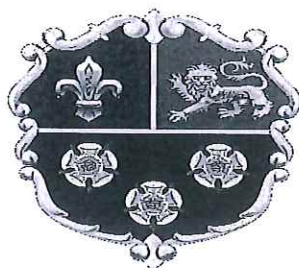


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 21st Day of March 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 28th March 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	<p>PUBLIC OPEN FORUM</p> <p>To provide members of the public with the opportunity to ask questions of the Council.</p>	Verbal
3	<p>DECLARATIONS OF INTEREST</p> <p><i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i></p>	Verbal
4	<p>MINUTES OF THE PREVIOUS COUNCIL MEETING</p> <p>To APPROVE AND SIGN the minutes of Town Council held on Thursday 15th February 2024 as a true and accurate record of the business transacted.</p>	Pages 5 - 12
5	<p>MINUTES OF COUNCIL COMMITTEE MEETINGS</p> <p>Members are asked to NOTE the minutes of the following Committee meeting(s):-</p> <p>(Draft) Events Committee – 7th March 2024</p>	Pages 13 - 14
6	<p>REPORT ON COUNCIL RESOLUTIONS DURING 2023/24</p> <p>Members are asked to CONSIDER the report and AGREE the recommendations contained within.</p>	Pages 15 - 21
7	<p>ANNOUNCEMENTS FROM THE LEADER</p> <p>To receive announcements from the Leader of the Council.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	Verbal

8	<p>ANNOUNCEMENTS FROM THE TOWN CLERK</p> <p>To receive announcements from the Town Clerk.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	<p>Pages</p> <p>22 - 24</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>25 - 26</p>
10	<p>MAYORAL ENGAGEMENTS</p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><u>FOR INFORMATION ONLY</u></p>	<p>Pages</p> <p>27 - 28</p>
11	<p>PLANNING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> any planning applications received and <u>AGREE</u> to make comment on those they feel require a response.</p>	<p>Pages</p> <p>29 - 34</p>
12	<p>PLANNING DECISIONS</p> <p>Members are asked to <u>NOTE</u> any planning decisions received.</p>	<p>Page</p> <p>35</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. Innovate Volunteering, Bryer Road Community Centre 2. Knowsley Knerds 	<p>Pages</p> <p>36 - 42</p>
14	<p>PRESENTATION BY KNOWSLEY COUNCIL ON PROPOSED PAVILION BUILD AT BROWN'S FIELD – PLANNING APPLICATION NUMBER 24/00065/KMBC1</p> <p>Members are asked to <u>NOTE</u> the presentation</p>	<p>To follow</p>

15	<p>PROPOSED CLOSURE OF PRESCOT TOWN HALL ON 10th APRIL 2024</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages</p> <p>43 - 44</p>
16	<p>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</p> <p>By virtue of Standing Order 3D, that members of the press and public be excluded for the remainder of the meeting given the confidential nature of the business to be transacted or for other special reasons.</p>	
17	<p>GROUNDS MAINTENANCE CONTRACT 2024-25</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	<p>Pages</p> <p>45 - 47</p>

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th MARCH 2024

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

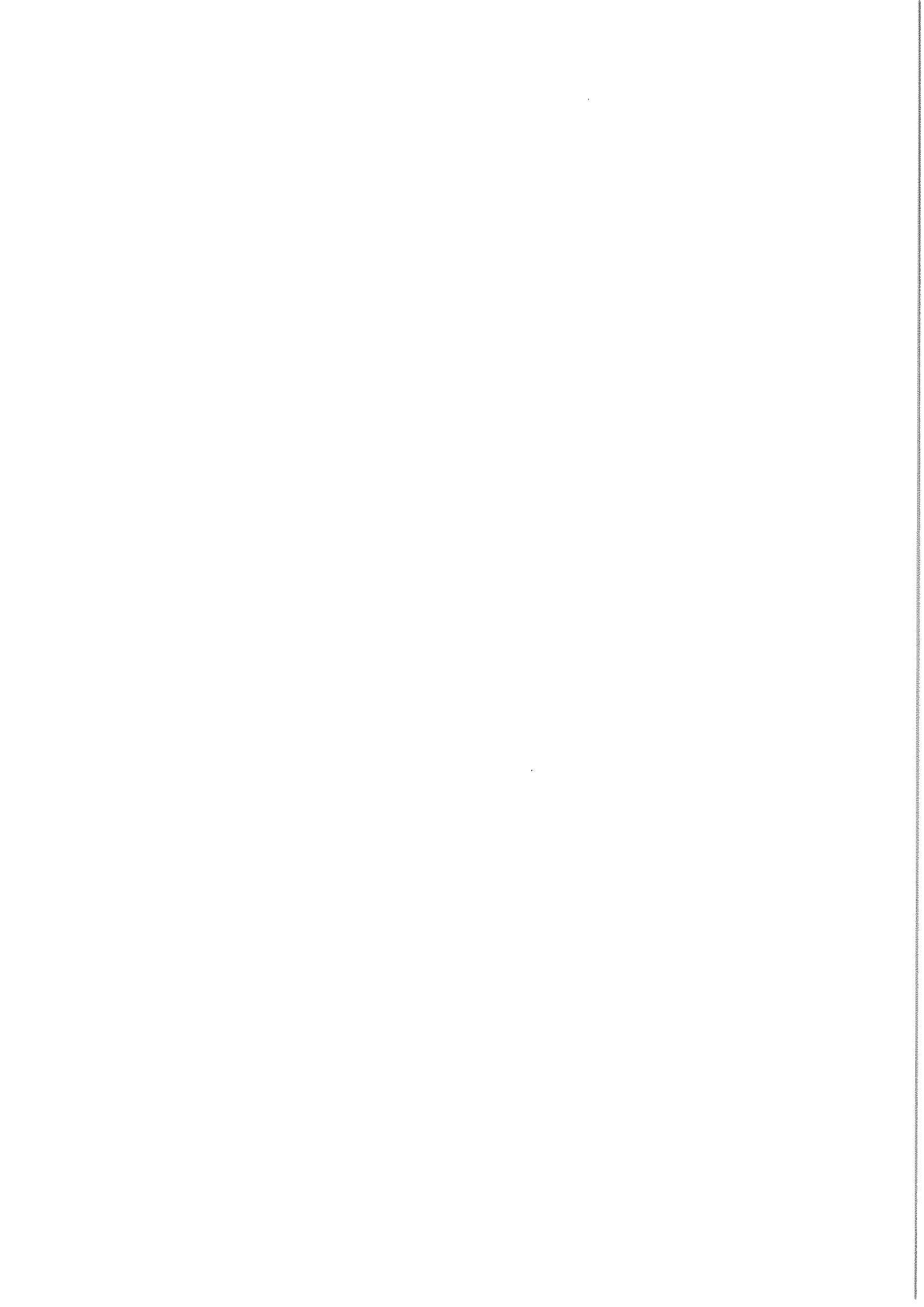
As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 15th February 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, 15TH FEBRUARY 2024** in **PRESCOT TOWN HALL**, commencing at **6.00 P.M.**

ELECTED MEMBERS PRESENT

Councillors M. Burke, P. Cook, J. Edgar, 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

Sarah Craven

112. TO RECEIVE APOLOGIES

Apologies were received from Cllrs J. Burke and G. Wickens.

113. PUBLIC OPEN FORUM

There were no requests from the public to address Council.

114. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following: -

- Cllr M. Burke for Items 11, 12, 18 and 19
- Cllr P. Cook for Items 13 and 19
- Cllr J. Edgar for Item 19
- Cllr T. Murray for Items 13, 18 and 19
- Cllr I. Smith for Items 11, 12 and 19
- Cllr T. Smith for Items 13 and 19
- Cllr M. Sommerfield for Item 19
- Cllr D. Wilson for Item 19
- Cllr F. Wynn for Item 19

115. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Council meeting held on 25th January 2024 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

116. MINUTES OF COMMITTEES

It was **UNANIMOUSLY RESOLVED** to NOTE minutes of:

1. (Draft) Finance, Policy and Human Resources Committee, 18th January 2024
2. (Draft) Events Committee, 1st February 2024

Members **UNANIMOUSLY RESOLVED** to suspend standing orders to change the order of the agenda and bring forward items 18 and 19.

117. 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

The Town Clerk presented the report to Members outlining Council's current responsibilities for each site and their financial impact, and presenting proposed Heads of Terms offered by Knowsley Council and the financial repercussions for Council if these terms were accepted.

It was **UNANIMOUSLY RESOLVED** that:-

1. The proposed heads of terms offered by Knowsley Council relating to Brown's Field and Eaton Street Park be rejected, and that leases already in effect continue.
2. That the Town Clerk notifies Knowsley Council of Council's resolution at the earliest opportunity.

118. ANNUAL BUDGET AND PRECEPT DEMAND 2024/25

The Town Clerk presented the proposed 2024/25 budget to Members and outlined the required precept demand if the proposed budget was resolved.

It was **UNANIMOUSLY RESOLVED** that:-

1. Council's gross expenditure for 2024/25 be set at £381,427.36.
2. 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.
3. 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.
4. The proposed charging schedule for 2024/25 as stated at appendix two to the report.

5. 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.
6. The Town Clerk obtains quotations for Grounds Maintenance Works for Eaton Street Park and Browns Field (based on previous grounds maintenance specification) and that these quotations are presented at the next meeting of Council for Members to enter into agreement for 2024/25 grounds maintenance works.
7. Works identified at paragraph 6.9 of the report are actioned and resolve to utilise 2023/24 underspends to fund their completion, with remaining underspends being committed to Council’s General Reserve.

119. REPORT ON COUNCIL RESOLUTIONS DURING 2023/24

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

120. ANNOUNCEMENTS FROM THE LEADER

There were no announcements from the Leader.

121. ANNOUNCEMENTS FROM THE TOWN CLERK

The Town Clerk provided the following announcements: -

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.

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

The Town Clerk provided an update following his attendance of the Prescott Business Club on 31st January 2024.

It was **UNANIMOUSLY RESOLVED** to **NOTE** the report.

123. MAYORAL ENGAGEMENTS

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

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

124. PLANNING APPLICATIONS

Application Ref	Location	Comments
23/02716/FUL	Whitakers Garden Centre Manchester Road Prescott	No objections
23/02765/LBC	The Clock Face 54 Derby Street Prescot	No objections
23/02773/LBC	The Clock Face 54 Derby Street Prescot	No objections
23/02795/ADV	Clock Face Public House 54 Derby Street Prescott	No objections
23/02796/LBC	Clock Face Public House 54 Derby Street Prescott	No objections
19/00297/NMA3	Land at Greenwoods Close Cross Street And at former Watch Factory Site, off Bookbinders Lane Prescott	No objections

125. PLANNING DECISIONS

No planning decisions were received.

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

126. COMMUNITY FUNDING APPLICATIONS

Members considered community funding applications from three organisations:

1. Knowsley Council who was seeking £250.00 to support the Knowsley Flower Show – specifically to fund a shuttle bus for Prescot residents to attend the Flower Show.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £250.00 for the funding application from the Knowsley Council.

2. Green Fingers Community Allotment Plot who was seeking £500.00 of Community Funding to purchase a plastic shed to be used on site.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £500.00 for the funding application from Green Fingers Community Allotment Plot.

3. Friends of Eaton Street Park who was seeking £500.00 of Community Funding for renovation works to a storage space within Eaton Street Park which is used to support community activities run by the group.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £500.00 for the funding application from the Friends of Eaton Street Park.

127. ARMISTICE DAY 2023 FEEDBACK REPORT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations of the report.

128. CHRISTMAS CRACKER 2023 FEEDBACK REPORT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations of the report.

129. SENIOR CITIZEN CHRISTMAS DROP IN 2023 FEEDBACK REPORT

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations of the report.

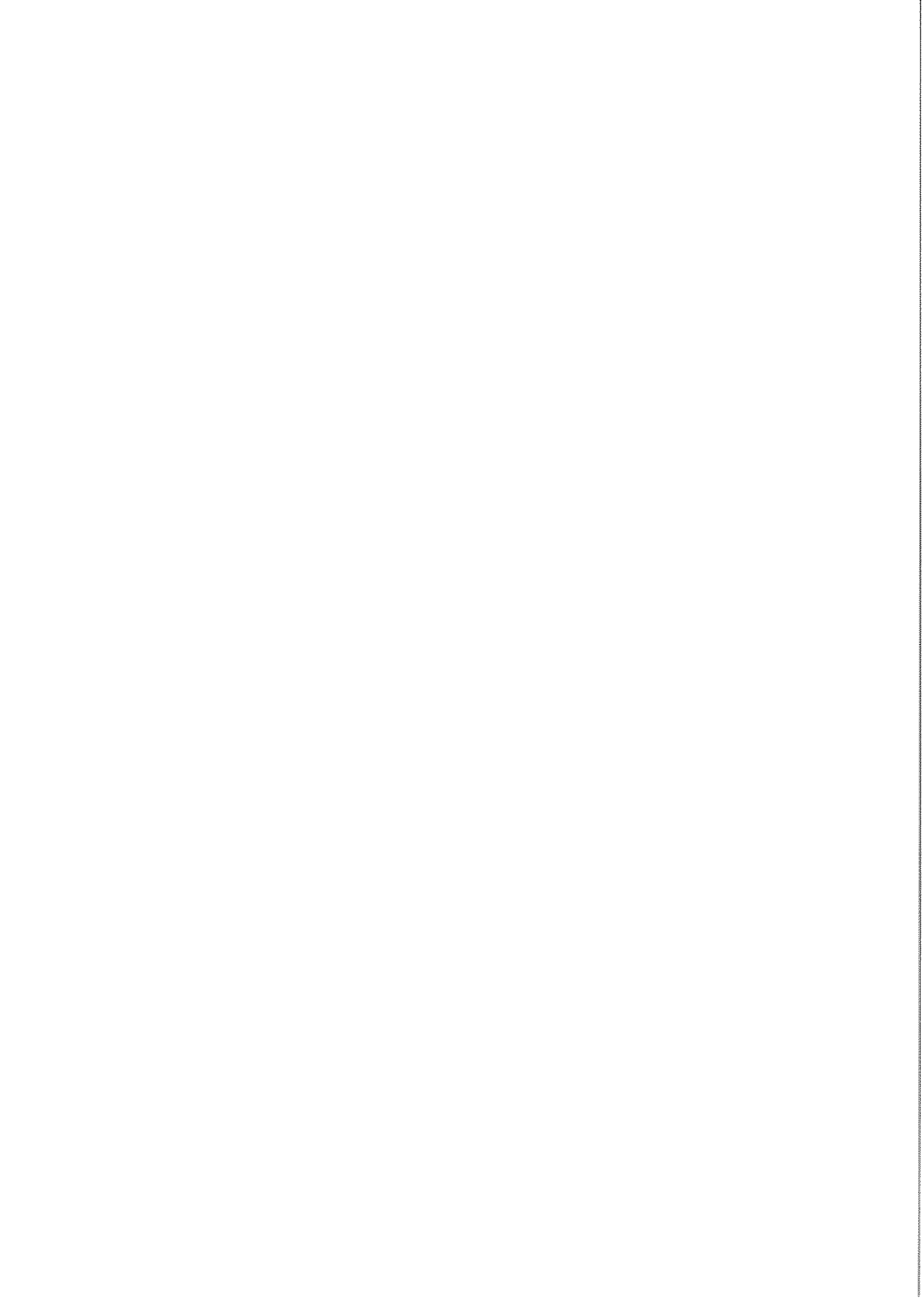
130. EVENTS CALENDAR 2024-25

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations of the report.

The meeting closed at 7:26 p.m

Dated: 28th March 2024

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



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th MARCH 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 **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 7TH MARCH 2024** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

L. Sephton (Deputy Town Clerk)

36. TO RECEIVE APOLOGIES

Apologies were received from Cllr T. Murray.

37. DECLARATIONS OF INTEREST

There were no declarations of interest received.

38. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 1st February 2024 be agreed as a correct record and signed by the Chair.

39. PRESCOT CARNIVAL 2024

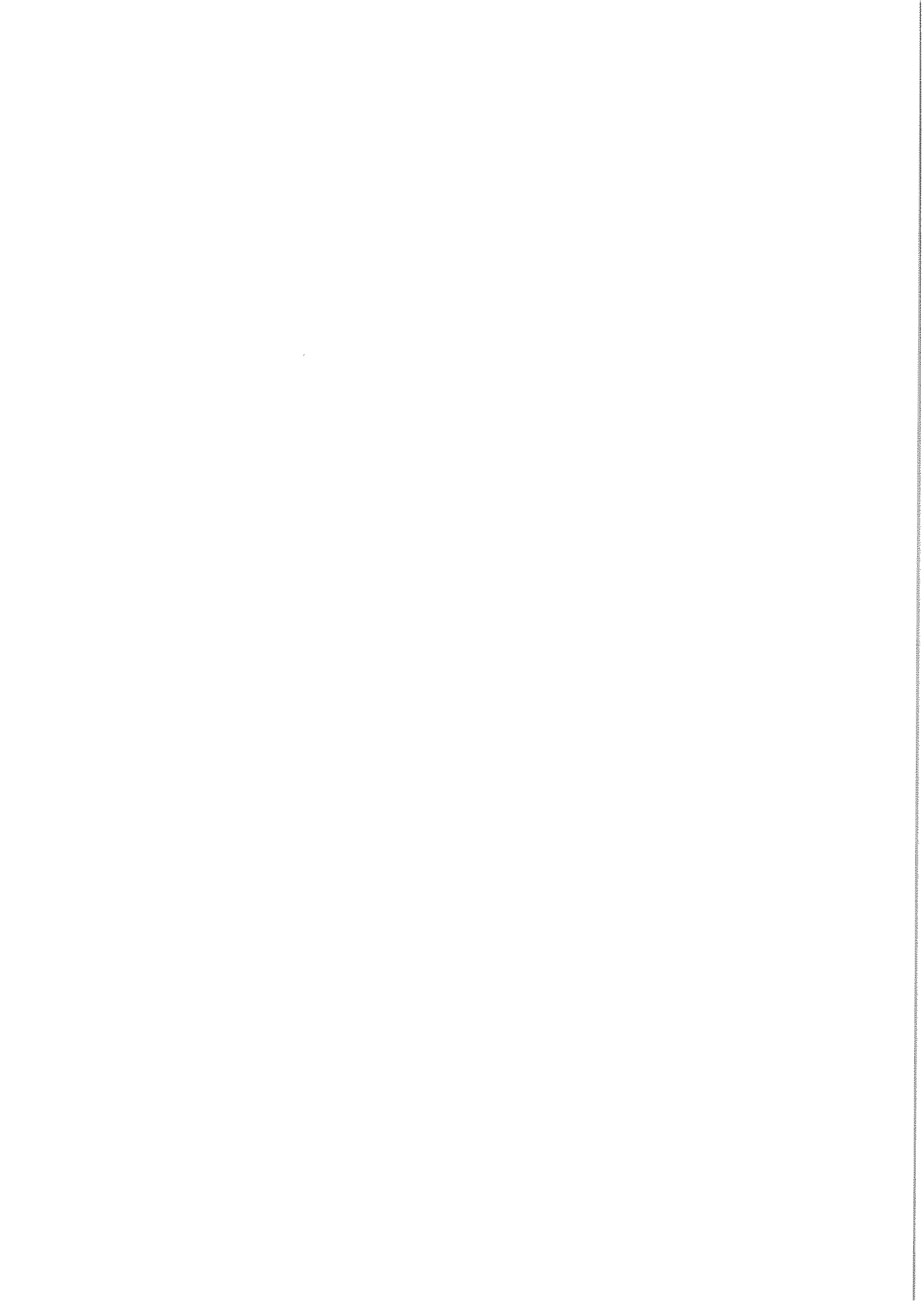
The Deputy Town Clerk updated members on Prescott Carnival and it was **UNANIMOUSLY AGREED** to:-

- Book the Batala Samba drumming band for £600.
- For the Deputy Town Clerk to get information and prices from FACE2FACE agency for princesses and superhero's and to make a booking if the costs are similar to last year's event.
- For the Deputy Town Clerk to request if the Urban Queenz Dance group are available to perform.
- For the Deputy Town Clerk to request Town Councillor availability for supporting the event.
- For the Deputy Town Clerk to request if local community groups are able to support the set up and takedown of the event.

The meeting closed at 6:21 p.m.

Dated: TBC

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



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th MARCH 2024

REPORT TITLE:

Report on Council Resolutions During 2023/24

BACKGROUND TO THE REPORT

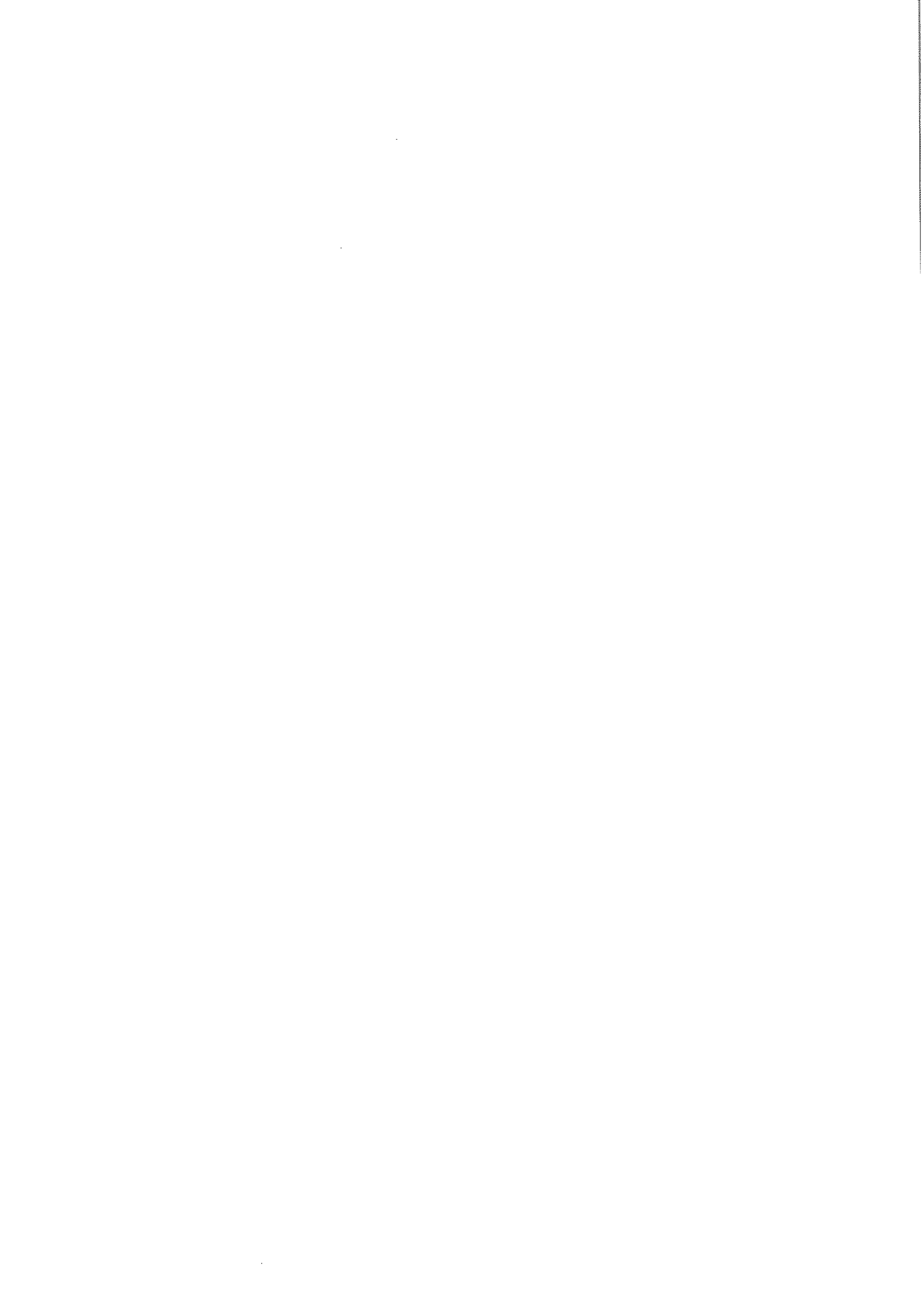
At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions.

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

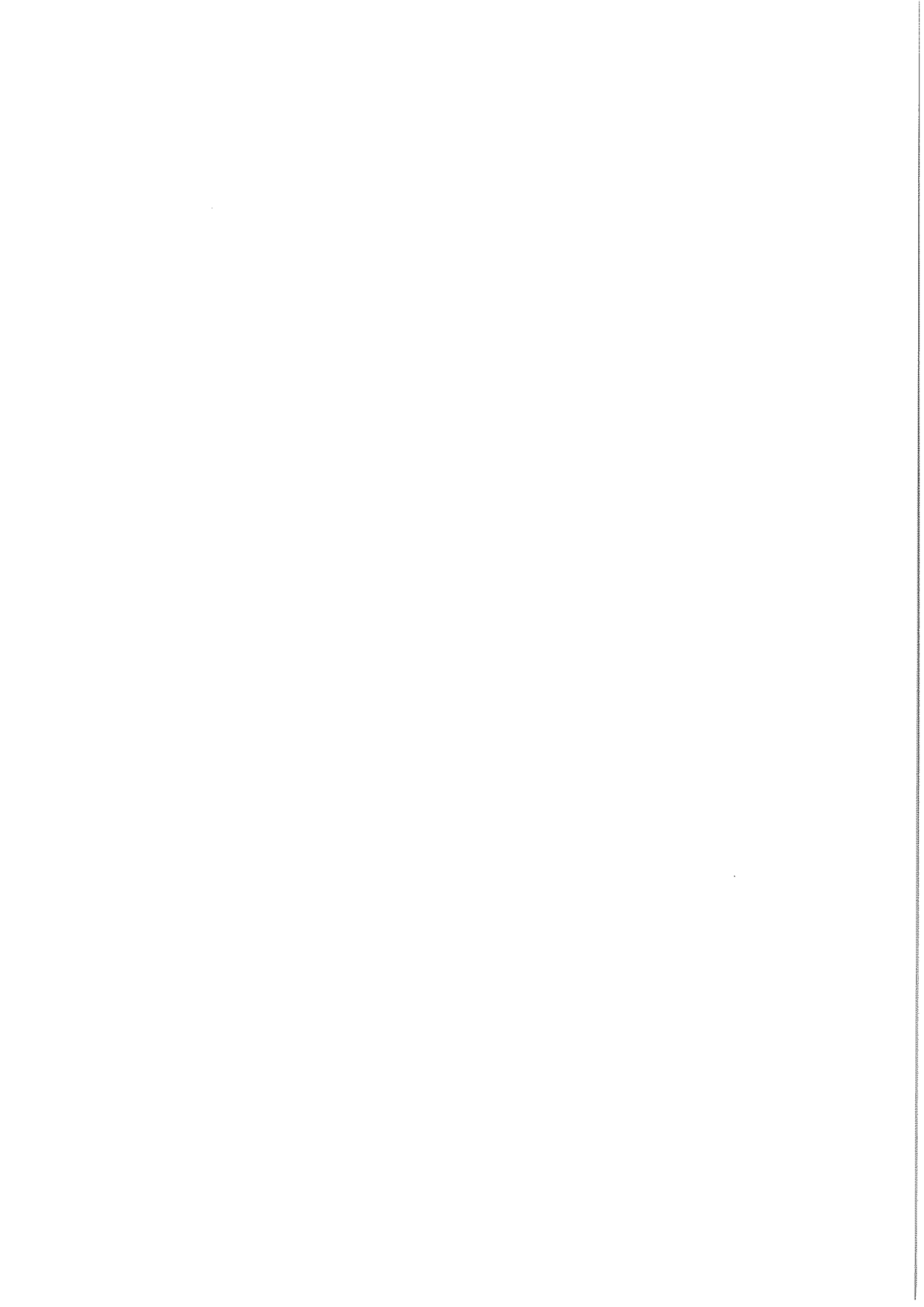
- 1.1 At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions (where a resolution required progression officers/partners).
- 1.2 Given that members meet throughout 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

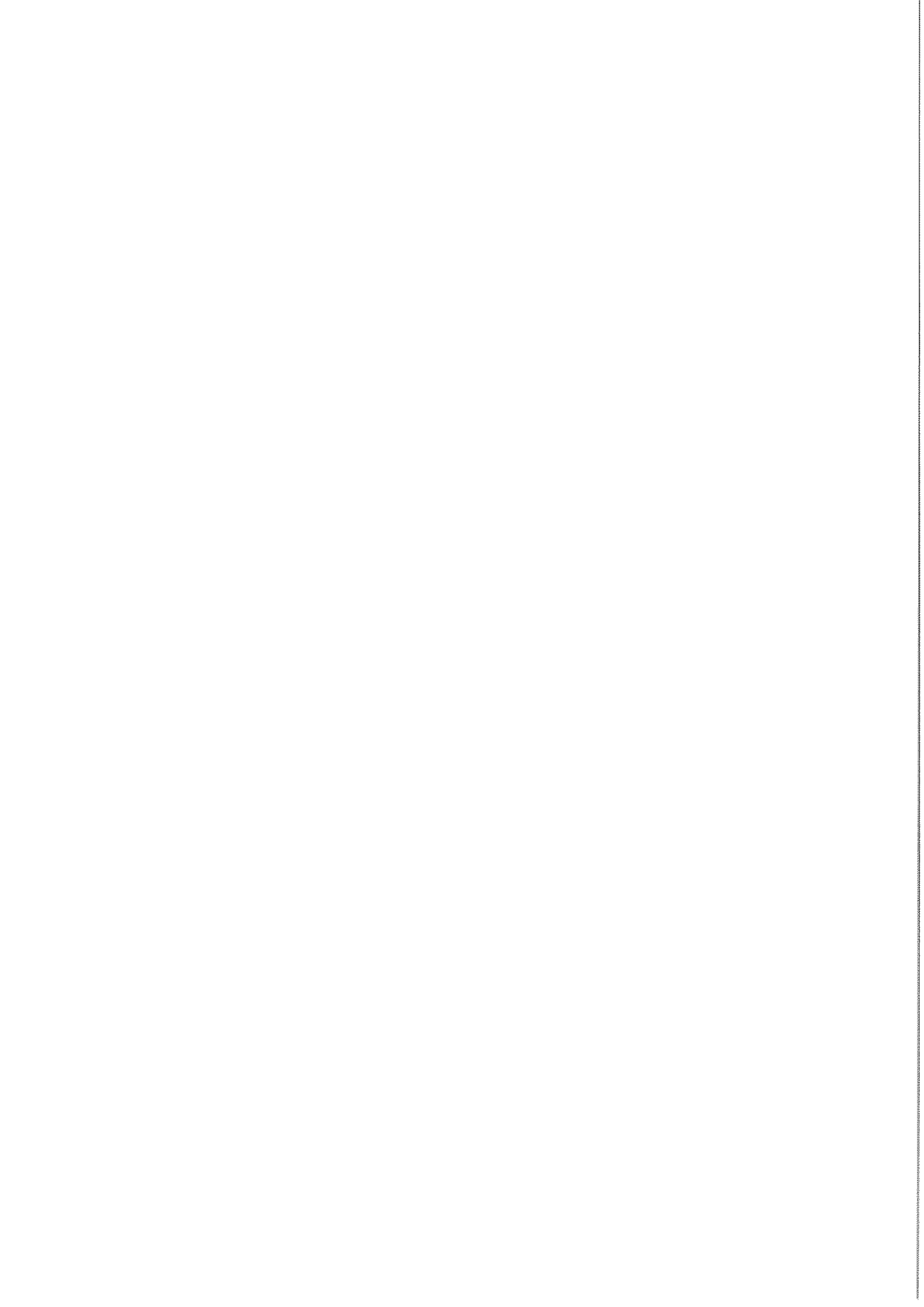
Date of Meeting	Minute Number	Resolution	Progress to Date
18/05/2023	11	That Standing Orders and Financial Regulations be amended to become gender neutral.	Completed: Where possible, 2023/24 Standing Orders and Financial Regulations have become gender neutral
18/05/2023	11	That Standing Orders be amended 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.



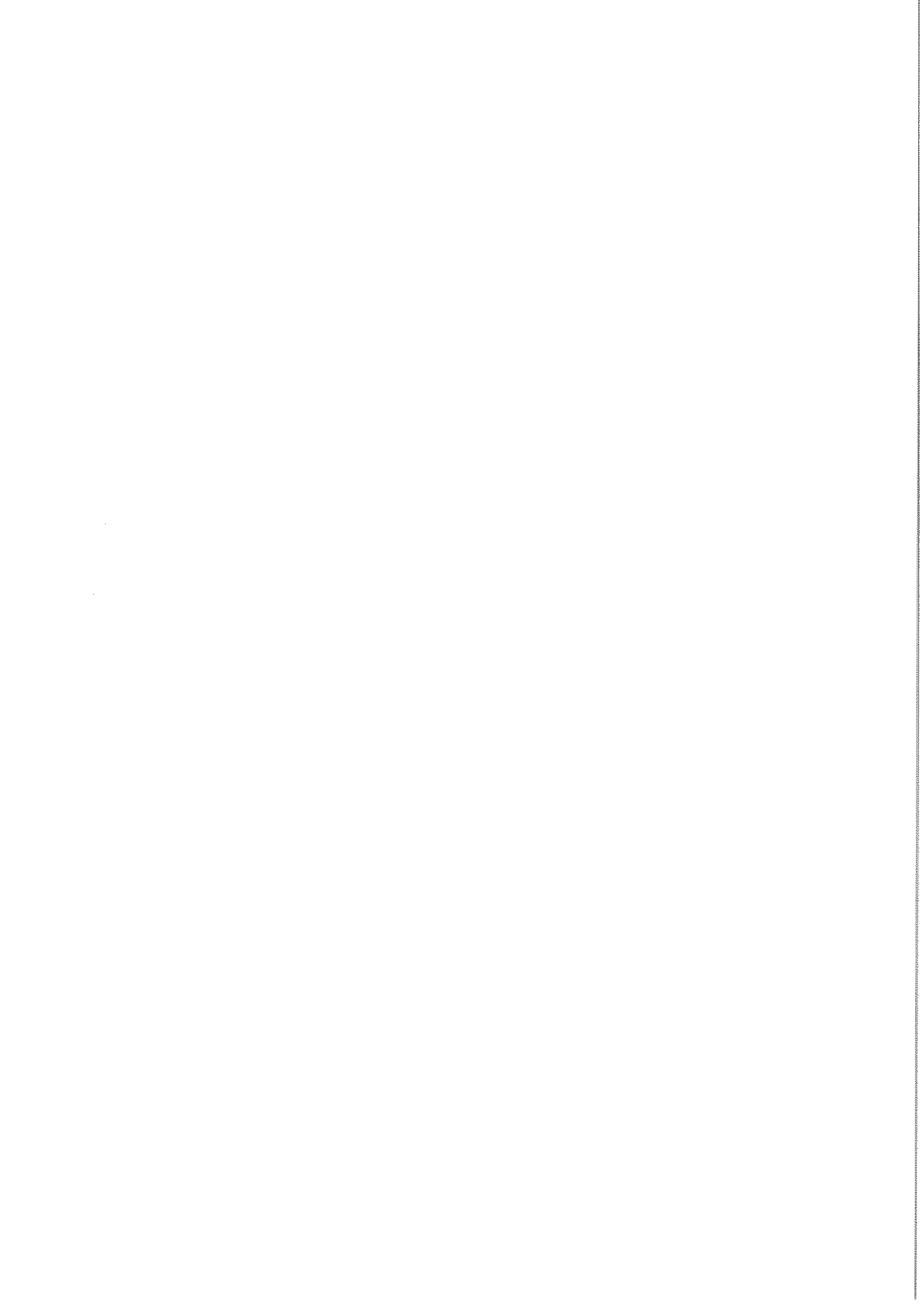
Date of Meeting	Minute Number	Resolution	Progress to Date
29/06/2023	36	Approved Community Funding Application to L35 Radio for £489.00.	Completed: Officers have processed payment and receipts for expenditure have been received.
29/06/2023	36	Approved Community Funding Application to the Friends of Prescott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



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>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>
15/02/2024	117	<ol style="list-style-type: none"> 1. The proposed heads of terms offered by Knowsley Council relating to Brown's Field and Eaton Street Park be rejected, and that leases already in effect continue. 2. That the Town Clerk notifies Knowsley Council of Council's resolution at the earliest opportunity. 	<p>Completed: The Town Clerk notified Knowsley Council on 16th February 2024 of Council's resolution not to accept proposed Heads of Terms.</p>
15/02/2024	118	<ol style="list-style-type: none"> 1. Council's gross expenditure for 2024/25 be set at £381,427.36. 2. 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. 	<p>Completed: The Town Clerk notified Knowsley Council on 16th February 2024 of Council's 2024/25 precept demand.</p>
15/02/2024	126	Approved Community Funding Application for Knowsley Council Flower Show for £250.00.	<p>In Progress: Offer letter has been sent to Knowsley Council however payment will be made in 2024/25 upon receipt of invoice</p>
15/02/2024	126	Approved Community Funding Application for Friends of Eaton Street Park for £500.00.	<p>In Progress: Officers have processed payment and are awaiting submission of receipts for expenditure.</p>



Date of Meeting	Minute Number	Resolution	Progress to Date
15/02/2024	126	Approved Community Funding Application for Green Fingers Community Allotment for £500.00.	In Progress: Officers have processed payment and are awaiting submission of receipts for expenditure.

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th MARCH 2024

REPORT TITLE

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

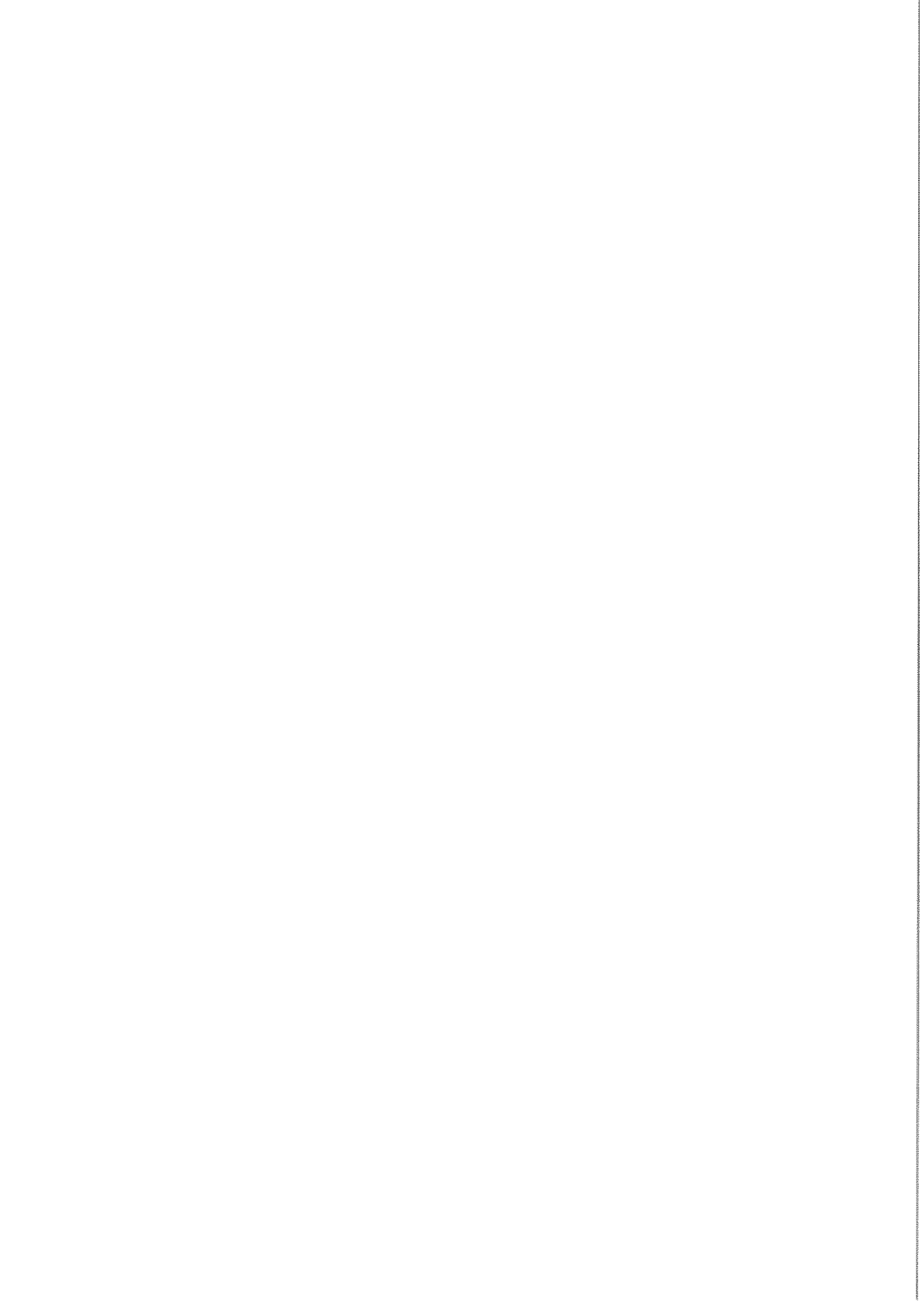
To provide Members with an update of work progressed and meetings attended by the Town Clerk.

PURPOSE OF REPORT

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

REPORT PREPARED BY

Alex Spencer – Town Clerk



TOWN CLERK ANNOUNCEMENTS – March 2024

Notification to Knowsley Council Regarding Proposed Heads of Terms Relating to Browns Field and Eaton Street Park

Following resolution by Council on 15th February 2024, the Town Clerk notified Knowsley Council that proposed Heads of Terms relating to Brown's Field and Eaton Street Park would not be accepted.

After notifying of Council's resolution, the Town Clerk repeatedly contacted Knowsley Council as to where things lay from their perspective as he was acutely aware that a contract for 2024/25 grounds maintenance works would need to be entered into; and Council's insurance renewal also need to be submitted.

The Town Clerk was contacted on 15th March 2024, during which, Knowsley Council indicated that (from their perspective) Heads of Terms remained on the table and that the Town Council should be responsible for all on-site maintenance.

In consideration of this, following legal advice obtained from Council's solicitor, the Town Clerk has once again outlined Council will discharge its obligations as per leases currently in effect (i.e. to keep sites in a "*clean and tidy condition*" and to maintain boundary walls), but that anything beyond this is the responsibility of Knowsley Council and will be challenged in the event of responsibility being disputed.

Local Democracy Project 2024/25

Officers have contacted all five primary schools seeking availability for the 2024/25 Local Democracy Project, and all five have now confirmed their attendance:-

22nd May 2024: Our Lady's Catholic Primary
12th June 2024: St Luke's Primary
19th June 2024: Prescott Primary
26th June 2024: Evelyn Primary
10th July 2024: St Mary & St Pauls Church of England

The Town Clerk will shortly seek Member availability to support the project and to provide a run-through of the 2024/25 programme.

Internal and External Auditor 2023/24

The Town Clerk is in the process of preparing for this year's internal audit inspection and submission to external auditor.

Council's Internal Auditor (David Blanchflower) will complete his inspection on 3rd April 2024, and the Town Clerk has liaised with him to agree "deep delve" areas of inspection as previously resolved by Council.

Accounts sign off and Council's internal audit report will be presented to Finance, Policy and HR Committee in April for recommendation to Full Council in May.

PKF Littlejohn, as the appointed External Auditor for smaller authorities has contacted Council and outlined its publication and Annual Governance and Accountability Return (AGAR) submission requirements – the deadline for which will be 30th July 2024.

1. RECOMMENDATIONS

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

PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****28th MARCH 2024****REPORT TITLE:**

Reports and Presentations from Representatives at Conferences or Outside Bodies.

BACKGROUND TO THE REPORT

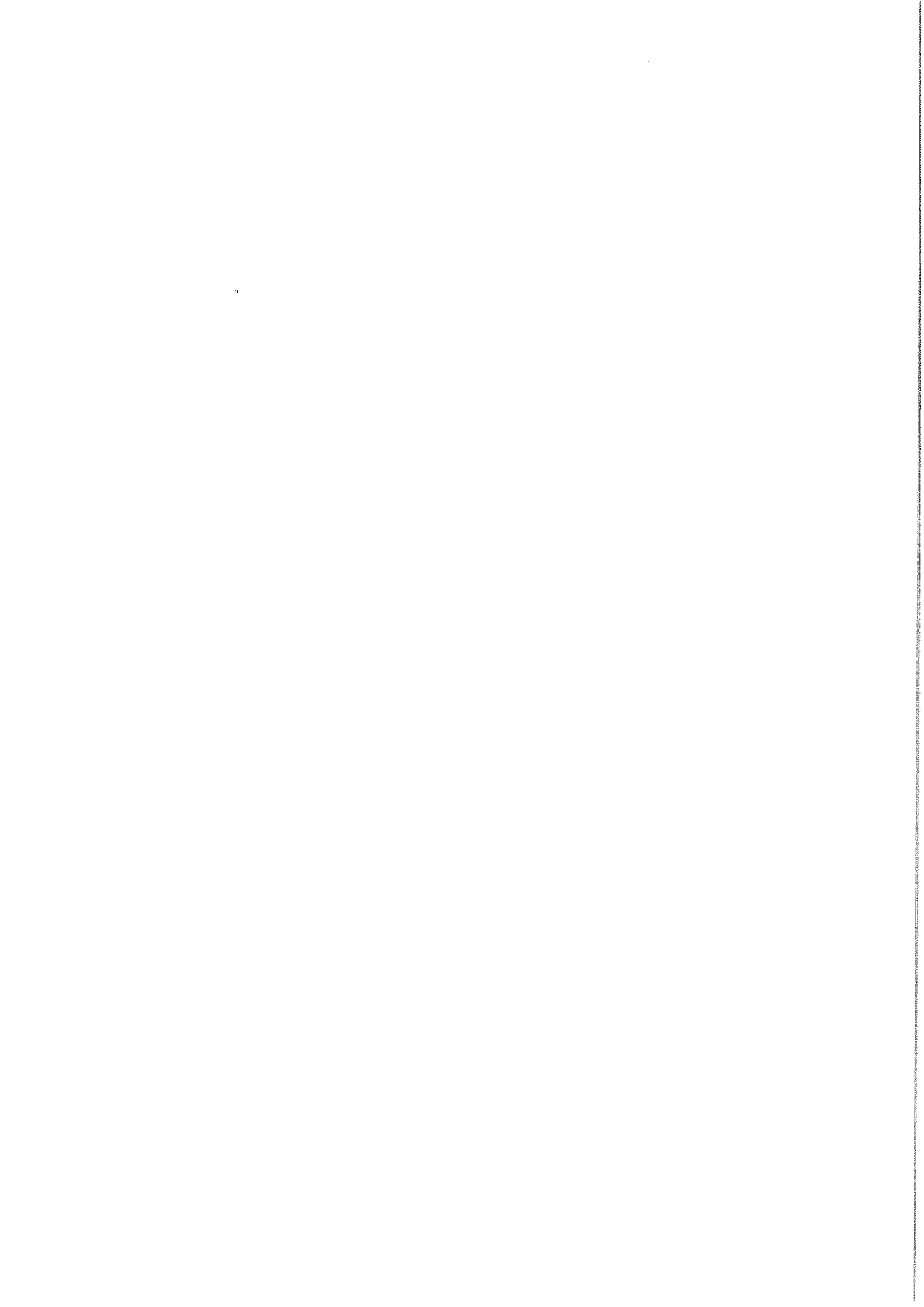
Members will be aware that at its meeting of Annual Council, representatives (Members and/or officers) for outside bodies are resolved.

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



Merseyside Police Participatory Budget Event

On 14th March 2024, the Town Clerk attended Merseyside Police's Participatory Budget Event at New Hutte Community Centre, Halewood.

This event was an opportunity for organisations based in Cronton, Halewood and Whiston to make presentations to secure funding from Merseyside Police – a funding pot of £25,000.00 being established through seized proceeds of crime.

The format of the event was akin to BBC1's Dragon's Den, with organisations making a "pitch" for funding to outline why it was needed and the difference it would make within the immediate community if funding was secured.

The types of organisations in attendance varied considerably from boxing clubs, community centres, football clubs and grow your own community groups.

In advance of attending the event, each organisation submitted an application form to Merseyside Police outlining why funding was required, how it would be used, the community impact if funding was secured and to ensure eligibility criteria was met.

Once pitches were concluded, each organisation ranked their peers to establish first position (awarded £3,000), second place (awarded £2,500) and third (awarded £2,000)

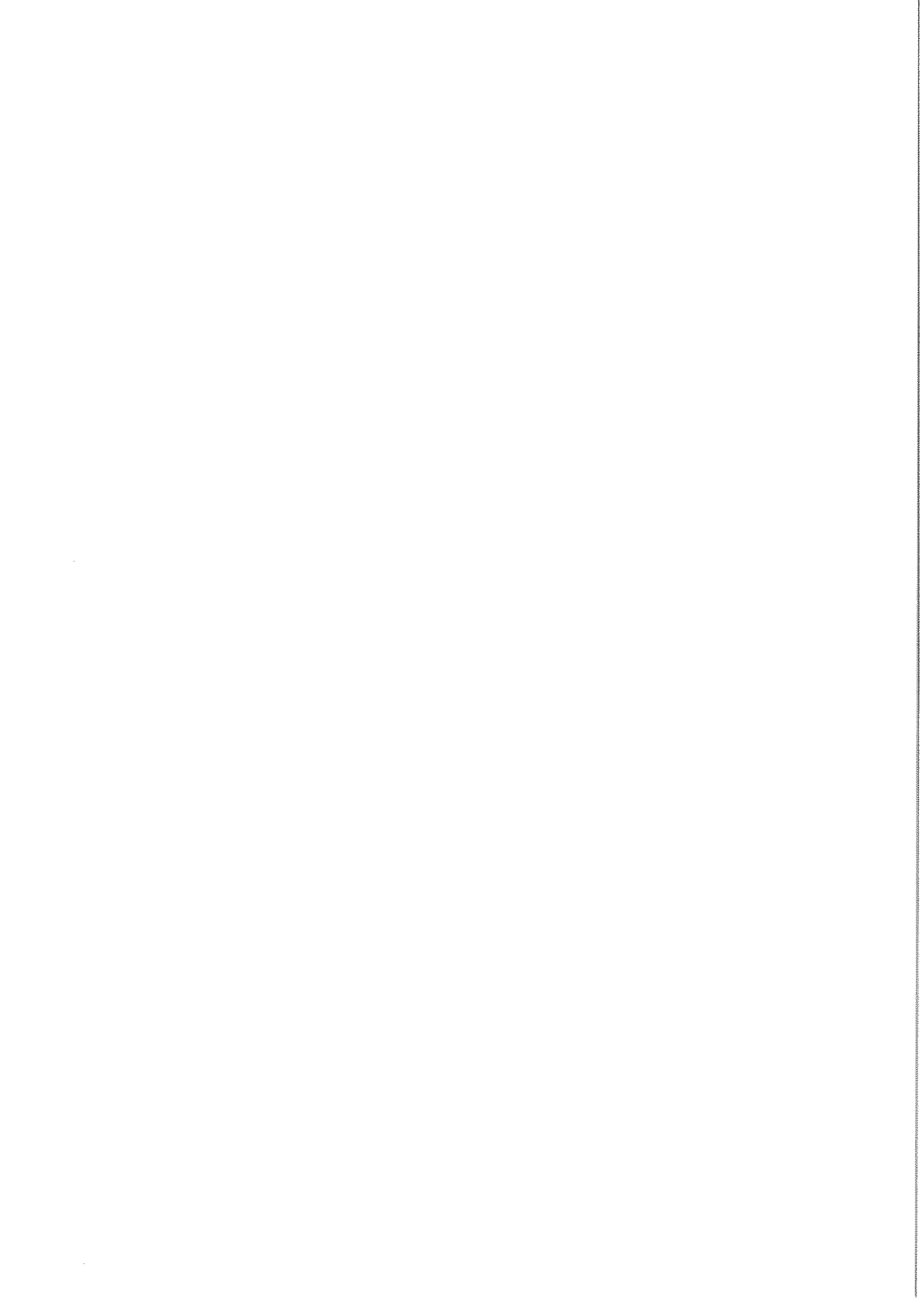
Funding remaining in the pot was then equally divided between those organisations falling out of the top three – roughly translating into £1,600 per organisation.

The event was successful, bringing together wide and varied community groups and providing a rationale to distribute seized proceeds of crimes within and for the benefit of these communities.

Merseyside Police intend to roll this event out to other areas across Merseyside which will include Prescot, and the Town Clerk intends to work with police colleagues to organise a similar event once a date is finalised.

1. RECOMMENDATIONS

1.1 Members are asked to consider and approve the report



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

28th MARCH 2024

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

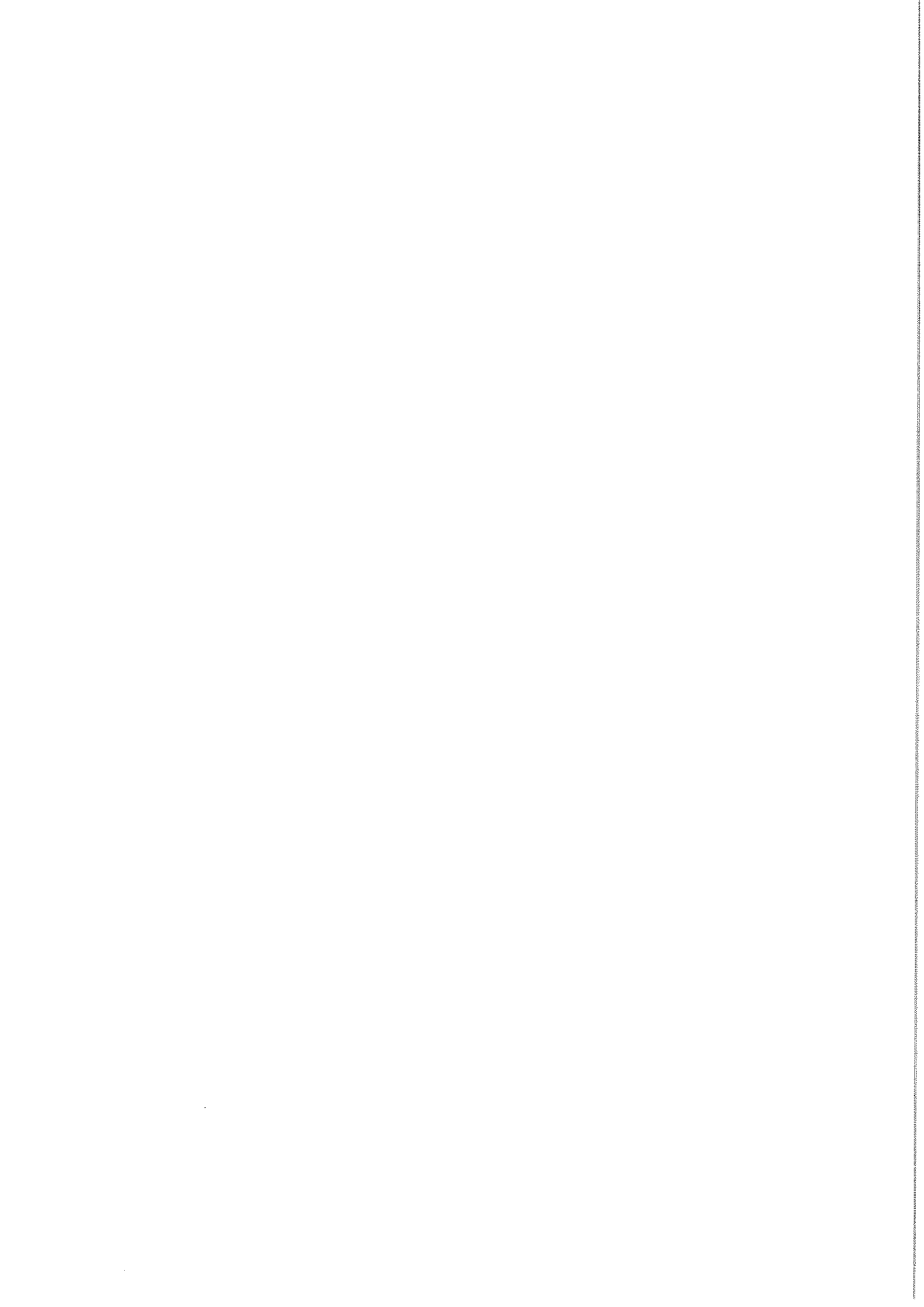
Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY**

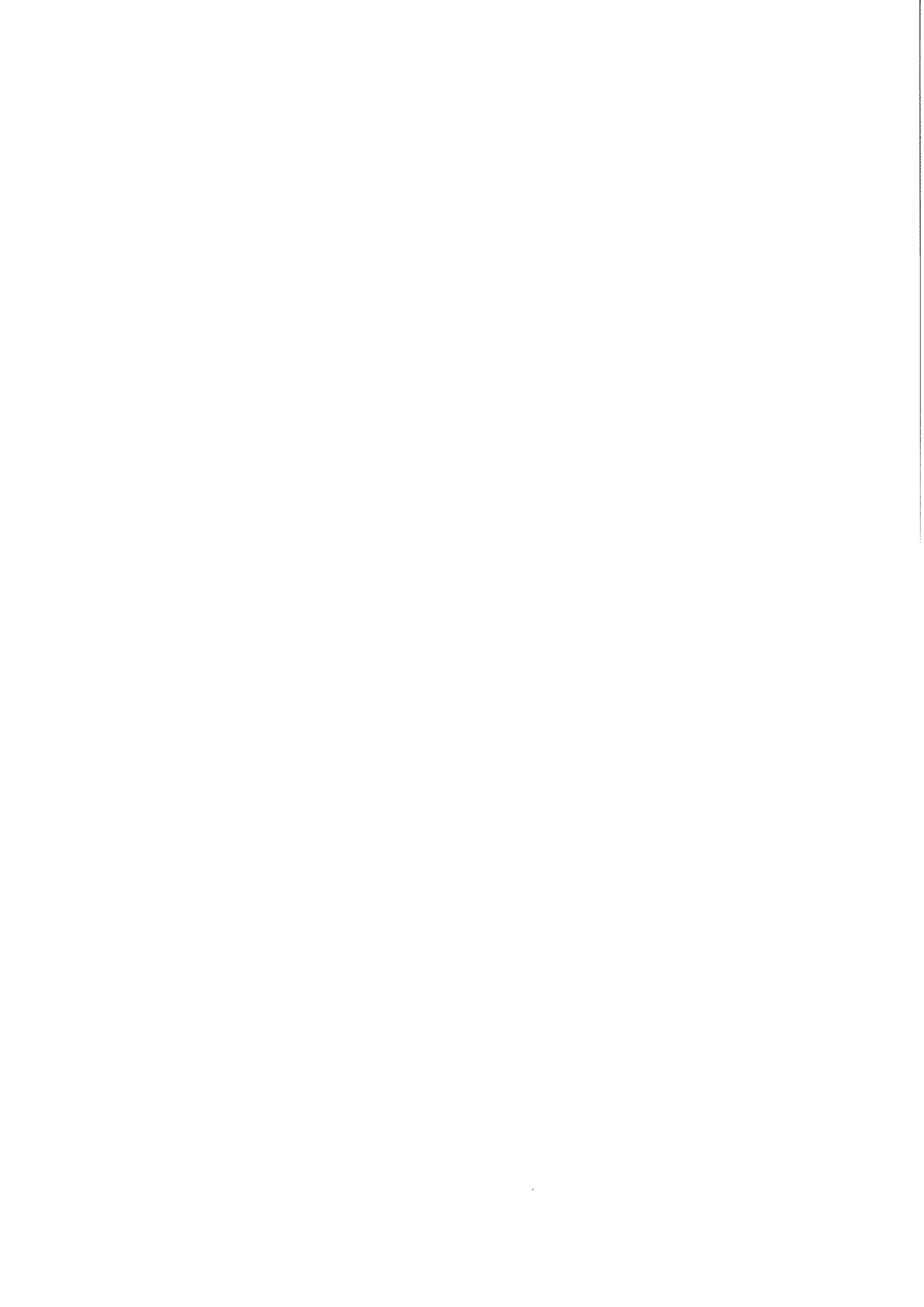
REPORT PREPARED BY

Alex Spencer – Town Clerk



MAYORAL ENGAGEMENTS

Date	Organisation	Event Name



PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****28th MARCH 2024****REPORT TITLE:**

Planning Applications

BACKGROUND TO THE REPORT:

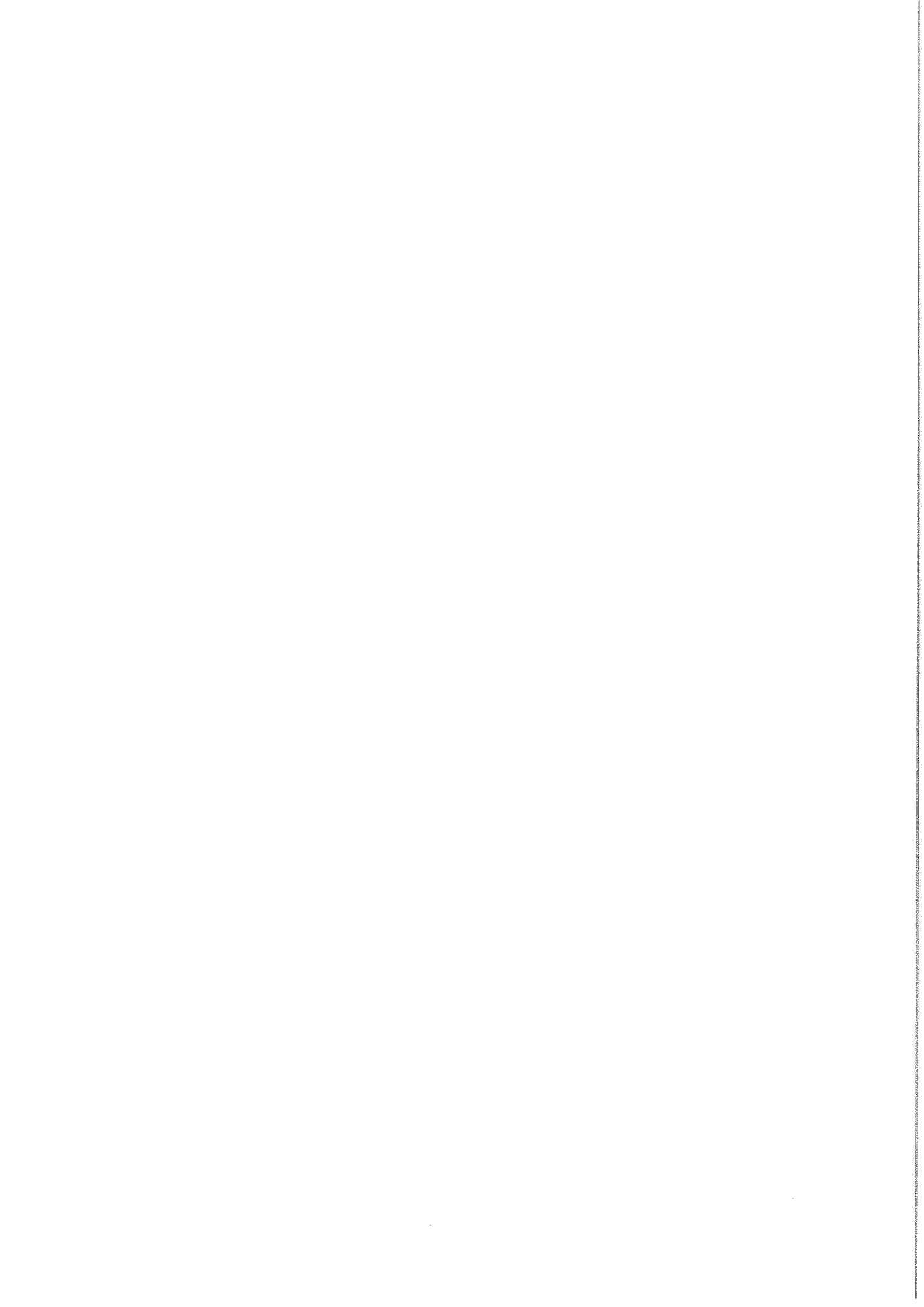
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

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 16.02.2024**

PRESCOT

APP.NO: 24/00038/COU **CASE OFFICER:**
APPLICANT: Square Dot Consulting Limited
APP. TYPE: Full Application for Change of Use
LOCATION: Self Pick Veg 66 Eccleston Street Prescott
PROPOSAL: CHANGE OF USE FROM THE EXISTING CLASS E(A) TO HOT FOOD TAKEAWAY (SUI
GENERIS), ALONG WITH INSTALLING OF AN EXTERNAL EXTRACTION FLUE TO THE
REAR OF THE PREMISES

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S80JMAIXHFOO0>

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING
APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 23.02.2024**

PRESCOT

APP.NO: 21/00597/NMA **CASE OFFICER: Maxine Wishart**
APPLICANT: Remstone Limited
APP. TYPE: Non-Material Amendment
LOCATION: Eccleston House Aspinall Street Prescott
PROPOSAL: APPLICATION FOR NON-MATERIAL AMENDMENT TO PLANNING PERMISSION
21/00597/FUL (ERECTION OF A THREE STOREY APARTMENT BLOCK COMPRISING OF
18 NO. DWELLINGS TOGETHER WITH THE CONSTRUCTION OF NEW VEHICULAR
ACCESS TO ASPINALL STREET, CAR PARKING, LANDSCAPING AND OTHER
ASSOCIATED WORKS) – AMENDMENT SOUGHT FOR ALTERATIONS TO PROVIDE
AUTOMATIC OPENING VENTS (AOV'S) ADDITION OF CUTOUT IN RIDGELINE FOR AOV
SMOKE VENT AT SECOND FLOOR, ADMENDMENTS TO WINDOW TO FRONT AND
REAR ELEVATIONS, DELETION OF GROUND FLOOR WINDOW TO NORTH ELEVATION,
INCLUSION OF OBSCURE GLAZING TO FIRST FLOOR NORTH ELEVATION

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S723AQIXG7I00>

APP.NO: 21/00597/NMA1 **CASE OFFICER: Maxine Wishart**
APPLICANT: Torus62 Limited
APP. TYPE: Non-Material Amendment
LOCATION: Eccleston House Aspinall Street Prescott
PROPOSAL: NON-MATERIAL AMENDMENT FOLLOWING THE GRANTING OF PLANNING PERMISSION 21/00597/FUL (ERECTION OF A THREE STOREY APARTMENT BLOCK COMPRISNG OF 18.NO DWELLINGS TOGETHER WITH THE CONSTRUCTION OF NEW VEHICULAR ACCESS TO ASPINALL STREET, CAR PARKING, LANDSCAPING AND OTHER ASSOCIATED WORKS) – VARIATION OF CONDITION 2 (APPROVED PLANS DOCUMENTS SCHEDULE 1) TO REPLACE SUPPORTING STATEMENT (TORU)S WITH SUPPORTING STATEMENT (TORUS) REV B

WARD: **Prescot North**

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S7I99UIXGTP00>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 01.03.2024

PRESCOT

APP.NO: 24/00081/DEMCON **CASE OFFICER: Maxine Wishart**
APPLICANT: Daniel Thwaites
APP. TYPE: Demolition Determination
LOCATION: The Clock Face 54 Derby Street Prescott
PROPOSAL: PRIOR NOTIFICATION FOR DEMOLITION OF LEAN – TO BUILDING TO THE NORTH OF THE STABLE RANGE AT THE CLOCK FACE

WARD: **Prescot North**

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S8YGH31XIU100>

KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 15.03.2024

PRESCOT

APP.NO: 24/00036/FUL **CASE OFFICER: Maxine Wishart**
APPLICANT: McDonalds Restaurants Ltd
APP. TYPE: Full Application
LOCATION: McDonalds Restaurant Cables Retail Park Steley Way
PROPOSAL: OPERATION OF DRIVE-THRU RESTAURANT WITHOUT COMPLIANCE WITH
CONDITION 1 OF PERMISSION 09/00639/FUL TO ALLOW 24-HOUR OPENING

WARD: Prescott North

View Here –

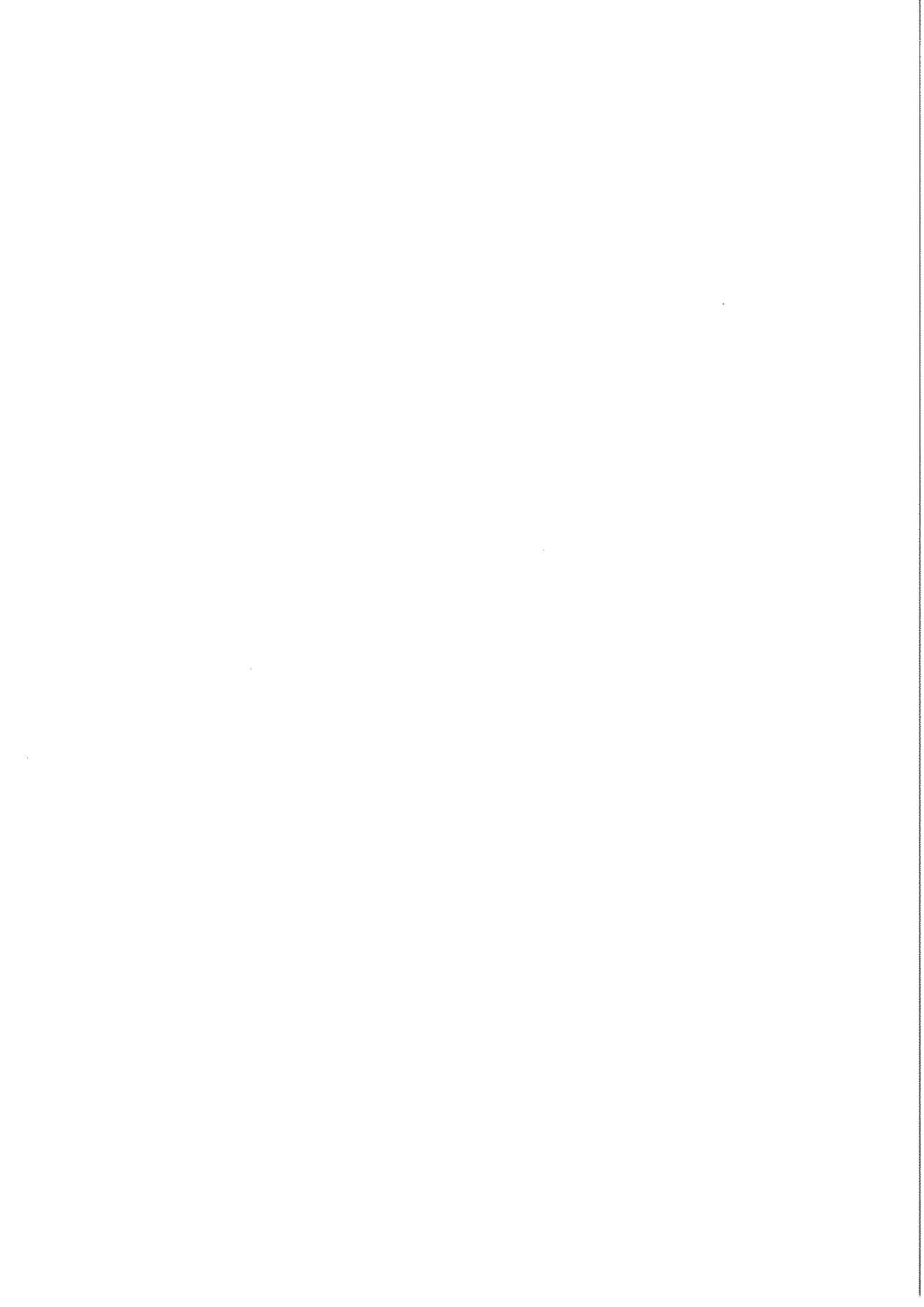
<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S7VKF7IXHCK00>

APP.NO: 24/00058/FUL **CASE OFFICER: John Fleming**
APPLICANT: Knowsley Council
APP. TYPE: Full Application
LOCATION: 16-20 Eccleston Street Prescott
PROPOSAL: INSTALLATION OF NEW ALUMINIUM SHOP FRONTS TOGETHER WITH NEW TILED
STALL RISERS AND REMOVAL OF PROJECTING CANTILEVERED CANOPY OVER SHOPS
NO'S 16-20, VARIOUS FAÇADE REPAIRS TO FRONT AND REAR ELEVATIONS, PLUS
NEW SHOP SIGNAGE AND PROJECTING NON ILLUMINATED SHOP SIGNS,
REFURBISHMENT OF 3NO, INTERNALLY PLUS EXISTING REAR STAIRS AND FLAT
ROOFS, NEW WINDOWS AND DOORS TO ALL ELEVATIONS. ERECTION OF 2.1M HIGH
METAL FENCING AND GATE TO REAR ACCESS STAIRS TO FLATS

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=S8HV95IXI5H00>



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

Our Ref : 24/00065/KMBC1

Date: 11 March 2024

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

**PROPOSAL: PROPOSED PAVILION DEVELOPMENT, NEW FOOTPATH ACCESS,
CONTAINERS AND FENCE ENCLOSURE, LIGHTING, CCTV, PLAYING
FIELD DRAINAGE AND ASSOCIATED WORKS**

LOCATION: King George V Playing Field, Wood Lane, Prescot, Knowsley, L34 1LU,

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=S8LHUGIXIBV00>

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

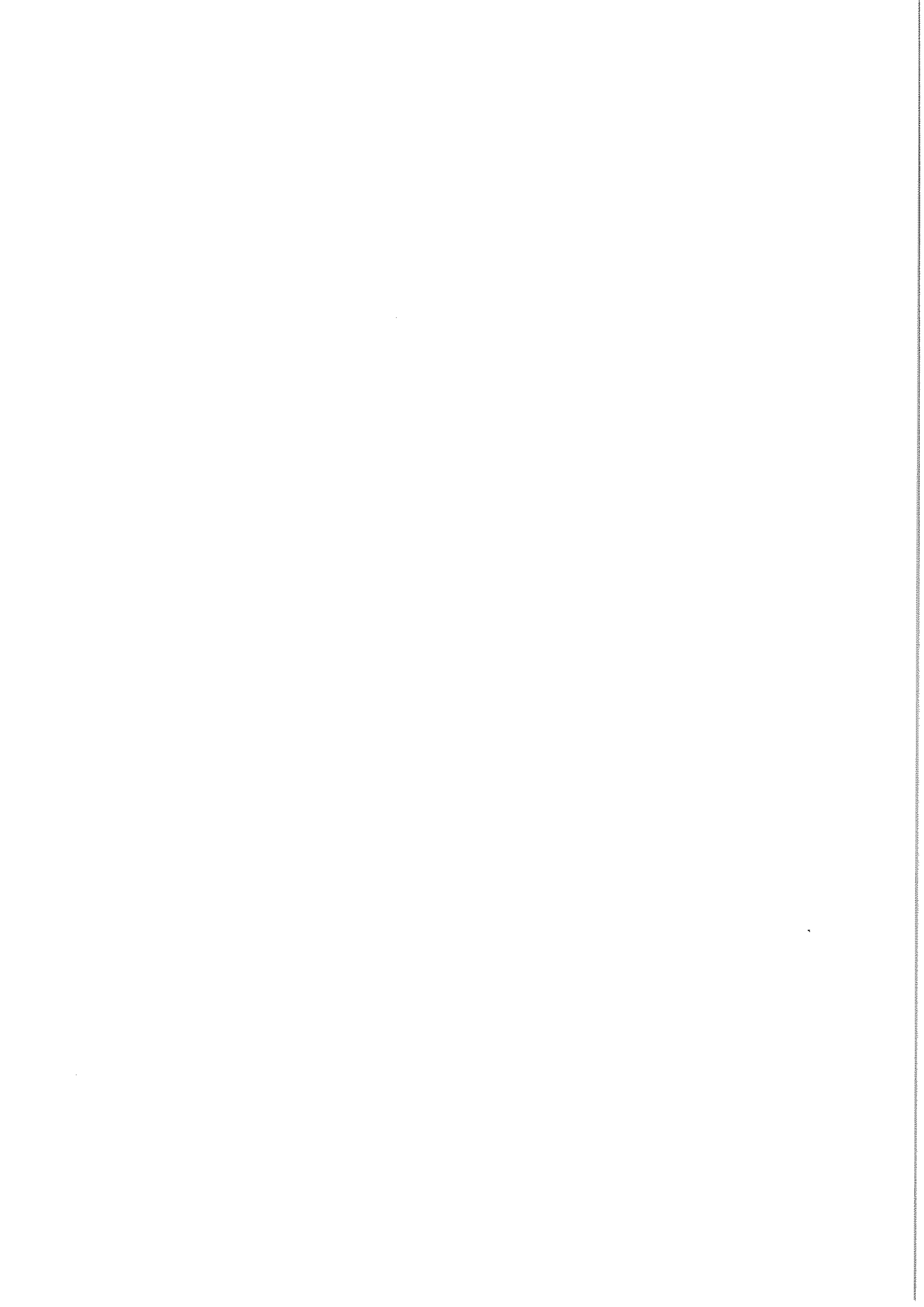
Please send any response you may have via e-mail to: dcconsultations@knowsley.gov.uk

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

Our Ref : 23/02714/FUL

Date: 19 March 2024

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990

**PROPOSAL: CHANGE OF USE OF VACANT RETAIL UNIT FOR USE AS A CHILDRENS
PLAY / ACTIVITY CENTRE**

LOCATION: 9 The Prescot Centre, Eccleston Street, Prescot, Knowsley, L34 5GA,

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=S2FCIRIXHYX00>

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

PLEASE NOTE; AN URGENT RESPONSE IS REQUIRED TO THIS CONSULTATION

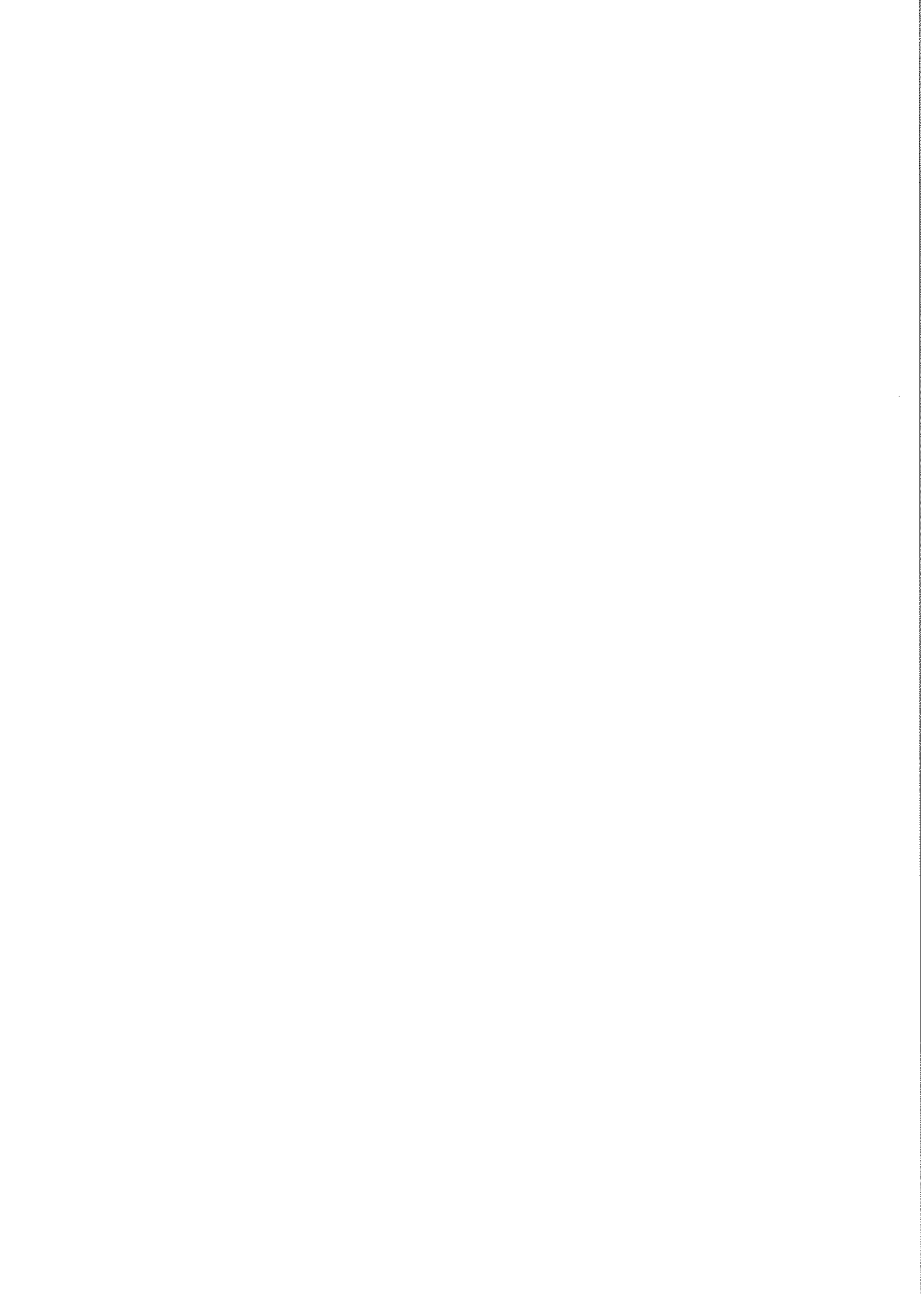
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If no reply is received within 21 days, the application will be determined on the assumption that you do not wish to submit any observations.

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****28th MARCH 2024****REPORT TITLE:**

Planning Decisions

BACKGROUND TO THE REPORT:

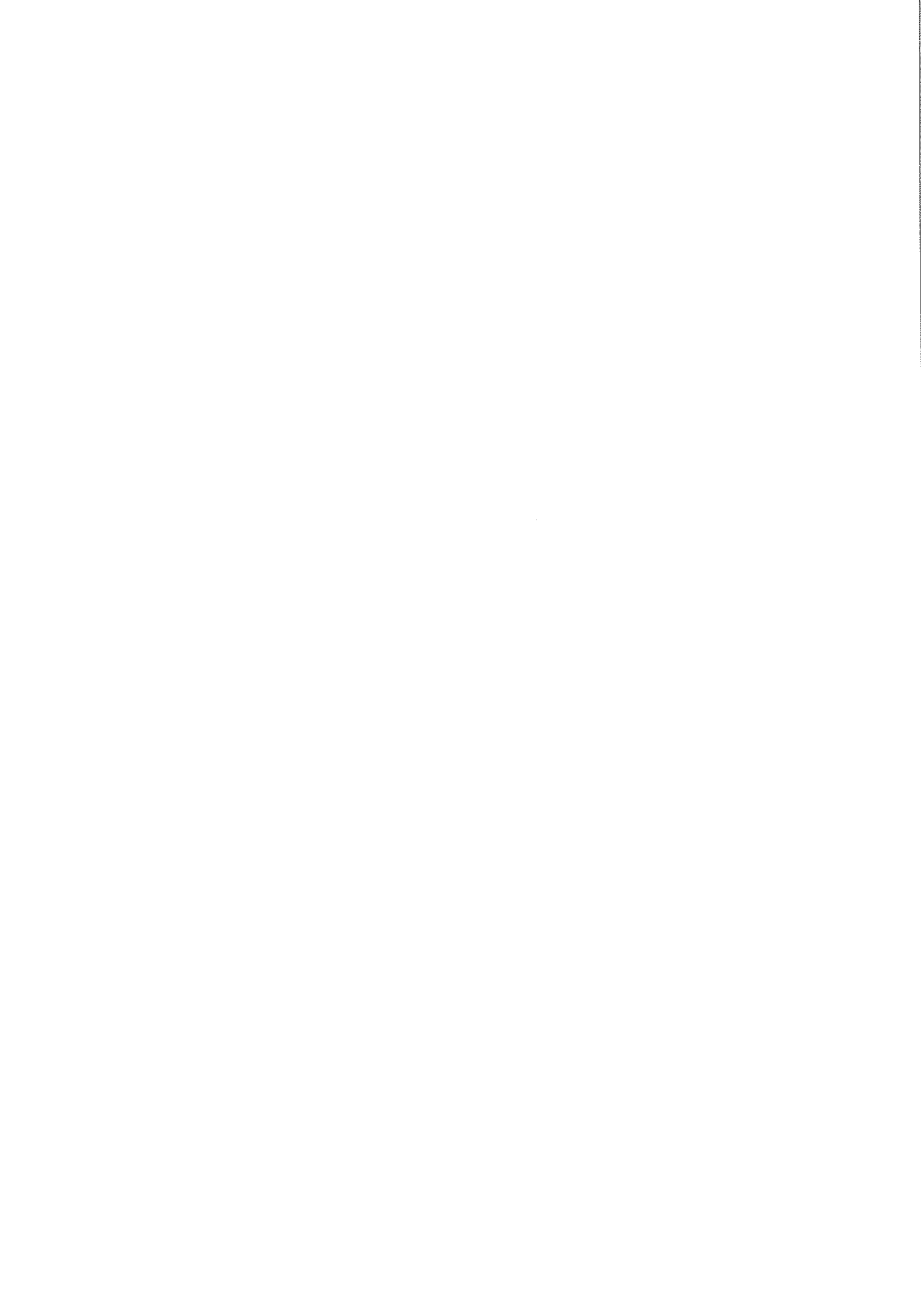
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

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

28th MARCH 2024

REPORT TITLE:

Community Fund Bids

BACKGROUND TO THE REPORT:

Funding Applications have been received from:

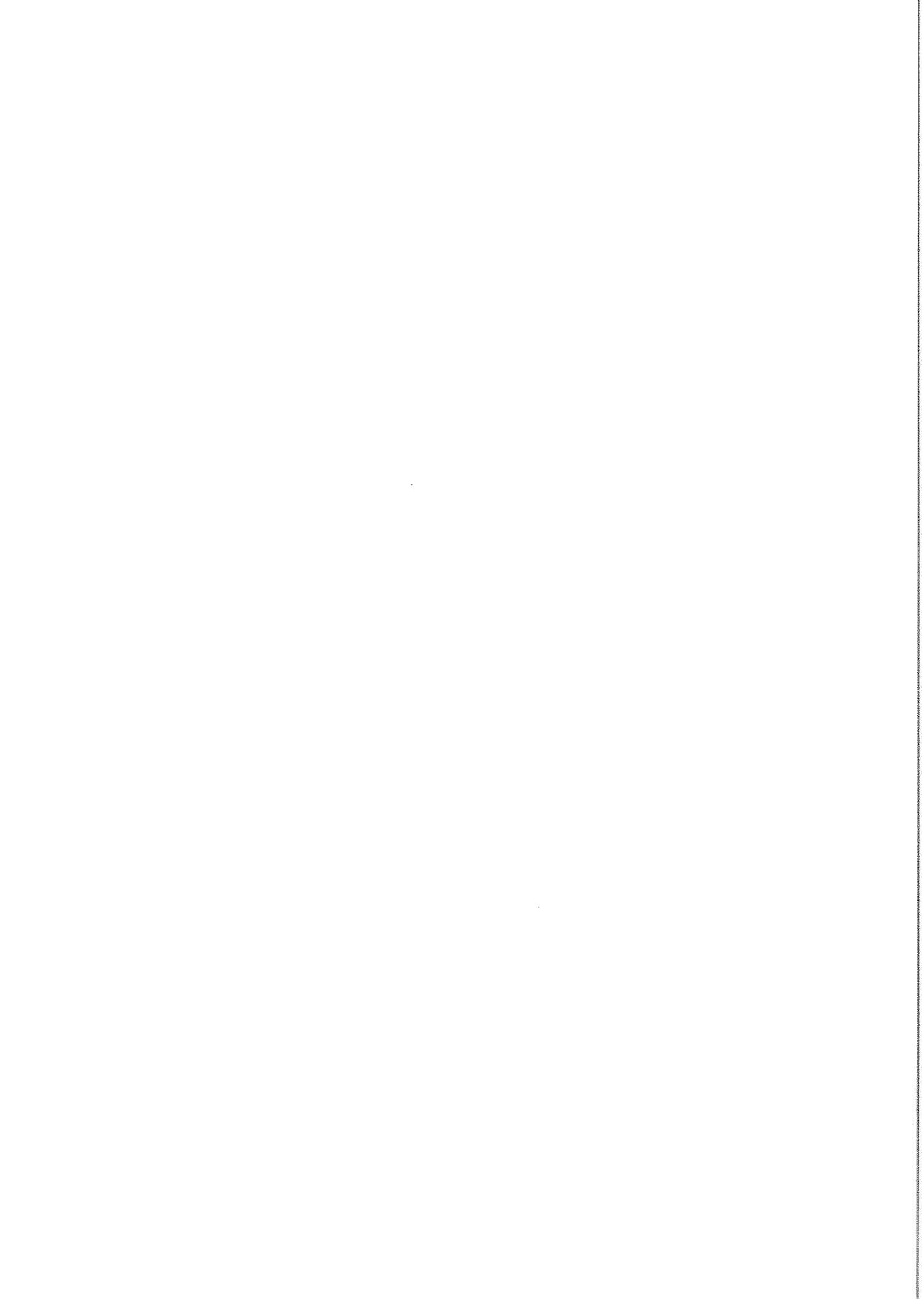
- Innovate Volunteering, Bryer Road Community Centre
- Knowsley Knerds

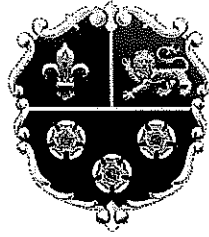
PURPOSE OF REPORT:

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

REPORT PREPARED BY:

Alex Spencer – Town Clerk





**PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM**

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

SECTION 1 – Your Organisation	
Organisation Name and Address:	Innovate Volunteering, Bryer Road Community Centre, Bryer Road, Prescot L35 – 5DW
Contact / responsible person:	Angela Bergquist
Role in the Organisation:	Company Director
Telephone:	
Email:	
What year was your group established?	2011
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?	Bringing Communities Together Reducing Isolation Volunteering We run Bryer Road Community Centre, providing a range of activities for local residents
Which area of Prescot are you based in?	Bryer Road
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project		
Project Name:	Defibrillator	
When will this take place?	Ongoing for groups/events	
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>We wish to purchase a Defibrillator for our community centre.</p> <p>We have several groups and sessions that take place in the centre. We have a regular U3A group that use the centre 3 times a week. They are particularly keen to get a defibrillator.</p> <p>We are fundraising in the centre – we have put out donation boxes, appeals on social media etc.</p> <p>We are hoping that the £500 from this grant will pay for the majority of the cost and the donations we receive will make up the shortfall.</p>	
How will this project make a difference in your community?	<p>The defibrillator will be a lifesaving device for the community. We run many activities for the older generation.</p> <p>We also have dance groups, children's activities and parties and we see this as a necessity for the community.</p>	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People	<input checked="" type="checkbox"/>
	Older People	<input checked="" type="checkbox"/>
	General Community	<input checked="" type="checkbox"/>
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input checked="" type="checkbox"/>
Minority groups (e.g. LGBT, Disabled, BME)	<input checked="" type="checkbox"/>	
How many people will benefit from your project?	<p>On a typical week we have 216 regular local residents attending a whole host of activities, groups, exercise and dance classes. With approximately 1/3 of the residents being over 65 yrs.</p> <p>In addition, there are 16 staff members/volunteers ranging from age 24 to 68yrs.</p> <p>Weekends tend to be birthday parties (children and adult) and also include communions, christenings, licenced events and cover all age ranges and group numbers can range from around 20 to 100 depending on the event. On average we estimate approx. 80 per weekend.</p> <p>Total average using the centre each week who would benefit from the defibrillator is 266 people who tend to be local to Prescot.</p>	

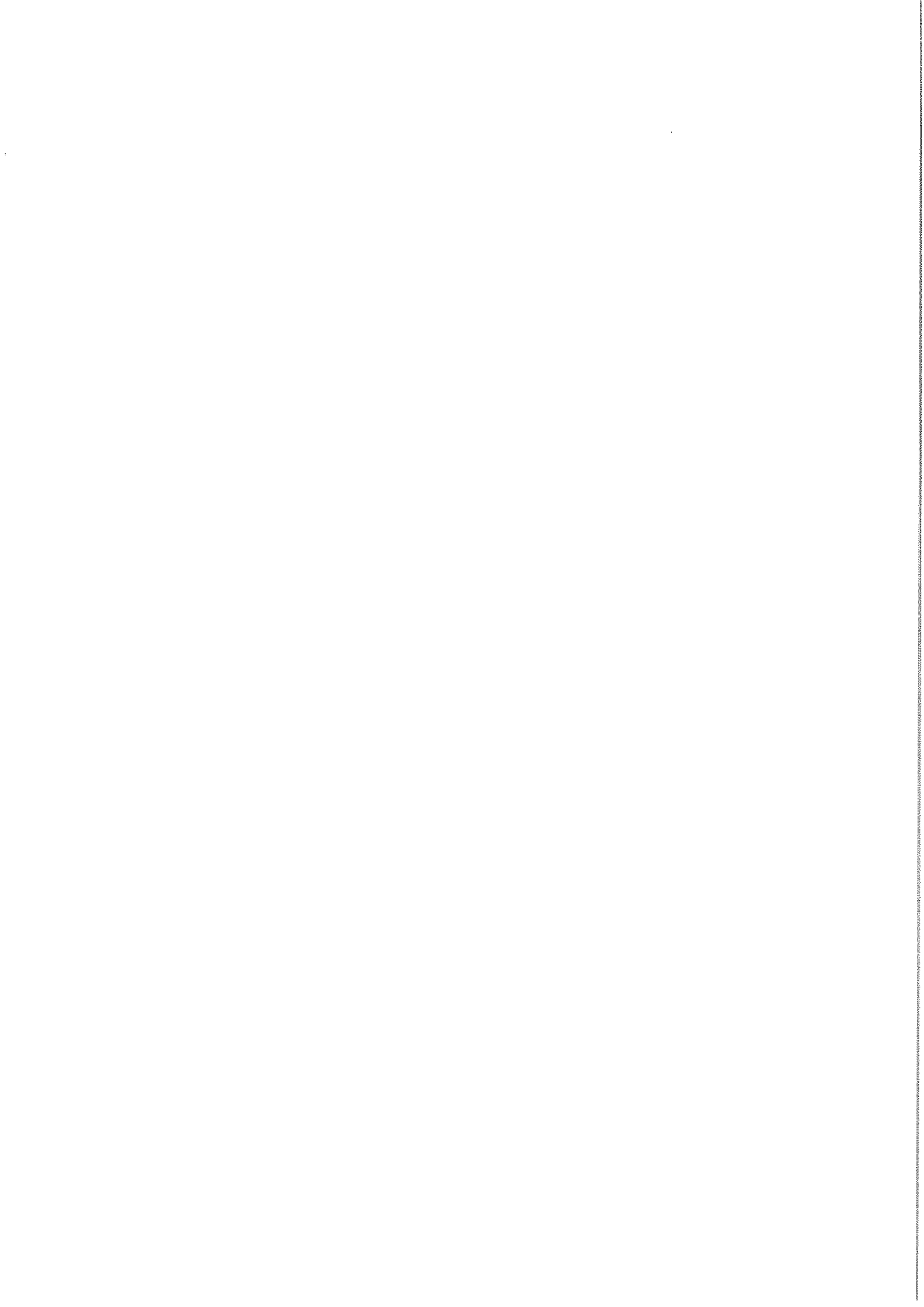
	All people accessing the centre and the community will benefit.	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500 The cost of x1 – Beneheart Mindray C1A Defibrillator & Internal AED Wall Bracket - £783.00	
Have you secured funding from anyone else?	We have been asking for donations at the centre.	
How will your project recognise the support of the Town Council	We will promote the Town Councils support next to the defibrillator and on social media.	
Who will be running the activity? N/A	<input type="checkbox"/> Unpaid Volunteers	How many
	<input type="checkbox"/> Paid Volunteers	How many
	<input checked="" type="checkbox"/> Paid Staff	How many - 4

Declaration:

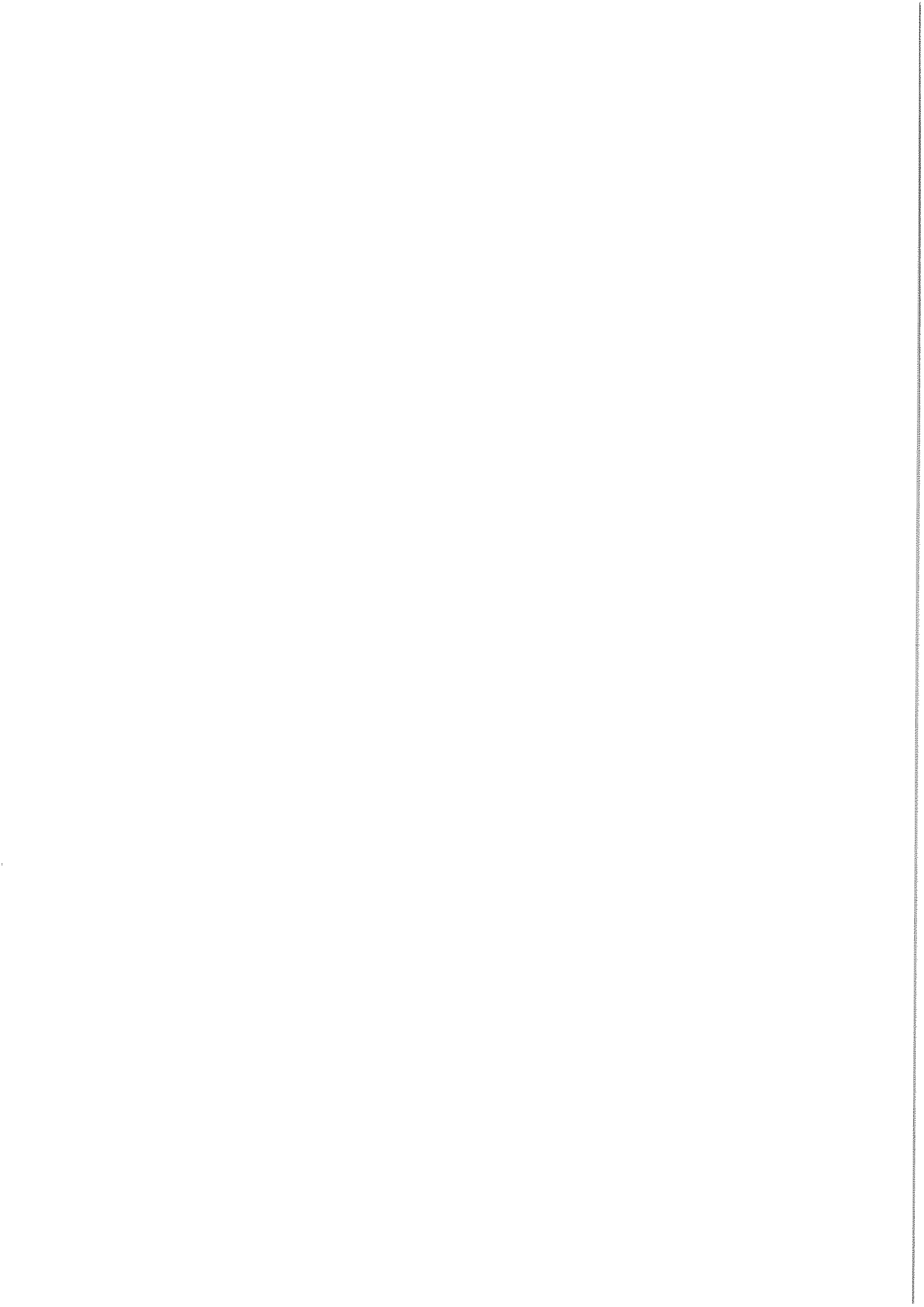
<p>I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.</p>	Signed: A. Berquist	
	Position: Director	
	Date: 31/01/2024	

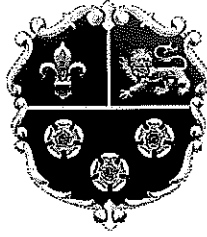
All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to so will result in clawback of funding. You agree to this term by submitting the application.

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









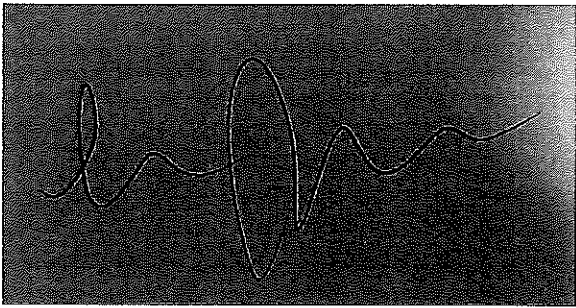
PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM
Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	Knowsley Knerds 77 Brook Street
Contact / responsible person:	Leslie Jordan
Role in the Organisation:	Treasurer
Telephone:	
Email:	
What year was your group established?	2023
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?	Host an open weekly session to play board & card games with the aim of reducing social isolation.
Which area of Prescot are you based in?	Brook Street, Robert Foulkes Centre / Prescot South
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project		
Project Name:	Knowsley Knerds	
When will this take place?	Tuesday Evenings 6-9pm	
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 total of £500.00 Community Funding</p> <p>£200.00 Refreshments – Tea, Coffee, Juice, Bottled Water, Biscuits, Milk, Coffee Mate and Sugar</p> <p>£300.00 Various Board Games (from £5 to more elaborate games costing £60)</p>	
How will this project make a difference in your community?	<p>The project is aimed at individuals who may currently play these games online.</p> <p>Since Covid-19, many avid gamers have made their world smaller in order to be safe; and an unfortunate consequence of this has been a lack of interaction impacting their confidence to interact socially.</p> <p>This project will facilitate the opportunity for likeminded people to meet regularly in a safe space with, access facilitated by the initiative being free of charge.</p> <p>It will provide psychological stimulation, fun and hopefully grow as a community.</p> <p>This project is in its infancy, however we intend to actively promote our group via social media, publishing and delivering flyers, publicising material in local businesses and speaking to community groups such as the Park Pantry and Friends of Eaton Street Park/Brown's Field. Working in this way will not only promote the group, but will reach out to people who have an interest in playing board games but do not necessarily engage.</p> <p>I have been a member of Plan B Adult Autism Group, and understand that there is a similar group within Plan B which will shortly cease to meet. As a result, almost 60 people (half of which are from the Prescot area) will be unable to continue meeting, and so this group is ideally placed to both continue engagement and expand further.</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 checked="" type="checkbox"/> Resident Association <input type="checkbox"/> Sports or Arts <input type="checkbox"/> Minority groups (e.g. LGBT, Disabled, BME) <input type="checkbox"/>	

How many people will benefit from your project?	Up to 60 per week	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	A total of £500.00 Community Funding £200.00 Refreshments – Tea, Coffee, Juice, Bottled Water, Biscuits, Milk, Coffee Mate and Sugar £300.00 Various Board Games (from £5 to more elaborate games costing £60)	
Have you secured funding from anyone else?	National Lottery Awards for All bid in process to fund the rental of facility.	
How will your project recognise the support of the Town Council	Will display on website and social media, in addition, we will put on promotional materials.	
Who will be running the activity?	<input checked="" type="checkbox"/> Unpaid Volunteers	How many - 3
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many

Declaration:

<p>I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.</p>	
	Signed:
	Position: Treasurer
	Date: 17/03/2024

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

PRESCOT TOWN COUNCIL
TOWN COUNCIL MEETING
28TH MARCH 2024

REPORT TITLE:

Proposed closure of Prescott Town Hall on 10th April 2024

BACKGROUND TO THE REPORT

Members will be aware that former Town Councillor, Town Clerk and Freeman of Prescott, Daniel Wilson passed away on 15th March 2024.

Dan's funeral service has been arranged for 10th April 2024.

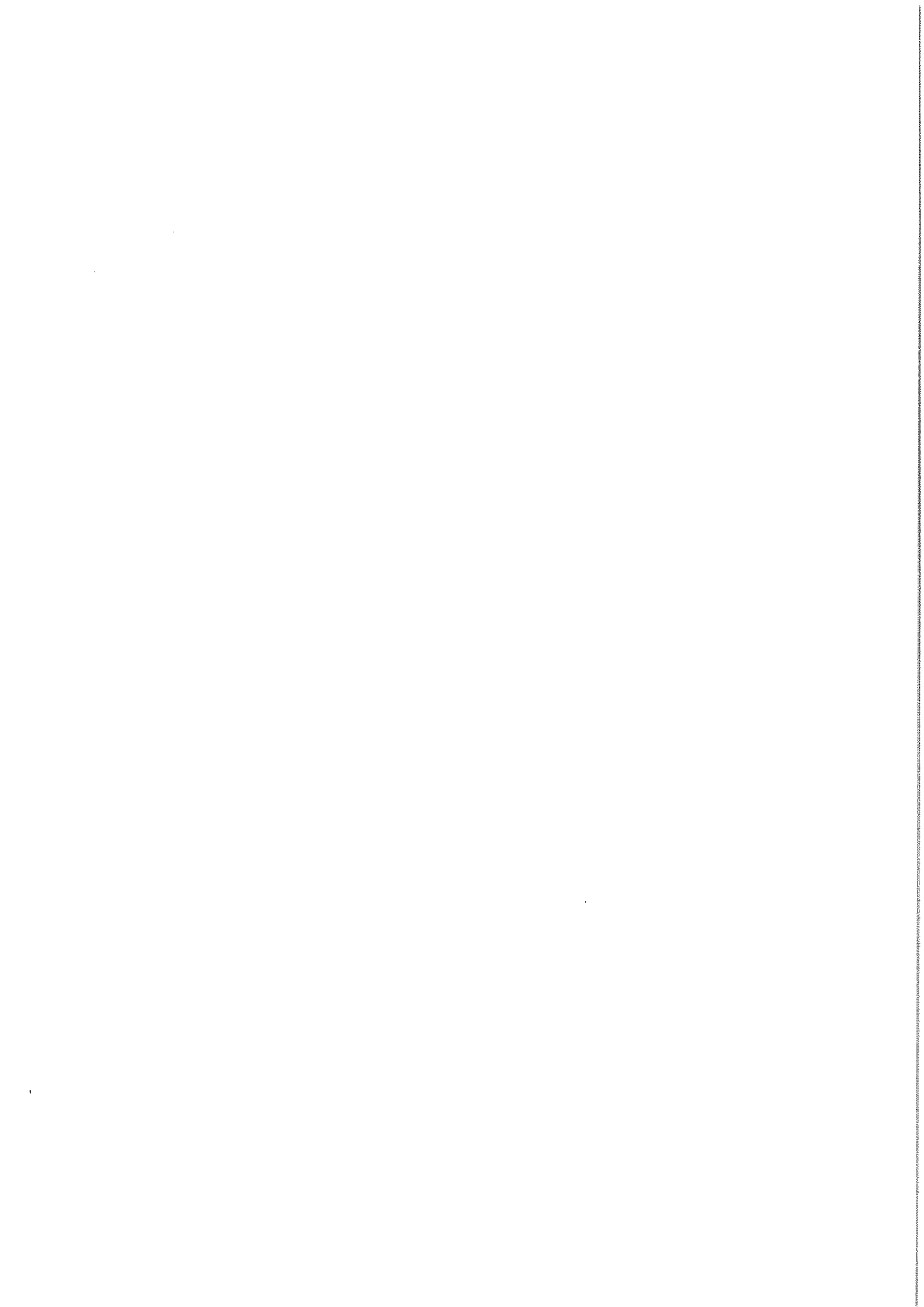
As a mark of respect and to enable officers to prepare for and attend this service, Member resolution is sought to close Prescott Town Hall on this day.

PURPOSE OF THE REPORT

To seek Member resolution for the closure of Prescott Town Hall on 10th April 2024.

REPORT PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

Proposed closure of Prescott Town Hall on 10th April 2024

1. INTRODUCTION

- 1.1 Members will be aware that former Town Councillor, Town Clerk and Honorary Freeman Daniel Wilson passed away on 15th March 2024.
- 1.2 Dan's funeral service has been arranged for Wednesday 10th April 2024 at Prescott Parish Church.
- 1.3 As a mark of respect to Dan, and to enable officers to prepare for and attend his funeral service, the closure of Prescott Town Hall on this day is proposed.
- 1.4 Officers have reviewed town hall bookings on this date, and can confirm that two bookings would be affected if the proposed closure was resolved:-
 1. A grant funding workshop between 9:00am to 5:00pm (this is a provisional booking and is not yet confirmed by the hirer)
 2. Line dancing between 2:15pm and 3:15pm.
- 1.5 Officers are acutely aware that this request is extra-ordinary, but so was Dan.
- 1.6 Officers worked with Dan day-in, day-out over many years, and would like to remember him a fitting way – both ahead of, during and after his funeral service – hence why an all-day closure to Prescott Town Hall is proposed.

2.0 RECOMMENDATIONS

- 2.1 Members are asked to:-
 1. Resolve the closure of Prescott Town Hall on 10th April 2024.
 2. Instruct officers to notify the two bookings affected by the closure; and that alternative dates are arranged if possible/requested
 3. Note the contents of this report

