

# PRESCOT TOWN COUNCIL



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Dated this 11<sup>th</sup> Day of January 2024

To the Members of Finance, Policy and Human Resources Committee

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YOU ARE HEREBY SUMMONED TO ATTEND  
An Ordinary Meeting of  
Finance, Policy and Human Resources Committee  
to be held on Thursday 18<sup>th</sup> January 2024

at

Prescot Town Hall

commencing at 6.00 p.m.

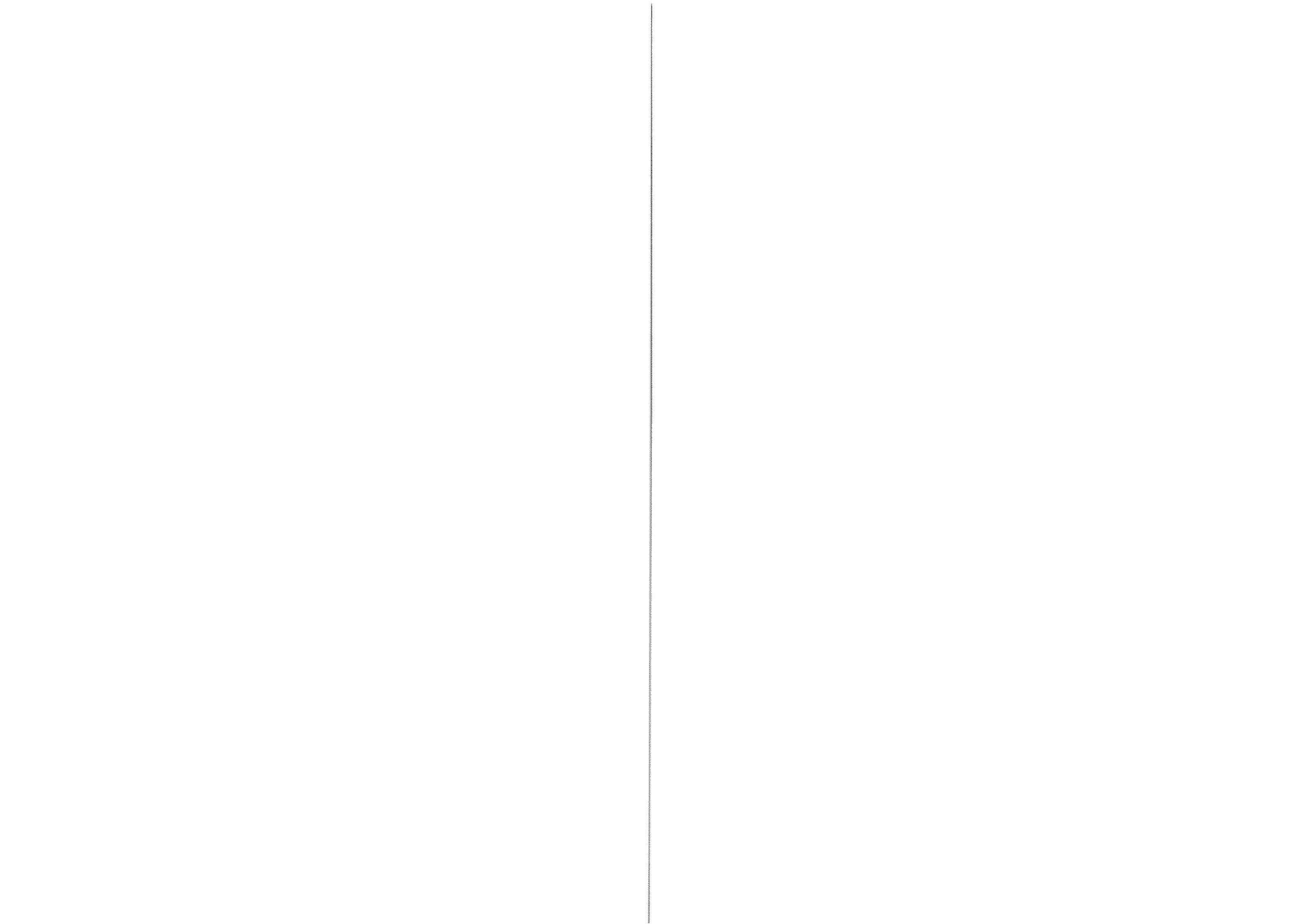
A handwritten signature in black ink, appearing to read 'Alex Spencer', written in a cursive style.

Alex Spencer  
TOWN CLERK

## A G E N D A

1.	<p><b>TO RECEIVE APOLOGIES</b></p> <p>To receive apologies of absence from committee members.</p>	Verbal
2.	<p><b>DECLARATIONS OF INTEREST</b></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><b>MINUTES OF THE PREVIOUS COMMITTEE MEETING</b></p> <p>To <b>APPROVE AND SIGN</b> the minutes of Finance, Policy and HR Committee Meeting held on Tuesday 24<sup>th</sup> October 2023 as a true and accurate record of the business transacted.</p>	Pages 4 to 8
4.	<p><b>MONTHLY BUDGET MONITORING STATEMENT</b></p> <p>Members are asked to <b>CONSIDER</b> the report and <b>APPROVE</b> the position to date.</p>	Pages 9 to 12
5.	<p><b>ORDERS AND PAYMENTS AUTHORISATION</b></p> <p>Members are asked to <b>CONSIDER</b> and <b>APPROVE</b> the enclosed list of payments.</p>	Pages 13 to 15
6.	<p><b>FACILITIES BOOKINGS</b></p> <p>Members are asked to <b>NOTE</b> the Master Booking Sheet to date.</p>	Pages 16 to 21
7.	<p><b>REVIEW OF COUNCIL'S 2023/24 FIXED ASSET REGISTER</b></p> <p>Members are asked to <b>CONSIDER</b> the report and <b>APPROVE</b> the recommendations therein.</p>	Pages 22 to 25
8.	<p><b>PROPOSED CO-OPTION POLICY 2024</b></p> <p>Members are asked to <b>CONSIDER</b> the report and <b>APPROVE</b> the recommendations therein.</p>	Pages 26 to 38
9.	<p><b>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</b></p> <p>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</p>	Verbal

	special reasons.	
10.	<b>TOWN CLERK – UPDATE ON CILCA QUALIFICATION</b> Members are asked to <b>CONSIDER</b> the report and <b>APPROVE</b> the recommendations therein.	Pages 39 to 41



**PRESCOT TOWN COUNCIL**

**FINANCE POLICY AND HUMAN RESOURCES  
COMMITTEE MEETING**

**18th JANUARY 2024**

**REPORT TITLE:**

Minutes of Previous Committee Meetings

**BACKGROUND TO THE REPORT:**

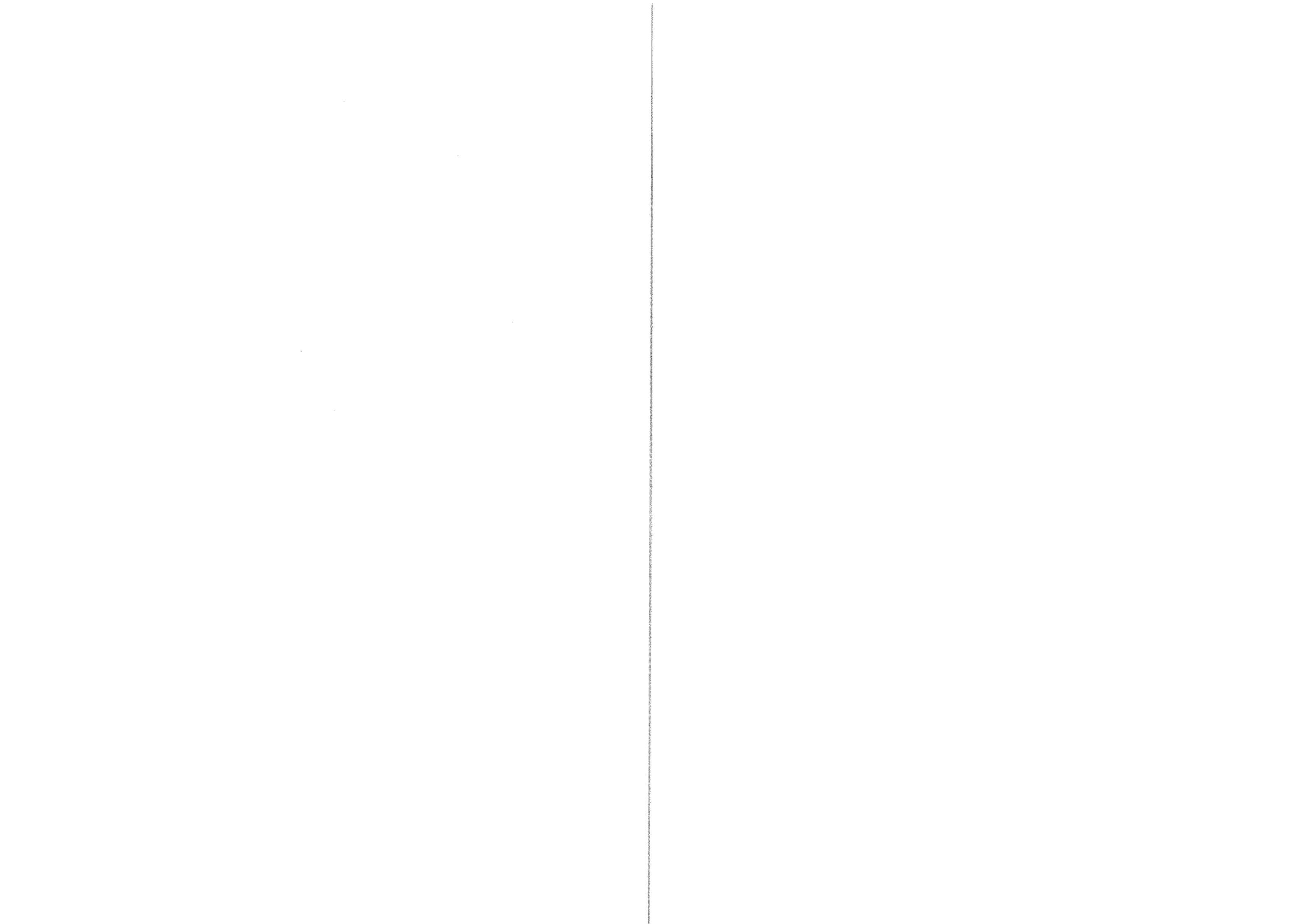
As members are aware they are required to agree the minutes of the previous meeting as a true and accurate record of the business transacted at that meeting.

**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 **TUESDAY 24<sup>th</sup> 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 22<sup>nd</sup> 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 30<sup>th</sup> 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.

Cllr 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 30<sup>th</sup> September 2023

#### **18. ORDERS AND PAYMENTS AUTHORISATION**

The Town Clerk presented orders and payments to 30<sup>th</sup> 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 30<sup>th</sup> September 2023.

#### **19. FACILITIES BOOKINGS**

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

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the bookings list as presented by the Town Clerk



**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 18<sup>th</sup> 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**

**FINANCE POLICY AND HUMAN RESOURCES  
COMMITTEE MEETING**

**18<sup>th</sup> JANUARY 2024**

**REPORT TITLE:**

Budget Monitoring Statement – Up to December 2023

**BACKGROUND TO THE REPORT:**

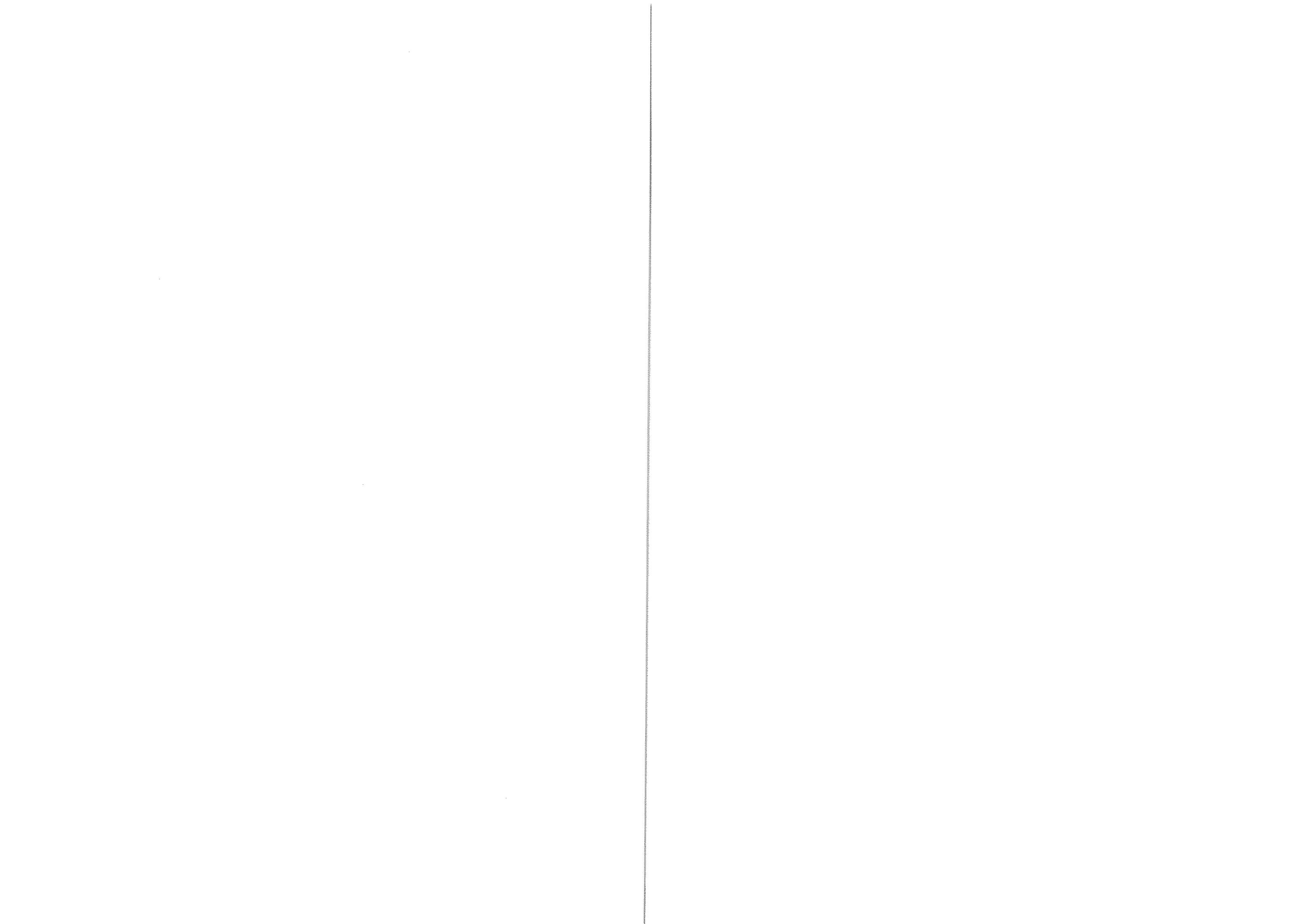
Each year the Town Council levy a Precept on the residents on the Town. This precept is then expended by the Town Council for the benefit of residents over the course of the year.  
In addition to the Precept the Town Council also derive an income from the operation of the Town Hall and various events.

**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:

Dec-23

SUMMARY	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	EXECUTIVE SUMMARY
Total income	364,958.08	378,080.78	381,382.14	16,424.06	
Total expenses	364,958.08	258,566.80	367,181.70	2,223.62	
Income less expenses:	0.00	119,513.98	14,200.44	-14,200.44	
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	1,150.00	6,624.05	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	8,704.14	8,704.14	8,456.64	£8,336.00 has been received from the 2022-23 Mayor to install inclusive roundabout at Eaton Street Park. Currently discussing options in terms of leases for Parks. Based on 9 months of operations, the income target for 2023-24 is likely to be achieved given that £16,591,000 has been achieved to date. There is a comparative number of bookings for the final quarter of 2023-24 and therefore income is anticipated to be comparable.
Lettings					
Bond	21,000.00	16,591.00	21,000.00	0.00	
TENS Licence	0.00	2,962.25	1,978.75	0.00	
	0.00	42.00	42.00	0.00	
Table Cloths, Chair Covers, Catering etc					Based on 9 months of operations, income generated to date is higher than the expected 6 month income target. The Town Clerk increased the annual forecast for October's meeting of FPHR by £500.00 to reflect that there are similar booking numbers for the second half of 2023-24.
Bar	2,500.00	2,197.33	3,000.00	500.00	Based on 9 months of operations, the bar has generated an income of 2,302.76. Given that there are a comparable number and type of bookings to the first half of 2023-24, the Town Clerk scaled up the annual forecast to £3,000.00. Officers are confident that this figure will also be exceeded by the end of 2023/24.
Job Retention Scheme (JRS)	1,500.00	2,302.76	3,000.00	1,500.00	
Feed In Tariff (Solar Panels)	0.00	0.00	0.00	0.00	
Feed In Tariff (Solar Panels)	0.00	0.00	0.00	0.00	
Total income:	364,958.08	378,080.78	381,382.14	14,403.31	
COST CENTRE 1 - STAFF & TRAINING COSTS					
BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE	
Salaries and wages	163,438.08	123,401.70	163,438.08	0.00	The Local Government Pay Award Scheme was implemented in December 2023, however this was factored into the 2023/24 salaries budget.
External Staff Cover		0.00	0.00	0.00	In light of council running with a caretaker vacancy for the first half of 2023/24, a saving is likely to be generated for the end of this year.
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	Monthly payments continue to be made to Peninsula for 2022-23. However Council has not committed to renew contract for 2023-24.
Training	3,200.00	3,042.07	3,200.00	0.00	
Total staff & training costs:	167,688.08	127,293.77	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	7,733.19	10,500.00	0.00	KMBC Elections Officers provided an invoice in December 2023. Council committed £10,500.00 to this budget line to not only cover the cost of "All Out" elections in May, but also in the event of a bi-election being called.
Bank Charges	300.00	153.08	300.00	0.00	
Photocopier & Printing	900.00	801.53	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	1,334.00	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 exceed the annual forecast - however this has not been reduced in anticipation that further legal advice will be required as Members discuss potential acceptance of Heads of Terms.
Professional Fees	6,500.00	1,317.00	6,500.00	0.00	Following review of operations, this budget line is likely to exceed budgeted amount and the Town Clerk has therefore revised the annual forecast to £2000
Stationary, Postage, Office Equipment	1,800.00	1,762.17	2,000.00	200.00	
Subscriptions	500.00	1,261.94	500.00	0.00	
Licences	300.00	242.50	300.00	0.00	

**PRESCOT TOWN COUNCIL**

**BUDGET MONITORING STATEMENT**

**Revenue Budget**

Month end / Year:

**Dec-23**

	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET	NARRATIVE
Equipment Purchase / Maintenance	1,600.00	1,021.99	1,600.00	0.00	All costs associated with punctuation of the ZUZZZS Annual Report have now been made, with a significant overspend against budgeted amount.
Quality Council	600.00	2,505.54	2,500.00	1,900.00	Moving forward, a budget in the region of £2,800.00 will need to be set against this budget line in anticipation of increase costs associated with producing the annual report, and costs associated with running the Local Democracy Project.
Insurance	4,000.00	4,872.92	4,872.92	872.92	Annual Insurance Policy higher than budgeted amount in consideration of play equipment responsibilities and container at Prescott Town Hall.
Insurance Contingency	0.00	0.00	0.00	0.00	A figure in the region of £5,000.00 will be factored into 2024/25 Budget.
Telephones & Broadband	2,100.00	1,362.86	2,100.00	0.00	
IT Recharges	2,900.00	1,978.89	2,900.00	0.00	
Advertising	600.00	295.00	600.00	0.00	
Miscellaneous	500.00	729.12	1,000.00	500.00	
<b>Total admin. expenses:</b>	<b>34,600.00</b>	<b>27,391.73</b>	<b>38,116.92</b>	<b>3,516.92</b>	
<b>Percentage of total:</b>	<b>9.48%</b>				
<b>COST CENTRE 3 - COMMUNITY PROVISION AND EVENTS</b>					
	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>ANNUAL FORECAST</b>	<b>UNDER OVER BUDGET</b>	<b>NARRATIVE</b>
Prescot Town Council Community Fund	9,000.00	4,882.85	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.
Events	0.00	0.00	0.00	0.00	
Prescot Spring Clean	3,400.00	0.00	3,400.00	0.00	Prescot Spring Clean has been planned for March 2024. Member availability was sought at November's Events Committee meeting, but dates have still to be confirmed.
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 Prescott Carnival is now complete. This has come in at £1,004.14 under budget Expenditure against budget amount through payment of poppy wreaths and hire of bugler.
Armistice Day Remembrance Service	150.00	171.56	150.00	0.00	This budget line likely to be increased to £200.00 for 2024/25 in anticipation of increased costs.
Prescot Christmas Cracker	5,000.00	4,669.39	4,669.39	-330.61	All expenditure relating to the 2023 Christmas Cracker is now complete and has come in almost £350.00 under budget.
Senior Citizen Drop In	500.00	164.51	500.00	335.49	Officers are still in the process of making payments for the Senior Citizen Drop in but are confident that this will come under the budgeted amount for 2023/24. Total expenditure will be in region of £200.00
Schools Selection Packs	1,300.00	1,367.43	1,367.43	67.43	All expenditure associated with purchase of schools selection packs has now been made. Expenditure was slightly more than the budgeted amount which will be factored into the 2024/25 budget.
<b>Total Community expenses:</b>	<b>31,350.00</b>	<b>22,226.02</b>	<b>30,057.10</b>	<b>-1,292.90</b>	
<b>Percentage of total:</b>	<b>8.59%</b>				
<b>COST CENTRE 3 - PUBLIC OPEN SPACE / OUTDOOR PROVISION</b>					
	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>ANNUAL FORECAST</b>	<b>UNDER OVER BUDGET</b>	<b>NARRATIVE</b>
Parks Revenue Maintenance	30,800.00	15,768.29	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 Browns Field have approached the Town Clerk to purchase substantial stakes and ties to support trees along Carr Lane, but have toppled over.
Eaton Street Development	5,000.00	0.00	5,000.00	0.00	Indicative costs to date are circa £600.00 to purchase stakes and ties for 32 trees.
Parks Capital Maintenance	10,000.00	0.00	10,000.00	0.00	Based on an onsite meeting with contractors, despite £8,336.00 being ring-fenced for the installation of a roundabout, it is likely that more funding will be required for safety surfacing, changed railings and short access path. It is therefore prudent to say that a £9,000.00 contribution to these works will be necessary.
Business Rates Browns Field	300.00	230.54	300.00	0.00	In discussion with the former Town Clerk, this budget line will need to be increased in 2023/24 to £20,000.00
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	230.33	300.00	0.00	
<b>Total POS expenses:</b>	<b>52,010.00</b>	<b>16,229.16</b>	<b>52,010.00</b>	<b>0.00</b>	
<b>Percentage of total:</b>	<b>14.25%</b>				
<b>COST CENTRE 4 - TOWN HALL</b>					
	<b>BUDGETED</b>	<b>ACTUAL</b>	<b>ANNUAL FORECAST</b>	<b>UNDER OVER BUDGET</b>	<b>NARRATIVE</b>
Heat & Light	16,000.00	9,306.78	16,000.00	0.00	Based on current consumption officers are confident that expenditure will be in the region of budgeted amount and therefore no revision of the annual forecast is necessary.

# PRESCOT TOWN COUNCIL

## BUDGET MONITORING STATEMENT

### Revenue Budget

Month end / Year:

Dec-23

<i>Business Rates</i>	6,500.00	6,418.39	6,500.00	0.00	Business rates for Prescott Town Hall for 2023/24 have been paid with no further expenditure for this financial year.
<i>Water Rates</i>	2,500.00	1,677.49	2,500.00	0.00	
<i>Town Hall Christmas Lights</i>	2,000.00	1,072.00	2,000.00	0.00	Two of three installations have now been paid to Lumalite for the provision of Christmas Lights, with the final installment to be made before the end of this year.
<i>Facilities Management</i>	5,500.00	5,151.23	5,500.00	0.00	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.
<i>Furniture &amp; Fittings</i>	1,000.00	657.23	1,000.00	0.00	
<i>Day to Day Maintenance</i>	5,500.00	486.39	5,500.00	0.00	
<i>Cleaning &amp; Hygiene</i>	1,000.00	899.74	1,000.00	0.00	
<i>Laundry</i>	2,300.00	1,347.50	2,300.00	0.00	
<i>Refuse Collection</i>	2,500.00	1,923.90	2,500.00	0.00	
<i>Borrowing Costs</i>	34,010.00	34,009.60	34,009.60	-0.40	Both payments to the Public Works Loan Board (PWLB) have now been made, therefore no further expenditure against this budget line.
<i>Table Cloths, chair covers catering etc</i>	500.00	308.12	500.00	0.00	Having reviewed table decorations a new stock of chair sashes has been acquired in addition to table cloths and chair covers. The budgeted amount is unlikely to be exceeded by the end of 2023/24.
<i>Bond Refund</i>	0.00	2,104.75	0.00	0.00	
<i>TEN Licence</i>	0.00	63.00	0.00	0.00	
<b>Total Town Hall expenses:</b>	<b>79,310.00</b>	<b>65,426.12</b>	<b>79,309.60</b>	<b>-0.40</b>	
<b>Percentage of total:</b>	<b>21.73%</b>				





**PRESCOT TOWN COUNCIL**

**FINANCE POLICY AND HUMAN RESOURCES**  
**COMMITTEE MEETING**

**18<sup>th</sup> JANUARY 2024**

**REPORT TITLE:**

Orders and Payment Authorisation

**BACKGROUND TO THE REPORT:**

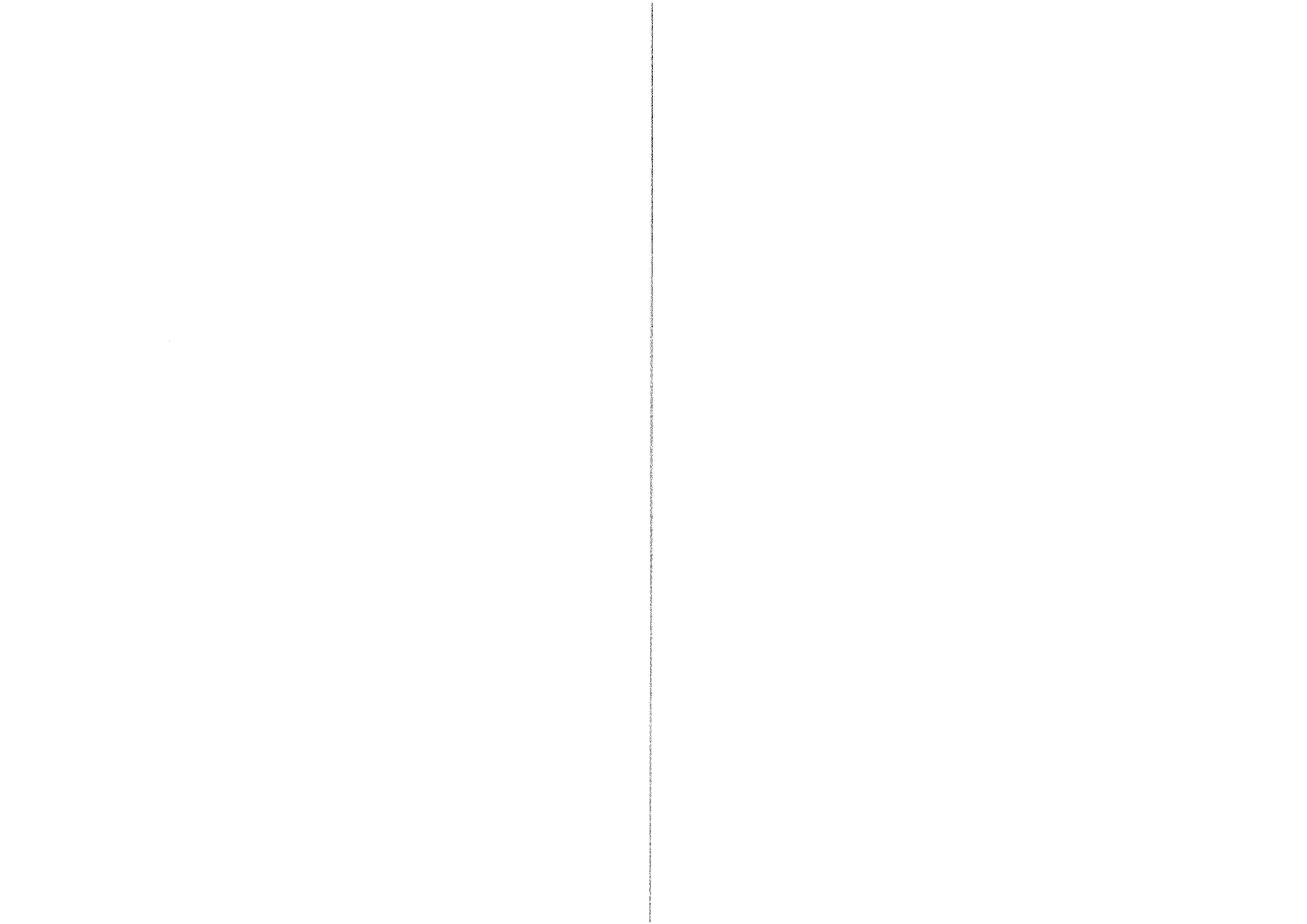
In accordance with the requirements of Financial Regulations 4.1 and 4.8 the responsible financial officer is required to submit for approval a list of all receipts and payments to date.

**PURPOSE OF REPORT:**

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

**REPORTS PREPARED BY:**

Alex Spencer - Town Clerk



Approval Date	Payment Voucher No.	Supplier	Description	Date Cleared Bank Account	Gross
02/10/2023	222	Amazon	Haribo Mini Chamallows 1KG	02/10/2023	12.31
02/10/2023	223	Lyreco	Office Supplies, Cleaning Products and Items for Christmas Cracker 2023	02/10/2023	289.04
02/10/2023	229	Nickys Laundry	Laundry	02/10/2023	59.50
02/10/2023	230	Jessie Roche	Reimbursement of Security Bond	02/10/2023	50.00
02/01/2023	261	TotalEnergies	Gas Bill	02/10/2023	164.56
02/10/2023	260	Prism Solutions	Telephones	02/10/2023	192.49
03/10/2023	232	PlumbNation	Twyford Alcona Toilet Seat and Twyford Sola Full Toilet Seat	03/10/2023	122.91
03/10/2023	262	HSBC	Petty Cash	03/10/2023	231.69
04/10/2023	236	NextDay Catering Equipment	Olympia Insulated Coffee & Tea Jugs x20	04/10/2023	358.40
02/10/2023	231	Carequick	Service on ACV Appliance, hoses for combustion fan	05/10/2023	792.95
04/10/2023	233	WaterPlus	Water and Wastewater Bill 01/09/2023 - 30/09/2023 (Browns Field)	05/10/2023	10.78
04/10/2023	234	Amazon	Galaxy Instant Hot Chocolate 1KG x10	05/10/2023	33.28
05/10/2023	237	Amazon	A4 Transparent Storage Boxes x5 and 25x silica gel 1 gram sachet	05/10/2023	28.79
05/10/2023	239	Amazon	Christmas themed Disposable Cups x700	05/10/2023	62.97
05/10/2023	238	WaterPlus	Disposable Red Tablecloth table covers x16	05/10/2023	29.96
05/10/2023	239	WaterPlus	Water and Wastewater Bill 03/09/2023 - 02/10/2023 (Eaton Street)	05/10/2023	13.95
05/10/2023	N/A	HSBC	Total Charges	05/10/2023	8.00
09/10/2023	240	Nickys Laundry	Laundry	09/10/2023	33.50
09/10/2023	241	Amazon	x2 Haribo Mini Chamallows (1KG)	09/10/2023	24.62
09/10/2023	242	Amazon	A4 Transparent Storage Boxes x5 and 25x silica gel 1 gram sachet	09/10/2023	28.69
09/10/2023	263	KMBC	Grounds Maintenance from 01/04/2023 - 31/03/2024	09/10/2023	3,616.36
10/10/2023	243	PlumbNation	x6 Twyford Alcona Toilet Seats	10/10/2023	290.40
10/10/2023	245	PKF Littlejohn LLP	Annual Governance & Accountability Return for year ended 31st March 2023	10/10/2023	1,260.00
11/10/2023	246	Anne Mulville	Reimbursement of Security Bond	11/10/2023	137.25
13/10/2023	247	LALC	Membership for NALC and LALC - 1st April 2023 - 31st March 2024	13/10/2023	1,226.94
18/10/2023	249	Trade UK	Master Padlock	18/10/2023	30.98
18/10/2023	250	Nickys Laundry	Laundry	18/10/2023	82.50
18/10/2023	251	Electromarket	Fenton Portable PA System	18/10/2023	69.99
18/10/2023	248	WaterPlus	Water and Wastewater Bill 14/09/2023 - 13/10/2023 (Town Hall)	18/10/2023	187.18
19/10/2023	253	Amazon	Issued Credit Note for returned goods	19/10/2023	13.28
19/10/2023	252	Anne Mulville	Refund for room hire on 07/10/2023	19/10/2023	-
19/10/2023	254	Amazon	10x Door Stop Wedge	19/10/2023	100.00
20/10/2023	272	DRAX	Electricity Bill 01/09/2023 - 30/09/2023 (Town Hall)	19/10/2023	1,875.18
20/10/2023	273	TotalEnergies	Bin Collection for September 2023	20/10/2023	237.05
25/10/2023	256	Emma McHugh	Gas Bill 24/08/2023 - 25/09/2023 (Town Hall)	20/10/2023	444.78
25/10/2023	255	Jason Walsh	PTC Salaries	24/10/2023	12,630.83
25/10/2023	257	ASL	Reimbursement of Security Bond	25/10/2023	50.00
25/10/2023	258	Jaka Ltd	Reimbursement of Security Bond	25/10/2023	50.00
25/10/2023	259	St. Helens Tool & Machinery Repairs	Printing & Photocopying	25/10/2023	72.72
25/10/2023	264	Prism Solutions	New Wheels an Service for Generator and Service on Snow Machine	25/10/2023	140.00
27/10/2023	275	The Defib Pad	Bar Staff Working Hours on 21/10/2023 and 22/10/2023	25/10/2023	73.62
27/11/2023	341	TotalEnergies	IT Services	25/10/2023	265.93
30/10/2023	266	Nickys Laundry	Physion-Control Lifepak plus Charge-Pak and Defib pad kit	27/10/2023	179.99
30/10/2023	268	Karen Bullen (Jaka Ltd)	Gas Bill 25/09/2023 - 24/10/2023 (Town Hall)	27/10/2023	576.71
30/10/2023	267	Victoria Price	Laundry	27/10/2023	81.50
30/10/2023	269	Amazon	2000 A5 posters plus 60 A4 posters	30/10/2023	106.00
30/10/2023	270	Carequick	Reimbursement of Security Bond	30/10/2023	50.00
31/10/2023	276	Peninsula Busines	2x 60 Litres premium plastic swing bins	30/10/2023	25.99
01/11/2023	282	Louise Sephton	Health & Safety Training Package	30/10/2023	200.45
01/11/2023	277	Amazon	57X Boxes of 24 Cadbury Selection Packs	31/10/2023	311.58
01/11/2023	280	Amazon	Craft - Wooden Christmas Baubles x600	01/11/2023	1,640.92
01/11/2023	281	Amazon	Jack to XLR Cable for PA System	01/11/2023	71.94
01/11/2023	279	Amazon	5 Metre AWG Computer extension cord for PA System	01/11/2023	18.38
01/11/2023	278	Amazon	Sashes (Various Colours)	01/11/2023	11.48
01/11/2023	310	CF Corporate Finance	Crayola Supertips washable markers - assorted colours	01/11/2023	315.32
01/11/2023	311	Prism Solutions	Printer Lease Charge	01/11/2023	44.74
02/11/2023	285	Amazon	Telephones	01/11/2023	77.40
02/11/2023	286	Amazon	Extendable pole feather duster	01/11/2023	193.14
02/11/2023	284	Lyreco	Replacement Modular Key and Dual Prong Metal keys for toilets and towels dispensers	02/11/2023	9.99
02/11/2023	283	Karen Bullen (Jaka Ltd)	Office Supplies and Cleaning Products	02/11/2023	12.58
04/11/2023	287	The Rubbish Removers Ltd	Refund for room hire on 22/09/2023	02/11/2023	357.08
06/11/2023	N/A	HSBC	Remove and dispose of various items	02/11/2023	117.00
06/11/2023	289	Ruby V/ney	Total Charges	04/11/2023	240.00
06/11/2023	288	Kirsty Moore	Reimbursement of Security Bond	06/11/2023	28.86
29/09/2023	218	Power Care (Shorroock Trichem Ltd)	Reimbursement of Security Bond	06/11/2023	50.00
06/11/2023	294	Amazon	Repairs to Finap gentle scrubber/dryer - 08/09/2023	06/11/2023	114.00
06/11/2023	290	Amazon	WD-40 Multi use product - 600ml can	06/11/2023	9.25
06/11/2023	293	WaterPlus	Powder Free Disposable Gloves Blue (Small) - pack of 100	06/11/2023	7.79
06/11/2023	292	WaterPlus	Plastic Storage Boxes - pack of 5	06/11/2023	38.48
06/11/2023	291	Lumalite	Water & Wastewater Bill 01/10/2023 - 31/10/2023 (Browns Field)	06/11/2023	11.13
06/11/2023	296	Alex Spencer	Water and Wastewater Bill 03/10/2023 - 02/11/2023 (Browns Field)	06/11/2023	14.31
09/11/2023	297	Screen Positive Ltd	Installation 2 of year 3 of 3 year contract for festive lighting	06/11/2023	633.60
09/11/2023	298	Jaka Ltd	Fasthosts Linux PHP Extended Support	06/11/2023	6.94
09/11/2023	312	KMBC	Christmas Cracker Banners and Changes	06/11/2023	66.00
10/11/2023	301	Amazon	Bar Staff Working Hours on 28/10/2023	09/11/2023	21.50
10/11/2023	300	Amazon	Grounds Maintenance from 01/04/2023 - 31/03/2024	09/11/2023	3,616.36
10/11/2023	289	Xenia Recruitment	50 pack fake artificial white foam roses with stem	10/11/2023	21.88
13/11/2023	302	Laura Wilson	Sealey Broom (Soft Bristle)	10/11/2023	18.77
15/11/2023	304	Nickys Laundry	Refund for reduced hours for booking on 10th November 2023	10/11/2023	45.00
15/11/2023	305	Amazon	Bugle services at Armistice Day Service 11/11/2023	10/11/2023	75.00
16/11/2023	306	WaterPlus	Laundry	15/11/2023	99.50
16/11/2023	307	Gina Cave	Playing Cards & Wireless Mouse	15/11/2023	22.96
20/11/2023	318	B&M Waste Services	Water & Wastewater 14/10/2023 - 13/11/2023 (Town Hall)	16/11/2023	195.55
20/11/2023	308	Amazon	Reimbursement of Security Bond	20/11/2023	50.00
20/11/2023	309	Amazon	Bin Collection for October 2023	20/11/2023	285.74
14/11/2023	303	Eddy Leisure	Tisno High Quality Digital Cable/Adapter	20/11/2023	18.38
24/11/2023	313	ASL	15 Metre AWG Computer Extension cord	21/11/2023	11.48
24/11/2023	319	British Gas	Balance of Snow Globe photo booth for Christmas Cracker 2023	23/11/2023	1,195.00
24/11/2023	320	KMBC	Printing & Photocopying	24/11/2023	79.56
27/11/2023	314	Alma Landy	Electricity Bill 01/10/2023 - 31/10/2023	24/11/2023	1,091.29
27/11/2023	315	Sanju Sunny	PTC Salaries	24/11/2023	13,298.18
27/11/2023	321	Prism Solutions	Reimbursement of Security Bond	27/11/2023	50.00
28/11/2023	317	Louise Sebhton	Reimbursement of Security Bond	27/11/2023	50.00
28/11/2023	316	Screenking	IT Services	27/11/2023	265.93
28/11/2023	322	Peninsula Business	2x Amazon gift cards for Mayors Christmas card design competition	28/11/2023	50.00
01/12/2023	344	Prism Solutions	2x Zip Hoodies, 2 polo shirts, 2 Hoodies and 2 pairs of work trousers	28/11/2023	195.96
01/12/2023	343	Public Works Loan Board	Health & Safety Training Package	28/11/2023	311.58
04/12/2023	332	Lyreco	Telephones	01/12/2023	192.77
04/12/2023	330	L35 Online Radio	Community Fund Application	01/12/2023	500.00
04/12/2023	329	Gigglebozz	Lean Repayment	04/12/2023	17,004.80
04/12/2023	328	Keiron Kenny	Cleaning Products & Stationary	04/12/2023	121.72
04/12/2023	327	WaterPlus	Donation for attendance at Xmas Cracker	04/12/2023	100.00
04/12/2023	326	WaterPlus	DJ/Announcer at Xmas Cracker	04/12/2023	100.00
04/12/2023	325	Alex Spencer	2 Face painters for Xmas at Xmas Cracker	04/12/2023	380.00
04/12/2023	324	Tracey Murray	30 minute performance at Xmas Cracker	04/12/2023	80.00
05/12/2023	333	Colin Hughes	Mickey & Minnie Mascots for Xmas Cracker	04/12/2023	300.00
05/12/2023	336	Alex Spencer	Water & Wastewater bill 01/11/2023 - 30/11/2023 (Browns Field)	04/12/2023	10.78
06/12/2023	335	WaterPlus	Cream & Biscuits for Xmas Cracker	04/12/2023	29.30
06/12/2023	334	WaterPlus	Cream & Biscuits for Xmas Cracker	04/12/2023	29.14
06/12/2023	337	Keiron Kenny	ErectDismanite Reimbursement & Xmas Cracker banner	05/12/2023	105.00
06/12/2023	338	Nickys Laundry	Total Charges	05/12/2023	15.55
06/12/2023	339	George Nathan Ryan	Fasthosts Linux PHP Extended Support	06/12/2023	6.94
06/12/2023	340	KMBC	Water & Wastewater Eaton Street 05/11/2023 - 02/12/2023	06/12/2023	13.95
06/12/2023	341	WaterPlus	Water & Wastewater Prescot Town Hall 14/11/2023 - 02/12/2023	06/12/2023	117.48
07/12/2023	337	Keiron Kenny	Performance at Senior Citizen Christmas Drop in 2023	07/12/2023	80.00
08/12/2023	338	Nickys Laundry	Faiground ride at Christmas Cracker 2023	08/12/2023	350.00
11/12/2023	345	KMBC	Laundry	08/12/2023	91.50
12/12/2023	342	VSP Printing	Grounds Maintenance from 01/04/2023 - 31/03/2023	11/12/2023	3,616.36
18/12/2023	346	Christy Fortune	Elections held on Thursday 4th May 2023	12/12/2023	7,733.19
20/12/2023	347	Nickys Laundry	7000 Annual Reports 2022 - 2023	13/12/2023	1,910.00
20/12/2023	349	KMBC	Reimbursement of Security Bond	18/12/2023	50.00
21/12/2023	351	B&M Waste Services	Laundry	20/12/2023	78.50
21/12/2023	351	B&M Waste Services	TENS Licence for Gillian Flatley on 27/01/2024	20/12/2023	21.00
21/12/2023	351	B&M Waste Services	Bin Collection for November 2023	20/12/2023	254.33

Payment List Quarter 2 - October 2023 to December 2023

Payment Date	Invoice No	Supplier Name	Description	Due Date	Amount
20/12/2023	348	Golden Services Leaflet Distribution	Distribution of 6000 2022 - 2023 Annual Reports	21/12/2023	420.00
21/12/2023	350	John Fairclough	Reimbursement of Security Bond	21/12/2023	201.00
21/12/2023	352	Amazon	5x Enormous Jumbo XL Laundry Bags	21/12/2023	29.99
21/12/2023	353	Amazon	9x Dishmatic Heavy Duty Cleaning Sponges	21/12/2023	5.70
27/12/2023	358	TotalEnergies	Gas Bill 24/10/2023 - 24/11/2023 (Town Hall)	27/12/2023	755.04
27/12/2023	357	KYBC	PTC Salaries	27/12/2023	22,021.44
27/12/2023	356	Prism Solutions	IT Services	27/12/2023	265.93
28/12/2023	359	Peninsula Business	Health & Safety Training Package	28/12/2023	311.58

Quarterly Total (Oct - Dec) 109,498.64

Actual Running Total (April to January) 570,929.90

**PRESCOT TOWN COUNCIL**

**FINANCE, POLICY AND HUMAN RESOURCES**  
**COMMITTEE MEETING**

**18<sup>th</sup> JANUARY 2024**

**REPORT TITLE:**

Facilities Bookings

**BACKGROUND TO THE REPORT:**

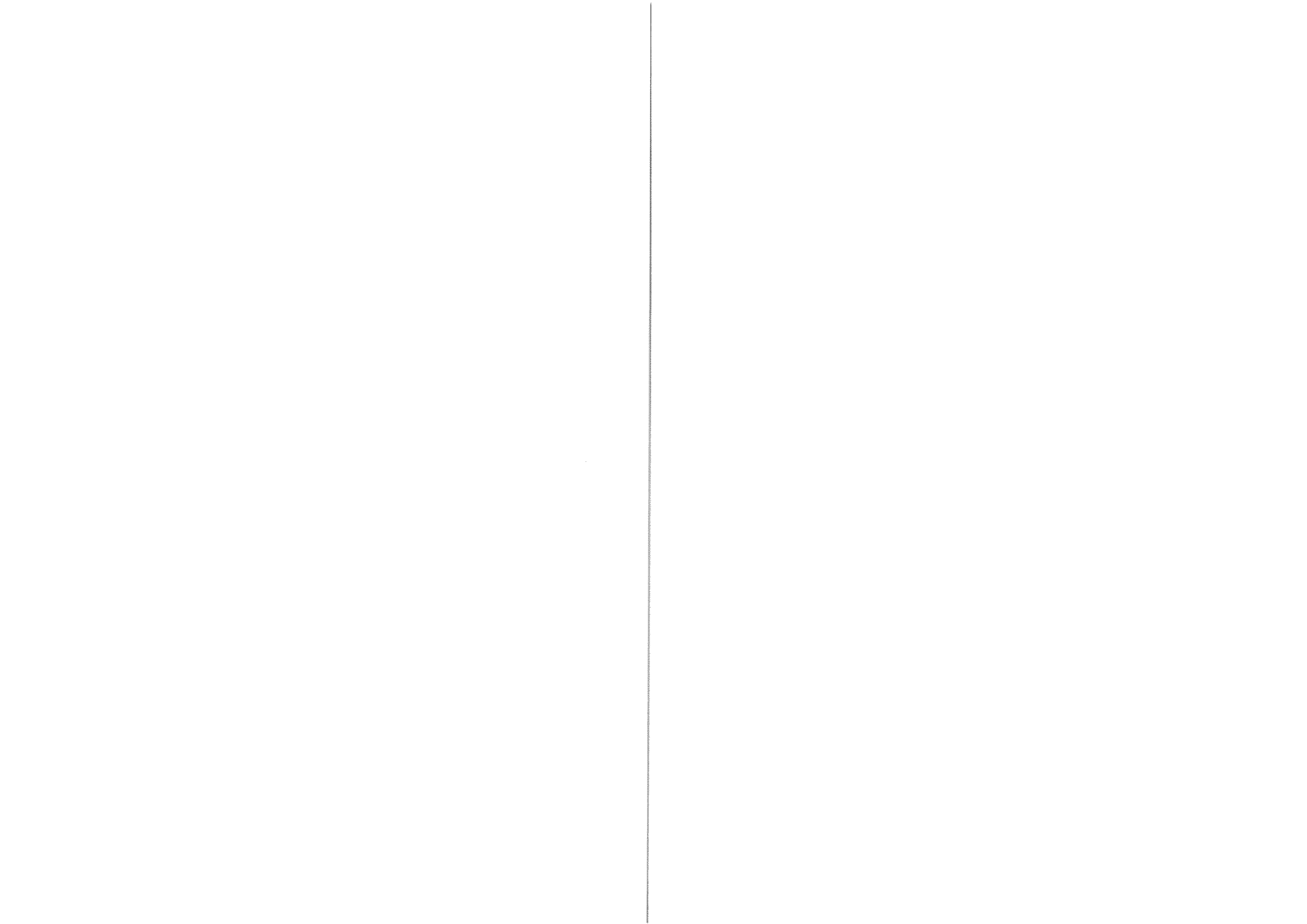
List of facilities bookings to be **NOTED** by members.

**PURPOSE OF REPORT:**

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

**REPORT PREPARED BY:**

Liam Johnson – Administration Officer



**BOOKINGS - PRESCOT TOWN HALL**

NAME	WEEK COMMENCING	DATE	TIMES	ROOM	EVENT	NET INCOME
Sharon Swindels - Aerobics	02 October 2023	Mon/02/10/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	02 October 2023	Tue/03/10/2023	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr J Smith	£ 15.00
FACE - Amanda Briscoe	02 October 2023	Tue/03/10/2023	10:00am - 12:30pm	Council Chamber	Flower Arranging Course	
FACE - Amanda Briscoe	02 October 2023	Tue/03/10/2023	1:00pm - 4:00pm	Council Chamber	Flowers and sugar craft course	
Jenn Appleton - Kumon	02 October 2023	Tue/03/10/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	02 October 2023	Tue/03/10/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Prescot Town Council	02 October 2023	Wed/04/10/2023	8:30am - 10:30am	Multi Function	Winter Coat Recycling Pop up shop	
FACE - Amanda Briscoe	02 October 2023	Wed/04/10/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	02 October 2023	Wed/04/10/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	02 October 2023	Wed/04/10/2023	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	02 October 2023	Wed/04/10/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	02 October 2023	Wed/04/10/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	02 October 2023	Thu/05/10/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Cllr Mark Burke	02 October 2023	Thu/05/10/2023	6:00pm - 7:00pm	Council Chamber	Residents of Prescot Parkway Meeting	
Paul Murphy - Martial Arts	02 October 2023	Thu/05/10/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Lynn Titherington - Slimming World	02 October 2023	Sat/07/10/2023	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Kerry Mulville / Anne Mulville	02 October 2023	Sat/07/10/2023	3:00pm - 12:00am	Multi Function	30th Birthday Party	£ 360.83
Victoria Powell	02 September 2023	Mon/09/10/2023	6:00pm - 8:45pm	Council Chamber	Autism Awareness Course	
Juanita Steel - Pilates	09 October 2023	Mon/09/10/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	09 October 2023	Mon/09/10/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Cllr Jayne Edgar	09 October 2023	Tue/10/10/2023	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
FACE - Amanda Briscoe	09 October 2023	Tue/10/10/2023	10:00am - 12:30pm	Council Chamber	Flower Arranging Course	
FACE - Amanda Briscoe	09 October 2023	Tue/10/10/2023	1:00pm - 4:00pm	Council Chamber	Flowers and sugar craft course	
Jenn Appleton - Kumon	09 October 2023	Tue/10/10/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Eaton Street Park	09 October 2023	Tue/10/10/2023	6:30pm - 8:00pm	Conference Room	Meeting	
Friends of Prescot Cemetery & Churchyard	09 October 2023	Tue/10/10/2023	6:30pm - 7:30pm	Council Chamber	Meeting	
Paul Murphy - Martial Arts	09 October 2023	Tue/10/10/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	09 October 2023	Wed/11/10/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
KMBC - Prescot South Ward Members Surgery	09 October 2023	Wed/11/10/2023	1:00pm - 2:00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & P Cook	£ 15.00
FACE - Michelle Daly	09 October 2023	Wed/11/10/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	09 October 2023	Wed/11/10/2023	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	09 October 2023	Wed/11/10/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	09 October 2023	Wed/11/10/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Knowsley Fostering Service	09 October 2023	Thu/12/10/2023	9:30am - 1:00pm	Council Chamber/Conf Room	Domestic Violence Training	£ 56.67
Jenn Appleton - Kumon	09 October 2023	Thu/12/10/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	09 October 2023	Thu/12/10/2023	6:00pm - 7:30pm	Conference Room	Events Committee Meeting	
Paul Murphy - Martial Arts	09 October 2023	Thu/12/10/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	09 October 2023	Thu/12/10/2023	7:30pm - 9:30pm	Council Chamber	Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	09 October 2023	Fri/13/10/2023	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	09 October 2023	Fri/13/10/2023	12:30pm - 4:00 pm	Multi Function	Deaf Club	£ 35.00
Prescot Town Council	09 October 2023	Fri/13/10/2023	5:30pm - 7:30pm	Multi Function	Winter Coat Recycling Pop up shop	
Lynn Titherington - Slimming World	09 October 2023	Sat/14/10/2023	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Kaye Reilly	09 October 2023	Sat/14/10/2023	3:30pm - 6:30pm	Multi Function	Childrens 4th Birthday Party	£ 110.00

Juanita Steel - Pilates	16 October 2023	Mon/16/10/2023	6:00pm - 7:00pm	Multi Function		Pilates	£ 15.00
Sharon Swindels - Aerobics	16 October 2023	Mon/16/10/2023	7:30pm - 8:30pm	Multi Function		Aerobics Session	£ 15.00
KMBC - Prescott North Ward Surgery	16 October 2023	Tue/17/10/2023	10:00am - 11:00am	Meeting Room		Prescott North Ward Surgery - Clr. F Wynn	£ 15.00
FACE - Amanda Briscoe	16 October 2023	Tue/17/10/2023	10:00am - 12:30pm	Council Chamber		Flower Arranging Course	
FACE - Amanda Briscoe	16 October 2023	Tue/17/10/2023	1:00pm - 4:00pm	Council Chamber		Flowers and sugar craft course	
Jenn Appleton - Kumon	16 October 2023	Tue/17/10/2023	3:30pm - 6:00pm	Multi Function		Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	16 October 2023	Tue/17/10/2023	6:30pm - 8:30pm	Multi Function		Martial Arts	£ 20.00
Del Arnall	16 October 2023	Tue/17/10/2023	6:30pm - 7:00pm	Conference Room		Ward Meeting	
FACE - Amanda Briscoe	16 October 2023	Wed/18/10/2023	10:00am - 1:00pm	Council Chamber		Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	16 October 2023	Wed/18/10/2023	1:00pm - 3:30pm	Conference Room		English Language Development/ESOL Course	
Tracy Shirley - Drama	16 October 2023	Wed/18/10/2023	5:00pm - 7:00pm	Multi Function		Drama Classes	£ 30.00
Tracy Shirley - Drama	16 October 2023	Wed/18/10/2023	7:00pm - 8:00pm	Council Chamber		Drama Classes	£ 15.00
Sharon Swindels - Aerobics	16 October 2023	Wed/18/10/2023	7:30pm - 8:30pm	Multi Function		Aerobics Session	£ 15.00
Knowsley Fostering Service	16 October 2023	Thu/19/10/2023	9:00am - 2:00pm	Multi Function		Mandatory Training for Foster Carers	£ 79.17
Jenn Appleton - Kumon	16 October 2023	Thu/19/10/2023	3:30pm - 6:00pm	Multi Function		Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	16 October 2023	Thu/19/10/2023	6:30pm - 8:30pm	Multi Function		Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	16 October 2023	Thu/19/10/2023	7:30pm - 9:30pm	Council Chamber		Choir Practice	£ 20.00
NO BOOKINGS TO BE TAKEN FOR THE BAR	16 October 2023	Fri/20/10/2023	ALL DAY	Multi Function		NO BOOKINGS TO BE TAKEN FOR THE BAR	
Friends of Eaton Street Park	16 October 2023	Fri/20/10/2023	2:30pm - 7:30pm	Multi Function		Selling tickets for Christmas Grotto	
Prescot Town Council	16 October 2023	Fri/20/10/2023	5:30pm - 7:30pm	Multi Function		Winter Coat Recycling Pop up shop	
Lynn Titherington - Slimming World	16 October 2023	Sat/21/10/2023	7:00am - 11:00am	Multi Function		Slimming World	£ 80.00
Jason Walsh	16 October 2023	Sat/21/10/2023	1:30pm - 6:00pm	Multi Function		Christening	£ 140.00
Emma McHugh	16 October 2023	Sun/22/10/2023	10:00am - 6:00pm	Multi Function		Christening	£ 333.33
Juanita Steel - Pilates	23 October 2023	Mon/23/10/2023	6:00pm - 7:00pm	Multi Function		Pilates	£ 15.00
Sharon Swindels - Aerobics	23 October 2023	Mon/23/10/2023	7:30pm - 8:30pm	Multi Function		Aerobics Session	£ 15.00
FACE - Amanda Briscoe	23 October 2023	Tue/24/10/2023	10:00am - 12:30pm	Council Chamber		Flower Arranging Course	
Prescot South Ward Parish Clr's Surgery - Green Party	23 October 2023	Tue/24/10/2023	10:00am - 11:00am	Meeting Room		Prescot South Ward Parish Clr's Surgery - Green Party	
FACE - Amanda Briscoe	23 October 2023	Tue/24/10/2023	1:00pm - 4:00pm	Council Chamber		Flowers and sugar craft course	
Jenn Appleton - Kumon	23 October 2023	Tue/24/10/2023	3:30pm - 6:00pm	Multi Function		Kumon maths and english classes	£ 37.50
Prescot Town Council	23 October 2023	Tue/24/10/2023	6:00pm - 7:30pm	Council Chamber		Finance Policy & Human Resources Committee	
Paul Murphy - Martial Arts	23 October 2023	Tue/24/10/2023	6:30pm - 8:30pm	Multi Function		Martial Arts	£ 20.00
FACE - Amanda Briscoe	23 October 2023	Wed/25/10/2023	10:00am - 1:00pm	Council Chamber		Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	23 October 2023	Wed/25/10/2023	1:00pm - 3:30pm	Conference Room		English Language Development/ESOL Course	
Tracy Shirley - Drama	23 October 2023	Wed/25/10/2023	5:00pm - 7:00pm	Multi Function		Drama Classes	£ 30.00
Tracy Shirley - Drama	23 October 2023	Wed/25/10/2023	7:00pm - 8:00pm	Council Chamber		Drama Classes	£ 15.00
Jenn Appleton - Kumon	23 October 2023	Thu/26/10/2023	3:30pm - 6:00pm	Multi Function		Kumon maths and english classes	£ 37.50
Prescot Town Council	23 October 2023	Thu/26/10/2023	6:00pm - 7:30pm	Council Chamber		Prescot Town Council Meeting	
Paul Murphy - Martial Arts	23 October 2023	Thu/26/10/2023	6:30pm - 8:30pm	Multi Function		Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	23 October 2023	Thu/26/10/2023	7:30pm - 9:30pm	Council Chamber		Choir Practice	£ 20.00
Deafness Resource Centre - Naomi Webb	23 October 2023	Fri/27/10/2023	12:00pm - 2:00pm	Meeting Room		Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	23 October 2023	Fri/27/10/2023	12:30pm - 4:00 pm	Multi Function		Deaf Club	£ 35.00
Friends of Eaton Street Park	23 October 2023	Fri/27/10/2023	5:30pm - 7:30pm	Multi Function		Selling tickets for Christmas Grotto	
Lynn Titherington - Slimming World	23 October 2023	Sat/28/10/2023	7:00am - 11:00am	Multi Function		Slimming World	£ 80.00
Victoria Price	23 October 2023	Sat/28/10/2023	3:00pm - 12:00am	Multi Function		Wedding Reception	£ 380.83
Karen Bullen - Clock Face Pub	23 October 2023	Sun/29/10/2023	2:00pm - 4:30pm	Multi Function		Childrens Halloween Party	£ 126.67
Friends of Eaton Street Park	30 October 2023	Mon/30/10/2023	11:30am - 2:30pm	Multi Function		Community Fish and Chip Club	
Juanita Steel - Pilates	30 October 2023	Mon/30/10/2023	6:00pm - 7:00pm	Multi Function		Pilates	£ 15.00



Jenn Appleton - Kumon	30 October 2023	Tue/31/10/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Carr Lane Pond	30 October 2023	Tue/31/10/2023	6.30pm - 8.00pm	Council Chamber	Meeting	
Jenn Appleton - Kumon	30 October 2023	Thu/02/11/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Liverpool Harmony Club - Ralph Buckley	30 October 2023	Thu/02/11/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	30 October 2023	Sat/04/11/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Kirsty Moore	30 October 2023	Sat/04/11/2023	1.30pm - 5.30pm	Multi Function	5th Birthday Party	£ 130.00
Ruby Viney	30 October 2023	Sun/05/11/2023	11:30am - 2:30pm	Multi Function	Childs Birthday Party	£ 110.00
Ann O'Hara - Everton in the Community	06 November 2023	Mon/06/11/2023	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	06 November 2023	Mon/06/11/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	06 November 2023	Mon/06/11/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	06 November 2023	Tue/07/11/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr J Smith	£ 15.00
Jenn Appleton - Kumon	06 November 2023	Tue/07/11/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Friends of Eaton Street Park	06 November 2023	Tue/07/11/2023	6:30pm - 8:00pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	06 November 2023	Tue/07/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	06 November 2023	Wed/08/11/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
KMBC - Prescot South Ward Members Surgery	06 November 2023	Wed/08/11/2023	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & P Cook	£ 15.00
FACE - Michelle Daly	06 November 2023	Wed/08/11/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	06 November 2023	Wed/08/11/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	06 November 2023	Wed/08/11/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	06 November 2023	Wed/08/11/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Jenn Appleton - Kumon	06 November 2023	Thu/09/11/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	06 November 2023	Thu/09/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	06 November 2023	Thu/09/11/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Georgie Lewis - Xenia Recruitment	06 November 2023	Fri/10/11/2023	1:30pm - 4:30pm	Council Chamber	Xenia Recruitment Interviews	£ 49.17
Deafness Resource Centre - Naomi Webb	06 November 2023	Fri/10/11/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	06 November 2023	Fri/10/11/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	06 November 2023	Sat/11/11/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Friends of Eaton Street Park	13 November 2023	Mon/13/11/2023	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Ann O'Hara - Everton in the Community	13 November 2023	Mon/13/11/2023	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	13 November 2023	Mon/13/11/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	13 November 2023	Mon/13/11/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Cllr Jayne Edgar	13 November 2023	Tue/14/11/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
Jenn Appleton - Kumon	13 November 2023	Tue/14/11/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Town Council	13 November 2023	Tue/14/11/2023	6.00pm - 7.30pm	Council Chamber	Events Committee Meeting	
Paul Murphy - Martial Arts	13 November 2023	Tue/14/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	13 November 2023	Wed/15/11/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	13 November 2023	Wed/15/11/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	13 November 2023	Wed/15/11/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	13 November 2023	Wed/15/11/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Sharon Swindels - Aerobics	13 November 2023	Wed/15/11/2023	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 15.00
Frances Wynn	13 November 2023	Thu/16/11/2023	12:00pm - 2:00pm	Council Chamber/Conference Room	Meeting	£ 46.67
Jenn Appleton - Kumon	13 November 2023	Thu/16/11/2023	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	13 November 2023	Thu/16/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Liverpool Harmony Club - Ralph Buckley	13 November 2023	Thu/16/11/2023	7.30pm - 9.30pm	Council Chamber	Choir Practice	£ 20.00
Lynn Titherington - Slimming World	13 November 2023	Sat/18/11/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Gina Cave	13 November 2023	Sun/19/11/2023	11:30am - 3:00pm	Multi Function	7th Birthday Party	£ 120.00
Ann O'Hara - Everton in the Community	20 November 2023	Mon/20/11/2023	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	20 November 2023	Mon/20/11/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	20 November 2023	Mon/20/11/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	20 November 2023	Tue/21/11/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 15.00

Jenn Appleton - Kumron	20 November 2023	Tue/21/11/2023	3.30pm - 6.00pm	Multi Function	Kumron maths and english classes	£ 37.50
Paul Murphy - Martial Arts	20 November 2023	Tue/21/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Del Arnall	20 November 2023	Tue/21/11/2023	7.30pm - 8.00pm	Council Chamber	Ward Meeting	
FACE - Amanda Briscoe	20 November 2023	Wed/22/11/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	20 November 2023	Wed/22/11/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	20 November 2023	Wed/22/11/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	20 November 2023	Wed/22/11/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumron	20 November 2023	Thu/23/11/2023	3.30pm - 6.00pm	Multi Function	Kumron maths and english classes	£ 37.50
Paul Murphy - Martial Arts	20 November 2023	Thu/23/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Deafness Resource Centre - Naomi Webb	20 November 2023	Fri/24/11/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	20 November 2023	Fri/24/11/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	20 November 2023	Sat/25/11/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Alma Landy	20 November 2023	Sat/25/11/2023	2.00pm - 5.30pm	Multi Function	5th Birthday Party	£ 146.67
Sanju Sunny	20 November 2023	Sun/26/11/2023	10:00am - 6:00pm	Multi Function	Birthday Party	£ 289.17
Friends of Eaton Street Park	27 November 2023	Mon/27/11/2023	11.30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Ann O'Hara - Everton in the Community	27 November 2023	Mon/27/11/2023	12:00pm - 2:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	27 November 2023	Mon/27/11/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Sharon Swindels - Aerobics	27 November 2023	Mon/27/11/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
Prescot South Ward Parish Cllrs Surgery - Green P	27 November 2023	Tue/28/11/2023	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Cllrs Surgery - Green Party	
Jenn Appleton - Kumron	27 November 2023	Tue/28/11/2023	3.30pm - 6.00pm	Multi Function	Kumron maths and english classes	£ 37.50
Paul Murphy - Martial Arts	27 November 2023	Tue/28/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	27 November 2023	Wed/29/11/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	27 November 2023	Wed/29/11/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	27 November 2023	Wed/29/11/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	27 November 2023	Wed/29/11/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumron	27 November 2023	Thu/30/11/2023	3.30pm - 6.00pm	Multi Function	Kumron maths and english classes	£ 37.50
Prescot Town Council	27 November 2023	Thu/30/11/2023	6.00pm - 7.30pm	Council Chamber	Prescot Town Council Meeting	
Paul Murphy - Martial Arts	27 November 2023	Thu/30/11/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
NO BOOKINGS TO BE TAKEN	27 November 2023	Fri/01/12/2023	ALL DAY	ALL ROOMS	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	27 November 2023	Sat/02/12/2023	7.00am - 10.00am	Multi Function	Slimming World	£ 60.00
Prescot Town Council	27 November 2023	Sat/02/12/2023	11.00am - 12.00am	ALL ROOMS	Prescot Christmas Cracker Event	
NO BOOKINGS TO BE TAKEN	27 November 2023	Sun/03/12/2023	ALL DAY	ALL ROOMS	NO BOOKINGS TO BE TAKEN	
NO BOOKINGS TO BE TAKEN	04 December 2023	Mon/04/12/2023	ALL DAY	ALL ROOMS	NO BOOKINGS TO BE TAKEN	
Ann O'Hara - Everton in the Community	04 December 2023	Mon/04/12/2023	12:00pm - 2:00pm	Multi Function	Falls Prevention	£ 15.00
Sharon Swindels - Aerobics	04 December 2023	Mon/04/12/2023	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 15.00
KMBC - Prescot North Ward Surgery	04 December 2023	Tue/05/12/2023	10.00am - 11.00am	Meeting Room	cot North Ward Surgery - Cllr M Burke & Cllr I S	£ 15.00
Jenn Appleton - Kumron	04 December 2023	Tue/05/12/2023	3.30pm - 6.00pm	Multi Function	Kumron maths and english classes	£ 37.50
Friends of Eaton Street Park	01 December 2023	Tue/05/12/2023	6:30pm - 8:00pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	04 December 2023	Tue/05/12/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	04 December 2023	Wed/06/12/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
FACE - Michelle Daly	04 December 2023	Wed/06/12/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Prescot Town Council	04 December 2023	Wed/06/12/2023	1.00pm - 3.00pm	Multi Function	Senior Citizen Christmas Drop In	
Tracy Shirley - Drama	04 December 2023	Wed/06/12/2023	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	04 December 2023	Wed/06/12/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumron	04 December 2023	Thu/07/12/2023	3.30pm - 6.00pm	Multi Function	Kumron maths and english classes	£ 37.50
Paul Murphy - Martial Arts	04 December 2023	Thu/07/12/2023	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 20.00
Joanne Burke - Prescot Mission Christmas	04 December 2023	Fri/08/12/2023	9.00am - 11.00am	Multi Function	Handling out meat vouchers	
Deafness Resource Centre - Naomi Webb	04 December 2023	Fri/08/12/2023	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	04 December 2023	Fri/08/12/2023	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Joanne Burke - Prescot Mission Christmas	04 December 2023	Fri/08/12/2023	4.00pm - 7.00pm	Multi Function	Handling out meat vouchers	
NO BOOKINGS TO BE TAKEN	04 December 2023	Fri/08/12/2023	5.00pm - 12.00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	04 December 2023	Sat/09/12/2023	7.00am - 11.00am	Multi Function	Slimming World	£ 80.00
Richard Bates	04 December 2023	Sat/09/12/2023	4.30pm - 9.30pm	Multi Function	Community BMX Christmas Party / Presentation event	£ 170.00
NO BOOKINGS TO BE TAKEN	04 December 2023	Sun/10/12/2023	ALL DAY	Multi Function	NO BOOKINGS TO BE TAKEN	
Friends of Eaton Street Park	11 December 2023	Mon/11/12/2023	11:30am - 2:30pm	Multi Function	Community Fish and Chip Club	
Ann O'Hara - Everton in the Community	11 December 2023	Mon/11/12/2023	10:00am - 12:00pm	Council Chamber	Falls Prevention	£ 15.00
Juanita Steel - Pilates	11 December 2023	Mon/11/12/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
Cllr Jayne Edgar	11 December 2023	Tue/12/12/2023	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
Jenn Appleton - Kumron	11 December 2023	Tue/12/12/2023	3.30pm - 6.00pm	Multi Function	Kumron maths and english classes	£ 37.50

Paul Murphy - Martial Arts	11 December 2023	Tue/12/12/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Amanda Briscoe	11 December 2023	Wed/13/12/2023	10:00am - 1:00pm	Council Chamber	Knowsley FACE Art Level 2 Course	
KMBC - Prescot South Ward Members Surgery	11 December 2023	Wed/13/12/2023	1:00pm - 2:00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & P Cook	£ 15.00
FACE - Michelle Daly	11 December 2023	Wed/13/12/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	11 December 2023	Wed/13/12/2023	5:00pm - 7:00pm	Multi Function	Drama Classes	£ 30.00
Tracy Shirley - Drama	11 December 2023	Wed/13/12/2023	7:00pm - 8:00pm	Council Chamber	Drama Classes	£ 15.00
Jenn Appleton - Kumon	11 December 2023	Thu/14/12/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
KMBC - Phil Hurst	11 December 2023	Thu/14/12/2023	2:00pm - 4:00pm	Council Chamber	Stakeholder Meeting for Browns Field	£ -
Paul Murphy - Martial Arts	11 December 2023	Thu/14/12/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
Prescot over 55's Deaf Club	11 December 2023	Fri/15/12/2023	10:00am - 5:00pm	Multi Function	Christmas Dinner	£ 93.33
NO BOOKINGS TO BE TAKEN	11 December 2023	Fri/15/12/2023	5:00pm - 12:00am	Multi Function	NO BOOKINGS TO BE TAKEN	
Lynn Titherington - Slimming World	11 December 2023	Sat/16/12/2023	7:00am - 11:00am	Multi Function	Slimming World	£ 80.00
Paula Fairclough	11 December 2023	Sat/16/12/2023	5:00pm - 12:00am	Multi Function	18th Birthday Party	£ 466.67
Christy Fortune	11 December 2023	Sun/17/12/2023	2:00pm - 7:00pm	Multi Function	3rd Birthday/Kids Christmas Party	£ 150.00
Juanita Steel - Pilates	18 December 2023	Mon/18/12/2023	6:00pm - 7:00pm	Multi Function	Pilates	£ 15.00
KMBC - Prescot North Ward Surgery	18 December 2023	Tue/19/12/2023	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 15.00
Jenn Appleton - Kumon	18 December 2023	Tue/19/12/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Paul Murphy - Martial Arts	18 December 2023	Tue/19/12/2023	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 20.00
FACE - Michelle Daly	cancelled	Wed/20/12/2023	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Prescot Mission Christmas	18 December 2023	Wed/20/12/2023	ALL DAY	Multi Function	Christmas Dinner packing for Community	£ -
Prescot Town Council	18 December 2023	Wed/20/12/2023	6:00pm - 7:00pm	Council Chamber	Extra-Ordinary Town Council Meeting	
Prescot Mission Christmas	18 December 2023	Thu/21/12/2023	ALL DAY	Multi Function	Christmas Dinner packing for Community	£ -
Jenn Appleton - Kumon	18 December 2023	Thu/21/12/2023	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 37.50
Prescot Mission Christmas	18 December 2023	Fri/22/12/2023	ALL DAY	Multi Function	Christmas Dinner packing for Community	£ -
Katie Mangan	25 December 2023	Sat/30/12/2023	2:00pm - 11:00pm	Multi Function	70th Birthday Party	£ 356.67

Net Income £ 7,325.83  
Less bond £ 950.00  
Less TEN Licence  
Total Net Income £ 6,375.83  
Annual Forecast (less Bond and TEN Licence) £ 24,906.42

**BOOKINGS - EATON STREET PAVILION**

Friends of Eaton Street Park	25 September 2023	Sun/01/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	02 October 2023	Wed/04/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	02 September 2023	Sun/08/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	09 October 2023	Wed/11/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	09 October 2023	Sun/15/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	16 October 2023	Wed/18/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	16 October 2023	Sun/22/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	23 October 2023	Wed/25/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	23 October 2023	Sun/29/10/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Friends of Eaton Street - Refreshments at the Pavilion	
Friends of Eaton Street Park	30 October 2023	Wed/01/11/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Imaginarium Theatre - Tom Large	cancelled	Sun/05/11/2023	12:00pm - 7:00pm	Pavilion - Eaton Street	Family Walkabout Performances	£ 140.00
Friends of Eaton Street Park	06 November 2023	Wed/08/11/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	13 November 2023	Wed/15/11/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	20 November 2023	Wed/22/11/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	20 November 2023	Sat/25/11/2023	8:00am - 2:00pm	Pavilion - Eaton Street	Sale of Grotto Tickets	
Friends of Eaton Street Park	27 November 2023	Wed/29/11/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	27 November 2023	Sat/02/12/2023	8:00am - 2:00pm	Pavilion - Eaton Street	Sale of Grotto Tickets	
Friends of Eaton Street Park	04 December 2023	Wed/06/12/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	04 December 2023	Sat/09/12/2023	7:00am - 5:00pm	Pavilion - Eaton Street	Xmas Grotto Event	
Friends of Eaton Street Park	04 December 2023	Sun/10/12/2023	7:00am - 5:00pm	Pavilion - Eaton Street	Xmas Grotto Event	
Friends of Eaton Street Park	11 December 2023	Wed/13/12/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	
Friends of Eaton Street Park	18 December 2023	Wed/20/12/2023	9:00am - 4:00pm	Pavilion - Eaton Street	Community Shop	

Net Income £ 140.00  
Less bond £ -  
Less TEN Licence £ -  
Total Net Income £ 140.00



**PRESCOT TOWN COUNCIL**  
**FINANCE POLICY & HUMAN RESOURCES**  
**COMMITTEE MEETING**  
**18<sup>th</sup> JANUARY 2024**

**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.

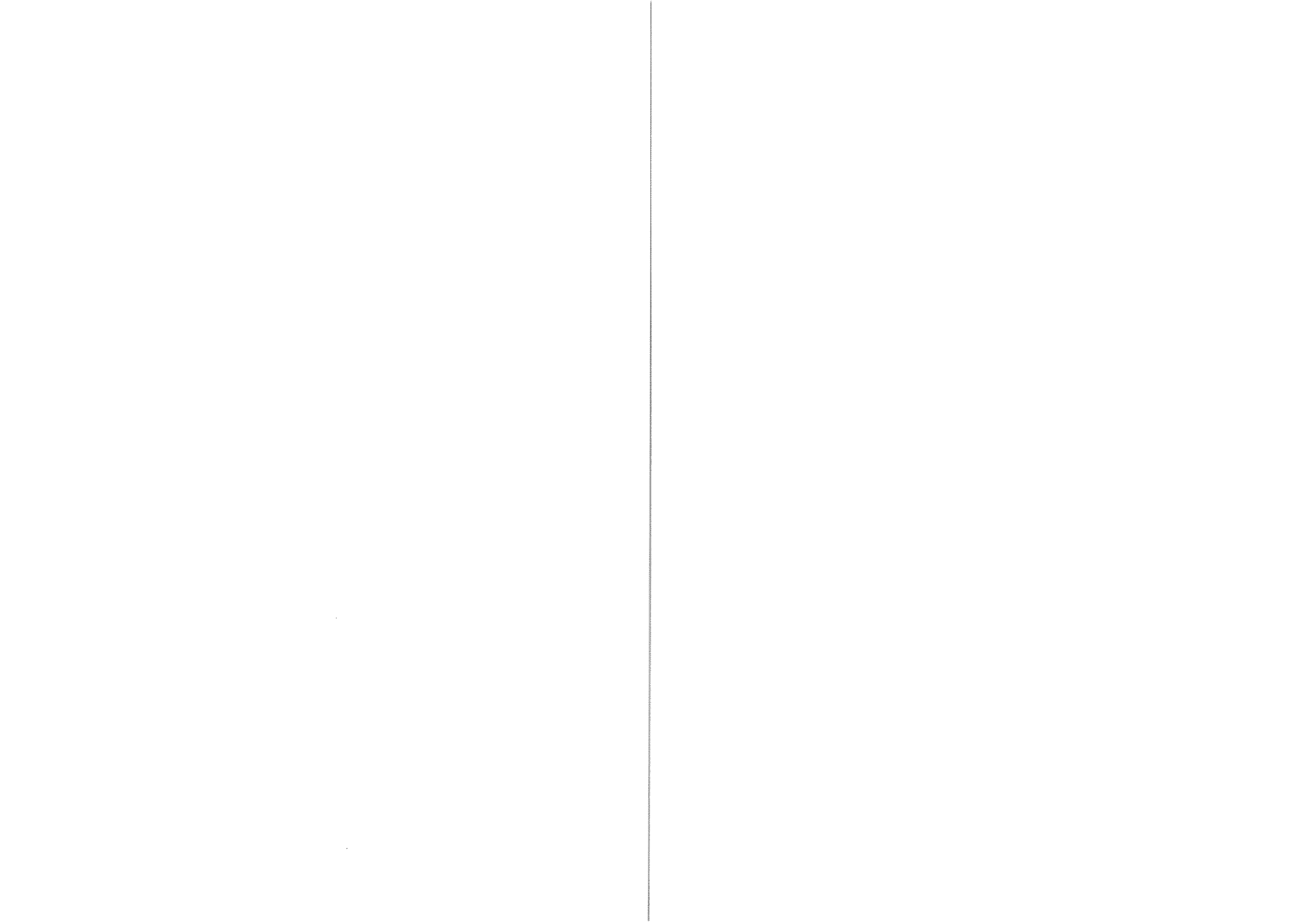
The Town Clerk and Deputy Town Clerk completed this process as part of the 2022/23 AGAR submission and now seek Member approval of Council's 2023/24 Fixed Assets Register.

**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.
- 1.9 Members will recall that the Fixed Asset Register was first presented to Members at its meeting in October 2023, where Members could not resolve its approval given concerns over whether depreciation should apply.
- 1.10 The Town Clerk has sought clarification from the Society of Local Councils (SLCC), Council's Insurer and fellow town clerks to determine whether the way in which council currently states the value of its assets is correct and whether depreciation should indeed be applied.
- 1.11 The Town Clerk has been advised that depreciation should not be applied to fixed assets, but that the original purchase price of the asset(s) or the replacement/insurance cost of the asset(s) should be stated on the register.

**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 PURCHASE D	Exected 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	PTC 3	n/a	n/a	2012	50	1 Warrington Road	145,000.00	746,584.00	746,584.00		0.00
Eaton Street Bowling Pavilion	PTC 2	n/a	n/a	2016	25	Eaton Street Park	45,000.00	45,000.00	45,000.00		0.00
TC Laptop (old replaced by PTC64)	PTC6	HSYY91BC400712	Samsung Series 5	Jul-12	3	TC Office Filing Cabinet	700.00	0.00	0.00	YES	0.00
Barbarcues x 2	PTC11	N/A	Buffalo Pro	Jun-12	5	Cellar	739.98	739.98	739.98		0.00
Freezer	PTC13	1210068106	Beko Chest Freezer	Jul-12	5	Cellar	256.67	256.67	256.67		0.00
ATC Laptop	PTC14	5CD2442XTB	HP Laptop	Jan-13	3	TC Office Filing Cabinet	349.16	0.00	0.00	YES	0.00
Photocopier/ Printer	PTC17	PRAHS9991132	Sharp MX2301NFK	Mar-13	5	Admin Office	1,139.00	0.00	0.00	YES	0.00
Camera	PTC18	40107983	Nikon Coolpix L810	Oct-12	3	Admin Office	159.42	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
Cooker	PTC31	n/a	Belling	May-14	5	GF Kitchen	732.50	0.00	0.00	YES	0.00
Makita Drill	PTC33		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
Caretaker phone	PTC38		Samsung galaxy Ace	Jun-14	1	Caretaker	119.95	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		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		Life Pack	Apr-16	5	MF room	750.00	750.00	750.00		0.00
Numatic Hurricane Scrubber	PTC66		Numatic Hurricane Scrubber	Sep-16	3	Loading Bay	583.51	583.51	583.51		0.00
icicle Lights 300m	PTC67	n/a	n/a	Nov-16	10	with VIVARK	3,540.00	0.00	0.00	YES	0.00
Tree Lights	PTC68	n/a	n/a	Nov-16	10	with VIVARK	250.94	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	Motorolla	Mar-17	3	TC Office	90.00	90.00	90.00		0.00
8.1 KVA Petrol Generator	PTC72		SGS	May-17	5	Loading Bay	449.99	449.99	449.99		0.00
Defibrillator	PTC73		Life Pack	Aug-17	5	Eaton Street Pavilion	750.00	750.00	750.00		0.00
Fimap Genie E Scrubber Machine	PTC74		Fimap	Oct-17	3	Loading Bay	1,295.00	1,295.00	1,295.00		0.00
icicle 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		Dell Latitude 3570	Jan-19	3	Admin Office	1,089.77	1,089.77	1,089.77		0.00
DTC Laptop	PTC78		Lenovo	Mar-20	3	Admin Office	725.00	725.00	725.00		0.00
TC Office Chair	PTC79		Posturesmart	Mar-20	5	TC Office	635.50	635.50	635.50		0.00
TC Laptop	PTC80		Lenovo	Mar-21	3	TC Office	725.00	725.00	725.00		0.00
Gazebo + 3 weights	PTC81	n/a		Jan-21	5	Eaton Street Pavilion	607.00	607.00	607.00		0.00
Gazebo + 3 weights	PTC82	n/a		Jan-21	5	Eaton Street Pavilion	607.00	607.00	607.00		0.00
Petrol Pressure Washer	PTC83	n/a		Sep-21	3	Eaton Street Pavilion	230.00	230.00	230.00		0.00
Gazebo + 5 weights	PTC84	n/a		Sep-21	5	Cellar	612.00	612.00	612.00		0.00
Gazebo + 5 weights	PTC85	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		Defib store 1000	Nov-22	5	Town Hall - External wall	475.00	475.00	475.00		0.00
Defibrillator	PTC89		Heartsine 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
Grit 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

845,959

845,458

Box 9: Annual Return

Difference in Assets between Years

-501.17



**PRESCOT TOWN COUNCIL**  
**FINANCE POLICY & HUMAN RESOURCES**  
**COMMITTEE MEETING**  
**18<sup>th</sup> JANUARY 2024**

**REPORT TITLE:**

Proposed Co-Option Policy 2024

**BACKGROUND TO THE REPORT**

In the event of an ordinary or casual council vacancy arising, it is important that the vacancy is filled as quickly as possible.

This report puts forward a proposed Co-Option Policy setting out the circumstances in which it can be triggered and the application and approval processes to be followed to successfully co-opt onto Council.

**PURPOSE OF THE REPORT**

To seek Member approval of the Proposed Co-Option Policy 2024

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## PRESCOT TOWN COUNCIL

### Proposed Co-Option Policy 2024

#### 1. INTRODUCTION

1.1 Prescott Town Council is comprised of 12 seats, all of which are filled at the time of writing.

1.2 However, where a vacancy does arise - whether that be an ordinary or casual vacancy - it is important that it is filled as quickly as possible to ensure residents continue to be fully represented and that the decision-making process (including challenge) is as comprehensive as possible.

1.3 In addition, it is important to define the process for co-opting an interested person onto Council:-

- What is the eligibility criteria exists?
- How should an interested person signal or make an application?
- What is the process for reviewing that application?, and
- How should Members decide whether an interested person should indeed be co-opted?

All questions which the proposed policy seeks to answer.

1.4 Before producing this policy, the Town Clerk has consulted with the Society of Local Council Clerks (SLCC), Council Officers and other Town Clerks to see what arrangements should be or are in place.

1.5 As part of this work, it is apparent that provided a council is quorate the ability to co-opt will always be in place. However, the process for co-opting an interested party(ies) may vary significantly across councils.

1.6 Some councils discharge co-option with a formalised policy and supporting application and approval process. Such policies set out the grounds on which the policy will be triggered, what interested parties must do to be considered for co-option and how Members resolve who should be co-opted onto council.

1.7 By contrast, other Councils have informal co-option arrangements in place whereby the Clerk may advertise a vacancy, invite an interested person(s) to complete a short application form or personal statement, before Members hold an interview and recommend to Council who should be co-opted.

1.8 Finally, some Councils simply choose a co-option process when a vacancy arises – with Members agreeing a process they want to follow at the time. This process can vary when further vacancies arise or with a change of administration.

1.9 In conclusion, Councils can determine their own co-option arrangements as this is not prescribed by law.

1.10 However, in consideration of research undertaken to date, the Town Clerk has produced a proposed policy and supporting process on how an interested person(s) should be co-opted to council in the event of an ordinary or casual vacancy arising.

2. RECOMMEDATION(S)

2.1 Members are asked to resolve the following recommendations:-

1. Consider the proposed Co-Option Policy 2024 and make recommendations thereupon to Council.
2. Note the contents of this report.



# PRESCOT TOWN COUNCIL

Co-Option Policy 2024

Version 1.0 (DRAFT)

Date approved: To Be Confirmed

Date to be reviewed: To Be Confirmed

POLICY CONTROL SHEET	
POLICY AUTHOR	Alex Spencer – Town Clerk
POLICY STATUS	Draft
POLICY APPROVAL DATE	To Be Confirmed
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee Full Council
DATE OF POLICY REVIEW	To Be Confirmed

POLICY VERSION CONTROL SHEET	
PREVIOUS VERSION OF POLICY	
POLICY STATUS	
AMENDMENT(s) TO POLICY	
AMENDED POLICY APPROVAL	
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee Full Council
DATE OF POLICY REVIEW	



## **1.0 Preamble**

In the event of no by-election being called to fill a councillor vacancy for Prescott Town Council, the Council may co-opt membership in accordance with legislation defined in the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, the Representation of the People Act 1983, the Localism Act 2011 and the Local Government Act 1972.

In so doing, Prescott Town Council will follow a process which is fair, open, and transparent and which conforms with relevant legislation.

Consideration will also be given to guidance provided by bodies such as the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

## **2.0 Introduction**

2.1 This policy sets out procedures for the co-option of member(s) to Prescott Town Council in the event of an ordinary or casual vacancy arising.

2.2 The co-option procedure is managed entirely by the Council; and this policy will ensure that a fair, open and transparent process is completed in the co-option of members to council.

2.3 Co-option can apply in two instances: -

1. When an ordinary vacancy arises following elections held every four years (not all council seats are filled), or
2. When a casual vacancy arises and no by-election has been called.

2.4 Prescott Town Council has a total of 12 town councillors and is comprised of two wards:-

- Prescott North Ward (represented by 7 town councillors)
- Prescott South Ward (represented by 5 town councillors)

## **3.0 Ordinary Vacancy**

3.1 An ordinary vacancy occurs when there are insufficient candidates to fill all seats on council following elections held every four years.

3.2 Any candidate(s) who were nominated are automatically elected to the Town Council and any remaining vacancies are known as "ordinary vacancies".

3.3 Provided there are enough town councillors to constitute a quorum, Council is able to co-opt a volunteer to fill that/those vacancy(ies)

#### **4.0 Casual Vacancy**

- 4.1 In accordance with the Local Government Act 1972, a casual vacancy arises when:-
- A councillor fails to make their declaration of acceptance of office within the proper time period following an ordinary election or following co-option.
  - A councillor resigns.
  - A councillor dies.
  - A councillor becomes disqualified.
  - A councillor fails for six months to attend meetings of council, a council committee, sub-committee or fails to attend as a representative of the council a meeting of an outside body.
- 4.2 In such circumstances, council must notify the borough council (Knowsley Council) that a casual vacancy has arisen, before going on to advertise the vacancy to give electors an opportunity to contact the borough council to request that a by-election be held.
- 4.3 A by-election will be called when the borough council receives requests (for a by-election) from a minimum of ten electors.
- 4.4 Electors will have fourteen days (not including Saturdays, Sundays, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a Bank Holiday and any day of public thanksgiving or mourning), to request a by-election, but the Returning Officer of the borough council will advise the Clerk of the closing date.
- 4.5 If more than one candidate is nominated, a by-election must be held.
- 4.6 However, if only one candidate is nominated, that candidate is elected uncontested and without a ballot.
- 4.7 In the event of a by-election being called, the borough council will coordinate all elements relating to the election. This will include:-
- Nominations
  - Production and delivery of polling cards
  - Establishing and staffing polling stations
  - Counting of votes at the close of poll.
- 4.8 All costs associated with coordinating the by-election will be paid by Council to the borough council.
- 4.9 In the event of ten electors failing to request a by-election within fourteen days of the notice of vacancy being published, the Town Clerk will be advised by the borough council that Council can implement its Co-Option Policy to co-opt a member onto Council.

## **5.0 Confirmation of Co-Option**

- 5.1 Upon receipt of written confirmation from the borough council that no by-election has been called, the casual vacancy can be advertised and filled by means of co-option.
- 5.2 Upon this confirmation, the Town Clerk will:-
- a. Advertise the vacancy for a period of 28 days (including Saturdays, Sundays, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a Bank Holiday and any day of public thanksgiving or mourning) on Council noticeboards, website and social media platforms; **and**
  - b. Write to the borough council to advise that Council has implemented its Co-Option Policy to fill the vacancy.
- 5.3 When advertising the vacancy the following information will be included:-
- a. Notice of vacancy
  - b. Method by which an application form and councillor specification can be obtained
  - c. Closing time and date for applications to be received
  - d. Contact point for applicants to obtain further information
- 5.4 Implementation of Council's Co-Option Policy will also apply in the event of an ordinary vacancy arising where the borough council confirms that there were insufficient nominations to fill all seats at an ordinary election, but a sufficient number of councillors were elected to form a quorum.
- 5.5 In such circumstances, the Town Clerk will follow the same procedure as stated at 5.2 above.

## **6.0 Eligibility of Candidates**

- 6.1 The Town Council may consider any person to fill a vacancy provided that:
- a. They are 18 years old or over **and**
  - b. They are a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

**and** at least one of the following apply:-

- I. They are an elector for the Parish and continues to be an elector,
- II. **Or** has resided in the Parish for the past twelve months or rented/tenanted land in the Parish,
- III. **Or** has had their principal or only place of work in the Parish for the past twelve months,
- IV. **Or** has lived within three miles (4.8km) of the Parish for the past twelve months.

- 6.2 In accordance with the Local Government Act 1972, there are certain disqualifications for being a town councillor which are:-
- a. Holding a paid office or employment under the Town Council,
  - b. Bankruptcy or interim order,
  - c. Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years,
  - d. Being disqualified under any enactment relating to corrupt or illegal electoral practices,
  - e. Being convicted for failure to register or declare disclosable interests under the Localism Act 2011

### **7.0 Application Process to Become a Town Councillor**

- 7.1 Applicants will be requested to:
- a. Submit information about themselves by way of completing an application form. When completing this application form, applicants should refer to the "Councillor Specification" (as shown in Appendix One)
- and**
- b. Confirm their eligibility for the position of town councillor as stated within 6.1 and 6.2 above.
- 7.2 Following receipt of applications, the next ordinary council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to co-opt an applicant(s) to fill the existing vacancy'
- 7.3 Eligible applicants will be invited to attend the meeting.
- 7.4 Copies of eligible applications will be circulated to all town councillors by the Town Clerk at least three clear days prior to the meeting of council.
- 7.5 All such documents will be treated by the Town Clerk and all town councillors as strictly private and confidential.

### **8.0 Applicant Introductions and Voting to Co-Opt**

- 8.1 At the next ordinary meeting of Council, applicants will be given a maximum of five minutes to introduce themselves, give information on their background and experience and explain why they wish to become a member of Prescot Town Council.

- 8.2 This introduction will be made at the inclusion of the press and public.
- 8.3 Following introductions, Members will proceed to a vote in the form of an anonymous ballot.
- 8.4 Prior to this ballot, there shall be no private discussions between Members.
- 8.5 However, where Members wish to discuss the merits of applicants and inevitably their personal attributes, this could be prejudicial, and therefore Members should resolve to exclude the press and public.
- 8.6 In the event of an applicant being unable to attend the meeting, their application will still be considered by Members and will include the applicant in the ballot.
- 8.7 For an applicant to be co-opted to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting).

If there are more than two applicants and there is no applicant with an overall majority in the first round of voting, the applicant with the least number of votes will drop out of the process.

If there is no successful applicant (e.g. if one applicant, but fails to receive a majority of support for their application) the vacancy will be readvertised, and the co-option process repeated (as per this policy) until an applicant is successfully co-opted (or until the vacancy is filled by normal election)

- 8.8 Where there is more than one ward in consideration for co-option, ballots will be held in ward alphabetical order. A co-option applicant can indicate on their application which ward (or all wards) they wish to be considered for and may, if unsuccessful in preceding ballots, be included in later ballots (based on ward alphabetical order).
- 8.9 The ballot(s) will be counted by the Town Clerk, being observed by another council officer.
- 8.10 If in attendance, an applicant who is co-opted will sign a Declaration of Acceptance of Office, including an undertaking to abide by the Town Council's Code of Conduct, and may take office thereafter.
- 8.11 If the applicant is not present, the co-opted member will sign the Declaration of Acceptance of Office either before or at the next meeting of the Town Council.
- 8.12 The Town Clerk will notify the borough council of the co-option of the new Town Councillor.
- 8.13 The co-opted Town Councillor will complete a Register of Interests form.

8.14 If insufficient applicants are co-opted, the vacancy(ies) will be readvertised and the process repeated.

DRAFT

**Councillor Specification Under Co-Option Policy**

Competency	Essential	Desirable
<p><b>Personal Attributes</b></p>	<p>Sound knowledge and understanding of local affairs and the local community.</p> <p>Forward thinking.</p>	<p>Can bring a new skill, expertise or key local knowledge to the Council.</p>
<p><b>Experience, Knowledge, Skills &amp; Abilities</b></p>	<p>Ability to listen constructively.</p> <p>A good team player.</p> <p>Ability to pick up and run with a variety of projects.</p> <p>Solid interest in local matters.</p> <p>Ability and willingness to represent the Council and their community.</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions</p> <p>Ability to communicate succinctly and clearly.</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</p>	<p>Experience of working or being a member in a local authority or other public body</p> <p>Experience of working with voluntary and or local community / interest groups</p> <p>Basic knowledge of legal issues relating to town and parish Councils or local authorities</p> <p>Experience of delivering presentations</p>

**Councillor Specification Under Co-Option Policy**

Competency	Essential	Desirable
	<p>Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training.</p> <p>Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</p>	