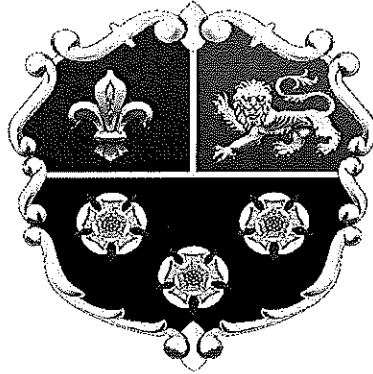


PRESCOT TOWN COUNCIL



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

Tele: 0151 - 426 - 3933

Email: enquiries@prescot-tc.gov.uk

Dated this 13th day of May 2024

To the Members of the Events Committee

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

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 Monday 20th May 2024 at 6.00pm.**

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
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 3-4)
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 7th March 2024.

4. **PRESCOT CARNIVAL 2024**
Members will be asked to discuss the action plan for this year's carnival.
This will be provided on the day.

5. **PRESCOT COMMUNITY RECOGNITION AWARDS** (Pages 5-7)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

PRESCOT TOWN COUNCIL
EVENTS COMMITTEE MEETING

20th MAY 2024

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 7TH MARCH 2024** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

36. TO RECEIVE APOLOGIES

Apologies were received from Cllr T. Murray.

37. DECLARATIONS OF INTEREST

There were no declarations of interest received.

38. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 1st February 2024 be agreed as a correct record and signed by the Chair.

39. PRESCOT CARNIVAL 2024

The Deputy Town Clerk updated members on Prescott Carnival and it was **UNANIMOUSLY AGREED** to:-

- Book the Batala Samba drumming band for £600.
- For the Deputy Town Clerk to get information and prices from FACE2FACE agency for princesses and superhero's and to make a booking if the costs are similar to last year's event.
- For the Deputy Town Clerk to request if the Urban Queenz Dance group are available to perform.
- For the Deputy Town Clerk to request Town Councillor availability for supporting the event.
- For the Deputy Town Clerk to request if local community groups are able to support the set up and takedown of the event.

The meeting closed at 6:21 p.m.

Dated: 20th May 2024

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

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE

20th MAY 2024

REPORT TITLE:

Prescot Community Recognition Awards

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 this year's Prescot Community Recognition Awards.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Prescot Community Recognition Awards

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 & SELECTION

- 2.1 The Prescot Community Recognition Awards nomination form has been advertised with a closing date of Friday 28th June 2024.
- 2.2 A working group consisting of Cllrs Pat Cook, Joanne Burke, Tracey Murray, Mark Burke and Jayne Edgar will meet in May to discuss and agree the selection criteria for the awards.
- 2.3 The selection panel will consist of members from the Events Committee.

3. EVENT FORMAT

- 3.1 This year's event will be held on Sunday 21st July 2024 from 12pm – 3pm and 29 community groups will be invited along to celebrate their work as volunteers in the community and be served with afternoon tea by Prescot Town Councillors and staff.

The event format will include: -

- 3 members of each community group to be invited.
- Each attendee will receive a booklet which includes information on all the community groups.
- Neil Murray (L35 Radio) to compare the event & play music and will provide his services free of charge.
- Welcome by the Mayor of Prescot.
- Town Councillors & staff to serve afternoon tea which will consist of sandwiches, cakes, tea, coffee, fruit juice and prosecco.
- Outgoing Mayor to present charitable donations.
- Past Mayors badge awarded.
- Citizen of the Year awarded.
- Community Group of the Year awarded.
- Farewell by the Mayor of Prescot.

4. EVENT COSTS

- 4.1 The budget for this year is £800. Last year the food and drinks cost £474.42 with L35 Radio providing the PA services free of charge. This year we will need to purchase prosecco for the event.

5. RECOMMENDATIONS

- 5.1 Members are required to consider the information in the report and agree the following: -
- 5.1.1 Agree the event format as stated in 3.1.
 - 5.1.2 Agree the food and drinks to be purchased.

