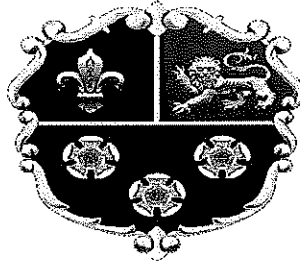


PRESCOT TOWN COUNCIL



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

Telephone: 0151-426-3933

email: enquiries@prescot-tc.gov.uk

Dated this 22nd Day of June 2023

To the Mayor and Members of Prescot Town Council

YOU ARE HEREBY SUMMONED TO ATTEND
a meeting of
Prescot Town Council
to be held on Thursday 29th June 2023

at

Prescot Town Hall

commencing at 6.00 p.m.

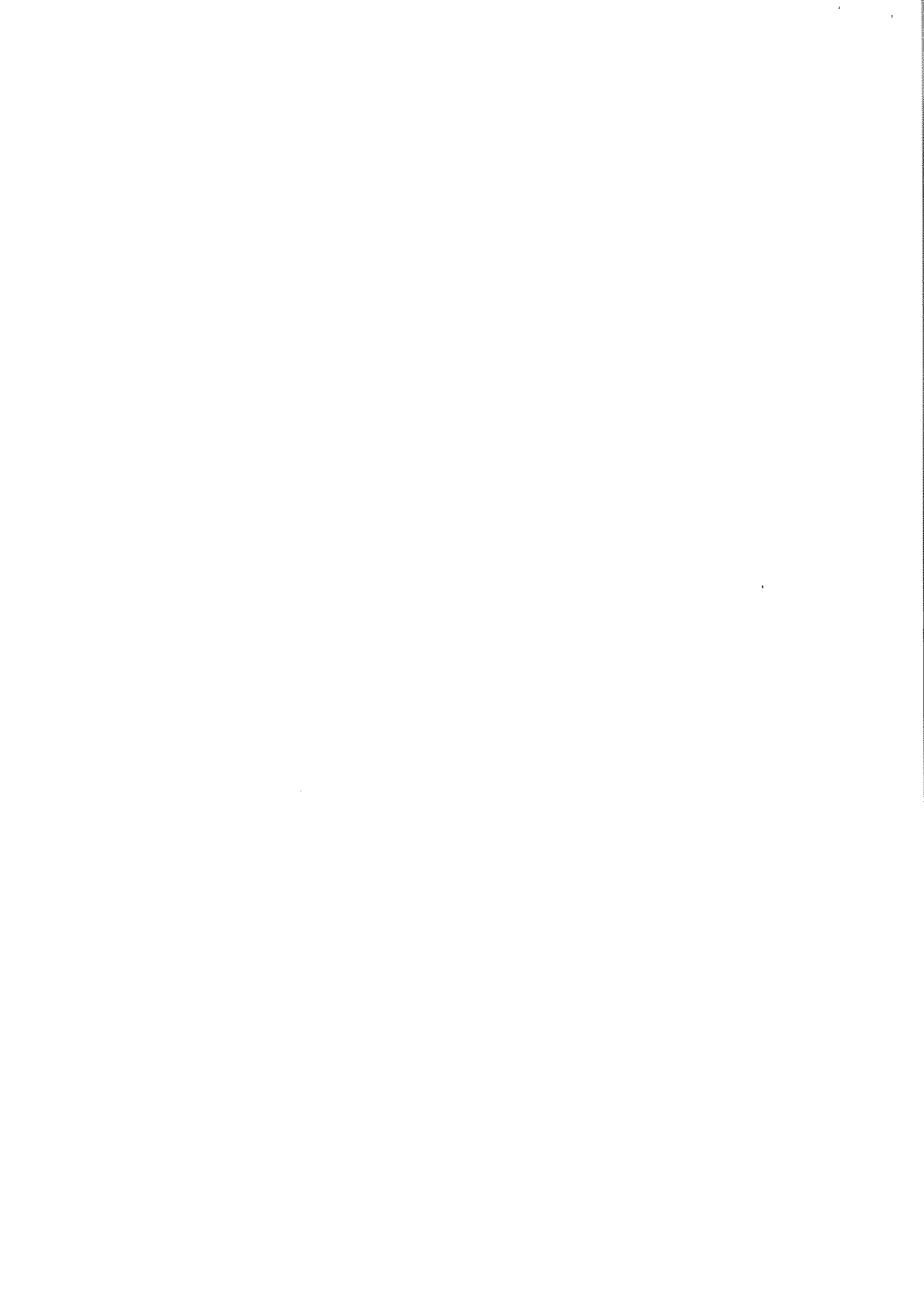
A handwritten signature in black ink, appearing to read 'Alex Spencer', written in a cursive style.

Alex Spencer
TOWN CLERK

A G E N D A

1	TO RECEIVE APOLOGIES	Verbal
2	PUBLIC OPEN FORUM To provide members of the public with the opportunity to ask questions of the Council.	Verbal
3	DECLARATIONS OF INTEREST <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	MINUTES OF THE PREVIOUS COUNCIL MEETING To <u>APPROVE AND SIGN</u> the minutes of Town Council held on Thursday 18 th May 2023 as a true and accurate record of the business transacted.	Pages 4 to 11
5	MINUTES OF THE COUNCIL COMMITTEE MEETINGS To <u>NOTE</u> the minutes of the following Committee meetings: Events Committee – 29 th June 2023	Pages 12 to 14
6	ANNOUNCEMENTS FROM THE LEADER To receive announcements from the Leader of the Council. <u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u>	Verbal
7	ANNOUNCEMENTS FROM THE TOWN CLERK To receive announcements from the Town Clerk. <u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u>	Pages 15 to 16

8	<p>REPORTS AND PRESENTATIONS FROM REPRESENTATIVES AT CONFERENCES OR OUTSIDE BODIES</p> <p>To receive reports and presentations from representatives at conferences or outside bodies.</p> <p><u>FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS</u></p>	Verbal
9	<p>MAYORAL ENGAGEMENTS</p> <p>To receive the schedule of forthcoming Mayoral engagements.</p> <p><u>FOR INFORMATION ONLY</u></p>	Pages 17 to 18
10	<p>PLANNING APPLICATIONS</p> <p>Members are asked to <u>CONSIDER</u> any planning applications received and <u>AGREE</u> to make comment on those they feel require a response.</p>	Pages 19 to 20
11	<p>PLANNING DECISIONS</p> <p>Members are asked to <u>NOTE</u> any planning decisions received.</p>	Page 21
12	<p>FUNDING APPLICATIONS</p> <p>To <u>CONSIDER</u> and <u>APPROVE, DEFER</u> or <u>REJECT</u> the funding application from:</p> <ul style="list-style-type: none"> • Friends of Prescot Cemetery & Churchyard • Willowbrook Hospice • L35 Radio • Lady Margaret Bowling Club 	Pages 22 to 36
13	<p>ANNUAL GOVERNANCE STATEMENT 2022/23 -SECTION TWO</p> <p>Members are asked to <u>CONSIDER</u> the report and <u>AGREE</u> the recommendations contained within.</p>	Pages 37 to 40



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

29th JUNE 2023

REPORT TITLE:

Minutes of Previous Town Council Meeting

BACKGROUND TO THE REPORT:

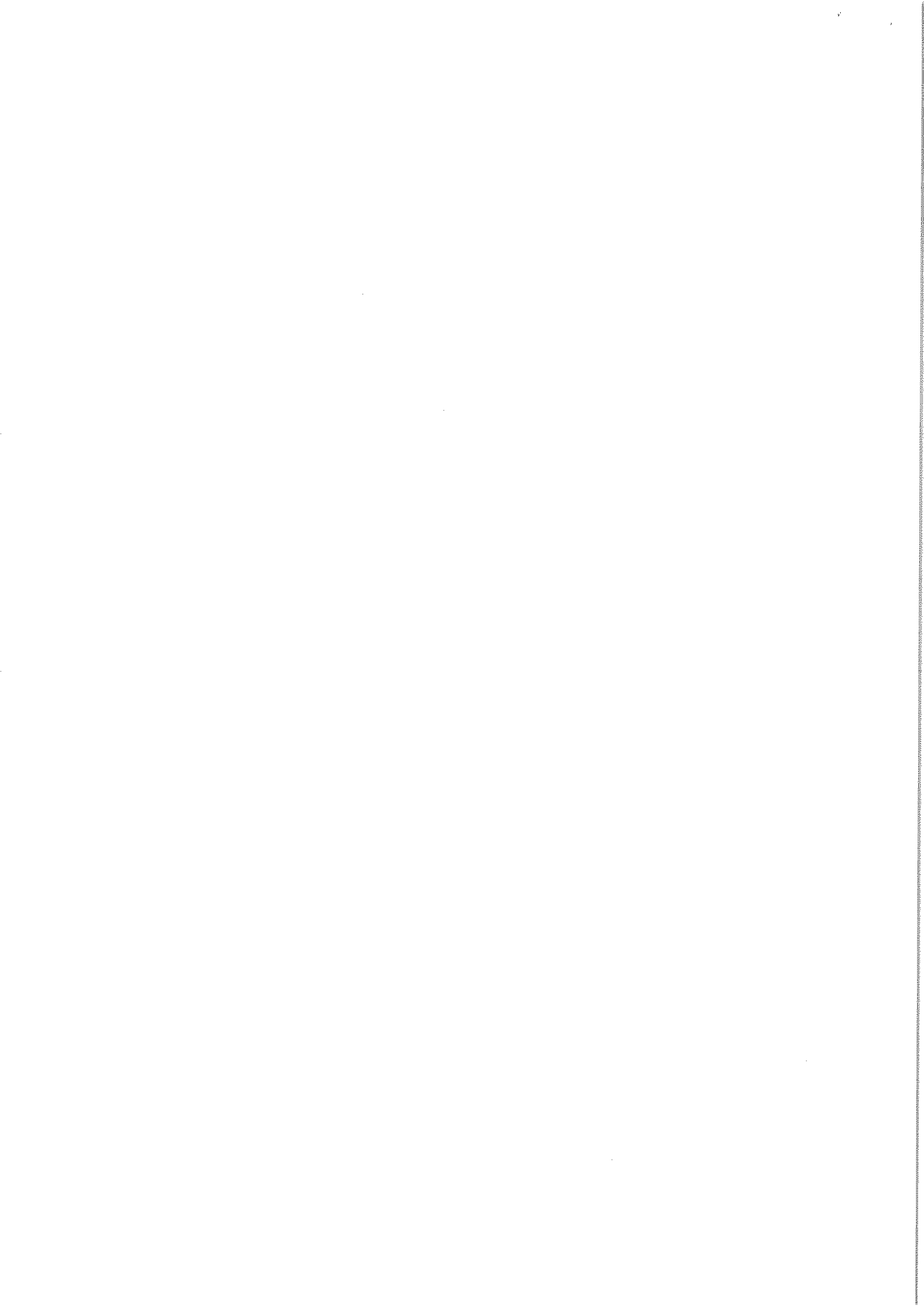
As members are aware the minutes of all Town Council Meetings are required to be agreed as a true and accurate record of the business transacted at the meeting.

PURPOSE OF REPORT:

To **APPROVE** and **SIGN** the minutes of the Meeting of the Town Council held on 18th May 2023.

REPORTS PREPARED BY:

Alex Spencer – Town Clerk



PRESCOT TOWN COUNCIL

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 18th MAY 2023** in the **PRESCOT TOWN HALL**, commencing at **6.02 P.M.**

ELECTED MEMBERS PRESENT

Councillors M. Burke, J. Burke, P. Cook, J. Edgar, J. Madine, T. Murray, I. Smith, T. Smith, M. Sommerfield and F. Wynn.

TOWN COUNCIL OFFICERS PRESENT

A. Spencer (Town Clerk)
L. Johnson (Administration Officer)

ALSO IN ATTENDANCE

2 x Members of the Public

1. ELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2023/24

It was **UNANIMOUSLY RESOLVED** that Cllr T. Murray be elected to serve as Mayor of Prescot for the 2023/24 Civic Year.

2. MAYORS DECLARATION OF ACCEPTANCE OF OFFICE

Cllr T. Murray duly signed the acceptance of office book to officially accept the office of Town Mayor.

3. TO RECEIVE APOLOGIES

Apologies were received from Cllrs D. Wilson and G. Wickens.

4. DECLARATIONS OF INTEREST

Declarations of Interest were received from the following: -

- Cllr I. Smith for Item 17 Planning Applications
- Cllr I. Smith for Item 18 Planning Decisions

5. VOTE OF THANKS TO THE RETIRING MAYOR

On behalf of the elected members the Mayor gave a vote of thanks to the outgoing Mayor Cllr J. Burke and thanked her for her work, service and fund raising throughout the civic year alongside her consorts during her term in office.

Cllr P. Cook provide a short statement on behalf of councillors recognising the service of the outgoing mayor.

The outgoing Mayor Cllr J Burke responded to the Mayor and Cllr P. Cook for their kind words and made a short statement reflecting on her year of service, this included:-

- It had been an immense honour and privilege to serve as Mayor of Prescot.
- Pride in participating in community facing projects such as school uniform recycling project, winter coat project and winter warmer project.
- Pride in supporting community events organised by Prescot Town Council such as Prescot Carnival and Christmas Cracker.
- Pride in initiating council's Local Democracy Project to engage with local children, teach them the importance of the town council and empower them to get involved in shaping their local community.
- Pride in raising over £16,000.00 as part of the Mayor's Charity which will be split equally between the Friends of Molyneux Drive & Forestry Space; and the installation of inclusive play equipment at Eaton Street Park.
- Cllr J. Burke wished the new mayor well for her year of office.

6. ELECTION OF DEPUTY TOWN MAYOR FOR THE CIVIC YEAR 2023/24

It was **UNANIMOUSLY RESOLVED** that Cllr Mark Burke be elected to the position of Deputy Town Mayor for the civic year 2023/24.

7. DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE

Cllr M. Burke duly signed the acceptance of office book to officially accept the office of Deputy Town Mayor.

8. MINUTES OF THE PREVIOUS COUNCIL MEETING

It was **UNANIMOUSLY RESOLVED** that the minutes of the previous council meeting held on 23rd March 2023 be **APPROVED AND SIGNED** as a true and accurate record of the business transacted.

9. MINUTES OF THE COMMITTEES

There were no Committee meetings to be noted.

10. REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE 2023/24

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 4.1 of the report as follows:-

1. That Members review committees and terms of reference of those committees for the 2023/24 civic year.
2. That the number of members for Finance, Policy and HR committee be reduced from 9 to 6 members for 2023/24, but that the quorum for this committee remains at a 1/3 of total membership.
3. That members sitting within Finance, Policy and HR committee for the 2023/24 civic year shall be:-
 - Cllr J. Burke
 - Cllr M. Burke
 - Cllr J. Madine
 - Cllr I. Smith
 - Cllr G. Wickens
 - Cllr D. Wilson
4. That the number of members for Events Committee be reduced from 9 to 7 members, but that the quorum for this committee remains at 1/3 of total membership.
5. That members sitting within Events Committee for the 2023/24 civic year shall be:-
 - Cllr J. Burke
 - Cllr M. Burke
 - Cllr P. Cook
 - Cllr J. Edgar
 - Cllr J. Madine
 - Cllr T. Murray
 - Cllr M. Sommerfield

11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS
2023/24

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations at 3.1 of the report being:-

1. Members review and agree Standing Orders and Financial Regulations for the civic year 2023/24.
2. That Standing Orders and Financial Regulations be amended to become gender neutral.
3. That Standing Orders be amended to include a “resolutions report” for each council and committee meeting.

12. REPRESENTATIVES TO OUTSIDE BODIES 2023/24

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations at 4.1 of the report being: -

1. That the Town Clerk continues to attend meetings of the Prescot Business Club, Friends of Eaton Street Park and Local Clerks Network.
2. That the Town Clerk contacts the Friends of Brown's Field to seek representation at their meetings.

13. COUNCIL MEETING SCHEDULE 2023/24

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations at 3.1 of the report being: -

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"
2. That the meeting of Annual Council for 2024/25 be moved to 30th May 2024.
3. That the municipal calendar for 2023/24 be approved.

14. ANNOUNCEMENTS FROM THE LEADER

There were no announcements from the Leader

15. ANNOUNCEMENTS FROM THE TOWN CLERK

Completion of Internal Audit 2023/24

The Town Clerk confirmed that councils 2023/24 internal audit had been completed, and that members were in a position to approve Section One of Council's Annual Governance and Accountability Return (AGAR)

Leases relations to Easton Street Park and Brown's Field

The Town Clerk confirmed that he had received legal advice from council's solicitor concerning both sites and had met with Knowsley Council Officers who were now progressing this work at an executive officer level.

Bar Concession – Jaka Ltd

The Town Clerk confirmed that he was holding weekly meetings with Jaka Ltd as the bar concession transition continues. To date, these meetings have proved successful to discuss bar prices, advertising, bookings and bar operations.

16. MAYORAL ENGAGEMENTS

It was **UNANIMOUSLY RESOLVED** to **NOTE** the Mayoral Engagements provided and that a further three engagements be noted – events with Breast Mates, Willowbank Hospice and Prescott Community Church.

Cllr I. Smith Left the Meeting

17. PLANNING APPLICATIONS

Application Ref	Location	Comments
23/00171/KMBC1	Prescot Picture Palace 8-14 Kemble Street Prescot	No Objections
23/00173/LBC	Prescot Picture Palace 8-14 Kemble Street Prescot	No Objections
23/00085/FUL	47-51 Warrington Road Prescot	No Objections
23/00089/FUL	Homesure 16 Leyland Street Prescot	No objections, however officers to query dimensions of courtyard
23/00141/FUL	20 Hamnett Road Prescot	No Objections
23/00202/FUL	80 Speakman Way Prescot	No Objections
23/00542/LBC	The Watch Factory Albany Road Prescot	No objections, however officers to query installation of solar photovoltaics as to whether gaps will be left between PV and roof.
23/00423/FUL	Tesco Petrol Station Steley Way Prescot	No Objections

18. PLANNING DECISIONS

No Planning Decisions were received.

Cllr I. Smith Rejoined the Meeting

19. COMMUNITY FUNDING BIDS

No Community Funding Applications were received.

20. ANNUAL GOVERNANCE STATEMENT – SECTION ONE

The Town Clerk presented Section One of the Annual Governance and Accountability Return and completed Internal Audit Report 2022/23 to Members.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 3.1 of the report being: -

1. That Members resolve to approve Section One of that Annual Governance and Accountability Return for 2022/23.

21. REPORT OF THE INDEPENDENT RENUMERATIONS PANEL 2023

The Town Clerk presented the Report of The Independent Remunerations Panel 2023 to Members.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 3.1 of the report being: -

1. That Members should continue to receive no basic allowance or out of pocket expenses for the civic year 2023/24.

22. PROPOSED WORKING GROUP FOR CLOCK TO BE SITED AT PRESCOT TOWN HALL

Following Council resolution on 23rd March 2023 to defer this item until the next full council meeting, the Town Clerk proposed that a Working Group be established to take this workstream forward, with a further report presented to Full Council for determination once the work of the Working Group was completed.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 2.1 of the report being:-

1. That Cllrs J. Burke, M. Burke and T. Murray become members of the proposed working group to take this workstream forward and report back to full council once the work of the group is completed.

23. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

It was **UNANIMOUSLY RESOLVED** to Exclude the Press and Public from the meeting by virtue of Standing Order 3D.

24. APPROVAL OF JAKA LTD BAR PRICES UNDER BAR CONCESSION

The Town Clerk presented proposed prices for the bar concession to Members for approval.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 2.1 of the report being: -

1. Members approve the products and prices as presented by the Town Clerk; and
2. That the bar concession contract between Prescot Town Council and Jaka Ltd clearly states that there cannot be a unilateral increase or decrease in prices as approved, and that any proposed changes must be presented to and approved by Full Council.

The meeting closed at 7:12 p.m.

Dated: 29th June 2023

**Signed:.....
Cllr Tracey Murray (Mayor of Prescot)**



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

29th JUNE 2023

REPORT TITLE:

Minutes of Committees

BACKGROUND TO THE REPORT:

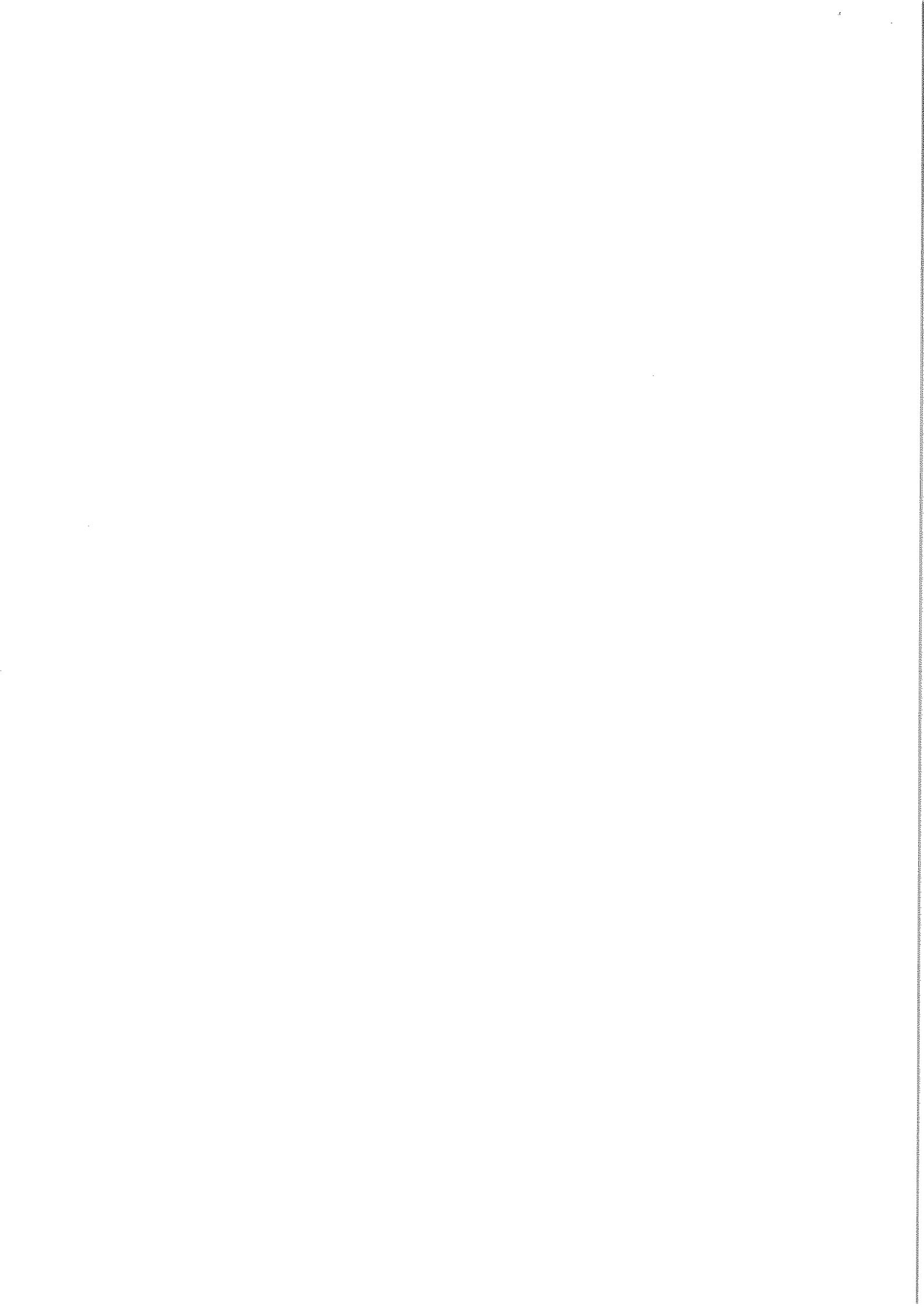
In order to ensure all members are kept up to date with the decisions reached by committees a copy of the minutes for each council committee meeting is provided.

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 **WEDNESDAY, 7th JUNE 2023** in the **PRESCOT TOWN HALL**, commencing at **6:02 P.M.**

ELECTED MEMBERS PRESENT

Councillors J. Burke, M. Burke, P. Cook, J. Edgar, J. Madine, T. Murray and M. Sommerfield.

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.

3. TO RECEIVE APOLOGIES

There were no apologies received.

4. DECLARATIONS OF INTEREST

There were no declarations of interest received.

5. MINUTES OF PREVIOUS COMMITTEE MEETING

It was **RESOLVED** that the minutes of the Events Committee meeting held on 7th March 2023 be agreed as a correct record and signed by the Deputy Chair.

6. PRESCOT CARNIVAL 2023

The Deputy Town Clerk updated committee members with the action plan for this year's carnival and discussed activities/service providers along with the task list for the day of the carnival.

Cllr J. Madine arrived for the meeting.

7. **PRESCOT COMMUNITY RECOGNITION AWARDS**

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the recommendations at 5.1 being: -

5.1.1 Agree the nomination form and closing date for nominations.

Members agreed to amend the nomination form in relation to groups/individuals being nominated in the previous three years. Groups or individuals who have won the award previously will not be considered. The agreed closing date will be Friday 7th July 2023.

5.1.2 Agree the membership of the selection panel and date.

Members agreed that the selection panel will take place on Wednesday 12th July 2023 and will consist of members of the events committee who did not have a conflict of interest with any of the nominees.

5.1.3 Agree the event format as stated in 3.1.

Members agreed the event format to exclude the Mayors Raffle and include:

- Heads and Tails game.
- Invite previous Town Councillors who will be presented with a certificate of service in a frame.
- L35 Radio will provide their services for free.

5.1.4 Agree a date for the community awards to be held from those stated in 3.2.

Members agreed to hold the awards celebration on Sunday 23rd July 2023.

5.1.5 Agree Town Councillor attendance to support the running of the event.

The following members indicated their availability to support the event: -

- Cllrs J. Burke, T. Murray, M. Burke, M. Sommerfield and J. Edgar.

5.1.6 Agree the food and drinks to be purchased.

Members agreed that Cllrs J. Burke and P. Cook would organise and purchase the food and drink which will consist of sandwiches, cakes, fruit juice, prosecco and hot drinks.

The meeting closed at 6:58 p.m.

Dated: TBC

**Signed:.....
(Cllr M. Sommerfield, Chair of Events
Committee)**

PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

29th JUNE 2023

REPORT TITLE

Announcements from the Town Clerk

BACKGROUND TO THE REPORT

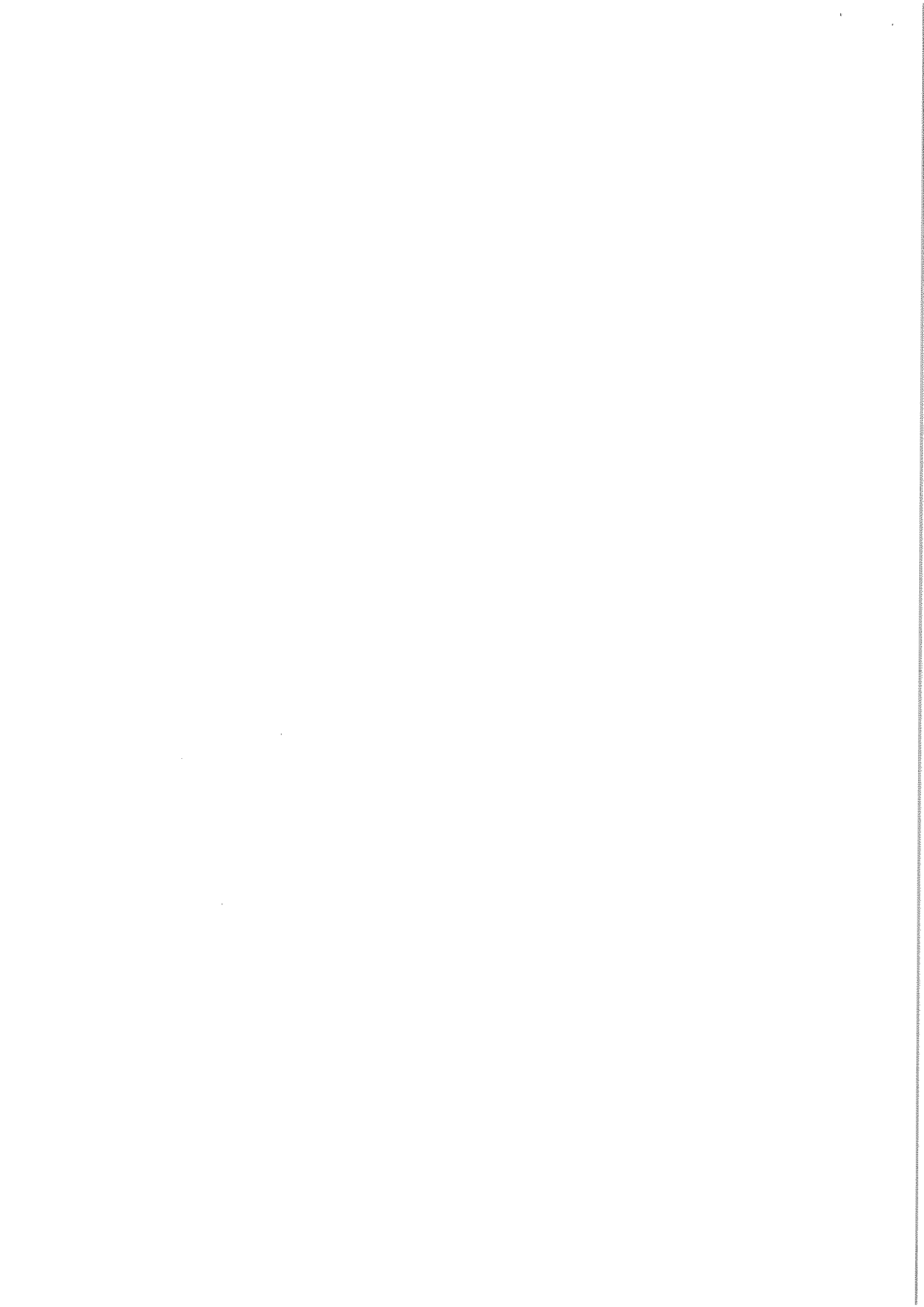
To provide Members with an update of work progressed and meetings attended by the Town Clerk.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY.**

REPORT PREPARED BY

Alex Spencer – Town Clerk



TOWN CLERK ANNOUNCEMENTS – JUNE 2023

Local Democracy Project

Council's 2023/24 Local Democracy Project commenced on 14th June with Our Lady's Catholic Primary School attending Prescott Town Hall.

To date we have three of five primary schools signed up to this year's project, with Evelyn Primary and St Mary & St Pauls attending before the end of June.

The project follows the same format as that in 2022/23 as it proved effective in communicating the work of Prescott Town Council and empowering local children to have a voice to shape their community.

At the end of each session, a feedback form is sent to each school to measure the success of the day and to identify whether further improvements can be made.

The Town Clerk will ensure that a feedback report is presented to Members at the conclusion of this year's project.

Leases Relating to Brown's Field and Eaton Street Park

Following a meeting with Knowsley Council Greenspace Officers and after obtaining legal advice from Council's solicitor, the Town Clerk is in the process of formulating a response to Knowsley Council based on the roles and responsibilities which Council has regarding Brown's Field and Eaton Street Park.

This response will be shared with members for review prior to being submitted to Knowsley Council.

Siting of Container within Car Park of Prescott Town Hall

As previously reported to and resolved by members, Britannia Fleet Removals have now sited a removals container within the carpark of Prescott Town Hall.

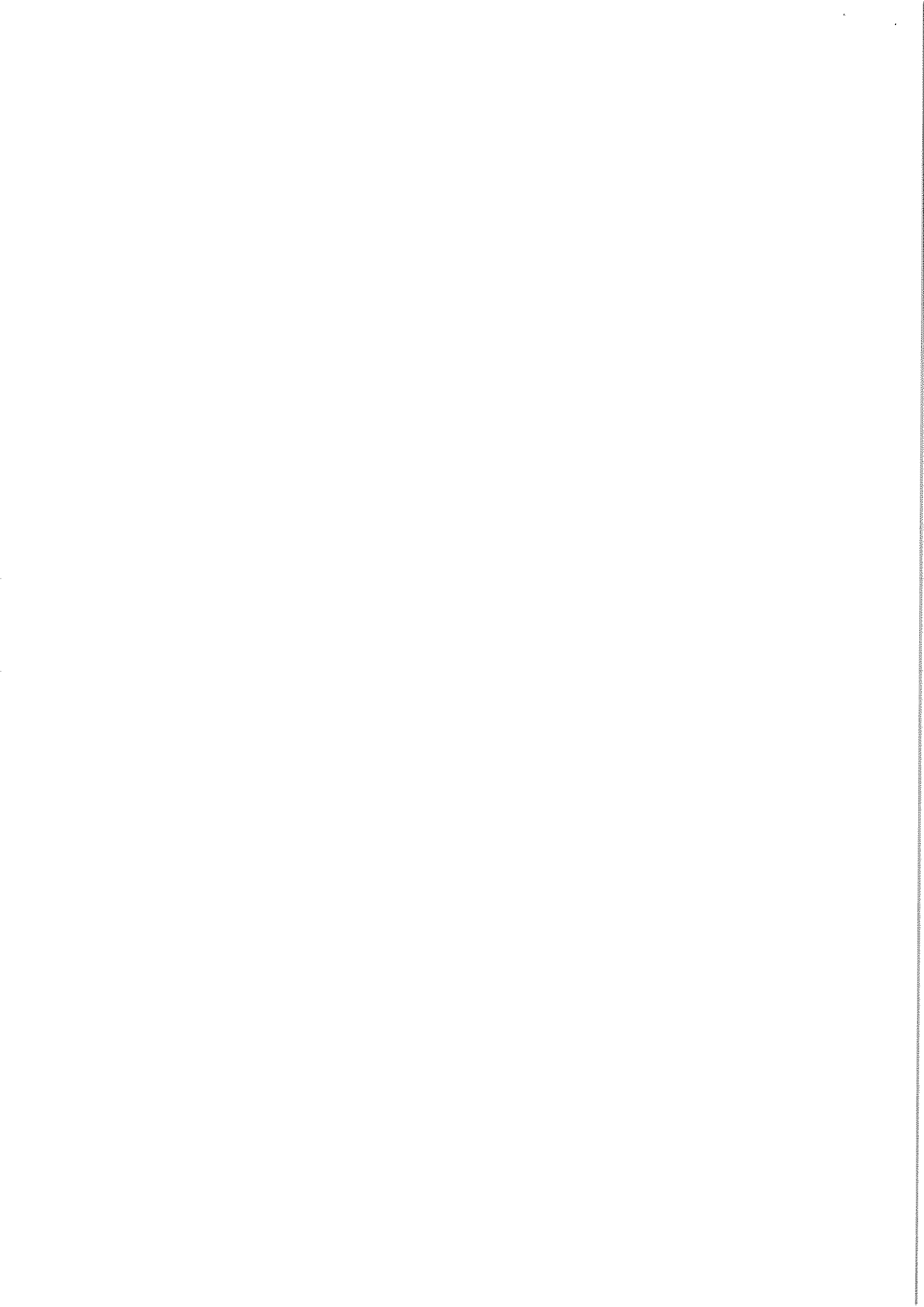
This container will be used for storage and to support community projects such as schools uniform recycling project and winter coats project.

The Town Clerk has notified Council's insurers of this newest asset and is awaiting a response back in terms whether a variation to councils 2023/24 policy is required.

The Town Clerk will shortly apply for retrospective planning permission as per previous Member resolution.

School Uniform Recycling Scheme

Council has commenced its 2023/24 school uniform recycling scheme and is accepting donations between 9.30am – 4.30pm, Monday to Friday. Council has promoted the scheme through notices and social media platforms.



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

29th JUNE 2023

REPORT TITLE

Mayoral Engagements

BACKGROUND TO THE REPORT

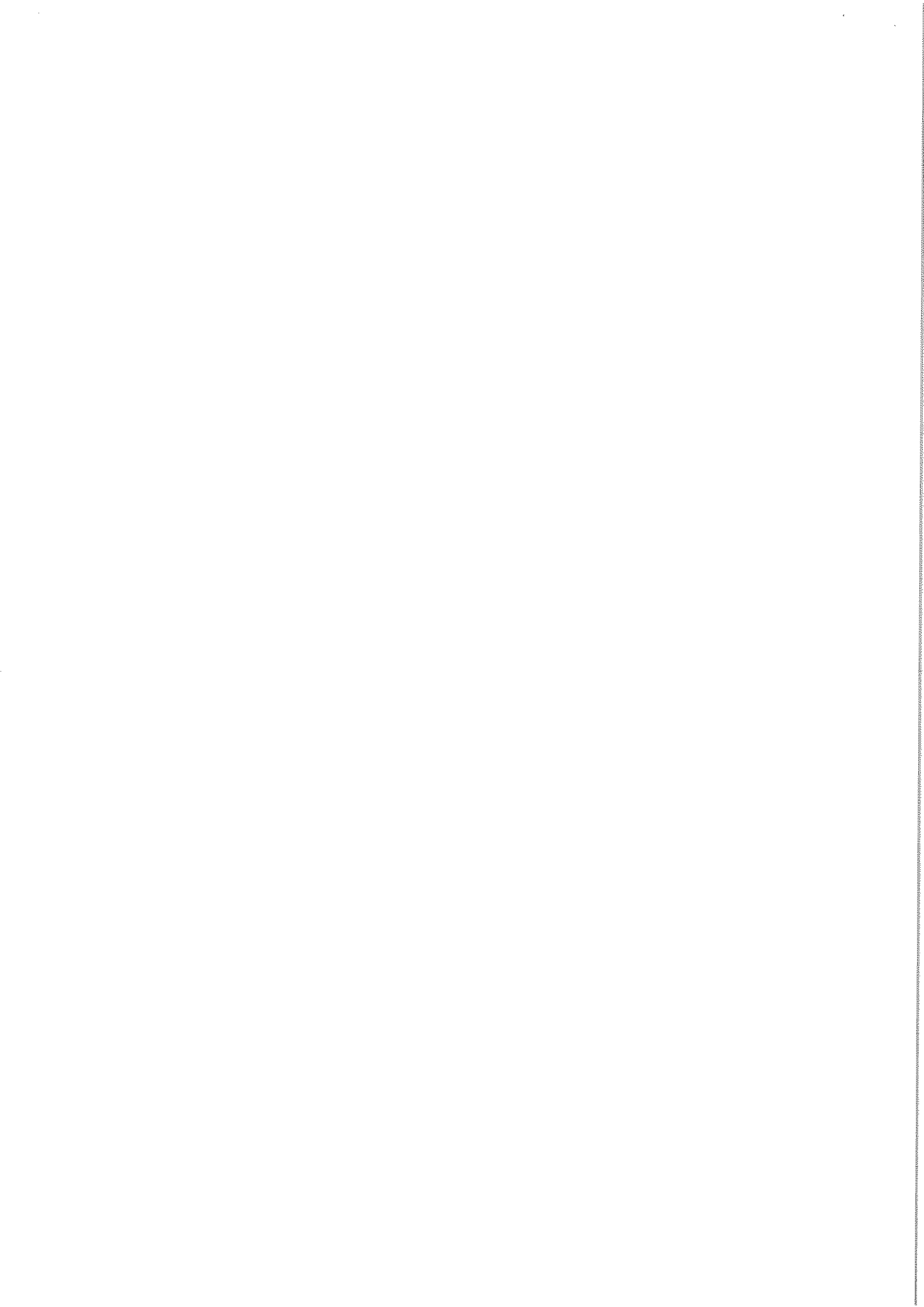
Details of Mayoral Engagements are attached.

PURPOSE OF REPORT

This report is submitted **FOR INFORMATION ONLY**

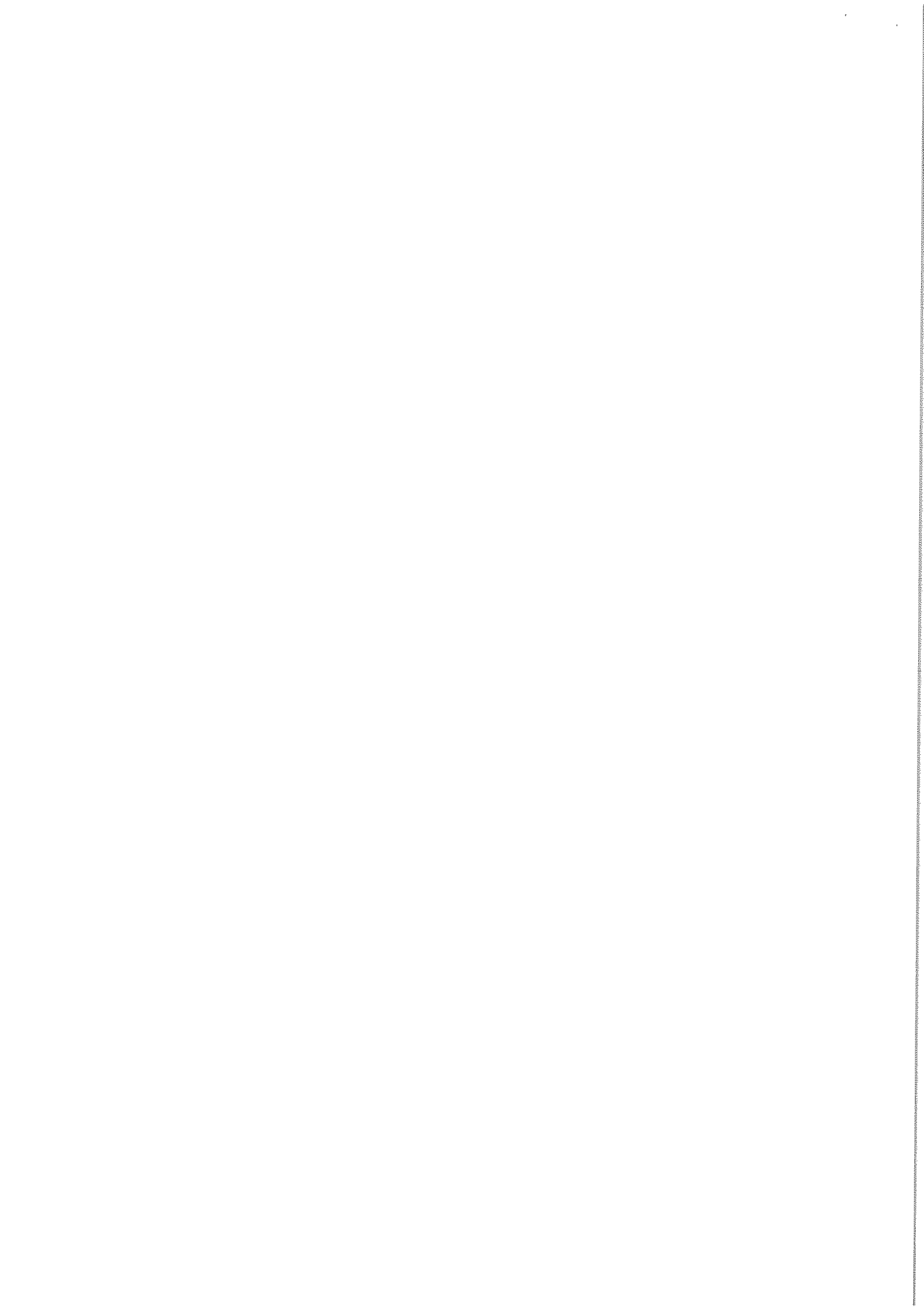
REPORT PREPARED BY

Alex Spencer – Town Clerk



MAYORAL ENGAGEMENTS

Date	Organisation	Event Name
04/06/2023	Powered by Hip Hop (UC Crew)	Breakvision – a hip hop and break dancing event
10/06/2023	Knowsley Council	Prescot Elizabethan Fayre
16/06/2023	Prescot Festival	Opening Night – Leyland Brass Band
19/06/2023	Prescot Festival	Primary Schools Choir Festival
24/06/2023	Prescot Festival	A Night at the Musicals with BOST



PRESCOT TOWN COUNCIL

TOWN COUNCIL MEETING

29th JUNE 2023

REPORT TITLE:

Planning Applications

BACKGROUND TO THE REPORT:

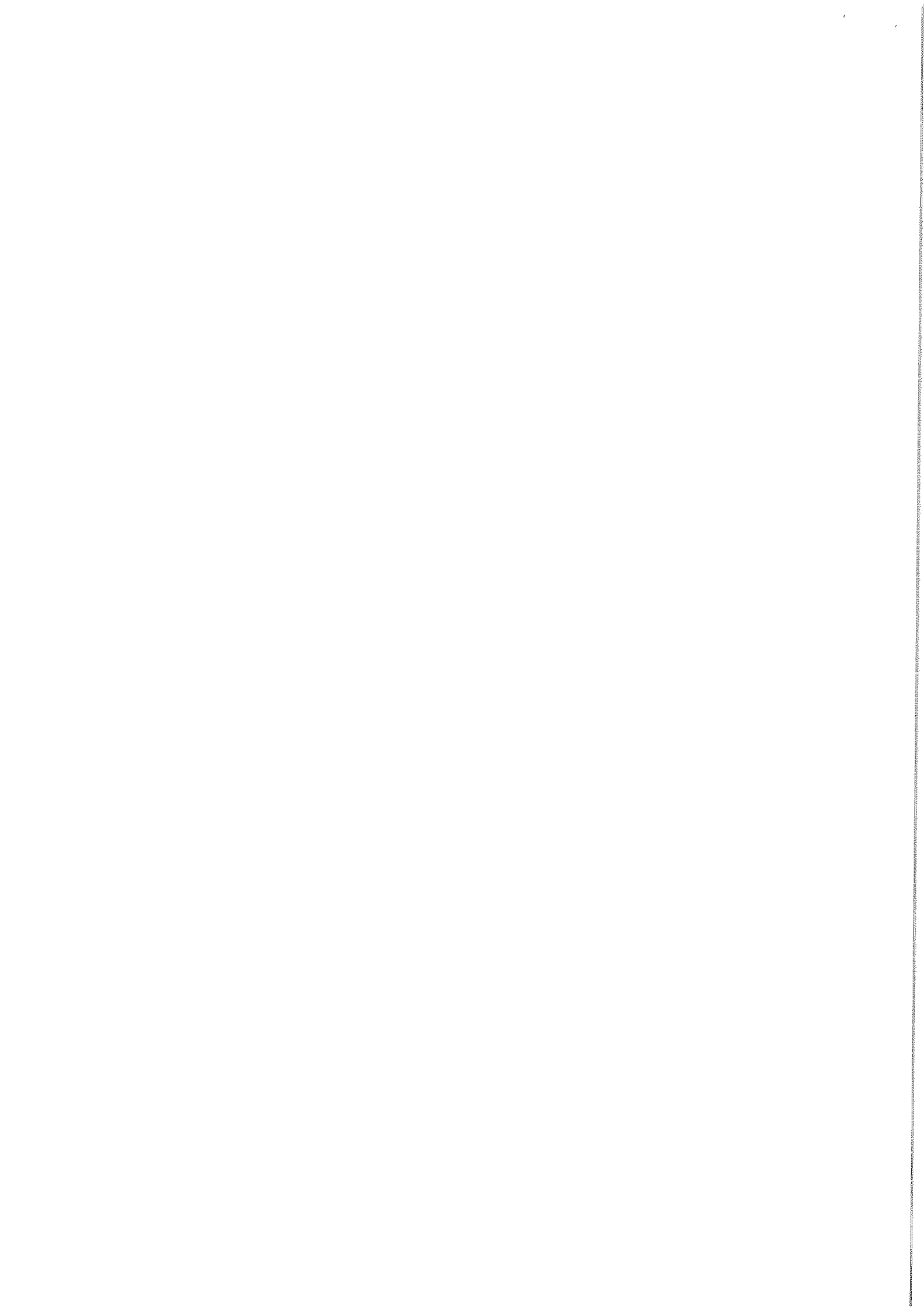
The Town Council are a primary consultee for all planning applications within the Town of Prescot. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all applications received relating to the Town.

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 02.06.23**

PRESCOT

APP.NO: 23/00327/FUL **CASE OFFICER: John Fleming**
APPLICANT: Mr Norman Harrison
APP. TYPE: Full Application
LOCATION: Land to the rear 1 - 25 Hope Street Prescott
PROPOSAL: DEMOLITION OF EXISTING INDUSTRIAL UNIT TOGETHER WITH THE
ERECTION OF 6NO. DWELLINGS WITH ASSOCIATED LANDSCAPING,
CAR PARKING AND BIN STORAGE

WARD: Prescott North

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=T09NVIXGD600>

**KNOWSLEY METROPOLITAN BOUROUGH COUNCIL – WARD MEMBERS LIST
PLANNING APPLICATIONS – WEEKLY VALID LIST WEEK ENDING 09.06.23**

PRESCOT

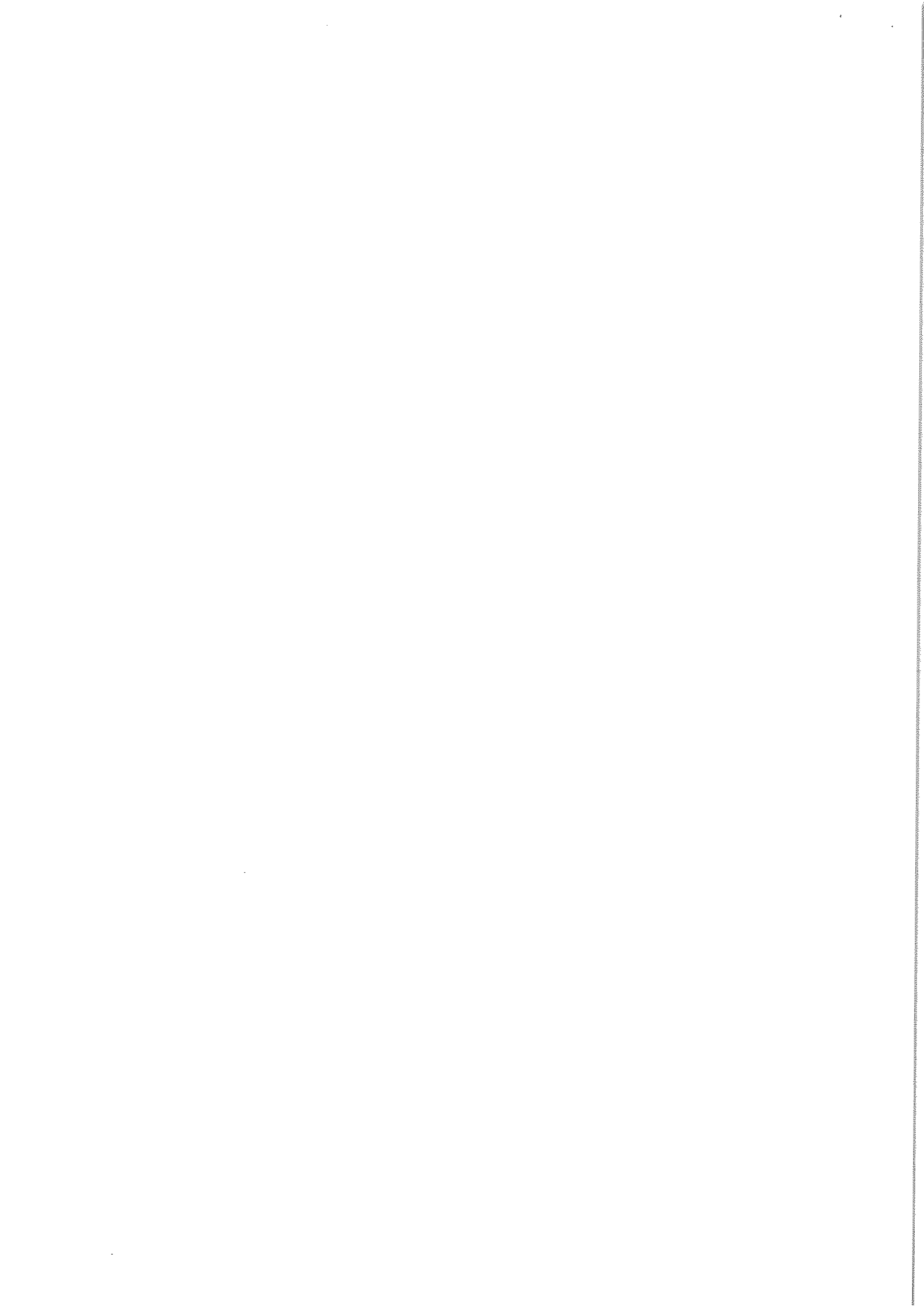
APP.NO: 23/00175/PDE **CASE OFFICER: To be allocated**
APPLICANT: Mrs Rachelle Vanasquez
APP. TYPE: Prior Notification – Household
LOCATION: 4 Hayes Avenue Prescott
PROPOSAL: ERECTION OF A SINGLE STOREY REAR EXTENSION

MAXIMUM DEPTH FROM ORIGINAL REAR WALL 4.00 METRES
MAXIMUM HEIGHT 4.00 METRES
HEIGHT OF EAVES 2.25 METRES

WARD: Prescott South

View Here –

<https://planapp.knowsley.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=RZ6WKIXFNW00>



PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****29th JUNE 2023****REPORT TITLE:**

Planning Decisions

BACKGROUND TO THE REPORT:

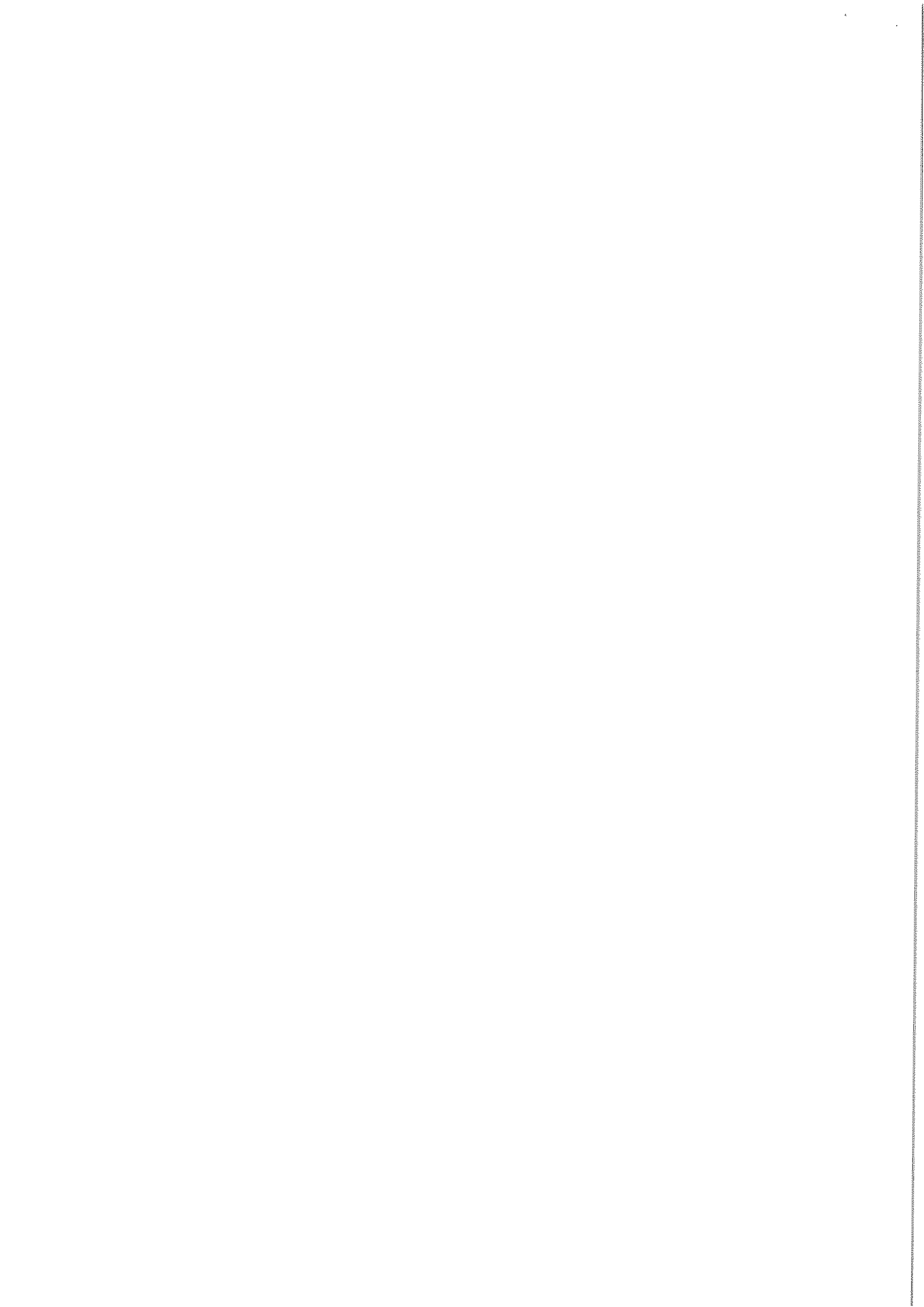
The Town Council are a primary consultee for all planning applications within the Town of Prescott. As such the local planning authority Knowsley Metropolitan Borough Council provides weekly updates on all decisions made in relation to applications received relating to the Town.

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

29th JUNE 2023

REPORT TITLE:

Community Fund Bids

BACKGROUND TO THE REPORT:

Funding Applications have been received from:

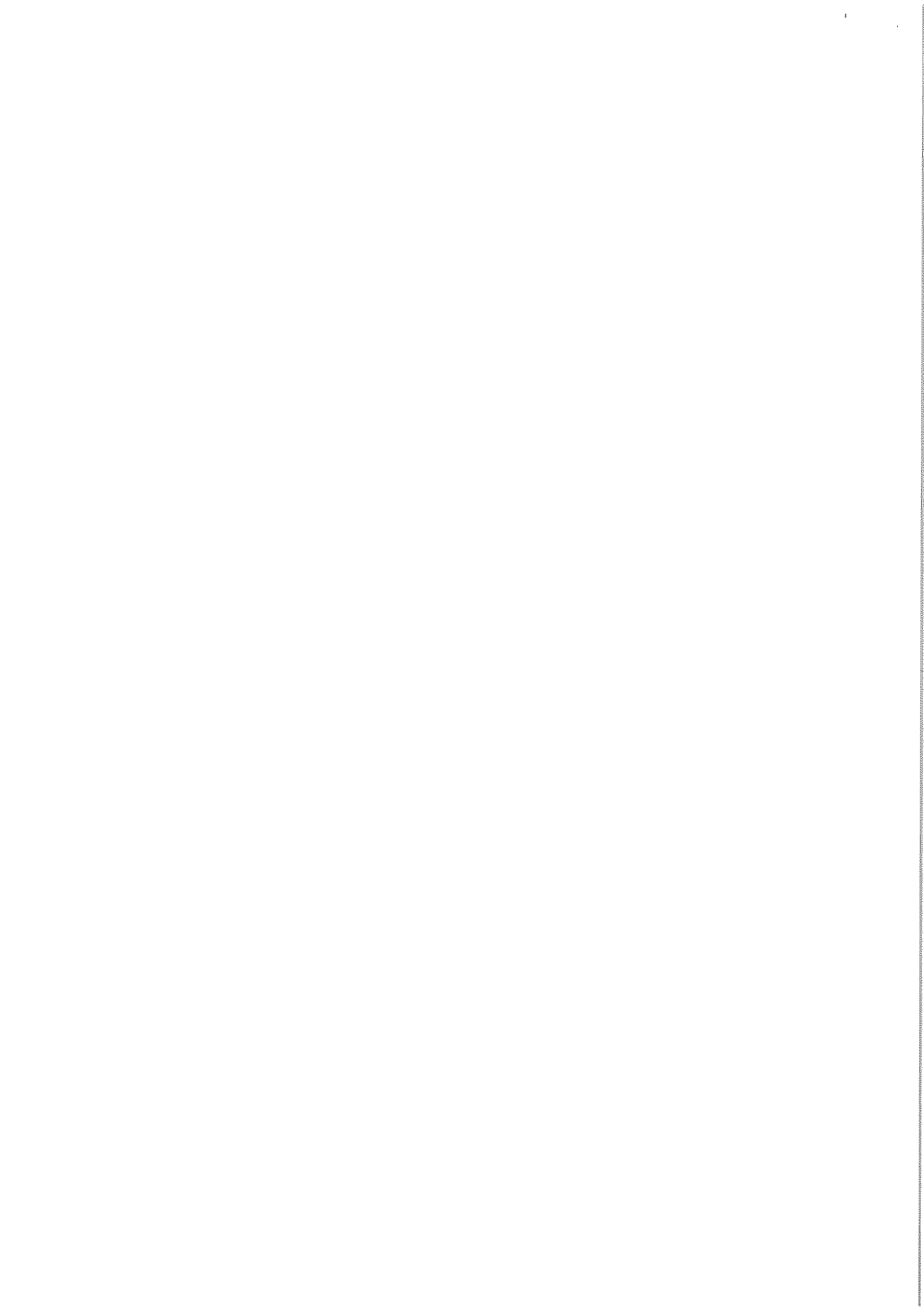
- Friends of Prescott Cemetery & Churchyard
- Willowbrook Hospice
- L35 Radio
- Lady Margaret Bowling Club

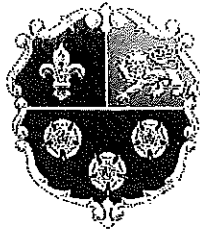
PURPOSE OF REPORT:

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

REPORT PREPARED BY:

Alex Spencer – Town Clerk





**PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM**

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	Friends of Prescott Cemetery and Churchyard
Contact / responsible person:	Mrs Jennifer Chadwick
Role in the Organisation:	Secretary
Telephone:	01514262767
Email:	Jenhow37@gmail.com
What year was your group established?	2013
Do you have a constitution?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Charity Number:
What are the main aims and activities of your Group?	To maintain the ancient churchyard. Cut grass, litter pick, record graves, general maintenance.
Which area of Prescott are you based in?	Prescot town centre
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project		
Project Name:	Tool Storage shed	
When will this take place?	July / August 2023	
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	Double Hinged Apex Metal Shed with anchor kit. The total cost will be £552.22 Copy of invoice for the purchase will be sent to the town council	
How will this project make a difference in your community?	As the container for our battery powered tools was burnt out in 2022 we have had to purchase more tools that are currently transported from the volunteers homes each week to the churchyard. A secure place for the shed to be erected has been provided by the church. To have the tools on sight will mean that we are not restricted to times and availability of volunteers to carry out our work. The ongoing project that the group are doing provides a safe space for visitors, enhances the visual look of the churchyard and provides volunteer opportunities.	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People	<input type="checkbox"/> /
	Older People	<input type="checkbox"/> /
	General Community	<input type="checkbox"/> /
	Resident Association	<input type="checkbox"/>
	Sports or Arts	<input type="checkbox"/>
	Minority groups (e.g. LGBT, Disabled, BME)	<input type="checkbox"/> /
How many people will benefit from your project?	The community of Prescot	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500 Global 8x6 Doble hinged Apex metal shed £600.80 Steel Foundation kit £129 A discount from the supplier was given as we told them we are a voluntary group so the total cost was quoted at £552.22	
Have you secured funding from anyone else?	No	
How will your project recognise the support of the Town Council	Any funding that is given by the council will be recognised on our social media pages and a letter of thanks will be forwarded to the council members	

Who will be running the activity?	<input type="checkbox"/> Unpaid Volunteers /	How many Approx 12
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: Jennifer Chadwick <i>Jennifer Chadwick</i>
	Position: Secretary
	Date: 19.06.2023

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do so will result in clawback of funding. You agree to this term by submitting the application.

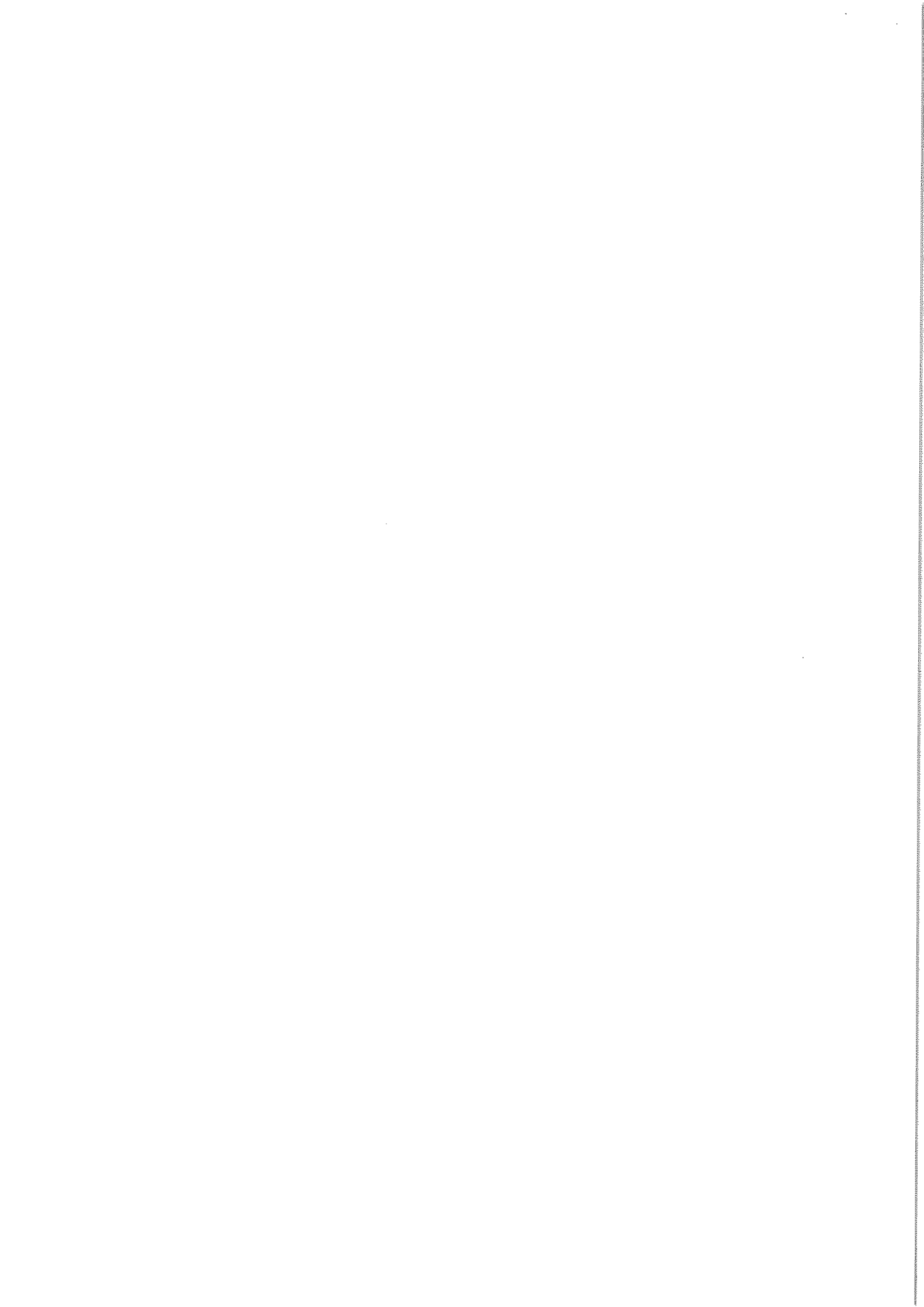
By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

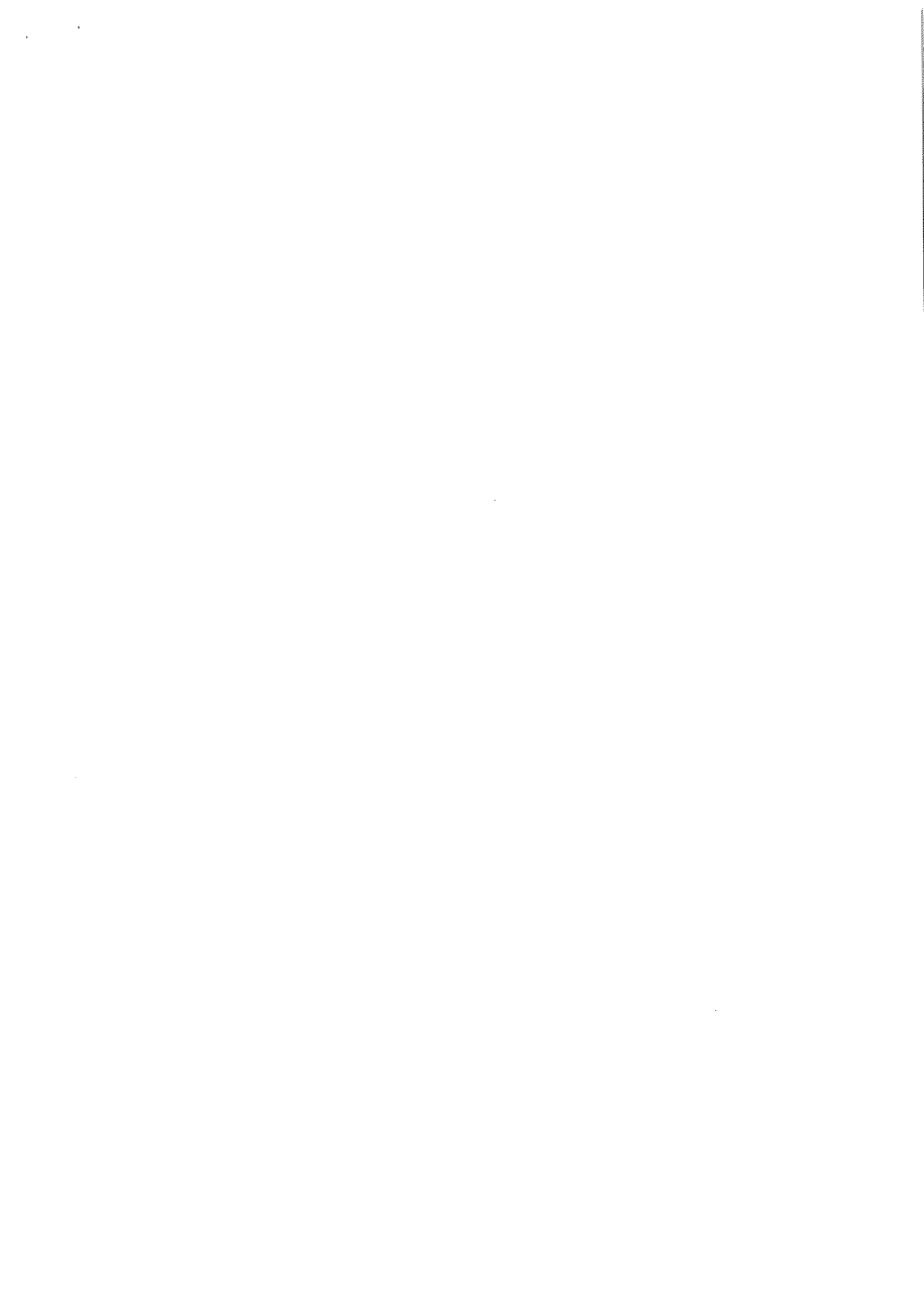
You can return your form:

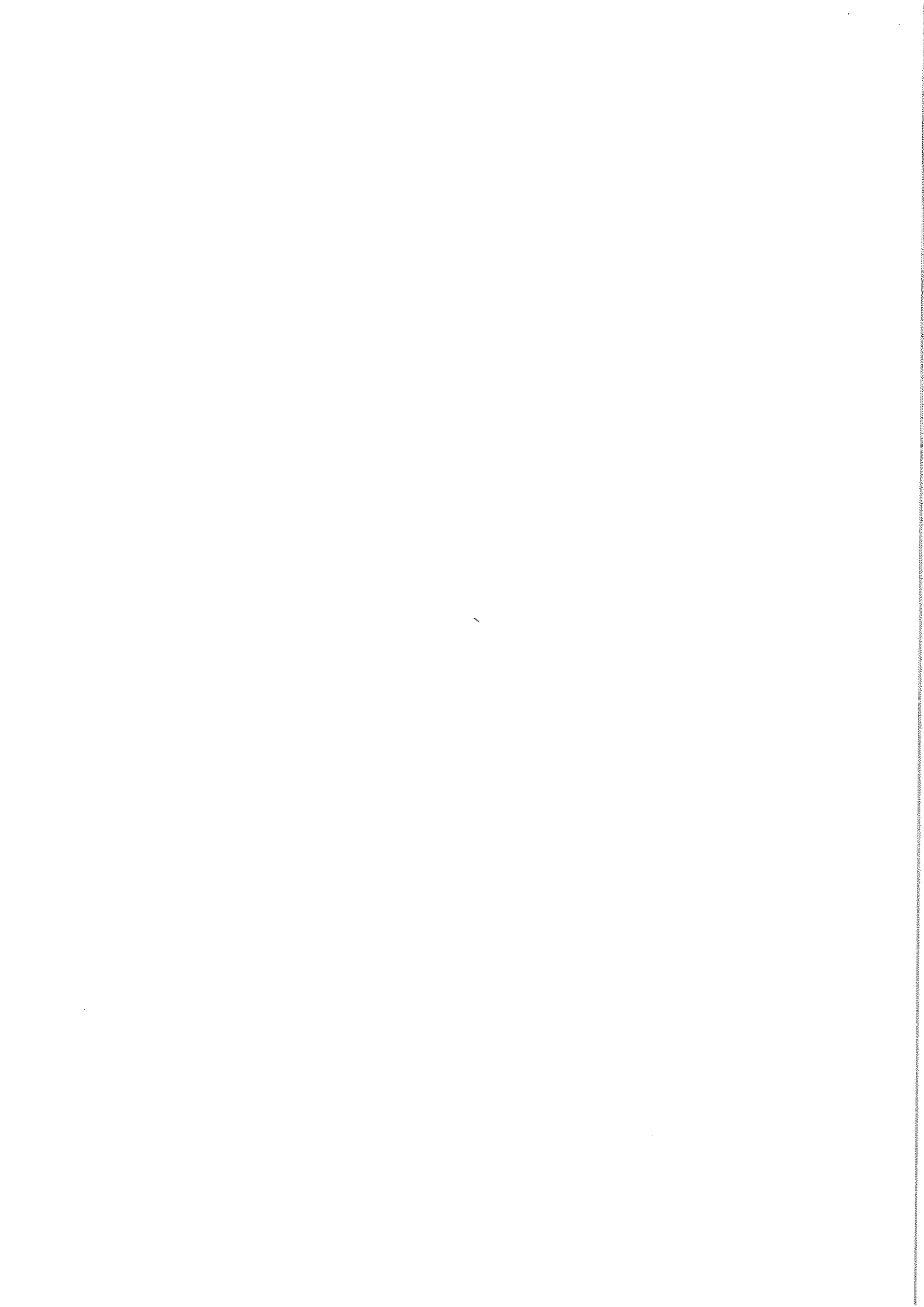
By Post:	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
By Email:	enquiries@prescot-tc.gov.uk

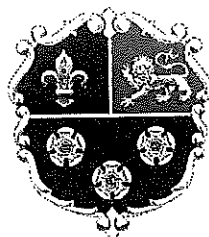
Don't forget!

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.









**PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM**

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	Willowbrook Hospice, Portico Lane, Eccleston Park, Prescot, Merseyside, L34 2QT
Contact / responsible person:	Suzanne Davies
Role in the Organisation:	Fundraising Manager
Telephone:	01744 453798
Email:	suzanned@willowbrookhospice.org.uk
What year was your group established?	1993
Do you have a constitution?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input type="checkbox"/> No <input type="checkbox"/> Charity Number: 1020240
What are the main aims and activities of your Group?	<p>Willowbrook Hospice is an independent UK charity formed in 1993 to establish and create a local, specialist palliative care unit for our community. With all the positive encouragement and generous contributions from our community we opened the doors to our hospice in 1997 and, to date, have provided care, compassion, comfort, love, laughter and warmth to over 10,000 residents.</p> <p>We have 9 in-patient beds, hold regular out-patient clinics and are able to provide a variety of face to face, individual and group sessions within our Hospice, Monday to Friday.</p> <p>We have also implemented a virtual online support service since the disruption of Covid-19. Although approximately three-quarters of our patients have cancer we treat other life-limiting diseases such as</p>

	<p>motor neurone disease, end-stage heart failure, lung disease.</p> <p>We work in partnership with the local health care community to improve the quality of life for those people living with their illness and beyond. We liaise with the Hospital Specialist Palliative Care Team, the Community Specialist Palliative Care Team and the local Primary Care Teams, including local GPs and district nurses.</p> <p>Although we provide care for patients at the end of their life, our statistics show that many of our inpatients are discharged back to their preferred place of care, usually home, dispelling the myth that a Hospice is just a place where you go to die.</p>
<p>Which area of Prescot are you based in?</p>	<p>Eccleston Park</p>
<p>Bank Details:</p>	<p>Sort Code: Account Number: Account Name:</p>

SECTION 2 – Your Project												
Project Name:	Resilience / spa kits for patients											
When will this take place?	As soon as possible											
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	<p>Our Outreach services offers holistic support through a series of tiered approaches to support and enable patients with a life-limiting illness to live well. Our focus is on promoting wellbeing and supporting patients to feel connected to whatever is important to them.</p> <p>A big emphasis on the services is the use of therapies such as therapeutic touch, relaxation techniques, mindfulness, breathe awareness and creating a sense of calm and stillness for peace and restoration.</p> <p>Examples of items for the kits are crystals, herbal tea, candle, relaxation oil, eye mask, wheat bag, lip balm, hand cream, bath salts, mindfulness colouring</p>											
How will this project make a difference in your community?	<p>In person services are limited to 6-12 weeks so these resilient/spa packs would be used an extension of the services and given to our outreach patients prior to discharge. We would hope that these packs would help to encourage patients to utilise aspects of techniques taught within outreach services at home to help maintain physical, emotional and spiritual wellbeing.</p> <p>Alongside our virtual/remote means of support such as spa at home, Tai Chi and guided relaxations. This would help patients to stay well at home until they need to utilise the services again.</p>											
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups											
	<table border="0"> <tr> <td>Young People</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Older People</td> <td><input type="checkbox"/></td> </tr> <tr> <td>General Community</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Resident Association</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sports or Arts</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Minority groups (e.g. LGBT, Disabled, BME)</td> <td><input type="checkbox"/></td> </tr> </table>	Young People	<input type="checkbox"/>	Older People	<input type="checkbox"/>	General Community	<input type="checkbox"/>	Resident Association	<input type="checkbox"/>	Sports or Arts	<input type="checkbox"/>	Minority groups (e.g. LGBT, Disabled, BME)
Young People	<input type="checkbox"/>											
Older People	<input type="checkbox"/>											
General Community	<input type="checkbox"/>											
Resident Association	<input type="checkbox"/>											
Sports or Arts	<input type="checkbox"/>											
Minority groups (e.g. LGBT, Disabled, BME)	<input type="checkbox"/>											
How many people will benefit from your project?	20											
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	£500 would provide resilience/spa kits for 20 patients											
Have you secured funding from anyone else?	No											
How will your project recognise the support of the Town Council	Newsletter, social media post, photograph with a handover of the cheque for the funding											

Who will be running the activity?	<input type="checkbox"/> Unpaid Volunteers	How many 2
	<input type="checkbox"/> Paid Volunteers	How many
	<input type="checkbox"/> Paid Staff	How many 1

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: S Davies
	Position: Fundraising Manager
	Date: 12/06/2023

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do so will result in clawback of funding. You agree to this term by submitting the application.

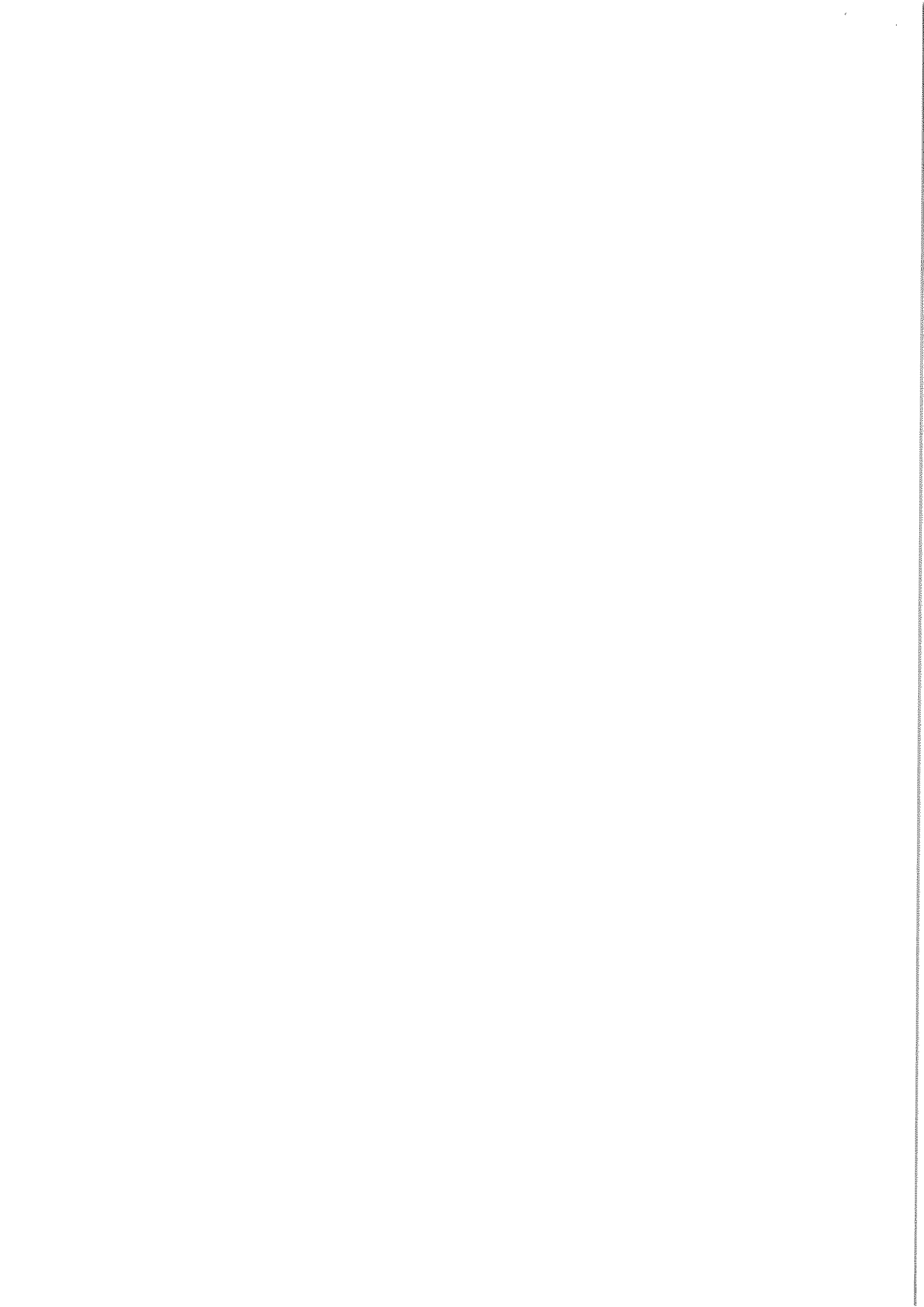
By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

You can return your form:

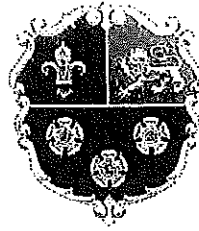
By Post:	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
By Email:	enquiries@prescot-tc.gov.uk

Don't forget!

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.



Received by
hand 17/5/23.



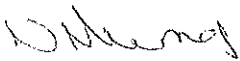
PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	L35 Online Radio
Contact / responsible person:	Neil Murray
Role in the Organisation:	chairman
Telephone:	7561157404
Email:	studio@l35radio.co.uk
What year was your group established?	2019
Do you have a constitution?	Yes X
Are you a registered Charity?	Yes Charity Number:
What are the main aims and activities of your Group?	Community online radio station involving the local community and supporting local events
Which area of Prescot are you based in?	Prescot South
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project							
Project Name:	Outside events						
When will this take place?	At various times through the year						
Please give details and costs of the activities and / or equipment that you are applying for: You will be required to evidence each item of expenditure if successful	<table border="0"> <tr> <td>1 x Heavy duty 4x3 Gazebo</td> <td style="text-align: right;">£260.00</td> </tr> <tr> <td colspan="2">2 x Printed advertising feather flags with station name and logo c/w stands to be used at outside events</td> </tr> <tr> <td></td> <td style="text-align: right;">£229.00</td> </tr> </table>	1 x Heavy duty 4x3 Gazebo	£260.00	2 x Printed advertising feather flags with station name and logo c/w stands to be used at outside events			£229.00
1 x Heavy duty 4x3 Gazebo	£260.00						
2 x Printed advertising feather flags with station name and logo c/w stands to be used at outside events							
	£229.00						
How will this project make a difference in your community?	<p>By involving the community at local indoor and outdoor events</p> <p>Being noticed at events by having personalised equipment</p> <p>Advertising local community events</p> <p>Advertising local business</p>						
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	<p>Groups</p> <p>Young People</p> <p>Older People</p> <p>General Community</p> <p>Resident Association</p> <p>Sports or Arts</p> <p>Minority groups (e.g. LGBT, Disabled, BME)</p>						
How many people will benefit from your project?							
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	Total £489.00						
Have you secured funding from anyone else?	Yes from sponsorship from local business						
How will your project recognise the support of the Town Council	We will advertise via social media at local events ,on air mentions						
Who will be running the activity?	Unpaid Volunteers x	How many 12					
	Paid Volunteers	How many					
	Paid Staff	How many					

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.	Signed: 
	Position: Chairman
	Date: 9/5/23

All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to so will result in clawback of funding. You agree to this term by submitting the application.

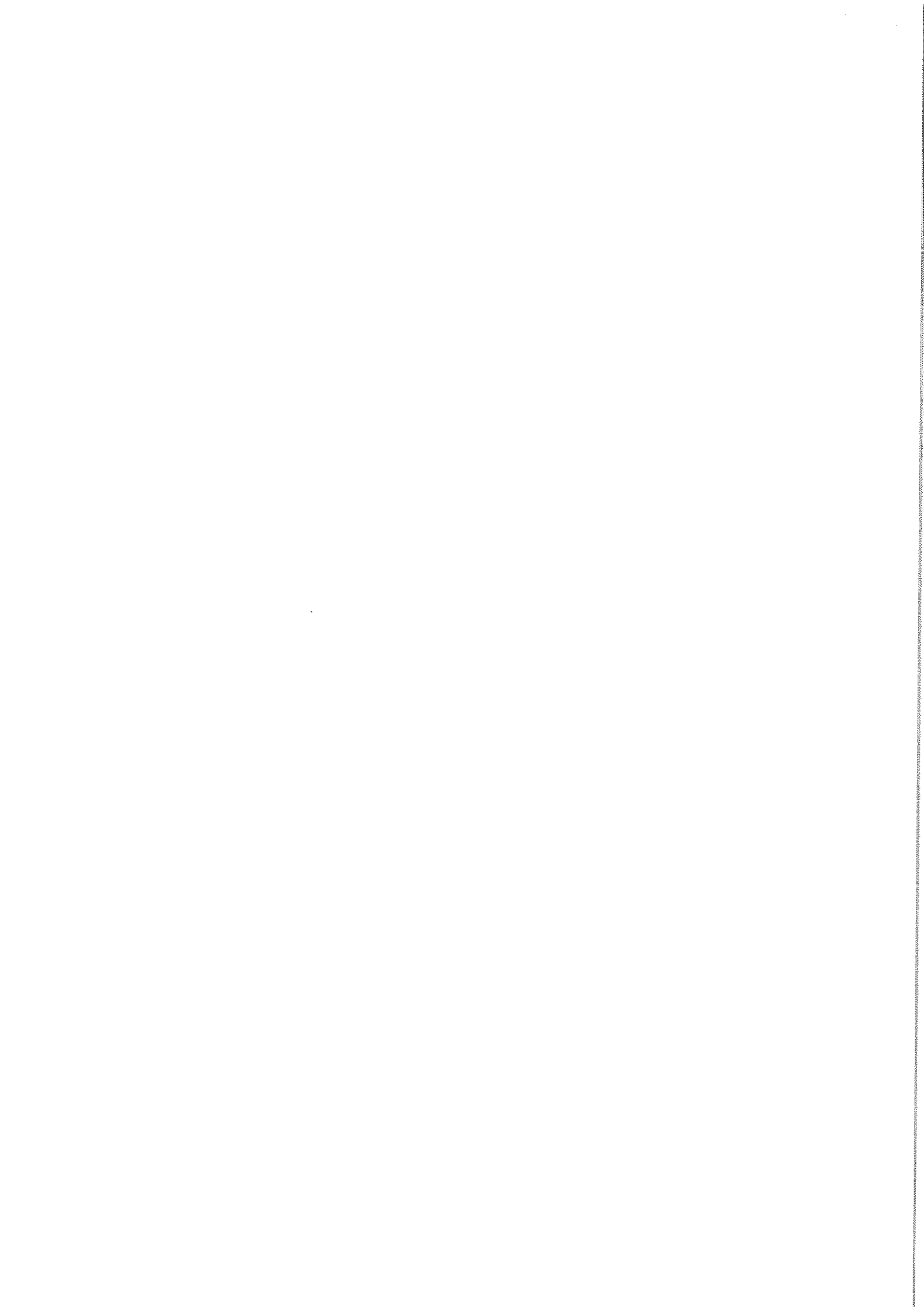
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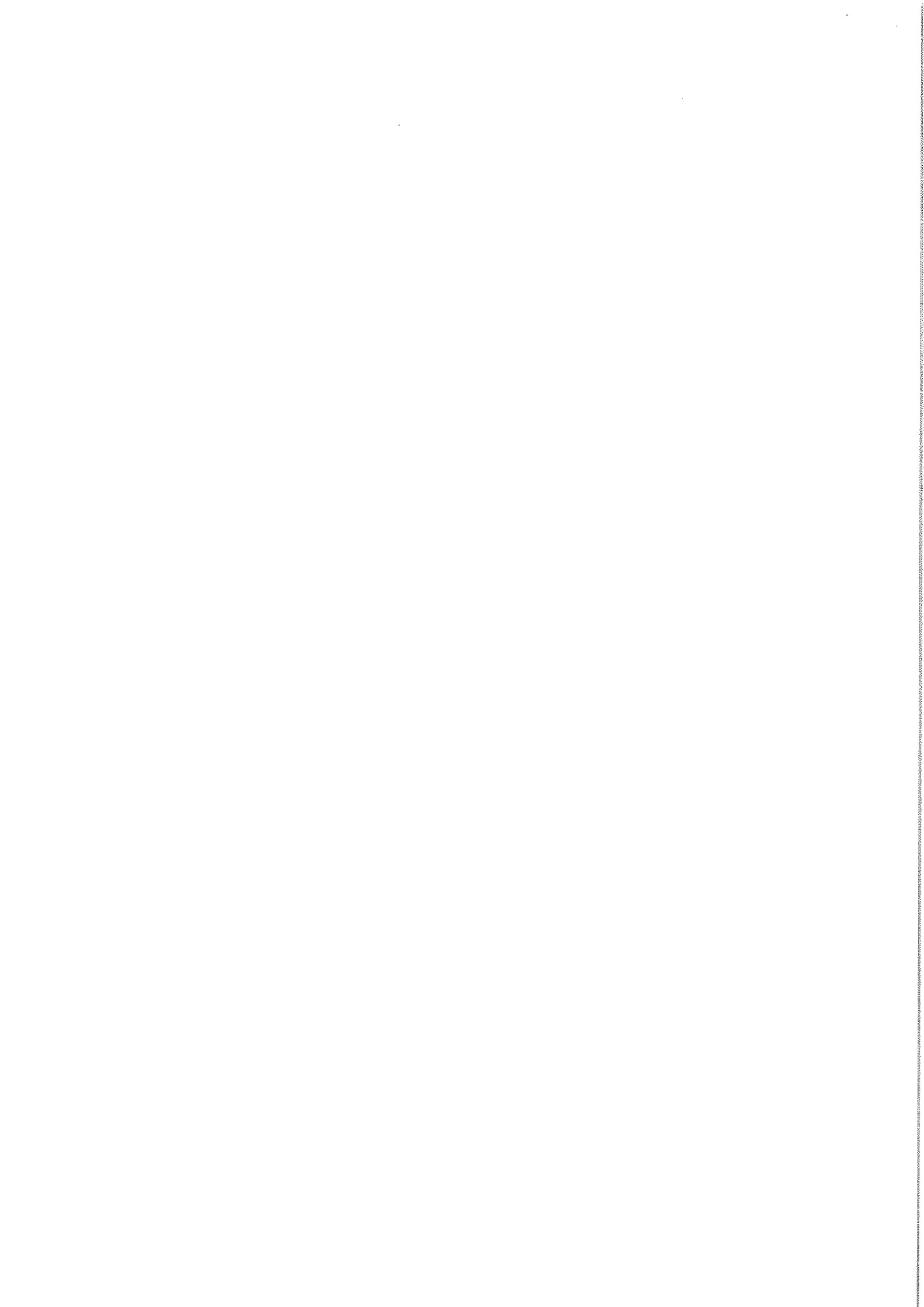
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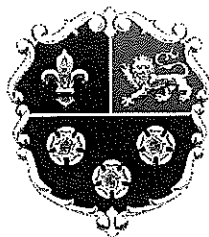
By Post:	Town Clerk Prescot Town Council Prescot Town Hall 1 Warrington Road Prescot L34 5QX
By Email:	enquiries@prescot-tc.gov.uk

Don't forget!

1. To read the guidance notes which will help you to include the information we need.
2. To make sure that your group and your project meet the criteria.
3. To attach a copy of your constitution and a recent bank account statement – you can send these in separately if you apply online.
4. If the project involves children, young people or vulnerable adults, please enclose a copy of your Child / Vulnerable Adults Protection Policy.







PRESCOT TOWN COUNCIL
COMMUNITY FUND APPLICATION FORM

Small Grant Funding of up to £500 for local community projects

SECTION 1 – Your Organisation	
Organisation Name and Address:	Lady Margaret Bowling Club Warrington Rd L34 5QX
Contact / responsible person:	Brian Tilly
Role in the Organisation:	Club Captain and Committee Member
Telephone:	07724449336
Email:	btilly757@gmail.com
What year was your group established?	1893
Do you have a constitution?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you a registered Charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Charity Number:
What are the main aims and activities of your Group?	Crown Green Bowling
Which area of Prescott are you based in?	Prescot Town Centre
Bank Details:	Sort Code: Account Number: Account Name:

SECTION 2 – Your Project		
Project Name:	Bowling Green Maintenance	
When will this take place?	August/September 2023	
<p>Please give details and costs of the activities and / or equipment that you are applying for:</p> <p>You will be required to evidence each item of expenditure if successful</p>	<p>We are seeking funding for Green Maintenance.</p> <p>Nutrigrow spring / summer 20kg blend fertiliser £23.00 x 5 = £115</p> <p>Premier Bowl & Golf green grass seed 20kg £184.00</p> <p>Elliot's Weed, Feed & Moss Killer 20kg £ 36.95 x3 £110.85</p> <p>Neutrigow Moss Top £37.00</p> <p>We will provide evidence of all expenditure if successful.</p>	
How will this project make a difference in your community?	<p>Lady Margaret Bowling Club has been active since 1893 and Prescot residents have all enjoyed the camaraderie of being part of a team.</p> <p>Bowls is a healthy outdoor pursuit encouraging social interaction and mentally stimulating combating social isolation. We have many elderly members and provide a safe and pleasant place to enjoy the exercise and the camaraderie of our group.</p> <p>We are open to all and welcome new members to join our club, this year has seen our membership increase by 10 to over fifty active members. The club has open days for family and friends to try and help increase our membership and we will also advertise in the Watchmaker retirement village.</p> <p>The grant if approved will help improve and maintain our bowling green and any PTC staff or councillor's are welcome to have a look at our beautiful green space.</p> <p>Like many clubs our utility bills have increased and this grant to help maintain our green will be a massive help to sustain our club. It will help one of the oldest surviving Crown Green Bowling Club in Merseyside/Country to secure a future.</p>	
Who will mainly benefit from your project? (please tick the boxes that apply to your project)	Groups	
	Young People Older People General Community Resident Association Sports or Arts	

	Minority groups (e.g. LGBT, Disabled, BME)	
How many people will benefit from your project?	We currently have over 50 members also family and friends plus visiting Teams that will benefit.	
How much funding are you asking for? (Max £500 please include an itemised list of costs to support your request)	We are asking for £446.85 + Delivery £43.00 Total £489.85 Nutrigrow spring / summer 20kg blend fertiliser £23.00 x 5 = £115 Premier Bowl & Golf green grass seed 20kg £184.00 Elliots Weed, Feed & Moss Killer 20kg £ 36.95 x3 £110.85 Neutrigow Moss Top £37.00	
Have you secured funding from anyone else?	No	
How will your project recognise the support of the Town Council	We will recognise the Town Council's support through our Facebook Page, Signage in the hut, and will minute the support at our AGM	
Who will be running the activity?	Unpaid Volunteers	How many Maintenance Team of 4
	Paid Volunteers	How many
	Paid Staff	How many

Declaration:

I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have	Signed: B Tilly
	Position: Club Captain and Committee member

the authority to sign on behalf of the organisation making this application.	Date: 17/06/23
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All successful applications will be required to submit proof of expenditure no later than 3 months after the project completion date. Failure to do so will result in clawback of funding. You agree to this term by submitting the application.

By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website www.prescot-tc.gov.uk.

You can return your form:

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By Email:	enquiries@prescot-tc.gov.uk

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PRESCOT TOWN COUNCIL**TOWN COUNCIL MEETING****29th JUNE 2023****REPORT TITLE:**

Annual Governance & Accountability Return – Section Two

BACKGROUND TO THE REPORT

The Accounts and Audit Regulations 2015 came into force on 1st April 2015 and are applicable for the annual return for the year ending 31 March 2022. The regulations state that the Council as a whole body must approve the Annual Governance & Accountability Return.

Section One of the Annual Governance & Accountability Return – Annual Governance Statement 2021/22 was approved by Council in May 2023.

PURPOSE OF THE REPORT

This report provides members with Section Two of the Annual Governance & Accountability Return – Accounting Statements for 2022/23.

REPORT PREPARED BY:

Alex Spencer – Town Clerk

PRESCOT TOWN COUNCIL

Annual Accounting Statement for 2022/23

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 for the year ending 31 March 2022. The regulations state that the Council as a whole body must approve the Annual Governance Statement (Section One) and Accounting Statements (Section Two).
- 1.2 Section One - The Annual Governance Statement 2021/22 was approved by Council in May 2023.
- 1.3 Section Two – Annual Accounting Statement 2021/22 is now before Members for approval.
- 1.4 Once approved, both sections will be submitted to the external auditor.
- 1.5 Although approved by Council, these accounts remain unaudited. Nevertheless, council is duty bound to publish an unaudited copy of its accounts.

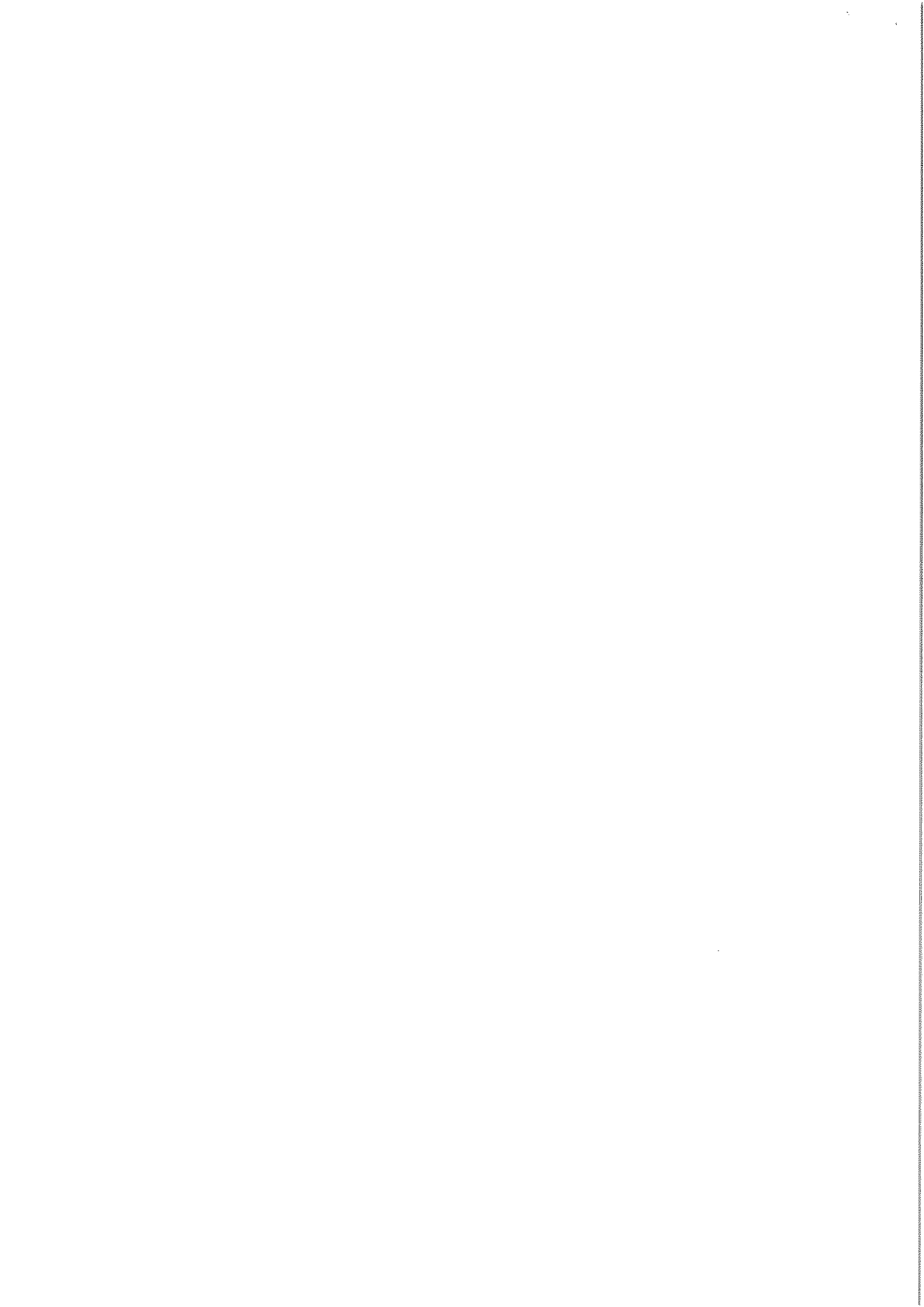
2. THE ANNUAL GOVERNANCE STATEMENT

- 2.1 The Annual Accounting Statement acknowledges elected members responsibility for the preparation, monitoring, and approval of council accounts.
- 2.2 The Annual Accounting Statement requires approval by council, before being authorised and signed off by the chair of the approving council meeting.
- 2.3 The Annual Account Statement must be submitted to the external auditor no later than 2nd July 2023.
- 2.4 The Annual Accounting Statement is attached to this report as appendix one.

3. RECOMMENDATIONS

3.1 Under the requirements of the Accounts and Audit (Amendment) (England) Regulations 2015, members consider the information contained within the Annual Accounting Statement and resolve to:-

- Approve the Annual Accounting Statement 2022/23 and
- Submit the Annual Accounting Statement 2022/23 to the external auditor.



Section 2 – Accounting Statements 2022/23 for

PRESCOT TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	£214,377	£276,421	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	£307,234	£326,171	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	£74,088	£75,017	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	£143,583	£152,215	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	£141,686	£141,530	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	£276,421	£349,854	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	£281,810	£338,476	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	£840,236	£845,646	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	£325,253	£325,253	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)			
11b. Disclosure note re Trust funds (including charitable)			

I certify that for the year ended 31 March 2023 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]

Date

15/05/2023

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

as recorded in minute reference:

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

