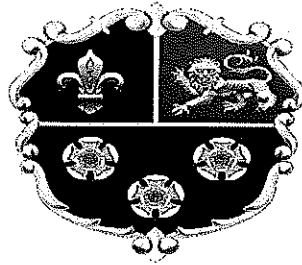


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 12th Day of January 2023

To the Members of Finance, Policy and Human Resources Committee

**YOU ARE HEREBY SUMMONED TO ATTEND
An Ordinary Meeting of
Finance, Policy and Human Resources Committee
to be held on Thursday 19th January 2023**

at

Prescot Town Hall

commencing at 6.00 p.m.

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
2	DECLARATIONS OF INTEREST <i>In accordance with Standing Order 4.G.ii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i>	Verbal
3	MINUTES OF THE PREVIOUS COUNCIL MEETING To <u>APPROVE AND SIGN</u> the minutes of Finance, Policy and HR Committee Meeting held on Thursday 21 st July 2022 and 21 st December 2022 as a true and accurate record of the business transacted.	Pages 4 to 9
4	MONTHLY BUDGET MONITORING STATEMENT Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the position to date.	Pages 10 to 20
5	ORDERS AND PAYMENTS AUTHORISATION Members are asked to <u>CONSIDER</u> and <u>APPROVE</u> the enclosed list of payments.	Pages 21 to 24
6	FACILITIES BOOKINGS Members are asked to <u>NOTE</u> the Master Booking Sheet to date.	Verbal
7	TOWN CLERK PERFORMANCE REVIEW AND CONTINUOUS PROFESSIONAL DEVELOPMENT Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein	Pages 25 to 27
8	TOWN CLERK REQUEST TO ATTEND SLCC PRACTITIONERS' CONFERENCE IN FEBRUARY 2023 Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein	Pages 28 to 34
9	PROPOSED GRITTING AND SNOW CLEARANCE POLICY 2023 Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein	Pages 35 to 41

10	<p>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</p> <p>By virtue of Standing Order 3D, that members of the press and public be excluded for the remainder of the meeting given the confidential nature of the business to be transacted or for other special reasons.</p>	Verbal
11	<p>APPOINTMENT TO PROVIDE LEGAL SERVICES</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein</p>	Pages 42 to 46
12	<p>BAR CONCESSION REVIEW – JANUARY 2023</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein</p>	Pages 47 to 52
13	<p>BAR CONCESSION TENDER 2023</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein</p>	Pages 53 to 71
14	<p>STAFF VACANCY – PART TIME CARETAKER / CLEANER</p> <p>Members are asked to <u>CONSIDER</u> previous job description for this position and <u>APPROVE</u> job description, person specification and salary prior to advertisement</p>	Pages 72 to 78



PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

19th JANUARY 2023

REPORT TITLE:

Minutes of Previous Committee Meetings

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 meetings as true and accurate.

REPORTS PREPARED BY:

Alex Spencer - Town Clerk



PRESCOT TOWN COUNCIL

A meeting of the **FINANCE POLICY AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 21st JULY 2022** in the **PRESCOT TOWN HALL**, commencing at **7:15 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

A. Spencer (Town Clerk)

1. ELECTION OF A CHAIRMAN

It was **UNANIMOUSLY RESOLVED** that:-

1. Cllr Christopher Krelle be elected as Chair of the Finance Policy & Human Resources Committee for the 2022/23 Civic Year.

2. ELECTION OF A VICE CHAIRMAN

It was **UNANIMOUSLY RESOLVED** that:-

1. Cllr Tom Large be elected as Vice Chair of the Finance, General Purposes and Human Resources Committee for the 2022/23 Civic Year.

3. TO RECEIVE APOLOGIES

Apologies were received from Cllr L. Rigby.

4. DECLARATION OF INTEREST

There were no declarations of interest received.

5. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that:-

1. The minutes of the Finance, General Purpose and Human Resources Committee held on 10th March 2022 be agreed as a true and accurate record of the business transacted and signed by the Chair.

6. **MONTHLY BUDGET MONITORING STATEMENT**

The Town Clerk presented monthly budget monitoring up to the end of June 2022.

The Town Clerk highlighted the following areas of future expenditure for Members consideration:-

- a. Expenditure for Council's 2022/23 insurance renewal would be at a higher amount than budgeted for owing to new play equipment installation at Brown's Field.
- b. A quote of £1,500.00 for the fire escape stairwell to the rear of Prescott Town Hall had been obtained, with expenditure to come from Facilities Management cost centre.
- c. In consideration of both ongoing and future work, there would be a requirement for Council to obtain independent legal advice. Therefore the Town Clerk proposed obtaining costs from local solicitors for either annual service level agreement or hourly rate.

UNANIMOUSLY RESOLVED to:-

1. **NOTE** the budget monitoring statement. The statement could not be approved owing to misquoted figures relating to Salaries and Community Fund, and
2. **APPROVE** that the Town Clerk should obtain quotes for independent legal advice from local solicitors.

At 7.40pm Cllr M.Burke left the meeting

7. **ORDERS AND PAYMENT AUTHORISATION**

The Town Clerk presented orders and payments up to the 30th June 2022.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the payment list as presented by the Town Clerk

8. **FACILITIES BOOKINGS**

The Town Clerk provided members with the quarterly list of facility bookings and the current income as at 30th June 2022.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the bookings list as presented by the Town Clerk

9. **PROPOSED AMENDMENTS TO HONORARY FREEMAN / HONORARY FREEWOMAN OF THE TOWN POLICY**

Following Full Council Resolution in April 2022, The Town Clerk reviewed the existing Honorary Freeman / Freewoman of the Town Policy and put forward amendments to clarify the awarding of posthumous honours.

It was **UNANIMOUSLY RESOLVED** that the Town Clerk make the following amendments to the Honorary Freeman / Freewoman of the Town Policy:-

- a. *“The Place of birth or current abode of the nominee are not material factors in consideration of the title of “Honorary Freeman of the Town” or “Honorary Freewoman of the Town” should be awarded.”*
- b. *“The Awarding of Honorary Freeman of the Town or Honorary Freewoman of the Town, can only be made to persons who are living, and cannot be awarded posthumously.”*

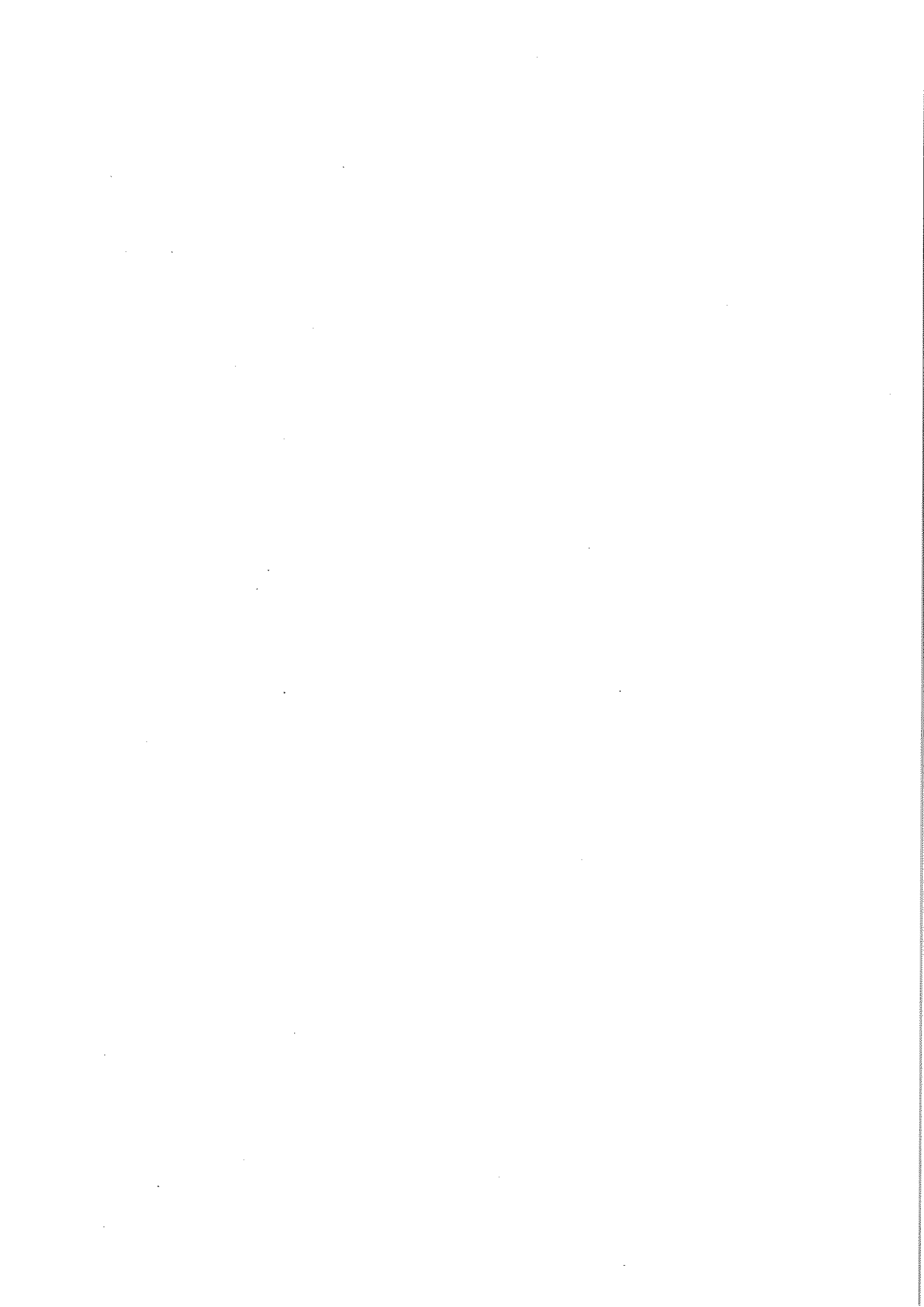
It was further **UNANIMOUSLY RESOLVED** that:-

- a. As presented to members, proposed amendments to the both the policy and awarding procedure concerning posthumous awarding should be rejected
- b. The Honorary Freeman / Honorary Freewoman of the Town Policy should be reviewed annually, and
- c. The proposed policy control sheet should be extended to all council policies.

The meeting closed at 8.10 p.m.

Dated: 21st December 2022

**Signed:.....
(Cllr C Krelle – Chair of Finance Policy and
Human Resources Committee)**



PRESCOT TOWN COUNCIL

An Extra-Ordinary of the **FINANCE POLICY AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 21st DECEMBER 2022** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

None

ALSO IN ATTENDANCE

A. Spencer (Town Clerk)

1. TO RECEIVE APOLOGIES

Apologies were received from Cllrs J. Burke, M. Burke, C. Krelle, T. Large, T. Murray, I. Smith, T. Smith, G. Wickens.

2. DECLARATIONS OF INTEREST

Item not discussed owing to meeting not being quorate.

3. MINUTES OF PREVIOUS COMMITTEE MEETING

Item not discussed owing to meeting not being quorate.

4. MONTHLY BUDGET MONITORING STATEMENT

Item not discussed owing to meeting not being quorate.

5. ORDERS AND PAYMENT AUTHORISATION

Item not discussed owing to meeting not being quorate.

6. FACILITIES BOOKINGS

Item not discussed owing to meeting not being quorate.

7. TOWN CLERK PERFORMANCE REVIEW AND CONTINUOUS PROFESSIONAL DEVELOPMENT

Item not discussed owing to meeting not being quorate.

8. **PROPOSED GRITTING AND SNOW CLERANCE POLICY 2022**

Item not discussed owing to meeting not being quorate.

The meeting closed at 6.10 p.m.

Dated: 19th January 2023

**Signed:.....
(Cllr C Krelle – Chair of Finance Policy and
Human Resources Committee)**

PRESCOT TOWN COUNCIL
FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

19th JANUARY 2023

REPORT TITLE:

Budget Monitoring Statement – Up to December 2023

BACKGROUND TO THE REPORT:

Each year the Town Council levy a Precept on the residents on the Town. This precept is then expended by the Town Council for the benefit of residents over the course of the year.

In addition to the Precept the Town Council also derive an income from the operation of the Town Hall and various events.

PURPOSE OF REPORT:

To provide Members with details of the income received and expenditure incurred to date along with a forecast for the remainder of the financial year.

REPORT PREPARED BY:

Alex Spencer - Town Clerk



Prescot Town Council

Current Account

Bank Summary

Accounting Period 1st April 2022 - 31st March 2023

Opening Balance		10,926.53
Receipts		660,694.96
Withdrawals		658,447.33
Closing Balance		<u>£13,174.16</u>

Bank Reconciliation

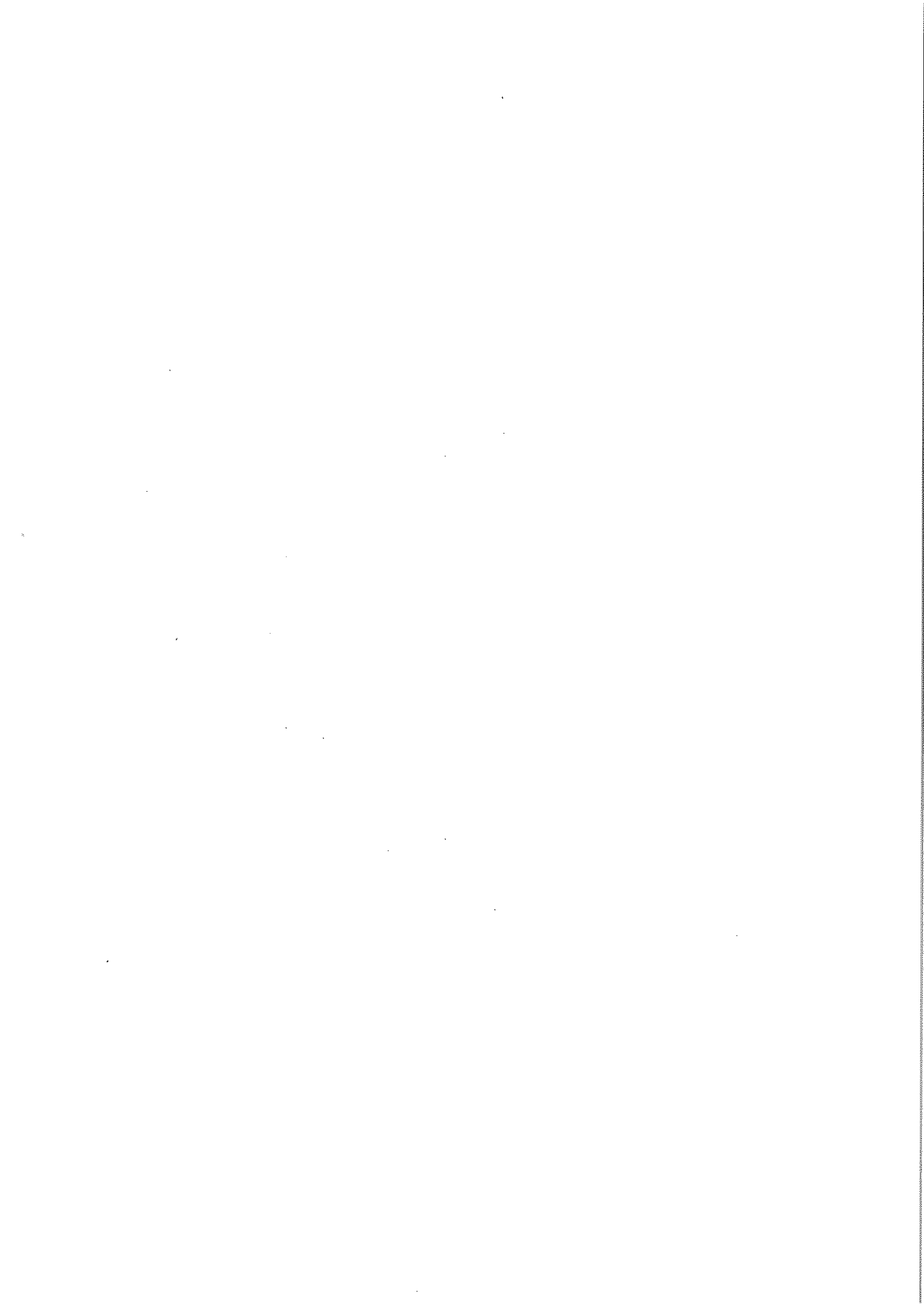
Balance As per statement no:	433	18,174.16
Add un-presented bankings		

Less un-presented withdrawals

Supplier	Description	
Viridor Credits Environmental Company	Contributing Third Party Payment - Browns Field Play Area	5,000.00

Closing Balance		<u>13,174.16</u>
------------------------	--	-------------------------

0.00



Prescot Town Council - Deposit Account

Bank Summary

Accounting Period	1st April 2022 - 31st March 2023
Opening Balance	105,666.69
Receipts	383,481.35
Withdrawals	185,500.00
Closing Balance	<u>303,648.04</u>

Bank Reconciliation

Balance As per statement no:	303,648.04
Less un-presented withdrawals	
Closing Balance	<u>303,648.04</u>
Difference	0.00

Transfers In

Date	From	Amount
03/05/2022	Bus Acc	300000.00
29/11/2022	Bus Acc	83000.00
		<u>383,000.00</u>

Interest Received

Date	Amount
14/04/2022	3.67
14/05/2022	8.66
14/06/2022	13.53
14/07/2022	11.85
14/08/2022	35.57
14/09/2022	50.88
14/10/2022	86.44
14/11/2022	113.55
14/12/2022	157.20
	<u>481.35</u>

Transfers Out

Date	To	Amount
17/05/2022	Bus Acc	10,000.00
31/05/2022	Bus Acc	10,000.00
31/05/2022	Bus Acc	15,000.00
20/06/2022	Bus Acc	13,000.00
19/07/2022	Bus Acc	12,000.00
04/08/2022	Bus Acc	20,000.00
09/08/2022	Bus Acc	5,000.00
15/09/2022	Bus Acc	12,000.00
13/10/2022	Bus Acc	15,000.00
19/10/2022	Bus Acc	10,000.00
14/11/2022	Bus Acc	12,000.00
01/12/2022	Bus Acc	3,500.00
02/12/2022	Bus Acc	18,000.00
14/12/2022	Bus Acc	30,000.00
		<u>185,500.00</u>

CREDIT CARD ACCOUNT 1st April 2022 - 31st March 2023

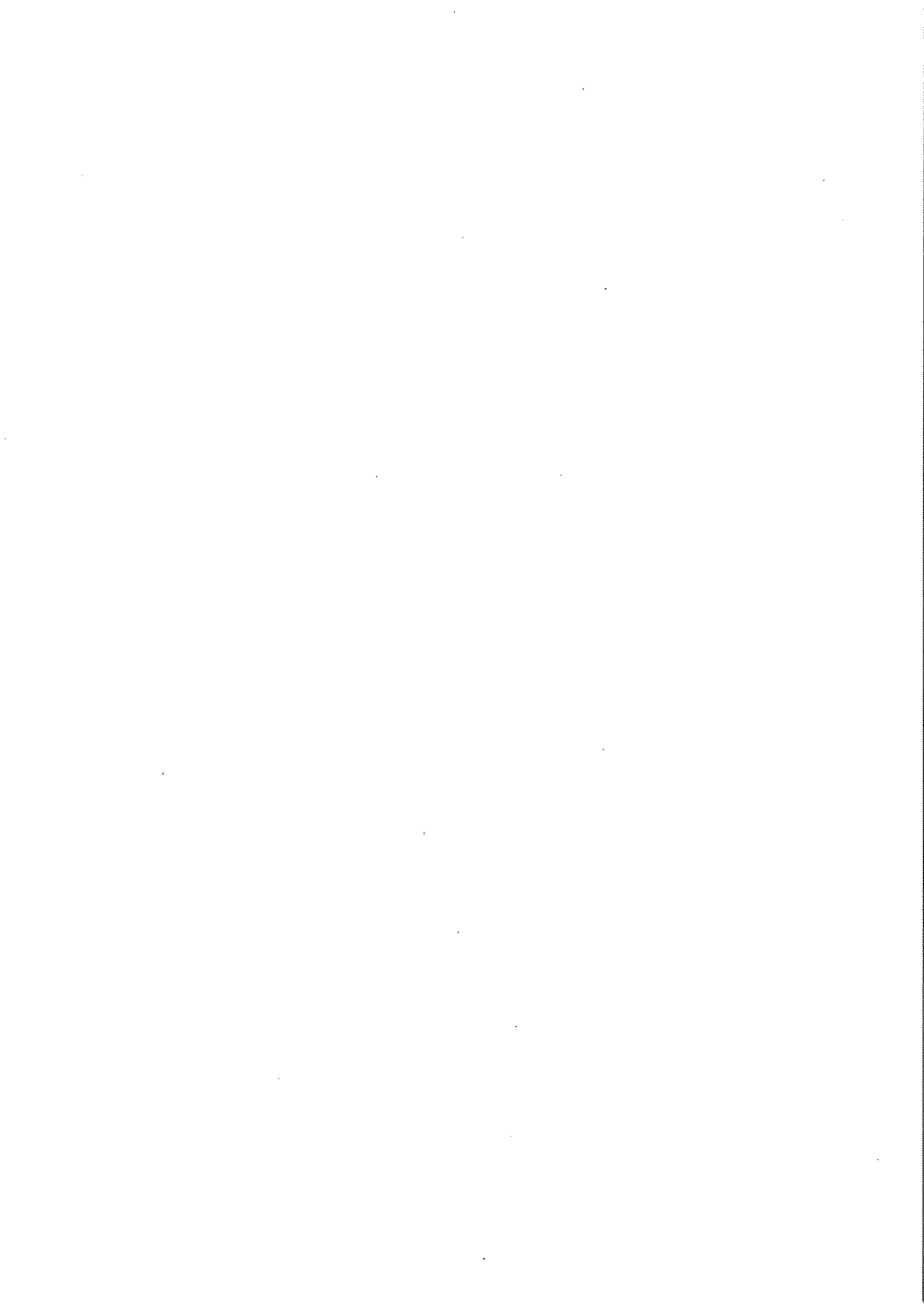
Approval Date	Payment Voucher No.	Supplier	Description	Gross	Vat	Quality Council	Telephones	IT	Cleaning & Hygiene	Prescot Community Recognition Awards	Armistice Day Remembrance Service	Prescot Christmas Cracker	Furniture & Fittings maintenance	Day To Day maintenance	TENS Licence			
11/07/2022	152	Lebara	Mobile Phone Credit	5.00			5.00											
29/07/2022	161	Nisbets	Teacups, Tea Saucers, Plates, Blue Roll and Hand Towels	420.43	70.07				41.48	308.88								
12/08/2022	180	Lebara	Mobile Phone Credit	5.00			5.00											
12/09/2022	189	KWBC	TENS Licence - Linzi Donnellan - 15/10/2022	21.00											21.00			
21/09/2022	204	The Poppy Shop	4 x Medium Poppy Wreaths	79.96		39.98					39.98							
27/09/2022	203	Bumford Heating Ltd	Twyford White Alcona Toilet Seat	42.73	7.12								35.61					
05/09/2022	217	Fast-Hosts	Business Bronze - prescot-te.gov.uk	165.10	27.52			137.58										
09/09/2022	216	Lebara	Telephones	5.00			5.00											
09/10/2022	253	Lebara	Telephones	5.00			5.00											
21/10/2022	292	KWBC	Christmas Cracker - TENS Licence	21.00								21.00						
27/10/2022	291	Advanced Water Company	Part for hot water boiler	67.07	11.18									55.89				
20/10/2022	293	UK Spares	Part for hot water boiler	160.80	25.80									134.00				
20/10/2022	293	UK Spares	Part for hot water boiler	-160.80	-25.80									-134.00				
				819.77	135.79	39.98	35.00	198.78	41.48	308.88	39.98	21.00	35.61	55.89	21.00			
				Less Vat		663.98												

Prescot Town Council

Purchase Ledger - Cash

1st April 2022 - 31st March 2023

Date	Supplier	Item	Gross	VAT	Stationary	Misc	Prescot Christmas Cracker	Cleaning & Hygiene
05-Jul	Texago Garage	Milk	1.35	0.22		1.13		
07-Jul	Texago Garage	Milk	1.70	0.28		1.42		
14-Jul	Post Office	Send out Events and FPHR Agenda	21.35		21.35			
19-Jul	Texago Garage	Milk	1.35	0.22		1.13		
26-Jul	Texago Garage	Milk	1.35	0.22		1.13		
26-Jul	Texago Garage	Milk	1.35	0.22		1.13		
28-Jul	Home Bargain	Juice and Sugar	2.61	0.33		2.28		
28-Jul	Heron	Juice	1.78	0.30		1.48		
28-Jul	Timpons	Engraving for the past Mayor Badge	12.00		12.00			
29-Jul	Texago Garage	Milk	1.35	0.22		1.13		
01-Aug	Texago Garage	4x Milk	6.80	1.13		5.67		
08-Aug	Texago Garage	Milk	1.35	0.22		1.13		
16-Aug	Home Bargain	Wipes	4.72	0.79				3.93
17-Aug	Texago Garage	Milk	1.45	0.24		1.21		
31-Aug	Texago Garage	Milk	0.80	0.13		0.67		
05-Sep	Texago Garage	Milk	1.85	0.31		1.54		
08-Sep	Poundshop	Padlock	3.25			3.25		
08-Sep	Poundshop	Candles	4.08			4.08		
08-Sep	Range	Candles	1.99			1.99		
08-Sep	Tesco	Glass Vase	6.00			6.00		
09-Sep	Home Bargain	Tissues x2	1.98	0.33		1.65		
09-Sep	Sweet Nothings	Flowers (Queen)	23.98			23.98		
09-Sep	Poundshop	x2 Padlocks	3.98			3.98		
12-Sep	Texago Garage	Milk	1.85	0.31		1.54		
20-Sep	Texago Garage	Milk	1.85	0.31		1.54		
22-Sep	Post Office	Send out Full Council Agenda	24.60		24.60			
26-Sep	Texago Garage	Milk	1.45	0.24		1.21		
30-Sep	Texago Garage	Milk	0.80	0.13		0.67		
04-Oct	Texago Garage	Milk	1.85	0.31		1.54		
05-Oct	Texago Garage	Milk	1.45	0.24		1.21		
10-Oct	Texago Garage	Milk	1.85	0.31		1.54		
17-Oct	Texago Garage	Milk	1.85	0.31		1.54		
21-Oct	Post Office	Send out Full Council Agenda	24.60		24.60			
21-Oct	Post Office	Recorded Delivery for a letter	2.35		2.35			
31-Oct	Texago Garage	Milk	1.85	0.31		1.54		
03-Nov	Heron	Sugar	0.89	0.15		0.74		
07-Nov	Texago Garage	Milk	2.65	0.44		2.21		
10-Nov	Texago Garage	Milk	0.80	0.13		0.67		
14-Nov	Poundshop	Insulation Tape	1.49			1.49		
14-Nov	Texago Garage	Milk	1.85	0.31		1.54		
18-Nov	Post Office	Send out Full Council Agenda	16.45		16.45			
21-Nov	Texago Garage	Milk	1.85	0.31		1.54		
28-Nov	Texago Garage	Milk	1.85	0.31		1.54		
02-Dec	Home Bargain	White Tac	0.69	0.12		0.57		
03-Dec	Texago Garage	Milk x8	14.80	2.47		12.33		
03-Dec	Home Bargain	Paper Cups	10.68	1.78		8.90		
12-Dec	Texago Garage	Milk	1.85	0.31		1.54		
15-Dec	Post Office	Send out Finance & General Purpose Agenda	18.45		18.45			
			364.05	21.32	194.65	128.06	8.90	14.37



First payment received will be classed as bond until the bond payment is covered all payments after bond will be classed at VAT

Invoice Date	Invoice Number	Customer	Invoice Detail	Cash / Chq / DB	Date Banked	Sales Ledger Gross	Vat	Non Business Precept	Non Output HMRC	Non Output Transfers	Business Exempt Non Vatable Grant Income	Business Exempt Non Vatable Bank Interest	Ask Alex Misc	Food stall, donkeys, ice cream man (bus taxable) Vatable Event Income	Business Exempt Non Vatable Event Lettings (stalls)	Business Exempt Non Vatable Lettings	Non Output Non Vatable Bond	Non Output Non Vatable TEN Licence	All Business taxable Vatable Table Cloths, Sashes & Decorations (Net figure)	All Business taxable Vatable Catering	Business Exempt Non Vatable Bar Concession	Business Exempt Non Vatable Future Years Bookings ie After 31st March 2023
03/05/2022	025-22/23	KMBC - Tom Baker	Room Hire for May 2022	DB	01/07/2022	45.00																
08/06/2022	080-22/23	KMBC - Tom Baker	Room Hire for June 2022	DB	01/07/2022	45.00											45.00					
27/06/2022	107-22/23	Jessica Hill	Hire of the Council Chamber on Friday 12th August 2022 and Friday 16th September 2022 for a Team Meeting from 9:30am - 11:00am	DB	01/07/2022	73.00	4.67										45.00					
30/06/2022	111-22/23	Edwina Mitchell	Hire of the Multi Function Room on Sunday 27th November 2022 for a 6th Birthday Party from 1:00pm - 4:00pm	DB	03/07/2022	110.00											45.00					
08/06/2022	074-22/23	Jenn Appleton (Kumon)	Room Hire for June 2022	DB	04/07/2022	300.00											60.00	50.00				
08/06/2022	073-22/23	Sharon Swindells (Aerobics)	Room Hire for June 2022	DB	05/07/2022	120.00											300.00					
04/07/2022	118-22/23	Lynn Titherington (Slimming World)	Room Hire for July 2022	DB	06/07/2022	80.00											120.00					
08/06/2022	078-22/23	Prescot Over 55's Deaf Club	Room Hire for June 2022	DB	08/07/2022	8.00											80.00					
04/07/2022	117-22/23	Prescot Over 55's Deaf Club	Room Hire for July 2022	DB	08/07/2022	62.00											8.00					
11/07/2022	124-22/23	Christine Daly	Hire of the Multi Function Room on Sunday 4th September 2022 for a Baby Shower from 1:00pm - 5:00pm	Cash	11/07/2022	50.00																
08/06/2022	075-22/23	Paul Murphy (Martial Arts)	Room Hire for June 2022	Cash	11/07/2022	130.00												50.00				
04/07/2022	118-22/23	Lynn Titherington (Slimming World)	Room Hire for July 2022	DB	11/07/2022	80.00											130.00					
21/01/2022	169-21/22	Jane McEgan	Hire of the Multi Function on Saturday 16th July 2022 for a Junior Prom from 4:30pm - 9:30pm	DB	11/07/2022	136.50	5.33										80.00					
29/06/2022	109-22/23	Sophie Cobain	Hire of the Council Chamber on Thursday 21st July 2022 for a Meeting from 9:30am - 10:30am	DB	12/07/2022	23.00	1.33										100.00	4.50		26.67		
05/07/2022	123-22/23	Joe Hindley	Hire of the Multi Function Room on Sunday 25th September 2022 for a Christening from 8:00am - 6:00pm	DB	12/07/2022	95.75											15.00			6.67		
12/07/2022	127-22/23	Kerry Saunderson	Hire of the Multi Function Room on Saturday 8th July 2023 for a Year 6 School Prom from 2:00pm - 7:00pm	DB	12/07/2022	50.00											45.75	50.00				
15/06/2022	095-22/23	Richard Deers	Hire of the Multi Function Room on Saturday 22nd October 2022 for an 18th Birthday Party from 4:30pm - 12:00am	DB	12/07/2022	92.50																
03/05/2022	023-22/23	Ralph (Liverpool Harmony Club)	Room Hire for May 2022	Chq	13/07/2022	40.00												92.50				
08/06/2022	077-22/23	Ralph (Liverpool Harmony Club)	Room Hire for June 2022	Chq	13/07/2022	60.00											40.00					
04/07/2022	116-22/23	Ralph (Liverpool Harmony Club)	Room Hire for July 2022	Chq	13/07/2022	60.00											60.00					
20/05/2022	053-22/23	Jo Dry	Hire of the Multi Function Room on Sunday 17th July 2022 for a Collection Point for some sporting people from 3:00pm - 8:00pm	DB	14/07/2022	100.00											60.00					
NA	NA	Deposit Acc	Internet Transfer	DB	19/07/2022	12,000.00				12,000.00							100.00					
04/07/2022	120-22/23	Deafness Resource Centre	Room Hire for July 2022	DB	19/07/2022	80.00																
04/07/2022	118-22/23	Lynn Titherington (Slimming World)	Room Hire for July 2022	DB	20/07/2022	80.00											80.00					
16/12/2022	146-22/23	Beatrice Anderton	Hire of the Council Chamber for a Free Writing Workshop	DB	20/07/2022	60.00											80.00					
31/05/2022	066-22/23	Cathy Skelly	Hire of the Multi Function Room on Saturday 29th October 2022 for an 18th Birthday Party from 2:00pm - 12:00am	DB	22/07/2022	150.00																
12/07/2022	125-22/23	Dawn Newlands	Hire of the Council Chamber & Conference Room on Tuesday 26th July 2022 for a Training Session from 1:00pm - 3:00pm	DB	22/07/2022	65.00	5.63											150.00				
04/07/2022	118-22/23	Lynn Titherington (Slimming World)	Room Hire for July 2022	DB	27/07/2022	80.00							4.17				30.00			25.00		
15/07/2022	128-22/23	Will Spencer	Hire of the Multi Function Room on Saturday 17th September 2022 for a 5th Birthday Party from 2:00pm - 6:00pm	DB	28/07/2022	50.00																
04/07/2022	113-22/23	Jenn Appleton (Kumon)	Room Hire for July 2022	DB	01/08/2022	292.50																
02/08/2022	135-22/23	Lynn Titherington (Slimming World)	Room Hire for August 2022	DB	01/08/2022	80.00											292.50					
04/07/2022	118-22/23	Lynn Titherington (Slimming World)	Room Hire for July 2022	DB	03/08/2022	80.00											80.00					
NA	NA	Deposit Acc	Internet Transfer	DB	04/08/2022	20,000.00				20,000.00							80.00					
02/08/2022	131-22/23	Jenn Appleton (Kumon)	Room Hire for August 2022	DB	05/08/2022	202.50																
04/07/2022	112-22/23	Sharon Swindells (Aerobics)	Room Hire for July 2022	DB	05/08/2022	105.00											202.50					
04/07/2022	117-22/23	Prescot Over 55's Deaf Club	Room Hire for July 2022	DB	08/08/2022	70.00											105.00					
03/05/2022	018-22/23	Tracy Shirley (Drama)	Room Hire for May 2022	DB	08/08/2022	67.00											70.00					
04/07/2022	115-22/23	Tracy Shirley (Drama)	Room Hire for July 2022	DB	08/08/2022	90.00											67.00					
NA	NA	Deposit Acc	Internet Transfer	DB	09/08/2022	5,000.00				5,000.00							90.00					
02/08/2022	135-22/23	Lynn Titherington (Slimming World)	Room Hire for August 2022	DB	10/08/2022	80.00																
02/08/2022	137-22/23	Deafness Resource Centre	Room Hire for August 2022	DB	11/08/2022	40.00											80.00					
27/07/2022	129-22/23	Elaine McCauley	Hire of the Multi Function Room on Saturday 12th November 2022 for a Baby Shower from 3:00pm - 8:00pm	DB	12/08/2022	40.00																
16/07/2021	054-21/22	Emmi Gee	Hire of the Multi Function Room on Sunday 28th August 2022 for a Christening from 12:00pm - 7:00pm	DB	13/08/2022	232.75	22.17										40.00					
02/08/2022	135-22/23	Lynn Titherington (Slimming World)	Room Hire for August 2022	DB	17/08/2022	80.00											99.75			110.83		
						569,545.96	735.96	326,171.00	1,248.80	219,000.00	-	955.27	73.36	2,993.02	600.00	13,679.00	1,855.20	21.00	1,858.34	355.01	-	-

First payment received will be classed as bond until the bond payment is covered all payments after bond will be classed at VAT

Invoice Date	Invoice Number	Customer	Invoice Detail	Cash / Chq / DB	Date Banked	Sales Ledger Gross	Vat	Non Business Precept	Non Output HMRC	Non Output Transfers	Business Exempt Non Vatable Grant Income	Business Exempt Non Vatable Bank Interest	Ask Alex Misc	Food stall, donkeys, ice cream man (bus taxable) Vatable Event Income	Business Exempt Non Vatable Event Lettings (stalls)	Business Exempt Non Vatable Lettings	Non Output Non Vatable Bond	Non Output Non Vatable TEN Licence	All Business taxable Vatable Table Cloths, Sashes & Decorations (Net figure)	All Business taxable Vatable Catering	Business Exempt Non Vatable Bar Concession	Business Exempt Non Vatable Future Years Bookings ie After 31st March 2023
03/03/2022	205-21/22	Linzi Donnellan	Hire of the Multi Function Room on Saturday 15th October 2022 for a 18th Birthday Party from 4:00pm - 1:00am	DB	20/08/2022	137.00																
02/08/2022	135-22/23	Lynn Titherington (Slimming World)	Room Hire for August 2022	DB	22/08/2022	80.00													107.00			
15/07/2022	128-22/23	Will Spencer	Hire of the Multi Function Room on Saturday 17th September 2022 for a 5th Birthday Party from 2:00pm - 6:00pm	DB	30/08/2022	80.00																
30/08/2022	141-22/23	Angela Snag	Hire of the Multi Function on Saturday 9th September 2023 for a Wedding from 7:00pm - 12:00am	DB	31/08/2022	100.00																
31/05/2022	066-22/23	Cathy Skelly	Hire of the Multi Function Room on Saturday 29th October 2022 for an 18th Birthday Party from 2:00pm - 12:00am	DB	06/09/2022	436.00	31.00															
01/09/2022	148-22/23	Lynn Titherington (Slimming World)	Room Hire for September 2022	DB	07/09/2022	80.00													155.00			
01/09/2022	150-22/23	Deafness Resource Centre	Room Hire for September 2022	DB	07/09/2022	40.00																
02/08/2022	130-22/23	Sharon Swindells (Aerobics)	Room Hire for August 2022	DB	07/09/2022	120.00																
02/08/2022	134-22/23	Prescot Over 55's Deaf Club	Room Hire for August 2022	DB	08/09/2022	70.00																
01/09/2022	148-22/23	Lynn Titherington (Slimming World)	Room Hire for September 2022	DB	14/09/2022	80.00																
NA	NA	Deposit Acc	Internet Transfer	DB	15/09/2022	12,000.00				12,000.00												
04/07/2022	114-22/23	Paul Murphy (Martial Arts)	Room Hire for July 2022	Cash	16/09/2022	60.00																
02/08/2022	132-22/23	Paul Murphy (Martial Arts)	Room Hire for August 2022	Cash	16/09/2022	40.00																
19/08/2022	140-22/23	Ruby Viney	Hire of the Multi Function Room on Sunday 13th November 2022 for a 7th Birthday Party from 12:00pm - 2:30pm	Cash	16/09/2022	30.00																
15/09/2022	152-22/23	Hannah Sharp	Refreshments for a Work Meeting on Tuesday 6th September 2022 from 5:00pm - 7:30pm	DB	20/09/2022	30.00																
15/08/2022	139-22/23	Hannah Sharp	Hire of the Council Chamber on Tuesday 6th September 2022 for a Working Meeting from 5:00pm - 7:30pm	DB	20/09/2022	42.50	0.83						4.17									
05/07/2022	123-22/23	Joe Hindley	Hire of the Multi Function Room on Sunday 25th September 2022 for a Christening from 8:00am - 6:00pm	DB	20/09/2022	287.25	22.17															
16/09/2022	154-22/23	Ruth Allan	Hire of the Multi Function Room on Sunday 30th October 2022 for a 7th Birthday Party from 2:00pm - 5:00pm	DB	20/09/2022	110.00																
03/03/2022	205-21/22	Linzi Donnellan	Hire of the Multi Function Room on Saturday 15th October 2022 for a 18th Birthday Party from 4:00pm - 1:00am	DB	21/09/2022	100.00	31.00															
02/08/2022	133-22/23	Ralph (Liverpool Harmony Club)	Room Hire for August 2022	Chq	22/09/2022	40.00																
04/07/2022	117-22/23	Prescot Over 55's Deaf Club	Room Hire for July 2022	Chq	22/09/2022	13.00																
01/09/2022	148-22/23	Lynn Titherington (Slimming World)	Room Hire for September 2022	DB	22/09/2022	80.00																
01/09/2022	148-22/23	Lynn Titherington (Slimming World)	Room Hire for September 2022	DB	28/09/2022	80.00																
NA	NA	Wayne Vander Wheel	Refund of deposit for Wheel of Death show for Prescot Carnival 2022	DB	04/10/2022	348.75																
02/08/2022	136-22/23	KMBC - Tom Baker	Room Hire for August 2022	DB	04/10/2022	45.00								348.75								
04/07/2022	119-22/23	KMBC - Tom Baker	Room Hire for July 2022	DB	04/10/2022	45.00																

569,545.96	735.96	326,171.00	1,248.80	219,000.00	-	955.27	73.36	2,993.02	600.00	13,679.00	1,855.20	21.00	1,858.34	355.01
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Invoice Date	Invoice Number	Customer	Invoice Detail	Cash / Chq / DB	Date Banked	Sales Ledger Gross	Vat	Non Business Precept	Non Output HMRC	Non Output Transfers	Business Exempt Non Vatable Grant Income	Business Exempt Non Vatable Bank Interest	Ask Alex Misc	Food staff, donkeys, ice cream man (Bus taxable) Vatable Event Income	Business Exempt Non Vatable Event Lettings (stalls)	Business Exempt Non Vatable Lettings	Non Output Non Vatable Bond	Non Output Non Vatable TEN Licence	All Business taxable Vatable Table Cloths, Sashes & Decorations (Net figure)	All Business taxable Vatable Catering	Business Exempt Non Vatable Bar Concession	Business Exempt Non Vatable Future Years Bookings ie After 31st March 2023	
04/10/2022	159-22/23	Sarah Quayle	Hire of the Multi Function Room on Sunday 2nd July 2023 for a Kids Birthday Party from 12:30pm - 3:30pm	DB	04/10/2022	110.00																	
01/09/2022	143-22/23	Jenn Appleton (Kumon)	Room Hire for September 2022	DB	05/10/2022	262.50										60.00	50.00						
10/10/2022	166-22/23	Lynn Titherington (Slimming World)	Room Hire for October 2022	DB	05/10/2022	80.00										262.50							
04/10/2022	157-22/23	Georgia McCulloch	Hire of the Multi Function Room on Saturday 14th January 2023 for a 1st Birthday Party from 2:00pm - 6:00pm	DB	06/10/2022	39.50										80.00							
01/09/2022	142-22/23	Sharon Swindells (Aerobics)	Room Hire for September 2022	DB	07/10/2022	90.00																	
01/09/2022	147-22/23	Prescot Over 55's Deaf Club	Room Hire for September 2022	DB	10/10/2022	70.00										90.00		39.50					
16/09/2022	153-22/23	Hayley Harrison	Hire of the Council Chamber on Tuesday 4th October 2022 for a Foster Carer Support Group from 11:00am - 2:00pm	DB	11/10/2022	80.00	5.83																
11/10/2022	172-22/23	Ashleigh Harrison	Hire of the Multi Function Room on Sunday 6th November 2022 for a Christening from 1:30pm - 5:30pm	DB	11/10/2022	37.50							4.17								25.00		
10/10/2022	168-22/23	Deafness Resource Centre	Room Hire for October 2022	DB	12/10/2022	40.00																	
10/10/2022	166-22/23	Lynn Titherington (Slimming World)	Room Hire for October 2022	DB	12/10/2022	80.00										40.00		37.50					
NA	NA	Deposit Acc	Internet Transfer	DB	13/10/2022	15,000.00				15,000.00						80.00							
04/10/2022	158-22/23	Mr and Mrs Lawton	Hire of the Multi Function Room on Saturday 5th November 2022 for a 7th Birthday Party from 2:00pm - 4:00pm	DB	18/10/2022	22.50																	
15/06/2022	095-22/23	Richard Deers	Hire of the Multi Function Room on Saturday 22nd October 2022 for an 18th Birthday Party from 4:30pm - 12:00am	DB	18/10/2022	285.50	4.67																
NA	NA	Deposit Acc	Internet Transfer	DB	19/10/2022	10,000.00										150.00	107.50			23.33			
10/10/2022	166-22/23	Lynn Titherington (Slimming World)	Room Hire for October 2022	DB	19/10/2022	80.00				10,000.00						80.00							
14/10/2022	174-22/23	Faye Wade	Hire of the Multi Function Room on Saturday 19th November 2022 for a 6th Birthday Party from 2:00pm - 6:00pm	DB	19/10/2022	60.00																	
01/09/2022	149-22/23	KMBC - Tom Baker	Room Hire for September 2022	DB	25/10/2022	45.00										10.00	50.00						
17/10/2022	171-22/23	Sophie Cobain	Hire of the Council Chamber on Monday 28th November 2022 for a Meeting from 5:00pm - 7:30pm	DB	26/10/2022	102.50	10.83									45.00							
10/10/2022	166-22/23	Lynn Titherington (Slimming World)	Room Hire for October 2022	DB	26/10/2022	80.00							4.17			37.50					50.00		
12/10/2022	173-22/23	Jessica Hill	Hire of the Council Chamber on Thursday 3rd November 2022 for a Team Meeting from 9:30am - 11:00am	DB	27/10/2022	36.50	2.33									80.00							
11/10/2022	172-22/23	Ashleigh Harrison	Hire of the Multi Function Room on Sunday 6th November 2022 for a Christening from 1:30pm - 5:30pm	DB	28/10/2022	112.50	3.33									22.50					11.67		
13/06/2022	091-22/23	Lindiann Sutton	Hire of the Council Chamber on Thursday 7th July 2022 for a Team Meeting from 1:00pm - 3:00pm	DB	28/10/2022	110.00	13.33									80.00	12.50			16.67			
04/10/2022	158-22/23	Mr and Mrs Lawton	Hire of the Multi Function Room on Saturday 5th November 2022 for a 7th Birthday Party from 2:00pm - 4:00pm	DB	31/10/2022	67.50										30.00				66.67			
10/10/2022	166-22/23	Lynn Titherington (Slimming World)	Room Hire for October 2022	DB	02/11/2022	80.00										40.00							
10/10/2022	160-22/23	Sharon Swindells (Aerobics)	Room Hire for October 2022	DB	04/11/2022	120.00										80.00							
																120.00							
						569,545.96	735.96	326,171.00	1,248.80	219,000.00	-	955.27	73.36	2,993.02	600.00	13,679.00	1,855.20	21.00	1,858.34	355.01	-	-	



First payment received will be classed as bond until the bond payment is covered all payments after bond will be classed at VAT

Invoice Date	Invoice Number	Customer	Invoice Detail	Cash / Chq / DB	Date Banked	Sales Ledger Gross	Vat	Precept	HMRC	Transfers	Grant Income	Bank Interest	Misc	Event Income	Event Lettings (stalls)	Lettings	Bond	TEN Licence	All Business taxable Vatable	All Business taxable Vatable	Business Exempt Non Vatable	Bar Concession	Future Years Bookings ie After 31st March 2023
NA	NA	Deposit Acc	Internet Transfer	DB	01/12/2022	3,500.00				3,500.00													
NA	NA	Deposit Acc	Internet Transfer	DB	02/12/2022	18,000.00				18,000.00													
03/11/2022	178-22/23	Jenn Appleton (Kumon)	Room Hire for November 2022	DB	02/12/2022	337.50										337.50							
25/11/2022	195-22/23	Jenn Appleton (Kumon)	Hire of the Council Chamber on Saturday 26th November 2022 for Enrolments from 9:00am - 11:00am	DB	02/12/2022	40.00										40.00							
01/12/2022	206-22/23	Juanita Steel	Room Hire for December 2022	DB	02/12/2022	30.00										30.00							
05/12/2022	209-22/23	Alison Mellows	Hire of the Multi Function Room on Sunday 22nd January 2023 for a 6th Birthday Party from 10:00am - 2:00pm	DB	05/12/2022	32.50										32.50							
N/A	N/A	The Veolia Env Trust	Funding for Browns Field Play Equipment	DB	07/12/2022	37,500.00					37,500.00												
01/12/2022	202-22/23	Lynn Titherington (Slimming World)	Room Hire for December 2022	DB	07/12/2022	60.00										60.00							
10/10/2022	169-22/23	Natasha Holmes	Hire of the Council Chamber & Conference Room for Diabetes Prevention Programme in October 2022	DB	08/12/2022	22.50										22.50							
03/11/2022	186-22/23	Natasha Holmes	Hire of the Council Chamber & Conference Room for Diabetes Prevention Programme in November 2022	DB	08/12/2022	45.00										45.00							
03/11/2022	182-22/23	Prescot Over 55's Deaf Club	Room Hire for November 2022	DB	08/12/2022	70.00										70.00							
01/12/2022	205-22/23	Natasha Holmes	Hire of the Council Chamber & Conference Room for Diabetes Prevention Programme in December 2022	DB	08/12/2022	22.50										22.50							
05/12/2022	208-22/23	Amie Williams	Hire of the Multi Function Room on Saturday 11th March 2023 for a 1st Birthday Party from 2:00pm - 6:30pm	DB	08/12/2022	40.00											40.00						
03/11/2022	177-22/23	Sharon Swindells (Aerobics)	Room Hire for November 2022	DB	08/12/2022	135.00										135.00							
01/12/2022	204-22/23	Deafness Resource Centre	Room Hire for December 2022	DB	12/12/2022	20.00										20.00							
03/01/2023	210-22/23	Deafness Resource Centre	Room Hire for January 2023	DB	12/12/2022	20.00										20.00							
25/10/2022	175-22/23	Rosemary Tyler	Hire of the Meeting Room on Wednesday 2nd November 2022 for Working on research on Prescot Heritage	Cash	14/12/2022	15.00										15.00							
02/11/2022	176-22/23	Rosemary Tyler	Hire of the Meeting Room on Monday 7th November 2022 for Working on research on Prescot Heritage	Cash	14/12/2022	15.00										15.00							
19/08/2022	140-22/23	Ruby Viney	Hire of the Multi Function Room on Sunday 13th November 2022 for a 7th Birthday Party from 12:00pm - 2:30pm	Cash	14/12/2022	70.00										70.00							
01/09/2022	144-22/23	Paul Murphy (Martial Arts)	Room Hire for September 2022	Cash	14/12/2022	120.00										120.00							
10/10/2022	162-22/23	Paul Murphy (Martial Arts)	Room Hire for October 2022	Cash	14/12/2022	160.00										160.00							
10/10/2022	164-22/23	Ralph (Liverpool Harmony Club)	Room Hire for October 2022	Cash	14/12/2022	80.00										80.00							
03/11/2022	181-22/23	Ralph (Liverpool Harmony Club)	Room Hire for November 2022	Cash	14/12/2022	40.00										40.00							
14/11/2022	189-22/23	Erika Szekeres	Hire of the Multi Function Room on Saturday 4th March 2023 for a 18th Birthday Party from 3:00pm - 12:00am	Cash	14/12/2022	115.00											115.00						
NA	NA	Deposit Acc	Internet Transfer	DB	14/12/2022	30,000.00				30,000.00													
01/12/2023	202-22/23	Lynn Titherington (Slimming World)	Room Hire for December 2022	DB	14/12/2022	80.00										80.00							
01/09/2022	146-22/23	Ralph (Liverpool Harmony Club)	Room Hire for September 2022	Chq	21/12/2022	80.00										80.00							
01/12/2023	202-22/23	Lynn Titherington (Slimming World)	Room Hire for December 2022	DB	21/12/2022	80.00										80.00							
18/11/2022	193-22/23	Georgia Blackburn	Hire of the Multi Function Room on Saturday 7th January 2023 for a Baby Shower from 2:00pm - 6:30pm	DB	29/12/2023	168.00	14.00									84.00						70.00	
14/11/2022	190-22/23	Kieran Crowney	Hire of the Multi Function Room on Friday 27th January 2023 for a Wedding from 5:00pm - 11:00pm	DB	29/12/2023	251.00	28.50									80.00							

660,694.96	778.46	326,171.00	1,248.80	270,500.00	37,500.00	955.27	73.36	2,993.02	600.00	15,368.00	2,060.20	21.00	2,070.84	355.01	-	-
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Less YE debtors and non income plus Deposit acc interest 388,649.06



PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

19th JANUARY 2023

REPORT TITLE:

Orders and Payment Authorisation

BACKGROUND TO THE REPORT:

In accordance with the requirements of Financial Regulations 4.1 and 4.8 the responsible financial officer is required to submit for approval a list of all receipts and payments to date.

PURPOSE OF REPORT:

To provide Members with details of all payments to date not previously approved

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

Approval Date	Payment Voucher No.	Supplier	Description	Date Cleared Bank Account	Gross
01/07/2022	143	CF Corporate Finance	Printer Lease Charge	01/07/2022	77.40
01/07/2022	144	Prism Solutions	Telephones	01/07/2022	169.96
28/06/2022	107	King Bounce A lot	Hire of Inflatables for Prescot Carnival 2022	05/07/2022	1,500.00
05/07/2022	109	Lindsey D'Cruxe	Reimbursement of Security Bond	05/07/2022	50.00
05/07/2022	111	Collin Hughes	To install and remove Prescot Carnival banner	05/07/2022	70.00
05/07/2022	112	Lyreco	Stationary & Cleaning & Hygiene	05/07/2022	278.83
05/07/2022	113	ICS	Smoke multi use area keeps faulting, repair to reset button	05/07/2022	144.00
05/07/2022	116	Nicky's Laundry	Laundry	05/07/2022	38.50
05/07/2022	N/A	HSBC	Total Charges	05/07/2022	10.00
05/07/2022	110	Nicola Chesworth	Reimbursement of Security Bond	06/07/2022	50.00
07/07/2022	126	Amazon	Squegee & Microber Window Scrubber	08/07/2022	13.98
07/07/2022	127	Amazon	Small paper clips	08/07/2022	4.99
07/07/2022	128	Amazon	X2 Henry Hoover Vacuum Bags - pack of 5	08/07/2022	15.98
07/07/2022	125	WaterPlus	Water & Wastewater Bill 03/06/2022 - 02/07/2022 (Eaton Street)	08/07/2022	11.00
07/07/2022	124	Prescot Hockey Club	Community Fund Application	08/07/2022	480.00
11/07/2022	130	SSE	Gas Bill from 01/06/2022 - 30/06/2022 (Town Hall)	11/07/2022	50.64
12/07/2022	129	Christine Daly	Refund of deposit for room hire on 04/09/2022	12/07/2022	50.00
13/07/2022	145	ICO	Licence	13/07/2022	35.00
18/07/2022	132	Jane McEgan	Reimbursement of Security Bond	18/07/2022	50.00
18/07/2022	133	Nicky's Laundry	Laundry	18/07/2022	28.00
18/07/2022	147	DRAX	Electricity Bill 01/06/2022 - 30/06/2022 (Town Hall)	18/07/2022	374.09
19/07/2022	135	WaterPlus	Water & Wastewater Bill 11/06/2022 - 10/07/2022 (Browns Field)	19/07/2022	8.30
19/07/2022	134	WaterPlus	Water & Wastewater Bill 14/06/2022 - 13/07/2022 (Town Hall)	19/07/2022	171.40
13/07/2022	131	ASL	Photocopying & Printing	19/07/2022	71.42
19/07/2022	136	Joanne Burke	Food for Recognition Awards	19/07/2022	51.30
20/07/2022	148	B&M Waste Services	Bin Collection for June 2022	20/07/2022	166.57
20/07/2022	137	Kirkby Skips Ltd	Skip for Prescot Carnival 2022	21/07/2022	240.00
21/07/2022	138	Medals for Schools	Medals for Recognition Awards	21/07/2022	52.80
25/07/2022	139	Cliff Pat Cook	Glassware and plates for Recognition Awards	22/07/2022	106.00
25/07/2022	140	Cliff Tom Large	Bottles of Prosecco for Recognition Awards	22/07/2022	165.75
25/07/2022	141	Nicky's Laundry	Laundry	22/07/2022	26.00
25/07/2022	149	Prism Solutions	IT Services	25/07/2022	234.29
25/07/2022	150	KMBC	PTC Salaries	25/07/2022	12,065.07
26/07/2022	142	Amazon	Door Turn Catch for Tombola - Polished Chrome	26/07/2022	7.11
26/07/2022	146	Joanne Burke	Food for Recognition Awards	26/07/2022	56.05
26/07/2022	151	HSBC	Petty Cash	26/07/2022	213.75
29/07/2022	153	Lady Margaret Bowling Club	Community Fund Application	29/07/2022	498.50
29/07/2022	154	Evoiving Mindset CIC	Community Fund Application	29/07/2022	500.00
01/08/2022	157	Joanne Burke	Food for Recognition Awards	01/08/2022	198.75
01/08/2022	158	Pat Cook	Food for Recognition Awards	01/08/2022	57.30
01/08/2022	164	Prism Solutions	Telephones	01/08/2022	168.58
01/08/2022	155	Lyreco	Office Supplies, Cleaning Products and Items for Recognition Awards	02/08/2022	175.43
01/08/2022	156	LampstopOnline	10x Dulux Light Bulbs	02/08/2022	44.66
24/08/2022	159	135 Online Radio	PA Announcer for Recognition Awards	04/08/2022	50.00
24/08/2022	N/A	HSBC	Total Charges	04/08/2022	25.34
25/08/2022	160	WaterPlus	Water and Wastewater Bill 03/07/2022 - 02/08/2022 (Eaton Street)	05/08/2022	11.28
28/08/2022	162	Nicky's Laundry	Laundry	08/08/2022	86.00
29/08/2022	163	SSE	Gas Bill 01/07/2022 - 31/07/2022 (Town Hall)	09/08/2022	47.64
29/08/2022	165	KMBC	Grounds Maintenance for Prescot Town Council 01/04/2022 - 31/03/2023 (Installation 1 out of 8)	09/08/2022	3,287.59
29/08/2022	175	DRAX	Electricity Bill 01/07/2022 - 31/07/2022 (Town Hall)	17/08/2022	460.26
2/08/2022	176	B&M Waste Services	Bin Collection for July 2022	22/08/2022	229.67
3/08/2022	177	HSBC	Commercial Card	23/08/2022	256.31
4/08/2022	178	KMBC	PTC Salaries	24/08/2022	12,156.08
5/08/2022	179	Prism Solutions	IT Services	25/08/2022	234.29
2/08/2022	173	Amazon	3x Book of Condolence	31/08/2022	98.85
2/08/2022	172	Amazon	A4 Black Card	31/08/2022	10.79
2/08/2022	171	Amazon	Black A4 Aluminium Picture Frame	31/08/2022	5.99
2/08/2022	170	Amazon	Red & White Hazard Tape	31/08/2022	7.65
8/08/2022	168	WaterPlus	Water & Wastewater Bill 11/07/2022 - 10/08/2022 (Browns Field)	31/08/2022	8.58
8/08/2022	169	WaterPlus	Water & Wastewater Bill 14/07/2022 - 13/08/2022 (Town Hall)	31/08/2022	176.54
8/08/2022	167	ASL	Photocopying & Printing	31/08/2022	46.56
2/08/2022	166	Janitorial Direct	Lemon Heavy Duty Cleaner Sitr	31/08/2022	16.48
1/09/2022	174	Emmi Gee	Reimbursement of Security Bond	01/09/2022	50.00
1/09/2022	210	Prism Solutions	Telephones	01/09/2022	168.88
1/09/2022	N/A	HSBC	Total Charges	04/09/2022	12.71
1/09/2022	183	WaterPlus	Water & Wastewater Bill 03/08/2022 - 02/09/2022 (Eaton Street)	07/09/2022	17.05
1/09/2022	182	WaterPlus	Water & Wastewater Bill 11/08/2022 - 31/08/2022 (Browns Field)	07/09/2022	8.69
1/09/2022	181	Powercare	Repair to Filmap Genie	07/09/2022	91.76
1/09/2022	185	ICS	Replaced faulty smoke and head detector	09/09/2022	451.70
1/09/2022	184	Janitorial Direct	X2 Carefree Stride	09/09/2022	65.70
1/09/2022	186	Nicky's Laundry	Laundry	09/09/2022	79.00
1/09/2022	209	KMBC	Grounds Maintenance for Prescot Town Council 01/04/2022 - 31/03/2023 (Installation 2 out of 8)	09/09/2022	3,287.59
1/09/2022	188	Vicky Gibson	Reimbursement of Security Bond	12/09/2022	50.00
1/09/2022	191	Amazon	Hussell Hobbs Black Digital Microwave	12/09/2022	84.98
1/09/2022	190	A&G Community Schemes	Insurance Policy with Hiscox 01/06/2022 - 31/05/2023	12/09/2022	752.39
1/09/2022	187	SSE	Gas Bill 01/08/2022 - 31/08/2022 (Town Hall)	12/09/2022	43.41
1/09/2022	192	Cliff Joanne Burke	Mayoral Allowance 22/23	13/09/2022	850.00
1/09/2022	195	Shaw Compliance	Emergency Light Test, Fire Extinguisher and PAT Testing	13/09/2022	288.00
1/09/2022	196	Shaw Compliance	Emergency Light Test, Fire Alarm, PAT and Fire Extinguisher Testing (Pavilion)	13/09/2022	294.00
1/09/2022	193	ASL	Photocopying & Printing	15/09/2022	12.01
1/09/2022	194	Amazon	Heavy Duty Bungee Cord - Pack of 5	15/09/2022	11.83
1/09/2022	197	Initial	2x Turk Xpress White Hand Towels	15/09/2022	97.37
1/09/2022	198	Nicky's Laundry	Laundry	15/09/2022	29.00
1/09/2022	200	WaterPlus	Water & Wastewater 14/08/2022 - 13/09/2022 (Town Hall)	20/09/2022	268.85
1/09/2022	199	Will Spencer	Reimbursement of Security Bond	20/09/2022	50.00
1/09/2022	214	DRAX	Electricity Bill 01/08/2022 - 31/08/2022 (Town Hall)	20/09/2022	372.60
1/09/2022	211	B&M Waste Services	Bin Collection for August 2022	20/09/2022	215.94
1/09/2022	215	HSBC	Commercial Card	22/09/2022	191.10
1/09/2022	201	Joe Hindley	Reimbursement of Security Bond	26/09/2022	50.00
1/09/2022	213	Prism Solutions	IT Services	26/09/2022	234.29
1/09/2022	212	KMBC	PTC Salaries	26/09/2022	12,135.11
1/09/2022	202	Roller Shutter Services Ltd	Annual Roller Shutter Service	28/09/2022	475.20
1/09/2022	207	Jake Shaw	Performance by the band Juke at Prescot Carnival 2022	30/09/2022	100.00
1/09/2022	206	Nicky's Laundry	Laundry	30/09/2022	102.00

Prescot Town Council

Payment List Quarter 1 - Payments July - December 2022

03/10/2022	248	CF Corporate Finance	Printer Lease Charge	03/10/2022	77.40
03/10/2022	249	Prism Solutions	Telephones	03/10/2022	172.13
03/10/2022	208	Lyreco	Office Supplies and Cleaning Products	04/10/2022	109.87
05/10/2022	218	WaterPlus	Water & Wastewater Bill 01.09.22 - 30.09.22 (Browns Field)	05/10/2022	8.30
05/10/2022	N/A	HSBC	Total Charges	05/10/2022	8.00
07/10/2022	219	WaterPlus	Water & Wastewater Bill 03.09.22 - 02.10.22 (Eaton Street)	06/10/2022	11.00
07/10/2022	205	Prescot Mission Christmas Dinner	Community Fund Application	07/10/2022	500.00
07/10/2022	220	Nicky's Laundry	Laundry	07/10/2022	24.00
10/10/2022	250	KMBC	Grounds Maintenance for Prescot Town Council 01/04/2022 - 31/03/2023 (Installation 3 out of 8)	10/10/2022	3,287.59
10/10/2022	221	SSE	Gas Bill 01/09/2022 - 30/09/2022 (Town Hall)	11/10/2022	63.11
13/10/2022	225	Amazon	X2 Galaxy Hot Chocolate 1kg (Pack of 5)	13/10/2022	58.68
13/10/2022	226	Amazon	Nescafe Instant Coffee 1kg	13/10/2022	28.48
13/10/2022	223	Amazon	Titanium Soft Grip Scissors - pack of 3	13/10/2022	14.98
13/10/2022	222	Amazon	Satin Ribbon Double Face - Forest Green	13/10/2022	10.58
13/10/2022	224	ASL	Photocopying & Printing	13/10/2022	48.19
17/10/2022	234	Amazon	2 Toilet Seat Hinges Repair Kit	17/10/2022	16.47
17/10/2022	233	Amazon	12x Pos Marksman Drain Rod Set	17/10/2022	19.91
17/10/2022	228	Streetwise UK	Update Lettering for 2022	17/10/2022	45.00
17/10/2022	231	Amazon	6x Elf Disposable Paper Cups and Lids (Pack of 50)	17/10/2022	143.94
17/10/2022	230	Amazon	Tea & Coffee Stirers (1000)	17/10/2022	7.99
17/10/2022	229	Amazon	County Range Whole Orange Cordial 1 x 5lit	17/10/2022	11.96
17/10/2022	227	WaterPlus	Water & Wastewater Bill 14/09/2022 - 13/10/2022 (Town Hall)	17/10/2022	174.29
17/10/2022	232	ASL	Annual service Period 24/10/2022 - 23/10/2023	17/10/2022	11.76
17/10/2022	236	Amazon	3x Paper Serviettes Soft Napkins (Red)	18/10/2022	16.65
17/10/2022	235	Amazon	3x Haribo Mini Marshmallows (1kg)	18/10/2022	25.35
19/10/2022	238	YPO	15x Christmas Wreaths (pack of 30)	19/10/2022	121.68
19/10/2022	240	Amazon	Freshers Blackcurrant Cordial 5L	19/10/2022	16.94
19/10/2022	241	Amazon	25 pack of Key Tags - Key Rings	19/10/2022	6.98
19/10/2022	237	Care Quick	Service Period 10/10/2022 - 22/05/2023 - CC Mini Jumbo Toilet Roll	19/10/2022	147.24
19/10/2022	252	DRAX	Call out charge for air conditioning unit in cellar	19/10/2022	133.20
20/10/2022	242	Amazon	Electricity Bill 01/09/2022 - 30/09/2022 (Town Hall)	19/10/2022	384.80
20/10/2022	243	ICS	3x4 Enormous Jumbo XL Clothing Laundry Bags	20/10/2022	24.99
20/10/2022	244	ICS	Opened external board and remade connections - 22/09/2022	20/10/2022	144.00
20/10/2022	245	Screen Positive Ltd	Check the system due to Fire Alarm Fault	20/10/2022	144.00
20/10/2022	246	Prescot Parish Church	Prescot Christmas Cracker Banners	20/10/2022	210.00
20/10/2022	251	B&M Waste Services	Contribution towards the Town Clock	20/10/2022	500.00
21/10/2022	247	Nicky's Laundry	Bin Collection for September 2022	20/10/2022	215.26
24/10/2022	262	HSBC	Laundry	21/10/2022	79.50
24/10/2022	261	KMBC	Commercial Card	24/10/2022	127.69
25/10/2022	263	Prism Solutions	PTC Salaries	24/10/2022	11,881.77
31/10/2022	257	Cathy Skelly	IT Services	25/10/2022	234.29
31/10/2022	258	Ruth Allan	Reimbursement of Security Bond	31/10/2022	200.00
31/10/2022	256	Richard Dears	Reimbursement of Security Bond	31/10/2022	50.00
31/10/2022	255	The Fun Experts	Reimbursement of Security Bond	31/10/2022	200.00
31/10/2022	254	Prescot Festival	Contribution towards Prescot Festival	31/10/2022	2,676.00
31/10/2022	259	Amazon	20x Cadburys Selection Packs - Box of 24	31/10/2022	485.95
31/10/2022	260	Amazon	20x Cadburys Selection Packs - Box of 24	31/10/2022	485.95
31/11/2022	294	Prism Solutions	20x Cadburys Selection Packs - Box of 24	01/11/2022	488.58
31/11/2022	268	Amazon	Classic Game Connect 4	03/11/2022	11.37
31/11/2022	269	Amazon	Hasbro Gaming Boggle	03/11/2022	10.38
31/11/2022	270	Amazon	Folding Snakes & Ladders Board Game	03/11/2022	9.16
31/11/2022	271	Amazon	Hasbro Gaming Jenga Classic	03/11/2022	9.90
31/11/2022	272	Amazon	4x Playing Cards, 3x Dominoes and Scrabble	03/11/2022	50.67
31/11/2022	273	Amazon	Yartzee Score Pad Board Game	03/11/2022	13.64
21/11/2022	266	Lyreco	Office Supplies and Cleaning Products	03/11/2022	123.64
21/11/2022	264	Linzi Donnellan	Reimbursement of Security Bond	03/11/2022	184.30
4/11/2022	274	WaterPlus	18x Cadburys Selection Packs - Box of 24	03/11/2022	437.95
4/11/2022	275	Nicky's Laundry	Water and Wastewater Bill - 01/10/2022 - 31/10/2022 (Browns Field)	04/11/2022	8.58
4/11/2022	N/A	HSBC	Laundry	04/11/2022	94.00
7/11/2022	277	Ashleigh Harrison	Total Charges	04/11/2022	13.95
7/11/2022	278	WaterPlus	Reimbursement of Security Bond	07/11/2022	50.00
7/11/2022	276	Geoff Lawton	Waste and Wastewater Bill 03/10/2022 - 02/11/2022 (Eaton Street)	07/11/2022	11.28
31/11/2022	287	Turtle Engineering Limited	Reimbursement of Security Bond	07/11/2022	50.00
31/11/2022	279	SSE	Bleed Control Cabinet - Locked - with bleed kit	09/11/2022	510.00
31/11/2022	295	KMBC	Gas Bill 01/10/2022 - 31/10/2022 (Town Hall)	09/11/2022	104.46
1/11/2022	280	Amazon	Grounds Maintenance for Prescot Town Council 01/04/2022 - 31/03/2023 (Installation 4 out of 8)	09/11/2022	3,287.59
1/11/2022	282	Peter Athans - Musician	3x 8 pack of disposable tablecloths	11/11/2022	50.97
1/11/2022	281	Nicky's Laundry	Bugler to perform at the Armistice Day Service 11/11/2022	11/11/2022	80.00
1/11/2022	283	Elaine McCaulley	Laundry	14/11/2022	26.00
1/11/2022	284	Ruby Viney	Reimbursement of Security Bond	14/11/2022	50.00
1/11/2022	285	Imperative Training Ltd	Reimbursement of Security Bond	14/11/2022	50.00
1/11/2022	286	VSP Printing	CC3 - Physio Control Lifepak Faediatric Defbrilla	15/11/2022	91.14
1/11/2022	287	ASL	2000 A5 Leaflets and 30 A4 Posters Christmas Cracker and Senior Citizen drop in	15/11/2022	105.00
1/11/2022	288	WaterPlus	Photocopying & Printing	16/11/2022	46.50
1/11/2022	300	DRAX	Water and Wastewater bill 14/10/2022 - 13/11/2022 (Town Hall)	16/11/2022	179.43
1/11/2022	289	Knowsley Lift Services Ltd	Electricity Bill 01/10/2022 - 31/10/2022 (Town Hall)	18/11/2022	441.66
1/11/2022	290	Faye Wade	Maintenance Job - Hoist	21/11/2022	60.00
1/11/2022	301	B&M Waste Services	Reimbursement of Security Bond	21/11/2022	53.75
1/11/2022	304	HSBC	Bin Collection for October 2022	21/11/2022	264.62
1/11/2022	302	KMBC	Commercial Card	23/11/2022	88.07
1/11/2022	296	Nicky's Laundry	PTC Salaries	24/11/2022	11,908.71
1/11/2022	303	Prism Solutions	Laundry	25/11/2022	45.50
1/11/2022	299	Shaw Compliance	IT Services	25/11/2022	234.29
1/11/2022	298	Ralph Okeke	HYCO Boiler Part and 3 visits for the boiler	29/11/2022	112.00
1/11/2022	297	Edwina Mitchell	Reimbursement of Security Bond	29/11/2022	50.00
1/11/2022	N/A	HSBC	Reimbursement of Security Bond	29/11/2022	50.00
1/11/2022	305	Prescot Historic Society	Reimbursement of Security Bond	29/11/2022	83,000.00
1/11/2022	306	Hyco	Internet Transfer	29/11/2022	210.00
1/11/2022	307	Janitorial Direct	Community Fund Application	30/11/2022	817.20
1/11/2022	308	Lyreco	Microbiol wall mounted boiling water unit 16L	01/12/2022	66.90
1/11/2022	331	Prism Solutions	X2 Carefree Stride	01/12/2022	346.32
1/11/2022	309	Thomas Large	Stationary, Office Supplies and Winter Warmer Products	01/12/2022	168.89
1/11/2022	310	Nicky's Laundry	Telephones	02/12/2022	26.73
1/11/2022	311	Shaw Compliance	Mince Pies x 30 boxes for the Christmas Cracker Event	02/12/2022	52.00
1/11/2022	312	Tracey Murray	Laundry	02/12/2022	178.00
			Emergency Light testing & install new water heater	05/12/2022	79.04
			Cream & Biscuits - Xmas Cracker	05/12/2022	79.04

Payment List Quarter 1 - Payments July - December 2022

05/12/2022	313	L35 Online Radio	DJ/Presenter for Christmas Cracker Event on 03/12/2022	05/12/2022	100.00
05/12/2022	314	Lou-Pee Lou's Entertainment	3 x Mascots for Christmas Cracker Event	05/12/2022	139.00
05/12/2022	315	Jake Shaw	30 min performance for Juke Band at Christmas Cracker	05/12/2022	100.00
05/12/2022	316	Roger Bewley	Childrens Fairground ride for Christmas Cracker Event	05/12/2022	350.00
05/12/2022	317	Giggleboz Face Painting	2 x Face Painters for Christmas Cracker Event	05/12/2022	300.00
05/12/2022	318	Lumalte	Installation 2 of Yr 3 of 3 festive lighting	05/12/2022	633.60
05/12/2022	319	WaterPlus	Water and Wastewater Bill 01/11/2022 - 30/11/2022 (Browns Field)	05/12/2022	8.30
05/12/2022	N/A	HSBC	Total Charges	05/12/2022	8.00
05/12/2022	332	Public Works Loan Board	Loan Repayment	05/12/2022	17,004.80
06/12/2022	320	WaterPlus	Water and Wastewater Bill 03/11/2022 - 02/12/2022 (Eaton Street Park)	06/12/2022	13.89
07/12/2022	322	Thomas Large	Mince Pies x 30 boxes for Senior Citizen Christmas Drop in	07/12/2022	26.73
07/12/2022	321	KMBC	2nd instalment of Veolia Env Trust Grant for Browns Field Play Area Dev Project	07/12/2022	7,000.00
08/12/2022	323	Nicky's Laundry	Laundry	08/12/2022	32.50
08/12/2022	324	Amazon	10 x heavy duty tea towels	08/12/2022	12.19
08/12/2022	325	Amazon	240 x 8oz Paper Cups	08/12/2022	31.94
08/12/2022	326	Sandra Chair Covers	20 x 90" round white table cloths	08/12/2022	246.00
07/12/2022	321	KMBC	2nd instalment of Veolia Env Trust Grant for Browns Field Play Area Dev Project	08/12/2022	7,000.00
09/12/2022	327	Keiron Kenny	Performance of two singing sets at Senior Citizen Christmas Drop in events X2	09/12/2022	200.00
09/12/2022	328	SSE	Gas Bill 01/11/2022 - 30/11/2022 (Town Hall)	09/12/2022	139.79
09/12/2022	333	KMBC	Grounds Maintenance for Prescot Town Council 01/04/2022 - 31/03/2023 (instalment 5 out of 8)	09/12/2022	3,287.59
07/12/2022	321	KMBC	2nd instalment of Veolia Env Trust Grant for Browns Field Play Area Dev Project	09/12/2022	7,000.00
13/12/2022	329	Claire Spruce	Reimbursement of Security Bond	13/12/2022	50.00
07/12/2022	330	ICS	Call out charge on 31/11/2022 due to call point knocked by accident	13/12/2022	144.00
07/12/2022	321	KMBC	2nd instalment of Veolia Env Trust Grant for Browns Field Play Area Dev Project	13/12/2022	7,000.00
14/12/2022	335	The Quality Moving Group	Deliver 2 empty bags and collection of 2x shredding bags	14/12/2022	30.00
13/12/2022	334	Amazon	4x Large 80/85ltr Black Plastic Bins	14/12/2022	55.98
07/12/2022	321	KMBC	2nd instalment of Veolia Env Trust Grant for Browns Field Play Area Dev Project	14/12/2022	7,000.00
07/12/2022	321	KMBC	2nd instalment of Veolia Env Trust Grant for Browns Field Play Area Dev Project	14/12/2022	2,500.00
16/12/2022	336	Prescot Cables Football Club	Renewal of Perimeter Board	16/12/2022	250.00
16/12/2022	337	Nicky's Laundry	Laundry	16/12/2022	104.50
16/12/2022	338	WaterPlus	Water and Wastewater Bill - 14/11/2022 - 13/12/2022 (Town Hall)	16/12/2022	174.29
03/01/2023	342	DRAX	Electricity Bill 01/11/2022 - 30/11/2022 (Town Hall)	20/12/2022	510.28
03/01/2023	343	B&M Waste Services	Bin Collection for November 2022	20/12/2022	215.26
03/01/2023	344	Prism Solutions	IT Services	28/12/2022	234.29
03/01/2023	345	KMBC	PTC Salaries	28/12/2022	19,285.53

Quarterly Total **266,574.96**

Actual Running Total **653,447.33**

Less VAT 7,529.72
 Less Transfers 383,000.00
 Less Cash and Credit Card Payments from Bank 1,033.52
 Plus actual Cash and Credit Card Payments 1,014.32
 Deposit Acc Bnk Charges 481.35
 Less unrepresented payments 5,000.00
 Less Ye Creditors -

Actual Total **268,379.76**

Difference to Forecast -



BOOKINGS - PRESCOTT TOWN HALL

NAME	WEEK COMMENCING	DATE	TIMES	ROOM	EVENT	NET INCOME
Deafness Resource Centre - Naomi Webb	27 June 2022	Fri/01/07/2022	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	27 June 2022	Fri/01/07/2022	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	27 June 2022	Sat/02/07/2022	7:00pm - 11:00am	Multi Function	Slimming World	£ 80.00
Lindsey D'Cruze	27 June 2022	Sat/02/07/2022	2:00pm - 5:30pm	Multi Function	6th Birthday Party	£ 100.00
Nicola Chesworth	27 June 2022	Sun/03/07/2022	12:00pm - 4:00pm	Multi Function	3rd Birthday Party	£ 145.67
Sharon Swindels - Aerobics	04 July 2022	Mon/04/07/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Cliff Mark Burke/Cliff C Kettle - Prescott Liberal Democrats	04 July 2022	Tue/05/07/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery	£ -
Jenn Appleton - Kumon	04 July 2022	Tue/05/07/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescott Town Council	04 July 2022	Tue/05/07/2022	2:00pm - 3:30pm	Council Chamber	Shortlisting for Community Recognition Awards	
Prescott Town Council	04 July 2022	Wed/06/07/2022	10:00am - 11:00am	Council Chamber	Football Foundation funding on Browns Field	
Tracy Shirley - Drama	04 July 2022	Wed/06/07/2022	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Cliff Kai Taylor	04 July 2022	Wed/06/07/2022	6:00pm - 7:30pm	Council Chamber	Highways and Resident Meeting	£ -
Sharon Swindels - Aerobics	04 July 2022	Wed/06/07/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Lesley Brownlow	04 July 2022	Thu/07/07/2022	9:30am - 12:30pm	Council Chamber	Exams	
Lindlann Sutton - Ceracare	04 July 2022	Thu/07/07/2022	1:00pm - 3:00pm	Council Chamber	Team Meeting	£ 96.67
Jenn Appleton - Kumon	04 July 2022	Thu/07/07/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	04 July 2022	Thu/07/07/2022	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	04 July 2022	Thu/07/07/2022	7:30pm - 9:30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
NO BOOKINGS TO BE TAKEN	04 July 2022	Fri/08/07/2022	5:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	04 July 2022	Sat/09/07/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	04 July 2022	Sat/09/07/2022	11:00am - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Amanda Heron	04 July 2022	Sun/10/07/2022	1:00pm - 6:00pm	Multi Function	80th Family Gathering	£ 150.00
Sharon Swindels - Aerobics	11 July 2022	Mon/11/07/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescot South Members Surgery	11 July 2022	Tue/12/07/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Cliffs J Burke/K Taylor	£ 15.00
Jenn Appleton - Kumon	11 July 2022	Tue/12/07/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Prescot Cemetery and Churchyard	11 July 2022	Tue/12/07/2022	6:30pm - 7:30pm	Conference Room	Monthly meeting	£ -
Prescot Town Council	11 July 2022	Wed/13/07/2022	9:00am - 3:00pm	Multi Function/Council Chamber/Conf Room	Local Democracy Project - Evelyn Primary	
Tracy Shirley - Drama	11 July 2022	Wed/13/07/2022	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Friends of Eaton Street Park	11 July 2022	Wed/13/07/2022	6:00pm - 7:30pm	Council Chamber	Meeting	
Jenn Appleton - Kumon	11 July 2022	Thu/14/07/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	11 July 2022	Thu/14/07/2022	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	11 July 2022	Thu/14/07/2022	7:30pm - 9:30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Jessica Hill - Pause	11 July 2022	Fri/15/07/2022	9:30am - 11:00am	Council Chamber	Team Meeting	£ 34.17
Deafness Resource Centre - Naomi Webb	11 July 2022	Fri/15/07/2022	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	11 July 2022	Fri/15/07/2022	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
NO BOOKINGS TO BE TAKEN	11 July 2022	Fri/15/07/2022	4:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	11 July 2022	Sat/16/07/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Jane McEgan	11 July 2022	Sat/16/07/2022	4:30pm - 9:30pm	Multi Function	Junior Prom	£ 176.67
KMBC Jo Dry	11 July 2022	Sun/17/07/2022	3:00pm - 8:00pm	Multi Function Room	A collection point for some sporting people	£ 100.00
Deafness Resource Centre - Naomi Webb	18 July 2022	Mon/18/07/2022	1:00pm - 3:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Sharon Swindels - Aerobics	18 July 2022	Mon/18/07/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	18 July 2022	Tue/19/07/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cliff I Smith	£ 15.00
Jenn Appleton - Kumon	18 July 2022	Tue/19/07/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Del Arnall	18 July 2022	Tue/19/07/2022	6:30pm - 7:30pm	Conference Room	Prescot North Labour Group	
Tracy Shirley - Drama	18 July 2022	Wed/20/07/2022	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	18 July 2022	Wed/20/07/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Sophie Cobain	18 July 2022	Thu/21/07/2022	9:30am - 10:30am	Council Chamber	Meeting	£ 21.67
Jenn Appleton - Kumon	18 July 2022	Thu/21/07/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	18 July 2022	Thu/21/07/2022	6:00pm - 7:00pm	Council Chamber	Events Committee Meeting	
Prescot Town Council	18 July 2022	Thu/21/07/2022	7:00pm - 8:00pm	Council Chamber	Finance, Policy & Human Resources Committee Meeting	
Paul Murphy - Martial Arts	18 July 2022	Thu/21/07/2022	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	cancelled	Thu/21/07/2022	7:30pm - 9:30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00

NO BOOKINGS TO BE TAKEN	18 July 2022	Fri/22/07/2022	5:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	£ 80.00
Lynn Titherington - Slimming World	18 July 2022	Sat/23/07/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Prescot over 55's Deaf Club	18 July 2022	Sat/23/07/2022	1:00pm - 5:00pm	Multi Function	Bingo	£ 40.00
NO BOOKINGS TO BE TAKEN	18 July 2022	Sat/23/07/2022	5:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Sharon Swindels - Aerobics	25 July 2022	Mon/25/07/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	25 July 2022	Tue/26/07/2022	9:15am - 11:15am	Multi Function	Kumon maths and english classes	£ 30.00
KMBC Prescot South Members Surgery	25 July 2022	Tue/26/07/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Clirs J Burke/K Taylor	£ 15.00
Dawn Newlands - Leeds & York Partnership NHS Foundation Trust	25 July 2022	Tue/26/07/2022	1:00pm - 3:00pm	Council Chamber/Conf Room	Training Session - Veterans Awareness Training	£ 59.17
Sharon Swindels - Aerobics	25 July 2022	Wed/27/07/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	25 July 2022	Thu/28/07/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	25 July 2022	Thu/28/07/2022	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
Prescot Town Council	25 July 2022	Thu/28/07/2022	7:30pm - 8:30pm	Council Chamber/Conf Room	Town Council Meeting	
Deafness Resource Centre - Naomi Webb	25 July 2022	Fri/29/07/2022	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	25 July 2022	Fri/29/07/2022	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
NO BOOKINGS TO BE TAKEN	25 July 2022	Fri/29/07/2022	4:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	25 July 2022	Sat/30/07/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	25 July 2022	Sat/30/07/2022	11:00am - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Prescot Town Council	25 July 2022	Sun/31/07/2022	2:00pm - 5:00pm	Multi Function	Prescot Community Recognition Awards	
NO BOOKINGS TO BE TAKEN	25 July 2022	Sun/31/07/2022	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
KMBC - Sophie Cobain	01 August 2022	Mon/01/08/2022	5:00pm - 7:30pm	Council Chamber/Conf Room	Meeting	£ 91.67
Sharon Swindels - Aerobics	01 August 2022	Mon/01/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	01 August 2022	Tue/02/08/2022	9:15am - 11:15am	Multi Function	Kumon maths and english classes	£ 30.00
Clir Mark Burke/Clir C Krelle - Prescot Liberal Democrats	01 August 2022	Tue/02/08/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery	£ -
Sharon Swindels - Aerobics	01 August 2022	Wed/03/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	01 August 2022	Thu/04/08/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	01 August 2022	Thu/04/08/2022	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
NO BOOKINGS TO BE TAKEN	01 August 2022	Fri/05/08/2022	5:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	01 August 2022	Sat/06/08/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	01 August 2022	Sat/06/08/2022	11:00am - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Sharon Swindels - Aerobics	08 August 2022	Mon/08/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	08 August 2022	Tue/09/08/2022	9:15am - 11:15am	Multi Function	Kumon maths and english classes	£ 30.00
KMBC Prescot South Members Surgery	08 August 2022	Tue/09/08/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Clirs J Burke/K Taylor	£ 15.00
Sharon Swindels - Aerobics	08 August 2022	Wed/10/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Liverpool Harmony Club - Ralph Buckley	08 August 2022	Wed/10/08/2022	7:30pm - 9:20pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Jenn Appleton - Kumon	08 August 2022	Thu/11/08/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	08 August 2022	Thu/11/08/2022	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
Jessica Hill - Pause	08 August 2022	Fri/12/08/2022	9:30am - 11:00am	Council Chamber	Team Meeting	£ 34.17
Deafness Resource Centre - Naomi Webb	08 August 2022	Fri/12/08/2022	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	08 August 2022	Fri/12/08/2022	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
NO BOOKINGS TO BE TAKEN	08 August 2022	Fri/12/08/2022	4:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	08 August 2022	Sat/13/08/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	08 August 2022	Sat/13/08/2022	11:00am - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Sharon Swindels - Aerobics	15 August 2022	Mon/15/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	15 August 2022	Tue/16/08/2022	9:15am - 11:15am	Multi Function	Kumon maths and english classes	£ 30.00
KMBC - Prescot North Ward Surgery	15 August 2022	Tue/16/08/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Clir J Smith	£ 15.00
Sharon Swindels - Aerobics	15 August 2022	Wed/17/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	15 August 2022	Thu/18/08/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	15 August 2022	Thu/18/08/2022	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	15 August 2022	Thu/18/08/2022	7:30pm - 9:30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
NO BOOKINGS TO BE TAKEN	15 August 2022	Fri/19/08/2022	5:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	15 August 2022	Sat/20/08/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	15 August 2022	Sat/20/08/2022	11:00am - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Sharon Swindels - Aerobics	22 August 2022	Mon/22/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescot South Members Surgery	22 August 2022	Tue/23/08/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Clirs J Burke/K Taylor	£ 15.00
Sharon Swindels - Aerobics	22 August 2022	Wed/24/08/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Paul Murphy - Martial Arts	22 August 2022	Thu/25/08/2022	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	22 August 2022	Thu/25/08/2022	7:30pm - 9:30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00

Deafness Resource Centre - Naomi Webb	22 August 2022	Fri/26/08/2022	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	22 August 2022	Fri/26/08/2022	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
NO BOOKINGS TO BE TAKEN	22 August 2022	Fri/26/08/2022	4.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	22 August 2022	Sat/27/08/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	22 August 2022	Sat/27/08/2022	11.00am - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Ermi See	22 August 2022	Sun/28/08/2022	12.00pm - 7.00pm	Multi Function	Christening	£ 300.83
Paul Murphy - Martial Arts	29 August 2022	Thu/01/09/2022	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	29 August 2022	Thu/01/09/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	29 August 2022	Sat/03/09/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Sharon Swindels - Aerobics	05 September 2022	Mon/05/09/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Cliff Mark Burke/Cliff C Krella - Prescot Liberal Democrats	05 September 2022	Tue/06/09/2022	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery	£ -
Jenn Appleton - Kumon	05 September 2022	Tue/06/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ -
Hannah Sharp	05 September 2022	Tue/06/09/2022	5.00pm - 7.30pm	Council Chamber	Working Meeting	£ 66.67
Tracy Shirley - Drama	05 September 2022	Wed/07/09/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Jenn Appleton - Kumon	05 September 2022	Thu/08/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	05 September 2022	Thu/08/09/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	05 September 2022	Thu/08/09/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	05 September 2022	Fri/09/09/2022	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	05 September 2022	Fri/09/09/2022	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	05 September 2022	Sat/10/09/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Vicky Gibson	05 September 2022	Sun/11/09/2022	2.00pm - 5.00pm	Multi Function	3rd Birthday Party	£ -
Sharon Swindels - Aerobics	12 September 2022	Mon/12/09/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescot South Members Surgery	12 September 2022	Tue/13/09/2022	10.00am - 11.00am	Meeting Room	Prescot South Ward Surgery - Clifs J Burke/K Taylor	£ 15.00
Jenn Appleton - Kumon	12 September 2022	Tue/13/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Prescot Cemetery and Churchyard	12 September 2022	Tue/13/09/2022	6.30pm - 7.30pm	Conference Room	Monthly meeting	£ -
Paul Murphy - Martial Arts	12 September 2022	Tue/13/09/2022	6.30pm - 7.30pm	Multi Function	Martial Arts	£ 10.00
Tracy Shirley - Drama	12 September 2022	Wed/14/09/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	12 September 2022	Wed/14/09/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Alec Horrocks	12 September 2022	Thu/15/09/2022	10.00am - 12.00pm	Council Chamber	Mindfulness & Wellbeing Course	£ -
Jenn Appleton - Kumon	12 September 2022	Thu/15/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	12 September 2022	Thu/15/09/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Jessica Hill - Pause	12 September 2022	Fri/16/09/2022	9.30am - 11.00am	Council Chamber	Team Meeting	£ 34.17
NO BOOKINGS TO BE TAKEN	12 September 2022	Fri/16/09/2022	5.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	12 September 2022	Sat/17/09/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Will Spencer	12 September 2022	Sat/17/09/2022	2.00pm - 6.00pm	Multi Function	5th Birthday Party	£ 130.00
NO BOOKINGS TO BE TAKEN	12 September 2022	Sun/18/09/2022	ALL DAY	ALL ROOMS	NO BOOKINGS TO BE TAKEN	
KMBC - Prescot North Ward Surgery	19 September 2022	Tue/20/09/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cliff Smith	£ 15.00
Jenn Appleton - Kumon	19 September 2022	Tue/20/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Del Amall	19 September 2022	Tue/20/09/2022	6.30pm - 7.30pm	Conference Room	Prescot North Labour Group	£ -
Paul Murphy - Martial Arts	19 September 2022	Tue/20/09/2022	6.30pm - 7.30pm	Multi Function	Martial Arts	£ 10.00
FACE - Gill Downey	19 September 2022	Wed/21/09/2022	12.00pm - 3.00pm	Council Chamber	Parenting Course	£ -
Tracy Shirley - Drama	19 September 2022	Wed/21/09/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	19 September 2022	Wed/21/09/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Alec Horrocks	19 September 2022	Thu/22/09/2022	10:00am - 12:00pm	Council Chamber	Mindfulness & Wellbeing Course	£ -
Jenn Appleton - Kumon	19 September 2022	Thu/22/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	19 September 2022	Thu/22/09/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	19 September 2022	Thu/22/09/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	19 September 2022	Fri/23/09/2022	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	19 September 2022	Fri/23/09/2022	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	19 September 2022	Sat/24/09/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	19 September 2022	Sat/24/09/2022	11.00am - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Joe Hindley	19 September 2022	Sun/25/09/2022	8:00am - 6:00pm	Multi Function	Christening	£ 360.83
Sharon Swindels - Aerobics	26 September 2022	Mon/26/09/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescot South Members Surgery	26 September 2022	Tue/27/09/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Clifs J Burke/K Taylor	£ 15.00
Jenn Appleton - Kumon	26 September 2022	Tue/27/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	26 September 2022	Tue/27/09/2022	6.30pm - 7.30pm	Multi Function	Martial Arts	£ 10.00
Tracy Shirley - Drama	26 September 2022	Wed/28/09/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00

Sharon Swindels - Aerobics	26 September 2022	Wed/28/09/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Alec Horrocks	26 September 2022	Thu/29/09/2022	10:00am - 12:00pm	Council Chamber	Mindfulness & Wellbeing Course	
Jenn Appleton - Kumon	26 September 2022	Thu/29/09/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	26 September 2022	Thu/29/09/2022	6:00pm - 7:00pm	Council Chamber/Conf Room	Town Council Meeting	
Paul Murphy - Martial Arts	26 September 2022	Thu/29/09/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	26 September 2022	Thu/29/09/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Cllr Joanne Burke	26 September 2022	Fri/30/09/2022	7.00pm - 11.30pm	Multi Function	Sing-a-long (Mayoral Fundraiser)	
Lynn Titherington - Slimming World	26 September 2022	Sat/01/10/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	26 September 2022	Sat/01/10/2022	11.00am - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Sharon Swindels - Aerobics	03 October 2022	Mon/03/10/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Cllr Mark Burke/Cllr C Kreille - Prescot Liberal Democrats	03 October 2022	Tue/04/10/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery	£ -
Hayley Harrison - Fostering Matters	03 October 2022	Tue/04/10/2022	11.00am - 2.00pm	Council Chamber/Conf Room	Foster Carer Support Group	£ 74.17
Jenn Appleton - Kumon	03 October 2022	Tue/04/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	03 October 2022	Tue/04/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Prescot Town Council	03 October 2022	Wed/05/10/2022	9.00am - 4.00pm	Multi Function	Winter Coats Pop up Shop - for invited families	
FACE - Amanda Briscoe	03 October 2022	Wed/05/10/2022	1.00pm - 3.00pm	Council Chamber	Art Class	
Tracy Shirley - Drama	03 October 2022	Wed/05/10/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
MALC	03 October 2022	Wed/05/10/2022	6:00pm - 7:30pm	Council Chamber	Meeting	
Cllr Joanne Burke	03 October 2022	Wed/05/10/2022	7.30pm - 9:15pm	Conference Room	Green Group Meeting	
Prescot Town Council	03 October 2022	Thu/06/10/2022	9.00am - 2.30pm	Multi Function	Winter Coats Pop up Shop - for invited families	
FACE - Alec Horrocks	03 October 2022	Thu/06/10/2022	10:00am - 12:00pm	Council Chamber	Mindfulness & Wellbeing Course	
Jenn Appleton - Kumon	03 October 2022	Thu/06/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	03 October 2022	Thu/06/10/2022	6.00pm - 7.00pm	Council Chamber	Events Committee Meeting	
Paul Murphy - Martial Arts	03 October 2022	Thu/06/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	03 October 2022	Thu/06/10/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Prescot Town Council	03 October 2022	Fri/07/10/2022	10.30am - 11.30pm	Council Chamber	Discussion for Browns Field Play Area opening event	
Deafness Resource Centre - Naomi Webb	03 October 2022	Fri/07/10/2022	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	03 October 2022	Fri/07/10/2022	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	03 October 2022	Sat/08/10/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Sharon Swindels - Aerobics	10 October 2022	Mon/10/10/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescot South Members Surgery	10 October 2022	Tue/11/10/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Cllrs J.Burke/K Taylor	£ 15.00
Jenn Appleton - Kumon	10 October 2022	Tue/11/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Prescot Cemetery and Churchyard	10 October 2022	Tue/11/10/2022	6:30pm - 7:30pm	Conference Room	Monthly meeting	£ -
Paul Murphy - Martial Arts	10 October 2022	Tue/11/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Cllr Joanne Burke	10 October 2022	Tue/11/10/2022	7:00pm - 9:00pm	Council Chamber	Mission Christmas Meeting	
Prescot Town Council	10 October 2022	Wed/12/10/2022	9.00am - 4.00pm	Multi Function	Winter Coats Pop up Shop - for invited families	
FACE - Amanda Briscoe	10 October 2022	Wed/12/10/2022	1.00pm - 3.00pm	Council Chamber	Art Class	
Tracy Shirley - Drama	10 October 2022	Wed/12/10/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Friends of Eaton Street Park	10 October 2022	Wed/12/10/2022	7:00pm - 9:00pm	Council Chamber	Meeting	
Sharon Swindels - Aerobics	10 October 2022	Wed/12/10/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Alec Horrocks	10 October 2022	Thu/13/10/2022	10:00am - 12:00pm	Council Chamber	Mindfulness & Wellbeing Course	
Jenn Appleton - Kumon	10 October 2022	Thu/13/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	10 October 2022	Thu/13/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	10 October 2022	Thu/13/10/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00

NO BOOKINGS TO BE TAKEN	10 October 2022	Fri/14/10/2022	5.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN		
Lynn Titherington - Slimming World	10 October 2022	Sat/15/10/2022	7.00am - 11.00am	Multi Function	Slimming World		£ 80.00
Lizzi Donnellan	10 October 2022	Sat/15/10/2022	4.00pm - 1.00am	Multi Function	18th Birthday Party		£ 556.00
NO BOOKINGS TO BE TAKEN	10 October 2022	Sun/16/10/2022	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN		
Sharon Swindels - Aerobics	17 October 2022	Mon/17/10/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session		£ 15.00
KMBC - Prescott North Ward Surgery	17 October 2022	Tue/18/10/2022	10:00am - 11:00am	Meeting Room	Prescott North Ward Surgery - Cllr I Smith		£ 15.00
Jenn Appleton - Kumon	17 October 2022	Tue/18/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes		£ 37.50
Paul Murphy - Martial Arts	17 October 2022	Tue/18/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts		£ 20.00
FACE - Amanda Briscoe	17 October 2022	Wed/19/10/2022	1.00pm - 3.00pm	Council Chamber	Art Class		
Tracy Shirley - Drama	17 October 2022	Wed/19/10/2022	5.00pm - 7.00pm	Multi Function	Drama Classes		£ 30.00
Sharon Swindels - Aerobics	17 October 2022	Wed/19/10/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session		£ 15.00
FACE - Alec Horrocks	17 October 2022	Thu/20/10/2022	10:00am - 12:00pm	Council Chamber	Mindfulness & Wellbeing Course		
Jenn Appleton - Kumon	17 October 2022	Thu/20/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes		£ 37.50
Paul Murphy - Martial Arts	17 October 2022	Thu/20/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts		£ 20.00
Liverpool Harmony Club - Ralph Buckley	17 October 2022	Thu/20/10/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice		£ 20.00
Deafness Resource Centre - Naomi Webb	17 October 2022	Fri/21/10/2022	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In		£ 20.00
Prescott over 55's Deaf Club	17 October 2022	Fri/21/10/2022	12.30pm - 4.00 pm	Multi Function	Deaf Club		£ 35.00
NO BOOKINGS TO BE TAKEN	17 October 2022	Fri/21/10/2022	4.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN		
Lynn Titherington - Slimming World	17 October 2022	Sat/22/10/2022	7.00am - 11.00am	Multi Function	Slimming World		£ 80.00
Richard Dears	17 October 2022	Sat/22/10/2022	4:30pm - 12:00am	Multi Function	18th Birthday Party		£ 366.67
Sharon Swindels - Aerobics	24 October 2022	Mon/24/10/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session		£ 15.00
KNBC Prescott South Members Surgery	24 October 2022	Tue/25/10/2022	10:00am - 11:00am	Meeting Room	Prescott South Ward Surgery - Cllrs J Burke/K Taylor		£ 15.00
Jenn Appleton - Kumon	24 October 2022	Tue/25/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes		£ 37.50
Paul Murphy - Martial Arts	24 October 2022	Tue/25/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts		£ 20.00
Sharon Swindels - Aerobics	24 October 2022	Wed/26/10/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session		£ 15.00
Jenn Appleton - Kumon	24 October 2022	Thu/27/10/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes		£ 37.50
Prescott Town Council	24 October 2022	Thu/27/10/2022	6:00pm - 7:00pm	Council Chamber/Conf Room	Town Council Meeting		
Paul Murphy - Martial Arts	24 October 2022	Thu/27/10/2022	6.30pm - 8.30pm	Multi Function	Martial Arts		£ 20.00
Liverpool Harmony Club - Ralph Buckley	24 October 2022	Thu/27/10/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice		£ 20.00
NO BOOKINGS TO BE TAKEN	24 October 2022	Fri/28/10/2022	5.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN		
Lynn Titherington - Slimming World	24 October 2022	Sat/29/10/2022	7.00am - 11.00am	Multi Function	Slimming World		£ 80.00
Gathy Shelly	24 October 2022	Sat/29/10/2022	2:00pm - 12:00am	Multi Function	18th Birthday Party (Learning Disability)		£ 555.00
Ruth Allan	24 October 2022	Sun/30/10/2022	2:00pm - 5:00pm	Multi Function	7th Birthday Party		£ 110.00
Natasha Holmes - Reed Wellbeing	31 October 2022	Mon/31/10/2022	2:30pm - 4:00pm	Council Chamber/Conf Room	NDPP - Diabetes Course		£ 22.50
Sharon Swindels - Aerobics	31 October 2022	Mon/31/10/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session		£ 15.00
Cllr Mark Burke/Cllr C Kreille - Prescott Liberal Dem	31 October 2022	Tue/01/11/2022	10:00am - 11:00am	Meeting Room	Prescott North Ward Surgery		£ -
Jenn Appleton - Kumon	31 October 2022	Tue/01/11/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes		£ 37.50
Paul Murphy - Martial Arts	31 October 2022	Tue/01/11/2022	6.30pm - 8.30pm	Multi Function	Martial Arts		£ 20.00
Rosemary Tyler	31 October 2022	Wed/02/11/2022	10:00am - 12:00pm	Meeting Room	Working on research for Prescott Heritage		£ 15.00
Tracy Shirley - Drama	31 October 2022	Wed/02/11/2022	5.00pm - 7.00pm	Multi Function	Drama Classes		£ 30.00
Sharon Swindels - Aerobics	31 October 2022	Wed/02/11/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session		£ 15.00
Jessica Hill - Pause	31 October 2022	Thu/03/11/2022	9:30am - 11:00am	Council Chamber	Team Meeting		£ 34.17
Jenn Appleton - Kumon	31 October 2022	Thu/03/11/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes		£ 37.50
Paul Murphy - Martial Arts	31 October 2022	Thu/03/11/2022	6.30pm - 8.30pm	Multi Function	Martial Arts		£ 20.00

Deafness Resource Centre - Naomi Webb	31 October 2022	Fri/04/11/2022	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	31 October 2022	Fri/04/11/2022	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	31 October 2022	Sat/05/11/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Mr and Mrs Lawton	31 October 2022	Sat/05/11/2022	2:00pm - 4:00pm	Multi Function	7th Birthday Party	£ 90.00
Ashleigh Harrison	31 October 2022	Sun/06/11/2022	1:30pm - 5:30pm	Multi Function	Christening	£ 146.67
Rosemary Tyler	07 November 2022	Mon/07/11/2022	10:00am - 12:00pm	Meeting Room	Working on research for Prescot Heritage	£ 15.00
Sharon Swindels - Aerobics	07 November 2022	Mon/07/11/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescot South Members Surgery	07 November 2022	Tue/08/11/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Clirs J.Burke/K Taylor	£ 15.00
Jenn Appleton - Kumon	07 November 2022	Tue/08/11/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Prescot Cemetery and Churchyard	07 November 2022	Tue/08/11/2022	6:30pm - 7:30pm	Conference Room	Monthly meeting	£ -
Paul Murphy - Martial Arts	07 November 2022	Tue/08/11/2022	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Tracy Shirley - Drama	07 November 2022	Wed/09/11/2022	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Prescot Town Council	07 November 2022	Wed/09/11/2022	6:00pm - 7:30pm	Council Chamber	Events Committee Meeting	
Sharon Swindels - Aerobics	07 November 2022	Wed/09/11/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	07 November 2022	Thu/10/11/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	07 November 2022	Thu/10/11/2022	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	07 November 2022	Thu/10/11/2022	7:30pm - 9:30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
NO BOOKINGS TO BE TAKEN	07 November 2022	Fri/11/11/2022	ALL DAY	ALL ROOMS	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	07 November 2022	Sat/12/11/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Elaine McCauley	07 November 2022	Sat/12/11/2022	2:30pm - 8:30pm	Multi Function	Baby Shower	£ 170.00
Ruby Viney	07 November 2022	Sun/13/11/2022	12:00pm - 2:30pm	Multi Function	7th Birthday Party	£ 100.00
Prescot Town Council	14 November 2022	Mon/14/11/2022	1:00pm - 4:00pm	Multi Function	Winter Warmer	
Natasha Holmes - Reed Wellbeing	14 November 2022	Mon/14/11/2022	2:30pm - 4:00pm	Council Chamber/Conf Room	NDPP - Diabetes Course	£ 22.50
Juanita Steel	14 November 2022	Mon/14/11/2022	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	14 November 2022	Mon/14/11/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	14 November 2022	Tue/15/11/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Clir I Smith	£ 15.00
Jenn Appleton - Kumon	14 November 2022	Tue/15/11/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Del Arnaiz	14 November 2022	Tue/15/11/2022	6:30pm - 7:30pm	Conference Room	Prescot North Labour Group	
Paul Murphy - Martial Arts	14 November 2022	Tue/15/11/2022	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	14 November 2022	Wed/16/11/2022	1:00pm - 3:00pm	Council Chamber	Art Class	
Tracy Shirley - Drama	14 November 2022	Wed/16/11/2022	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	14 November 2022	Wed/16/11/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Knowles Fostering Service	14 November 2022	Thu/17/11/2022	10:30am - 1:00pm	Multi Function	Foster Carer Feedback Event	£ 41.67
Jenn Appleton - Kumon	14 November 2022	Thu/17/11/2022	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	14 November 2022	Thu/17/11/2022	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	14 November 2022	Thu/17/11/2022	7:30pm - 9:30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	14 November 2022	Fri/18/11/2022	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
CNS Consultancy Services Ltd	14 November 2022	Fri/18/11/2022	12:00pm - 3:00pm	Council Chamber/Conf Room	H&S Training	£ 99.17
Prescot over 55's Deaf Club	14 November 2022	Fri/18/11/2022	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
NO BOOKINGS TO BE TAKEN	14 November 2022	Fri/18/11/2022	4:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	14 November 2022	Sat/19/11/2022	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Faye Wade	14 November 2022	Sat/19/11/2022	2:00pm - 6:00pm	Multi Function	6th Birthday Party	£ 209.17
Prescot Town Council	21 November 2022	Mon/21/11/2022	1:00pm - 4:00pm	Multi Function	Winter Warmer	
Juanita Steel	21 November 2022	Mon/21/11/2022	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00

Sharon Swindels - Aerobics	21 November 2022	Mon/21/11/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescott South Members Surgery	21 November 2022	Tue/22/11/2022	10:00am - 11:00am	Meeting Room	Prescott South Ward Surgery - Cllrs J Burke/K Taylor	£ 15.00
Jenn Appleton - Kumon	21 November 2022	Tue/22/11/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
FACE - Amanda Briscoe	21 November 2022	Wed/23/11/2022	1.00pm - 3.00pm	Council Chamber	Art Class	
Tracy Shirley - Drama	21 November 2022	Wed/23/11/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	21 November 2022	Wed/23/11/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Knowsley FACE	21 November 2022	Thu/24/11/2022	9.30am - 11.30am	Council Chamber	Examinations	
Jenn Appleton - Kumon	21 November 2022	Thu/24/11/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescott Town Council	21 November 2022	Thu/24/11/2022	6:00pm - 7:00pm	Council Chamber/Conf Room	Town Council Meeting	
NO BOOKINGS TO BE TAKEN	21 November 2022	Fri/25/11/2022	5.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	21 November 2022	Sat/26/11/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Jenn Appleton - Kumon	21 November 2022	Sat/26/11/2022	9:00am - 11:00am	Council Chamber	Enrolments	£ 40.00
Ralph Okeke	21 November 2022	Sat/26/11/2022	5:00pm - 11:00pm	Multi Function	Family & Friends winter Party	£ 210.00
Edwina Mitchell	21 November 2022	Sun/27/11/2022	1:00pm - 4:00pm	Multi Function	6th Birthday Party	£ 110.00
Prescott Town Council	28 November 2022	Mon/28/11/2022	1:00pm - 4:00pm	Multi Function	Winter Warmer	
Natasha Holmes - Reed Wellbeing	28 November 2022	Mon/28/11/2022	2:30pm - 4:00pm	Council Chamber/Conf Room	NDPP - Diabetes Course	£ 22.50
Sophie Cobain	28 November 2022	Mon/28/11/2022	5:00pm - 7:30pm	Council Chamber	Meeting	£ 91.67
Juanita Steel	28 November 2022	Mon/28/11/2022	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	28 November 2022	Mon/28/11/2022	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	28 November 2022	Tue/29/11/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	28 November 2022	Tue/29/11/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	28 November 2022	Wed/30/11/2022	1.00pm - 3.00pm	Council Chamber	Art Class	
Tracy Shirley - Drama	28 November 2022	Wed/30/11/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	28 November 2022	Wed/30/11/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00

Net Income £ 10,955.17
Less bond £ 1,350.00
Less TEN Licence £ 9,605.17
Total Net Income £ 23,312.58

Annual Forecast (less Bond and TEN Licence)

BOOKINGS - EATON STREET PAVILION

Friends of Eaton Street Park	27 June 2022	Sun/03/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Linda Carmichael - Breast Mates	04 July 2022	Tue/05/07/2022	1:00pm - 4:00pm	Pavilion - Eaton Street	Breast Mates Cancer Support Group	£ 22.50
Friends of Eaton Street Park	04 July 2022	Wed/06/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	04 July 2022	Sun/10/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Linda Carmichael - Breast Mates	11 July 2022	Tue/12/07/2022	1:00pm - 4:00pm	Pavilion - Eaton Street	Breast Mates Cancer Support Group	£ 22.50
Friends of Eaton Street Park	11 July 2022	Wed/13/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	11 July 2022	Sun/17/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	18 July 2022	Wed/20/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	18 July 2022	Sun/24/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	25 July 2022	Wed/27/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	25 July 2022	Thu/28/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	25 July 2022	Sun/31/07/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	01 August 2022	Wed/03/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	01 August 2022	Thu/04/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	01 August 2022	Sun/07/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	08 August 2022	Wed/10/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	08 August 2022	Thu/11/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	08 August 2022	Sun/14/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	15 August 2022	Wed/17/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	15 August 2022	Thu/18/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	15 August 2022	Sun/21/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	22 August 2022	Wed/24/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	22 August 2022	Thu/25/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	22 August 2022	Sun/28/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	29 August 2022	Wed/31/08/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	29 August 2022	Sun/04/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	05 September 2022	Wed/07/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	05 September 2022	Sun/11/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	12 September 2022	Wed/14/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	12 September 2022	Sun/18/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	19 September 2022	Wed/21/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	19 September 2022	Sun/25/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	26 September 2022	Wed/28/09/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	26 September 2022	Sun/02/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	03 October 2022	Wed/05/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	03 October 2022	Sun/09/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	10 October 2022	Wed/12/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	10 October 2022	Sun/16/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	17 October 2022	Wed/19/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	17 October 2022	Sun/23/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	24 October 2022	Wed/26/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	24 October 2022	Thu/27/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Half Term Holiday Event	
Friends of Eaton Street Park	24 October 2022	Sun/30/10/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	31 October 2022	Wed/02/11/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	07 November 2022	Wed/09/11/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	14 November 2022	Wed/16/11/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	21 November 2022	Wed/23/11/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	28 November 2022	Wed/30/11/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	

Net Income £ 45.00
 Less bond £ -
 Less TEN Licence £ -
 Total Net Income £ 45.00

BOOKINGS - PRESCOT TOWN HALL

NAME	WEEK COMMENCING	DATE	TIMES	ROOM	EVENT	NET INCOME
Jenn Appleton - Kumon	28 November 2022	Thu/01/12/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	28 November 2022	Thu/01/12/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	28 November 2022	Thu/01/12/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	28 November 2022	Fri/02/12/2022	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	28 November 2022	Fri/02/12/2022	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Prescot Town Council	28 November 2022	Fri/02/12/2022	4.00pm - 12.00am	ALL	Christmas Cracker set up	
Lynn Thierington - Slimming World	28 November 2022	Sat/03/12/2022	7.00am - 10.00am	Multi Function	Slimming World	£ 60.00
Prescot Town Council	28 November 2022	Sat/03/12/2022	10.00am - 12.00am	ALL	Christmas Cracker	
Prescot Town Council	28 November 2022	Sun/04/12/2022	ALL DAY	ALL	Christmas Cracker - take down	
Prescot Town Council	05 December 2022	Mon/05/12/2022	1:00pm - 4:00pm	Multi Function	Winter Warmer	
Juanita Steel	05 December 2022	Mon/05/12/2022	6:00pm - 7:00pm	Multi Function	Plates	£ 15.00
Sharon Swindels - Aerobics	05 December 2022	Mon/05/12/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Prescot Town Council	05 December 2022	Tue/06/12/2022	10.00am - 11.30am	Council Chamber	Football Foundation Meeting	
Cllr Mark Burke/Cllr C Kivelle - Prescot Liberal Democrats	05 December 2022	Tue/06/12/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery	£ -
Jenn Appleton - Kumon	05 December 2022	Tue/06/12/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	05 December 2022	Tue/06/12/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Prescot Mission Christmas - Joanne Burke	05 December 2022	Wed/07/12/2022	9.30am - 4.30pm	Multi Function	Prescot Mission Christmas Afternoon Tea	
FACE - Amanda Briscoe	05 December 2022	Wed/07/12/2022	1.00pm - 3.00pm	Council Chamber	Art Class	
Tracy Shirley - Drama	05 December 2022	Wed/07/12/2022	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	05 December 2022	Wed/07/12/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	05 December 2022	Thu/08/12/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	05 December 2022	Thu/08/12/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	05 December 2022	Thu/08/12/2022	7.30pm - 9.30pm	Council Chamber/Conf Room	Choir Practice	£ 20.00
Prescot Town Council	05 December 2022	Fri/09/12/2022	1.00pm - 3.00pm	Multi Function	Senior Citizen Christmas Drop In Event	£ -
NO BOOKINGS TO BE TAKEN	05 December 2022	Fri/09/12/2022	3.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Thierington - Slimming World	05 December 2022	Sat/10/12/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Clare Spruce	05 December 2022	Sat/10/12/2022	3.00pm - 12.00am	Multi Function	Surprise 80th Birthday Party	£ 356.67
NO BOOKINGS TO BE TAKEN	05 December 2022	Sun/11/12/2022	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Prescot Town Council	12 December 2022	Mon/12/12/2022	1:00pm - 4:00pm	Multi Function	Winter Warmer	
Natasha Holmes - Reed Wellbeing	12 December 2022	Mon/12/12/2022	2.30pm - 4:00pm	Council Chamber/Conf Room	NDPP - Diabetes Course	£ 22.50
Juanita Steel	12 December 2022	Mon/12/12/2022	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	12 December 2022	Mon/12/12/2022	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
KMBC Prescot South Members Surgery	12 December 2022	Tue/13/12/2022	10:00am - 11:00am	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke/K Taylor	£ 15.00
Jenn Appleton - Kumon	12 December 2022	Tue/13/12/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Prescot Cemetery and Churchyard	12 December 2022	Tue/13/12/2022	6.30pm - 7.30pm	Conference Room	Monthly meeting	£ -
Paul Murphy - Martial Arts	12 December 2022	Tue/13/12/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	12 December 2022	Wed/14/12/2022	1.00pm - 3.00pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	12 December 2022	Thu/15/12/2022	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	12 December 2022	Thu/15/12/2022	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Prescot over 55's Deaf Club	12 December 2022	Fri/16/12/2022	10.00am - 5.00pm	Multi Function	Deaf Club Christmas Dinner	£ 100.00
NO BOOKINGS TO BE TAKEN	12 December 2022	Fri/16/12/2022	5.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Thierington - Slimming World	12 December 2022	Sat/17/12/2022	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	12 December 2022	Sat/17/12/2022	11.00am - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Prescot Town Council	12 December 2022	Sun/18/12/2022	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Prescot Town Council	19 December 2022	Mon/19/12/2022	1:00pm - 4:00pm	Multi Function	Winter Warmer	
KMBC - Prescot North Ward Surgery	19 December 2022	Tue/20/12/2022	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr I Smith	£ 15.00
Prescot Town Council	19 December 2022	Wed/21/12/2022	6:00pm - 7:00pm	Council Chamber	Finance, Policy & Human Resources Committee Meeting	

Net Income £ 1,216.67
 Less bond £ 50.00
 Less TEN Licence £ 1,166.67
Total Net Income £ 23,562.58
 Annual Forecast (less Bond and TEN Licence)

BOOKINGS - EATON STREET PAVILION

Friends of Eaton Street Park	05 December 2022	Wed/07/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	05 December 2022	Thu/08/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Xmas Grotto Event
Friends of Eaton Street Park	05 December 2022	Fri/09/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Xmas Grotto Event
Friends of Eaton Street Park	05 December 2022	Sat/10/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Xmas Grotto Event
Friends of Eaton Street Park	05 December 2022	Sun/11/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Xmas Grotto Event
Friends of Eaton Street Park	12 December 2022	Mon/12/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Xmas Grotto Event
Friends of Eaton Street Park	12 December 2022	Wed/14/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop
Friends of Eaton Street Park	19 December 2022	Wed/21/12/2022	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop

Net Income £ -
Less bond £ -
Less TEN Licence £ -
Total Net Income £ -

PRESCOT TOWN COUNCIL
FINANCE POLICY & HUMAN RESOURCES
COMMITTEE MEETING
19TH JANUARY 2023

REPORT TITLE:

Town Clerk Performance Review & Continuous Professional Development

BACKGROUND TO THE REPORT

As members will be aware, by virtue of Standing Order 18 C, each year an Appraisal Committee will conduct a review of the performance and annual appraisal of the work of the Proper Officer.

PURPOSE OF THE REPORT

This report seeks to establish an Appraisal Committee to conduct a performance review of the Proper Officer nine months and twelve months into his role.

The report also seeks to establish a pathway with costs, in order for the Town Clerk to successfully obtain the Certificate in Local Council Administration (CiLCA)

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Town Clerk Performance Review and Continuous Professional Development

1. INTRODUCTION

- 1.1 As members will be aware, by virtue of Standing Order 18 C, each year an Appraisal Committee should be established to review the performance of the Proper Officer (Town Clerk) and to conduct an annual appraisal to review priorities, set out goals for the forthcoming year and to identify training needs which supports the role.
- 1.2 The Town Clerk was appointed in April 2022. Although during this time the Town Clerk has held both formal and informal meetings with Members, there has been no review of his performance to date and no appraisal within which training needs and other support has been identified.
- 1.3 Such reviews are essential. Not only do they give confidence to Members that the work of Council is being progressed effectively and efficiently, but they also enable the Proper Officer to feel supported by Members.
- 1.4 In addition, such reviews help identify gaps in knowledge or training which can then be addressed by learning & development pathways.
- 1.5 The Town Clerk has now been in post for 9 months, and it therefore seems appropriate that an Appraisal Committee is established at the earliest opportunity to complete such a review.
- 1.6 It is further recommended that a second Appraisal Committee is convened after 12 months of the Town Clerk being in post to review those milestones set at 9 months and to set further goals for the 2023/24 civic year.

2 TOWN CLERK CONTINUOUS PROFESSIONAL DEVELOPMENT

- 2.1 As stated above, performance reviews and appraisals are not only essential to review what and how the Town Clerk delivers the work of council, they are used to identify training needs and pathways to support continuous professional development.
- 2.2 Upon being appointed by Council, the Town Clerk was required to complete the Certificate in Local Council Administration (CiLCA) within 12 months of his appointment.
- 2.3 To date, this has not been completed. Indeed, owing to staffing issues and a lack of trainers within the Lancashire Association of Local Councils (LALC) it has not been possible for the Town Clerk to join a CiLCA course.
- 2.4 The Town Clerk has requested on several occasions an update as to whether a LALC CiLCA trainer will become available, as he is acutely aware that obtaining CiLCA is a condition of his employment. Unfortunately, LALC colleagues have confirmed that no CiLCA trainer is currently in post and have recommended that the Town Clerk explores CiLCA through the Society of Local Council Clerks (SLCC).

- 2.5 The Town Clerk has followed this recommendation and can provide members with the following information in order to follow the CiLCA pathway with SLCC.

Information	Cost
An annual subscription to SLCC is based upon the gross salary of the Town Clerk. This subscription would enable the following:- <ul style="list-style-type: none"> • Reduced fees for training courses • Reduced fees to attend conferences and accommodation (if required) • Access to telephone advice from SLCC officers • Access to sector led and recognised best practice e.g. model documents • Access to online clerk network • Attendance of SLCC branch meetings • Access to SLCC would be provided to Town Clerk and Deputy Town Clerk 	£354.00
If becoming a SLCC member, a one-off joining fee is payable.	£20.00
Virtual SLCC CiLCA Course (SLCC Members) 6 x 2 Hour Virtual Sessions, 1 session per month.	£250.00
Virtual SLCC CiLCA Course (Non SLCC Members) 6 x 2 Hour Virtual Sessions, 1 session per month.	£300.00
Submission of CiLCA Portfolio through online EMMA facility and certificate	£450.00

- 2.6 In consideration of the above, the cost to Council for the Town Clerk to complete CiLCA through SLCC is

£1,074.00 as a SLCC Member

£750.00 as a Non-SLCC Member

3 RECOMMENDATION(S)

- 3.1 Members are asked to resolve the following recommendations:-

1. That by virtue of Standing Order 18 C, an Appraisal Committee is established to conduct a review of the performance of the Town Clerk and complete an appraisal of his performance and associated training needs following 9 and 12 months of employment;
2. That Members approve that Prescott Town Council becomes a subscribing member to the Society of Local Council Clerks (SLCC) with immediate effect – membership running from January 2023 to January 2024.
3. That the “Subscriptions” nominal code under Cost Centre 2 of Council’s budget is adjusted for 2022/23 to reflect increased subscriptions expenditure.
4. That the Town Clerk commits to completing CiLCA within 12 months of commencing the course, and that this is documented in performance reviews completed by the Appraisal Committee.

PRESCOT TOWN COUNCIL
FINANCE POLICY & HUMAN RESOURCES
COMMITTEE MEETING
19TH JANUARY 2023

REPORT TITLE:

Town Clerk Request to Attend the Society for Local Council Clerks Practitioners' Conference in February 2023

BACKGROUND TO THE REPORT

The Society for Local Council Clerks (SLCC) is the recognised professional body for Town and Parish Clerks.

Each year, the SLCC holds conferences for Town and Parish Clerks to attend.

Conferences consist of subject speakers, workshops, supplier talks and networking opportunities.

Clerks who attend conferences are also awarded Continuous Professional Development points through the SLCC.

PURPOSE OF THE REPORT

This report seeks Member approval for the Town Clerk to attend the SLCC Practitioners' Conference on 1st and 2nd February 2023.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Town Clerk Request to Attend the Society for Local Council Clerks Practitioners' Conference in February 2023

1. INTRODUCTION

- 1.1 The Society for Local Council Clerks (SLCC) is the recognised professional body for Town and Parish Clerks.
- 1.2 Each year, the SLCC holds conferences for Town and Parish Clerks to attend.
- 1.3 SLCC have three conferences scheduled for 2023/24
- SLCC Practitioners Conference 1st and 2nd February 2023, Kenilworth
 - SLCC Management in Action 20th and 21st June 2023, Kenilworth
 - SLCC National Conference 11th and 12th October 2023, Leicestershire
- 1.4 The format of these conferences comprises of:-
- Guest subject speakers who draw upon their own knowledge and experiences
 - Subject breakout sessions and workshops where a specific topic will be covered
 - Supplier showcases where SLCC recognised suppliers showcase their products and/or services – these can include playground equipment, lighting solutions, IT solutions, utilities etc
 - Networking opportunities
 - Evening networking meal
- 1.5 Clerks in attendance are awarded continuous professional development points under SLCCs continuous professional development programme.
- 1.6 The Town Clerk, in his previous course of employment, has attended all three conferences in the past; and is of the opinion that the SLCC Practitioners' Conference is the most useful and relevant to the role of Town Clerk.
- 1.7 A copy of the agenda for this conference has been attached for members' consideration.
- 1.8 At the time of writing, Prescott Town Council is not a member of the SLCC, and cannot therefore take advantage of reduced rates for conference attendance and accommodation which an annual SLCC subscription enables. Currently therefore, the cost for the Town Clerk to attend this conference will be £430.00.

- 1.9 Should Members resolve that Prescot Town Council becomes Members of SLCC, an annual subscription of £374.00 is payable, with membership running from January 2023 to January 2024. SLCC membership would reduce the cost for the Town Clerk to attend to £330.00.
- 1.10 Should Members resolve that the Town Clerk attends this conference, a report on learning outcomes will be presented at the next meeting of Full Council.

2 RECOMMENDATION(S)

Members are asked to resolve the following recommendations:-

1. That Members approve that Prescot Town Council becomes a subscribing member to the Society of Local Council Clerks (SLCC) with immediate effect – membership running from January 2023 to January 2024.
2. That the "Subscriptions" nominal code under Cost Centre 2 of Council's budget is adjusted for 2023/24 to reflect increased subscriptions expenditure.
3. That Members approve that the Town Clerk attends the SLCC Practitioners' Conference on 1st and 2nd February 2023.

TIME	SLCC PRACTITIONERS CONFERENCE (1ST FEBRUARY 2023)
09:00 – 10:00	Registration & Refreshments – Meet the Exhibitors <i>The Grange</i>
09:00 – 9:45	Meeting of First Time Delegates Naomi Bibi, SLCC Head of Member Services <i>Hamlet</i>
10:00 – 10:15	Welcome to the Practitioners' Conference Rob Smith, SLCC Chief Executive and Linda Carter, SLCC President <i>Kenilworth 2 & 3</i>
10:15 – 11:15	Keynote Session – Self Motivation & Personal Empowerment Ken Hancott, Tarragon Training <i>Kenilworth 2 & 3</i>
11:20 – 11:50	SLCC Future Strategy Rob Smith, SLCC Chief Executive <i>Kenilworth 2 & 3</i>
11:50 – 12:10	Refreshments <i>The Grange</i>
12:10 – 13:00	Government's Reforms of the Planning System – What Clerk's Need to Know Andrew Towleron <i>Kenilworth 2 & 3</i>
12:10 – 13:00	Get Your Council Heard Nationally Clare Mullin, Education and Engagement Officer West Midlands, UK Parliament <i>* This session will not be recorded</i> <i>Hamlet</i>
12:10 – 13:00	Getting the Most Out of Your Advice Service Helen Watson FSLCC, SLCC Senior Advisor and Mentor Co-ordinator <i>Othello</i>
13:00 – 14:00	Lunch <i>The Grange</i>

TIME	<p style="text-align: center;">SLCC PRACTITIONERS CONFERENCE (1ST FEBRUARY 2023)</p>
14:00 – 15:00	<p style="text-align: center;">How to Create an Anti-Racist Council Becky Walsh, Comedic Personal Development Trainer <i>Kenilworth 2 & 3</i></p>
14:00 – 15:00	<p style="text-align: center;">Love Your Local Market David Preston, NABMA <i>Hamlet</i></p>
14:00 – 15:00	<p style="text-align: center;">Gallagher Cyber Assist – Where is your risk as a local council? Johnty Mongan, Cyber Risk Consultant for Gallagher Insurance <i>Othello</i></p>
15:00 – 15:30	<p style="text-align: center;">Refreshments <i>The Grange</i></p>
15:30 – 16:30	<p style="text-align: center;">Emotional and Mental Health in Leadership Becky Walsh, Comedic Personal Development Trainer <i>Kenilworth 2 & 3</i></p>
15:30 – 16:30	<p style="text-align: center;">Get Your Council Heard Nationally Clare Mullin, Education and Engagement Officer West Midlands, UK Parliament <i>* This session will not be recorded</i> <i>Hamlet</i></p>
15:30 – 16:30	<p style="text-align: center;">Breaking Barriers – Incorporating Youth Engagement Into Your Council's Strategy Rowan Humphreys, Clerk to Farndale Parish Council <i>Othello</i></p>
16:35 – 17:30	<p style="text-align: center;">It Ain't What You Do It's The Way That You Do It Katie Walding, Clerk to Sway Parish Council, Ian Morris, Clerk to Peterlee Town Council, and Johnathan Bourne, Community Governance Senior Support Tutor <i>Kenilworth 2&3</i></p>
19:00	<p style="text-align: center;">Drinks Reception</p>
19:30	<p style="text-align: center;">Networking Dinner <i>Kenilworth</i></p>

TIME	<p style="text-align: center;">SLCC PRACTITIONERS CONFERENCE</p> <p style="text-align: center;">(2ND FEBRUARY 2023)</p>
08:00 – 08:40	<p style="text-align: center;">Registration For New Delegates & Refreshments</p> <p style="text-align: center;"><i>The Grange</i></p>
08:40 – 9:40	<p style="text-align: center;">Local Government and the Importance of Town, Parish and Community Councils Within It</p> <p style="text-align: center;">Lee Rowley MP, Parliamentary Under Secretary of State in the Department for Levelling Up, Housing and Communities</p>
09:45 – 10:45	<p style="text-align: center;">Memorial Safety, Your Responsibilities and How BRAMM Can Help</p> <p style="text-align: center;">Yvonne Colverson, Executive Officer to the British Register of Accredited Memorial Masons (BRAMM)</p> <p style="text-align: center;"><i>Kenilworth 2 & 3</i></p>
09:45 – 10:45	<p style="text-align: center;">A Clerk's Practical Experience and Tips for Obtaining External Funding</p> <p style="text-align: center;">Linda Larter MBE FSLCC, Chief Executive / Town Clerk for Sevenoaks Town Council</p> <p style="text-align: center;"><i>Hamlet</i></p>
09:45 – 10:45	<p style="text-align: center;">Investing in Wellbeing – is it worth it?</p> <p style="text-align: center;">Patricia Marks, Founder and CEO, Somerset Business Agency</p> <p style="text-align: center;"><i>Othello</i></p>
10:45 – 11:30	<p style="text-align: center;">Refreshments</p> <p style="text-align: center;"><i>The Grange</i></p>
11:30 – 12:30	<p style="text-align: center;">Youth Engagement</p> <p style="text-align: center;">Helen Ball FSLCC, Clerk for Shrewsbury Town Council</p> <p style="text-align: center;"><i>Othello</i></p>
11:30 – 12:30	<p style="text-align: center;">Managing Village Halls</p> <p style="text-align: center;">Roger Taylor, Senior Partner of Hedley's Solicitors</p> <p style="text-align: center;"><i>Hamlet</i></p>
11:30 – 12:30	<p style="text-align: center;">Practical Tips on Embedding Wellbeing in the Workplace</p> <p style="text-align: center;">Patricia Marks, Founder and CEO, Somerset Business Agency & Amanda Whitlock, Corporate Wellbeing Coach</p> <p style="text-align: center;"><i>Kenilworth 2 & 3</i></p>

TIME	<p style="text-align: center;">SLCC PRACTITIONERS CONFERENCE (2ND FEBRUARY 2023)</p>
12:30 – 13:25	<p style="text-align: center;">Lunch <i>The Grange</i></p>
13:25 – 14:25	<p style="text-align: center;">Keynote Session – When Public Servants Say No Professor David Whetham, Director of King's Centre for Military Ethics, King's College London <i>Kenilworth 2 & 3</i></p>
14:30 – 15:30	<p style="text-align: center;">How Ready Are You For a Crisis? Karen Ainley, Lead Trainer and CEO of Mosaic Media Training <i>Kenilworth 2 & 3</i></p>
15:30	<p style="text-align: center;">End of Conference</p>

PRESCOT TOWN COUNCIL
ORDINARY MEETING OF FINANCE POLICY &
HUMAN RESOURCES COMMITTEE MEETING

19TH JANUARY 2023

REPORT TITLE:

Proposed Gritting and Snow Clearance Policy 2023

BACKGROUND TO THE REPORT

Prescot Town Council owes a duty of care to visitors to ensure that whilst they visit a site owned/managed by Council, that site is a safe environment where the risk of injury is low.

During winter weather, the risk of injury arising from slips, trips or falls significantly increases.

By adopting a policy for gritting and snow clearance, council commits to keeping prioritised areas safer for visitors during winter weather.

PURPOSE OF THE REPORT

To obtain member resolution to adopt a Gritting and Snow Clearance Policy, and to commit resources in the form of equipment, training and personal protective equipment (PPE) in order that the policy can be safely implemented by officers.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Proposed Gritting and Snow Clearance Policy 2023

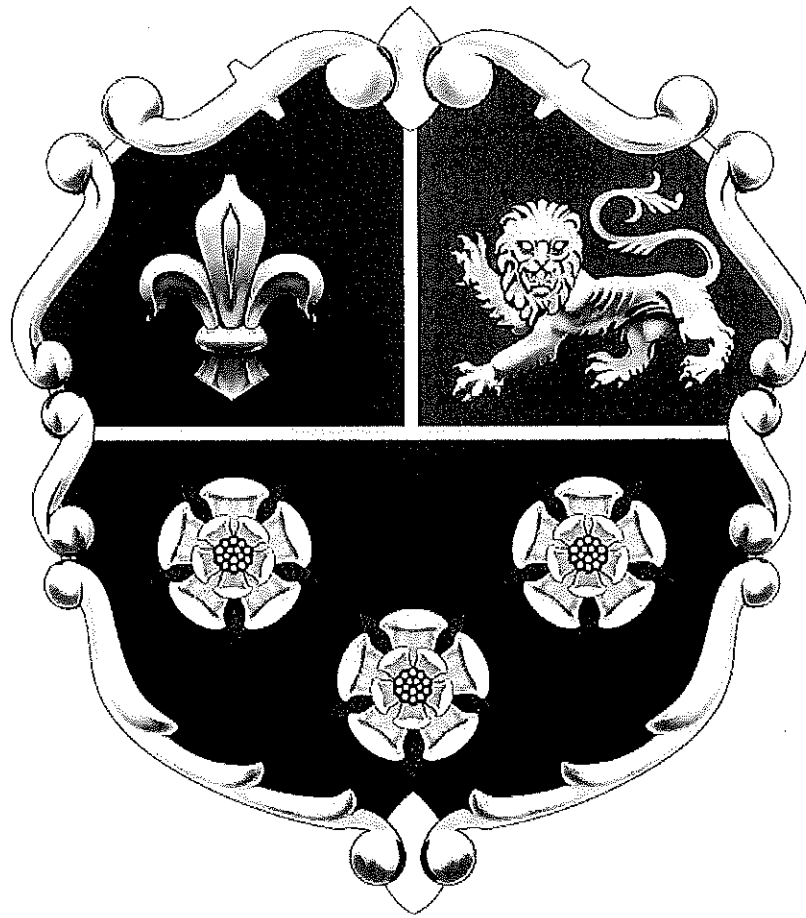
1. INTRODUCTION

- 1.1 As members will be aware, Prescott Town Council owes a duty of care to visitors to ensure that whilst they visit a site owned/managed by Council, that site is a safe environment where the risk of injury is low.
- 1.2 During winter weather (ice, frost, sleet and/or snow) the risk of injury arising from slips, trips or falls significantly increases.
- 1.3 Despite this increased risk, council's duty of care to provide a safe environment continues to apply – albeit that there is due consideration of what steps can be reasonably taken in the discharge of this duty.
- 1.4 Due to the number of sites owned/managed by Prescott Town Council, it is both impractical and impossible to ensure that all sites are kept free from ice, frost, sleet and/or snow during winter weather. It is therefore necessary to have an accepted prioritised list of areas where gritting and snow clearing will take place in addition to the frequency of those works.
- 1.5 In order for this policy to be safely implemented by officers, Members' resolution is sought to commit resource in the form of equipment, training and personal protective equipment (PPE).

2. RECOMMENDATION(S)

- 2.1 Members are asked to resolve the following recommendations:-
 1. To adopt the proposed Gritting and Snow Clearance Policy 2023
 2. To commit resources in the form of equipment, training and personal protective equipment (PPE) so that the policy can be safely implemented by officers.





PRESCOT TOWN COUNCIL

Gritting and Snow Clearance Policy 2023

Date approved:

To be Confirmed (DRAFT)

Date to be reviewed

Draft

POLICY CONTROL SHEET

POLICY AUTHOR	Alex Spencer – Town Clerk
POLICY STATUS	To Be Approved
POLICY APPROVAL DATE	To Be Approved
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee
DATE OF POLICY REVIEW	To Be Confirmed

POLICY VERSION CONTROL SHEET

PREVIOUS VERSION OF POLICY	None
POLICY STATUS	To Be Approved
POLICY APPROVAL DATE	To Be Approved
APPROVING COMMITTEE	Finance Policy & Human Resources Committee
DATE OF POLICY REVIEW	To Be Confirmed

Introduction

Prescot Town Council owes a duty of care to visitors to ensure that whilst they visit a site owned/managed by Council, that site is a safe environment where the risk of injury is low.

During winter weather (ice, frost, sleet and/or snow) the risk of injury arising from slips, trips, or falls significantly increases.

Despite this increased risk, Council's duty of care to provide a safe environment continues to apply – albeit that there is due consideration of what steps can be reasonably taken to provide that safe environment in the discharge of this duty.

Although council cannot stop or pass on its duty of care, it can recommend that during periods of winter weather visitors take note of weather conditions **before** visiting any council owned/managed site and that steps are taken by the visitor to ensure their personal safety e.g. by wearing appropriate clothing, footwear and even considering whether a visit is necessary.

Due to the number of sites owned/managed by Prescot Town Council, it is both impractical and impossible to ensure that all sites are kept free from ice, frost sleet and/or snow during winter weather.

As a result, this policy provides a prioritised list of sites/areas where gritting and/or snow clearance will be implemented; in addition to stating a frequency for each prioritised site.

Priority Areas for Gritting and Snow Clearance

Priority	Site / Area
One	Main entrance and egress points of Town Hall (including fire escapes)
Two	Pathways leading to and from main entrance and egress points of Town Hall (including fire escapes)
Three	Where practicable all other areas e.g. car park.

Frequency of Gritting and Snow Clearance

Priority	Frequency
One	Where reasonably practicable, areas will be gritted and/or kept clear of snow during Town Hall business hours.
Two	Where reasonably practicable, areas will be gritted and/or kept clear of snow during Town Hall business hours.
Three	Areas will be gritted and/or cleared of snow if resources (staff and grit) permit

Responsibilities for Gritting and Snow Clearance

The Town Clerk or Deputy Town Clerk will have responsibility for instructing that gritting and/or snow clearance should be undertaken.

Responsibility for undertaking gritting and/or snow clearance applies to **any** council officer who has undertaken appropriate training.

Any officer(s) undertaking gritting and/or snow clearance must wear appropriate personal protective equipment (PPE).

Recording Gritting and Snow Clearance

Where gritting and/or snow clearance is undertaken under this policy, the officer(s) completing works shall complete a "Gritting and Snow Clearance Recording Sheet" (See appendix A) to evidence what has been completed.

Responsibility for Record Keeping

The Town Clerk will have responsibility for keeping a record of all gritting and/or snow clearing undertaken under this policy.

Responsibility for Ensuring Adequate Equipment, Stock Levels and Personal Protective Equipment (PPE)

The Town Clerk will have responsibility for ensuring that council has appropriate equipment, stock and PPE for officers to enable gritting and/or snow clearance works to commence.

