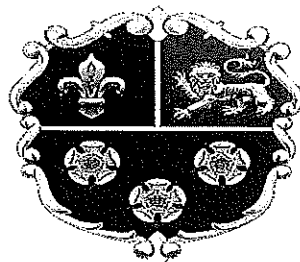


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 17th Day of October 2023

To the Members of Finance, Policy and Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND
An Ordinary Meeting of
Finance, Policy and Human Resources Committee
to be held on Tuesday 24th October 2023

at

Prescot Town Hall

commencing at 6.00 p.m.

A handwritten signature in black ink, appearing to read 'Alex Spencer', is written over the printed name.

Alex Spencer
TOWN CLERK

A G E N D A

1.	<p>TO RECEIVE APOLOGIES</p> <p>To receive apologies of absence from committee members.</p>	Verbal
2.	<p>DECLARATIONS OF INTEREST</p> <p><i>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.</i></p>	Verbal
3.	<p>MINUTES OF THE PREVIOUS COMMITTEE MEETING</p> <p>To APPROVE AND SIGN the minutes of Finance, Policy and HR Committee Meeting held on Thursday 22nd June 2023 as a true and accurate record of the business transacted.</p>	Pages 4 to 8
4.	<p>MONTHLY BUDGET MONITORING STATEMENT</p> <p>Members are asked to CONSIDER the report and APPROVE the position to date.</p>	Pages 9 to 12
5.	<p>ORDERS AND PAYMENTS AUTHORISATION</p> <p>Members are asked to CONSIDER and APPROVE the enclosed list of payments.</p>	Pages 13 to 15
6.	<p>FACILITIES BOOKINGS</p> <p>Members are asked to NOTE the Master Booking Sheet to date.</p>	Pages 16 to 23
7.	<p>EXTERNAL AUDIT REPORT 2022/23</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p>	Pages 24 to 26
8.	<p>REVIEW OF COUNCIL'S 2023/24 FIXED ASSET REGISTER</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p>	Pages 27 to 29
9.	<p>TREASURY MANAGEMENT 2023-24</p> <p>Members are asked to CONSIDER the report and APPROVE the recommendations therein.</p>	Pages 30 to 33

10.	RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC 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.	Verbal
11.	TOWN CLERK – UPDATE ON CILCA QUALIFICATION Members are asked to CONSIDER the report and APPROVE the recommendations therein.	Pages 34 to 36

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

24th OCTOBER 2023

REPORT TITLE:

Minutes of Previous Committee Meetings

BACKGROUND TO THE REPORT:

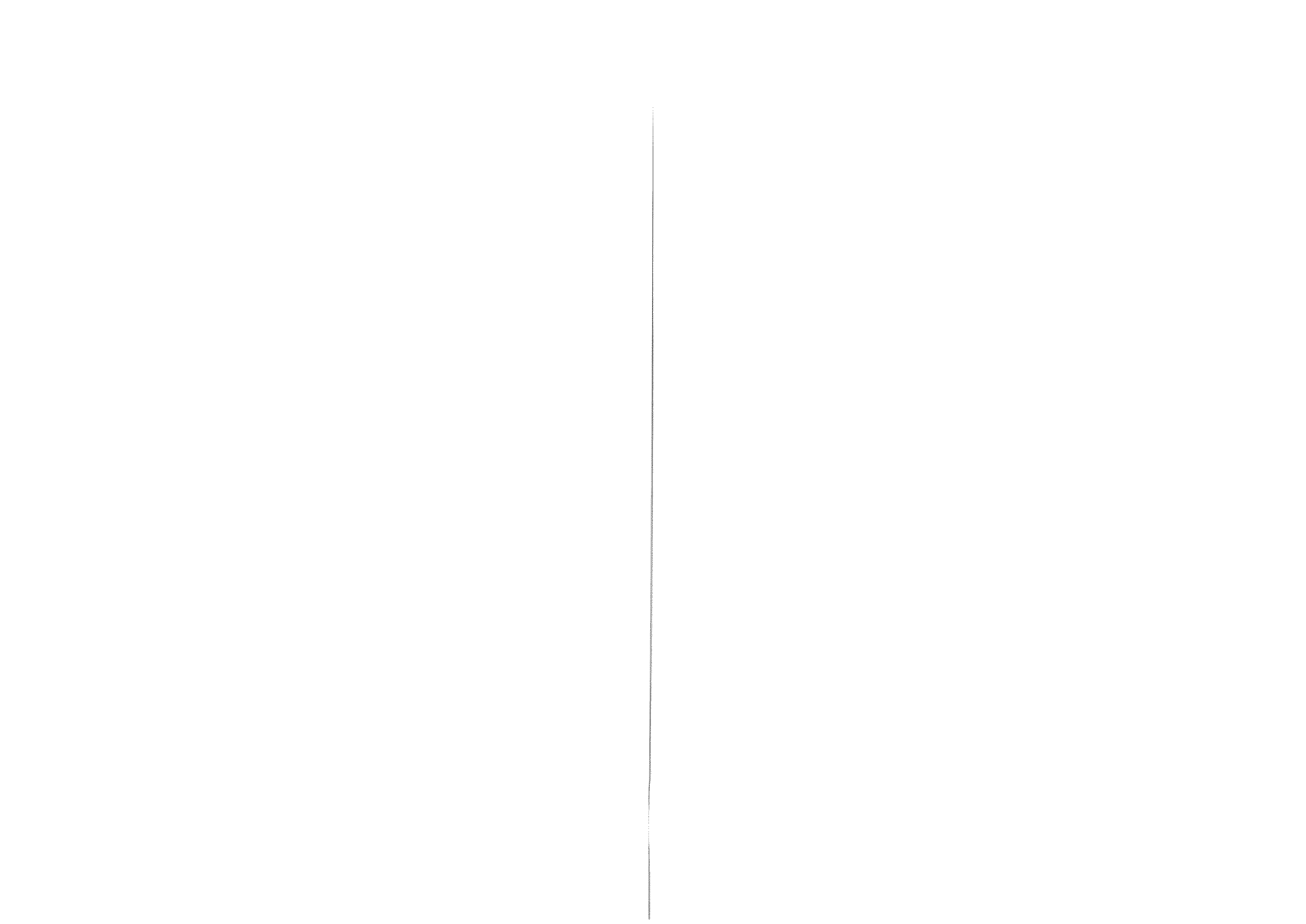
As members are aware they are required to agree the minutes of the previous meeting as a true and accurate record of the business transacted at that meeting.

PURPOSE OF REPORT:

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

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, 22nd 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 19th 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 31st 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 31st 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 AUTHORISATION

The Town Clerk presented orders and payments to 31st May 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** orders and payments to 31st 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 31st 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: 24th October 2023

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

PRESCOT TOWN COUNCIL

**FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING**

24th OCTOBER 2023

REPORT TITLE:

Budget Monitoring Statement

BACKGROUND TO THE REPORT:

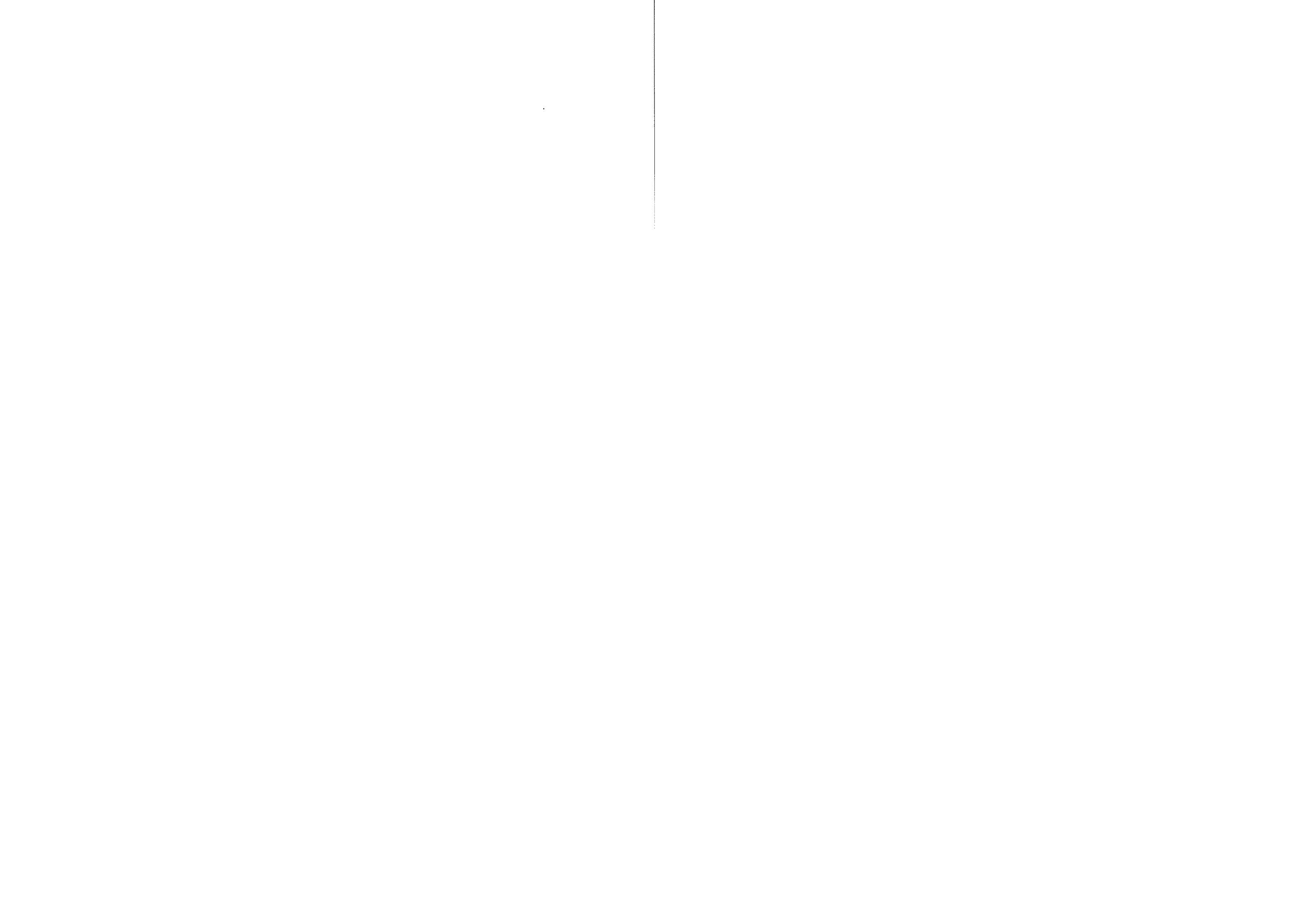
Each year the Town Council levy a Precept on the residents on the Town. This precept is then expended by the Town Council for the benefit of residents over the course of the year. In addition to the Precept the Town Council also derive an income from the operation of the Town Hall and various events.

PURPOSE OF REPORT:

To provide Members with details of the income received and expenditure incurred to date along with a forecast for the remainder of the financial year.

REPORT PREPARED BY:

Alex Spencer - Town Clerk



PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Sep-23

SUMMARY	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	EXECUTIVE SUMMARY
Total income	364,958.08	366,722.00	381,281.63	16,323.55	
Total expenses	364,958.08	153,390.48	367,245.28	2,287.20	
Income less expenses:	0.00	213,331.52	14,036.35	-14,036.35	
INCOME DETAILS					
BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE	
Precept	338,060.58	338,060.58	338,060.58	0.00	All precept monies for 2023-24 have been received from Knowsley Council
Contribution from Reserves	0.00	0.00	0.00	0.00	Bank interest from Council's deposit account, the balance for which currently stands at £530,546.88. Should Members resolve to invest £170,000.00 of Council Reserves into a 12 month Bond, the level of interest will reduce on this deposit account, although interest will begin on the two bond accounts.
Bank Interest	1,150.00	4,171.56	5,000.00	3,850.00	
Grant Income	0.00	0.00	0.00	0.00	
Bowling Green	0.00	0.00	0.00	0.00	
Events Income	500.00	596.67	596.67	96.67	
Miscellaneous Income	247.50	8,603.63	8,603.63	8,356.13	£8,336.00 has been received from the 2022-23 Mayor to install inclusive roundabout at Eaton Street Park. This has been ringfenced for this project, with installation likely to take place in January 2024.
Lettings	21,000.00	11,165.00	21,000.00	0.00	Based on 6 months of operations, the income target for 2023-24 is likely to be achieved given that £11,165.00 has been achieved to date. There is a comparative number of bookings for the second half of 2023-24 and therefore income is anticipated to be comparable.
Bond	0.00	1,978.75	1,978.75	0.00	
TENS Licence	0.00	42.00	42.00	0.00	
Table Cloths, Chair Covers, Catering etc	2,500.00	1,527.32	3,000.00	500.00	Based on 6 months of operations, income generated to date is higher than the expected 6 month income target. The Town Clerk has therefore increase the annual forecast by £500.00 to reflect that there are similar booking numbers for the second half of 2023-24.
Bar	1,500.00	576.49	3,000.00	1,500.00	Based on 6 months of operations, the bar has generated an income of 1,548.27 (two invoices are in the process of being paid and so the true actual figure is £1,548.27 not £576.49 as stated)
Job Retention Scheme (JRS)	0.00	0.00	0.00	0.00	Given that there are a comparable number and type of bookings to the first half of 2023-24, the Town Clerk has scaled up this forecast to £3,000.00
Feed In Tariff (Solar Panels)	0.00	0.00	0.00	0.00	
Total income:	364,958.08	366,722.00	381,281.63	14,302.80	
COST CENTRE 1 - STAFF & TRAINING COSTS					
BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE	
Salaries and wages	163,438.08	75,356.13	163,438.08	0.00	
External Staff Cover	0.00	0.00	0.00	0.00	
Mayor	850.00	850.00	850.00	0.00	Mayor allowance for 2023-24 has been issued.
Mileage and Travel	200.00	0.00	200.00	0.00	
Training	3,200.00	2,260.51	3,200.00	0.00	Monthly payments continue to be made to Peninsula for 2022-23. However Council has not committed to renew contract for 2023-24.
Total staff & training costs:	167,688.08	78,466.64	167,688.08	0.00	
Percent of total:	45.95%				
COST CENTRE 2 - ADMINISTRATIVE					
BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE	
Elections	10,500.00	0.00	10,500.00	0.00	Officers continue to pursue Knowsley Council for an invoice for 2022-23 elections. To date this is still to be received.
Bank Charges	300.00	100.67	300.00	0.00	
Photocopier & Printing	900.00	610.13	900.00	0.00	Invoices have now been received from the internal auditor (£284.00) and external auditor (£1,260.00). No further expenditure against this budget line will be required during 2023/24.
Audit Fees	1,500.00	284.00	1,544.00	44.00	St Helens Law have provided legal advice regarding leases at Brown's Field and Eaton Street Park. The Town Clerk is confident that expenditure will not be to the annual forecast, however this has not been reduced in anticipation that further legal advice will be required once Knowsley Council come back with their legal opinions on advice submitted by council.
Professional Fees	6,500.00	1,317.00	6,500.00	0.00	
Stationary, Postage, Office Equipment	1,800.00	1,057.15	1,800.00	0.00	
Subscriptions	500.00	35.00	500.00	0.00	
Licences	300.00	242.50	300.00	0.00	
Equipment Purchase / Maintenance	1,600.00	255.13	1,600.00	0.00	

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Sep-23

Quality Council	600.00	125.54	2,500.00	1,900.00	As reported to council on 28th September 2023, production and distribution of 2022-23 Annual Report is likely to cost in region of £2500. There will also be a need to increase the budget line for 2023/24 in consideration of production and distribution of the 2023/24 Annual Report (in June 2024)
Insurance	4,000.00	4,872.92	4,872.92	872.92	
Insurance Contingency	0.00	0.00	0.00	0.00	
Telephones & Broadband	2,100.00	893.69	2,100.00	0.00	
IT Recharges	2,900.00	1,302.50	2,900.00	0.00	
Advertising	600.00	295.00	600.00	0.00	
Miscellaneous	500.00	454.96	1,000.00	500.00	Expenditure to date covers items such as purchase of ramp for "Friends of Eaton Street Park" payment of a car parking charge for Mayor (reclaimed from Knowsley Council) and reimbursement for room hire. Having assessed this expenditure, the Town Clerk has increased the annual forecast by £500 in the event of the second half of 2023/24 being comparable to the first
Total admin. expenses:	34,600.00	11,846.19	37,916.92	3,316.92	
Percentage of total:	9.48%				
COST CENTRE 3 - COMMUNITY PROVISION AND EVENTS					
BUDGETED	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Prescot Town Council Community Fund	9,000.00	4,382.85	9,000.00	0.00	
Prescot Festival	1,000.00	1,000.00	1,000.00	0.00	
Town Clock	500.00	500.00	500.00	0.00	£500.00 contribution given so no further expenditure.
Prescot Spring Clean	3,400.00	0.00	3,400.00	0.00	Prescot Spring Clean has been planned for March 2024, and will be discussed at November's meeting of Events Committee.
Prescot Community Recognition Awards	500.00	474.42	474.42	-25.58	All expenditure associated with 2022/23 Community recognition awards is now complete. No further expenditure required.
Prescot Carnival	10,000.00	8,995.86	8,995.86	-1,004.14	All expenditure relating to the Prescot Carnival is now complete. This has come in at £1,004.14 under budget
Armistice Day Remembrance Service	150.00	33.31	150.00	0.00	
Prescot Christmas Cracker	5,000.00	1,626.83	5,000.00	0.00	Expenditure for the Prescot Christmas Cracker continues and the Town Clerk has kept the forecasted figure at £5,000.00 although the Deputy Town Clerk believes expenditure will come in under forecast.
Senior Citizen Drop In	500.00	0.00	500.00	500.00	
Schools Selection Packs	1,300.00	0.00	1,300.00	-1,300.00	
Total Community expenses:	31,350.00	17,013.27	30,320.28	-1,029.72	
Percentage of total:	8.59%				
COST CENTRE 3 - PUBLIC OPEN SPACE / OUTDOOR PROVISION					
BUDGETED	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Parks Revenue Maintenance	30,800.00	6,727.40	30,800.00	0.00	KMBC have started invoicing for works during 2023/24. Annual contract price is £30,800.00 therefore no change required to Annual Forecast.
Browns Field Development	5,000.00	0.00	5,000.00	0.00	The Friends of Brown's Field have approached the Town Clerk to purchase substantial stakes and ties to support trees along Carr Lane, but have toppled over. Indicative costs to date are circa £600.00 to purchase stakes and ties for 32 trees.
Eaton Street Development	5,000.00	0.00	5,000.00	0.00	The Town Clerk is awaiting designs and costs for this, and intends to table at November's meeting of Council.
Parks Capital Maintenance	10,000.00	0.00	10,000.00	0.00	In discussion with the former Town Clerk, this budget line will need to be increased in 2023/24 to £20,000.00
Business Rates Browns Field	300.00	230.54	300.00	0.00	
Electricity - Eaton Street Pavilion	510.00	0.00	510.00	0.00	
Electricity - Playing Fields	100.00	0.00	100.00	0.00	
Water Rates -Playing Fields & Eaton Street	300.00	155.43	300.00	0.00	
Total POS expenses:	52,010.00	7,113.37	52,010.00	0.00	
Percentage of total:	14.25%				
COST CENTRE 4 - TOWN HALL					
BUDGETED	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Heat & Light	16,000.00	4,978.23	16,000.00	0.00	Business rates for Prescot Town Hall for 2023/24 have been paid with no further expenditure for this financial year.
Business Rates	6,500.00	6,418.39	6,500.00	0.00	

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Sep-23

	2,500.00	1,177.28	2,500.00	0.00
<i>Water Rates</i>	2,500.00	1,177.28	2,500.00	0.00
<i>Town Hall Christmas Lights</i>	2,000.00	544.00	2,000.00	0.00
<i>Facilities Management</i>	5,500.00	4,323.40	5,500.00	0.00
<i>Furniture & Fittings</i>	1,000.00	312.81	1,000.00	0.00
<i>Day to Day Maintenance</i>	5,500.00	452.86	5,500.00	0.00
<i>Cleaning & Hygiene</i>	1,000.00	556.38	1,000.00	0.00
<i>Laundry</i>	2,300.00	821.00	2,300.00	0.00
<i>Refuse Collection</i>	2,500.00	1,076.30	2,500.00	0.00
<i>Borrowing Costs</i>	34,010.00	17,004.80	34,010.00	0.00
<i>Table Cloths, chair covers catering etc</i>	500.00	27.06	500.00	0.00
<i>Bond Refund</i>	0.00	1,216.50	0.00	0.00
<i>TEN Licence</i>	0.00	42.00	0.00	0.00
Total Town Hall expenses:	79,310.00	38,951.01	79,310.00	0.00
Percentage of total:	21.73%			

The majority of works relating to facilities management have now been completed i.e. electrical testing, air conditioning inspections etc and so expenditure against this budget line will begin to slow.

The Town Clerk is currently seeking quotations for painting the interior of Prescott Town Hall and upon receiving quotations (and in consultation with caretaking staff) will determine whether these works need to be contracted out or can be completed by staff.

The first payment to the Public Works Loan Board (PWLB) has been made with the second payment to be made before the end of 2023/24.

Having reviewed table decorations, the Deputy Town Clerk is obtaining costs for chair sashes and decorations owing to many having holes in them. It is unlikely that the whole budgeted amount will be spent, however some expenditure is required.

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

24th OCTOBER 2023

REPORT TITLE:

Orders and Payment Authorisation

BACKGROUND TO THE REPORT:

In accordance with the requirements of Financial Regulations 4.1 and 4.8 the responsible financial officer is required to submit for approval a list of all receipts and payments to date.

PURPOSE OF REPORT:

To provide Members with details of all payments to date not previously approved

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

25/08/2023	185	Prism Solutions	IT Services			25/08/2023	265.93
29/08/2023	186	Peninsula Business	Health & Safety Training Package			29/08/2023	311.58
31/08/2023	194	TotalEnergies	Gas Bill from 03/07/2023 - 17/07/2023			31/08/2023	167.64
01/09/2023	203	Prism Solutions	Telephones			01/09/2023	189.77
04/09/2023	177	Algar Professional Cleaning Service	Clean out gutters at Eaton Street Park Pavilion			04/09/2023	55.00
04/09/2023	180	WaterPlus	Water and Wastewater Bill 01/08/2023 - 31/08/2023 (Browns Field)			04/09/2023	11.13
04/09/2023	179	Lyrico	Office Supplies and Cleaning Products			04/09/2023	69.95
04/09/2023	178	Ken Johnson	Reimbursement of Security Bond			04/09/2023	50.00
04/09/2023	172	Shaw Compliance	Fixed wiring test - Eaton Street Pavilion			04/09/2023	192.00
04/09/2023	173	Shaw Compliance	Fixed wiring test - Prescott Town Hall			04/09/2023	492.00
04/09/2023	174	ASL	Printing & Photocopying			04/09/2023	30.46
04/09/2023	181	Jeanne Burke	Screws and rails for the container			04/09/2023	91.81
04/09/2023	171	Declan Shinks	Reimbursement of Security Bond			04/09/2023	50.00
04/09/2023	170	Abbie Chadwick	Reimbursement of Security Bond			04/09/2023	50.00
04/09/2023	176	Jade Durkin	Reimbursement of Security Bond			04/09/2023	4.00
04/09/2023	182	Angela Ellis	Refund of Payment for room hire on Thursday 24th August 2023			04/09/2023	97.50
04/09/2023	188	Sarah Leigh	Reimbursement of Security Bond			04/09/2023	50.00
04/09/2023	187	Sarah Nolan	Reimbursement of Security Bond			04/09/2023	50.00
04/09/2023	N/A	HSBC	Total Charges			04/09/2023	11.90
05/09/2023	189	Louise Septon	4x Medium Poppy Wreaths			05/09/2023	79.96
06/09/2023	191	Amazon	x5 Harris Sertously Good Metalwork flat paint brushes			06/09/2023	25.60
06/09/2023	193	Amazon	Safe Touch Powder Free Disposable Gloves			06/09/2023	5.80
06/09/2023	190	WaterPlus	Water and Wastewater Bill 03/08/2023 - 02/09/2023 (Eaton Street)			06/09/2023	27.07
06/09/2023	192	Amazon	x5 Safety Coverall with cap (White Size Medium)			06/09/2023	39.59
07/09/2023	195	Alex Spencer	Fasthosts Linux PHP Extended Support			07/09/2023	6.94
11/09/2023	196	Clare Broom	Reimbursement of Security Bond			11/09/2023	50.00
11/09/2023	197	Nicky's Laundry	Laundry			11/09/2023	154.50
11/09/2023	204	KMBC	Grounds Maintenance from 01/04/2023 - 31/03/2024			11/09/2023	3,616.36
13/09/2023	198	Amazon	Rapid Super Flat Clinch stapler			14/09/2023	21.66
14/09/2023	199	TH Gazebos	Two way leg slider bracket including pull pin - S42			14/09/2023	40.00
15/09/2023	200	All Services 4 U Ltd	Fix door lock on Eaton Street Pavilion			15/09/2023	144.00
18/09/2023	201	Bentley Fielden Limited	Economy Aluminium Wheelchair Ramp for Eaton Street Pavilion			15/09/2023	105.60
18/09/2023	202	Alex McCracken	Reimbursement of Security Bond			18/09/2023	50.00
19/09/2023	205	Medals for Schools	8" Boxed Salvar and Engraving			19/09/2023	70.68
19/09/2023	206	Nicky's Laundry	Laundry			19/09/2023	24.00
19/09/2023	226	DRAX	Electricity Bill 01/08/2023 - 31/08/2023 (Town Hall)			19/09/2023	1,819.37
19/09/2023	207	TotalEnergies				19/09/2023	419.04
20/09/2023	209	Kate Crawford	Regatta Trousers (Caretaker)			20/09/2023	53.98
25/09/2023	210	Sarah Grundy	Reimbursement of Security Bond			25/09/2023	50.00
25/09/2023	208	Roller Shutter Services Ltd	Annual Service of Roller Shutters			25/09/2023	475.20
25/09/2023	211	ASL	Printing & Photocopying			25/09/2023	40.26
25/09/2023	227	KMBC	PTC Salaries			25/09/2023	12,427.28
25/09/2023	224	Prism Solutions	IT Services			25/09/2023	265.93
26/09/2023	212	WaterPlus	Water & Wastewater Town Hall 14/08/2023 - 13/09/2023			26/09/2023	195.55
27/09/2023	214	Initial	Price increase on Mini Junco Toilet Roll for contract 10/10/2023 - 22/05/2024			27/09/2023	8.83
27/09/2023	213	The Fun Experts	Rodeo Reindeer & Roll a Ball Reindeer Racing for Christmas Cracker 02/12/2023			27/09/2023	1,542.00
28/09/2023	225	B&M Waste Services	Bin Collection for August 2023			28/09/2023	179.93
28/09/2023	228	Peninsula Business	Health & Safety Training Package			28/09/2023	311.58
29/09/2023	215	Prescott Cables Junior Football Club	Community Fund Application			29/09/2023	500.00
29/09/2023	216	Prescott Mission Christmas Dinner	Community Fund Application			29/09/2023	500.00
29/09/2023	217	Friends of Molyneux Drive Woodland & Forestry Space	Community Fund Application			29/09/2023	500.00
29/09/2023	221	Amazon	Nescafe Coffee 1kg tin			29/09/2023	500.00
29/09/2023	220	Amazon	Red Serviettes x 300			29/09/2023	32.95
29/09/2023	219	Eddy Leisure	Deposit for Snow Globe for Christmas Cracker 2023			29/09/2023	17.25
						29/09/2023	300.00

Quarterly Total (Jul to Sept) 67,311.30

Actual Running Total (April to Sept) 461,431.26

PRESCOT TOWN COUNCIL

FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

24th OCTOBER 2023

REPORT TITLE:

Facilities Bookings

BACKGROUND TO THE REPORT:

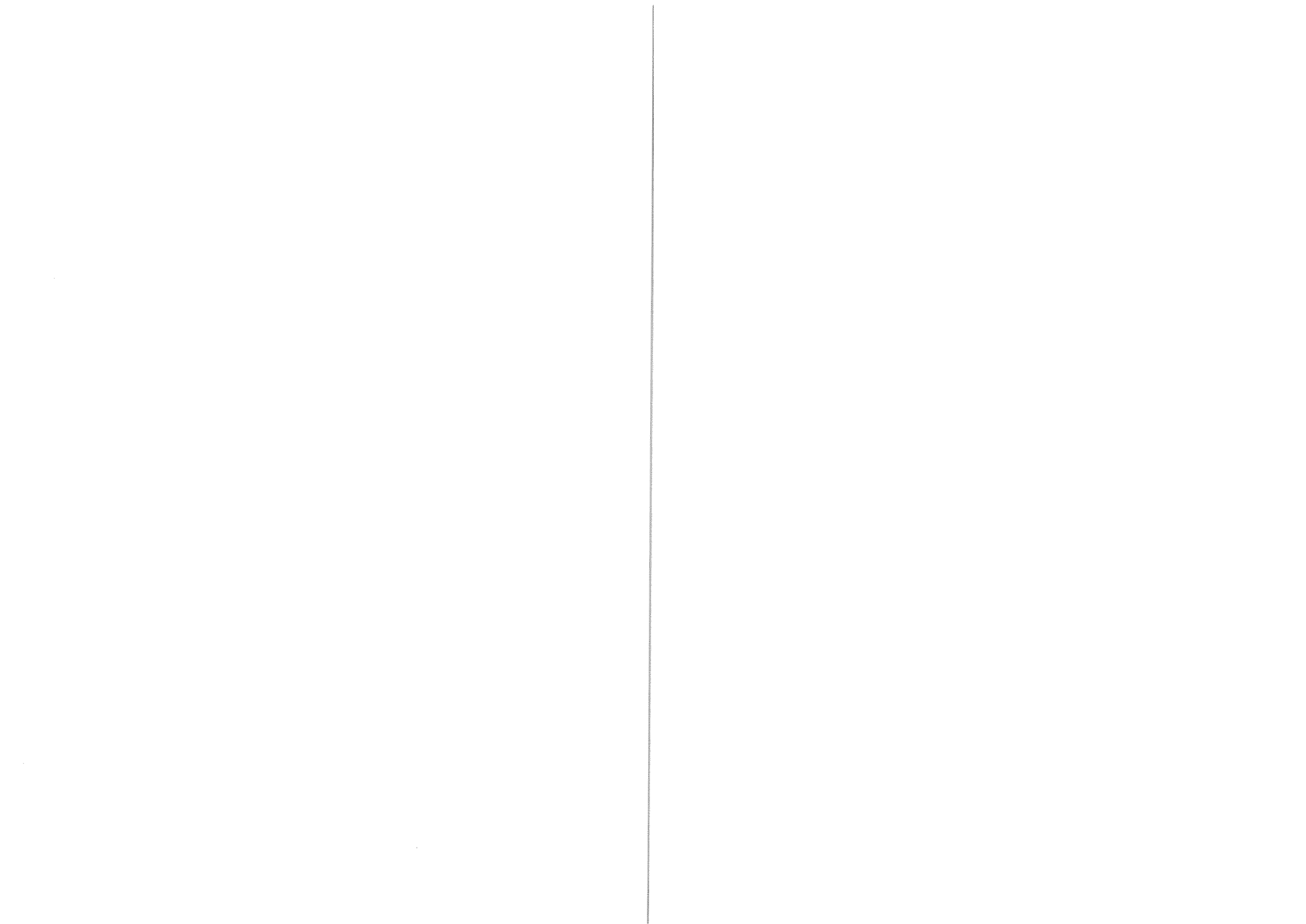
List of facilities bookings to be **NOTED** by members.

PURPOSE OF REPORT:

To provide Members with a schedule of bookings within the
Town Hall

REPORTS PREPARED BY:

Liam Johnson – Administration Officer



BOOKINGS - PRESCOT TOWN HALL

NAME	WEEK COMMENCING	DATE	TIMES	ROOM	EVENT	NET INCOME
Jenn Appleton - Kumon	29 May 2023	Thu/01/06/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
NO BOOKINGS TO BE TAKEN	29 May 2023	Fri/02/06/2023	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	29 May 2023	Sat/03/06/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	29 May 2023	Sat/03/06/2023	11.00am - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
NO BOOKINGS TO BE TAKEN	29 May 2023	Sun/04/06/2023	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Juanita Steel	05 June 2023	Mon/05/06/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	05 June 2023	Mon/05/06/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	05 June 2023	Tue/06/06/2023	10.00am - 12.00pm	Council Chamber	Flower Arranging Course	
KMBC - Prescott North Ward Surgery	05 June 2023	Tue/06/06/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 15.00
Jenn Appleton - Kumon	05 June 2023	Tue/06/06/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	05 June 2023	Tue/06/06/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	05 June 2023	Wed/07/06/2023	1.00pm - 3.45pm	Council Chamber	Art & Design Course	
Tracy Shirley - Drama	05 June 2023	Wed/07/06/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Prescot Town Council	05 June 2023	Wed/07/06/2023	6.00pm - 7.30pm	Conference Room	Events Committee Meeting	
Tracy Shirley - Drama	05 June 2023	Wed/07/06/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	05 June 2023	Wed/07/06/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	05 June 2023	Thu/08/06/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	05 June 2023	Thu/08/06/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	26 June 2023	Thu/08/06/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	05 June 2023	Fri/09/06/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	05 June 2023	Fri/09/06/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
NO BOOKINGS TO BE TAKEN	05 June 2023	Fri/09/06/2023	4.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	05 June 2023	Sat/10/06/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Kimberley Stockton	05 June 2023	Sat/10/06/2023	2.00pm - 4.00pm	Multi Function	Children's Party	£ 110.00
NO BOOKINGS TO BE TAKEN	05 June 2023	Sat/10/06/2023	4.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Alice Moore	05 June 2023	Sun/11/06/2023	1.00pm - 4.00pm	Multi Function	6th Birthday Party	£ 140.00
Juanita Steel	12 June 2023	Mon/12/06/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	12 June 2023	Mon/12/06/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	12 June 2023	Tue/13/06/2023	10.00am - 12.00pm	Council Chamber	Flower Arranging Course	
Jenn Appleton - Kumon	12 June 2023	Tue/13/06/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	12 June 2023	Tue/13/06/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Prescot Town Council	12 June 2023	Wed/14/06/2023	9.00am - 3.00pm	ALL ROOMS	Local Democracy Project - Our Lady's Primary	
KMBC - Prescott South Ward Members Surgery	12 June 2023	Wed/14/06/2023	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & P Cook	£ 15.00
Prescot Town Council	12 June 2023	Wed/14/06/2023	3.00pm - 5.00pm	Council Chamber	Clock Working Group Meeting	
Tracy Shirley - Drama	12 June 2023	Wed/14/06/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	12 June 2023	Wed/14/06/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	12 June 2023	Wed/14/06/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Cathy Cummings	12 June 2023	Thu/15/06/2023	9.30am - 11.30am	Council Chamber	Exams	£ -
KMBC	12 June 2023	Thu/15/06/2023	1:00pm - 3:00pm	Council Chamber	Knowsley ASB Summer Meeting	£ -
Jenn Appleton - Kumon	12 June 2023	Thu/15/06/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	12 June 2023	Thu/15/06/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	26 June 2023	Thu/15/06/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
NO BOOKINGS TO BE TAKEN	12 June 2023	Fri/16/06/2023	5.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	12 June 2023	Sat/17/06/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Katie Segar	12 June 2023	Sat/17/06/2023	6:00pm - 1:00am	Multi Function	40th Birthday Party	£ 366.00

NO BOOKINGS TO BE TAKEN	12 June 2023	Sun/18/06/2023	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Knowsley Stop Smoking Service - Helen Morear	19 June 2023	Mon/19/06/2023	1:00pm - 4:30pm	Council Chamber	Training	£ 47.08
Juanita Steel	cancelled at 5.15pm via telephone message	Mon/19/06/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	19 June 2023	Mon/19/06/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	19 June 2023	Tue/20/06/2023	10:00am - 12:00pm	Council Chamber	Flower Arranging Course	
KMBC - Prescott North Ward Surgery	19 June 2023	Tue/20/06/2023	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 15.00
Jenn Appleton - Kumon	19 June 2023	Tue/20/06/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Eaton Street Park	19 June 2023	Tue/20/06/2023	6:30pm - 8:30pm	Conference Room	Meeting	
Del Armail	19 June 2023	Tue/20/06/2023	6:30pm - 7:00pm	Council Chamber	Ward Meeting	
Paul Murphy - Martial Arts	19 June 2023	Tue/20/06/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Prescot Town Council	19 June 2023	Wed/21/06/2023	9:00am - 3:00pm	ALL ROOMS	Local Democracy Project - Evelyn Community Primary	
Tracy Shirley - Drama	19 June 2023	Wed/21/06/2023	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	19 June 2023	Wed/21/06/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	19 June 2023	Wed/21/06/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	19 June 2023	Thu/22/06/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Photo Club	19 June 2023	Thu/22/06/2023	10:00am - 12:00pm	Conference Room	Prescot Photo Club - Review of Photos	
Prescot Town Council	19 June 2023	Thu/22/06/2023	6:00pm - 7:30pm	Conference Room	Finance Policy & Human Resources Committee	
Paul Murphy - Martial Arts	19 June 2023	Thu/22/06/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	26 June 2023	Thu/22/06/2023	7:30pm - 9:30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	19 June 2023	Fri/23/06/2023	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	19 June 2023	Fri/23/06/2023	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Thierington - Slimming World	19 June 2023	Sat/24/06/2023	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	19 June 2023	Sun/25/06/2023	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Natasha Holmes - Reed Wellbeing	26 June 2023	Mon/26/06/2023	2:30pm - 4:00pm	Council Chamber/Conf Room	NDPP - Diabetes Course	£ 22.50
Juanita Steel	cancelled at 4.15pm on day	Mon/26/06/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	26 June 2023	Mon/26/06/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Prescot South Ward Parish Cllrs Surgery - Green Party	26 June 2023	Tue/27/06/2023	10:00am - 11:00am	Meeting Room	Prescot South Ward Parish Cllrs Surgery - Green Party	
Knowsley Fostering Service	26 June 2023	Tue/27/06/2023	10:00am - 2:00pm	Council Chamber	Voice of the Child Foster Carer Training	£ 60.00
Jenn Appleton - Kumon	26 June 2023	Tue/27/06/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Cllr Joanne Burke	26 June 2023	Tue/27/06/2023	7:30pm - 9:20pm	Council Chamber	Green Party Meeting	£ -
Paul Murphy - Martial Arts	26 June 2023	Tue/27/06/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Prescot Town Council	26 June 2023	Wed/28/06/2023	9:00am - 3:00pm	ALL ROOMS	Local Democracy Project - St Mary & St Paul's Primary	
Tracy Shirley - Drama	26 June 2023	Wed/28/06/2023	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	26 June 2023	Wed/28/06/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumon	26 June 2023	Thu/29/06/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	26 June 2023	Thu/29/06/2023	6:00pm - 7:30pm	Council Chamber	Prescot Town Council Meeting	
Paul Murphy - Martial Arts	26 June 2023	Thu/29/06/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Lynn Thierington - Slimming World	26 June 2023	Sat/01/07/2023	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Prescot over 55's Deaf Club	26 June 2023	Sat/01/07/2023	2:00pm - 6:00pm	Multi Function	Grand Bingo	£ 40.00
Sarah Quayle	26 June 2023	Sun/02/07/2023	12:30pm - 3:30pm	Multi Function	Kids Birthday Party	£ 110.00
Juanita Steel	03 July 2023	Mon/03/07/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	03 July 2023	Mon/03/07/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescott North Ward Surgery	03 July 2023	Tue/04/07/2023	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 15.00
Knowsley Fostering Service	03 July 2023	Tue/04/07/2023	10:00am - 2:00pm	Council Chamber	Setting in Foster Carer Training	£ 60.00
Jenn Appleton - Kumon	03 July 2023	Tue/04/07/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	03 July 2023	Tue/04/07/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Friends of Eaton Street Park	03 July 2023	Tue/04/07/2023	6:30pm - 8:00pm	Conference Room	Meeting	
Tracy Shirley - Drama	03 July 2023	Wed/05/07/2023	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	03 July 2023	Wed/05/07/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00

Sharon Swindels - Aerobics	03 July 2023	Wed/05/07/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	03 July 2023	Thu/06/07/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	03 July 2023	Thu/06/07/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	03 July 2023	Thu/06/07/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	03 July 2023	Fri/07/07/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	03 July 2023	Fri/07/07/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	03 July 2023	Sat/08/07/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Kerry Sanderson	03 July 2023	Sat/08/07/2023	2.00pm - 8.00pm	Multi Function	Year 6 School Prom - Longton Lane Primary	£ 170.00
Edwina Mitchell	03 July 2023	Sun/09/07/2023	12:00pm - 3:00pm	Multi Function	5th Birthday Party	£ 110.00
Juanita Steel	10 July 2023	Mon/10/07/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	10 July 2023	Mon/10/07/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	10 July 2023	Tue/11/07/2023	10.00am - 12.00pm	Council Chamber	Flower Arranging Course	
Jenn Appleton - Kumon	10 July 2023	Tue/11/07/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	10 July 2023	Tue/11/07/2023	6:00pm - 7:00pm	Conference Room	Alex Review with Councillors	
Paul Murphy - Martial Arts	10 July 2023	Tue/11/07/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	cancelled	Wed/12/07/2023	1.00pm - 3.45pm	Council Chamber	Art & Design Course	
KIMBC - Prescot South Ward Members Surgery	10 July 2023	Wed/12/07/2023	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Clirs J Burke & P Cook	£ 15.00
Prescot Town Council	10 July 2023	Wed/12/07/2023	3.00pm - 5.00pm	Council Chamber	Prescot Community Recognition Awards Selection Panel	
Tracy Shirley - Drama	10 July 2023	Wed/12/07/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	10 July 2023	Wed/12/07/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	10 July 2023	Wed/12/07/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	10 July 2023	Thu/13/07/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	10 July 2023	Thu/13/07/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	10 July 2023	Thu/13/07/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	10 July 2023	Sat/15/07/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Sophie Cobain	17 July 2023	Mon/17/07/2023	5:00pm - 7:30pm	Council Chamber/Conf Room	Meeting	£ 91.67
Juanita Steel	17 July 2023	Mon/17/07/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	17 July 2023	Mon/17/07/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KIMBC - Prescot North Ward Surgery	17 July 2023	Tue/18/07/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Clir F Wynn	£ 15.00
FACE - Amanda Briscoe	17 July 2023	Tue/18/07/2023	10.00am - 12.00pm	Council Chamber	Flower Arranging Course	
Jenn Appleton - Kumon	17 July 2023	Tue/18/07/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Eaton Street Park	17 July 2023	Tue/18/07/2023	6:30pm - 8:00pm	Conference Room	Meeting	
Del Arnall	17 July 2023	Tue/18/07/2023	6:30pm - 7:00pm	Council Chamber	Ward Meeting	
Paul Murphy - Martial Arts	17 July 2023	Tue/18/07/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Sharon Swindels - Aerobics	17 July 2023	Wed/19/07/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Cathy Cummings	17 July 2023	Thu/20/07/2023	9:30am - 11:30am	Council Chamber	Exams	
Jenn Appleton - Kumon	17 July 2023	Thu/20/07/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	17 July 2023	Thu/20/07/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	17 July 2023	Thu/20/07/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Michelle Watson	17 July 2023	Fri/21/07/2023	11.00am - 2:00pm	Council Chamber	Consultation with Deaf members	£ 22.50
Deafness Resource Centre - Naomi Webb	17 July 2023	Fri/21/07/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	17 July 2023	Fri/21/07/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	17 July 2023	Sat/22/07/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	17 July 2023	Sun/23/07/2023	9.00am - 2.00pm	Multi Function	NO BOOKINGS TO BE TAKEN	
Prescot Town Council	17 July 2023	Sun/23/07/2023	2.00pm - 5.00pm	Multi Function	Prescot Community Recognition Awards	
Natasha Holmes - Reed Wellbeing	24 July 2023	Mon/24/07/2023	2:30pm - 4:00pm	Council Chamber/Conf Room	NDDP - Diabetes Course	£ 22.50
Juanita Steel	24 July 2023	Mon/24/07/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	24 July 2023	Mon/24/07/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Clir Joanne Burke	24 July 2023	Mon/24/07/2023	7:00pm - 8:30pm	Council Chamber	Green Party Meeting	£ -
Prescot South Ward Parish Clirs Surgery - Green Party	24 July 2023	Tue/25/07/2023	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Clirs Surgery - Green Party	
FACE - Amanda Briscoe	24 July 2023	Tue/25/07/2023	10.00am - 12.00pm	Council Chamber	Flower Arranging Course	
Ya Ching Darnell - Merseytravel	24 July 2023	Tue/25/07/2023	10.00am - 2.00pm	Multi Function	Public Consultation Drop in Event	£ 60.00
Jenn Appleton - Kumon	24 July 2023	Tue/25/07/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	24 July 2023	Tue/25/07/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Jenn Appleton - Kumon	24 July 2023	Thu/27/07/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	24 July 2023	Thu/27/07/2023	6.00pm - 7.30pm	Council Chamber	Prescot Town Council Meeting	
Paul Murphy - Martial Arts	24 July 2023	Thu/27/07/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Prescot Town Council	24 July 2023	Fri/28/07/2023	ALL DAY	Council Chamber	Caretaker Interviews	
NO BOOKINGS TO BE TAKEN	24 July 2023	Fri/28/07/2023	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
NO BOOKINGS TO BE TAKEN	24 July 2023	Sat/29/07/2023	11.00am - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	

NO BOOKINGS TO BE TAKEN	24 July 2023	Sun/30/07/2023	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Juanita Steel	31 July 2023	Mon/31/07/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	31 July 2023	Mon/31/07/2023	7:30pm - 8:30pm	Multi Function	Aerobics session	£ 15.00
Jenn Appleton - Kumon	31 July 2023	Tue/01/08/2023	9.30am - 10.30am	Multi Function	Kumon maths and english classes	£ 15.00
KMBC - Prescott North Ward Surgery	31 July 2023	Tue/01/08/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 15.00
Paul Murphy - Martial Arts	31 July 2023	Tue/01/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Jenn Appleton - Kumon	31 July 2023	Thu/03/08/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	31 July 2023	Thu/03/08/2023	7.30pm - 8.30pm	Council Chamber	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	31 July 2023	Thu/03/08/2023	7.30pm - 9.30pm	Meeting Room	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	31 July 2023	Fri/04/08/2023	12.00pm - 2.00pm	Multi Function	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	31 July 2023	Fri/04/08/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	31 July 2023	Sat/05/08/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
NO BOOKINGS TO BE TAKEN	31 July 2023	Sat/05/08/2023	11.00am - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	£
Amy McPherson	31 July 2023	Sun/06/08/2023	1:00pm - 7:00pm	Multi Function	Christening	£ 325.00
Juanita Steel	07 August 2023	Mon/07/08/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	07 August 2023	Mon/07/08/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	07 August 2023	Tue/08/08/2023	9.30am - 10.30am	Multi Function	Kumon maths and english classes	£ 15.00
Cllr Jayne Edgar	07 August 2023	Tue/08/08/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
Friends of Prescot Cemetery & Churchyard	07 August 2023	Tue/08/08/2023	7.00pm - 8.00pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	07 August 2023	Tue/08/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Jenn Appleton - Kumon	07 August 2023	Thu/10/08/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	07 August 2023	Thu/10/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	07 August 2023	Thu/10/08/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	07 August 2023	Sat/12/08/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Ian McNeill/Joanne Mooney	07 August 2023	Sat/12/08/2023	5.00pm - 12.00am	Multi Function	21st Birthday Party	£ 482.50
Hayley Pierce	07 August 2023	Sun/13/08/2023	1:00pm - 4:00pm	Multi Function	5th Birthday Party	£ 110.00
Juanita Steel	14 August 2023	Mon/14/08/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	14 August 2023	Mon/14/08/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	14 August 2023	Tue/15/08/2023	9.30am - 10.30am	Multi Function	Kumon maths and english classes	£ 15.00
KMBC - Prescott North Ward Surgery	14 August 2023	Tue/15/08/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 15.00
Friends of Eaton Street Park	14 August 2023	Tue/15/08/2023	7.00pm - 8.30pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	14 August 2023	Tue/15/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Jenn Appleton - Kumon	14 August 2023	Thu/17/08/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	14 August 2023	Thu/17/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	14 August 2023	Thu/17/08/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	14 August 2023	Fri/18/08/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	14 August 2023	Fri/18/08/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	14 August 2023	Sat/19/08/2023	7.00pm - 11.00am	Multi Function	Slimming World	£ 80.00
Abbie Chadwick	14 August 2023	Sat/19/08/2023	2:00pm - 5:00pm	Multi Function	7th Birthday Party	£ 110.00
Declan Shinks	14 August 2023	Sun/20/08/2023	12:00pm - 6:00pm	Multi Function	Christening	£ 170.00
Natasha Holmes - Reed Wellbeing	21 August 2023	Mon/21/08/2023	2:30pm - 4:00pm	Council Chamber/Conf Room	NDPP - Diabetes Course	£ 22.50
Juanita Steel	21 August 2023	Mon/21/08/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	21 August 2023	Mon/21/08/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Prescot South Ward Parish Cllrs Surgery - Green P	21 August 2023	Tue/22/08/2023	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Cllrs Surgery - Green Party	
Imaginarium Theatre - Tom Large	21 August 2023	Tue/22/08/2023	12.30pm - 2.30pm	Pavilion - Eaton Street	Imaginarium Children's Summer Play Days	£ 15.00
Paul Murphy - Martial Arts	21 August 2023	Tue/22/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Paul Murphy - Martial Arts	21 August 2023	Thu/24/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	21 August 2023	Thu/24/08/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	21 August 2023	Sat/26/08/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Jade Durkin	21 August 2023	Sun/27/08/2023	10:00am - 11:30am	Multi Function	Christening	£ 30.00
Jade Durkin	21 August 2023	Sun/27/08/2023	2:00pm - 6:00pm	Multi Function	Christening	£ 160.00
Paul Murphy - Martial Arts	28 August 2023	Tue/29/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Ken Johnson	28 August 2023	Wed/30/08/2023	1.00pm - 6.00pm	Multi Function	Funeral	£ 150.00
Phil Hurst	28 August 2023	Wed/30/08/2023	2.00pm - 4.00pm	Council Chamber	Browns Field Stakeholder Meeting (Alex)	
Friends of Carr Lane Pond	28 August 2023	Thu/31/08/2023	6:30pm - 7:30pm	Conference Room	Carr Lane Pond Meeting	
Paul Murphy - Martial Arts	28 August 2023	Thu/31/08/2023	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 10.00
Liverpool Harmony Club - Ralph Buckley	28 August 2023	Thu/31/08/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	28 August 2023	Fri/01/09/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	28 August 2023	Fri/01/09/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	28 August 2023	Sat/02/09/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Sarah Nolan	28 August 2023	Sat/02/09/2023	2.30pm - 8.30pm	Multi Function	40th get together	£ 325.00

Sarah Leigh	28 August 2023	Sun/03/09/2023	12.00pm - 4.00pm	Multi Function	Childrens 1st Birthday Party	£ 130.00
Juanita Steel	04 September 2023	Mon/04/09/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	04 September 2023	Mon/04/09/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	04 September 2023	Tue/05/09/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 15.00
Paul Murphy - Martial Arts	04 September 2023	Tue/05/09/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Sharon Swindels - Aerobics	04 September 2023	Wed/06/09/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	04 September 2023	Thu/07/09/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	04 September 2023	Thu/07/09/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Lynn Titherington - Slimming World	04 September 2023	Sat/09/09/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Claire Broom	04 September 2023	Sat/09/09/2023	2:00pm - 5:00pm	Multi Function	6th Birthday Party	£ 130.00
The Women's Organisation - Victoria Hart	11 September 2023	Mon/11/09/2023	9.00am - 5.00pm	Council Chamber/Conf Room	Training Session	£ 114.17
Juanita Steel	11 September 2023	Mon/11/09/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	11 September 2023	Mon/11/09/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Cllr Jayne Edgar	11 September 2023	Tue/12/09/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	£ 34.17
Knowsley Fostering Service	11 September 2023	Tue/12/09/2023	10:00am - 12:00pm	Council Chamber	Virtual School Foster Carer Training	£ 34.17
Alex Spencer	11 September 2023	Tue/12/09/2023	2:00pm - 4:00pm	Council Chamber	Prescot Youth Providers Meeting No 4 (Alex)	
Jenn Appleton - Kumon	11 September 2023	Tue/12/09/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Alex Spencer	11 September 2023	Tue/12/09/2023	5:00pm - 7:00pm	Council Chamber	Prescot Business Club	
Friends of Prescot Cemetery & Churchyard	11 September 2023	Tue/12/09/2023	6.30pm - 7.30pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	11 September 2023	Tue/12/09/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Prescot Town Council	11 September 2023	Wed/13/09/2023	9.00am - 10.00am	Conference Room	Town Hall Clock working group	
FACE - Amanda Briscoe	11 September 2023	Wed/13/09/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
Prescot Town Council	11 September 2023	Wed/13/09/2023	12.00pm - 4.00pm	Multi Function	Winter Coat Recycling Pop up shop	
FACE - Michelle Daly	11 September 2023	Wed/13/09/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
KMBC - Prescot South Ward Members Surgery	11 September 2023	Wed/13/09/2023	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & P Cook	£ 15.00
Tracy Shirley - Drama	11 September 2023	Wed/13/09/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	11 September 2023	Wed/13/09/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	11 September 2023	Wed/13/09/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	11 September 2023	Thu/14/09/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	11 September 2023	Thu/14/09/2023	6.00pm - 7.30pm	Conference Room	Events Committee Meeting	
Paul Murphy - Martial Arts	11 September 2023	Thu/14/09/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	11 September 2023	Thu/14/09/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	11 September 2023	Fri/15/09/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	11 September 2023	Fri/15/09/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Prescot Town Council	11 September 2023	Fri/15/09/2023	5.00pm - 7.00pm	Multi Function	Winter Coat Recycling Pop up shop	
Lynn Titherington - Slimming World	11 September 2023	Sat/16/09/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Alex McCracken	11 September 2023	Sat/16/09/2023	2:00pm - 6:00pm	Multi Function	6th Birthday Party	£ 130.00
Juanita Steel	18 September 2023	Mon/18/09/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Cllr Joanne Burke	18 September 2023	Mon/18/09/2023	7:00pm - 8:45pm	Council Chamber	Green Party Meeting	£ -
Sharon Swindels - Aerobics	18 September 2023	Mon/18/09/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	18 September 2023	Tue/19/09/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 15.00
FACE - Amanda Briscoe	18 September 2023	Tue/19/09/2023	10:00am - 12:30pm	Council Chamber	Flower Arranging Course	
FACE - Amanda Briscoe	18 September 2023	Tue/19/09/2023	1:00pm - 4:00pm	Council Chamber	Flowers and sugar craft course	
Jenn Appleton - Kumon	18 September 2023	Tue/19/09/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	18 September 2023	Tue/19/09/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Del Arnall	18 September 2023	Tue/19/09/2023	6:30pm - 7:00pm	Council Chamber	Ward Meeting	
Friends of Eaton Street Park	18 September 2023	Wed/20/09/2023	9.30am - 11.30am	Multi Function	Winter Coat Recycling Pop up shop	
FACE - Amanda Briscoe	18 September 2023	Wed/20/09/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	18 September 2023	Wed/20/09/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	18 September 2023	Wed/20/09/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	18 September 2023	Wed/20/09/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Paul Murphy - Martial Arts	18 September 2023	Thu/21/09/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	18 September 2023	Thu/21/09/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
NO BOOKINGS TO BE TAKEN - ROLLER SHUTTER SERVICE	18 September 2023	Fri/22/09/2023	9.00am - 5.00pm	ALL ROOMS	NO BOOKINGS TO BE TAKEN - ROLLER SHUTTER SERVICE	
Frances Wynn	18 September 2023	Fri/22/09/2023	12:00pm - 1:00pm	Multi Function	Meeting	
Prescot Town Council	18 September 2023	Fri/22/09/2023	5.00pm - 7.00pm	Multi Function	Winter Coat Recycling Pop up shop	

Lynn Titherington - Slimming World	18 September 2023	Sat/23/09/2023	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Sarah Grundy	18 September 2023	Sat/23/09/2023	2:00pm - 5:00pm	Multi Function	2nd & 6th Birthday Party	£ 126.67
Katie Crawford	18 September 2023	Sun/24/09/2023	11:00am - 5:00pm	Multi Function	Christening	£ 200.00
Luanita Steel	25 September 2023	Mon/25/09/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	25 September 2023	Mon/25/09/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
FACE - Amanda Briscoe	25 September 2023	Tue/26/09/2023	10:00am - 12:30pm	Council Chamber	Flower Arranging Course	
Prescott South Ward Parish Clifs Surgery - Green P	25 September 2023	Tue/26/09/2023	10:00am - 11:00am	Meeting Room	Prescott South Ward Parish Clifs Surgery - Green Party	
FACE - Amanda Briscoe	25 September 2023	Tue/26/09/2023	1:00pm - 4:00pm	Council Chamber	Flowers and sugar craft course	
Jenn Appleton - Kumon	25 September 2023	Tue/26/09/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Clir Del Amall	25 September 2023	Tue/26/09/2023	6:30pm - 7:30pm	Conference Room	Labour Party Selection Meeting	
Friends of Eaton Street Park	25 September 2023	Tue/26/09/2023	6:30pm - 8:00pm	Council Chamber	Meeting	
Paul Murphy - Martial Arts	25 September 2023	Tue/26/09/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	25 September 2023	Wed/27/09/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
Prescott Town Council	25 September 2023	Wed/27/09/2023	12:00pm - 4:00pm	Multi Function	Winter Coat Recycling Pop up shop	
FACE - Michelle Daly	25 September 2023	Wed/27/09/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	25 September 2023	Wed/27/09/2023	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Sharon Swindels - Aerobics	cancelled	Wed/27/09/2023	7:30pm - 8:30pm	Multi Function	Drama Classes	£ 15.00
Jenn Appleton - Kumon	25 September 2023	Thu/28/09/2023	3:30pm - 6:00pm	Multi Function	Aerobics Session	£ -
Prescott Town Council	25 September 2023	Thu/28/09/2023	6:00pm - 7:30pm	Council Chamber	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	25 September 2023	Thu/28/09/2023	6:30pm - 8:30pm	Multi Function	Prescott Town Council Meeting	
Liverpool Harmony Club - Ralph Buckley	25 September 2023	Thu/28/09/2023	7:30pm - 9:30pm	Council Chamber	Martial Arts	£ 20.00
Deafness Resource Centre - Naomi Webb	25 September 2023	Fri/29/09/2023	12:00pm - 2:00pm	Meeting Room	Choir Practice	£ 20.00
Prescott over 55's Deaf Club	25 September 2023	Fri/29/09/2023	12:30pm - 4:00 pm	Multi Function	Deaf Services Drop in	£ 20.00
Prescott Town Council	25 September 2023	Fri/29/09/2023	6:00pm - 8:00pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	25 September 2023	Sat/30/09/2023	7:00am - 11:00am	Multi Function	Winter Coat Recycling Pop up shop	
Jessica Roche	25 September 2023	Sat/30/09/2023	6:00pm - 12:00am	Multi Function	Slimming World	£ 80.00
					Engagement Party	£ 280.83

Net Income £ 9,368.08
Less bond £ 1,350.00
Less TEN Licence £ 8,018.08
Total Net Income £ 23,930.58

BOOKINGS - EATON STREET PAVILION

Friends of Eaton Street Park	29 May 2023	Thu/01/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	29 May 2023	Sun/04/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	05 June 2023	Wed/07/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	05 June 2023	Sun/11/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	12 June 2023	Wed/14/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	12 June 2023	Sun/18/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	19 June 2023	Wed/21/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	19 June 2023	Wed/21/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	26 June 2023	Wed/28/06/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	26 June 2023	Sun/02/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	03 July 2023	Wed/05/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	03 July 2023	Sun/09/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	10 July 2023	Wed/12/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	10 July 2023	Sun/16/07/2023	8:00am - 5:00pm	Pavilion - Eaton Street	Picnic in the Park	
Friends of Eaton Street Park	17 July 2023	Wed/19/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	17 July 2023	Sun/23/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	17 July 2023	Mon/24/07/2023	12:00pm - 4:00pm	Pavilion - Eaton Street	Summer Café Opening	
Friends of Eaton Street Park	24 July 2023	Tue/25/07/2023	6:00pm - 8:00pm	Pavilion - Eaton Street	Park Pantry Meeting	
Friends of Eaton Street Park	24 July 2023	Wed/26/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	

Friends of Eaton Street Park	24 July 2023	Thu/27/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	24 July 2023	Sun/30/07/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	31 July 2023	Mon/31/07/2023	12:00pm - 4:00pm	Pavilion - Eaton Street	Summer Café Opening	
Imaginarium Theatre - Tom Large	31 July 2023	Tue/01/08/2023	12:30pm - 2:30pm	Pavilion - Eaton Street	Imaginarium Children's Summer Play Days	£ 15.00
Friends of Eaton Street Park	31 July 2023	Wed/02/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	31 July 2023	Thu/03/08/2023	8:00am - 5:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	31 July 2023	Sun/06/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	07 August 2023	Mon/07/08/2023	12:00pm - 4:00pm	Pavilion - Eaton Street	Summer Café Opening	
Imaginarium Theatre - Tom Large	07 August 2023	Tue/08/08/2023	12:30pm - 2:30pm	Pavilion - Eaton Street	Imaginarium Children's Summer Play Days	£ 15.00
Friends of Eaton Street Park	07 August 2023	Wed/09/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	07 August 2023	Thu/10/08/2023	8:00am - 5:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	07 August 2023	Sun/13/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	14 August 2023	Mon/14/08/2023	12:00pm - 4:00pm	Pavilion - Eaton Street	Summer Café Opening	
Imaginarium Theatre - Tom Large	14 August 2023	Tue/15/08/2023	12:30pm - 2:30pm	Pavilion - Eaton Street	Imaginarium Children's Summer Play Days	£ 15.00
Friends of Eaton Street Park	14 August 2023	Wed/16/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	14 August 2023	Thu/17/08/2023	8:00am - 5:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	14 August 2023	Sun/20/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	21 August 2023	Mon/21/08/2023	12:00pm - 4:00pm	Pavilion - Eaton Street	Summer Café Opening	
Friends of Eaton Street Park	21 August 2023	Wed/23/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	21 August 2023	Thu/24/08/2023	8:00am - 5:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	21 August 2023	Sun/27/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	28 August 2023	Mon/28/08/2023	12:00pm - 4:00pm	Pavilion - Eaton Street	Summer Café Opening	
Friends of Eaton Street Park	28 August 2023	Wed/30/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	28 August 2023	Thu/31/08/2023	9:00am - 4:00pm	Pavilion - Eaton Street	School Summer Holiday Events	
Friends of Eaton Street Park	28 August 2023	Sun/03/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	04 September 2023	Wed/06/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	04 September 2023	Sun/10/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	11 September 2023	Wed/13/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	11 September 2023	Sun/17/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	18 September 2023	Wed/20/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	18 September 2023	Sun/24/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	25 September 2023	Wed/27/09/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	25 September 2023	Thu/28/09/2023	6:30pm - 8:00pm	Pavilion - Eaton Street	Bat Walk	

Net Income £ 45.00
 Less bond £ -
 Less TEN Licence £ -
 Total Net Income £ 45.00

Annual Forecast (less Bond and TEN Licence)



PRESCOT TOWN COUNCIL

FINANCE, POLICY & HUMAN RESOURCES
COMMITTEE MEETING

24th OCTOBER 2023

REPORT TITLE:

External Audit Report 2022-23

BACKGROUND TO THE REPORT:

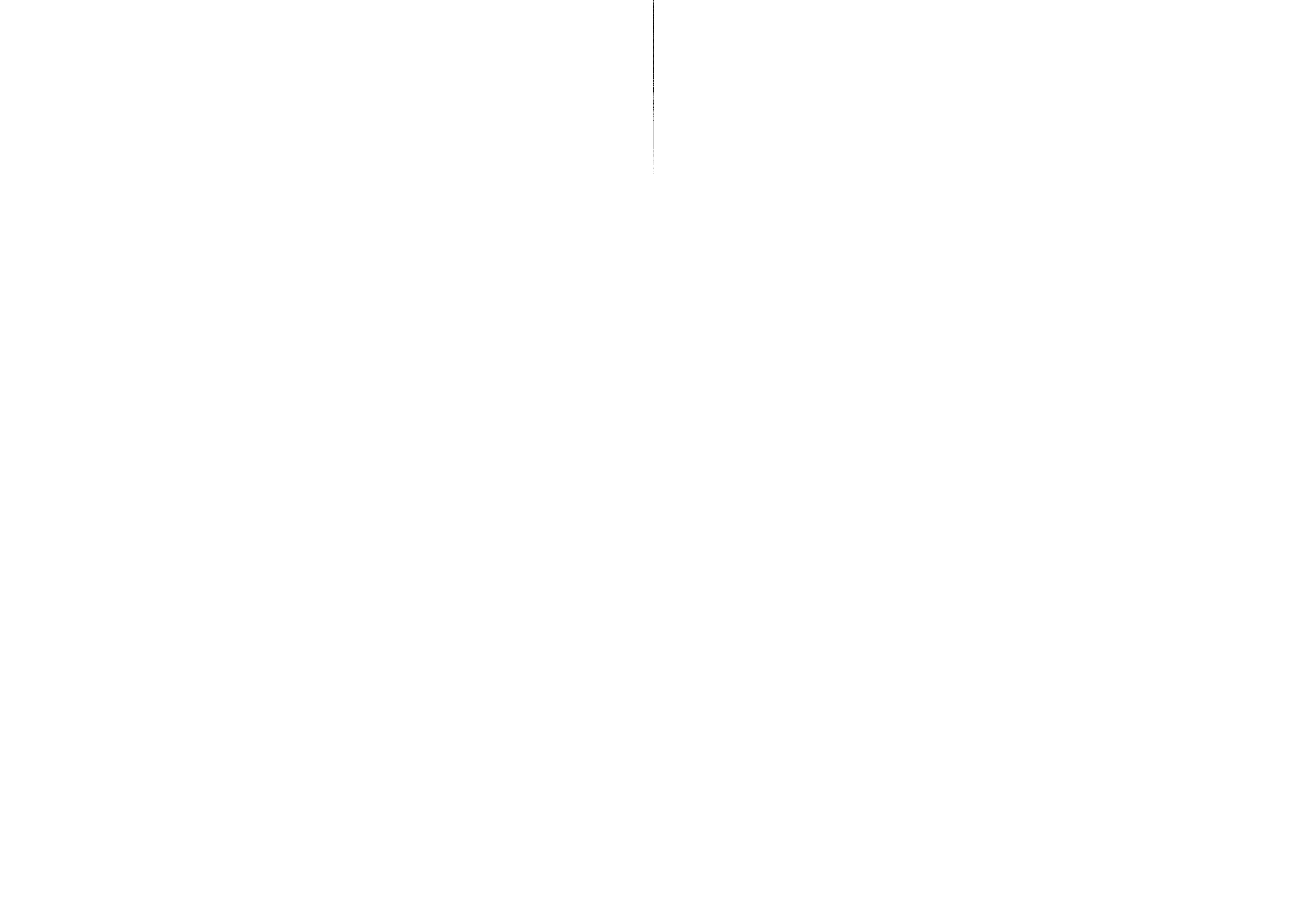
As members are aware in accordance with the Accounts and Audit regulations 2015, Prescott Town Council are subject to an External audit in support of the Councils Annual Return.

PURPOSE OF REPORT:

This report provides members with a copy of the External audit report for **CONSIDERATION**, there are no matters for action.

REPORT PREPARED BY:

Alex Spencer - Town Clerk



PRESCOT TOWN COUNCIL

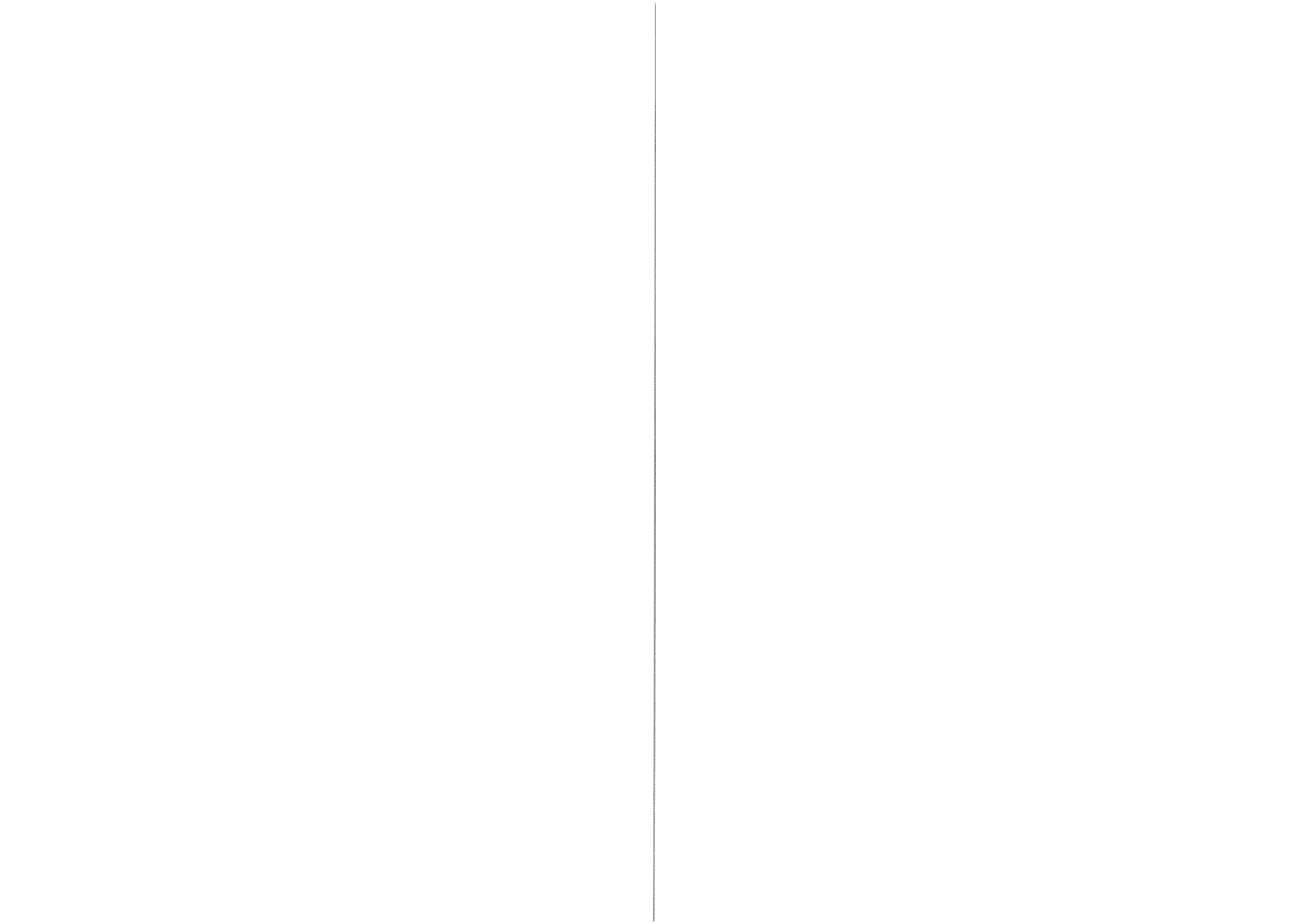
External Audit Report 2022-23

1. INTRODUCTION

- 1.1 As members are aware in accordance with the Accounts and Audit regulations 2015, Prescott Town Council is subject to an External audit in support of the Councils Annual Return.
- 1.2 The External Audit differs from the internal audit in that it focuses more on the financial performance between years and adherence to legislation. The External Audit also draws information and recommendations from the Internal Audit.

2. RECOMMENDATIONS

- 2.1 Members are asked to consider the attached External Audit Report for 2022-23 as appendix 1 and accept its findings.



Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Prescot Town Council - LA0170**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2022/23 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

- Section 2, Box 8 does not agree to the bank reconciliation. The figure in Box 8 should read £343,476.
- Section 2, Box 10 is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £301,430.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

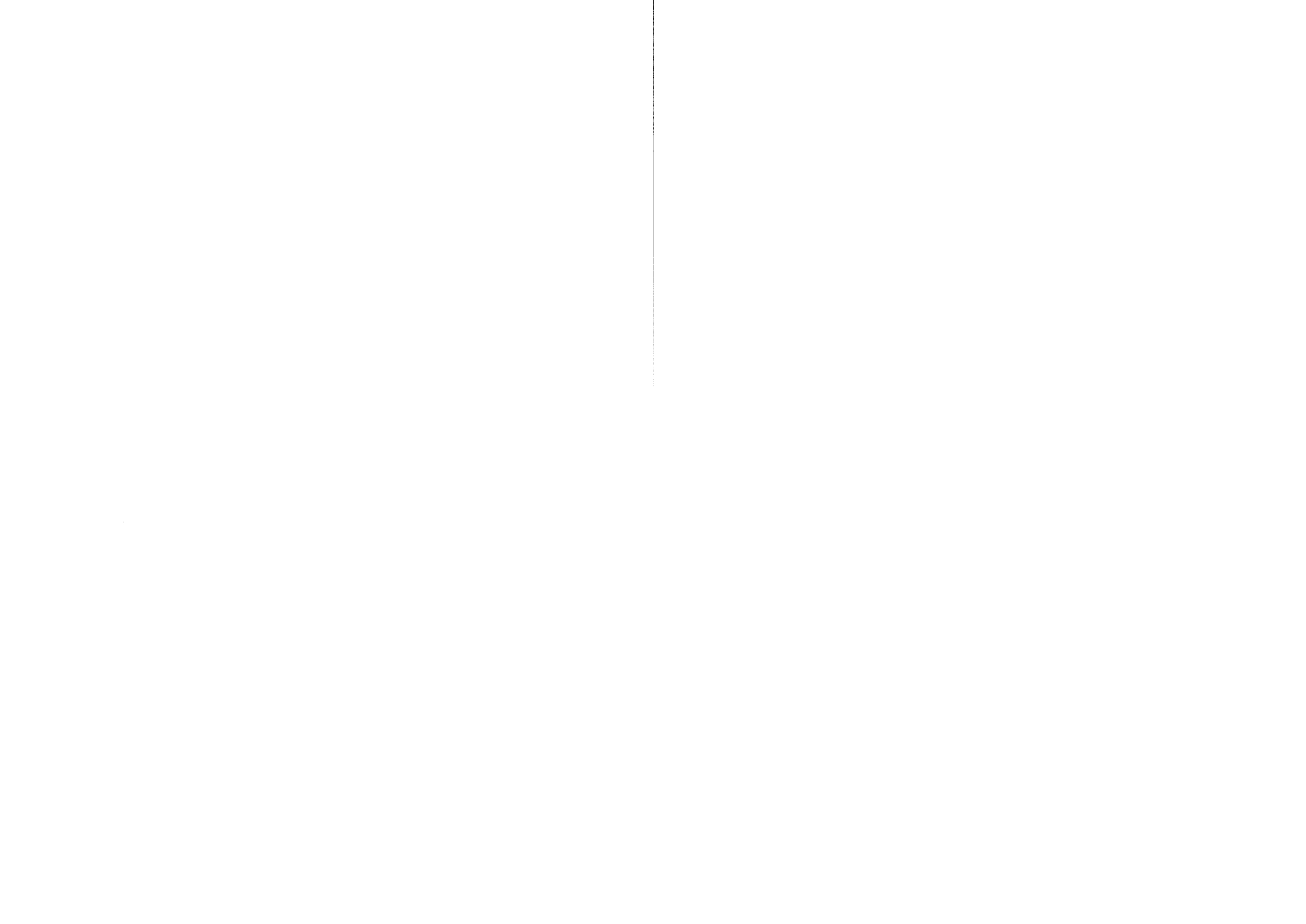
PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2023



PRESCOT TOWN COUNCIL
FINANCE POLICY & HUMAN RESOURCES
COMMITTEE MEETING
24th OCTOBER 2023

REPORT TITLE:

Review of Council’s 2023/24 Fixed Asset Register

BACKGROUND TO THE REPORT

Each year, as part of its Annual Governance and Accountability Return (AGAR) submission to the External Auditor, Council is required to detail its fixed assets – including their costs, cost for replacement and whether any assets have been written off since the last AGAR submission.

The Town Clerk and Deputy Town Clerk completed this process as part of the 2022/23 AGAR submission and now seek Member approval of Council’s 2023/24 Fixed Assets Register.

PURPOSE OF THE REPORT

To seek Member approval of Council’s 2023/24 Fixed Assets Register.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Review of Council's 2023/24 Fixed Assets Register

1. INTRODUCTION

- 1.1 Each year, as part of its Annual Governance and Accountability Return (AGAR) to the external auditor, Council is required to detail its fixed assets – including purchase cost, cost for replacement and whether any assets have been written off since the last AGAR submission.
- 1.2 It is important that Members regularly review Council's fixed assets to not only understand what it currently owns, but to also determine whether assets have become obsolete/redundant and require write off and/or replacement.
- 1.3 The last AGAR submission was for the 2022/23 financial year and was submitted in June 2023.
- 1.4 Since then, the Town Clerk and Deputy Town Clerk have reviewed Council's Fixed Assets Register for 2023/24 to accurately state what council holds.
- 1.5 At the time of writing, Council's fixed assets total £845,458.00 - £501.17 lower than the 2022/23 AGAR submitted figure of £845,959.
- 1.6 The difference in figures can be explained as follows:-
1. Lenovo laptop being written off owing to it being obsolete at a cost of -£296.00
 2. Two past mayoral medals being issued at a cost of -£189.54
 3. Two freeperson medals being issued at a cost of -£214.80
 4. The purchase of a Shark upright vacuum cleaner at a cost of +£199.17.
- Therefore, at the time of writing, the net change in value of assets between 2022/23 and 2023/24 is -£501.17.
- 1.7 Officers will keep Council's asset register reviewed during 2023/24 before presenting to Members in March ahead of the AGAR submission from May 2024 onwards.
- 1.8 A copy of the 2023/24 Fixed Asset Register can be found at Appendix One.

2. RECOMMEDATION(S)

- 2.1 Members are asked to resolve the following recommendations:-
1. Approve Council's 2023/24 Fixed Asset Register
 2. Note the contents of this report.

ASSET TYPE	ASSET REF	Serial No	Make / Model	DATE PURCHASED	Expected Life	Location	COST NEW	PRESENT VALUE 2022/23	PRESENT VALUE 2023/24	Written Off Prior to 2023/24	Checker Between 2022/23 and 2023/24
Changing Rooms KGV	PTC1	n/a	n/a	1996	20	Browns Fields - Wood Lane	16,950.00	16,950.00	16,950.00		0.00
Prescot Town Hall	PTC3	n/a	n/a	2012	50	1 Warrington Road	145,000.00	746,584.00	746,584.00		0.00
Eaton Street Bowling Pavilion	PTC2	n/a	n/a	2016	25	Eaton Street Park	45,000.00	45,000.00	45,000.00		0.00
TC Laptop (old replace by PTC64)	PTC6	HSYB18E1-100210	Samsung series 5	Jul-17	3	TC Office Filing Cabinet	700.00	0.00	0.00	YES	0.00
Barbecues x 2	PTC11	N/A	Buffalo Pro	Jun-12	5	Cellar	739.98	739.98	739.98		0.00
Freezer	PTC13	1210068106	Bebo Chest Freezer	Jul-12	5	Cellar	256.67	256.67	256.67		0.00
AFC Laptop	PTC14	5692852X-B	HP Laptop	Jan-18	8	TC Office Filing Cabinet	849.36	0.00	0.00	YES	0.00
Photocopier/Printer	PTC17	PRN155891792	Sharp MX230INTX	Mar-15	5	Admin Office	1,359.00	0.00	0.00	YES	0.00
Camera	PTC18	60107833	Sony Cyber-shot	Oct-17	3	Admin Office	559.82	0.00	0.00	YES	0.00
Heavy Duty Gazebos	PTC19	N/A	Palm Springs	Feb-14	5	Browns Field - Wood Lane	179.99	179.99	179.99		0.00
Extra Heavy Duty Gazebo	PTC20	N/A	Palm Springs	Feb-14	5	Browns Field - Wood Lane	249.00	249.00	249.00		0.00
Heavy Duty Marquee	PTC22	N/A	Palm Springs	Feb-14	5	Browns Field - Wood Lane	299.00	299.00	299.00		0.00
Stacking armchairs x 19	PTC24	n/a	Devonshire	Apr-14	10	Council Chamber	684.00	684.00	684.00		0.00
180 Banqueting Chairs	PTC25	N/A	Oxford Steel	May-14	5	MF Store Room	3,132.00	2,053.20	2,053.20		0.00
15 Caberet Style Tables	PTC26	N/A	n/a	May-14	10	MF Store Room	1,874.25	1,874.25	1,874.25		0.00
Office Desks x 2	PTC27	N/A	n/a	May-14	10	Admin Office	325.80	325.80	325.80		0.00
Meeting Room tables	PTC28	N/A	n/a	May-14	10	Conference Room	808.20	808.20	808.20		0.00
Ground Floor Fridge	PTC29	n/a	Hotpoint	May-14	5	GF Kitchen	200.82	200.82	200.82		0.00
Escalator	PTC31	n/a	Boeing	May-15	5	GF Office	2,100.00	0.00	0.00	YES	0.00
Makita Drill	PTC33	n/a	Makita	May-14	10	Caretaker Store	125.00	125.00	125.00		0.00
Blinds	PTC34	n/a	n/a	May-14	5	TH various rooms	750.00	750.00	750.00		0.00
Fire extinguisher	PTC35	n/a	Samsung galaxy A5e	Nov-17	1	GF Office	135.95	0.00	0.00	YES	0.00
Stage and legs	PTC39	n/a	n/a	Jun-14	10	Bin Store	400.00	400.00	400.00		0.00
Table trolley x 2	PTC43	n/a	n/a	Jul-14	10	MF Store Room	591.90	591.90	591.90		0.00
Cloths Iron	PTC48	n/a	Russell Hobbs	Sep-14	5	Ground Floor Small Store	99.99	99.99	99.99		0.00
LED Outdoor lights	PTC52	n/a	n/a	Nov-14	5	Loft	199.98	199.98	199.98		0.00
Evac Chair	PTC55	n/a	n/a	Feb-15	5	FF Corridor	630.00	630.00	630.00		0.00
Town Hall Signage	PTC56	n/a	n/a	Feb-15	5	Front of Building	950.00	950.00	950.00		0.00
Insta wall room dividers x 7 panels	PTC59	n/a	n/a	Mar-15	10	MF room	691.00	691.00	691.00		0.00
OLD DTC Laptop now spare	PTC60	n/a	Lenovo G50 15.6"	Apr-15	3	Admin Office	295.82	296.00	0.00		-296.00
Plastic Folding Tables 20	PTC62	n/a	n/a	Aug-15	5	Brown's Field	534.25	534.25	534.25		0.00
Council Chamber Tables	PTC63	n/a	n/a	Oct-15	20	Council Chamber	4,817.52	4,817.52	4,817.52		0.00
Portable Defibrillator	PTC65	n/a	Life Pack	Apr-16	5	MF room	750.00	750.00	750.00		0.00
Numatic Hurricane Scrubber	PTC66	n/a	Numatic Hurricane Scrubber	Sep-16	3	Loading Bay	583.51	583.51	583.51		0.00
Tree lights 2500	PTC67	n/a	n/a	Nov-16	10	with 50VARK	554.00	0.00	0.00	YES	0.00
Tree lights	PTC68	n/a	n/a	Nov-16	10	with 50VARK	559.98	0.00	0.00	YES	0.00
Insta wall room dividers x 5 panels	PTC69	n/a	n/a	Jan-17	10	Small Store	548.00	548.00	548.00		0.00
New TC Laptop	PTC70	29690481854	Dell Latitude 3570	Mar-17	3	TC Office	861.84	861.84	861.84		0.00
New TC Mobile	PTC71	n/a	Motorola	Mar-17	3	TC Office	90.00	90.00	90.00		0.00
8.1 KVA Petrol Generator	PTC72	n/a	SGS	May-17	5	Loading Bay	449.99	449.99	449.99		0.00
Defibrillator	PTC73	n/a	Life Pack	Aug-17	5	Eaton Street Pavillion	750.00	750.00	750.00		0.00
Fimap Genie E Scrubber Machine	PTC74	n/a	Fimap	Oct-17	3	Loading Bay	1,295.00	1,295.00	1,295.00		0.00
Idle Lights 300m	PTC75	n/a	n/a	Oct-18	5	Loading Bay	1,518.16	1,518.16	1,518.16		0.00
Tree Lights	PTC76	n/a	n/a	Oct-18	5	Loading Bay	197.30	197.30	197.30		0.00
AO Laptop	PTC77	n/a	Dell Latitude 3570	Jan-19	3	Admin Office	1,089.77	1,089.77	1,089.77		0.00
DTC Laptop	PTC78	n/a	Lenovo	Mar-20	3	Admin Office	725.00	725.00	725.00		0.00
TC Office Chair	PTC79	n/a	Posturesmart	Mar-20	5	TC Office	635.50	635.50	635.50		0.00
TC Laptop	PTC80	n/a	Lenovo	Mar-21	3	TC Office	725.00	725.00	725.00		0.00
Gazebo + 3 weights	PTC81	n/a	n/a	Jan-21	5	Eaton Street Pavillion	607.00	607.00	607.00		0.00
Gazebo + 3 weights	PTC82	n/a	n/a	Jan-21	5	Eaton Street Pavillion	607.00	607.00	607.00		0.00
Petrol Pressure Washer	PTC83	n/a	n/a	Sep-21	3	Eaton Street Pavillion	230.00	230.00	230.00		0.00
Gazebo + 5 weights	PTC84	n/a	n/a	Sep-21	5	Cellar	612.00	612.00	612.00		0.00
Gazebo + 5 weights	PTC85	n/a	n/a	Sep-21	5	Cellar	612.00	612.00	612.00		0.00
Past Mayoral Medals x 10	PTC86	n/a	Thomas Fattorini	Jun-21	10+	TC Office Safe	947.72	947.72	758.18	only 8 as 2 given out	-189.54
Freeperson Medals x 10	PTC87	n/a	Selfcraft UK Ltd	Sep-21	10+	TC Office Safe	1,074.00	1,074.00	859.20	only 8 as 2 given out	-214.80
Defibrillator Cabinet	PTC88	n/a	Defib store 1000	Nov-22	5	Town Hall - External wall	475.00	475.00	475.00		0.00
Defibrillator	PTC89	n/a	Heartline Samaritan PAD 350P	Nov-22	8	Town Hall - External wall	695.00	695.00	695.00		0.00
Air conditioning - compressor unit & inverter PCB board	PTC90	n/a	unknown	May-21	10	Town Hall external flat roof	2,261.20	2,261.20	2,261.20		0.00
GR Bin	PTC91	n/a	n/a	Feb-23	10+	Bin Store	163.35	163.35	163.35		0.00
Spreader	PTC92	n/a	Cresco 8 spreader	Feb-23	10	Loading Bay	72.50	72.50	72.50		0.00
Heavy duty snow shovel	PTC93	n/a	n/a	Feb-23	10	Loading Bay	22.95	22.95	22.95		0.00
PA System - speakers x 2 & stands, music mixer, microphones x 3 & stands, speaker bag x 2	PTC94	n/a	Vonyx Speakers, Skytec speaker stands, Vonyx music mixer, Vonyx microphone & stands, Soundsak speaker bag	Feb-23	10+	Loading Bay	644.99	644.99	644.99		0.00
Bleed Control Cabinet & Bleed control kit	PTC95	n/a	Turtle engineering	Nov-22	5	Town Hall - External wall	425.00	425.00	425.00		0.00
Shark Upright Vacuum Cleaner Powered Lift Away with anti hair wrap White & Orange	PTC96	n/a	Shark NZ801UK	27/07/2023	5	1st Floor Cleaning Cupboard	199.17		199.17		199.17

Total 252,644 845,939 845,458 Box 9: Annual Return Difference In Assets between Years -501.17

PRESCOT TOWN COUNCIL
FINANCE, POLICY AND
HUMAN RESOURCES COMMITTEE MEETING
24th OCTOBER 2023

REPORT TITLE:

Treasury Management 2023-24

BACKGROUND TO THE REPORT

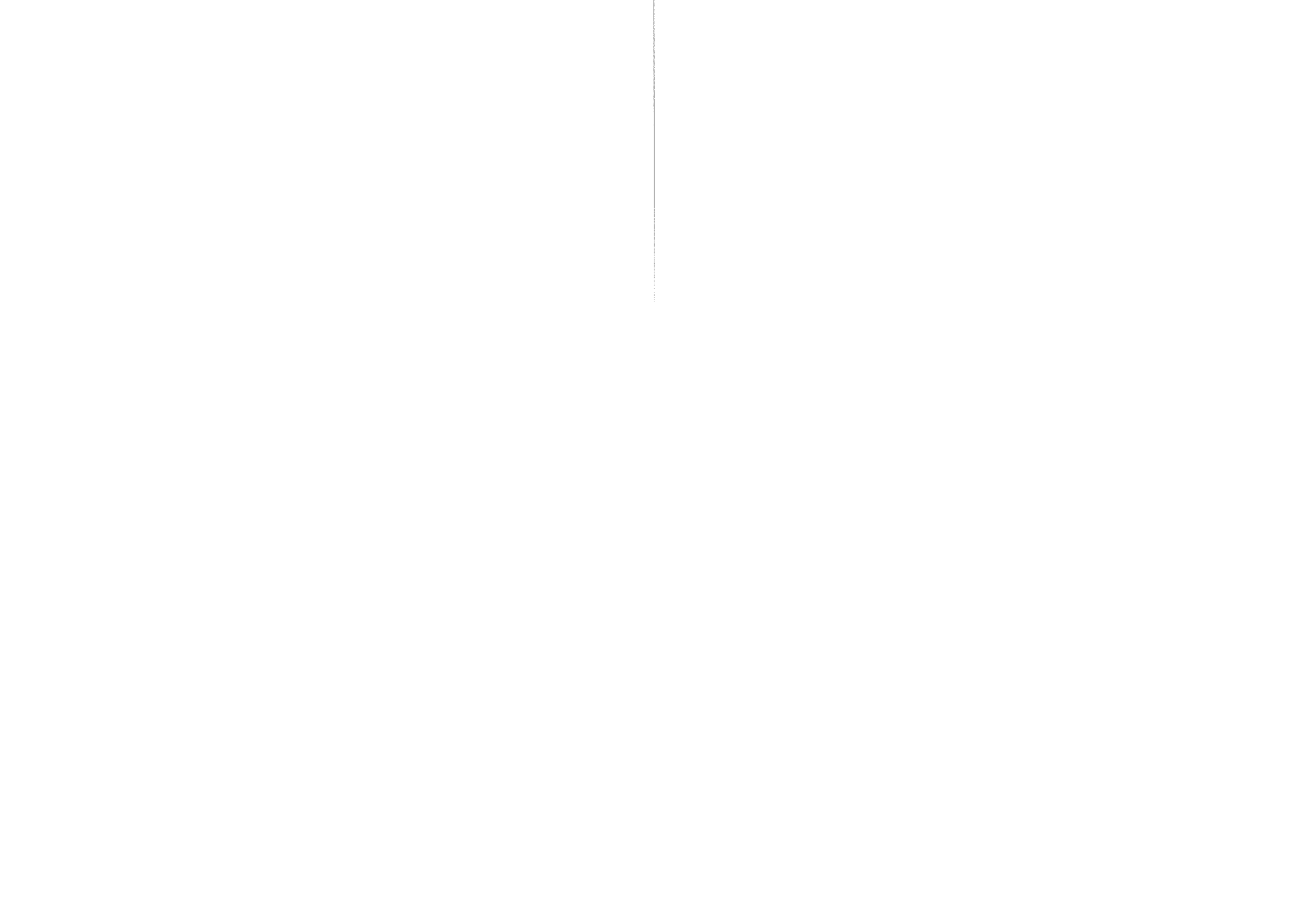
In accordance with the recommendations of the Joint Panel on Accountability and Governance (JPAG) Prescot Town Council hold a quantity of money in reserves. In order to maximise the Town Council's annual income these monies are used to gain interest through a prudential treasury management strategy.

PURPOSE OF THE REPORT

This report provides Members with further information in relation to the public works loan and the treasury management strategy options.

REPORT PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

Treasury Management 2023-24

1. INTRODUCTION

- 1.1 It In accordance with the recommendations of the Joint Panel on Accountability and Governance (JPAG) Prescott Town Council hold a quantity of money in reserves. To maximise the Town Council's annual income these monies are used to gain interest through a prudential treasury management strategy.

2. TREASURY MANAGEMENT STRATEGY

- 2.1 In statutory guidance on local government investments is very clear that a prudent investment policy will have two underlying objectives:
- Security – protecting the capital sum invested from loss; and
 - Liquidity – ensuring the funds invested are available for expenditure when needed, in that the council remains able to pay its bills as they fall due.
- 2.2 The generation of yield is distinct from these prudential objectives. However, this does not mean that local authorities are recommended to ignore potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities.
- 2.3 When entering treasury management investments, local authorities should consider security, liquidity and yield in that order of importance.
- 2.4 When entering into other types of investments local authorities should consider the balance between security, liquidity and yield based on their risk appetite and the contribution(s) of that investment activity.

3. RESERVES

3.1 The Town Council currently has reserves of £349,853.94. Of this figure £78,700.00 is earmarked leaving a general reserve of £271,153.94. The latest guidance from the (JPAG) is for local councils to hold between 3 and 12 months expenditure in reserve. The Town Council's gross expenditure for 2023-24 is £364,958.08. Therefore, the Town Council currently holds some 9 months of expenditure within its general reserve.

3.2 Reserves may also be required to support capital improvements

4. DEPOSIT OPTIONS

4.1 In previous years the Town Council have used its reserves to generate additional income by placing monies into a fixed term bond. These bonds are in line with a prudential treasury management scheme. Although the interest rates offered at present do not provide for significant return they do still provide an additional line of income.

4.2 Based on those banks previously used by council to make deposits, the following interest rates and interest on an investment of £85,000 (the maximum sum protected by the Financial Services Compensation Scheme) is shown below

Bank Name	Investment	Interest Rate (based on 12 month deposit)	Return after 12 months
Hampshire Trust Bank	£85,000.00	5.85% Gross	£4,973
Aldermore	£85,000.00	5.65% Gross	£4,803
United Trust Bank	£85,000.00	5.05% Gross	£4,293
TOTAL	£255,000.00		£14,068

Crucially any monies placed in deposit will at the end of the prescribed term be available to the Town Council for whatever purpose it may see fit.

4.3 Should Members resolve to make this level of investment, Council's general reserve level would reduce to £16,153.94 which equates to a little over 0.5 months operational costs – this is below the recommended JPAG guidance of having reserves of between 3 and 12 months operational costs.

4.4 However, an investment of £170,000.00 would reduce council reserves to £101,153.94, equating to operational costs of around 3.5 months - within the recommended guidance provided by JPAG.

Bank Name	Investment	Interest Rate (based on 12 month deposit)	Return after 12 months
Hampshire Trust Bank	£85,000.00	5.85% Gross	£4,973
Aldermore	£85,000.00	5.65% Gross	£4,803
TOTAL	£170,000.00		£9,776

4.5 In consideration of both options above, Members are reminded that in the event of an emergency or unforeseen circumstances, Council would continue to have access to earmarked reserves currently totalling £78,700.00. This would provide an additional 2.5 months of operational costs.

5. CONCLUSIONS

- 5.1 The Town Council are in a relatively strong financial position with nine months of expenditure currently in reserve.
- 5.2 Unfortunately, interest rates on fixed term bonds are relatively low, but still provide a prudent method of generating income.

6. RECOMENDATIONS

- 6.1 Using the powers granted under the Local Government Act 2003 s 15(1)(a) Members should consider the investment strategy as outlined above and resolve to invest £170,000.00 for a period of 12 months with Hampshire Trust Bank and Aldermore, generating an income of £9,776.

