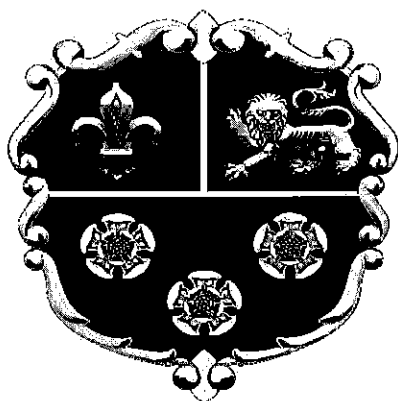


PRESCOT TOWN COUNCIL



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

Tel: 0151 - 426 - 3933

Email: enquiries@prescot-tc.gov.uk

Dated this 12th day of March 2025

To the Members of the Events Committee

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

YOU ARE HEREBY SUMMONED TO ATTEND

**a meeting of the Events Committee for the Town of Prescot to be held at
Prescot Town Hall on Tuesday 18th March 2025 at 6.00pm.**

**Alex Spencer
TOWN CLERK**

AGENDA

1. **TO RECEIVE APOLOGIES** Verbal

To receive apologies of absence from committee members.

2. **DECLARATIONS OF INTEREST** Verbal

In accordance with Standing Order 4 G ii. members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

3. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 3-6)

To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 6th February 2025.

4. **PRESCOT COMMUNITY RECOGNITION AWARDS** (Pages 7-11)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

5. **SENIOR CITIZEN CHRISTMAS DROP IN 2025** (Pages 12-14)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

6. **PROPOSED LOCATIONS FOR POPPIES IN SUPPORT OF ARMISTICE DAY 2025 AND ASSOCIATED COSTS** (Pages 15-19)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

7. **PRESCOT CARNIVAL 2025** Verbal

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

This will be provided on the day.

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE MEETING

18TH MARCH 2025

REPORT TITLE:

Minutes of Previous Committee Meeting

BACKGROUND TO THE REPORT:

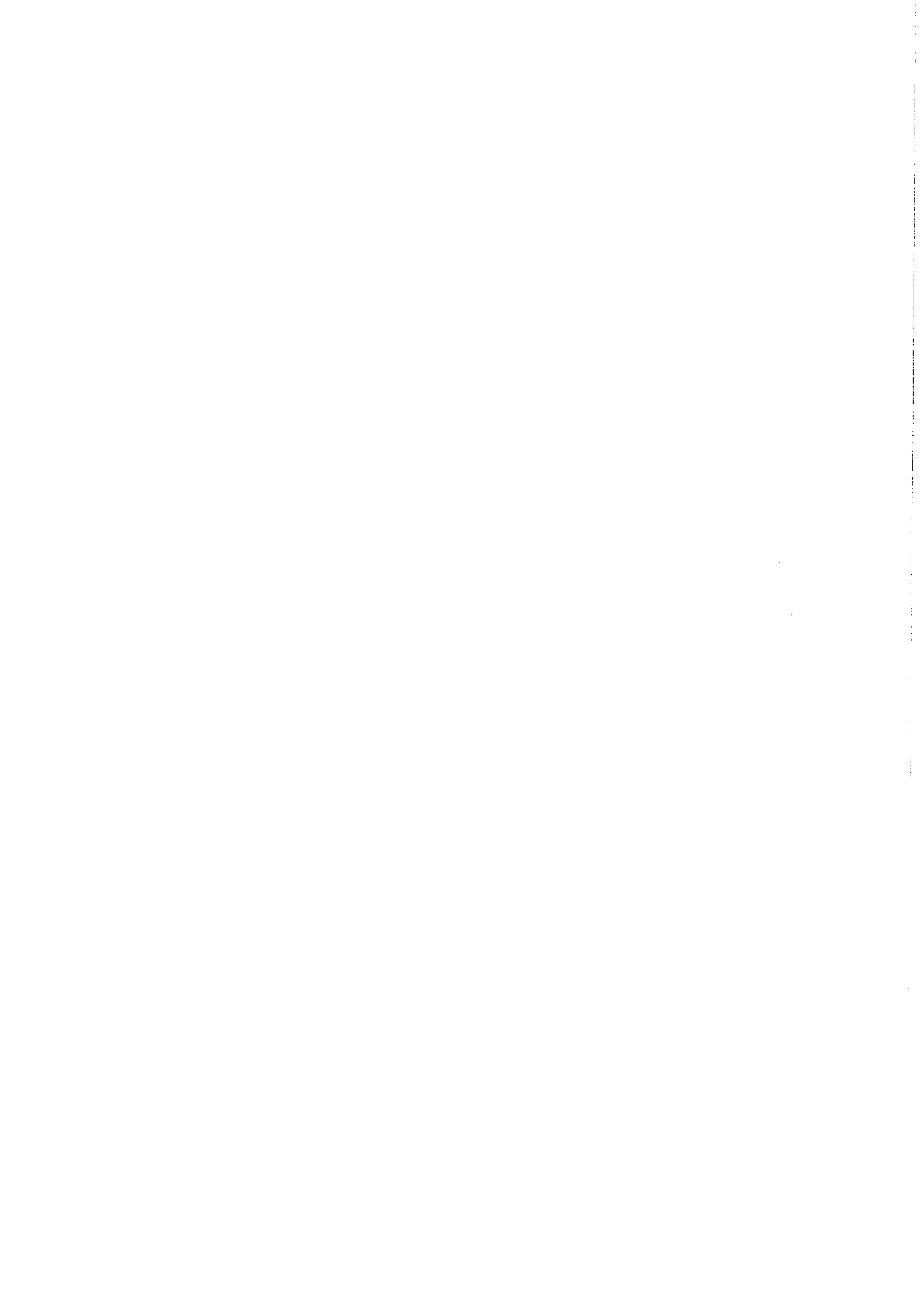
As members are aware they are required to agree the minutes of the previous meeting as a true and accurate record of the business transacted at that meeting.

PURPOSE OF REPORT:

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

REPORTS PREPARED BY:

Louise Sephton – Deputy Town Clerk



PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 6TH FEBRUARY 2025** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

24. TO RECEIVE APOLOGIES

Apologies were received from Cllr M. Burke.

25. DECLARATIONS OF INTEREST

There were no declarations of interest received.

26. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 13th November 2024 be agreed as a correct record and signed by the Deputy Chair.

27. ARMISTICE DAY SERVICE 2024 – FEEDBACK REPORT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 3.1 being: -

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

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

28. CHRISTMAS CRACKER 2024 - FEEDBACK REPORT

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

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

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

Members agreed that the date for the next Christmas Cracker will be Saturday 6th December 2025. It was also agreed to purchase the Beamz professional high volume snow machine at a cost of £790.83 to replace the faulty snow machine using the underspend on the events budget.

29. SENIOR CITIZEN CHRISTMAS DROP IN 2024 – FEEDBACK REPORT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 5.1 being: -

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

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

Members agreed to increase the budget to £1,000 to enable them to offer a hot meal during the event.

30. EVENTS CALENDAR 2025-26

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

Using the powers granted to them under the Local Government Act 1972 s.145 members are asked to resolve to:

Agree the draft Events Calendar with associated budget as shown at 3.1 for approval at the next Town Council meeting with amendments to the Senior Citizen Christmas Drop In budget to £1,000.

31. COMMUNITY CLEAN UP 2025

The Deputy Town Clerk updated members on the task list and confirmed that the dates for each event would be Saturday 15th March 2025 at Prescott Town Hall car park for Prescott North Ward and Saturday 29th March 2025 at St Paul's Church, Bryer Road for Prescott South Ward with both events running between 9.00am – 12.00pm or until skips had been filled.

It was **UNANIMOUSLY AGREED** to hire a distribution company to deliver the flyers advertising the event to all properties in Prescott North and South Wards at a cost of £50 per 1000 flyers with a total cost of £350.

32. PRESCOT CARNIVAL 2025

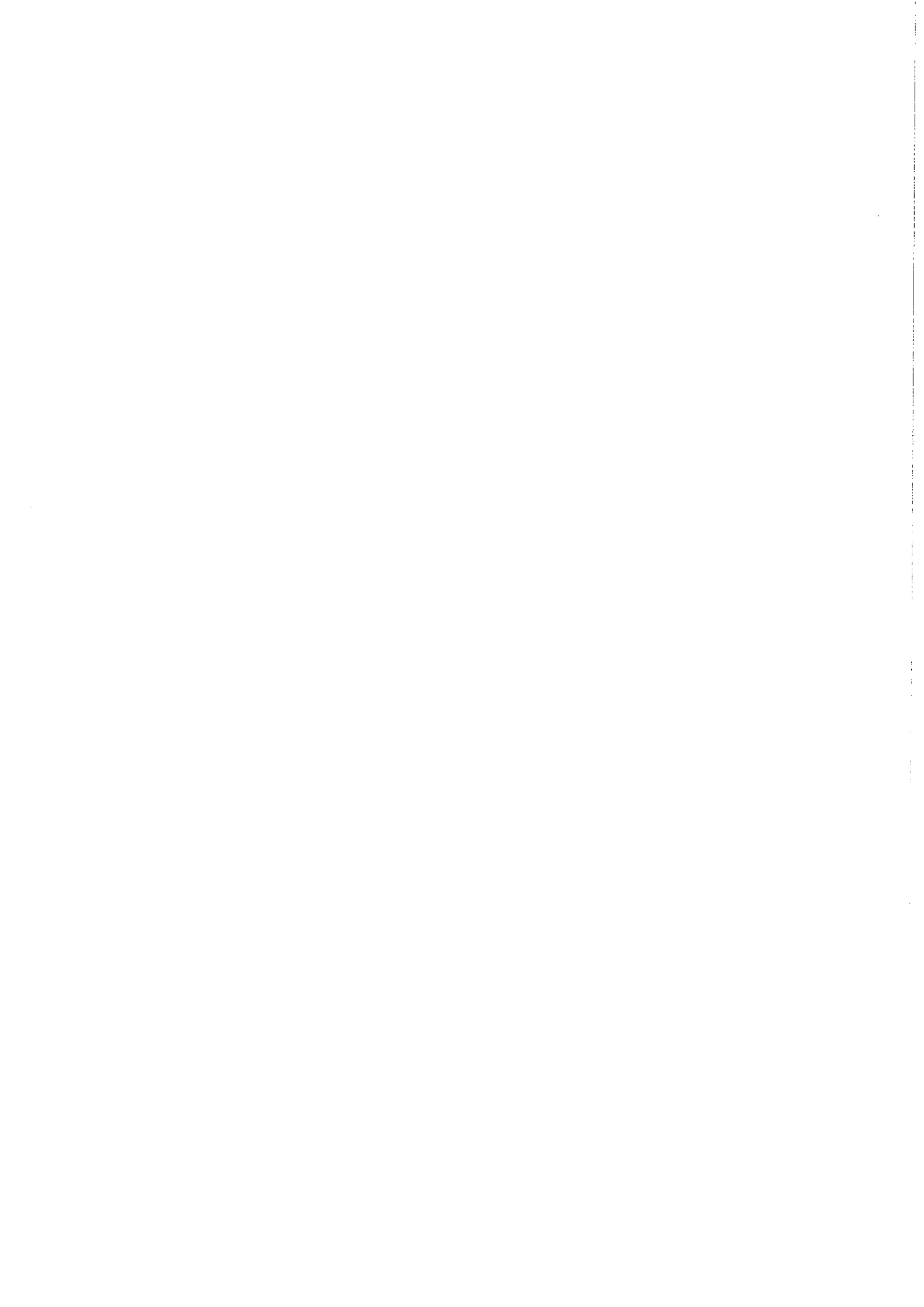
The Deputy Town Clerk updated members on the task list and it was **UNANIMOUSLY AGREED** to:-

- For the Deputy Town Clerk to get information and prices for the Spectacular Knights of Crusades show, Brazilian dancers and a Taylor Swift Tribute Act.
- For the Deputy Town Clerk to get information and prices for a stunt bag or similar activity suitable for teenagers.
- Book Mr Tumble Liverpool to perform in the arena.
- Book the mascot characters, superheroes and princesses with Face2Face agency.

The meeting closed at 6:53p.m.

Dated: 18th March 2025

**Signed:.....
(Cllr T. Murray, Chair of Events Committee)**



PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****18TH MARCH 2025****REPORT TITLE:**

Prescot Community Recognition Awards 2025

BACKGROUND TO THE REPORT

The Prescot Community Recognition Awards incorporates announcing the winners of the Citizen of the Year and Community Group of the Year, presentation of the outgoing Mayors Charitable Donations and a celebration of the work of volunteers in our community who are invited to enjoy an afternoon tea served by Prescot Town Councillors and staff.

PURPOSE OF THE REPORT

This report provides members with information on last year's Prescot Community Recognition Awards along with available dates to hold the event, budget and nomination form.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Prescot Community Recognition Awards 2025

1. INTRODUCTION

- 1.1 The Prescot Community Recognition Awards incorporates announcing the winners of the Citizen of the Year and Community Group of the Year, presentation of the outgoing Mayors Charitable Donations and a celebration of the work of volunteers in our community who are invited to enjoy an afternoon tea served by Prescot Town Councillors and staff.

2. NOMINATION FORM

- 2.1 The Prescot Community Recognition Awards nomination form for 2024 can be found at appendix 1 and members are asked to agree the content and closing date.
- 2.2 A selection panel will need to be agreed along with date to shortlist and select the winning nominees providing a reasonable time to send out invitations.

3. EVENT FORMAT

- 3.1 Last year the event was held on Sunday 21st July 2024 from 12pm – 3pm and 29 community groups were invited along to celebrate their work as volunteers in the community and were served with afternoon tea by Prescot Town Councillors and staff. The event format included: -
 - 3 members of each community group were invited.
 - Neil Murray (L35 Radio) compared the event & played music.
 - Welcome by the Mayor of Prescot.
 - All community groups were given the opportunity to provide information on what they do as a group to be included in a booklet which was produced and given out on the day.
 - Outgoing Mayor presented charitable donations.
 - Town Councillors & staff served afternoon tea which consisted of sandwiches, cheese board, crisps, scones, tea, coffee, fruit juice and prosecco.
 - Citizens of the Year awarded.
 - Community Group of the Year awarded.
 - Heads and tails game.
 - Farewell by the Mayor of Prescot.

3.2 Following last year's event Members agreed to offer other Prescot Town Councillors the opportunity to speak during the event rather than just the Mayor and outgoing Mayor.

3.3 There are some potential dates when the function room is available: -

- Saturday 14th June 2025 – 1pm – 4pm (later start time due to Slimming World using the room until 11am)
- Sunday 6th July 2025 – 12pm – 3pm
- Sunday 27th July 2025 – 12pm – 3pm

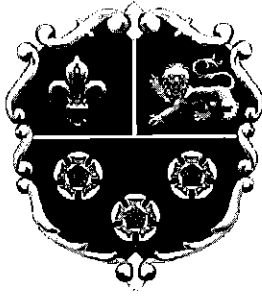
4. EVENT COSTS

4.1 The budget for this year is £800. Last year the food and drinks cost £546.42. There are eight bottles of prosecco left from last year which can be utilised for this year's event.

5. RECOMMENDATIONS

5.1 Members are required to consider the information in the report and agree the following: -

- 5.1.1 Agree the nomination form and closing date for nominations.
- 5.1.2 Agree the membership of the selection panel and date.
- 5.1.3 Agree the event format as stated in 3.1.
- 5.1.4 Agree a date and time for the community awards to be held from those stated in 3.3.
- 5.1.5 Agree Town Councillor attendance to support the running of the event.
- 5.1.6 Agree the food and drinks to be purchased.



PRESCOT TOWN COUNCIL

COMMUNITY RECOGNITION AWARDS 2024

NOMINATION FORM

Thank you for taking the time to fill in this nomination form. The Prescot Community Recognition Awards have been developed to ensure those who make a difference to the lives of others in our Town receive the credit they deserve.

Rules

Nominees should reside within the Town and or have provided or continue to provide outstanding service to:

- the Community of Prescot
- an individual or individuals outside the family living in Prescot
- the Voluntary Sector within Prescot

The Awards Panel are looking for people with exemplary service who have changed things, with an emphasis on practical achievement and who are examples of the best sustained and selfless voluntary service.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas.

Please note:

- All nominations must be the personal nomination of the person nominating ie not by proxy.
- The written submission for the Awards Panel must be the personal views and knowledge of the person nominating.
- Under no circumstances will a submission written by the nominated person be considered by the Panel.
- Serving Councillors of Prescot Town Council cannot be considered for individual awards.
- No nominations for any groups or individuals who have won the award previously will be considered.

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

APPENDIX 1

NOMINEE’S / GROUPS DETAILS: (Capitals Please)

NAME:

ADDRESS:

.....

TELEPHONE NO (if known):

E-MAIL ADDRESS (if known):

REASON FOR NOMINATION

Please state how the nominee’s or group’s contribution has impacted you, your area or the wider community of Prescot as a whole:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Over what period of time has the nominee / group carried out this service?

.....

(Note: If you require more space please continue on a separate sheet)

SPONSOR’S DETAILS: (Capitals please)

NAME:

ADDRESS:

.....

TELEPHONE NUMBER: E-MAIL ADDRESS:

SIGNATURE: DATE:

Thank you for completing this form.

Please send your completed form to enquiries@prescot-tc.gov.uk or post to the address below by **Friday 28th June 2024.**

Prescot Community Recognition Awards
Prescot Town Hall
1 Warrington Road
Prescot
L34 5QX

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE

18TH MARCH 2025

REPORT TITLE

Senior Citizen Christmas Drop In 2025

BACKGROUND TO THE REPORT

The report informs members of the proposed arrangements and format for the Senior Citizen Christmas Drop In.

PURPOSE OF THE REPORT

Members are asked to consider the report and resolve to agree to the recommendations.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Senior Citizen Christmas Drop In 2025

1. INTRODUCTION

- 1.1 This will be the Events Committee's fifth Senior Citizen Christmas Drop In event since it was introduced following the cancellation of the Christmas Cracker in 2021.
- 1.2 At the February 2025 Town Council meeting it was agreed that the event would be retained for future years.

2. PROPOSALS

2.1 Event Date and duration

Last year's Senior Citizen Christmas Drop In was held on Friday 6th December 2024 from 1pm – 3pm at Prescott Town Hall.

The Deputy Town Clerk has checked the booking calendar for using the multi-function room at Prescott Town Hall and the following dates are available: -

- Monday 1st December
- Monday 8th December
- Monday 15th December

2.2 Activities

Last year's event attracted approximately 30 local residents at Prescott Town Hall who enjoyed a live performance of festive music from Keiron Kenny with prosecco, soft drinks, hot drinks, fresh cream mince pies and biscuits served by Prescott Town Councillors and staff and there was a number of Christmas themed inflatables and a snowman photo opportunity.

Following last year's event there were discussions with members to enhance the event by increasing the budget from £800 to £1000 and to use the additional budget to provide a hot meal such as Cottoms hot pot. The Deputy Town Clerk has contacted Cottoms and received prices which can be found in 3.1. This should be discussed further by the committee.

2.3 Promotion

The event will be publicised on a double-sided leaflet along with the Christmas Cracker event which will be delivered to all Prescot Primary schools for a copy to be handed out to each child. The event poster will also be shared on social media platforms.

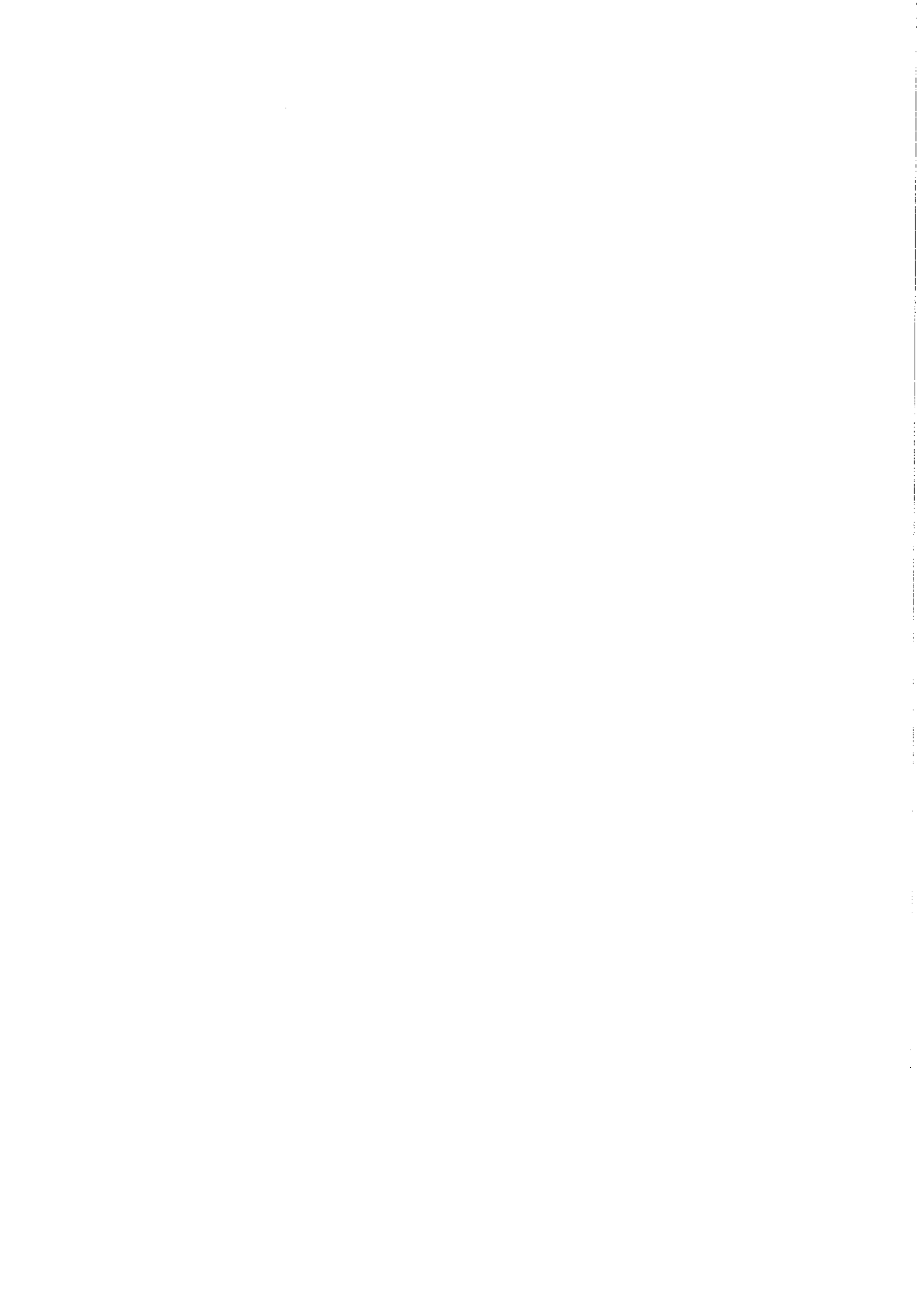
3. FINANCE

- 3.1 The existing budget for the Senior Citizen Christmas Drop In event is £1000. The approximate costings of the activities in section 2.2 are shown below:

Expenditure	
Item	Cost
Flyers & Posters	£80.00
Cottoms Hot Pot – large catering tin serves 20 people at £70 each plus £20 deposit per tin (Based on 80 guests)	£280.00
Cottoms Vegetarian Hot Pot – portion for 5/6 people £17.50 each plus £20 deposit per tin (based on 20 guests) Requires two weeks' notice for orders	£70.00
Prosecco x 20 bottles at £7 per bottle	£140.00
Refreshments – hot drinks, soft drinks, cakes, additional food items	£310.00
Keiron Kenny – Singer	£120.00
Total	£1,000.00

4. RECOMMENDATIONS

- 4.1 Using the power granted under section 145 of the Local Government Act 1972 – Members resolve to: -
- 4.1.1 Agree a date to hold the event from those listed in 2.1.
- 4.1.2 Consider and agree to the proposals listed in section 2.2 and 2.3.
- 4.1.3 Agree the associated approximate costs in section 3.



PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****18th MARCH 2025****REPORT TITLE:**

Proposed Locations for Poppies in Support of Armistice Day 2025 and Associated Costs.

BACKGROUND TO THE REPORT

Members will recall that when setting the 2025/26 budget, there was unanimous agreement that a budget of £2,000.00 be earmarked for the purchase and installation of lighting column mounted poppies to support Armistice Day 2025 and beyond.

This report proposes locations for where poppies should be installed and associated costs thereto.

PURPOSE OF THE REPORT

To provide Members with proposed locations for where poppies should be installed in support of Armistice Day 2025, and associated costs.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Proposed Locations for Poppies in Support of Armistice Day 2025 and Associated Costs

1.0 INTRODUCTION

- 1.1 Members will recall that when setting the 2025/26 Budget, there was unanimous agreement that a budget of £2,000.00 be earmarked for the purchase and installation of lighting column mounted poppies to support Armistice Day 2025 and beyond.
- 1.2 To further this work, the Town Clerk and Administration Officer undertook an audit to determine the number of lighting columns within specific locations across the town.

This audit is shown within: -

- Appendix One – Proposed Locations for Lighting Column Poppies
- Appendix Two – Proposed Costs for Purchase of Lighting Column Poppies

2.0 PURCHASING OF LIGHTING COLUMN MOUNTED POPPIES

- 2.1 It is proposed that poppies are purchased via Royal British Legion “Poppy Shop” at a cost of £5.00 per poppy. However, the Royal British Legion offers a 15% discount for an organisation’s first purchase.
- 2.2 The specification for each poppy is 40cm Height x 36cm Width.
- 2.3 Each poppy is affixed to the lighting column with two cable ties (included with the purchase). However, the Town Clerk has spoken with colleagues who have confirmed that these cable ties are not appropriate, and a better option is to purchase more robust, hard-wearing cable ties as part of the poppy installation.

3.0 INSTALLATION OF POPPIES

- 3.1 Given that lighting columns are owned by Knowsley Council and are located on the public highway, The Town Clerk has liaised with Knowsley Council officers to obtain the necessary permissions prior to works commencing.
- 3.2 In summary, Knowsley Council has granted permission for poppies to be installed (and removed) upon the conditions that an appropriate risk assessment has been completed prior to works commencing, and that lighting columns are not damaged during installation and removal.

- 3.3 In addition, Knowsley Council have advised that the installation can be completed by councillors, officers and/or volunteers, or (should Council so choose) appoint a sub-contractor to complete works.
- 3.4 Should installation and removal be completed in-house, the Town Clerk estimates that two officers would be committed: with a loss of 3.0 working days per officer.
- 3.5 With regards to the latter point of 3.3 above, the Town Clerk is seeking a quotation from Maghull Town Council as an indicative cost. Maghull Town Council officers have received highways training as part of their day-to-day operations and are fully insured also.

4.0 RECOMMENDATION(S)

- 4.1 Members are recommended to resolve: -
1. The location(s) for poppies to be installed on lighting columns
 2. Whether one or two poppies are installed on each lighting column
 3. The total number of poppies which should be purchased
 4. Whether installation and removal of poppies should be completed in-house; or through external appointment.

