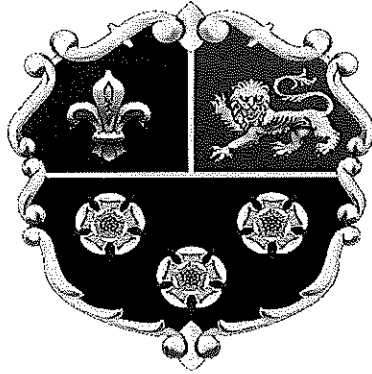


PRESCOT TOWN COUNCIL



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

Tele: 0151 - 426 - 3933

Email: enquiries@prescot-tc.gov.uk

Dated this 5th day of October 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 12th October 2023 at 6.00pm.**

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

Alex Spencer
TOWN CLERK

AGENDA

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 3-6)
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 14th September 2023.

4. **ARMISTICE DAY SERVICE 2023** Verbal
The Deputy Town Clerk will provide members with an update on the task list and members are asked to provide any relevant feedback.

This will be provided on the day.

5. **PRESCOT CHRISTMAS CRACKER 2023** Verbal
The Deputy Town Clerk will provide members with an update on the task list and members are asked to provide any relevant feedback.

This will be provided on the day.

6. **SENIOR CITIZEN CHRISTMAS DROP IN 2023** (Pages 7-10)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE MEETING

12th OCTOBER 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 **THURSDAY, 14TH SEPTEMBER 2023** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

8. TO RECEIVE APOLOGIES

Apologies were received from Cllr M. Sommerfield.

9. DECLARATIONS OF INTEREST

There were no declarations of interest received.

10. MINUTES OF PREVIOUS COMMITTEE MEETING

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

11. PRESCOT CARNIVAL 2023 FEEDBACK REPORT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 2.5 being: -

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

Members agreed to include the following in the lessons learned "There is a requirement of the full support of all Town Councillors in the running of the event."

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 Prescot 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.

Members agreed the date for next year's Prescot Carnival would be Sunday 23rd June 2024.

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

12. **PRESCOT COMMUNITY RECOGNITION AWARDS 2023 FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 6 being: -

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

Members agreed to set up a working group to review the nomination form and selection process and to discuss the event schedule. The working group will include Cllrs P. Cook, J. Burke, J. Edgar and M. Burke.

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

Members agreed to change the time of the event to 12.00pm – 3.00pm and to purchase coffee/tea pots.

13. **ARMISTICE DAY 2023**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 4 being: -

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.

Members approved that the Town Council would request to use the Friends of Eaton Street Park's portable PA system and if this was not suitable then the purchase of a portable PA system would be acceptable.

14. **CHRISTMAS CRACKER 2023**

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

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.

Members agreed to keeping all the activities as per last years event with a change from hiring Juke to Keiron Kenny and to see what other activities could be hired within the space permitted. Members agreed for the Deputy Town Clerk to make bookings for those activities keeping within the budget of the event.

The meeting closed at 7:16 p.m.

Dated: 12th October 2023

**Signed:.....
(Cllr P. Cook, Vice Chair of Events
Committee)**

PRESCOT TOWN COUNCIL

EVENTS COMMITTEE

12TH OCTOBER 2023

REPORT TITLE

Senior Citizen Christmas Drop In 2023

BACKGROUND TO THE REPORT

The report informs members of the proposed arrangements and format for the Senior Citizen Christmas Drop In.

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

Senior Citizen Christmas Drop In 2023

1. INTRODUCTION

- 1.1 This will be the Events Committee's third Senior Citizen Christmas Drop In event since it was introduced following the cancellation of the Christmas Cracker in 2021.
- 1.2 The Senior Citizen Christmas Drop In was a success in 2022 and therefore at the March 2023 Town Council meeting it was agreed that the event would be retained for future years and a budget of £500 has been set for this year.

2. PROPOSALS

2.1 Event Date and duration

Last year's Senior Citizen Christmas Drop In was held on Thursday 8th December 2022 from 1pm – 3pm at St Paul's Church Hall, Bryer Road and Friday 9th December 2022 from 1pm – 3pm at Prescott Town Hall. There is availability in the multi-function room on the following dates to accommodate this year's event:

- Monday 4th December
- Wednesday 6th December
- Monday 11th December
- Wednesday 13th December

The Deputy Town Clerk has contacted Rev Kim Mannings to check availability of St Paul's Church Hall, Bryer Road and the following dates are available:

- Monday 4th December
- Tuesday 5th December
- Thursday 7th December
- Friday 8th December
- Monday 11th December
- Tuesday 12th December
- Thursday 14th December
- Friday 15th December

2.2 Activities

Last year's events attracted approximately 50 local residents at Prescott Town Hall and 10 local residents at St Paul's Church who enjoyed a live performance of festive music from Keiron Kenny, hot drinks served by Prescott Town Councillors and staff, mince pies, biscuits and large Christmas themed inflatables.

2.3 Promotion

The events will be publicised on a double-sided leaflet along with the Christmas Cracker event which will be delivered to all Prescott 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 Prescott Parish Church newsletter.

3. FINANCE

3.1 The existing budget for the Senior Citizen Christmas Drop In event is £500.

The approximate costings of the activities in section 2.2 are shown below:

Expenditure	
Item	Cost
Flyers & Posters	£53.00
Biscuits	£60.00
Keiron Kenny - Singer	£220.00
Mince Pies x 200	£51.00
Christmas cups x 200	£15.00
Tea/coffee/hot choc/milk/cream	£50.00
Total	£449.00

4. RECOMMENDATIONS

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

- Agree the dates for both events from those listed in section 2.1.
- Consider and agree to the proposals listed in section 2.2 and 2.3.

and

- Agree the associated approximate costs in section 3.