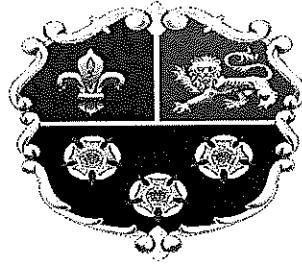


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 20th Day of February 2025

To the Mayor and Members of Prescot Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND
a meeting of Prescot Town Council
to be held on Thursday 27th February 2025**

at

Prescot Town Hall

commencing at 6.00 p.m.

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

**Alex Spencer
TOWN CLERK**

A G E N D A

1	TO RECEIVE APOLOGIES	Verbal
2	PUBLIC OPEN FORUM To provide members of the public with the opportunity to ask questions of the Council.	Verbal
3	DECLARATIONS OF INTEREST <i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i>	Verbal
4	MINUTES OF THE PREVIOUS COUNCIL MEETING To APPROVE AND SIGN the minutes of Town Council held on Thursday 30 th January 2025 as a true and accurate record of the business transacted.	Pages 5 to 9
5	MINUTES OF THE COUNCIL COMMITTEE MEETINGS To NOTE the minutes of the following Committee meetings: None	Page 10
6	REPORT ON COUNCIL RESOLUTIONS DURING 2024/25 Members are asked to CONSIDER the report and AGREE the recommendations contained within.	Pages 11 to 18
7	ANNOUNCEMENTS FROM THE LEADER To receive announcements from the Leader of the Council. <u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u>	Verbal
8	ANNOUNCEMENTS FROM THE TOWN CLERK To receive announcements from the Town Clerk. <u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u>	Pages 19 to 20

9	<p>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	Verbal
10	<p>MAYORAL ENGAGEMENTS</p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><u>FOR INFORMATION ONLY</u></p>	Pages 21 to 22
11	<p>PLANNING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> any planning applications received and <u>AGREE</u> to make comment on those they feel require a response.</p>	Pages 23 to 24
12	<p>PLANNING DECISIONS</p> <p>Members are asked to <u>NOTE</u> any planning decisions received</p>	Page 25
13	<p>FUNDING APPLICATIONS</p> <p>To <u>CONSIDER</u> and <u>APPROVE, DEFER</u> or <u>REJECT</u> the funding application from:</p> <ul style="list-style-type: none"> • Knowsley Council – Knowsley Flower Show 	Pages 26 to 31
14	<p>ARMISTICE DAY 2024 – FEEDBACK REPORT</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	Pages 32 to 34
15	<p>CHRISTMAS CRACKER 2024 – FEEDBACK REPORT</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	Pages 35 to 38
16	<p>SENIOR CITIZEN CHRISTMAS DROP IN – FEEDBACK REPORT</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	Pages 39 to 41

17	<p>EVENTS CALENDAR 2025/26</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages 42 to 44</p>
18	<p>APPOINTMENT OF INTERNAL AUDITOR FOR 2024/25</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages 45 to 46</p>
19	<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>	
20	<p>REPLACEMENT FIRE ALARM SYSTEM AT PRESCOT TOWN HALL</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages 47 to 50</p>

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th FEBRUARY 2025

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

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

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 30th January 2025.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY 30th JANUARY 2025** in **PRESCOT TOWN HALL**, commencing at **6.00P.M.**

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

No members of public were in attendance.

<u>107.</u>	<u>TO RECEIVE APOLOGIES</u> Apologies were received from Cllrs J. Edgar and P. Shaw.
<u>108.</u>	<u>PUBLIC OPEN FORUM</u> No members of the public were in attendance
<u>109.</u>	<u>DECLARATIONS OF INTEREST</u> Declarations of Interest were received from the following: <ul style="list-style-type: none">• Cllr J. Burke for Item 13 Community Funding Application (Coming Together)• Cllr I. Smith for Items 11 Planning Applications & 12 Planning Decisions• Cllr M. Burke for Items 11 Planning Applications & 12 Planning Decisions• All members were granted a dispensation for Item 14 Annual Budget and Precept Demand 2025/26
<u>110.</u>	<u>MINUTES OF THE PREVIOUS COUNCIL MEETING</u> It was UNANIMOUSLY RESOLVED that the minutes of the previous council meeting held on 28 th November 2024 be APPROVED AND SIGNED as a true and accurate record of the business transacted.
<u>111.</u>	<u>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</u> It was UNANIMOUSLY RESOLVED to NOTE (Draft) Minutes of Finance, Policy & HR Committee on 16 th January 2025.

<p><u>112.</u></p>	<p><u>REPORT ON COUNCIL RESOLUTIONS DURING 2024/25</u></p> <p>It was UNANIMOUSLY RESOLVED to NOTE progress against resolutions as presented in Appendix One to the report.</p>
<p><u>113.</u></p>	<p><u>ANNOUNCEMENTS FROM THE LEADER</u></p> <p>The Leader provided an update on the success of the 2024/25 Winter Coat Recycling Scheme; which has now been rolled out to and delivered in conjunction with Whiston Town Council.</p> <p>The Leader provided an update on the shortly to commence Communion and School Prom project which will help provide suits and communion/school prom dresses to those who require them; with a contribution for dry cleaning being the only cost to be incurred.</p>
<p><u>114.</u></p>	<p><u>ANNOUNCEMENTS FROM THE TOWN CLERK</u></p> <p>The Town Clerk thanked members of Finance, Policy and Human Resources Committee for their attendance on 16th January 2025; and acknowledged that though this was a particularly lengthy meeting; it was crucial in producing the budget report as presented at Item 14.</p>
<p><u>115.</u></p>	<p><u>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</u></p> <p>The Town Clerk confirmed that he had completed an online survey circulated by the Prescott Business Club; the purpose of which had been to review the progress/successes to date; and provide direction moving forward.</p>
<p><u>116.</u></p>	<p><u>MAYORAL ENGAGEMENTS</u></p> <p>It was UNANIMOUSLY RESOLVED to NOTE the Mayoral Engagements listed.</p> <p>Cllrs M. Burke and I. Smith left the meeting.</p> <p>Cllr G Wickens assumed the Chair.</p>

<p>117.</p>	<p><u>PLANNING APPLICATIONS</u></p> <p>The following Planning Applications were considered:-</p> <table border="1" data-bbox="311 369 1321 757"> <thead> <tr> <th data-bbox="311 369 587 405">Application Ref</th> <th data-bbox="587 369 928 405">Location</th> <th data-bbox="928 369 1321 405">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="311 405 587 577">24/00554/FUL</td> <td data-bbox="587 405 928 577">Pilkington Court Sinclair Way Prescot Business Park Prescot</td> <td data-bbox="928 405 1321 577">No objections or comments</td> </tr> <tr> <td data-bbox="311 577 587 757">24/00404/FUL</td> <td data-bbox="587 577 928 757">St Lukes Catholic Primary School, Shaw Lane Prescot</td> <td data-bbox="928 577 1321 757">No objections or comments</td> </tr> </tbody> </table>	Application Ref	Location	Comments	24/00554/FUL	Pilkington Court Sinclair Way Prescot Business Park Prescot	No objections or comments	24/00404/FUL	St Lukes Catholic Primary School, Shaw Lane Prescot	No objections or comments
Application Ref	Location	Comments								
24/00554/FUL	Pilkington Court Sinclair Way Prescot Business Park Prescot	No objections or comments								
24/00404/FUL	St Lukes Catholic Primary School, Shaw Lane Prescot	No objections or comments								
<p>118.</p>	<p><u>PLANNING DECISIONS</u></p> <p>No Planning Decisions were received.</p> <p>Cllrs M. Burke and I. Smith rejoined the meeting.</p> <p>Cllr M. Burke resumed the Chair.</p>									
<p>119.</p>	<p><u>FUNDING APPLICATIONS</u></p> <p>1. Prescot Photo Club who was seeking £500.00 for the purchase of photographic printing costs, photo frames, wall mountings and posters.</p> <p>It was UNANIMOUSLY RESOLVED to:</p> <p>APPROVE the application to a total value of £500.00, but before awarding funding to the group, that it confirms with Cllr M. Burke and the Town Clerk how funding was to be used.</p> <p>2. Coming Together Group who was seeking £500.00 for the purchase of a mixer table, microphones, leads and a speaker.</p> <p>It was UNANIMOUSLY RESOLVED to:</p> <p>APPROVE the application to a total value of £500.00.</p>									

<p>120.</p>	<p><u>ANNUAL BUDGET AND PRECEPT DEMAND 2025/26</u></p> <p>The Town Clerk presented a report proposing a budget for 2025/26 and associated precept demand.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE</p> <ol style="list-style-type: none"> 1. That Council’s gross expenditure for 2025/26 be set at £361,223.73. 2. That the 2025/26 precept demand be set at £314,133.23, equating to £79.79 per Band D equivalent property, and that the Town Clerk notifies Knowsley Council accordingly. 3. That Members implement salary and pension increases for 2025/26 in line with recommendations of the National Joint Council for England (NJC) and Merseyside Pension Fund. 4. Council’s charging schedule for 2025/26 as stated as Appendix One to the report. 5. That in the event of the “Elections” budget line becoming depleted owing to the calling of multiple bi-elections during 2025/26, that funds are vired or Council Reserves utilised to supplement the “Elections” budget line. 6. Works identified at paragraph 6.5 of the report, and (in order to fund these works) to utilise funds originally earmarked for works as presented at 6.5 of the report. 7. That (with the exception of the accessible roundabout at Eaton Street Park) works identified within the table at 6.6 of the report are not pursued during 2025/26.
<p>121.</p>	<p><u>HONORARY FREEMAN OF THE TOWN NOMINATION</u></p> <p>The Town Clerk confirmed that he had received a nomination from Cllr M. Burke to bestow the title of Honorary Freeman of the Town upon Cllr I. Smith in recognition and appreciation of his over 40 years’ service as a Councillor to Prescott Town Council.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the nomination and bestow the town’s highest accolade upon Cllr I. Smith, with a formal presentation to be made at the 2025/26 Community Recognition Awards.</p>

The meeting closed at 7:14 p.m.

Dated: 27th February 2025

Signed:.....

Cllr Mark Burke (Mayor of Prescott)

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th FEBRUARY 2025

REPORT TITLE:

Minutes of Committees

BACKGROUND TO THE REPORT:

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

PURPOSE OF REPORT:

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

REPORTS PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27th FEBRUARY 2025****REPORT TITLE:**

Report on Council Resolutions During 2024/25

BACKGROUND TO THE REPORT

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

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

PURPOSE OF THE REPORT

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

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Report on Council Resolutions During 2024/25

1. INTRODUCTION

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

2. RECOMMENDATIONS

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

Appendix One

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

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

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

Date of Meeting	Minute Number	Resolution	Progress to Date
19/09/2024	70	Approved Community Funding Application to Prescott & Odyssey Cricket Club (Bowling Section) for £500.00	<p>Completed: Prescot & Odyssey Cricket Club (Bowling Section) have provided receipts for expenditure in line with the awarding of Community Funding.</p>
19/09/2024	75	<ol style="list-style-type: none"> 1. That Council accepted both sites would revert back to Knowsley Council on 21st October 2024 in their entirety, and that with regards to the former bowling green area within Eaton Street Park, that Council would not enter into a lease or community asset transfer with Knowsley Council. 2. That the Town Clerk continues to liaise with utility companies for each site with a view to stopping up utility supplies and/or transferring over to Knowsley Council. 3. That the Town Clerk confirms the ownership of assets within the former bowling green area at the earliest opportunity 4. That the Town Clerk contacts Knowsley Council requesting that they liaise with the Friends of Eaton Street Park and Park Pantry to determine their capacity under a community asset transfer; and if not possible, that Knowsley Council continues to support community groups regarding the payment of onsite utilities. 	<p>Completed: The Town Clerk notified KMBC of Council's resolution not to enter into a lease or community asset transfer; and that both sites should revert back to KMBC in their entirety on 21st October 2024.</p> <p>In Progress: Officers continue to liaise with respective utility companies for supplies at each site. Progress will be discussed with Members during Council meeting.</p> <p>Completed: The Town Clerk has amended the list of assets as presented to Members to accurately reflect ownership.</p> <p>Completed: Given that Members resolved not to pursue a community asset transfer, the Town Clerk notified KMBC of the need to contact the Friends of Eaton Street Park to determine if they had capacity.</p>

Date of Meeting	Minute Number	Resolution	Progress to Date
31/10/2024	88	Approved Community Funding Application to JK Stars Morris Dancers for £250.00.	<p>In Progress: Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.</p>
28/11/2024	100	<ol style="list-style-type: none"> 1. To accept the gifting of the newly installed canopy at Eaton Street Park from the Friends of Eaton Street Park, with the canopy becoming a Council asset and Council acquiring responsibility for inspection and maintenance thereto. 2. That the Town Clerk liaises with Council's solicitor to draft an agreement granting the Friends of Eaton Street Park and Park Pantry Food Initiative exclusive use of the pavilion in perpetuity; and that this be presented to Council at the earliest opportunity for formal resolution. 3. That the Town Clerk contacts Members of Finance, Policy and HR Committee to establish a Working Group and discuss priorities and budget requirements for 2025/26 – with a view to meeting in January 2025. 	<p>Completed: On behalf of Council, the Town Clerk has written to the Friends of Eaton Street Park thanking them for the gifting of the canopy. The canopy has been included within Council's asset register and Council's insurer has been informed to ensure adequate cover is in place.</p> <p>In Progress: The Town Clerk is in the process of drafting heads of terms which will be submitted to Council's solicitor for comment. In addition, the Town Clerk is completing a planning application for the canopy as per the request of Knowsley Council.</p> <p>Completed: Finance, Policy and Human Resources Committee met on 16th January 2025 to assess priorities, Council finance and recommend a budget proposal for 2025/26.</p>
30/01/2025	119	Approved Community Funding Application to Coming Together Group for £500.00	<p>In Progress: Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.</p>

Date of Meeting	Minute Number	Resolution	Progress to Date
30/01/2025	119	Approved Community Funding Application to Prescott Photo Club for £500.00	In Progress: Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th FEBRUARY 2025

REPORT TITLE

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

To provide Members with an update of work progressed and meetings attended by the Town Clerk.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY.**

REPORT PREPARED BY

Alex Spencer – Town Clerk

TOWN CLERK ANNOUNCEMENTS – FEBRUARY 2025

Preparations for 2025/26 Local Democracy Project

Officers are confirming school availability for the 2025/26 Local Democracy Project.

Dates which have been agreed thus far are:-

1. Friday 6th June 2025
2. Friday 20th June 2025
3. Friday 4th July 2025
4. Friday 11th July 2025

A further date will be required in May 2025 to ensure that all five Prescot primary schools have the opportunity to participate.

As in previous years, Members will be requested to support each session.

Prior to the project commencing, the Town Clerk will provide Members with training and a run-through of how the project is delivered.

1. RECOMMENDATIONS

- 1.1 Members are asked to note the report.

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th FEBRUARY 2025

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY**

REPORT PREPARED BY

Alex Spencer – Town Clerk

MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
04/03/2025	Breast Mates	Kings Award for Voluntary Service
04/03/2025	Prescot Town Council	Meet and Greet with Evelyn Primary School Council

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th FEBRUARY 2025

REPORT TITLE:

Planning Applications

BACKGROUND TO THE REPORT:

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

PURPOSE OF ITEM:

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

REPORT PREPARED BY:

Liam Johnson – Administration Officer

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 31.01.2025**

PRESCOT

APP.NO: 24/00555/LBC **CASE OFFICER: Reece Black**
APPLICANT: Archdiocese of Liverpool
APP. TYPE: Listed Building Consent
LOCATION: Presbytery 1 West Street Prescot
PROPOSAL: ESSENTIAL RENOVATION WORKS TO THE ROOF AND DORMER (SEE
HERITAGE STATEMENT FOR DETAILS OF THE EXTENT OF WORKS
TO BE UNDERTAKEN)
WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SLFSTQIXLTX00>

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 07.02.2025**

PRESCOT

APP.NO: 25/00028/LBC **CASE OFFICER: Maxine Wishart**
APPLICANT: Daniel Thwaites Plc
APP. TYPE: Listed Building Consent
LOCATION: The Clock Face 54 Derby Street Prescot
PROPOSAL: EXTERNAL REPAIRS TO THE NORTHWEST REAR ELEVATION OF
THE STABLE BLOCK FOLLOWING DEMOLITION OF DILAPIDATED
LEAN-TO STRUCTURE INCLUDING RENEWAL OF EXISTING ROOF
COVERING, REPOINTING; LOCALISED REBUILDING; INSTALLATION
OF NEW RAINWATER GOODS AND LOCALISED BRICKWORK;
REPLACEMENT USING SALVAGED BRICKS
WARD: Prescot North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SQE9UIIXLXH00>

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

27th FEBRUARY 2025

REPORT TITLE:

Planning Decisions

BACKGROUND TO THE REPORT:

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

PURPOSE OF ITEM:

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

REPORT PREPARED BY:

Liam Johnson – Administration Officer

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27th FEBRUARY 2025****REPORT TITLE:**

Knowsley Flower Show Sponsorship

BACKGROUND TO THE REPORT

Each year Knowsley Metropolitan Borough Council (KMBC) holds the Knowsley Flower Show at Court Hey Park Huyton (this is the only Public Open Space with suitable infrastructure to hold the event in Knowsley). In 2024 Prescott Town Council part sponsored a shuttle bus from Whiston/Prescot to the event.

PURPOSE OF THE REPORT

The Deputy Town Clerk has once again been contacted by the Event co-ordinator for the flower show to confirm if the Town Council will provide its usual shuttle bus sponsorship.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Knowsley Flower Show Sponsorship

1. INTRODUCTION

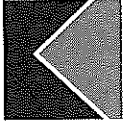
- 1.1 Each year Knowsley Metropolitan Borough Council (KMBC) holds the Knowsley Flower Show at Court Hey Park Huyton (this is the only Public Open Space with suitable infrastructure to hold the event in Knowsley). In 2024 Prescott Town Council part sponsored a shuttle bus from Whiston/Prescot to the event.
- 1.2 The Deputy Town Clerk has received a request for sponsorship of the 27th Knowsley Flower Show which will be held on Sunday 3rd August 2025 from the Culture Development and Events Officer at KMBC, this can be seen at appendix 1.
- 1.3 Last year the Town Council agreed to fund £300 towards the Whiston/Prescot Shuttle Bus and over 400 passengers used this shuttle bus.
- 1.4 As in 2024, sponsorship of the event would ensure the Prescott Town Council logo will appear in the Flower Show publicity.
- 1.5 The approximate cost of the journey between Prescot and Court Hey Park would be £15.00 for a family of two adults and two children for a day bus ticket.

2. CONCLUSIONS

- 2.1 The cost to a Prescot family of four (assuming 2 adults and 2 children) wanting to attend the Knowsley Flower Show via public transport would be £15.00 for a return journey. If 200 families attended the Flower Show the expected cost would be £3,000 to residents therefore the cost of sponsorship of the shuttle bus at £300 could represent a saving of £2,700 to the Town.

3. RECOMMENDATIONS

- 3.1 Using the powers granted under Section 137 of the Local Government Act 1972 members are asked to:
 - Consider the request from KMBC at appendix 1 and approve part sponsorship of the Whiston/Prescot shuttle bus at £300.



Knowsley Council

Carla Simkin
Knowsley Culture Development & Events Service
High Street, Prescot
Merseyside
L34 3LD

9th January 2025

Mr A Spencer
Town Clerk to Prescot Town Council
1 Warrington Road
Prescot L34 5QX

Dear Alex

27th KNOWSLEY FLOWER SHOW – SUNDAY 3rd AUGUST 2025

I am pleased to announce that planning has now started for the 2025 Knowsley Flower Show which will take place on Sunday 3rd August this year.

Can I thank Prescot Town Council for the valuable support of £300 towards the 2024 event and ask if you can consider similar level of support for 2025. I can report that all of the shuttle buses carried more passengers this year with over 400 people using the Whiston and Prescot shuttle bus throughout the day. The cost of the shuttle bus is still £600 per bus for 2025 and it would be great if Prescot TC and Whiston TC can share the sponsorship of £300 each.

I know you have been sponsoring for many years but here are **some facts about the Knowsley Flower Show:**

- In 2024, we welcomed 18,000 visitors to the Knowsley Flower Show.
- Since its launch in 1999 the show has grown exceptionally and is now recognised as the flagship event for Knowsley and best free show of its kind in the North West.
- The show is very much a community show and a firm date in Knowsley residents' diaries.
- The show attracts many and varied exhibitors from across the UK and top growers who enter many of the larger horticultural shows are involved in our show.
- Attractions include a giant Floral Marquee and this year more categories in floral art and creative crafted have been introduced.
- There's always a host of entertainment and attractions including dog obedience displays, circus skills, children's fairground rides, live music and performances from local young people.
- Other attractions: Giant Craft and Creative Marquee, Main arena, Food Makers Market, Healthy Lifestyle and Environment Zone and lots of trade stands and garden centres/nurseries.
- Knowsley Council organises the event in partnership with the community, the Knowsley Flower Show Committee, who consist of Whiston and Roby

Knowsley Metropolitan Borough Council
PO Box 21 Archway Road Huyton Knowsley Merseyside L36 9YU
Telephone: 0151 489 6000 www.knowsley.gov.uk



Gardening Club, and Bowring Park Allotments and Friends of Court Hey Park.

Here are some of the benefits that sponsorship would bring to organisations like yourselves:

- A guarantee that your organisation is recognised in the community as having good social values by supporting the borough's flagship event with exposure to an **audience of up to 18,000 people** on the day.
- **Generate increased awareness of your organisation amongst the general public.** The show is one of the largest FREE community events in the North West and has gained recognition nationally, and is affiliated to the Royal Horticultural Society. It therefore attracts a wider audience than just the local community.
- **Publicity will be ready for circulation earlier than usual to encourage growers to enter the show, end of March 2025** and there is the opportunity to have your logo printed on this information, which will be circulated to all public buildings and venues in Knowsley and major Tourist/Visitor venues across the North West.

As the show continues to rely heavily on local support and sponsorship, I would be grateful if Prescot Town Council could consider being part of the show again. Below are details of the Sponsorship opportunities available but there are also tailored package available.

Hope to hear from you.

Yours sincerely

Carla Simkin
Culture Development & Events Officer
Knowsley Council
Carla.simkin@knowsley.gov.uk
0151 443 5353

SPONSORSHIP OPPORTUNITIES	AMOUNT
MAIN SHOW SPONSOR Flower Show schedule and programme will state 27 th Knowsley Flower Show sponsored by with logo on front of all publicity, and full page advert in both publications Promotional A5 flyer. Circulation 10,000, will state 27 th Knowsley Flower Show Sponsored by with logo on front Posters. 500, will state 27 th Knowsley Flower Show Sponsored by with logo on front	£8,000

<p>Banner at Entrance to Court Hey Park, will state 27th Knowsley Flower Show Sponsored by with logo on front. Plus 2 other banners situated in Kirkby and Bowring Park.</p> <p>Presentation Area will be dressed with company Logo, Flower Show Website. There will be a Logo and link to company Website.</p> <p>Public Address system on the day. Will periodically announce that the event is sponsored by your company.</p> <p>Correx Board Signs around the Arena. Will state sponsored by your company.</p> <p>Flower Show Presentations your company will be invited to present Trophy's to Flower Show Winners.</p> <p>Media Photographer. Your company will be included in press releases and photographs will be taken on the day</p> <p>Trade Space. Your company can have trade stand space in our main Courtyard and in our Community Marquee</p>	
<p>Marquee Sponsorship The benefits include Company branding at the event, Company logo on event publicity, logo including on banner above marquee and the opportunity to have promotional space at the show for your organisation.</p>	<p>Floral Marquee - £2200 Craft and Creative Marquee - £2000 Healthy Lifestyles and Environment Marquee - £1000</p>
<p>Shuttle Bus Sponsorship This will pay for a bus provider and driver to operate a free shuttle bus in specific areas of Knowsley in an effort to increasing accessibility and encouraging residents to attend the event. Buses operating for 2023 show: Halewood Raven Court via Higher Road, Mackets Lane, Belle Vale to CHPark Knowsley Village via Stockbridge Village/Hillside to CHPark Whiston Village via Prescott Bus Station stopping at Bowring Park to CHPark Kirkby Bus Station stopping at Bowring Park to CHPark Huyton Bus Station to Roby Road, stopping at Bowring Park to CHPark Cronton Village to Huyton bus station to CHPark Benefits include, logo on website, on all publicity, sponsor boards and signs on buses.</p>	<p>£600 per bus</p>
<p>Trade Stand Opportunities Please call Carla for further details on 0151 443 5353.</p>	<p>Ranging from £150-£500</p>
<p>Arena Entertainment Sponsor Benefits include Company branding at the event, Company logo on event publicity, and the opportunity to have promotional space at the show for your organisation. There is also the opportunity to have sponsor boards produced with company details and logos on around the main arena.</p>	<p>£2000</p>
<p>Show Classes and Prize Sponsorship Opportunities [Supporting and encouraging local/regional horticulturalists]</p>	
<p>Sponsoring a class in the schedule (choice of over 100 classes)</p>	<p>£150</p>
<p>Cash prizes to category winners in show (8 classes at £30)</p>	<p>£240</p>

Cash prizes in whole show [your Company name and logo will also go on the certificates if you choose to sponsor this section]	£950
Advertising Opportunities – Schedule – per page, A5 size (2000 copies produced and sent to gardeners and exhibitors) <i>Back page reserved for main sponsor</i>	£150
Advertising Opportunities – Programme (5000 copies produced and distributed free to visitors on the day):	
Advert on back page of Programme <i>usually Back page reserved for main sponsor</i>	£400
Full page advert in Programme	£200
<i>A discretionary donation to help support the show – it's up to you!</i>	£

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27TH 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

Events Committee

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 Prescott 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**TOWN COUNCIL MEETING****27TH 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

Events Committee

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 Prescot 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 Prescot Town Hall and the next event will be held on Saturday 6th December 2025.
- 4.1.2 The Beamz professional high volume snow machine at a cost of £790.83 is purchased utilising the underspend on the events budget.

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27TH 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

Events Committee

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 and the budget to be increased to £1,000 to enable a hot meal to be offered during the event.

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27TH 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

Events Committee

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
6 th Dec 2025	Prescot Christmas Cracker	£6,000
Dec 2025 (TBC)	Senior Citizen Christmas Drop In	£1,000
Mar 2026 (TBC)	Community Clean-up Day - 2 events one in each ward	£3,600
Total		£26,600

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.

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****27th FEBRUARY 2025****REPORT TITLE:**

Appointment of the Internal Auditor for 2024/25

BACKGROUND TO THE REPORT

Under regulation 5 of the Accounts and Audit Regulations 2015

‘A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.’

To ensure compliance with this regulation Prescott Town Council employs the services of an independent internal auditor.

PURPOSE OF THE REPORT

Following completion of a benchmarking exercise undertaken in November 2023, Council appointed Mr David Blanchflower as it's Internal Auditor for a three year period – covering internal audits for 2023/24, 2024/25 and 2025/26.

This approach negated the need for officers to revisit benchmarking each year – however Members are required to formally appoint Mr Blanchflower to complete Council's 2024/25 Internal Audit.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Appointment of the Internal Auditor for 2024/25

1. INTRODUCTION

1.1 Under regulation 5 of the Accounts and Audit Regulations 2015

‘A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.’

1.2 To ensure compliance with this regulation, Prescott Town Council employs the services of an independent internal auditor.

1.3 At a meeting of Council in November 2023, officers presented benchmarked costs for three organisations who could complete Council’s internal audit.

1.4 Council subsequently appointed Mr D. Blanchflower to complete its 2023/24 internal audit, and, to negate the need for officers to re-benchmark and test the market each year, appointed Mr D Blanchflower to complete its internal audit for 2024/25 and 2025/26.

1.5 Despite this, Council is formally required to appoint an internal auditor each year as there is a requirement to evidence to the external auditor (PKF Littlejohn) the appointment through Council’s Annual Governance & Accountability Return (AGAR).

2. RECOMMENDATION(S)

2.1 Members are asked to: -

- 1. Resolve to appoint Mr D Blanchflower as Council’s internal auditor for 2024/25**

