

**PRESCOT TOWN COUNCIL**

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 18<sup>th</sup> MAY 2023** in the **PRESCOT TOWN HALL**, commencing at **6.02 P.M.**

**ELECTED MEMBERS PRESENT**

Councillors M. Burke, J. Burke, P. Cook, J. Edgar, J. Madine, T. Murray, I. Smith, T. Smith, M. Sommerfield and F. Wynn.

**TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)  
L. Johnson (Administration Officer)

**ALSO IN ATTENDANCE**

2 x Members of the Public

**1. ELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2023/24**

It was **UNANIMOUSLY RESOLVED** that Cllr T. Murray be elected to serve as Mayor of Prescot for the 2023/24 Civic Year.

**2. MAYORS DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr T. Murray duly signed the acceptance of office book to officially accept the office of Town Mayor.

**3. TO RECEIVE APOLOGIES**

Apologies were received from Cllrs D. Wilson and G. Wickens.

**4. DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following: -

- Cllr I. Smith for Item 17 Planning Applications
- Cllr I. Smith for Item 18 Planning Decisions

**5. VOTE OF THANKS TO THE RETIRING MAYOR**

On behalf of the elected members the Mayor gave a vote of thanks to the outgoing Mayor Cllr J. Burke and thanked her for her work, service and fund raising throughout the civic year alongside her consorts during her term in office.

Cllr P. Cook provide a short statement on behalf of councillors recognising the service of the outgoing mayor.

The outgoing Mayor Cllr J Burke responded to the Mayor and Cllr P. Cook for their kind words and made a short statement reflecting on her year of service, this included:-

- It had been an immense honour and privilege to serve as Mayor of Prescott.
- Pride in participating in community facing projects such as school uniform recycling project, winter coat project and winter warmer project.
- Pride in supporting community events organised by Prescott Town Council such as Prescott Carnival and Christmas Cracker.
- Pride in initiating council's Local Democracy Project to engage with local children, teach them the importance of the town council and empower them to get involved in shaping their local community.
- Pride in raising over £16,000.00 as part of the Mayor's Charity which will be split equally between the Friends of Molyneux Drive & Forestry Space; and the installation of inclusive play equipment at Eaton Street Park.
- Cllr J. Burke wished the new mayor well for her year of office.

**6. ELECTION OF DEPUTY TOWN MAYOR FOR THE CIVIC YEAR 2023/24**

It was **UNANIMOUSLY RESOLVED** that Cllr Mark Burke be elected to the position of Deputy Town Mayor for the civic year 2023/24.

**7. DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr M. Burke duly signed the acceptance of office book to officially accept the office of Deputy Town Mayor.

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

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous council meeting held on 23<sup>rd</sup> March 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

**9. MINUTES OF THE COMMITTEES**

There were no Committee meetings to be noted.

**10. REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE 2023/24**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 4.1 of the report as follows:-

1. That Members review committees and terms of reference of those committees for the 2023/24 civic year.
2. That the number of members for Finance, Policy and HR committee be reduced from 9 to 6 members for 2023/24, but that the quorum for this committee remains at a 1/3 of total membership.
3. That members sitting within Finance, Policy and HR committee for the 2023/24 civic year shall be:-
  - Cllr J. Burke
  - Cllr M. Burke
  - Cllr J. Madine
  - Cllr I. Smith
  - Cllr G. Wickens
  - Cllr D. Wilson
4. That the number of members for Events Committee be reduced from 9 to 7 members, but that the quorum for this committee remains at 1/3 of total membership.
5. That members sitting within Events Committee for the 2023/24 civic year shall be:-
  - Cllr J. Burke
  - Cllr M. Burke
  - Cllr P. Cook
  - Cllr J. Edgar
  - Cllr J. Madine
  - Cllr T. Murray
  - Cllr M. Sommerfield

**11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**  
**2023/24**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations at 3.1 of the report being:-

1. Members review and agree Standing Orders and Financial Regulations for the civic year 2023/24.
2. That Standing Orders and Financial Regulations be amended to become gender neutral.
3. That Standing Orders be amended to include a “resolutions report” for each council and committee meeting.

**12. REPRESENTATIVES TO OUTSIDE BODIES 2023/24**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations at 4.1 of the report being: -

1. That the Town Clerk continues to attend meetings of the Prescott Business Club, Friends of Eaton Street Park and Local Clerks Network.
2. That the Town Clerk contacts the Friends of Brown's Field to seek representation at their meetings.

**13. COUNCIL MEETING SCHEDULE 2023/24**

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations at 3.1 of the report being: -

1. That meetings of Events Committee within the municipal calendar will not have a fixed date, but will instead be stated as "To Be Confirmed"
2. That the meeting of Annual Council for 2024/25 be moved to 30<sup>th</sup> May 2024.
3. That the municipal calendar for 2023/24 be approved.

**14. ANNOUNCEMENTS FROM THE LEADER**

There were no announcements from the Leader

**15. ANNOUNCEMENTS FROM THE TOWN CLERK**

**Completion of Internal Audit 2023/24**

The Town Clerk confirmed that councils 2023/24 internal audit had been completed, and that members were in a position to approve Section One of Council's Annual Governance and Accountability Return (AGAR)

**Leases relations to Easton Street Park and Brown's Field**

The Town Clerk confirmed that he had received legal advice from council's solicitor concerning both sites and had met with Knowsley Council Officers who were now progressing this work at an executive officer level.

**Bar Concession – Jaka Ltd**

The Town Clerk confirmed that he was holding weekly meetings with Jaka Ltd as the bar concession transition continues. To date, these meetings have proved successful to discuss bar prices, advertising, bookings and bar operations.

## **16. MAYORAL ENGAGEMENTS**

It was **UNANIMOUSLY RESOLVED** to **NOTE** the Mayoral Engagements provided and that a further three engagements be noted – events with Breast Mates, Willowbank Hospice and Prescott Community Church.

Cllr I. Smith Left the Meeting

## **17. PLANNING APPLICATIONS**

Application Ref	Location	Comments
23/00171/KMBC1	Prescot Picture Palace 8-14 Kemble Street Prescot	No Objections
23/00173/LBC	Prescot Picture Palace 8-14 Kemble Street Prescot	No Objections
23/00085/FUL	47-51 Warrington Road Prescot	No Objections
23/00089/FUL	Homesure 16 Leyland Street Prescot	No objections, however officers to query dimensions of courtyard
23/00141/FUL	20 Hamnett Road Prescot	No Objections
23/00202/FUL	80 Speakman Way Prescot	No Objections
23/00542/LBC	The Watch Factory Albany Road Prescot	No objections, however officers to query installation of solar photovoltaics as to whether gaps will be left between PV and roof.
23/00423/FUL	Tesco Petrol Station Steley Way Prescot	No Objections

## **18. PLANNING DECISIONS**

No Planning Decisions were received.

Cllr I. Smith Rejoined the Meeting

## **19. COMMUNITY FUNDING BIDS**

No Community Funding Applications were received.

**20. ANNUAL GOVERNANCE STATEMENT – SECTION ONE**

The Town Clerk presented Section One of the Annual Governance and Accountability Return and completed Internal Audit Report 2022/23 to Members.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 3.1 of the report being: -

1. That Members resolve to approve Section One of that Annual Governance and Accountability Return for 2022/23.

**21. REPORT OF THE INDEPENDENT RENUMERATIONS PANEL 2023**

The Town Clerk presented the Report of The Independent Remunerations Panel 2023 to Members.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 3.1 of the report being: -

1. That Members should continue to receive no basic allowance or out of pocket expenses for the civic year 2023/24.

**22. PROPOSED WORKING GROUP FOR CLOCK TO BE SITED AT PRESCOT TOWN HALL**

Following Council resolution on 23<sup>rd</sup> March 2023 to defer this item until the next full council meeting, the Town Clerk proposed that a Working Group be established to take this workstream forward, with a further report presented to Full Council for determination once the work of the Working Group was completed.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 2.1 of the report being:-

1. That Cllrs J. Burke, M. Burke and T. Murray become members of the proposed working group to take this workstream forward and report back to full council once the work of the group is completed.

**23. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

It was **UNANIMOUSLY RESOLVED** to Exclude the Press and Public from the meeting by virtue of Standing Order 3D.

**24. APPROVAL OF JAKA LTD BAR PRICES UNDER BAR CONCESSION**


The Town Clerk presented proposed prices for the bar concession to Members for approval.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 2.1 of the report being: -

1. Members approve the products and prices as presented by the Town Clerk; and
2. That the bar concession contract between Prescott Town Council and Jaka Ltd clearly states that there cannot be a unilateral increase or decrease in prices as approved, and that any proposed changes must be presented to and approved by Full Council.

**The meeting closed at 7:12 p.m.**

**Dated: 29<sup>th</sup> June 2023**

Signed:   
**Cllr Tracey Murray (Mayor of Prescott)**

