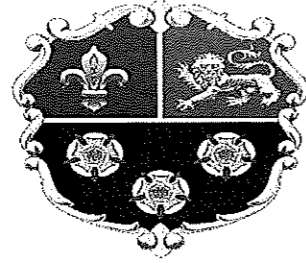


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 9th Day of January 2025

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 Thursday 16th January 2025

at

Prescot Town Hall

commencing at 7.30 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. | <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 31st October 2024 as a true and accurate record of the business transacted.</p> | Pages 4 - 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 - 11 |
| 5. | <p>ORDERS AND PAYMENTS AUTHORISATION</p> <p>Members are asked to CONSIDER and APPROVE the enclosed list of payments.</p> | Pages 12 - 14 |
| 6. | <p>FACILITIES BOOKINGS</p> <p>Members are asked to NOTE the Master Booking Sheet to date.</p> | Pages 15 - 22 |
| 7. | <p>PROPOSED RESERVES AND INVESTMENT POLICY 2025</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p> | Pages 23 - 32 |
| 8. | <p>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</p> <p>By virtue of Standing Order 3D, that members of the press and public be excluded for the remainder of the meeting given the confidential nature of the business to be transacted or for other special reasons.</p> | Verbal |

| | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 9. | 2025/26 BUDGET WORKSHOP Member discussion concerning formulation of 2025/26 Budget. Documentation to be circulated to Members week commencing 13 th January 2025; with presentations made by the Town Clerk during meeting | Verbal |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|

PRESCOT TOWN COUNCIL
FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE

16th JANUARY 2025

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 31st OCTOBER 2024** in **PRESCOT TOWN HALL**, commencing at **7.55 P.M.**

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

1 x Member of the Public

9. TO RECEIVE APOLOGIES

No apologies were received.

10. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

11. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 11th July 2024 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

12. MONTHLY BUDGET MONITORING STATEMENT

Members reviewed the monthly budget monitoring statement (to the end of September 2024) as presented by the Town Clerk; noting in particular the contribution of the new bar concessionaire in generating an income for council, Council's income to date generated from room hire and expenditure against parks revenue maintenance and parks capital maintenance budget codes in consideration of Brown's Field and Eaton Street Park reverting back to Knowsley Council on 21st October 2024.

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

13. ORDERS AND PAYMENTS AUTHORISATION

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

Members questioned free room hire granted to FACE and queried whether income was generated from line dancing.

It was **UNANIMOUSLY RESOLVED:-**

1. To **INSTRUCT** the Town Clerk to clarify the positions of FACE and Line Dancing in terms of hiring and paying for room hire, and to confirm the position with Members via email
2. To **APPROVE** the list of orders and payments as presented.

14. PROPOSED LONE WORKING POLICY 2024

The Town Clerk presented a proposed Lone Working Policy and accompanying Lone Working Risk Assessment to Members.

It was **UNANIMOUSLY RESOLVED:-**

1. To **INSTRUCT** the Town Clerk to amend the policy as presented so that Lone Working is an exception rather than normal working practice, and that practically, officers should make arrangements so as to prevent lone working being required e.g. ensuring that lunchbreaks are taken at staggered times so as to provide office cover.
2. To **APPROVE** the policy as amended.

15. PROPOSED WORK EXPERIENCE POLICY 2024

The Town Clerk presented a proposed Work Experience Policy to Members.

It was **UNANIMOUSLY RESOLVED:-**

1. To **INSTRUCT** the Town Clerk to amend the policy; so that the policy only applies to school children and students who are residents of Prescot
2. To **INSTRUCT** the Town Clerk to introduce enhanced DBS checks for all staff.
3. To **APPROVE** the policy as amended.

16. REVIEW OF COUNCIL'S FIXED ASSET REGISTER

The Town Clerk presented the latest version of Council's Fixed Asset Register which considered proposed works at Brown's Field and their impact on assets on site.

It was **UNANIMOUSLY RESOLVED:-**

1. To **APPROVE** the register as presented to Members
2. To **DELEGATE** to the Town Clerk the writing off of further assets at Brown's Field in consideration of works on site, and that an amended report is presented to Members following these works.

17. 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.

18. PROPOSED WORKING FROM HOME POLICY 2024

Members discussed the formal and informal arrangements of staff working from home.

There was an acceptance that working from home was an exception rather than the norm, although Members accepted that from time to time i.e. in the event of an emergency, working from home was required.

It was **UNANIMOUSLY RESOLVED:-**

1. That the Town Clerk would continue to monitor working from home arrangements, and report back to Members at the next meeting of the committee.

The meeting closed at 8:57 p.m

Dated: 16th January 2025

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

PRESCOT TOWN COUNCIL

**FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING**

16th JANUARY 2025

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:

Dec-24

| SUMMARY | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | EXECUTIVE SUMMARY |
|---------------------------------------------------|-------------------|-------------------|-------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total income | 381,427.36 | 367,290.29 | 377,284.98 | -4,142.38 | |
| Total expenses | 381,427.36 | 251,130.34 | 332,829.45 | -48,597.91 | Annual Forecast includes payments coming out in January for GM Contract @ £15,047.67 and Bi-Election in March 2024 @ 9,982.51. Therefore difference in figures between "Actual" and "Annual Forecast" |
| Income less expenses: | 0.00 | 116,159.95 | 44,455.53 | -44,455.53 | |
| INCOME DETAILS | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | 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 | No contribution from reserves has been required. |
| Bank Interest | 1,150.00 | 7,743.84 | 9,500.00 | 8,350.00 | Bank interest to date based on deposit account is £7,743.84. Based on interest received to date, the Town Clerk anticipates this to rise to circa £9,500.00 by year end and has reflected this within the forecast. |
| Grant Income | 0.00 | 0.00 | 0.00 | 0.00 | No grants have been applied for to date. |
| Bar | 500.00 | 800.00 | 800.00 | 300.00 | Events income has generated £300.00 more than 2024/25 income target, all of which has been derived from this year's Prescott Carnival. |
| Events Income | 0.00 | 723.48 | 723.48 | 723.48 | 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 |
| Miscellaneous Income | 26,440.50 | 17,773.38 | 24,000.00 | -2,440.50 | Income generated from lettings is on target given that 67% of income has been achieved during the first 9 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 income in the region of £24,000 will be realised; and has been reflected in the forecast. This is slightly below the income target of the year. |
| Lettings | 12,000.00 | 1,803.50 | 1,803.50 | 0.00 | |
| Bond | 0.00 | 21.00 | 21.00 | 0.00 | |
| TENS Licence | 4,000.00 | 2,539.19 | 3,000.00 | -1,000.00 | After 9 months of operations 63% of the income target has been achieved. This is slightly lower than what would have been anticipated, however there have been slightly fewer bookings in comparison to 2023/24 to the same point. Based on remaining bookings for 2024/25, a forecast of £3,000.00 has been included - £1000.00 less than the income target. |
| Table Cloths, Chair Covers, Catering etc | 3,000.00 | 1,548.90 | 3,100.00 | 100.00 | Budget is on target based on 7 months operations with some income still to be received from bar for functions before December 2024. Based on remaining bookings, an forecast of £3,100.00 to year end has been included. |
| Bar | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bank Interest | 0.00 | 0.00 | 0.00 | 0.00 | |
| Table Cloths, Chair Covers, Catering etc | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total income: | 381,427.36 | 367,290.29 | 377,284.98 | 6,033.12 | |
| COST CENTRE 1 - STAFF & TRAINING COSTS | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | NARRATIVE |
| Salaries and wages | 169,310.70 | 125,597.83 | 167,000.00 | -2,310.70 | Expenditure is on target as 74% of expenditure after 9 months of operations. The Town Clerk anticipates expenditure in the region of £167,000 to year end. |
| External Staff Cover | 0.00 | 0.00 | 0.00 | 0.00 | No external staff cover has been required in 2024/25. |
| Mayor | 850.00 | 850.00 | 850.00 | 0.00 | Cllr M. Burke has received the 2024/25 Mayoral Allowance. |
| Mileage and Travel | 200.00 | 0.00 | 0.00 | -200.00 | |
| Training | 1,000.00 | 2,523.87 | 2,523.87 | 1,523.87 | Payments are currently in dispute with Peninsula. |
| Total staff & training costs: | 171,360.70 | 128,971.70 | 170,373.87 | -986.83 | |
| Percent of total: | 44.93% | | | | |
| COST CENTRE 2 -ADMINISTRATIVE | | | | | |
| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | NARRATIVE |
| Elections | 8,000.00 | 0.00 | 9,982.51 | 1,982.51 | In January 2025, KMBC invoiced Council for bi-election in March 2024 (election of Cllr Goodwin), which exceeded budget by £1,982.51. |
| Bank Charges | 300.00 | 130.22 | 130.22 | -169.78 | The Town Clerk proposes and increase to £10,000.00 for this budget line in 2025/26. |
| Photocopier & Printing | 1,000.00 | 995.13 | 1,300.00 | 300.00 | Charges slightly below at 43% after 9 months operations, therefore likely saving to end-year. |
| Audit Fees | 1,800.00 | 1,160.00 | 1,160.00 | -640.00 | Expenditure higher after 9 months and revision to 2025/26 budget line required. Based on this, a forecasted figure of £1,200.00 has been included to year end - a £300 against budget |
| | | | | | To date, Council's Internal Auditor has been paid upon completion of our 2023/24 Internal Audit at £320.00 |
| | | | | | A further invoice has been received from PKF Littlejohn at circa £900.00. |
| | | | | | A saving of circa £600.00 to year end will be generated. |

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Dec-24

| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | NARRATIVE |
|--------------------------------------------------------------|------------------|------------------|------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Fees | 4,000.00 | 1,213.95 | 1,500.00 | -2,500.00 | 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. |
| Stationary, Postage, Office Equipment | 2,000.00 | 2,143.44 | 2,300.00 | 300.00 | Further expenditure against this budget line is unlikely given that there is no requirement for legal advice given parks have now reverted back to KMBC. |
| Subscriptions | 500.00 | 35.00 | 335.00 | -165.00 | There is likely to be a considerable underspend to year end, and this budget line will be revised down in 2025/26 |
| Licences | 300.00 | 203.00 | 203.00 | -97.00 | Expenditure has exceeded budget and therefore will require revision up in 2025/26. Budget has been exceeded due to replenishing office equipment and post increases. A forecast figure, £300 above budget has been included to year end |
| Equipment Purchase / Maintenance | 1,600.00 | 1,097.60 | 1,600.00 | 0.00 | Annual payment to Information Commissioners Office (ICO) has already been made, and renewed subscription to the Society for Local Council Clerks (SLCC) will be made in January at a cost of £300.00 |
| Quality Council | 2,800.00 | 2,784.59 | 2,784.59 | -15.41 | Annual Premises Licence for Prescott Town Hall |
| Insurance | 5,000.00 | 5,569.85 | 5,569.85 | 569.85 | Payments for general wear and tear around Town Hall, with greatest expenditure for new fridge within bar area. |
| Telephones & Broadband | 2,100.00 | 1,543.47 | 2,100.00 | 0.00 | All payments associated with delivery of Local Democracy Project and production and distribution of Annual Report have now been made. Further expenditure against this budget line is not anticipated. |
| IT Recharges | 2,900.00 | 2,392.28 | 2,900.00 | 0.00 | Payment for our annual insurance policy exceeded the budgeted amount. This is likely to reduce in 2025/26 owing to parks reverting back to KMBC, however the pavilion and canopy will need to be included. |
| Advertising | 600.00 | 295.00 | 295.00 | -305.00 | Expenditure on target based on 9 months operations. Forecasted that all budget will be used by year end |
| Miscellaneous | 500.00 | 700.34 | 700.34 | 200.34 | Expenditure on target based on 9 months operations. Forecasted that all budget will be used by year end |
| Total admin. expenses: | 33,400.00 | 20,263.87 | 32,860.51 | -539.49 | Forecasted that all budget will be used by year end |
| Percentage of total: | 8.76% | | | | Annual Membership Renewal of Chooseyourevent.com which helps to support promotion of council facilities. |
| COST CENTRE 3 - COMMUNITY PROVISION AND EVENTS | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | NARRATIVE |
| Prescot Town Council Community Fund | 8,500.00 | 3,035.00 | 4,535.00 | -3,965.00 | A total of 7 Community Funding Applications have been processed to date. Forecasted that three more applications will be agreed by end year @ £500 per application |
| Prescot Festival | 1,000.00 | 1,000.00 | 1,000.00 | 0.00 | Payment to Prescot Festival has been made. |
| Town Clock | 500.00 | 500.00 | 500.00 | 0.00 | Payment to support Prescot Town Clock has been made |
| Prescot Spring Clean | 3,600.00 | 0.00 | 3,600.00 | 0.00 | No expenditure to date, but spring clean days planned for March 2025. Forecasted that all budget will be utilised through skip hire. |
| Prescot Community Recognition Awards | 800.00 | 546.42 | 546.42 | -253.58 | Expenditure relating to the Community Recognition Awards is now complete, with an underspend of £253.58. |
| Prescot Carnival | 14,000.00 | 11,234.32 | 11,234.32 | -2,765.68 | Expenditure relating to the Prescott Carnival is now complete, with an underspend of £2,765.68. |
| Armistice Day Remembrance Service | 200.00 | 202.03 | 202.03 | 2.03 | Expenditure relating to Armistice Day Remembrance Service is now complete, and has overspent by 0.03p. |
| Prescot Christmas Cracker | 6,000.00 | 5,787.83 | 5,787.83 | -212.17 | Expenditure relating to the Prescott Christmas Cracker is now complete, with an underpend of £212.17 |
| Senior Citizen Drop In | 500.00 | 285.88 | 285.88 | 214.12 | Expenditure relating to the Senior Citizen Drop In is now complete, with an underpend of £214.12. |
| Schools Selection Packs | 1,500.00 | 1,663.48 | 1,663.48 | 163.48 | Expenditure relating to the purchase of selection packs is now complete, with an overspend of £163.48. The Town Clerk proposes an increase to this budget line in 2025/26 to £1,750.00. |
| Total Community expenses: | 36,600.00 | 24,254.96 | 29,354.96 | -7,245.04 | |
| Percentage of total: | 9.60% | | | | |
| COST CENTRE 3 - PUBLIC OPEN SPACE / OUTDOOR PROVISION | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | NARRATIVE |
| Parks Revenue Maintenance | 25,796.66 | 0.00 | 15,047.67 | -10,748.99 | In January 2025, KMBC invoiced Council (pro-rata) for its 2024/25 Grounds Maintenance Contract, which will generate an saving to year end at £10,748.99. |
| Browns Field Development | 2,000.00 | 1,419.00 | 1,419.00 | -581.00 | Expenditure to date relates to tree repair works along Carr Lane. No further expenditure is anticipated given reversion of parks back to KMBC. |
| Eaton Street Development | 2,000.00 | 459.95 | 459.95 | -1,540.05 | Expenditure to date relates to a boiler unit and accessible ramp at Eaton Street. |
| Parks Capital Maintenance | 20,000.00 | 0.00 | 0.00 | -20,000.00 | Given that the pavilion will remain the responsibility of Council (despite revision) the Town Clerk proposes that this budget increases to £3,000.00 in 2025/26 for maintenance of the pavilion and canopy. |
| Business Rates Browns Field | 300.00 | 244.51 | 244.51 | -55.49 | No expenditure is anticipated given reversion of parks back to KMBC. |
| Electricity - Eaton Street Pavilion | 510.00 | 0.00 | 0.00 | -510.00 | No further expenditure anticipated given reversion of parks back to KMBC. |
| | | | | | No bills have been received to date although the Town Clerk has briefed Members on connection at Eaton Street Park and potential for significant electricity bill in the future. |

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Dec-24

| | BUDGETED | ACTUAL | ANNUAL FORECAST | UNDER OVER BUDGET (Based on Forecast) | NARRATIVE |
|---------------------------------------------|------------------|-----------------|------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Electricity - Playing Fields | 100.00 | 0.00 | 0.00 | -100.00 | No expenditure is anticipated given reversion of parks back to KMBC. Members will recall however that the Town Clerk is trying to resolve electricity consumption up to the point of reversion, and therefore a considerable bill may be payable in the future. |
| Water Rates - Playing Fields & Eaton Street | 300.00 | 257.00 | 257.00 | -43.00 | |
| Total POS expenses: | 51,006.66 | 2,380.46 | 17,428.13 | -33,578.53 | |
| Percentage of total: | 13.37% | | | | |
| COST CENTRE 4 - TOWN HALL | | | | | |
| Heat & Light | 23,000.00 | 13,207.58 | 19,000.00 | -4,000.00 | Expenditure for energy costs are lower than for 9 months of operations (at 57%), however use will increase over the winter period, and so higher bills will be received in the last quarter of 2024/25. Forecasted at £19,000.00 to year end |
| Business Rates | 6,600.00 | 7,060.23 | 7,060.23 | 460.23 | Expenditure has exceeded budget, and the Town Clerk will increase this budget line in 2025/26. |
| Water Rates | 2,500.00 | 1,726.56 | 2,500.00 | 0.00 | Expenditure is on target for 9 months of operations. Forecasted at £2,500.00 to year end |
| Town Hall Christmas Lights | 2,000.00 | 1,340.00 | 2,000.00 | 0.00 | Council has received the first of two invoices for this years Christmas lights (expenditure to date), with the second to be received in January 2025. This will take expenditure to budgeted amount; which has been reflected in the forecast |
| Town Hall Christmas Lights | 6,000.00 | 6,173.23 | 6,500.00 | 500.00 | The majority of cost against this budget line £3500 relates to installation of new intercom system at Prescott Town Hall. Other items include Initial payments for hygiene contract. It may be necessary to wire funds into the budget line for the remainder of 2024/25. |
| Facilities Management | 1,000.00 | 962.36 | 962.36 | -37.64 | Expenditure to date relates to:- Bottle cooler within bar @ £516.66 Fridge within kitchen @ £346.57 Toilet seat £44.13 The Town Clerk intends to increase this budget line to £2,000 in 2025/26 to give officers more flexibility to replace equipment when it cannot be repaired. |
| Furniture & Fittings | 5,500.00 | 2,914.77 | 2,914.77 | -2,585.23 | Expenditure is on target for 9 months of operations. |
| Day to Day Maintenance | 1,200.00 | 717.29 | 717.29 | -482.71 | Expenditure is on target for 9 months of operations. |
| Cleaning & Hygiene | 4,000.00 | 2,673.35 | 2,673.35 | -1,326.65 | Expenditure is on target for 9 months of operations. |
| Laundry | 2,750.00 | 1,928.25 | 1,928.25 | -821.75 | Expenditure is on target for 9 months of operations. |
| Refuse Collection | 34,010.00 | 34,009.60 | 34,009.60 | -0.40 | Both parts of the PWLB for 2024/25 have been paid |
| Borrowing Costs | 500.00 | 485.13 | 485.13 | -14.87 | Laundry costs have increased compared to 2023/24 as Council has changed its supplier. Expenditure will exceed budget this year, and therefore the budget will need to be increased in 2024/25. |
| Table Cloths, chair covers catering etc | 0.00 | 2,019.00 | 2,019.00 | 0.00 | |
| Bond Refund | 0.00 | 42.00 | 42.00 | 0.00 | |
| TEN Licence | 89,060.00 | 75,259.35 | 82,811.98 | -8,309.02 | |
| Total Town Hall expenses: | | | | | |
| Percentage of total: | 23.35% | | | | |

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

16th JANUARY 2025

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

| Approval Date | Payment Voucher No. | Supplier | Description | Date Cleared | Gross |
|---------------|---------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------|--------------|-----------|
| 01/10/2024 | 204 | Batala Mersey | Parade & Static Performance at Prescot Business Club - Halloween Event | 01/10/2024 | 50.00 |
| 01/10/2024 | 203 | Lyreco | Office Supplies and Cleaning Products | 01/10/2024 | 103.94 |
| 01/10/2024 | 205 | Louise Sephton | Christmas Cups from Nisbets for Prescot Christmas Cracker | 01/10/2024 | 107.97 |
| 01/10/2024 | 227 | Prism Solutions | Telephones | 01/10/2024 | 209.28 |
| 02/10/2024 | 206 | PKF Littlejohn LLP | Annual Governance & Accountability Return for year ended 31 March 2024 | 02/10/2024 | 1,008.00 |
| 03/10/2024 | 208 | Louise Sephton | DPS Change Form | 03/10/2024 | 23.00 |
| 02/10/2024 | 207 | Janitorial Direct | x2 Carefree Stride | 03/10/2024 | 64.09 |
| 03/10/2024 | 210 | Amazon | x2 Electrical 20L Catering Hot Water Boiler Urn | 03/10/2024 | 129.96 |
| 03/10/2024 | 209 | Amazon | x2 Haribo Chamallows Mini Marshmallows, 1kg | 03/10/2024 | 19.72 |
| 04/10/2024 | 211 | WaterPlus | Water and Wastewater bill 03/09/2024 - 02/10/2024 (Town Hall) | 04/10/2024 | 197.28 |
| 04/10/2024 | 213 | Louise Sephton (B&Q) | Safety Shoes x2 | 04/10/2024 | 119.88 |
| 05/10/2024 | N/A | HSBC | Total Charges | 05/10/2024 | 13.12 |
| 07/10/2024 | 212 | Rio Dean | Reimbursement of Security Bond | 07/10/2024 | 50.00 |
| 07/10/2024 | 214 | Louise Sephton (KMBC) | TEN Licence for Sarah-Jane Hart function on 09/11/2024 | 07/10/2024 | 21.00 |
| 07/10/2024 | 215 | Shaw Compliance | Motion sensor light, Emergency light test pavilion | 07/10/2024 | 184.00 |
| 09/10/2024 | 216 | WaterPlus | Final water and wastewater bill 15/09/2024 - 20/10/2024 (Browns Field) | 09/10/2024 | 37.84 |
| 16/10/2024 | 217 | WaterPlus | Water and Wastewater bill 14/09/2024 - 13/10/2024 (Eaton Street) | 16/10/2024 | 14.57 |
| 16/10/2024 | 218 | DrainDoctor | Secured concealed cistern and tightened nut on the flush pipe and replaced fibre washer and hot water supply | 16/10/2024 | 150.00 |
| 16/10/2024 | 219 | Louise Sephton | 52x Cadbury Selection Packs | 16/10/2024 | 1,996.18 |
| 16/10/2024 | 229 | TotalEnergies | Gas Bill 22/08/2024 - 23/09/2024 (Town Hall) | 16/10/2024 | 599.85 |
| 17/10/2024 | 220 | VSP Printing | 7000 Annual Reports | 17/10/2024 | 2,220.00 |
| 21/10/2024 | 230 | B&M Waste Services | Bin Collection for September 2024 | 21/10/2024 | 301.26 |
| 22/10/2024 | 231 | British Gas | Electricity bill 01/09/2024 - 30/09/2024 (Town Hall) | 22/10/2024 | 892.94 |
| 24/10/2024 | 232 | KMBC | PTC Salaries | 24/10/2024 | 13,099.48 |
| 24/10/2024 | 233 | KMBC | PTC Salaries | 24/10/2024 | 15,381.94 |
| 25/10/2024 | 225 | Marianne Tagg | Reimbursement of Security Bond | 25/10/2024 | 50.00 |
| 25/10/2024 | 224 | ASL | Photocopying & Printing | 25/10/2024 | 47.27 |
| 25/10/2024 | 222 | Amazon | 3x packs - Christmas Party Paper Plates | 25/10/2024 | 29.97 |
| 25/10/2024 | 221 | Amazon | 2x packs - Paper Serviettes Soft Napkins (Red) | 25/10/2024 | 12.62 |
| 25/10/2024 | 223 | Amazon | Official Star Snowmen Stand in cardboard cutout | 25/10/2024 | 35.40 |
| 25/10/2024 | 226 | Amazon | x2 Christmas Festive Paper Coffee Cups - pack of 500 | 25/10/2024 | 59.45 |
| 25/10/2024 | 234 | Prism Solutions | IT Services | 25/10/2024 | 277.81 |
| 28/10/2024 | 228 | Prima Cleaners | Laundry | 28/10/2024 | 306.84 |
| 28/10/2024 | 235 | Perinsula Business | Health & Safety Training Package | 28/10/2024 | 333.39 |
| 29/10/2024 | 236 | Rebecca Jennings | Refund for invoice 140-24/25 | 29/10/2024 | 125.00 |
| 31/10/2024 | 237 | Louise Sephton (Amazon) | 2x Amazon gift cards for Mayors Christmas Card design competition | 30/10/2024 | 50.00 |
| 31/10/2024 | 238 | Amazon | 12x Double Knitting Colourful Yarn | 31/10/2024 | 25.98 |
| 31/10/2024 | 239 | Amazon | 3x 100 pack of wooden dolly pegs & 6 bottles of Multi Purpose Spray Paint | 31/10/2024 | 64.98 |
| 31/10/2024 | 240 | Instaloft | Custom Wooden Hatch Door & 3.2 free standing ladder | 31/10/2024 | 276.79 |
| 31/10/2024 | 241 | Sean Porter-Lawson | Refund due to overpayment Inv 160-24/25 | 31/10/2024 | 135.00 |
| 01/11/2024 | 267 | Prism Solutions | Telephones | 01/11/2024 | 210.38 |
| 01/11/2024 | 266 | CF Corporate Finance | Secondary Rental with RV Write Down | 01/11/2024 | 77.40 |
| 04/11/2024 | N/A | HSBC | Total Charges | 04/11/2024 | 12.71 |
| 05/11/2024 | 245 | JK Stars Morris Dancers | Community Fund Application | 05/11/2024 | 250.00 |
| 05/11/2024 | 243 | Lyreco | Office Supplies, Cleaning Products and Xmas Cracker supplies | 05/11/2024 | 194.18 |
| 05/11/2024 | 244 | VSP Printing | 2000 Christmas A5 Leaflets & 30 x A4 leaflets (15 x 2 sfts) | 05/11/2024 | 105.00 |
| 05/11/2024 | 242 | Antoinette Yates | Reimbursement of Security Bond | 05/11/2024 | 44.00 |
| 05/11/2024 | 270 | HSBC | Petty Cash | 05/11/2024 | 228.25 |
| 06/11/2024 | 246 | WaterPlus | Water and Wastewater bill 03/10/2024 - 02/11/2024 (Town Hall) | 06/11/2024 | 206.43 |
| 11/11/2024 | 248 | Peter Athans | Trumpeter for Armistice Day | 11/11/2024 | 100.00 |
| 11/11/2024 | 249 | Amazon | Statesman Tall Larder Fridge | 11/11/2024 | 415.89 |
| 11/11/2024 | 271 | Peac UK Ltd | Lease Rental 09/11/2024 - 08/02/2025 | 11/11/2024 | 162.33 |
| 12/11/2024 | 250 | Amazon | 1x Tork Xpress Soft Multifold Hand Towels 21 x 110 sheets | 13/11/2024 | 61.99 |
| 13/11/2024 | 251 | Sarah-Jane Hart | Reimbursement of Security Bond | 13/11/2024 | 100.00 |
| 13/11/2024 | 251 | Prima Cleaners | Laundry | 13/11/2024 | 58.20 |
| 14/11/2024 | 253 | Amazon | Cadbury & Oreo big box of treats - box 64 | 14/11/2024 | 21.75 |
| 14/11/2024 | 252 | Amazon | 7x White Buffet Cloths | 14/11/2024 | 81.72 |
| 15/11/2024 | 255 | Amazon | 12x Cuisine Sweetened UHT Aerosol Squirty Cream | 15/11/2024 | 68.38 |
| 15/11/2024 | 256 | Electrical4less | x4 up and down light focus | 15/11/2024 | 91.20 |
| 15/11/2024 | 254 | WaterPlus | Water and Wastewater bill - 14/10/2024 - 13/11/2024 | 15/11/2024 | 14.94 |
| 18/11/2024 | 259 | Amazon | Nestle - the big biscuit variety box | 18/11/2024 | 32.86 |
| 18/11/2024 | 257 | Molly Duffy | Reimbursement of Security Bond | 18/11/2024 | 50.00 |
| 18/11/2024 | 258 | Amy Gannon | Reimbursement of Security Bond | 18/11/2024 | 50.00 |
| 18/11/2024 | 260 | Prima Cleaners | Laundry | 18/11/2024 | 191.64 |
| 18/11/2024 | 276 | TotalEnergies | Gas Bill 23/09/2024 - 24/10/2024 (Town Hall) | 18/11/2024 | 782.09 |
| 21/11/2024 | 261 | Screen Positive | Christmas banners date changes | 20/11/2024 | 18.00 |
| 20/11/2024 | 272 | B&M Waste Services | Bin Collection for October 2024 | 20/11/2024 | 245.80 |
| 21/11/2024 | 262 | LampShopOnline | 10x 3w LED Light Bulbs | 22/11/2024 | 40.58 |
| 22/11/2024 | 284 | British Gas | Electricity Bill 01/10/2024 - 31/10/2024 (Town Hall) | 22/11/2024 | 989.88 |
| 25/11/2024 | 264 | Milly Hughes | Reimbursement of Security Bond | 25/11/2024 | 50.00 |
| 25/11/2024 | 263 | Helen Kewley | Reimbursement of Security Bond | 25/11/2024 | 50.00 |
| 25/11/2024 | 273 | Prism Solutions | IT Services | 25/11/2024 | 277.81 |
| 25/11/2024 | 274 | KMBC | PTC Salaries | 25/11/2024 | 13,566.56 |
| 26/11/2024 | 268 | Louise Sephton | 30 boxes of Mince Pies for the Christmas Cracker | 26/11/2024 | 33.75 |
| 26/11/2024 | 265 | ASL | Photocopying & Printing | 26/11/2024 | 42.00 |
| 26/11/2024 | 269 | Prima Cleaners | Laundry | 26/11/2024 | 272.58 |
| 27/11/2024 | 275 | Louise Sephton | Milk, 2 packs of red and silver baubles & Kenco Decaf Coffee for Christmas Cracker | 27/11/2024 | 26.93 |
| 29/11/2024 | 277 | Rotary Club of Rainhill | Community Fund Application | 29/11/2024 | 485.00 |
| 29/11/2024 | 281 | Louise Sephton | 30x Selection Boxes & Blu Tac | 29/11/2024 | 60.49 |
| 29/11/2024 | 278 | Amazon | 5x Skytec Black Thermal Safety Gloves | 29/11/2024 | 38.14 |
| 29/11/2024 | 279 | Amazon | Hand Held Shaker Garden Spreader | 29/11/2024 | 18.76 |
| 29/11/2024 | 280 | Amazon | Bosmere Handy Scoop (Green) | 29/11/2024 | 4.30 |
| 29/11/2024 | 287 | Peninsula Business | Health & Safety Training Package | 29/11/2024 | 333.39 |
| 02/12/2024 | 283 | Gigglegobz Face Painting | 4 face painters for 3 hours at Prescot Christmas Cracker 2024 | 02/12/2024 | 840.00 |
| 02/12/2024 | 291 | Rotary Club of Rainhill | Donation for a Santa Float attendance at Prescot Christmas Cracker | 02/12/2024 | 100.00 |
| 02/12/2024 | 290 | ASL | Order of Magenta Colour Toner | 02/12/2024 | 12.00 |
| 02/12/2024 | 288 | ASL | Order of Black Colour Toner | 02/12/2024 | 12.00 |
| 02/12/2024 | 289 | Batala Mersey | Halloween Parade Performance 31/10/2024 | 02/12/2024 | 250.00 |
| 02/12/2024 | 286 | Lyreco | Office Supplies and Cleaning Products | 02/12/2024 | 323.95 |
| 02/12/2024 | 285 | Roger Bewley | Provision for fairground ride at Prescot Christmas Cracker 2024 | 02/12/2024 | 400.00 |
| 02/12/2024 | 282 | Winter Wonderland Theme Rooms | Mascots at Prescot Christmas Cracker 2024 | 02/12/2024 | 300.00 |
| 02/12/2024 | 315 | Prism Solutions | Telephones | 02/12/2024 | 209.48 |
| 03/12/2024 | 294 | ICS | Carry service on Fire Alarm, Access Control and CCTV | 03/12/2024 | 1,176.00 |
| 03/12/2024 | 292 | Colin Hughes | Install & remove banners x2 | 03/12/2024 | 105.00 |
| 03/12/2024 | 283 | Prima Cleaners | Laundry | 03/12/2024 | 220.38 |
| 04/12/2024 | 295 | L35 Community Radio | PA/Presenter at Christmas Cracker | 04/12/2024 | 100.00 |
| 04/12/2024 | 296 | WaterPlus | Water and Wastewater 03/11/2024 - 02/12/2024 (Town Hall) | 04/12/2024 | 197.28 |
| 04/12/2024 | 316 | Public Works Loan Board | Loan Repayment | 04/12/2024 | 17,004.80 |
| 05/12/2024 | 297 | Amazon | Santa Hat, Beard and Wig | 05/12/2024 | 19.23 |
| 05/12/2024 | 298 | Keiron Kenny | 30 minutes singing at Prescot Christmas Cracker 2024 | 05/12/2024 | 60.00 |
| 05/12/2024 | N/A | HSBC | Total Charges | 05/12/2024 | 16.58 |
| 06/12/2024 | 299 | Lumalite | Installation 2 of year 1 of 3 year contract for festive lighting | 06/12/2024 | 792.00 |
| 06/12/2024 | 300 | Keiron Kenny | Perform festive music at Senior Citizen Christmas Drop In | 06/12/2024 | 100.00 |
| 09/12/2024 | 301 | Joanne Burke | Fresh cream mince pies, lemonade, orange juice | 09/12/2024 | 68.40 |

Prescot Town Council

Payment List Quarter 3 - October 2024 - December 2024

| | | | | | |
|------------|-----|--------------------------------------|------------------------------------------------------------------|------------|-----------|
| 09/12/2024 | 302 | Kirstie Mepham | Reimbursement of Security Bond | 09/12/2024 | 50.00 |
| 12/12/2024 | 303 | Amazon | Santa Hat, Beard and Wig | 12/12/2024 | 18.49 |
| 13/12/2024 | 308 | Amazon | Snow Fluid 5L x4 | 13/12/2024 | 47.80 |
| 13/12/2024 | 307 | Amazon | Christmas Tree storage bags x3 | 13/12/2024 | 22.50 |
| 13/12/2024 | 306 | Amazon | WD40 & Baulies storage bag | 13/12/2024 | 19.63 |
| 13/12/2024 | 305 | Prescot Parish Church | Donation towards Town Clock | 13/12/2024 | 500.00 |
| 13/12/2024 | 304 | Prescot Festival | Donation towards Prescot Festival 2024 | 13/12/2024 | 1,000.00 |
| 17/12/2024 | 309 | Margaret Wilson | Reimbursement of Security Bond | 17/12/2024 | 75.00 |
| 17/12/2024 | 310 | WaterPlus | Water and Wastewater bill 14/11/2024 - 13/12/2024 (Eaton Street) | 17/12/2024 | 14.57 |
| 17/12/2024 | 311 | Prima Cleaners | Laundry | 17/12/2024 | 139.32 |
| 19/12/2024 | 313 | Amazon | Hand Sanitiser - 5 Litres | 19/12/2024 | 20.28 |
| 19/12/2024 | 314 | Amazon | 2025 A1 Large Year Wall Calendar | 19/12/2024 | 5.98 |
| 20/12/2024 | 312 | Prima Cleaners | Laundry | 20/12/2024 | 176.88 |
| 19/12/2024 | 317 | ASL | Photocopying & Printing | 20/12/2024 | 42.00 |
| 20/12/2024 | 318 | Golden Services Leaflet Distribution | Distribution of Annual Reports | 20/12/2024 | 481.28 |
| 20/12/2024 | 319 | B&M Waste Services | Bin Collection for November 2024 | 20/12/2024 | 245.11 |
| 20/12/2024 | 320 | British Gas | Electricity Bill 01/11/2024 - 30/11/2024 (Town Hall) | 23/12/2024 | 1,266.26 |
| 23/12/2025 | 327 | British Gas | Gas Bill 01/11/2024 - 04/12/2024 (Town Hall) | 23/12/2024 | 372.29 |
| 24/12/2024 | 324 | TotalEnergies | Gas Bill from 24/10/2024 - 30/11/2024 (Town Hall) | 24/12/2024 | 647.28 |
| 24/12/2024 | 326 | KMBC | PTC Salaries | 24/12/2024 | 18,996.96 |
| 24/12/2024 | 323 | Prism Solutions | IT Services | 27/12/2024 | 277.81 |
| 30/12/2024 | 325 | Peninsula Business | Health & Safety Training Package | 30/12/2024 | 333.39 |

Actual Running Total (April to Dec) 560,253.04

October 2024 - December 2024 106,021.04

PRESCOT TOWN COUNCIL

FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

16th JANUARY 2025

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

REPORTS PREPARED BY:

Liam Johnson – Administration Officer

BOOKINGS - PRESCOT TOWN HALL

| NAME | WEEK COMMENCING | DATE | TIMES | ROOM | EVENT | NET INCOME |
|--------------------------------------------|-------------------|----------------|-------------------|-----------------|----------------------------------------------------------|------------|
| FACE - Amanda Briscoe | 30 September 2024 | Tue/01/10/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| KMBC - Prescott North Ward Surgery | 30 September 2024 | Tue/01/10/2024 | 10:00am - 11:00am | Meeting Room | Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith | £ 18.00 |
| Jenn Appleton - Kumon | 30 September 2024 | Tue/01/10/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 30 September 2024 | Tue/01/10/2024 | 6:30pm - 8:30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 30 September 2024 | Wed/02/10/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 30 September 2024 | Wed/02/10/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| FACE - Amanda Briscoe | 30 September 2024 | Wed/02/10/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 30 September 2024 | Wed/02/10/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 30 September 2024 | Wed/02/10/2024 | 5:00pm - 7:00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 30 September 2024 | Thu/03/10/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 30 September 2024 | Thu/03/10/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Jenn Appleton - Kumon | 30 September 2024 | Thu/03/10/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 30 September 2024 | Thu/03/10/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Deafness Resource Centre - Naomi Webb | 30 September 2024 | Fri/04/10/2024 | 12:00pm - 2:00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 30 September 2024 | Fri/04/10/2024 | 12:30pm - 4:00pm | Multi Function | Deaf Club | £ 42.00 |
| Lynn Titherington - Slimming World | 30 September 2024 | Sat/05/10/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| Rio Dean | 30 September 2024 | Sun/06/10/2024 | 12:00pm - 4:00pm | Multi Function | 5th Birthday Party | £ 243.33 |
| Knowsley Fostering Service | 07 October 2024 | Mon/07/10/2024 | 10:00am - 2:30pm | Council Chamber | Foster Carer Training | £ 85.17 |
| Juanita Steel - Pilates | 07 October 2024 | Mon/07/10/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 07 October 2024 | Mon/07/10/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 07 October 2024 | Tue/08/10/2024 | 9:30am - 12:30pm | Conference Room | Flower Arranging | £ - |
| Cllr Jayne Edgar | 07 October 2024 | Tue/08/10/2024 | 10:00am - 11:00am | Meeting Room | Prescot North Ward Surgery - Cllr Jayne Edgar | £ - |
| Knowsley Fostering Service | 07 October 2024 | Tue/08/10/2024 | 10:00am - 2:30pm | Council Chamber | Foster Carer Training | £ 85.17 |
| Jenn Appleton - Kumon | 07 October 2024 | Tue/08/10/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 07 October 2024 | Tue/08/10/2024 | 6:30pm - 8:30pm | Multi Function | Martial Arts | £ 24.00 |
| Friends of Prescott Cemetery | 07 October 2024 | Tue/08/10/2024 | 6:30pm - 7:30pm | Conference Room | Meeting | £ - |
| Friends of Eaton Street Park | 07 October 2024 | Tue/08/10/2024 | 6:30pm - 8:00pm | Council Chamber | Meeting | £ - |
| FACE - Amanda Briscoe | 07 October 2024 | Wed/09/10/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 07 October 2024 | Wed/09/10/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Alex Guest - Omega Life | 07 October 2024 | Wed/09/10/2024 | 10:00am - 4:00pm | Conference Room | Training | £ 112.17 |
| KMBC - Prescott South Ward Members Surgery | 07 October 2024 | Wed/09/10/2024 | 1:00pm - 2:00pm | Meeting Room | Prescot South Ward Surgery - Cllrs J Burke | £ 18.00 |
| FACE - Amanda Briscoe | 07 October 2024 | Wed/09/10/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 07 October 2024 | Wed/09/10/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 07 October 2024 | Wed/09/10/2024 | 5:00pm - 7:00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 07 October 2024 | Thu/10/10/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 07 October 2024 | Thu/10/10/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Jenn Appleton - Kumon | 07 October 2024 | Thu/10/10/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 07 October 2024 | Thu/10/10/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Lynn Titherington - Slimming World | 07 October 2024 | Sat/12/10/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| Juanita Steel - Pilates | 14 October 2024 | Mon/14/10/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 14 October 2024 | Mon/14/10/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 14 October 2024 | Tue/15/10/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| KMBC - Prescott North Ward Surgery | 14 October 2024 | Tue/15/10/2024 | 10:00am - 11:00am | Meeting Room | Prescot North Ward Surgery - Cllr F Wynn | £ 18.00 |
| Jenn Appleton - Kumon | 14 October 2024 | Tue/15/10/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |

| | | | | | | |
|-------------------------------------------------------|-----------------|----------------|-------------------|-----------------|-------------------------------------------------------------|----------|
| Paul Murphy - Martial Arts | 14 October 2024 | Tue/15/10/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 14 October 2024 | Wed/16/10/2024 | 9.30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 14 October 2024 | Wed/16/10/2024 | 9.30am - 12:30pm | Council Chamber | Art Class | £ - |
| FACE - Amanda Briscoe | 14 October 2024 | Wed/16/10/2024 | 1.00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 14 October 2024 | Wed/16/10/2024 | 2.15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 14 October 2024 | Wed/16/10/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| Prescot Town Council | 14 October 2024 | Wed/16/10/2024 | 6.00pm - 7.00pm | Council Chamber | Events Committee Meeting | £ - |
| FACE - Vicky Powell | 14 October 2024 | Thu/17/10/2024 | 9.15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| Reed Wellbeing - Thomas Colston | 14 October 2024 | Thu/17/10/2024 | 9.45am - 11.45am | Council Chamber | Diabetes Prevention Programme | £ 36.00 |
| Jenn Appleton - Kumon | 14 October 2024 | Thu/17/10/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 14 October 2024 | Thu/17/10/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Deafness Resource Centre - Naomi Webb | 14 October 2024 | Fri/18/10/2024 | 12.00pm - 2.00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 14 October 2024 | Fri/18/10/2024 | 12.30pm - 4.00pm | Multi Function | Deaf Club | £ 42.00 |
| Lynn Titherington - Slimming World | 14 October 2024 | Sat/19/10/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| Marianne Tagg | 14 October 2024 | Sun/20/10/2024 | 12.00pm - 5:00pm | Multi Function | Twins 5th Birthday Party | £ 304.17 |
| Juanita Steel - Pilates | 21 October 2024 | Mon/21/10/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 21 October 2024 | Mon/21/10/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 21 October 2024 | Tue/22/10/2024 | 9.30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| Alex Guest - Omega Life | 21 October 2024 | Tue/22/10/2024 | 10:00am - 4:00pm | Conference Room | Training | £ 112.17 |
| Prescot South Ward Parish Clifs Surgery - Green Party | 21 October 2024 | Tue/22/10/2024 | 10.00am - 11.00am | Meeting Room | Prescot South Ward Parish Clifs Surgery - Green Party | £ - |
| Jenn Appleton - Kumon | 21 October 2024 | Tue/22/10/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 21 October 2024 | Tue/22/10/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 21 October 2024 | Wed/23/10/2024 | 9.30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 21 October 2024 | Wed/23/10/2024 | 9.30am - 12:30pm | Council Chamber | Art Class | £ - |
| FACE - Amanda Briscoe | 21 October 2024 | Wed/23/10/2024 | 1.00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 21 October 2024 | Wed/23/10/2024 | 2.15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 21 October 2024 | Wed/23/10/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 21 October 2024 | Thu/24/10/2024 | 9.15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 21 October 2024 | Thu/24/10/2024 | 9.30am - 12:30pm | Council Chamber | Art Class | £ - |
| Jenn Appleton - Kumon | 21 October 2024 | Thu/24/10/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Lynn Titherington - Slimming World | 21 October 2024 | Sat/26/10/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| Rebecca Jennings | 21 October 2024 | Sat/26/10/2024 | 2.00pm - 5.00pm | Multi Function | 5th Birthday Party | £ 75.00 |
| Friends of Eaton Street Park | 28 October 2024 | Mon/28/10/2024 | 11.30am - 2:30pm | Multi Function | Winter Warmer Soup and Sandwich Afternoon | £ - |
| Juanita Steel - Pilates | 28 October 2024 | Mon/28/10/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 28 October 2024 | Mon/28/10/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| Jenn Appleton - Kumon | 28 October 2024 | Tue/29/10/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Michelle Brown - Line Dancing | 28 October 2024 | Wed/30/10/2024 | 2.15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | Holiday | Wed/30/10/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ - |
| Friends of Eaton Street Park | 28 October 2024 | Thu/31/10/2024 | 9.00am - 3.00pm | Multi Function | Only if it's bad weather - School Holiday Event - Halloween | £ - |
| Jenn Appleton - Kumon | 28 October 2024 | Thu/31/10/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Prescot Town Council | 28 October 2024 | Thu/31/10/2024 | 6:00pm - 7:00pm | Council Chamber | Prescot Town Council Meeting | £ - |
| Prescot Town Council | 28 October 2024 | Thu/31/10/2024 | 7.00pm - 8.00pm | Council Chamber | Finance Policy & Human Resources Committee | £ - |
| Deafness Resource Centre - Naomi Webb | 28 October 2024 | Fri/01/11/2024 | 12.00pm - 2.00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 28 October 2024 | Fri/01/11/2024 | 12.30pm - 4.00pm | Multi Function | Deaf Club | £ 42.00 |
| Lynn Titherington - Slimming World | 28 October 2024 | Sat/02/11/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |

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| Antoinette Yates | 28 October 2024 | Sat/02/11/2024 | 2:00pm - 6:00pm | Multi Function | 5th Birthday Party | £ 186.67 |
| Sharon Swindels - Aerobics | 04 November 2024 | Mon/04/11/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 04 November 2024 | Tue/05/11/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| KMBC - Prescot North Ward Surgery | 04 November 2024 | Tue/05/11/2024 | 10:00am - 11:00am | Meeting Room | Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith | £ 18.00 |
| Jenn Appleton - Kumon | 04 November 2024 | Tue/05/11/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 04 November 2024 | Tue/05/11/2024 | 6:30pm - 8:30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 04 November 2024 | Wed/06/11/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 04 November 2024 | Wed/06/11/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Alex Guest - Omega Life | 04 November 2024 | Wed/06/11/2024 | 10:00am - 4:00pm | Conference Room | Training | £ 112.17 |
| FACE - Amanda Briscoe | 04 November 2024 | Wed/06/11/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 04 November 2024 | Wed/06/11/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 04 November 2024 | Wed/06/11/2024 | 5:00pm - 7:00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 04 November 2024 | Thu/07/11/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 04 November 2024 | Thu/07/11/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Paul Fisher | 04 November 2024 | Thu/07/11/2024 | 2:00pm - 4:00pm | Council Chamber | LGBTQ Meeting | £ 36.00 |
| Paul Murphy - Martial Arts | 04 November 2024 | Thu/07/11/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Lynn Titherington - Slimming World | 04 November 2024 | Sat/09/11/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| Sarah-Jane Hart | 04 November 2024 | Sat/09/11/2024 | 3:00pm - 1:00am | Multi Function | 21st Birthday Party | £ 547.67 |
| NO BOOKINGS TO BE TAKEN | 04 November 2024 | Sun/10/11/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN | £ - |
| NO BOOKINGS TO BE TAKEN - ARMISTICE DAY SERVICE | 11 November 2024 | Mon/11/11/2024 | 9:00am - 1:00pm | ALL ROOMS | NO BOOKINGS TO BE TAKEN - ARMISTICE DAY SERVICE | £ - |
| Friends of Eaton Street Park | 11 November 2024 | Mon/11/11/2024 | 11:30am - 2:30pm | Multi Function | Winter Warmer Soup and Sandwich Afternoon | £ - |
| Juanita Steel - Pilates | 11 November 2024 | Mon/11/11/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 11 November 2024 | Mon/11/11/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 11 November 2024 | Tue/12/11/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| Cllr Jayne Edgar | 11 November 2024 | Tue/12/11/2024 | 10:00am - 11:00am | Meeting Room | Prescot North Ward Surgery - Cllr Jayne Edgar | £ - |
| Jenn Appleton - Kumon | 11 November 2024 | Tue/12/11/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 11 November 2024 | Tue/12/11/2024 | 6:30pm - 8:30pm | Multi Function | Martial Arts | £ 24.00 |
| Friends of Prescot Cemetery | 11 November 2024 | Tue/12/11/2024 | 6:30pm - 7:30pm | Conference Room | Meeting | £ - |
| FACE - Amanda Briscoe | 11 November 2024 | Wed/13/11/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 11 November 2024 | Wed/13/11/2024 | 9:30am - 12:30pm | Conference Room | Art Class | £ - |
| Knowsley Fostering Service | 11 November 2024 | Wed/13/11/2024 | 10:00am - 2:00pm | Council Chamber | Mindfulness | £ 76.17 |
| KMBC - Prescot South Ward Members Surgery | 11 November 2024 | Wed/13/11/2024 | 1:00pm - 2:00pm | Meeting Room | Prescot South Ward Surgery - Cllrs J Burke | £ 18.00 |
| FACE - Amanda Briscoe | 11 November 2024 | Wed/13/11/2024 | 1:00pm - 3:30pm | Conference Room | Art Class | £ - |
| Tracy Shirley - Drama | 11 November 2024 | Wed/13/11/2024 | 5:00pm - 7:00pm | Multi Function | Drama Classes | £ 36.00 |
| Prescot Town Council | 11 November 2024 | Wed/13/11/2024 | 6:00pm - 7:00pm | Conference Room | Events Committee Meeting | £ - |
| FACE - Vicky Powell | 11 November 2024 | Thu/14/11/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 11 November 2024 | Thu/14/11/2024 | 9:30am - 12:30pm | Multi Function | Art Class | £ - |
| Reed Wellbeing - Thomas Colston | 11 November 2024 | Thu/14/11/2024 | 9:45am - 11:45am | Council Chamber | Diabetes Prevention Programme | £ 36.00 |
| Tracey Carmichael (Breast Mates) | 11 November 2024 | Thu/14/11/2024 | 1:00pm - 4:00pm | Council Chamber | Breast Mates Award | £ - |
| Jenn Appleton - Kumon | 11 November 2024 | Thu/14/11/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 11 November 2024 | Thu/14/11/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Deafness Resource Centre - Naomi Webb | 11 November 2024 | Fri/15/11/2024 | 12:00pm - 2:00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 11 November 2024 | Fri/15/11/2024 | 12:30pm - 4:00pm | Multi Function | Deaf Club | £ 42.00 |
| Prescot Town Council | 11 November 2024 | Fri/15/11/2024 | 5:00pm - 7:00pm | Multi Function | Winter Coats Pop up shop | £ - |
| Lynn Titherington - Slimming World | 11 November 2024 | Sat/16/11/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |

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| Mollie Duffy | 11 November 2024 | Sat/16/11/2024 | 2:00pm - 8:00pm | Multi Function | 1st Birthday / Christening | £ 418.33 |
| Amy Gannon | 11 November 2024 | Sun/17/11/2024 | 12:30pm - 5:30pm | Multi Function | 7th Birthday Party | £ 312.92 |
| Knowsley Fostering Service | 18 November 2024 | Mon/18/11/2024 | 10:00am - 2:30pm | Council Chamber | Foster Carer Training | £ 85.17 |
| Juanita Steel - Pilates | 18 November 2024 | Mon/18/11/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 18 November 2024 | Mon/18/11/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 18 November 2024 | Tue/19/11/2024 | 9:30am - 12:30pm | Conference Room | Flower Arranging | £ - |
| KMBC - Prescott North Ward Surgery | 18 November 2024 | Tue/19/11/2024 | 10:00am - 11:00am | Meeting Room | Prescott North Ward Surgery - Cllr F Wynn | £ 18.00 |
| Knowsley Fostering Service | 18 November 2024 | Tue/19/11/2024 | 10:00am - 2:30pm | Council Chamber | Foster Carer Training | £ 85.17 |
| Jenn Appleton - Kumon | 18 November 2024 | Tue/19/11/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Cllr Del Arnall | 18 November 2024 | Tue/19/11/2024 | 6:30pm - 7:30pm | Conference Room | Labour Party Selection Meeting | £ - |
| Paul Murphy - Martial Arts | 18 November 2024 | Tue/19/11/2024 | 6:30pm - 8:30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 18 November 2024 | Wed/20/11/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 18 November 2024 | Wed/20/11/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| FACE - Amanda Briscoe | 18 November 2024 | Wed/20/11/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 18 November 2024 | Wed/20/11/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 18 November 2024 | Wed/20/11/2024 | 5:00pm - 7:00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 18 November 2024 | Thu/21/11/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 18 November 2024 | Thu/21/11/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Jenn Appleton - Kumon | 18 November 2024 | Thu/21/11/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 18 November 2024 | Thu/21/11/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| Lynn Titherington - Slimming World | 18 November 2024 | Sat/23/11/2024 | 7:00am - 11:00am | Multi Function | Slimming World | £ 100.00 |
| Helen Kewley | 18 November 2024 | Sat/23/11/2024 | 7:30pm - 12:00am | Multi Function | 40th Birthday Party | £ 309.17 |
| Milly Hughes | 18 November 2024 | Sun/24/11/2024 | 11:00am - 4:00pm | Multi Function | Baby Shower | £ 290.00 |
| Friends of Eaton Street Park | 18 November 2024 | Mon/25/11/2024 | 11:30am - 2:30pm | Multi Function | Winter Warmer Soup and Sandwich Afternoon | £ - |
| Juanita Steel - Pilates | 25 November 2024 | Mon/25/11/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 25 November 2024 | Mon/25/11/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 25 November 2024 | Tue/26/11/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| Prescot South Ward Parish Cllrs Surgery - Green Party | 25 November 2024 | Tue/26/11/2024 | 10:00am - 11:00am | Meeting Room | Prescot South Ward Parish Cllrs Surgery - Green Party | £ - |
| Jenn Appleton - Kumon | 25 November 2024 | Tue/26/11/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 25 November 2024 | Tue/26/11/2024 | 6:30pm - 8:30pm | Multi Function | Martial Arts | £ 24.00 |
| FACE - Amanda Briscoe | 25 November 2024 | Wed/27/11/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 25 November 2024 | Wed/27/11/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| FACE - Amanda Briscoe | 25 November 2024 | Wed/27/11/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 25 November 2024 | Wed/27/11/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 25 November 2024 | Wed/27/11/2024 | 5:00pm - 7:00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 25 November 2024 | Thu/28/11/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| Prescot Town Council | 25 November 2024 | Thu/28/11/2024 | 9:00am - 11:30am | Multi Function | Winter Coats Pop up shop | £ - |
| FACE - Amanda Briscoe | 25 November 2024 | Thu/28/11/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Jenn Appleton - Kumon | 25 November 2024 | Thu/28/11/2024 | 3:30pm - 6:00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Prescot Town Council | 25 November 2024 | Thu/28/11/2024 | 6:00pm - 7:00pm | Council Chamber | Prescot Town Council Meeting | £ - |
| Paul Murphy - Martial Arts | 25 November 2024 | Thu/28/11/2024 | 7:30pm - 8:30pm | Multi Function | Martial Arts | £ 12.00 |
| NO BOOKINGS TO BE TAKEN - XMAS CRACKER | 25 November 2024 | Fri/29/11/2024 | ALL DAY | Council Chamber | NO BOOKINGS TO BE TAKEN - XMAS CRACKER | £ - |
| NO BOOKINGS TO BE TAKEN - XMAS CRACKER | 25 November 2024 | Fri/29/11/2024 | ALL DAY | Conference Room | NO BOOKINGS TO BE TAKEN - XMAS CRACKER | £ - |
| NO BOOKINGS TO BE TAKEN - XMAS CRACKER | 25 November 2024 | Fri/29/11/2024 | ALL DAY | Meeting Room | NO BOOKINGS TO BE TAKEN - XMAS CRACKER | £ - |
| NO BOOKINGS TO BE TAKEN - XMAS CRACKER | 25 November 2024 | Fri/29/11/2024 | ALL DAY | Multi Function | NO BOOKINGS TO BE TAKEN - XMAS CRACKER | £ - |

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| Deafness Resource Centre - Naomi Webb | 25 November 2024 | Fri/29/11/2024 | 12.00pm - 2.00pm | Meeting Room | Deaf Services Drop In | £ 24.00 |
| Prescot over 55's Deaf Club | 25 November 2024 | Fri/29/11/2024 | 12.30pm - 4.00pm | Multi Function | Deaf Club | £ 42.00 |
| Lynn Titherington - Slimming World | 25 November 2024 | Sat/30/11/2024 | 7.00am - 10.00am | Multi Function | Slimming World | £ 75.00 |
| Prescot Town Council | 25 November 2024 | Sat/30/11/2024 | 10.00am - 6.00pm | Multi Function | Prescot Christmas Cracker | £ - |
| NO BOOKINGS TO BE TAKEN - XMAS CRACKER | 25 November 2024 | Sat/30/11/2024 | 6.00pm - 12.00am | Multi Function | NO BOOKINGS TO BE TAKEN - XMAS CRACKER | £ - |
| NO BOOKINGS TO BE TAKEN - XMAS CRACKER | 25 November 2024 | Sun/01/12/2024 | ALL DAY | ALL ROOMS | NO BOOKINGS TO BE TAKEN - XMAS CRACKER | £ - |
| NO BOOKINGS TO BE TAKEN - XMAS CRACKER | 02 December 2024 | Mon/02/12/2024 | ALL DAY | ALL ROOMS | NO BOOKINGS TO BE TAKEN - XMAS CRACKER | £ - |
| Sharon Swindels - Aerobics | 02 December 2024 | Mon/02/12/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| KMBC - Prescot North Ward Surgery | 02 December 2024 | Tue/03/12/2024 | 10.00am - 11.00am | Meeting Room | Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith | £ 18.00 |
| Jenn Appleton - Kumon | 02 December 2024 | Tue/03/12/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 02 December 2024 | Tue/03/12/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| Friends of Eaton Street Park | 02 December 2024 | Tue/03/12/2024 | 6.30pm - 8.00pm | Conference Room | Meeting | £ - |
| FACE - Amanda Briscoe | 02 December 2024 | Wed/04/12/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| FACE - Amanda Briscoe | 02 December 2024 | Wed/04/12/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 02 December 2024 | Wed/04/12/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 02 December 2024 | Wed/04/12/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 02 December 2024 | Thu/05/12/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 02 December 2024 | Thu/05/12/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Paul Fisher | 02 December 2024 | Thu/05/12/2024 | 2.00pm - 4.00pm | Council Chamber | LGBTQ Meeting | £ 36.00 |
| Jenn Appleton - Kumon | 02 December 2024 | Thu/05/12/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 02 December 2024 | Thu/05/12/2024 | 7.30pm - 8.30pm | Multi Function | Martial Arts | £ 12.00 |
| Prescot Town Council | 02 December 2024 | Fri/06/12/2024 | 1.00pm - 3.00pm | Multi Function | Senior Citizen Christmas Drop In | £ - |
| Prescot Town Council | 02 December 2024 | Fri/06/12/2024 | 3.00pm - 7.00pm | Multi Function | Winter Coats Pop up shop | £ - |
| Lynn Titherington - Slimming World | 02 December 2024 | Sat/07/12/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| NO BOOKINGS TO BE TAKEN | 02 December 2024 | Sat/07/12/2024 | 11.00am - 12.00am | ALL ROOMS | NO BOOKINGS TO BE TAKEN | £ - |
| Kirstie Mephram | 02 December 2024 | Sun/08/12/2024 | 11:30am - 2:30pm | Multi Function | Childrens 6th Birthday Party | £ 125.00 |
| Friends of Eaton Street Park | 09 December 2024 | Mon/09/12/2024 | 11:30am - 2:30pm | Multi Function | Winter Warmer Soup and Sandwich Afternoon | £ - |
| Juanita Steel - Pilates | 09 December 2024 | Mon/09/12/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 09 December 2024 | Mon/09/12/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 09 December 2024 | Tue/10/12/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| Cllr Jayne Edgar | 09 December 2024 | Tue/10/12/2024 | 10.00am - 11.00am | Meeting Room | Prescot North Ward Surgery - Cllr Jayne Edgar | £ - |
| Jenn Appleton - Kumon | 09 December 2024 | Tue/10/12/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 09 December 2024 | Tue/10/12/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| Friends of Prescot Cemetery | 09 December 2024 | Tue/10/12/2024 | 6.30pm - 7.30pm | Conference Room | Meeting | £ - |
| FACE - Amanda Briscoe | 09 December 2024 | Wed/11/12/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 09 December 2024 | Wed/11/12/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| FACE - Michelle Daly | 09 December 2024 | Wed/11/12/2024 | 1.00pm - 3:30pm | Conference Room | English Language Development/ESOL Course | £ - |
| KMBC - Prescot South Ward Members Surgery | 09 December 2024 | Wed/11/12/2024 | 1.00pm - 2.00pm | Meeting Room | Prescot South Ward Surgery - Cllrs J Burke | £ 18.00 |
| FACE - Amanda Briscoe | 09 December 2024 | Wed/11/12/2024 | 1:00pm - 3:30pm | Council Chamber | Art Class | £ - |
| Michelle Brown - Line Dancing | 09 December 2024 | Wed/11/12/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | 09 December 2024 | Wed/11/12/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ 36.00 |
| FACE - Vicky Powell | 09 December 2024 | Thu/12/12/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 09 December 2024 | Thu/12/12/2024 | 9:30am - 12:30pm | Multi Function | Art Class | £ - |
| Reed Wellbeing - Thomas Colston | 09 December 2024 | Thu/12/12/2024 | 9.45am - 11.45am | Council Chamber | Diabetes Prevention Programme | £ 36.00 |
| Jenn Appleton - Kumon | 09 December 2024 | Thu/12/12/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |

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| Prescot over 55's Deaf Club | 09 December 2024 | Fri/13/12/2024 | 10.00am - 5.00pm | Multi Function | Deaf Club Christmas Dinner | £ 99.42 |
| Lynn Titherington - Slimming World | 09 December 2024 | Sat/14/12/2024 | 7.00am - 11.00am | Multi Function | Slimming World | £ 100.00 |
| Margaret Wilson | 09 December 2024 | Sat/14/12/2024 | 6:00pm - 12:00am | Multi Function | 60th Birthday Party | £ 305.00 |
| Neil Thomas - Liverpool Council | 16 December 2024 | Mon/16/12/2024 | 2:00pm - 4:00pm | Council Chamber | Meeting | £ - |
| Juanita Steel - Pilates | 16 December 2024 | Mon/16/12/2024 | 6:00pm - 7:00pm | Multi Function | Pilates | £ 18.00 |
| Sharon Swindels - Aerobics | 16 December 2024 | Mon/16/12/2024 | 7:30pm - 8:30pm | Multi Function | Aerobics Session | £ 18.00 |
| FACE - Amanda Briscoe | 16 December 2024 | Tue/17/12/2024 | 9:30am - 12:30pm | Council Chamber | Flower Arranging | £ - |
| KMBC - Prescot North Ward Surgery | 16 December 2024 | Tue/17/12/2024 | 10.00am - 11.00am | Meeting Room | Prescot North Ward Surgery - Clr F Wynn | £ 18.00 |
| Jenn Appleton - Kumon | 16 December 2024 | Tue/17/12/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Paul Murphy - Martial Arts | 16 December 2024 | Tue/17/12/2024 | 6.30pm - 8.30pm | Multi Function | Martial Arts | £ 24.00 |
| Prescot Mission Christmas Dinner | 16 December 2024 | Wed/18/12/2024 | 9.00am - 5.00pm | Multi Function | Sorting out Toy donations | £ - |
| FACE - Amanda Briscoe | 16 December 2024 | Wed/18/12/2024 | 9:30am - 12:30pm | Multi Function | Cake Decorating Class | £ - |
| FACE - Amanda Briscoe | 16 December 2024 | Wed/18/12/2024 | 9:30am - 3:30pm | Council Chamber | Art Class | £ - |
| FACE - Michelle Daly | 16 December 2024 | Wed/18/12/2024 | 1:00pm - 3:30pm | Conference Room | English Language Development/ESOL Course | £ - |
| Michelle Brown - Line Dancing | 16 December 2024 | Wed/18/12/2024 | 2:15pm - 3:15pm | Multi Function | Line Dancing Class | £ 18.00 |
| Tracy Shirley - Drama | Holiday | Wed/18/12/2024 | 5.00pm - 7.00pm | Multi Function | Drama Classes | £ - |
| FACE - Vicky Powell | 16 December 2024 | Thu/19/12/2024 | 9:15am - 2:45pm | Conference Room | GCSE Psychology Class | £ - |
| FACE - Amanda Briscoe | 16 December 2024 | Thu/19/12/2024 | 9:30am - 12:30pm | Council Chamber | Art Class | £ - |
| Jenn Appleton - Kumon | 16 December 2024 | Thu/19/12/2024 | 3.30pm - 6.00pm | Multi Function | Kumon maths and english classes | £ 45.00 |
| Prescot Mission Christmas Dinner | 16 December 2024 | Thu/19/12/2024 | 6.00pm - 9.30pm | Multi Function | Packing Christmas Dinner Bags | £ - |
| Prescot Mission Christmas Dinner | 16 December 2024 | Fri/20/12/2024 | 9.00am - 10.00pm | Multi Function | Handing out Christmas Dinner Bags | £ - |

Net Income £ 8,030.00
 Less bond £ 650.00
 Less TEN Licence £ 21.00
 Total Net Income £ 7,359.00
 Annual Forecast (less Bond and TEN Licence) £ 28,628.80

BOOKINGS - EATON STREET PAVILION

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|------------------------------|-------------------|----------------|-----------------|-------------------------|----------------------------------------------------|-----|
| Friends of Eaton Street Park | 30 September 2024 | Wed/02/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 30 September 2024 | Sun/06/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | £ - |
| Friends of Eaton Street Park | 07 October 2024 | Wed/09/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 07 October 2024 | Sun/13/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | £ - |
| Friends of Eaton Street Park | 14 October 2024 | Wed/16/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 14 October 2024 | Sun/20/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | £ - |
| Friends of Eaton Street Park | 21 October 2024 | Wed/23/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 21 October 2024 | Sun/27/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Refreshments at the Pavilion | £ - |
| Friends of Eaton Street Park | 28 October 2024 | Wed/30/10/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 28 October 2024 | Thu/31/10/2024 | 8:00am - 4:00pm | Pavilion - Eaton Street | School Holiday Event - Halloween | £ - |
| Friends of Eaton Street Park | 04 November 2024 | Wed/06/11/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 11 November 2024 | Wed/13/11/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 18 November 2024 | Wed/20/11/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 25 November 2024 | Wed/27/11/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 02 December 2024 | Wed/04/12/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 09 December 2024 | Wed/11/12/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| Friends of Eaton Street Park | 16 December 2024 | Wed/18/12/2024 | 9:00am - 4:00pm | Pavilion - Eaton Street | Park Pantry Community Food Club | £ - |
| | | | | | Net Income | £ - |
| | | | | | Less bond | £ - |
| | | | | | Less TEN Licence | £ - |
| | | | | | Total Net Income | £ - |
| | | | | | Annual Forecast (less Bond and TEN Licence) | |

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

16th JANUARY 2025

REPORT TITLE:

Proposed Reserves and Investment Policy 2025

BACKGROUND TO THE REPORT:

One recommendation of Councils 2023/24 Internal Audit Report was the implementation of an Investment Strategy to more clearly define how Council will invest funds.

The proposed policy not only implements this recommendation, but goes further by defining when, how and for how long investments will be made, makes direct links with the budget setting process and more clearly defines Council's General and Earmarked Reserves.

PURPOSE OF REPORT:

To provide Members with a proposed Reserves and Investment Policy.

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

1.0 Introduction

- 1.1 As part of Council's 2023/24 Internal Audit Report, there was a recommendation that Council implements an Investment Strategy to more clearly define when, how and for how long Council should invest funds.
- 1.2 Whilst the Internal Auditor recognised that Council invested funds (typically in high-interest bonds) to generate an income; a lack of an overarching strategy was recognised as an area for improvement.
- 1.3 During the 2023/24 internal audit, the Town Clerk and Internal Auditor spoke at length about having an overarching investment strategy with links to budget setting, general reserves and earmarked reserves – as all four are inextricably linked.
- 1.4 At the time of writing for instance, despite The Joint Panel on Accountability and Governance (JPAG) providing guidance on the minimum level of general reserves councils should have, Council has not resolved to this.
- 1.5 As a result, (as has what has happened previously) there is potential for a significant proportion of Council funds to be invested over a substantial period of time, without an adequate level of funds being held in reserve, or, because there has been a lack of clarity about general reserves and earmarked reserves, that both are invested at the same time – placing the Council at risk if earmarked works required delivery in-year.
- 1.6 Furthermore, there has been ambiguity about when investments should be made. In the past, Council has invested funds mid-year, or has committed funds in one financial year with maturity in the next year.
- 1.7 The purpose of this policy therefore is to provide clarity by:-
 - a. Recognising the inextricable links between budget setting, general and earmarked reserves and what funds can be realistically invested.
 - b. Recognising that funds should be invested and should mature within each financial year so as to tie in with council accounts – particularly accounts closedown. (April to March each year)
 - c. Recognising the need to hold budget workshop meetings each year in January/February to develop a budget including income, expenditure, general & earmarked reserves and investment options.
 - d. Resolving to an acceptable General Reserve level each year.

2.0 Recommendations

1. To consider the Proposed Reserves and Investment Policy 2025, with a view to recommending for adoption by Council.
2. Note the contents of the report.



PRESCOT TOWN COUNCIL

Reserves and Investment Policy 2025

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 | N/A |
| POLICY STATUS | |
| AMENDMENT(s) TO POLICY | |
| AMENDED POLICY APPROVAL | |
| APPROVING COMMITTEE | Finance, Policy & Human Resources Committee Full Council |
| DATE OF POLICY REVIEW | January 2026 |

1.0 Preamble

- 1.1 Council is legally required to make adequate arrangements for the management of council finances.
- 1.2 These arrangements are numerous – whether it be the appointment of a Responsible Finance Officer to manage the financial affairs of council, the implementation of Financial Regulations to codify financial processes or the appointment of an internal auditor to ensure processes are being followed/provide recommendations for improvements – council must make adequate arrangements to safeguard public money.
- 1.2 This policy focuses on three specific areas relating to council finances –
 - a. Budget setting
 - b. Council Reserves (General and Earmarked) and
 - c. Council Investments
- 1.3 In 2023/24, council's internal auditor recommended implementation of an Investment Strategy; which this policy gives effect to.
- 1.4 Whilst the internal auditor recognised that Council invested council funds, there was no formalised strategy as to where those funds should be invested, what the level of investment should be, and the potential impact on council operations (including general reserve and earmarked reserves) once the investment was made.
- 1.5 This policy therefore seeks to provide clarification on the above whilst implementing the internal audit recommendations of 2023/24.

This is achieved by:-

- a. Recognising the inextricable links between budget setting, general and earmarked reserves and what funds can be realistically invested.
- b. Recognising that funds should be invested and should mature within each financial year so as to tie in with council accounts – particularly accounts closedown. (April to March each year)
- c. Recognising the need to hold budget workshop meetings each year in January/February to develop a budget including income, expenditure, general & earmarked reserves and investment options.
- d. Resolving to an acceptable General Reserve level each year.

2.0 Council Reserves

- 2.1 The Town Council is required to maintain financial reserves sufficient to meet the needs of the organisation.

- 2.2 Whilst there is no statute which prescribes the minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than for reasonable working capital needs, for the purposes of financial investment or for earmarked purposes.
- 2.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure.
- 2.4 For an authority of the Council's size, it states that the lower end (three months or approximately 25% of its revenue expenditure) is appropriate.

3.0 General Reserves

3.1 The general reserve is not ringfenced (or earmarked) for any specific expenditure. Its purpose is to smoothen the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended as a means of on-going expenditure.

3.2 The general reserve is typically established through underspends against budgeted expenditure at the end of the financial year.

In such circumstances, unless council assigns these underspends to the Earmarked Reserve (explained at 4.0 below), underspends will simply further supplement council's General Reserve.

3.3 As per JPAG guidance, council should hold a general reserve of at least 25% of its net revenue expenditure for that financial year.

3.4 Where council utilises general reserve funds during the course of the year e.g. as a result of unforeseen or emergency expenditure, the general reserve will be replenished as part of the budget setting process for the following year; and will be replenished at 25% of its net revenue expenditure for that financial year.

4.0 Earmarked Reserves

4.1 Council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future.

4.2 Earmarked works and any funds attached thereto, may or may not have a completion date. This provides Council with flexibility to accrue funds over time where funds cannot be accessed immediately, and a funding pot may need to be built up.

4.3 At the time of writing, council's earmarked reserves are:-

| | |
|---------------------------------------------------------|-------------------|
| General Parks Capital Maintenance | £44,000.00 |
| Eaton Street Park Footpath | £19,700.00 |
| Brown's Field Development | £15,000.00 |
| Mayoral Contribution to Roundabout at Eaton Street Park | £8,336.00 |
| TOTAL | £87,036.00 |

4.4 Although Council has resolved that these works and sums thereto are "earmarked", Members may resolve that they cease to be earmarked (perhaps because there has been a change in circumstances or works are not necessary).

4.5 This cessation will typically follow a review of "earmarked" works and their sums in January/February during the budget setting process for the following year.

Where earmarked works cease, funding attached to those works will revert back to council's general reserve.

4.6 In addition, as part of council's budget setting process, the Responsible Finance Officer will provide Members with an estimate of underspend / overspend to year end.

4.7 As part of this estimate, the Responsible Finance Officer may outline capital works requiring completion in the following year which, if resolved by Council, could be funded through underspends from the current year.

4.8 Should Members resolve to these works and sums thereto, these works will become earmarked, with progress being reported to Finance, Policy and Human Resources Committee via the budget monitoring update.

4.9 Each year, as part of its Annual Governance and Accountability Return (AGAR), Council is required to state its level of earmarked reserve to the external auditor.

5.0 Investments

5.1 Council acknowledges its responsibility to and importance of prudently investing any reserves held by the council.

5.2 The objective of the Council is prudent investment of its balances, with the priorities of:-

1. Security of sufficient reserves levels (whether general or earmarked) to deliver council operations **and then**
2. Investment of council funds (at an acceptable level) to generate an income.

- 5.3 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 5.4 Having due regard to the agreed levels of both general and earmarked reserves for the financial year; a significant percentage of the Council's remaining funds shall be deposited within high interest bank, building society or bond accounts, for a period not exceeding 12 months **and for maturity earlier than 31st March of each year** – thereby supporting the annual closure of accounts.
- 5.5 In determining investment options for the following year, each January/February, whilst working with Members to set the forthcoming budget; the Responsible Finance Officer shall present investment options in consideration of:-
- a. Council's income/expenditure position in the current financial year.
 - b. Council's estimated underspend to year end of current financial year
 - c. General reserve level
 - d. Current and potentially new earmarked works and sums
 - e. Income (including precept demand) for forthcoming financial year.
- 5.6 In consideration of 5.5 above, the following timescales will apply:

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January/February | Budget workshop to establish budget for forthcoming year including: a. Income (including investments) b. Expenditure c. Precept Demand d. General reserve level e. Earmarked reserve works and sums |
| January/February | Budget Council (including resolution to invest) |
| March | Maturity of funds previously invested to coincide with closedown of council accounts |
| April | Investment of funds in new financial year. |
| January/February | As above |
| March | As above |
| April | As above |

6.0 Determining Budget, General Reserve, Earmarked Reserve and Potential Investments

- 6.1 As stated above, this policy recognises the inextricable links between budget setting, establishing general and earmarked reserves and investing.
- 6.2 Council does not have limitless funds and can only assign respective reserves/investments based on available funds.
- 6.3 For this reason, all assignments should be made during the budget setting workshop in January/February before formal resolution by Council each February – that way there is clarity of what funds Council for the remainder of the current financial year; **and** will have in the new financial year.

DRAFT

