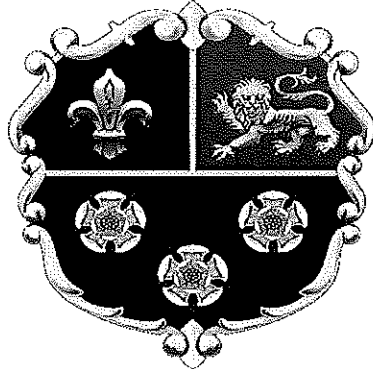


# PRESCOT TOWN COUNCIL



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

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Dated this 25<sup>th</sup> day of January 2024

**To the Members of the Events Committee**

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

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**YOU ARE HEREBY SUMMONED TO ATTEND**

**a meeting of the Events Committee for the Town of Prescot to be held at**

**Prescot Town Hall on Thursday 1<sup>st</sup> February 2024 at 6.00pm.**

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

Alex Spencer  
TOWN CLERK

# AGENDA

1. **TO RECEIVE APOLOGIES** Verbal  
To receive apologies of absence from committee members.
  
2. **DECLARATIONS OF INTEREST** Verbal  
*In accordance with Standing Order 4 G ii. members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.*
  
3. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 4-6)  
To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 14<sup>th</sup> November 2023.
  
4. **ARMISTICE DAY SERVICE 2023 - FEEDBACK REPORT** (Pages 7-9)  
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
  
5. **CHRISTMAS CRACKER 2023 – FEEDBACK REPORT** (Pages 10-13)  
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
  
6. **SENIOR CITIZEN CHRISTMAS DROP IN 2023 – FEEDBACK REPORT** (Pages 14-16)  
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.
  
7. **EVENTS CALENDAR 2024/25** (Pages 17-19)  
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

8. **PRESCOT CARNIVAL 2024**

Members will be asked to discuss the action plan for this year's carnival.

This will be provided on the day.



**PRESCOT TOWN COUNCIL**  
**EVENTS COMMITTEE MEETING**

**1<sup>ST</sup> FEBRUARY 2024**

**REPORT TITLE:**

Minutes of Previous Committee Meeting

**BACKGROUND TO THE REPORT:**

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

**PURPOSE OF REPORT:**

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

**REPORTS PREPARED BY:**

Louise Sephton – Deputy Town Clerk



**PRESCOT TOWN COUNCIL**

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **TUESDAY 14<sup>TH</sup> 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 12<sup>th</sup> 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 Prescot 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 Prescot 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: 1<sup>st</sup> February 2024**

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



**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE**

**1<sup>ST</sup> FEBRUARY 2024**

**REPORT TITLE**

Armistice Day 2023 Feedback Report

**BACKGROUND TO THE REPORT**

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

**PURPOSE OF THE REPORT**

To provide feedback to the committee in relation to the success of the event and seeks any further input members wish to make in relation to lessons learnt.

**REPORT PREPARED BY**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Armistice Day 2023 Feedback Report

### 1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future.

### 2. EVENT FEEDBACK

#### 2.1 Attendance

This was the ninth time Prescott Town Council Events Committee have organised an Armistice Day service. The event is only advertised by word of mouth as space at the memorial is limited. However, the attendance has risen to approximately 80 people made up of Council members, local residents, community groups and representatives from local schools.

#### 2.2 Activities Undertaken

The event was organised by the Deputy Town Clerk with support from Rev Kim Mannings and Fr Dominic Risley. The service was performed at the BICC Memorial in Prescott Cemetery. Rev Kim Mannings and Fr Dominic Risley delivered the service with assistance from the Mayor and representatives from the local schools. A local bugler provided the associated music.

Following the service attendees were invited to Our Lady Immaculate & St Joseph Church for light refreshments organised by Church volunteers.

#### 2.3 Finance

The Armistice Day event has an allocated budget of £150 and the event has incurred a total expenditure of £171.56 as detailed in the table below resulting in an overspend of £21.56.

Item	Cost £
Town Council Wreaths x 2	33.31
Bugler	75.00
Erect/dismantle remembrance banner	52.50
Refreshments	10.75
<b>Total</b>	<b>171.56</b>

## 2.4 Lessons Learnt

- There continues to be a definite demand for the event.
- The event format works well.
- The event takes minimal planning when compared with other Town Council events.
- The event is extremely low cost when compared with other Town Council events.

## 3 RECOMMENDATIONS

3.1 Using the powers granted to them under the terms of reference for Prescott Town Council Events Committee members should recommend to full council that:

- 3.1.1 The Armistice Day Service is retained in its current format for future years and that the budget for the event is increased to £200.



**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE**

**1<sup>ST</sup> FEBRUARY 2024**

**REPORT TITLE**

Christmas Cracker 2023 Feedback report

**BACKGROUND TO THE REPORT**

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event, which is then submitted to Full Council for approval. The report provides feedback on the event and recommendations for the future.

**PURPOSE OF THE REPORT**

The purpose of this report is to provide feedback to the Council in relation to the success of the event, along with recommendations for the future delivery of the event.

**REPORT PREPARED BY**

Louise Sephton – Deputy Town Clerk

# PRESCOT TOWN COUNCIL

## Christmas Cracker 2023 Feedback Report

### 1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future of the event.
- 1.2 This was the Events Committee's fourth Christmas Cracker event which was held on Saturday 2nd December 2023 between 1.00pm and 4.00pm at Prescott Town Hall.
- 1.3 This was the second time that the event had been held at Prescott Town Hall.

### 2. EVENT FEEDBACK

#### 2.1 Activities

The event comprised of a number of free activities including:

- Live radio style road show
- Performances from St Luke's Catholic Primary School Choir, Keiron Kenny, Bluebell Park School Makaton Choir, Evelyn Community Primary School Choir and Centre 63 Ukulele Band.
- Free refreshments from the Town Council
- Prescott Rotary Club Santa & Sleigh
- Large Christmas themed inflatables
- Children's fairground ride
- Rodeo Reindeer
- Large Snow Globe
- Roll-a-Ball Reindeer
- Mickey & Minnie Mouse Mascot Characters
- Mayor of Prescott Charity tombola stall
- Children's Christmas Craft activity
- Face Painting

#### 2.2 Finance

The existing budget of £5,000 was utilised for the Christmas Cracker event. The total expenditure incurred on the event excluding VAT was £4,781.69 providing an underspend of £218.31 on the existing budget. There was no income as this event was provided free of charge.

A detailed breakdown of the expenditure can be seen below.

<b>Prescot Christmas Cracker 2023</b>	
<b>Item</b>	<b>Cost</b>
Refreshments stall	£ 321.68
Rodeo Reindeer, & roll a ball reindeer	£ 1,285.00
Snow Globe with photo printing inc staff & power	£ 1,495.00
Teacups Fairground Ride	£ 350.00
Mickey & Minnie Mouse Mascot Characters	£ 300.00
Face Painting x 2	£ 380.00
DJ/Presenter	£ 100.00
Keiron Kenny	£ 80.00
Prescot Rotary Club	£ 100.00
Craft	£ 97.21
Banners - change date & new one	£ 55.00
Erect/Dismantle Town Hall banner	£ 52.50
Flyers	£ 53.00
Christmas Inflatables x 2 (purchased following event to replace damaged ones)	£ 67.39
Snow fluid x 2 (5 litres) (purchased following event)	£ 19.92
T Bar lighting stand for snow machine (purchased following event)	£ 24.99
<b>Total</b>	<b>£ 4781.69</b>

### **3 Conclusions**

- There was a demand for the event which can be shown by over 600 people receiving free refreshments at the event and 200 children taking part in the craft activity.
- The location of the event being held at Prescot Town Hall was suitable and allowed for a wide variety of activities to be provided in the car park, Multi-Function, Council Chamber and Conference rooms.
- The free refreshments were very popular which required 4 volunteers at all times. A total of 600 cups were used on the day. Some of the airpots containing hot water were difficult to use therefore it is recommended that the electric hot water urns are used for next year's event.
- On the day of the event two of the large Christmas inflatables failed to inflate and were unable to be repaired. A further two inflatables have been purchased following the event for next year.

- The Face painting was very busy, and it is recommended that an additional two face painters are hired for next year providing a total of four face painters.
- The snow machine was very popular at the event although did require supervision at all times and would benefit from having a stand to raise the machine in the air. A T-bar lighting stand has been purchased to accommodate this for next year and it is recommended that the snow machine is supervised at all times during the event as part of the job rota.
- The snow globe was very popular although the fake snow from inside the globe was left all over the car park and was brought inside the Town Hall and it was very difficult to clean up due to the nature of the material. It is recommended to choose a different activity for next year's event.
- As the queues for all the activities were constant it is recommended that queuing is closed 30 minutes before the end of the event to ensure that all people waiting gain access to the ride or activity.

#### **4 RECOMMENDATIONS**

4.1 Using the powers granted to them under the terms of reference for Prescott Town Council Events Committee, members should recommend to full council that:

- 4.1.1 The Christmas Cracker Event is retained for future years, with the location remaining at Prescott Town Hall and the next event will be held on Saturday 30<sup>th</sup> November 2024.



**PRESCOT TOWN COUNCIL****EVENTS COMMITTEE****1<sup>ST</sup> FEBRUARY 2024****REPORT TITLE**

Senior Citizen Christmas Drop In 2023 – Feedback Report

**BACKGROUND TO THE REPORT**

As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event, which is then submitted to Full Council for approval. The report provides feedback on the event and recommendations for the future.

**PURPOSE OF THE REPORT**

The purpose of this report is to provide feedback to the Council in relation to the success of the event, along with recommendations for the future delivery of the event.

**REPORT PREPARED BY**

Louise Sephton – Deputy Town Clerk

## PRESCOT TOWN COUNCIL

### Senior Citizen Christmas Drop In 2023 Feedback Report

#### 1. INTRODUCTION

- 1.1 As members are aware the terms of reference for the Events Committee require a comprehensive report be produced following each event. The report will provide feedback on the event and recommendations for the future of the event.
- 1.2 This was the Events Committee's third Senior Citizen Christmas Drop In event which was introduced following the cancellation of the Christmas Cracker in 2021.

#### 2. EVENT FEEDBACK

##### 2.1 Activities

In October 2023 the Council agreed to hold one Senior Citizen Christmas Drop In at Prescott Town Hall on 6<sup>th</sup> December 2023 from 1.00pm – 3.00pm.

This event was provided free of charge and comprised of the following: -

- Hot drinks prepared and served by Prescott Town Councillors and staff
- Mince pies and biscuits
- Live performance from local singer Keiron Kenny
- Festive music
- Large Christmas themed Inflatables

##### 2.2 Attendance

Approximately 20 people attended the event. The low numbers could have been attributed to another event happening on the same day at Prescott Guild Hall which older people attend on a weekly basis. It is therefore recommended that the event for next year is held on a different day of the week so as not to clash with other similar events.

#### 3. FINANCE

- 3.1 The existing budget of £500 was utilised for the Senior Citizen Christmas Drop In events. The total expenditure incurred on the event excluding VAT was £199.27 providing an underspend of £300.73 on the existing budget. There was no income as this event was provided free of charge.

A detailed breakdown of the expenditure can be seen below.

<b>Expenditure</b>	
<b>Item</b>	<b>Cost</b>
Keiron Kenny - Singer	£80.00
Posters/flyers	£53.00
Refreshments	£66.27
<b>Total</b>	<b>£199.27</b>

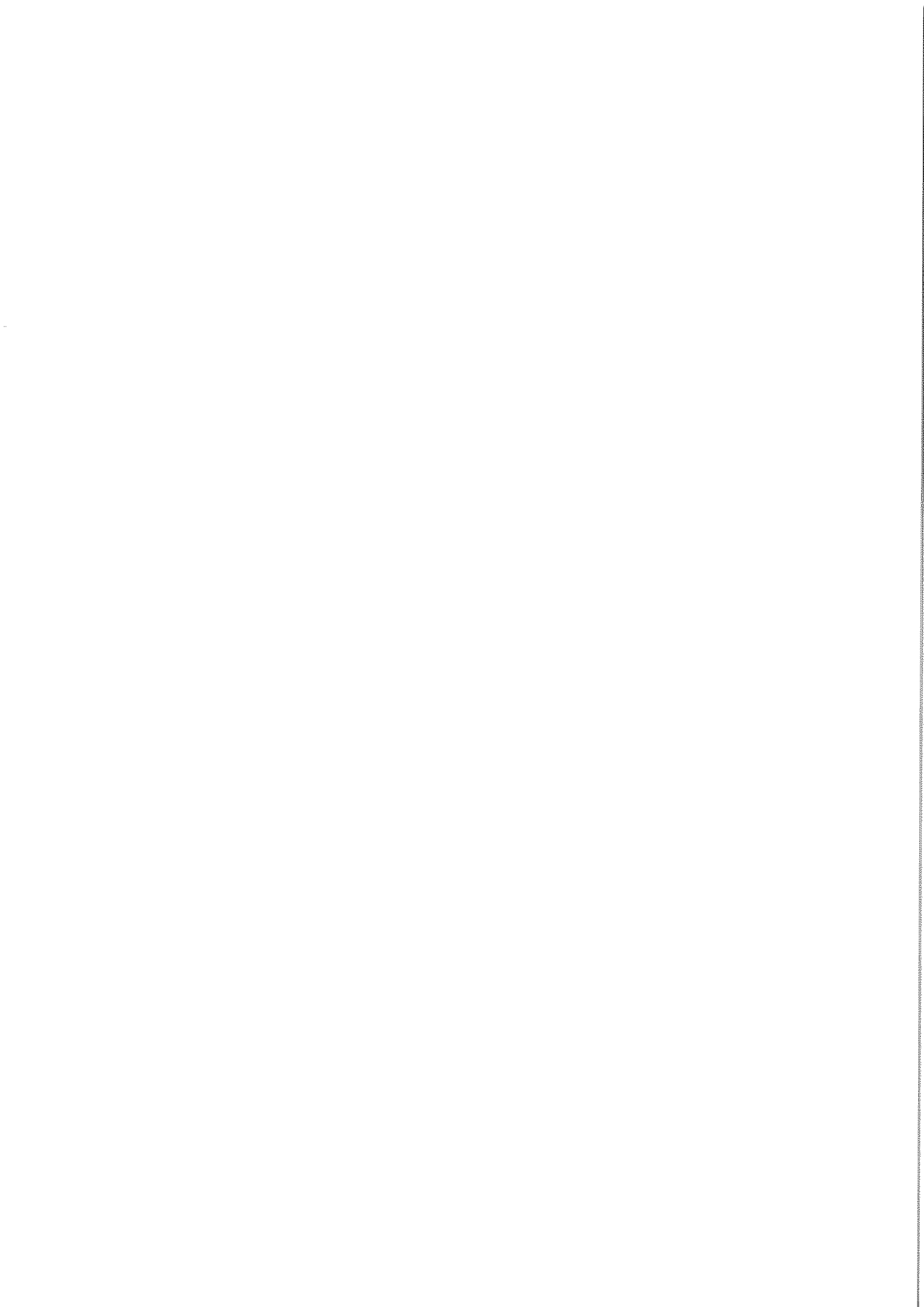
#### **4. CONCLUSIONS**

- The events were publicised on a double-sided leaflet along with the Christmas Cracker event which was delivered to all Prescot Primary schools for a copy to be handed out to each child.
- The format of the event worked well.
- To ensure that the attendance level can be increased next year members are asked to consider other events taking place locally when setting a date.
- The event is extremely low cost when compared with other Town Council events.

#### **5. RECOMMENDATIONS**

5.1 Using the powers granted to them under the terms of reference for Prescot Town Council Events Committee, members should recommend to full council that:

- 5.1.1 The Senior Citizen Christmas Drop In Event is retained for future years, with the location remaining at Prescot Town Hall and a possible date for the next event being Friday 6<sup>th</sup> December 2024.



**PRESCOT TOWN COUNCIL**

**EVENTS COMMITTEE**

**1<sup>ST</sup> FEBRUARY 2024**

**REPORT TITLE:**

Events Calendar 2024-25

**BACKGROUND TO THE REPORT**

In accordance with the terms of reference for the Events Committee, the committee are required to formulate an annual plan of events for approval at Council. The Town Council are in the process of setting the budget for 2024/25 and the events calendar will help to support this process.

**PURPOSE OF THE REPORT**

To consider the annual events calendar proposed for 2024-25.

**REPORT PREPARED BY:**

Louise Sephton – Deputy Town Clerk

## PRESCOT TOWN COUNCIL

### Events Calendar 2024/25

#### 1. INTRODUCTION

- 1.1 In accordance with the terms of reference for the Events Committee, the committee are required to formulate an annual plan of events for approval at Council. The Town Council are in the process of setting the budget for 2024/25 and the events calendar will help to support this process.

#### 2. 2023/24 EVENTS CALENDAR

- 2.1 A table of events that were delivered in 2023/24 is provided below.

Month	Event	Budget	Actual Cost
June	Carnival	£10,000	£8,995.86
July	Prescot Community Recognition Awards Evening	£500	£474.42
Nov	Armistice Day Service	£150	£171.56
Dec	Prescot Christmas Cracker	£5,000	£4,781.69
Dec	Senior Citizen Christmas Drop In	£500	£199.27
Mar – date TBC	Community Clean-up Day – 2 events one in each ward	£3,400	£3,400 estimated
Total		<b>£19,550</b>	<b>£18,022.80</b>

- 2.2 As shown in the table the actual cost of the Town Councils events programme for the year 2023/24 was £18,022.80 therefore providing an underspend of £1,527.20 on the budget.

### **3 2024-25 EVENTS CALENDAR**

- 3.1 In accordance with the committee's terms of reference it is required to submit a calendar of events to council for approval, a draft calendar with associate budget is provided below.

<b>Date</b>	<b>Event</b>	<b>Budget 24-25</b>
June/July (TBC)	Prescot Community Recognition Awards	£800
23 <sup>rd</sup> June 2024	Carnival	£15,000
11 <sup>th</sup> Nov 2024	Armistice Day Service	£200
30 <sup>th</sup> Nov 2024	Prescot Christmas Cracker	£5,000
6 <sup>th</sup> Dec 2024 (TBC)	Senior Citizen Christmas Drop In	£500
Mar (TBC)	Community Clean-up Day - 2 events one in each ward	£3,600
<b>Total</b>		<b>£25,100</b>

### **4 RECOMENDATIONS**

- 4.1 Using the powers granted to them under the Local Government Act 1972 s.145 members are asked to resolve to:
- 4.1.1 Agree the draft Events Calendar with associated budget as shown at 3.1 for approval at the next Town Council meeting.

