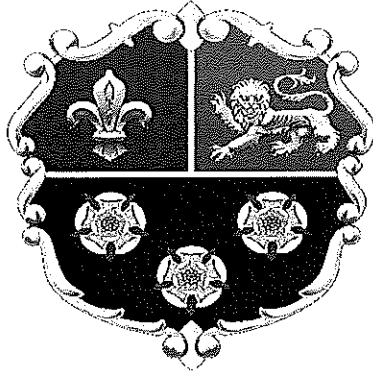


PRESCOT TOWN COUNCIL



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

Tele: 0151 - 426 - 3933

Email: enquiries@prescot-tc.gov.uk

Dated this 30th day of January 2025

To the Members of the Events Committee

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

YOU ARE HEREBY SUMMONED TO ATTEND

**a meeting of the Events Committee for the Town of Prescot to be held at
Prescot Town Hall on Thursday 6th February 2025 at 6.00pm.**

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

Alex Spencer
TOWN CLERK

AGENDA

1. **TO RECEIVE APOLOGIES** Verbal
To receive apologies of absence from committee members.
2. **DECLARATIONS OF INTEREST** Verbal
In accordance with Standing Order 4 G ii. members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.
3. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 4-6)
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 13th November 2024.
4. **ARMISTICE DAY SERVICE 2024 - FEEDBACK REPORT** (Pages 7-9)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
5. **CHRISTMAS CRACKER 2024 – FEEDBACK REPORT** (Pages 10-13)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
6. **SENIOR CITIZEN CHRISTMAS DROP IN 2024 – FEEDBACK REPORT** (Pages 14-16)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
7. **EVENTS CALENDAR 2025/26** (Pages 17-19)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

8. **COMMUNITY CLEAN UP 2025**

Verbal

The Deputy Town Clerk will provide an update on the Community clean up events.

9. **PRESCOT CARNIVAL 2025**

Members will be asked to discuss the action plan for this year's carnival.

This will be provided on the day.

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE MEETING

6TH FEBRUARY 2025

REPORT TITLE:

Minutes of Previous Committee Meeting

BACKGROUND TO THE REPORT:

As members are aware they are required to agree the minutes of the previous meeting as a true and accurate record of the business transacted at that meeting.

PURPOSE OF REPORT:

To **AGREE** the minutes of the previous committee meeting as true and accurate.

REPORTS PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **WEDNESDAY, 13TH NOVEMBER 2024** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

17. TO RECEIVE APOLOGIES

Apologies were received from Cllrs J. Burke, T. Murray and T. Smith.

18. DECLARATIONS OF INTEREST

There were no declarations of interest received.

19. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 16th October 2024 be agreed as a correct record and signed by the Acting Chair.

20. PRESCOT CHRISTMAS CRACKER 2024

The Deputy Town Clerk updated members on the task list and confirmed the performers who were able to attend. The job rotas were also discussed and agreed. The Santa Float was unable to confirm as they are still waiting to receive approval of the float licence from Knowsley Council. Cllr M. Burke agreed to pursue this with the Knowsley licensing team.

21. SENIOR CITIZEN CHRISTMAS DROP IN 2024

The Deputy Town Clerk updated members on the task list.

22. COMMUNITY CLEAN UP EVENT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 4.1 being: -

In accordance with the powers granted under section 137 of the Local Government Act 1972 members are asked to: -

- Agree the event format as stated in section 2.

Members agreed to the format of the event with the inclusion of distribution of flyers to be done by Town Councillors if there were enough volunteers or if not, that the Deputy Town Clerk seeks costs for the distribution by an external organisation.

- Agree for the Deputy Town Clerk to check members availability for the dates stated in 2.4 and arrange the events as necessary.
- Agree the number of skips to be hired for each venue.

Members agreed to hire 8 skips for each venue.

23. PRESCOT CARNIVAL 2025

The Deputy Town Clerk updated members on the task list and requested that members provide ideas of what they would like to take place within the arena area and provide the Deputy Town Clerk with information to seek costs and availability.

The meeting closed at 6:27p.m.

Dated: 6th February 2025

**Signed:.....
(Cllr M. Sommerfield, Deputy Chair of
Events Committee)**

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE

6TH FEBRUARY 2025

REPORT TITLE

Armistice Day 2024 Feedback Report

BACKGROUND TO THE REPORT

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

PURPOSE OF THE REPORT

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

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Armistice Day 2024 Feedback Report

1. INTRODUCTION

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

2. EVENT FEEDBACK

2.1 Attendance

This was the tenth time Prescott Town Council Events Committee have organised an Armistice Day service. The event is only advertised by word of mouth as space at the memorial is limited. However, the attendance has risen to approximately 80 people made up of Council members, local residents, community groups and representatives from local schools.

2.2 Activities Undertaken

The event was organised by the Deputy Town Clerk with support from Rev Kim Mannings and Fr Dominic Risley. The service was performed at the BICC Memorial in Prescott Cemetery. Rev Kim Mannings and Fr Dominic Risley delivered the service with assistance from the Mayor and representatives from the local schools. A local bugler provided the associated music.

Following the service attendees were invited to Prescott Parish Church community hall for light refreshments organised by Church volunteers.

2.3 Finance

The Armistice Day event has an allocated budget of £200 and the event has incurred a total expenditure of £202.03 as detailed in the table below resulting in an overspend of £2.03.

Item	Cost £
Bugler	£ 100.00
Refreshments	£ 14.80
Milk	£ 1.41
Wreaths x 2	£ 33.32
Erect/dismantle remembrance banner	£ 52.50
Total	£ 202.03

2.4 Lessons Learnt

- There continues to be a definite demand for the event.
- The event format works well.
- The event takes minimal planning when compared with other Town Council events.
- The event is extremely low cost when compared with other Town Council events.

3 RECOMMENDATIONS

3.1 Using the powers granted to them under the terms of reference for Prescot Town Council, Events Committee members should recommend to full council that:

3.1.1 The Armistice Day Service is retained in its current format for future years and that the budget for the event remains at £200.

PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****6TH FEBRUARY 2025****REPORT TITLE**

Christmas Cracker 2024 Feedback report

BACKGROUND TO THE REPORT

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event, which is then submitted to Full Council for approval. The report provides feedback on the event and recommendations for the future.

PURPOSE OF THE REPORT

The purpose of this report is to provide feedback to the Council in relation to the success of the event, along with recommendations for the future delivery of the event.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Christmas Cracker 2024 Feedback Report

1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future of the event.
- 1.2 This was the Events Committee's fifth Christmas Cracker event which was held on Saturday 30th November 2024 between 1.00pm and 4.00pm at Prescott Town Hall.
- 1.3 This was the third time that the event had been held at Prescott Town Hall.

2. EVENT FEEDBACK

2.1 Activities

The event comprised of a number of free activities including:

- Live radio style road show
- Performances from Bluebell Park School Makaton Choir, Keiron Kenny and Centre 63 Ukulele Band.
- Free refreshments from the Town Council
- Rainhill Rotary Club Santa & Sleigh
- Large Christmas themed inflatables
- Children's fairground ride
- Christmas Bounce-a-ball
- Boom balloon snow blasters
- Curling
- Christmas Tree Target Stall
- Christmas Hook a Duck stall
- Christmas Elf on the Shelf hoopla stall
- Mickey & Minnie Mouse Mascot Characters
- Mayor of Prescott Charity tombola stall
- Children's Christmas Craft activity
- Face Painting

2.2 Finance

The existing budget of £6,000 was utilised for the Christmas Cracker event. The total expenditure incurred on the event excluding VAT was £5,787.83 providing an underspend of £212.17 on the existing budget. There was no income as this event was provided free of charge.

A detailed breakdown of the expenditure can be seen below.

Prescot Christmas Cracker 2024	
Item	Cost
Refreshments stall	£ 496.79
Curling, Christmas Bounce a ball, Boom Balloon Snow Blasters, three Christmas game stalls with 100 prizes on each stall	£ 3,205.00
Fairground Ride	£ 400.00
Mickey & Minnie Mouse Mascot Characters	£ 300.00
Face Painting x 4	£ 840.00
DJ/Presenter	£ 100.00
Keiron Kenny - Singer	£ 60.00
Rainhill Club of Rotary (Prescot Santa Float)	£ 100.00
Craft	£ 75.79
Banners - change date	£ 15.00
Erect/Dismantle Town Hall banner	£ 52.50
30 x selection boxes for performers & blu tac	£ 50.41
Flyers	£ 52.50
Snow Fluid 5L x 4 (for next year's event)	£ 39.84
Total	£ 5,787.83

3 Conclusions

- There was a demand for the event which can be shown by over 300 people receiving free refreshments at the event and over 100 children taking part in the craft activity.
- The location of the event being held at Prescot Town Hall was suitable and allowed for a wide variety of activities to be provided in the car park, Multi-Function, Council Chamber and Conference rooms.
- The free refreshments were very popular which required 4 volunteers at all times. A total of 300 cups were used on the day. Four electric hot water urns were used for this year's event.
- Having four face painters this year reduced the waiting time for the children and was more manageable for the event.

- The snow machine was very popular at the event although did require supervision at all times and was working intermittently during the event due to blockages of the pipes. It would be beneficial to purchase a new snow machine with increased capacity of snow fluid to reduce the amount of filling times required.
- The addition of new activities provided more entertainment at the event.

4 RECOMMENDATIONS

4.1 Using the powers granted to them under the terms of reference for Prescott Town Council Events Committee, members should recommend to full council that:

- 4.1.1 The Christmas Cracker Event is retained for future years, with the location remaining at Prescott Town Hall and the next event will be held on either Saturday 29th November or Saturday 6th December 2025.

PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****6TH FEBRUARY 2025****REPORT TITLE**

Senior Citizen Christmas Drop In 2024 – Feedback Report

BACKGROUND TO THE REPORT

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event, which is then submitted to Full Council for approval. The report provides feedback on the event and recommendations for the future.

PURPOSE OF THE REPORT

The purpose of this report is to provide feedback to the Council in relation to the success of the event, along with recommendations for the future delivery of the event.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Senior Citizen Christmas Drop In 2024 Feedback Report

1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future of the event.
- 1.2 This was the Events Committee's fourth Senior Citizen Christmas Drop In event which was introduced following the cancellation of the Christmas Cracker in 2021.

2. EVENT FEEDBACK

2.1 Activities

The Senior Citizen Christmas Drop In was held at Prescott Town Hall on Friday 6th December 2024 from 1.00pm – 3.00pm.

This event was provided free of charge and comprised of the following: -

- Hot drinks prepared and served by Prescott Town Councillors and staff
- Prosecco & soft drinks
- Fresh cream mince pies and biscuits
- Live performance from local singer Keiron Kenny
- Festive music
- Party games
- Large Christmas themed Inflatables
- Snowman photo opportunity

2.2 Attendance

Approximately 30 people attended the event and commented that it was a lovely festive event.

3. FINANCE

- 3.1 The existing budget of £500 was utilised for the Senior Citizen Christmas Drop In event. The total expenditure incurred on the event excluding VAT was £333.12 providing an underspend of £166.88 on the existing budget. There was no income as this event was provided free of charge.

A detailed breakdown of the expenditure can be seen below.

Expenditure	
Item	Cost
Keiron Kenny - Singer	£ 100.00
Posters/flyers	£ 52.50
Xmas Paper plates	£ 24.96
Serviettes	£ 10.52
Snowman cut out board	£ 29.50
Fresh cream mince pies, lemonade, orange	£ 68.40
Biscuits	£ 43.99
Milk x 2	£ 3.25
Total	£ 333.12

4. CONCLUSIONS

- The events were publicised on a double-sided leaflet along with the Christmas Cracker event which was delivered to all Prescot Primary schools for a copy to be handed out to each child.
- The format of the event worked well.
- To ensure that the attendance level can be increased next year members are asked to consider other events taking place locally when setting a date.
- The event is extremely low cost when compared with other Town Council events.

5. RECOMMENDATIONS

5.1 Using the powers granted to them under the terms of reference for Prescot Town Council Events Committee, members should recommend to full council that:

- 5.1.1 The Senior Citizen Christmas Drop In Event is retained for future years, with the location remaining at Prescot Town Hall with the date to be agreed.

PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****6TH FEBRUARY 2025****REPORT TITLE:**

Events Calendar 2025-26

BACKGROUND TO THE REPORT

In accordance with the terms of reference for the Events Committee, the committee are required to formulate an annual plan of events for approval at Council. The Town Council are in the process of setting the budget for 2025/26 and the events calendar will help to support this process.

PURPOSE OF THE REPORT

To consider the annual events calendar proposed for 2025-26.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Events Calendar 2025/26

1. INTRODUCTION

- 1.1 In accordance with the terms of reference for the Events Committee, the committee are required to formulate an annual plan of events for approval at Council. The Town Council are in the process of setting the budget for 2025/26 and the events calendar will help to support this process.

2. 2024/25 EVENTS CALENDAR

- 2.1 A table of events that were delivered in 2024/25 is provided below.

Month	Event	Budget	Actual Cost
June	Carnival	£14,000	£11,234.32
July	Prescot Community Recognition Awards Evening	£800	£546.42
Nov	Armistice Day Service	£200	£202.03
Nov	Prescot Christmas Cracker	£6,000	£5,787.83
Dec	Senior Citizen Christmas Drop In	£500	£333.12
Mar – date TBC	Community Clean-up Day – 2 events one in each ward	£3,600	£3,600 estimated
Total		£25,100	£21,703.72

- 2.2 As shown in the table the actual cost of the Town Councils events programme for the year 2024/25 was £21,703.72 therefore providing an underspend of £3,396.28 on the budget.

3 2025-26 EVENTS CALENDAR

- 3.1 In accordance with the committee's terms of reference it is required to submit a calendar of events to council for approval, a draft calendar with associate budget is provided below.

Date	Event	Budget 25-26
June/July (TBC)	Prescot Community Recognition Awards	£800
22 nd June 2025	Carnival	£15,000
11 th Nov 2025	Armistice Day Service	£200
Dec 2025 (TBC)	Prescot Christmas Cracker	£6,000
Dec 2025 (TBC)	Senior Citizen Christmas Drop In	£500
Mar 2026 (TBC)	Community Clean-up Day - 2 events one in each ward	£3,600
Total		£26,100

4 RECOMENDATIONS

- 4.1 Using the powers granted to them under the Local Government Act 1972 s.145 members are asked to resolve to:
- 4.1.1 Agree the draft Events Calendar with associated budget as shown at 3.1 for approval at the next Town Council meeting.

