

PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 29th MAY 2025** in **PRESCOT TOWN HALL**, commencing at **6.02 P.M.**

ELECTED MEMBERS PRESENT

Councillors J. Burke, M. Burke, P. Cook, J. Edgar, P. Goodwin, T. Murray, I. Smith, T. Smith, P. Shaw M. Sommerfield, G. Wickens and F. Wynn.

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)

ALSO IN ATTENDANCE

1 x Members of the Public

<u>1.</u>	<u>ELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2025/26</u> It was UNANIMOUSLY RESOLVED that Cllr G. Wickens be elected to serve as Mayor of Prescott for the 2025/26 Civic Year.
<u>2.</u>	<u>MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u> Cllr G. Wickens duly signed the acceptance of office book to officially accept the office of Town Mayor.
<u>3.</u>	<u>TO RECEIVE APOLOGIES</u> No apologies were received.
<u>4.</u>	<u>DECLARATIONS OF INTEREST</u> Declarations of Interest were received from the following: - <ul style="list-style-type: none">• Cllr J. Burke for Item 19 Funding Applications• Cllr M. Burke for Items 17 Planning Applications and 19 Funding Applications• Cllr P. Cook for Item 19 Funding Applications• Cllr T. Murray for Item 19 Funding Applications• Cllr I. Smith for Item 17 Planning Applications and 18 Planning Decisions• Cllr T. Smith for Item 19 Funding Applications.

<u>5.</u>	<p><u>VOTE OF THANKS TO THE RETIRING MAYOR</u></p> <p>On behalf of Members the Mayor gave a vote of thanks to the outgoing Mayor Cllr M. Burke and thanked him for his work, service and fund raising throughout the 2024/25 civic year alongside her consorts during her term in office.</p> <p>Cllr J. Burke echoed the thanks of the Mayor and stated how proud she had been of Cllr M Burke in serving Prescotians during his term in office; and despite him being previously elected as Mayor during the Covid-19 Pandemic, was thankful that he had the opportunity to serve for a second term and fully experience the prestigious role.</p> <p>Cllr I. Smith echoed the views of Cllr J. Burke, recognising that Cllr M. Burke had served the town with distinction and he was pleased Cllr M Burke had the opportunity to fully experience the role of Mayor.</p> <p>Cllr M Burke presented Cllr T Murray with a bouquet of flowers and a former Mayor badge in thanks and recognition of her service.</p> <p>In response, Cllr M Burke said it had been a huge honour and privilege to serve as the Mayor of Prescot. That he had attended wonderful events ranging from school functions, the Prescot Carnival and Mayor's March and that he was proud to have raised so much money as part of the Mayor's Charity. Cllr M. Burke wished the new Mayor the best of luck during his tenure.</p>
<u>6.</u>	<p><u>ELECTION OF DEPUTY TOWN MAYOR FOR THE CIVIC YEAR 2025/26</u></p> <p>It was UNANIMOUSLY RESOLVED that Cllr Paul Goodwin be elected to the Office of Deputy Town Mayor for the civic year 2025/26.</p>
<u>7.</u>	<p><u>DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u></p> <p>Cllr. P Goodwin duly signed the acceptance of office book to officially accept the office of Deputy Town Mayor.</p>
<u>8.</u>	<p><u>MINUTES OF THE PREVIOUS COUNCIL MEETING</u></p> <p>It was UNANIMOUSLY RESOLVED that the minutes of the previous Council meeting held on 27th March 2025 be APPROVED AND SIGNED as a true and accurate record of the business transacted.</p>
<u>9.</u>	<p><u>MINUTES OF THE COMMITTEES</u></p> <p>It was UNANIMOUSLY RESOLVED to NOTE the minutes of:-</p> <ol style="list-style-type: none"> 1. (DRAFT) Events Committee – 29th April 2025 2. (DRAFT) Finance, Policy and Human Resources Committee – 15th May 2025

<p><u>10.</u></p>	<p><u>REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE 2025/26</u></p> <p>In accordance with Standing Order 5J iv, Council is required to review the terms of Reference for committees and appointment of Members to those committees</p> <p>It was UNANIMOUSLY RESOLVED that:-</p> <ol style="list-style-type: none"> 1. Council would continue to have an Events Committee and Finance, Policy and HR Committee during 2025/26. 2. The terms of reference for each committee were accurate. 3. The number of Members sitting on Events Committee would remain the same as in 2024/25; and would be comprised of the following Members:- <ul style="list-style-type: none"> Cllr J. Burke Cllr M. Burke Cllr P. Cook Cllr J. Edgar Cllr P. Goodwin Cllr T. Murray Cllr T. Smith Cllr M. Sommerfield 4. The number of Members sitting on Finance, Policy and HR Committee would remain the same as in 2024/25; and would be comprised of the following Members:- <ul style="list-style-type: none"> Cllr J. Burke Cllr M. Burke Cllr P. Goodwin Cllr T. Murray Cllr P. Shaw Cllr I. Smith Cllr T. Smith Cllr M. Sommerfield Cllr G. Wickens
<p><u>11.</u></p>	<p><u>REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS 2024/25</u></p> <p>In accordance with Standing Order 5J v, Council is required to review Council's Standing Orders.</p> <p>In accordance with Finance Regulation 18.1, a review of Council's Financial Regulations is required.</p>

	<p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations of the report being:-</p> <ol style="list-style-type: none"> 1. Members reviewed and agreed Standing Orders and Financial Regulations for the civic year 2025/26.
<u>12.</u>	<p><u>REPRESENTATIVES TO OUTSIDE BODIES 2025/26</u></p> <p>In accordance with Standing Order 5J vi, Council is required to review representation on or work with external bodies and arrangements for reporting back.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations of the report being: -</p> <ol style="list-style-type: none"> 1. That the Town Clerk continues to attend meetings of organisations stated at Appendix One to the report.
<u>13.</u>	<p><u>COUNCIL MEETING SCHEDULE 2025/26</u></p> <p>In accordance with Standing Order 5J vii, Council is required to determine the time and place of ordinary meetings of the Council, up to and including the next Annual Meeting of Council.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations of the report being: -</p> <ol style="list-style-type: none"> 1. That meetings of Events Committee within the municipal calendar will not have a fixed date, but will instead be stated as "To Be Confirmed" with the Deputy Town Clerk seeing Member availability. 2. That meetings of Council and Finance, Policy and Human Resources Committee will proceed on the dates and times as presented.
<u>14.</u>	<p><u>ANNOUNCEMENTS FROM THE LEADER</u></p> <p>The Leader provided an update on the success of the school uniform and winter coat recycling projects; and gave thanks to the people of Prescot who had fully backed both initiatives, had supported those in need and had helped achieved one aim of the project by reducing clothes sent to landfill.</p>

15. ANNOUNCEMENTS FROM THE TOWN CLERK

Local Democracy Project 2025

The Town Clerk confirmed that all Prescott Primary Schools had committed to participating in the 2025 Local Democracy Project.

Councillor availability to support each day of the project would be sought, and the Town Clerk would arrange a briefing session for councillors to run through the format of the project prior to councillors taking part.

16. MAYORAL ENGAGEMENTS

None

17. PLANNING APPLICATIONS

Cllr M. Burke, I. Smith and F. Wynn left the meeting

Application Ref	Location	Comments
25/00022/FUL	1-8 Woodcroft Way Prescot	Members continue to express concerns on behalf of residents and wish for Planning to be notified.
25/00146/FUL	10 Laurel Road Prescot	No Comments
25/00157/FUL	26 Derwent Avenue Prescot	No Comments
18/00805/NMA1	46 High Street Prescot	No Comments
25/00153/FUL	2 Fazakerley Road Prescot	No Comments
24/00678/FUL	23 Vining Road Prescot	No Comments
25/00219/FUL	108 St James Street Prescot	No Comments
25/00214/CLD	2 Layton Way Prescot	No Comments
25/00041/FUL	53 Houghton Street Prescot	No Comments

	25/00235/CLD	John Joseph Powell Nursing and Care Centre 11A High Street Prescot	No Comments
	25/00260	59 Kemble Street Prescot	No Comments
18.	<p><u>PLANNING DECISIONS</u></p> <p>No Planning Decisions were received.</p> <p>Cllr M. Burke, I. Smith and F. Wynn rejoined the meeting</p>		
19.	<p><u>COMMUNITY FUNDING BIDS</u></p> <p>Cllrs J. Burke, M. Burke, P. Cook, T. Murray and I. Smith left the meeting when the application was being discussed for which they had declared an interest.</p> <p>1. Friends of Eaton Street Park who was seeking £500.00 to help support their Sunday Café project with the purchase of a coffee machine, cups and saucers and parasols.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the sum of £500.00 for the funding application from the Friends of Eaton Street Park.</p> <p>2. Friends of Molyneux Drive Woodland and Forestry Space who was seeking £500.00 to contribute towards the purchase of two portable power stations.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the sum of £500.00 for the funding application from Friends of Molyneux Drive Woodland and Forestry Space.</p> <p>3. Green Fingers Community Allotment Plot who was seeking £500.00 for installation costs of fencing around the community site.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the sum of £500.00 for the funding application from Friends of Molyneux Drive Woodland and Forestry Space.</p> <p>4. The Park Pantry Community Food Club who was seeking £500.00 to support the work of the club through the purchase of shelving, storage boxes, metal cart and ramp.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the sum of £500.00 for the funding application from The Park Pantry Food Club.</p>		

	<p>5. Prescot Mission Christmas who was seeking £500.00 to support the work of group through the purchase of butchers vouchers.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the sum of £500.00 for the funding application from Prescot Mission Christmas</p>
<u>20.</u>	<p><u>ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024/25</u></p> <p>The Town Clerk presented the Annual Governance and Accountability Return 2023/24 to Members.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations of the report.</p> <ol style="list-style-type: none"> 1. That Members REVIEW Council's 2024/25 Internal Audit Report 2. AGREE Section One – Annual Governance Statement 3. AGREE Section Two – Annual Accounting Statement 4. AGREE that 2024/25 Annual Governance and Accountability Return be submitted to PKF Littlejohn. 5. AGREE that AGAR be published in accordance with the Exercise of Public Rights 6. NOTE the contents of the report.
<u>21.</u>	<p><u>REPORT OF THE INDEPENDENT RENUMERATIONS PANEL 2025</u></p> <p>The Town Clerk presented the Report of The Independent Remunerations Panel 2025 to Members.</p> <p>It was UNANIMOUSLY RESOLVED to AGREE the recommendations of the report being: -</p> <ol style="list-style-type: none"> 1. That Members should continue to receive no basic allowance; but reasonable out of pocket expenses could be claimed for during the civic year 2025/26.
<u>22.</u>	<p><u>MOTION FROM CLLR. J. BURKE – SCHOOL UNIFORM AND WINTER COAT RECYCLING INITIATIVE</u></p> <p>Cllr J. Burke proposed a motion whereby Council committed an annual funding allocation of £1,000.00 towards the school uniform and winter coat recycling initiatives; and that this allocation become a budget line within Council's annual revenue budget.</p> <p>It was UNANIMOUSLY RESOLVED to APPROVE the motion.</p>

23.	<p><u>PROPOSED CHRISTMAS CLOSEDOWN 2025</u></p> <p>Members considered the report of the Town Clerk which sought approval for the closure of Prescott Town Hall from 5:00pm on Tuesday 23rd December 2025 to 9:00am on Monday 5th January 2026, with Members further agreeing to the awarding of two ex-gratia concessionary days during this period.</p> <p>It was RESOLVED to AGREE the recommendations of the report being: -</p> <ol style="list-style-type: none"> 1. That Prescott Town Hall would close from 5:00pm on Tuesday 23rd December 2025 to 9:00am on Monday 5th January 2026. 2. That two ex-gratia days would be awarded to officers during this period 3. That officers would be required to use three days annual leave during this period 4. That officers would contact room hirers and potential room hirers to make them aware that Prescott Town Hall would be closed during this period. 5. That the report be noted.
24.	<p><u>PROPOSED FLAG FLYING AT PRESCOT TOWN HALL</u></p> <p>The Town Clerk presented a report proposing flags which should be flown during the 2025/26 civic year; with a further proposal that a Flag Flying Policy should be drafted and presented to Members of Finance, Policy and Human Resources Committee for approval.</p> <p>It was RESOLVED that:-</p> <ol style="list-style-type: none"> 1. Only the Union Flag and Prescott Town Council flag would fly outside Prescott Town Hall; and that all other flags including those relating to Saints Days and national/local events would not be flown. 2. The Town Clerk produce a Flag Flying Policy to reflect the resolution of Council. 3. The report be noted.
25.	<p><u>REVIEW OF TOWN COUNCIL FIXED ASSETS</u></p> <p>The Town Clerk presented a report to Members outlining the condition of fixed assets – “Good” “Fair” or “Poor” and estimated financial exposure of circa £12,000.00 to replace those assets categorised as “Fair” or “Poor”</p> <p>It was UNANIMOUSLY RESOLVED to NOTE the contents of the report.</p>
26.	<p><u>DRAFT ANNUAL REPORT 2024/25</u></p> <p>Members considered the draft Annual Report 2024/25 as presented by the Town Clerk.</p> <p>It was UNANIMOUSLEY RESOLVED to</p>



	<ol style="list-style-type: none"> 1. Amend the Town Clerk Statement to incorporate that Cllr Bill Sommerfield was a two-time Mayor of Prescott; and to include the passing of former Town Clerk Geoff Pollitt 2. Amend the Local Democracy Section to include a statement that the Local Democracy Project was started in 2019 by Dan Wilson and Cllr Joanne Burke. 3. Incorporate amendments as provided by Cllr M. Burke prior to the meeting 4. Approve the remaining sections of the report as presented, subject to approval of the Parks and Open Spaces Statement as presented at Item 30 of the meeting.
<u>27.</u>	<p><u>TREASURY MANAGEMENT REPORT</u></p> <p>The Town Clerk presented a report providing Members with options for the investment of Council funds, in accordance with Council's Reserves and Investment Policy.</p> <p>It was UNANIMOUSLY RESOLVED to:-</p> <ol style="list-style-type: none"> 1. Make an investment of £188,000.00 for a period of 6 months with United Trust Bank, and, upon maturity, make a further investment for a period of 3 months – thereby coinciding with Council's accounts closedown period 2. Note the contents of the report.
<u>28.</u>	<p><u>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</u></p> <p>By virtue of Standing Order 3D, that members of the press and public be excluded for the remainder of the meeting given the confidential nature of the business to be transacted or for other special reasons.</p>
<u>29.</u>	<p><u>QUOTATIONS FOR THE CONSTRUCTION OF RECEPTION AREA WITHIN PRESCOT TOWN HALL</u></p> <p>The Town Hall, in accordance with Council's Financial Regulations, presented quotations to Members for the construction of a reception area at the entrance of Prescott Town Hall.</p> <p>It was UNANIMOUSLY RESOLVED to:-</p> <ol style="list-style-type: none"> 1. Appoint Everbuild Construction Ltd to undertake works 2. Note the contents of the report.

30.	<p><u>ANNUAL REPORT 2024/25 – PARKS AND OPEN SPACES STATEMENT</u></p> <p>The Town Clerk presented a proposed statement on Parks and Open Spaces for inclusion in the Annual Report 2024/25.</p> <p>It was UNANIMOUSLY RESOLVED to:-</p> <ol style="list-style-type: none"> 1. Approve the statement as presented and include within the Annual Report 2024/25.
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The meeting closed at 8:05 p.m.

Dated: 26th June 2025

Signed:.....
 Cllr ~~Mark Burke~~ (Mayor of Prescott)
 Graham Wickens