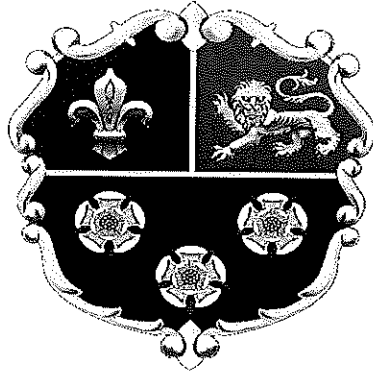


PRESCOT TOWN COUNCIL



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

Tele: 0151 - 426 - 3933

Email: enquiries@prescot-tc.gov.uk

Dated this 7th day of September 2023

To the Members of the Events Committee

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

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 Thursday 14th September 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. **TO RECEIVE APOLOGIES** Verbal
To receive apologies of absence from committee members.

2. **DECLARATIONS OF INTEREST** Verbal
In accordance with Standing Order 4 G ii. members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

3. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 3-5)
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 7th June 2023.

4. **PRESCOT CARNIVAL 2023 FEEDBACK REPORT** (Pages 6-10)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

5. **PRESCOT COMMUNITY RECOGNITION AWARDS 2023 FEEDBACK REPORT** (Pages 11-13)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

6. **ARMISTICE DAY 2023** (Pages 14-17)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

7. **CHRISTMAS CRACKER 2023** (Pages 18-20)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE MEETING

14th SEPTEMBER 2023

REPORT TITLE:

Minutes of Previous Committee Meeting

BACKGROUND TO THE REPORT:

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

PURPOSE OF REPORT:

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

REPORTS PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **WEDNESDAY, 7th JUNE 2023** in the **PRESCOT TOWN HALL**, commencing at **6:02 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

1. ELECTION OF CHAIR OF COMMITTEE

It was **UNANIMOUSLY RESOLVED** that Cllr Marjorie Sommerfield be elected as Chair of the Events Committee.

2. ELECTION OF VICE CHAIR OF COMMITTEE

It was **UNANIMOUSLY RESOLVED** that Cllr Pat Cook be elected as Vice Chair of the Events Committee.

3. TO RECEIVE APOLOGIES

There were no apologies received.

4. DECLARATIONS OF INTEREST

There were no declarations of interest received.

5. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **RESOLVED** that the minutes of the Events Committee meeting held on 7th March 2023 be agreed as a correct record and signed by the Deputy Chair.

6. PRESCOT CARNIVAL 2023

The Deputy Town Clerk updated committee members with the action plan for this year's carnival and discussed activities/service providers along with the task list for the day of the carnival.

Cllr J. Madine arrived for the meeting.

7. PRESCOT COMMUNITY RECOGNITION AWARDS

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

5.1.1 Agree the nomination form and closing date for nominations.

Members agreed to amend the nomination form in relation to groups/individuals being nominated in the previous three years. Groups or individuals who have won the award previously will not be considered. The agreed closing date will be Friday 7th July 2023.

5.1.2 Agree the membership of the selection panel and date.

Members agreed that the selection panel will take place on Wednesday 12th July 2023 and will consist of members of the events committee who did not have a conflict of interest with any of the nominees.

5.1.3 Agree the event format as stated in 3.1.

Members agreed the event format to exclude the Mayors Raffle and include:

- Heads and Tails game.
- Invite previous Town Councillors who will be presented with a certificate of service in a frame.
- L35 Radio will provide their services for free.

5.1.4 Agree a date for the community awards to be held from those stated in 3.2.

Members agreed to hold the awards celebration on Sunday 23rd July 2023.

5.1.5 Agree Town Councillor attendance to support the running of the event.

The following members indicated their availability to support the event: -

- Cllrs J. Burke, T. Murray, M. Burke, M. Sommerfield and J. Edgar.

5.1.6 Agree the food and drinks to be purchased.

Members agreed that Cllrs J. Burke and P. Cook would organise and purchase the food and drink which will consist of sandwiches, cakes, fruit juice, prosecco and hot drinks.

The meeting closed at 6:58 p.m.

Dated: 14th September 2023

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

PRESCOT TOWN COUNCIL
EVENTS COMMITTEE MEETING
14TH SEPTEMBER 2023

REPORT TITLE:

Prescot Carnival 2023 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 learned.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Prescot Carnival 2023 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. PRESCOT CARNIVAL

2.1 Attendance

This year's carnival was once again well attended with approximately 3,000 people despite the weather being overcast and forecasted for rain.

2.2 Activities Undertaken

The carnival provided a wide variety of free activities for residents this year including: -

- 6 large inflatables
- Climbing wall, Bungee Trampolines and Cannonball Airblasters
- Pedal go karts, crazy golf and gladiator duel
- Face painters x 5
- Walk about Superheroes & Princesses
- Entertainment programme including performances from West Lancs Dog Display Team, Mr Tumble Liverpool, Urban Kingz Mixed Martial Arts Display and Urban Queenz Dance Squad (Keiron Kenny was unable to perform due to the weather)
- Provided the opportunity for 34 market stalls including local charities, community groups, local police and food/drink providers
- Large Fun fair (payable)

2.3 Finance

The carnival has an allocated budget of £10,000 and the total net cost of the Carnival has been calculated at £8,232.99.

Excluding the donation from the fairground (£2,000 traditionally given to the mayor's charity), the running of the event has generated a net income of £762.87 through donations and sale of stall plots along with a refund for van rental.

A full financial breakdown is attached as appendix 1.

2.4 Lessons Learned

We have learnt a number of lessons from previous years, so items listed below are in relation to the current year: -

- The hire of the Climbing Wall, Bungee Trampolines, Cannonball Airblaster, Pedal go karts, Crazy Golf and Gladiator dual activities were a great success with a constant stream of users and many people commenting on how many free activities were available on the day.
- The hire of 5 face painters was a great success which reduced the amount of waiting time for visitors.
- The hire of the inflatables always proves very popular with attendees and this year we used a new provider who had a staff member on each inflatable.
- The support from Knowsley Councils grounds maintenance team was once again fantastic. There were two operatives litter picking before, during and after the event and provided wheely bins throughout the site. Feedback from residents following the event was that the park was left clean and litter free.
- The Mayor's Charity Stall raised £142 from the proceeds of the raffle.
- Although we had performers cancel at short notice which reduced the performance schedule slightly there was still enough entertainment to provide the spectators with a variety of performers along with music played by L35 Online Radio in between performances.
- Mr Tumble Liverpool proved very popular this year with the audience and engaged well with the children.
- The heavy rain and thunder brought the carnival to an abrupt end at approximately 2.30pm. Although this was very unfortunate, prior to this there were a lot of visitors enjoying all that was on offer.

2.5 **Recommendations**

2.5.1. Members should offer any other points on lessons learned for consideration at the meeting.

2.5.2. The success of the carnival in attracting visitors and the setup, in its current format strongly suggests we should retain this method of organisation and delivery.

2.5.3. The success of the carnival in attracting visitors in June strongly suggests the carnival should run around the same time next year during the Prescott Festival of Music and Arts on either Sunday 23rd June 2024 or Sunday 30th June 2024 and members should agree a date to enable early planning of the event as this is the most fundamental decision taken in relation to the event.

2.5.4 Following the success of the numerous free activities it is recommended that these are booked once again next year as follows: -

- 6 large inflatables with 6 members of staff
- Climbing wall, Bungee Trampolines and Cannonball Airblasters
- Pedal go karts, crazy golf and gladiator duel
- Face painters x 5

PRESCOT TOWN COUNCIL
EVENTS COMMITTEE MEETING
14TH SEPTEMBER 2023

REPORT TITLE:

Prescot Community Recognition Awards 2023 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 learned.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Prescot Community Recognition Awards 2023 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. NOMINATIONS & SELECTION PROCESS

- 2.1 This year we received 3 nominations for Citizen of the Year and 6 nominations for Community Group of the Year.
- 2.2 The selection process took place on 12th July 2023 with 5 Councillors from the Events Committee scoring each nominee.
- 2.3 Those members who declared an interest in a nominee were excluded from scoring and a weighted score was used to ensure the process was fair and consistent to all nominees.
- 2.4 Following the selection process members discussed that the nomination form and selection process would be reviewed for next year's nominations.

3. EVENT FORMAT

- 3.1 The event was held on Sunday 31st July from 2pm – 5pm and 29 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.
 - All community groups were given the opportunity to provide information on what they do as a group.
 - Outgoing Mayor presented charitable donations.
 - 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.
- Heads and tails game.
- Presentation of certificate of service to past Councillors.
- Farewell by the Mayor of Prescot.

3.2 5 community groups declined the invitation, and 3 community groups did not arrive on the day. The total number of guests on the day was 78 and this included community groups, Town Councillors, Past Councillors, staff and award winners.

4. **FINANCE**

4.1 The Community Recognition Awards has an allocated budget of £500 and the total net cost has been calculated at £474.42. This was used to purchase the food and drinks for the event.

5. **LESSONS LEARNED**

5.1 The timing of the event would benefit from an earlier time of 12pm until 3pm which would provide a more suitable time for guests to consume the afternoon tea.

5.2 The purchase of catering coffee and tea pots would be beneficial for next year's event, and these can be purchased utilising the Equipment purchase/maintenance budget.

6. **RECOMMENDATIONS**

6.1 Members should offer any other points on lessons learned for consideration at the meeting.

6.2 Members should agree to change the timing of the event and the purchase of coffee/tea pots for next years event as stated in 5.1 and 5.2.

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE

14TH SEPTEMBER 2023

REPORT TITLE:

Armistice Day 2023

BACKGROUND TO THE REPORT

As members are aware, for the past nine years the Town Council have worked alongside Prescott Parish Church, Our Lady Immaculate and Friends of Prescott Cemetery and Churchyard to deliver an Armistice Day Service at the BICC Memorial in Prescott Churchyard and Cemetery with the exception of 11th November 2018 when the date coincided with remembrance Sunday. The event has been well attended each year and has become a mainstay of the Town Council's events programme.

PURPOSE OF THE REPORT

To provide members with a proposed format for this year's event and seek approval of that format.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Armistice Day 2023

1. INTRODUCTION

- 1.1 As members are aware, for the past nine years the Town Council have worked alongside Prescott Parish Church, Our Lady Immaculate and Friends of Prescott Cemetery and Churchyard to deliver an Armistice Day Service at the BICC Memorial in Prescott Churchyard and Cemetery with the exception of 11th November 2018 when the date coincided with remembrance Sunday. The event has been well attended each year and has become a mainstay of the Town Council's events programme.

2. EVENT FORMAT

2.1 Attendance

This will be the ninth Armistice Day service organised by the Town Council. The event is only advertised by word of mouth as space at the memorial is limited. However, the attendance is expected to be approximately 80 people made up of Council members, local residents and representatives from local schools.

2.2 Activities to be undertaken

The service will be held at the BICC Memorial in Prescott Cemetery on Saturday 11th November 2023 from 10.50am - 11.15am approx. This is organised by the Deputy Town Clerk with support from Rev Kim Mannings the vicar at Prescott Parish Church. The service will be delivered by Rev Kim Mannings and Fr Dominic Risley the priest of Our Lady Immaculate and St Joseph Catholic Church supported by local school children, the Mayor and a local trumpeter to provide the associated music.

2.3 Refreshments

In previous years following the service, attendees were invited to Prescott Parish Church Hall for light refreshments. Rev Mannings has confirmed that the Church Hall is booked out to a group on a Saturday morning although she is going to look at the possibility of delaying the group or making use of Our Lady Immaculate & St Joseph Church instead to provide refreshments on the day.

2.4 Portable PA System

Attendees at last years' service raised concerns that they were unable to hear the service clearly and it has been recommended by Rev Mannings to look into the possibility of having use of a portable PA system which is powered by battery charge. The Town Council have its own PA system, but this requires external power. At the site of the service there is no access to electric and if we were to utilise the generator this would be very loud and would impact on the audibility of the service.

The Deputy Town Clerk has researched the possibility of hiring and purchasing a portable PA system, details can be found below: -

<u>Purchase</u>		
<u>Item</u>	<u>Supplier</u>	<u>Cost</u>
Portable PA Speaker – Fenton FT8LED-MK2 8” (300W) with microphone	Electromarket	£70.00
Fenton MOVE80 Portable PA system with microphone 8” (120W)	Electromarket	£79.00
Ibiza Sound Party-Mobile8-Set Portable speaker with stand & microphone 8”	Prebeat	£45.00
<u>Hire</u>		
Portable PA system	Crystal Sound & Light Ltd	£20 per day (require 3 days hire)

3. FINANCIAL IMPLICATIONS

3.1 The Armistice Day event has an allocated budget of £150 and the approximate costings to be incurred are detailed in the table below.

<u>Item</u>	<u>Cost £</u>
Town Council Wreaths x 2	39.98
Bugler	80.00
Refreshments	20.00
Total	139.98

4. RECOMMENDATIONS

4.1 Using the powers granted to them under the terms of reference for Prescott Town Council Events Committee members should resolve to:

- Approve the Armistice Day Service in its suggested format.

and

- Consider and approve either the purchase or hire of a portable PA system for the event.

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE

14th SEPTEMBER 2023

REPORT TITLE

Christmas Cracker 2023

BACKGROUND TO THE REPORT

The report informs members of the proposed arrangements and format for the Prescott Christmas Cracker.

PURPOSE OF THE REPORT

Members are asked to consider the report and resolve to agree to the recommendations.

REPORT PREPARED BY

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Christmas Cracker 2023

1. INTRODUCTION

- 1.1 The report informs members of the proposed arrangements and format for the Prescott Christmas Cracker.
- 1.2 This will be the Events Committee's fourth Christmas Cracker event and will be held on Saturday 2nd December 2023 between 1.00pm and 4.00pm at Prescott Town Hall.
- 1.3 This will be the second time that the event will be held at Prescott Town Hall.

2. ACTIVITIES

- 2.1 Last year's event comprised of a number of free activities including:
 - Live radio style road show – Car Park
 - Performances from Juke, Evelyn Community Primary School Choir, Bluebell Park School Makaton Choir and The Prescott School Choir – Car Park
 - Prescott Rotary Club Santa & Sleigh – Car Park
 - Large Christmas themed inflatables– Car Park & Multi-Function Room
 - Children's fairground ride – Car Park
 - Rodeo Reindeer – Car Park
 - Large Snow Globe – Car Park
 - Free refreshments from the Town Council – Multi-Function Room
 - Roll-a-Ball Reindeer – Multi-Function Room
 - Mayor of Prescott Charity tombola stall – Multi-Function Room
 - Children's Christmas Craft activity – Conference Room
 - Face Painting x 2 – Council Chamber
 - 3 Mascot Characters – Roaming
- 2.2 This year there is reduced space within the Car Park due to the container being placed to assist with community facing projects. This will need to be considered when agreeing the activities for the event.

3. FINANCE

- 3.1 The existing budget for the Christmas Cracker event is £5,000. A detailed breakdown of the expenditure for last year can be seen below as a guide for this year's activities.

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

4. RECOMMENDATIONS

- 4.1 Using the power granted under section 145 of the Local Government Act 1972 –
Members resolve to: -

- 4.1.1 Consider the activities listed in 2.1 of the report and agree those that are required for this year and instruct the Deputy Town Clerk to seek costings of those activities and report back to the committee.