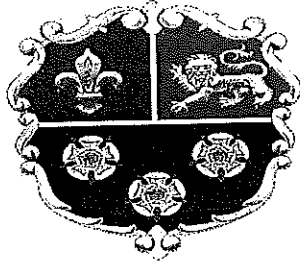


PRESCOT TOWN COUNCIL



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 May 2025

To the Members of Finance, Policy and Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND
An Ordinary Meeting of
Finance, Policy and Human Resources Committee
to be held on Thursday 15th May 2025

at

Prescot Town Hall

commencing at 6.00 p.m.

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

Alex Spencer
TOWN CLERK

A G E N D A

1.	TO RECEIVE APOLOGIES To receive apologies of absence from committee members.	Verbal
2.	DECLARATIONS OF INTEREST <i>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.</i>	Verbal
3.	MINUTES OF THE PREVIOUS COMMITTEE MEETING To APPROVE AND SIGN the minutes of Finance, Policy and HR Committee Meeting held on Thursday 16 th January 2025 as a true and accurate record of the business transacted.	Pages 3 - 6
4.	MONTHLY BUDGET MONITORING STATEMENT Members are asked to CONSIDER the report and APPROVE the position to date.	Pages 7 - 9
5.	ORDERS AND PAYMENTS AUTHORISATION Members are asked to CONSIDER and APPROVE the enclosed list of payments.	Pages 10 - 13
6.	FACILITIES BOOKINGS Members are asked to NOTE the Master Booking Sheet to date.	Pages 14 - 24
7.	PROPOSED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 Members are asked to CONSIDER the report and APPROVE the recommendations therein.	Pages 25 - 38
8.	REVIEW OF TOWN COUNCIL FIXED ASSETS Members are asked to CONSIDER the report and APPROVE the recommendations therein.	Pages 39 - 43

PRESCOT TOWN COUNCIL
FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE
15th MAY 2025

REPORT TITLE:

Minutes of Previous Committee Meetings

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 meetings as true and accurate.

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 16th JANUARY 2025** in **PRESCOT TOWN HALL**, commencing at **7.30 P.M.**

ELECTED MEMBERS PRESENT

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

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

0 x Members of the Public

19. TO RECEIVE APOLOGIES

Apologies were received from Cllr M. Sommerfield.

20. DECLARATIONS OF INTEREST

All Members were granted a dispensation in consideration of Item 9.

21. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous Finance, Policy and Human Resources Committee Meeting held on 31st October 2024 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

22. MONTHLY BUDGET MONITORING STATEMENT

Members reviewed the monthly budget monitoring statement (to the end of December 2024) as presented by the Town Clerk; noting in particular the contribution of the new bar concessionaire in generating an income for council, savings generated as a result of Brown's Field and Eaton Street Park reverted to Knowsley Council and those budget lines where expenditure has exceeded budget (Elections and Facilities Management)

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

23. ORDERS AND PAYMENTS AUTHORISATION

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

It was **UNANIMOUSLY RESOLVED:-**

1. To **INSTRUCT** the Town Clerk to speak with representatives of FACE and to offer charity-weekday room hire rates effective from April 2025.
2. To **INSTRUCT** the Town Clerk to speak with Whiston Town Council and determine their daily room-hirers, with a view to replicating at Prescott Town Hall – thereby increasing footfall and income generation.
3. To **APPROVE** the list of orders and payments as presented.

24. FACILITIES BOOKINGS

Members considered the list of Facilities bookings to the end of December 2024.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the list of facilities bookings as presented.

25. PROPOSED RESERVES AND INVESTMENT POLICY 2025

The Town Clerk presented a proposed Reserves and Investment Policy to Members, following recommendations from Council's 2023/24 Internal Audit.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the policy as presented.

26. 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.

27. 2025/26 BUDGET WORKSHOP

Members considered the briefing and presentation of the Town Clerk in the formulation of the proposed 2025/26 budget.

It was **UNANIMOUSLY RESOLVED** that:

1. Members recommend to Council on 30th January 2025
 - a. A precept demand of £79.79 per Band D equivalent property for 2025/26
 - b. Income and expenditure levels as agreed by Members during the workshop
 - c. A 0% increase on facilities charges during 2025/26
 - d. A revision to earmarked works as stated in 2024/25, to form new earmarked works in 2025/26 totalling £50,550.00:

Earmarked Works 2025/26	Budget (£)
Resurfacing of Prescott Town Hall Car Park	20,000.00
Installation of galvanised fire escape at Prescott Town Hall	18,000.00
Construction of first floor reception at Prescott Town Hall	5,000.00
Decoration of Prescott Town Hall (Downstairs only)	3,000.00
Flagpole	750.00
Improvements to Prescott Town Hall Wi-Fi	800.00
Purchase and install of lamppost mounted poppies	2,000.00
Painting Prescott Town Council logo on shutters and banners	1,000.00
TOTAL	50,550.00

- e. Accounts structuring as resolved relating to 2025/26 Revenue Budget, General Reserve Level (at 20% of 205/26 Revenue Budget), Earmarked Reserve Level and Investible Funds.

Proposed Accounting Structure 2025/26 (£)	
2024/25 Estimated Total Funds Available at Year End	480,000.00
2025/26 Revenue Budget	+361,223.73
2025/26 Estimated Total Funds Available	841,223.27
2025/26 General Reserve Level	-70,000.00
2025/26 Earmarked Reserves	-50,550.00
2024/26 Investible Funds / Surplus Funds	720,673.73

- f. That officers complete a review of Council's asset register to provide a condition survey for each asset and exposure for Council to repair/replace based on that condition.

2. **NOTE** the briefing and presentations as presented

The meeting closed at 11:04p.m

Dated: 15th May 2025

Signed:.....

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

PRESCOT TOWN COUNCIL

FINANCE POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

15th MAY 2025

REPORT TITLE:

Budget Monitoring Statement

BACKGROUND TO THE REPORT:

Each year the Town Council levy a Precept on the residents on the Town. This precept is then expended by the Town Council for the benefit of residents over the course of the year. In addition to the Precept the Town Council also derive an income from the operation of the Town Hall and various events.

PURPOSE OF REPORT:

To provide Members with details of the income received and expenditure incurred to date along with a forecast for the remainder of the financial year.

REPORT PREPARED BY:

Alex Spencer - Town Clerk

PRESCOT TOWN COUNCIL							Month end / Year:		Mar-25
BUDGET MONITORING STATEMENT									
Revenue Budget									
SUMMARY	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET (Based on Forecast)	EXECUTIVE SUMMARY				
Total income	381,427.36	381,245.26	381,245.26	-182.10	Achieved £844.80 more income in 2024/25				
Total expenses	381,427.36	337,540.39	337,540.39	-43,886.97					
Income less expenses:	0.00	43,704.87	43,704.87	-43,704.87					
INCOME DETAILS	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET (Based on Forecast)	NARRATIVE				
Precept	334,336.86	334,337.00	334,337.00	0.14	Annual precept demand received from KMBC in April 2024				
Contribution from Reserves	0.00	0.00	0.00	0.00					
Bank Interest	1,150.00	9,676.63	9,676.63	8,526.63	Interest received from deposit accounts				
Grant Income	0.00	0.00	0.00	0.00					
Revenue Grants	0.00	0.00	0.00	0.00					
Events Income	500.00	800.00	800.00	300.00	Increased income received from Prescott Carnival				
Miscellaneous Income	0.00	2,894.82	2,894.82	2,894.82	Income received from Prescott Carnival (£200), refund from hire of van from Prescott Carnival and income generated from Solar Panels (£2,100.00)				
Lettings	26,440.50	25,197.50	25,197.50	-1,243.00	2024/25 income target has been missed, however income generated from regular hirers is on track with income target.				
Bond	12,000.00	2,850.00	2,850.00	-9,150.00	Bond related to income generated from room Bond only				
TENS Licence	0.00	21.00	21.00	21.00					
Table Cloths, Chair Covers, Catering etc	4,000.00	3,919.41	3,919.41	-80.59	Income target has been missed by £81.00 only based on 12 months operations.				
Bar	3,000.00	1,548.90	2,575.80	-424.20	Income target has been missed by £424.20. However Bar Concession return was reduced to 10% and therefore likely to miss target given that £3,000.00 income target was based on previous concessionaire agreement.				
Bar Equipment Expenses (VAT)	0.00	0.00	0.00	0.00					
Bar Staff Costs (VAT)	0.00	0.00	0.00	0.00					
Total income:	381,427.36	381,245.26	382,272.16	844.80					
COST CENTRE 1 - STAFF & TRAINING COSTS	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET (Based on Forecast)	NARRATIVE				
	169,310.70	154,444.28	154,444.28	-14,866.42	An underspend of £14,866.42 shows against salaries, however KMBC did not take funds out in time for the final month of 24/25 (which will be taken in April 2026). Based on previous months, an underspend of circa £1,200.00 will exist against this budget line - therefore budget and actual amount are accurate.				
Salaries and wages	0.00	0.00	0.00	0.00	N/A				
External Staff Cover	850.00	850.00	850.00	0.00	Full mayoral allowance was given in 2024/25.				
Mayor									
Mileage and Travel	200.00	0.00	0.00	-200.00	N/A				
Training	1,000.00	2,804.30	2,804.30	1,804.30	Payments to peninsula during 2024/25 however final 3 months were not taken out.				
Total staff & training costs:	171,360.70	158,098.58	158,098.58	-13,262.12					
Percent of total:	44.93%								
COST CENTRE 2 -ADMINISTRATIVE	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET (Based on Forecast)	NARRATIVE				
Elections	8,000.00	9,982.51	9,982.51	1,982.51	Payments to KMBC to fill Cllr Madine resignation following calling of bi election.				
Bank Charges	300.00	169.77	169.77	-130.23	N/A				
Photocopier & Printing	1,000.00	1,217.61	1,217.61	217.61	Slight increase in expenditure compared with 2024/25 given increases to toner costs. Budget has been revised in 2025/25 to reflect this.				
Audit Fees	1,800.00	1,160.00	1,160.00	-640.00	Payment to David Blanchflower (Internal Auditor) and PKF Littlejohn (External Auditor)				
Professional Fees	4,000.00	1,213.95	1,213.95	-2,786.05	Significant underspend against professional fees budget line owing to under-utilisation of legal advice relating to open spaces leases. This has been refelected in 2025/26 budget line				
Stationary, Postage, Office Equipment	2,000.00	2,803.84	2,803.84	803.84	Significant increase against budget owing to replacement of items such as Town Clerk and Deputy Town Clerk Chairs and other equipment which could not be repaired.				
Subscriptions	500.00	395.00	395.00	-105.00	Subscriptions relating to SLCC Membership and annual fee to ICO.				
Licences	300.00	203.00	203.00	-97.00	N/A				
Equipment Purchase / Maintenance	1,600.00	3,045.89	3,045.89	1,445.89	Significant overspend to take into consideration spend for bar fridges and fridge at Eaton Street Park.				
Quality Council	2,800.00	2,784.59	2,784.59	-15.41	Expenditure relating to Local Democracy Project and production/distribution of Annual Report.				
Insurance	5,000.00	5,569.85	5,569.85	569.85	consideration inclusion of pavilion at Eaton Street Park.				
Revenue Grants	0.00	0.00	0.00	0.00					
Telephones & Broadband	2,100.00	2,202.25	2,202.25	102.25	Slight increase in costs for 2024/25.				
IT Recharges	2,900.00	3,217.01	3,217.01	317.01	Slight increase in costs for 2024/25.				
Advertising	600.00	295.00	295.00	-305.00	Underspend against budget line. Expenditure relates to love prescot				
Miscellaneous	500.00	9,975.53	9,975.53	9,475.53	Transfer to KMBC for roundabout				
Total admin. expenses:	33,400.00	44,235.80	44,235.80	10,835.80					
Percentage of total:	8.76%								
COST CENTRE 3 - COMMUNITY PROVISION AND EVENTS	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET (Based on Forecast)	NARRATIVE				
Prescot Town Council Community Fund	8,500.00	5,535.00	5,535.00	-2,965.00	Circa £3,000.00 underspend against community fund equating to 6 applications if £500.00 applied for.				

PRESCOT TOWN COUNCIL

BUDGET MONITORING STATEMENT

Revenue Budget

Month end / Year:

Mar-25

Prescot Festival	1,000.00	1,000.00	1,000.00	0.00	Annual donation to Prescot Festival
Town Clock	500.00	500.00	500.00	0.00	Annual donation to Town Clock
Prescot Spring Clean	3,600.00	3,550.00	3,550.00	-50.00	Slight underspend for community skip days based on 2 skip days and hiring of 8 skips per skip day.
Prescot Community Recognition Awards	800.00	546.42	546.42	-253.58	Slight underspend against budget
Prescot Carnival	14,000.00	12,025.15	12,025.15	-1,974.85	Underspend against Prescot Carnival
Armistice Day Remembrance Service	200.00	202.03	202.03	2.03	N/A
Prescot Christmas Cracker	6,000.00	5,787.83	5,787.83	-212.17	Slight underspend against budget
Senior Citizen Drop In	500.00	333.12	333.12	-166.88	Slight underspend against budget
Schools Selection Packs	1,500.00	1,663.48	1,663.48	163.48	Slight overspend against budget which has been reflected in increased budget for 2025/26.
Total Community expenses:	36,600.00	31,143.03	31,143.03	-5,456.97	
Percentage of total:	9.60%				
COST CENTRE 3 - PUBLIC OPEN SPACE / OUTDOOR PROVISION	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET (Based on Forecast)	NARRATIVE
Parks Revenue Maintenance	25,796.66	15,047.67	15,047.67	-10,748.99	Pro-rata expenditure based on parks reverting back to KMBC.
Browns Field Development	2,000.00	1,419.00	1,419.00	-581.00	Costs relating to tree works along Carr Lane, but overall expenditure within budget.
Eaton Street Development	2,000.00	949.95	949.95	-1,050.05	Expenditure relates to purchase of ramp and boiler for pavilion at Eaton Street Park
Parks Capital Maintenance	20,000.00	0.00	0.00	-20,000.00	Significant underspend owing to funds not being assigned to Capital Maintenance given Brown's Field and Eaton Street Park have reverted back to KMBC.
Business Rates Browns Field	300.00	244.51	244.51	-55.49	Slight underspend against budget.
Electricity - Eaton Street Pavilion	510.00	0.00	0.00	-510.00	No bill received from Scottish Power. Meter issue.
Electricity - Playing Fields	100.00	0.00	0.00	-100.00	No Bill received. Meter issue.
Water Rates - Playing Fields & Eaton Street	300.00	297.21	297.21	-2.79	Slight underspend against budget.
Total POS expenses:	51,006.66	17,958.34	17,958.34	-33,048.32	
Percentage of total:	13.37%				
COST CENTRE 4 - TOWN HALL	BUDGETED	ACTUAL	ANNUAL FORECAST	UNDER OVER BUDGET (Based on Forecast)	NARRATIVE
Heat & Light	23,000.00	17,561.31	17,561.31	-5,438.69	Significant underspend in line with changed unit costs.
Business Rates	6,600.00	7,060.23	7,060.23	460.23	Slight overspend against budget
Water Rates	2,500.00	2,623.74	2,623.74	123.74	Slight overspend against budget
Town Hall Christmas Lights	2,000.00	2,000.00	2,000.00	0.00	Annual contract for Christmas Lights at Town Hall.
Facilities Management	6,000.00	7,622.03	7,622.03	1,622.03	Overspend against budgeted amount. Majority of this cost related to install of intercom system at £3,500.00
Furniture & Fittings	1,000.00	1,183.13	1,183.13	183.13	Slight overspend against budget
Day to Day Maintenance	5,500.00	3,294.77	3,294.77	-2,205.23	Underspend against budgeted amount.
Cleaning & Hygiene	1,200.00	1,036.62	1,036.62	-163.38	Costs relating to hygiene contract at Town Hall
Laundry	4,000.00	3,777.05	3,777.05	-222.95	Costs relating to cleaning of table clothes and chair covers
Refuse Collection	2,750.00	2,541.03	2,541.03	-208.97	Slight underspend against waste contract
Borrowing Costs	34,010.00	34,009.60	34,009.60	-0.40	Costs relating to PWLB loan (fixed)
Table Cloths, chair covers catering etc	500.00	690.13	690.13	190.13	Slight overspend against budget for purchase of new table clothes. Not likely to be required in 2025/26.
Bond Refund	0.00	2,663.00	2,663.00	0.00	N/A
TEN Licence	0.00	42.00	42.00	0.00	N/A
Total Town Hall expenses:	89,060.00	86,104.64	86,104.64	-5,660.36	
Percentage of total:	23.35%				

PRESCOT TOWN COUNCIL**FINANCE POLICY AND HUMAN RESOURCES**
COMMITTEE MEETING**15th MAY 2025****REPORT TITLE:**

Orders and Payment Authorisation

BACKGROUND TO THE REPORT:

In accordance with the requirements of Financial Regulations 4.1 and 4.8 the responsible financial officer is required to submit for approval a list of all receipts and payments to date.

PURPOSE OF REPORT:

To provide Members with details of all payments to date not previously approved

REPORTS PREPARED BY:

Alex Spencer - Town Clerk

Approval Date	Payment Voucher No.	Supplier	Description	Date Cleared Bank Account	Gross
02/01/2025	322	KMBC	Grounds Maintenance to Eaton Street & Prescot KGV	02/01/2025	10,000.00
02/01/2025	339	Prism Solutions	Telephones	02/01/2025	209.30
02/01/2025	321	Lyreco	Office Supplies and Cleaning Products	03/01/2025	102.32
02/01/2025	322	KMBC	Grounds Maintenance to Eaton Street & Prescot KGV	03/01/2025	5,047.67
04/01/2025	N/A	HSBC	Total Charges	04/01/2025	11.48
06/01/2025	329	Ngozi Aneke	Reimbursement of Security Bond	06/01/2025	44.00
06/01/2025	328	Sean Porter-Lawson	Reimbursement of Security Bond	06/01/2025	50.00
06/01/2025	330	WaterPlus	Water and Wastewater bill 03/12/2024 - 02/01/2025 (Town Hall)	06/01/2025	206.43
09/01/2025	331	Prima Cleaners	Laundry	09/01/2025	81.00
13/01/2025	332	Amazon	2x Heavy Duty Reinforced Clothes Rails	13/01/2025	179.28
13/01/2025	333	Nichola Graham	Reimbursement of Security Bond	13/01/2025	50.00
16/01/2025	334	WaterPlus	Water and Wastewater Bill 14/12/2024 - 13/01/2025	16/01/2025	14.94
16/01/2025	335	Lumalite	Installment 3 of year 1 of 3 year contract for festive lighting	16/01/2025	792.00
16/01/2025	336	Amazon	1x Heavy Duty Clothes Rail	16/01/2025	85.64
16/01/2025	337	Ken Parry Automation Limited	Set of Photo Cell to the exit barrier after impact damage	16/01/2025	252.00
17/01/2025	338	Prima Cleaners	Laundry	17/01/2025	282.48
20/01/2025	340	Janitorial Direct	x2 Carefree Stride	20/01/2025	64.09
20/01/2025	341	Nichola Graham	Refund as agreed by Alex	20/01/2025	50.00
20/01/2025	342	DrainDoctor	Cleaned out the saniflo serving the kitchen sinks	20/01/2025	102.00
20/01/2025	350	B&M Waste Services	Bin Collection for December 2024	20/01/2025	245.80
20/01/2025	343	ASL	Photocopying & Printing	21/01/2025	41.99
20/01/2025	344	Amazon	Fan Heater & 2x Xpress Hand Towels (21 x 110 sheets)	21/01/2025	118.76
21/01/2025	351	British Gas	Gas Bill 05/12/2024 - 03/01/2025 (Town Hall)	21/01/2025	336.82
22/01/2025	352	British Gas	Electricity Bill 01/12/2024 - 31/12/2024	22/01/2025	1,223.20
24/01/2025	353	KMBC	PTC Salaries	24/01/2025	14,585.15
27/01/2025	345	Tricia Ackers	Reimbursement of Security Bond	27/01/2025	50.00
27/01/2025	346	Rachel Doyle	Reimbursement of Security Bond	27/01/2025	50.00
27/01/2025	354	Prism Solutions	IT Services	27/01/2025	277.81
28/01/2025	355	Peninsula Business	Health & Safety Training Package	28/01/2025	333.39
29/01/2025	348	Amazon	Febreze air fresheners x16 & A4 Mahogany Frame	29/01/2025	46.23
29/01/2025	349	Amazon	Pack of tea lights x10	29/01/2025	5.74
29/01/2025	347	ASL	Order of Black Colour Toner	29/01/2025	12.00
31/01/2025	356	T&H Power Products Ltd	Service on the Generator	31/01/2025	120.96
31/01/2025	359	TLC Southern Ltd	Microboil Smart 10L Boiling Water Unit - White	31/01/2025	588.00
03/02/2025	358	Lyreco	Office Supplies and Cleaning Products	03/02/2025	143.52
03/02/2025	357	Prima Cleaners	Laundry	03/02/2025	178.56
03/02/2025	374	CF Corporate Finance	Secondary Rental with RV Write Down	03/02/2025	77.40
03/02/2025	376	Prism Solutions	Telephones	03/02/2025	209.58
04/02/2025	361	Ken Parry Automation Limited	Re-adjust the barrier boom and carried out a service	04/02/2025	102.00
04/02/2025	360	Jodie Reed	Reimbursement of Security Bond	04/02/2025	50.00
04/02/2025	N/A	HSBC	Total Charges	04/02/2025	13.66
06/02/2025	362	WaterPlus	Water and Wastewater bill 03/01/2025 - 02/02/2025	06/02/2025	206.43
07/02/2025	363	Venue Lights	Beanz Professional SNOW5000 high volume snow machine	07/02/2025	949.00
10/02/2025	377	Peac UK Ltd	Printer Lease Rental	10/02/2025	162.33
12/02/2025	368	Amazon	Las 3 Brujas Limpicristals Glass Cleaner	12/02/2025	6.94
12/02/2025	367	Amazon	Ultra fine microfibre cloths for Glass Cleaner	12/02/2025	13.23
12/02/2025	366	Amazon	Powerful plunger heavy duty plunger	12/02/2025	7.44
12/02/2025	365	Amazon	Border biscuits 5 varieties twin pack 100	12/02/2025	35.99
12/02/2025	364	Prima Cleaners	Laundry	12/02/2025	229.08
13/02/2025	369	Fashosts	SSL Certificate Renewal - prescot-tc.gov.uk	13/02/2025	42.00
13/02/2025	370	IOS	Attended site as requested but unable to reset alarm	13/02/2025	144.00
17/02/2025	371	WaterPlus	Water and Wastewater bill - 14/01/2025 - 13/02/2025 - (Eaton Street)	17/02/2025	14.94
17/02/2025	372	Elie Butterworth	Reimbursement of Security Bond	17/02/2025	50.00
18/02/2025	373	KMBC	Elections	18/02/2025	9,982.51
18/02/2025	375	British Gas	Electricity Bill 01/01/2025 - 31/01/2025 (Town Hall)	18/02/2025	1,463.91
20/02/2025	394	B&M Waste Services	Bin Collection for January 2025	20/02/2025	245.80
24/02/2025	381	Prima Cleaners	Laundry	24/02/2025	146.16
24/02/2025	379	ASL	Photocopying & Printing	24/02/2025	91.67
24/02/2025	380	Amy-Jo Chilton	Reimbursement of Security Bond	24/02/2025	50.00
24/02/2025	384	KMBC	Purchase of play equipment for Eaton Street - Wheelchair Roundabout and seesaw	24/02/2025	80.00
24/02/2025	385	Louise Sephton	Wreath for Geoff Pollitt	24/02/2025	31.98
24/02/2025	383	Amazon	Roundup Fast Action Weedkiller Pump - 5 Litre	24/02/2025	14.59
24/02/2025	382	Amazon	3 Witchnes Cristales Glass Window Cleaner	24/02/2025	14.59
24/02/2025	385	KMBC	Annual website hosting/domain name/SSL Certificate for Love Prescot	24/02/2025	85.00
24/02/2025	378	The Quality Moving Group	Collection of 2x bags of confidential waste and 2x bags drop off	24/02/2025	37.20
24/02/2025	396	British Gas	Gas Bill 04/01/2025 - 04/02/2025	24/02/2025	513.61
24/02/2025	395	KMBC	PTC Salaries	24/02/2025	14,261.30
25/02/2025	387	Cleaning Services Ltd	Render Cleaning of Town Hall	25/02/2025	2,160.00
25/02/2025	397	Prism Solutions	IT Services	25/02/2025	283.93
25/02/2025	388	Shaw Compliance	Remove and refit Hyco water heater at Eaton Street Pavillion	27/02/2025	90.00
26/02/2025	389	Carequick	Boiler Repairs - Advan Vessel Heating Expansion Vessel 25L	27/02/2025	498.48
28/02/2025	390	Amazon	Fellowes Plasma A3 Guillotine & AED Defibrillator Projection Sign	28/02/2025	235.05
28/02/2025	392	Prima Cleaners	Laundry	28/02/2025	32.64
28/02/2025	391	Amazon	Wham Bam Re-Usable Black Storage Box	28/02/2025	11.39
03/03/2025	401	Amazon	18x Black Armbands, Mouring Black Armbands Funeral	03/03/2025	10.06
03/03/2025	400	Amazon	3x Funeral Skinny Black Ties	03/03/2025	23.67
03/03/2025	393	Louise Sephton	Funeral Wreath for Michael Friar	03/03/2025	80.00
03/03/2025	398	Shaw Compliance	Remove and fit new lighting & Emergency light testing (Town Hall)	03/03/2025	271.00
03/03/2025	408	Prism Solutions	Telephones	03/03/2025	209.32
05/03/2025	402	Coming Together	Community Fund Application	05/03/2025	500.00
06/03/2025	403	Sandra Chair Covers	20x 90 inch round table cloths - White	06/03/2025	246.00
07/03/2025	N/A	HSBC	Total Charges	07/03/2025	14.41
11/03/2025	404	WaterPlus	Water and Wastewater bill 03/02/2025 - 02/03/2025	11/03/2025	484.32
11/03/2025	405	AEG Maintenance	Service and Maintenance of the moving partition 10/03/2025 (Year 2/5)	11/03/2025	522.00
11/03/2025	406	Prima Cleaners	Laundry	11/03/2025	205.68
03/03/2025	399	Emma Bartram	Reimbursement of Security Bond	11/03/2025	50.00
11/03/2025	407	Helen Wilcock	Reimbursement of Security Bond	11/03/2025	50.00
13/03/2025	409	Amazon	Heavy Duty Wheelbarrow - Black	13/03/2025	69.95
14/03/2025	410	Amazon	Heavy Duty Latex Coated Work Gloves	14/03/2025	20.40
17/03/2025	411	Amazon	2x Bodyform Ultra Sanitary Towels (30x6 pack)	14/03/2025	36.79
17/03/2025	412	WaterPlus	Water and Wastewater Bill 14/02/2025 - 13/03/2025 (Eaton Street)	17/03/2025	10.33
18/03/2025	413	Amazon	Black Ribbon Pin Badge Funerals Black Brooch	18/03/2025	2.78
18/03/2025	417	Carequick	AC not heating	18/03/2025	248.88
18/03/2025	414	Amazon	Border biscuits 5 varieties twin pack 100	18/03/2025	27.89
18/03/2025	416	Prescot Photo Club	Community Fund Application	18/03/2025	500.00
18/03/2025	415	Kirby Skips Limited	8 skips delivered on Friday 14th March and Picked up by Monday 17th March	18/03/2025	1,920.00
18/03/2025	437	British Gas	Electricity Bill 01/02/2025 - 28/02/2025 (Town Hall)	18/03/2025	1,205.85
19/03/2025	418	Alex Spencer	Order of 130 Large Popples	19/03/2025	640.00
20/03/2025	420	Amazon	13" soft broom indoor sweeping brush	20/03/2025	19.96
20/03/2025	419	Amazon	Custom made sign	20/03/2025	18.98
20/03/2025	421	Amazon	5x Rubber doortop wedges	20/03/2025	11.15
20/03/2025	436	B&M Waste Services	Bin Collection for February 2025	20/03/2025	243.74
21/03/2025	422	SLCC	Membership Fee - Alex Spencer	21/03/2025	360.00
21/03/2025	438	British Gas	Gas Bill 05/02/2025 - 04/03/2025 (Town Hall)	21/03/2025	434.08
25/03/2025	426	Amazon	Heavy duty black cable ties x7 packs of 20	25/03/2025	50.96
25/03/2025	425	Sarah Hart	Reimbursement of Security Bond	25/03/2025	50.00
25/03/2025	424	Louise France	Reimbursement of Security Bond	25/03/2025	50.00
25/03/2025	439	Prism Solutions	IT Services	25/03/2025	283.93
24/03/2025	423	ASL	Photocopying & Printing	26/03/2025	43.91

Prescot Town Council

Payment List Quarter - January 2025 - March 2025

31/03/2025	429	Mollie Williams	Refund for Invoice 248-24/25	31/03/2025	6.00
31/03/2025	427	Kayleigh Sallery	Reimbursement of Security Bond	31/03/2025	50.00
31/03/2025	428	Golden Services Leaflet Distribution	Delivery of 6770 A6 flyers for Community Skip Days for Prescot North and South	31/03/2025	350.00
31/03/2025	433	Trade UK	6x Multi Purpose Compost, 10 pairs of Latex Gloves	31/03/2025	46.50
31/03/2025	434	Kirkby Skips Limited	8 skips delivered on Friday 28th March and Picked up by Monday 31st March	31/03/2025	1,920.00
31/03/2025	435	Prima Cleaners	Laundry	31/03/2025	168.84
31/03/2025	432	Friends of Prescot Cemetery & Churchyard	Community Fund Application	31/03/2025	500.00
31/03/2025	431	Prescot Cables JFC	Community Fund Application	31/03/2025	500.00
31/03/2025	430	Lady Margaret Bowling Club	Community Fund Application	31/03/2025	500.00

Actual Running Total (April to March) 650,157.22

January 2025 - March 2025 89,904.18

Approval Date	Payment Voucher No.	Supplier	Description	Date Cleared Bank Account	Gross
01/04/2025	1	KMBC	Business Rates - Town Hall	01/04/2025	8,825.28
01/04/2025	2	Lyreco	Office Supplies & Cleaning Products	01/04/2025	956.84
01/04/2025	18	Prism Solutions	Telephones	01/04/2025	209.28
02/04/2025	3	Lumalite	Installation 1 of Year 2 of 3 Year Contract for Festive Lighting	02/04/2025	816.00
02/04/2025	4	Prescot Festival	Donation towards Prescot Festival 2025	02/04/2025	1,000.00
02/04/2025	6	Deafness Resource Centre	Refund of Room Hire for 2024 - 2025	02/04/2025	96.00
03/04/2025	7	Prescot over 55's Deaf Club	Refund of Room Hire for 2024 - 2025	03/04/2025	209.00
03/04/2025	8	Janitorial Direct	x2 Carefree Stride 2000 5L	03/04/2025	64.09
04/04/2025	9	WaterPlus	Water and Wastewater bill 03/03/2025 - 02/04/2025 (Town Hall)	04/04/2025	223.77
N/A	N/A	HSBC	Total Charges	04/04/2025	12.13
09/04/2025	19	KMBC	PTC Salaries	09/04/2025	14,087.70
14/04/2025	10	Naomi Harrison	Reimbursement of Security Bond	14/04/2025	50.00
14/04/2025	11	Amazon	Tork Xpress Soft Multifold Hand Towels 21 x 110 sheets	14/04/2025	65.99
14/04/2025	12	Jodie Blackburn	Room Refund agreed by Alex	14/04/2025	300.00
14/04/2025	13	Prima Cleaners	Laundry	14/04/2025	81.60
14/04/2025	14	Streetwise UK	Honours Board Update	14/04/2025	55.00
14/04/2025	15	Everton in the Community	Refund of Room Hire for 2024 - 2025	14/04/2025	78.00
02/04/2025	5	Prescot Parish Church	Donation towards Town Clock	14/04/2025	500.00
15/04/2025	16	WaterPlus	Water and Wastewater bill 14/03/2025 - 13/04/2025 (Eaton Street)	15/04/2025	15.50
15/04/2025	17	John Pearlman	Reimbursement of Security Bond	15/04/2025	50.00
16/04/2025	20	ICS	Called out and fixed front door camera	17/04/2025	144.00
16/04/2025	21	Carol Anton	Refun of Inv 179-24/25	17/04/2025	140.50
17/04/2025	22	Fire Protection Services NW	Service of Fire Extinguishers and carrying out a Fire Risk Assessment at Prescot Town Hall	17/04/2025	100.00
17/04/2025	23	KMBC	Advertising Consent for Flagpoles at Prescot Town Hall	17/04/2025	379.00
17/04/2025	24	Louise Sephton	x116 Large Popples	17/04/2025	555.00
17/04/2025	40	British Gas	Electricity Bill 01/03/2025 - 31/03/2025	17/04/2025	1,069.98
22/04/2025	25	ASL	Photocopying & Printing	22/04/2025	233.67
22/04/2025	26	David Blanchflower	Undertake Internal Audit 2024/2025 for PTC on 14th April 2025	22/04/2025	320.00
22/04/2025	41	B&M Waste Services	Bin Collection for March 2025	22/04/2025	301.94
23/04/2025	27	Louise Sephton	Biscuits and Milk for Recruitment Event	23/04/2025	9.70
23/04/2025	28	Prima Cleaners	Laundry	23/04/2025	191.16
24/04/2025	30	Amazon	3 pack - plastic broom brackets	24/04/2025	6.99
23/04/2025	31	Amazon	x2 Premium Large First Aid Box	24/04/2025	38.98
23/04/2025	32	Amazon	Sink counter caddy, Glow in the dark Fire Extinguisher Sign	24/04/2025	17.18
25/04/2025	34	KMBC	HR & Employee Services SLA charge 01/04/2025 - 31/05/2026	24/04/2025	1,389.16
24/04/2025	42	British Gas	Gas Bill 05/03/2025 - 04/04/2025	24/04/2025	288.31
25/04/2025	36	Louise Sephton	Funeral Wreath for Bill Sommerfield	25/04/2025	70.00
25/04/2025	43	Prism Solutions	IT Services	25/04/2025	283.93
25/04/2025	35	One Stop Promotion	x2 Flagpoles, union flag and custom printed flag	25/04/2025	1,158.42
25/04/2025	33	Prima Cleaners	Laundry	29/04/2025	20.40

Actual Running Total 34,414.50

April 34,414.50

PRESCOT TOWN COUNCIL

FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE MEETING

15th MAY 2025

REPORT TITLE:

Facilities Bookings

BACKGROUND TO THE REPORT:

List of facilities bookings to be **NOTED** by members.

PURPOSE OF REPORT:

To provide Members with a schedule of bookings within the
Town Hall

REPORTS PREPARED BY:

Liam Johnson – Administration Officer

BOOKINGS - PRESCOT TOWN HALL

	NAME	WEEK COMMENCING	DATE	TIMES	ROOM	EVENT	NET INCOME
	Paul Fisher - Proud as Knowsley	30 December 2024	Thu/02/01/2025	2.00pm - 4.00pm	Council Chamber	Proud as Knowsley Group - LGBTQ Meeting	
	Prescot over 55's Deaf Club	30 December 2024	Fri/03/01/2025	12.30pm - 4.00pm	Multi Function	Deaf Club	£ 42.00
	Lynn Titherington - Slimming World	30 December 2024	Sat/04/01/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
	Ngozi Aneke & Godwin Okoro	30 December 2024	Sat/04/01/2025	2:00pm - 9:00pm	Multi Function	Wedding	£ 265.00
	Sean Porter-Lawson	30 December 2024	Sun/05/01/2025	12:30pm - 4:30pm	Multi Function	1st Birthday Party	£ 175.00
	KMBC - Prescot North Ward Surgery	06 January 2025	Tue/07/01/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 18.00
	FACE - Amanda Briscoe	06 January 2025	Wed/08/01/2025	9:30am - 3:30pm	Council Chamber	Art Class	
	FACE - Michelle Daly	06 January 2025	Wed/08/01/2025	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
	KMBC - Prescot South Ward Members Surgery	06 January 2025	Wed/08/01/2025	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke	£ 18.00
	FACE - Vicky Powell	06 January 2025	Thu/09/01/2025	9:15am - 2:45pm	Conference Room	GCSE Psychology Class	
	FACE - Amanda Briscoe	06 January 2025	Thu/09/01/2025	9:30am - 12:30pm	Multi Function	Art Class	
	Reed Wellbeing - David Crouch	06 January 2025	Thu/09/01/2025	9.45am - 11.45am	Council Chamber	Diabetes Prevention Programme	£ 36.00
	Prescot Town Council	06 January 2025	Fri/10/01/2025	4.00pm - 7.00pm	Multi Function	Winter Coats Pop up shop	
	Lynn Titherington - Slimming World	06 January 2025	Sat/11/01/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
	Nichola Graham	06 January 2025	Sat/11/01/2025	6:00pm - 12:00am	Multi Function	30th Birthday Party	£ 411.67
	Colin & Margaret Wilkinson	06 January 2025	Sun/12/01/2025	12.00pm - 5.00pm	Multi Function	Colin's 80th Birthday Party	£ 181.67
	Juanita Steel - Pilates	13 January 2025	Mon/13/01/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
	Sharon Swindels - Aerobics	13 January 2025	Mon/13/01/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00
	FACE - Amanda Briscoe	13 January 2025	Tue/14/01/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
	Cllr Jayne Edgar	13 January 2025	Tue/14/01/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
	Jenn Appleton - Kumon	13 January 2025	Tue/14/01/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
	Paul Murphy - Martial Arts	13 January 2025	Tue/14/01/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
	Friends of Prescot Cemetery	13 January 2025	Tue/14/01/2025	6.30pm - 7.30pm	Conference Room	Meeting	
	FACE - Amanda Briscoe	13 January 2025	Wed/15/01/2025	9:30am - 3:30pm	Council Chamber	Art Class	
	FACE - Michelle Daly	13 January 2025	Wed/15/01/2025	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
	Tracy Shirley - Drama	13 January 2025	Wed/15/01/2025	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 36.00
	Prescot Town Council	13 January 2025	Thu/16/01/2025	9.00am - 11:30am	Multi Function	Winter Coats Pop up shop	
	FACE - Vicky Powell	13 January 2025	Thu/16/01/2025	9:15am - 2:45pm	Conference Room	GCSE Psychology Class	
	FACE - Amanda Briscoe	13 January 2025	Thu/16/01/2025	9:30am - 12:30pm	Council Chamber	Art Class	
	Jenn Appleton - Kumon	13 January 2025	Thu/16/01/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
	Prescot Town Council	13 January 2025	Thu/16/01/2025	7.30pm - 9.00pm	Council Chamber	Finance Policy & Human Resources Committee	
	Paul Murphy - Martial Arts	13 January 2025	Thu/16/01/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
	Deafness Resource Centre - Naomi Webb	13 January 2025	Fri/17/01/2025	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 24.00
	Prescot over 55's Deaf Club	13 January 2025	Fri/17/01/2025	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 42.00
	Lynn Titherington - Slimming World	13 January 2025	Sat/18/01/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
	Friends of Eaton Street Park	20 January 2025	Mon/20/01/2025	11:30am - 2:30pm	Multi Function	Winter Warmer Soup and Sandwich Afternoon	
	Juanita Steel - Pilates	20 January 2025	Mon/20/01/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
	Sharon Swindels - Aerobics	20 January 2025	Mon/20/01/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00
	FACE - Amanda Briscoe	20 January 2025	Tue/21/01/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
	KMBC - Prescot North Ward Surgery	20 January 2025	Tue/21/01/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 18.00
	Jenn Appleton - Kumon	20 January 2025	Tue/21/01/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
	Paul Murphy - Martial Arts	20 January 2025	Tue/21/01/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
	Cllr Del Amall	20 January 2025	Tue/21/01/2025	6.30pm - 7.30pm	Conference Room	Labour Party Selection Meeting	
	Julie Harrison - KDC	20 January 2025	Wed/22/01/2025	9:00am - 3:30pm	Meeting Room	Interviews	£ 70.00
	FACE - Amanda Briscoe	20 January 2025	Wed/22/01/2025	9:30am - 3:30pm	Council Chamber	Art Class	
	FACE - Michelle Daly	20 January 2025	Wed/22/01/2025	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	

Michelle Brown - Line Dancing	20 January 2025	Wed/22/01/2025	2-15pm - 3-15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	20 January 2025	Wed/22/01/2025	5.00pm - 7.00pm	Multi Function	Drama Classes	£ 36.00
FACE - Vicky Powell	20 January 2025	Thu/23/01/2025	9-15am - 2-45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	20 January 2025	Thu/23/01/2025	9-30am - 12-30pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	20 January 2025	Thu/23/01/2025	3-30pm - 6-00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	20 January 2025	Thu/23/01/2025	7-30pm - 8-30pm	Multi Function	Martial Arts	£ 12.00
Lynn Titherington - Slimming World	20 January 2025	Sat/25/01/2025	7-00am - 11.00am	Multi Function	Slimming World	£ 100.00
Rachel Doyle	20 January 2025	Sat/25/01/2025	2.00pm - 6.00pm	Multi Function	5th Birthday Party	£ 150.00
Tricia Ackers	20 January 2025	Sun/26/01/2025	12-00pm - 4-00pm	Multi Function	25th Business Anniversary	£ 335.83
Juanita Steel - Pilates	27 January 2025	Mon/27/01/2025	6-00pm - 7-00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	27 January 2025	Mon/27/01/2025	7-30pm - 8-30pm	Multi Function	Aerobics Session	£ 18.00
FACE - Amanda Briscoe	27 January 2025	Tue/28/01/2025	10.00am - 12-30pm	Council Chamber	Flower Arranging	
Prescot South Ward Parish Cllrs Surgery - Green P	27 January 2025	Tue/28/01/2025	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Cllrs Surgery - Green Party	
Jenn Appleton - Kumon	27 January 2025	Tue/28/01/2025	3-30pm - 6-00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	27 January 2025	Tue/28/01/2025	6-30pm - 8-30pm	Multi Function	Martial Arts	£ 24.00
FACE - Amanda Briscoe	27 January 2025	Wed/29/01/2025	9-30am - 3-30pm	Council Chamber	Art Class	
FACE - Michelle Daly	27 January 2025	Wed/29/01/2025	1-00pm - 3-30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	27 January 2025	Wed/29/01/2025	2-15pm - 3-15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	27 January 2025	Wed/29/01/2025	5-00pm - 7-00pm	Multi Function	Drama Classes	£ 36.00
FACE - Vicky Powell	27 January 2025	Thu/30/01/2025	9-15am - 2-45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	27 January 2025	Thu/30/01/2025	9-30am - 12-30pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	27 January 2025	Thu/30/01/2025	3-30pm - 6-00pm	Multi Function	Kumon maths and english classes	£ 45.00
Prescot Town Council	27 January 2025	Thu/30/01/2025	6-00pm - 7-00pm	Council Chamber/Conference room	Prescot Town Council Meeting (Budget Meeting)	
Paul Murphy - Martial Arts	27 January 2025	Thu/30/01/2025	7-30pm - 8-30pm	Multi Function	Martial Arts	£ 12.00
Deafness Resource Centre - Naomi Webb	27 January 2025	Fri/31/01/2025	12-00pm - 2-00pm	Meeting Room	Deaf Services Drop In	£ 24.00
Prescot over 55's Deaf Club	27 January 2025	Fri/31/01/2025	12-30pm - 4-00pm	Multi Function	Deaf Club	£ 42.00
Lynn Titherington - Slimming World	27 January 2025	Sat/01/02/2025	7-00am - 11.00am	Multi Function	Slimming World	£ 100.00
Jodie Reed	27 January 2025	Sat/01/02/2025	6-00pm - 12-00am	Multi Function	60th Birthday Party	£ 380.00
Friends of Eaton Street Park	03 February 2025	Mon/03/02/2025	11-30am - 2-30pm	Multi Function	Winter Warmer Soup and Sandwich Afternoon	
Juanita Steel - Pilates	03 February 2025	Mon/03/02/2025	6-00pm - 7-00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	03 February 2025	Mon/03/02/2025	7-30pm - 8-30pm	Multi Function	Aerobics Session	£ 18.00
FACE - Amanda Briscoe	03 February 2025	Tue/04/02/2025	10.00am - 12-30pm	Council Chamber	Flower Arranging	
KMBC - Prescot North Ward Surgery	03 February 2025	Tue/04/02/2025	10-00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr I Smith	£ 18.00
Jenn Appleton - Kumon	03 February 2025	Tue/04/02/2025	3-30pm - 6-00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	03 February 2025	Tue/04/02/2025	6-30pm - 8-30pm	Multi Function	Martial Arts	£ 24.00
FACE - Amanda Briscoe	03 February 2025	Wed/05/02/2025	9-30am - 3-30pm	Council Chamber	Art Class	
FACE - Michelle Daly	03 February 2025	Wed/05/02/2025	9-30am - 12-15pm	Conference Room	Functional Skills English Class	
FACE - Michelle Daly	03 February 2025	Wed/05/02/2025	1-00pm - 3-30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	03 February 2025	Wed/05/02/2025	2-15pm - 3-15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	03 February 2025	Wed/05/02/2025	6-00pm - 7-00pm	Multi Function	Drama Classes	£ 18.00
FACE - Vicky Powell	03 February 2025	Thu/06/02/2025	9-15am - 2-45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	03 February 2025	Thu/06/02/2025	9-30am - 12-30pm	Multi Function	Art Class	
Reed Wellbeing - David Crouch	03 February 2025	Thu/06/02/2025	9-45am - 11-45am	Council Chamber	Diabetes Prevention Programme	£ 36.00
Paul Fisher - Proud as Knowsley	03 February 2025	Thu/06/02/2025	2-00pm - 4-00pm	Council Chamber	Proud as Knowsley Group - LGBTQ Meeting	
Jenn Appleton - Kumon	03 February 2025	Thu/06/02/2025	3-30pm - 6-00pm	Multi Function	Kumon maths and english classes	£ 45.00
Prescot Town Council	03 February 2025	Thu/06/02/2025	6-00pm - 7-30pm	Conference Room	Events Committee Meeting	
Paul Murphy - Martial Arts	03 February 2025	Thu/06/02/2025	7-30pm - 8-30pm	Multi Function	Martial Arts	£ 12.00

Prescot over 55's Deaf Club	03 February 2025	Fri/07/02/2025	11.30am - 4.30pm	Multi Function	Deaf Club - Grand Bingo	£ 60.00
Lynn Titherington - Slimming World	03 February 2025	Sat/08/02/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Sharon Swindels - Aerobics	10 February 2025	Mon/10/02/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00
FACE - Amanda Briscoe	10 February 2025	Tue/11/02/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
Clr Jayne Edgar	10 February 2025	Tue/11/02/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
Jenn Appleton - Kumon	10 February 2025	Tue/11/02/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	10 February 2025	Tue/11/02/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
Friends of Eaton Street Park	10 February 2025	Tue/11/02/2025	6.30pm - 8.30pm	Council Chamber	Meeting	
Friends of Prescot Cemetery	10 February 2025	Tue/11/02/2025	6.30pm - 7.30pm	Conference Room	Meeting	
FACE - Amanda Briscoe	10 February 2025	Wed/12/02/2025	9.30am - 3.30pm	Council Chamber	Art Class	
FACE - Michelle Daly	10 February 2025	Wed/12/02/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Michelle Daly	10 February 2025	Wed/12/02/2025	1.00pm - 3.30pm	Conference Room	English Language Development/ESOL Course	
KMBC - Prescot South Ward Members Surgery	10 February 2025	Wed/12/02/2025	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke	£ 18.00
Michelle Brown - Line Dancing	10 February 2025	Wed/12/02/2025	2.15pm - 3.15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	10 February 2025	Wed/12/02/2025	6.00pm - 7.00pm	Multi Function	Drama Classes	£ 18.00
FACE - Vicky Powell	10 February 2025	Thu/13/02/2025	9.15am - 2.45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	10 February 2025	Thu/13/02/2025	9.30am - 12.30pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	10 February 2025	Thu/13/02/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	10 February 2025	Thu/13/02/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
Lewis Hooper - Willowbrook Hospice	10 February 2025	Fri/14/02/2025	9.00am - 5.00pm	Council Chamber	Meeting	£ 105.83
Deafness Resource Centre - Naomi Webb	10 February 2025	Fri/14/02/2025	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 24.00
Prescot over 55's Deaf Club	10 February 2025	Fri/14/02/2025	12.30pm - 4.00pm	Multi Function	Deaf Club	£ 42.00
Lynn Titherington - Slimming World	10 February 2025	Sat/15/02/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Ellie Butterworth	10 February 2025	Sat/15/02/2025	2.00pm - 7.00pm	Multi Function	Baby Shower Winter Warmer Soup and Sandwich Afternoon	£ 283.33
Friends of Eaton Street Park	17 February 2025	Mon/17/02/2025	11.30am - 2.30pm	Multi Function		
Juanita Steel - Pilates	17 February 2025	Mon/17/02/2025	6.00pm - 7.00pm	Multi Function	Pilates	£ 18.00
KMBC - Prescot North Ward Surgery	17 February 2025	Tue/18/02/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 18.00
Jenn Appleton - Kumon	17 February 2025	Tue/18/02/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	17 February 2025	Tue/18/02/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
FACE - Michelle Daly	17 February 2025	Wed/19/02/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
Michelle Brown - Line Dancing	17 February 2025	Wed/19/02/2025	2.15pm - 3.15pm	Multi Function	Line Dancing Class	£ 18.00
Friends of Eaton Street Park - provisional if bad w	17 February 2025	Thu/20/02/2025	9.00am - 2.00pm	Multi Function	Half term Activities (if the weather is bad)	
Jenn Appleton - Kumon	17 February 2025	Thu/20/02/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	17 February 2025	Thu/20/02/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
Lynn Titherington - Slimming World	17 February 2025	Sat/22/02/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Amy-Jo Chilton	17 February 2025	Sun/23/02/2025	10.00am - 3.00pm	Multi Function	6th Birthday Party	£ 215.00
KMBC - Karen Duckworth	24 February 2025	Mon/24/02/2025	5.00pm - 8.00pm	Council Chamber/Conference room	Area Liaison Meeting	£ 108.17
Juanita Steel - Pilates	24 February 2025	Mon/24/02/2025	6.00pm - 7.00pm	Multi Function	Pilates	£ 18.00
FACE - Amanda Briscoe	24 January 2025	Tue/25/02/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
Prescot South Ward Parish Cllrs Surgery - Green P	24 January 2025	Tue/25/02/2025	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Cllrs Surgery - Green Party	
Jenn Appleton - Kumon	24 February 2025	Tue/25/02/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	24 February 2025	Tue/25/02/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
FACE - Amanda Briscoe	24 February 2025	Wed/26/02/2025	9.30am - 3.30pm	Council Chamber	Art Class	
FACE - Michelle Daly	24 February 2025	Wed/26/02/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Amanda Briscoe	24 February 2025	Wed/26/02/2025	10.00am - 12.30pm	Multi Function	Cake Decorating Class	
FACE - Michelle Daly	24 February 2025	Wed/26/02/2025	1.00pm - 3.30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	24 February 2025	Wed/26/02/2025	2.15pm - 3.15pm	Multi Function	Line Dancing Class	£ 18.00

Tracy Shirley - Drama	24 February 2025	Wed/26/02/2025	6.00pm - 7.00pm	Multi Function	Drama Classes	£ 18.00
Mollie Williams - Zumba	24 February 2025	Wed/26/02/2025	7.30pm - 8.30pm	Multi Function	Zumba Class	£ 18.00
FACE - Vicky Powell	24 February 2025	Thu/27/02/2025	9.15am - 2.45pm	Conference Room	GCSE Psychology Class	
Catherine Dawson - Willowbrook Hospice	24 February 2025	Thu/27/02/2025	9.00am - 4.00pm	Meeting Room	Meeting	£ 75.00
FACE - Amanda Briscoe	24 February 2025	Thu/27/02/2025	9.30am - 12.30pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	24 February 2025	Thu/27/02/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Prescot Town Council	24 January 2025	Thu/27/02/2025	6.00pm - 7.00pm	Council Chamber/Conference room	Prescot Town Council Meeting	
Paul Murphy - Martial Arts	24 February 2025	Thu/27/02/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
Deafness Resource Centre - Naomi Webb	24 February 2025	Fri/28/02/2025	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 24.00
Prescot over 55's Deaf Club	24 February 2025	Fri/28/02/2025	12.30pm - 4.00pm	Multi Function	Deaf Club	£ 42.00
Lynn Titherington - Slimming World	24 February 2025	Sat/01/03/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Emma Barttram	24 February 2025	Sat/01/03/2025	2.00pm - 6.00pm	Multi Function	5th Birthday Party	£ 150.00
Friends of Eaton Street Park	03 March 2025	Mon/03/03/2025	11.30am - 2.30pm	Multi Function	Winter Warmer Soup and Sandwich Afternoon	
Ann O'Hara - Everton in the Community	03 March 2025	Mon/03/03/2025	12.00pm - 2.00pm	Council Chamber	Falls Prevention	£ 24.00
Juanita Steel - Pilates	03 March 2025	Mon/03/03/2025	6.00pm - 7.00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	03 March 2025	Mon/03/03/2025	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 18.00
Breast Mates	03 March 2025	Tue/04/03/2025	9.00am - 2.00pm	Multi Function	Ceremony for Kings Award for Voluntary Service	£ 219.17
Prescot Town Council	03 March 2025	Tue/04/03/2025	9.20am - 10.30am	Council Chamber	Evelyn Primary - Meet & Greet with the Mayor & Town Clerk	
KMBC - Prescot North Ward Surgery	elled - due to Kings A	Tue/04/03/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr J Smith	£ 18.00
Jenn Appleton - Kumon	03 March 2025	Tue/04/03/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	03 March 2025	Tue/04/03/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
FACE - Amanda Briscoe	03 March 2025	Wed/05/03/2025	9.30am - 3.30pm	Council Chamber	Art Class	
FACE - Michelle Daly	03 March 2025	Wed/05/03/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Amanda Briscoe	03 March 2025	Wed/05/03/2025	10.00am - 12.30pm	Multi Function	Cake Decorating Class	
FACE - Michelle Daly	03 March 2025	Wed/05/03/2025	1.00pm - 3.30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	03 March 2025	Wed/05/03/2025	2.15pm - 3.15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	03 March 2025	Wed/05/03/2025	6.00pm - 7.00pm	Multi Function	Drama Classes	£ 18.00
Stephanie Lynch - Friends of Browns Field	03 March 2025	Wed/05/03/2025	6.00pm - 8.00pm	Council Chamber	Friends of KGV Prescot & Carr Lane Woods AGM	
Mollie Williams - Zumba	03 March 2025	Wed/05/03/2025	7.30pm - 8.30pm	Multi Function	Zumba Class	£ 18.00
FACE - Vicky Powell	03 March 2025	Thu/06/03/2025	9.15am - 2.45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	03 March 2025	Thu/06/03/2025	9.30am - 12.30pm	Council Chamber	Art Class	
Paul Fisher - Proud as Knowsley	03 March 2025	Thu/06/03/2025	2.00pm - 4.00pm	Council Chamber	Proud as Knowsley Group - LGBTQ Meeting	
Jenn Appleton - Kumon	03 March 2025	Thu/06/03/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	03 March 2025	Thu/06/03/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
Lynn Titherington - Slimming World	03 March 2025	Sat/08/03/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Juanita Steel - Pilates	10 March 2025	Mon/10/03/2025	6.00pm - 7.00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	10 March 2025	Mon/10/03/2025	7.30pm - 8.30pm	Multi Function	Aerobics Session	£ 18.00
FACE - Amanda Briscoe	10 March 2025	Tue/11/03/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
Helen Wilcock	10 March 2025	Tue/11/03/2025	11.30am - 4.30pm	Multi Function	Funeral / Wake	£ 210.00
Jenn Appleton - Kumon	10 March 2025	Tue/11/03/2025	3.30pm - 6.00pm	Council Chamber/Conference room	Kumon maths and english classes	£ 45.00
Friends of Prescot Cemetery	10 March 2025	Tue/11/03/2025	6.30pm - 7.30pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	10 March 2025	Tue/11/03/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
FACE - Amanda Briscoe	10 March 2025	Wed/12/03/2025	9.30am - 3.30pm	Council Chamber	Art Class	
FACE - Michelle Daly	10 March 2025	Wed/12/03/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Amanda Briscoe	10 March 2025	Wed/12/03/2025	10.00am - 12.30pm	Multi Function	Cake Decorating Class	
FACE - Michelle Daly	10 March 2025	Wed/12/03/2025	1.00pm - 3.30pm	Conference Room	English Language Development/ESOL Course	
KMBC - Prescot South Ward Members Surgery	10 March 2025	Wed/12/03/2025	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke	£ 18.00

Michelle Brown - Line Dancing	10 March 2025	Wed/12/03/2025	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	10 March 2025	Wed/12/03/2025	6:00pm - 7:00pm	Multi Function	Drama Classes	£ 18.00
Mollie Williams - Zumba	10 March 2025	Wed/12/03/2025	7:30pm - 8:30pm	Multi Function	Zumba Class	£ 18.00
FACE - Vicky Powell	10 March 2025	Thu/13/03/2025	9:15am - 2:45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	10 March 2025	Thu/13/03/2025	9:30am - 12:30pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	10 March 2025	Thu/13/03/2025	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	10 March 2025	Thu/13/03/2025	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 12.00
Deafness Resource Centre - Naomi Webb	10 March 2025	Fri/14/03/2025	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 24.00
Prescot over 55's Deaf Club	10 March 2025	Fri/14/03/2025	12:30pm - 4:00pm	Multi Function	Deaf Club	£ 42.00
Clir Mark Burke	10 March 2025	Fri/14/03/2025	2:00pm - 3:00pm	Council Chamber	Meeting with Prescot Photo Club	
Lynn Titherington - Slimming World	10 March 2025	Sat/15/03/2025	7:00am - 11:00am	Multi Function	Slimming World	£ 100.00
Friends of Eaton Street Park	17 March 2025	Mon/17/03/2025	11:30am - 2:30pm	Multi Function	Winter Warmer Soup and Sandwich Afternoon	
Juanita Steel - Pilates	17 March 2025	Mon/17/03/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	17 March 2025	Mon/17/03/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00
FACE - Amanda Briscoe	17 March 2025	Tue/18/03/2025	10:00am - 12:30pm	Council Chamber	Flower Arranging	
FACE - Mark Fallon	17 March 2025	Tue/18/03/2025	12:30pm - 3:00pm	Council Chamber	Sewing skills	
KMBC - Prescot North Ward Surgery	17 March 2025	Tue/18/03/2025	10:00am - 11:00am	Meeting Room	Prescot North Ward Surgery - Clir F Wynn	£ 18.00
Alison Love - Morecrofts LLP	17 March 2025	Tue/18/03/2025	2:00pm - 3:00pm	Meeting Room	Business Meeting	£ 18.00
Jenn Appleton - Kumon	17 March 2025	Tue/18/03/2025	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 45.00
Prescot Town Council	17 March 2025	Tue/18/03/2025	6:00pm - 7:30pm	Council Chamber	Events Committee Meeting	
Paul Murphy - Martial Arts	17 March 2025	Tue/18/03/2025	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 24.00
Friends of Eaton Street Park	17 March 2025	Tue/18/03/2025	6:30pm - 8:30pm	Council Chamber	Meeting	
Clir Del Arnall	17 March 2025	Tue/18/03/2025	6:30pm - 7:30pm	Conference Room	Labour Party Selection Meeting	
FACE - Amanda Briscoe	17 March 2025	Wed/19/03/2025	9:30am - 3:30pm	Council Chamber	Art Class	
FACE - Michelle Daly	17 March 2025	Wed/19/03/2025	9:30am - 12:15pm	Conference Room	Functional Skills English Class	
FACE - Amanda Briscoe	17 March 2025	Wed/19/03/2025	10:00am - 12:30pm	Multi Function	Cake Decorating Class	
FACE - Michelle Daly	17 March 2025	Wed/19/03/2025	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	17 March 2025	Wed/19/03/2025	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	17 March 2025	Wed/19/03/2025	6:00pm - 7:00pm	Multi Function	Drama Classes	£ 18.00
Mollie Williams - Zumba	17 March 2025	Wed/19/03/2025	7:30pm - 8:30pm	Multi Function	Zumba Class	£ 18.00
FACE - Vicky Powell	17 March 2025	Thu/20/03/2025	9:15am - 2:45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	17 March 2025	Thu/20/03/2025	9:30am - 12:30pm	Council Chamber	Art Class	
Clir Frances Wynn	17 March 2025	Thu/20/03/2025	12:00pm - 1:00pm	Multi Function	Clirs meeting with residents	
Jenn Appleton - Kumon	17 March 2025	Thu/20/03/2025	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	17 March 2025	Thu/20/03/2025	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 12.00
Lynn Titherington - Slimming World	17 March 2025	Sat/22/03/2025	7:00am - 11:00am	Multi Function	Slimming World	£ 100.00
Sarah-Jane Hart	17 March 2025	Sat/22/03/2025	2:00pm - 7:00pm	Multi Function	Family Reunion	£ 206.67
Louise France	17 March 2025	Sun/23/03/2025	12:00pm - 4:00pm	Multi Function	Baby Shower	£ 240.00
Ann O'Hara - Everton in the Community	24 March 2025	Mon/24/03/2025	12:00pm - 2:00pm	Multi Function	Falls Prevention	£ 24.00
Juanita Steel - Pilates	24 March 2025	Mon/24/03/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	24 March 2025	Mon/24/03/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00
FACE - Amanda Briscoe	24 March 2025	Tue/25/03/2025	10:00am - 12:30pm	Council Chamber	Flower Arranging	
Prescot South Ward Parish Clirs Surgery - Green P	24 March 2025	Tue/25/03/2025	10:00am - 11:00am	Meeting Room	Prescot South Ward Parish Clirs Surgery - Green Party	
FACE - Mark Fallon	24 March 2025	Tue/25/03/2025	12:30pm - 3:00pm	Council Chamber	Sewing skills	
FACE - Amanda Briscoe	24 March 2025	Tue/25/03/2025	1:00pm - 3:30pm	Conference Room	Cake Decorating Class	
Jenn Appleton - Kumon	24 March 2025	Tue/25/03/2025	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	24 March 2025	Tue/25/03/2025	6:30pm - 8:30pm	Multi Function	Martial Arts	£ 24.00

FACE - Amanda Briscoe	24 March 2025	Wed/26/03/2025	9:30am - 3:30pm	Council Chamber	Art Class	
FACE - Michelle Daly	24 March 2025	Wed/26/03/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Michelle Daly	24 March 2025	Wed/26/03/2025	1:00pm - 3:30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	24 March 2025	Wed/26/03/2025	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	24 March 2025	Wed/26/03/2025	6:00pm - 7:00pm	Multi Function	Drama Classes	£ 18.00
Mollie Williams - Zumba	Didn't turn up	Wed/26/03/2025	7:30pm - 8:30pm	Multi Function	Zumba Class	£ 18.00
FACE - Vicky Powell	24 March 2025	Thu/27/03/2025	9:15am - 2:45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	24 March 2025	Thu/27/03/2025	9:30am - 12:30pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	24 March 2025	Thu/27/03/2025	3:30pm - 6:00pm	Multi Function	Kumon maths and english classes	£ 45.00
Prescot Town Council	24 March 2025	Thu/27/03/2025	6:00pm - 7:00pm	Council Chamber/Conference room	Prescot Town Council Meeting	
Paul Murphy - Martial Arts	24 March 2025	Thu/27/03/2025	7:30pm - 8:30pm	Multi Function	Martial Arts	£ 12.00
Deafness Resource Centre - Naomi Webb	24 March 2025	Fri/28/03/2025	12:00pm - 2:00pm	Meeting Room	Deaf Services Drop In	£ 24.00
Prescot over 55's Deaf Club	24 March 2025	Fri/28/03/2025	12:30pm - 4:00pm	Multi Function	Deaf Club	£ 42.00
Prescot Town Council	24 March 2025	Fri/28/03/2025	4:00pm - 7:00pm	Multi Function	Communion Dresses	
Lynn Titherington - Slimming World	24 March 2025	Sat/29/03/2025	7:00am - 11:00am	Multi Function	Slimming World	£ 100.00
Kayleigh Sallery	24 March 2024	Sat/29/03/2025	4:00pm - 8:00pm	Multi Function	13th Birthday Party	£ 150.00
Friends of Eaton Street Park	31 March 2025	Mon/31/03/2025	11:30am - 2:30pm	Council Chamber/Conference room	Winter Warmer Soup and Sandwich Afternoon	
Ann O'Hara - Everton in the Community	31 March 2025	Mon/31/03/2025	12:00pm - 2:00pm	Multi Function	Falls Prevention	£ 24.00
Juanita Steel - Pilates	31 March 2025	Mon/31/03/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	31 March 2025	Mon/31/03/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00

Net Income £ 8,322.34
 Less bond £ 650.00
 Less TEN Licence £ -
 Total Net Income £ 7,672.34
 Annual Forecast (less Bond and TEN Licence) £ 29,228.21

BOOKINGS - EATON STREET PAVILION

Friends of Eaton Street Park	06 January 2025	Wed/08/01/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	13 January 2025	Wed/15/01/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	20 January 2025	Wed/22/01/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	27 January 2025	Wed/29/01/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	03 February 2025	Wed/05/02/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	10 February 2025	Wed/12/02/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	17 February 2025	Wed/19/02/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	17 February 2025	Thu/20/02/2025	8.00am - 4.00pm	Pavilion - Eaton Street	Half term Activities	
Friends of Eaton Street Park	24 February 2025	Wed/26/02/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	03 March 2025	Wed/05/03/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	10 March 2025	Wed/12/03/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	17 March 2025	Wed/19/03/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	
Friends of Eaton Street Park	24 March 2025	Wed/26/03/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	

Net Income	£	-
Less bond	£	-
Less TEN Licence	£	-
Total Net Income	£	-

Annual Forecast (less Bond and TEN Licence)

BOOKINGS - PRESCOT TOWN HALL

NAME	WEEK COMMENCING	DATE	TIMES	ROOM	EVENT	NET INCOME
KMBC - Prescott North Ward Surgery	31 March 2025	Tue/01/04/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr M Burke & Cllr J Smith	£ 18.00
FACE - Amanda Briscoe	31 March 2025	Tue/01/04/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
FACE - Mark Fallon	31 March 2025	Tue/01/04/2025	12:30pm - 3:00pm	Council Chamber	Sewing skills	
Jenn Appleton - Kumon	31 March 2025	Tue/01/04/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	31 March 2025	Tue/01/04/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
FACE - Amanda Briscoe	31 March 2025	Wed/02/04/2025	9.30am - 3.30pm	Council Chamber	Art Class	
FACE - Michelle Daly	31 March 2025	Wed/02/04/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Amanda Briscoe	31 March 2025	Wed/02/04/2025	10.00am - 12.30pm	Multi Function	Cake Decorating Class	
FACE - Michelle Daly	31 March 2025	Wed/02/04/2025	1.00pm - 3.30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	31 March 2025	Wed/02/04/2025	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 18.00
Tracy Shirley - Drama	31 March 2025	Wed/02/04/2025	6.00pm - 7.00pm	Multi Function	Drama Classes	£ 18.00
Mollie Williams - Zumba	31 March 2025	Wed/02/04/2025	7:30pm - 8:30pm	Multi Function	Zumba Class	£ 18.00
FACE - Vicky Powell	31 March 2025	Thu/03/04/2025	9.15am - 2.45pm	Conference Room	GCSE Psychology Class	
Paul Fisher - Proud as Knowsley	31 March 2025	Thu/03/04/2025	2.00pm - 4.00pm	Council Chamber	Proud as Knowsley Group - LGBTI+ Meeting	
Jenn Appleton - Kumon	31 March 2025	Thu/03/04/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	31 March 2025	Thu/03/04/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
Lynn Titherington - Slimming World	31 March 2025	Sat/05/04/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Naomi Harrison	31 March 2025	Sun/06/04/2025	11:30am - 4:30pm	Multi Function	Christening	£ 216.67
Ann O'Hara - Everton in the Community	07 April 2025	Mon/07/04/2025	12.00pm - 2.00pm	Multi Function	Falls Prevention	£ 20.00
Juanita Steel - Pilates	07 April 2025	Mon/07/04/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
Sharon Swindels - Aerobics	07 April 2025	Mon/07/04/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00
Cllr Jayne Edgar	07 April 2025	Tue/08/04/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr Jayne Edgar	
Jenn Appleton - Kumon	07 April 2025	Tue/08/04/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Friends of Prescott Cemetery	07 April 2025	Tue/08/04/2025	6:30pm - 7:30pm	Conference Room	Meeting	
Paul Murphy - Martial Arts	07 April 2025	Tue/08/04/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
KMBC - Prescott South Ward Members Surgery	07 April 2025	Wed/09/04/2025	1.00pm - 2.00pm	Meeting Room	Prescot South Ward Surgery - Cllrs J Burke & G Wickens	£ 18.00
Michelle Brown - Line Dancing	07 April 2025	Wed/09/04/2025	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 18.00
Mollie Williams - Zumba	07 April 2025	Wed/09/04/2025	7:30pm - 8:30pm	Multi Function	Zumba Class	£ 18.00
Jenn Appleton - Kumon	07 April 2025	Thu/10/04/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	07 April 2025	Thu/10/04/2025	7.30pm - 8.30pm	Multi Function	Martial Arts	£ 12.00
Deafness Resource Centre - Ruth Turner	07 April 2025	Fri/11/04/2025	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	07 April 2025	Fri/11/04/2025	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	07 April 2025	Sat/12/04/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Jodie Blackburn	07 April 2025	Sat/12/04/2025	2:00pm - 8:00pm	Multi Function	40th / 6th Birthday Party	£ 384.17
Friends of Eaton Street Park	14 April 2025	Mon/14/04/2025	11:30am - 2:30pm	Council Chamber/Conference room	Winter Warmer Soup and Sandwich Afternoon	
Ann O'Hara - Everton in the Community	14 April 2025	Mon/14/04/2025	12.00pm - 2.00pm	Multi Function	Falls Prevention	£ 20.00
Juanita Steel - Pilates	14 April 2025	Mon/14/04/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
KMBC - Prescott North Ward Surgery	14 April 2025	Tue/15/04/2025	10.00am - 11.00am	Meeting Room	Prescot North Ward Surgery - Cllr F Wynn	£ 18.00
John Pearlman	14 April 2025	Tue/15/04/2025	12.30pm - 5.00pm	Multi Function	Funeral	£ 182.50
Michelle Brown - Line Dancing	14 April 2025	Wed/16/04/2025	2:15pm - 3:15pm	Multi Function	Line Dancing Class	£ 18.00
Mollie Williams - Zumba	Cancelled late notice	Wed/16/04/2025	7:30pm - 8:30pm	Multi Function	Zumba Class	£ 18.00
Lynn Titherington - Slimming World	14 April 2025	Sat/19/04/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
FACE - Amanda Briscoe	21 April 2025	Tue/22/04/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
FACE - Mark Fallon	21 April 2025	Tue/22/04/2025	12:30pm - 3:00pm	Council Chamber	Sewing skills	
Jenn Appleton - Kumon	21 April 2025	Tue/22/04/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Paul Murphy - Martial Arts	21 April 2025	Tue/22/04/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00

FACE - Amanda Briscoe	21 April 2025	Wed/23/04/2025	9.30am - 3.30pm	Council Chamber	Art Class	
FACE - Michelle Daly	21 April 2025	Wed/23/04/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Amanda Briscoe	21 April 2025	Wed/23/04/2025	10.00am - 12.30pm	Multi Function	Cake Decorating Class	
FACE - Michelle Daly	21 April 2025	Wed/23/04/2025	1.00pm - 3.30pm	Conference Room	English Language Development/ESOL Course	
Michelle Brown - Line Dancing	21 April 2025	Wed/23/04/2025	2.15pm - 3.15pm	Multi Function	Line Dancing Class	£ 18.00
FACE - Vicky Powell	21 April 2025	Thu/24/04/2025	9.15am - 2.45pm	Conference Room	GCSE Psychology Class	
FACE - Amanda Briscoe	21 April 2025	Thu/24/04/2025	9.30am - 12.30pm	Council Chamber	Art Class	
Jenn Appleton - Kumon	21 April 2025	Thu/24/04/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Deafness Resource Centre - Ruth Turner	21 April 2025	Fri/25/04/2025	12.00pm - 2.00pm	Meeting Room	Deaf Services Drop In	£ 20.00
Prescot over 55's Deaf Club	21 April 2025	Fri/25/04/2025	12.30pm - 4.00 pm	Multi Function	Deaf Club	£ 35.00
Lynn Titherington - Slimming World	21 April 2025	Sat/26/04/2025	7.00am - 11.00am	Multi Function	Slimming World	£ 100.00
Enma Pilkington	21 April 2025	Sat/26/04/2025	2.00pm - 6:00pm	Multi Function	1st Birthday Party	£ 186.67
Jade Goddard	21 April 2025	Sun/27/04/2025	10.30am - 1.30pm	Multi Function	5th Birthday Party	£ 125.00
Ann O'Hara - Everton in the Community	28 April 2025	Mon/28/04/2025	12.00pm - 2.00pm	Multi Function	Falls Prevention	£ 20.00
Juanita Steel - Pilates	28 April 2025	Mon/28/04/2025	6:00pm - 7:00pm	Multi Function	Pilates	£ 18.00
Clir Joanne Burke	28 April 2025	Mon/28/04/2025	7:00pm - 9:00pm	Council Chamber	Green Party Meeting	
Sharon Swindels - Aerobics	28 April 2025	Mon/28/04/2025	7:30pm - 8:30pm	Multi Function	Aerobics Session	£ 18.00
Christine Smith - Huyton Job Centre DWP	28 April 2025	Tue/29/04/2025	9.00am - 2.00pm	Multi Function	Job Centre Plus/Crosby Training Recruitment Event	£ 116.67
Prescot South Ward Parish Clirs Surgery - Green P	28 April 2025	Tue/29/04/2025	10.00am - 11.00am	Meeting Room	Prescot South Ward Parish Clirs Surgery - Green Party	
FACE - Amanda Briscoe	28 April 2025	Tue/29/04/2025	10.00am - 12.30pm	Council Chamber	Flower Arranging	
FACE - Mark Fallon	28 April 2025	Tue/29/04/2025	12:30pm - 3:00pm	Council Chamber	Sewing skills	
Jenn Appleton - Kumon	28 April 2025	Tue/29/04/2025	3.30pm - 6.00pm	Multi Function	Kumon maths and english classes	£ 45.00
Prescot Town Council	28 April 2025	Tue/29/04/2025	6.00pm - 7.00pm	Council Chamber	Events Committee Meeting	
Paul Murphy - Martial Arts	28 April 2025	Tue/29/04/2025	6.30pm - 8.30pm	Multi Function	Martial Arts	£ 24.00
FACE - Amanda Briscoe	28 April 2025	Wed/30/04/2025	9.30am - 3.30pm	Council Chamber	Art Class	
FACE - Michelle Daly	28 April 2025	Wed/30/04/2025	9.30am - 12.15pm	Conference Room	Functional Skills English Class	
FACE - Amanda Briscoe	28 April 2025	Wed/30/04/2025	10.00am - 12.30pm	Multi Function	Cake Decorating Class	
FACE - Michelle Daly	28 April 2025	Wed/30/04/2025	1.00pm - 3.30pm	Conference Room	English Language Development/ESOL Course	
Tracy Shirley - Drama	28 April 2025	Wed/30/04/2025	6.00pm - 7.00pm	Multi Function	Drama Classes	£ 18.00

Net income £ 2,510.68
 Less bond £ 250.00
 Less TEN licence £ -
 Total Net Income £ 2,260.68
 Annual Forecast (less Bond and TEN Licence) £ 21,835.00

BOOKINGS - EATON STREET PAVILION

Jayne Scotson	31 March 2025	Wed/02/04/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	£ -
Jayne Scotson	07 April 2025	Wed/09/04/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	£ -
Jayne Scotson	14 April 2025	Wed/16/04/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	£ -
Jayne Scotson	21 April 2025	Wed/23/04/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	£ -
Jayne Scotson	28 April 2025	Wed/30/04/2025	9:00am - 4:00pm	Pavilion - Eaton Street	Park Pantry Community Food Club	£ -

Net Income £ -
Less bond £ -
Less TEN Licence £ -
Total Net Income £ -

Annual Forecast (less Bond and TEN Licence)

PRESCOT TOWN COUNCIL
FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE
15th MAY 2025

REPORT TITLE:

Proposed Annual Governance & Accountability Return 2024/25

BACKGROUND TO THE REPORT

The Accounts and Audit Regulations 2015 came into force on 1st April 2015 and are applicable for the Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2025. The regulations state that Council as a whole body must approve AGAR.

However, in consideration of Finance, Policy & HR Committee Members receiving quarterly budget information; it is customary for AGAR to be presented to Committee Members before submission to Council for resolution.

PURPOSE OF THE REPORT

This report provides Members with the proposed AGAR 2024/25 to be presented to Council on 29th May 2025, and seeks Member resolution that it is submitted for Council approval.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Proposed Annual Governance & Accountability Return 2024/25

1. INTRODUCTION

1.1 The Accounts and Audit Regulations 2015 came into force on 1st April 2015 and are applicable for the Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2025.

1.2 The regulations state that the Council as a whole body must approve the AGAR.

However, in consideration of Finance, Policy and HR Committee Members receiving quarterly budget information, it is customary that AGAR be presented to Members before submission to Council for resolution.

1.3 AGAR is comprised of four elements:-

- A. Annual Internal Audit Report
- B. Annual Governance Statement
- C. Annual Accounting Statement
- D. External Auditors Report and Certificate

1.4 A copy of Council's proposed AGAR 2024/25 submission is attached to this report.

2.0 A. Internal Audit Report

2.1 Council's Internal Auditor completed his inspection on 14th April 2025; and submitted his report to the Town Clerk shortly after.

2.2 A copy of the Internal Auditors Report 2024/25 is attached to this report.

2.3 In summary, having undertaken a review of Council's internal control arrangements and completed sample testing of arrangements relating to banking, booking and money processing, the internal auditor was of the opinion that adequate internal control arrangements were in place; and duly signed our Internal Audit Report as part of AGAR.

2.4 The Internal Auditor did however make recommendations relating to publication of expenditure over £500.00, approval of a Co-Option Policy and production of an Asset Management Strategy following a review of Council Assets. These recommendations are expected to be worked through and completed during 2025/26.

- 2.5 The Internal Audit Report directly contributes towards Council's Annual Governance Statement as it provides assurance to Members that Council has adequate internal controls in place.

3.0 B. Annual Governance Statement

- 3.1 Having due regard to Council's Internal Audit Report and Annual Accounting Statements as prepared by the Responsible Finance Officer, Council will agree/not agree that adequate internal controls are in place for the management of Council finances. This statement can only be approved by Council and is not delegated to Members of Finance, Policy and Human Resources Committee who may only make recommendations to Council

4.0 C. Annual Accounting Statement

- 4.1 The Responsible Finance Officer, having completed a closedown of accounts for 2024/25, will provide a financial summary for the 2023/24 and 2024/25 financial years, which must then be resolved by Full Council.
- 4.2 These accounts were reviewed **but not approved** by the Internal Auditor, and therefore remain unaudited until submission to PKF Littlejohn as external auditor.
- 4.3 Again, it is Full Council not Finance, Policy and Human Resources Committee which must resolve to the Annual Accounting Statement. Committee Members may however make recommendations for approval.

5.0 Recommendations

Members are recommended to:-

1. Recommend that the 2024/25 Internal Audit Report as presented is submitted to Council on 29th May 2025 for resolution.
2. Recommend that the Proposed 2024/25 AGAR as presented is submitted to Council on 29th May 2025 for resolution.
3. Note the contents of this report.



14 April 2025

Mr. A Spencer
Town Clerk
Prescot Town Hall
1 Warrington Road
Prescot
L34 5QX

Internal Audit Report 2024/25

I am pleased to confirm that I undertook the “Internal Audit” function in relation to the 2024/25 financial year on 14 April 2025. Acting independently, I have examined the systems of internal controls by undertaking the tests laid down and detailed in the Annual Audit Return. I would thank your Town Clerk Mr. Spencer and his staff who assisted in the conduct of the audit by providing me with all the necessary paperwork and documentation.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.


My main role is to provide assurance to the Council that the internal control environment is operating soundly.

As the Council’s Internal Auditor, I have a duty to complete the internal audit certificate in the Council’s Annual Return, which covers the basic financial systems and requires assurances in several separate areas. This report sets out the main areas of work examined during my visit to the Council.

Overall Conclusion

Based on my examination of your procedures and documentation I am happy to confirm that the Council’s systems of internal controls are effective and appropriate for the purpose intended. Your staff demonstrated a sound knowledge of all the systems and speedily produced all the documentation and information I requested. I have signed the Annual Audit Return confirming my satisfaction with your procedures but with some recommendations that should enhance your procedures.

I would ask that the Council give attention to the areas identified in the attached report, under the heading “RECOMMENDATIONS FOR CONSIDERATION BY COUNCIL”
I feel doing so would enhance the Councils procedures and ensure the future probity of the system.


Internal Auditor

Enc: Report of Audit findings and invoice.

**PRESCOT TOWN COUNCIL
INTERNAL AUDIT SUMMARY 2024/2025**

Maintenance of Accounting Records/ Bank Reconciliations / Payment Controls

The objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers.

I therefore:

- Checked a random sample of the transactions.
- Reviewed the timing and the accuracy of detail on the bank reconciliations.
- Are payments supported by invoices, authorised and minuted.
- Verified that VAT on payments had been identified, recorded and reclaimed.
- Examined the level of financial reserves maintained.

Findings:

- **From sample testing, VAT on payments had been identified, recorded and reclaimed. VAT was also correctly accounted for on Petty Cash payments.**
- **Receipts from room hire had been received and accounted for.**
- **It was noted that the recommendations in the 2023/24 Internal Audit relating to the necessity to produce a written Investment Strategy, had been addressed and such a document titled “Reserves and Investment Policy” produced. Adoption of this strategy not only ensures that an adequate level of reserve is always in place, but commitments council to investing surplus funds to generate a healthy income stream.**

Review of Corporate Governance and Risk Management

The objective is to ensure that the Council has a robust series of corporate governance documentation in place. That Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

I have therefore undertaken the following work in this area:

- A review of the minutes to identify any unusual financial activity.
- Minutes record the council conducting an annual risk assessment.
- Insurance cover appropriate and adequate?
- Internal financial controls documented and reviewed.

I reviewed of the minutes of the Full Council and Committee meetings for 2024/25 to identify if any issues exist that may have an adverse effect, through litigation or other causes, on the Council’s future financial stability and confirm no concerns were observed.

Findings:

- **The standing orders and financial regulations were in order and had been formally adopted by the Council.**
- **An annual risk assessment had been reported to Council.**

- Appropriate insurance was in place.

Review of Budgetary Control

My aim here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down. Also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

I have therefore undertaken the following work in this area:

- Has the Council prepared an annual budget in support of its precept?
- Is actual expenditure against the budget regularly reported to the Council?
- Are there any significant unexplained variances from budget?
- Has the RFO reported at least quarterly to Council Financial Statements which include budget comparisons?
- Has the RFO reported and explained any significant variations to Council?

Findings:

- It was noted that a detailed and comprehensive budget had been prepared and that there was regular reporting to the Council.
- It was noted for 2025/26 an appropriate Precept had been set to raise £314,133
- It was noted that the website did contain information on the 2025/26 precept.

Review of Income Controls

The aim here is to ensure that appropriate arrangements are in place for the identification of all income due to the Council that invoices are raised to recover that income and that monies are received and banked within a reasonable time limit.

Findings: It was seen that sound and effective procedures were in place and fully adhered to by staff.

RECOMMENDATIONS FOR CONSIDERATION BY COUNCIL

Website:

It was noted that that the website did not contain any information relating to “*expenditure over £500*” in respect of the 2024/25 financial year which is a legal requirement. The Council should ensure this information is on the website and updated on a regular monthly or quarterly basis.

Co-option Policy:

It was noted in discussions with the Town Clerk that a draft Co-option Policy, existed and I believe that formal adoption would be a positive step. Whilst there is no legal requirement to have such a policy, in the event of a council vacancy not being filled through the calling of an election, a clear and documented policy detailing how the vacancy could be filled through Co-

option is advantageous. This policy should outline key steps – advertisement of the vacancy, methods of submission by interested person(s) and how that person will be approved.

Town Council Assets and Asset Register:

I am satisfied that officers are keeping an accurate and detailed register of fixed assets and have discussed at length (with the Town Clerk) his approach to reporting the condition of council assets to Members.

I am aware that the Town Clerk is progressing an asset management plan which will ensure that assets are invested in or replaced depending on their estimated life expectancy at the point of purchase; which can only be a positive step in ensuring that Council is not placed at risk by having outdated or ineffective assets. I would recommend the Council progress this matter.

Reserves and Investment Strategy:

I am pleased that the recommendations of my 2023/24 audit have been taken on board and that a Reserves and Investment Strategy has been formally adopted by Council.

Adoption of this strategy not only ensures that an adequate level of reserve is always in place, but commitments council to investing surplus funds to generate a healthy income stream.


Having discussed Council finances at length with the Town Clerk, I am satisfied with his approach in having clarity between revenue budgets for the year, an adequate general reserve and surplus funds which gives council the flexibility to be invested into high interest bonds or committed to capital works to improve the estate or council assets.

Whilst the Strategy makes reference to investing funds at the beginning of or near to the start of each financial year (thereby maturing before the end of that year to coincide with the accounts closedown period), an alternative approach may be multiple investments over shorter periods during the year; thereby ensuring that Council will have more regular access to its funds and the income which they generate.

Overall Conclusion:

The Council does have procedures but needs to ensure its website and associated documentation are kept fully updated on a regular scheduled frequency as the website is the main source of information available to residents hence the legal requirement for the website to contain specific current and accurate information.

It would be informative if rather than just noting the Internal Audit report the Council minutes contained details of recommendations arising from the internal audit and indicated the action to be taken to address the recommendations.


Internal Auditor



INVOICE

**Undertake Internal Audit for Prescott Town Council
For the financial year 2024/2025 on 14th April 2025**

£320

BACS Payment to the following Account:

Account Number

Sort Code:

Santander Bank

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Prescot Town Council

https://www.prescot-tc.gov.uk/finance/annual-return/

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken 14/04/2025 Name of person who carried out the internal audit David Blanchflower

Signature of person who carried out the internal audit Date 14/04/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Prescot Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

29/05/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

https://www.prescot-tc.gov.uk/finance/annual-return/ SITE WEBSITE ADDRESS

Section 2 – Accounting Statements 2024/25 for

Prescot Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	354,854	402,420	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	338,061	334,337	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	48,226	45,105	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	168,774	172,186	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	34,010	34,010	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	135,937	137,823	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	402,420	437,842	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	381,889	413,618	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	851,395	849,973	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	276,842	251,463	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 29/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

29/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Prescot Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

PRESCOT TOWN COUNCIL**FINANCE, POLICY AND HUMAN RESOURCES
COMMITTEE****15th MAY 2025****REPORT TITLE:**

Review of Town Council Fixed Assets

BACKGROUND TO THE REPORT

During the 2025/26 Budget Setting Process, Members sought a review of Council's fixed assets to determine their condition and Council's potential financial exposure if assets required replacement.

PURPOSE OF THE REPORT

This report informs Members on the condition of Council's fixed assets, and outlines Council's potential financial exposure if assets categorised as "Fair" or "Poor" were to be replaced.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Review of Town Council Fixed Assets

1. INTRODUCTION

- 1.1 Each January, Members meet to discuss budget proposals and the required precept demand for the forthcoming year.
- 1.2 During the 2025/26 budget setting process, Members raised concerns regarding proposed capitals works and their estimated costs. In the main, these works focussed on replacing “big ticket” items such as the fire escape stairwell to the rear to Prescott Town Hall or replacement fire alarm system.
- 1.3 However, for completeness, Members tasked the Town Clerk with completing a review of Council’s fixed assets so that their condition could be fully assessed and, should they require replacement, that Council’s potential financial exposure could be stated.
- 1.4 Appendix One and Two to this report provides a full breakdown for each asset. A copy of Council’s proposed AGAR 2024/25 submission is attached to this report.

2.0 REVIEW PROCESS AND FINDINGS

- 2.1 The Town Clerk working alongside Council’s Administration Officer has completed a review of Council’s fixed assets. The methodology used as part of this review was:
 - a. Refer to council’s fixed asset register
 - b. For each asset on the register:
 - i. State the year of purchase
 - ii. State the assigned life expectancy
 - iii. Determine condition – Good, Fair or Poor
 - iv. Determine whether the asset is working beyond or within assigned life expectancy
 - v. Determine financial exposure to replace
- 2.2 Full details of the review can be seen as Appendix One and Appendix Two to this report. However, by way of summary findings
 - a. A total of 70 assets have been entered onto Council’s fixed asset register with purchases dating back to 1996.
 - b. Of these 70 assets, 15 have been written off owing to their age and/or condition.

- c. At the time of writing therefore, Council has 55 “live” assets with a value of £867,472.58.
- d. Of the 55 assets, the earliest recorded purchase year was 2012. This applies to three assets with an assigned life expectancy of 5 years, 5 years and 50 years (for Prescott Town Hall), demonstrating for 2 assets at least, they are working significantly beyond their life expectancy.
- e. With regards to the life expectancy of assets, 29 of the 55 are working beyond their assigned life expectancy at the point of purchase. Significantly however of these 29 assets, 17 have been categorised as being in “Good” condition, 7 as “Fair” and 5 as “Poor” indicating that the assets are well maintained or that the assigned life expectancy at the point of purchase was incorrect.
- f. Of Council’s 55 assets, 41 have been categorised as being in a “Good” condition. However, 17 of these are working beyond their assigned life expectancy, with the oldest working 5 years more than originally assigned (this applies to 4 assets)
- g. In terms of assessing Council’s potential financial exposure, officers have focussed on those assets categorised as being in a “Fair” or “Poor” condition **regardless** of assigned life expectancy. To replace these assets, £11,960.94 would be required based on asset purchase price.

3.0 CONCLUSIONS

- 3.1 Having reviewed Council’s fixed asset register it is clear that some assets are working beyond their assigned life expectancy at the point of purchase; but despite this remain in a “Good” or “Fair” condition.
- 3.2 However, in assessing Council’s potential financial exposure, officers have focussed on those assets which have been assessed as being in a “Fair” or “Poor” condition regardless of the year they were purchased or their assigned life expectancy. To replace these assets would mean investment of £11,960.94 based on the purchase price of the asset; although with changes to cost of living and inflation, this figure is likely to be considerably more.

4.0 RECOMMENDATIONS

Members are recommended to:-

- 1. Note the contents of this report and accompanying appendices.

Appendix One : Council Fixed Assets – Purchase, Life Expectancy, Write off, Condition and Financial Exposure

Year Asset Purchased	Number of Assets Purchased in Year	Assigned Life Expectancy at Purchase				Assets Written Off Since Purchase	Remaining Assets		Condition of Remaining Assets			Financial Exposure (£) Replacement of Fair and Poor Assets
		3 Years or lower	5 Years	10 Years	10 Years or More		Number	Value	Good	Fair	Poor	
2012	5	2	2	0	1	2	3	747,580.65	1	2	0	996.65
2013	2	2	0	0	0	2	0	0.00	0	0	0	0.00
2014	18	1	9	7	1	7	11	51,849.12	5	3	3	4,906.12
2015	6	1	3	1	1	2	4	7,088.52	3	1	0	950.00
2016	4	1	1	2	0	2	2	1,333.51	1	1	0	583.51
2017	6	3	2	1	0	0	6	3,244.83	5	1	0	548.00
2018	2	0	2	0	0	0	2	1,715.46	0	0	2	1,715.46
2019	1	1	0	0	0	0	1	1,089.77	1	0	0	0.00
2020	2	1	1	0	0	0	2	1,360.50	2	0	0	0.00
2021	10	2	5	3	0	0	10	7,871.79	9	1	0	2,261.20
2022	2	0	2	0	0	0	2	900.00	2	0	0	0.00
2023	6	0	1	5	0	0	6	8,102.92	6	0	0	0.00
2024	6	0	2	4	1	0	6	17,835.51	6	0	0	0.00
TOTAL	70	14	30	23	4	15	55	849,972.58	41	9	5	11,960.94

Appendix Two : Working Life of Fixed Assets and Financial Exposure

Working Life of Asset (Asset working above of within expected life)	Good		Fair		Poor	
	Number	Financial Exposure (£)	Number	Financial Exposure (£)	Number	Financial Exposure (£)
10+	0	0.00	0	0.00	0	0.00
9+	0	0.00	0	0.00	0	0.00
8+	0	0.00	2	996.65	0	0.00
7+	0	0.00	0	0.00	0	0.00
6+	0	0.00	3	2,523.49	1	99.99
5+	4	2,876.84	1	950.00	0	0.00
4+	1	750.00	0	0.00	0	0.00
3+	3	2,289.76	0	0.00	0	0.00
2+	1	725.00	0	0.00	2	1,715.46
1+	6	2,898.00	1	591.90	2	2,274.25
0	2	1,326.50	0	0.00	0	0.00
Within Expected Life	24	827,895.54	2	2,809.20	0	0.00
TOTAL	41	838,761.64	9	7,871.24	5	4,089.70

