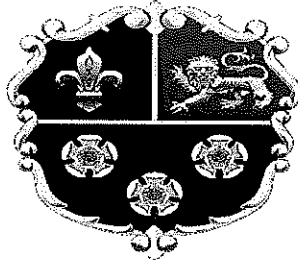


# PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

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

Dated this 16<sup>th</sup> Day of March 2023

To the Mayor and Members of Prescot Town Council

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YOU ARE HEREBY SUMMONED TO ATTEND  
a meeting of  
Prescot Town Council  
to be held on Thursday 23<sup>rd</sup> March 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

<b>1</b>	<b>TO RECEIVE APOLOGIES</b>	Verbal
<b>2</b>	<p><b>PUBLIC OPEN FORUM</b></p> <p>To provide members of the public with the opportunity to ask questions of the Council.</p>	Verbal
<b>3</b>	<p><b>DECLARATIONS OF INTEREST</b></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
<b>4</b>	<p><b>MINUTES OF THE PREVIOUS COUNCIL MEETING</b></p> <p>To <b>APPROVE AND SIGN</b> the minutes of Town Council held on Thursday 23<sup>rd</sup> February 2023 as a true and accurate record of the business transacted.</p>	Pages 5 to 9
<b>5</b>	<p><b>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</b></p> <p>To <b>NOTE</b> the minutes of the following Committee meetings:  Events Committee – 7<sup>th</sup> March 2023</p>	Pages 10 to 13
<b>6</b>	<p><b>ANNOUNCEMENTS FROM THE LEADER</b></p> <p>To receive announcements from the Leader of the Council.</p> <p><b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b></p>	Verbal
<b>7</b>	<p><b>ANNOUNCEMENTS FROM THE TOWN CLERK</b></p> <p>To receive announcements from the Town Clerk.</p> <p><b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b></p>	Pages 14 to 15

8	<p><b>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</b></p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b></p>	Verbal
9	<p><b>MAYORAL ENGAGEMENTS</b></p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><b><u>FOR INFORMATION ONLY</u></b></p>	Pages 16 to 17
10	<p><b>PLANNING APPLICATIONS</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> any planning applications received and <b><u>AGREE</u></b> to make comment on those they feel require a response.</p>	Pages 18 to 20
11	<p><b>PLANNING DECISIONS</b></p> <p>Members are asked to <b><u>NOTE</u></b> any planning decisions received.</p>	Page 21
12	<p><b>FUNDING APPLICATIONS</b></p> <p>To <b><u>CONSIDER</u></b> and <b><u>APPROVE, DEFER</u></b> or <b><u>REJECT</u></b> the funding application from:</p> <ul style="list-style-type: none"> <li>• No funding applications have been received.</li> </ul>	Page 22
13	<p><b>ARMISTICE DAY FEEDBACK REPORT</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	Pages 23 to 25
14	<p><b>CHRISTMAS CRACKER 2022 FEEDBACK REPORT</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	Pages 26 to 29

15	<p><b>SENIOR CITIZEN CHRISTMAS DROP IN 2022 FEEDBACK REPORT</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	<p>Pages 30 to 32</p>
16	<p><b>EVENTS CALENDAR 2023-24</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	<p>Pages 33 to 35</p>
17	<p><b>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</b></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>	<p>Verbal</p>
18	<p><b>PROPOSED CLOCK TO BE SITED AT PRESCOT TOWN HALL</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	<p>Pages 36 to 43</p>
19	<p><b>BAR TENDER 2023</b></p> <p>Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.</p>	<p>Pages 44 to 46</p>

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**23<sup>RD</sup> MARCH 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 23<sup>rd</sup> February 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, 23<sup>rd</sup> FEBRUARY 2023** in the **PRESCOT TOWN HALL**,  
commencing at **6.00 P.M.**

**ELECTED MEMBERS PRESENT**

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

**TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)

**PUBLIC GALLERY**

None

**110. TO RECEIVE APOLOGIES**

Apologies were received from Cllrs L. Rigby & F. Wynn.

It was **UNANIMOUSLY RESOLVED** to

1. Bring forward the March meeting of Full Council from 30<sup>th</sup> March 2023 to 23<sup>rd</sup> March 2023.

**111. PUBLIC OPEN FORUM**

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

**112. DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following: -

- Cllr I. Smith      Item 10 – Planning Applications
- Cllr K. Taylor    Item 10 – Planning Applications

Dispensations were granted to all Members in respect of Item 13 – Annual Budget and Precept Demand 2023/24.

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

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous council meeting held on 26<sup>th</sup> January 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

**114. MINUTES OF COUNCIL COMMITTEES**

None

**115. ANNOUNCEMENTS FROM THE LEADER**

None

**116. ANNOUNCEMENTS FROM THE TOWN CLERK**

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

- Budget Planning 2023/24
- Bar Tender 2023
- Internal Audit 2023/24
- Siting of a storage container at Prescot Town Hall
- Non-Membership Renewal of NALC and Membership of SLCC.

It was **UNANIMOUSLY RESOLVED**:

1. That the report of the Town Clerk be **NOTED**.

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

None.

**118. MAYORAL ENGAGEMENTS**

It was **UNAMINOUSLY RESOLVED**:

1. That engagements attended by the Mayor be **NOTED**.

Cllrs I. Smith & K Taylor left the room.



## 119. PLANNING APPLICATIONS

Application Ref	Location	Comments
22/00799/FUL	Cables Retail Park Steley Way Prescot	No objections.
22/00545/CLD	4 Hayes Avenue, Prescot	No objections
22/00054/LBC 23/00053/KMBC1	Cockpit House, 30-34 Church Street, Prescot	No objections
22/00757/FUL	Former site of Prescot Police Station, Derby Street, Prescot	No objections but questions to be asked: 1. What consultation has been undertaken as part of application. 2. Is S.106 funding attached to application.

## 120. PLANNING DECISIONS

None

Cllrs I. Smith & K Taylor re-joined the meeting.

## 121. COMMUNITY FUNDING BIDS

### *KMBC – Knowsley Flower Show Sponsorship*

The Town Clerk presented an application by Knowsley Council, who were seeking sponsorship totalling £450.00 for the Knowsley Flower Show 2023.

£250.00 was sought to fund a shuttle bus and £200.00 for a full page advert in the Flower Show Programme.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £250.00 to fund the shuttle bus for the 2023 Knowsley Flower Show.

**122. ANNUAL BUDGET AND PRECEPT DEMAND 2023/24**

The Town Clerk presented the report for the 2023/24 Annual Budget and Precept Demand.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations of the report in full a. to i.

**The meeting closed at 7.04 p.m.**

**Dated: 23<sup>rd</sup> March 2023**

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

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**23<sup>rd</sup> MARCH 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**

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **TUESDAY, 7<sup>TH</sup> MARCH 2023** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

**ELECTED MEMBERS PRESENT**

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

**ALSO IN ATTENDANCE**

L. Sephton (Deputy Town Clerk)

**24. TO RECEIVE APOLOGIES**

Apologies were received from Cllrs T. Murray, J. Burke, I. Smith and F. Wynn.

**25. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**26. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **RESOLVED** that the minutes of the Events Committee meeting held on 9<sup>th</sup> November 2022 be agreed as a correct record and signed by the Deputy Chair.

**27. ARMISTICE DAY SERVICE 2022 – FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 3.1 being: -

Using the powers granted to them under the terms of reference for Prescot 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.

28. **CHRISTMAS CRACKER 2022 – FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 4.1 being: -

Using the powers granted to them under the terms of reference for Prescott 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 Prescott Town Hall.

Members **UNANIMOUSLY RESOLVED** to include the following conclusion and recommendation within the report:-

- A stage would have been useful for the event and members would like to request that the Deputy Town Clerk research costings for the Town Council to purchase a stage and storage options.

29. **SENIOR CITIZEN CHRISTMAS DROP IN 2022 – FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 5.1 being: -

Using the powers granted to them under the terms of reference for Prescott 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 Prescott Town Hall and St Paul's Church, Bryer Road.

Members **UNANIMOUSLY RESOLVED** to include the following within the conclusions: -

- To publicise the St Pauls Church event in Bryer Road Community Centre and in the Prescott Parish Church newsletter.

30. **EVENTS CALENDAR 2023/24**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 4.1 being: -

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.

**31. PRESCOT CARNIVAL 2023**

The Deputy Town Clerk updated committee members with the action plan for this years carnival and discussed activities and service providers.

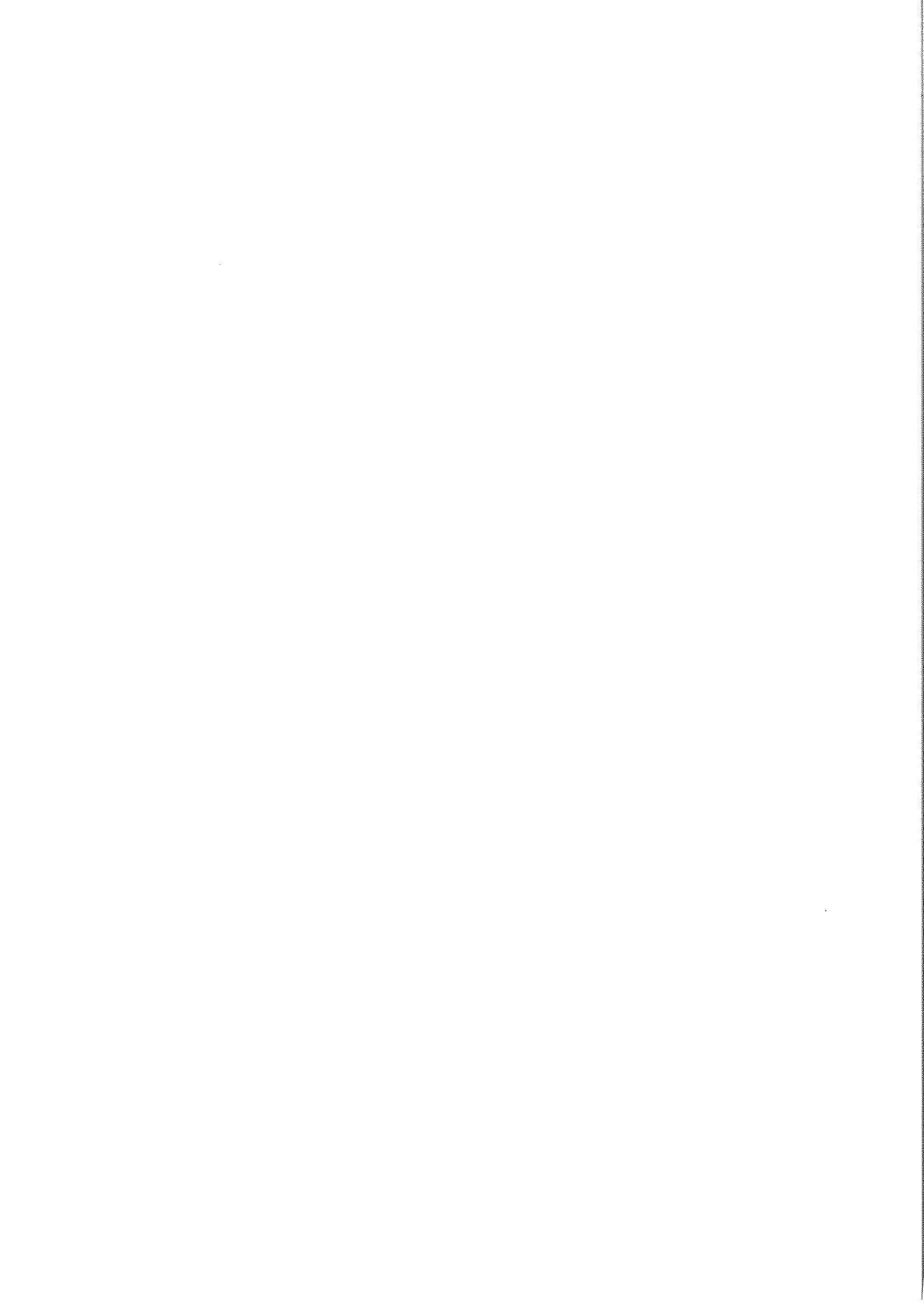
It was **UNANIMOUSLY RESOLVED** to **APPROVE** the following: -

- There will be no stage this year and the arena area will be used for all performers.
- Performers to be booked for the arena – Mr Tumble Liverpool, Urban Kingz MMA, Urban Queenz Dance Squad, Keiron Kenny and Juke.
- Book another two face painters to bring the total face painters to five.
- Book 3 x mascots with Louise Jacobs.
- Source and book more mascots for the event.

**The meeting closed at 7.03 p.m.**

**Dated:**

**Signed:.....**  
**(Cllr M. Burke, Deputy Chair of Events**  
**Committee)**





**PRESCOT TOWN COUNCIL**  
**TOWN COUNCIL MEETING**

**23<sup>rd</sup> MARCH 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

## **IMPLEMENTATION OF PENINSULA HEALTH & SAFETY SYSTEM**

The Town Clerk recently undertook a full health and safety audit with Peninsula as part of Council's implementation of the health and safety system.

The outcome of this audit was positive with health and safety embedded within the organisation, although perhaps unsurprisingly areas have been identified for improvement – in the main these relate to record keeping and ensuring that regular checks are carried out on building utilities.

Peninsula is in the process of producing an action plan where areas for improvement can be identified and actioned.

The Town Clerk is keen to commence training with staff, councillors and wider volunteers by accessing the suite of online training courses. Peninsula will be holding an online tutorial with the town clerk to navigate the system, and once this half day tutorial is completed, training will be offered and rolled out.

## **COMMUNITY SKIP DAYS**

The Town Clerk would like to extend thanks to councillors who supported or will be supporting Prescott Town Council's Community Skips Days.

Feedback from the North Ward Skip Day held at Prescott Town Hall on Saturday 4<sup>th</sup> March has been positive, with a number of residents calling after the event to thank officers and councillors.

The South Ward Skip Day will be held on Saturday 18<sup>th</sup> March at St Pauls Church. The Town Clerk has already liaised with the church, Kirkby Skips and Van Hire company to ensure the smooth running of the event.

### **1. RECOMMENDATIONS**

1.1 Members are asked to consider and approve the report

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**23<sup>rd</sup> MARCH 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

<b>Date</b>	<b>Organisation</b>	<b>Event Name</b>
23 <sup>rd</sup> March 2023	Willowbrook Hospice	Willowbrook Fashion Show

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**23<sup>rd</sup> MARCH 2023**

**REPORT TITLE:**

Planning Applications

**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 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



KMBC PLANNING APPLICATIONS - WEEKLY VALID LIST WEEK ENDING 24.02.23

APP. NO: 22/00723/FUL **CASE OFFICER:** To be allocated  
APPLICANT: Daniel Thwaites plc  
APP. TYPE Full Application  
LOCATION: Clock Face Public House 54 Derby Street Prescott  
PROPOSAL: DEMOLITION OF LEAN-TO AT REAR OF STABLE BLOCK. EXTERNAL WORKS INCLUDING REPAIRS TO CHIMNEY STACK (INCLUDING REPLACEMENT POTS); RIDGE TILES / SLATES; TIMBERS AND GABLE WINDOW OF STABLE BLOCK AND PART CONVERSION TO FORM OFFICE AND TOILET ACCOMMODATION. ERECTION OF LEAN-TO STORE AREA; SITING OF SHIPPING CONTAINER TO PROVIDE KITCHEN, BAR AND CELLAR FACILITIES; ERECTION OF PERGOLA AND TIPI COVERED AREA WITH ASSOCIATED HEATER ENCLOSURE AND PROVISION OF ACCESS RAMP AND STEPS IN ASSOCIATION WITH THE PROVISION OF AN OUTSIDE DINING / DRINKING AREA. ERECTION OF BOUNDARY FENCING AND INSTALLATION OF GATES WITHIN EXISTING WALLS TOGETHER WITH ASSOCIATED WORKS AND LANDSCAPING.  
**WARD:** **Prescot North** **View Here** - <https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RLP1411XJS100>

APP. NO: 22/00724/LBC **CASE OFFICER:** To be allocated  
APPLICANT: Daniel Thwaites plc  
APP. TYPE Listed Building Consent  
LOCATION: Clock Face Public House 54 Derby Street Prescott  
PROPOSAL: DEMOLITION OF LEAN-TO AT REAR OF STABLE BLOCK. EXTERNAL WORKS INCLUDING REPAIRS TO CHIMNEY STACK (INCLUDING REPLACEMENT POTS); RIDGE TILES / SLATES; TIMBERS AND GABLE WINDOW OF STABLE BLOCK AND PART CONVERSION TO FORM OFFICE AND TOILET ACCOMMODATION. ERECTION OF LEAN-TO STORE AREA; SITING OF SHIPPING CONTAINER TO PROVIDE KITCHEN, BAR AND CELLAR FACILITIES; ERECTION OF PERGOLA AND TIPI COVERED AREA WITH ASSOCIATED HEATER ENCLOSURE AND PROVISION OF ACCESS RAMP AND STEPS IN ASSOCIATION WITH THE PROVISION OF AN OUTSIDE DINING / DRINKING AREA. ERECTION OF BOUNDARY FENCING AND INSTALLATION OF GATES WITHIN EXISTING WALLS TOGETHER WITH ASSOCIATED WORKS AND LANDSCAPING.  
**WARD:** **Prescot North** **View Here** - <https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RLP1411XJS100>

KMBC PLANNING APPLICATIONS - WEEKLY VALID LIST WEEK ENDING 03.03.23

APP. NO: 23/00023/FUL **CASE OFFICER:** Lee Osborne  
APPLICANT: The Bard Micropub  
APP. TYPE Full Application  
LOCATION: The Bard 57 High Street Prescott  
PROPOSAL: VARIATION OF CONDITION NO. 3 ATTACHED TO PLANNING PERMISSION 17/00665/FUL (CHANGE OF USE OF GROUND FLOOR FROM SHOP (USE CLASS A1 ) TO MICRO PUB (USE CLASS A4) TOGETHER WITH INSTALLATION OF CONDENSING UNIT TO REAR ELEVATION) TO ALLOW FOR CHANGES TO PERMITTED OPENING HOURS TO 16:00- 22:00 MONDAY TO WEDNESDAY, 16:00- 23:00 THURSDAYS, 16:00-24:00 FRIDAYS, 12:00-24:00 SATURDAYS AND 12:00- 22:00 SUNDAYS  
**WARD:** **Prescot North** **View Here** - <https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ROQU8GIXLGT00>

KMBC PLANNING APPLICATIONS - WEEKLY VALID LIST WEEK ENDING 03.03.23 cont...

APP. NO: 23/00067/FUL **CASE OFFICER:** To be allocated  
APPLICANT: Mr & Mrs Kevin and Michelle Rawlinson  
APP. TYPE Full Application  
LOCATION: 10 Coniston Avenue Prescott Knowsley  
PROPOSAL: ERECTION OF A TWO STOREY SIDE EXTENSION TOGETHER WITH THE  
ERECTION OF A SINGLE STOREY REAR EXTENSION AND LOFT CONVERSION  
**WARD:** **Prescot North** **View Here** - <https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPWNRPIXM5900>

APP. NO: 23/00051/FUL **CASE OFFICER:** Mark Quinn  
APPLICANT: HMS Ltd  
APP. TYPE Full Application  
LOCATION: Land Adjacent To 13 Brookside Road And To Rear Of 2-16 Brookside Close (Silcock Field) Prescott Knowsley  
PROPOSAL: VARIATION OF CONDITION NO. 2 (APPROVED PLANS) AND NO. 3 (MATERIALS) ATTACHED TO PLANNING PERMISSION 19/00682/FUL (ERECTION OF 2 NO. BLOCK OF AFFORDABLE RENT APARTMENTS CONTAINING 24 NO. DWELLINGS TOGETHER WITH ASSOCIATED ACCESS, PARKING AND LANDSCAPING) TO ALLOW FOR CHANGES TO MATERIAL SCHEDULE FOR MAIN ENTRANCE DOOR CANOPY)  
**WARD:** **Prescot South** **View Here** - <https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPPHFBI XM0D00>

KMBC PLANNING APPLICATIONS - KMBC PLANNING APPLICATIONS - WEEKLY VALID LIST WEEK ENDING 10.03.23

APP. NO: 23/00080/FUL **CASE OFFICER:** Andrew Hunt  
APPLICANT: Louise Andrews  
APP. TYPE Full Application  
LOCATION: 155 Cross Lane Prescott Knowsley  
PROPOSAL: SINGLE STOREY SIDE PORCH EXTENSION AND PART GARAGE CONVERSION TO FORM HABITABLE ROOM (RETROSPECTIVE)  
**WARD:** **Prescot South** **View Here** - <https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQ7RQMI XMBR00>



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****23<sup>rd</sup> MARCH 2023****REPORT TITLE:**

Planning Decisions

**BACKGROUND TO THE REPORT:**

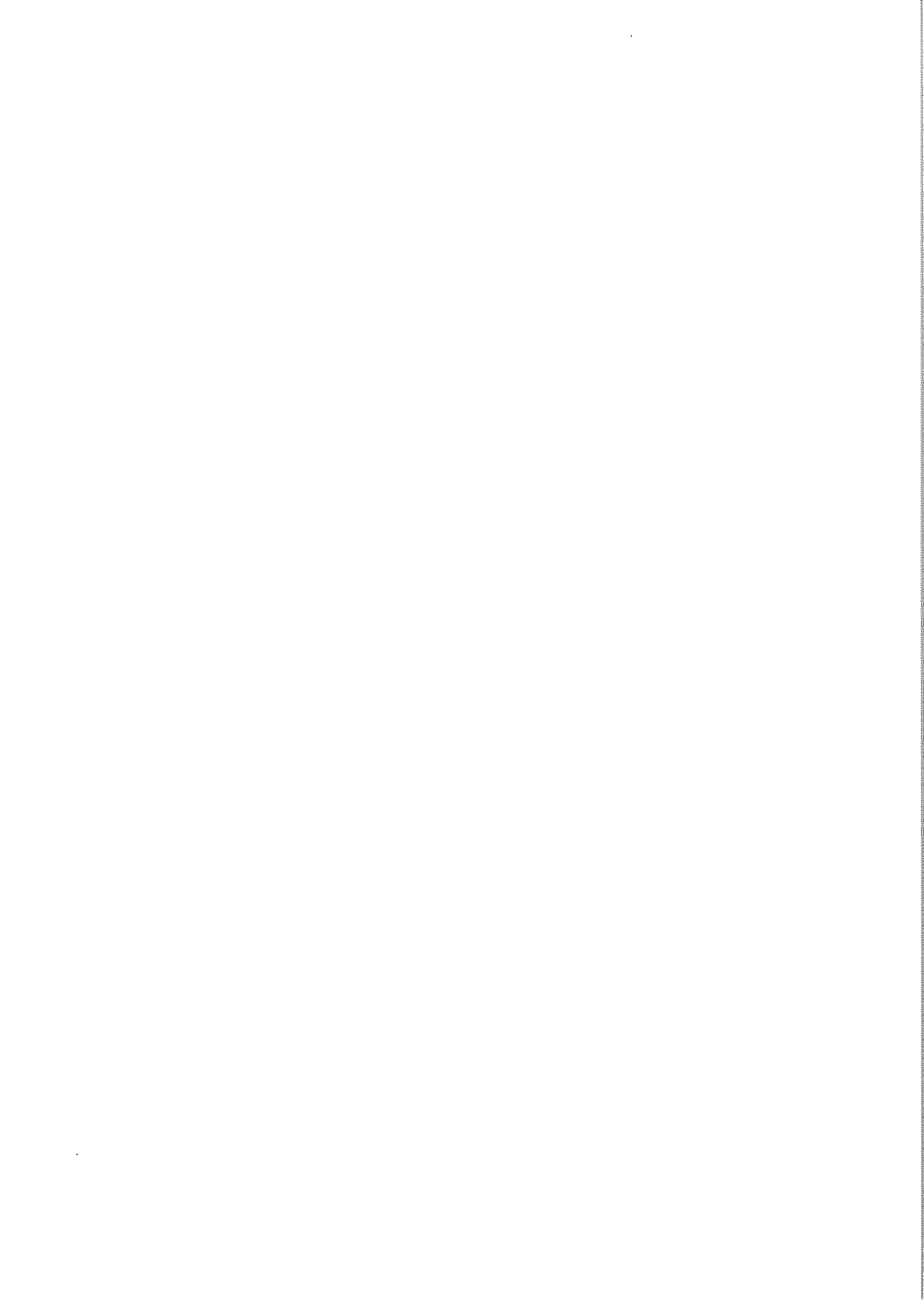
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

**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**

**23<sup>rd</sup> MARCH 2023**

**REPORT TITLE:**

Community Fund Bids

**BACKGROUND TO THE REPORT:**

Funding Applications have been received from:

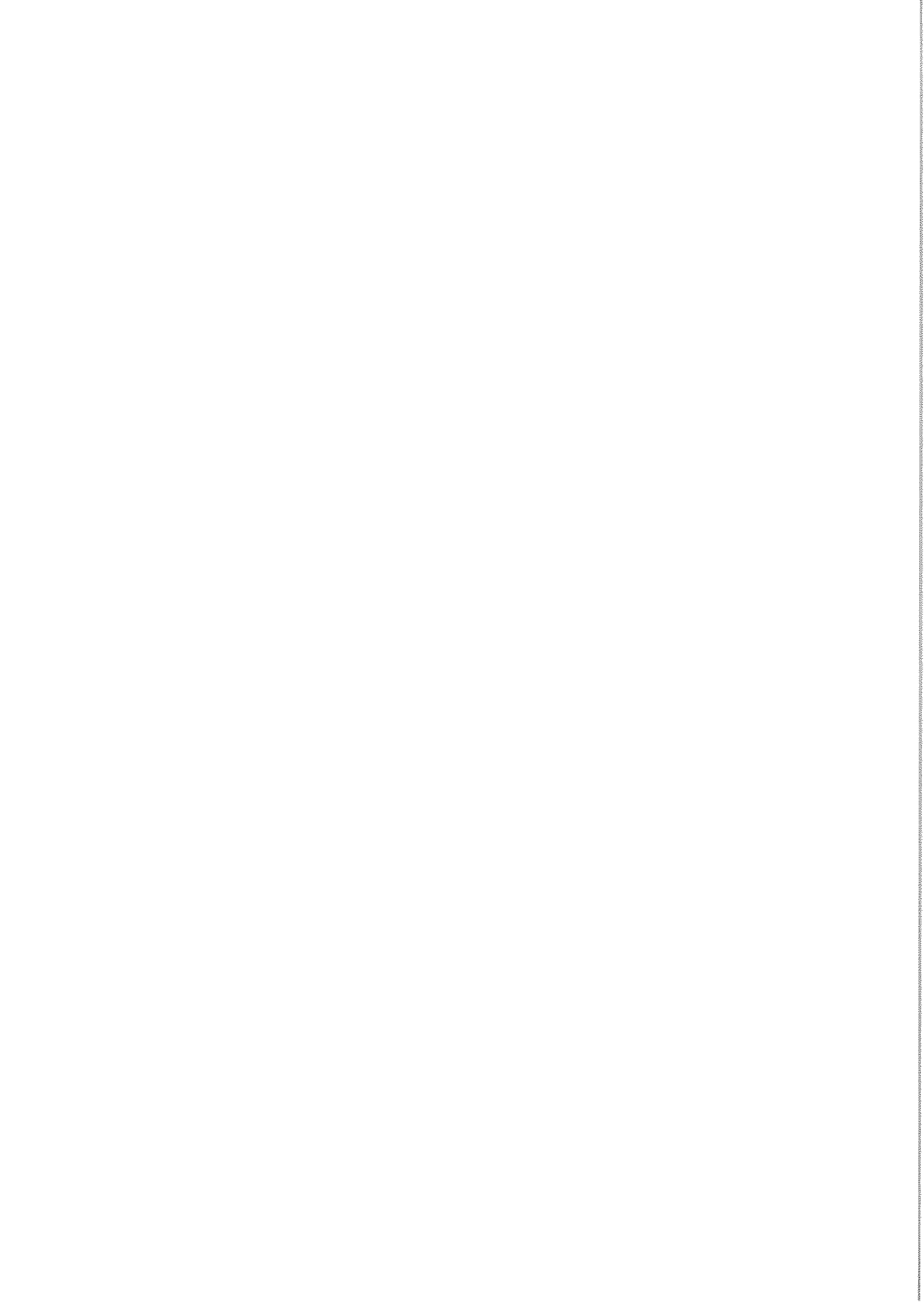
- None received.

**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****23<sup>RD</sup> 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

Events Committee

## 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
<b>Total</b>	<b>119.98</b>

## 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****TOWN COUNCIL MEETING****23<sup>RD</sup> 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

Events Committee

## 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.

<b>Prescot Christmas Cracker - 3/12/22</b>	
<b>Item</b>	<b>Cost</b>
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
<b>Total</b>	<b>£4,231.19</b>

### **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.
- A stage would have been useful for the event and members would like to request that the Deputy Town Clerk research costings for the Town Council to purchase a stage and storage options.

#### **4 RECOMMENDATIONS**

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

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

and

4.1.2 The Deputy Town Clerk research costings for the Town Council to purchase a stage and storage options.

**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****23<sup>RD</sup> 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

Events Committee

## 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 8<sup>th</sup> December 2022. This would follow the same format as the event at the Town Hall on Friday 9<sup>th</sup> 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.

<b>Expenditure</b>	
<b>Item</b>	<b>Cost</b>
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
<b>Total</b>	<b>£366.79</b>

### 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, Church Hall, Bryer Road Community Centre and in the Prescot Parish Church newsletter.
- 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**  
**TOWN COUNCIL MEETING**  
**23<sup>RD</sup> 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

Events Committee

# 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		<b>£18,200</b>	<b>£18,402.51</b>

- 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.

<b>Month</b>	<b>Event</b>	<b>Budget 23-24</b>
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
<b>Total</b>		<b>£19,550</b>

#### **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.

