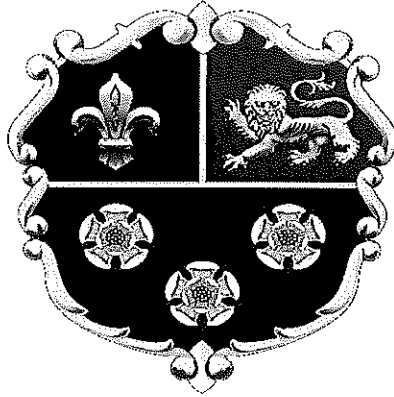


# PRESCOT TOWN COUNCIL



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

Tele: 0151 - 426 - 3933

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

Dated this 31<sup>st</sup> day of May 2023

To the Members of the Events Committee

Councillors J. Burke, M. Burke, P. Cook, J. Edgar, J. Madine, T. Murray and  
M. Sommerfield.

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**YOU ARE HEREBY SUMMONED TO ATTEND**

**a meeting of the Events Committee for the Town of Prescot to be held at  
Prescot Town Hall on Wednesday 7<sup>th</sup> June 2023 at 6.00pm.**

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

Alex Spencer  
TOWN CLERK

# A G E N D A

1. **ELECTION OF CHAIR OF COMMITTEE** Verbal  
To receive nominations for and **AGREE** the position of Chair of Events Committee.
2. **ELECTION OF VICE CHAIR OF COMMITTEE** Verbal  
To receive nominations for and **AGREE** the position of Vice Chair of Events Committee.
3. **TO RECEIVE APOLOGIES** Verbal  
To receive apologies of absence from committee members.
4. **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.*
5. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 3-6)  
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 7<sup>th</sup> March 2023.
6. **PRESCOT CARNIVAL 2023**  
Members will be asked to discuss the action plan for this year's carnival.  
This will be provided on the day.
7. **PRESCOT COMMUNITY RECOGNITION AWARDS** (Pages 7-11)  
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

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

**7<sup>th</sup> 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 **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: 7<sup>th</sup> June 2023**

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





**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE**

**7<sup>th</sup> JUNE 2023**

**REPORT TITLE:**

Prescot Community Recognition Awards

**BACKGROUND TO THE REPORT**

The Prescot Community Recognition Awards incorporates announcing the winners of the Citizen of the Year and Community Group of the Year, presentation of the outgoing Mayors Charitable Donations and a celebration of the work of volunteers in our community who are invited to enjoy an afternoon tea served by Prescot Town Councillors and staff.

**PURPOSE OF THE REPORT**

This report provides members with information on last year's Prescot Community Recognition Awards along with available dates to hold the event, budget and nomination form.

**REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk



## **PRESCOT TOWN COUNCIL**

### **Prescot Community Recognition Awards**

#### **1. INTRODUCTION**

- 1.1 The Prescot Community Recognition Awards incorporates announcing the winners of the Citizen of the Year and Community Group of the Year, presentation of the outgoing Mayors Charitable Donations and a celebration of the work of volunteers in our community who are invited to enjoy an afternoon tea served by Prescot Town Councillors and staff.

#### **2. NOMINATION FORM**

- 2.1 The Prescot Community Recognition Awards nomination form for 2022 can be found at appendix 1 and members are asked to agree the content and closing date.
- 2.2 A selection panel will need to be agreed along with date to shortlist and select the winning nominees providing a reasonable time to send out invitations.

#### **3. EVENT FORMAT**

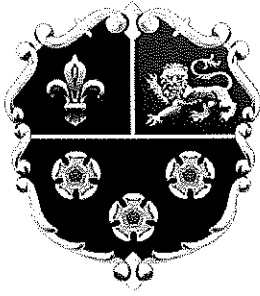
- 3.1 Last year the event was held on Sunday 31<sup>st</sup> July from 2pm – 5pm and 30 community groups were invited along to celebrate their work as volunteers in the community and were served with afternoon tea by Prescot Town Councillors and staff. The event format included: -
- 3 members of each community group were invited.
  - Neil Murray (L35 Radio) compared the event & played music.
  - Welcome by the Mayor of Prescot.
  - Outgoing Mayor presented charitable donations.
  - Past Mayors badge awarded.
  - Town Councillors & staff served afternoon tea which consisted of sandwiches, cakes, tea, coffee, fruit juice and prosecco.
  - Citizen of the Year awarded.
  - Community Group of the Year awarded.
  - Mayors Raffle.
  - Farewell by the Mayor of Prescot.
- 3.2 There are two potential dates when the function room, Town Council staff, Mayor and outgoing Mayor are available. The dates are Sunday 16<sup>th</sup> July or Sunday 23<sup>rd</sup> July 2023.

#### **4. EVENT COSTS**

- 4.1 The budget for this year is £500. Last year the food and drinks cost £500.62 and the PA provided by L35 Radio was £50. There are some bottles of prosecco left from last year which can be utilised for this year's event.

#### **5. RECOMMENDATIONS**

- 5.1 Members are required to consider the information in the report and agree the following: -
- 5.1.1 Agree the nomination form and closing date for nominations.
  - 5.1.2 Agree the membership of the selection panel and date.
  - 5.1.3 Agree the event format as stated in 3.1.
  - 5.1.4 Agree a date for the community awards to be held from those stated in 3.2.
  - 5.1.5 Agree Town Councillor attendance to support the running of the event.
  - 5.1.6 Agree the food and drinks to be purchased.



# PRESCOT TOWN COUNCIL

## COMMUNITY RECOGNITION AWARDS 2023

### NOMINATION FORM

**Thank you for taking the time to fill in this nomination form. The Prescot Community Recognition Awards have been developed to ensure those who make a difference to the lives of others in our Town receive the credit they deserve.**

#### **Rules**

Nominees should reside within the Town and or have provided or continue to provide outstanding service to:

- the Community of Prescot
- an individual or individuals outside the family living in Prescot
- the Voluntary Sector within Prescot

The Awards Panel are looking for people with exemplary service who have changed things, with an emphasis on practical achievement and who are examples of the best sustained and selfless voluntary service.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas.

Please note:

- All nominations must be the personal nomination of the person nominating ie not by proxy.
- The written submission for the Awards Panel must be the personal views and knowledge of the person nominating.
- Under no circumstances will a submission written by the nominated person be considered by the Panel.
- Serving Councillors of Prescot Town Council cannot be considered for individual awards.
- No nominations for any groups or individuals who have won the award in the previous 3 years will be accepted.

**By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website [www.prescot-tc.gov.uk](http://www.prescot-tc.gov.uk).**

NOMINEE'S / GROUPS DETAILS: *(Capitals Please)*

NAME: .....

ADDRESS: .....

.....

TELEPHONE NO *(if known)*: .....

**REASON FOR NOMINATION**

Please state how the nominee's or group's contribution has impacted you, your area or the wider community of Prescott as a whole: .....

.....

.....

.....

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.....

.....

.....

Over what period of time has the nominee / group carried out this service? .....

.....

*(Note: If you require more space please continue on a separate sheet)*

SPONSOR'S DETAILS: *(Capitals please)*

NAME: .....

ADDRESS: .....

.....

TELEPHONE NUMBER: .....

SIGNATURE: ..... DATE: .....

Thank you for completing this form.

Please send your completed form to [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk) or post to the address below by **31<sup>st</sup> May 2023**.

Prescot Community Recognition Awards  
Prescot Town Hall  
1 Warrington Road  
Prescot  
L34 5QX