

PRESCOT TOWN COUNCIL

The Annual Meeting of the Council for the Town of Prescot was held on **FRIDAY, 31ST MAY, 2013** in the **WEST STREET OFFICE COMPLEX, 9 WEST STREET, PRESCOT**, commencing at **7.00 P.M.**

PRESENT

COUNCILLOR L O'KEEFFE (TOWN MAYOR)

Councillors D. Allen, S. Arnall, C. Cashman, A. Flanders, G. Flatley, D. Friar, M. Friar, M. Lloyd, J. McGarry, J. Molloy, S. O'Keeffe, D. Rigby and I. Smith.

ALSO IN ATTENDANCE

Dan Wilson – Town Clerk
Jackie Rigby – Assistant to the Town Clerk

1. ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2013/14

It was proposed by Councillor D. Allen and seconded by Councillor D. Friar that Councillor D. Rigby be nominated for Town Mayor for the municipal year 2013/14.

RESOLVED: That Councillor D. Rigby be elected Town Mayor for the municipal year 2013/14. Councillors C. Cashman, J. McGarry and I. Smith voted against the nomination.

2. MAYORS DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor duly subscribed the Declaration of Acceptance of Office in the presence of the Town Clerk.

3. TO RECEIVE APOLOGIES

Apologies for absence were received from Councillors R. Arnall, P. Loyden and M. Sommerfield.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest received.

5. VOTE OF THANKS TO THE RETIRING TOWN MAYOR

The Mayor of Prescot (Councillor D Rigby) thanked the retiring Mayor and Consort for the excellent way they had carried out their duties, and presented the retiring Town Mayor Councillor L. O'Keeffe with a bouquet of flowers and her past Mayors Jewel.

The retiring Mayor thanked the Council for the bouquet of flowers and also said that she had thoroughly enjoyed the past year with everyone showing the upmost kindness at all the functions attended and that it was a pity that she had had to hand over the Mayoral chain.

6. ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2013/14

It was proposed by Councillor D. Allen and seconded by Councillor D. Friar that Councillor G. Flatley be elected Deputy Town Mayor for the municipal year 2013/14.

RESOLVED: That Councillor G. Flatley be nominated Deputy Town Mayor for the municipal year 2013/14. Councillors C. Cashman, J. McGarry and I. Smith voted against the nomination.

7. DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Mayor duly subscribed the Declaration of Acceptance of office in the presence of the Town Clerk.

8. ANNOUNCEMENTS FROM THE LEADER

There were no announcements from the Leader of the Council.

9. ANNOUNCEMENTS FROM THE TOWN CLERK

GREEN SPACE

Eaton Street

Stakeholder group meeting took place last Wednesday to help shape future developments to the park in line with stakeholder aspirations. The meeting was set up by KMBC Green Space team attendees included ward members, the bowling club, the friends of Eaton Street Park, PCSO's and Neighbourhood management and the Town Clerk.

The Play space installation will start next week and is expected to be completed by the end of the month (weather permitting).

Browns Field

Following discussions with the design team at 2020 Knowsley the rough estimated costs of the proposed infrastructure developments to Browns Field would be in the region of £1m. The Town Clerk was made aware of available funding pot from Sport England of £500,000 which required a project outline to be submitted by the 29th May. The project outline has been accepted and the Town Council have now been asked to submit an expression of interest to Sport England by 12th June 2013 for grant funding of up to £500,000.

New Town Hall

A tender opening panel was convened on Thursday 16th May at 1 p.m. Tenders from 6 companies were opened and with the lowest tender of £638,000 being from Whittaker Ltd., Arkhibuild have since provided Whittaker with a full bill of quantities to be completed for review and that review has now been completed. There is a requirement to carry out some

value engineering before a final contract figure can be agreed this can be done next week and a General Purposes & Finance Committee will be convened to approve the variations and the final contract sum. Following this it is expected that Whittaker Ltd will be starting on site in June with an expected completion in December as previously reported.

Quality Council – Progress

Test 1 – Qualified Clerk

Having started the CiLCA training course at LALC in October the Town Clerk has been working through the portfolio at the weekends and this is now almost complete. There are some elements of the portfolio that relate directly to this meeting and therefore it would not have been possible to complete them before the Annual Meeting was held.

The Clerk is expecting to submit his work for marking in the second week in June. There is a marking period of between 4 and 6 weeks so all things being well the Town Council will have a fully qualified Clerk by the end of July. This qualification will have been achieved in 9 months following the start of the course in October.

Test 5 – Annual Report

Town Clerk has compiled a draft Annual Report and has received quotes for the cost of production of 5,500 copies a proof copy will be presented to next Council meeting in June.

Finance

KMBC Internal Audit has been carrying out the annual audit as required for the submission of the annual return this expected to be completed next week and the resulting report will go to the next Finance & General Purposes Committee for approval.

Year end accounts for March 2013 have been produced by the Town Clerk and verified by KMBC to enable the signing off of the annual return at the June meeting and submission of the annual return for external audit in the agreed timescale.

10. STANDING ORDERS (2013/14)

Members were asked to consider the revised set of Standing Orders and approve the amendments.

It was **UNANIMOUSLY RESOLVED:** to approve the amendments and adopt the revised Standing Orders for the year 2013/14.

11. FINANCIAL REGULATIONS (2013/14)

Members were asked to consider the revised set of Financial Regulations and approve the amendments.

It was **UNANIMOUSLY RESOLVED:** to approve the amendments and adopt the revised Financial Regulations for the year 2013/14.

12. TOWN COUNCIL COMMITTEES (2013/14)

GENERAL PURPOSES & FINANCE COMMITTEE

It was **UNANIMOUSLY RESOLVED:** that the terms of reference for the Finance and General Purposes be **APPROVED** and the Committee comprise of the following Members:-

Councillors D. Allen, G. Flatley, M. Lloyd (Vice-Chair), J. McGarry, J. Molloy (Chair), L. O’Keeffe and D. Rigby.

HUMAN RESOURCES COMMITTEE

It was **UNANIMOUSLY RESOLVED:** that the terms of reference for the Human Resources be **APPROVED** and the Committee comprise of the following Members:-

Councillors D. Allen, A. Flanders (Chair), G. Flatley (Vice-Chair), D. Friar, L. O’Keeffe, and M. Sommerfield.

EVENTS COMMITTEE

It was **UNANIMOUSLY RESOLVED:** that the terms of reference for the Events Committee be **APPROVED** and the Committee comprise of the following Members:-

Councillors D. Allen, C. Cashman, G. Flatley (Chair), D. Friar, P. Loyden, L. O’Keeffe (Vice-Chair), D. Rigby and I. Smith.

13. REPRESENTATIVES TO OUTSIDE BODIES

(i) BRYER ROAD ENVIRONMENTAL GROUP

RESOLVED: That Councillor S. Arnall be appointed as this Councils representative on the Bryer Road Environmental Group.

(ii) KNOWSLEY DISTRICT SPORTS COUNCIL

RESOLVED: That Councillor D. Friar be appointed as this Councils representative on the Knowsley District Sports Council.

(iii) PRESCOT SCHOOL ENDOWMENT TRUSTEES

RESOLVED: That Councillor M. Lloyd be appointed as this Councils representative on the Prescott School Endowment Trustees.

(iv) MERSEYSIDE ASSOCIATION OF LOCAL COUNCILS

RESOLVED: That Councillors D. Friar, J. Molloy and D. Rigby be this Councils representatives on the Merseyside Association of Local Councils.

(v) **FRIENDS OF BROWNS FIELD**

RESOLVED: That Councillor G. Flatley be appointed as this Councils representative on the Friends of Browns Field Committee.

(vi) **FRIENDS OF EATON STREET PARK**

RESOLVED: That Councillor A. Flanders be appointed as this Councils representative on the Friends of Eaton Street Park Committee.

(vii) **MERSEYSIDE PLAYING FIELDS**

RESOLVED: That Councillor D. Allen be appointed as this Councils representative on the Merseyside Playing Fields Committee.

(viii) **PRESCOT, WHISTON, CRANTON & KNOWSLEY VILLAGE
PARTNERSHIP BOARD**

RESOLVED: That Councillor D. Rigby be appointed as this Councils representative on the Prescott, Whiston, Cranton and Knowsley Village Partnership Board.

14. COUNCIL MEETING SCHEDULE (2013/14)

The Town Clerk submitted a proposed schedule of meetings for the year 2013/14.

15. SCHEDULE OF MEMBER ATTENDANCES

It was **UNANIMOUSLY RESOLVED:** that the schedule of attendance by Members of the Council and its Committee as submitted by the Town Clerk be noted.

16. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **RESOLVED:** that with the following amendment to Minute 142 – SHUTTLE BUS SPONSORSHIP – should read: Councillor McGarry voted against the proposal and not abstained, the minutes of the previous Council Meeting held on 26th April, 2013 be agreed as a correct record.

17. MINUTES OF COMMITTEES

There were no Committee Meetings held.

18. MAYORAL ENGAGEMENTS

A schedule of Mayoral Engagements was submitted.

It was **UNANIMOUSLY RESOLVED:** that the schedule be **NOTED.**

19. REPORT OF THE INDEPENDENT REMUNERATION PANEL

The Town Council considered the report of the Independent Remuneration Panel on Parish Council allowances.

It was **UNANIMOUSLY RESOLVED:** that

- (i) no Parish basic allowance be payable during the financial year 2013/14; and
- (ii) reasonable out of pocket expenses for travel or subsistence be reimbursed in respect of drinks and meetings covered by the relevant regulations.

20. ANNUAL RISK ASSESSMENT

The Town Clerk presented a risk assessment on behalf of the Town Council.

It was **UNANIMOUSLY RESOLVED:** that the Town Council;

- a) approve the assessment undertaken to identify the risks involved in achieving its objectives, and
- b) approved the review undertaken in the adequacy of the control measures to manage these risks.

21. ARMISTICE DAY – 11TH NOVEMBER 2013

The Leader of the Council, Councillor D. Allen suggested that the Town Council (Mayor) could lay a wreath at the BICC memorial garden located in Prescot Parish Church Yard. On 11th November, 2013.

It was **UNANIMOUSLY RESOLVED:** that the Town Council would like to hold a small service and that the item be referred to the Events Committee.

The meeting closed at 8.10 p.m.

Dated: 28th June 2013

Signed:

Cllr D Rigby

Town Mayor