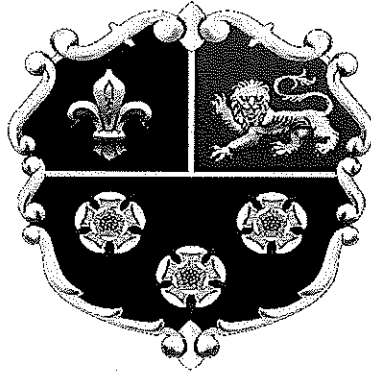


PRESCOT TOWN COUNCIL



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

Telephone: 0151 - 426 - 3933

Email: enquiries@prescot-tc.gov.uk

Dated this 28th day of February 2023

To the Members of the Events Committee

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

YOU ARE HEREBY SUMMONED TO ATTEND

**a meeting of the Events Committee for the Town of Prescot to be held at
Prescot Town Hall on Tuesday 7th March 2023 at 6.00pm**

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

Alex Spencer
TOWN CLERK

AGENDA

1. **TO RECEIVE APOLOGIES** Verbal
To receive apologies of absence from committee members.
2. **DECLARATIONS OF INTEREST** Verbal
In accordance with Standing Order 4 G ii. members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.
3. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 3-5)
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 9th November 2022.
4. **ARMISTICE DAY SERVICE 2022 - FEEDBACK REPORT** (Pages 6-8)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
5. **CHRISTMAS CRACKER 2022 – FEEDBACK REPORT** (Pages 9-11)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
6. **SENIOR CITIZEN CHRISTMAS DROP IN 2022 – FEEDBACK REPORT** (Pages 12-14)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
7. **EVENTS CALENDAR 2023/24** (Pages 15-17)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
8. **PRESCOT CARNIVAL 2023**
Members will be asked to discuss the action plan for this year's carnival.
This will be provided on the day.

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE MEETING

7th MARCH 2023

REPORT TITLE:

Minutes of Previous Committee Meeting

BACKGROUND TO THE REPORT:

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

PURPOSE OF REPORT:

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

REPORTS PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **WEDNESDAY, 9TH NOVEMBER 2022** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

18. TO RECEIVE APOLOGIES

Apologies were received from Cllrs I. Smith, F. Wynn and C. Krelle.

19. DECLARATIONS OF INTEREST

There were no declarations of interest received.

20. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 6th October 2022 be agreed as a correct record and signed by the Chair.

21. ARMISTICE DAY SERVICE 2022

The Deputy Town Clerk updated members with the arrangements for the Armistice Day Service.

22. PRESCOT CHRISTMAS CRACKER 2022

The Deputy Town Clerk updated members with the arrangements for the Christmas Cracker.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** to increase the payment to £100 for L35 Radio to provide the DJ/Presenter services at the Christmas Cracker and to provide a £100 donation to Prescott Rotary Club for supplying the Santa and Sleigh at the Christmas Cracker.

23. SENIOR CITIZEN CHRISTMAS DROP IN

The Deputy Town Clerk updated members with the arrangements for the Senior Citizen Christmas Drop in events.

The meeting closed at 6.42 p.m.

Dated: 7th March 2023

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

PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****7th MARCH 2023****REPORT TITLE**

Armistice Day 2022 Feedback Report

BACKGROUND TO THE REPORT

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

PURPOSE OF THE REPORT

To provide feedback to the committee in relation to the success of the event and seeks any further input members wish to make in relation to lessons learnt.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Armistice Day 2022 Feedback Report

1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

2. EVENT FEEDBACK

2.1 Attendance

This was the eighth time Prescott Town Council Events Committee have organised an Armistice Day service. The event is only advertised by word of mouth as space at the memorial is limited. However, the attendance has risen to approximately 80 people made up of Council members, local residents, community groups and representatives from local schools.

2.2 Activities Undertaken

The event was organised by the Deputy Town Clerk with support from Rev Kim Mannings and Fr Dominic Risley. The service was performed at the BICC Memorial in Prescott Cemetery. Rev Kim Mannings and Fr Dominic Risley delivered the service with assistance from the Mayor and representatives from the local schools. A local bugler provided the associated music.

Following the service attendees were invited to Prescott Parish Church Hall for light refreshments organised by Prescott Parish Church volunteers.

2.3 Finance

The Armistice Day event has an allocated budget of £100 and the event has incurred a total expenditure of £119.98 as detailed in the table below resulting in an overspend of £19.98.

Item	Cost £
Town Council Wreaths x 2	39.98
Bugler	80.00
Refreshments	0.00
Total	119.98

2.4 Lessons Learnt

- There continues to be a definite demand for the event.
- The event format works well.
- The event takes minimal planning when compared with other Town Council events.
- The event is extremely low cost when compared with other Town Council events.

3 RECOMMENDATIONS

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

- 3.1.1 The Armistice Day Service is retained in its current format for future years and that the budget for the event is increased to £150.

PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****7TH MARCH 2023****REPORT TITLE**

Christmas Cracker 2022 Feedback report

BACKGROUND TO THE REPORT

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event, which is then submitted to Full Council for approval. The report provides feedback on the event and recommendations for the future.

PURPOSE OF THE REPORT

The purpose of this report is to provide feedback to the Council in relation to the success of the event, along with recommendations for the future delivery of the event.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Christmas Cracker 2022 Feedback Report

1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future of the event.
- 1.2 This was the Events Committee's third Christmas Cracker event which was held on Saturday 3rd December 2022 between 1.00pm and 4.00pm at Prescott Town Hall.
- 1.3 This was the first time that the event had been held at Prescott Town Hall.

2. EVENT FEEDBACK

2.1 Activities

The event comprised of a number of free activities including:

- Live radio style road show
- Performances from Juke, Evelyn Community Primary School Choir, Bluebell Park School Makaton Choir and The Prescott School Choir.
- Free refreshments from the Town Council
- Prescott Rotary Club Santa & Sleigh
- Large Christmas themed inflatables
- Children's fairground ride
- Rodeo Reindeer
- Large Snow Globe
- Roll-a-Ball Reindeer
- 3 Mascot Characters
- Mayor of Prescott Charity tombola stall
- Children's Christmas Craft activity
- Face Painting

2.2 Finance

The existing budget of £4,600 was utilised for the Christmas Cracker event. The total expenditure incurred on the event excluding VAT was £4,231.19 providing an underspend of £368.81 on the existing budget. There was no income as this event was provided free of charge.

A detailed breakdown of the expenditure can be seen below.

Prescot Christmas Cracker - 3/12/22	
Item	Cost
Refreshments stall	£445.65
Rodeo Reindeer, Snow Globe & roll a ball reindeer	£2,230.00
Children's Ride x 1	£350.00
Mascot Characters x 3	£139.00
Face Painting x 2	£300.00
DJ/Presenter	£100.00
Juke Band	£100.00
Prescot Rotary Club	£100.00
Craft - Wreaths x 450	£101.40
Ten Licence	£21.00
Banners x 2	£90.00
Town Hall Banner x 1	£85.00
Erect/Dismantle Town Hall banner	£70.00
Flyers	£52.50
Refuse bins x 4	£46.64
Total	£4,231.19

3 Conclusions

- There was a demand for the event which can be shown by over 400 people receiving free refreshments at the event.
- The location of the event being held at Prescot Town Hall was suitable and allowed for a wide variety of activities to be provided in the car park, Multi-Function, Council Chamber and Conference rooms.
- The free refreshments were very popular which required 4 volunteers at all times. On the day of the event staff were required to purchase more cups as the 400 that we had were all used.
- The PA system that we had borrowed was not suitable for the live singers that we had booked resulting in them having to supply their own equipment on the day.

4 RECOMMENDATIONS

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

- 4.1.1 The Christmas Cracker Event is retained for future years, with the location remaining at Prescot Town Hall.

PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****7th MARCH 2023****REPORT TITLE**

Senior Citizen Christmas Drop In 2022 – Feedback Report

BACKGROUND TO THE REPORT

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event, which is then submitted to Full Council for approval. The report provides feedback on the event and recommendations for the future.

PURPOSE OF THE REPORT

The purpose of this report is to provide feedback to the Council in relation to the success of the event, along with recommendations for the future delivery of the event.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Senior Citizen Christmas Drop In 2022 Feedback Report

1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future of the event.
- 1.2 This was the Events Committee's second Senior Citizen Christmas Drop In event which was introduced following the cancellation of the Christmas Cracker in 2021.
- 1.3 The Senior Citizen Christmas Drop In was a success in 2021 and therefore at the February 2022 Town Council meeting it was agreed that the event would be retained for future years and that a budget of £400 be provided for the event.

2. EVENT FEEDBACK

2.1 Activities

In October 2022 the Council agreed a motion to hold a second Senior Citizen Christmas Drop In at St Paul's Church Hall, Bryer Road on Thursday 8th December 2022. This would follow the same format as the event at the Town Hall on Friday 9th December 2022.

Both events were provided free of charge and comprised of the following: -

- Hot drinks prepared and served by Prescott Town Councillors and staff
- Mince pies and biscuits
- Live performance from local singer Keiron Kenny
- Large Christmas themed Inflatables

2.2 Attendance

Attendance at St Paul's Church Hall was approx. 10 people and there were approx. 50 people in attendance at the Prescott Town Hall event.

3. FINANCE

- 3.1 The existing budget of £400 was utilised for the Senior Citizen Christmas Drop In events. The total expenditure incurred on the event excluding VAT was £366.79 providing an underspend of £33.21 on the existing budget. There was no income as this event was provided free of charge.

A detailed breakdown of the expenditure can be seen below.

Expenditure	
Item	Cost
Flyers & Posters	£52.50
Biscuits	£60.96
Keiron Kenny - Singer	£200.00
Mince Pies	£26.73
Paper cups x 240	£26.60
Used tea/coffee/hot choc/milk/cream left from the Christmas Cracker event	£0.00
Total	£366.79

4. CONCLUSIONS

- The events were publicised on a double-sided leaflet along with the Christmas Cracker event which was delivered to all Prescot Primary schools for a copy to be handed out to each child.
- To reach a wider audience in the Bryer Road area it is recommended that the event is publicised more widely in the local shops and Church Hall.
- The format of the events worked well and was complimented this year with the introduction of live entertainment.
- The events are extremely low cost when compared with other Town Council events.

5. RECOMMENDATIONS

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

- 5.1.1 The Senior Citizen Christmas Drop In Events are retained for future years, with the locations remaining at Prescot Town Hall and St Paul's Church, Bryer Road.

PRESCOT TOWN COUNCIL**EVENTS COMMITTEE****7th MARCH 2023****REPORT TITLE:**

Events Calendar 2023-24

BACKGROUND TO THE REPORT

In accordance with the terms of reference for the Events Committee, the committee are required to formulate an annual plan of events for approval at Council. The Town Council are in the process of setting the budget for 2023/24 and the events calendar will help to support this process.

PURPOSE OF THE REPORT

To consider the annual events calendar proposed for 2023-24.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Events Calendar 2023/24

1. INTRODUCTION

- 1.1 In accordance with the terms of reference for the Events Committee, the committee are required to formulate an annual plan of events for approval at Council. The Town Council are in the process of setting the budget for 2023/24 and the events calendar will help to support this process.

2. 2022/23 EVENTS CALENDAR

- 2.1 A table of events that were delivered in 2022/23 is provided below.

Month	Event	Budget	Actual Cost
June	Carnival	£9,000	£9,117.39
July	Prescot Community Recognition Awards Evening	£500	£1050.60
Nov	Armistice Day Service	£100	£119.98
Dec	Prescot Christmas Cracker	£4,600	£4,147.75
Dec	Senior Citizen Christmas Drop In x 2 events	£400	£366.79
Mar – date TBC	Community Clean-up Day – 2 events one in each ward	£3,600	£3,600 estimated
Total		£18,200	£18,402.51

- 2.2 As shown in the table the actual cost of the Town Councils events programme for the year 2022/23 was £18,402.51 therefore providing an overspend of £202.51 on the budget. Although, as part of the Carnival costs a refund of £2,500 was received due to a double payment of the inflatables and refund for the Wheel of Death. Therefore, there was an underspend of £2,297.49.

3 2023-24 EVENTS CALENDAR

- 3.1 In accordance with the committee's terms of reference it is required to submit a calendar of events to council for approval, a draft calendar with associate budget is provided below.

Month	Event	Budget 23-24
June/July	Prescot Community Recognition Awards Evening	£500
June	Carnival	£10,000
Nov	Armistice Day Service	£150
Dec	Prescot Christmas Cracker	£5,000
Dec	Senior Citizen Christmas Drop In x 2 events	£500
Mar	Community Clean-up Day - 2 events one in each ward	£3,400
Total		£19,550

4 RECOMENDATIONS

4.1 Using the powers granted to them under the Local Government Act 1972 s.145 members are asked to resolve to:

4.1.1 Agree the draft Events Calendar with associated budget as shown at 3.1 for approval at the next Town Council meeting.