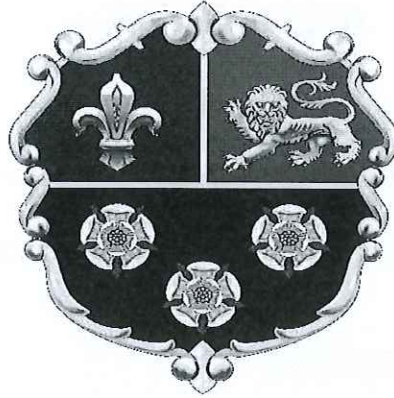


# PRESCOT TOWN COUNCIL



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

Tele: 0151 - 426 - 3933

Email: [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk)

Dated this 29<sup>th</sup> day of September 2022

To the Members of the Events Committee

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

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**YOU ARE HEREBY SUMMONED TO ATTEND**

**a meeting of the Events Committee for the Town of Prescot to be held at**

**Prescot Town Hall on Thursday 6<sup>th</sup> October 2022 at 6.00pm.**

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

Alex Spencer  
TOWN CLERK

# A G E N D A

1. **TO RECEIVE APOLOGIES** Verbal

To receive apologies of absence from committee members.

2. **DECLARATIONS OF INTEREST** Verbal

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

3. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 3-5)

To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 21<sup>st</sup> July 2022.

4. **ARMISTICE DAY SERVICE 2022** (Pages 6-8)

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

5. **PRESCOT CHRISTMAS CRACKER 2022** (Pages 9-17)

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

6. **SENIOR CITIZEN CHRISTMAS DROP IN** (Pages 18-20)

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

**PRESCOT TOWN COUNCIL**  
**EVENTS COMMITTEE MEETING**

**6<sup>th</sup> OCTOBER 2022**

**REPORT TITLE:**

Minutes of Previous Committee Meeting

**BACKGROUND TO THE REPORT:**

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

**PURPOSE OF REPORT:**

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

**REPORTS PREPARED BY:**

Louise Sephton – Deputy Town Clerk



**PRESCOT TOWN COUNCIL**

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY, 21<sup>st</sup> JULY 2022** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

**ELECTED MEMBERS PRESENT**

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

**ALSO IN ATTENDANCE**

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

**7. TO RECEIVE APOLOGIES**

Apologies were received from Cllr F. Wynn.

**8. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**9. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 15<sup>th</sup> June 2022 be agreed as a correct record and signed by the Chair.

**10. PRESCOT CARNIVAL 2022 – FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 2.5 being :-

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

2.5.1. Members should offer any other points on lessons learned for consideration at the meeting. Members added the following points:

- There was not enough space around the fairground.
- Metal stakes are to be purchased for the arena area.
- More petrol is required for the generator.

2.5.2. The success of the carnival in attracting visitors and the setup, in its current format strongly suggests we should retain this method of organisation and delivery.

2.5.3. The success of the carnival in attracting visitors in June strongly suggests the carnival should run around the same time next year during the Prescott Festival of Music and Arts on either Sunday 18<sup>th</sup> June 2023 (Father's Day) or Sunday 25<sup>th</sup> June 2023 and members should agree a date to enable early planning of the event as this is the most fundamental decision taken in relation to the event. Members agreed to hold the Carnival on 25<sup>th</sup> June 2023.

2.5.4. Following the success of the West Lancs Dog Display team this year drawing in the crowds along with getting members of the audience involved in the show it is recommended that Members agree to hire them again for next year's Carnival to ensure their availability.

2.5.5 Following the success of the numerous free activities it is recommended that these are booked once again next year as follows:-

- 7 large inflatables with 4 members of staff – get some further quotations before booking.
- Climbing wall, Bungee Trampolines and Cannonball Airblasters
- Pedal go karts, crazy golf and gladiator duel
- Face painters x 3
- Members added that the Army Cadets should be booked in advance.

Members also approved to make a £100 payment to the band Juke who increased their performance time at short notice to accommodate the cancellation of some acts.

## **11. PRESCOT COMMUNITY RECOGNITION AWARDS**

The Deputy Town Clerk discussed the arrangements for the Community Recognition Awards afternoon tea and confirmed numbers of guests along with member attendance.

**The meeting closed at 7:10 p.m.**

**Dated: 6<sup>th</sup> October 2022**

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



## **PRESCOT TOWN COUNCIL**

### **EVENTS COMMITTEE**

**6<sup>th</sup> OCTOBER 2022**

#### **REPORT TITLE:**

Armistice Day 2022

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

As members are aware, for the past eight years the Town Council have worked alongside Prescott Parish Church, Our Lady Immaculate and Friends of Prescott Churchyard and Cemetery to deliver an Armistice Day Service at the BICC Memorial in Prescott Churchyard and Cemetery with the exception of 11th November 2018 when the date coincided with remembrance Sunday. The event has been well attended each year and has become a mainstay of the Town Council's events programme.

#### **PURPOSE OF THE REPORT**

To provide members with a proposed format for this year's event and seek approval of that format.

#### **REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Armistice Day 2022

### 1. INTRODUCTION

- 1.1 As members are aware, for the past eight years the Town Council have worked alongside Prescott Parish Church, Our Lady Immaculate and Friends of Prescott Churchyard and Cemetery to deliver an Armistice Day Service at the BICC Memorial in Prescott Churchyard and Cemetery with the exception of 11<sup>th</sup> November 2018 when the date coincided with remembrance Sunday. The event has been well attended each year and has become a mainstay of the Town Council's events programme.

### 2. EVENT FORMAT

#### 2.1 Attendance

This will be the eighth Armistice Day service organised by the Town Council. The event is only advertised by word of mouth as space at the memorial is limited. However, the attendance is expected to be approximately 80 people made up of Council members, local residents and representatives from local schools.

#### 2.2 Activities to be undertaken

The service will be held at the BICC Memorial in Prescott Cemetery on Friday 11<sup>th</sup> November 2022 from 10.50am - 11.15am approx. This is organised by the Deputy Town Clerk with support from Rev Kim Mannings the vicar at Prescott Parish Church. The service will be delivered by Rev Kim Mannings and Fr Dominic Risley the priest of Our Lady Immaculate and St Josephs supported by local school children, the Mayor and a local trumpeter to provide the associated music.

#### 2.3 Refreshments

In previous years following the service, attendees were invited to Prescott Parish Church Hall for light refreshments. Rev Mannings has confirmed that she will organise for volunteers from the Church to provide the refreshments on the day.



### 3. FINANCIAL IMPLICATIONS

- 4.1 The Armistice Day event has an allocated budget of £100 and the approximate costings to be incurred are detailed in the table below.

<b>Item</b>	<b>Cost £</b>
Town Council Wreaths x 2	39.98
Bugler	80.00
Refreshments (Church to provide)	n/a
<b>Total</b>	<b>119.98</b>

### 4. RECOMMENDATIONS

- 4.1 Using the powers granted to them under the terms of reference for Prescot Town Council Events Committee members should resolve to:
- Approve the Armistice Day Service in its suggested format.



**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE**

**6<sup>TH</sup> OCTOBER 2022**

**REPORT TITLE**

Christmas Cracker 2022

**BACKGROUND TO THE REPORT**

The report informs members of the proposed arrangements and format for the Prescot Christmas Cracker.

**PURPOSE OF THE REPORT**

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

**REPORT PREPARED BY**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Christmas Cracker 2022

### 1. INTRODUCTION

- 1.1 The Events Committee's first Christmas Cracker event was held in 2019. The Town Council had previously funded and successfully organised the Prescot Christmas Light Switch On Event for the past seven years.
- 1.2 The event was unable to go ahead in 2020 due to the Covid-19 pandemic and in 2021 the event was cancelled on the day due to inclement weather conditions.

### 2. PROPOSALS

#### 2.1 Event Date and duration

The Christmas event has always been held on the first Saturday in December or the last Saturday in November whichever was most appropriate. The first Saturday in December will be 3<sup>rd</sup> December 2022, and this is the date that is proposed with the duration remaining from 1pm – 4pm. Knowsley Council will be holding the Prescot Christmas Light Switch on event on Saturday 26<sup>th</sup> November 2022 and are hoping to hold street entertainment and activities on Saturday 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup> December (subject to funding) although they have suggested that they are willing to cancel any activities on the weekend of the Christmas Cracker if necessary.

#### 2.2 Location

The location of the event in Church Street was suitable and allowed for a wide variety of activities to be provided without compromising on space for the audience to gather and watch the performers on stage and during the selection box giveaway. Last year the event had to be cancelled on the day of the event after all activities and providers had set up due to inclement weather conditions. This resulted in the Town Council paying for an event that was unable to go ahead. It is therefore proposed to use the Town Hall and car park area to hold this year's event which would ensure that the event can still take place even if there is bad weather, although some outdoor activities would be weather dependant.

## 2.3 Activities

Due to the change in location of the event the activities and entertainment will need to be considered in line with the space available at the Town Hall and within the car park area.

These are the activities that could be provided in the car park area whilst still allowing for staff and volunteer cars to be parked:

- Rodeo Reindeer (see appendix 1)
- Giant Snow Globe (see appendix 1)

These are the activities and entertainment that could be offered within the Town Hall in the Multi-Function room and meeting rooms on the 1<sup>st</sup> floor:

- Live radio style road show provided by L35 Radio
- Performances from Prescott school choirs
- Brass band
- Performances by local performers
- Free refreshments provided by the Town Council
- Christmas Inflatable Figures
- Face Painting
- Christmas crafts – make a festive bauble (see appendix 3)
- Mascot Characters
- Mayor of Prescott Charity stall
- Roll a ball reindeer (see appendix 1)
- Living Christmas Tree - 3 x 30-minute performance (see appendix 2)



### 3. FINANCE

3.1 The existing budget for the Christmas Cracker event is £4,600.

The approximate costings of the activities in section 2.3 are shown below:

Expenditure		
Item	Cost	Supplier
Rodeo Reindeer	£2055.00	Fun Experts
Christmas Giant Snow Globe		
Roll a ball reindeer racing		
Living Christmas Tree (3 x 30 min sets)	£295.00	Pastiche
Mascot Characters x 3	£129.00	Louise Jacobs
Face Painting x 2	£300.00	Gigglegobz
Brass Band/Singers	£200.00	TBC
Refreshments	£400.00	Various
L35 Radio – DJ/Presenter	£50.00	L35 Radio
TEN Licence	£21.00	KMBC
Town Hall banner	£75.00	Screen Positive
Erect/Dismantle Town Hall Banner	£70.00	Colin Hughes
Advertising Banners x 2	£90.00	Screen Positive
Advertising Flyers	£100.00	VSP Printing
Christmas Craft baubles for 400 kids	£522.94	Amazon
<b>Total</b>	<b>£4307.94</b>	

### 4. RECOMMENDATIONS

4.1 Using the power granted under section 145 of the Local Government Act 1972 – Members resolve to: -

- Consider, make suggestions and agree to the proposals listed in section 2.

and

- Agree the associated approximate costs in section 3.

## Appendix 1

### Fun Experts Package for Christmas Cracker

£2055 for package of three items below including staff and generators

#### Giant Christmas Snow Globe

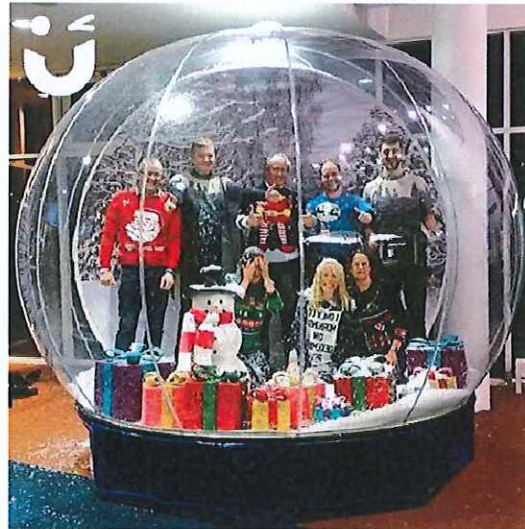
What's included with Giant Snow Globe Hire:

- 1 x Snow Globe Inflatable
- 1 x Backdrop
- Filled with snow balls to enjoy in a snow ball fight
- 1 x Prop Snowman with Carrot Nose
- A Selection of Twinkly Prop Presents
- 2 x Fun Experts

Please note that the snow does not blow around the globe constantly, however when in the Giant Snow Globe, you'll be surrounded by snow balls that you can use to enjoy a snowball fight with friends and family!

Equipment Size: 4.2m wide x 4.2m deep x 3.2m high

Operational Area Required: 5.7m wide x 5.7m deep x 4m high



### Rodeo Reindeer

Equipment Included with Rodeo Reindeer Hire:

- 1 x Rodeo Reindeer Attachment
- 1 x Inflatable Base
- 1 x Control Station
- Safety Mat
- Power Leads
- 1 x Fan to Inflate (Power is Required)
- A Fun Expert

Equipment Size: 4.6m diameter x 1.6m high

Operational Area Required: 6.6m diameter x 2.6m high

Recommended Age/Height of Users: Users must be at least 1.2m tall or at least 10 years of age.



### Roll a Ball Reindeer Racing Game

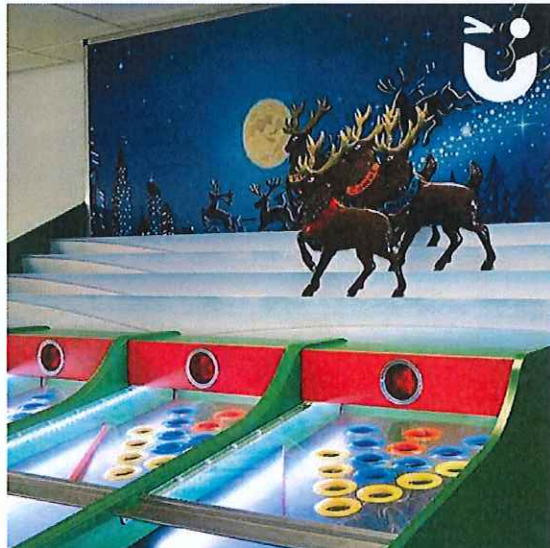
Equipment included with the Roll A Ball Reindeer Racing Hire:

- 1 x Fun Expert - they may even don a Christmas hat!
- Four 'lanes' for guests to play
- Sound and music Power leads

Equipment Size: 2.0m wide x 2.5m deep x 2.4m high

Operational Area Required: 3.0m wide x 3.5m deep x 2.4m high (minimum)

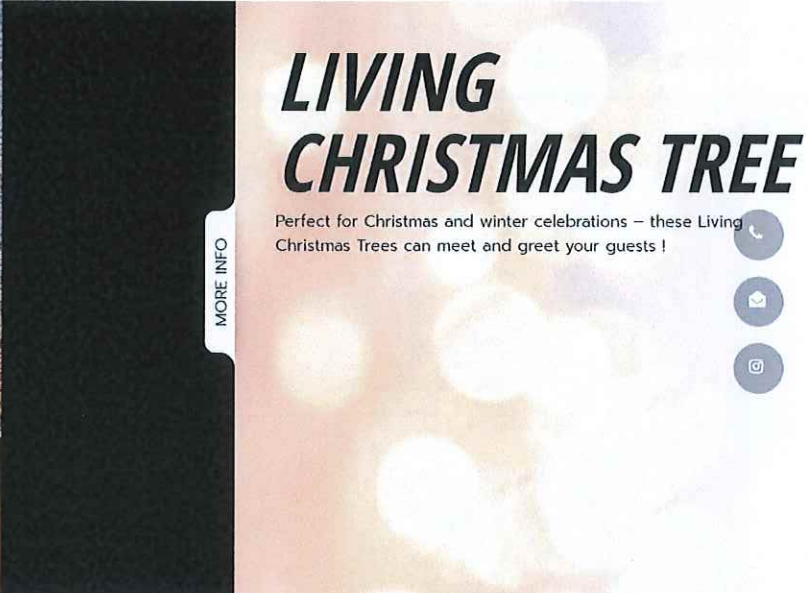

Power: standard socket required





## Appendix 2

Living Christmas Tree - 3 x 30 minute shows = £295



**LIVING CHRISTMAS TREE**

Perfect for Christmas and winter celebrations – these Living Christmas Trees can meet and greet your guests!

MORE INFO

## WHAT YOU CAN EXPECT

### HILARIOUS CONCEPT

This hilarious concept involves realistic looking Christmas trees who 'jump' out at guests as they arrive at your festive party – much to their surprise and delight. A must have act for holiday season and one that embodies the term 'festive fun'!

The Living Christmas Trees are a fantastic act that comprise two delightfully decorated Christmas Trees that appear to be simple party decoration. As guests walk past though, they will jump to life and surprise even the most hardy of individuals!

### GUARANTEED TO BRING LAUGHTER

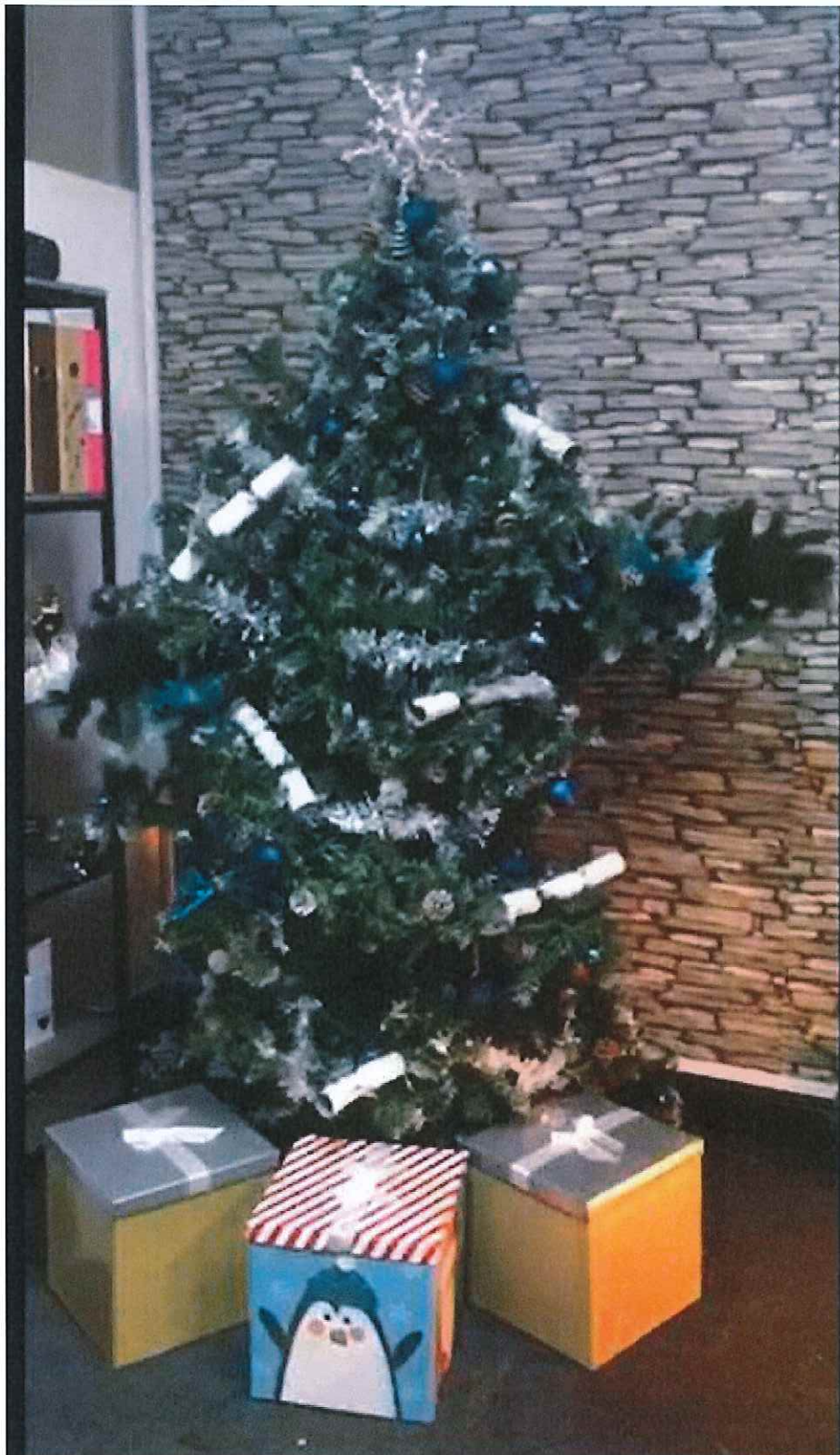
They stand still like a decorated Christmas Tree, All of a sudden, in that magical moment they come to life and talk to Guests, or move, or both!

Living Christmas Trees are guaranteed to bring laughter and surprise to your Christmas party!

### WONDERFUL SURPRISE

Able to be booked as a solo or a duo, these wonderful surprising spruces bring together one or two performers, excellent costumes and a whole lot of fun.

Celebrate this Christmas in style by booking Living Christmas Trees today!





### Appendix 3

22 packs of each design = 396 baubles at a cost of £522.94 (subject to availability)

Snowmen baubles - £6.57 for pack of 6



Reindeer Baubles - £9.08 for pack of 6



Christmas Pudding Baubles - £8.12 for pack of 6





**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE**

**6<sup>TH</sup> OCTOBER 2022**

**REPORT TITLE**

Senior Citizen Christmas Drop In 2022

**BACKGROUND TO THE REPORT**

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

**PURPOSE OF THE REPORT**

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

**REPORT PREPARED BY**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Senior Citizen Christmas Drop In 2022

### 1. INTRODUCTION

- 1.1 The Events Committee's first Senior Citizen Christmas Drop In event was held on Tuesday 21<sup>st</sup> December 2021. The event was introduced following the cancellation of the Christmas Cracker.
- 1.2 The Senior Citizen Christmas Drop In was a success in 2021 and therefore at the February 2022 Town Council meeting it was agreed that the event would be retained for future years and that a budget of £400 be provided for the event.

### 2. PROPOSALS

#### 2.1 Event Date and duration

Last year's Senior Citizen Christmas Drop In was held on Tuesday 21<sup>st</sup> December 2021 from 1pm – 3pm. There is availability in the multi-function room on the following dates to accommodate this year's event:

- Friday 9<sup>th</sup> December
- Wednesday 14<sup>th</sup> December
- Monday 19<sup>th</sup> December

#### 2.2 Activities

Last year's event attracted approximately 50 local residents who enjoyed festive music, refreshments, Christmas Inflatables, Mayor of Prescott Charity Christmas Raffle, Tombola from the Friends of Eaton Street Park and knitted goods from HME Residents Association.

Prescot Town Councillors, staff and volunteers provided hot drinks and refreshments and all attendees received a selection box and box of mince pies to take home.

This year could see the introduction of live entertainment such as a brass band or local choir/singer who could perform festive music.

### 3. FINANCE

3.1 The existing budget for the Senior Citizen Christmas Drop In event is £400.

The approximate costings of the activities in section 2.2 are shown below:

Expenditure	
Item	Cost
Mince pies x 50 boxes	£62.50
Selection packs x 50	£42.00
Refreshments	£95.00
Brass band/Choir/Singer	£200.00
<b>Total</b>	<b>£399.50</b>

### 4. RECOMMENDATIONS

4.1 Using the power granted under section 145 of the Local Government Act 1972 –  
Members resolve to: -

- Agree a date for the event from those listed in section 2.1.
- Consider, make suggestions and agree to the proposals listed in section 2.2.

and

- Agree the associated approximate costs in section 3.



