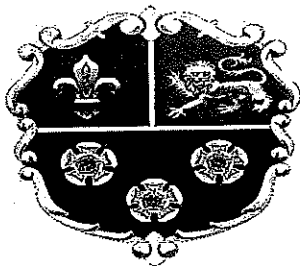


# PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk)

Dated this 19<sup>th</sup> Day of June 2025

To the Mayor and Members of Prescot Town Council

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YOU ARE HEREBY SUMMONED TO ATTEND  
a meeting of Prescot Town Council  
to be held on Thursday 26<sup>th</sup> June 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	<b>TO RECEIVE APOLOGIES</b>	Verbal
2	<b>PUBLIC OPEN FORUM</b>  To provide members of the public with the opportunity to ask questions of the Council.	Verbal
3	<b>DECLARATIONS OF INTEREST</b>  <i>In accordance with Standing Order 5.k.iii, members are invited to indicate and interests they may have in relation to items on the agenda for the meeting.</i>	Verbal
4	<b>MINUTES OF THE PREVIOUS COUNCIL MEETING</b>  To <b><u>APPROVE AND SIGN</u></b> the minutes of Town Council held on Thursday 29 <sup>th</sup> May 2025 as a true and accurate record of the business transacted.	Pages  4 to 14
5	<b>MINUTES OF THE COUNCIL COMMITTEE MEETINGS</b>  To <b><u>NOTE</u></b> the minutes of the following Committee meetings:  (Draft) Events Committee – 10 <sup>th</sup> June 2025	Pages  15 to 16
6	<b>REPORT ON COUNCIL RESOLUTIONS DURING 2025/26</b>  Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.	Pages  17 to 20
7	<b>ANNOUNCEMENTS FROM THE LEADER</b>  To receive announcements from the Leader of the Council.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Verbal
8	<b>ANNOUNCEMENTS FROM THE TOWN CLERK</b>  To receive announcements from the Town Clerk.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Verbal

9	<b>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</b>  To receive reports and presentations from representatives at conferences or outside bodies.  <b><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></b>	Verbal
10	<b>MAYORAL ENGAGEMENTS</b>  To receive the schedule of forthcoming Mayoral engagements.  <b><u>FOR INFORMATION ONLY</u></b>	Pages  21 to 22
11	<b>PLANNING APPLICATIONS</b>  Members are asked to <b><u>CONSIDER</u></b> any planning applications received and <b><u>AGREE</u></b> to make comment on those they feel require a response.	Pages  23 to 25
12	<b>PLANNING DECISIONS</b>  Members are asked to <b><u>NOTE</u></b> any planning decisions received.	Page  26
13	<b>FUNDING APPLICATIONS</b>  To <b><u>CONSIDER</u></b> and <b><u>APPROVE</u></b> , <b><u>DEFER</u></b> or <b><u>REJECT</u></b> the funding application from:  None	Page  27
14	<b>PROPOSED FLAG FLYING POLICY 2025</b>  Members are asked to <b><u>CONSIDER</u></b> the report and <b><u>AGREE</u></b> the recommendations contained within.	Pages  28 to 32



# **PRESCOT TOWN COUNCIL**

## **TOWN COUNCIL MEETING**

**26<sup>th</sup> JUNE 2025**

### **REPORT TITLE:**

Minutes of Previous Town Council Meeting

### **BACKGROUND TO THE REPORT:**

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

### **PURPOSE OF REPORT:**

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 29<sup>th</sup> May 2025.

### **REPORTS PREPARED BY:**

Alex Spencer – Town Clerk



## PRESCOT TOWN COUNCIL

A meeting of the COUNCIL for the TOWN OF PRESCOT was held on THURSDAY, 29<sup>th</sup> 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>	<b><u>ELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2025/26</u></b>  It was <b>UNANIMOUSLY RESOLVED</b> that Cllr G. Wickens be elected to serve as Mayor of Prescott for the 2025/26 Civic Year.
<u>2.</u>	<b><u>MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u></b>  Cllr G. Wickens duly signed the acceptance of office book to officially accept the office of Town Mayor.
<u>3.</u>	<b><u>TO RECEIVE APOLOGIES</u></b>  No apologies were received.
<u>4.</u>	<b><u>DECLARATIONS OF INTEREST</u></b>  Declarations of Interest were received from the following: - <ul style="list-style-type: none"><li>• Cllr J. Burke for Item 19 Funding Applications</li><li>• Cllr M. Burke for Items 17 Planning Applications and 19 Funding Applications</li><li>• Cllr P. Cook for Item 19 Funding Applications</li><li>• Cllr T. Murray for Item 19 Funding Applications</li><li>• Cllr I. Smith for Item 17 Planning Applications and 18 Planning Decisions</li><li>• Cllr T. Smith for Item 19 Funding Applications.</li></ul>

5.	<p><b><u>VOTE OF THANKS TO THE RETIRING MAYOR</u></b></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>
6.	<p><b><u>ELECTION OF DEPUTY TOWN MAYOR FOR THE CIVIC YEAR 2025/26</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> that Cllr Paul Goodwin be elected to the Office of Deputy Town Mayor for the civic year 2025/26.</p>
7.	<p><b><u>DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u></b></p> <p>Cllr. P Goodwin duly signed the acceptance of office book to officially accept the office of Deputy Town Mayor.</p>
8.	<p><b><u>MINUTES OF THE PREVIOUS COUNCIL MEETING</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> that the minutes of the previous Council meeting held on 27<sup>th</sup> March 2025 be <b>APPROVED AND SIGNED</b> as a true and accurate record of the business transacted.</p>
9.	<p><b><u>MINUTES OF THE COMMITTEES</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> the minutes of:-</p> <ol style="list-style-type: none"> <li>1. (DRAFT) Events Committee – 29<sup>th</sup> April 2025</li> <li>2. (DRAFT) Finance, Policy and Human Resources Committee – 15<sup>th</sup> May 2025</li> </ol>



<p><b>10.</b></p>	<p><b><u>REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE 2025/26</u></b></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 <b>UNANIMOUSLY RESOLVED</b> that:-</p> <ol style="list-style-type: none"> <li>1. Council would continue to have an Events Committee and Finance, Policy and HR Committee during 2025/26.</li> <li>2. The terms of reference for each committee were accurate.</li> <li>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"> <li>Cllr J. Burke</li> <li>Cllr M. Burke</li> <li>Cllr P. Cook</li> <li>Cllr J. Edgar</li> <li>Cllr P. Goodwin</li> <li>Cllr T. Murray</li> <li>Cllr T. Smith</li> <li>Cllr M. Sommerfield</li> </ul> </li> <li>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"> <li>Cllr J. Burke</li> <li>Cllr M. Burke</li> <li>Cllr P. Goodwin</li> <li>Cllr T. Murray</li> <li>Cllr P. Shaw</li> <li>Cllr I. Smith</li> <li>Cllr T. Smith</li> <li>Cllr M. Sommerfield</li> <li>Cllr G. Wickens</li> </ul> </li> </ol>
<p><b>11.</b></p>	<p><b><u>REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS 2024/25</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to <b>AGREE</b> the recommendations of the report being:-</p> <ol style="list-style-type: none"> <li>1. Members reviewed and agreed Standing Orders and Financial Regulations for the civic year 2025/26.</li> </ol>
<b><u>12.</u></b>	<p><b><u>REPRESENTATIVES TO OUTSIDE BODIES 2025/26</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to <b>AGREE</b> the recommendations of the report being: -</p> <ol style="list-style-type: none"> <li>1. That the Town Clerk continues to attend meetings of organisations stated at Appendix One to the report.</li> </ol>
<b><u>13.</u></b>	<p><b><u>COUNCIL MEETING SCHEDULE 2025/26</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to <b>AGREE</b> the recommendations of the report being: -</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. That meetings of Council and Finance, Policy and Human Resources Committee will proceed on the dates and times as presented.</li> </ol>
<b><u>14.</u></b>	<p><b><u>ANNOUNCEMENTS FROM THE LEADER</u></b></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 Prescott 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>

<b>15.</b>	<b><u>ANNOUNCEMENTS FROM THE TOWN CLERK</u></b>																															
	<b><u>Local Democracy Project 2025</u></b>  <p>The Town Clerk confirmed that all Prescott Primary Schools had committed to participating in the 2025 Local Democracy Project.</p> <p>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.</p>																															
<b>16.</b>	<b><u>MAYORAL ENGAGEMENTS</u></b>																															
	None																															
<b>17.</b>	<b><u>PLANNING APPLICATIONS</u></b>																															
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	25/00235/CLD	John Joseph Powell Nursing and Care Centre 11A High Street Prescot	No Comments
	25/00260	59 Kemble Street Prescot	No Comments
<b><u>18. PLANNING DECISIONS</u></b>			
No Planning Decisions were received.			
Cllr M. Burke, I. Smith and F. Wynn rejoined the meeting			
<b><u>19. COMMUNITY FUNDING BIDS</u></b>			
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.			
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.			
It was <b>UNANIMOUSLY RESOLVED</b> to <b>APPROVE</b> the sum of £500.00 for the funding application from the Friends of Eaton Street Park.			
2. Friends of Molyneux Drive Woodland and Forestry Space who was seeking £500.00 to contribute towards the purchase of two portable power stations.			
It was <b>UNANIMOUSLY RESOLVED</b> to <b>APPROVE</b> the sum of £500.00 for the funding application from Friends of Molyneux Drive Woodland and Forestry Space.			
3. Green Fingers Community Allotment Plot who was seeking £500.00 for installation costs of fencing around the community site.			
It was <b>UNANIMOUSLY RESOLVED</b> to <b>APPROVE</b> the sum of £500.00 for the funding application from Friends of Molyneux Drive Woodland and Forestry Space.			
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.			
It was <b>UNANIMOUSLY RESOLVED</b> to <b>APPROVE</b> the sum of £500.00 for the funding application from The Park Pantry Food Club.			

	<p>5. Prescott Mission Christmas who was seeking £500.00 to support the work of group through the purchase of butchers vouchers.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>APPROVE</b> the sum of £500.00 for the funding application from Prescott Mission Christmas</p>
<b>20.</b>	<p><b><u>ANNUAL GOVERNANCE &amp; ACCOUNTABILITY RETURN 2024/25</u></b></p> <p>The Town Clerk presented the Annual Governance and Accountability Return 2023/24 to Members.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>AGREE</b> the recommendations of the report.</p> <ol style="list-style-type: none"> <li>1. That Members <b>REVIEW</b> Council's 2024/25 Internal Audit Report</li> <li>2. <b>AGREE</b> Section One – Annual Governance Statement</li> <li>3. <b>AGREE</b> Section Two – Annual Accounting Statement</li> <li>4. <b>AGREE</b> that 2024/25 Annual Governance and Accountability Return be submitted to PKF Littlejohn.</li> <li>5. <b>AGREE</b> that AGAR be published in accordance with the Exercise of Public Rights</li> <li>6. <b>NOTE</b> the contents of the report.</li> </ol>
<b>21.</b>	<p><b><u>REPORT OF THE INDEPENDENT RENUMERATIONS PANEL 2025</u></b></p> <p>The Town Clerk presented the Report of The Independent Remunerations Panel 2025 to Members.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>AGREE</b> the recommendations of the report being: -</p> <ol style="list-style-type: none"> <li>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.</li> </ol>
<b>22.</b>	<p><b><u>MOTION FROM CLLR. J. BURKE – SCHOOL UNIFORM AND WINTER COAT RECYCLING INITIATIVE</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to <b>APPROVE</b> the motion.</p>

23.	<p><b><u>PROPOSED CHRISTMAS CLOSEDOWN 2025</u></b></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 23<sup>rd</sup> December 2025 to 9:00am on Monday 5<sup>th</sup> January 2026, with Members further agreeing to the awarding of two ex-gratia concessionary days during this period.</p> <p>It was <b>RESOLVED</b> to <b>AGREE</b> the recommendations of the report being: -</p> <ol style="list-style-type: none"> <li>1. That Prescott Town Hall would close from 5:00pm on Tuesday 23<sup>rd</sup> December 2025 to 9:00am on Monday 5<sup>th</sup> January 2026.</li> <li>2. That two ex-gratia days would be awarded to officers during this period</li> <li>3. That officers would be required to use three days annual leave during this period</li> <li>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.</li> <li>5. That the report be noted.</li> </ol>
24.	<p><b><u>PROPOSED FLAG FLYING AT PRESCOT TOWN HALL</u></b></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 <b>RESOLVED</b> that:-</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The Town Clerk produce a Flag Flying Policy to reflect the resolution of Council.</li> <li>3. The report be noted.</li> </ol>
25.	<p><b><u>REVIEW OF TOWN COUNCIL FIXED ASSETS</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to <b>NOTE</b> the contents of the report.</p>
26.	<p><b><u>DRAFT ANNUAL REPORT 2024/25</u></b></p> <p>Members considered the draft Annual Report 2024/25 as presented by the Town Clerk.</p> <p>It was <b>UNANIMOUSLEY RESOLVED</b> to</p>

	<ol style="list-style-type: none"> <li>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</li> <li>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.</li> <li>3. Incorporate amendments as provided by Cllr M. Burke prior to the meeting</li> <li>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.</li> </ol>
<b><u>27.</u></b>	<p><b><u>TREASURY MANAGEMENT REPORT</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to:-</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Note the contents of the report.</li> </ol>
<b><u>28.</u></b>	<p><b><u>RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC</u></b></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>
<b><u>29.</u></b>	<p><b><u>QUOTATIONS FOR THE CONSTRUCTION OF RECEPTION AREA WITHIN PRESCOT TOWN HALL</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to:-</p> <ol style="list-style-type: none"> <li>1. Appoint Everbuild Construction Ltd to undertake works</li> <li>2. Note the contents of the report.</li> </ol>

30.	<p><b><u>ANNUAL REPORT 2024/25 – PARKS AND OPEN SPACES STATEMENT</u></b></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 <b>UNANIMOUSLY RESOLVED</b> to:-</p> <ol style="list-style-type: none"> <li>1. Approve the statement as presented and include within the Annual Report 2024/25.</li> </ol>
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The meeting closed at 8:05 p.m.

Dated: 26<sup>th</sup> June 2025

Signed:.....  
Cllr Mark Burke (Mayor of Prescot)



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>th</sup> JUNE 2025****REPORT TITLE:**

Minutes of Committees

**BACKGROUND TO THE REPORT:**

In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

**PURPOSE OF REPORT:**

To **NOTE** the minutes of the committee meetings provided.

**REPORTS PREPARED BY:**

Alex Spencer – Town Clerk



## **PRESCOT TOWN COUNCIL**

A meeting of the **EVENTS COMMITTEE** for the **TOWN OF PRESCOT** was held on **TUESDAY 10<sup>TH</sup> JUNE 2025** in the **PRESCOT TOWN HALL**, commencing at **6:30 P.M.**

### **ELECTED MEMBERS PRESENT**

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

### **ALSO IN ATTENDANCE**

L. Sephton (Deputy Town Clerk)

#### **1. ELECTION OF CHAIR OF COMMITTEE**

It was **UNANIMOUSLY RESOLVED** that Cllr Marjorie Sommerfield be elected as Chair of the Events Committee.

#### **2. ELECTION OF VICE CHAIR OF COMMITTEE**

It was **UNANIMOUSLY RESOLVED** that Cllr Pat Cook be elected as Vice Chair of the Events Committee.

Cllr P. Cook chaired the meeting in the absence of Cllr M. Sommerfield.

#### **3. TO RECEIVE APOLOGIES**

Apologies were received from Cllrs M. Burke and T. Smith.

#### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

#### **5. MINUTES OF PREVIOUS COMMITTEE MEETING**

It was **UNANIMOUSLY RESOLVED** that the minutes of the Events Committee meeting held on 29<sup>th</sup> April 2025 be agreed as a correct record and signed by the Vice Chair.

#### **6. PRESCOT CARNIVAL 2025**

The Deputy Town Clerk discussed the Carnival action plan, task list and stalls list. It was agreed to hire the services of two road marshals from Logika Security Ltd to facilitate the access/egress at Preston Avenue on the junction of South Avenue from 7am – 4pm.

**The meeting closed at 7:16 p.m.**

**Dated: TBC**

**Signed:.....**  
**(Cllr P. Cook, Vice Chair of Events Committee)**



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>th</sup> JUNE 2025****REPORT TITLE:**

Report on Council Resolutions During 2025/26

**BACKGROUND TO THE REPORT**

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

Council's Standing Orders were also amended to ensure that this report was a standing agenda item at each Council Meeting.

**PURPOSE OF THE REPORT**

To provide an update to Members of progress against previously agreed council or committee resolutions.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## **PRESCOT TOWN COUNCIL**

### **Report on Council Resolutions During 2025/26**

#### **1. INTRODUCTION**

- 1.1 At a meeting of Annual Council in May 2023, Members resolved that a report be produced at each council and committee meeting to update Members on progress against previously agreed resolutions (where a resolution required progression officers/partners).
- 1.2 Given that members meet throughout the civic year, it is sometimes difficult to remember what resolutions have been made at each council or committee meeting, and perhaps more importantly, difficult to assess progress against those resolutions.
- 1.3 Appendix One to this report details Members' resolutions and progress to date.

#### **2. RECOMMENDATIONS**

- 2.1 Members are asked to:-
  1. Consider previous council resolutions and progress detailed within Appendix One
  2. Note the contents of this report





**Appendix One**

<b>Date of Meeting</b>	<b>Minute Number</b>	<b>Resolution</b>	<b>Progress to Date</b>
29/05/2025	19	Approved Community Funding Application to The Friends of Eaton Street Park for £500.00	<b>In Progress:</b> Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.
29/05/2025	19	Approved Community Funding Application to the Friends of Molyneux Drive Woodland and Forestry Space for £500.00	<b>In Progress:</b> Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.
29/05/2025	19	Approved Community Funding Application to Green Fingers Community Allotment Plot for £500.00	<b>In Progress:</b> Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.
29/05/2025	19	Approved Community Funding Application to Park Pantry Community Food Initiative for £500.00	<b>In Progress:</b> Officers have sent a letter confirming the awarding of Community Funding and are awaiting receipts.
29/05/2025	20	That the Town Clerk submits Council's 2024/25 Annual Governance and Accountability Return (AGAR) to PKF Littlejohn as External Auditor, and adheres to publication criteria	<b>Completed:</b> The Town Clerk has submitted Council's 2024/25 Annual Governance and Accountability Return (AGAR) to PKF Littlejohn as External Auditor. Publication criteria for the exercise of public rights has been met.
29/05/2025	21	That Council will accept that recommendations of the Independent Remuneration Panel and not have a basic salary for 2025/26; but will be able to claim reasonable out of pocket expenses.	<b>Completed:</b> The Town Clerk has notified Knowsley Council that Council has accepted the recommendations of the Independent Remuneration Panel.



Date of Meeting	Minute Number	Resolution	Progress to Date
29/05/2025	24	That the Town Clerk produces a Flag Flying Policy to reflect Council's resolution that only the Union Flag and Prescott Town Council Flag should be flown outside Prescott Town Hall.	<b>Completed:</b> The Town Clerk has produced a Flag Flying Policy to be presented to Council on 26 <sup>th</sup> June 2026 for approval.
29/05/2025	26	That the Draft Annual Report for 2024/25 as presented be amended to incorporate amendments as proposed by Members.	<b>In Progress:</b> Amendments as proposed by Members have been incorporated into the draft annual report 2024/25; and officers are in the process of finalising printing and distribution options.
29/05/2025	29	That Council commits to the construction of a reception area within the multi-function room of Prescott Town Hall, and appoints Everbuild Construction Ltd to complete works.	<b>In Progress:</b> As per the resolution of Council, the Town Clerk appointed Everbuild Construction Ltd to complete works. Works are scheduled to commence week of 30 <sup>th</sup> June 2025.
29/05/2025	30	That the statement on Parks and Open Spaces as presented to Members be incorporated into the Annual Report 2024/25.	<b>Completed:</b> The statement as presented to Members has been included within the Annual Report 2024/25.



**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> JUNE 2025**

**REPORT TITLE**

Mayoral Engagements

**BACKGROUND TO THE REPORT**

Details of Mayoral Engagements are attached.

**PURPOSE OF REPORT**

This report is submitted **FOR INFORMATION ONLY**

**REPORT PREPARED BY**

Alex Spencer – Town Clerk



## **MAYORAL ENGAGEMENTS**

<b>Date</b>	<b>Organisation</b>	<b>Event Name</b>
01/06/2025	Prescot Town Council	Community Recognition Awards
07/06/2025	Knowsley Council	Prescot Elizabethan Fayre
20/06/2025	Prescot Festival	Opening Night – Wingates Brass Band
21/06/2025	Prescot Festival	Night at the Musicals
22/06/2025	Prescot Town Council	Prescot Carnival
29/06/2025	Prescot Festival	Orchestra





## **PRESCOT TOWN COUNCIL**

### **TOWN COUNCIL MEETING**

**26<sup>th</sup> JUNE 2025**

#### **REPORT TITLE:**

Planning Applications

#### **BACKGROUND TO THE REPORT:**

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

#### **PURPOSE OF ITEM:**

To provide Members with details of the most recent applications forwarded by KMBC. Members are required to **CONSIDER** each application and **AGREE** to make comment if they feel so inclined. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

#### **REPORT PREPARED BY:**

Liam Johnson – Administration Officer



**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING**  
**APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 02.05.25 – 16.05.25**

**PRESCOT**

APP.NO: 25/00128/FUL CASE OFFICER: Lee Osborne  
APPLICANT: ERT Estates Ltd  
APP. TYPE: Full Application  
LOCATION: 143 Kemble Street Prescott  
PROPOSAL: CONVERSION OF EXISTING ATTIC TO FORM 2NO. RESIDENTIAL APARTMENTS  
WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SSCLODI>  
[XHO600](#)

APP.NO: 25/00190/FUL CASE OFFICER: Louise Robinson  
APPLICANT: Mr Jim McLoughlin  
APP. TYPE: Full Application  
LOCATION: 20 Evans Street Prescott  
PROPOSAL: ERECTION OF A SINGLE STOREY FRONT PORCH EXTENSION  
WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=STMBN2>  
[IXK2M00](#)

APP.NO: 25/00128/FUL CASE OFFICER: Lee Osborne  
APPLICANT: ERT Estates Ltd  
APP. TYPE: Full Application  
LOCATION: 143 Kemble Street Prescott  
PROPOSAL: CONVERSION OF EXISTING ATTIC TO FORM 2NO. RESIDENTIAL APARTMENTS  
WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SSCLODI>  
[XHO600](#)



**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING**  
**APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 30.05.25**

**PRESCOT**

APP.NO: 25/00304/ADV CASE OFFICER: Reece Black  
APPLICANT: NatWest  
APP. TYPE: Advertisement Consent  
LOCATION: 40 Eccleston Street Prescott  
PROPOSAL: PROPOSED INSTALLATION OF NON-ILLUMINATED ATM FACIA SIGN  
WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SW5LQ6IXH7W00>

APP.NO: 25/00320/CLD CASE OFFICER: Andrew Hunt  
APPLICANT: Pure Gym Limited  
APP. TYPE: Certificate of Lawful Use / Dev Proposed  
LOCATION: 1 Cables Retail Park Steley Way Prescott  
PROPOSAL: CERTIFICATE OF LAWFULNESS FOR SUBDIVISION OF EXISTING BUILDING TO BE USED  
AS A 24 HOUR GYM (USE CLASS E)  
WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SWIDELIXH7W00>

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST PLANNING**  
**APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 06.06.25**

**PRESCOT**

APP.NO: 25/00265/ADV CASE OFFICER: Andrew Hunt  
APPLICANT: Prescott Town Council  
APP. TYPE: Advertisement Consent  
LOCATION: Prescott Town Hall 1 Warrington Road Prescott  
PROPOSAL: DISPLAY OF SIGNAGE COMPRISING 2 NO FLAGPOLE SIGNS  
WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=SV4EDIXMXN00>



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>th</sup> JUNE 2025****REPORT TITLE:**

Planning Decisions

**BACKGROUND TO THE REPORT:**

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

**PURPOSE OF ITEM:**

To provide Members with details of the most recent decisions forwarded by KMBC. These are for **NOTING** only. On occasion these will be supplemented on the day of the meeting by additional information received after the release of the summons but before the meeting.

**REPORT PREPARED BY:**

Liam Johnson – Administration Officer





**PRESCOT TOWN COUNCIL**

**TOWN COUNCIL MEETING**

**26<sup>th</sup> JUNE 2025**

**REPORT TITLE:**

Community Fund Bids

**BACKGROUND TO THE REPORT:**

Funding Applications have been received from:

- None received

**PURPOSE OF REPORT:**

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

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



**PRESCOT TOWN COUNCIL****TOWN COUNCIL MEETING****26<sup>th</sup> JUNE 2025****REPORT TITLE:**

Proposed Flag Flying Policy 2025

**BACKGROUND TO THE REPORT**

At a meeting of Annual Council in May 2025, Members received a report from the Town Clerk concerning the flaying of flags outside Prescott Town Hall during the Civic Year.

Following presentation of this report, Members resolved that a policy should be produced articulating the resolution of Members concerning flag flying.

**PURPOSE OF THE REPORT**

To propose a Flag Flying Policy to Members and seek resolution for adoption by Council.

**REPORT PREPARED BY:**

Alex Spencer – Town Clerk



## **PRESCOT TOWN COUNCIL**

### **Proposed Flag Flying Policy 2025**

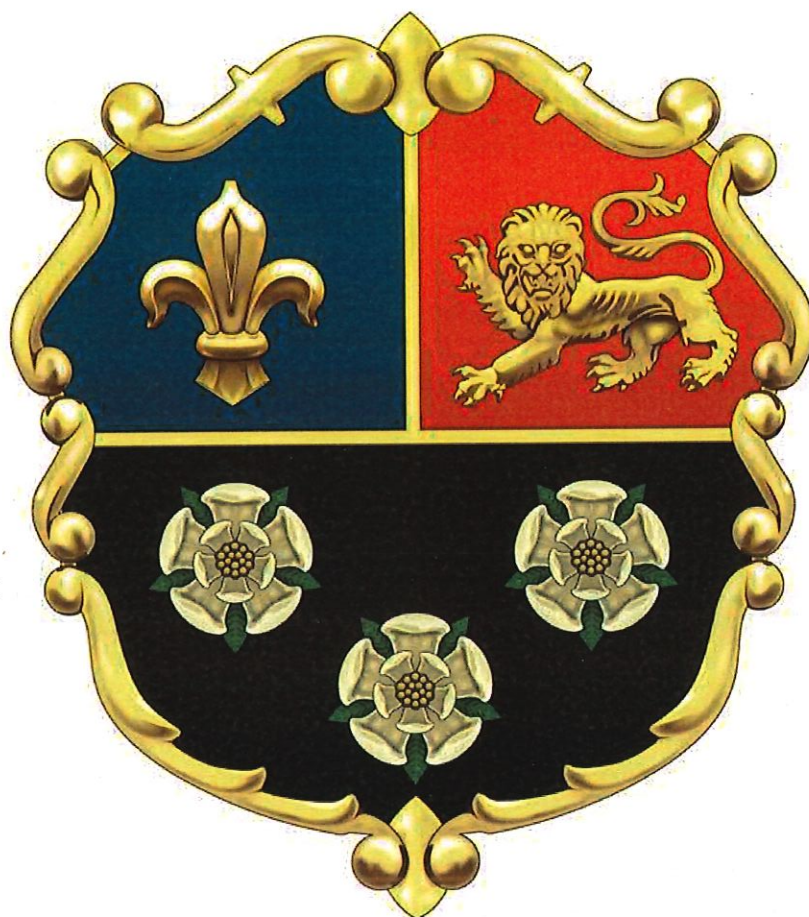
#### **1. INTRODUCTION**

- 1.1 At a meeting of Annual Council in May 2025, the Town Clerk presented a report for proposed flag flying on two flagpoles located outside Prescott Town Hall.
- 1.2 This report proposed that in addition to the Union Flag and Prescott Town Council flag, other flags – for example Saints Days Flags, community groups and national/local events – could also be flown; and sought Member resolution on what flags should be flown during the civic year.
- 1.3 The report also proposed that upon the death of the monarch or senior person of state, Prescott Town Council would follow the direction of the Lord Lieutenant's Office with regards to flag flying.
- 1.4 Members resolved that only the Union Flag and Prescott Town Council Flag should be flown; and that the Town Clerk should produce a Flag Flying Policy to reflect the resolution of Council.

#### **2. RECOMMENDATIONS**

- 2.1 Members are asked to:-
  1. Consider the proposed Flag Flying Policy and resolved as to its adoption.
  2. Note the contents of this report





# PRESCOT TOWN COUNCIL

**Flag Flying Policy 2025**

**Version 1.0 (Draft)**

<b>Date approved:</b>	<b>TBC (Council)</b>
<b>Date to be reviewed</b>	<b>TBC</b>

**POLICY CONTROL SHEET**

POLICY AUTHOR	Alex Spencer – Town Clerk
POLICY STATUS	Draft
POLICY APPROVAL DATE	TBC
APPROVING COMMITTEE	Council
DATE OF POLICY REVIEW	TBC

**POLICY VERSION CONTROL SHEET**

PREVIOUS VERSION OF POLICY	1.0
POLICY STATUS	TBC
AMENDMENT(s) TO POLICY	None
AMENDED POLICY APPROVAL	N/A
APPROVING COMMITTEE	Council
DATE OF POLICY REVIEW	TBC

**POLICY REVIEW**

Date of Review	Reviewed By	Amendments to Policy Post Review



## **1.0 Introduction**

- 1.1 In May 2025, two flag poles were installed outside Prescott Town Hall; to fly the Union Flag and flag representing Prescott Town Council with the motto *Floreat Prescotia* – may Prescott flourish.
- 1.2 At a meeting of Council on 29<sup>th</sup> May 2025, Members resolved that only these flags should be flown outside Prescott Town Hall; and that additional flags i.e. flags for Saints days or flags representing national/local days and/or events should not be flown.
- 1.3 Members resolved that the Union Flag and flag representing Prescott Town Council should be permanently flown at full mast, save for the death of the monarch whereby the flag representing Prescott Town Council flag would be lowered; and officers would follow direction from the Lord Lieutenant's Office in terms of how the Union Flag should be flown (in accordance with National Plans)
- 1.4 Any requests from the community to fly a flag representing national or local events and/or organisations would not be accepted given Member resolution to only fly the Union Flag and Prescott Town Council flag.
- 1.5 This policy is to be reviewed annually.

