

PRESCOT TOWN COUNCIL

The Annual meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **FRIDAY, 28th MAY 2021** in the **PRESCOT TOWN HALL, 1 WARRINGTON ROAD, PRESCOT**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

Councillors M. Burke, C. Krelle, T. Large, I. Smith, L. Rigby, T. Smith, F. Wynn, J. Burke, P. Cook, T. Murray, and K. Taylor

TOWN COUNCIL OFFICERS PRESENT

D. Wilson (Town Clerk)
L. Johnson (Administration Officer)

OTHERS IN ATTENDANCE

Mr Krelle, Mrs Krelle and Ms Wilson

1. ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2021/22

It was **UNANIMOUSLY RESOLVED** that Cllr Christopher Krelle be elected to serve as Mayor of Prescott for the 2021/22 Civic Year.

2. MAYORS DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Christopher Krelle duly signed the acceptance of office book to officially accept the office of Town Mayor.

3. TO RECEIVE APOLOGIES

Apologies were received from Cllr G. Wickens

4. DECLARATIONS OF INTEREST

There were no declarations of interest received.

5. VOTE OF THANKS TO THE RETIRING TOWN MAYOR

On behalf of the elected members the Mayor gave a vote of thanks to the outgoing Mayor Cllr M. Burke and thanked him for all his hard work and service throughout the civic year.

The outgoing Mayor Cllr M. Burke responded to say thankyou to the Mayor for his kind words and wanted to offer his thanks for all the help and support provided by the People of Prescott, Town Council staff and Town Councillors during the civic year and wished Cllr C. Krelle best wishes in his new role.



6. **ELECTION OF DEPUTY MAYOR FOR MUNICIPAL YEAR 2021/22**

It was **UNANIMOUSLY RESOLVED** that Cllr Tracey Murray be elected to the position of Deputy Town Mayor.

7. **DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE**

For the purpose of maintaining an appropriate social distance Cllr Tracey Murray agreed to sign the acceptance of office book to officially accept the office of Deputy Town Mayor at the end of the meeting.

8. **MINUTES OF THE PREVIOUS COUNCIL MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous council meeting held on 29th April 2021 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

9. **MINUTES OF COMMITTEES**

It was **UNANIMOUSLY RESOLVED** to **NOTE** the minutes of the Finance, General Purpose and Human Resources Committee meeting held on 29th April 2021.

10. **REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE (2021/22)**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 4.1 as follows –

In accordance with the requirements of Standing Orders Members are asked to agree:

- The continued use of the existing committees
- Membership of those committees
And
- The associated terms of reference for each committee including the suggested revisions detailed in 3.1 and 3.2 if this report being

Appendix 1 provides details of the existing terms of reference for Committees. The way in which the council now operates with members briefings and scheduling of meetings has negated the need for two terms of reference for Finance, General Purpose and Human Resources Committee and are provided below.



Term	Reason
Remove (4) In the first instance to receive and consider the budget proposals and associated Precept requirement for each financial year.	In recent years the Town Council have moved to a new model of providing a member's briefing session which gives in depth information in relation to the budget. The session is open to all members therefore there is no requirement for the work to be duplicated by a committee.
Remove (5) Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider planning applications received by the Town Council.	The move to quarterly meetings and the coincidence of these meetings with Council has meant that the Committee are no longer required to consider planning applications on behalf of the Council.
Add (4) Acting under full delegated powers (in accordance with the Local Government Act 1972) to review all Town Council policies were appropriate.	Provision of such powers enables the smooth systematic review of all council policies and reduces the burden on the full Council.

- 3.2 Given the replacement of term 4 and the removal of term 5 in relation to planning, there is no longer a 'General Purpose' requirement of the committee this should be replaced with the word 'Policy'. Therefore, the committee should be renamed Finance, Policy and Human Resources Committee.

The membership of committees will be as follows:-

Finance Policy and Human Resources Committee

Councillors M. Burke, C. Krelle, J. Burke, T. Smith, T. Murray, L. Rigby, T. Large, I. Smith and G. Wickens

Events Committee

Councillors M. Burke, C. Krelle, J. Burke, T. Smith, T. Murray, T. Large, P. Cook, I. Smith and F. Wynn

11. **STANDING ORDERS & FINANCIAL REGULATIONS (2021/22)**

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

In accordance with Standing Orders 5 J ix and Financial Regulation 17.1

- Members consider and approve or reject the suggested revision to the Town Council's Financial Regulations as provided in 2.4 if this report

Being

It has however been suggested that in the interests of best practice a valuation for the cost of replacing Town Council buildings should be obtained on a five-year basis and that this should be included as a financial regulation. This has been identified below

Financial Regulation to be introduced	Suggested Revision	Justification
14.7. The RFO shall ensure that an independent valuation of the rebuild or replacement cost of Town Council owned buildings is obtained on a five-yearly cycle. In accordance with the JPAG guidance in place at that time.	N/A	Such an action will provide a reasonable asset valuation for the purpose of insurance.

12. **REPRESENTATIVES TO OUTSIDE BODIES (2021/22)**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the following representations to outside bodies: -

- Merseyside Association of Local Councils – Town Clerk, Cllr K. Taylor and Cllr M. Burke.
- Prescott Business Club - Town Clerk requested
- Prescott Loves to Talk - Town Clerk requested
- Shakespeare North Community Group - Town Clerk requested

Cllr J. Burke requested the Town Clerk ask if any of the groups would also like to elected member representation

13. **COUNCIL MEETING SCHEDULE (2021/22)**

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

- Members are asked to consider and approve the annual meetings calendar attached as appendix 1.

With an amendment from Cllr J Burke to move the January 2022 Meeting from the 27th to the 20th of the month.



14. **ANNOUNCEMENTS FROM THE LEADER**

There were no announcements from the Leader

15. **ANNOUNCEMENTS FROM THE TOWN CLERK**

Welcome back to Prescot Town Hall

On behalf of myself and the staff at the Town Council we are very glad to see you all back even if it is in slightly unfamiliar surroundings.

Letter thanks from Rev John Taylor – Freeman of Prescot

The Town Clerk read out the letter for council.

Town Council Operations

The relaxing of social distancing restrictions has meant that we are now beginning to return to something resembling what was our usual levels of occupancy before COVID, albeit with a new set of operational requirements and risk assessments. All but one of these groups have been able to adhere to the risk assessment without issue. The only organisation that hasn't is a new booking and has disassociated themselves from the responsibility of ensuring that those attending their sessions comply with social distancing regulations.

16. **MAYORAL ENGAGEMENTS**

It was **UNANIMOUSLY RESOLVED** to **NOTE** the Mayoral Engagements provided.

17. **ANNUAL RETURN**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 3.1 being:

- Consider the information contained within the annual return section 2 and resolve to approve the Annual Return is signed as true and accurate and submitted for external audit.



18. **ANNUAL PLAN**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 3.1 being:

In accordance with the requirements of the Local Council Award Scheme members are asked to

- Consider and approve the draft annual action plan submitted as appendix 1 to this report.

19. **REPORT OF THE INDEPENDENT REMUNERATION PANEL**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 3.1 being:

Members are asked to consider the report of the panel and in accordance with the requirements of the 2003, Local Authorities (Members Allowances) (England) Regulations

- Agree the level of annual allowance and or out of pocket expenses to be made during the civic year May 2021 to April 2022.

It was agreed that elected members continue to receive no basic allowance other than the Mayor at a sum of £850 per year.

20. **REQUESTS FOR RECOGNITION AS FREEPERSON OF PRESCOT**

It was **UNANIMOUSLY RESOLVED** to **DEFER** this item.

21. **ANNUAL REPORT**

It was **UNANIMOUSLY RESOLVED** to **DEFER** the approval of the report until issues of design and content could be due addressed.

The meeting closed at 6.51 p.m.

Dated: 25th June 2021

Signed:.....
Cllr Christopher Krelle (Mayor of Prescott)