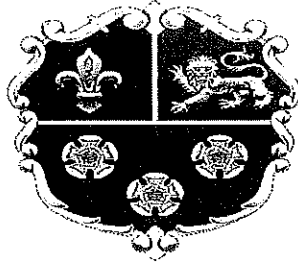


# PRESCOT TOWN COUNCIL



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 20<sup>th</sup> Day of July 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 27<sup>th</sup> July 2023

at

Prescot Town Hall

commencing at 6.00 p.m.

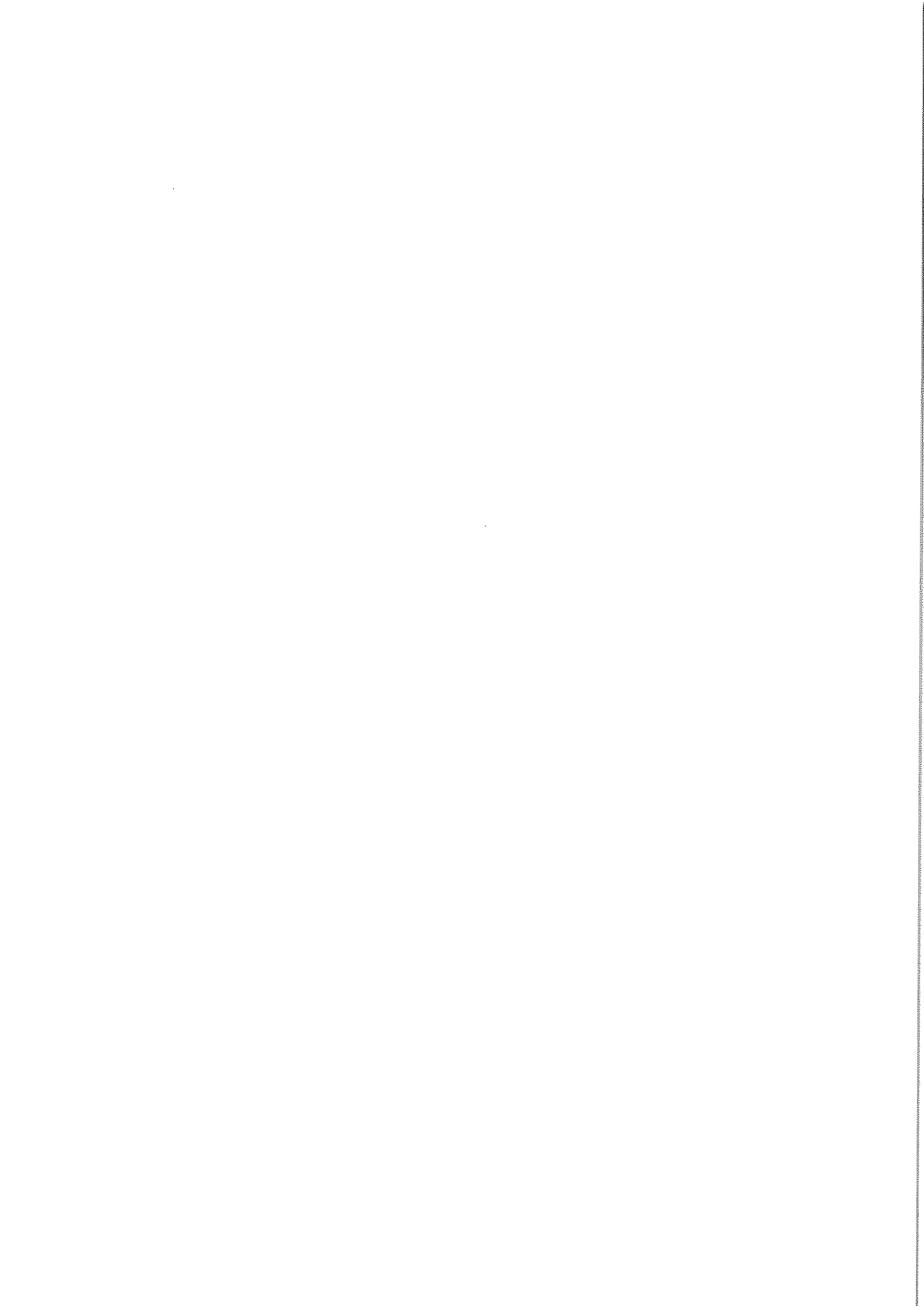
A handwritten signature in black ink, appearing to read 'Alex Spencer', written in a cursive style.

Alex Spencer  
TOWN CLERK

# A G E N D A

1	<b>TO RECEIVE APOLOGIES</b>	Verbal
2	<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
3	<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
4	<p><b>MINUTES OF THE PREVIOUS COUNCIL MEETING</b></p> <p>To <b><u>APPROVE AND SIGN</u></b> the minutes of Town Council held on Thursday 29<sup>th</sup> June 2023 as a true and accurate record of the business transacted.</p>	Pages 4 to 9
5	<p><b>MINUTES OF COUNCIL COMMITTEE MEETINGS</b></p> <p>Finance, Policy &amp; HR Committee – 22nd June 2023</p>	Pages 10 to 14
6	<p><b>REPORT ON COUNCIL RESOLUTIONS DURING 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>	Pages 15 to 18
7	<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

8	<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>	<p>Pages 19 to 21</p>
9	<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>	<p>Verbal</p>
10	<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>	<p>Pages 22 to 23</p>
11	<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>	<p>Pages 24 to 25</p>
12	<p><b>PLANNING DECISIONS</b></p> <p>Members are asked to <b><u>NOTE</u></b> any planning decisions received.</p>	<p>Page 26</p>
13	<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> <p>None</p>	<p>Page 27</p>
14	<p><b>CHRISTMAS CLOSEDOWN 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 28 to 29</p>



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**27<sup>th</sup> JULY 2023**

**REPORT TITLE:**

Minutes of Previous Town Council Meeting

**BACKGROUND TO THE REPORT:**

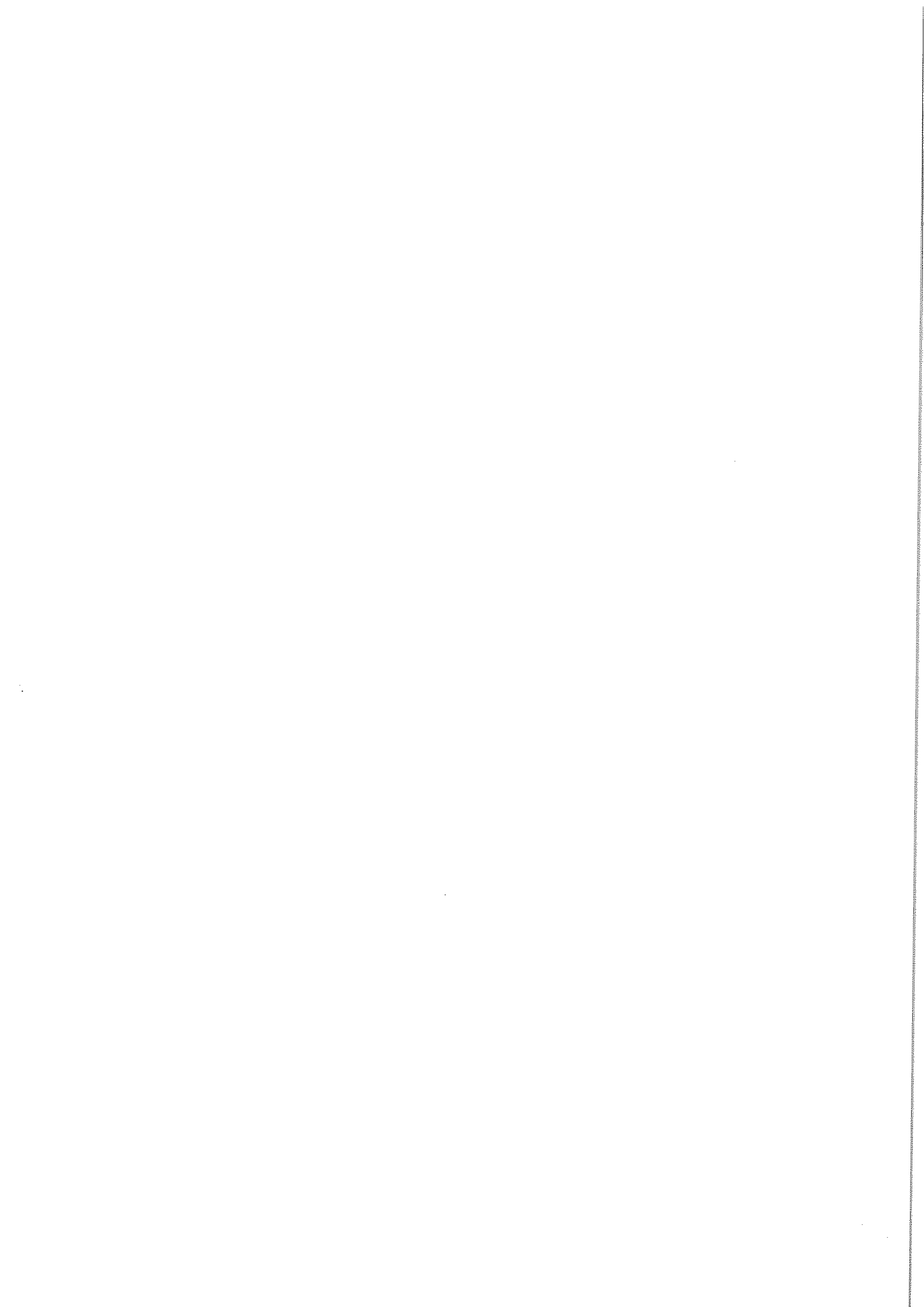
As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

**PURPOSE OF REPORT:**

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 29<sup>th</sup> June 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, 29<sup>th</sup> JUNE 2023** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

### **ELECTED MEMBERS PRESENT**

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

### **TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)

### **ALSO IN ATTENDANCE**

2 x Members of the Public

#### **25. TO RECEIVE APOLOGIES**

Apologies were received from Cllr D. Wilson.

#### **26. PUBLIC OPEN FORUM**

Two members of the public requested to speak to council regarding anti-social behaviour across Prescott; and called upon council to provide an intervention or ensure greater partnership work with Knowsley Council & Merseyside Police to provide a resolution.

Council provided the following response:

- Explanation that Council's duties and powers relating to anti-social behaviour were limited.
- An assurance that Council works in partnership with Knowsley Council and Merseyside Police to help reduce all crime across Prescott.
- Explanation that a meeting between Council, Knowsley Council and Merseyside Police had been scheduled for mid-June; the purpose of which was to discuss plans and diversionary activities to reduce anti-social behaviour over summer 2023. This meeting was postponed but was in the process of rescheduled.
- Explanation that borough councillors for Prescott North and Prescott South are working closely to resolve anti-social behaviour across the town. A jointly signed letter by Prescott North and Prescott South borough councillors has been submitted to the Chief Executive of Knowsley Council calling for a multi-agency meeting to be convened as a matter of urgency.
- An assurance that the Town Clerk would make contact with Knowsley Council to report what residents had spoken of during Public Open Forum.

## **27. DECLARATIONS OF INTEREST**

Declarations of Interest were received from the following: -

- Cllr M. Burke for Item 10 Planning Applications
- Cllr I. Smith for Item 10 Planning Applications
- Cllr F. Wynn for Item 10 Planning Applications
- Cllr T. Murray for Item 12 Community Funding Applications
- Cllr P. Cook for Item 12 Community Funding Applications

## **28. MINUTES OF THE PREVIOUS COUNCIL MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Council meeting held on 18<sup>th</sup> May 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

## **29. MINUTES OF THE COMMITTEES**

It was **UNANIMOUSLY RESOLVED** to **NOTE** minutes from Events Committee meeting held on 29<sup>th</sup> June 2023.

## **30. ANNOUNCEMENTS FROM THE LEADER**

The Leader of Council wished to extend her thanks to all Councillors and Officers who supported the Prescot Carnival on Sunday 25<sup>th</sup> June 2023.

Feedback from those attending the carnival on the day was positive and helped demonstrate the success of the event.

The Leader was keen to discuss with members of Events Committee how the Prescot Carnival could be improved for 2024.

## **31. ANNOUNCEMENTS FROM THE TOWN CLERK**

The Town Clerk provided the following announcements:-

### **LOCAL DEMOCRACY PROJECT 2023/24**

Council's 2023/24 Local Democracy Project commenced on 14<sup>th</sup> June with Our Lady's Catholic Primary School attending Prescot Town Hall.

To date we have three of five primary schools signed up to this year's project, with Evelyn Primary and St Mary & St Pauls attending before the end of June.

The project follows the same format as that in 2022/23 as it proved effective in communicating the work of Prescot Town Council and empowering local children to have a voice to shape their community.



At the end of each session, a feedback form is sent to each school to measure the success of the day and to identify whether further improvements can be made.

The Town Clerk will ensure that a feedback report is presented to Members at the conclusion of this year's project.

### **Leases Relating to Brown's Field and Eaton Street Park**

Following a meeting with Knowsley Council Greenspace Officers and after obtaining legal advice from Council's solicitor, the Town Clerk is in the process of formulating a response to Knowsley Council based on the roles and responsibilities which Council has regarding Brown's Field and Eaton Street Park.

This response will be shared with members for review prior to being submitted to Knowsley Council.

### **Siting of Container within Car Park of Prescott Town Hall**

As previously reported to and resolved by members, Britannia Fleet Removals have now sited a removals container within the carpark of Prescott Town Hall.

This container will be used for storage and to support community projects such as schools uniform recycling project and winter coats project.

The Town Clerk has notified Council's insurers of this newest asset and is awaiting a response back in terms whether a variation to councils 2023/24 policy is required.

The Town Clerk will shortly apply for retrospective planning permission as per previous Member resolution.

### **School Uniform Recycling Scheme**

Council has commenced its 2023/24 school uniform recycling scheme and is accepting donations between 9.30am – 4.30pm, Monday to Friday. Council has promoted the scheme through notices and social media platforms.

It was **UNANIMOUSLY RESOLVED** to:-

1. **NOTE** Announcement from the Town Clerk
2. **INSTRUCT** the Town Clerk to compose a letter of thanks to Britannia Fleet for donating and delivering a container to Prescott Town Council.

### **32. REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OF OUTSIDE BODIES**

No report was required.

### **33. MAYORAL ENGAGEMENTS**

It was **UNANIMOUSLY RESOLVED** to **NOTE** the Mayoral Engagements listed.

Cllrs M. Burke, I. Smith and F. Wynn left the meeting.

### **34. PLANNING APPLICATIONS**

Application Ref	Location	Comments
23/00327/FUL	Land to rear of 1-25 Hope Street Prescot	No Objections
23/00175/PDE	4 Hayes Avenue Prescot	No Objections
23/00513/FUL	Glebe House Vicarage Place Prescot	No Objections
23/01008/COU	J Showering 16 Eccleston Street Prescot	No Objections

### **35. PLANNING DECISIONS**

No Planning Decisions were received.

Cllrs M. Burke, I. Smith and F. Wynn rejoined the meeting.

### **36. COMMUNITY FUNDING APPLICATIONS**

Members considered Community Funding Applications received from four organisations:-

Cllr T. Murray left the meeting.

Cllr M. Burke Chaired the meeting.

#### **1. L35 Radio**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the application for £489.00 of Community Funding and to notify L35 Radio that their application was successful.

Cllr T. Murray rejoined the meeting and took the Chair.

**2. Friends of Prescot Cemetery & Churchyard**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the application for £500.00 of Community Funding and to notify the Friends of Prescot Cemetery & Churchyard that their application was successful.

**3. Willowbrook Hospice**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the application for £500.00 of Community Funding and to notify the Willowbrook Hospice that their application was successful, with a recommendation that it contacts other local Town/Parish Councils to make further applications for community funding from them.

Cllr P. Cook left the meeting.

**4. Lady Margaret Bowling Club**

It was **UNANIMOUSLY RESOLVED** that officers would purchase consumables on behalf of Lady Margaret Bowling Club as stated within the Community Fund Application Form, and that the club be notified as soon as possible.

Cllr P. Cook rejoined the meeting.

**37. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – Section Two**

The Town Clerk explained as part of Council's Annual Governance and Accountability Return (AGAR) it was necessary for Council to approve accounting statements for 2022/23 before submission to PKF Littlejohn as External Auditor.

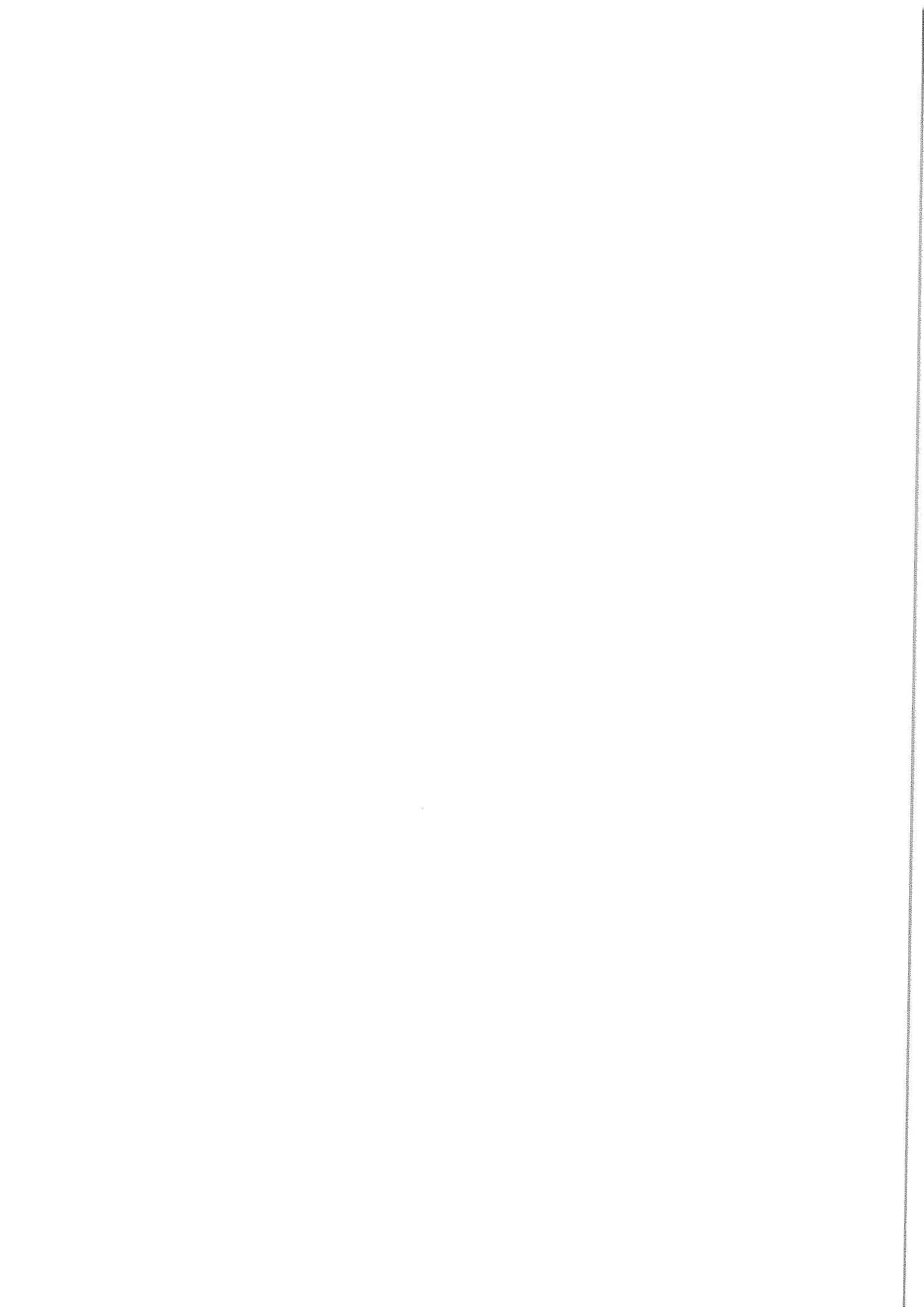
AGAR had been presented to members of Finance, Policy and HR Committee on 22<sup>nd</sup> June 2023, who had recommended that it be presented to Full Council on 29<sup>th</sup> June 2023 for approval.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** Section Two of the 2022/23 Annual Governance and Accountability Return, and that this be submitted to PKF Littlejohn as External Auditor before 3<sup>rd</sup> July 2023.

**The meeting closed at 7:08 p.m**

**Dated: 27<sup>th</sup> July 2023**

**Signed:.....  
Cllr Tracey Murray (Mayor of Prescot)**



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**27<sup>th</sup> JULY 2023**

**REPORT TITLE:**

Minutes of Committees

**BACKGROUND TO THE REPORT:**

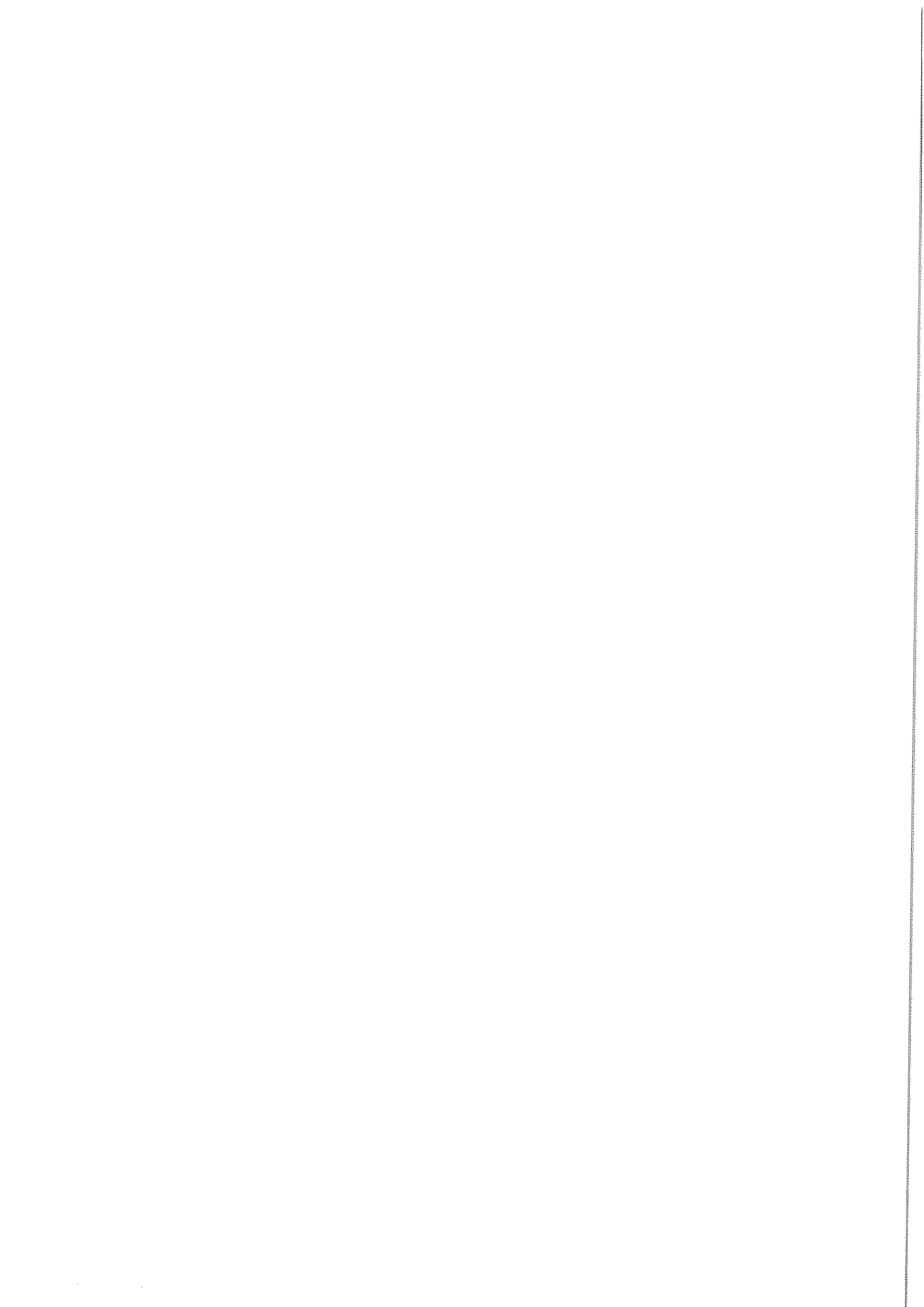
In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

**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 **FINANCE, POLICY, AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY, 22<sup>nd</sup> JUNE 2023** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

**ELECTED MEMBERS PRESENT**

Councillors J. Burke, J. Madine, I. Smith, G. Wickens & D. Wilson.

**TOWN COUNCIL OFFICERS PRESENT**

A. Spencer (Town Clerk)

**ALSO IN ATTENDANCE**

No Members of the Public

**1. ELECTION OF CHAIR OF COMMITTEE**

It was **UNANIMOUSLY RESOLVED** that Cllr D. Wilson be elected as Chair of Finance Policy & Human Resources Committee for the 2023/24 Civic Year.

**2. ELECTION OF VICE-CHAIR OF COMMITTEE**

It was **UNANIMOUSLY RESOLVED** that Cllr J. Madine be elected as Vice-Chair of Finance Policy & Human Resources Committee for the 2023/24 Civic Year.

**3. TO RECEIVE APOLOGIES**

Apologies were received from Cllr M. Burke.

**4. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**5. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 19<sup>th</sup> January 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

## **6. MONTHLY BUDGET MONITORING STATEMENT**

The Town Clerk presented monthly budget monitoring statement to 31<sup>st</sup> May 2023, and highlighted the following areas for Members' consideration: -

- a. Income generated to date from the operation of bar within multi-function room. The Town Clerk also highlighted that his relationship with the new bar operator was a positive one; holding regular meetings to discuss finances, operations and plans for the future.
- b. Expenditure against "Cleaning and Hygiene" which would be costed to "Facilities Management" given that these costs related to the Service Level Agreement with Initial.
- c. Expenditure against "Professional Fees" which related to legal advice provided by St. Helens Law concerning leases for Brown's Field and Eaton Street Park.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the budget monitoring statement to 31<sup>st</sup> May 2023.
2. **INSTRUCT** the Town Clerk to produce Budget Monitoring Statements in the format previously presented to Members so as to include forecast information and commentary against each budget line.

## **7. ORDERS AND PAYMENTS AUTHORIZATION**

The Town Clerk presented orders and payments to 31<sup>st</sup> May 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** orders and payments to 31<sup>st</sup> May 2023 as presented by the Town Clerk

## **8. FACILITIES BOOKINGS**

The Town Clerk provided members with the quarterly list of facility bookings and derived income to 31<sup>st</sup> May 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the bookings list as presented by the Town Clerk
2. **INSTRUCT** the Town Clerk to clarify legal position regarding offering room hire/free room hire to political parties.



**9. ANNUAL RETURN 2022/23**

The Town Clerk presented Section 2 – Accounting Statements – as part of Council’s 2022/23 Annual Governance and Accountability Return.

It was **UNANIMOUSLY RESOLVED** to:-

**APPROVE** The submission of Section 2 of the 2023/23 Annual Governance and Accountability Return to Full Council for approval.

**10. REVIEW OF COMMUNITY GRANT GUIDANCE NOTES AND GRANT CRITERIA 2023**

The Town Clerk presented his report following a review of Council’s Community Grant Guidance Notes and Grant Criteria.

It was **UNANIMOUSLY RESOLVED** to:-

**APPROVE** the recommendations of the Town Clerk as stated within his report and that Council’s Community Guidance Notes and Grant Criteria is amended accordingly.

**11. PROPOSED GRITTING AND SNOW CLEARANCE POLICY 2023 (POST INSURANCE ADVICE)**

The Town Clerk presented his report after receiving advice from Council’s insurers regarding gritting and snow clearance.

It was **UNANIMOUSLY RESOLVED** to:-

**APPROVE** adoption of Gritting & Snow Clearance Policy 2023.

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

It was **UNANIMOUSLY RESOLVED** 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.

**13. TOWN CLERK – UPDATE ON CILCA QUALIFICATION**

The Town Clerk provided an update regarding qualifying for the Certificate in Local Council Administration (CILCA). He outlined that owing to issues within the Society for Local Council Clerks (SLCC) it would be necessary to push back commencement of CILCA to October 2023 and would complete the course in March 2024.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** that the Town Clerk should commence CILCA in October 2023, and that modules relating to the course should be completed and submitted monthly.
2. **APPROVE** that the probationary period of Town Clerk should be extended to coincide with completion of CILCA and that Cllr J. Burke would seek HR advice on this issue.

The meeting closed at 6:55 p.m

Dated: 19<sup>th</sup> October 2023

Signed:.....  
Cllr D Wilson,  
Chair - Finance, Policy and Human  
Resources Committee

**DRAFT**

**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****27<sup>th</sup> JULY 2023****REPORT TITLE:**

Report on Council Resolutions During 2023/24

**BACKGROUND TO THE REPORT**

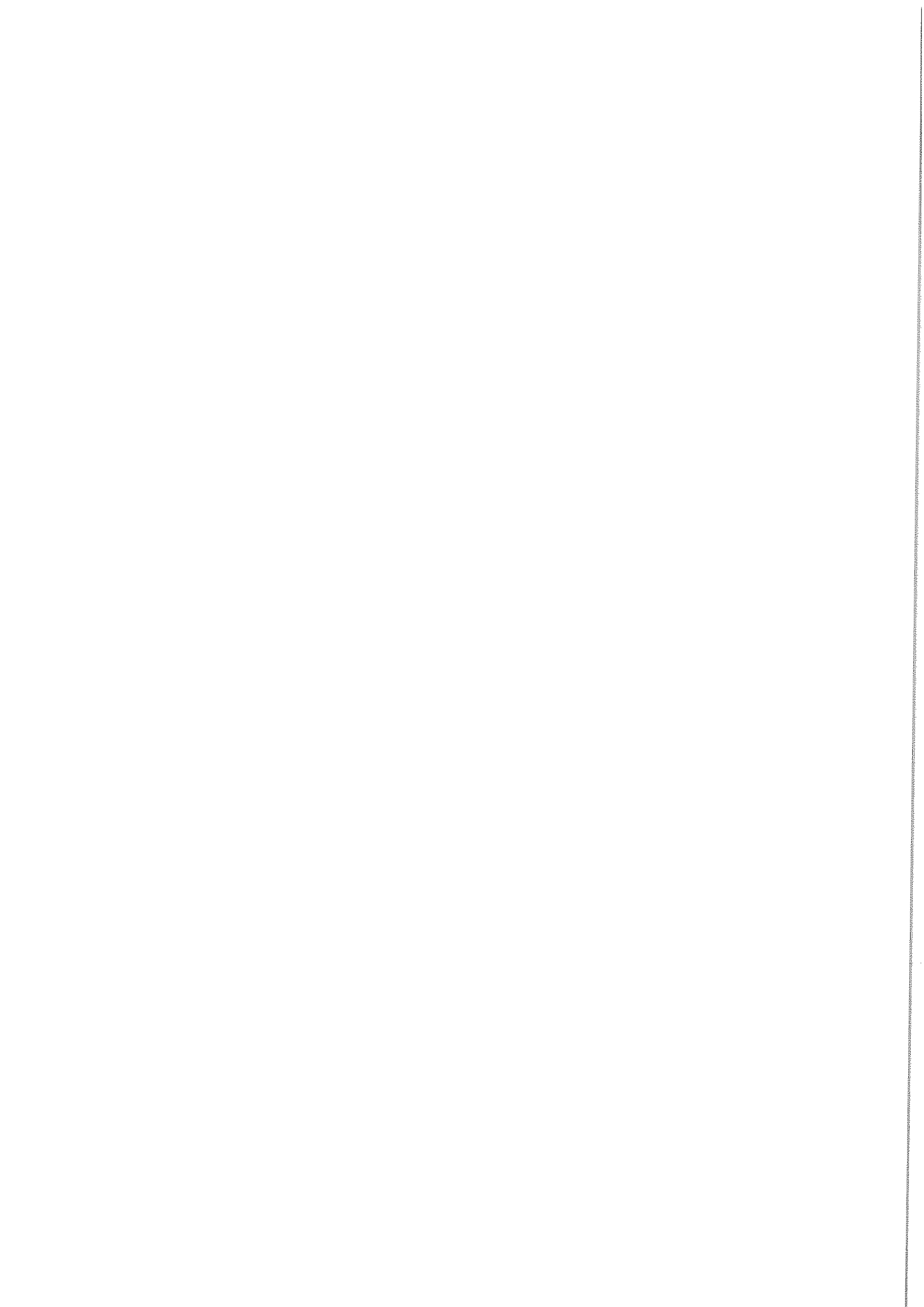
At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions.

**PURPOSE OF THE REPORT**

To provide an update to Members of progress against previously agreed council or committee resolutions.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## **PRESCOT TOWN COUNCIL**

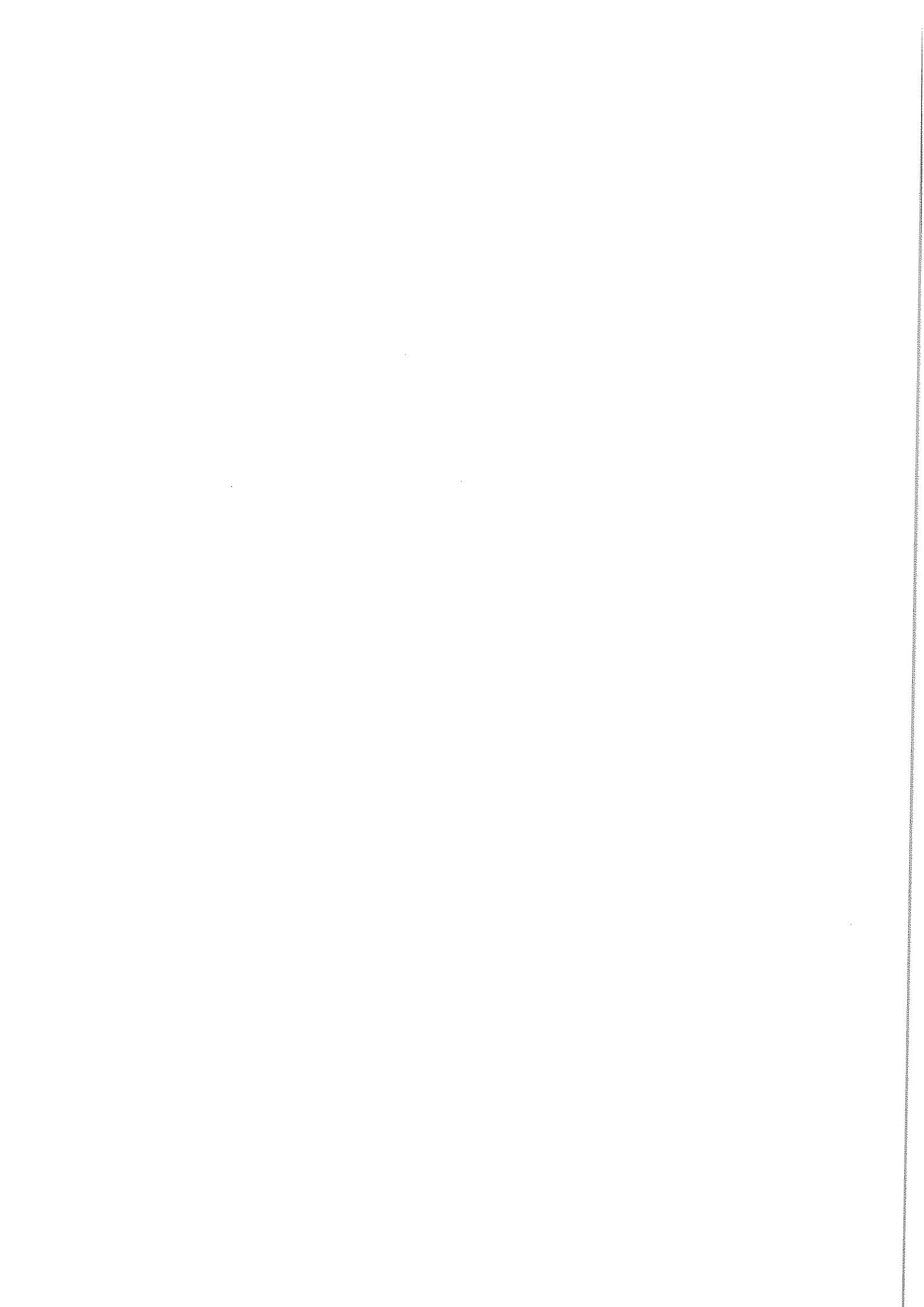
### **Report on Council Resolutions During 2023/24**

#### **1. INTRODUCTION**

- 1.1 At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions (where a resolution required progression officers/partners).
- 1.2 Given that members meet throughout the civic year, it is sometimes difficult to remember what resolutions have been made at each council or committee meeting, and perhaps more importantly, difficult to assess progress against those resolutions.
- 1.3 Therefore, through Member resolution to introduce this report, Members will be able to chart what has been agreed at each council or committee meeting and what progress has been made by officers.
- 1.4 Appendix One to this report details Members' resolutions and progress to date.

#### **2. RECOMMENDATIONS**

- 2.1 Members are asked to:-
  1. Consider previous council resolutions and progress detailed within Appendix One
  2. Note the contents of this report



**Appendix One**

Date of Meeting	Minute Number	Resolution	Progress to Date
18/05/2023	11	That Standing Orders and Financial Regulations be amended to become gender neutral.	<b>Completed:</b> Where possible, 2023/24 Standing Orders and Financial Regulations have become gender neutral
18/05/2023	11	That Standing Orders be amended to include a resolutions report for each council and committee meeting.	<b>Completed:</b> 2023/24 Standing Orders have been amended to reflect that a "Resolutions Report" should be reported at each council and committee meeting.
18/05/2023	13	That meetings of Events Committee within the 2023/24 Municipal Calendar will not have a fixed date, but will instead be stated at "To be confirmed"	<b>Completed:</b> The 2023/24 Municipal Calendar has been amended to include these changes.
18/05/2023	13	That the meeting of Annual Council for 2024/25 be moved to 30 <sup>th</sup> May 2024.	<b>Completed:</b> The 2023/24 Municipal Calendar has been amended to include this change.
29/06/2023	22	That Cllrs J. Burke, M. Burke and T. Murray become members of the proposed working group to take this work forward (regarding siting of Town Hall Clock at Prescott Town Hall) and to report back to Council once the work of the Working Group is completed.	<b>In Progress:</b> A June meeting of the working group was postponed. However, this will be rescheduled shortly.
29/06/2023	31	A letter of thanks be sent to Britannia Fleet for donating and delivering container to Prescott Town Council.	<b>Completed:</b> As per Member resolution, the Town Clerk composed a letter to Britannia Fleet and delivered it personally.

Date of Meeting	Minute Number	Resolution	Progress to Date
29/06/2023	36	Approved Community Funding Application to L35 Radio for £489.00.	<b>In Progress:</b> Officers have made payment to and are awaiting receipts showing expenditure.
29/06/2023	36	Approved Community Funding Application to the Friends of Prescot Cemetery & Churchyard for £500.00.	<b>In Progress:</b> Officers have made payment to and are awaiting receipts showing expenditure.
29/06/2023	36	Approved Community Funding Application to Willbrook Hospice for £500.00.	<b>In Progress:</b> Officers have made payment to and are awaiting receipts showing expenditure.
29/06/2023	36	Approved Community Funding Application to Lady Margaret Bowling Green, with officers to purchase consumables on behalf of club.	<b>In Progress:</b> Officers have purchased consumables on behalf of the club and these have been delivered. Officers are awaiting receipt of invoice from supplier.
29/06/2023	37	Approval of Section Two of Council's Annual Governance & Accountability Return and submission to PKF Littlejohn as external auditor.	<b>Completed:</b> The Town Clerk submitted Council's 2022/23 AGAR on 30 <sup>th</sup> June 2023.



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**27<sup>th</sup> JULY 2023**

**REPORT TITLE**

Announcements from the Town Clerk

**BACKGROUND TO THE REPORT**

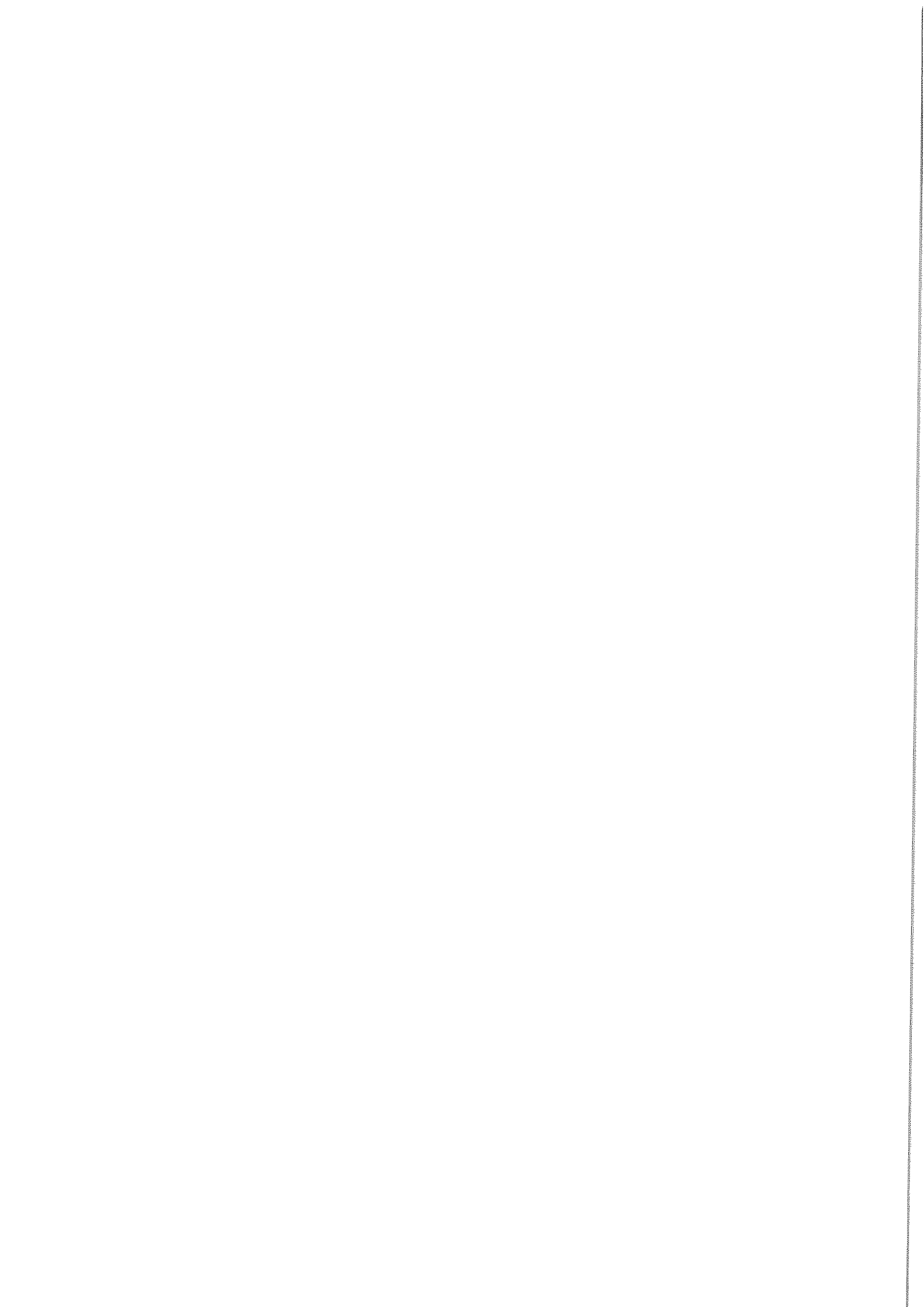
To provide Members with an update of work progressed and meetings attended by the Town Clerk.

**PURPOSE OF REPORT**

This report is submitted **FOR INFORMATION ONLY.**

**REPORT PREPARED BY**

Alex Spencer – Town Clerk



## **TOWN CLERK ANNOUNCEMENTS – JULY 2023**

### **Anti-Social Behaviour Across Prescott**

Members will recall that at the last meeting of Council on 29<sup>th</sup> June 2023, two residents attended and spoke at length concerning anti-social behaviour around Cables Retail Park and neighbouring areas.

After this meeting, the Town Clerk contacted Knowsley Council and Merseyside Police on behalf of the resident.

Merseyside Police were aware of reported anti-social behaviour incidents within the area, and A/Sgt Patterson has met and spoke at length with residents who attended council on 29<sup>th</sup> June 2023.

The Town Clerk has held two meetings with A/Sgt Patterson and has received a briefing on how ASB will be addressed within the location raised by residents on 29<sup>th</sup> June 2023.

### **Potential Installation of Goals within Brown's Field to Combat Anti-Social Behaviour**

Linked to the update above, the Town Clerk has attended a number of meetings with local partners such as Merseyside Police, Knowsley Council, Merseyside Youth Association and Shakespeare North Playhouse to discuss ways in which anti-social behaviour could be reduced across the town.

Both Merseyside Police and Merseyside Youth Association have actively engaged with youths causing ASB locally (particularly around Eccleston Street and Shakespeare North Playhouse).

Those who have been engaged have suggested that the installation of goals within Brown's Field and/or Eaton Street Park would encourage them not to visit the town centre as often – as those spoken with want to play football.

Merseyside Police are in the process of obtaining costs for purchase and installation.

Despite this, the Town Clerk wishes to emphasise that no commitment to purchase and installation has been made, and that a formal report would need to be presented to Members for resolution prior to anything happening at one or either site.

### **Caretaker Recruitment**

Following advertisement for 1 x caretaker vacancy, three applications for the position were received all of which have been shortlisted for interview week commencing 24<sup>th</sup> July 2023.

### **Siting of Container within Car Park of Prescott Town Hall**

As previously reported to Members, a container donated by Britannia Fleet has been sited within the carpark of Prescott Town Hall – the purpose of which is to store items for community-facing projects such as school uniform recycling project and winter coat project.

Unfortunately, KMBC Planning Enforcement has notified the Town Clerk that a complaint against the siting of the contained has been submitted.

The Town Clerk is awaiting further information from Planning Enforcement before retrospective planning permission is submitted.

**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**27<sup>th</sup> JULY 2023**

**REPORT TITLE**

Mayoral Engagements

**BACKGROUND TO THE REPORT**

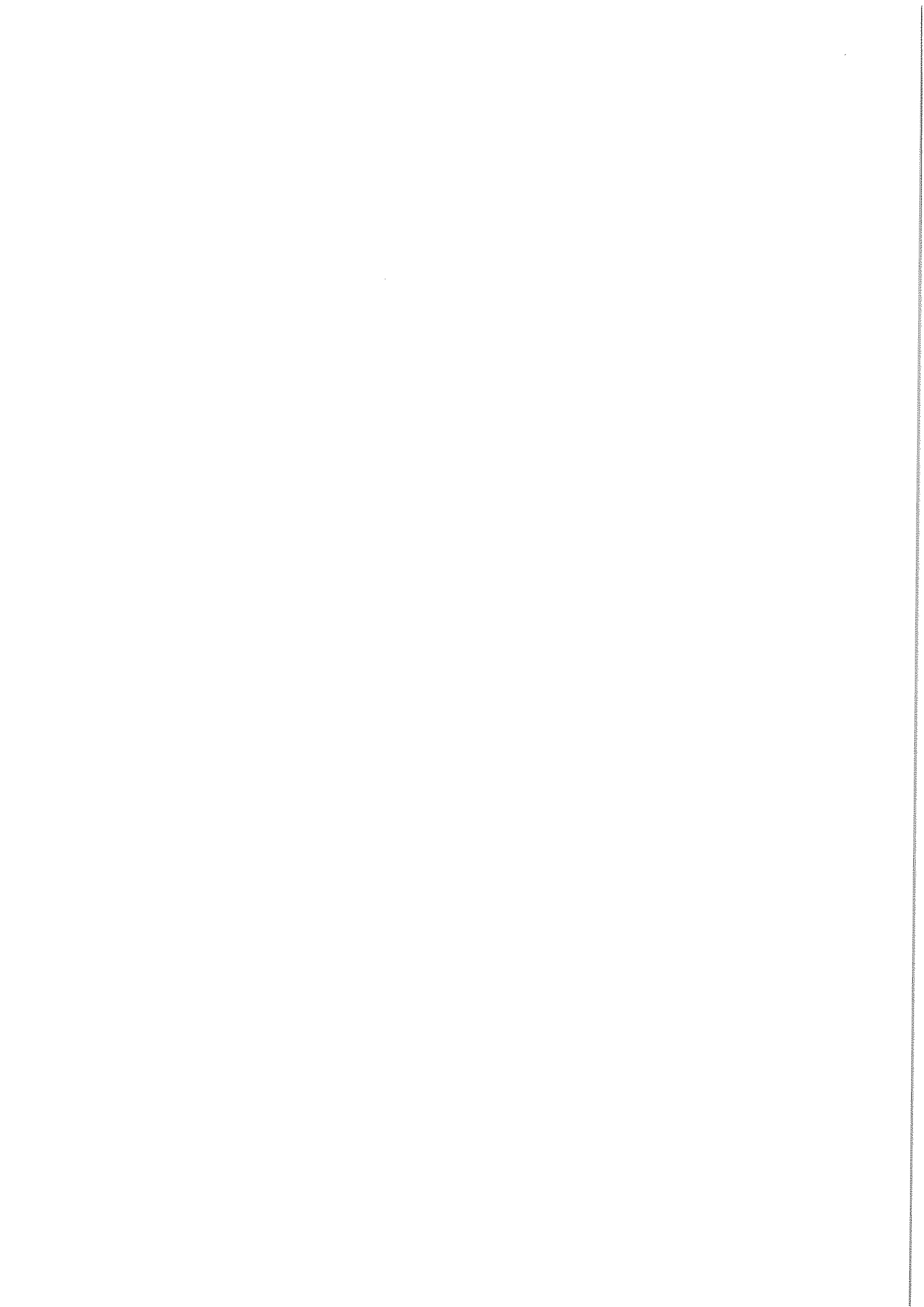
Details of Mayoral Engagements are attached.

**PURPOSE OF REPORT**

This report is submitted **FOR INFORMATION ONLY**

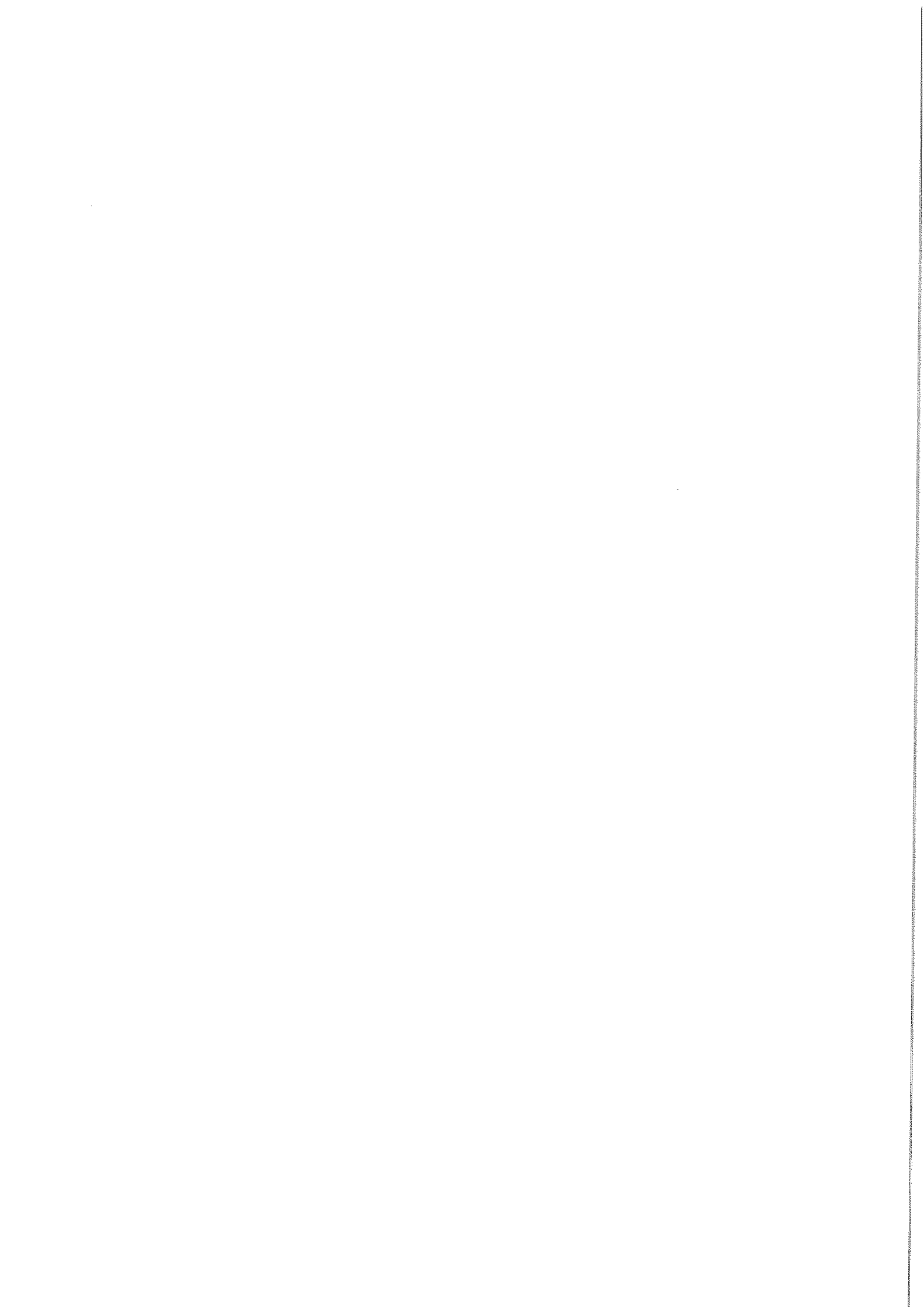
**REPORT PREPARED BY**

Alex Spencer – Town Clerk



## MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
05/07/2023	Al's Arc	Opening of Reiki room
12/07/2023	Prescot Primary School	Conservation Exhibition
14/07/2023	Imaginarium Theatre CIC	Taming the Shrew Performance
06/08/2023	Knowsley Council	Knowsley Flower Show





**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**27<sup>th</sup> JULY 2023**

**REPORT TITLE:**

Planning Applications

**BACKGROUND TO THE REPORT:**

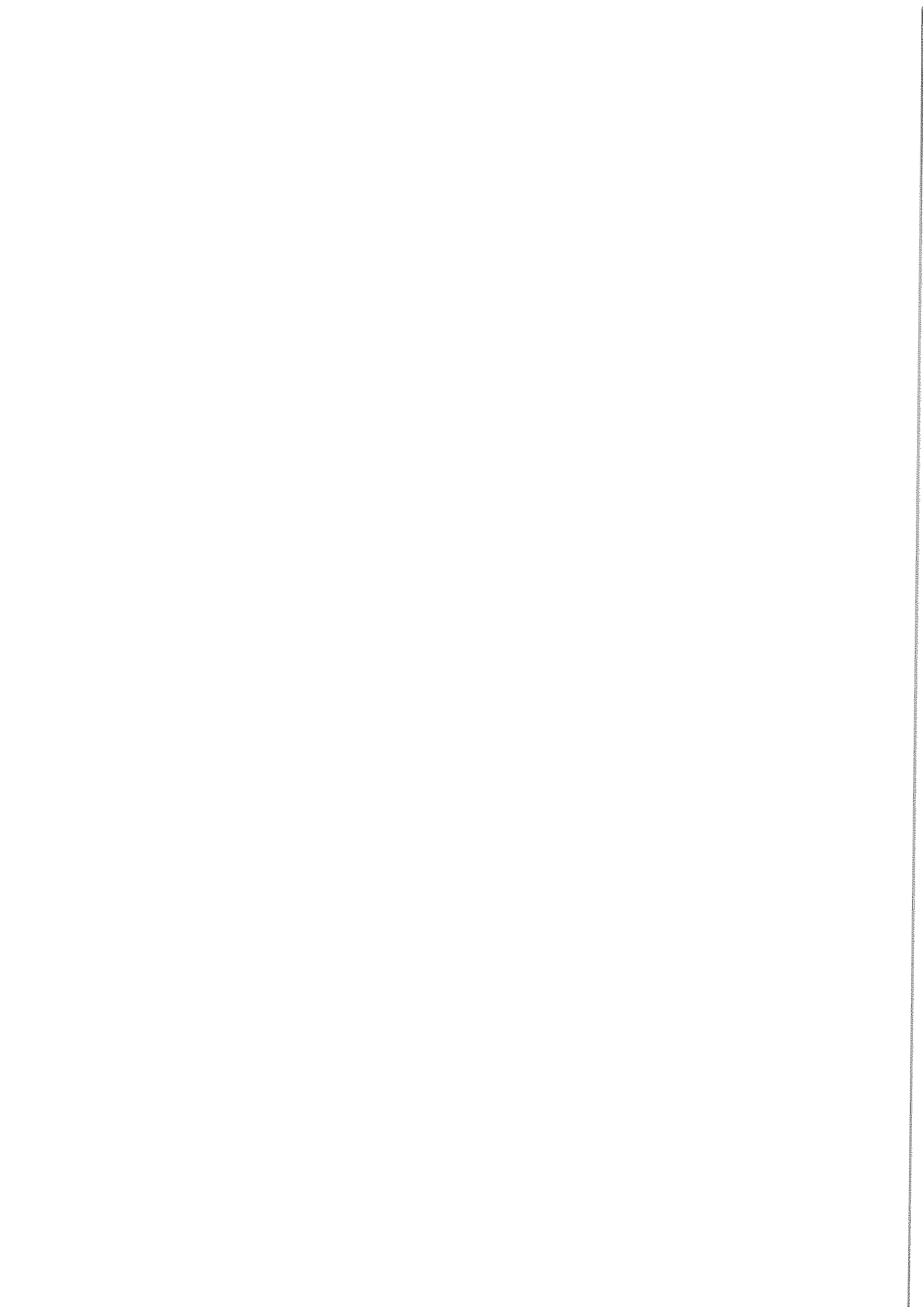
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

**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



**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST**  
**PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 23.06.23**  
**PRESCOT**

APP.NO: 23/00513/FUL

**CASE OFFICER: Reece Black**

APPLICANT: Mr and Mrs Smailes

APP. TYPE: Full Application

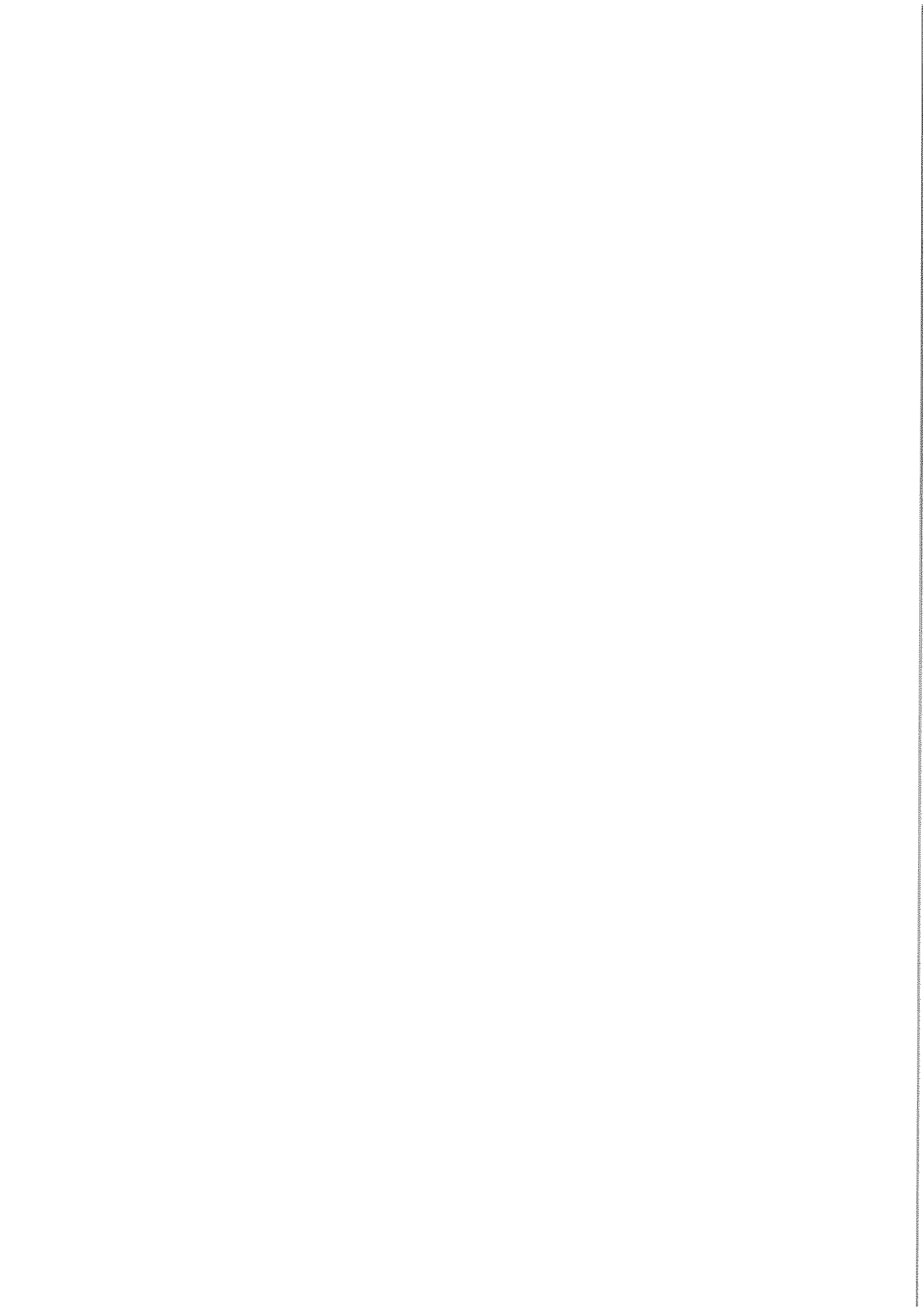
LOCATION: Glebe House Vicarage Place Prescot

PROPOSAL: ERECTION OF A SINGLE STOREY REAR EXTENSION TOGETHER  
WITH THE ERECTION OF A TWO STOREY SIDE AND REAR  
EXTENSION AND DEMOLITION OF EXISTING REAR EXTENSION

**WARD: Prescot North**

**View Here**

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=FTM2D1IXGT900>



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**27<sup>th</sup> JULY 2023**

**REPORT TITLE:**

Planning Decisions

**BACKGROUND TO THE REPORT:**

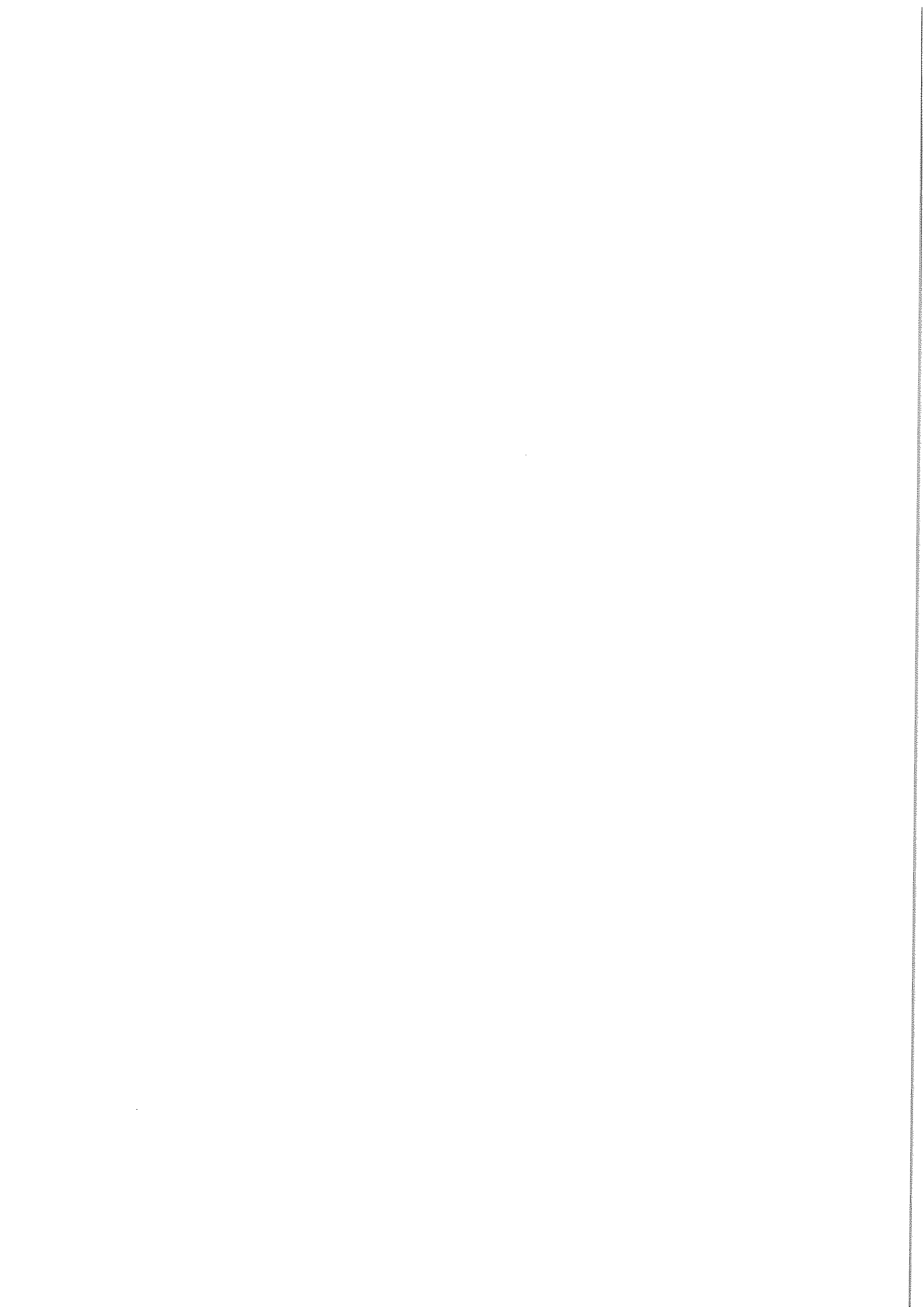
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

**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**

**27<sup>th</sup> JULY 2023**

**REPORT TITLE:**

Community Fund Bids

**BACKGROUND TO THE REPORT:**

Funding Applications have been received from:

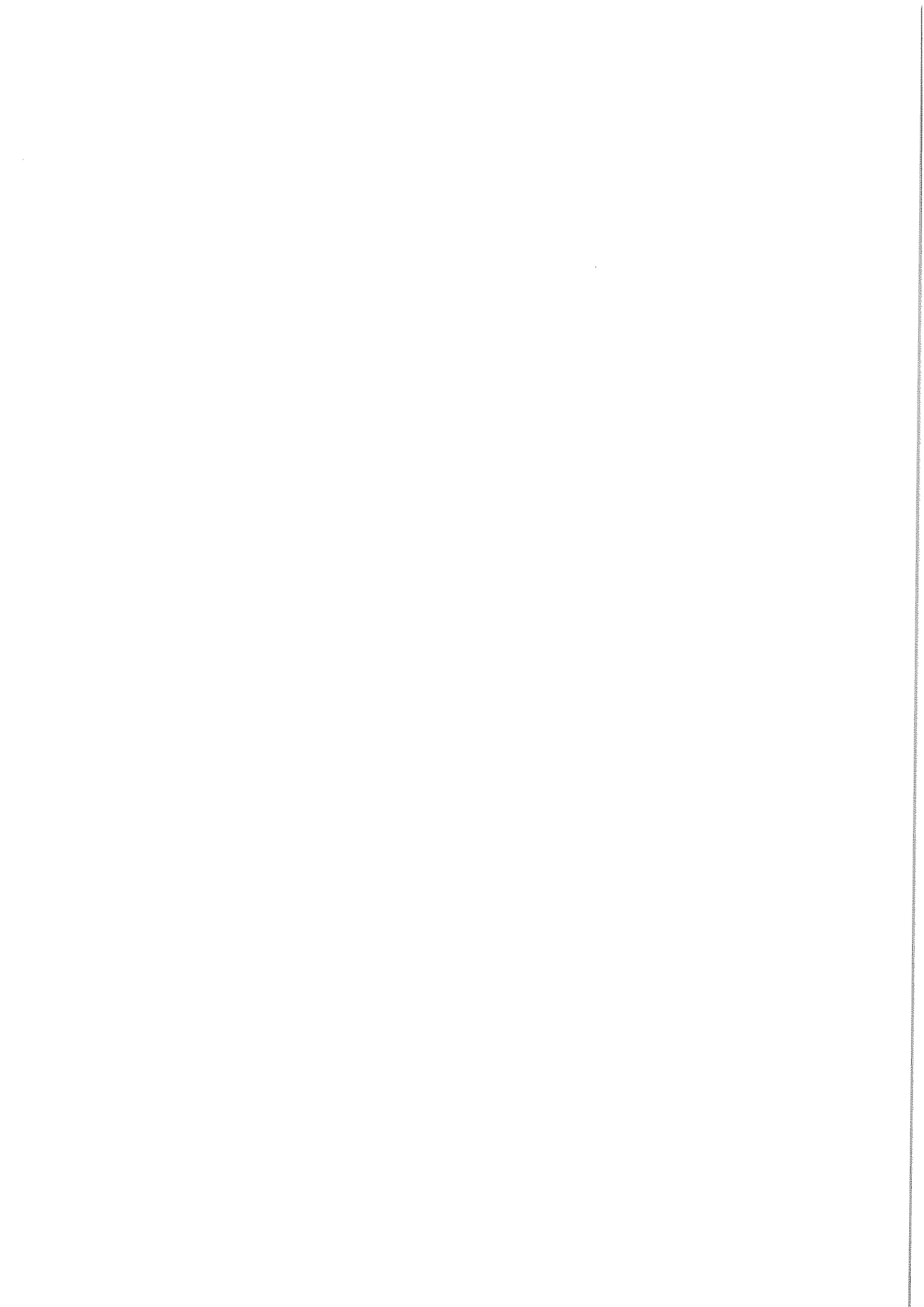
- None received.

**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****27<sup>th</sup> JULY 2023****REPORT TITLE:**

Christmas Closedown 2023

**BACKGROUND TO THE REPORT**

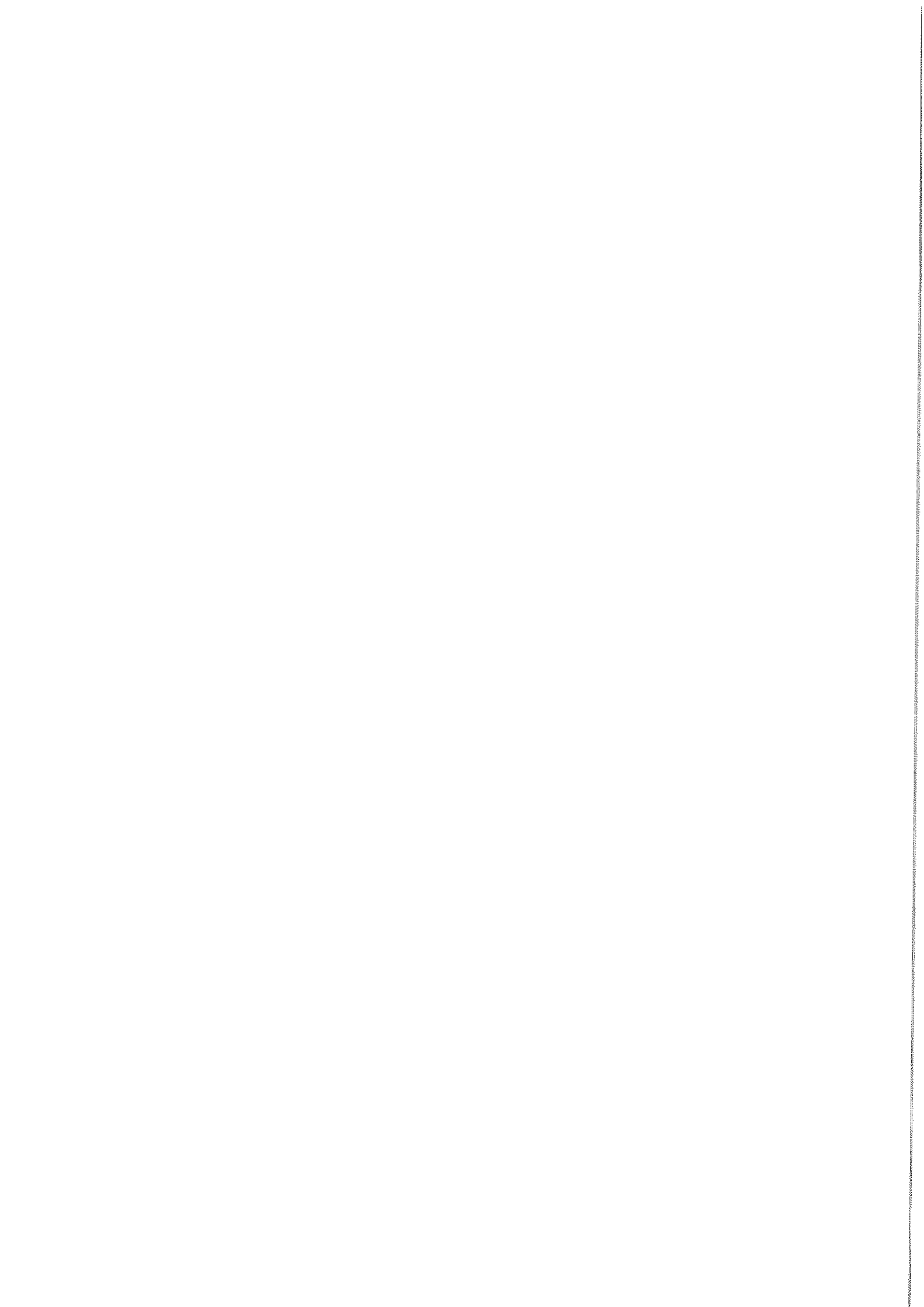
As members will be aware local government bodies across England and Wales traditionally have a period of closure between Christmas and New Year. Demand on services is much reduced during this time, which enables such a closure to be affected.

**PURPOSE OF THE REPORT**

To **CONSIDER** and **APPROVE** the proposed Christmas Closedown Period as stated within this report.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## **PRESCOT TOWN COUNCIL**

### **Christmas Closedown 2023**

#### **1. INTRODUCTION**

- 1.1 As members will be aware local government bodies across England and Wales traditionally have a period of closure between Christmas and New Year.
- 1.2 Demand for council services at this time are much reduced and lack of availability of other similar agencies provides some barriers to completion of certain tasks.
- 1.3 It is common practice for such a closedown to be affected over Christmas particularly for non-front-line services along with the provision of concessionary leave to support this action.

#### **2. PROPOSAL**

- 2.1 In line with other public bodies in the local area it is proposed that Prescott Town Council closes from 4:00pm on Friday 22<sup>nd</sup> December 2023 until 9:00am on Tuesday 2<sup>nd</sup> January 2024.
- 2.2 To achieve this period of closure, as in previous years members are asked to grant the provision of two ex-gratia concessionary leave days to officers. These days would be taken on Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> December 2023, with Friday 29<sup>th</sup> December being taken individual officer's annual leave entitlement.
- 2.3 All groups who have block bookings at Prescott Town Hall will be contacted to state that the town hall will be closed during the period stated above, should Members resolve to approve.

#### **3. RECOMMENDATIONS**

- 3.1 Members are asked to:
  1. Approve the closure of Prescott Town Hall from 4:00pm on Friday 22<sup>nd</sup> December 2023 until 9:00am on Tuesday 2<sup>nd</sup> January 2024
  2. Note the contents of this report

