town Clerk has received confirmation of the 2025/26 Council Tax Base.
- 2.2 This has been set at 3,937 Band D equivalent properties: an increase of 166 properties in comparison with the 2024/25 base of 3,771.
- 2.3 The net effect of this increase is a budgetary surplus of £14,717.56; assuming that the 2024/25 precept demand continued at £88.66 per Band D equivalent property, and income and expenditure levels also remained the same.

**3. CURRENT FINANCIAL YEAR PERFORMANCE**

- 3.1 Council's gross expenditure for 2024/25 was set at £381,427.36, with a gross precept demand of £334,336.86, and the £47,090.50 shortfall being filled by income derived from council operations.
- 3.2 As of the end of December 2024, Council's forecasted financial outturn is detailed in the table below.

<b>Actual and Forecasted Financial Outturn as of End of December 2024</b>				
<b>Summary</b>	<b>Budgeted</b>	<b>Actual to End Dec 24</b>	<b>Forecasted to End Mar 25</b>	<b>Forecasted (Surplus) / Deficit</b>
Total Income	381,427.36	367,290.29	377,284.98	(-4,142.38)
Total Expenditure	381,427.36	251,130.34	347,195.33	(-48,597.91)
<b>Forecasted Underspend / Overspend to March 2025</b>				<b>(£-44,455.53)</b>

- 3.3 At the time of writing, an underspend of £44,455.53 is forecasted to the end of March 2024.

- 3.4 As in previous years, officers recommend that underspends carried forward into the new financial year either supplement Council's General Reserve - thereby enabling funds to be reinvested as per Council's recently adopted Reserves and Investment Policy and/or called upon for unforeseen expenditure; or are used to fund capital works in the next financial year.
- 3.5 At the beginning of 2024/25, funds available to Council totalled £381,583.84, although Members are reminded that £87,036.00 of this total were committed to earmarked works during 2024/25.
- 3.6 The Town Clerk anticipates a significant underspend against budget to year end 2024/25 – estimated to be in the region of £44,000.00. Coupled with the new 2025/26 precept demand, the financial position of Council moving into the new financial year is extremely strong and will providing flexibility to invest in Council assets, commence new projects or workstreams and/or make several high-interest bond investments to generate a further income.
- 3.7 Significantly, following a meeting of Finance, Policy and Human Resources Committee on 16<sup>th</sup> January 2025, several resolutions (of the Committee) directly impact upon the formulation of the 2025/26 Budget; and Members are asked to take these resolutions into consideration.
- 3.8 Firstly, adoption of a Reserves and Investment Policy not only adheres to the 2023/24 recommendations of the internal auditor that such a policy should be adopted by Council; but provides clarity on Council's Revenue Budget, level of General Reserve (set at 20% of annual revenue budget), Earmarked Works in the new financial year and surplus funds which can be utilised for investment purposes or to fund unseen capital works and/or council projects.
- 3.9 Committee Members have reviewed proposed income and expenditure levels for 2025/26; and have resolved to their level based on 2024/25 outturn as presented at 4.3 below.
- 3.10 Given increases to facilities charges during 2024/25, Committee Members have resolved that further increases are not necessary during 2025/26.
- 3.11 Finally, in consideration of Council's now changed position with regards to Brown's Field and Eaton Street Park, Committee Members have reviewed 2024/25 earmarked works and their sums (the majority of which related to improving both sites); and have proposed new earmarked works for 2025/26.
- 3.12 In consideration of points 3.7 to 3.11 above, it is the recommendation of Finance, Policy and Human Resources Committee that the 2025/26 precept demand be set at £79.79 per band D equivalent property; generating an overall precept of £314,133.23.



**4. PROPOSED BUDGET 2025/26**

- 4.1 As outlined below, Finance, Policy & HR Committee Members and officers have proposed a balanced budget for 2025/26.
- 4.2 To achieve this, the following information and assumptions have been considered:-
- a. The 2025/26 Council Tax Base of 3,937 Band D Equivalent Properties, as resolved by Knowsley Council on 22<sup>nd</sup> January 2025.
  - b. A reduction on the precept demand per band D equivalent property from £88.66 in 2024/25; to £79.79 in 2025/26 – thereby producing a gross precept of £314,133.23.
  - c. An assessment of income received during 2024/25; and the setting of achievable income targets for 2025/26.
  - d. A 0% increase on room hire charges in 2025/26 (as shown in Appendix One)
  - e. A 0% increase in charges for the hiring of chair covers, chair sashes, tablecloths and buffet tablecloths in 2025/26 (as shown in Appendix One)
  - f. An assessment of 2024/25 expenditure for each budget line, and the setting of workable budgets for 2025/26 (as proposed at 4.3 below)
  - g. That earmarked works as identified in 2024/25 are amended; and that new works and costs are agreed to be delivered during 2025/26 (as proposed at 6.5 below)
  - h. Council's gross expenditure for 2025/26 being set at £361,223.73.
  - i. Council's gross income for 2025/26 being set at £361,223.73 - comprising a 2025/26 precept demand of £314,133.23 and Town Hall Operations deriving an income of £47,090.50.
- 4.3 Proposed 2025/26 Income and Expenditure is set out below:

<b>Income 2025/26</b>	
Precept	314,133.23
Contribution from Reserves	0.00
Bank Interest	1,150.00
Grant Income	0.00
Events Income	500.00
Miscellaneous Income	0.00
Lettings	26,440.50
Bond	12,000.00
TENS Licence	0.00
Tablecloths, chair coverings, decorations etc	4,000.00
Bar	3,000.00
<b>TOTAL INCOME</b>	<b>361,223.73</b>

<b>Cost Centre 1: Staff &amp; Training Costs</b>	
Salaries & Wages	175,810.70
Mayor	850.00
Mileage & Travel	200.00
Training	2,500.00
<b>TOTAL COST CENTRE EXPENDITURE</b>	<b>179,360.70</b>

<b>Cost Centre 2: Administrative</b>	
Elections	10,000.00
Bank Charges	300.00
Photocopier & Printing	1,500.00
Audit Fees	1,800.00
Professional Fees	2,500.00
Stationary, Postage, Office Equipment	2,200.00
Subscriptions	500.00
Licences	300.00
Equipment Purchase / Maintenance	2,600.00
Quality Council	4,500.00
Insurance	5,998.56
Telephones & Broadband increase	2,100.00
IT Recharges	2,900.00
Advertising	600.00
Miscellaneous	1,000.00
<b>TOTAL COST CENTRE EXPENDITURE</b>	<b>38,798.56</b>

<b>Cost Centre 3: Community Provision &amp; Events</b>	
Prescot Town Council Community Fund	8,500.00
Prescot Festival	1,000.00
Town Clock	500.00
Prescot Spring Clean	3,600.00
Prescot Community Recognition Awards	800.00
Prescot Carnival	15,000.00
Armistice Day Remembrance Service	200.00
Prescot Christmas Cracker	6,000.00
Senior Citizen Drop In	500.00
Schools Selection Packs	2,000.00
<b>TOTAL COST CENTRE EXPENDITURE</b>	<b>38,100.00</b>

<b>Cost Centre 4: Public Open Spaces &amp; Outdoors</b>	
Parks Revenue Maintenance	0.00
Browns Field Development	0.00
Eaton Street Development	5,000.00
Parks Capital Maintenance	0.00
Business Rates Browns Field	0.00
Electricity - Eaton Street Pavilion	510.00
Electricity - Playing Fields	100.00
Water Rates -Playing Fields & Eaton Street	300.00
<b>TOTAL COST CENTRE EXPENDITURE</b>	<b>5,910.00</b>

<b>Cost Centre 5: Town Hall</b>	
Heat & Light	23,000.00
Business Rates	7,250.00
Water Rates	2,500.00
Town Hall Christmas Lights	9,094.47
Facilities Management	6,000.00
Furniture & Fittings	2,000.00
Day to Day Maintenance	5,500.00
Cleaning & Hygiene	1,200.00
Laundry	4,500.00
Refuse Collection	3,000.00
Borrowing Costs	34,010.00
Tablecloths, chair covers catering etc	1,000.00
Bond Refund	0.00
TEN Licence	0.00
<b>TOTAL COST CENTRE EXPENDITURE</b>	<b>99,054.47</b>

<b>Income 2025/26</b>	<b>361,223.73</b>
<b>Cost Centre 1: Staff &amp; Training Costs</b>	<b>179,360.70</b>
<b>Cost Centre 2: Administrative</b>	<b>38,798.56</b>
<b>Cost Centre 3: Community Provision &amp; Events</b>	<b>38,100.00</b>
<b>Cost Centre 4: Public Open Spaces &amp; Outdoors</b>	<b>5,910.00</b>
<b>Cost Centre 5: Town Hall</b>	<b>99,054.47</b>
<b>Total Expenditure 2025/26</b>	<b>361,223.73</b>

<b>Total Income 2025/26</b>	<b>361,223.73</b>
<b>Total Expenditure 2025/26</b>	<b>361,223.73</b>
<b>BUDGET GAP</b>	<b>0.00</b>

## 5. CONTEXT OF PROPOSED BUDGET 2025/26

### 5.1 2025/26 INCOME

- 5.1.1 On 22<sup>nd</sup> January 2025, Knowsley Council resolved the 2025/26 Council Tax Base for Prescott at 3,937 Band D Equivalent Properties – an increase of 166 properties compared with 2024/25.

Assuming that Members did not resolve to a precept change to the current demand of £88.66 per band D equivalent property and that all income and expenditure lines remained the same as in 2024/25, the increase of 166 properties between years would generate an additional £14,717.56 for Council, with an overall 2025/26 precept demand of £349,054.42 compared with £334,336.86 in 2024/25.

Given that Council has set a balanced budget in 2024/25 with income essentially offsetting expenditure, the rise in Band D property numbers would automatically generate a positive surplus of £14,717.56.

Legally, this is perfectly acceptable. Whilst Council is legally bound to approve a budget which is balanced, as a precepting authority, Council can (if it so resolves) approve a budget which creates a surplus to (for example) build up general reserve levels or fund much needed works/projects.

However, as highlighted above and as presented to Finance, Policy and Human Resources Committee on 16<sup>th</sup> January 2025; the financial position of Council is a strong one; with a significant forecasted underspend to year end 2025/26 (estimated at £41,000.00 against budget) and healthy reserve levels.

For this reason, it is the recommendation of Finance, Policy and Human Resources Committee that a balanced budget for 2025/26 be set; and that the precept demand be subsequently reduced to £79.79 in order to “give back” to Prescottians.

In consideration of setting a balanced budget in 2025/26, it has been the recommendation of Finance, Policy and Human Resources Committee that income targets set in 2024/25 carry forward to 2025/26; as it is the opinion of Members that these targets are realistically achievable in the new financial year.

To support income targets, there is agreement that Council's 2025/26 Charging Schedule applicable to the hiring of council facilities such as function room, conference facilities, room decoration and/or refreshments, remains unchanged from 2024/25.

In consideration of the above, gross income of **£361,223.73** has been proposed for 2025/26.

## 5.2 2025/26 EXPENDITURE

### 5.2.1 COST CENTRE ONE: STAFF AND TRAINING COSTS

The staffing budget for 2025/26 is based on a staffing structure comprised of:-

- 1 x Town Clerk employed full-time (35 hours)
- 1 x Deputy Town Clerk employed full-time (35 hours)
- 1 x Administration Officer employed full-time (35 hours)
- 1 x Caretaker employed part-time (25 hours)
- 1 x Caretaker employed part-time (10 hours)

This staffing budget takes into consideration:-

- Where appropriate, staff incremental pay increase
- A proposed 3% pay award in 2025/26 for all staff (The actual percentage increase is resolved each year by the National Joint Council for England (NJC) and is communicated to councils in October once negotiations are concluded. However, a percentage must be factored into the budget each year to pre-empt the pay award agreed by the NJC and trade unions)
- Increases in employer pension contributions.

The training budget for 2025/26 has been set at £2,500.00, an increase of £1,500.00 in comparison with 2024/25 in recognition of the need for staff continuous professional development – whether that be through attendance at conferences (a business case for which will be produced by officers and agreed by Finance, Policy and Human Resources Committee) or through qualifications relevant to the officer's role (as identified through the staff appraisal process).

The respective 2025/26 budgets for the Mayor (£850.00) and Mileage and Travel (£200.00) remain unchanged from 2024/25.

### 5.2.2 COST CENTRE TWO: ADMINISTRATIVE

An increase of £2,000.00 to the "Elections" budget is proposed in recognition of an invoice recently received from Knowsley Council for coordinating Council's bi-election in March 2024 – thereby increasing this budget line to £10,000.00 for 2025/26.

Members are reminded that this budget will cover the costs of a single bi-election (should it be called), and, in the event of multiple elections being called during 2025/26, associated costs could only be funded through the virement of funds from other budget lines or by calling upon Council reserves.

Although Finance, Policy and Human Resources Committee have considered adoption of a Co-Option Policy to help co-opt interested persons onto Council, Members may only rely on such a policy if the formal process of calling an election has expired.

It is therefore prudent for Council to cover the cost of at least one bi election, and resort to virement or general reserves if multiple bi-elections are called.

Increases to the budget lines of "Equipment Purchase / Maintenance" (+£1,000.00) and "Quality Council (+1,300.00) have been proposed in 2025/26.

With regards to the former, following the recommendation of Finance, Policy and Human Resources Committee, officers are in the process of reviewing all Council assets to determine their date of purchase, expected life, the current condition of the asset and Council exposure if repair or replacement is required.

This piece of work has already commenced and will be reported to Members as part of Council's Annual Governance and Accountability Return (AGAR). However, as an interim measure and to err on the side of caution, it is prudent to increase this budget line to give sufficient flexibility to repair or replace assets if and when required.

With regards to the latter, an increase to the Quality Council budget line has been proposed for Council to publish and distribute an Autumn newsletter to better engage with residents. This newsletter will be in addition to Council's Annual Report which will be circulated in June 2025.

It is hoped that such a move will help publicise the work and activities of Council, will more effectively engage with residents and will encourage and foster more joined up work with partners such as the Prescot Business Club.

A considerable reduction to the "Professional Fees" budget line (-£1,500.00) has been proposed in recognition that there will be less of a call for professional services e.g. legal advice following Brown's Field and Eaton Street Park reverting back to Knowsley Council.

### **5.2.3 COST CENTRE THREE: COMMUNITY PROVISION & EVENTS**

Proposed budget lines within this cost centre have remained static in comparison to 2024/25, with only two budget lines changing between years.

"Prescot Carnival" has increased (+£1,000.00) to give flexibility in the event of restitution costs being required for damage to on-site football pitches at Brown's Field resulting from staging the Prescot Carnival.

"Selection Packs" has also increased (+£500.00) in recognition of outturn during 2024/25 and likely increases to selection pack costs in the new financial year.

### **5.2.4 COST CENTRE FOUR: PUBLIC OPEN SPACES AND OUTDOOR**

Budget lines within cost centre four have been significantly reduced in consideration of Brown's Field and Eaton Street Park reverting back to Knowsley Council, and Council not being required to manage both sites and incur costs as a result.

Five of nine budget lines have no budget assigned to them because of Council's changed responsibility.

It has been acknowledged that Council will continue to maintain the pavilion and canopy within Eaton Street Park, and for this reason, this budget line has been increased to £5,000.00 (+£3,000.00) for maintenance work or capital expenditure.

## 5.2.5 COST CENTRE FIVE: TOWN HALL

In a similar vein to cost centre three, most budget lines within this cost centre (8 of 14) remain unchanged.

However, having reviewed 2024/25 outturns – because of rising costs – the adjustments to the following budget lines have been made:

Business Rates (+£650.00)  
Furniture and Fittings (+£1,000.00)  
Laundry (+£500.00)  
Refuse Collection (+£250.00)  
Tablecloths, chair covers and catering etc (+£500.00)

## 6.0 COUNCIL RESERVES

- 6.1 The Good Councillor's Guide to Finance and Transparency states that 'A council should typically hold between 3 to 12 months expenditure as a general reserve'.
- 6.2 As stated within Council's recently adopted Reserves and Investment Policy, and as resolved by Finance, Policy and Human Resources Committee, 20% of Council's 2025/26 Annual Revenue Budget will be held in reserve for emergency and/or unforeseen expenditure.
- 6.3 As reported to Finance, Policy and Human Resources Committee, Council's Reserves and Investment Policy will provide greater clarity in terms of:-
- Council's annual revenue budget
  - Council's resolved general reserve level
  - Council's resolved earmarked works and funds assigned thereto
  - Council surplus funds which can be invested to generate an income, or utilised however Council so resolves.

As a result of the policy's adoption, there will be no muddying between revenue budgets and what funds are held in reserve for whatever purpose.

- 6.4 The Town Clerk will provide an update to Council on all financial matters at the conclusion of the 2024/25 financial year as part of Council's Annual Governance and Accountability Return.
- 6.5 Finance, Policy and Human Resources Committee have resolved to the following Earmarked Works in 2025/26 and sums thereto:

<b>Proposed Earmarked Works 2025/26</b>	<b>Budget</b>
Resurfacing of Prescott Town Hall Car Park	£20,000.00
Installation of galvanised fire escape at Prescott Town Hall	£18,000.00
Construction of ground floor reception at Prescott Town Hall	£5,000.00
Decoration of Prescott Town Hall (Downstairs only)	£3,000.00
Flagpole	£750.00
Improvements to Prescott Town Hall Wi-Fi	£800.00
Purchase and install of lamppost mounted poppies	£2,000.00
Painting Prescott Town Council logo on shutters and banners	£1,000.00
<b>Total Cost</b>	<b>£50,550.00</b>

- 6.6 The proposed works stated at 6.5 replace previously agreed earmarked works as stated in the table below.

<b>Previously Agreed Earmarks Works</b>	<b>Budget</b>
1. Park Capital Maintenance	£44,000.00
2. Eaton Street Park Footpath	£19,700.00
3. Brown's Field Development	£15,000.00
4. Cllr J Burke Mayoral contribution to Eaton Street Park Roundabout	£8,336.00
<b>Total Cost</b>	<b>£87,036.00</b>

- 6.7 In consideration of Council's now changed position with regards to Brown's Field and Eaton Street Park as a result of both sites reverting back to Knowsley Council, it is no longer necessary to earmark works and committed funds to works 1 to 3 in the table above.

This immediately generates a saving of £78,700.00 which can be assigned to those new earmarked works as proposed at 6.5 above.

- 6.8 However, in light of Cllr J Burke fundraising during her tenure as Mayor to procure and install an accessible roundabout within Eaton Street Park, and committing these monies to Council's accounts (to create a ringfenced fund), these works should continue into 2025/26.

Knowsley Council have previously committed to procuring and installing this roundabout on Council's behalf, and Members are advised that the Town Clerk will be seeking a progress update as a matter of urgency.

## **7. RECOMMENDATIONS**

- 7.1 Members are asked to consider the recommendations below:-

- a. That Members resolve Council's gross expenditure for 2025/26 be set at £361,223.73.
- b. That Members resolve the 2025/26 precept demand be set at £314,133.23, equating to £79.79 per Band D equivalent property, and that the Town Clerk notifies Knowsley Council accordingly.
- c. That Members resolve to implement salary and pension increases for 2025/26 in line with recommendations of the National Joint Council for England (NJC) and Merseyside Pension Fund.
- d. That Members resolve the proposed charging schedule for 2025/26 as stated at appendix one to this report.
- e. That in the event of the "Elections" budget line becoming depleted owing to the calling of multiple bi-elections during 2025/26, Members resolve cost centre virement and/or the use of Council's General Reserve to supplement the "Elections" budget line.



- f. That Members approve works identified at paragraph 6.5 and resolve to utilise funds originally identified for earmarked works during 2024/25 as presented at paragraph 6.6.
- g. That (with the exception of the accessible roundabout at Eaton Street Park), works identified within the table at 6.6 are not pursued during 2025/26.



Appendix One: Proposed Schedule of Charges for 2025/26

<b>PROPOSED SCHEDULE OF CHARGES 2025/26</b>					
Room	Capacity	Rates			Weekend (per hour)
		Non for profit group 9am-5pm Midweek (per hour)	Non for profit group after 5pm Midweek (per hour)	Business Use Midweek (per hour)	
Multi-Function	100-120	£10.00	£12.00	£18.00	£25.00
Conference Room	16	£10.00	£12.00	£18.00	£25.00
Council Chamber	20-30	£10.00	£12.00	£18.00	£25.00
Meeting Room	6	£10.00	£12.00	£18.00	£25.00
Pavilion at Eaton Street	10	£10.00	£12.00	£18.00	£25.00
<b>Decorations</b>					
Tablecloth Hire			£6.00		
Chair Cover Hire			£1.50		
Chair Sashes			£0.50		
Buffet Tablecloth hire			£2.00		
<b>Training and Conference Requirements</b>					
Tea, Coffee and Biscuits		Unlimited drinks £2 per person			
Projector and Screen		Portable 3D Projector with large portable screen	£5		

