

PRESCOT TOWN COUNCIL



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

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Dated this 23rd Day of November 2023

To the Mayor and Members of Prescot Town Council

YOU ARE HEREBY SUMMONED TO ATTEND
a meeting of
Prescot Town Council
to be held on Thursday 30th November 2023

at

Prescot Town Hall

commencing at 6.00 p.m.

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

Alex Spencer
TOWN CLERK

A G E N D A

1	TO RECEIVE APOLOGIES	Verbal
2	<p>PUBLIC OPEN FORUM</p> <p>To provide members of the public with the opportunity to ask questions of the Council.</p>	Verbal
3	<p>DECLARATIONS OF INTEREST</p> <p><i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i></p>	Verbal
4	<p>MINUTES OF THE PREVIOUS COUNCIL MEETING</p> <p>To APPROVE AND SIGN the minutes of Town Council held on Thursday 26th October 2023 as a true and accurate record of the business transacted.</p>	Pages 5 to 11
5	<p>MINUTES OF COUNCIL COMMITTEE MEETINGS</p> <p>Members are asked to NOTE the minutes of the following Committee meeting(s):-</p> <p>Finance Policy & HR Committee, 24th October 2023 (Draft)</p> <p>Events Committee, 14th November 2023 (Draft)</p>	Pages 12 to 18
6	<p>REPORT ON COUNCIL RESOLUTIONS DURING 2023/24</p> <p>Members are asked to CONSIDER the report and AGREE the recommendations contained within.</p>	Pages 19 to 23
7	<p>ANNOUNCEMENTS FROM THE LEADER</p> <p>To receive announcements from the Leader of the Council.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	Verbal

8	<p>ANNOUNCEMENTS FROM THE TOWN CLERK</p> <p>To receive announcements from the Town Clerk.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	<p>Pages</p> <p>24 to 26</p>
9	<p>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	<p>Verbal</p>
10	<p>MAYORAL ENGAGEMENTS</p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><u>FOR INFORMATION ONLY</u></p>	<p>Pages</p> <p>27 to 28</p>
11	<p>PLANNING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> any planning applications received and <u>AGREE</u> to make comment on those they feel require a response.</p>	<p>Pages</p> <p>29 to 33</p>
12	<p>PLANNING DECISIONS</p> <p>Members are asked to <u>NOTE</u> any planning decisions received.</p>	<p>Page</p> <p>34</p>
13	<p>FUNDING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> and <u>APPROVE, DEFER</u> or <u>REJECT</u> the funding application from:</p> <p>1. The Rotary Club of Prescot</p>	<p>Pages</p> <p>35 to 39</p>
14	<p>EXTERNAL AUDIT REPORT 2022/23</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.</p>	<p>Pages</p> <p>40 to 42</p>

15	ANNUAL RISK ASSESSMENT 2023/24 Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.	Pages 43 to 49
16	APPOINTMENT OF THE INTERNAL AUDITOR FOR 2023/24 Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.	Pages 50 to 53
17	SIGNALISED PEDESTRIAN CROSSING SCHEME – CARR LANE <u>FOR INFORMATION ONLY</u>	Pages 54 to 57

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

30th NOVEMBER 2023

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

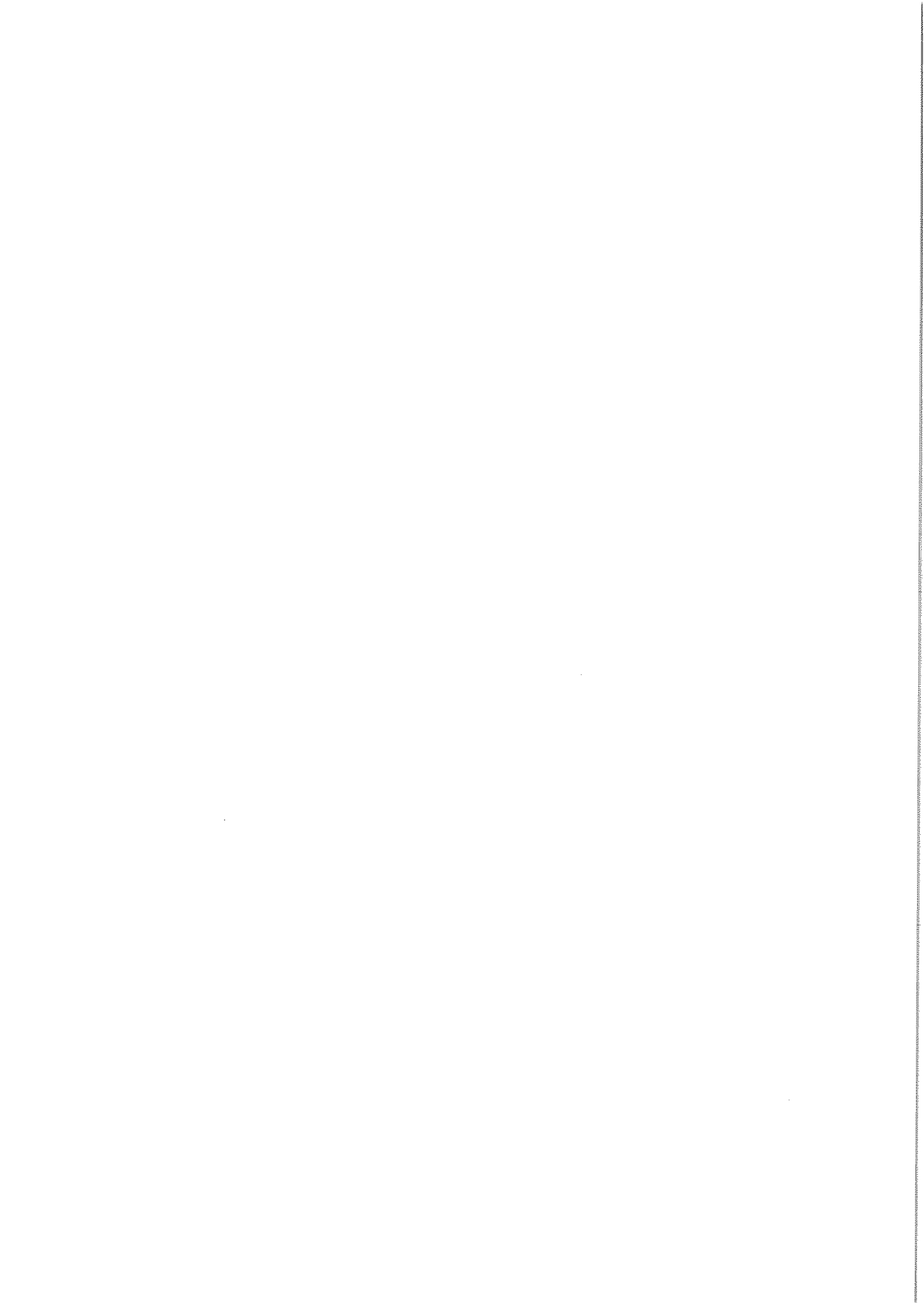
As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 26th October 2023.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 26th OCTOBER 2023** in **PRESCOT TOWN HALL**, commencing at **6.03 P.M.**

ELECTED MEMBERS PRESENT

Councillors J. Burke, M. Burke, P. Cook, J. Edgar, T. Murray, M. Sommerfield, G. Wickens, D. Wilson and F. Wynn.

TOWN COUNCIL OFFICERS PRESENT

L. Sephton (Deputy Town Clerk)

ALSO IN ATTENDANCE

There were no others in attendance.

70. TO RECEIVE APOLOGIES

Apologies were received from Cllrs, J. Madine, I. Smith and T. Smith.

71. PUBLIC OPEN FORUM

There were no members of the public in the gallery.

72. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following: -

- Cllr M. Burke for Item 11 Planning Applications

73. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **RESOLVED** that the minutes of the previous Council meeting held on 28th September 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

74. MINUTES OF COMMITTEES

It was **UNANIMOUSLY RESOLVED** to **NOTE** minutes from Events Committee held on 12th October 2023.

75. ANNOUNCEMENTS FROM THE LEADER

There were no announcements from the Leader.

76. ANNOUNCEMENTS FROM THE TOWN CLERK

The Town Clerk provided the following announcements: -

Council Response to Social Media posts by Representatives of Imaginarium Theatre

Members will be aware that the Town Clerk published an official statement from Council in response to several social media posts by Imaginarium Theatre regarding its “Willow the Wisp” performance scheduled for 28th October 2023 at Eaton Street Park.

The statement was produced with the support of councillors and representatives of the Friends of Eaton Street Park and was subsequently published on Council’s website and social media platforms.

At the time of writing, the Town Clerk can confirm that there have been two responses to this statement. Both have been from representatives of Imaginarium Theatre.

The Town Clerk can also confirm that before and after publishing this statement, he liaised with Knowsley Council officers to determine their position with regards to how the performance was planned for, what the actual and perceived roles of Prescott Town Council and the Friends of Eaton Street Park were in terms of supporting the event, and their view as to why Imaginarium Theatre unilaterally cancelled the performance.

Knowsley Council continues to liaise with Imaginarium Theatre to clarify roles, responsibilities and expectations for events held in Knowsley outdoor spaces.

Batala Mersey “Day of the Dead” Samba Parade – 4th November 2023

Knowsley Event Safety Advisory Group (KEVSAG) have approved plans submitted by the Town Clerk and Batala Mersey for the “Day of the Dead” samba parade and static performance on 4th November 2023.

The Town Clerk continues to work with Batala Mersey to ensure that documentation is submitted to KEVSAG before the performance goes ahead.

Batala Mersey are promoting the event and have produced a poster which will shortly go up in businesses and high footfall areas across the town.

Members will recall the following details for the event:-

- This event will be held on Saturday 4th November 2023, with the samba parade commencing at 6:00pm adjacent to former Margaret Rose clothes shop.
- Approximately 35 participants will form the band dressed in full day of the dead costume.
- The band will parade down Eccleston Street towards former Oven restaurant for 45 minutes and after a short break, will walk to the bottom of Leyland Steet to perform a 30 minute static performance.
- No road closures for either the parade or static performance will be necessary.
- The event will completely free to the public.
- Council will not incur any costs in support of this event.

If successful, Batala Mersey are keen to have an annual performance which would be a fantastic addition to the Prescot's events calendar.

Leases relating to Brown's Field and Eaton Street Park

As reported to Members at September's meeting of Council, the Town Clerk has submitted (to Knowsley Council) the legal opinion of Council's solicitor regarding leases at Brown's Field and Eaton Street Park and has also submitted a comprehensive audit for both sites outlining where responsibilities for maintenance and investment should rest.

Since this submission, the Town Clerk has been informed that Knowsley Council's Green Spaces team are waiting for response from their legal team and until this response comes back, there is little more by way of an update.

The Town Clerk and Cllr M Burke have requested a meeting with Knowsley Council to discuss further. However, Greenspaces officers have stated that until the legal opinion comes back, there is little point in meeting.

The Town Clerk continues to chase and liaise with Knowsley Council officers to obtain their legal response as quickly as possible.

Potential Build of Facility at Brown's Field

As reported to Members at September's meeting of Council, the Town Clerk continues to hold meetings/liaises with Knowsley Council, the Football Foundation, Berkley FC and the Friends of Brown's Field to discuss the potential build of a football/community facility at Brown's Field.

Since Council last met, the Town Clerk, Cllr M. Burke, Berkley FC and the Friends of Brown's Field met to discuss:-

1. How a build could be used
2. What the layout of any build could be

3. What arrangements should be in place in terms of ownership/leasing
4. What responsibilities should be in place with regards to maintenance
5. What responsibilities should be in place in terms of revenue/rents

The above followed a meeting with Knowsley Council and the Football Foundation during which it was suggested that Prescott Town Council, Berkley FC and The Friends of Brown's Field produce a "wish list" for any build to inform any consultation moving forward.

The following information was submitted to Knowsley Council from this meeting:-

- a) Ownership for the building should rest with Knowsley Council and should be sub-leased to whoever Knowsley sees fit – thereby removing Prescott Town Council completely.
- b) Given that at its heart the building is a community facility – rental from Berkley FC and The Friends should be peppercorn or based on market value.
- c) Responsibility for utilities payments would rest with Berkley FC and The Friends of Brown's Field.
- d) Maintenance costs for the building should rest with Knowsley Council.
- e) Additional costs i.e. security, CCTV etc should rest with Knowsley Council
- f) The footprint of the building should be a comparable size to the rendered building at AFC Knowsley.
- g) Off street parking or parking directly outside the building would not be necessary
- h) A function room or conference facilities (as suggested to generate an income to cover revenue costs) would not be needed.
- i) Security of building and containers to house equipment would have to be considered.

To support the above, Cllr M. Burke recommended holding a meeting with Knowsley Council to discuss the practicalities of the build. However, officers responded that no meeting should go ahead until Knowsley Council have provided a legal opinion on leases for Brown's Field and Eaton Street Park.

It was **UNANIMOUSLY RESOLVED** to **NOTE** Announcements from the Town Clerk.

77. REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OF OUTSIDE BODIES

There were no reports or presentations to be discussed.

78. MAYORAL ENGAGEMENTS

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

Cllr M. Burke left the room.

79. PLANNING APPLICATIONS

Application Ref	Location	Comments
23/02070/FUL	M Rays Bakery Ltd, 39-45 High Street	No objections
23/02312/CLD	1 Sonnet Avenue	No objections
23/02446/ADV	4B Cables Retail Park, Steley Way	No objections
23/02671/FUL	Knowsley Safari Park, Prescot Bypass (Africa House)	Seek further information on where the enclosure will be located. There are concerns if the enclosure is near to the main roads with noise from fireworks/music events etc affecting the animals.
22/00233/FUL	Dye House, Liverpool Road	Objection on the grounds of visual amenity, highway safety, flooding (request drainage plans) and loss of trees.
23/02695/FUL	Knowsley Safari Park, Prescot Bypass (Baboon House)	Seek further information on where the enclosure will be located. There are concerns if the enclosure is near to the main roads with noise from fireworks/music events etc affecting the animals.
23/02149/FUL	Land at Chapel Street	No objections

Cllr M. Burke returned to the room.

80. PLANNING DECISIONS

No planning decisions were received.

81. COMMUNITY FUNDING APPLICATIONS

There were no funding applications for consideration.

The meeting closed at 6:16 p.m

Dated: 30th November 2023

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

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

30th NOVEMBER 2023

REPORT TITLE:

Minutes of Committees

BACKGROUND TO THE REPORT:

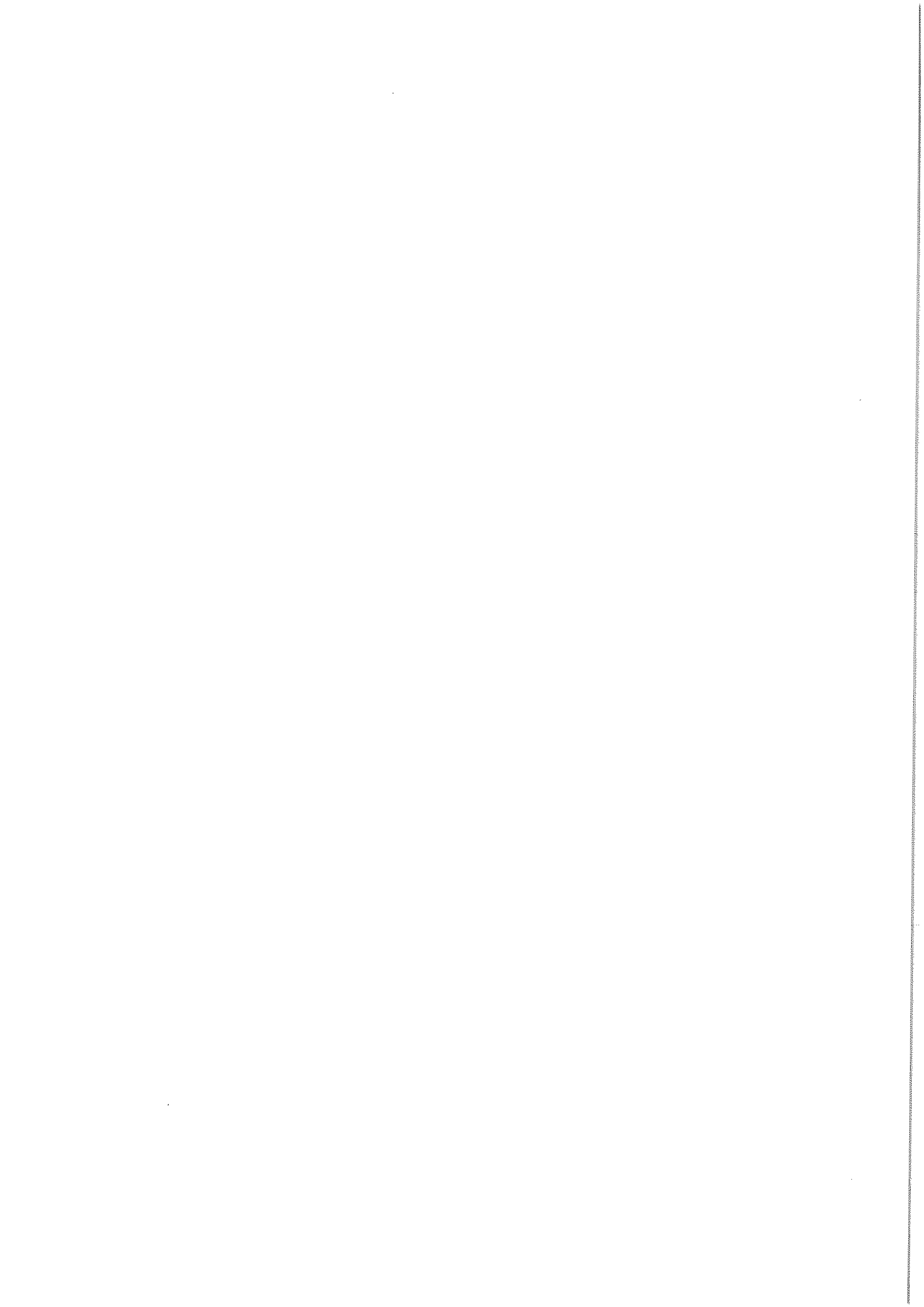
In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

PURPOSE OF REPORT:

To **NOTE** the minutes of the committee meetings provided.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

A meeting of the **FINANCE, POLICY, AND HUMAN RESOURCES COMMITTEE** for
the **TOWN OF PRESCOT**
was held on **TUESDAY 24th OCTOBER 2023** in **PRESCOT TOWN HALL**, commencing
at
6.00 P.M.

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

No Members of the Public

14. TO RECEIVE APOLOGIES

Apologies were received from Cllr J. Madine.

15. DECLARATIONS OF INTEREST

No declarations of interest were received.

16. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 22nd June 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

17. MONTHLY BUDGET MONITORING STATEMENT

The Town Clerk presented monthly budget monitoring statement to 30th September 2023, and highlighted the following areas for Members' consideration: -

- a. The strong operations and financial income of the new bar operator which (at the time of writing) had generated an income of £1,548.27, surpassing the annual income target of £1,500.00 within 6 months of operations. Given that bookings for the second half of 2023/24 were of a comparable number and type to that of the first half, the Town Clerk was confident that the annual forecast for 2023/24 should be increased to £3,000.00. The Town Clerk also indicated that his

- relationship with the new bar operator was a positive one – regular meetings were held to discuss operations, potential bookings and to ensure the receipt of invoices following bar functions. The bar operator had also provided some caretaking cover during periods of caretaker absence to ensure room set up etc.
- b. Despite several requests by officers, an invoice for 2023/24 Town Council elections was still to be received from Knowsley Council. Officers had been informed of a likely cost of £8,000.00, however this had not been factored into the budget monitor itself.
 - c. Payments against the “Professional Fees” budget line continue to be made as Council continues to receive legal advice concerning the leases at Brown’s Field and Eaton Street Park. The Town Clerk is confident that not all of the budgeted amount will be used during 2023/24 – however more expenditure is planned as conversations between Council and KMBC continue. The Town Clerk has not revised the annual forecast.

Clr Wilson thanked the Town Clerk for his work in producing the budget monitor in the format as presented; and was of the opinion that the commentary therein provided a stronger overview of Council’s true financial position.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the budget monitoring statement to 30th September 2023

18. ORDERS AND PAYMENTS AUTHORISATION

The Town Clerk presented orders and payments to 30th September 2023.

Members reviewed the list of payments, but sought clarification from the Town Clerk on payments made to West Lancashire Dog Display Team and Mr Tumble (Liverpool) in terms of the amount of the payment and whether this had been reported to/approved by Events Committee and/or Council.

It was **UNANIMOUSLY RESOLVED** to:-

1. **INSRUCT** the Town Clerk to provide clarity on payments made to the West Lancashire Dog Display Team and Mr Tumble Liverpool.
2. **APPROVE** payments to 30th September 2023.

19. FACILITIES BOOKINGS

The Town Clerk provided members with the quarterly list of facility bookings and derived income to 30th September 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the bookings list as presented by the Town Clerk
2. **INSTRUCT** that the Town Clerk, as part of budget setting process for 2024/25, conducts a review of room hire charges for Council facilities.

20. EXTERNAL AUDIT REPORT 2022/23

The Town Clerk confirmed that Council had received an unqualified external audit report for 2022/23 from PKF Littlejohn as External Auditor.

He further reported that requirements to publish the report after receipt had been satisfied.

It was **UNANIMOUSLY RESOLVED** to:-

APPROVE the External Audit Report for 2022/23.

21. REVIEW OF COUNCIL'S 2023/24 FIXED ASSET REGISTER

The Town Clerk confirmed that following the 2022/23 Annual Governance & Accountability Return (AGAR) submission, he and the Deputy Town Clerk completed a review of Council's fixed assets; and intended to repeat the exercise in January 2024 prior to submitting AGAR 2023/24.

Members thanked the Town Clerk and Deputy Town Clerk for their work, however they could not approve the fixed asset register as they had concerns regarding the true value of assets and whether/how depreciation should be applied.

It was **UNANIMOUSLY RESOLVED** to:-

1. **DEFER** approving the fixed asset register for 2023/24 to the next meeting of Finance, Policy & HR Committee.
2. **INSTRUCT** the Town Clerk to determine whether depreciation should be applied to Council's fixed assets and report back at the next meeting of Finance, Policy & HR Committee.

22. TREASURY MANAGEMENT 2023/24

The Town Clerk presented a report on Treasury Management recommending investment of £170,000.00 into 2 fixed rate bonds for a period of 12 months.

It was **UNANIMOUSLY RESOLVED** to:-

APPROVE the investment of £255,000.00 in three fixed rate bond accounts for a period of 12 months each, as reported to members.

23. 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.

24. TOWN CLERK – UPDATE ON CILCA QUALIFICATION

The Town Clerk provided an update regarding qualifying for the Certificate in Local Council Administration (CILCA).

The first unit of CiLCA was completed virtually on 18th October 2023 and the Town Clerk had completed 3 of 4 modules as discussed at this meeting.

The Town Clerk set out a completion framework for CiLCA, which set out that all modules would be completed in April 2024.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the recommendations of the report.

The meeting closed at 7:09 p.m

Dated: 18th January 2024

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

PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **TUESDAY 14TH NOVEMBER 2023** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

21. TO RECEIVE APOLOGIES

Apologies were received from Cllr. J. Madine.

22. DECLARATIONS OF INTEREST

There were no declarations of interest received.

23. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 12th October 2023 be agreed as a correct record and signed by the Chair.

24. PRESCOT CHRISTMAS CRACKER 2023

The Deputy Town Clerk updated members on this year's Christmas Cracker and it was **UNANIMOUSLY RESOLVED** for the Deputy Town Clerk to ask if the Centre 63 Ukulele Band are available to play at the event.

25. SENIOR CITIZEN CHRISTMAS DROP IN 2023

The Deputy Town Clerk updated members on this year's Senior Citizen Christmas Drop In and it was agreed for the Deputy Town Clerk to contact all members to check availability for volunteering at the event.

26. **COMMUNITY CLEAN UP EVENT**

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

In accordance with the powers granted under section 137 of the Local Government Act 1972 members are asked to: -

- Agree the format of the event including the locations of the event and if a kerbside collection is to be offered.

The locations will be St Pauls Church Hall car park and Prescott Town Hall car park with the kerbside collections being removed from the format due to the cost implications and health and safety of staff, members and volunteers.

- Agree dates to hold the event.
- Agree volunteers available to support the event.

The dates will be circulated to all members to gain availability to ensure that there are enough volunteers available to support each event.

- Agree the number of skips to be hired.

There will be up to 8 skips at each site depending on the take up on the day.

27. **PRESCOT CARNIVAL 2024**

The Deputy Town Clerk updated members on next year's Prescott Carnival and it was **UNANIMOUSLY AGREED** that the Deputy Town Clerk would research some entertainment options for the arena and contact Mr Tumble Liverpool for his availability and a quote.

The meeting closed at 7:04 p.m.

Dated: February 2024

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

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****30th NOVEMBER 2023****REPORT TITLE:**

Report on Council Resolutions During 2023/24

BACKGROUND TO THE REPORT

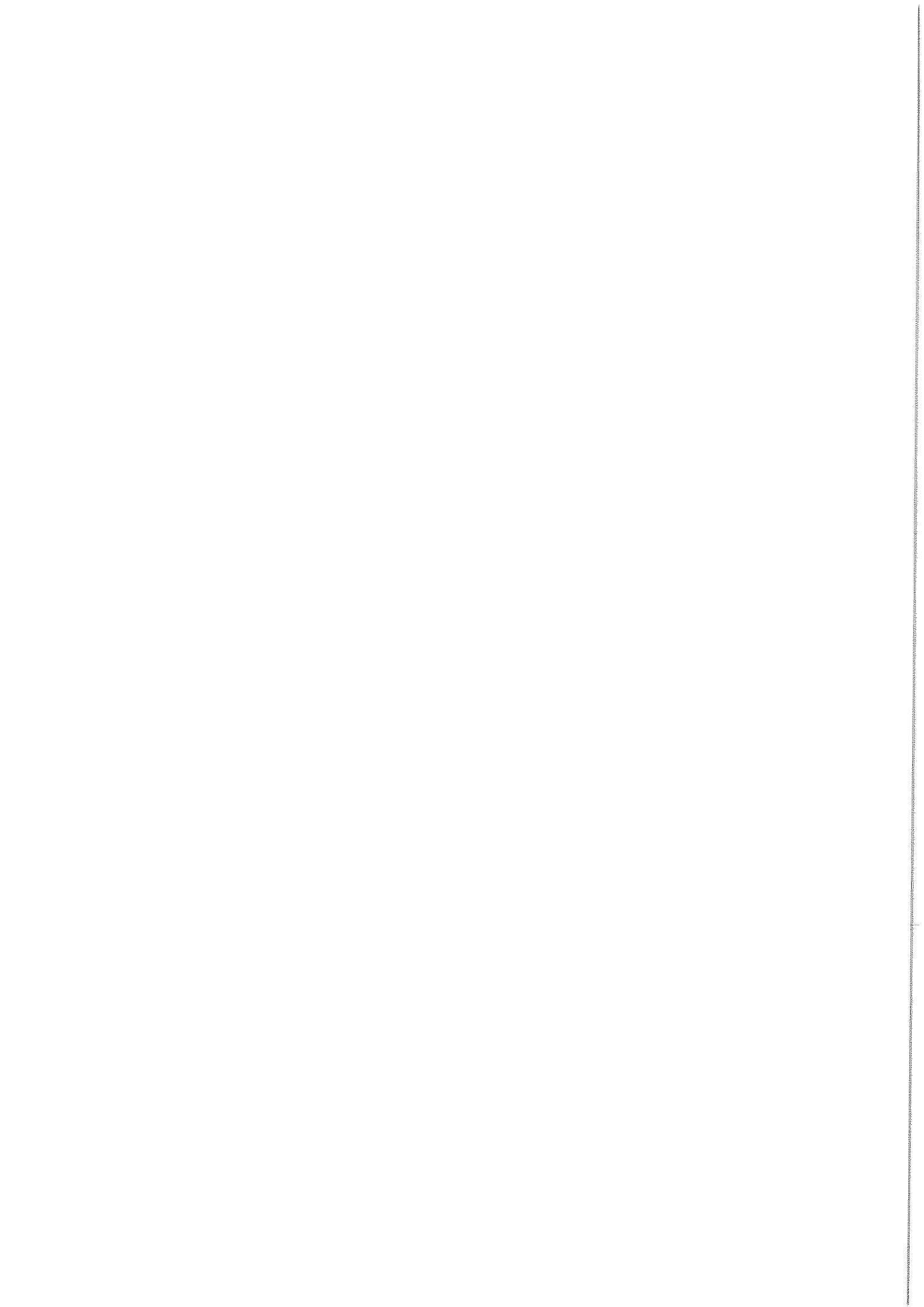
At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions.

PURPOSE OF THE REPORT

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

REPORT PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

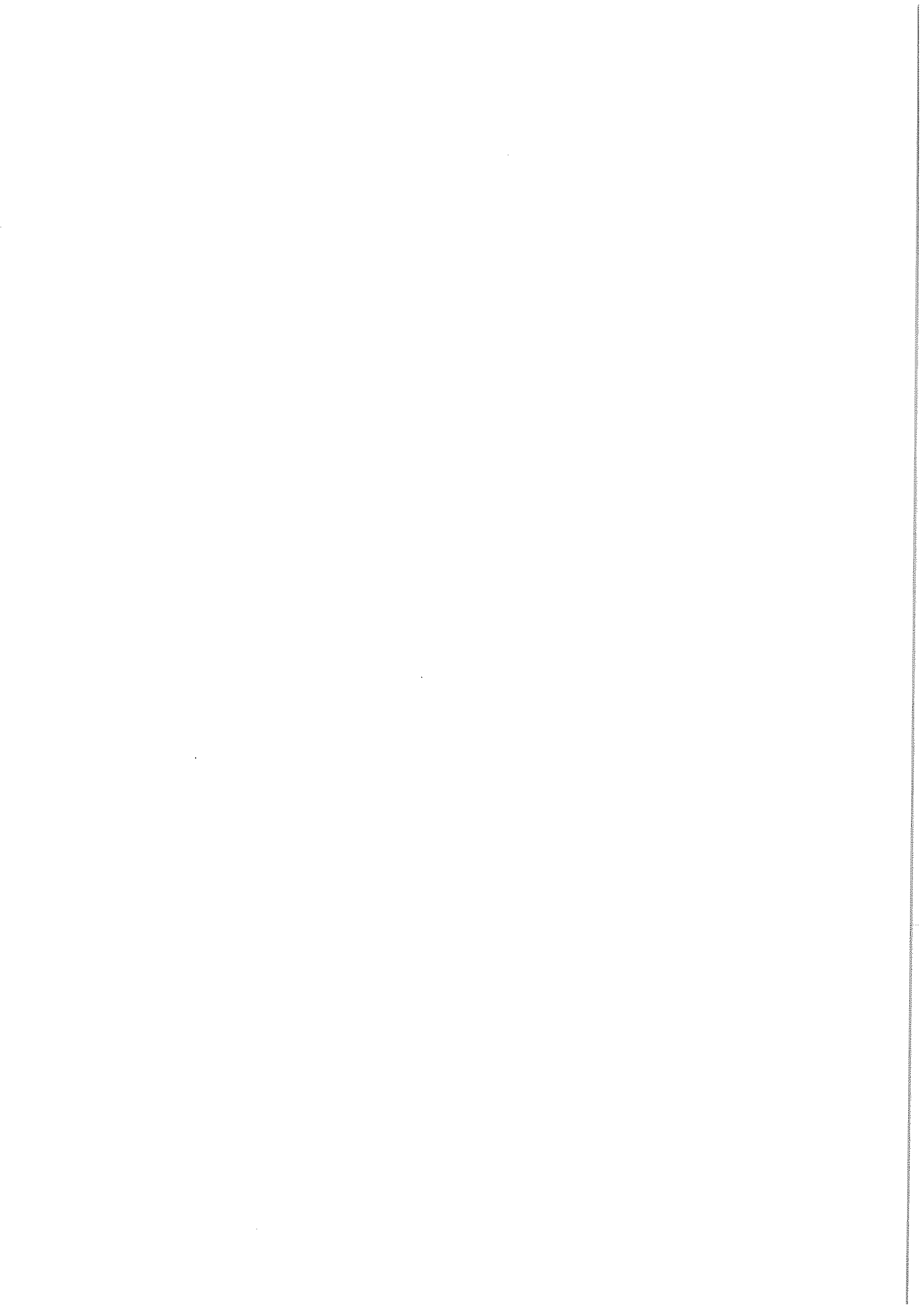
Report on Council Resolutions During 2023/24

1. INTRODUCTION

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

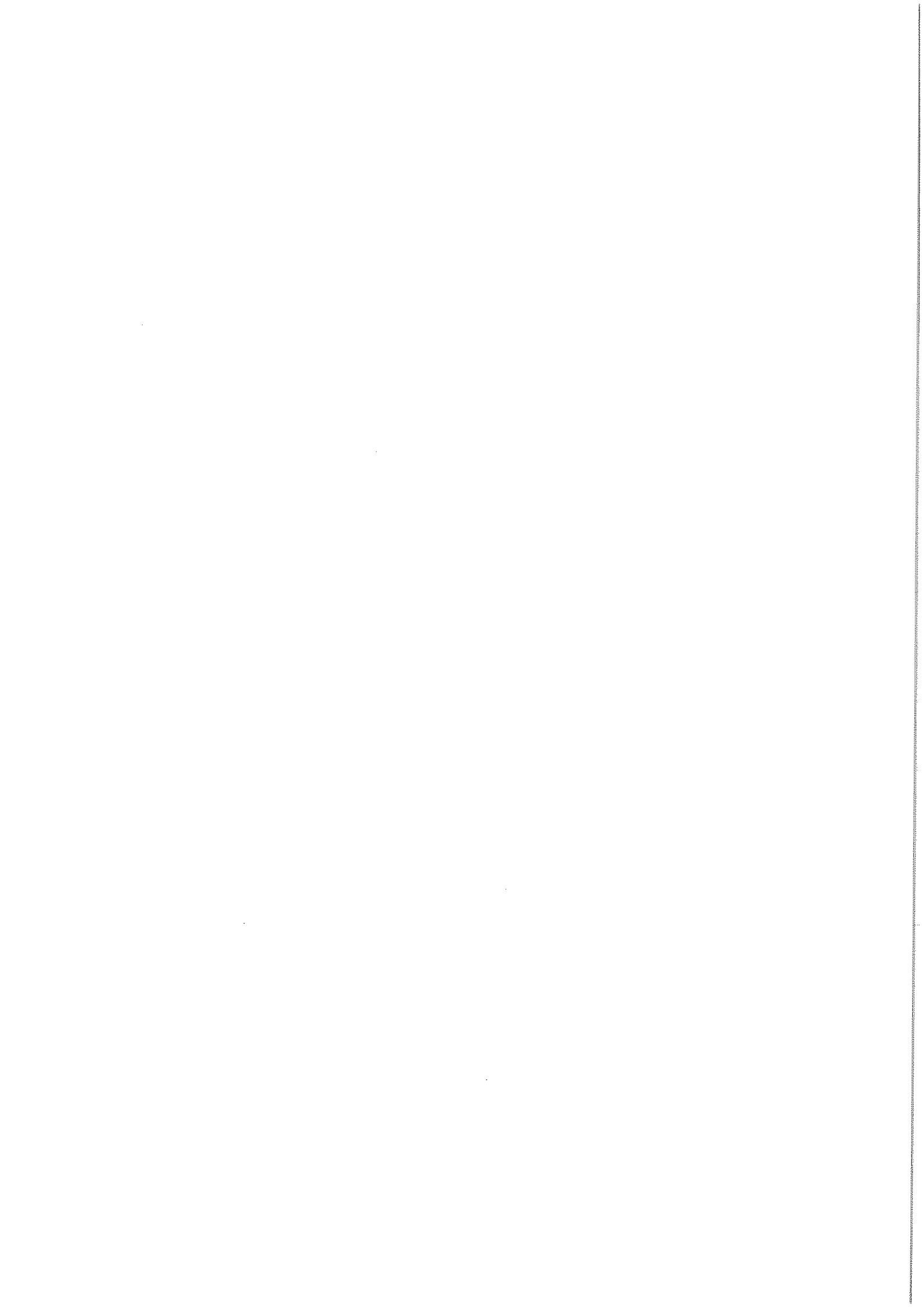
2. RECOMMENDATIONS

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

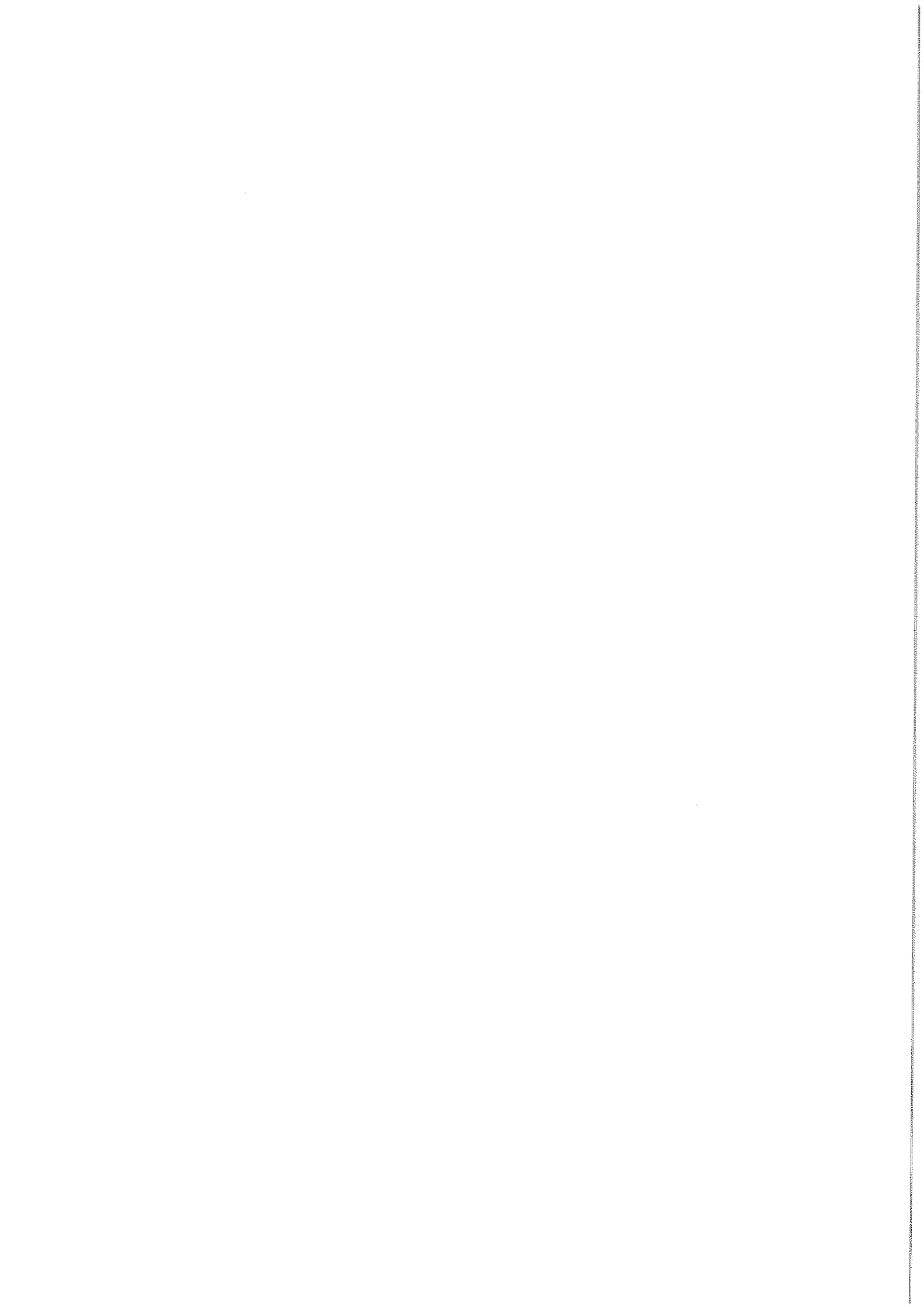


Appendix One

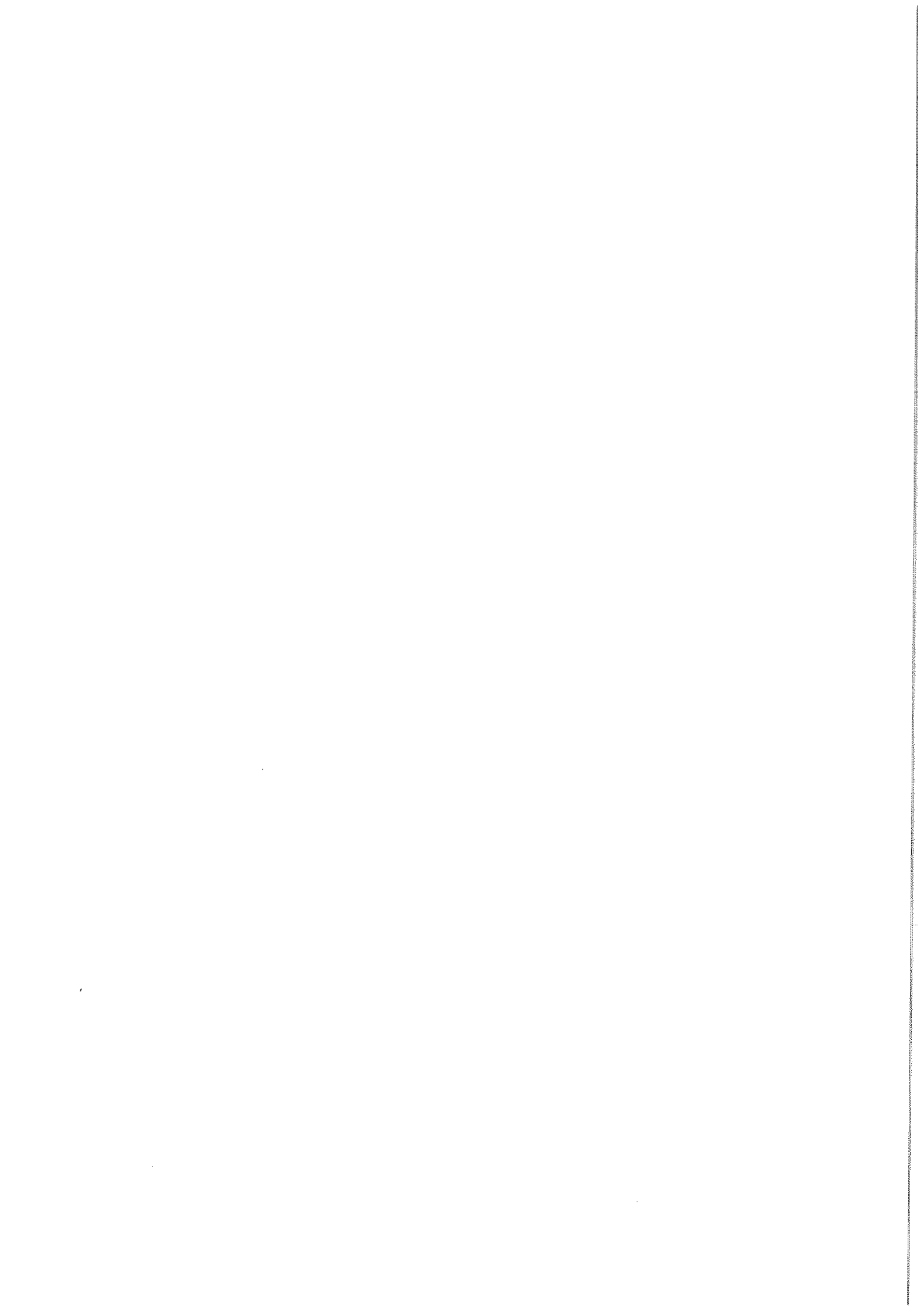
Date of Meeting	Minute Number	Resolution	Progress to Date
18/05/2023	11	That Standing Orders and Financial Regulations be amended to become gender neutral.	Completed: Where possible, 2023/24 Standing Orders and Financial Regulations have become gender neutral
18/05/2023	11	That Standing Orders be amended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



Date of Meeting	Minute Number	Resolution	Progress to Date
29/06/2023	36	Approved Community Funding Application to L35 Radio for £489.00.	Completed: Officers have processed payment and receipts for expenditure have been received.
29/06/2023	36	Approved Community Funding Application to the Friends of Prescot Cemetery & Churchyard for £500.00.	Completed: Officers have processed payment and receipts for expenditure have been received.
29/06/2023	36	Approved Community Funding Application to Willowbrook Hospice for £500.00.	Completed: Officers have processed payment and receipts for expenditure have been received.
29/06/2023	36	Approved Community Funding Application to Lady Margaret Bowling Green, with officers to purchase consumables on behalf of club.	Completed: Officers purchased consumables on behalf of bowling club and invoices have been received.
29/06/2023	37	Approval of Section Two of Council's Annual Governance & Accountability Return and submission to PKF Littlejohn as external auditor.	Completed: The Town Clerk submitted Council's 2022/23 AGAR on 30 th June 2023.
28/09/2023	52	Instruct the Town Clerk to contact Knowsley Council regarding the issues raised by residents during public open forum (Prescot Town Centre Parking Management Scheme and Street Lighting at Grosvenor Road)	Completed: The Town Clerk contacted Keith Moyles of Knowsley Council regarding the issues raised by residents and provided email addresses for each resident. The Town Clerk also requested that Cllrs Smith and Wynn be contacted as a priority with an update on the approval process for the scheme.
28/09/2023	62	Approved Community Funding Application to Prescot Cables Junior Football Club for £500.00.	Completed: Officers have processed payment and receipts for expenditure have been received.



Date of Meeting	Minute Number	Resolution	Progress to Date
28/09/2023	62	Approved Community Funding Application to Prescott Mission Christmas for £500.00.	In Progress: Officers have processed payment and are awaiting receipts for expenditure.
28/09/2023	62	Approved Community Funding Application to The Friends of Molyneux Drive and Forestry Space for £500.00.	In Progress: Officers have processed payment and are awaiting receipts for expenditure.
28/09/2023	67	That the Town Clerk completed a final proof read of the draft Annual Report and that it be sent off to printers previously used by council to produce a final copy.	Completed: The Town Clerk and Deputy Town Clerk have completed a proof read and confirmed with printer that printing can proceed. We are currently waiting for copies to be delivered before distribution.
28/09/2023	69	That the Town Clerk contacts Knowsley Council's Planning Officers to determine what permissions are required for the clock to be installed on the rear wall (overlooking the car park) of Prescott Town Hall.	Completed: Planning advice has been provided by KMBC with advice that express advertising consent needs to be applied for. This has been completed by the Town Clerk.
28/09/2023	69	Once planning advice has been obtained, that the Town Clerk sources from Good Directions 1 x set of spade style black hands with the minute hand at a length of 900mm.	Completed: The Town Clerk has contacted Good Directions and has placed orders as resolved.
28/09/2023	69	Once planning advice has been obtained, that the Town Clerk sources from Kirkby Signs 1 x 2200mm diameter aluminium sign in the pocket watch design presented to Members.	Completed: The Town Clerk has contacted Kirkby Signs and has placed orders as resolved.



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

30th NOVEMBER 2023

REPORT TITLE

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

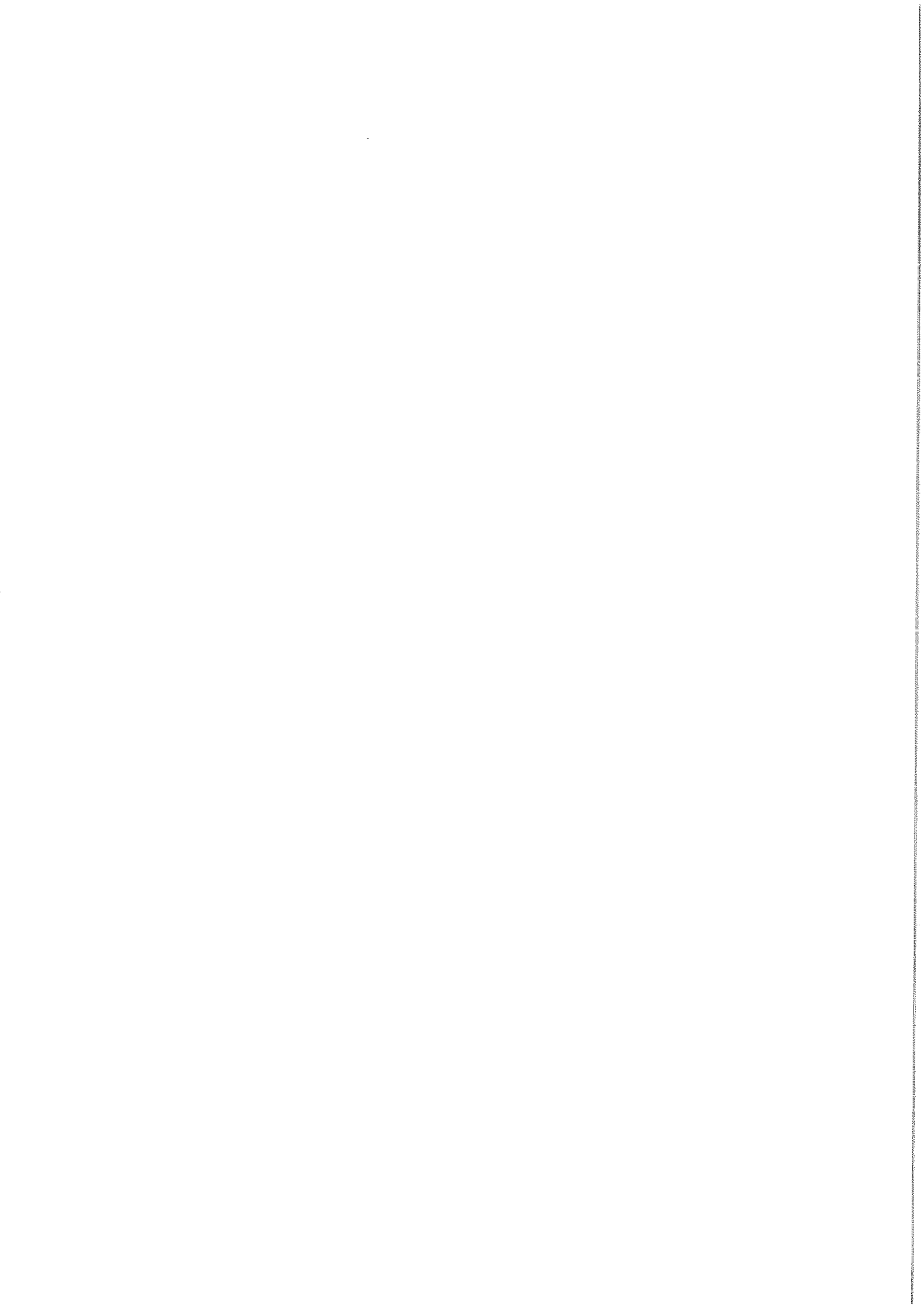
To provide Members with an update of work progressed and meetings attended by the Town Clerk.

PURPOSE OF REPORT

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

REPORT PREPARED BY

Alex Spencer – Town Clerk



TOWN CLERK ANNOUNCEMENTS – November 2023

Prescot Christmas Lights Switch On 2023

Members will recall that at a meeting of Council in September, the Town Clerk reported that following his attendance at the Prescot Business Club earlier that month, a date of Saturday 18th November 2023 had been set for the Prescot Christmas Lights switch-on.

The Town Clerk and businesses in attendance assumed that the Christmas Lights switch on would be an event as in previous years; although accepted that due to Knowsley Council budget constraints, it was not possible for a second lantern event to be held as in 2022.

On 14th November, the Town Clerk and Business Club members were informed by Knowsley Council officers that a Christmas light switch on event was not to be held, but that Christmas lights would simply be switched on for that weekend.

This notification prompted several emails between ward councillors, the Town Clerk and Chief Executive of Knowsley Council – who, as part of this email exchange has requested the Knowsley Council's Executive Director for Regeneration and Economic Development to contact the Town Clerk to discuss potential collaborative working between Knowsley Council, Prescot Town Council and Prescot businesses for a Christmas event next year. To date, no contact has been made.

Batala Mersey "Day of the Dead" Samba Parade – 4th November 2023

The much anticipated "Day of the Dead" samba parade and static performance went ahead as planned on 4th November despite poor weather.

Attendance numbers for the event itself were respectable, with Batala Mersey reporting that the crowds were great, enjoyed the music and costumes and there were "loads of smiling faces."

Officers have already held discussions with Batala Mersey to see if they can support future Council events i.e. Prescot Carnival.

Leases relating to Brown's Field and Eaton Street Park

As circulated to Members in advance of this meeting, The Town Clerk received a letter from Knowsley Council on 22nd November 2023 which outlined its position regarding the leases at Brown's Field and Eaton Street Park.

Council will be required to formally respond to this letter to state its position and how it wishes to move forward.

Local Democracy Project 2024/25

To ensure that all schools participate in the 2024/25 Local Democracy Project, officers have contacted schools seeking their availability for May, June and July 2024.

At the time of writing, two schools have responded and have outlined mid-June as being their preferred dates having consideration of SATs examinations, school away days and school holidays.

The Town Clerk will provide a further update to Members once all schools have confirmed their availability.

1. RECOMMENDATIONS

- 1.1 Members are asked to consider and approve the report.

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

30th NOVEMBER 2023

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

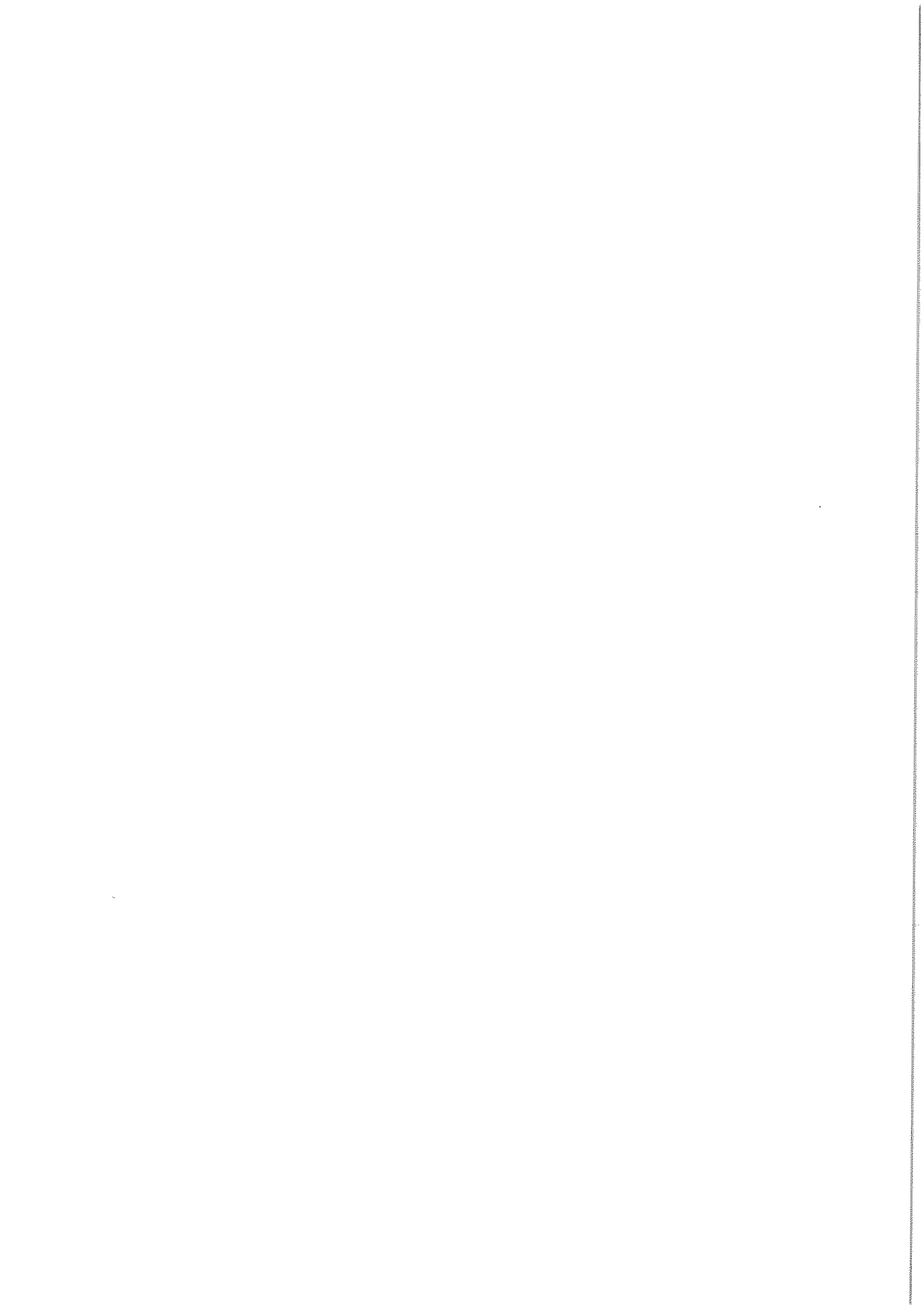
Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY**

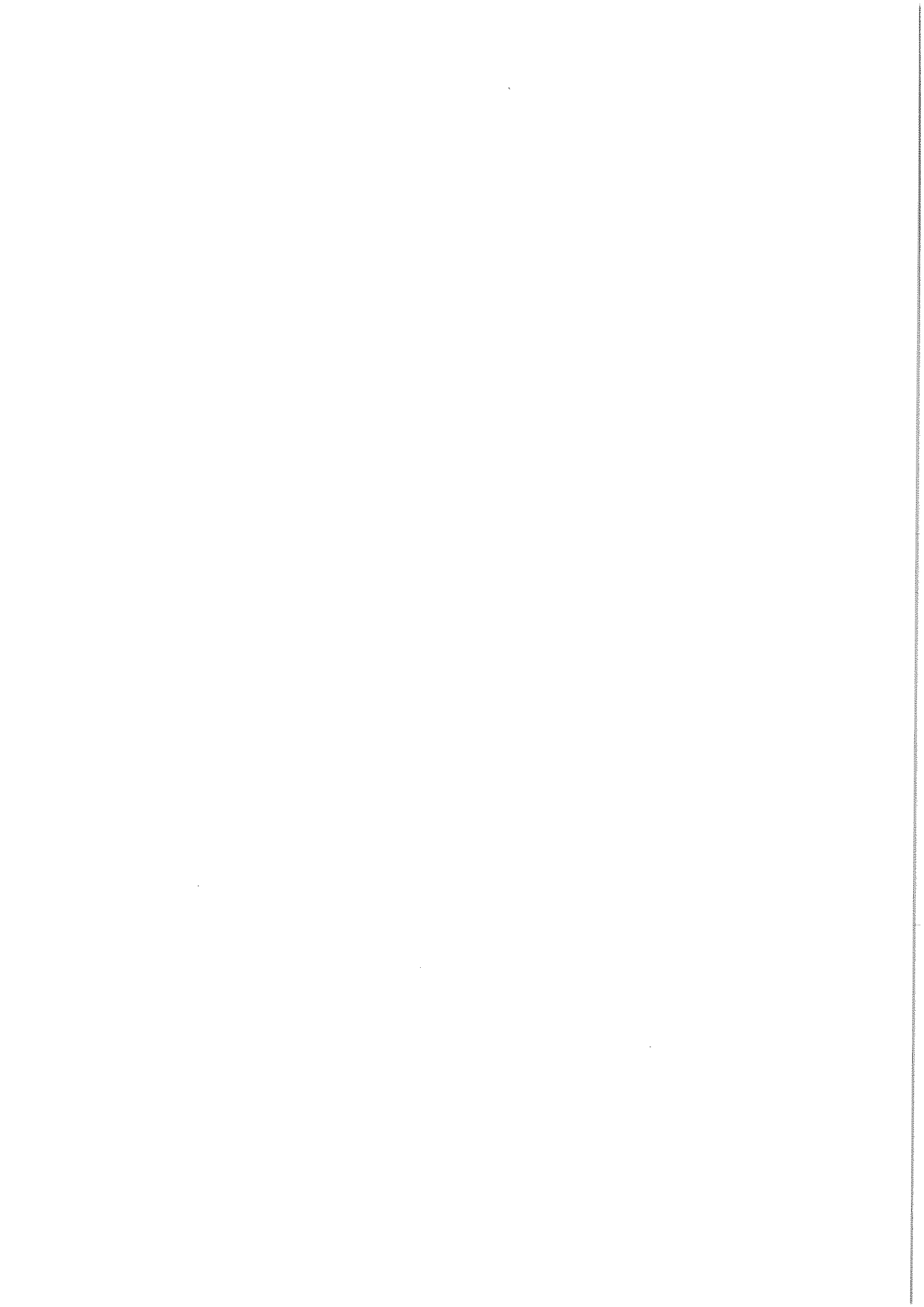
REPORT PREPARED BY

Alex Spencer – Town Clerk



MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
18/11/2023	Prescot Kumon	Annual Awards
02/12/2023	Prescot Town Council	Christmas Cracker
03/12/2023	Friends of Prescot Cemetery & Churchyard	Dedication of Christmas Tree
03/12/2023	Knowsley Council	Kings College Choir Christmas Concert
06/12/2023	Prescot Town Council	Senior Citizen Christmas Drop In
07/12/2023	Prescot Festival	Mayor of Prescot's Charity Christmas Concert
13/12/2023	Halewood Town Council	Sing into Christmas



PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****30th NOVEMBER 2023****REPORT TITLE:**

Planning Applications

BACKGROUND TO THE REPORT:

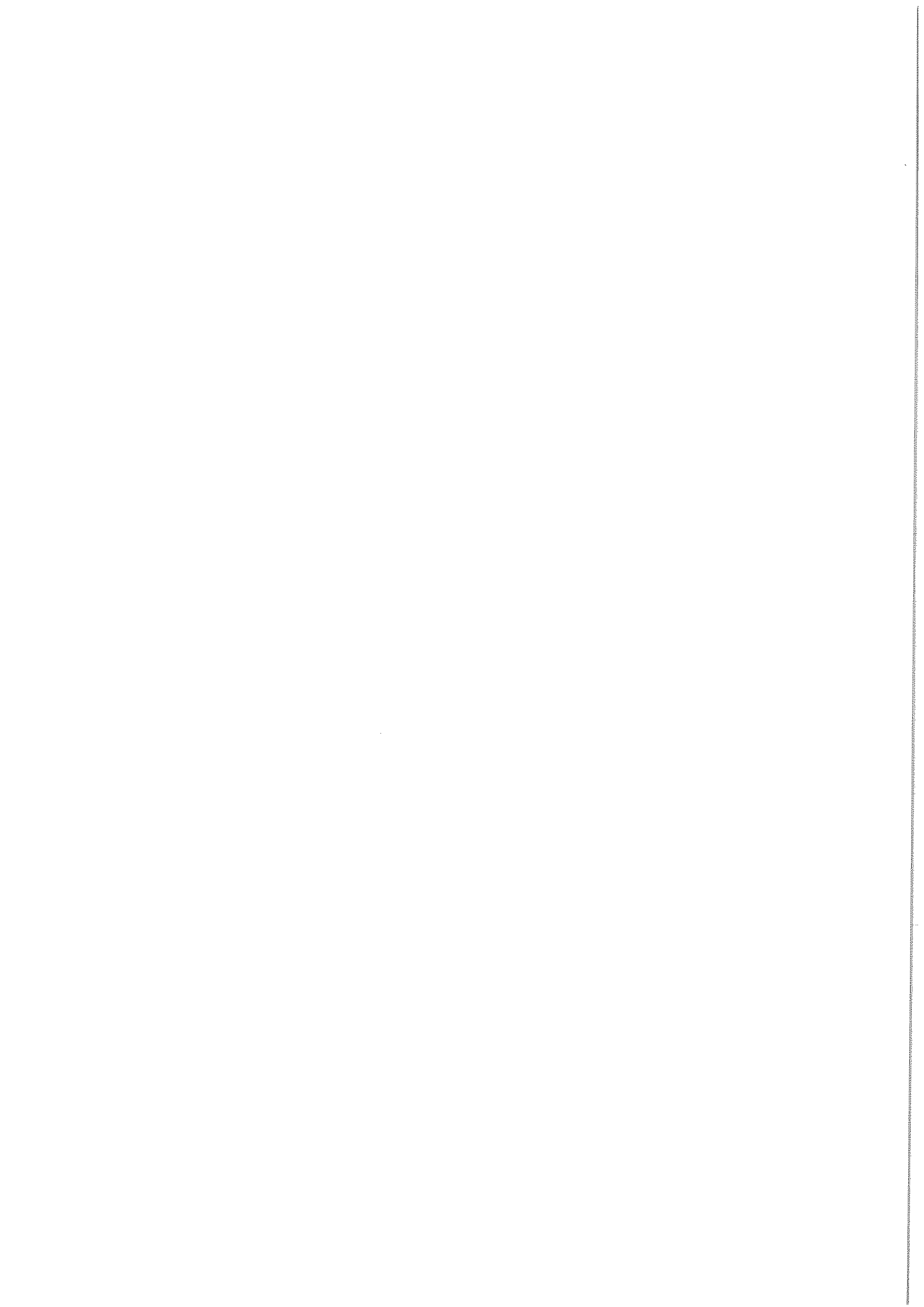
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

PURPOSE OF ITEM:

To provide Members with details of the most recent applications forwarded by KMBC. Members are required to **CONSIDER** each application and **AGREE** to make comment if they feel so inclined. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer



KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 03.11.2023
PRESCOT

APP.NO: 23/02445/FUL **CASE OFFICER: To be allocated**
APPLICANT: Specsavers Optical Stores UK
APP. TYPE: Full Application
LOCATION: 4B Cables Retail Park Steley Way Prescot
PROPOSAL: INSTALLATION OF INTERNAL MEZZANINE FLOOR TO INCREASE
SALES AREA AND INSTALLATION OF 5 NO EXTERNAL AIR
CONDITIONING CONDENSER UNITS TO REAR ELEVATION

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RZQQS4IXMDZ00>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 10.11.2023
PRESCOT

APP.NO: 23/02762/FUL **CASE OFFICER: John Fleming**
APPLICANT: Chris & Hannah Miller
APP. TYPE: Full Application
LOCATION: 1 Sonnet Avenue Prescot
PROPOSAL: ERECTION OF SINGLE STOREY REAR EXTENSION

WARD: Prescott North

View Here –

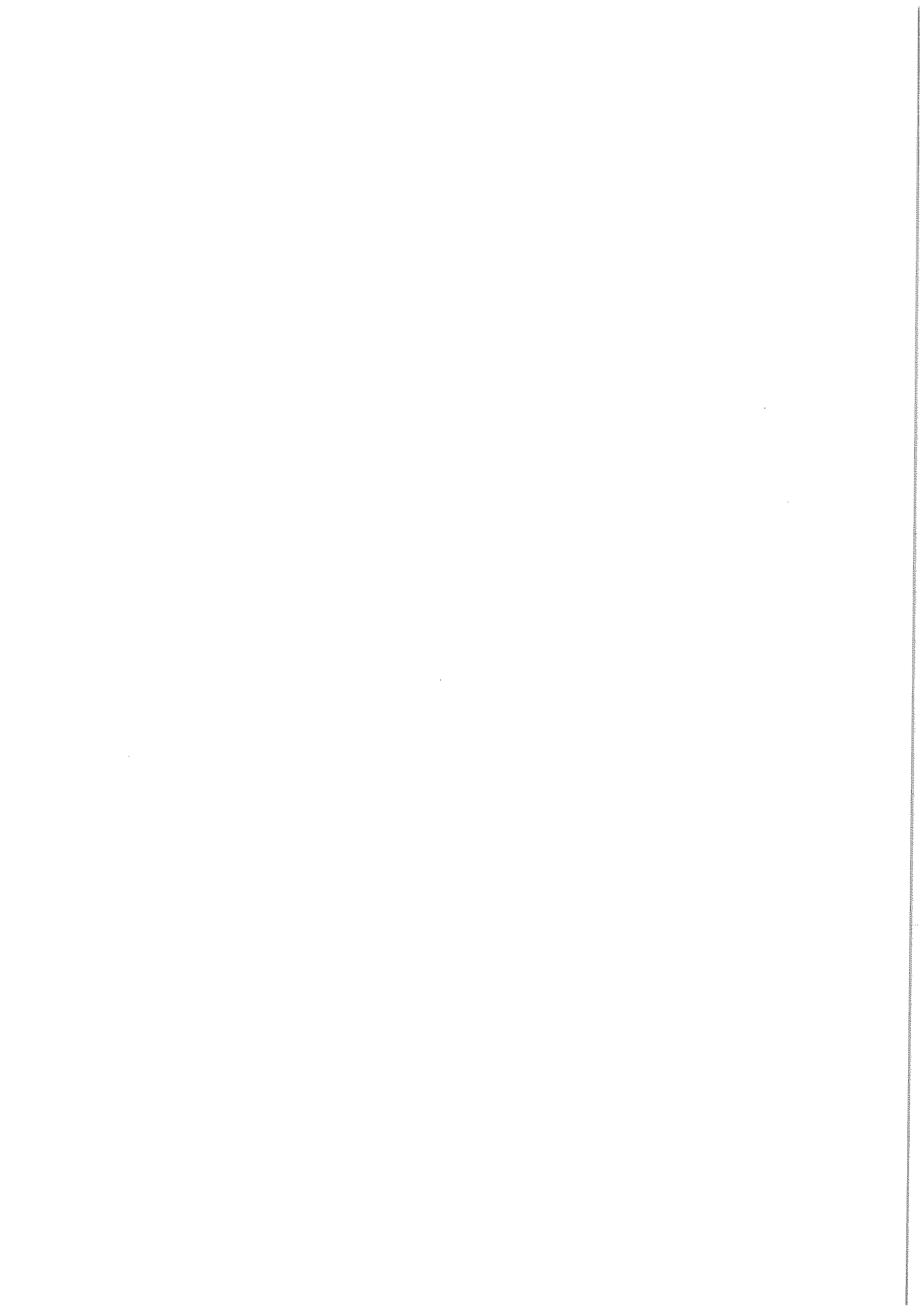
<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=3HS2EIX0MX00>

APP.NO: 23/02769/KMBC1 **CASE OFFICER:**
APPLICANT: KMBC
APP. TYPE: KMBC (Regulation 3)
LOCATION: 5-7 Eccleston Street Prescot
PROPOSAL: REPAIR AND REFURBISHMENT OF THE BUILDING INCLUDING NEW
WINDOWS AND NEW SHOP FRONT

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=3PINCIX0MX00>





Knowsley Council

The Occupier
Prescot Town Hall
1 Warrington Road
Prescot
Knowsley
L34 5QX

Our Ref: 23/00023/FUL

Date: 25 October 2023

Dear Sir/Madam

PLANNING APPLICATION – YOUR VIEWS REQUESTED

WHAT IS PROPOSED? VARIATION OF CONDITION NO. 3 ATTACHED TO PLANNING PERMISSION 17/00665/FUL (CHANGE OF USE OF GROUND FLOOR FROM SHOP (USE CLASS A1) TO MICRO PUB (USE CLASS A4) TOGETHER WITH INSTALLATION OF CONDENSING UNIT TO REAR ELEVATION) TO ALLOW FOR CHANGES TO PERMITTED OPENING HOURS TO 16:00- 22:00 MONDAY TO WEDNESDAY, 16:00-23:00 THURSDAYS, 16:00-24:00 FRIDAYS, 12:00-24:00 SATURDAYS AND 12:00-22:00 SUNDAYS (AMENDED APPLICATION - ADDITIONAL CHANGES TO OPENING HOURS: CHRISTMAS EVE 12 - 00.00; BOXING DAY 12.00 - 23.00; NEW YEAR'S DAY 12.00 - 23.00; ALL DAYS PRECEDING BANK HOLIDAYS 12.00 - 23.00 EXCEPT FOR NEW YEAR'S EVE WHICH WOULD BE 12.00 - 01.00 (FOLLOWING DAY))Seasonal Variations - (All days preceding Bank Holidays) - 12pm - 11pm
WHERE? The Bard , 57 High Street, Prescot, Knowsley, L34 6HF

We have now received amended information and would like to hear your views. A summary of the amendments is given below:-

Amended description of development

You can view the application on our web site at: <https://planapp.knowsley.gov.uk/online-applications> . You can follow the application's progress, find out if it is to be heard by planning committee, and be informed about the decision by using the 'track' option when viewing the application through the above link on our web site.

If you have already given us comments about this application they will still be considered. However, if after viewing the amendments you want to raise any additional points we would prefer that you do so via the comments section on our web site (web address shown above).

You can nevertheless write to us, our address is at the bottom of this page. All comments should be received by 17th November 2023

We do not acknowledge the receipt of comments. However any comments you make will be fully considered and taken into account before the application is decided. Please note that any comments received will be publically viewable.

Helpful information/advice about the planning process can be viewed at <https://www.planningportal.co.uk/>

If you have difficulty in accessing the plans or wish to discuss the proposal with the Planning Officer please contact the Planning Services Team on 0151 443 2381 or via email at Dcsubmissions@knowsley.gov.uk

Yours faithfully

A Kilroe

ALAN KILROE

Head of Planning and Building Control

Prescot Town Council
Prescot Town Hall
1 Warrington Road
Prescot
Merseyside
L34 5QX
0151 426 3933

Our Ref : 23/02677/FUL
Date: 21 November 2023

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: ERECTION OF 88 NO. AFFORDABLE RESIDENTIAL DWELLINGS AND ASSOCIATED INFRASTRUCTURE

LOCATION: Land At Carr Lane, Prescot, Knowsley, ,

This is a formal consultation in respect of the above planning application. The application forms and any drawings submitted with it can be viewed via the internet on our website at:

<https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S1AI9AIXGN600>

(Please be aware that applications may take upto 3 days before they are available)

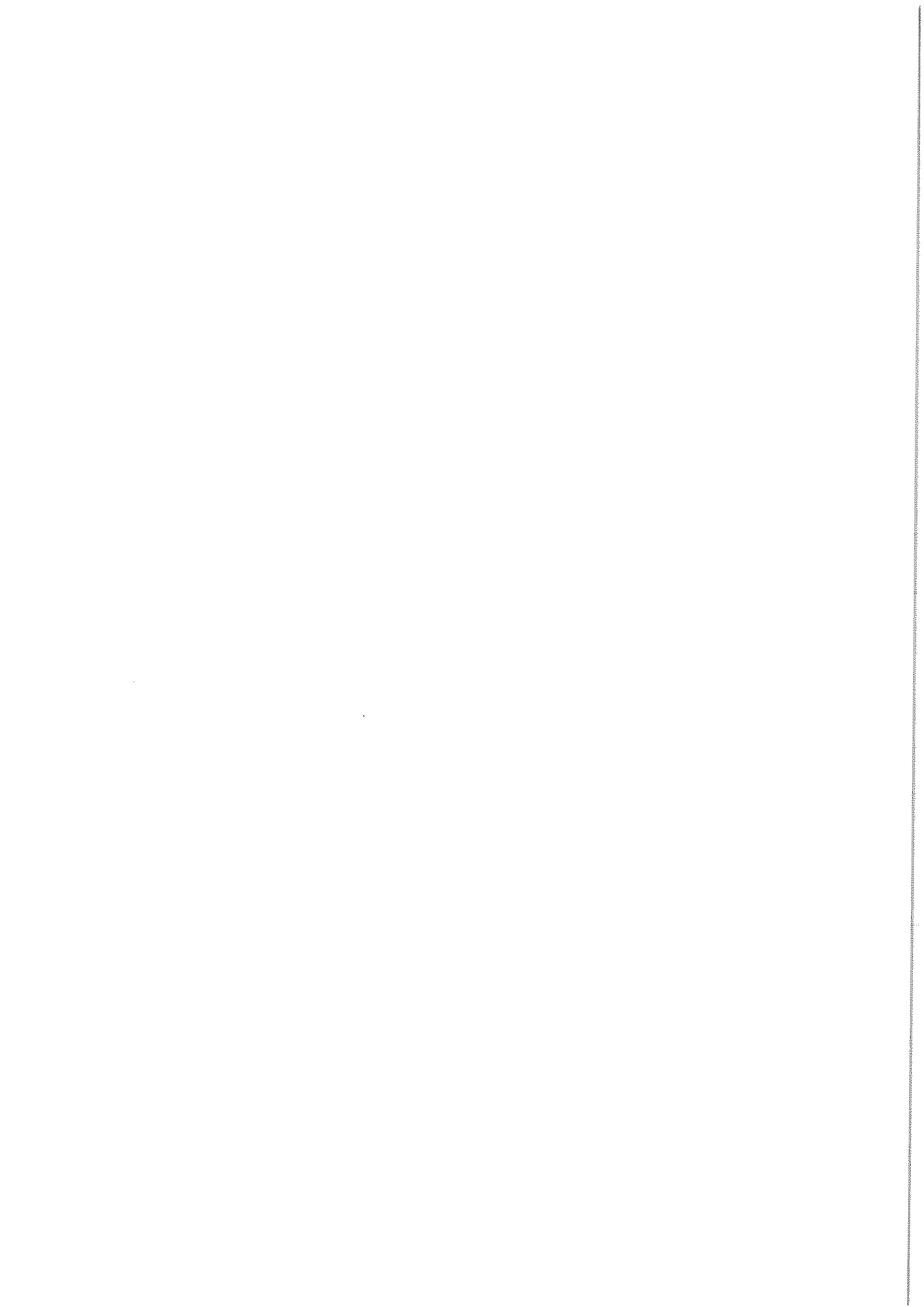
Please send any response you may have via e-mail to: dcconsultations@knowsley.gov.uk

If no reply is received within 21 days, the application will be determined on the assumption that you do not wish to submit any observations.

Should you wish to discuss the details of this application please contact Planning Services on 0151 443 2381.

Yours faithfully

Alan Kilroe
Head of Planning & Building Control



PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****30th NOVEMBER 2023****REPORT TITLE:**

Planning Decisions

BACKGROUND TO THE REPORT:

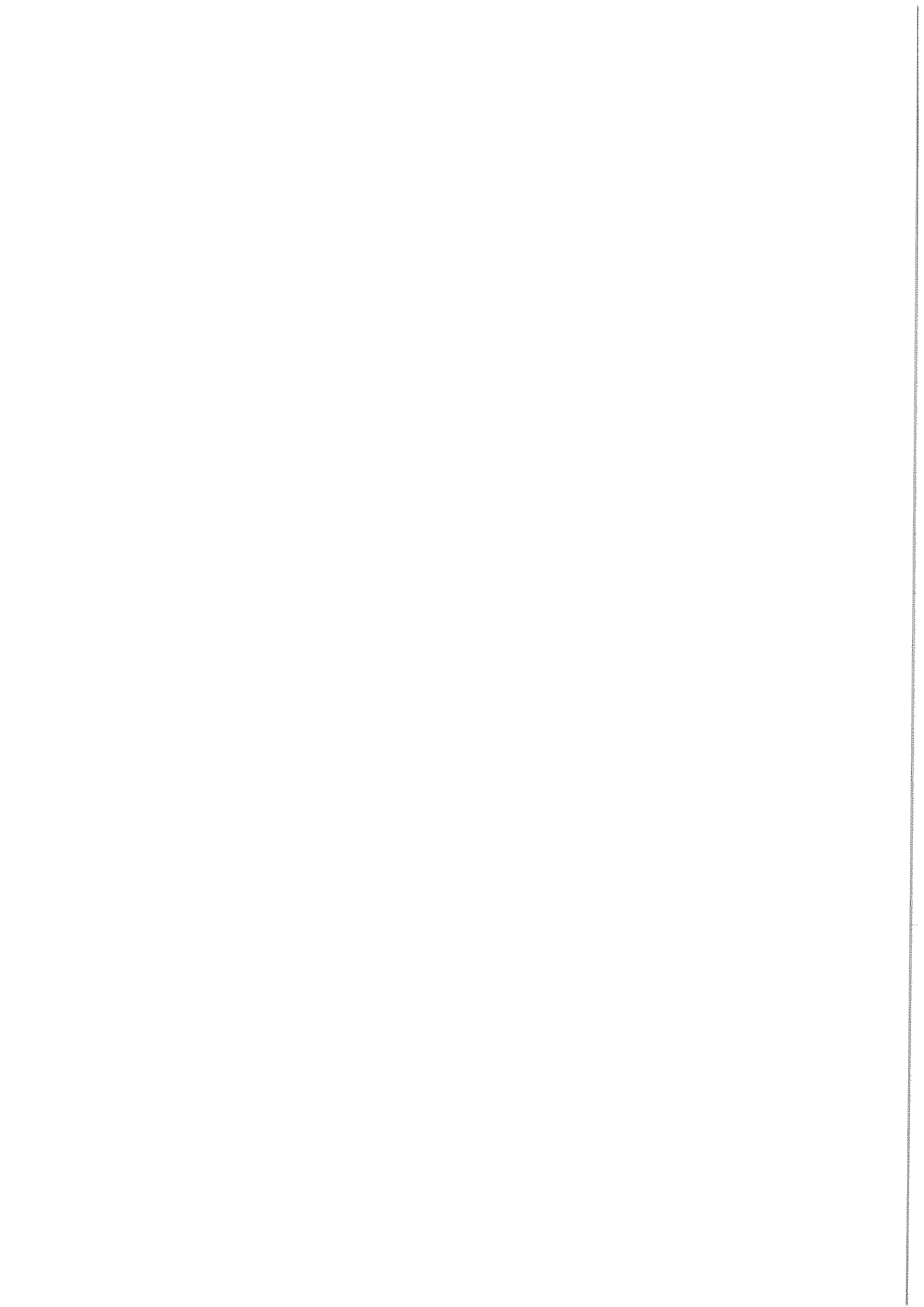
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

PURPOSE OF ITEM:

To provide Members with details of the most recent decisions forwarded by KMBC. These are for **NOTING** only. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

REPORT PREPARED BY:

Liam Johnson – Administration Officer



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

30th NOVEMBER 2023

REPORT TITLE:

Community Fund Bids

BACKGROUND TO THE REPORT:

Funding Applications have been received from:

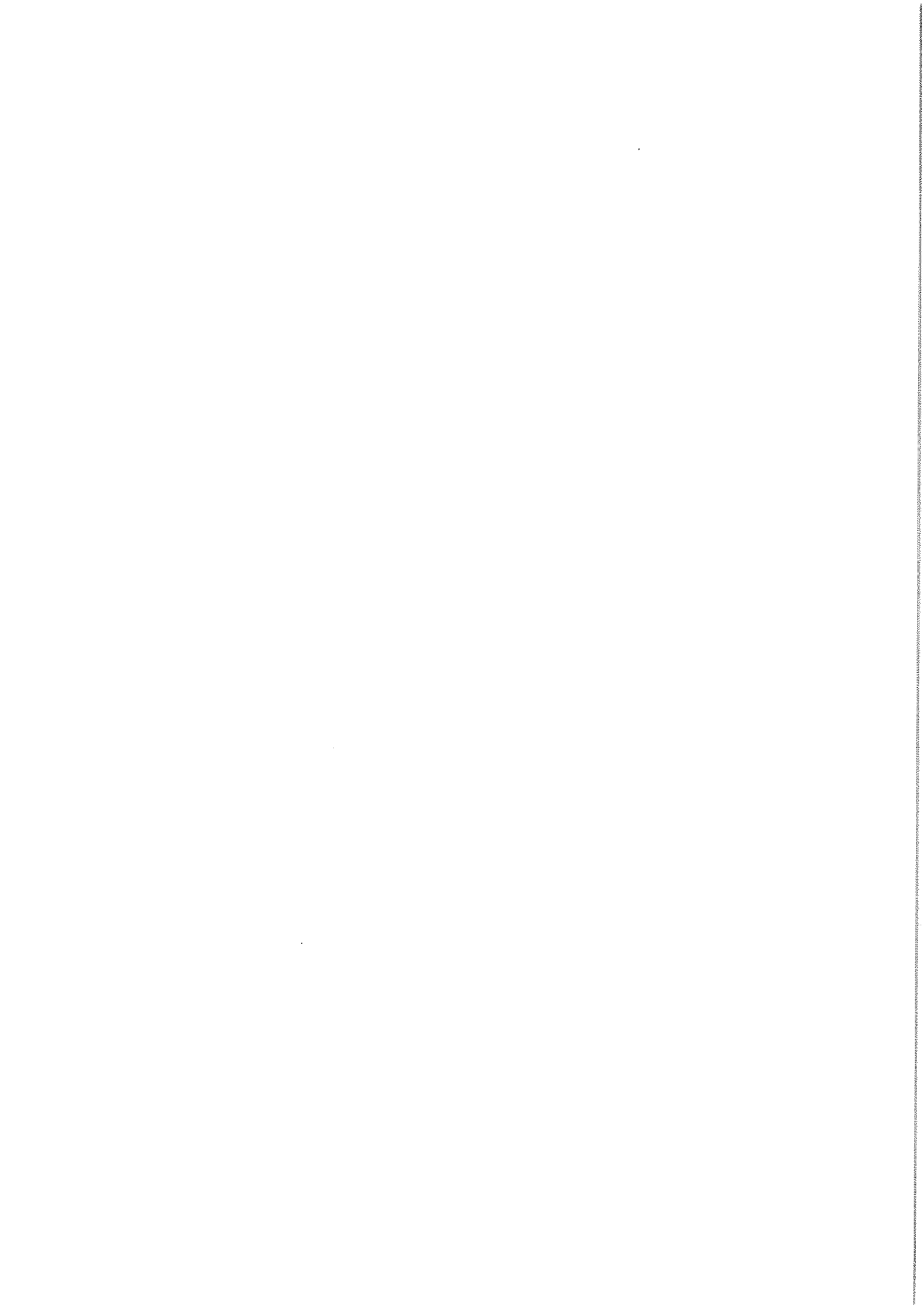
- The Rotary Club of Prescott

PURPOSE OF REPORT:

To **CONSIDER** and **APPROVE, DEFER** or **REJECT** the funding applications.

REPORT PREPARED BY:

Alex Spencer – Town Clerk





**PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM**

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	The Rotary Club of Prescot
Contact / responsible person:	Philip Dyer
Role in the Organisation:	President
Telephone:	07749 038303
Email:	philipdyer.rotary@outlook.com
What year was your group established?	1947
Do you have a constitution?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Charity Number: 1116250
What are the main aims and activities of your Group?	Community and International Service
Which area of Prescot are you based in?	The whole of Prescot
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project

Project Name:	Santa Float Collections 2023	
When will this take place?	Late November through to 22 nd December 2023	
<p>Please give details and costs of the activities and / or equipment that you are applying for:</p> <p>You will be required to evidence each item of expenditure if successful</p>	<p>For more than three decades, our organisation has been dedicated to bringing joy to the residents of Prescot during the festive season. Rotary Members and volunteers have tirelessly manned approximately 18 routes around the town each December, spreading cheer to both children and adults. In addition to these town routes, we extend our outreach to around 30 care homes in the wider area.</p> <p>The Santa float, a beloved tradition for over 35 years, has been a symbol of community spirit and holiday joy in Prescot. However, with rising costs, we find ourselves facing financial challenges. The van, generously provided by Northgate in Widnes. As we navigate increasing expenses, we aim to make necessary repairs and add new lighting to the float to ensure its continued success.</p> <p>This year, an additional financial burden has been incurred with the need to purchase insurance for the van to maintain safety and compliance with legal requirements. In previous years, this service was generously gifted to us, but the changing circumstances necessitate this new expenditure.</p> <p>To address these challenges and maintain this cherished tradition, we are seeking support from the Prescot Town Council</p> <p>We appreciate your ongoing support and commitment to keeping the spirit of the holidays alive in Prescot. Together, we can ensure the Santa float continues to bring joy to our community for years to come.</p>	
How will this project make a difference in your community?	The community Love Santa attending their streets and watching wave as he passes by for may this is the start of Christmas in Prescot and we wish to continue for many years to come.	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People	<input checked="" type="checkbox"/>
	Older People	<input checked="" type="checkbox"/>
	General Community	<input checked="" type="checkbox"/>
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input type="checkbox"/>
Minority groups (e.g. LGBT, Disabled, BME)	<input type="checkbox"/>	
How many people will benefit from your project?	Many thousands	

<p>How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)</p>	<p>£500 pound please.</p> <p>The costs for the float each years are circa £1200 but this year with repairs and insurance costs there are to be in excess of £1700 your donation with allow monies to be returned to the local community.</p> <p>We have assessed the cost of float repairs this year as follows:</p> <ol style="list-style-type: none"> 1. Lighting: £300.00 2. Parts for sound system: £150.00 3. Parts for sleigh connections: £50.00 	
<p>Have you secured funding from anyone else?</p>	<p>NO</p>	
<p>How will your project recognise the support of the Town Council</p>	<p>We will announce on Facebook your kind generosity</p>	
<p>Who will be running the activity?</p>	<input checked="" type="checkbox"/> Unpaid Volunteers	<p>How many over 100 in total</p>
	<input type="checkbox"/> Paid Volunteers	<p>How many</p>
	<input type="checkbox"/> Paid Staff	<p>How many</p>

Declaration:

<p>I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.</p>	<p>Signed: </p>
	<p>Position: President Rotary Prescott</p>
	<p>Date: 21/11/23</p>

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to so will result in clawback of funding. You agree to this term by submitting the application.

By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

You can return your form:

By Post:	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
By Email:	enquiries@prescot-tc.gov.uk

Don't forget!

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

30th NOVEMBER 2023

REPORT TITLE:

External Audit Report 2022/23

BACKGROUND TO THE REPORT:

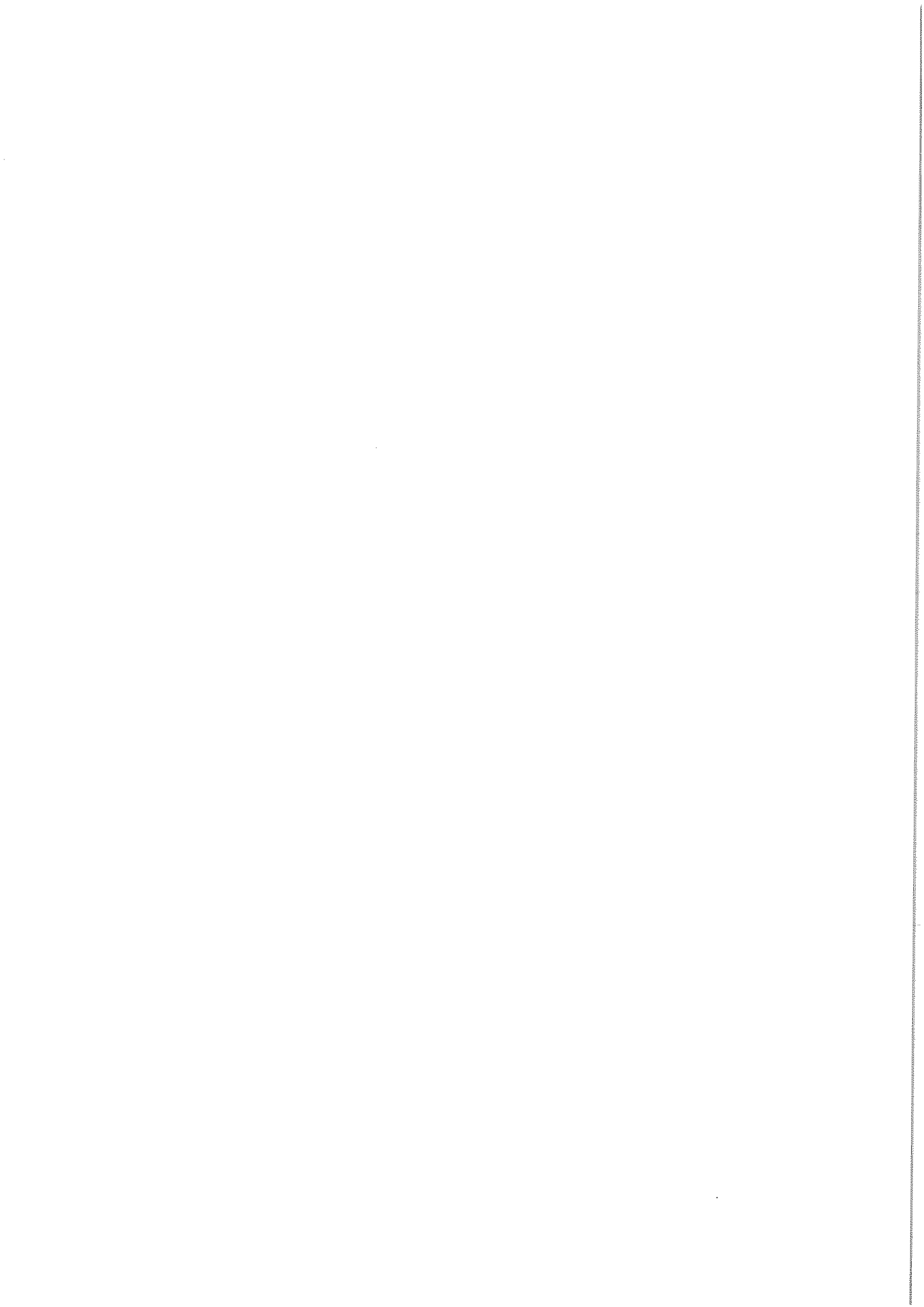
As members are aware in accordance with the Accounts and Audit regulations 2015, Prescott Town Council are subject to an External audit in support of the Councils Annual Return.

PURPOSE OF REPORT:

This report provides members with a copy of the 2022/23 External Audit report for **CONSIDERATION**, there are no matters for action.

REPORT PREPARED BY:

Alex Spencer - Town Clerk



PRESCOT TOWN COUNCIL

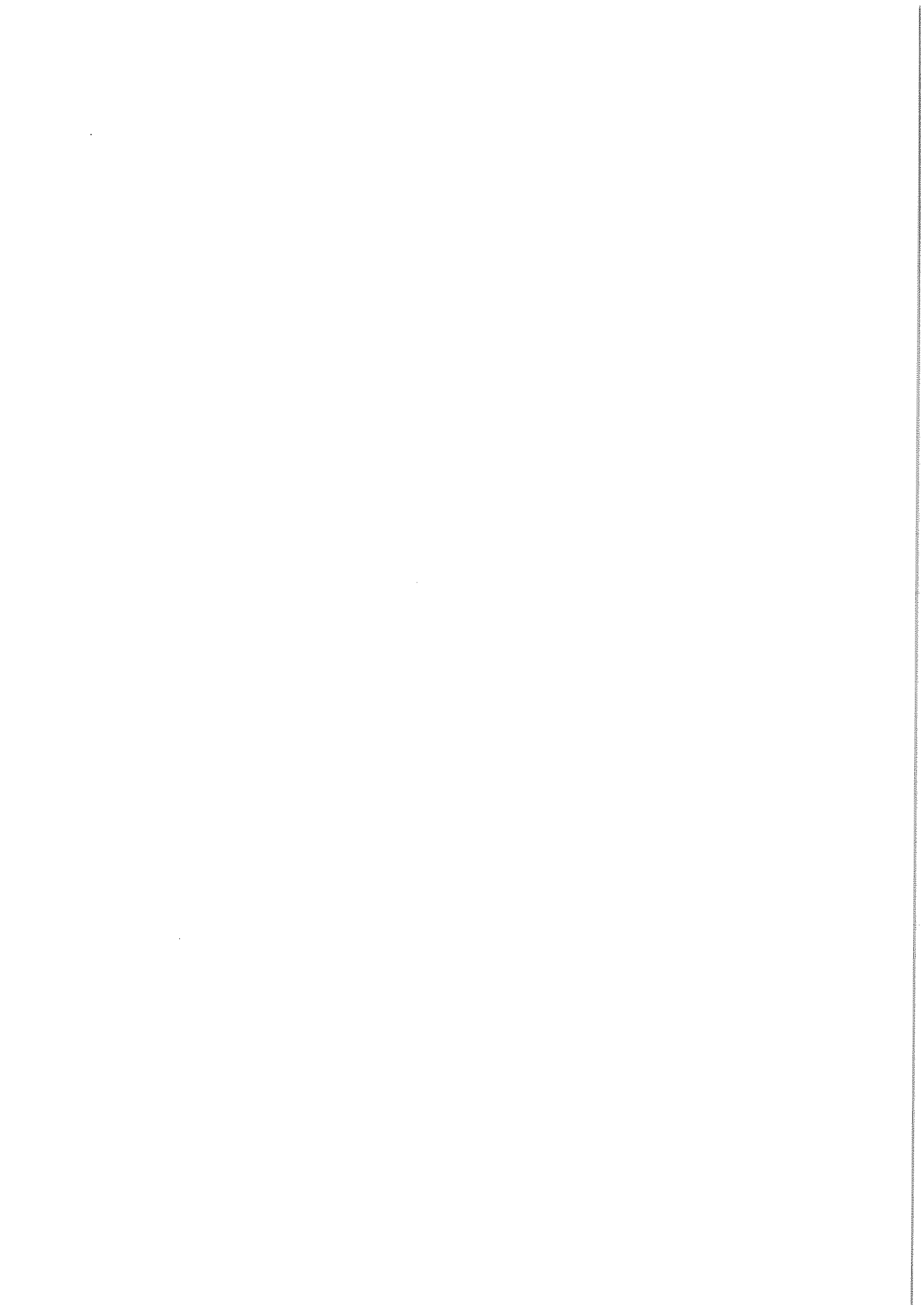
External Audit Report 2022/23

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.
- 1.3 The External Audit also draws information and recommendations from the Internal Audit.
- 1.4 This report was presented to Members of Finance, Policy and Human Resources Committee on 24th October 2023.

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

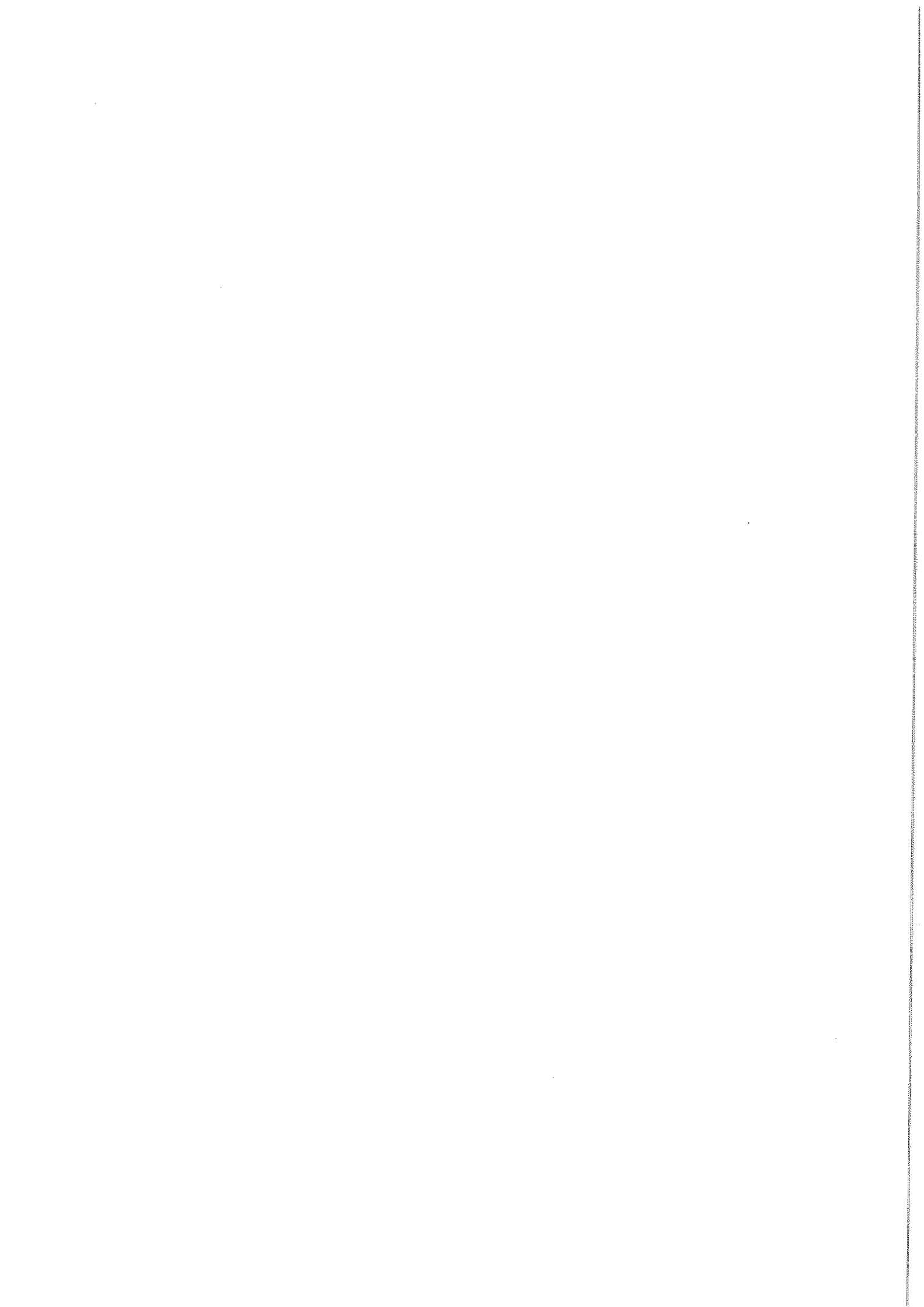
PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2023



PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING

30th NOVEMBER 2023

REPORT TITLE:

Annual Risk Assessment 2023/24

BACKGROUND TO THE REPORT

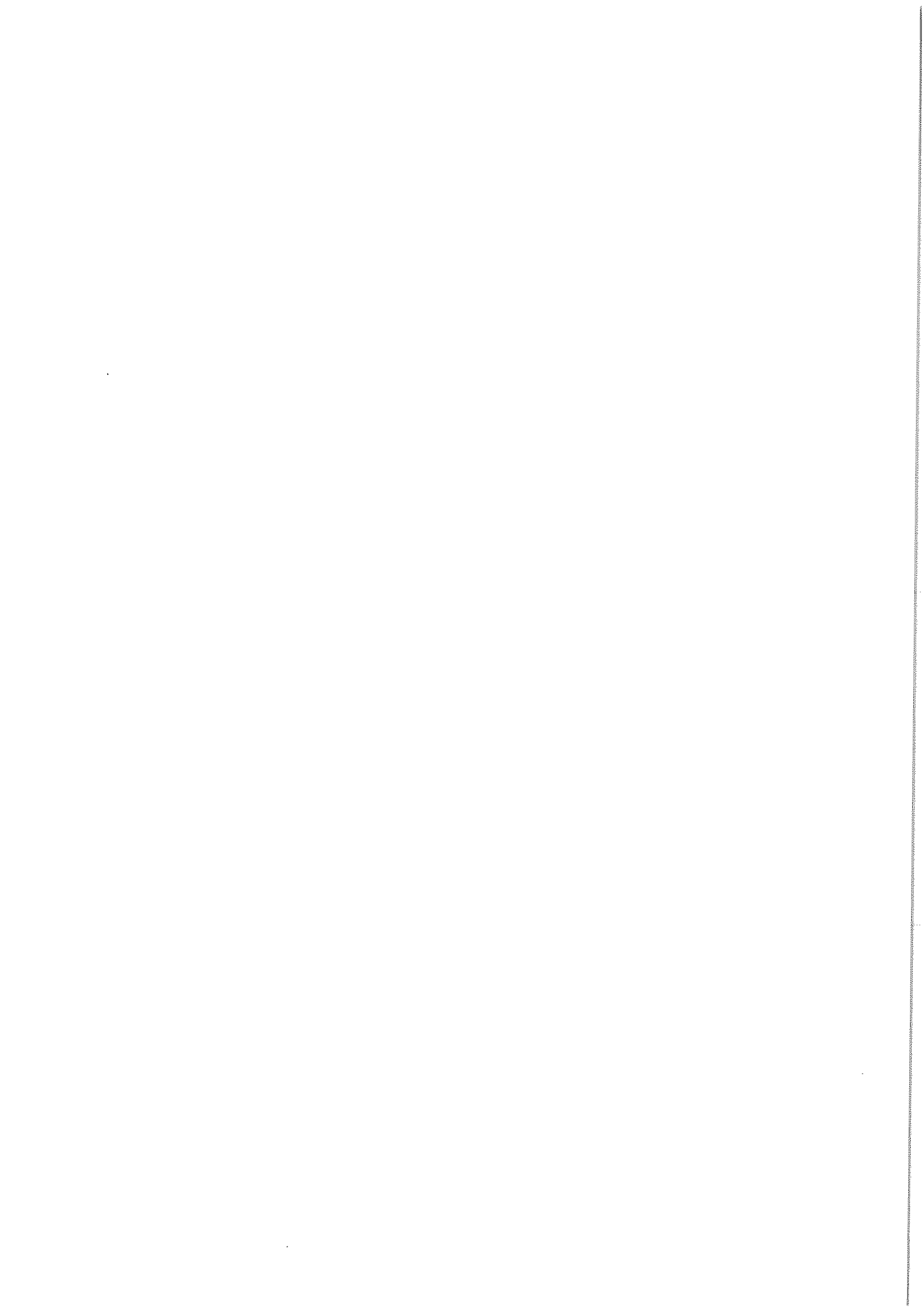
In accordance with the Accounts and Audit Regulations 2015 Town Councils are required to undertake an annual risk assessment. The assessment is undertaken to ensure the Town Council have considered the risks under its control and taken appropriate action to address any issues identified.

PURPOSE OF THE REPORT

This report provides members with details of identified risks to date and any mitigation that has taken place to ameliorate those risks.

REPORT PREPARED BY:

Alex Spencer - Town Clerk



PRESCOT TOWN COUNCIL

ANNUAL RISK ASSESSMENT 2023/24

1. INTRODUCTION

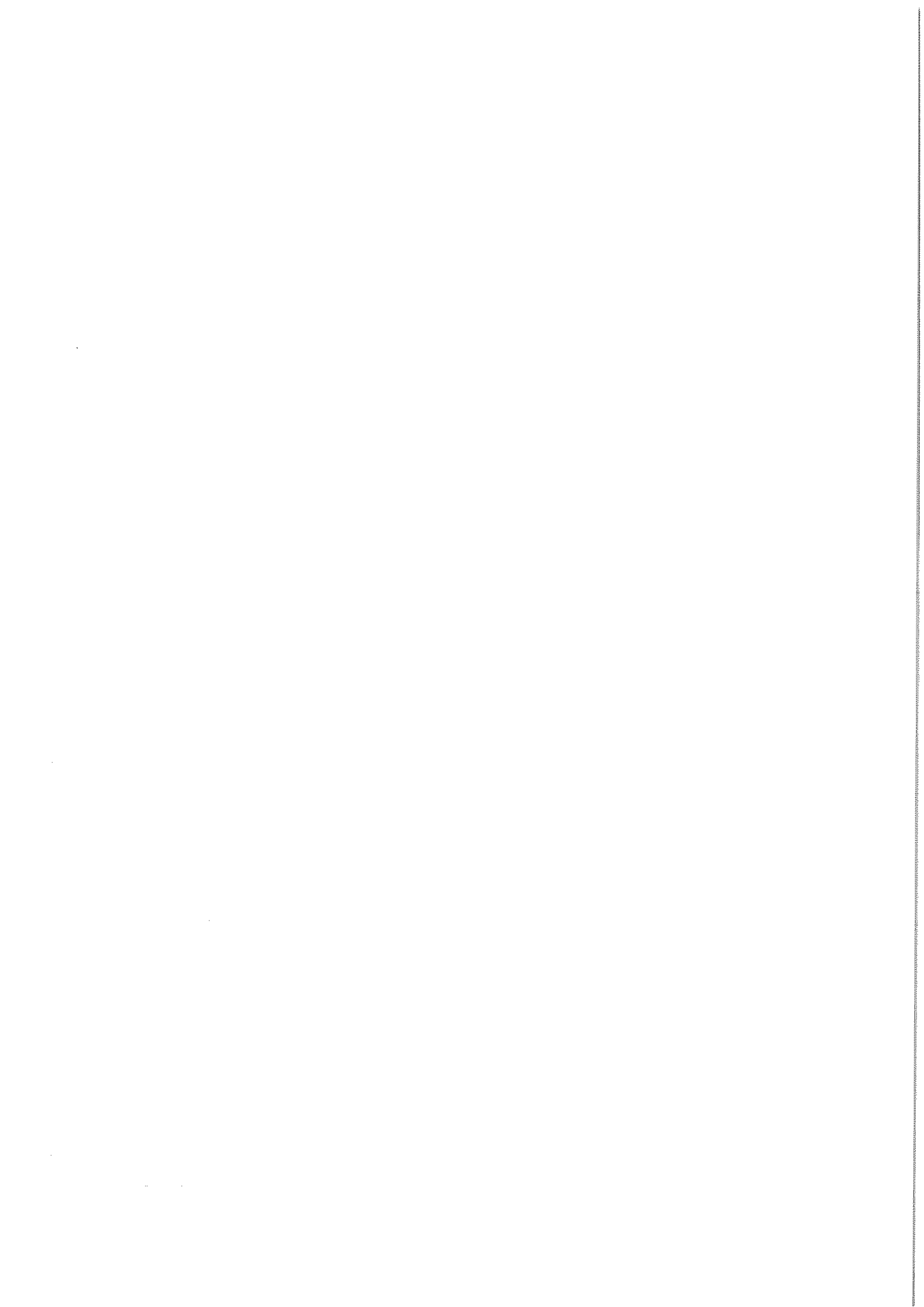
- 1.1 Each year the Town Council must under the provisions of the Accounts and Audit regulation 2015 undertake a risk assessment of the operations of the Council. The purpose of the assessment is to identify the risks and what can be done to safeguard against them.
- 1.2 The nature of the risks included in the assessment will cover all aspects of the Councils business such as financial, legal, and reputational and those risks which may inhibit the delivery of Council policy.
- 1.3 Following the identification of risks the development of effective controls and mitigation can be put in place to safeguard the Council. This can be achieved through corporate governance, use of appropriate insurance and development of robust working practices.

2. RISK ASSESSMENT

- 2.1 The Town Clerk has compiled a risk assessment for the Town Council based upon known risks. Each risk has been categorised as high, medium and low in accordance with standard practice this has been achieved by assessing the probability and the subsequent impact of each identified risk.
- 2.2 After the risks have been identified a control measure has been entered against that risk to mitigate the risk or protect the Council in the event of the risk being actualised. The full risk assessment is attached as appendix 1.

3. RECOMMENDATIONS

- 3.1 Members consider the attached risk assessment and agree to:
 - Approve the assessment as having covered the risks faced by the council in the delivery of its business and objectives.
 - Approve the control measures to be applied to address the risks identified.



PRESCOT TOWN COUNCIL

ANNUAL RISK ASSESSMENT 2023/24

Probability (A) x Impact (B) = Risk Level

PROBABILITY(A)	IMPACT(B)	RISK LEVEL
5 Certain	5 Fatality	High Risk 15-25
4 Very Likely	4 Long Term Closure	Medium Risk 8-14
3 Probable	3 Temporary Closure	Low Risk 1-7
2 Unlikely	2 Service Disruption	
1 Highly Unlikely	1 Negligible	

POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
1. The protection of physical assets owned by the Council e.g. buildings, equipment.	2	5	10	<ul style="list-style-type: none"> • Accurate and up to date Asset Register in place (Potential application of depreciation being assessed) • Appropriate insurance cover in place. • Appropriate security in place. • Appropriate maintenance inspection undertaken. • Consultation with insurers where changes to business operations arise. • Implementation of Peninsula Health & Safety System during 2023/24 has been employed for risk and training. • Regular check of assets – inspections, ROSPA, alarm check, contingency for replacement
2. Risk of damage to third party property or individuals as a consequence of the Council providing services to the public (i.e. public liability)	2	5	10	<ul style="list-style-type: none"> • Appropriate public liability insurance in place. • Appropriate risk assessments are in place and regularly reviewed. • Liaison with third parties to ensure assessments are completed e.g. ROSPA.
3. Risk of death or injury to employees in the course of their employment (i.e. employer's liability).	2	5	10	<ul style="list-style-type: none"> • Employees to attend basic health and safety and manual handling training, any new tasks to be risk assessed by an appropriately trained staff member. • COSHH Data sheets in place. • Implementation of Peninsula Health & Safety System during 2023/24 has been employed for risk and training. • Inductions for new employees.

POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
4. Loss of cash or other income through theft, dishonesty or fraud (i.e. fidelity guarantee)	1	2	2	<ul style="list-style-type: none"> • Low levels of cash handling at present through TC operations, payments from petty cash are made on a receipt basis only. • Robust procedures in place for income recording and collection, covered each year by internal audit. • Regular reconciliation/sign off by officers/ RFO. • Town Clerk has been supported by former Town Clerk to become familiar with finance practices, with regular reporting to Finance, Policy & HR Committee continuing.
5. Risk of damage covered by libel and slander perpetrated by the Clerk or elected members whilst undertaking Council duties.	1	1	1	<ul style="list-style-type: none"> • Members Code of Conduct and Internal procedures for acceptable standards for behaviour for employees in place. • Adherence to social media procedure i.e. consultation with Mayor/Leader prior to publication of press release(s).
6. Inadequate maintenance of security provision for vulnerable buildings	2	5	10	<ul style="list-style-type: none"> • All buildings have appropriate security in place • Regular dialogue with users to ensure that buildings are in a safe condition, and where necessary changes implemented.
7. Inadequate maintenance of support for I.T. services.	2	3	6	<ul style="list-style-type: none"> • External support contract in place. • Daily system back-ups carried out and maintained offsite.
8. Inadequate support for human resource related issues.	1	4	4	<ul style="list-style-type: none"> • External Support provided through SLA with KMBC.
9. Inadequate support for issues relating to health and safety	2	5	10	<ul style="list-style-type: none"> • Implementation of Peninsula Health & Safety System during 2023/24 has been employed for risk and training. • Officers to undertake regular training as identified as part of appraisal process.
10. Inadequate support for issues relating to legal matters	2	3	6	<ul style="list-style-type: none"> • Council has implemented a SLA with St Helens Law for provision of legal services during 2023/24.
11. Inadequate partnership working in the delivery of grounds maintenance provision	2	3	6	<ul style="list-style-type: none"> • Service Level Agreement in place and subject to annual review. • Regular meetings with contractor to ensure adherence to specification.
12. Risk of inadequate banking arrangements including borrowing or lending	1	4	4	<ul style="list-style-type: none"> • Secure internet banking in operation. • Borrowing through PWLB only. • Treasury Management Investment of £255,000.00 for 2023/24.

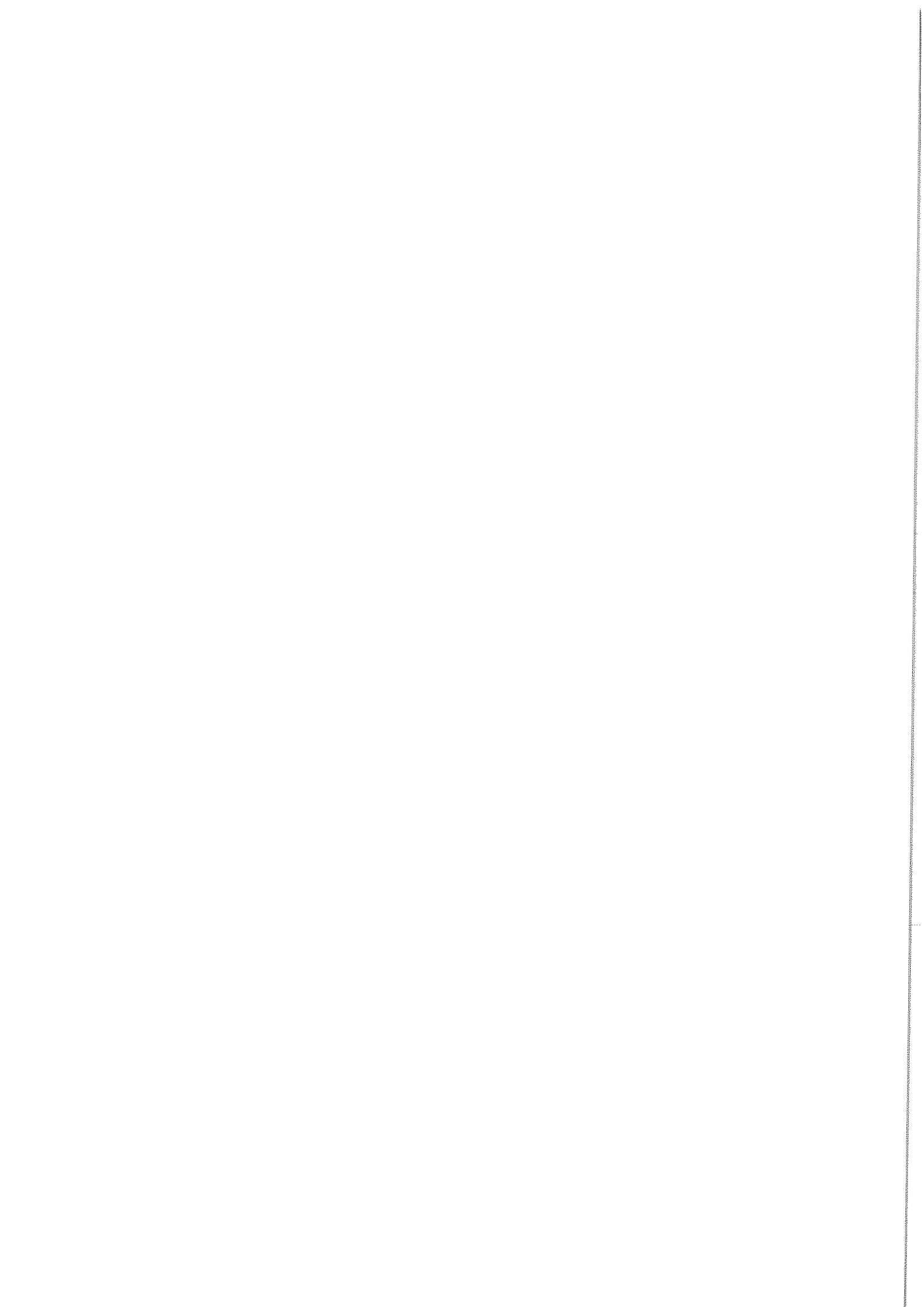
POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
13. Inadequate arrangements to detect and deter fraud and/or corruption	1	4	4	<ul style="list-style-type: none"> Robust internal controls in place reviewed by independent internal auditors each year. Internal Audit report is then subject to external auditor.
14. Inadequate proper financial records in accordance with statutory requirements	1	4	4	<ul style="list-style-type: none"> Comprehensive records maintained in accordance with statutory requirements. Monthly reconciliations carried out and reported to members.
15. Not ensuring that business activities are within legal powers applicable to Town Councils	1	1	1	<ul style="list-style-type: none"> Town Clerk to monitor, ensure compliance and report to members. Town Clerk is currently progressing through Certificate in Local Council Administration (CILCA)
16. Not complying with restrictions on borrowing	1	2	2	<ul style="list-style-type: none"> Town Clerk to monitor, ensure compliance and report to members
17. Not ensuring that all requirements are met under Employment Law and HMRC regulations	1	2	2	<ul style="list-style-type: none"> Town Clerk to monitor, ensure compliance and report to members
18. Not ensuring all requirements are met under HMRC regulations (especially VAT)	1	4	4	<ul style="list-style-type: none"> VAT returns are completed at the end of each quarter.
19. Not ensuring the adequacy of the annual precept within sound budgeting arrangements	1	4	4	<ul style="list-style-type: none"> A robust budget proposal is developed annually for member's approval at full council. Quarterly meeting of Finance, Policy & HR Committee provides checks on Council Expenditure (and Income)
20. Not ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137	1	2	2	<ul style="list-style-type: none"> Town Clerk to monitor, ensure compliance and report to members. Community Fund Policy and Guidance amended during 2023/24, stipulating need to submit receipts or be incapable of submitting future applications.
21. Not providing proper, timely and accurate reporting of Council business in the minutes	1	2	2	<ul style="list-style-type: none"> Town Clerk to monitor, ensure compliance and report to members. Member resolution to introduce "Resolutions Report" during 2023/24 to review progress against previous Council/Committee resolutions, thereby introducing a further element of accountability.
22. Not responding to electors wishing to exercise their rights of inspection	1	2	2	<ul style="list-style-type: none"> FOI policy in place. Publication of key rights of inspection e.g. AGAR / External Audit Report.
23. No proper documentation control	1	2	2	<ul style="list-style-type: none"> Appropriate electronic and paper filing systems in place.
24. Not keeping a Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date.	1	2	2	<ul style="list-style-type: none"> Register in place and updated annually or as change occurs, information is then passed to the monitoring officer.

POTENTIAL RISKS		A	B	RISK LEVEL	EXISTING CONTROL MEASURES
25. Not reasonably ensuring the health and safety of staff and users of Council facilities	1	5	5	5	<ul style="list-style-type: none"> Implementation of Peninsula Health & Safety System during 2023/24 has been employed for risk and training.
26. Not ensuring that all staff are appropriately DBS cleared to work in Council facilities	2	2	2	4	<ul style="list-style-type: none"> Town Clerk consults with the DBS to determine the requirement for checks on individual posts. Check is then performed accordingly.
27. Not complying with the restrictions of grant funding	2	3	3	6	<ul style="list-style-type: none"> Town Clerk to ensure the Council meets its obligations under the terms and conditions of all external funding.
ACTIONS REQUIRED:					
1. Are existing control measures adequate: YES					
2. What additional measures are necessary: Additional training to be provided for staff and elected members as required to ensure compliance with the above points.					

INTERNAL AUDIT ASSURANCE:

- Review of internal controls in place and their documentation
- Review of management arrangements regarding insurance cover
- Testing of specific internal controls and reporting findings to management and elected members
- Review of internal controls in place and their documentation.
- Review of minutes to ensure legal powers are applied and the basis of the powers recorded and correctly applied.
- Review and testing of arrangements to prevent and detect fraud and corruption.
- Review of adequacy of insurance cover provided by supplier
- Testing of specific internal controls and reporting findings to management.
- Review of internal controls in place and their documentation.
- Review of minutes to ensure legal powers in place, recorded and correctly applied.
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc, including petty cash transactions.
- Review and testing of arrangements to prevent and detect fraud and corruption.
- Testing of disclosures.
- Testing of specific internal controls and reporting findings to management.
- Testing of VAT was appropriately accounted for.
- Review that the Council has significantly assessed risks and the adequacy of arrangements to manage these.
- Review that precept was correctly calculated and that the Council's reserves are appropriate.
- Test that salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.
- Review that the Asset Register is complete and properly maintained.
- Review of Bar Function undertaken to ensure adequate internal controls in place.

SIGNED TOWN CLERK:	A. Spencer	DATE: 22 nd November 2023
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PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****30th NOVEMBER 2023****REPORT TITLE:**

Appointment of the Internal Auditor for 2023/24

BACKGROUND TO THE REPORT

Under regulation 5 of the Accounts and Audit Regulations 2015

‘A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.’

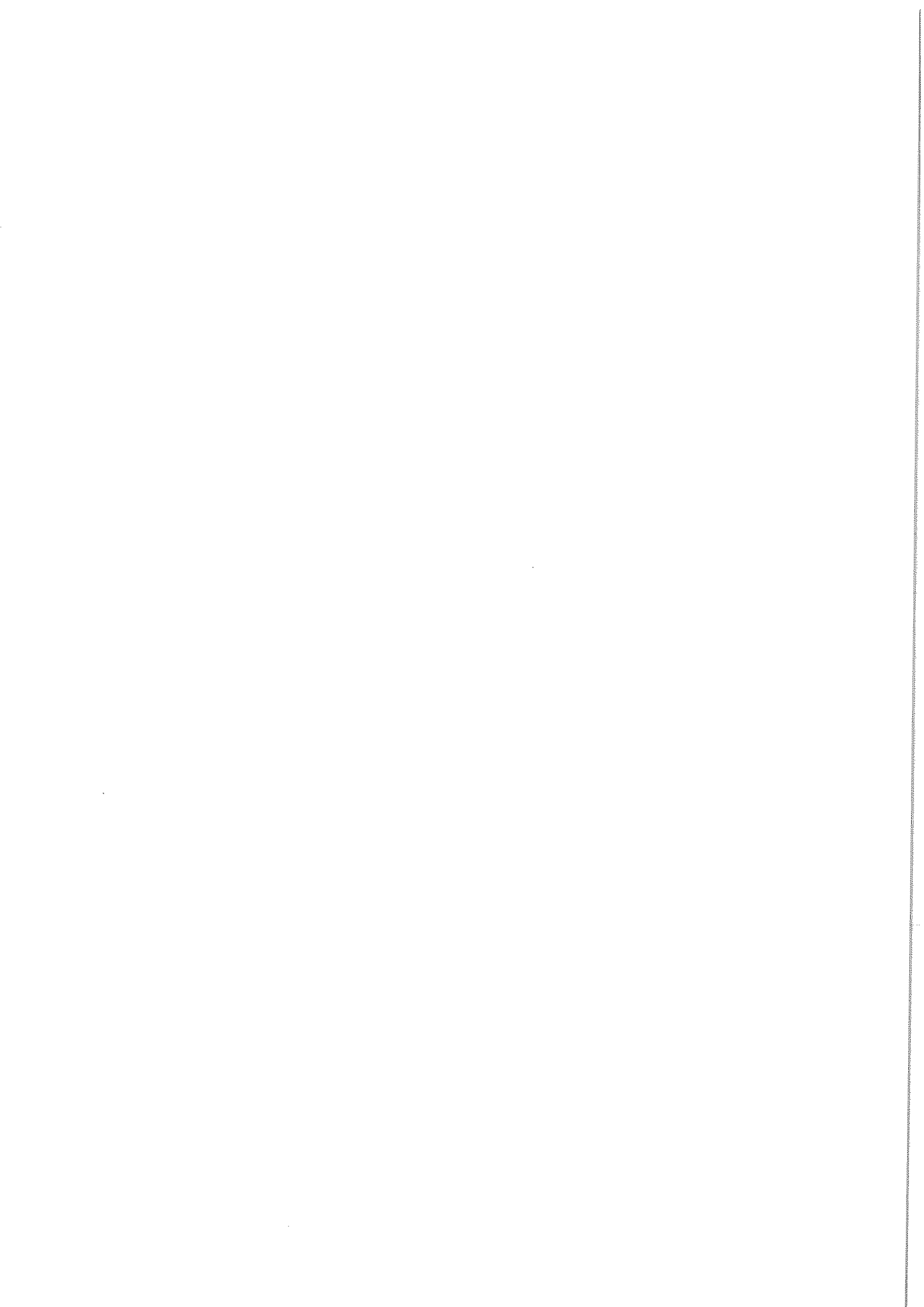
To ensure compliance with this regulation Prescott Town Council employs the services of an independent internal auditor.

PURPOSE OF THE REPORT

Following completion of a benchmarking exercise, this report seeks Council resolution to appoint Mr David Blanchflower as its internal auditor for 2023/24, and following consultation with the Society of Local Council Clerks, to resolve Council’s 2023/24 Internal Audit Assurance Framework.

REPORT PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

Appointment of the Internal Auditor for 2023/24

1. INTRODUCTION

1.1 Under regulation 5 of the Accounts and Audit Regulations 2015

'A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.'

1.2 To ensure compliance with this regulation, Prescott Town Council employs the services of an independent internal auditor.

1.3 At a meeting of Full Council in November 2022, Members resolved to appoint Mr D. Blanchflower as its internal auditor for 2022/23 and to instruct the Town Clerk to test the market in terms of costs and appropriate audit frameworks, before appointing an internal auditor for 2023/24.

1.4 The Town Clerk has progressed this second resolution by benchmarking with other Town and Parish Councils to establish costs, and by consulting with the Society for Local Council Clerks (SLCC) in terms of an appropriate auditing framework.

1.5 **Benchmarked Costs for Undertaking 2023/24 Internal Audit**

A. Mr D Blanchflower:

£325.00 for AGAR Submission and Review of Internal Audit Assurance Framework

B. Batton Hughes Accountants:

£500.00 for AGAR Submission and £100.00 per day for Review of Internal Audit Assurance Framework

C. Knowsley Council:

£1,500.00 for AGAR Submission and £500.00 per day for Review of Internal Audit Assurance Framework

1.6 **Review of Internal Audit Assurance Framework**

The Town Clerk liaised with the SLCC to review the effectiveness of Council's internal audit framework as presented within its 2022 Annual Risk Assessment.

- 1.7 SLCC confirmed that this framework is entirely appropriate for an organisation of the size and operation of Council, and recommended that three different themes under the Internal Audit Assurance as stated within Council's Annual Risk Assessment should have a deep delve each year.

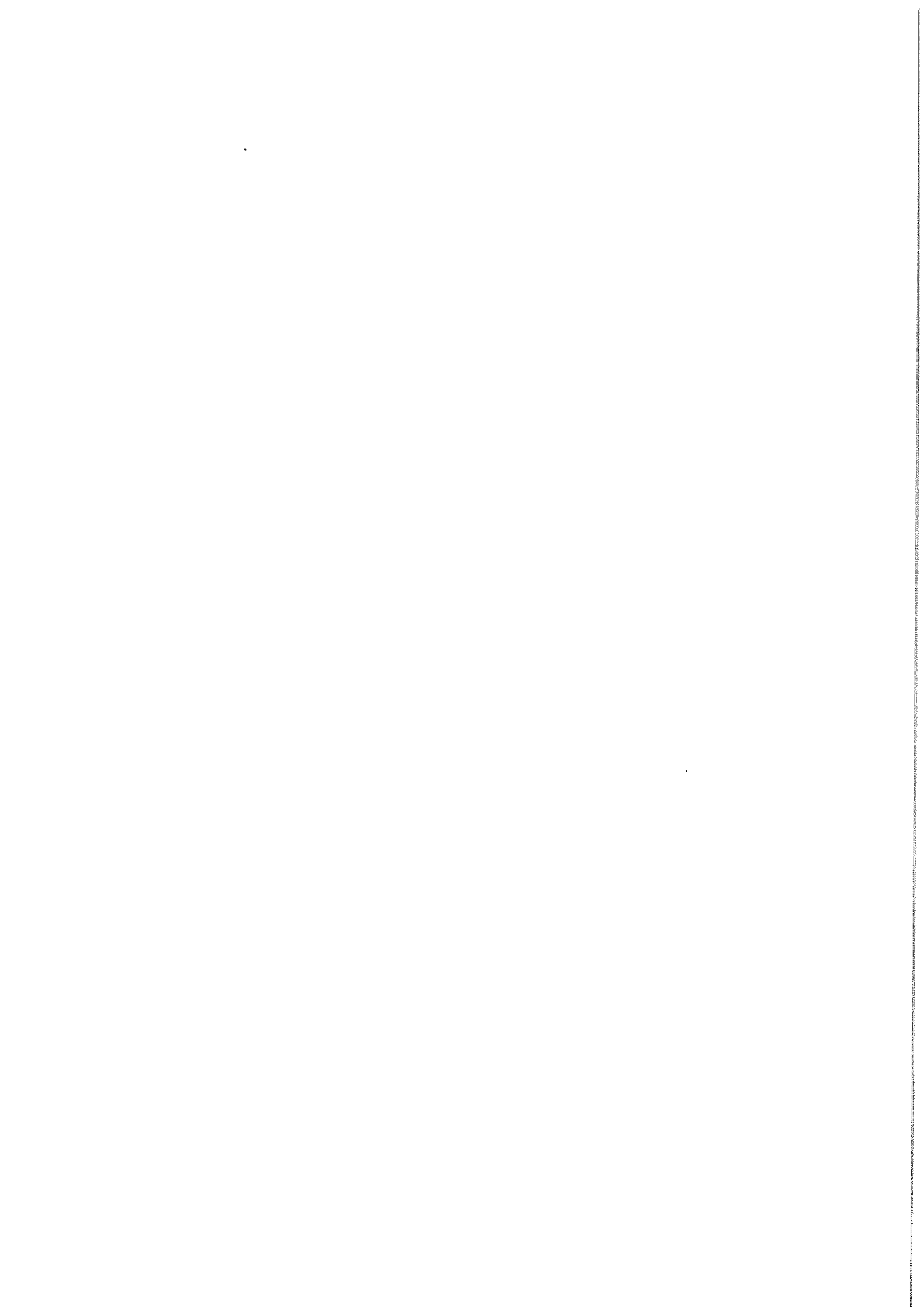
INTERNAL AUDIT ASSURANCE (As Stated Within Council's Annual Risk Assessment)

- Review of internal controls in place and their documentation
 - Review of management arrangements regarding insurance cover
 - Testing of specific internal controls and reporting findings to management and elected members
 - Review of internal controls in place and their documentation.
 - Review of minutes to ensure legal powers are applied and the basis of the powers recorded and correctly applied.
 - Review and testing of arrangements to prevent and detect fraud and corruption.
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 - Testing of VAT was appropriately accounted for.
 - Review that the Council has significantly assessed risks and the adequacy of arrangements to manage these.
 - Review that precept was correctly calculated and that the Council's reserves are appropriate.
 - Test that salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.
 - Review that the Asset Register is complete and properly maintained.
 - Review of Bar Function undertaken to ensure adequate internal controls in place.
- 1.8 As in previous years, the Town Clerk and other officers discuss council operations since the last internal audit was undertaken to determine which themes need to have a "deep dive" during this audit.
- 1.9 The Town Clerk proposes that the following themes undertake a "deep dive" during 2023/24:-
- Review that the Asset Register is complete and properly maintained.
 - Review of Bar Function undertaken to ensure adequate internal controls in place.
 - Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc, including petty cash transactions.

2. RECOMMENDATIONS

2.1 Members are asked to: -

1. Resolve to appoint Mr D Blanchflower as Council's internal auditor for 2023/24
2. Approve the three themes identified by the Town Clerk for the internal auditor to complete a "deep dive" during 2023/24 internal audit.
3. Note the contents of this report



PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****30th NOVEMBER 2023****REPORT TITLE:**

Signalised Pedestrian Crossing Scheme – Carr Lane, Prescott

BACKGROUND TO THE REPORT

To provide Members with a brief on proposed signalised pedestrian crossing scheme on Carr Lane, Prescott.

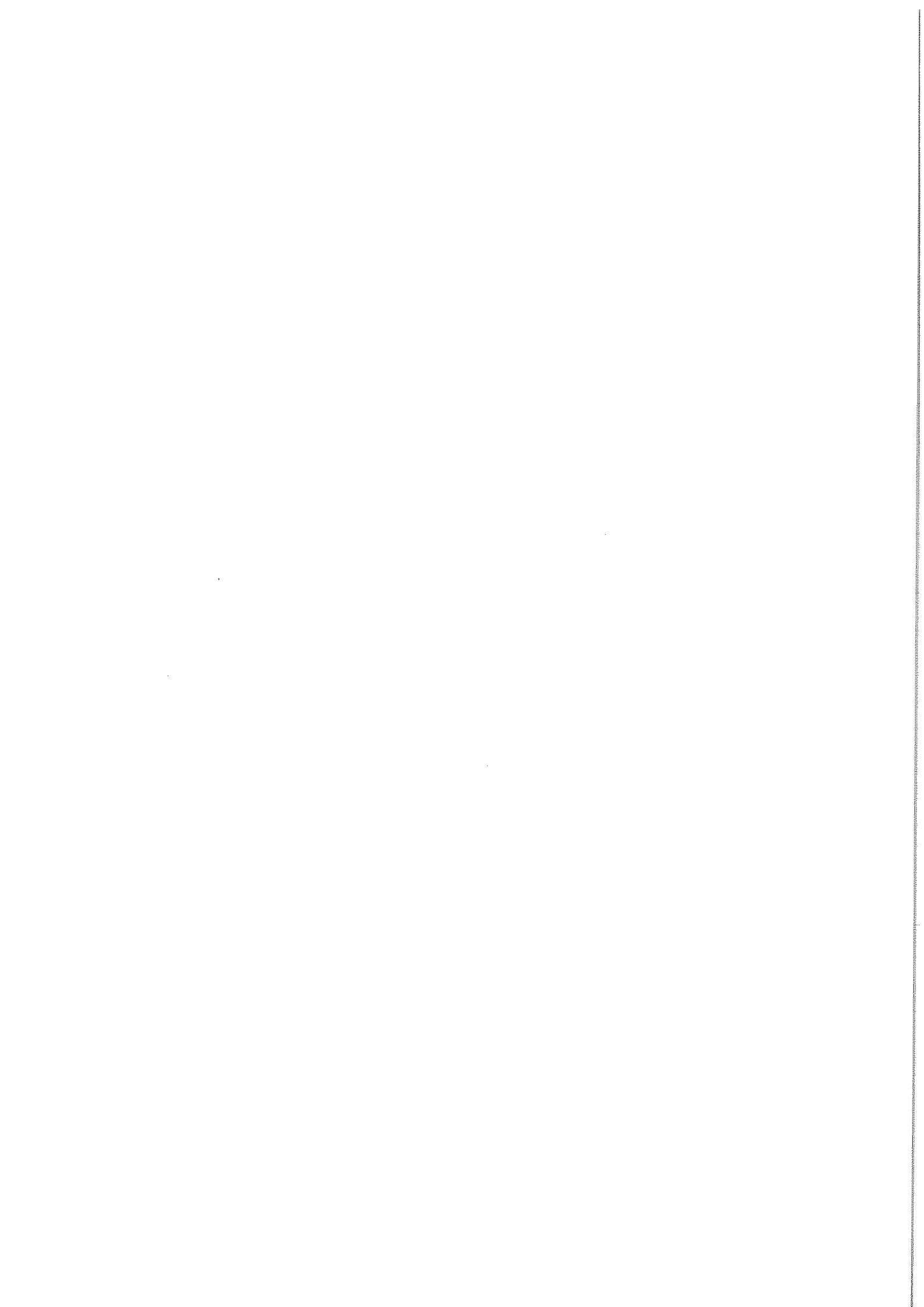
PURPOSE OF THE REPORT

This report is submitted for information only.

REPORT PREPARED BY:

Mark McCartney – Team Leader/Lead Engineer – Projects & Major Development (KMBC)

Eleanor Crowley – Senior Engineer, Network Management (KMBC)



PRESCOT TOWN COUNCIL

Signalised Pedestrian Crossing Scheme – Carr Lane, Prescott

1. INTRODUCTION

- 1.1 Following recent traffic and pedestrian surveys which revealed that due to the number of pedestrians crossing on Carr Lane into KGV Brown's Field and vehicular traffic flows, a formal crossing is required to enable safe crossing on Carr Lane for pedestrians and cyclists.
- 1.2 It is recommended that a signalised Toucan crossing is installed on Carr Lane near its junction with Carr Lane Woods car park, as per the enclosed drawing.

2. RECOMMENDATIONS

- 2.1 Members are asked to:
 1. Note the contents of the report.



Knowsley Council

06 November 2023

Our Reference: HP010 Carr Lane Consultation

To the Occupier

Dear Sir / Madam,

HIGHWAY IMPROVEMENT SCHEME – CARR LANE, PRESCOT

Following recent traffic and pedestrian surveys which revealed that due to the number of pedestrians crossing on Carr Lane into KGV Brown's Field and vehicular traffic flows, a formal crossing is required to enable safe crossing on Carr Lane for pedestrians and cyclists. It is recommended that a signalised Toucan crossing is installed on Carr Lane near its junction with Carr Lane Woods car park, as per the enclosed drawing.

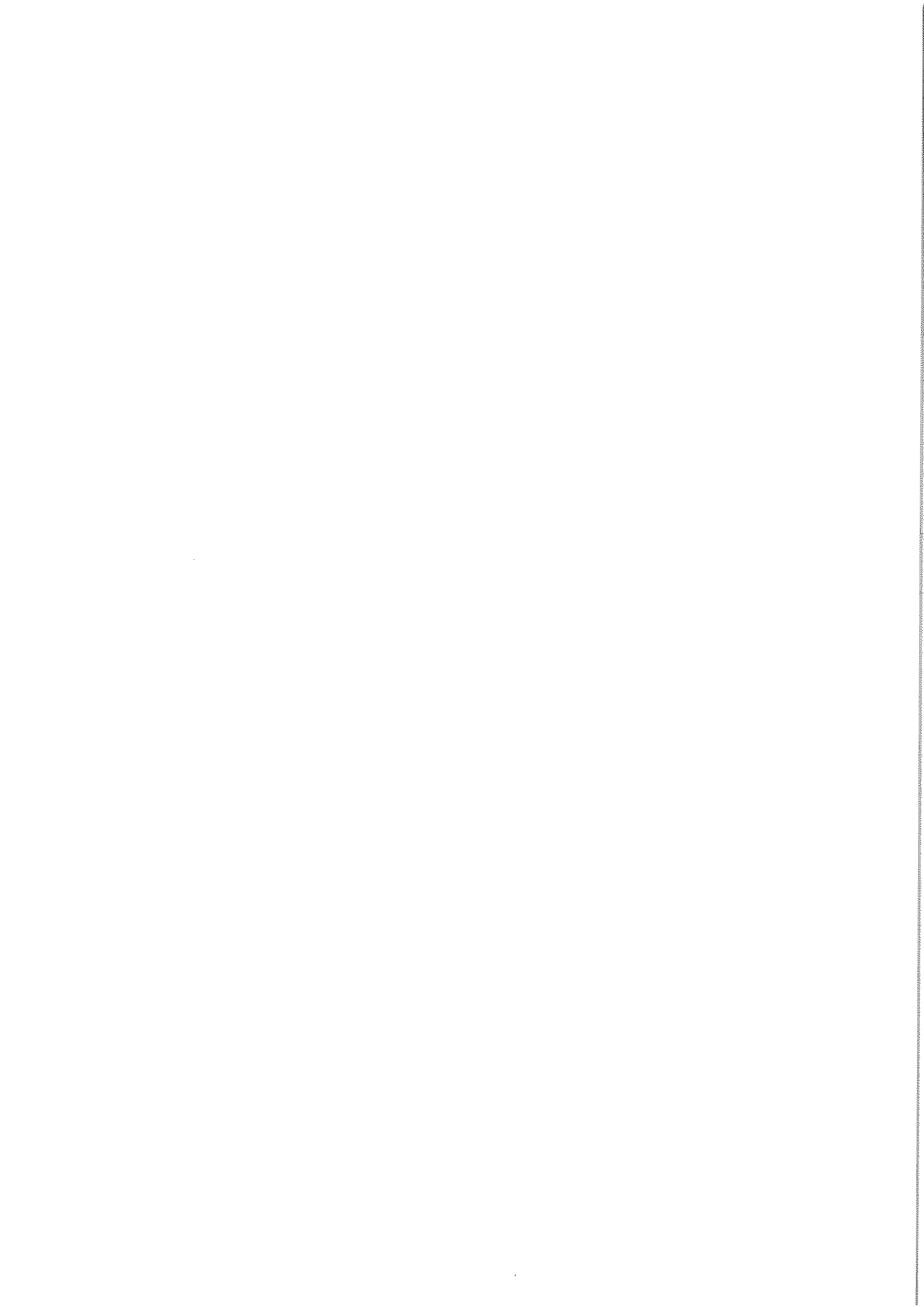
I would be grateful if you would provide any feedback you have by Monday 20th November 2023 via e-mail to Eleanor.crowley@knowsley.gov.uk. Alternatively, you can contact me on 07385 084606 to discuss the scheme.

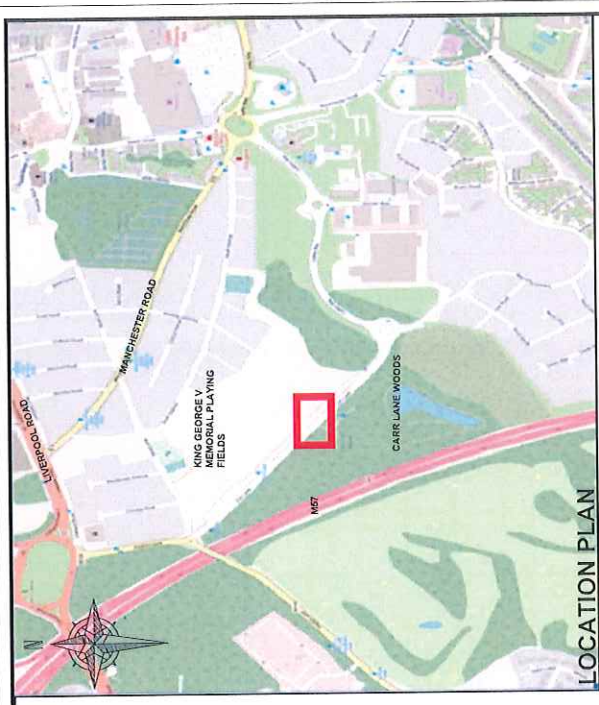
All information provided will be treated confidentially and will only be utilised by the Council to evaluate the proposals.

Yours faithfully

Eleanor Crowley
Highways and Traffic Management

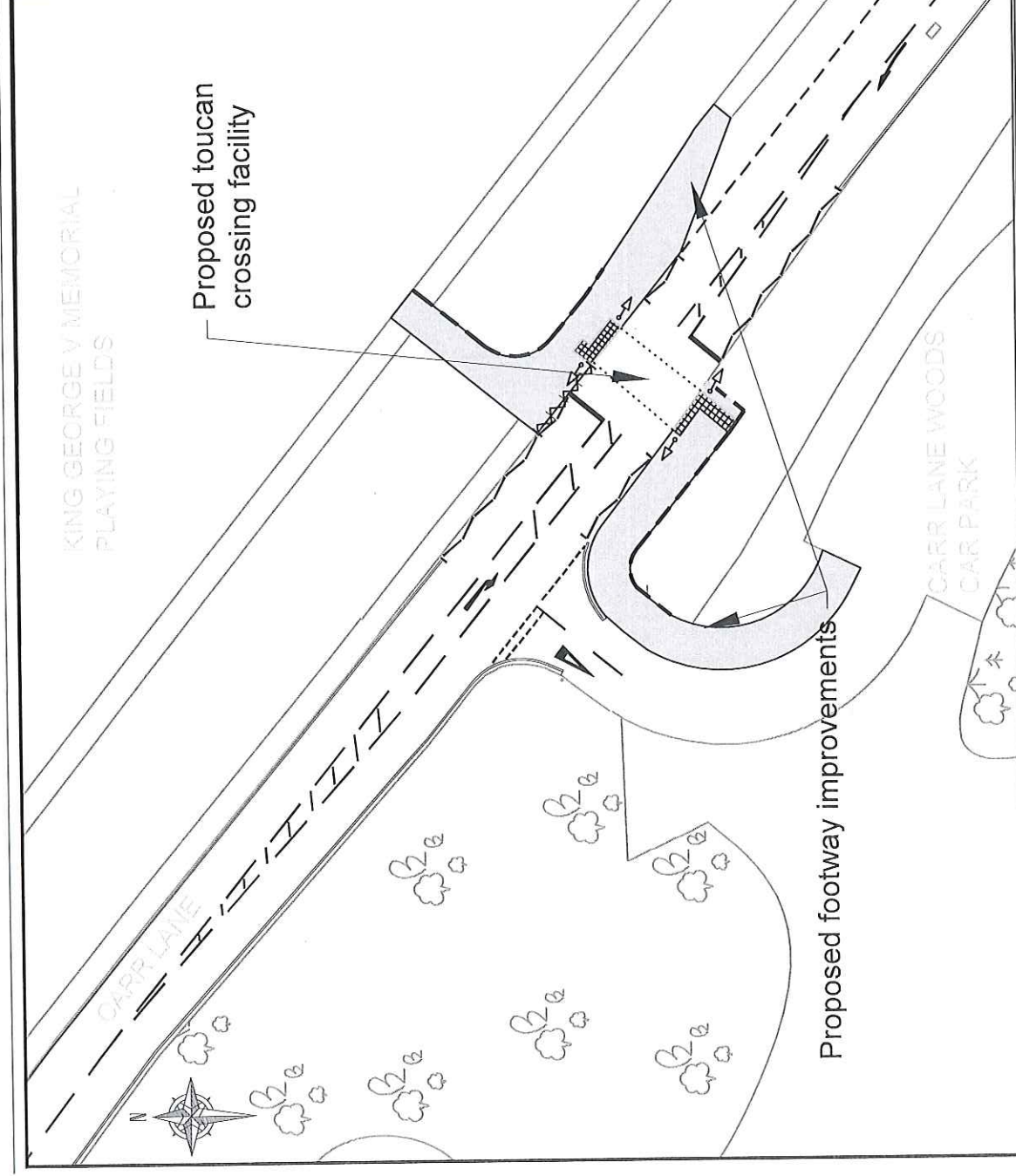







Key

- Proposed footway improvements / widening
- Proposed toucan crossing to replace existing pedestrian refuge crossing point
- Existing No Waiting Restrictions (Double Yellow Lines)
- Proposed guard railing
- Proposed fence feature
- Proposed traffic signal positions



Pell Frischmann St Andrews Business Park, Mold, CH7 1XB Telephone +44 (0)1352 706 232 www.pellfrischmann.com		Architect/Client/Contractor  Knowsley Council		Project: CARR LANE PRESCOT Drawing Title PROPOSED PEDESTRIAN IMPROVEMENT SCHEME		Drawing Status Drawn: C. PEARSON Designed: C. PEARSON Eng Chk: M. SHARP Approved: C. AMOS Drawing No. 108083		Public Consultation Name: C. PEARSON Date: 04.10.23 Status Code: S3	
				Scale: NTS Revision: P01		Description: [REDACTED] Date: [REDACTED]		DR CH 0001	

