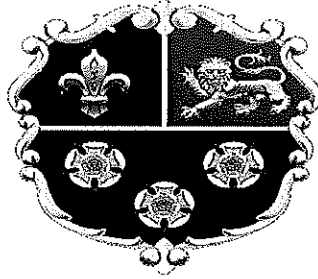


# PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933      email: [townclerk@prescot-tc.gov.uk](mailto:townclerk@prescot-tc.gov.uk)

Dated this 19<sup>th</sup> day of May 2022

To the Mayor and Members of Prescot Town Council

---

YOU ARE HEREBY SUMMONED TO ATTEND

the Annual Meeting of the Council for The Town of Prescot

to be held on Thursday 26<sup>th</sup> May 2022 at 6:30pm OR at the conclusion of The Annual Town Meeting (whichever is the later)

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

Alex Spencer  
TOWN CLERK

# AGENDA

1. **ELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2022/23**

To receive nominations, and elect by vote the Town Mayor.

**Verbal**

2. **MAYORS DECLARATION OF ACCEPTANCE OF OFFICE**

Town Mayor to officially accept office by signing the acceptance of office book.

**Verbal**

3. **TO RECEIVE APOLOGIES**

**Verbal**

4. **DECLARATIONS OF INTEREST**

*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.*

5. **VOTE OF THANKS TO THE RETIRING TOWN MAYOR**

To receive:

- a) vote of thanks in recognition of the retiring Town Mayor;
- b) response from the retiring Town Mayor.

**Verbal**

6. **ELECTION OF DEPUTY MAYOR FOR THE CIVIC YEAR 2022/23**

To receive nominations, and elect by vote the Deputy Town Mayor.

**Verbal**

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

Deputy Town Mayor to officially accept office by signing the acceptance of office book.

**Verbal**

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

To **APPROVE AND SIGN** the Minutes of the Town Council Meeting held on 28<sup>th</sup> April 2022 as a true and accurate record of the business transacted.

**(Pages 6 to 10)**

**9. MINUTES OF THE COMMITTEES**

To **NOTE** the draft minutes of the following Committee Meetings:

- None to be noted.

**(Page 11)**

**10. REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE (2022/23)**

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

**(Pages 12 to 18)**

**11. STANDING ORDERS & FINANCIAL REGULATIONS (2022/23)**

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

**(Pages 19 to 63)**

**12. REPRESENTATIVES TO OUTSIDE BODIES (2022/23)**

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

**(Pages 64 to 69)**

**13. COUNCIL MEETING SCHEDULE (2022/23)**

To **AGREE** dates and times of Town Council meetings only, dates and times for committee meetings will be agreed as the first order of business for each committee.

**(Pages 70 to 72)**

14. **ANNOUNCEMENTS FROM THE LEADER**

To receive announcements from the Leader.

**FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS**

**Verbal**

15. **ANNOUNCEMENTS FROM THE TOWN CLERK**

To receive announcements from the Town Clerk.

**FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS**

**(Pages 73 to 74)**

16. **MAYORAL ENGAGEMENTS**

To receive the schedule of Town Mayor engagements

**FOR INFORMATION ONLY**

**(Pages 75 to 76)**

17. **ANNUAL GOVERNANCE STATEMENT 2021/22 – SECTION ONE**

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

**(Pages 77 to 79)**

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

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

**(Pages 80 to 87)**

19. **COMMUNITY FUNDING APPLICATIONS**

To **CONSIDER** and **APPROVE, DEFER** or **REJECT** the funding applications from:

- The Lee Cooper Foundation (Deferred from March and April 2022)
- The Friends of Eaton Street Park

**(Pages 88 to 98)**

20. **PROPOSED ACTION PLAN FOR THE DEATH OF SENIOR PERSON OF STATE**

To **CONSIDER** and **APPROVE** or **DEFER** the Action Plan for the Death of a Senior Person of State.

**(Pages 99 to 103)**

21. **PLANNING APPLICATIONS**

Members are asked to **CONSIDER** any planning applications received and **AGREE** to make comment on those they feel require a response.

**(Pages 104 to 107)**

22. **PLANNING DECISIONS**

Members are asked to **NOTE** any planning decisions received.

None for noting

**(Page 108)**



**PRESCOT TOWN COUNCIL**

**ANNUAL MEETING**

**26th MAY 2022**

**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 28<sup>th</sup> April 2022.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk





## **PRESCOT TOWN COUNCIL**

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 28<sup>th</sup> APRIL 2022** in the **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

### **ELECTED MEMBERS PRESENT**

Councillors C. Krelle, T. Large, T. Smith, F. Wynn, J. Burke, P. Cook, K. Taylor, T. Murray, M. Burke and G. Wickens.

### **TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)  
L. Sephton (Deputy Town Clerk)

#### **148. TO RECEIVE APOLOGIES**

Apologies were received from Cllr I. Smith.

#### **149. PUBLIC OPEN FORUM**

There were no questions received from the public gallery.

#### **150. DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following: -

- Cllr C. Krelle for item 12 Funding Applications – The Lee Cooper Foundation.
- Cllr K. Taylor for item 10 Planning Applications.
- Cllr F. Wynn for item 10 Planning Applications.

#### **151. MINUTES OF THE PREVIOUS COUNCIL MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous council meeting held on 31<sup>st</sup> March 2022 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

#### **152. MINUTES OF COUNCIL COMMITTEES**

There were no Committee meetings to be noted.

**153. ANNOUNCEMENTS FROM THE LEADER**

The Leader welcomed Alex Spencer to his first meeting of the Town Council in his new role as Town Clerk and informed all members that Prescott Elizabethan Fayre is to be held on Saturday 7<sup>th</sup> May and Sunday 8<sup>th</sup> May and encouraged all to attend.

**154. ANNOUNCEMENTS FROM THE TOWN CLERK**

The newly appointed Town Clerk expressed his thanks to all Prescott Town Council staff for their warm welcome and support during his first two weeks of employment. In addition, he expressed thanks to former Town Clerk Daniel Wilson, who was supporting council's 2021/22 accounts closedown.

During his first weeks with Prescott, the Town Clerk had attended meetings at Eaton Street Park and had observed community events taking place there.

He has met representatives from Knowsley Council with regards to Prescott TC's Grounds Maintenance Contract and is encouraged that during 2022/23 there will be a more dedicated presence at both Eaton Street Park and Brown's Field. He has also discussed the pressing need to resolve issues relating to leases for each site; which will be discussed with service managers at Knowsley Council in the near future.

Finally, the Town Clerk has liaised with the internal auditor – who will visit Prescott Town Council week commencing 2<sup>nd</sup> May 2022 to complete the 2021/22 Audit. This work will directly contribute to Council's Annual Governance and Accountability Return, to be presented at Annual Council on 26<sup>th</sup> May 2022.

**155. REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES**

There had been no attendances to conferences or outside bodies.

**156. MAYORAL ENGAGEMENTS**

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

Cllrs K. Taylor and F. Wynn left the room.

**157. PLANNING APPLICATIONS**

Application Ref	Location	Comments
22/00173/FUL	Oriental Tea House, 12 Church Street, Prescott	No Objections
22/00221/FUL	108 St James Road, Prescott	No Objections

**158. PLANNING DECISIONS**

There were no planning decisions for noting.

Cllrs K. Taylor and F. Wynn returned to the room.

Cllr C. Krelle left the room and Cllr T. Murray chaired the meeting.

**159. FUNDING APPLICATIONS**

It was **UNANIMOUSLY RESOLVED** to **DEFER** the funding application from The Lee Cooper Foundation as further information that had previously been requested had not been received.

Cllr C. Krelle returned to the room and continued to chair the meeting.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £500.00 for the funding application from Prescott Guide House.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £200.00 for the funding application from the Young Adult Respite Service.

**160. ANNUAL GOVERNANCE STATEMENT**

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

**161. HONORARY FREEMAN OF THE TOWN NOMINATION**

An amended motion was put forward by Cllr M. Burke to defer the item until the next Town Council meeting, with a view to reviewing the current Honorary Freeman/Freewoman of the Town Policy. Cllr K. Taylor requested that the vote be recorded:-

Members in favour of the motion:-

Cllrs J. Burke, M Burke, F. Wynn, T. Smith and G. Wickens.

Members opposed to the motion:-

Cllrs K. Taylor and T. Large

Members who abstained from voting:-

Cllrs T. Murray, P. Cook and C. Krelle.

It was therefore **RESOLVED** to **DEFER** the item until the next Town Council meeting

**The meeting closed at 6:49 p.m.**

**Dated: 26<sup>th</sup> May 2022**

**Signed:.....**  
**Cllr Chris Krelle (Mayor of Prescott)**

**PRESCOT TOWN COUNCIL**

**ANNUAL MEETING**

**26th MAY 2022**

**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.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



**PRESCOT TOWN COUNCIL****ANNUAL MEETING****26th MAY 2022****REPORT TITLE:**

Review of Town Council Committees and Associated Terms of Reference

**BACKGROUND TO THE REPORT:**

In accordance with Standing Order 5 J iv. council is required to review the terms of reference for committees and appointment of members to existing committees.

**PURPOSE OF REPORT:**

The purpose of this report is for members to agree the use of committees, their terms of reference and elect members to each committee.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk





# **PRESCOT TOWN COUNCIL**

## **Review of Town Council Committees and Associated Terms of Reference**

### **1. INTRODUCTION**

- 1.1 The Town Council's Standing Orders require the Council to consider the memberships and terms of reference for its committees at the Annual Meeting of the Town Council.
- 1.2 The business of running Prescott Town Council comprises a wide variety of activities and legal requirements often diverse in nature. To address this workload in the most effective and efficient way the Town Council has for many years employed the use of committees to which certain delegate powers are bestowed. The Town Council currently uses two committees namely Finance, Policy & Human Resources and Events Committee.
- 1.3 The existing system has proved effective over a number of years with each committee discharging its duties effectively.

### **2. THE COMMITTEE SYSTEM**

- 2.1 A committee is defined as 'a group of people appointed for a specific function by a larger group and typically consisting of members of that group'. The use of committees is widespread within all tiers of government and the private sector.
- 2.2 Committees can be bestowed with the power to make decisions or can act in an advisory capacity. They would typically be formed of people with a specialist knowledge or particular interest in a specific area of work.
- 2.3 The parameters and powers of these committees are determined through their terms of reference which are agreed each year by the Town Council at its annual meeting, terms of reference for committees are attached to this report as appendix 1.

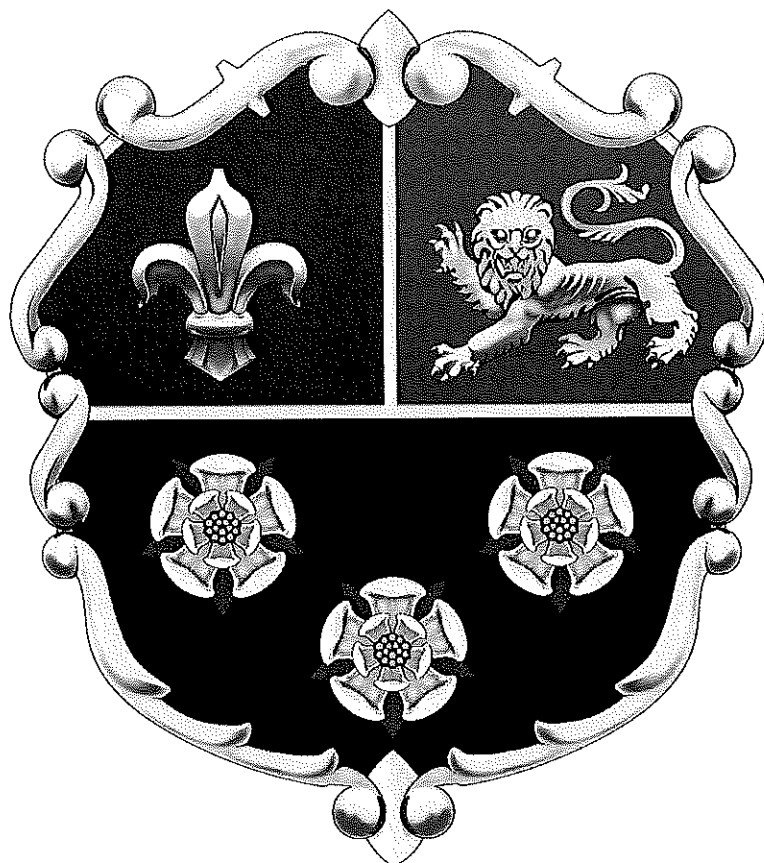
### **3. AMENDMENTS TO TERMS OF REFERENCE**

- 3.1 Appendix 1 provides details of proposed terms of reference for Committees in the 2022/23 Civic Year.
- 3.2 No amendments are proposed for the 2022/23 Civic Year.

### **4. RECOMMENDATIONS**

- 4.1 In accordance with Standing Order 5 J iv, Council reviews the terms of reference for committees and the appointment of members to existing committees.

# Prescot Town Council



## **Terms of reference for committees 2022-23**

## **FINANCE, POLICY AND HUMAN RESOURCE COMMITTEE (2022/23)**

### **TERMS OF REFERENCE**

1. To observe all duties as prescribed to the committee through the Town Council's Financial Regulations.
2. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider and decide upon all revenue expenditure within its delegated authority as defined by financial regulation 4.1.
3. Acting under full delegated powers (in accordance with the Local Government Act 1972), to consider and approve the financing and design of all Town Council capital projects within its delegated authority as defined by financial regulation 4.1 unless otherwise prescribed by Council.
4. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider and decide all Town Council fees and charges through its Charging Policy.
5. Acting under full delegated powers (in accordance with the Local Government Act 1972), to consider applications from organisations or individuals for concessionary use of Town Council facilities beyond the parameters of the Charging Policy.
6. Acting under full delegated powers to approve the investment of reserves in accordance with the Town Council's Treasury Management Policy.
7. Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider all human resource functions but acting subject to the approval of the Council in relation to the appointment of the Town Clerk.
8. Acting under full delegated powers (in accordance with the Local Government Act 1972) to oversee the conduct of all staff and act as the Town Council's Disciplinary, Grievance and Appeals Panel as appropriate.
9. Acting under full delegated powers (in accordance with the Local Government Act 1972) to determine the remuneration, superannuation, terms of service and severance of all Town Council staff as appropriate.
10. To ensure that the Town Council has in place good human resources' policies including workplace smoking, attendance, key holding, equal opportunities, disciplinary and grievance etc.
11. To monitor the annual attendance statistics of the workforce.
12. Acting under full delegated powers (in accordance with the Local Government Act 1972) to co-opt non-voting members with specialist knowledge where appropriate.

## **Committee Membership**

## **EVENTS COMMITTEE (2022/23)**

### **TERMS OF REFERENCE**

1. To produce an annual events calendar for submission and approval to the Town Council.
2. Acting under full delegated powers (in accordance with the Local Government Act 1972) to assume full responsibility for the apportionment of the agreed events budget between events as per the events calendar.
3. Acting under full delegated powers (in accordance with the Local Government Act 1972) to assume full responsibility for the design and organisation of all events agreed through the events calendar.
4. To ensure that the expenditure on events do not exceed the budget approved by the Town Council.
5. To submit an event report for each event to the next appropriate Town Council meeting. Submitted reports to contain information such as activities undertaken, finance, numbers attending, recommendations for the future of the event and suggestions for the allocation of any incomes derived from the operation of the event.
6. Acting under full delegated powers (in accordance with the Local Government Act 1972) and acting under a resolution of the committee to Co-op non-voting members on to the committee and or sub committees to deal with specific events such as a Carnival committee.

### **Committee Membership**

**PRESCOT TOWN COUNCIL****ANNUAL MEETING****26<sup>TH</sup> MAY 2022****REPORT TITLE:**

Review of Standing Orders and Financial Regulations 2022/23

**BACKGROUND TO THE REPORT**

In accordance with Standing Order 5 J v. a review of the Town Council's Standing Orders will be conducted at the Annual Meeting of the Town Council.

In accordance with Financial Regulation 18.1 a review of the Council's Financial Regulations will be conducted at the Annual Meeting of the Town Council.

**PURPOSE OF THE REPORT**

This report proposes Standing Orders and Financial Regulations for the 2022/23 civic year and seeks Member approval.

**REPORT PREPARED BY:**

Alex Spencer - Town Clerk





# **PRESCOT TOWN COUNCIL**

## **Review of Standing Orders and Financial Regulations**

### **1. INTRODUCTION**

- 1.1 As members are aware the Town Council should complete an annual review of its Standing Orders and Financial Regulations to ensure they are fit for purpose and in line with current legal requirements.

### **2. REVIEW**

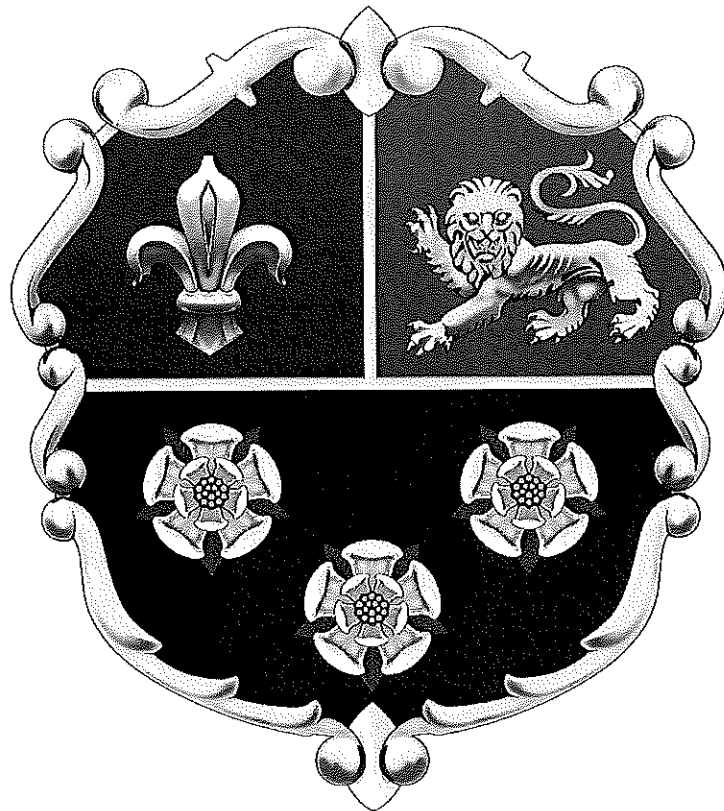
- 2.1 The Town Council's Standing Orders and Financial Regulations have been compiled in line with the respective models for these documents. To ensure they comply with current best practice, both documents are subject to annual internal audit examination.
- 2.2 The Town Council's 2021/22 internal audit was completed on 4<sup>th</sup> May 2022. No revisions to council's 2021/22 Standing Orders and Financial Regulations have been recommended following completion of this work.
- 2.3 No legislative changes have occurred which require amendment to either governing document.

### **3 RECOMMENDATIONS**

- 3.1 In accordance with Standing Order 5 J v. and Financial Regulation 18.1, that Members review both governing documents as proposed in Appendix One and approve for the 2022/23 Civic Year.

.....

# PRESCOT TOWN COUNCIL



## STANDING ORDERS 2022-23

# List of standing orders

1.	Rules of debate at meetings	2
2.	Disorderly conduct at meetings	4
3.	Meetings generally	5
4.	Committees, sub-committees and working groups	8
5.	Ordinary council meetings	9
6.	Extraordinary meetings of the council and committees and sub-committees	11
7.	Previous resolutions	12
8.	Voting on appointments	12
9.	Motions for a meeting that require written notice to be given to the Proper Officer	12
10.	Motions at a meeting that do not require written notice	13
11.	Handling confidential or sensitive information	14
12.	Code of conduct and dispensations	14
13.	Code of conduct complaints	15
14.	Proper Officer	16
15.	Responsible Financial Officer	17
16.	Accounts and accounting statements	17
17.	Financial controls and procurement	18
18.	Handling staff matters	19
19.	Requests for information	20
20.	Relations with the press/media	20
21.	Execution and sealing of legal deeds	21
22.	Communicating with District and County or Unitary councillors	21
23.	Restrictions on councillor activities	21
24.	Standing orders generally	21

**Items in bold are statutory and must be included in all local council standing orders**

# 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g Any councillor may propose an amendment to a committee recommendation or business motion by giving notice of it in writing to the Proper Officer at least 2 days before the starting time of the meeting. The Proper Officer will provide all councillors at the meeting with copies of the amendments.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q Subject to Standing Orders above, a motion or amendment shall not be considered unless it has been proposed and seconded.
- r During a debate, but between speakers, any councillor may move a procedural motion:
  - i. That the question be put to the vote immediately.
  - ii. That the meeting move to the right of reply of the mover and then to the vote.
  - iii. That a councillor named be not further heard.
  - iv. That a councillor named leaves the meeting immediately.
  - v. That the motion/amendment be referred to a committee.
  - vi. That the motion/amendment be amended.
  - vii. That the press and public be excluded.
  - viii. That the debate be adjourned.
  - ix. That the Council proceeds to the next business.
  - x. That the meeting be adjourned.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings










- a All councillors shall observe the Code of Conduct adopted by the Council.
- b As paragraph 12(2) of the Code of Conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council, councillors may exercise the rights contained in Standing Order 14.3 below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.
- c Councillors with a prejudicial interest in relation to any item of business being transacted at the meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter leave the meeting room.
- d A councillor when speaking must always address the Chairman.
- e If a councillor persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructing business, the Chairman may move that the councillor be not heard further in the meeting. If the motion is seconded, it must be put to the vote immediately without discussion.
- f If a councillor continues to behave improperly after a motion that the councillor be not further heard, the Chairman may move that the councillor leaves the meeting or that the meeting is adjourned for a specific period. If the motion is seconded, it must be put to the vote immediately without discussion.
- g If there is a general disturbance at the meeting, involving any person present, making the orderly conduct of business impracticable, the Chairman may adjourn the meeting as long as he considers necessary.
- h A councillor cannot individually exercise any functions of the Council on behalf of the Council. A councillor must not issue any orders, instructions or directions relating to work being done for or on behalf of the Council (to either staff or contractors) or claim to enter property on behalf of the Council.
- i Canvassing councillors or the members of a committee or sub committee, directly or indirectly, for the appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

- j A councillor or member of a committee or sub committee shall not solicit a person for appointment to or by the Council or recommend such a person for such appointment or promotion; but, nevertheless any such person may give a written reference of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- k If a candidate for any Council appointment is to his knowledge related to any councillor or employee of the Council, he and the person to whom he is related shall disclose the relationship in writing to the Proper Officer. A candidate who fails to do so shall be disqualified for such an appointment, and, if appointed will be dismissed without notice. The Proper Officer shall report to the Council any such disclosure.
- l Standing Orders l to K inclusive shall apply to tenders as if the person making the tender were a candidate for an appointment.
- m Any councillor in breach of the provisions contained in the previous Standing Order shall be removed from any committee or sub committee by the Council. Councillors in such breach will also not be permitted to attend the committee in an advisory capacity.

### 3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**



- e Upon arrival each member will ensure that they sign the attendance sheet for the meeting. All Elected Members and Staff are required to wear appropriate smart dress.
- f The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 5 minutes.
- g In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h A Councillor or member of the public shall raise his hand when requesting to speak and only do so once permitted by the chairman.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
-   k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted**, but must not interfere with the administration of the meeting (see 3 k below).
-   l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
-  n **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-    o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.** The quorum is 1/3 of the total membership of the Full Council or Committee.



- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council at each annual meeting may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall permit a committee, to determine the number and time of its meetings;
  - iii. shall, appoint the members of a committee,
  - iv. shall allow committees to appoint its own chairman at the first meeting of the committee;
  - v. shall appoint replacement councillors to a committee in the event that a member resigns from or is unable to attend that committee,
  - vi. may dissolve a committee.
- e The Chairman of the committee or the Chairman of the Council may summon a meeting of that committee. A special meeting may also be summoned on the requisition in writing by no less than a quorum of the membership of the committee. The summons shall set out the business to be considered at the meeting and no other business shall be transacted at that meeting.
- f The Chairman of the committee, or in his absence the Vice-Chairman, will chair the meetings of the committee. In their absence, the committee will select a person to chair the meeting.
- g The order of business unless the chair otherwise decides on the grounds of urgency shall be as follows:
  - i. Apologies for absence.
  - ii. Declarations of interest in items on the agenda.
  - iii. Approve the minutes of the previous committee meeting
  - iv. Other business placed on the agenda.
- h The following Standing Orders as applicable to Council meetings shall equally apply to meetings of committees:
  - i. Meetings (Standing Order No. 1).
  - ii. Motions Requiring Written Notice (Standing Order No. 5).

- iii. Motions Not Requiring Written Notice (Standing Order No. 6).
  - iv. Rules Of Debate (Standing Order No. 7).
  - v. Questions (Standing Order No. 8)
  - vi. Admission Of Public And Press To Meetings (Standing Order No. 11)
  - vii. Rescission Of Previous Resolutions (Standing Order No. 12).
  - viii. Minutes (Standing Order No. 13).
  - ix. Conduct (Standing Order No.14).
- i Any councillor not being a member of a committee may attend any meeting of a committee (except committees dealing specifically with human resources' issues). Non-committee members are not allowed to speak or vote.
  - j The council may decide to utilise working groups to address a particular matter affecting the council that would benefit from multiple contributors. The purpose of the working group will be to address a single matter as directed by Council such as the council's annual plan. The working group will then report its findings back to full council for consideration. All council working groups will
    - i. be approved by the council
    - ii. membership of a working group will be agreed at a meeting of the council
    - iii. be free to agree their own times of meetings
    - iv. not be decision makers and will have no devolved powers
    - v. not require terms of reference as they can only address the matter for which they are convened
    - vi. not be required to produce minutes of meetings
    - vii. not be subject to requirements statutory notice periods
    - viii. be disbanded at the conclusion of its purpose

## 5. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs. All ordinary meetings shall take place at 6.00pm.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.**

- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Review of the terms of reference for committees and appointment of members to existing committees;
  - v. Review and adoption of appropriate standing orders and financial regulations;
  - vi. Review of representation on or work with external bodies and arrangements for reporting back;
  - vii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
  - viii. Other Items as determined by the Town Clerk
- k At all other council meetings, the order of business shall be as follows
  - i. Apologies for absence – all councillors not attending a meeting should notify the Proper Officer before commencement of the meeting.
  - ii. Public Open Forum.

- iii. Declaration of interest in items on the agenda.
- iv. Approve and sign the minutes of previous Council meetings.
- v. Note the minutes of Council committees.
- vi. Announcements from the Council Leader.
- vii. Announcements from the Proper Officer / Town Clerk.
- viii. Reports and presentations from representatives at conferences or outside bodies.
- ix. Mayoral Engagements.
- x. Consideration of planning applications, may include representations from the public.
- xi. Notation of planning decisions.
- xii. Funding Applications Received
- xiii. Other Items as determined by the Town Clerk

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within ( 7 ) days of having been requested to do so by ( 2 ) members of the committee [or the sub-committee], those ( 2 ) members or any ( 2 ) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Chairman and Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.
  - xviii. to appoint a person to preside at a meeting.
  - xix. to approve the absences of councillors.
  - xx. to approve the accuracy of the minutes of the previous meeting.
  - xxi. to correct an inaccuracy in the minutes of the previous meeting.
  - xxii. to dispose of business, if any, remaining from the last meeting.

## **11. Handling confidential or sensitive information**

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest. Documents containing confidential or sensitive information will be produced on green paper to differentiate their nature.



- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest. The Town Clerk will make a reasonable adjustment for any member unable to digest the information in the usual written format, ensuring that the confidential nature of the information is preserved.
- c No councillor or any member of a committee or sub committee shall disclose to any person not a member of the Council any business declared to be confidential or sensitive by the Council, the committee or sub committee as the case may be.

## 12. Code of conduct and dispensations

*See also standing order 3(f) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 12(d) and (f) above, dispensations requests shall be

considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 12(e) above if having regard to all relevant circumstances the following applies:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. granting the dispensation is in the interests of persons living in the council's area or**
  - iii. it is otherwise appropriate to grant a dispensation.**

### **13. Code of conduct complaints**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b** Where the notification in standing order 13(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined (England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c** The council may:
  - i.** provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

### **14. Proper Officer**

- a** The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is

absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**

OR

at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*

- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council or Chairman or in his absence Vice-Chairman of the Finance and General Purpose Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning

- application requires consideration before the next ordinary meeting of the council or Finance and General Purpose Committee;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

*See also standing order 22 below.*

## **15. Responsible Financial Officer**

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **16. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council's receipts and payments for each quarter;
  - ii. the council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for

consideration and formal approval before 30 June.

## 17. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
  
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
  
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;  
tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## 18. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council OR its committee's is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the leader and chairman of the Human Resources committee or, if he is not available, the vice-chairman of the Human Resources committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources committee at its next meeting.
- c Each year an appraisal committee consisting of the Leader, Mayor and the Chairs of Finance and General Purpose Committee and Human Resources will conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Human Resources committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the leader and chairman of the Human Resources committee or in his absence, the vice-chairman of the Human Resources committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the leader, chairman or vice-chairman of the Human Resources committee, this shall be communicated to another member of the Human Resources committee, which shall be reported back and progressed by resolution of the Human Resources committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper

records shall be secured and locked and electronic records shall be password protected.

- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 18(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to (post holder) and/or the Proper Officer.

## 19. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 20. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 21. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **[Subject to standing order 21(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**  
*The above is applicable to a council with a common seal.*

## 22. Communicating with District and County or Unitary councillors

- a In the interests of consistency, the Town Council communicate with all individuals in

the same manner, therefore no special privileges will be extended to any individuals outside of the Council including the ward councillor(s) of the [(England) [District and County Council] OR [Unitary Council]] [(Wales) [County Borough] OR [County Council]] representing the area of the council.

## **23. Restrictions on councillor activities**

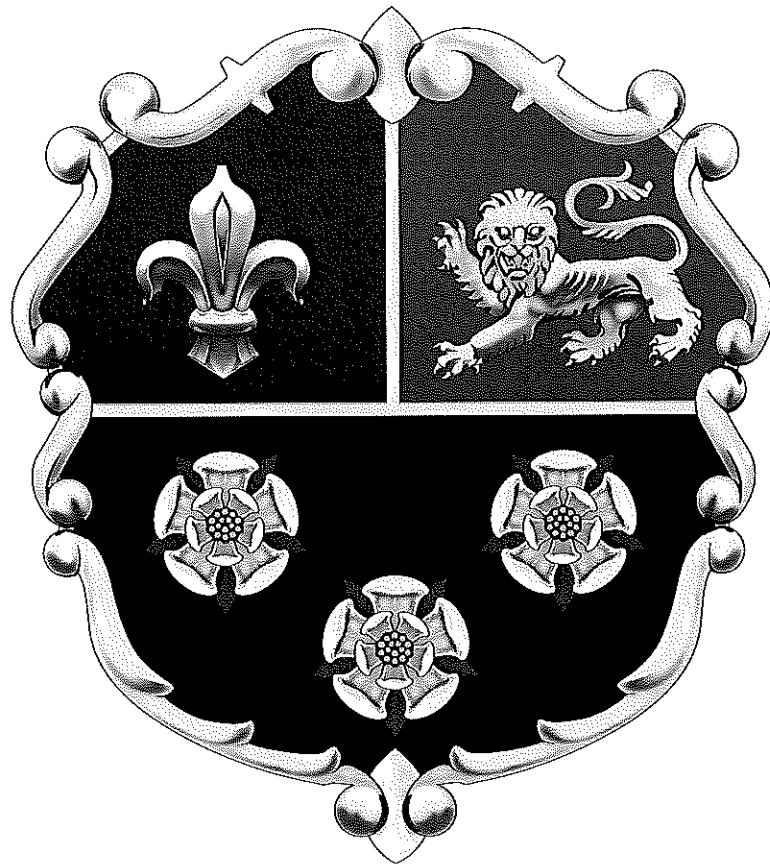
- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.
- b. Social Media – All councillors must act in accordance with the Town Council's adopted Press, Media and Social Media Policy.
- c. Any councillor wishing to spend time with the Town Clerk should in the first instance, check with the Deputy Town Clerk or the Administration Officer as to his availability and if necessary make an appointment at the next mutually convenient time. They should also provide an indication of the matter which they would like to discuss.

## **24. Standing orders generally**

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form and following any revisions following the annual review.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



# PRESCOT TOWN COUNCIL



## FINANCIAL REGULATIONS 2022-23

**PRESCOT TOWN COUNCIL  
FINANCIAL REGULATIONS**

**INDEX**

1.	GENERAL.....	3
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	6
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	7
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	8
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	9
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	11
7.	PAYMENT OF SALARIES .....	12
8.	LOANS AND INVESTMENTS.....	13
9.	INCOME .....	14
10.	ORDERS FOR WORK, GOODS AND SERVICES .....	15
11.	CONTRACTS .....	15
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS ...	18
13.	STORES AND EQUIPMENT .....	18
14.	ASSETS, PROPERTIES AND ESTATES.....	18
15.	INSURANCE .....	19
16.	RISK MANAGEMENT .....	19
17.	CHARGING POLICY .....	20
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	20

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Town Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- 1.9. The RFO;
- acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council and its appointed committees.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council and its committees from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant commitment in excess of [£1,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

1.16. In these financial regulations references to the council also include Finance, Policy and Human Resources Committee except in those circumstances prohibited in section 1.13 above.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. [Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than January (subject to provision of information by the principle authority), prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year (subject to provision of information by the principle authority). The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over [£50,000];
  - a duly delegated committee of the council or tender opening panel for items over [£5,000];
  - and
  - the Clerk, in conjunction with Leader of the Council and Chairman of the Finance and General-Purpose committee, for any items between [£5,000 and above £2,500].
  - The Town Clerk has delegated power to enter into a contract costing less than £2,500 in value for the supply of goods or materials for the execution of works, goods or specialist services. Such expenditure must be included in the monthly financial reports to the Finance Policy and Human Resources Committee as detailed in these Financial Regulations.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in [January] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, reasons of public safety or matters of extreme urgency, the clerk or in their absence the deputy clerk in conjunction with the Leader, Chair and Vice Chair of Finance Policy and Human Resources Committee may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£5,000]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is



satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Finance Policy and Human Resources Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 0.001% of the councils budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The RFO shall prepare a schedule of payments, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.2. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

- 5.4. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c) fund transfers within the councils banking arrangements up to the sum of [£20,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.5. For each financial year the RFO may draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. A record of regular payments made under 5.5 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant shall before payment, be subject to ratification by resolution of the council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The council may aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.10. Any changes in the recorded details of suppliers, such as bank account records, shall be evidenced through external email or other external communique.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by direct bank transfer, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. The Town Council will operate a company credit card for online purchases where a council purchase order is not appropriate or unacceptable to the vendor. The Credit card is to be held in the safe located within the Town Clerks office and will only be used by the Clerk or Deputy Clerk in accordance with the requirements of Financial Regulation 5 above. The Credit Card limit will be capped at £500.00.
- 6.5. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council and countersigned by the Clerk or Deputy Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.6. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.7. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.8. If thought appropriate by the RFO, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any

payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.14. Access to any internet banking accounts will be directly to the access page Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on notification by the supplier.
- 6.16. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO [and in his absence the Deputy Town Clerk] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
  - a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's basic pay, emoluments, or terms and conditions of employment without the prior consent of the Human Resource Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long-term investments, but not including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. As a result of local branch closures the Town Council will utilise a debit card for the purpose of paying cash and cheques into its account via post office counters. In order to safeguard the Town Council from the possibility of card cloning the debit card will be attached a separate income only account from which income will be electronically transferred to the main business account via internet banking.
- 9.7. The origin of each receipt shall be entered on the paying-in slip.
- 9.8. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.9. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made on a quarterly basis

- 9.10. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.11. [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below or above the value of £500 or if a recent quotation exercise has been performed in that area.
- 10.4. A member may not issue an official order or make any contract on behalf of the council, without having gained prior approval from the RFO and the council or duly appointed committee, such approval will be recorded separately in the minutes
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage, telephone services and insurance;

- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least three members of council usually the Leader and the Chair and Vice Chair of Finance, Policy and Human Resources

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)



Committee and at least one other officer, this individual may be external to the council.

- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d,

<sup>4</sup> Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;  
tenders shall be opened by the Proper Officer in the presence of at least three members of council usually the Leader and the Chair and Vice Chair of Finance, Policy and Human Resources Committee and at least one other officer, this individual may be external to the council. After the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- h. and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply). Otherwise, Regulation 10.3 above shall apply.
  - j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
  - k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

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<sup>4</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and

surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 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.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council or appropriate committee.

## **17. CHARGING POLICY**

- 17.1 The Charging Policy is a key strand of the Town Council's Annual Budget Strategy. The Town Council aims to:

- i. ensure that current charges are set and uplifted correctly.
- ii. ensure that fees and charges levied are collected effectively and efficiently.
- iii. explore and implement new charging opportunities.

- 17.2 The Town Council's Charging Policy identifies five key principles to be considered when reviewing or introducing new charges:

- i. charging decisions should be consistent with the Town Council's overall corporate policies, priorities and service objectives.
- ii. options for charging should be considered for all services when informed by a clear understanding of the full cost of providing the service, prevailing market rates and the risks associated with differing charging levels.
- iii. concessions should be targeted at groups assessed as being in need of a service and should take account of the ability to pay.
- iv. the efficient administration of charges are detailed in these Financial Regulations.
- v. charges and concession schemes should be reviewed on a regular basis to ensure that they are appropriate. There should be a fundamental review of charges every three years against the agreed Town Council's policies, priorities and service objectives. A review of charges and concession schemes should take place on an annual basis as part of the budget setting exercise.
- vi. The Town Clerk or Deputy Town Clerk in conjunction with the Chair and Vice Chair of Finance, Policy and Human Resources Committee together with the Leader, may exercise some discretion in the granting of concessions for room hire, in instances deemed to be of wider benefit to the township. In all cases these will be reported back at the next Finance, Policy and Human Resources Committee meeting.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for

the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

\* \* \*



**PRESCOT TOWN COUNCIL**

**ANNUAL MEETING**

**26th MAY 2022**

**REPORT TITLE:**

Representatives on Outside Bodies

**BACKGROUND TO THE REPORT:**

In accordance with Standing Order 5 J vi. a review of representation on or work with external bodies and arrangements for reporting back.

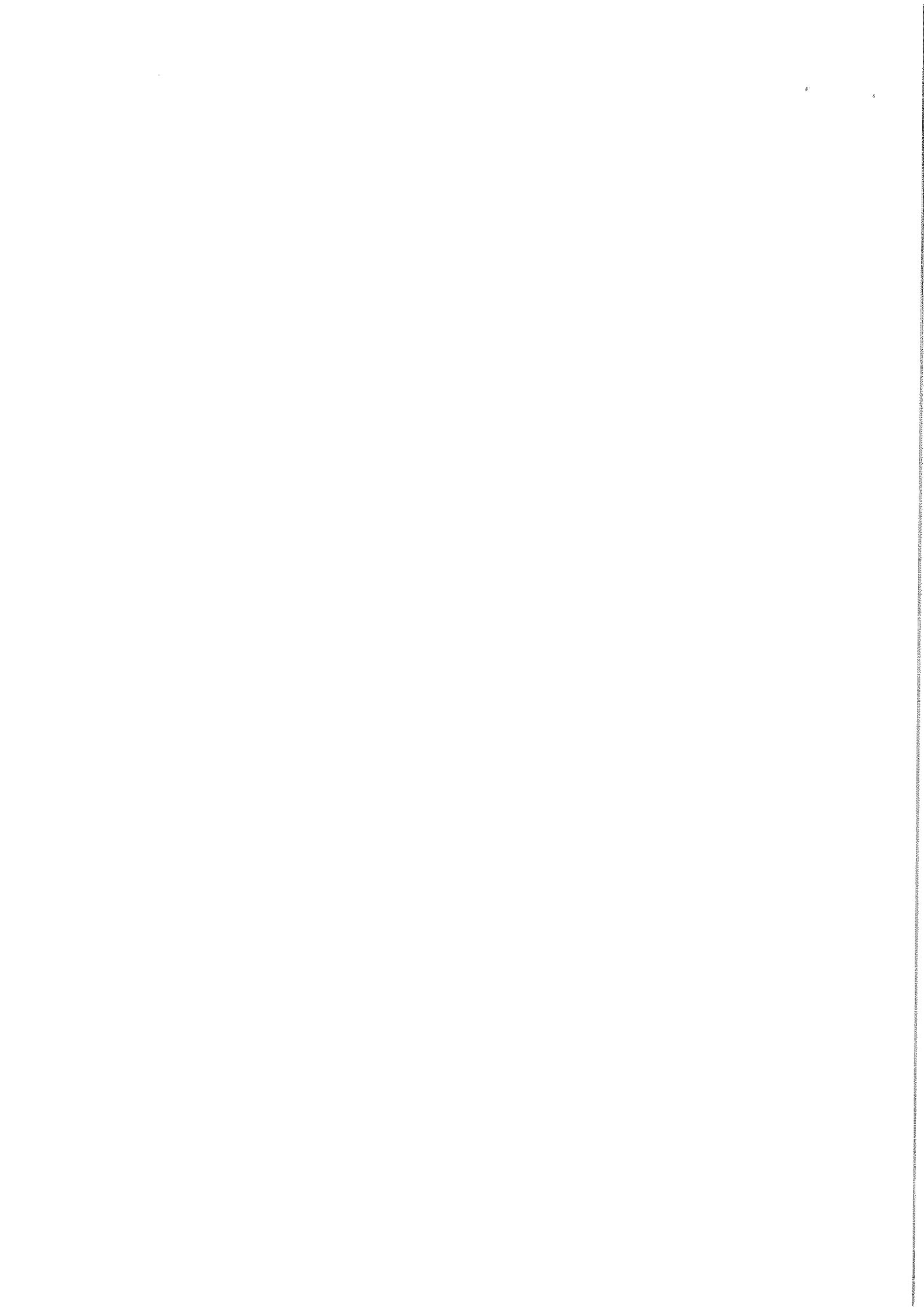
Each year the Town Council make appointments for representation to Outside Bodies who have contacted the Town Council seeking support or representation. Representation can be through staff or elected members.

**PURPOSE OF REPORT:**

For Members to approve the proposed appointment of representatives to Outside Bodies for 2022/23.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk





# Prescot Town Council

## Representation on Outside Bodies

### 1. INTRODUCTION

1.1 As members are aware, town councils across the country have three main purposes one of which is to represent the local community. This is achieved in several ways, including through election, surgery and involvement in community activities.

1.2 Representation serves many purposes, including the following:

- enable the Council to contribute to and influence, the decision making of the organisation;
- enable the organisation to have direct information about Council policy and practice;
- provide, through particular appointees, a local perspective;
- satisfy a legal requirement for the Council to serve on the body;
- provide an essential lead focus on behalf of the Council;
- facilitate the objectives of the Council

1.3 In order to deliver this role, each year the Town Council makes appointments for representation to outside bodies who have contacted the Town Council seeking support or representation - however a request for representation can be received at any time. Representation can be through staff or elected members, and it may be the case that an outside body prescribe a preference depending on the type of support they seek.

### 2. REQUESTS FOR REPRESENTATION

2.1 The Town Council are currently formally represented on several groups within the Town by officers and members alike. There are often also a number of informal connections between officers and elected members with community groups, these connections are inevitable in any Town the size of Prescot and to some degree are unavoidable for those living or working in the Town.

2.2 Requests that require member representation or considerable support will need to be considered by the Town Council or the appropriately delegated committee with advice from the Town Clerk or Deputy Town Clerk. In order to identify the likely resource requirement those seeking representation / support need to

provide a brief outline of the nature of the representation / support required, a request form for this purpose is available on the Town Council's website.

2.3 There are many types of body that request or require Council representation or on which the Council chooses to appoint representatives. The main ones are as follows:-

- other statutory services providers;
- voluntary sector groups (whether funded by the Council or not)
- local government associations and affiliated bodies;
- charities;
- companies
- trusts
- non-elected, government appointed bodies
- pressure groups of local authorities / councils;
- joint meetings of local authorities / councils;
- multi-agency consultative ; and
- panels from which others (usually Government Departments) select members.

2.4 The act of providing representation reflects directly on the Town Council as a corporate body therefore any elected member agreeing to provide representation on a group must be able to:-

- commit the necessary time required
- ensure that they act in accordance with elected members code of conduct
- provide regular updates to council either verbally or should a decision of the Council be required submit to the Town Clerk an appropriate report, within 14 days of the next council meeting, to the Town Clerk to review and include on the next council agenda and present the report to council.

2.5 At the time of writing, no formal requests for outside representation have been submitted for 2022/23. However, to err on the side of caution and to enable the Town Clerk to establish connections with Knowsley Council officers, Town/Parish Council officers, community groups and businesses during the 2022/23 civic year, it is proposed that representation on groups identified for 2021/22 continues, and that representation for additional groups is approved during 2022/23.

### **3. THE LIABILITIES AND RESPONSIBILITIES OF THE REPRESENTATIVE.**

3.1. The legal status of an organisation can affect the personal position of the Council's representatives on it. Some examples are given below to illustrate this.

- Voluntary organisation/Societies: These have no legal status and therefore cannot be sued. Therefore, members of their management committees could find themselves bearing some personal liability for any outstanding debts, in the event of the organisation being wound up. In some instances, there could also be some contractual liability falling on the individual members of the management committee.
- It should be pointed out that anyone seeking to recover damages from an individual member of the management committee would have to prove that the individual was at fault. Damages for the actions of an organisation cannot be recovered from the individual members of the management committee unless individual fault is proved.
- Members of the management committee of an organisation are liable to criminal liability in certain circumstances. They have a responsibility therefore to ensure that any activities of the organisation are conducted in accordance with the law, and that illegal acts are not knowingly permitted.
- Trusts: As a Trustee or Director, Council representatives will have the same responsibilities and obligations as other Trustee/Directors. These will guide Council representatives in their approach to the role and will be explained to Council representatives by the body concerned.
- The whole area of the responsibilities of Trustee and Directors is a complex one, particularly in the legal sense. The guidance in this publication can therefore only be very general.
- It is very important that the emphasis of your role should be that of representing the Council. Council representatives do however owe a duty to the Trust or Company. This can place Council representatives in a position where there may be conflict of interest with those of the Council. In many situations, this will be obvious. In others, less so.
- Council representatives are invited to discuss particular situations with the Town Clerk if they are unsure about their position.
- Remember, Council representatives are placed on the body as a representative of the Council. Council representatives should not take on additional responsibilities because the Trust or Company wants to use any specialist knowledge they may have.

- Although at first glance the information above may seem discouraging, the Council is very positive about supporting its representatives in all these matters, providing they discharge their duties in a responsible manner to the best of their abilities. It is as well to record that the incidence of personal liability issues is very small.

#### **4. RECOMMENDATIONS**

4.1 In accordance with the Standing Order 5 J vi members are asked to:-

- Review representation on or work with external bodies and arrangements for reporting back.
- Consider those organisations identified for the 2021/22 civic year and approve continued representation.
- Approve that the Town Clerk establishes connections with Knowsley Council officers, Town/Parish Council officers, community groups and businesses during the 2022/23 Civic year, with a view to identifying further groups for which representation by Prescott Town Council may be required.

**Appendix 1**

<b>Outside Organisation Identified During 2021/22 Civic Year</b>			
<b>Organisation</b>	<b>Approved Representation during 2021/22</b>	<b>Requirement</b>	<b>Town Clerk Update</b>
Merseyside Association of Local Councils	3 Representatives:- Town Clerk Cllr Taylor Cllr Burke	Quarterly Meetings at Prescott Town Hall	The Town Clerk has liaised with Halewood Town Council, who has confirmed that the uncertainty surrounds MALC in 2021/22 has now been clarified and representation will be required for 2022/23.
Prescot Business Club	Town Clerk	Monthly Meetings / advice and guidance minimal support	The Town Clerk is currently liaising with representatives from the Business Club to determine its current format and whether representation in 2022/23 is required.
Prescot Loves to Talk	Town Clerk	Quarterly Meetings / advice and guidance minimal support	The Town Clerk will make contact with this group to determine whether representation in 2022/23 is required.
Shakespeare North Community Group	Town Clerk	Quarterly Meetings at Prescott Town Hall	The Town Clerk will make contact with this group to determine whether representation in 2022/23 is required.



**PRESCOT TOWN COUNCIL**

**ANNUAL MEETING**

**26<sup>th</sup> May 2022**

**REPORT TITLE:**

Meetings Calendar for the 2022-23 Civic Year

**BACKGROUND TO THE ITEM**

In accordance with Standing Order 5 J vii. Council is required to determine the time and place of ordinary meetings of the full council, up to and including the next annual meeting of Full Council.

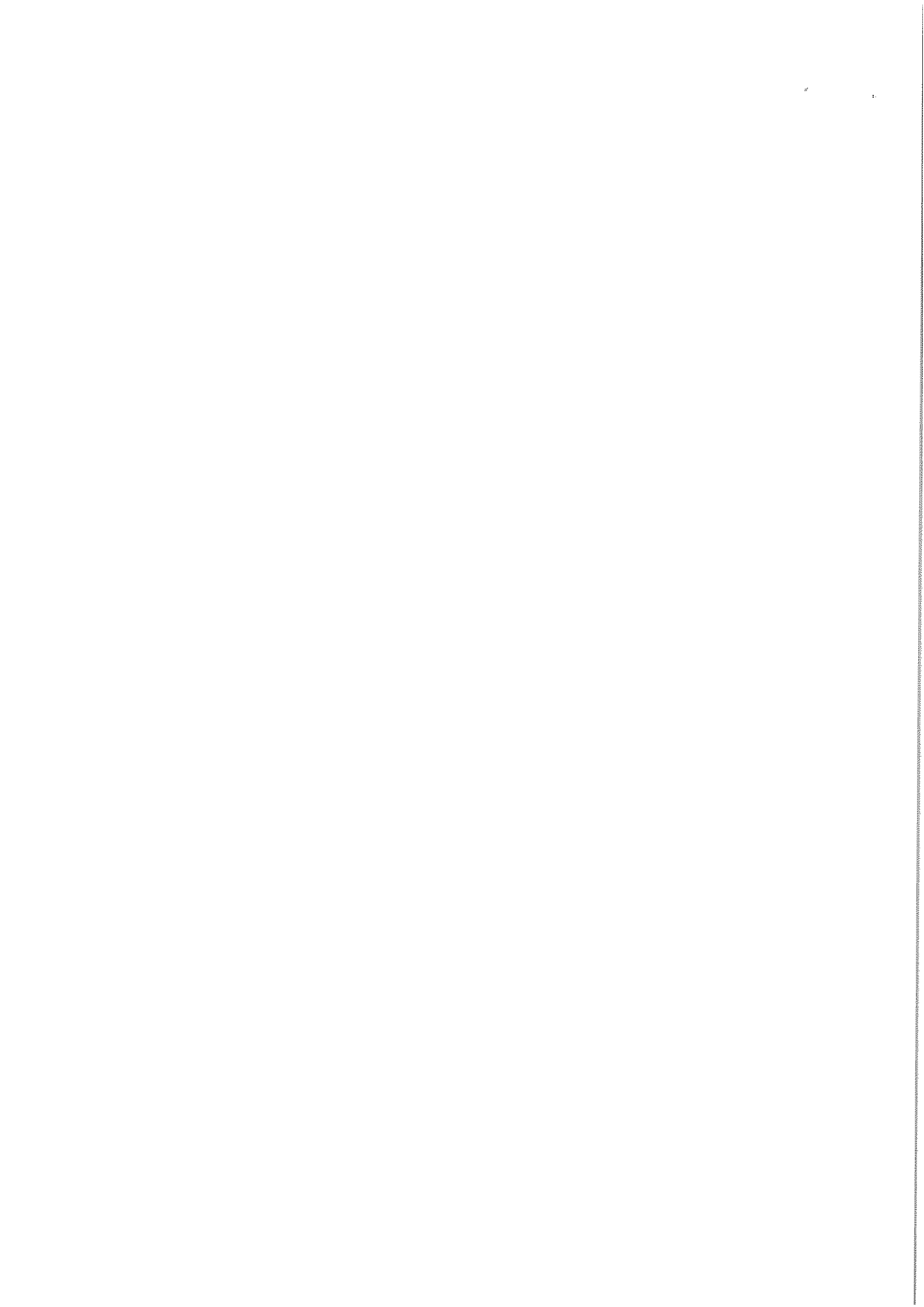
The Town Council is keen to attract members of the public to its meetings and it is believed that the provision of the dates and times of these meetings in advance of the statutory three clear days requirement, will enable increased public participation.

**PURPOSE OF THE REPORT**

To provide members with a proposed meeting calendar for the 2022-23 civic year.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk





## **PRESCOT TOWN COUNCIL**

### **Annual Meetings Calendar for the 2022-23 Civic Year**

#### **1. INTRODUCTION**

- 1.1 In order to pre-advise both Elected members of the Council and members of the Public, the Town Council will agree and advertise its annual meetings calendar for all Council meetings.
- 1.2 The Town Council is keen to attract members of the public to its meetings and it is believed that the provision of the dates and times of these meetings well in advance of the statutory 3 clear days will help to enable increased public participation.

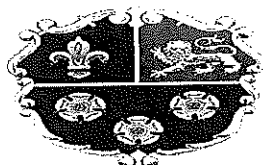
#### **2. CALENDAR**

- 2.1 A draft meetings calendar has been attached to this report as appendix 1.
- 2.2 In the case of Committee meetings, they have been marked TBC (to be confirmed) as each committee will determine its own meeting dates and times in due course.

#### **3. RECOMMENDATIONS**

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



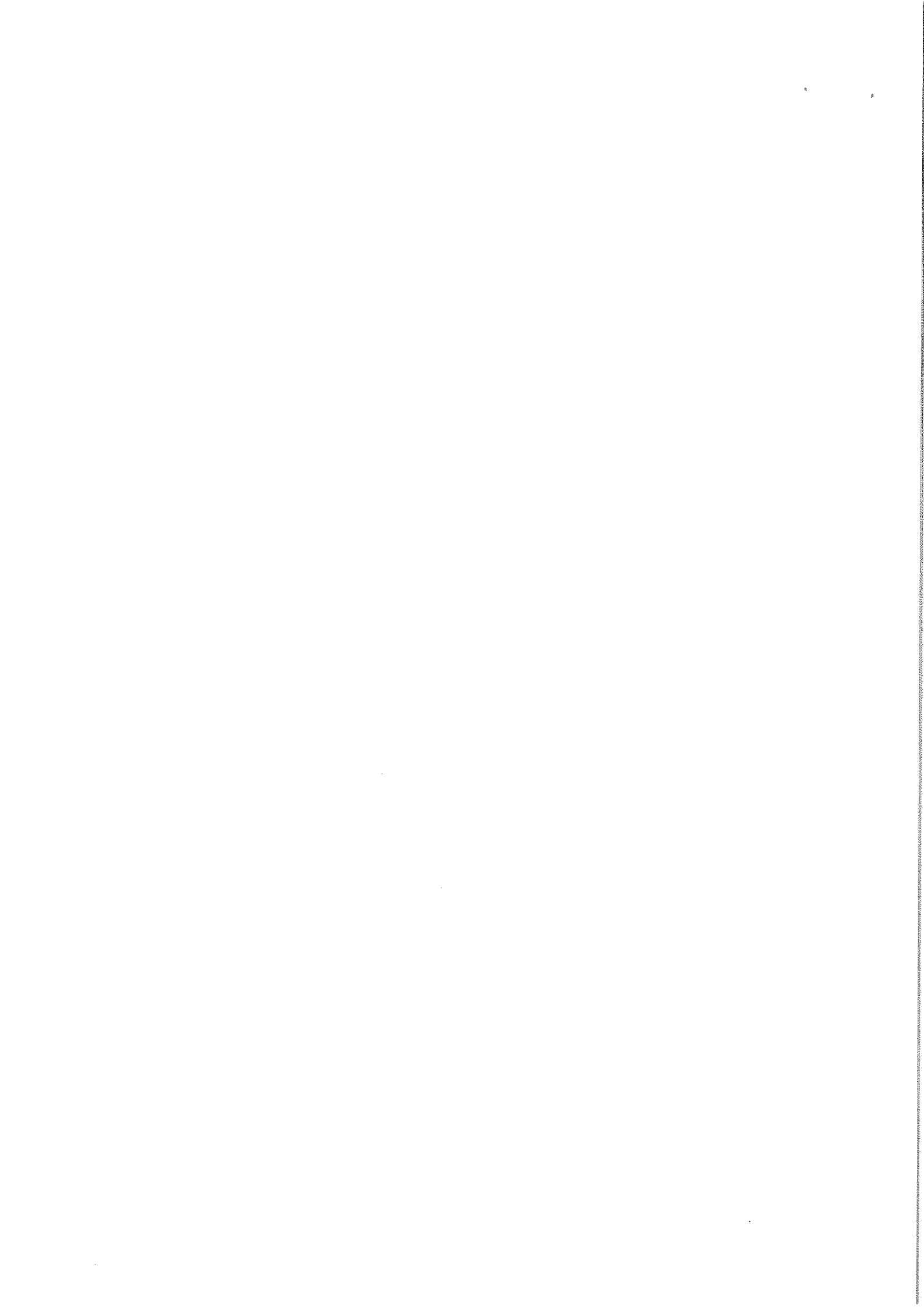


# PRESCOT TOWN COUNCIL

## Calendar of Meetings for the Civic year 2022-23

Month	Date	Time	Meeting
June	30th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
	TBC	TBC	Finance Policy & Human Resources Committee
July	28th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
August	TBC	6pm	Prescot Town Council - Interregnum Committee (only if required)
	TBC	TBC	Events Committee
September	29th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
October	27th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
	TBC	TBC	Finance Policy & Human Resources Committee
November	24th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
December			No meetings will be scheduled
January	26th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
	TBC	TBC	Finance Policy & Human Resources Committee
February	23rd	6pm	Prescot Town Council
	TBC	TBC	Events Committee
March	30th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
April	27th	6pm	Prescot Town Council
	TBC	TBC	Events Committee
	TBC	TBC	Finance Policy & Human Resources Committee
May	18th	6pm	Annual Town Meeting
	18th	6.30pm	Annual Meeting of Prescot Town Council

TBC - To Be Confirmed



**PRESCOT TOWN COUNCIL**

**ANNUAL MEETING**

**26th MAY 2022**

**REPORT TITLE:**

Announcements from the Town Clerk.

**BACKGROUND TO THE REPORT:**

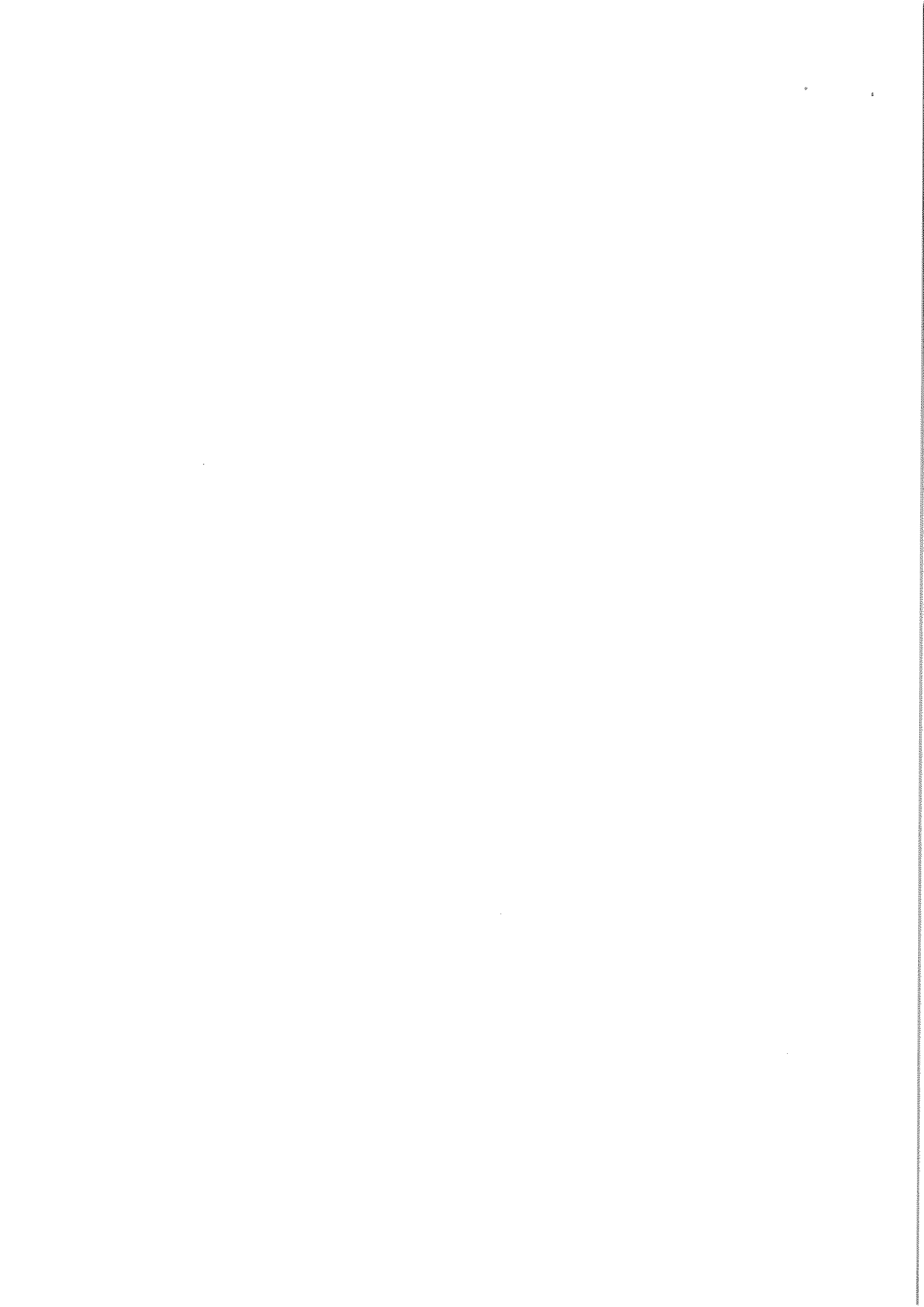
To provide Members with an update of work progressed and meetings attended by the Town Clerk.

**PURPOSE OF REPORT:**

For information and to receive questions from members.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## **Town Clerk Announcements**

**26<sup>th</sup> May 2022**

### **Play equipment upgrades at KGV Brown's Field**

On 12<sup>th</sup> May 2022, the Town Clerk and Deputy Town Clerk met with Knowsley Council officers & sub-contractors regarding play equipment upgrades at KGV Brown's Field.

The purpose of this meeting was to confirm pre-commencement checks, operations whilst works took place and play area re-opening once works were completed.

As a result of this meeting, the following has been agreed:-

1. Works are scheduled to commence on 6<sup>th</sup> June 2022 and are estimated to take 8 weeks to complete. The play area will be closed to the public throughout this period.
2. Prior to works commencing, properties neighbouring Brown's Field will be letter dropped to inform residents of what works will be completed and contractor hours of operation. This letter will be jointly produced by Knowsley Council and Prescot Town Council.
3. This same letter will be posted on noticeboards to give park users to give advanced warning of works and to inform that the play area will be closed to the public.
4. All communication will be jointly produced by Knowsley Council and Prescot Town Council, and where possible, social media platforms will be utilised to inform the wider public.
5. A meeting between officers will be convened in mid-June to assess whether scheduled works are on track and determine whether revisions to timescales are necessary. This meeting will also discuss a grand re-opening of the play area to include Mayor, councillors, officers and representatives from "friends of" group.

### **Local Democracy Project**

Working alongside Cllr Joanne Burke, I met a with heads from Prescot Primary, St Luke's Catholic Primary and St. Mary & St. Paul's C of E Primary to take forward the Local Democracy Project. This work was initially set up by former Town Clerk Dan Wilson, and Cllr Burke is keen to progress. Workshops with schools will be held in the coming weeks.





**PRESCOT TOWN COUNCIL**

**ANNUAL MEETING**

**26th MAY 2022**

**REPORT TITLE:**

Mayoral Engagements

**BACKGROUND TO THE REPORT:**

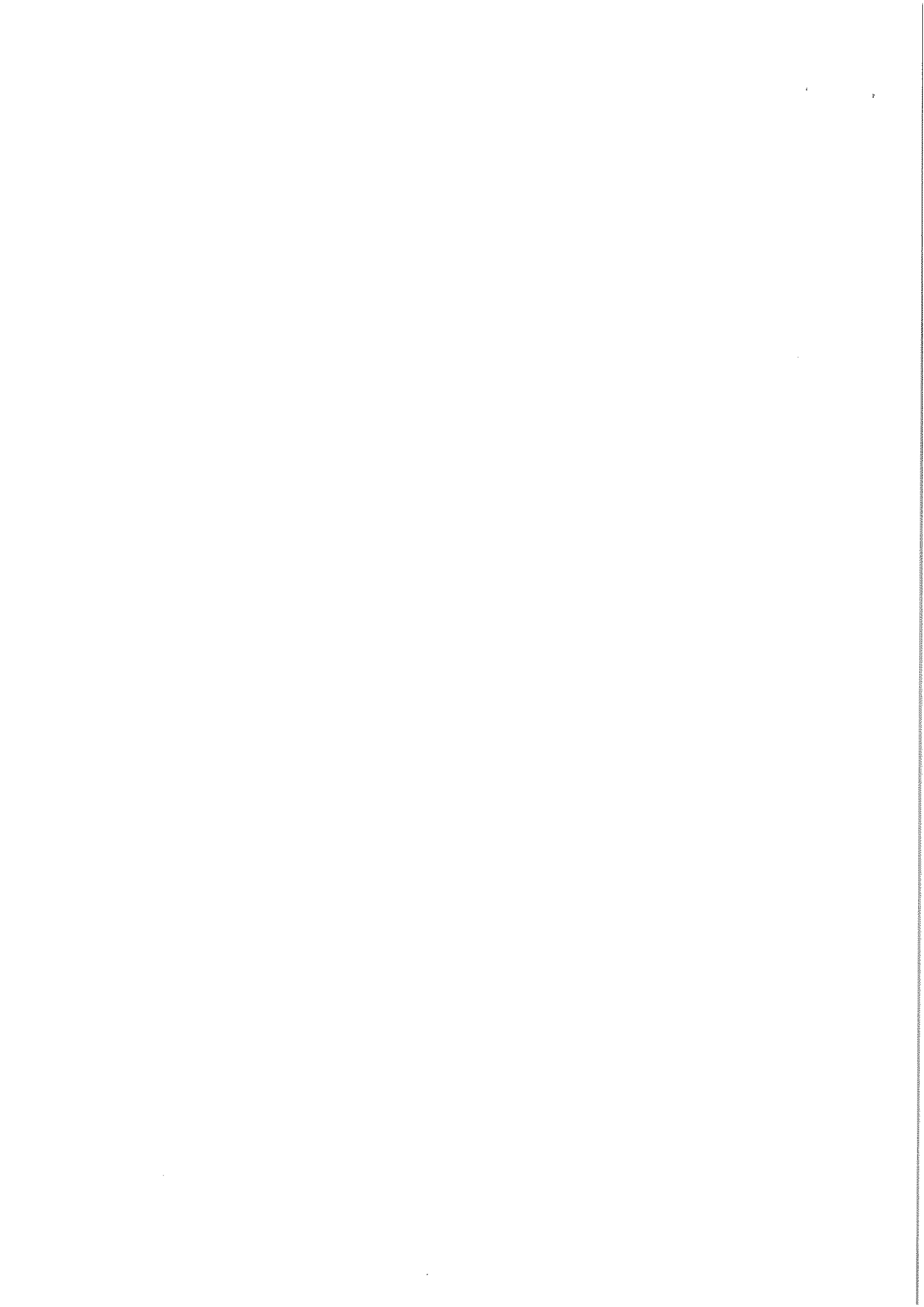
Details of Mayoral Engagements are attached.

**PURPOSE OF REPORT:**

This report is submitted **FOR INFORMATION ONLY**

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
Tuesday 24 <sup>th</sup> May 2022	Prescot Primary School	Jubilee Celebrations
Sunday 5 <sup>th</sup> June 2022	Friends of Eaton Street Park	Queen's Jubilee Picnic in the Park



**PRESCOT TOWN COUNCIL****ANNUAL MEETING****26<sup>th</sup> MAY 2022****REPORT TITLE:**

Annual Governance Statement – Section One

**BACKGROUND TO THE REPORT**

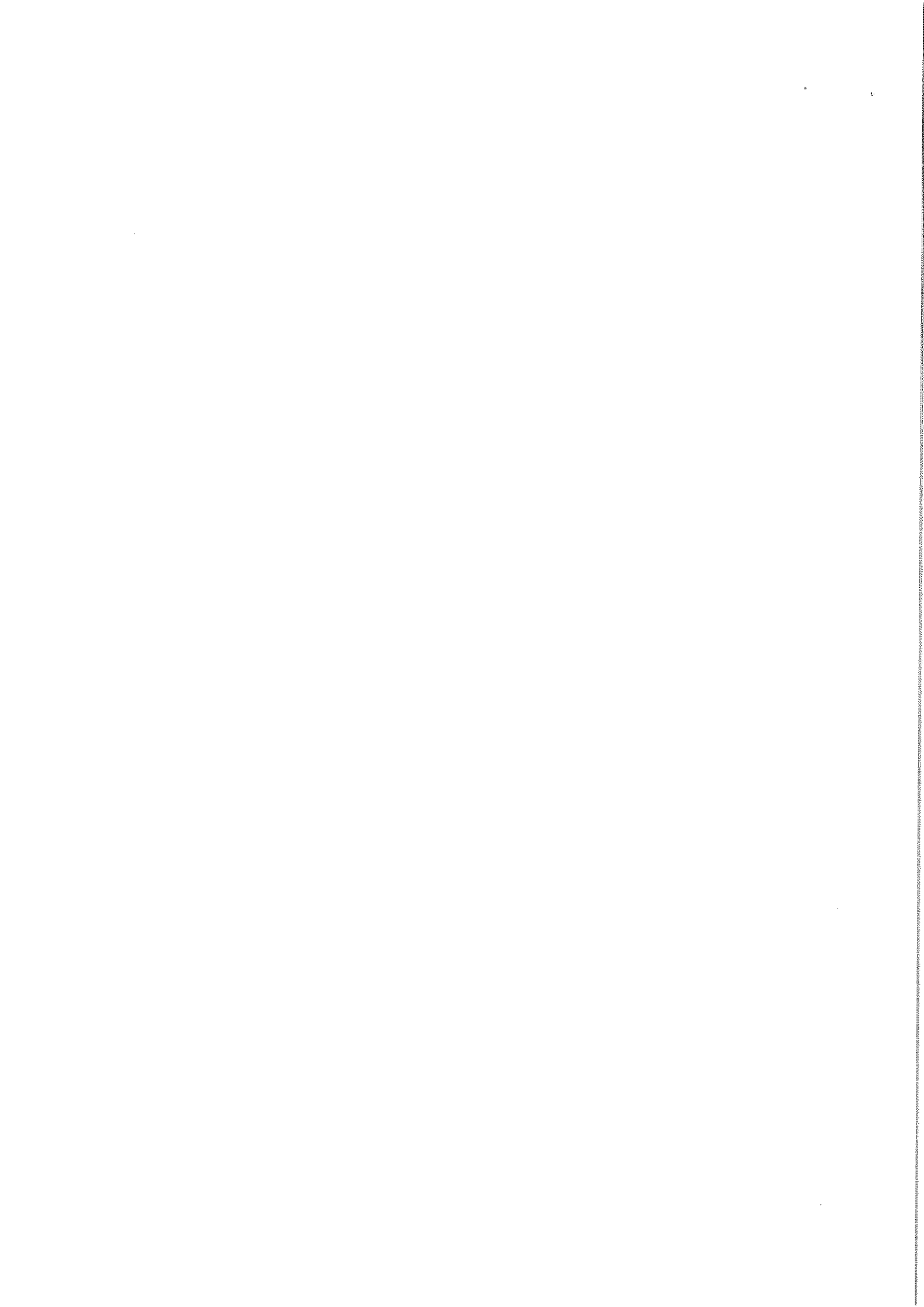
The Accounts and Audit Regulations 2015 came into force on 1<sup>st</sup> April 2015 and are applicable for the annual return for the year ending 31 March 2022. The regulations state that the Council as a whole body must approve the Annual Governance Statement prior to the approval of the Accounting Statements.

**PURPOSE OF THE REPORT**

This report provides members with section one of the Annual Governance Statement for approval.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



# PRESCOT TOWN COUNCIL

## Annual Governance Statement

### 1. INTRODUCTION

- 1.1 The Accounts and Audit Regulations 2015 came into force on 1st April 2015 and are applicable for the annual return for the year ending 31 March 2022. The regulations state that the Council as a whole body must approve the Annual Governance Statement prior to the approval of the Accounting Statements.

### 2. THE ANNUAL GOVERNANCE STATEMENT

- 2.1 The Annual Governance Statement acknowledges elected members responsibility for the preparation of accounts whilst maintaining adequate safeguards (including risk management) for the protection of Town Council assets. This will need to be signed off by the Chair and the Town Clerk (who is also the Responsible Financial officer for the Town Council). It is the role of the Responsible Financial Officer to ensure these statements have been met. The Annual Governance Statement is attached to this report as appendix 1.

- 2.2 The Annual Governance Statement comprises of three sections.

The first, following completion of Council's internal audit (completed in May 2022) is confirmation that Council has put in place adequate internal control measures for managing council's finances.

The second, is sign off of Council's accounts for 2021/22, with approval by Finance, Policy and HR Committee prior to Full Council.

Finally, the third section is accounts submission to the external auditor by 2<sup>nd</sup> July 2022.

### 3. RECOMMENDATIONS

- 3.1 Under the requirements of the Accounts and Audit (Amendment) (England) Regulations 2015, members consider the information contained within the Annual Governance Statement and resolve to

- Approve Section One of the Annual Governance Statement for the financial year ending 31<sup>st</sup> March 2022.





## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Prescot Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

26/05/2022

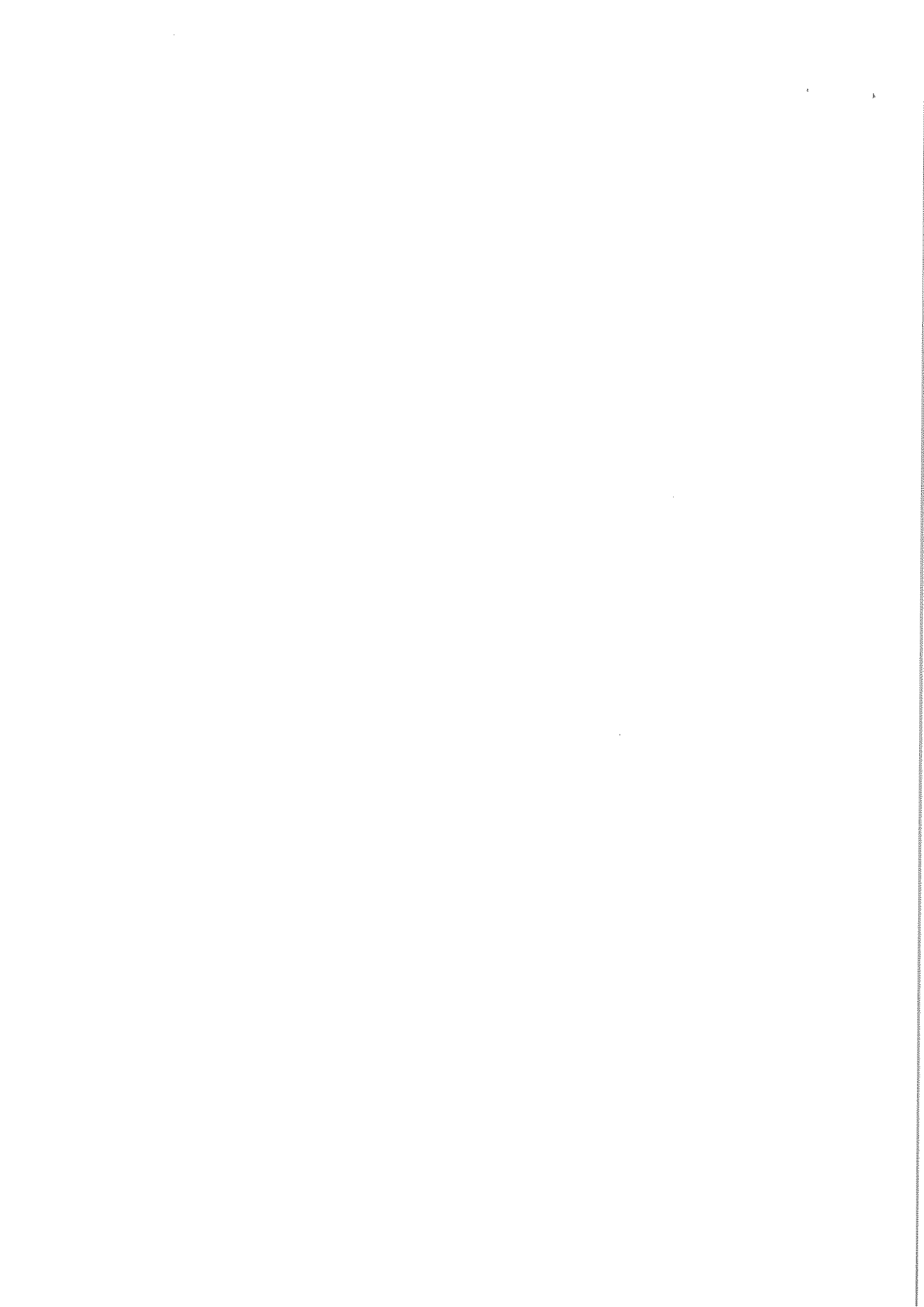
and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.prescot-tc.gov.uk



**PRESCOT TOWN COUNCIL****ANNUAL MEETING****26<sup>th</sup> May 2022****REPORT TITLE:**

Report of the Independent Remuneration Panel 2022

**BACKGROUND TO THE ITEM**

Each year the Town Council are provided with a copy of the Report of the Independent Remuneration Panel on Town / Parish Council Allowances. This is the 19th report of the Independent Remuneration Panel on allowances for Parish and Town Councils situated within the Borough of Knowsley. The Panel was established in 2000 to make recommendations to Knowsley Metropolitan Borough Council on the Scheme of Members' Allowances. In 2003, the Government introduced the Local Authorities (Members' Allowances) (England) Regulations which extended the remit of the Panel to include making recommendations to Town and Parish Councils on levels and type of allowances to be paid to its Councillors.

**PURPOSE OF THE REPORT**

To provide members with a copy of the Panel's findings and allow a decision to be made there on with regard to allowances.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



# PRESCOT TOWN COUNCIL

## Report of the Independent Remuneration Panel 2022

### 1. INTRODUCTION

- 1.1 Each year the Town Council are provided with a copy of the Report of the Independent Remuneration Panel on Town / Parish Council Allowances. This is the 19th report of the Independent Remuneration Panel on allowances for Parish and Town Councils situated within the Borough of Knowsley.

The Panel was established in 2000 to make recommendations to Knowsley Metropolitan Borough Council on the Scheme of Members' Allowances.

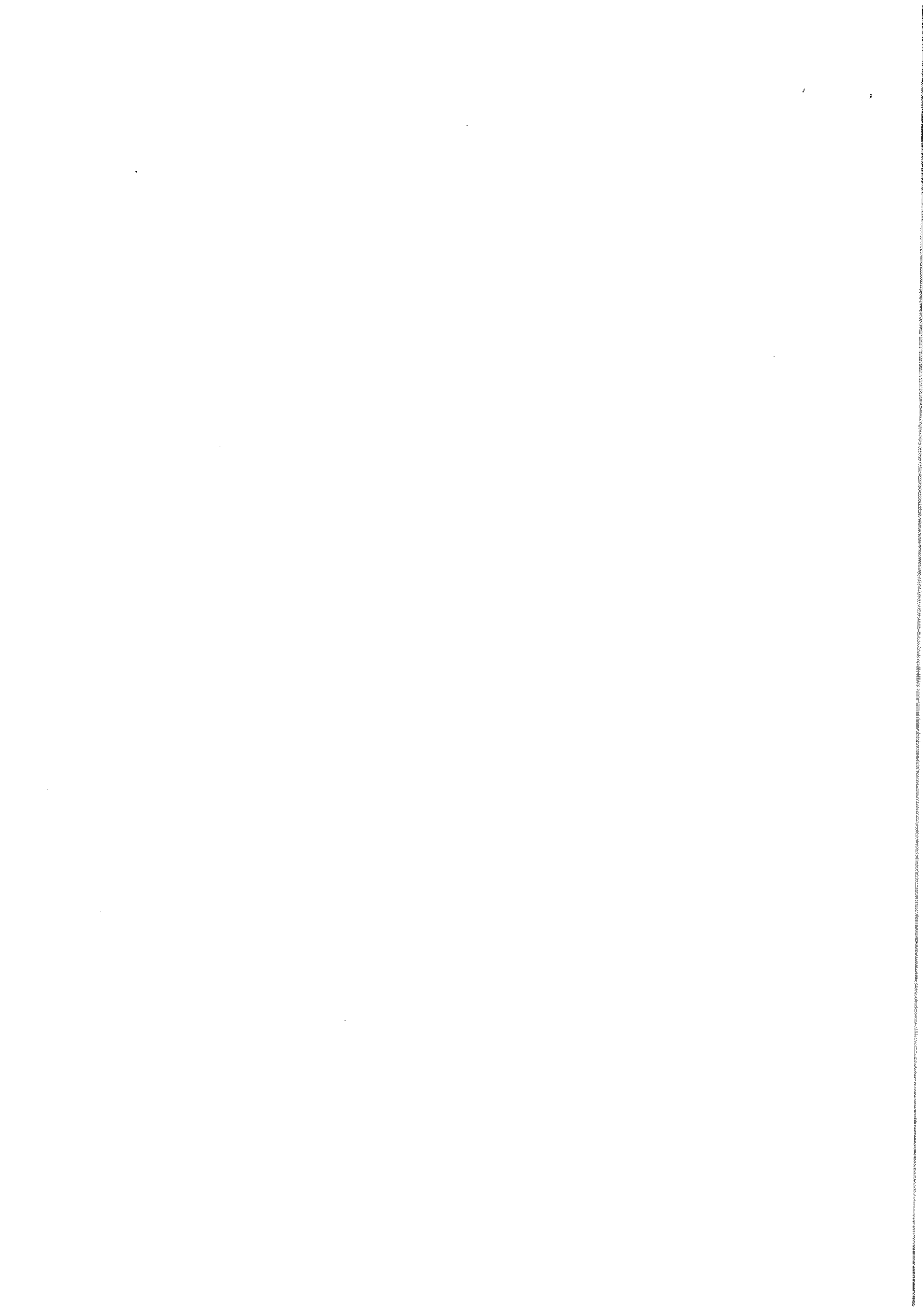
In 2003, the Government introduced the Local Authorities (Members' Allowances) (England) Regulations which extended the remit of the Panel to include making recommendations to Town and Parish Councils on levels and type of allowances to be paid to its Councillors.

### 2. THE REPORT

- 2.1 A copy of the report of the Independent Remuneration Panel on Town / Parish Council Allowances for 2022 can be seen at appendix 1.

### 3 RECOMMENDATIONS

- 3.1 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 2022 to April 2023.



**REPORT OF THE INDEPENDENT  
REMUNERATION PANEL  
ON TOWN / PARISH COUNCIL  
ALLOWANCES  
2022**

# REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/PARISH COUNCIL ALLOWANCES – 2022

## 1. INTRODUCTION

- 1.1 This is the 19<sup>th</sup> report of the Independent Remuneration Panel on allowances for Parish and Town Councils situated within the Borough of Knowsley. The Panel was established in 2000 to make recommendations to Knowsley Metropolitan Borough Council on the Scheme of Members' Allowances. In 2003, the Government introduced the Local Authorities (Members' Allowances) (England) Regulations which extended the remit of the Panel to include making recommendations to Town and Parish Councils on levels and type of allowances to be paid to its Councillors.
- 1.2 The Local Authorities (Members' Allowances) (England) Regulations make provision for Town and Parish Councils to make payments to their Members. Should a Town or Parish Council choose to pay allowances, they should have regard to the recommendations of the Independent Remuneration Panel. The Panel's recommendations as to the allowances of the Towns and Parishes can be a single recommendation applying to all Town and Parishes within the area or make individual recommendations for each Parish.
- 1.3 The current membership of the Independent Remuneration Panel is:-
- Chairperson – Alan Hill (Local Government Sector Advisor),
  - Tim Dugdill (Private Sector Business Advisor)
  - Reverend Canon Malcom Rogers MBE (Faith Sector Advisor)
- 1.4 Sections 2, 3, 4 and 5 of this report outline the way the Panel has come to its earlier conclusions in order to put the recommendations for 2022/2023 into context and these are set out in section 6 of this report.

## 2. PROCESS OF THE REVIEW

- 2.1 The Panel's Terms of Reference are to make recommendations to Parish and Town Councils on:
- whether a Parish basic allowance should be paid to Town and Parish Council Members and if so the levels of such allowances;
  - whether an enhanced level of allowance should be paid to the Chairperson and if so the level of that allowance;
  - the levels of travel and subsistence which should be paid and the duties to which these payments should relate.



2.2 The Panel first met in April 2004 to consider and make recommendations on a scheme of allowances for the Parish and Town Councils which are situated within the Borough of Knowsley. Since that time an annual review has been undertaken. As part of the review process, the Panel was briefed on the roles and responsibilities of the Town and Parish Councils, examined information on the levels of precept and electorate of each of the Town and Parish Councils and gave consideration to statutory Regulations and available Government guidance on Parish Members' allowances.

2.3 Each of the five Parish and Town Councils within the Borough of Knowsley are invited each year to submit their views and information on their remuneration schemes. Responses are considered by the Panel.

### **3. PARISH BASIC ALLOWANCE AND CHAIRPERSON'S ALLOWANCE**

3.1 The Panel noted that Town and Parish Councils may choose to pay their Members an allowance, known as 'Parish basic allowance', to recognise the time and effort they put into their Parish duties. There is no obligation on Town and Parish Councils to pay such allowances. Each Town and Parish Council may make an allowance available to its Chairperson only, or to each of its Members. Where all Members receive an allowance, the amount payable to the Chairperson may be different to that paid to other Members, but otherwise the amount paid to each Member must be the same. The payment of a Town and Parish basic allowance is a discretionary allowance. If a Town or Parish Council wishes to pay a basic allowance, it should have regard to a recommendation from the Remuneration Panel as to whom basic allowance should be paid.

3.2 The Panel has noted that views on the payment of a basic or Chairperson's allowance differed between the five Parish and Town Councils. The majority were not in favour of paying allowances to their Members. Currently only one Town Council, Knowsley, had decided to pay an allowance to its Chairperson and Councillors.

3.3 The Panel was aware that the payment of a Town and Parish basic allowance is intended to recognise the time commitment of Parish and Town Councillors and to cover incidental costs such as telephone calls, etc. However, the Panel noted that the information available to them as to the time commitment, roles and levels of responsibility and the costs which a Parish or Town Councillor may incur in fulfilling his/her role was limited.

3.4 The Panel acknowledged that the power under Section 15 of the Local Government Act 1972 to pay its Chairperson an amount for such expenses as it sees fit remains unchanged. Therefore, notwithstanding the Panel's recommendations in relation to a Town and Parish basic allowance, Parish and Town Councils may, if deemed appropriate, pay a Chairperson's allowance under these existing Regulations.

#### **4. TRAVEL AND SUBSISTENCE ALLOWANCES**

- 4.1 The Panel noted that Town and Parish Councils may also pay its Members an allowance in respect of travel and subsistence. These are discretionary allowances. They may be paid in respect of travel and subsistence both inside and outside the boundary of the Town and Parish. Allowances for travel may include allowances for travel by non-motorised transport, such as a bicycle. If it wishes to pay travel and subsistence allowances, a Town and Parish Council must consult the Remuneration Panel.
- 4.2 The Panel acknowledges that some of the Parish/Town Councils currently pay travel and subsistence allowances to their Members and would wish to continue to do so.
- 4.3 The Regulations provide that travel and subsistence allowances may be paid in respect of:-
- a meeting of the authority;
  - a meeting of a committee or sub-committee of the authority;
  - a meeting of some other body (or a committee or sub-committee of a body) to which the authority make appointments or nominations;
  - duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
  - a meeting of a local authority association of which the authority is a member;
  - duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
  - any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub committees.
- 4.4 In considering the issue of travel and subsistence, the Panel acknowledged that the majority of duties carried out by Parish and Town Councillors were within the local area.

#### **5. PREVIOUS CONCLUSIONS AND RECOMMENDATIONS**

- 5.1 On the basis of the information considered, the Panel came to the view in 2004, and has reiterated that view subsequently, that Members of Parish and Town Councils have volunteered to undertake this work on behalf of the community and the Panel was not convinced that the role and responsibility merited financial compensation.
- 5.2 The Panel was also conscious that the cost of any allowances would fall to the local council concerned and would consequently impact upon the Town/Parish precept and the local community.

- 5.3 The Panel noted that there are differences between the Parish and Town Councils in terms of their sizes, electorate and budgets, but the Panel did not consider it had sufficient information on which to base differentials.
- 5.4 Subject to the receipt of any further information and evidence from the Parish and Town Councils, in view of the information considered and the conclusions set out in 5.1 to 5.3 above, the Panel has recommended in every year that no Parish basic allowance be payable by the Parish and Town Councils within the Borough of Knowsley.
- 5.5 The Panel recognised that Members of Town and Parish Councils should be able to claim travel and subsistence expenses incurred in respect of their duties as a Member of the Council. Accordingly, the Panel has recommended in every year that reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of the duties mentioned in paragraph 4.3 of this report.
- 5.6 In 2005 the Panel was asked to consider the possibility of paying an allowance to non-Borough Council Town and Parish Councillors in respect of the use of ICT equipment at home of £5 per month (Town and Parish Councillors who are also on the Borough Council are already reimbursed by Knowsley Council). There is no provision within the legislation for the payment of such a Parish allowance; however, the Panel was of the view that a Parish could achieve the same end by:-
- i) Paying a Town and Parish basic allowance of an equivalent sum (which would be taxable) but this would need to be paid to all Parish Councillors; OR
  - ii) Reimbursing the cost of consumable items etc by way of an expenses claim with supporting receipts (not taxable if purely for Parish Council business); OR
  - iii) The Parish Council providing consumables for the Parish Councillor (not taxable if purely for Parish Council business).
- 5.7 The Panel has stated its belief that any proposal to introduce a new Scheme of Allowances or to increase an existing scheme could be something which the Parish or Town Council may feel is appropriate for consultation with its electorate.
- 5.8 The Panel has always emphasised that it would welcome representations and new information from Councils to inform future Scheme reviews.

## **6. THE YEAR 2022/23**

- 6.1 The Panel met remotely on 15 March 2022 to consider its recommendations for 2022/23.

6.2 All Parish and Town Councils within the Borough were invited to submit any views which they wished the Panel to consider. Knowsley Town Council (asking that their submission from last year be re-submitted) outlined a number of points for the Panel to consider in support of a payment of a basic allowance to its Members, the main points of which are summarised below:

- (i) All travel expenses are met from the basic allowance. Knowsley Township covers three large areas where public transport is not always reliable and not every Member of the Town Council has access to a vehicle;
- (ii) Telephone costs are met from the basic allowance. Any increase in costs is borne by the Member and communication by email is not always possible as not every Member has access to a personal computer or email address;
- (iii) The costs of meals and refreshments whilst on council business are met from the basic allowance;
- (iv) The majority of Members of the Town Council are in full time work – not all employers pay for time off for public duties. The payment of a basic allowance helps ease the burden of the loss of earnings in this instance.

6.3 Following consideration of the submission and all relevant guidance, the Panel **recommends** that:-

- (i) No parish basic allowance be payable during the financial year 2022/23; and
- (ii) Reasonable out of pocket expenses for travel and subsistence be reimbursed in respect of duties and meetings covered by the relevant regulations.

6.4 The Panel will always welcome representations on these issues to inform future consideration.

**Alan Hill, Chairperson of the Independent Remuneration Panel  
April 2022**

**PRESCOT TOWN COUNCIL****ANNUAL MEETING****26th MAY 2022****REPORT TITLE:**

Community Funding Bids

**BACKGROUND TO THE REPORT:**

Funding Applications have been received from:-

- The Lee Cooper Foundation (Deferred from March & April 2022)
- The Friends of Eaton Street Park

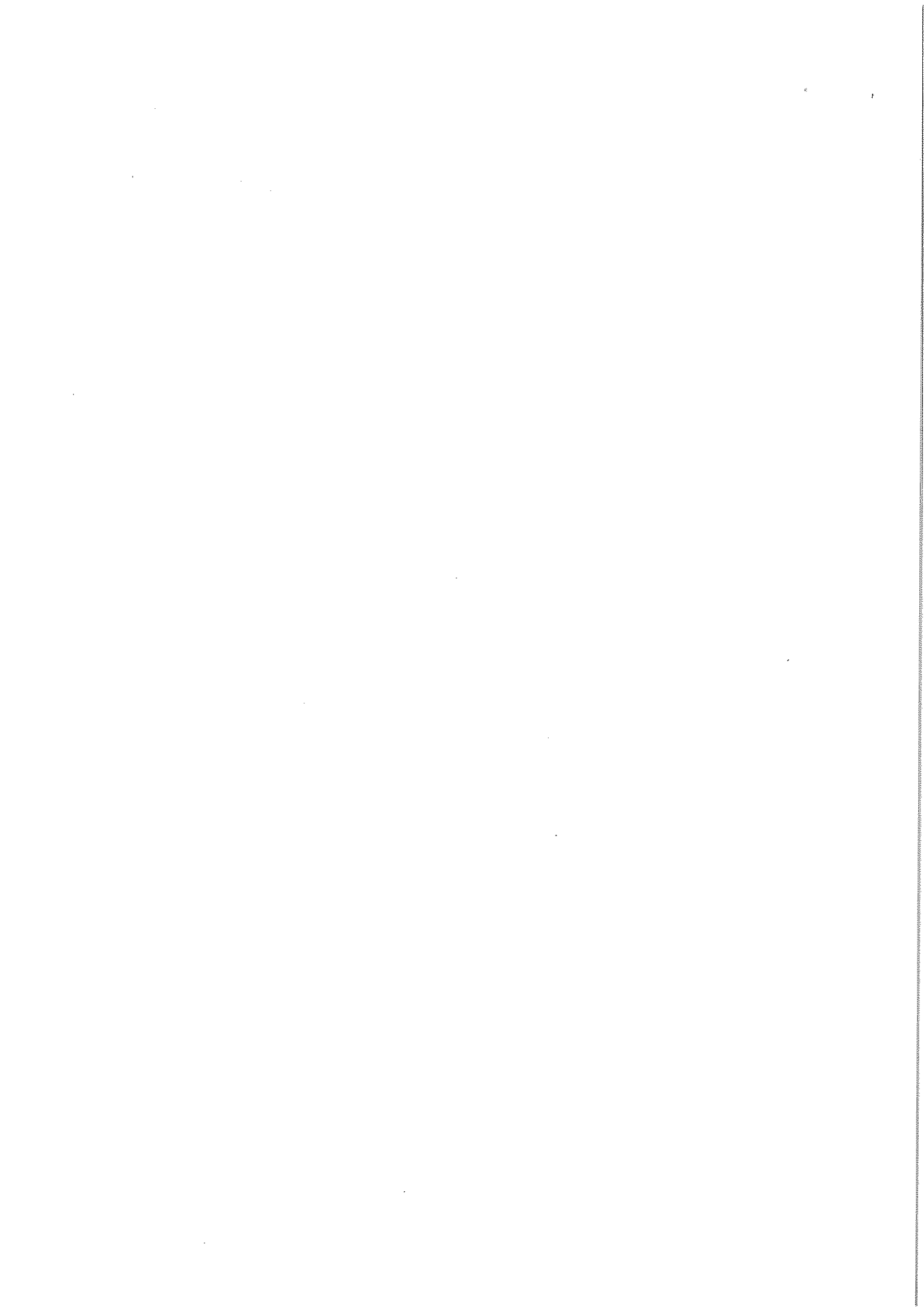
A copy of Council's Community Fund Guidance and Grant Criteria has been attached for Members' reference.

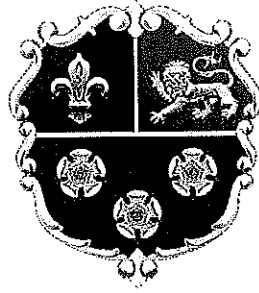
**PURPOSE OF REPORT:**

To **CONSIDER** and **APPROVE, DEFER** or **REJECT** the funding applications.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk





## PRESCOT TOWN COUNCIL COMMUNITY FUND GUIDANCE NOTES AND GRANT CRITERIA

Grant Funding of up to £500 for local community projects

### **What is The Community Fund?**

The Community Fund has been set up to enable the Town Council to provide financial assistance to community groups operating in the Township of Prescott or providing a service to a considerable section of Prescott Residents.

The Council operate the community fund through Section 137 of the Local Government Act 1972. The act 'empowers Local Councils to spend up to a prescribed amount in any one year for the benefit of the inhabitants of the area or part of them.'

### **Who can apply?**

The Community Fund is open to any community, voluntary, charitable or non-profit making organisation based in Prescott or predominantly serving the Prescott community. Organisations must be:

- Properly Constituted
- Have a bank account in the organisations name with a requirement for at least two signatories to with draw funds.
- Provide a benefit to residents of Prescott

### **What can we apply for?**

You can apply for funding of up to £500 which can be used for a range of projects (both events and equipment) that will make a positive impact in our community.

Examples of previously successful bids are:

- Contribution towards the costs of line marking equipment
- Contribution towards the costs of the Prescott Festival
- Match funding to support crime reduction activities

### **How often can we apply?**

In order to ensure the fund is available to as many groups as possible the Town Council will only approve one application per group per year.

**We will not support:**

- The purchase of IT equipment
- Football kits or dance clothing
- Retrospective expenditure
- Projects outside of Prescott
- Expenses for Individuals

**How will the application be assessed?**

Each bid will be assessed on its merits and the application must evidence:

- A clear rationale and evidence of need
- The number of residents benefiting from your project /activity
- How the proposal adds value to the community
- What sustainable benefits the project will deliver

We will look favourably on bids that can show evidence of securing additional fundraising or in-kind support.

**What happens after I submit an application?**

We aim to make a decision within 6 weeks (Subject to the Councils meeting calendar available from [www.prescot-tc.gov.uk](http://www.prescot-tc.gov.uk) ) so please make sure you leave enough time to submit an application before you want your project to start as we won't fund projects retrospectively.

If you are successful we will pay you by BACS, which you should receive within 1 day of the payment being raised. You are required to acknowledge the Council as a funder of your project by displaying our logo on any of your promotional materials.

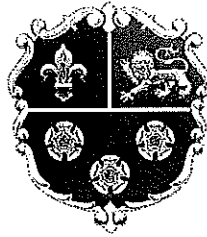
You may not submit another bid to The Community Fund for the same project within the same financial year. Please contact us if you are unsure whether this applies to you.

If you are unsuccessful we will tell you why we are unable to fund your project. You are welcome to re-submit another bid into the fund.

**Who can I contact if I have more questions?**

For general queries about The Community Fund please contact the Town Clerk on 0151 426 3933 or email [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk)





**PRESCOT TOWN COUNCIL**  
**COMMUNITY FUND APPLICATION FORM**

Small Grant Funding of up to £500 for local community projects

<b>SECTION 1 – Your Organisation</b>	
<b>Organisation Name and Address:</b>	The Lee Cooper Foundation 10 Vicarage Place, Prescot, L34 1LA
<b>Contact / responsible person:</b>	Lily Spendlove
<b>Role in the Organisation:</b>	CEO
<b>Telephone:</b>	07983717415
<b>Email:</b>	theleecooperfoundation@gmail.com
<b>What year was your group established?</b>	2018
<b>Do you have a constitution?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Are you a registered Charity?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
<b>What are the main aims and activities of your Group?</b>	The Lee Cooper Foundation is a mental health foundation based in Prescot which provides support for young people ages 11-24. We aim to bridge the gap between young people and existing mental health services through a range of activities and therapies which vary in intensity. We are looking to expand our services beyond age 24+, and our first group we are looking to support is new parents and babies.
<b>Which area of Prescot are you based in?</b>	10 Vicarage Place, Prescot, L34 1LA
<b>Bank Details:</b>	Sort Code: Account Number: Account Name:

**SECTION 2 – Your Project**

<b>Project Name:</b>	#Let'sChat Parents and Babies
<b>When will this take place?</b>	Every Thursday 10:00 – 14:00
<p><b>Please give details and costs of the activities and / or equipment that you are applying for:</b></p> <p><b>You will be required to evidence each item of expenditure if successful</b></p>	<p>Guest speakers to present and provide advice to parents = £40 x 6 = £240</p> <p>i.e., nutritional coaches, smoking advisors, breastfeeding, midwives etc</p> <p>Resources £25 a week x 6 = £150.00</p> <p>Promotional costs £100.00</p> <p>£490.00</p>
<p><b>How will this project make a difference in your community?</b></p>	<p>Mirroring our existing, and successful, #Let'sChat drop in which is ran by young people, for young people. Our new sessions will be run by parents, for parents to ensure that they are not dealing with parenthood alone. Young parents are more likely to experience mental health problems than any other group, and we hope to prevent these issues before they occur.</p> <p>The group offers supports for mothers and fathers, which is something often denied to fathers especially amongst existing groups in Knowsley. There are existing groups for parents and babies regarding sensory needs, however existing groups do not encourage relationships and support beyond the sessions. Although #Let'sChat parents and babies will still provide activities and support for babies directly, the overall aim is to provide a community for new parents who can access internal support from The Lee Cooper Foundation and through external support i.e., guest speakers covering nutrition, smoking, financial aid, mindfulness, midwife, employment etc. There will also be regular walking groups, which will make use of green spaces but also support local businesses and organisations.</p> <p>We aim to provide support, as well as educate new parents within Knowsley and Prescot so that parents are knowledgeable with how to ensure their children live fulfilled and happy lives, especially regarding their health. Knowsley is an extremely deprived area, so we would like to offer all support, outings and events for free, so that no parent is denied the opportunity to access support from us.</p>

<b>Who will mainly benefit from your project? (please tick the boxes that apply to your project)</b>	<b>Groups</b>	
	Young People	<input checked="" type="checkbox"/>
	Older People	<input type="checkbox"/>
	General Community	<input checked="" type="checkbox"/>
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input type="checkbox"/>
	Minority groups (e.g. LGBT, Disabled, BME)	<input checked="" type="checkbox"/>
<b>How many people will benefit from your project?</b>	Minimum 45 people initially, the targeted beneficiaries are individuals living in Prescot so it can be estimated that 80% of beneficiaries will be from Prescot.	
<b>How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)</b>	<p>Guest speakers to present and provide advice to parents = £40 x 6 = £240  i.e., nutritional coaches, smoking advisors, breastfeeding, midwives etc</p> <p>Resources £25 a week x 6 = £150.00</p> <p>Promotional costs £100.00</p> <p>£490.00</p>	
<b>Have you secured funding from anyone else?</b>	No	
<b>How will your project recognise the support of the Town Council</b>	Prescot Town Council is the first pot of funding which we have accessed to set up our new group. The town council logo will be displayed on all promotional material for the new group.	
<b>Who will be running the activity?</b>	<input type="checkbox"/> Unpaid Volunteers	How many
	<input checked="" type="checkbox"/> Paid Volunteers	How many 1
	<input type="checkbox"/> Paid Staff	How many

**Declaration:**

<p><b>I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.</b></p>	Signed: LSPENDLOVE
	Position: CEO
	Date: 07/03/2022

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do so will result in clawback of funding. You agree to this term by submitting the application.

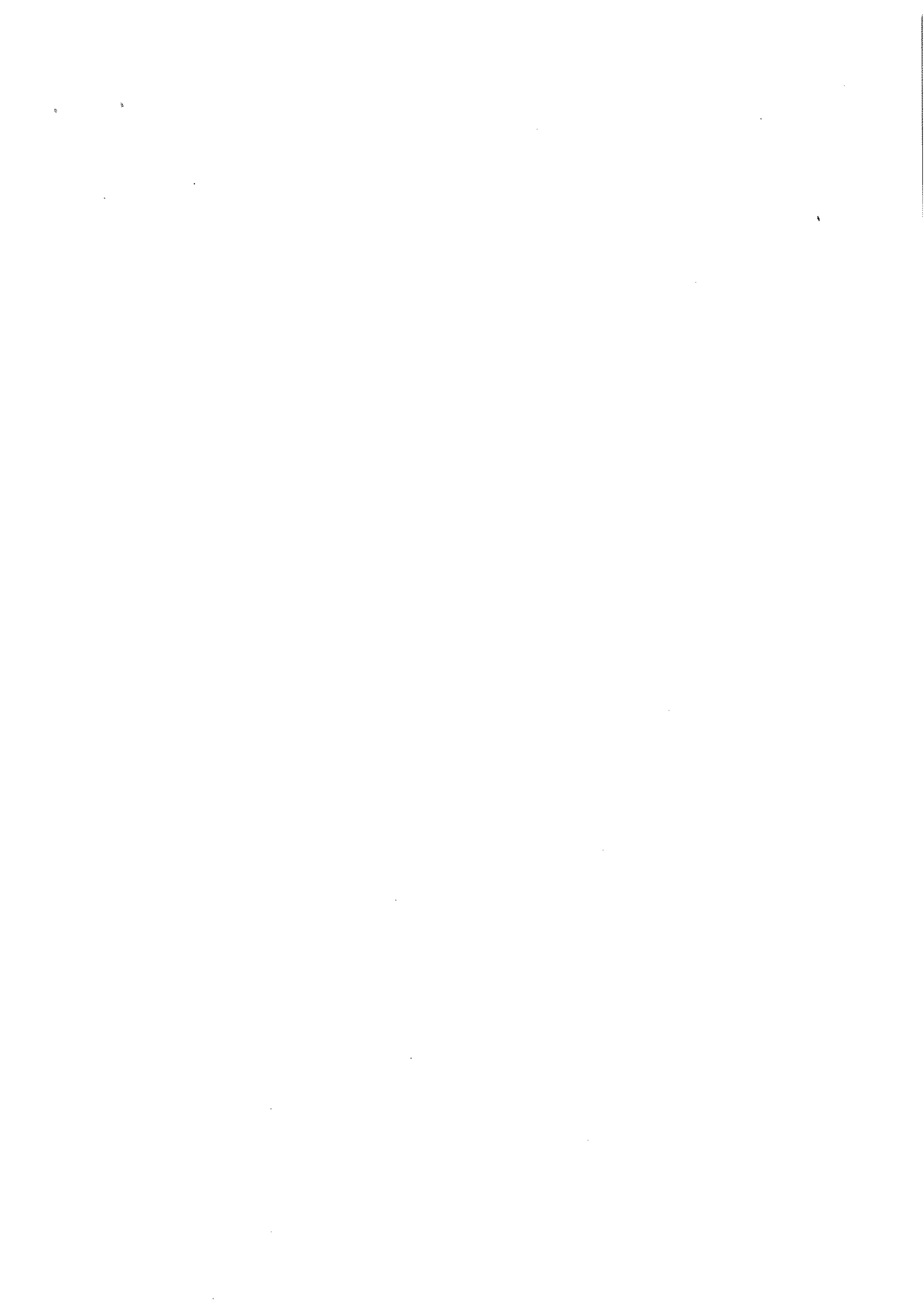
By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website [www.prescot-tc.gov.uk](http://www.prescot-tc.gov.uk).

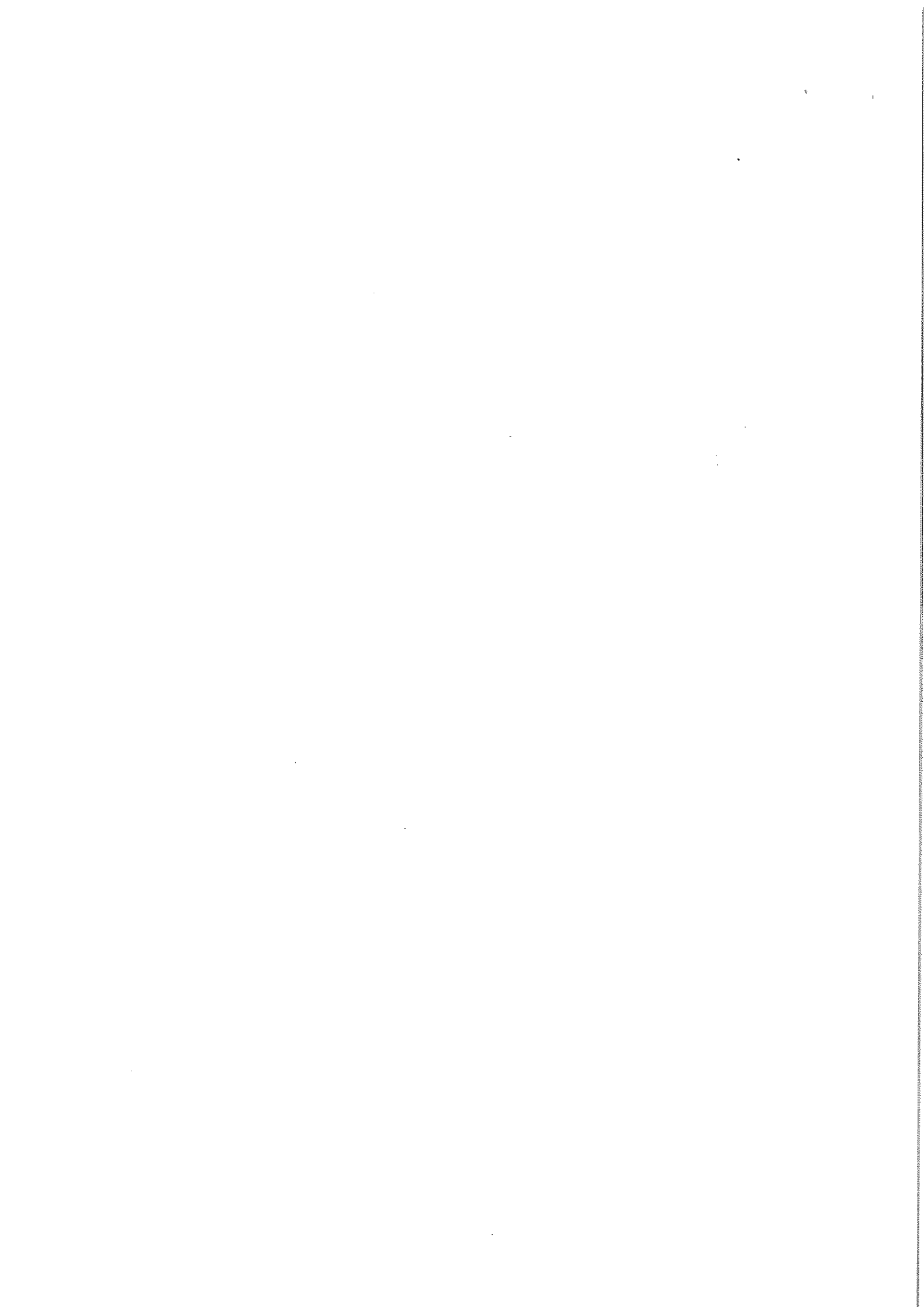
You can return your form:

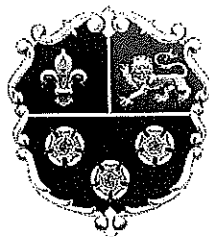
<b>By Post:</b>	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
<b>By Email:</b>	<a href="mailto:enquiries@prescot-tc.gov.uk">enquiries@prescot-tc.gov.uk</a>

**Don't forget!**

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.







**PRESCOT TOWN COUNCIL  
COMMUNITY FUND APPLICATION FORM**

Small Grant Funding of up to £500 for local community projects

<b>SECTION 1 – Your Organisation</b>	
<b>Organisation Name and Address:</b>	Friends of Eaton Street Park Eaton Street Prescot M/side
<b>Contact / responsible person:</b>	Pat Cook
<b>Role in the Organisation:</b>	Fundraiser
<b>Telephone:</b>	07934403799
<b>Email:</b>	patcook10@talktalk.net
<b>What year was your group established?</b>	2010
<b>Do you have a constitution?</b>	Yes <span style="float: right;">No</span>
<b>Are you a registered Charity?</b>	Yes <span style="float: right;">No</span> Charity Number:
<b>What are the main aims and activities of your Group?</b>	The aims of our group are to promote the preservation, restoration, maintenance and improvement of Eaton Street Park for the benefit of its users.  In carrying out main aims we also seek to increase the usage of the park therefore encouraging a healthy lifestyle with positive aspects to the mental health of the community. Ultimately we aim to bring our community together and maximise the use of this beautiful green space in our town.
<b>Which area of Prescot are you based in?</b>	The Town Centre Area
<b>Bank Details:</b>	Sort Code: Account Number: Account Name:

<b>SECTION 2 – Your Project</b>	
<b>Project Name:</b>	Queens Platinum Jubilee Celebration
<b>When will this take place?</b>	5 <sup>th</sup> June 2022
<b>Please give details and costs of the activities and / or equipment that you are applying for:</b> <b>You will be required to evidence each item of expenditure if successful</b>	<p>The project is to provide a free celebration for the Queens Platinum Jubilee, our service users will be able to bring along their own picnic and enjoy an afternoon of Live music in Eaton Street Park Bowling/Pavillion area between 11.00am – 4.00pm .</p> <p>5- 6 Artists will be booked to provide the entertainment for the day at a cost of approx £900.</p> <p>There will also be face painters and a craft activity provide free of charge.</p>
<b>How will this project make a difference in your community?</b>	<p>Knowsley is the most deprived area in the country, our project will provide a free event to celebrate the Queens Platinum Jubilee for our service users.</p> <p>The Friends of Eaton Street Park provide a free lunch and activity during the school half term. These events are attended by up to 500 adults and children so we envisage the event will be well attended.</p> <p>We believe our community will attend and enjoy this free event and we would appreciate the financial support of the Town Council in terms of delivering this project via the community fund.</p> <p>The Friends of Eaton Street Park will actively promote this event by using:-</p> <ol style="list-style-type: none"> <li>1. Friends of Eaton Street Park Facebook Page</li> <li>2. Facebook accounts of Eaton Street Park members</li> <li>3. Prescot Chat</li> <li>4. Current users of Eaton Street Park</li> <li>5. Local schools</li> <li>6. Town council social media platforms.</li> </ol> <p>This we feel would give significant coverage to promote this event and achieve estimated numbers on the day.</p>



Who will mainly benefit from your project? (please tick the boxes that apply to your project)	<b>Groups</b>	
	Young People Older People General Community Resident Association Sports or Arts Minority groups (e.g. LGBT, Disabled, BME)	
How many people will benefit from your project?	Eaton Street Park is extremely well used and accessed by many although, we do keep records of those accessing Friends events including 500 who attend the grotto, 400 who attend our picnic in the park ,and Easter Event's, 20 to 50 for the Sunday cafe and up to 500 that attend our free lunch and activity during the school half term.  Approx up to 500 will benefit.	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500 of the £900 cost. 5-6 Musician's to provide the music. Each set 45 mins Single Artist fee - approx £150-£200	
Have you secured funding from anyone else?	FOESP will contribute the extra funding needed towards the Musicians Fees. Approx £400.	
How will your project recognise the support of the Town Council	We will share the Town Council support and contribution on social media and to our membership.	
Who will be running the activity?	Unpaid Volunteers	How many 10
	Paid Volunteers	How many
	Paid Staff	How many

**Declaration:**

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: Pat Cook	
	Position: Fundraiser	
	Date: 12 May 2022	

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do so will result in clawback of funding. You agree to this term by submitting the application.

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](http://www.prescot-tc.gov.uk).

You can return your form:

<b>By Post:</b>	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
<b>By Email:</b>	<a href="mailto:enquiries@prescot-tc.gov.uk">enquiries@prescot-tc.gov.uk</a>

**Don't forget!**

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.

**PRESCOT TOWN COUNCIL**

**ANNUAL MEETING**

**26th MAY 2022**

**REPORT TITLE:**

Proposed Action Plan for the Death of Senior Person of State

**BACKGROUND TO THE REPORT:**

Both the Society for Local Council Clerks (SLCC) and National Association of Local Councils (NALC) recommend that Town/Parish Councils have an action plan to respond to the death of a senior person of state.

Unlike Local Authorities who must provide a response (locally this will be coordinated through Merseyside's Lieutenants Office) the implementation of an action plan is discretionary for Town/Parish Councils.

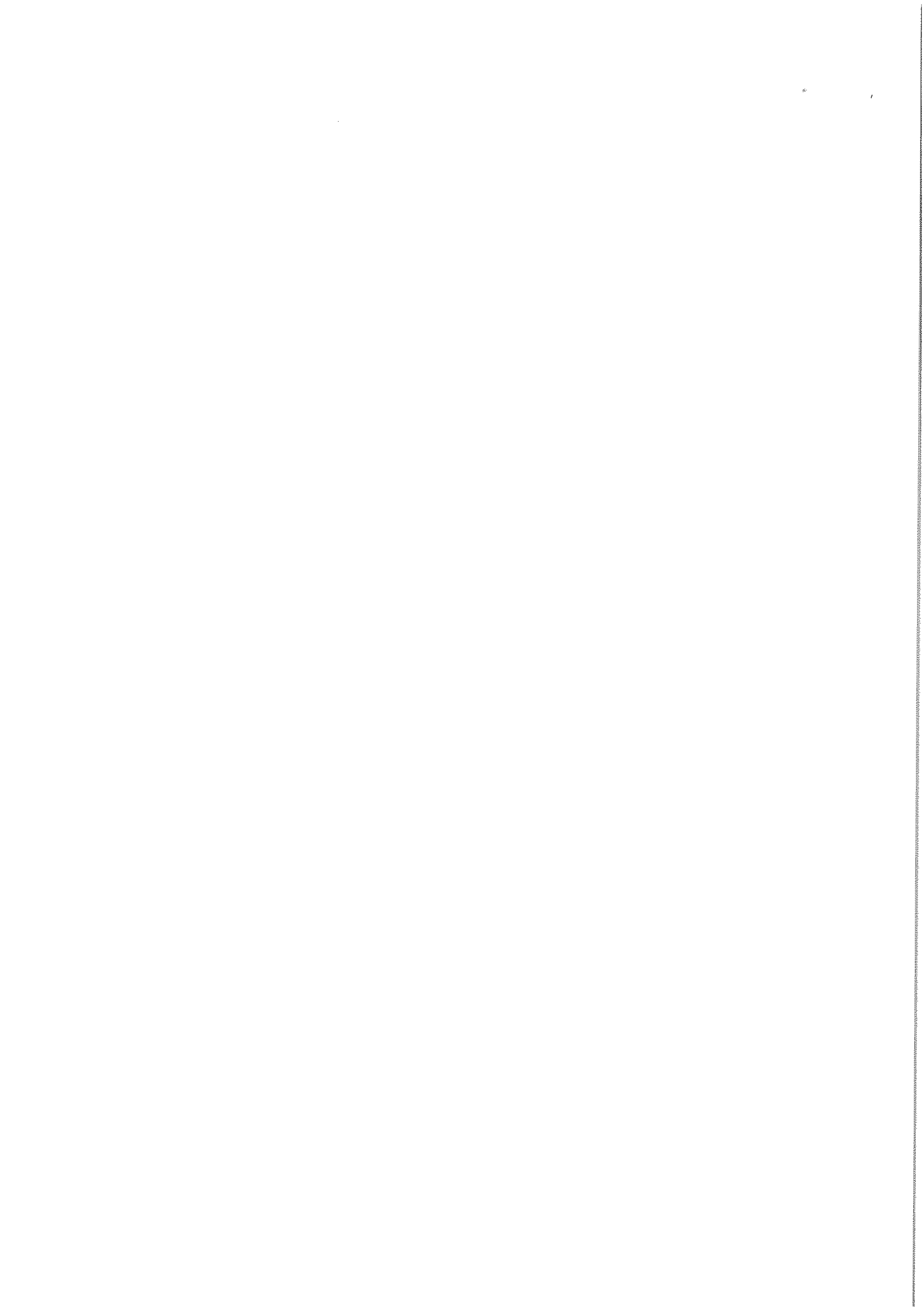
However, given the prominent position of Prescott Town Council within the community, there *may* be an expectation from residents that some local response will be initiated – which the proposed action plan herein seeks to outline. Failing to provide any response *may* lead to negative publicity.

**PURPOSE OF REPORT:**

To **CONSIDER** and **APPROVE, DEFER** the Action Plan for the Death of a Senior Person of State.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## PRESCOT TOWN COUNCIL

### Action Plan for Death of Senior Person of State

At a national level, comprehensive planning for the deaths of Queen Elizabeth II (Operation London Bridge) and the Prince of Wales (Operation Menai Bridge) have already been undertaken.

Within the Liverpool City Region, coordinated through Merseyside's Lieutenant's Office, Local Authorities have been given clear protocols on how they should respond when the death of a senior person of state is announced. These protocols cover a range of areas including proclamations, the raising/lowering of flags, floral tributes and books of condolence.

However, at a local level, the application of these protocols by Town/Parish Councils is discretionary. Although both the Society of Local Council Clerks (SLCC) and National Association of Local Councils recommend having an action plan in place, Town/Parish Councils are not required to have one unlike local authorities.

Despite this discretion, there is a risk that if an action plan is not implemented, there *may* be reputational repercussions for council insofar as it has not supported residents during a period of national grief.

Given that the town has its own Town Hall, residents *may* expect it to have books of condolence for signing or a designated area for floral tributes. This would negate the need for residents to travel to local authority civic areas such as Huyton or Kirkby.

As a result, officers have produced the attached action plan for Members' consideration. The action plan is very much a local response to a national issue. However, officers are acutely aware that protocols will be coordinated through Merseyside's Lieutenant's Office which officers will of course follow.

For the purposes of this action plan, a "senior person of state" is defined as:-

- Her Majesty, Queen Elizabeth II
- HRH Prince Charles, The Prince of Wales
- HRH Prince William, Duke of Cambridge

It is proposed that this action plan is reviewed annually and amended in accordance with any amendments/information provided by Government.

It is proposed that the Town Clerk will have responsibility for implementing this action plan.



## Action Plan for the Death of a Senior Person of State

Theme	Discrete Action	Lead Officer	Second Officer	Implementation	Notes
<b>Communication</b>	Prescott Town Council amends its website and social media platforms to announce the death of Senior Person of State	Town Clerk	Admin Officer	Following official confirmation of death from British Broadcasting Corporation (BBC)	It will be necessary to obtain photographs of Person of State which can be uploaded onto council website.
	Statement from Leader of Council is uploaded onto Prescott Town Council Website	Town Clerk	Admin Officer	Following official confirmation of death from British Broadcasting Corporation (BBC)	In addition, a statement from the Leader of Prescott Town Council will need to be prepared to make uploading to website and social media platforms easier.
<b>Local Grief</b>	Flags will be lowered and raised in accordance with government guidance and timescales.	Town Clerk	Deputy Town Clerk	D+0 to .... In accordance with government guidance	Flags are in stock. Flagpoles will be erected on roof.  The Town Clerk has made contact with Knowsley Council Planning officers to assess having permanent flagpoles located outside town hall.





## Action Plan for the Death of a Senior Person of State

Theme	Discrete Action	Lead Officer	Second Officer	Implementation	Notes
	<p>An area on the outside of Prescott Town Hall will be cordoned off to enable floral tributes to be received.</p> <p>At the end of the national period of mourning, floral tributes will be collected and composted down. Government guidance has suggested a remembrance tree be planted and composted floral tributes be used (perhaps at Eaton Street Park or Brown's Field)</p>	Town Clerk	Admin Officer	D+1 to end of period of national mourning.	Post period of national mourning, it will be necessary to purchase a tree to be planted in the suggested park of King George V.
<b>Local Grief (Continued)</b>	<p>Books of condolence will be made available for signing in the Council Chamber of Prescott Town Hall.</p> <p>Within the Council Chamber will be:-</p> <ol style="list-style-type: none"> <li>1. Table draped in black table cloth</li> <li>2. Portrait of senior person of state draped in black ribbon in top right</li> </ol>	Town Clerk	Admin Officer	D+1 to end of period of national mourning.	<p>All books of condolence will be collected at the end of the period of national mourning, and archived at Prescott Town Hall.</p> <p>No books of condolence will be sent to Buckingham Palace, as officials have indicated that these will be returned to the sender.</p>



## Action Plan for the Death of a Senior Person of State

Theme	Discrete Action	Lead Officer	Second Officer	Implementation	Notes
Prescot Town Council Operations	hand corner. 3. Book of condolence 4. Floral tribute				
	Council Services will operate as usual, however it is acknowledged that officers may need to support members of the public re: books of condolence/enquiries.	Town Clerk	Admin Officer	D+1 to end of period of national mourning	During the period of national mourning, council services and meetings will operate as usual. Officers may however be diverted to support stewarding, enquiries etc.
	Councillors and council officers (should they choose to do so) will wear black armbands signifying that the council is in mourning.	Town Clerk		D+1 to end of period of national mourning	It will be necessary to purchase black armbands for councillors and officers
	The Mayor, whilst wearing council chains and attending official engagements, will cover the Prescot Town Council emblem with a black pouch – symbolising that the council is in mourning.	Mayor	Town Clerk		It will be necessary to purchase a black pouch and provide to Mayor.



## **PRESCOT TOWN COUNCIL**

### **ANNUAL MEETING**

**26<sup>th</sup> MAY 2022**

#### **REPORT TITLE:**

Planning Applications

#### **BACKGROUND TO THE REPORT:**

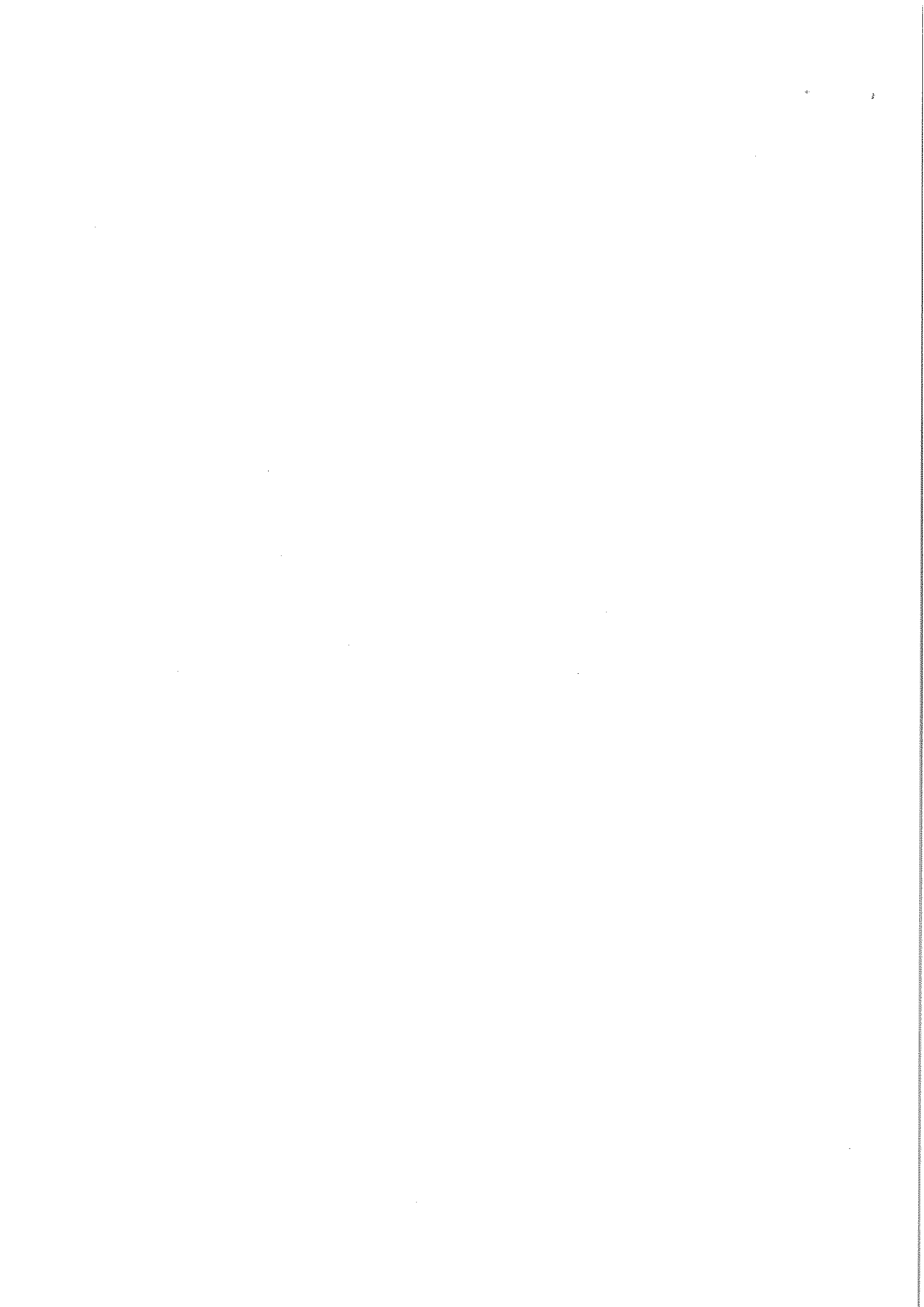
The Town Council are a primary consultee for all planning applications within the Town of Prescot. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

#### **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 29.04.2022**

**PRESCOT**

APP.NO: 19/00297/NMA2 **CASE OFFICER: Mark Quinn**  
APPLICANT: Vistry Partnerships NW  
APP. TYPE: Non-Material Amendment  
LOCATION: Land at Greenwood Close, Cross Lane and at Former Watch Factory Site, Off  
Bookbinders Lane Prescott  
PROPOSAL: APPLICATION FOR A NON-MATERIAL ADMENDMENT FOLLOWING GRANT OF  
PLANNING PERMISSION 19/00297/FUL (DEMOLITION OF EXISTING BUILDINGS AND  
ERECTION PF 88 NO. AFFORDABLE DWELLINGS, THREE NO. APARTMENTS BLOCKS  
COMPRISING 103 AFFORDABLE APARTMENTS IN TOTAL, CAR PARKING,  
LANDSCAPING, OPEN AND ASSOCIATED WORKS) – ADMENDMENT SOUGHT FOR  
CHANGES TO LOCATIONS OF PLOTS 83 AND 84

**WARD: Prescott North**

**View Here –**

[https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RAN7CRI  
XKQM00](https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RAN7CRI<br/>XKQM00)

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING  
APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 06.05.2022**

**PRESCOT**

APP.NO: 22/00134/FUL **CASE OFFICER: Maxine Wishart**  
APPLICANT: Mr David Gough  
APP. TYPE: Full Application  
LOCATION: 17 Knowsley Park Lane Prescott  
PROPOSAL: ERECTION OF SINGLE STOREY REAR/EXTENSION (DEMOLITION OF EXISTING REAR  
EXTENSION) AND NEW BLOCK AND CONCRETE VERANDA TO REAR

**WARD: Prescott North**

**View Here –**

[https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=R83YCCI  
XJ8N00](https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=R83YCCI<br/>XJ8N00)

APP.NO: 22/00236/FUL **CASE OFFICER: Andrew Hunt**  
APPLICANT: JRD Property Developments Ltd  
APP. TYPE: Full Application  
LOCATION: Pro Vapours 25 Eccleston Street Prescott  
PROPOSAL: INSTALLATION OF NEW SHOP FRONT TOGETHER WITH THE REPLACEMENT OF SASH WINDOWS, BRICK REPAIRS AND REPOINTING, REPLACEMENT OF MISSING/SLIPPED SLATES, RELINING THE STONE GUTTER WITH LEAD, CORNICE REPAIRS, NEW CAST IRON RAINWATER GOODS AND REMOVAL OF SATELLITE DISH AND OTHER SERVICES BOXES AND CABLES FRONT THE FRONT ELEVATION  
**WARD: Prescott North**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RAN4KUIXKQG00>

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 13.05.2022**

**PRESCOT**

APP.NO: 22/00250/FUL **CASE OFFICER: Lee Osborne**  
APPLICANT: Harrison Collier  
APP. TYPE: Full Application  
LOCATION: 4-5 Ropers Court, Harrison Collier Sinclair Way Prescott Business Park  
PROPOSAL: ERECTION OF TWO STOREY INDUSTRIAL UNIT EXTENSION (USE CLASS B2) TO REAR  
**WARD: Prescott North**

**View Here –**

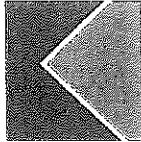
<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RAWGRIIXKVU00>

APP.NO: 22/00253/FUL **CASE OFFICER: Andrew Hunt**  
APPLICANT: M Colins  
APP. TYPE: Full Application  
LOCATION: 6 Knowsley Park Lane Prescott  
PROPOSAL: ERECTION OF A FIRST FLOOR SIDE AND FRONT EXTENSION ABOVE EXISTING SINGLE STOREY SIDE AND FRONT EXTENSION  
**WARD: Prescott North**

**View Here –**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RAY5TSIXKWZ00>





## Knowsley Council

The Occupier  
Prescot Town Hall  
1 Warrington Road  
Prescot  
Knowsley  
L34 5QX

Our Ref: 21/00597/FUL

Date: 12 May 2022

Dear Sir/Madam

### **PLANNING APPLICATION – YOUR VIEWS REQUESTED**

**WHAT IS PROPOSED?** DEMOLITION OF EXISTING BUILDINGS AND THE ERECTION OF A THREE STOREY APARTMENT BLOCK COMPRISING OF 18 NO. DWELLINGS TOGETHER WITH THE CONSTRUCTION OF NEW VEHICULAR ACCESS TO ASPINALL STREET, CAR PARKING, LANDSCAPING AND OTHER ASSOCIATED WORKS

**WHERE?** Eccleston House, Aspinall Street, Prescot, Knowsley, L34 5QQ,

We have now received amended information and would like to hear your views. A summary of the amendments is given below:-

You can view the application on our web site at: <https://planapp.knowsley.gov.uk/online-applications> . You can follow the application's progress, find out if it is to be heard by planning committee, and be informed about the decision by using the 'track' option when viewing the application through the above link on our web site.

**If you have already given us comments about this application they will still be considered. However, if after viewing the amendments you want to raise any additional points we would prefer that you do so via the comments section on our web site (web address shown above).**

**You can nevertheless write to us, our address is at the bottom of this page. All comments should be received by 22 May 2022**

We do not acknowledge the receipt of comments. However any comments you make will be fully considered and taken into account before the application is decided. **Please note that any comments received will be publically viewable.**

Helpful information/advice about the planning process can be viewed at <https://www.planningportal.co.uk/>

If you have difficulty in accessing the plans or wish to discuss the proposal with the Planning Officer please contact the Planning Services Team on 0151 443 2381 or via email at [Dcsubmissions@knowsley.gov.uk](mailto:Dcsubmissions@knowsley.gov.uk)

Yours faithfully

*M Cawood*

MARK CAWOOD  
Head of Planning Services





**PRESCOT TOWN COUNCIL****ANNUAL MEETING****26<sup>th</sup> MAY 2022****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

