

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 16th Day of February 2023

To the Mayor and Members of Prescot Town Council

YOU ARE HEREBY SUMMONED TO ATTEND
a meeting of
Prescot Town Council
to be held on Thursday 23rd February 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	<p>PUBLIC OPEN FORUM</p> <p>To provide members of the public with the opportunity to ask questions of the Council.</p>	Verbal
3	<p>DECLARATIONS OF INTEREST</p> <p><i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i></p>	Verbal
4	<p>MINUTES OF THE PREVIOUS COUNCIL MEETING</p> <p>To APPROVE AND SIGN the minutes of Town Council held on Thursday 26th January 2023 as a true and accurate record of the business transacted.</p>	<p>Pages</p> <p>4 - 8</p>
5	<p>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</p> <p>To NOTE the minutes of the following Committee meetings:</p>	<p>Page</p> <p>9</p>
6	<p>ANNOUNCEMENTS FROM THE LEADER</p> <p>To receive announcements from the Leader of the Council.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	Verbal
7	<p>ANNOUNCEMENTS FROM THE TOWN CLERK</p> <p>Members are asked to CONSIDER the report and AGREE the recommendations contained within.</p>	<p>Pages</p> <p>10 - 12</p>

8	<p>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	Pages
9	<p>MAYORAL ENGAGEMENTS</p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><u>FOR INFORMATION ONLY</u></p>	Pages 13 - 14
10	<p>PLANNING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> any planning applications received and <u>AGREE</u> to make comment on those they feel require a response.</p>	Pages 15 - 18
11	<p>PLANNING DECISIONS</p> <p>Members are asked to <u>NOTE</u> any planning decisions received.</p>	Page 19
12	<p>FUNDING APPLICATIONS</p> <p>To <u>CONSIDER</u> and <u>APPROVE, DEFER</u> or <u>REJECT</u> the funding application from:</p> <ul style="list-style-type: none"> • KMBC Sponsorship Application for Knowsley Flower Show 2023 	Pages 20 - 26
13	<p>ANNUAL BUDGET AND PRECEPT DEMAND 2023/24</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	Pages 27 - 37

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

23rd FEBRUARY 2023

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 26th January 2023

REPORTS PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on
THURSDAY, 26th JANUARY 2023 in the **PRESCOT TOWN HALL**,
commencing at **7.30 P.M.**

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

PUBLIC GALLERY

None

98. TO RECEIVE APOLOGIES

Apologies were received from Cllrs T. Murray & L Rigby.

99. PUBLIC OPEN FORUM

There were no members of the public in attendance, and no questions had been submitted in advance of the meeting.

100. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following: -

- Cllr C. Krelle Item 12 – Community Funding Applications
- Cllr T. Large Item 10 – Planning Applications
- Cllr I. Smith Item 10 – Planning Applications
 Item 12 – Community Funding Applications

101. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous council meeting held on 11th November 2022 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

102. MINUTES OF COUNCIL COMMITTEES

It was **UNANIMOUSLY RESOLVED** to **NOTE** the minutes of the following committee meetings: -

- Finance, Policy and HR Committee – 21st December 2022

103. ANNOUNCEMENTS FROM THE LEADER

None

104. ANNOUNCEMENTS FROM THE TOWN CLERK

Members considered the Report of the Town Clerk regarding updates concerning:-

- Budget Planning 2023/24
- Asset Maintenance Plan and Policy for the Disposal of Assets
- Meetings with Knowsley Council and Football Association regarding changing rooms/community facility at Brown's Field,
- Siting of a storage container at Prescott Town Hall

It was **UNANIMOUSLY RESOLVED**:

1. To hold a face-to-face and virtual budget planning session on 2nd February 2023 at Prescott Town Hall commencing at 6pm.
2. That 1 x Green Party Member and 1 x Liberal Democrat Party Member attends future meetings regarding the potential construction of changing rooms/community facility at Brown's Field.
3. That the report of the Town Clerk be noted.

105. REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES

None.

106. MAYORAL ENGAGEMENTS

None.

Cllr K Taylor left the room.

107. PLANNING APPLICATIONS

Application Ref	Location	Comments
22/00729/FUL	Stanley News 52 Eccleston Street Prescot	No objections.
22/00658/FUL	Tesco Petrol Station Steley Way Prescot	No objections
22/00631/FUL	103 Kemble Street Prescot	No objections

108. PLANNING DECISIONS

None

Cllr K Taylor re-joined the meeting

Cllr C Krelle left the room

109. COMMUNITY FUNDING BIDS

Salvation Army

The Town Clerk presented an application by Salvation Army, Prescot for £500.00 of community funding to purchase a fridge/freezer and catering equipment in support of its Open Lounge – Warm Welcome project.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £500.00 for the funding application from the Salvation Army, Prescot.

Cllr C Krelle re-joined the meeting

Prescot Community Church

The Town Clerk presented an application by Prescot Community Church, Whiston for £500.00 of community funding to contribute towards the purchase of 10 tables to support its Community Café & Social Supermarket projects.

It was **UNANIMOUSLY RESOLVED** to

1. **APPROVE** the sum of £439.60 for the funding application from the Prescot Community Church.
2. **INSTRUCT** the Town Clerk to contact Prescot Community Church to determine how many service users live in Prescot, what are the overall number of service users how are/is the Community Café and Social Supermarket projects being promoted.
3. **INSTRUCT** the Town Clerk to complete a review of the Community Fund Guidance Notes and Grant Criteria – with a particular focus on eligibility criteria – and report back to Members to determine whether amendment to the policy is necessary.

The meeting closed at 8.17 p.m.

Dated: 23rd February 2023

**Signed:.....
Cllr Joanne Burke (Mayor of Prescot)**

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

23rd FEBRUARY 2023

REPORT TITLE:

Minutes of Committees

BACKGROUND TO THE REPORT:

In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

PURPOSE OF REPORT:

To **NOTE** the minutes of the committee meetings provided.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****23rd FEBRUARY 2023****REPORT TITLE:**

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

Members will be aware that at each meeting of Council, the Town Clerk provides an update on the work which officers have progressed since the last meeting of council.

PURPOSE OF THE REPORT

To update Members on the work which officers have progressed since the last meeting of Council.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

BUDGET PLANNING 2023/24

Following a budget planning workshop with members in February, the Town Clerk and Deputy Town Clerk have proposed a balanced budget for 2023/24 with a 0% increase on the current precept of £88.66.

The Town Clerk and Deputy Town Clerk wish to thank Members for their input at this workshop, which was pivotal in formulating this years' budget.

The proposed budget will be presented to Members for resolution at Full Council on 23rd February 2023.

BAR TENDER 2023

Following resolution by members of Finance, Policy and HR Committee, the tender for the Bar at Prescott Town Hall is now out and will run until 5pm on 6th March 2023.

To date, there have been three interested parties who have held meetings with the Town Clerk and/or visited the bar, however a formal tender is still to be submitted.

To keep momentum and interest, regular posts will be made via social media channels and reminders for groups advertising on council's behalf i.e. Prescott Business Club, other parish councils.

INTERNAL AUDIT 2023/24

The Town Clerk has liaised with the internal auditor; and agreed that our audit for 2023/24 will take place on 4th April 2023.

SITING OF CONTAINER AT PRESCOT TOWN HALL

Members will recall that at a meeting of Full Council in November 2022, Members resolved that the Town Clerk liaise with Britannia Fleet to site a container within the carpark of Prescott Town Hall.

Unfortunately, since council last met, and despite the efforts of the Town Clerk to arrange delivery with Britannia Fleet, no response has been received from colleagues. The Town Clerk will however keep trying to hopefully get a response.

Cllr J Burke has also contacted Britannia Fleet colleagues on several previous occasions.

NON MEMBERSHIP RENEWAL OF NALC FROM 2023/24 & MEMBERSHIP OF SLCC

Following resolution by Members at the last meeting of Finance, Policy and HR Committee, the Town Clerk has notified representatives from the Lancashire Association of Local Councils (LALC) and the National Association of Local Councils (NALC) that Prescott Town Council membership will not be renewed in 2023/24.

Again, following resolution by Members, the Town Clerk contacted the Society of Local Council Clerks (SLCC) for Prescott Town Council to become a member – membership running from February 2023 to February 2024.

1. RECOMMENDATIONS

- 1.1 Members are asked to consider and approve the report

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

23rd FEBRUARY 2023

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY**

REPORT PREPARED BY

Alex Spencer – Town Clerk

MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
10 th February 2023	The Clock Face Pub	Raffle Draw

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

23rd FEBRUARY 2023

REPORT TITLE:

Planning Applications

BACKGROUND TO THE REPORT:

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

PURPOSE OF ITEM:

To provide Members with details of the most recent applications forwarded by KMBC. Members are required to **CONSIDER** each application and **AGREE** to make comment if they feel so inclined. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING
APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 27.01.23**

PRESCOT

APP.NO: 22/00779/FUL **CASE OFFICER: Andrew Hunt**
APPLICANT: Osprey Charging Network
APP. TYPE: Full Application
LOCATION: Cables Retail Park Steley Way Prescott
PROPOSAL: INSTALLATION OF 8NO. ELECTRIC VEHICLE CHARGING POINTS TOGETHER WITH THE
ERECTION OF 1 NO SUBSTATION AND ASSOCIATED FENCING AND ELECTRICAL
EQUIPMENT
WARD: Prescott North

View Here –

[https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RN8IMZI
XKPE00](https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RN8IMZI
XKPE00)

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING
APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 03.02.23**

PRESCOT

APP.NO: 22/00545/CLD **CASE OFFICER: Reece Black**
APPLICANT: Mrs Venasquez
APP. TYPE: Certificate of Lawful Use/ Dev. Proposed
LOCATION: 4 Hayes Avenue Prescott
PROPOSAL: CERTIFICATE OF PROPOSED LAWFUL DEVELOPMENT FOR A SINGLE STOREY REAR
EXTENSION
WARD: Prescott South

View Here –

[https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RHKNSH
IXH7H00](https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RHKNSH
IXH7H00)

Prescot Town Council
Prescot Town Hall
1 Warrington Road
Prescot
Merseyside
L34 5QX
0151 426 3933

Our Ref : 23/00054/LBC

Date: 10 February 2023

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: EXTERNAL ALTERATIONS TO GRADE II LISTED BUILDING COMPRISING OF REFURBISHMENT AND REPAIR WORKS TO EXISTING MASONRY, DOORS, WINDOWS, TIMBER AND LEADWORK

LOCATION: Cockpit House, 30 - 34 Church Street, Prescot, Knowsley, L34 3LA,

This is a formal consultation in respect of the above planning application. The application forms and any drawings submitted with it can be viewed via the internet on our website at:

<https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPPN01IXM0N00>

(Please be aware that applications may take upto 3 days before they are available)

Please send any response you may have via e-mail to: dcconsultations@knowsley.gov.uk

If no reply is received within 21 days, the application will be determined on the assumption that you do not wish to submit any observations.

Should you wish to discuss the details of this application please contact Planning Services on 0151 443 2381.

Yours faithfully

Mark Cawood
Head of Planning Services

Prescot Town Council
Prescot Town Hall
1 Warrington Road
Prescot
Merseyside
L34 5QX
0151 426 3933

Our Ref : 23/00053/KMBC1

Date: 10 February 2023

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

**PROPOSAL: EXTERNAL ALTERATIONS TO GRADE II LISTED BUILDING COMPRISING
OF REFURBISHMENT AND REPAIR WORKS TO EXISTING MASONRY,
DOORS, WINDOWS, TIMBER AND LEADWORK**

LOCATION: Cockpit House, 30 - 34 Church Street, Prescot, Knowsley, L34 3LA,

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If no reply is received within 21 days, the application will be determined on the assumption that you do not wish to submit any observations.

Should you wish to discuss the details of this application please contact Planning Services on 0151 443 2381.

Yours faithfully

Mark Cawood
Head of Planning Services

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****23rd FEBRUARY 2023****REPORT TITLE:**

Planning Decisions

BACKGROUND TO THE REPORT:

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

PURPOSE OF ITEM:

To provide Members with details of the most recent decisions forwarded by KMBC. These are for **NOTING** only. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

23rd FEBRUARY 2023

REPORT TITLE:

Community Fund Bids

BACKGROUND TO THE REPORT:

Funding Applications have been received from:

PURPOSE OF REPORT:

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

REPORT PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****23RD FEBRUARY 2023****REPORT TITLE:**

Knowsley Flower Show Sponsorship

BACKGROUND TO THE REPORT

Each year Knowsley Metropolitan Borough Council (KMBC) holds the Knowsley Flower Show at Court Hey Park Huyton (this is the only Public Open Space with suitable infrastructure to hold the event in Knowsley). In 2022 Prescott Town Council part sponsored a shuttle bus from Whiston/Prescot to the event and advertised the Town Hall facilities in the Flower Show programme.

PURPOSE OF THE REPORT

The Deputy Town Clerk has once again been contacted by the Event co-ordinator for the flower show to confirm if the Town Council will provide its usual shuttle bus sponsorship and opportunity for advertising.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Knowsley Flower Show Sponsorship

1. INTRODUCTION

- 1.1 Each year Knowsley Metropolitan Borough Council (KMBC) holds the Knowsley Flower Show at Court Hey Park Huyton (this is the only Public Open Space with suitable infrastructure to hold the event in Knowsley). In 2022 Prescott Town Council part sponsored a shuttle bus from Whiston/Prescot to the event and advertised the Town Hall facilities in the Flower Show programme.
- 1.2 The Deputy Town Clerk has received a request for sponsorship of the 25th Knowsley Flower Show which will be held on Sunday 6th August 2023 from the Culture Development and Events Officer at KMBC, this can be seen at appendix 1.
- 1.3 In previous years and in addition to the Shuttle Bus the Town Council have also taken a page advert in the event programme advertising the Town Hall as an events venue. 5,000 copies of the programme will be distributed which will provide a great promotional opportunity for the Town Council to promote it's hire of facilities.
- 1.4 As in 2022, sponsorship of the event would ensure the Prescott Town Council logo will appear in the Flower Show publicity.
- 1.5 The approximate cost of the journey between Prescot and Court Hey Park would be £10.00 per family for a day bus ticket.

2. CONCLUSIONS

- 2.1 The cost to a Prescott family of four (assuming 2 adults and 2 children) wanting to attend the Knowsley Flower Show via public transport would be £10.00 for a return journey. If 200 families attended the Flower Show the expected cost would be £2,000 to residents therefore the cost of sponsorship of the shuttle bus at £250 could represent a saving of £1,750 to the Town.

3. RECOMMENDATIONS

- 3.1 Using the powers granted under Section 137 of the Local Government Act 1972 members are asked to:
 - Consider the request from KMBC at appendix 1 and approve part sponsorship of the shuttle bus at £250 and a full-page advert of the Town Hall hire facilities in the event programme at £200.



Knowsley Council

Carla Simkin
Knowsley Culture Development & Events Service
High Street, Prescot
Merseyside
L34 3LD

7th February 2023

Mrs Louise Sephton
Acting Clerk to Prescot Town Council

Dear Louise

25th KNOWSLEY FLOWER SHOW – SUNDAY 6TH AUGUST 2023

I am pleased to announce that planning has now started for this year's Knowsley Flower Show which will celebrate its 25th anniversary and take place on Sunday 6th August.

I would like to invite Prescot Town Council to partner up again and sponsor the Whiston and Prescot shuttle bus at a cost of £500 or if as in previous years Whiston Town Council part sponsor, £250 each. Last year Prescot Town Council kindly took an advert out in the Flower show programme at a cost of £200 and this cost is the same for this year, let me know if you would like a page reserving.

I know you have been sponsoring for many years but here are **some facts about the Knowsley Flower Show:**

- In 2022, even though there had been a 2 year break due to the pandemic, the event saw over 18,000 visitors enjoy the event.
- Since its launch in 1999 the show has grown exceptionally and is now recognised as the flagship event for Knowsley and best free show of its kind in the North West.
- The show is very much a community show and a firm date in Knowsley residents' diaries.
- The show attracts many and varied exhibitors from across the UK and top growers who enter many of the larger horticultural shows are involved in our show.
- Attractions include a giant Floral Marquee and this year more categories in floral art and creative crafted have been introduced.
- There's always a host of entertainment and attractions including dog obedience displays, circus skills, children's fairground rides, live music and performances from local young people.
- Other attractions: Giant Craft and Creative Marquee, Main arena, Farmers Market, lots of trade stands and garden centres/nurseries.
- Knowsley Council organises the event in partnership with the community, the Knowsley Flower Show Committee, who consist of Whiston and Roby

Knowsley Metropolitan Borough Council
PO Box 21 Archway Road Huyton Knowsley Merseyside L36 9YU
Telephone: 0151 489 6000 www.knowsley.gov.uk



Gardening Club, Cuper Crescent and Bowring Park Allotments and Friends of Court Hey Park.

Here are some of the **benefits that sponsorship** would bring to organisations like yourselves:

- A guarantee that your organisation is recognised in the community as having good social values by supporting the borough's flagship event with exposure to an **audience of up to 20,000 people** on the day.
- **Generate increased awareness of your organisation amongst the general public.** The show is one of the largest FREE community events in the North West and has gained recognition nationally, and is affiliated to the Royal Horticultural Society. It therefore attracts a wider audience than just the local community.
- **Publicity will be ready for circulation earlier than usual to encourage growers to enter the show, the end of March 2023** and there is the opportunity to have your logo printed on this information, which will be circulated to all public buildings and venues in Knowsley and major Tourist/Visitor venues across the North West.

As the show continues to rely heavily on local support and sponsorship, I would be grateful if Prescot Town Council could consider being part of the show. Below are details of the Sponsorship opportunities available but there are also tailored package available.

Hope to hear from you.

Yours sincerely

Carla Simkin
Culture Development & Events Officer
Knowsley Council
Carla.simkin@knowsley.gov.uk
0151 443 5353

SPONSORSHIP OPPORTUNITIES	AMOUNT
MAIN SHOW SPONSOR Flower Show schedule and programme will state 25 th Knowsley Flower Show sponsored by with logo on front of all publicity, and full page advert in both publications Promotional A5 flyer. Circulation 10,000, will state 25 th Knowsley Flower Show Sponsored by with logo on front	£6,000

<p>Posters. 500, will state 25th Knowsley Flower Show Sponsored by with logo on front</p> <p>Banner at Entrance to Court Hey Park, will state 25th Knowsley Flower Show Sponsored by with logo on front. Plus 2 other banners situated in Kirkby and Bowring Park.</p> <p>Presentation Area will be dressed with company Logo,</p> <p>Flower Show Website. There will be a Logo and link to company Website.</p> <p>Public Address system on the day. Will periodically announce that the event is sponsored by your company.</p> <p>Correx Board Signs around the Arena. Will state sponsored by your company.</p> <p>Flower Show Presentations your company will be invited to present Trophy's to Flower Show Winners.</p> <p>Media Photographer. Your company will be included in press releases and photographs will be taken on the day</p> <p>Trade Space. Your company can have trade stand space in our main Courtyard and in our Community Marquee</p>	
<p>Marquee Sponsorship</p> <p>The benefits include Company branding at the event, Company logo on event publicity, logo including on banner above marquee and the opportunity to have promotional space at the show for your organisation.</p>	<p>Floral Marquee - £2000 Craft and Creative Marquee - £1800 Healthy Lifestyle and Environment Marquee - £900</p>
<p>Shuttle Bus Sponsorship</p> <p>This will pay for a bus provider and driver to operate a free shuttle bus in specific areas of Knowsley in an effort to increasing accessibility and encouraging residents to attend the event.</p> <p>Buses operating for 2023 show:</p> <p>Halewood Raven Court via Higher Road, Mackets Lane, Belle Vale to CHPark</p> <p>Knowsley Village via Stockbridge Village/Hillside to CHPark</p> <p>Whiston Village via Prescott Bus Station stopping at Bowring Park to CHPark</p> <p>Kirkby Bus Station stopping at Bowring Park to CHPark</p> <p>Huyton Bus Station to Roby Road, stopping at Bowring Park to CHPark</p> <p>Benefits include, logo on website, on all publicity, sponsor boards and signs on buses.</p>	<p>£500 per bus</p>
<p>Trade Stand Opportunities</p> <p>Please contact Carla Simkin direct on Carla.simkin@knowsley.gov.uk or call 0151 443 5353</p>	<p>Ranging from £130-£500 depending on space required</p>

Arena Entertainment Sponsor Benefits include Company branding at the event, Company logo on event publicity, and the opportunity to have promotional space at the show for your organisation. There is also the opportunity to have sponsor boards produced with company details and logos on around the main arena.	£2000
Show Classes and Prize Sponsorship Opportunities [Supporting and encouraging local/regional horticulturalists]	
Sponsoring a class in the schedule (choice of over 100 classes)	£150
Cash prizes to category winners in show (8 classes at £30)	£240
Cash prizes in whole show [your Company name and logo will also go on the certificates if you choose to sponsor this section]	£950
Advertising Opportunities – Schedule – per page, A5 size (2000 copies produced and sent to gardeners and exhibitors) <i>Back page reserved for main sponsor</i>	£200
Advertising Opportunities – Programme (5000 copies produced and distributed free to visitors on the day):	
Advert on back page of Programme <i>usually Back page reserved for main sponsor</i>	£400
Full page advert in Programme	£200
<i>A discretionary donation to help support the show – it's up to you!</i>	£

PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
23rd FEBRUARY 2023

REPORT TITLE:

Annual Budget and Precept Demand 2023/24

BACKGROUND TO THE REPORT

In accordance with the Local Government Finance Act 1992 Prescot Town Council as the local precepting authority issues a precept each year on Knowsley Metropolitan Borough Council (KMBC). The precept must state Prescot Town Council's budget requirement for the forthcoming financial year which is then payable by KMBC.

PURPOSE OF THE REPORT

This report details the budget requirements of Prescot Town Council for the financial year 2023/24 and the precept required to meet this budget.

REPORT PREPARED BY:

Alex Spencer - Town Clerk

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL
Precept and Annual Budget 2023/24

1. INTRODUCTION

- 1.1 In accordance with the Local Government Finance Act 1992 Prescot Town Council as the local precepting authority issues a precept each year on Knowsley Metropolitan Borough Council (KMBC). The precept must state Prescot Town Council's budget requirement for the forthcoming financial year which is then payable by KMBC.
- 1.2 There is a duty to issue the precept demand to KMBC before the 24th February 2023 in the preceding year to which the precept relates (in this case 1st April 2023 to 31st March 2024). This enables KMBC to perform the necessary calculations needed to inform residents of their Council Tax demand.
- 1.3 KMBC as billed authority pays the precept in instalments during the month of April in line with the Local Authority Regulations (Funds) (England) 1992.

2. COUNCIL TAX BASE 2023/24

- 2.1 Following resolution by KMBC Council on 25th January 2023, the Town Clerk received confirmation of the 2023/24 Council Tax Base on 27th January 2023.
- 2.2 The Council Tax Base for 2023/24 has been set at 3,813 Band D equivalent properties, an increase of 134 properties in comparison with the 2022/23 base of 3,679.

3. CURRENT FINANCIAL YEAR PERFORMANCE

- 3.1 The gross expenditure for 2022/23 was set at £351,101; with a gross precept of £326,171 and the shortfall being made up with revenues derived through Town Hall operations.
- 3.2 As of February 2023, Council's forecasted financial outturn is detailed in the table below.

Summary	Budget	Actual to Feb	Forecast / Outturn	(Surplus) / Deficit
Total Income	351,101	349,700	354,793	(3,692)
Total Expenditure	351,101	250,870	317,816	(33,285)
Contribution to or requirement from Council Reserves				(36,977)

- 3.3 At the time of writing, total expenditure for the remainder of 2022/23 is projected at £66,946. This figure is comprised of further payments to Prescot Town Council staff, the final instalment to KMBC under our Grounds Maintenance Contract and other areas of necessary expenditure as identified by officers.

- 3.4 Officers project an underspend of circa £37,000 at the end of 2022/23; with a recommendation that it is used to contribute towards Council's General Reserve (currently at £227,821) or Earmarked Reserve (currently at £48,600).

4. PROPOSED BUDGET 2023/24

- 4.1 The Town Clerk and Deputy Town Clerk have proposed a balanced budget for the 2023/24 financial year. This budget is based on:-

- a. The confirmed 2023/24 Council Tax Base of 3,813 Band D Equivalent Properties provided by KMBC.
- b. An assessment of income received during 2022/23, and the setting of targets against each income line for 2023/24.
- c. A zero increase in 2023/24 on Council's Charging Schedule relating to room hire, hiring of equipment etc (see appendix one)
- d. An assessment of expenditure during 2022/23 against each budget line, and the setting of budgets against each line for 2023/24.
- e. Council's gross income for 2023/24 being set at £364,958.08 – this figure being comprised of a precept demand of £338,060.58; and other income in the form of room hire, income derived from the bar etc being set at £26,898.00.
- f. Council's gross expenditure for 2023/24 being set at £364,958.08.
- g. A 0% increase on the 2022/23 precept demand of £88.66, resulting in an unchanged precept demand of £88.66 per Band D equivalent property in 2023/24.

- 4.2 The proposed budget for 2023/24 is set out in the tables below:

Income	
<i>Precept</i>	338,060.58
<i>Contribution from Reserves</i>	0.00
<i>Bank Interest</i>	1,150.00
<i>Grant Income</i>	0.00
<i>Events Income</i>	500.00
<i>Miscellaneous Income</i>	247.50
<i>Lettings</i>	21,000.00
<i>Bond</i>	0.00
<i>TENS Licence</i>	0.00
<i>Table Cloths, Chair Coverings Etc</i>	2,500.00
<i>Bar</i>	1,500.00
TOTAL	364,958.08

Cost Centre 1 : Staff & Training Costs	
<i>Salaries & Wages</i>	163,438.08
<i>Mayor</i>	850.00
<i>Mileage & Travel</i>	200.00
<i>Training</i>	3,200.00
	167,688.08

Cost Centre 2 : Administrative	
<i>Elections</i>	10,500.00
<i>Bank Charges</i>	300.00
<i>Photocopier & Printing</i>	900.00
<i>Audit Fees</i>	1,500.00
<i>Professional Fees</i>	6,500.00
<i>Stationary, Postage, Office Equipment</i>	1,800.00
<i>Subscriptions</i>	500.00
<i>Licences</i>	300.00
<i>Equipment Purchase / Maintenance</i>	1,600.00
<i>Quality Council</i>	600.00
<i>Insurance</i>	4,000.00
<i>Insurance Contingency</i>	0.00
<i>Telephones & Broadband increase</i>	2,100.00
<i>IT Recharges</i>	2,900.00
<i>Advertising</i>	600.00
<i>Miscellaneous</i>	500.00
<i>Contingency</i>	0.00
TOTAL	34,600.00

Cost Centre 3 : Community Provision & Events	
<i>Prescot Town Council Community Fund</i>	9,000.00
<i>Prescot Festival</i>	1,000.00
<i>Town Clock</i>	500.00
<i>Town Council Community Initiatives</i>	0.00
<i>Events Budget</i>	0.00
<i>Prescot Spring Clean</i>	3,400.00
<i>Prescot Community Recognition Awards</i>	500.00
<i>Prescot Carnival</i>	10,000.00
<i>Armistice Day Remembrance Service</i>	150.00
<i>Prescot Christmas Cracker</i>	5,000.00
<i>Senior Citizen Drop In</i>	500.00
<i>Schools Selection Packs</i>	1,300.00
TOTAL	31,350.00

Cost Centre 4 : Public Open Spaces & Outdoors	
<i>Parks Revenue Maintenance</i>	30,800.00
<i>Football Pitch Maintenance</i>	0.00
<i>Browns Field Development</i>	5,000.00
<i>Eaton Street Development</i>	5,000.00
<i>Parks Capital Maintenance</i>	10,000.00
<i>Business Rates Browns Field</i>	300.00
<i>Electricity - Eaton Street Pavilion</i>	510.00
<i>Electricity - Playing Fields</i>	100.00
<i>Water Rates -Playing Fields & Eaton Street</i>	300.00
TOTAL	52,010.00

Cost Centre 5 : Town Hall	
<i>Heat & Light</i>	16,000.00
<i>Business Rates</i>	6,500.00
<i>Water Rates</i>	2,500.00
<i>Town Hall Christmas Lights</i>	2,000.00
<i>Facilities Management</i>	5,500.00
<i>Furniture & Fittings</i>	1,000.00
<i>Day to Day Maintenance</i>	5,500.00
<i>Cleaning & Hygiene</i>	1,000.00
<i>Laundry</i>	2,300.00
<i>Refuse Collection</i>	2,500.00
<i>Borrowing Costs</i>	34,010.00
<i>Tablecloths, chair covers catering etc</i>	500.00
<i>Bond Refund</i>	0.00
<i>TEN Licence</i>	0.00
TOTAL	79,310.00

Income	364,958.08
Cost Centre 1 : Staff & Training Costs	167,688.08
Cost Centre 2 : Administrative	34,600.00
Cost Centre 3 : Community Provision & Events	31,350.00
Cost Centre 4 : Public Open Spaces & Outdoors	52,010.00
Cost Centre 5 : Town Hall	79,310.00
Total Expenditure	364,958.08

Income	364,958.08
Total Expenditure	364,958.08
BUDGET GAP	0.00

5. CONTEXT OF PROPOSED BUDGET 2023/24

5.1 INCOME

Based on the confirmed 2023/24 council tax base of 3,813 and with a 0% increase on council's current precept demand of £88.66, this would generate a gross income of £338,060.58.

Having assessed income generated across all income lines during 2022/23, officers have proposed an income target of £26,897.50 for 2023/24.

Whilst officers are confident that this income target is realistically achievable, Members should be aware that council is currently out to tender for its bar operation at Prescot Town Hall; a process which should be concluded in mid-March 2023.

At the time of writing, three expressions of interest have been received, and officers are confident that the bar operation licence will be awarded in mid-March. As a result, there should be no impact on functions which have been booked during the new financial year.

This income target, combined with the proposed gross precept figure of £338,060.58 will generate an overall gross income to council of **£364,958.08** for 2023/24.

5.2 COST CENTRE ONE: STAFF AND TRAINING COSTS

The staffing budget for 2023/24 is based on a staffing structure comprised of:-

- 1 x Town Clerk employed full-time (35 hours)
- 1 x Deputy Town Clerk employed full-time (35 hours)
- 1 x Administration Officer employed full-time (35 hours)
- 1 x Caretaker employed part-time (25 hours)
- 1 x Caretaker employed part-time (10 hours) – currently out to recruitment
- 1 x Caretaker employed casual (casual) – currently out to recruitment

This staffing budget takes into consideration:-

- Where appropriate, staff incremental pay increase
- A proposed 3% pay award in 2023/24 for all staff (The actual percentage increase is resolved each year by the National Joint Council for England (NJC) and is communicated to councils in October once negotiations are concluded. However, a percentage must be factored into the budget each year to pre-empt the pay award agreed by the NJC and unions)

In recognition that officers have not undertaken formal training for a number of years, with qualifications running out for courses previously undertaken, officers have proposed a significant increase to the 2023/24 training budget; and further

propose subscribing to a dedicated online health & safety system for 2023/24, which will provide a portfolio of training courses for staff to complete during work time.

The Town Clerk has contacted several online training providers including Peninsula, BrightHR and Worknest to discuss their respective health & safety systems and the online courses they provide.

It is the recommendation of the Town Clerk that council subscribes to Peninsula for 2023/24 at a cost of £3,120.00. This figure has been included within this proposed budget.

5.3 COST CENTRE TWO: ADMINISTRATIVE

Officers have proposed a significant increase to the "Elections" budget line, rising from £7,000.00 to £10,500.00 as a result of 2023 being an "all out" election, and the anticipated costs of KMBC organising both local and parish/town elections.

Although the calling of a bi-election during an election year is unlikely, it is prudent to have a budget available in the event of a bi-election being called.

To ensure that this cost is not passed onto residents of Prescot and in order to negate the need for a precept increase, officers recommend utilising funds from Council's General Reserve to cover the cost of a bi-election if one is indeed called.

A further increase has been proposed to the "Professional Fees" budget line, rising from £1,100.00 in 2022/23 to a proposed £6,500.00 in 2023/24. This rise is in anticipation of St. Helens Law undertaking a large volume of work on behalf of council – notably advice relating to the leases at Brown's Field and Eaton Street Park, potential lease relating to proposed pavilion/changing facilities at Brown's Field and license for the new bar operator at Prescot Town Hall.

A saving of £700.00 has been generated against the "Subscriptions" budget line following council resolution to leave the National Association of Local Councils (NALC) and join the Society for Local Council Clerks (SLCC) with immediate effect – membership running from February 2023 to February 2024.

A further saving of £600.00 has been generated as a result of council being unable to Quality Council Status through NALC; however a similar award (akin to Quality Council Status) is anticipated through SLCC during 2024/25.

5.4 COST CENTRE THREE: COMMUNITY PROVISION & EVENTS

Budget lines within this cost centre have remained relative static in comparison to 2022/23, although there have been increases to the budget lines of "Prescot Carnival" "Prescot Christmas Cracker" and "Selection Boxes" to more accurately reflect expenditure during 2022/23 or anticipate increase costs (which may impact

delivery) during 2023/24.

5.5 COST CENTRE FOUR: PUBLIC OPEN SPACES AND OUTDOOR

Officers propose a significant reduction to the “Parks Capital Maintenance” budget line; reducing it to £10,000.00 for 2023/24 in comparison to £20,000.00 in 2022/23.

This revenue budget line was established to ensure that money was available in the event of Knowsley Council completing repairs under its Parks Asset Management Plan 2019-44 and charging council for these works – as under the terms of council’s current lease with KMBC concerning Brown’s Field and Eaton Street Park, there is ambiguity as to whether council has responsibility for improvement works or simply maintenance works.

To date, no works have been completed by KMBC and no invoice has ever been received by council – resulting in a £20,000.00 underspend against this budget line being added to council’s general or earmarked reserves at the end of each financial year.

Officers therefore propose a reduction of this budget line to £10,000.00, with the remaining £10,000.00 being assigned to other budget lines across Council’s overall proposed budget.

Officers have proposed a £2,800.00 increase to the “Parks Revenue” budget line following confirmation from KMBC that all services provided will have a 10% uplift applied for 2023/24 – this will make the total grounds maintenance contract payable to KMBC at £30,800.00.

The current grounds maintenance contract with KMBC expires on 31st March 2023, and given the extremely tight timescales involved in producing and running a tendering exercise for a potential replacement service, this budget assumes that members will resolve to commit to KMBC for a further 12 months, but that Members further resolve that officers undertake a tendering exercise to be completed during 2023/24.

As in previous years, officers propose a commitment of £5,000.00 each to Brown’s Field and Eaton Street Park. To ensure that this budget and that committed within earmarked reserves are spent, officers propose bi-monthly meetings with the Friends of Brown’s Field and the Friends of Eaton Street Park to determine where investment should be made.

5.6 COST CENTRE FIVE: TOWN HALL

The majority of budget lines against this cost centre have remained comparable with 2022/23, with slight increases or decreases based on officers assessing expenditure during this financial year.

Members' attention is however pointed to budget line "Heat and Light" which has increased by circa £5,500.00 in comparison to 2022/23. In line with changes nationally, officers fully expect utility charges to increase in 2023/24. However, given that this budget line already had a considerable amount assigned to it (£10,571.00), the proposed increase to this budget line is not as high as may be first required – and is based on an anticipated threefold increase in costs.

Members attention is also pointed towards the "Refuse Collection" budget line – which has increased from £1,000.00 in 2022/23 to £2,500.00 in 2023/24. This is following an assessment of expenditure and applying a 10% uplift as confirmed by the supplier.

6 RESERVES

- 6.1 The Good Councillor's Guide to Finance and Transparency states that 'A council should typically hold between 3 to 12 months expenditure as a general reserve'. Sound financial management has seen the Town Council's reserves increasing at a steady rate for the last eight years. At the beginning of the financial year the Town Council held general reserves of £227,821.00, together with specific reserves of £48,600.
- 6.2 Based on council's gross income of £351,101 for 2022/23, the current reserve level represents approximately 7.5 months of expenditure – well within the accepted and recognised level for councils.
- 6.3 Current forecasted expenditure for the 2022/23 financial year predicts an overall underspend against budget of circa £36,977. This is made up of underspends against budget lines across council's overall budget; the largest contributor of which is the "Parks Capital Maintenance" budget line at £20,000.00.
- 6.4 Therefore, based on current forecasts, should Members resolve to commit all forecasted underspends to the general reserve, council will have a general reserve of circa £265,000 as of 31st March 2023. Members should be aware however that this figure may be higher or lower depending on the level of expenditure to year end.
- 6.5 A second option for Members is to commit some underspends to much needed capital works as identified by officers – effectively placing in an earmarked reserve before clawing back during 2023/24 when works are completed.
- 6.6 Officers put forward the following works as earmarked for 2023/24
 1. Replacement fire alarm system Quoted £11,000.00
 2. Cellar cooler to support bar Quoted £2,500.00
 3. Replacement blinds in function room Quoted £1,200.00

6.7 To clarify exactly what funds are available to council at any given time, officers propose to open a further two bank accounts from 2023/24. The proposed banking structure will therefore be:-

1. Bank account one (already exists) Holding account for precept / income
2. Bank account two (already exists) Day-to-day account for payments
3. Bank account three (new account) Holds council general reserve
4. Bank account four (new account) Holds earmarked fund for capital works

7. RECOMMENDATIONS

7.1 Members are asked to consider the recommendations below:-

- a. That Members resolve that the gross revenue budget expenditure for the 2023/24 financial year be set at £364,958.08.
- b. That Members resolve that the precept demand for the 2023/24 financial year be set at £338,060.58 or £88.66 per band D equivalent property, and that the Town Clerk notifies KMBC accordingly.
- c. That Members resolve to implement salary and pension increases for 2023/24 in line with the recommendations of the National Joint Council for England (NJC) and Merseyside Pension Fund.
- d. That Members resolve the proposed charging schedule for 2023/24 as stated at appendix one to this report.
- e. That Members resolve to subscribe to Peninsula online training for a period of 12 months at a cost of £3,120.00.
- f. That Members resolve to utilise funds from Council's General Reserve in the event of a bi-election being called during 2023/24.
- g. That Members resolve to enter into agreement with KMBC for its Grounds Maintenance Service for a further 12 months, and further resolve that a tendering exercise is completed by officers during 2023/24 to test the market.
- h. That Members resolve that works identified at paragraph 6.6 are earmarked for 2023/24, with underspends from 2022/23 earmarked for these works, and any residual underspends committed to council's general reserve.
- i. That Members resolve the proposed accounts structure at paragraph 6.7.

APPENDIX ONE : PROPOSED SCHEDULE OF CHARGES 2023/24

Room	Capacity	Rates			
		Non for profit group 9am-5pm Midweek (per hour)	Non for profit group after 5pm Midweek (per hour)	Business Use Midweek (per hour)	Weekend (per hour)
Multi-Function	100-120	£10.00	£10.00	£15.00	£20.00
Conference Room	16	£7.50	£10.00	£15.00	£20.00
Council Chamber	20-30	£7.50	£10.00	£15.00	£20.00
Meeting Room	6	£7.50	£10.00	£15.00	£20.00
Pavilion at Eaton Street	10	£7.50	£10.00	£15.00	£20.00
Decorations					
Tablecloths	High quality Black or White, £4 per table, each table seats 10/11				
Chair Covers/Sashes	White full length covers, £1 per chair, sashes (various colours available) £0.50p per chair				
Table decorations	Glass bowl centre pieces mounted on circular mirrors filled with acrylic stones and white roses. £3.00 each or free of charge when you hire tablecloths, chair covers and sashes				
Training and Conference Requirements					
Tea, Coffee and Biscuits	Unlimited drinks £2 per person				
Lunch	Sandwiches, cake and a drink are supplied by the Famous Ray's Bakery at £6 per person				
Projector and Screen	Portable 3D Projector (VGA 15 pin connector required) with large portable screen £5				

