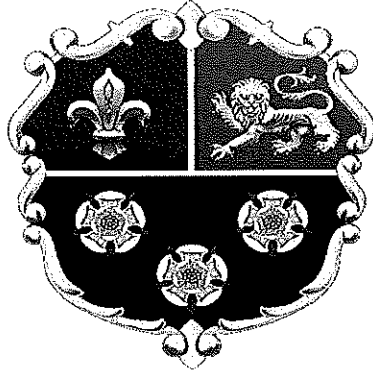


PRESCOT TOWN COUNCIL



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

Tel: 0151 - 426 - 3933

Email: enquiries@prescot-tc.gov.uk

Dated this 23rd day of April 2025

To the Members of the Events Committee

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

YOU ARE HEREBY SUMMONED TO ATTEND

a meeting of the Events Committee for the Town of Prescot to be held at
Prescot Town Hall on Tuesday 29th April 2025 at 6.00pm.

A handwritten signature in black ink, appearing to read 'Alex Spencer'.

Alex Spencer
TOWN CLERK

AGENDA

1. TO RECEIVE APOLOGIES

Verbal

To receive apologies of absence from committee members.

2. DECLARATIONS OF INTEREST

Verbal

In accordance with Standing Order 4 G ii. members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

3. MINUTES OF PREVIOUS COMMITTEE MEETING

(Pages 3-6)

To **APPROVE AND SIGN** the Minutes of the Events Committee Meeting held on 18th March 2025.

4. PRESCOT CARNIVAL 2025

Verbal

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

This will be provided on the day.

PRESCOT TOWN COUNCIL
EVENTS COMMITTEE MEETING

29TH APRIL 2025

REPORT TITLE:

Minutes of Previous Committee Meeting

BACKGROUND TO THE REPORT:

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

PURPOSE OF REPORT:

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

REPORTS PREPARED BY:

Louise Sephton – Deputy Town Clerk

PRESCOT TOWN COUNCIL

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **TUESDAY 18TH MARCH 2025** in the **PRESCOT TOWN HALL**, commencing at **6:00 P.M.**

ELECTED MEMBERS PRESENT

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

ALSO IN ATTENDANCE

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

33. TO RECEIVE APOLOGIES

Apologies were received from Cllr J. Edgar.

34. DECLARATIONS OF INTEREST

There were no declarations of interest received.

35. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 6th February 2025 be agreed as a correct record and signed by the Chair.

36. PRESCOT COMMUNITY RECOGNITION AWARDS

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

- Agree the nomination form and closing date for nominations.

Members agreed the nomination form to be advertised with a closing date of 30th April 2025.

- Agree the membership of the selection panel and date.

Members agreed that the panel would consist of the Events Committee members and a date will be agreed following the nominations closing date.

- Agree the event format as stated in 3.1.

Members agreed the event format as stated in 3.1 with the inclusion of the presentation of the Honorary Freeman Award for Cllr Ian Smith and to offer other Town Councillors the opportunity to speak on the day.

- Agree a date and time for the community awards to be held from those stated in 3.3.

Members agreed for the Deputy Town Clerk to circulate the list of dates to all Councillors and the date which had the most Councillors available to support would be chosen. The dates being Saturday 31st May, Sunday 1st June or Saturday 14th June 2025.

- Agree Town Councillor attendance to support the running of the event.

Members agreed for the Deputy Town Clerk to circulate the list of dates to all Councillors and the date which had the most Councillors available to support would be chosen. The dates being Saturday 31st May, Sunday 1st June or Saturday 14th June 2025.

- Agree the food and drinks to be purchased.

Members agreed that Cllrs J. Burke, P. Cook and T. Murray would organise the food and drinks to be purchased as per last year's event.

37. **SENIOR CITIZEN CHRISTMAS DROP IN 2025**

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

- Agree a date to hold the event from those listed in 2.1.

Members agreed to hold the event on Monday 15th December 2025.

- Consider and agree to the proposals listed in section 2.2 and 2.3.

Members agreed to proposals as listed in section 2.2 and 2.3 with the inclusion of sending invitations for the event to Senior Citizens who are known by the Friends of Eaton Street Park and the Park Pantry.

- Agree the associated approximate costs in section 3.

Members agreed the approximate costings in section 3.

38. PROPOSED LOCATIONS FOR POPPIES IN SUPPORT OF ARMISTICE DAY 2025 AND ASSOCIATED COSTS

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

- The location(s) for poppies to be installed on lighting columns.

Members agreed to install poppies on lighting columns at all the locations as shown on appendix 1 and 2 of the report.

- Whether one or two poppies are installed on each lighting column.

Members agreed to install two poppies on each lighting column.

- The total number of poppies which should be purchased.

Members agreed to purchase a total of 246 poppies as per appendix 2.

- Whether installation and removal of poppies should be completed in-house; or through external appointment.

Members agreed to instruct Maghull Town Council to install and remove the poppies, with installation taking place from 24th October 2025.

39. PRESCOT CARNIVAL 2025

The Town Clerk and Deputy Town Clerk discussed the layout plan for the Prescott Carnival due to KMBC instructing the Town Council that football pitches on Browns Field were out of bounds; and the new pavilion building will not be available to use.

Members agreed to instruct the Town Clerk and Deputy Town Clerk to meet with the Fairground provider to discuss the relocation of the fairground and to report back at the next meeting.

The meeting closed at 7:15p.m.

Dated: 29th April 2025

**Signed:.....
(Cllr T. Murray, Chair of Events Committee)**