

PRESCOT TOWN COUNCIL

A meeting of the **FINANCE, POLICY AND HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **THURSDAY 31st OCTOBER 2024** in **PRESCOT TOWN HALL**, commencing at **7.55 P.M.**

ELECTED MEMBERS PRESENT

Councillors J. Burke, M. Burke, P. Goodwin, T. Murray, P. Shaw, I. Smith T. Smith, M. Sommerfield & G Wickens.

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

1 x Member of the Public

9. TO RECEIVE APOLOGIES

No apologies were received.

10. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

11. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 11th July 2024 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

12. MONTHLY BUDGET MONITORING STATEMENT

Members reviewed the monthly budget monitoring statement (to the end of September 2024) as presented by the Town Clerk; noting in particular the contribution of the new bar concessionaire in generating an income for council, Council's income to date generated from room hire and expenditure against parks revenue maintenance and parks capital maintenance budget codes in consideration of Brown's Field and Eaton Street Park reverting back to Knowsley Council on 21st October 2024.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the monthly budget Monitoring statement to the end of September 2024.

13. ORDERS AND PAYMENTS AUTHORISATION

Members considered the list of orders and payments made until the end of September 2024.

Members questioned free room hire granted to FACE and queried whether income was generated from line dancing.

It was **UNANIMOUSLY RESOLVED:-**

1. To **INSTRUCT** the Town Clerk to clarify the positions of FACE and Line Dancing in terms of hiring and paying for room hire, and to confirm the position with Members via email
2. To **APPROVE** the list of orders and payments as presented.

14. PROPOSED LONE WORKING POLICY 2024

The Town Clerk presented a proposed Lone Working Policy and accompanying Lone Working Risk Assessment to Members.

It was **UNANIMOUSLY RESOLVED:-**

1. To **INSTRUCT** the Town Clerk to amend the policy as presented so that Lone Working is an exception rather than normal working practice, and that practically, officers should make arrangements so as to prevent lone working being required e.g. ensuring that lunchbreaks are taken at staggered times so as to provide office cover.
2. To **APPROVE** the policy as amended.

15. PROPOSED WORK EXPERIENCE POLICY 2024

The Town Clerk presented a proposed Work Experience Policy to Members.

It was **UNANIMOUSLY RESOLVED:-**

1. To **INSTRUCT** the Town Clerk to amend the policy; so that the policy only applies to school children and students who are residents of Prescott
2. To **INSTRUCT** the Town Clerk to introduce enhanced DBS checks for all staff.
3. To **APPROVE** the policy as amended.

16. REVIEW OF COUNCIL'S FIXED ASSET REGISTER

The Town Clerk presented the latest version of Council's Fixed Asset Register which considered proposed works at Brown's Field and their impact on assets on site.

RW

It was **UNANIMOUSLY RESOLVED:-**

1. To **APPROVE** the register as presented to Members
2. To **DELEGATE** to the Town Clerk the writing off of further assets at Brown's Field in consideration of works on site, and that an amended report is presented to Members following these works.

17. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

By virtue of Standing Order 3D, it was **UNANIMOUSLY RESOLVED** 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.

18. PROPOSED WORKING FROM HOME POLICY 2024

Members discussed the formal and informal arrangements of staff working from home.


There was an acceptance that working from home was an exception rather than the norm, although Members accepted that from time to time i.e. in the event of an emergency, working from home was required.

It was **UNANIMOUSLY RESOLVED:-**

1. That the Town Clerk would continue to monitor working from home arrangements, and report back to Members at the next meeting of the committee.

The meeting closed at 8:57 p.m

Dated: 16th January 2025

Signed: 
Cllr G. Wickens
Chair - Finance, Policy and Human
Resources Committee

