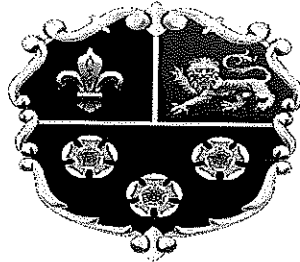


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 8th Day of February 2024

To the Mayor and Members of Prescot Town Council

YOU ARE HEREBY SUMMONED TO ATTEND
a meeting of
Prescot Town Council
to be held on Thursday 15th February 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	TO RECEIVE APOLOGIES	Verbal
2	PUBLIC OPEN FORUM To provide members of the public with the opportunity to ask questions of the Council.	Verbal
3	DECLARATIONS OF INTEREST <i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i>	Verbal
4	MINUTES OF THE PREVIOUS COUNCIL MEETING To APPROVE AND SIGN the minutes of Town Council held on Thursday 25 th January 2024 as a true and accurate record of the business transacted.	Pages 5 to 10
5	MINUTES OF COUNCIL COMMITTEE MEETINGS Members are asked to NOTE the minutes of the following Committee meeting(s):- Finance, Policy and HR Committee – 18 th January 2024 (Draft) Events Committee – 1 st February 2024 (Draft)	Pages 11 to 17
6	REPORT ON COUNCIL RESOLUTIONS DURING 2023/24 Members are asked to CONSIDER the report and AGREE the recommendations contained within.	Pages 18 to 23
7	ANNOUNCEMENTS FROM THE LEADER To receive announcements from the Leader of the Council. <u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u>	Verbal

8	<p>ANNOUNCEMENTS FROM THE TOWN CLERK</p> <p>To receive announcements from the Town Clerk.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	<p>Pages</p> <p>24 to 28</p>
9	<p>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	<p>Pages</p> <p>29 to 31</p>
10	<p>MAYORAL ENGAGEMENTS</p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><u>FOR INFORMATION ONLY</u></p>	<p>Pages</p> <p>32 to 33</p>
11	<p>PLANNING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> any planning applications received and <u>AGREE</u> to make comment on those they feel require a response.</p>	<p>Pages</p> <p>34 to 37</p>
12	<p>PLANNING DECISIONS</p> <p>Members are asked to <u>NOTE</u> any planning decisions received.</p>	<p>Page</p> <p>38</p>
13	<p>FUNDING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> and <u>APPROVE, DEFER</u> or <u>REJECT</u> the funding application from:</p> <ol style="list-style-type: none"> 1. Knowsley Flower Show 2. Green Fingers Community Allotment Plot 3. Friends of Eaton Street Park 	<p>Pages</p> <p>39 to 53</p>
14	<p>ARMISITICE DAY SERVICE 2023 - FEEDBACK REPORT</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages</p> <p>54 to 56</p>

15	<p>CHRISTMAS CRACKER 2023 - FEEDBACK REPORT</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages 57 to 60</p>
16	<p>SENIOR CITIZEN CHRISTMAS DROP IN 2023 - FEEDBACK REPORT</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages 61 to 63</p>
17	<p>EVENTS CALENDAR 2024-25</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages 64 to 66</p>
18	<p>LEASE AGREEMENTS RELATING TO BROWN'S FIELD AND EATON STREET PARK AND CONSIDERATION OF PROPOSED HEADS OF TERMS OFFERED BY KNOWSLEY COUNCIL FOR EACH SITE</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.</p>	<p>Pages 67 to 81</p>
19	<p>ANNUAL BUDGET AND PRECEPT DEMAND 2024/25</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>APPROVE</u> the recommendations therein.</p>	<p>Pages 82 to 96</p>

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

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

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 25th January 2024.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 25TH JANUARY 2024** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

Councillors J. Burke, M. Burke, T. Murray, I. Smith, T. Smith
M. Sommerfield, D. Wilson and F. Wynn.

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)
L. Sephton (Deputy Town Clerk)

ALSO IN ATTENDANCE

None

99. TO RECEIVE APOLOGIES

Apologies were received from Cllrs P. Cook, J. Edgar and G. Wickens.

100. PUBLIC OPEN FORUM

There were no members of the public in attendance.

101. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following: -

- Cllr I. Smith for item 11 Planning Applications and item 12 Planning Decisions
- Cllr M. Burke for Item 11 Planning Applications and 12 Planning Decisions

102. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Council meeting held on 30th November 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

103. MINUTES OF COMMITTEES

There were no minutes of committee meetings to be noted.

104. REPORT ON COUNCIL RESOLUTIONS DURING 2023/24

It was **UNANIMOUSLY RESOVED** to **NOTE** progress against resolutions as presented in Appendix One to the report.

105. ANNOUNCEMENTS FROM THE LEADER

The Leader informed all members that the School Uniform Recycling Scheme will take place during February half term.

The Leader put forward Dave Rigby (previous Prescot Town Councillor and Mayor of Prescot) for a recognition award with Knowsley Council for his service at the annual Remembrance Day Civic Parade.

106. ANNOUNCEMENTS FROM THE TOWN CLERK

The Town Clerk provided the following announcements: -

Prescot Christmas Lights Switch On 2024

Members will recall that on 14th November 2023, the Town Clerk and members of the Prescot Business Club were informed by Knowsley Council officers that there would be no 2023 Christmas Lights Switch on Event in Prescot.

This notification naturally brought with it disappointment – not only that an event bringing together the community would not be staged, but also much needed footfall for local businesses would be lost.

Despite the Chief Executive of Knowsley Council ensuring the Town Clerk that the Executive Director for Regeneration and Economic Development would contact him to discuss options for a 2024 event, to date this has not happened.

The Town Clerk has however met with representatives of the Prescot Business Club to discuss options for an event held by the Business Club and potentially supported by Prescot Town Council.

At this stage discussions are in their infancy and no funding has been assigned. Potential options include a Christmas light switch on event with food and entertainment, the potential for a Christmas grotto to be held within the function room of Prescot Town Hall and smaller scale events in the build up/during Christmas.

Budget 2024/25

The Town Clerk and officers are in the process of presenting budget options for Members which will be presented at a budget workshop on 25th January 2024.

The Town Clerk has been advised by Knowsley Council that the 2024/25 Council Tax Base has reduced by 42 from 3813 properties in 2023/24 to 3771 properties in 2024/25.

The budget ramifications of this reduction is a gap of £3,723.72 before officers have assessed individual budget lines and assessed income/charges.

Options will be produced for Member on 25th January 2024, with the 2024/25 budget needing to be agreed on 15th February.

The Town Clerk is in the process of challenging Council Tax Base figures provided by Knowsley Council given that there has been a reduction between 2023/24 and 2024/25. However, at the time of writing, this is the figure which has been submitted.

Leases relating to Brown's Field and Eaton Street Park

Members will be aware of ongoing discussions with Knowsley Council concerning proposed Heads of Terms relating to Brown's Field and Eaton Street Park.

A member briefing has been proposed for 18th January 2024 to discuss these terms and the budget implications for council if accepted.

Merseyside Police and Learning Foundry Education Delivery & Participatory Budgets

The Town Clerk has held several meetings with A/Sgt Kenny Patterson who is working with the Learning Foundry (based in Kirkby) to identify educational courses which can be delivered to young people with a view to them obtaining employment within that sphere.

All funding associated with delivery of these courses is from central government, and both Merseyside Police and the Learning Foundry are keen to use Prescott Town Hall as the base for delivery.

In addition, Merseyside Police are in the process of developing participatory budgets for Halewood, Cronton and Whiston, and if successfully delivered, plan to roll out to Prescott.

As part of this work, community groups, CICs and local businesses will be able to submit bid from a funding pot of £25,000.00.

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

Cllr D. Wilson entered the meeting.

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

There were no reports or presentations to be discussed.

108. MAYORAL ENGAGEMENTS

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

Cllrs I. Smith and M. Burke left the room.

109. PLANNING APPLICATIONS

Application Ref	Location	Comments
23/02770/FUL	The Prescott School, Knowsley Park Lane.	No objections
23/02846/FUL	St Mary & St Pauls C of E Primary School, Bryer Road.	No objections
23/02716/FUL	Whitakers Garden Centre, Manchester Road.	No objections
23/02765/LBC	The Clock Face Public House, 54 Derby Street.	No objections
23/02773/LBC	The Clock Face Public House, 54 Derby Street.	No objections
23/02795/ADV	The Clock Face Public House, 54 Derby Street.	No objections
23/02796/LBC	The Clock Face Public House, 54 Derby Street.	No objections
19/00297/NMA3	Land at Greenwood Close, Cross Lane and at former Watch Factory Site off Bookbinders Lane.	No objections

110. PLANNING DECISIONS

No planning decisions were received.

Cllrs I. Smith and M. Burke returned to the room.

111. COMMUNITY FUNDING APPLICATIONS

There were no community fund applications for consideration.

The meeting closed at 6:16 p.m

Dated: 15th February 2024

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

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE:

Minutes of Committees

BACKGROUND TO THE REPORT:

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

PURPOSE OF REPORT:

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

REPORTS PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **FINANCE, POLICY AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 18TH JANUARY 2024** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

L. Sephton (Deputy Town Clerk)

ALSO IN ATTENDANCE

No Members of the Public

25. TO RECEIVE APOLOGIES

Apologies were received from Cllr G. Wickens.

26. DECLARATIONS OF INTEREST

No declarations of interest were received.

27. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 24th October 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

28. MONTHLY BUDGET MONITORING STATEMENT

The Deputy Town Clerk presented the monthly budget monitoring statement to 31st December 2023 for Members' consideration.

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** the budget monitoring statement to 31st December 2023.

29. ORDERS AND PAYMENTS AUTHORISATION

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

It was **UNANIMOUSLY RESOLVED** to:-

1. **APPROVE** payments to 31st December 2023.

30. FACILITIES BOOKINGS

The Deputy Town Clerk provided members with the quarterly list of facility bookings and derived income to 31st December 2023.

It was **UNANIMOUSLY RESOLVED** to:-

1. **NOTE** the bookings list as presented by the Deputy Town Clerk

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

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 2.1 being: -

1. Approve Council's 2023/24 Fixed Asset Register
2. Note the contents of this report.

32. PROPOSED CO-OPTION POLICY 2024

It was **UNANIMOUSLY RESOLVED** to:-

1. **DEFER** approving the proposed co-option policy.
2. **INSTRUCT** the Town Clerk to set up a working group to consider the policy.

33. 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.

34. TOWN CLERK – UPDATE ON CILCA QUALIFICATION

It was **UNANIMOUSLY RESOLVED** to:-

1. **DEFER** this item as the Town Clerk was not available to provide an update for members.

The meeting closed at 7:02 p.m

Dated: 23rd May 2024

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

PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 1ST FEBRUARY 2024** 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)

28. TO RECEIVE APOLOGIES

There were no apologies received for the meeting.

29. DECLARATIONS OF INTEREST

There were no declarations of interest received.

30. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 14th November 2023 be agreed as a correct record and signed by the Chair.

31. ARMISTICE DAY SERVICE 2023 – FEEDBACK REPORT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 3.1 being: -

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

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

Members also requested that Fr Dominic Risley be formally thanked in writing for organising and hosting the refreshments at Our Lady Immaculate & St Joseph Church.

32. **PRESCOT CHRISTMAS CRACKER 2023 – FEEDBACK REPORT**

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

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

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 30th November 2024.

Members also requested that all the Friends Groups who had volunteered at the event be formerly thanked in writing.

33. **SENIOR CITIZEN CHRISTMAS DROP IN 2023 – FEEDBACK REPORT**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 5.1 being: -

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

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

34. **EVENTS CALENDAR 2024-25**

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

Using the powers granted to them under the Local Government Act 1972 s.145 members are asked to resolve to:

Agree the draft Events Calendar with associated budget as shown at 3.1 for approval at the next Town Council meeting with amendments to the Carnival budget to £14,000 and Prescott Christmas Cracker budget to £6,000.

35. PRESCOT CARNIVAL 2024

The Deputy Town Clerk updated members on Prescott Carnival and it was **UNANIMOUSLY AGREED** to:-

- Book the double wheel of death for £1,795.
- Have a separate area for music performers which L35 Radio will organise and arrange for performers at no cost.
- For the Deputy Town Clerk to get information and prices from Wonderland Theme Rooms and Loopy Lou's for mascots and characters.
- For the Deputy Town Clerk to get information and a price for the Bouncing Kangaroos on stilts.
- Increase the stall costs as follows: Food/Drink stalls £50, Other stalls £20, Non for profit/charity stalls £10 and information only stalls who are not selling or making any profit will continue to be free of charge.

The meeting closed at 6:52 p.m.

Dated: TBC 2024

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

PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
15th FEBRUARY 2024

REPORT TITLE:

Report on Council Resolutions During 2023/24

BACKGROUND TO THE REPORT

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

PURPOSE OF THE REPORT

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

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Report on Council Resolutions During 2023/24

1. INTRODUCTION

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

2. RECOMMENDATIONS

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

Appendix One

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

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

Date of Meeting	Minute Number	Resolution	Progress to Date
28/09/2023	62	Approved Community Funding Application to Prescott Mission Christmas for £500.00.	Completed: Receipts for meat vouchers have been received.
28/09/2023	62	Approved Community Funding Application to The Friends of Molyneux Drive and Forestry Space for £500.00.	Completed: Receipts for works and consumables at Molyneux Drive Forestry Space have been received.
28/09/2023	67	That the Town Clerk completed a final proof read of the draft Annual Report and that it be sent off to printers previously used by council to produce a final copy.	Completed: The Town Clerk and Deputy Town Clerk have completed a proof read and confirmed with printer that printing can proceed. We are currently waiting for copies to be delivered before distribution.
28/09/2023	69	That the Town Clerk contacts Knowsley Council's Planning Officers to determine what permissions are required for the clock to be installed on the rear wall (overlooking the car park) of Prescott Town Hall.	Completed: Planning advice has been provided by KMBC with advice that express advertising consent needs to be applied for. This has been completed by the Town Clerk.
28/09/2023	69	Once planning advice has been obtained, that the Town Clerk sources from Good Directions 1 x set of spade style black hands with the minute hand at a length of 900mm.	Completed: The Town Clerk has contacted Good Directions and has placed orders as resolved.
28/09/2023	69	Once planning advice has been obtained, that the Town Clerk sources from Kirkby Signs 1 x 2200mm diameter aluminium sign in the pocket watch design presented to Members.	Completed: The Town Clerk has contacted Kirkby Signs and has placed orders as resolved.
30/11/2023	94	Approved Community Funding Application for Prescott Rotary Club for £500.00.	In Progress:

Date of Meeting	Minute Number	Resolution	Progress to Date
30/11/2023	97	<ol style="list-style-type: none"> 1. Appoint Mr David Blanchflower as Council's 2023/24 Internal Auditor and 2. That the deep dive conducted by the Internal Auditor should be comprised of <ol style="list-style-type: none"> a. Testing of Income and Expenditure b. Testing of VAT c. Review of internal controls and their documentation 	<p>Officers have processed payment and are awaiting submission of receipts for expenditure.</p>
			<p>Completed: Mr David Blanchflower has been contacted to be appointed at Council's Internal Auditor, and the three "deep dive" areas have been discussed. Mr Blanchflower will be visiting Prescot Town Council in February/March 2024.</p>

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

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

PURPOSE OF REPORT

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

REPORT PREPARED BY

Alex Spencer – Town Clerk



TOWN CLERK ANNOUNCEMENTS – February 2024

Prescot Christmas Lights Switch On 2024

Members will recall that at the last meeting of Full Council, the Town Clerk informed Members that a meeting had been convened with Dale Milburn – Executive Director Regeneration and Economic Development (Knowsley Council) and representatives of the Prescot Business Club to discuss the potential for a Christmas Lights Switch-on event in 2024 in addition to other events during the year.

The meeting had been convened following the Christmas Lights Switch on non-event in 2023, where Prescot businesses and the community expressed disappointment that no event went ahead.

The Town Clerk and Deputy Town Clerk met on Friday 2nd February 2024, and the following were discussed:-

- Knowsley Council is likely to have a significant 2024/25 budget gap (in region of £5.6 million) and KMBC Members are currently being consulted on budget proposals to set a balanced budget in 2024/25.
- The contract for Christmas lights in Prescot and Huyton expires in 2024.
- At the time of meeting, in consideration of budget pressures faced by Knowsley Council, Christmas lights will be installed and switched on, however there will not be a formal switch on event.
- Kirkby will continue to have Christmas lights and a supporting switch on event given that these costs are met by business services charge which is factored into unit rental agreements. Kirkby has a Christmas budget of circa £15,000.00, in addition to a further £55,000 for events throughout the year – all of which is generated through the business service charge.
- Prescot businesses do not have a service charge applied. Therefore, if a budget were to be created for a Christmas Lights Switch-on event, this would be through business donations/sponsorship.
- The combined budget for Christmas Lights and a Switch on event would be in the region of £45,000.00 – Lights £30,000.00 and Event £15,000.00 (NB, this will be the final year under Christmas lights contract)
- Knowsley Council would write to Prescot Town Council and Ward Councillors to ask whether Prescot Town Council may wish to support a Christmas event and/or other community events during 2024/25.
- In terms of other events during the course of 2024/25, again, because of Knowsley Council's budget position, events have been removed or scaled back. Therefore, in 2024/25 planned events in Prescot included:-
 - Serious Nonsense Festival – scaled back to one day
 - Prescot Elizabeth Fayre
 - 50th Anniversary of Knowsley Council – ad hoc events during the year.
- Prescot Business Club representative suggested that businesses may continue to support events in town centre around themes or times of the year e.g. Easter trail.
- A further meeting would be convened once Dale Milburn had written to ward councillors, Prescot Town Council and the Prescot Business Club.

Proposed Pavilion Build at Brown's Field

Members will be aware of Knowsley Council's / the Football Association proposal for the construction of a pavilion at Brown's Field.

The Town Clerk has continued to meet with Knowsley Council, the Football Association, Berkley FC and the Friends of Brown's Field with the latest meeting taking place in December 2023.

Arising from this meeting are plans attached to this announcement, which Knowsley Council intend to submit for planning application before the end of February 2024.

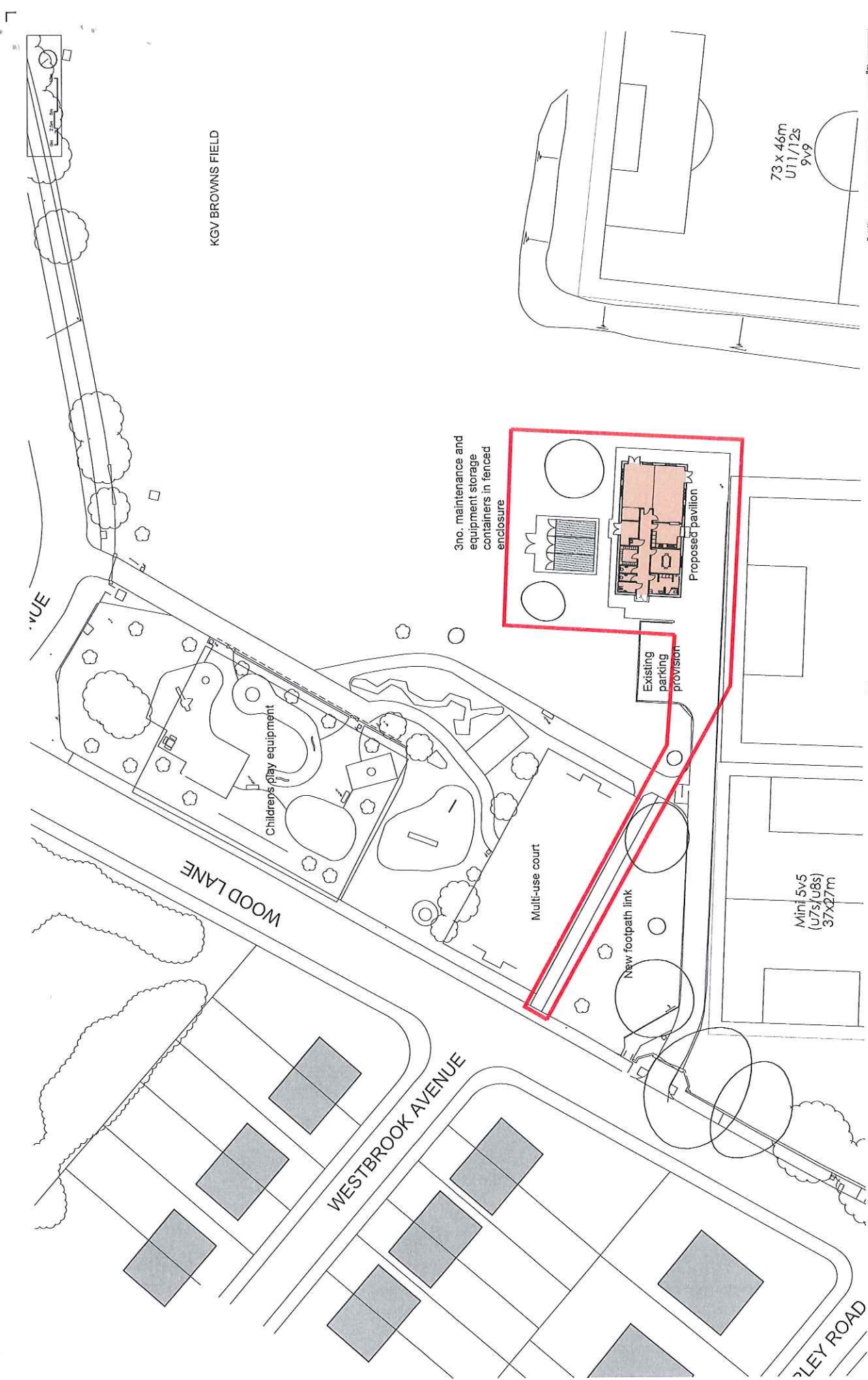
Steve Wells Associates – the consultants appointed by Knowsley Council to undertake planning design and community consultation have completed topographical surveys of the site and will undertake community consultation as part of the planning application submission.

All costs associated with the proposed construction will be met through a combination of S.106 and funding from the FA. However, the FA have indicated that resolution of the lease relating to Brown's Field must be confirmed before any funding can be made available given inclusion of the unilateral three-month break off clause provides uncertainty of tenure.

In terms of proposed use of the Pavilion, at the time of writing Berkley FC and the Friends of Eaton Street Park will be the natural primary users of the building. However, the community consultation undertaken by Steve Wells Associates may identify other potential users who may want to hire facilities within the building – thereby generating an income to support running costs. Potential additional users include Merseyside Youth Association and Merseyside Police – although these have yet to formally commit to using the building.

1. RECOMMENDATIONS

- 1.1 Members are asked to consider and note the report and accompanying appendices.



Proj. No.	205-099-0015
Scale	1:500 @ A3
Date	November 2023
Drawn by	JLR
Checked	DKW

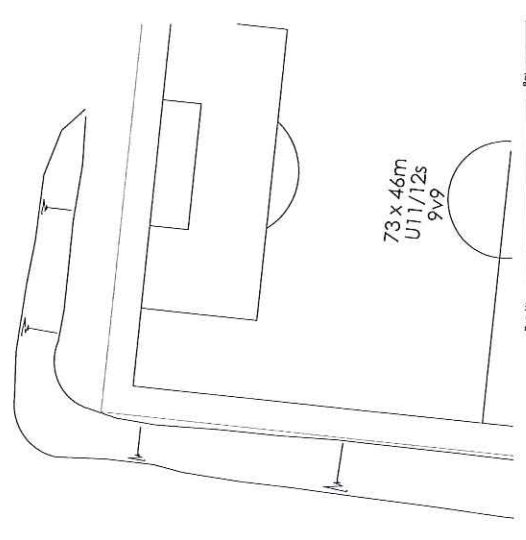
STEVE WELLS ASSOCIATES
making sport happen
 Churchill House, Mill Hill, Postcard, West Yorkshire,
 WF8 4HY t: 01977 797258 e: mail@steve-wells-associates.com

Client	Knowsley Council
Proposed Site Plan - Option D	

Project
 Proposed New Pavilion at
 KGV Browns Field, Carr Lane,
 South Avenue, Prescot,
 L34 1LZ

No.	Revision / Issue	Date

Design Review Feasibility
 Copyright Notice:
 This drawing is the copyright of Steve Wells Associates
 and shall not be reproduced without permission. © 2023



73 x 46m
 U11/12s
 9v9

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE:

Reports and Presentations from Representatives at Conferences or Outside Bodies.

BACKGROUND TO THE REPORT

Members will be aware that at its meeting of Annual Council, representatives (Members and/or officers) for outside bodies are resolved.

PURPOSE OF THE REPORT

To update of what meetings of outside bodies have been attended, and what was discussed and resolved at those meetings.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

Prescot Business Club

The Town Clerk attended a meeting of the Prescot Business Club on 31st January 2024 at Belvoir Estate Agents.

Also in attendance were several businesses from Prescot Town Centre and Knowsley Council Officers.

The main points of discussion from this meeting were:-

a. Anti-Social Behaviour/Crime Levels within Town Centre and Town Generally

- Agreement between attendees that Merseyside Police should attend each meeting of the Prescot Business Club to provide information on crime levels within the town, what funding opportunities may be available to combat crime and to demonstrate partnership working between Knowsley Council, Prescot Town Council, Businesses and Merseyside Police.
- Crime levels could not be discussed as data was not available.
- Attendees acknowledged that anti-social behaviour was likely to increase with lighter nights and therefore measures/activity needed to be put in place in advance.
- The Business Club requested attendance by Knowsley Council's Community Safety Team at the next meeting in March to update on what action is being taken in the build up to Spring/Summer 2024.

b. Prescot Art and Open Spaces Strategy

- Knowsley Council have confirmed that funding has become available to provide artwork within the town. As part of this funding, two sites have been identified – the entrance to shopping centre near to Halifax and Old Tea House building.
- Artists will be commissioned by Knowsley Council to put forward ideas on what design the artwork can take, but officers acknowledge that any installation must reflect the history of the town and therefore a specification will be provided to commissioned artists

c. Safer Streets Fund

- Knowsley Council confirmed that it has received £15,000.00 of Home Office funding, funnelled through the Police and Crime Commissioners Office, to fund measures to address crime within the town centre.
- Knowsley Council will work with the Prescot Business Club as a collective and work with individual businesses to understand what measures they believe will help address crime locally.
- Examples of measures which could be funded include CCTV cameras, panic alarms, smart water marking and training for businesses.
- Funding is to be spent by April 2025 and expenditure under the fund will be controlled by Knowsley Council.
- Agreement that a separate meeting would be held to discuss what measures could be purchased under the fund.

d. Prescot Christmas Lights 2024

- There was agreement that no Christmas Lights Switch-on for Christmas 2023 was disappointing insofar as the event not only brings the Prescot community together, but increases footfall in the town and potentially generates additional custom for businesses.
- Equally disappointing was limited communication from Knowsley Council that a switch on event would not take place, despite discussions at earlier Business Club meetings suggesting that an event would be held.
- Moving forward, a meeting between Knowsley Council, Prescot Town Council and Prescot Business Club representatives was scheduled for Friday 2nd February to discuss Christmas 2024 and events generally for the town. This meeting had been called by Dale Milburn – Executive Director for Regeneration and Economic Development at Knowsley Council following the non-Christmas Lights Switch on of 2023. The outcome of this meeting would be reported back at the next meeting of the Business Club.

1. RECOMMENDATIONS

- 1.1 Members are asked to consider and approve the report

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

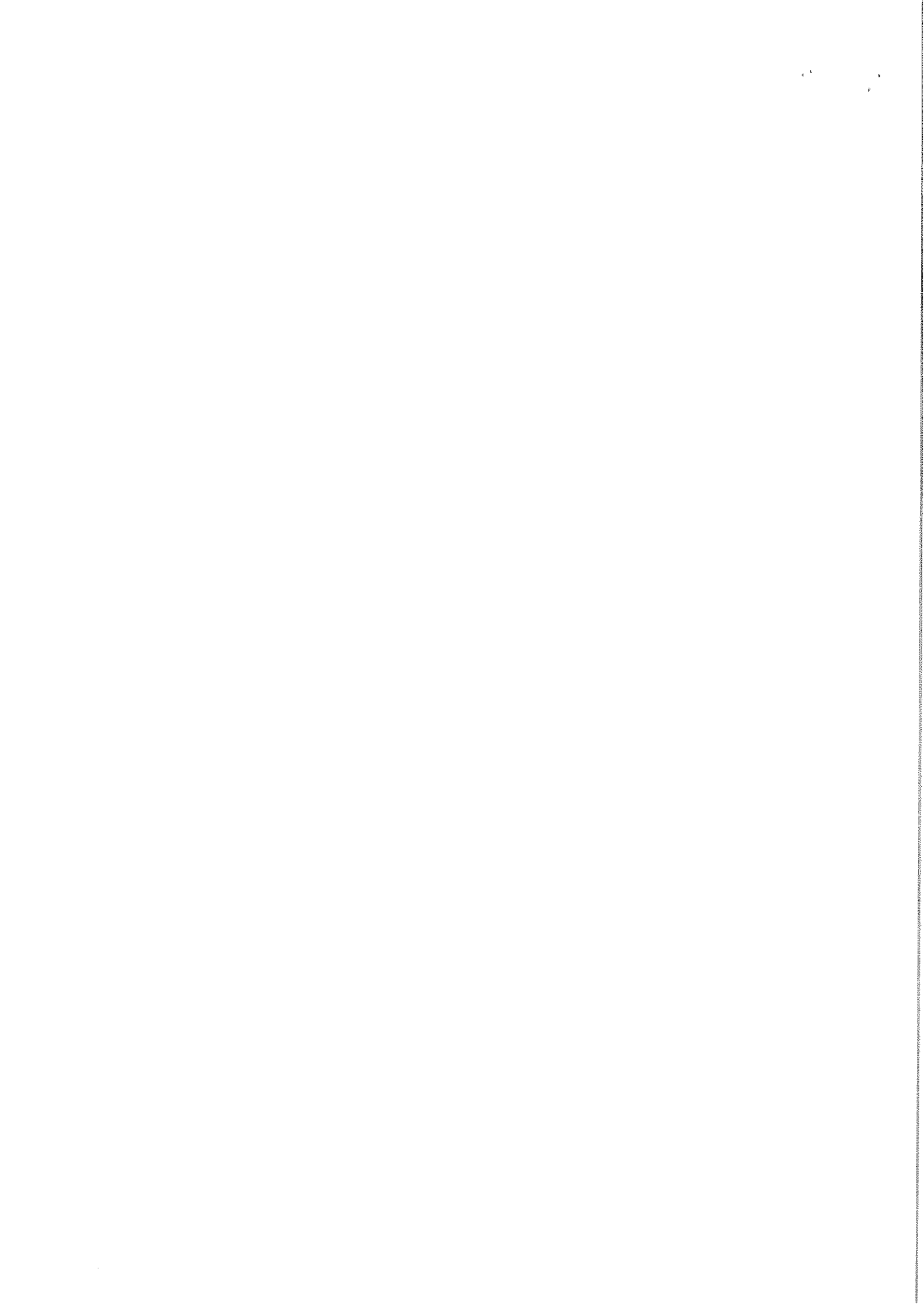
This report is submitted **FOR INFORMATION ONLY**

REPORT PREPARED BY

Alex Spencer – Town Clerk

MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
08/02/2024	Shakespeare North Playhouse	Attend performance of Pride & Prejudice by Imaginarium Theatre



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE:

Planning Applications

BACKGROUND TO THE REPORT:

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

PURPOSE OF ITEM:

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

REPORT PREPARED BY:

Liam Johnson – Administration Officer

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 19.01.24

PRESCOT

APP.NO: 23/02716/FUL **CASE OFFICER: Jo Sheridan**
APPLICANT: James Whitaker & Sons (Nurserymen) Ltd
APP. TYPE: Full Application
LOCATION: Whitakers Garden Centre Manchester Road Prescot
PROPOSAL: ERECTION OF STORAGE AREA TOGETHER WITH THE ERECTION OF CANOPY TO ETERNAL PLANT SALES AREA, ERECTION OF CANOPY EXTERNAL SEATING AREA AND ERECTION OF COVERED LINK BETWEEN ETERNAL PLANT SALES AREA AND COVERED PLANT SALES AREA

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S2GYVQIX10600>

APP.NO: 23/02765/LBC **CASE OFFICER: Maxine Wishart**
APPLICANT: Daniel Thwaites Plc
APP. TYPE: Listed Building Consent
LOCATION: The Clock Face 54 Derby Street Prescot
PROPOSAL: ALTERATIONS TO GROUND FLOOR WINDOW OPENING TO SOUTHEAST ELEVATIONS INVOLVING RETENTION OF EXTRACT AIR INTAKE VENTS AND REPAIRS

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S3JZ1OIXJ300>

APP.NO: 23/02773/LBC **CASE OFFICER: Maxine Wishart**
APPLICANT: Daniel Thwaites Plc
APP. TYPE: Listed Building Consent
LOCATION: The Clock Face 54 Derby Street Prescot
PROPOSAL: EXTERNAL REPAIRS / MAINTENANCE RE-INSTATEMENT OF PARTIALLY DISMANTLED BRICK CHIMNEY STACK: RETENTION OF SATELLITE DISH AND CCTV AND DE-CLUTTERING OF SUNDRIES AROUND STABLE BLOCK. RETENTION OF COOLING UNITS AND REMOVAL OF CANOPY FROM PUBLIC HOUSE AND REMOVAL OF PERGOLA AND DECKING

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S3RGJ7IXJRE00>

APP.NO: 23/02795/ADV **CASE OFFICER: Maxine Wishart**
APPLICANT: Walsingham Planning
APP. TYPE: Advertisement Consent
LOCATION: Clock Face Public House 54 Derby Street Prescot
PROPOSAL: RETENTION OF 1 NO EXTERNALLY ILLUMINATED HANGING SIGN 2.NO NON-ILLUMINATED AMENITY BOARDS AND 1 NO. EXTERNALL ILLUMINATED BUILDING MOUNTED SIGN

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S4J1NDIXKQ300>

APP.NO: 23/02796/LBC **CASE OFFICER: Maxine Wishart**
APPLICANT: Daniel Thwaites Plc
APP. TYPE: Listed Building Consent
LOCATION: Clock Face Public House 54 Derby Street Prescot
PROPOSAL: RETENTION OF 1 NO. EXTERNALLY ILLUMINATED HANGING SIGN 2. NO NON-ILLUMINATED AMENITY BOARDS AND 1 NO. BUILDING MOUNTED SIGN

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S4J1O7IXKQ400>

APP.NO: 19/00297/NMA3 **CASE OFFICER: Mark Quinn**
APPLICANT: Countryside Partnerships
APP. TYPE: Non Material Amendment
LOCATION: Land at Greenwoods Close Cross Street And at former Watch Factory Site, off Bookbinders Lane Prescot
PROPOSAL: NON MATERIAL AMENDMENT TO PLANNING APPLICATION 19/00297/FUL (DEMOLITION OF EXISTING BUILDINGS AND ERECTION OF 88 NO AFFORDABLE DWELLINGS, THREE NO. APARTMENTS BLOCKS COMPRISING 103 AFFORDABLE APARTMENTS IN TOTAL, CAR PARKING, LANDSCAPING, OPEN SPACE AND ASSOCIATED WORKS) AMENDMENT SOUGHT FOR ALTERATIONS TO CYCLE STORE TO INCORPORATE A MOBILITY SCOOTER STORE AND ASSOCIATED BOUNDARY TREATMENT BETWEEN B2 AND C

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S5PSF3IXMAZ00>

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

Our Ref : 23/02338/FUL

Date: 29 January 2024

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: SINGLE STOREY SIDE AND REAR EXTENSION

LOCATION: Prescriptions Pharmacy The Kiosk , Manchester Road, Prescot, Knowsley, L34 1LT

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

<https://planapp.knowsley.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZFBOIIXLZS00>

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

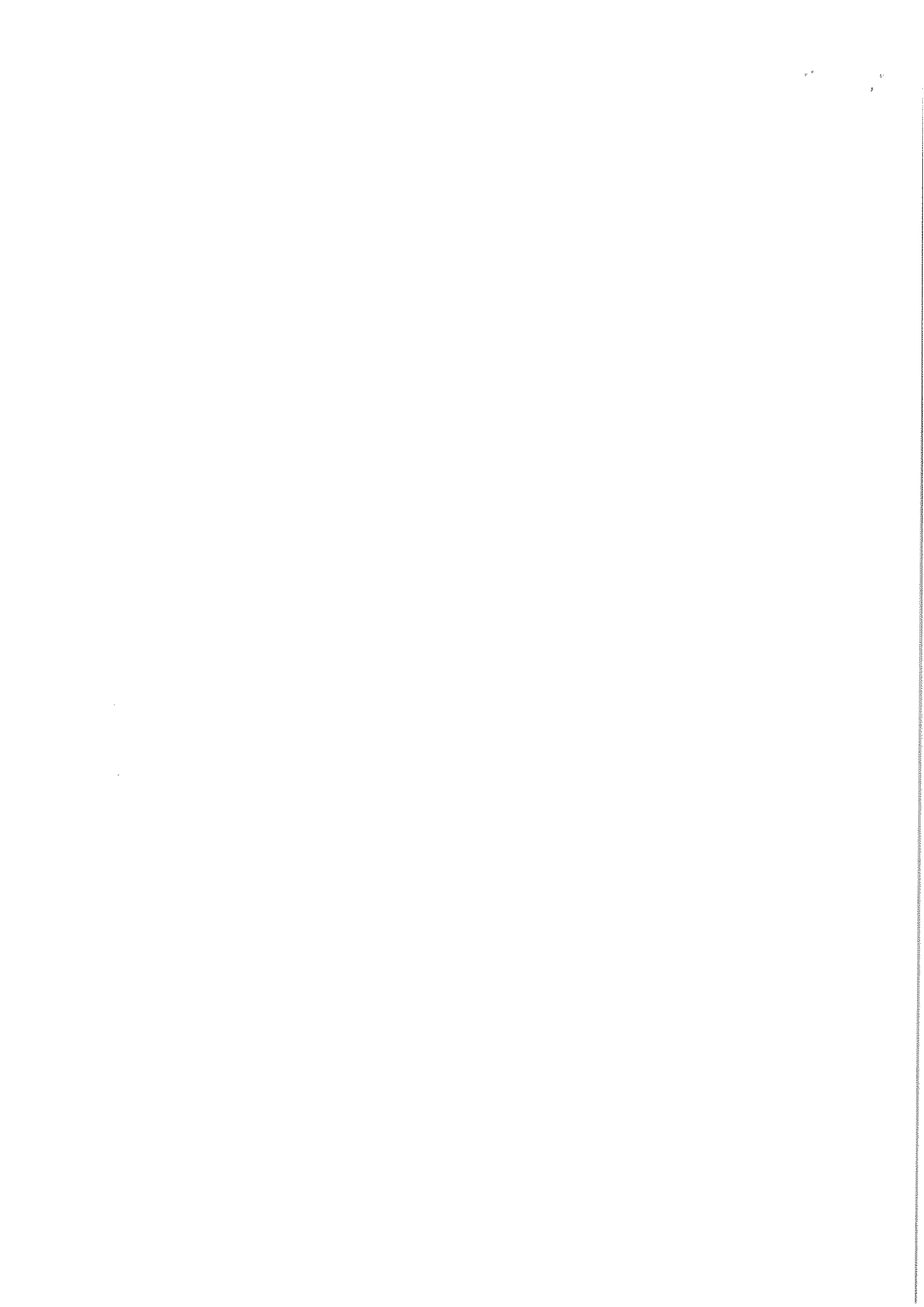
Please send any response you may have via e-mail to: dcconsultations@knowsley.gov.uk

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

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

Yours faithfully

Alan Kilroe
Head of Planning & Building Control



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE:

Planning Decisions

BACKGROUND TO THE REPORT:

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

PURPOSE OF ITEM:

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

REPORT PREPARED BY:

Liam Johnson – Administration Officer

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

15th FEBRUARY 2024

REPORT TITLE:

Community Fund Bids

BACKGROUND TO THE REPORT:

Funding Applications have been received from:

- Knowsley Flower Show
- Green Fingers Community Allotment Plot
- Friends of Eaton Street Park

PURPOSE OF REPORT:

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

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
15TH FEBRUARY 2024

REPORT TITLE:

Knowsley Flower Show Sponsorship

BACKGROUND TO THE REPORT

Each year Knowsley Metropolitan Borough Council (KMBC) holds the Knowsley Flower Show at Court Hey Park Huyton (this is the only Public Open Space with suitable infrastructure to hold the event in Knowsley). In 2023 Prescott Town Council part sponsored a shuttle bus from Whiston/Prescot to the event.

PURPOSE OF THE REPORT

The Deputy Town Clerk has once again been contacted by the Event co-ordinator for the flower show to confirm if the Town Council will provide its usual shuttle bus sponsorship.

REPORT PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

Knowsley Flower Show Sponsorship

1. INTRODUCTION

- 1.1 Each year Knowsley Metropolitan Borough Council (KMBC) holds the Knowsley Flower Show at Court Hey Park Huyton (this is the only Public Open Space with suitable infrastructure to hold the event in Knowsley). In 2023 Prescott Town Council part sponsored a shuttle bus from Whiston/Prescot to the event.
- 1.2 The Deputy Town Clerk has received a request for sponsorship of the 26th Knowsley Flower Show which will be held on Sunday 4th August 2024 from the Culture Development and Events Officer at KMBC, this can be seen at appendix 1.
- 1.3 Last year the Town Council agreed to fund £250 towards the Whiston/Prescot Shuttle Bus and over 400 passengers used this shuttle bus.
- 1.4 As in 2023, sponsorship of the event would ensure the Prescott Town Council logo will appear in the Flower Show publicity.
- 1.5 The approximate cost of the journey between Prescot and Court Hey Park would be £14.40 for a family of two adults and two children for a day bus ticket.

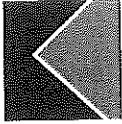
2. CONCLUSIONS

- 2.1 The cost to a Prescott family of four (assuming 2 adults and 2 children) wanting to attend the Knowsley Flower Show via public transport would be £14.40 for a return journey. If 200 families attended the Flower Show the expected cost would be £2,880 to residents therefore the cost of sponsorship of the shuttle bus at £300 could represent a saving of £2,580 to the Town.

3. RECOMMENDATIONS

- 3.1 Using the powers granted under Section 137 of the Local Government Act 1972 members are asked to:
 - Consider the request from KMBC at appendix 1 and approve part sponsorship of the Whiston/Prescot shuttle bus at £300.

.....



Knowsley Council

Carla Simkin
Knowsley Culture Development & Events Service
High Street, Prescott
Merseyside
L34 3LD

10th January 2024

Mr A Spencer
Town Clerk to Prescott Town Council
1 Warrington Road
Prescot L34 5QX

Dear Alex

26th KNOWSLEY FLOWER SHOW – SUNDAY 4th AUGUST 2024

I hope this letter reaches you in good health.

I am pleased to announce that planning has now started for the 2024 Knowsley Flower Show which will take place on Sunday 4th August this year. The event will be part of Knowsley's 50th birthday celebrations, the borough was created in 1974.

Can I thank Prescott Town Council for the valuable support of £250 towards the 2023 event and ask if you can consider similar level of support for 2024. I can report that all of the shuttle buses carried more passengers this year with over 400 people using the Whiston and Prescott shuttle bus throughout the day. Costs have increased and sponsorship is £600 per bus for 2024.

I know you have been sponsoring for many years but here are **some facts about the Knowsley Flower Show:**

- In 2023, we welcomed 15,000 visitors to the Knowsley Flower Show.
- Since its launch in 1999 the show has grown exceptionally and is now recognised as the flagship event for Knowsley and best free show of its kind in the North West.
- The show is very much a community show and a firm date in Knowsley residents' diaries.
- The show attracts many and varied exhibitors from across the UK and top growers who enter many of the larger horticultural shows are involved in our show.
- Attractions include a giant Floral Marquee and this year more categories in floral art and creative crafted have been introduced.
- There's always a host of entertainment and attractions including dog obedience displays, circus skills, children's fairground rides, live music and performances from local young people.

Knowsley Metropolitan Borough Council
PO Box 21 Archway Road Huyton Knowsley Merseyside L36 9YU
Telephone: 0151 489 6000 www.knowsley.gov.uk



- Other attractions: Giant Craft and Creative Marquee, Main arena, Farmers Market, Healthy Lifestyle and Environment Zone and lots of trade stands and garden centres/nurseries.
- Knowsley Council organises the event in partnership with the community, the Knowsley Flower Show Committee, who consist of Whiston and Roby Gardening Club, Cuper Crescent and Bowring Park Allotments and Friends of Court Hey Park.

Here are some of the benefits that sponsorship would bring to organisations like yourselves:

- A guarantee that your organisation is recognised in the community as having good social values by supporting the borough's flagship event with exposure to an **audience of up to 15,000 people** on the day.
- **Generate increased awareness of your organisation amongst the general public.** The show is one of the largest FREE community events in the North West and has gained recognition nationally, and is affiliated to the Royal Horticultural Society. It therefore attracts a wider audience than just the local community.
- **Publicity will be ready for circulation earlier than usual to encourage growers to enter the show, end of March 2024** and there is the opportunity to have your logo printed on this information, which will be circulated to all public buildings and venues in Knowsley and major Tourist/Visitor venues across the North West.

As the show continues to rely heavily on local support and sponsorship, I would be grateful if Prescot Town Council could consider being part of the show again. Below are details of the Sponsorship opportunities available but there are also tailored package available.

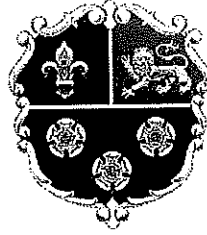
Hope to hear from you.

Yours sincerely

Carla Simkin
Culture Development & Events Officer
Knowsley Council
Carla.simkin@knowsley.gov.uk
0151 443 5353

SPONSORSHIP OPPORTUNITIES	AMOUNT
<p>MAIN SHOW SPONSOR Flower Show schedule and programme will state 26th Knowsley Flower Show sponsored by with logo on front of all publicity, and full page advert in both publications Promotional A5 flyer. Circulation 10,000, will state 26th Knowsley Flower Show Sponsored by with logo on front Posters. 500, will state 26th Knowsley Flower Show Sponsored by with logo on front Banner at Entrance to Court Hey Park, will state 26th Knowsley Flower Show Sponsored by with logo on front. Plus 2 other banners situated in Kirkby and Bowring Park. Presentation Area will be dressed with company Logo, Flower Show Website. There will be a Logo and link to company Website. Public Address system on the day. Will periodically announce that the event is sponsored by your company. Correx Board Signs around the Arena. Will state sponsored by your company. Flower Show Presentations your company will be invited to present Trophy's to Flower Show Winners. Media Photographer. Your company will be included in press releases and photographs will be taken on the day Trade Space. Your company can have trade stand space in our main Courtyard and in our Community Marquee</p>	<p>£6,000</p>
<p>Marquee Sponsorship The benefits include Company branding at the event, Company logo on event publicity, logo including on banner above marquee and the opportunity to have promotional space at the show for your organisation.</p>	<p>Floral Marquee - £2200 Craft and Creative Marquee - £2000 Healthy Lifestyles and Environment Marquee - £1000</p>
<p>Shuttle Bus Sponsorship This will pay for a bus provider and driver to operate a free shuttle bus in specific areas of Knowsley in an effort to increasing accessibility and encouraging residents to attend the event. Buses operating for 2023 show: Halewood Raven Court via Higher Road, Mackets Lane, Belle Vale to CHPark Knowsley Village via Stockbridge Village/Hillside to CHPark Whiston Village via Prescott Bus Station stopping at Bowring Park to CHPark Kirkby Bus Station stopping at Bowring Park to CHPark Huyton Bus Station to Roby Road, stopping at Bowring Park to CHPark Cronton Village TBC Benefits include, logo on website, on all publicity, sponsor boards and signs on buses.</p>	<p>£600 per bus</p>
<p>Trade Stand Opportunities Please call Carla for further details on 0151 443 5353.</p>	<p>Ranging from £150-£500</p>

Arena Entertainment Sponsor Benefits include Company branding at the event, Company logo on event publicity, and the opportunity to have promotional space at the show for your organisation. There is also the opportunity to have sponsor boards produced with company details and logos on around the main arena.	£2000
Show Classes and Prize Sponsorship Opportunities [Supporting and encouraging local/regional horticulturalists]	
Sponsoring a class in the schedule (choice of over 100 classes)	£150
Cash prizes to category winners in show (8 classes at £30)	£240
Cash prizes in whole show [your Company name and logo will also go on the certificates if you choose to sponsor this section]	£950
Advertising Opportunities – Schedule – per page, A5 size (2000 copies produced and sent to gardeners and exhibitors) <i>Back page reserved for main sponsor</i>	£200
Advertising Opportunities – Programme (5000 copies produced and distributed free to visitors on the day):	
Advert on back page of Programme <i>usually Back page reserved for main sponsor</i>	£400
Full page advert in Programme	£200
<i>A discretionary donation to help support the show – it's up to you!</i>	£



PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM

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

SECTION 1 – Your Organisation	
Organisation Name and Address:	Green Fingers Community Allotment Plot
Contact / responsible person:	Margaret Shepherd
Role in the Organisation:	Treasurer
Telephone:	
Email:	
What year was your group established?	2018
Do you have a constitution?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
What are the main aims and activities of your Group?	<p>The plot was taken on six years ago after being left very badly neglected. Several permanent raised beds were added and two temporary recycled wooden ones which have more recently been replaced with permanent concrete ones, extending the offer massively. The group originally acquired some seating from the Pumphouse which we upcycled but we have begun replacing this and PTC supported us with the money for a bench in 2022.</p> <p>The aim of the Green Fingers Community Plot is to provide a green space for local community groups to grow literally and psychologically, a place to network and support each other in between all of the work being done for others. On the plot currently ten groups have a raised bed,</p> <ol style="list-style-type: none"> 1. Breast Mates (16) 2. Plan B (Knowsley Adult Autism Group) (10) 3. AI's Arc (10) 4. The Brain Injury Recovery Bed (1)

	<p>5. Friends of Eaton Street Park (10) 6. Innovate Volunteering (5) 7. Prescott Mission Christmas Dinner (10) 8. Evolve Mindset (10) 9. The Forget-Me-Not Bed (2) 10. The Elizabethan Ladies (3)</p> <p>And we have a train station for the local Primary School St Mary and St Pauls (the school is literally across the road from the plot) by recycling the wooden crates stone is delivered in to make the train carriages.</p> <p>All of the groups have been allocated a locker to house their seeds etc in the main shed where they can take shelter in the rain.</p>
Which area of Prescott are you based in?	Prescot South
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project	
Project Name:	Plastic Shed
When will this take place?	The shed will be ordered if we are awarded funding.
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	<p>A proportion of the community groups have disabilities and different abilities, a shed to store larger tools will mean they do not have to transport any equipment to the site and enable the volunteers who maintain the site somewhere to store tools to continue their work. A plastic shed 6X10 will provide for the aforementioned need.</p> <p>Green Fingers Community Allotment Plot are asking Prescott Town Council to support them with £500 funding for the shed which is £679 plus £39.99 for the skylight shelf, will can fund the difference ourselves.</p>
How will this project make a difference in your community?	<p>The plastic shed will provide space to store larger tools and for the volunteers who maintain the site to store their tools etc.</p> <p>This addition to our offer will maximise the allotment experience for all of the community groups.</p>

Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People	<input type="checkbox"/> *
	Older People	<input type="checkbox"/> *
	General Community	<input type="checkbox"/>
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input type="checkbox"/>
	Minority groups (e.g. LGBT, Disabled, BME)	<input type="checkbox"/> *
How many people will benefit from your project?	There are approximately 85 individuals who will benefit from the plastic shed.	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500	
Have you secured funding from anyone else?	No	
How will your project recognise the support of the Town Council	We will promote the support on our FB and Twitter Account.	
Who will be running the activity?	<input type="checkbox"/> *Unpaid Volunteers	How many 6
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: Margaret Shepherd
	Position: Treasurer
	Date: 28/01/23

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

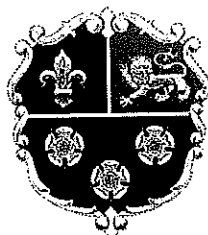
By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

You can return your form:

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

Don't forget!

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



**PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM**

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

SECTION 1 – Your Organisation	
Organisation Name and Address:	Friends of Eaton Street Park
Contact / responsible person:	Jo Burke
Role in the Organisation:	Chairperson
Telephone:	
Email:	
What year was your group established?	2010
Do you have a constitution?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Charity Number:
What are the main aims and activities of your Group?	<p>Friends of Eaton Street Park are a well-established Community Volunteer Group of the past 13 years.</p> <p>The group provide Free Lunch and Activity for the local community one day a week of every school holiday, with up to 600 people attending. We provide entertainers, a bouncy castle, crafts, & lunch with no criteria to prevent stigma. The sessions cost approximately £1500 and we deliver 12 sessions a year. Alongside this we deliver a school uniform recycle scheme and have this year recycled over 2000 items of uniform saving them from premature landfill.</p> <p>We also deliver a subsidised inclusive Christmas Grotto. Children are given a set appointment time and at that time are allocated an Elf Guide who escorts that family around our 7-stop grotto. The stops change each year but last year the children met the Fairy who fell off the Christmas Tree and the Toy Soldier and watch as their parents are taught to</p>

	<p>pirouette and march. Next, they met Santa and his Elf's, received a token gift and parents were allowed to take photos. The third stop saw them visit Mrs Christmas in her hair rollers in her living room, with Santa's Y Fronts on the washing maiden. At stop four the children met the Creative Craft Elf's and were assisted to make a paper garland. Stop Five and the children and their families took their seats for a magic show. On Stop Six the children were assisted by the Elf Chef's to decorate a ginger bread man, then Stop Seven introduced them to the Naughty Elf's who have stolen Santa's Sleigh. The session was completed with Hot Chocolate and whipped Cream. The cost was £5 per child, and adults paid £1 each.</p> <p>Currently the Pavilion that we use for part of the grotto and school holiday sessions has been outgrown and we are a victim of our own success. We are in the process of preparing an application for a £10,000 grant toward the £15000 required to purchase a canopy for the pavilion to extend and support our offer.</p> <p>We have also cleared out and cleaned the small storage area in the park (that several years ago had been used by the gardener) to use for storage. Unfortunately the rainwater currently runs into the building because the path is on a slant. We are hoping to secure the £500 Community Grant to put toward having the floor concreted and lifted by 4 inches to prevent the aforementioned and the walls made good with some patching in at a cost of £590 plus the cost of cutting the door down 4 inches to accommodate the floor (we are currently waiting for a price from metalcrafts). FOESP will fund all payments above £500.</p>
<p>Which area of Prescot are you based in?</p>	<p>Prescot North</p>
<p>Bank Details:</p>	<p>Sort Code: Account Number: Account Name:</p>

SECTION 2 – Your Project		
Project Name:	Storage Space Refurbishment	
When will this take place?	Spring (when weather warms up)	
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	Floor to be concreted (£500) Wall to be made good with bricks in gap and cracks filled. (£90) Door to be removed, reduced in size to accommodate floor and refitted (awaiting estimate but FOESP have committed to paying for this).	
How will this project make a difference in your community?	It will provide storage for FOESP, enabling the group to continue growing their offer to the community.	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People	<input type="checkbox"/> *
	Older People	<input type="checkbox"/> *
	General Community	<input type="checkbox"/> *
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input type="checkbox"/>
Minority groups (e.g. LGBT, Disabled, BME)	<input type="checkbox"/> *	
How many people will benefit from your project?	Approximately 300-500 people attend each of our School holiday sessions and 600 people attended our last Christmas Grotto.	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500	
Have you secured funding from anyone else?	No	
How will your project recognise the support of the Town Council	We will promote the support on our FB and Twitter Account.	
Who will be running the activity?	<input type="checkbox"/> *Unpaid Volunteers	How many 43
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: Jo Burke
	Position: Chair
	Date: 04/02/24

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

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

You can return your form:

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

Don't forget!

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

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****15TH 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
Total	171.56

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, the budget for the event is increased to £200 and that Fr Dominic Risley is formally thanked in writing for organising and hosting the refreshments at Our Lady Immaculate & St Joseph Church.

PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
15TH 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.

Prescot Christmas Cracker 2023	
Item	Cost
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
Total	£ 4781.69

3 Conclusions

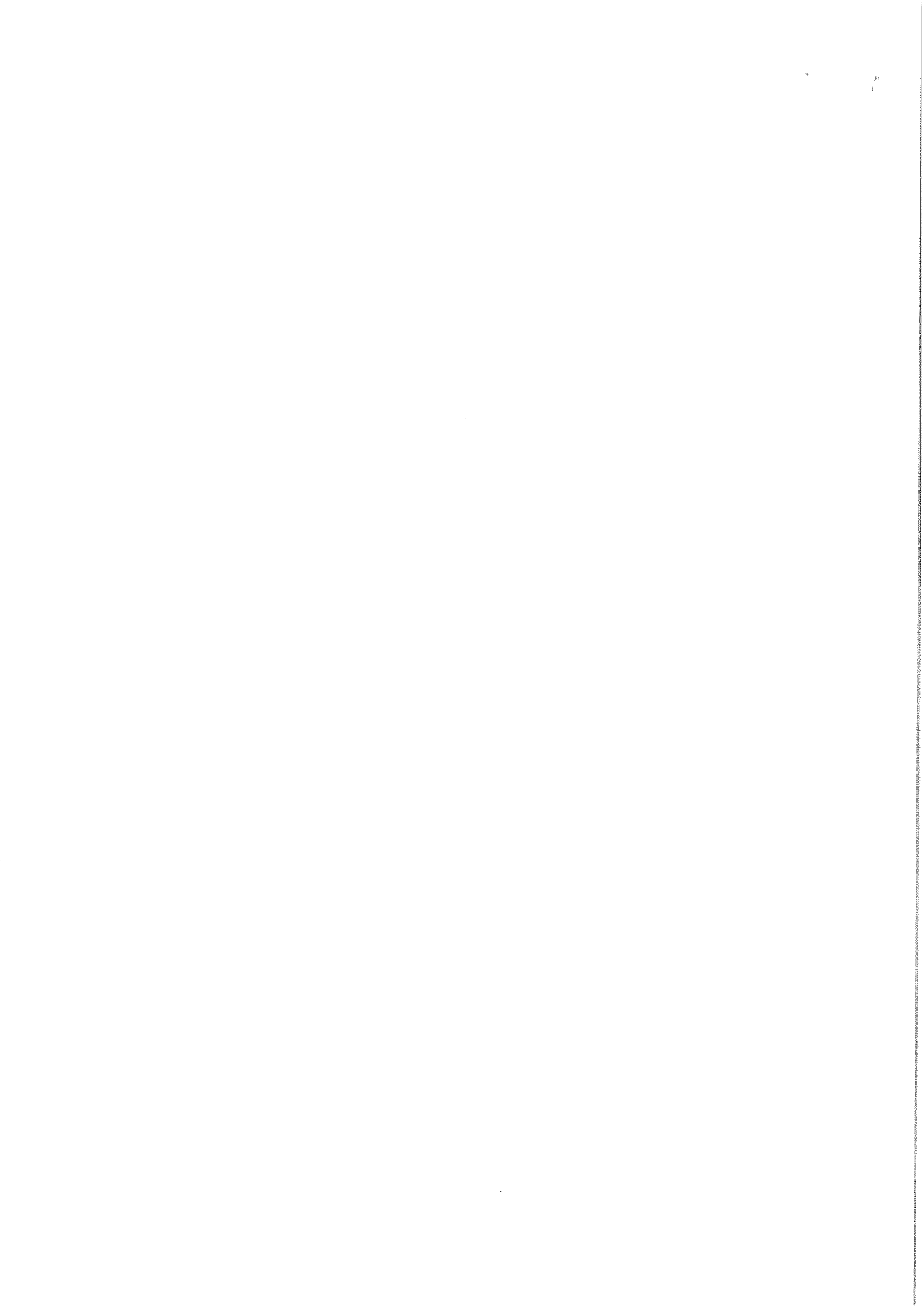
- There was a demand for the event which can be shown by over 600 people receiving free refreshments at the event and 200 children taking part in the craft activity.
- The location of the event being held at Prescot Town Hall was suitable and allowed for a wide variety of activities to be provided in 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 Prescot 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 Prescot Town Hall and the next event will be held on Saturday 30th November 2024 and to formally thank in writing the Friends Groups who had volunteered at the event.



PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
15TH 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 6th 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.

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

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 6th December 2024.

PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
15TH 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		£19,550	£18,022.80

- 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.

Date	Event	Budget 24-25
June/July (TBC)	Prescot Community Recognition Awards	£800
23 rd June 2024	Carnival	£14,000
11 th Nov 2024	Armistice Day Service	£200
30 th Nov 2024	Prescot Christmas Cracker	£6,000
6 th Dec 2024 (TBC)	Senior Citizen Christmas Drop In	£500
2 nd Mar & 16 th March 2024	Community Clean-up Day - 2 events one in each ward	£3,600
Total		£25,100

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.

PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
15TH FEBRUARY 2024

REPORT TITLE:

Lease Agreements Relating to Brown's Field and Eaton Street Park and Consideration of Proposed Heads of Terms offered by Knowsley Metropolitan Borough Council (KMBC) for each site.

BACKGROUND TO THE REPORT

Members will be aware that they have tasked the Town Clerk with reviewing and securing amendment to its leases regarding Brown's Field and Eaton Street Park.

This work has resulted in Knowsley Council offering new Heads of Terms for each site; which have been drafted to supersede leases currently agreed between both parties.

In consideration of Knowsley Council's 25 Year Asset Management Programme for each site, and (under the proposed Heads of Terms) Council acquiring responsibility for all current and future site maintenance, this report sets out Council's likely financial liabilities if these terms are accepted and puts forward how budgetary gaps can be filled.

PURPOSE OF THE REPORT

To seek Member resolution as to whether current leases should continue, whether Proposed Heads of Terms should be accepted, or whether resolution should be made to activate Knowsley Council's unilateral three month break off clause within current leases.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Lease Agreements Relating to Brown's Field and Eaton Street Park and Consideration of Proposed Heads of Terms offered by Knowsley Council for each site.

1. INTRODUCTION

- 1.1 The Town Clerk commenced employment with Council in April 2022, and throughout this period, Members have stressed the importance of reviewing and amending leases relating to Brown's Field and Eaton Street Park.
- 1.2 To achieve this, the Town Clerk has sought advice from Council's solicitor to establish its legal position (both expressed and implied) under the terms of both leases.
- 1.3 In addition, (as advised by Council's solicitor) the Town Clerk has worked with Knowsley Council officers to state Council's responsibilities for each site, to propose amendments to both leases clarifying responsibilities and to push for removal of the unilateral three-month break off clause which is the greatest source of contention for Members given that its inclusion provides uncertainty of tenure.

2.0 HEADS OF TERMS PROPOSED BY KNOWSLEY COUNCIL

- 2.1 Against this backdrop, on 8th December 2023, the Town Clerk received correspondence from Knowsley Council which contained proposed Heads of Terms for each site. This was circulated by the Town Clerk to Members on the same day (see Appendix Two).
- 2.2 Having assessed proposed Heads of Terms, Members are advised:-

a. The proposed Heads of Terms represent a marked departure from Council's responsibilities under both leases.

As advised by Council's solicitor, Council's current responsibilities extend to keeping both sites in a "clean and tidy condition" (a duty discharged through its ground maintenance contract with Knowsley Council), and to maintain boundary walls for each site.

Under the proposed Heads of Terms, Council would acquire responsibility for all aspects of site maintenance not just currently on site, but also for any new additions.

Grounds maintenance, playground equipment, street furniture, signage, boundary gates & fences, trees, pathways, would all become the responsibility of Prescott Town Council under these proposed terms.

b. Removal of Unilateral Three-Month Break Off Clause

The proposed Heads of Terms do not contain the three-month break off clause currently contained within both leases.

Their removal should be seen as a positive insofar as certainty of tenure is now provided and certainty of tenure will encourage funders to provide funding to improve both sites.

Members are advised that Knowsley Council (as landowner) would retain the power to take back each site where Council has significantly failed in the discharge of its maintenance responsibilities. Such a clause is commonplace where a lease exists between two or more parties.

c. Responsibility for Capital and Revenue Expenditure

Proposed Heads of Terms make Council responsible for both capital and revenue expenditure. This is a marked departure from Council's responsibilities under our current leases for which Council has responsibility for revenue expenditure only.

3.0 FINANCIAL CONSEQUENCES IF RESOLUTION TO ACCEPT HEADS OF TERMS

3.1 In 2023/24, to discharge its responsibilities for both sites under the terms of its leases, Council assigned the following budgets:-

**Table 1.0:
Current Financial Allocations in discharge of responsibilities under park leases**

Cost Centre Name	2023/24 Budget	Notes
Parks Revenue Maintenance	£30,800.00	Budgeted amount for discharge of responsibilities through Grounds Maintenance Contract with Knowsley Council in accordance with responsibility to "keep in a clean and tidy condition."
Parks Capital Maintenance	£10,000.00	Budgeted amount in accordance with responsibility to maintain boundary walls.
SUB-TOTAL	£40,800.00	
Brown's Field Development	£5,000.00	Member allocation to improve Brown's Field (earmarked)
Eaton Street Park Development	£5,000.00	Member allocation to improve Eaton Street Park (earmarked)
TOTAL	£50,800.00	

- 3.2 To assess the likely financial consequences to Council if Members resolve to accept proposed Heads of Terms, the Town Clerk has referred to Knowsley Council's 25 Year Asset Management Programme 2018 to 2043 for each site.
- 3.3 This document identifies capital works and their costs between 2023 and 2043 and represents the most accurate indication of what Council's capital financial liabilities will be between 2023-43; and on yearly average. This information is shown in Table 2.0 at 3.6 below.
- 3.4 In addition to capital works, Members will recall that Council has a Grounds Maintenance Contract with Knowsley Council for revenue works at both sites in the form of grass cutting, hedge cutting, branch clearing etc. This contract discharges our responsibility under our current leases to keep the site in a "clean and tidy condition."
- 3.5 Costs for this contract moving into 2024/25 have been confirmed at £25,796.66.
- 3.6 Should Members' resolve to accept the proposed Heads of Terms, Council's financial liabilities pursuant to acceptance are shown in Table 2.0 below.

Table 2.0 Financial Allocations Required to Discharge Responsibilities Under Proposed Heads of Terms offered by Knowsley Council	
Total Capital Costs Between 2023 and 2043	£873,000.00
Total Estimated Tree Works Costs Between 2023 and 2043	£80,000.00
Total Football Pitch Maintenance Costs Between 2023 and 2043	£270,000.00
Total Earmarked Reserves for Parks Less Brown's Field and Eaton Street Earmarked Contributions (at £34,700.00)	£44,000.00
Total Capital Costs between 2023 and 2043	£1,179,300.00
Average Yearly Capital Costs between 2023 and 2043	£58,990.00
Revenue Costs for Maintenance of Sites (Grass Cutting etc)	25,796.66.
Total Annual Cost to Council (Average Yearly Capital Costs + Known Revenue Costs)	£84,786.66

- 3.7 The Town Clerk has completed an assessment of how the precept would be affected in consideration of these new financial liabilities. This assessment is shown in Table 3.0 below and is based on the known Council Tax Bases for 2024/25, with an assumption that there will be no rise in the 2023/24 precept demand of £88.66.

3.8

**Table 3.0
Impact on Precept Demand in Consideration of Financial Liabilities if Proposed Heads of Terms were accepted**

	Council Position in 2024/25 (Continuance of Current Lease)	Council Position in 2024/25 (Terms Accepted)	Difference Between continuance and acceptance
Council Tax Base	3771	3771	0
Precept Demand	£88.66	£88.66	£0
Total Precept Received	£334,336.86	£334,336.86	£0
Revenue Maintenance Costs	£25,796.66	£25,796.66	£0
Revenue Maintenance Cost Per Band D Property	£6.84 (of £88.66)	£6.84 (of £88.66)	£0
Capital Maintenance Costs	£20,00.00	£58,990.00	£38,990.00
Capital Maintenance Costs Per Band D Property	£5.30 (of £88.66)	£15.64 (of £88.66)	£10.34
Total Costs of Parks per Band D Property	£12.14 (of £88.66)	£22.48 (of £88.66)	£10.34
Total % of Precept per Band D Property on Parks	13.69%	25.36%	11.67%

3.9 Based on Table 3.0, acceptance of the proposed Heads of Terms has a considerable impact on Council's precept demand and the proportion of the precept dedicated to park maintenance.

Whilst the precept is unaffected by a commitment towards revenue maintenance (which will apply whether the proposed Heads of Terms are accepted or not), the additional £38,990.00 of Capital Maintenance Costs results in a precept increase of £10.34 (if Heads of Terms are accepted)

3.10 Alternatively, to negate the need to raise the precept a saving of £38,990.00 across existing budget lines would need to be generated

Officers have already commenced the budget setting process for 2024/25 and are of the opinion that this level of saving is not realistically achievable given Council's current expenditure level coupled with rising costs.

- 3.11 Should Members resolve an increase to Council's 2024/25 charging schedule for room hire and other hirings to bridge this gap, the level of increase required will most likely result in hirers being unable to afford increased room hire charges, resulting in custom being taken elsewhere and affecting Council's overall income targets for 2024/25 and beyond.
- 3.12 A saving of £10,000.00 (of the £38,990.00) could be achieved by Members not committing £5,000.00 respectively to Brown's Field Development and Eaton Street Park Development in 2024/25, with these funds being assigned to capital maintenance for each site.

If Member's were to resolve this position, Revenue Maintenance would remain at £8.17 (of the £88.66 precept demand), but Capital Maintenance would reduce to £7.69 – with a combined contribution to Parks Maintenance of £15.86 (of the £88.66).

Even with this saving, Members would still be required to raise the 2024/25 precept demand by £7.69, or alternatively, generate savings totalling £28,990.00.

4.0 POTENTIAL OPTIONS FOR MEMBERS

- 4.1 Having consulted with Council's solicitor, the Town Clerk advises that options moving forward broadly fall into three categories as shown at Appendix One to this report

5.0 RECOMMENDATIONS

- 5.1 Members are asked to:-
 1. Refer to the report and accompanying appendices and resolve as to which option should be pursued.
 2. Resolve that the Town Clerk notifies Knowsley Council of the resolved option at the earliest opportunity.
 3. Note the contents of this report

Appendix One: Suggested Options for Members in Consideration of Proposed Heads of Terms

Option	Option Narrative	Financial Consequences
<p>A: Continue with Leases in Current Format</p>	<p>Legally, until there is agreement between KMBC and Council that leases should be terminated, they will continue until there is that agreement, until KMBC unilaterally exercises the three month break off clause or until leases naturally expire at the end of the leased term.</p> <p>Legally, Council is not bound to accept the Heads of Terms offered by Knowsley Council, and the lease can continue to operate as it has since 1991.</p> <p>Whilst the proposed Heads of Terms give clarity in terms of responsibilities (Council becoming responsible for all site maintenance now and in the future), they do not need to be accepted.</p> <p>Council would need to consider how it would argue/challenge its responsibilities in the event of something going wrong on site i.e. tree failure, vandalism to play equipment, given that Knowsley Council is of the opinion that Council's responsibilities extend beyond keeping</p>	<p>a. Allocation of circa £20,000.00 per year to meet potential costs of repair to boundary walls/</p> <p>b. Allocation of circa £26,000.00 in 2024/25 to discharge grounds maintenance contract. Costs are likely to increase beyond 2024/25.</p> <p>c. Member consideration of £5,000.00 allocation each to development at Brown's Field and Eaton Street Park.</p> <p>Summary</p> <p>£6.84 (of £88.66) Revenue Maintenance Costs</p> <p>£5.30 (of 88.66) Capital Maintenance Costs</p> <p>£12.14 (of £88.66) Committed to parks.</p> <p>2024/25 precept rise not required.</p>

Option	Option Narrative	Financial Consequences
	<p>site “clean and tidy” and to the maintenance of boundary walls.</p> <p>In addition, given that there is uncertainty of tenure with the inclusion of the three-month break off clause, funders are less likely to grant funding. A good example is the proposed build on Browns Field where the FA are not willing to grant funding because there is no certainty of tenure.</p>	
<p>B: Acceptance of Proposed Heads of Terms</p>	<p>Should there be resolution to accept the proposed Heads of Terms, there would be absolute certainty that Council will be responsible for all site maintenance (current and future) as stated within the 25 Year Asset Management Programme.</p>	<p>a. Allocation of £58,990.00 per year to meet costs as identified by 25-year Asset Maintenance Programme until 2043.</p> <p>b. Allocation of circa £26,000.00 in 2024/25 to discharge grounds maintenance contract. Costs are likely to increase beyond 2024/25.</p> <p>c. Member consideration of £5,000.00 allocation each to development at Brown’s Field and Eaton Street Park to make overall saving towards Capital Maintenance.</p>

Option	Option Narrative	Financial Consequences
C: Resolution to exercise three-month break off clause	<p>The third option is for Council to resolve to seek KMBC to exercise the three-month break off clause within current leases, resulting in both sites reverting back to Knowsley Council who would reacquire responsibility for maintenance at both sites.</p> <p>Members are aware that there is a commitment from Knowsley Council to enable Council to stage the Prescott Carnival.</p>	<p>Summary</p> <p>£6.84 (of £88.66) Revenue Maintenance Costs</p> <p>£15.64 (of 88.66) Capital Maintenance Costs</p> <p>£22.48 (of £88.66) Committed to parks.</p> <p>2024/25 precept rise of £10.34 per Band D equivalent property required.</p> <p>a. No allocation to Parks Revenue or Capital Maintenance required.</p> <p>b. No requirement to assign £5,000.00 to Browns Field and Eaton Street Park</p> <p>c. Member consideration of how "savings" achieved can be used in terms of council operations/working in the community.</p>

Option	Option Narrative	Financial Consequences
	<p>Clarification with regards to Eaton Street Pavilion is being sought in terms of access and acquiring a written assurance.</p> <p>Resolution for this option would generate a considerable annual and future saving, and Members would want to consider how that money should be used moving forward – perhaps shaping the future look/operations of Council.</p>	<p>Summary</p> <p>£0.00 (of £88.66) Revenue Maintenance Costs</p> <p>£0.00 (of 88.66) Capital Maintenance Costs</p> <p>£0.00 (of £88.66) Committed to parks.</p> <p>Minimum saving of £55,796.66 generated in 2024/25.</p>



Knowsley Council

OP89 - KING GEORGE V PLAYING FIELDS (PRESCOT)
HEADS OF TERMS
SUBJECT TO FORMAL COUNCIL APPROVAL
WITHOUT PREJUDICE
SUBJECT TO PLANNING
SUBJECT TO CONTRACT
SUBJECT TO FIELDS IN TRUST CONSENT

Landlord:	Knowsley Metropolitan Borough Council, Municipal Buildings, Archway Road, Huyton, L36 9UX.
Tenant:	Prescot Town Council, 1 Warrington Road, Prescot, Merseyside L34 5QX
Demise:	The site known as King George V Playing Fields (Prescot) shown edged red on the plan.
Term:	125 (One Hundred and Twenty-Five) years from 1 st May 2024.
Security of Tenure:	The Lease shall be contracted out of the security of tenure provisions of the Landlord and Tenant Act 1954.
Termination:	No break provisions to be included within the lease.
Rent:	£1 (One Pound) per annum, if demanded.
Repair & Maintenance:	The Tenant shall be responsible for all repairs and maintenance associated with the site including but not limited to all external areas, built infrastructure, landscaping, trees, boundary fencing and hedging. The Tenant is to keep and put the Property in a good state of repair and condition.
Business Rates:	The Tenant will be responsible for the payment of the Business Rates and applying for any relief or concession.
Utilities:	The Tenant shall be responsible for the installation, maintenance and payment of all utilities associated with the site.
Insurance:	The Tenant shall be responsible for the provision of Buildings Insurance, Contents Insurance and indemnifying the Landlord against any claim arising from the use and occupation of the site.
Use:	The use of the site shall be restricted to the permitted use for the site as a public open space.
Landlord's Services:	None



Knowsley Metropolitan Borough Council
Assets Service, Yorkon Building
Archway Road, Huyton, Merseyside, L36 9FB





Knowsley Council

OP89 - KING GEORGE V PLAYING FIELDS (PRESCOT)
HEADS OF TERMS
SUBJECT TO FORMAL COUNCIL APPROVAL
WITHOUT PREJUDICE
SUBJECT TO PLANNING
SUBJECT TO CONTRACT
SUBJECT TO FIELDS IN TRUST CONSENT

Service Charge:	None
Alienation:	Assignment of the whole or part of the lease shall not be permitted. The Landlord shall permit sub-letting of part of the site for a term of up to 27 years for football providers such as the Football Foundation and the FA, subject to the prior written approval of the Landlord, such approval not to be unreasonably withheld or delayed and payment of the Landlord's reasonable legal and surveyor's costs for such approval.
Alterations:	Alterations which do not affect the permitted use of the site will be permitted. Any alterations to the Property which would require planning approval or consent also require Landlord approval such approval not to be unreasonably withheld or delayed and payment of the Landlord's reasonable legal and surveyor's costs for such approval.
Signage:	All signage to be subject to any planning and building regulations.
Opening Times:	The site must always remain open to the public, except on occasion to allow for functions / events or essential maintenance.
Statutory Compliance:	The Tenant shall always comply with all relevant statutory obligations relating to the site.
Management of building(s):	The Tenant shall be responsible for the management and maintenance of all buildings on site for the length of the term.
Other Outgoings:	The Tenant shall be responsible for all other outgoings associated with their occupation of the site.
Costs:	Each party shall be responsible their costs associated in the preparation of the lease.
Other Terms & Conditions:	The grant of the Lease shall be subject to:- - Any other terms and conditions as contained in a lease to be prepared by the Council's Legal Services. - Any approvals or consents such as Fields in Trust. - Formal Council Approval.



Knowsley Metropolitan Borough Council
Assets Service, Yorkon Building
Archway Road, Huyton, Merseyside, L36 9FB





Knowsley Council

OP90 - EATON STREET RECREATION GROUND
HEADS OF TERMS
SUBJECT TO FORMAL COUNCIL APPROVAL
WITHOUT PREJUDICE
SUBJECT TO PLANNING
SUBJECT TO CONTRACT
SUBJECT TO FIELDS IN TRUST CONSENT

Landlord:	Knowsley Metropolitan Borough Council, Municipal Buildings, Archway Road, Huyton, L36 9UX.
Tenant:	Prescot Town Council, 1 Warrington Road, Prescot, Merseyside L34 5QX
Demise:	The site known as Eaton Street Recreation Ground shown edged red on the plan.
Term:	125 (One Hundred and Twenty-Five) years from 1 st May 2024.
Security of Tenure:	The Lease shall be contracted out of the security of tenure provisions of the Landlord and Tenant Act 1954.
Termination:	No break provisions to be included within the lease.
Rent:	£1 (One Pound) per annum, if demanded.
Repair & Maintenance:	The Tenant shall be responsible for all repairs and maintenance associated with the site including but not limited to all external areas, built infrastructure, landscaping, trees, boundary fencing and hedging. The Tenant is to keep and put the Property in a good state of repair and condition.
Business Rates:	The Tenant will be responsible for the payment of the Business Rates and applying for any relief or concession.
Utilities:	The Tenant shall be responsible for the installation, maintenance and payment of all utilities associated with the site.
Insurance:	The Tenant shall be responsible for the provision of Buildings Insurance, Contents Insurance and indemnifying the Landlord against any claim arising from the use and occupation of the site.
Use:	The use of the site shall be restricted to the permitted use for the site as a public open space.
Landlord's Services:	None



Knowsley Metropolitan Borough Council
Assets Service, Yorkon Building
Archway Road, Huyton, Merseyside, L36 9FB





Knowsley Council

OP90 - EATON STREET RECREATION GROUND
HEADS OF TERMS
SUBJECT TO FORMAL COUNCIL APPROVAL
WITHOUT PREJUDICE
SUBJECT TO PLANNING
SUBJECT TO CONTRACT
SUBJECT TO FIELDS IN TRUST CONSENT

Service Charge:	None
Alienation:	Assignment of the whole or part of the lease shall not be permitted. The Landlord shall permit sub-letting of part of the site for a term of up to 27 years for football providers such as the Football Foundation and the FA, subject to the prior written approval of the Landlord, such approval not to be unreasonably withheld or delayed and payment of the Landlord's reasonable legal and surveyor's costs for such approval.
Alterations:	Alterations which do not affect the permitted use of the site will be permitted. Any alterations to the Property which would require planning approval or consent also require Landlord approval such approval not to be unreasonably withheld or delayed and payment of the Landlord's reasonable legal and surveyor's costs for such approval.
Signage:	All signage to be subject to any planning and building regulations.
Opening Times:	The site must always remain open to the public, except on occasion to allow for functions / events or essential maintenance.
Statutory Compliance:	The Tenant shall always comply with all relevant statutory obligations relating to the site.
Management of building(s):	The Tenant shall be responsible for the management and maintenance of all buildings on site for the length of the term.
Other Outgoings:	The Tenant shall be responsible for all other outgoings associated with their occupation of the site.
Costs:	Each party shall be responsible their costs associated in the preparation of the lease.
Other Terms & Conditions:	The grant of the Lease shall be subject to:- - Any other terms and conditions as contained in a lease to be prepared by the Council's Legal Services. - Any approvals or consents such as Fields in Trust. - Formal Council Approval.



Knowsley Metropolitan Borough Council
Assets Service, Yorkon Building
Archway Road, Huyton, Merseyside, L36 9FB



PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
15th FEBRUARY 2024

REPORT TITLE:

Annual Budget and Precept Demand 2024/25

BACKGROUND TO THE REPORT

In accordance with the Local Government Finance Act 1992 Prescot Town Council as the local precepting authority issues a precept each year on Knowsley Metropolitan Borough Council (KMBC). The precept must state Prescot Town Council's budget requirement for the forthcoming financial year which is then payable by KMBC.

PURPOSE OF THE REPORT

This report details the budget requirements of Prescot Town Council for the financial year 2024/25 and the precept demand required to meet this budget.

REPORT PREPARED BY:

Alex Spencer - Town Clerk

Louise Sephton – Deputy Town Clerk

Liam Johnson – Administration Officer

PRESCOT TOWN COUNCIL
Precept and Annual Budget 2024/25

1. INTRODUCTION

- 1.1 In accordance with the Local Government Finance Act 1992 Prescott Town Council as the local precepting authority issues a precept each year on Knowsley Metropolitan Borough Council (KMBC). The precept must state Prescott Town Council's budget requirement for the forthcoming financial year which is then payable by KMBC.
- 1.2 There is a duty to issue the precept demand to KMBC before the 23rd February 2024 in the preceding year to which the precept relates (in this case 1st April 2024 to 31st March 2025). This enables KMBC to perform the necessary calculations needed to inform residents of their Council Tax demand.
- 1.3 KMBC as billed authority pays the precept in instalments during the month of April in line with the Local Authority Regulations (Funds) (England) 1992.

2. COUNCIL TAX BASE 2024/25

- 2.1 Following resolution by KMBC on 24th January 2024, the Town Clerk received confirmation of the 2024/25 Council Tax Base on 26th January 2024.
- 2.2 The Council Tax Base for 2024/25 has been set at 3,771 Band D equivalent properties: a decrease of 42 properties in comparison with the 2023/24 base of 3,813.
- 2.3 In consideration of house building within the local area, the natural assumption would be that the Council Tax Base would increase and not decrease between years.
- 2.4 As a result, the Town Clerk has liaised with KMBC's Head of Finance to determine the rationale for this decrease; and has been informed that due to an over-estimation in Band D property numbers in 2023/24, the number of properties which were actually completed in 2023/24 and a re-estimation of property numbers for 2024/25, the 2024/25 Council Tax Base has correctly been reduced by 42 properties.
- 2.5 The net effect of this reduction is an immediate budget gap of £3,723.72 - assuming that the 2024/25 precept demand continued at £88.66 per Band D equivalent property and income and expenditure levels remained the same as in 2023/24.

3. CURRENT FINANCIAL YEAR PERFORMANCE

- 3.1 Council's gross expenditure for 2023/24 was set at £364,958.08, with a gross precept demand of £338,060.58, and the £26,897.50 shortfall being filled by income derived from council operations.
- 3.2 As of the end of January 2024, Council's forecasted financial outturn is detailed in the table below.

Actual and Forecasted Financial Outturn as of End of January 2024

Summary	Budgetted	Actual to End Jan 24	Forecasted to End Mar 24	Forecasted (Surplus) / Deficit
Total Income	364,598.08	382,440.33	385,173.24	(20,575.16)
Total Expenditure	364,598.08	282,166.13	347,195.33	(17,402.75)
Forecasted Underspend / Overspend to March 2024				(£37,977.91)

- 3.3 At the time of writing, an underspend of £37,977.91 is forecasted to the end of March 2024.
- 3.4 As in previous years, officers recommend that underspends carried forward into the new financial year either supplement Council's General Reserve - thereby enabling it to be reinvested as per Council's Investment Strategy and/or called upon for unforeseen/unplanned expenditure or are used to fund capital works in the next financial year.
- 3.5 At the beginning of 2023/24, Council's General Reserve level totalled £271,153.94, with Earmarked Reserves totalling £78,700.00.
- 3.6 Members are however reminded that Finance, Policy and Human Resources Committee resolved to invest £255,000.00 of Council's General Reserve into three high-interest rate bonds – thereby generating a significant income in 2024/25.

4. PROPOSED BUDGET 2024/25

- 4.1 As outlined below, officers have proposed a balanced budget for 2024/25.
- 4.2 To achieve this, officers have considered the following factors, assumptions, and information: -
- a. The 2024/25 Council Tax Base of 3,771 Band D Equivalent Properties, as resolved by Knowsley Council.
 - b. An assumed 0% increase on the 2023/24 precept of £88.66 – thereby producing a gross precept demand of £334,336.86 in 2024/25.
 - c. An assessment of income received during 2023/24; and the setting of achievable income targets for 2024/25.
 - d. A 20% increase on room hire charges with effect from 1st April 2024 (see appendix two).
 - e. An increase in charges for the hiring of chair covers, chair sashes, tablecloths and buffet table cloths with effect from 1st April 2024 (see appendix two).
 - f. An assessment of 2023/24 expenditure for each budget line, and the setting of workable budgets for 2024/25. (see appendix one)
 - g. The continuance of Council's current lease agreements with Knowsley Council regarding Brown's Field and Eaton Street Park.

- h. The extension of Council's Grounds Maintenance Contract with Knowsley Council for a further 12 months; to discharge our leaseholder responsibilities during 2024/25 regarding Brown's Field and Eaton Street Park.
- i. An allocation of £20,000.00 assigned to Parks Capital Maintenance for the repair of boundary walls relating to Brown's Field and Eaton Street Park, thereby discharging our leaseholder responsibilities during 2024/25 for both sites.
- j. Continued contributions to the development of Brown's Field and Eaton Street Park – however at reduced amounts from £5,000.00 in 2023/24 to £2,000.00 in 2024/25.
- k. Council's gross expenditure for 2024/25 being set at £381,427.36.
- l. Council's gross income for 2024/25 being set at £381,427.36 - comprising of a 2024/25 precept demand of £334,336.86 and Town Hall Operations deriving an income of £47,090.50.

4.3 Proposed 2024/25 Income and Expenditure is set out below:

Income 2024/25	
Precept	334,336.86
Contribution from Reserves	0.00
Bank Interest	1,150.00
Grant Income	0.00
Events Income	500.00
Miscellaneous Income	0.00
Lettings	26,440.50
Bond	12,000.00
TENS Licence	0.00
Tablecloths, chair coverings, decorations etc	4,000.00
Bar	3,000.00
TOTAL INCOME	381,427.36

Cost Centre 1: Staff & Training Costs	
Salaries & Wages	169,310.70
Mayor	850.00
Mileage & Travel	200.00
Training	1,000.00
TOTAL COST CENTRE EXPENDITURE	171,360.70

Cost Centre 2: Administrative	
Elections	8,000.00
Bank Charges	300.00
Photocopier & Printing	1,000.00
Audit Fees	1,800.00
Professional Fees	4,000.00
Stationary, Postage, Office Equipment	2,000.00
Subscriptions	500.00
Licences	300.00
Equipment Purchase / Maintenance	1,600.00
Quality Council	2,800.00
Insurance	5,000.00
Telephones & Broadband increase	2,100.00
IT Recharges	2,900.00
Advertising	600.00
Miscellaneous	500.00
TOTAL COST CENTRE EXPENDITURE	33,400.00

Cost Centre 3: Community Provision & Events	
Prescot Town Council Community Fund	8,500.00
Prescot Festival	1,000.00
Town Clock	500.00
Prescot Spring Clean	3,600.00
Prescot Community Recognition Awards	800.00
Prescot Carnival	14,000.00
Armistice Day Remembrance Service	200.00
Prescot Christmas Cracker	6,000.00
Senior Citizen Drop In	500.00
Schools Selection Packs	1,500.00
TOTAL COST CENTRE EXPENDITURE	36,600.00

Cost Centre 4: Public Open Spaces & Outdoors	
Parks Revenue Maintenance	25,796.66
Browns Field Development	2,000.00
Eaton Street Development	2,000.00
Parks Capital Maintenance	20,000.00
Business Rates Browns Field	300.00
Electricity - Eaton Street Pavilion	510.00
Electricity - Playing Fields	100.00
Water Rates -Playing Fields & Eaton Street	300.00
TOTAL COST CENTRE EXPENDITURE	51,006.66

Cost Centre 5: Town Hall	
Heat & Light	23,000.00
Business Rates	6,600.00
Water Rates	2,500.00
Town Hall Christmas Lights	2,000.00
Facilities Management	6,000.00
Furniture & Fittings	1,000.00
Day to Day Maintenance	5,500.00
Cleaning & Hygiene	1,200.00
Laundry	4,000.00
Refuse Collection	2,750.00
Borrowing Costs	34,010.00
Tablecloths, chair covers catering etc	500.00
Bond Refund	0.00
TEN Licence	0.00
TOTAL COST CENTRE EXPENDITURE	89,060.00

Income 2024/25	381,427.36
Cost Centre 1: Staff & Training Costs	171,360.70
Cost Centre 2: Administrative	33,400.00
Cost Centre 3: Community Provision & Events	36,600.00
Cost Centre 4: Public Open Spaces & Outdoors	51,006.66
Cost Centre 5: Town Hall	89,060.00
Total Expenditure 2024/25	381,427.36

Income 2024/25	381,427.36
Total Expenditure 2024/25	381,427.36
BUDGET GAP	0.00

5. CONTEXT OF PROPOSED BUDGET 2024/25

5.1 2024/25 INCOME

- 5.1.1 On 24th January 2024, Knowsley Council resolved the 2024/25 Council Tax Base for Prescot at 3,771 Band D Equivalent Properties – a reduction of 42 properties compared with 2023/24.

This reduction produced an immediate budgetary gap of £3,723.72 in comparison with 2023/24; assuming that the 2024/25 precept demand continued to be £88.66; and income and expenditure levels remained unchanged from 2023/24.

Assuming a 0% increase on the 2023/24 precept demand and based on the 2024/25 Council Tax Base, Council will receive £334,336.86 gross precept in 2024/25; compared with £338,060.58 in 2023/24.

A £1.00 increase on the 2023/24 precept would fill this budgetary gap, creating a gross precept income of £338,107.86. However, officers understand Members' reluctance to increase the precept – particularly in financially challenging times.

To counter any precept increase, officers have assessed income generated in 2023/24; and set realistically achievable targets in 2024/25.

The operation of the bar concession during 2023/24 should rightly be regarded as a success for council; to date generating almost £3,000.00 and all-but doubling the income target set for 2023/24.

This success has been reflected in the 2024/25 income target, where a more reflective target based on 2023/24 income has been set (at £3,000.00)

Officers have proposed a 20% increase to room hire charges with effect from 1st April 2024, and to help assess the impact of this proposed increase, have spoken directly with hirers who book council facilities.

Given the comparatively low baseline of current room hire charges, hirers fully expected an increase – with some commenting that an increase was expected "years ago."

The proposed 20% increase strikes a fair and equitable balance between generating an income for council and not overpricing room hire so that current hirers leave and find alternative facilities; with the overall result that Council loses much valued income.

In addition, increases to charges for decorative hire i.e. tablecloths, chair covers and sashes, will help ensure a fairer level of charge for the customer and revenue for council.

Finally, Members of Finance, Policy and HR Committee have resolved investment of £255,000.00 of Council's General Reserve in high-interest bonds for a period of 12 months which will generate a considerable income during 2024/25.

In consideration of the above, gross income of **£381,427.36** has been set for 2024/25.

5.2 **2024/25 EXPENDITURE**

5.2.1 **COST CENTRE ONE: STAFF AND TRAINING COSTS**

The staffing budget for 2024/25 is based on a staffing structure comprised of:-

- 1 x Town Clerk employed full-time (35 hours)
- 1 x Deputy Town Clerk employed full-time (35 hours)
- 1 x Administration Officer employed full-time (35 hours)
- 1 x Caretaker employed part-time (25 hours)
- 1 x Caretaker employed part-time (10 hours)
- 1 x Caretaker employed casual (casual) – currently out to recruitment

This staffing budget takes into consideration:-

- Where appropriate, staff incremental pay increase
- A proposed 3% pay award in 2024/25 for all staff (The actual percentage increase is resolved each year by the National Joint Council for England (NJC) and is communicated to councils in October once negotiations are concluded. However, a percentage must be factored into the budget each year to pre-empt the pay award agreed by the NJC and unions)

The training budget for 2024/25 has been set at £1,000.00, a reduction of £2,200.00 in comparison with 2023/24 in light of Council's subscription to the Peninsula online training system not being renewed for 2024/25.

Given this small training budget, the Town Clerk has consulted with Knowsley Council and Prescot Business Club colleagues to see what free courses are available and may be utilised by staff. He is awaiting receipt of these courses to determine whether there is a business need for officers to participate.

The respective budgets for the Mayor (£850.00) and Mileage and Travel (£200.00) remain unchanged from 2023/24.

5.2.2 **COST CENTRE TWO: ADMINISTRATIVE**

Officers propose a significant decrease to the "Elections" budget in comparison with 2023/24.

Reflecting the cost of all out elections in May 2023, a budget of £8,000.00 has been proposed – which more accurately reflects the costs of an "all out" election and would be utilised in the event of a bi-election(s) being called during 2024/25.

Although the Town Clerk is confident that the proposed budget would cover the cost of a single bi-election, the same level of confidence does not apply to multiple bi-elections.

As a result, the Town Clerk seeks Member resolution that where the "Elections" budget becomes depleted, it is supplemented either through cost centre virement or through the use of Council's General Reserve.

Officers have also proposed a significant reduction to the "professional fees" budget line.

The advice of Council's solicitor has been invaluable in the lead up and (hopefully) conclusion of discussions between Council and Knowsley Council concerning leases for Brown's Field and Eaton Street Park.

In consideration of where negotiations are at the time of this budget being presented, it seems prudent to reduce the 2024/25 allocation. The Town Clerk anticipates further legal advice being required during 2024/25, but not to the same level as in 2023/24.

The Town Clerk requests continued membership of the Society of Local Council Clerks (SLCC) during 2024/25, as he continues to complete his Certificate in Local

Council Administration (CiLCA) and frequently uses the SLCC website, forums and webinars to support his role.

To reflect this, £500.00 has been allocated to the "Subscriptions" budget line for 2024/25.

Finally, the Quality Council budget line for 2024/25 has been significantly increased to £2,800.00 to reflect anticipated costs associated with producing and distributing Council's 2023/24 Annual Report (to be circulated in June 2024) in addition to expenditure relating to delivering Council's Local Democracy Project.

5.2.3 COST CENTRE THREE: COMMUNITY PROVISION & EVENTS

Budget lines within this cost centre have remained relative static in comparison to 2023/24, either remaining the same or having slight increases to reflect anticipated spend during 2024/25 (based on actual spend in 2023/24).

However, two budget lines have increased significantly, with the Prescot Carnival and Prescot Christmas Cracker having respective increases of £4,000.00 and £1,000.00.

5.2.4 COST CENTRE FOUR: PUBLIC OPEN SPACES AND OUTDOOR

In proposing this budget, officers have assumed the continuance of both leases for Brown's Field and Eaton Street Park in their current format.

As advised by Council's solicitor, responsibilities under these leases extends to keeping each site in a "clean and tidy condition" and for the maintenance of boundary walls and fences.

The former is discharged through our grounds maintenance contract with Knowsley Council, the 2024/25 costs for which have been confirmed at £25,796.66.

In discharging the second element of leaseholder responsibilities, a budget of £20,000.00 has been proposed; a £10,000.00 increase in comparison to 2023/24.

This follows an assessment by the former Town Clerk on the minimum amount which should be earmarked each year to discharge liabilities under each lease.

Proposed development contributions to Brown's Field and Eaton Street Park have reduced to £2,000.00 in 2024/25 from £5,000.00 in 2023/24.

Members are however reminded that earmarked reserves for both sites currently stand at £19,700.00 (Eaton Street) and £15,000.00 (Brown's Field)

5.2.5 COST CENTRE FIVE: TOWN HALL

Most budget lines against this cost centre remain static and comparable with 2023/24.

Having assessed expenditure during 2023/24, a significant increase to the Heat and Light budget line has been proposed for 2024/25 to reflect increased utility costs as a result of global increases and factors such as the war in Ukraine – all of which have had a significant impact on unit costs for energy.

Costs for the Town Hall Christmas Lights remain unchanged for 2024/25 at £2,000.00 and have been based on a recent quotation provided by Council's current contractor – albeit that officers recognise the need to go out to tender during 2024/25 given that the Christmas light contract has now expired.

The proposed laundry budget line has significantly increased in 2024/25 owing to a change in council supplier, with these increased costs prompting increases to tablecloth, chair cover and sashes hire to be cost neutral.

6.0 COUNCIL RESERVES

- 6.1 The Good Councillor's Guide to Finance and Transparency states that 'A council should typically hold between 3 to 12 months expenditure as a general reserve'.
- 6.2 Sound financial management has seen Council increase its reserve level at a steady rate for the last nine years.
- 6.3 At the beginning of 2023/24 Council held General Reserves totalling £271,153.94 and Earmarked Reserves totalling £78,700.00.
- 6.4 Based on the proposed gross income of £381,427.36 for 2024/25, Council's General Reserve level represents 8.5 months of expenditure – well within the recognised reserve level for councils.
- 6.5 Forecasted expenditure for the remainder of 2023/24 forecasts an underspend of £37,977.91.
- 6.6 Should Members resolve to commit all forecasted underspends to the general reserve, Council will increase its general reserve level to £309,131.85 at 1st April 2024.
- 6.7 Members are however reminded that this figure may be higher or lower depending on actual expenditure to year end 2023/24.
- 6.8 A second option for Members is to commit a proportion of underspends to capital works in 2024/25 – effectively earmarking these funds for the completion of identified works.
- 6.9 Officers have proposed the following works for completion during 2024/25:

Proposed Works for 2024/25	Quote Received
Replacement Fire Alarm System	£15,500.00
Implementation of Fire Risk Assessment Recommendations	£2,000.00
Replacement Emergency Voice Communication Panel	£3,500.00
Plastering of cellar due to rain damage	£1,000.00
Replacement access control intercom	£3,300.00
Pop-up banners to support events	£200.00
Town Hall loft hatch ladder	£500.00
Improvements to Town Hall External Lighting	£1,200.00
Repair and improvements to Town Hall access barrier	£1,000.00
Total Cost	£28,200.00

7. RECOMMENDATIONS

7.1 Members are asked to consider the recommendations below:-

- a. That Members resolve Council's gross expenditure for 2024/25 be set at £381,427.36.
- b. That Members resolve the 2024/25 precept demand be set at £334,336.86, equating to £88.66 per Band D equivalent property, and that the Town Clerk notifies Knowsley Council accordingly.
- c. That Members resolve to implement salary and pension increases for 2024/25 in line with recommendations of the National Joint Council for England (NJC) and Merseyside Pension Fund.
- d. That Members resolve the proposed charging schedule for 2024/25 as stated at appendix two to this report.
- e. That in the event of the "Elections" budget line becoming depleted owing to the calling of a/multiple bi-elections during 2024/25, Members resolve cost centre virement and/or the use of Council's General Reserve to supplement the "Elections" budget line.
- f. That Members resolve to enter into agreement with Knowsley Council for its Grounds Maintenance Service for 2024/25 – thereby discharging Council's leaseholder responsibilities under the terms of current leases relating to Brown's Field and Eaton Street Park.
- g. That Members approve works identified at paragraph 6.9 and resolve to utilise 2023/24 underspends to fund their completion, with remaining underspends being committed to Council's General Reserve.

Appendix Two: Proposed Schedule of Charges for 2024/25

PROPOSED SCHEDULE OF CHARGES 2024/25					
Room	Capacity	Rates			
		Non for profit group 9am-5pm Midweek (per hour)	Non for profit group after 5pm Midweek (per hour)	Business Use Midweek (per hour)	Weekend (per hour)
Multi-Function	100-120	£10.00	£12.00	£18.00	£25.00
Conference Room	16	£10.00	£12.00	£18.00	£25.00
Council Chamber	20-30	£10.00	£12.00	£18.00	£25.00
Meeting Room	6	£10.00	£12.00	£18.00	£25.00
Pavilion at Eaton Street	10	£10.00	£12.00	£18.00	£25.00
Decorations					
Tablecloth Hire			£6.00		
Chair Cover Hire			£1.50		
Chair Sashes			£0.50		
Buffet Tablecloth hire			£2.00		
Training and Conference Requirements					
Tea, Coffee and Biscuits		Unlimited drinks £2 per person			
Projector and Screen		Portable 3D Projector with large portable screen £5			

