

**PRESCOT TOWN COUNCIL**

A meeting of the **COUNCIL** for the **TOWN OF PRESCOT** was held on **THURSDAY, 30<sup>th</sup> MAY 2024** 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)  
L. Sephton (Deputy Town Clerk)

**ALSO IN ATTENDANCE**

2 x Members of the Public

<b><u>1.</u></b>	<b><u>ELECTION OF TOWN MAYOR FOR THE CIVIC YEAR 2024/25</u></b>  It was <b>UNANIMOUSLY RESOLVED</b> that Cllr M. Burke be elected to serve as Mayor of Prescott for the 2024/25 Civic Year.
<b><u>2.</u></b>	<b><u>MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u></b>  Cllr M. Burke duly signed the acceptance of office book to officially accept the office of Town Mayor.
<b><u>3.</u></b>	<b><u>TO RECEIVE APOLOGIES</u></b>  No apologies were received.
<b><u>4.</u></b>	<b><u>DECLARATIONS OF INTEREST</u></b>  Declarations of Interest were received from the following: - <ul style="list-style-type: none"><li>● Cllr M. Burke for Item 17 Planning Applications</li><li>● Cllr J. Burke for Item 19 Community Fund Applications</li><li>● Cllr P. Cook for Item 19 Community Fund Applications</li><li>● Cllr T. Murray for Item 19 Community Fund Applications</li><li>● Cllr I. Smith for Items 17 Planning Applications &amp; 18 Planning Decisions</li><li>● Cllr T. Smith for Item 19 Community Fund 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 T. Murray and thanked her for her work, service and fund raising throughout the 2023/24 civic year alongside her consorts during her term in office.</p> <p>Cllr J. Burke echoed the thanks of the Mayor and extended her gratitude for Cllr Murray's commitment to Council's Local Democracy Project and her fundraising throughout 2023/24.</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 T Murray said it had been a huge honour and privilege to serve as the Mayor of Prescot, and she 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 2024/25</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> that Cllr Graham Wickens be elected to the Office of Deputy Town Mayor for the civic year 2024/25.</p>
7.	<p><b><u>DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE</u></b></p> <p>Cllr G. Wickens 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 28<sup>th</sup> March 2024 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> minutes of Events Committee on 20<sup>th</sup> May 2024.</p>
10.	<p><b><u>REVIEW OF TOWN COUNCIL COMMITTEES AND ASSOCIATED TERMS OF REFERENCE 2024/25</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>

1. Council would continue to have an Events Committee and Finance, Policy and HR Committee during 2024/25.
2. The terms of reference for each committee were accurate.
3. The number of Members sitting on Events Committee would increase from 7 to 8, and would be comprised of the following Members:-

Cllr J. Burke  
 Cllr M. Burke  
 Cllr P. Cook  
 Cllr J. Edgar  
 Cllr P. Goodwin  
 Cllr T. Murray  
 Cllr T. Smith  
 Cllr M. Sommerfield

4. The number of Members sitting on Finance, Policy and HR Committee would increase from 6 to 9, and would be comprised of the following Members:-

Cllr J. Burke  
 Cllr M. Burke  
 Cllr P. Goodwin  
 Cllr T. Murray  
 Cllr P. Shaw  
 Cllr I. Smith  
 Cllr T. Smith  
 Cllr M. Sommerfield  
 Cllr G. Wickens

**11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS 2024/25**

In accordance with Standing Order 5J v, Council is required to review Council's Standing Orders.

In accordance with Finance Regulation 18.1, a review of Council's Financial Regulations is required.

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

1. Members reviewed and agreed Standing Orders and Financial Regulations for the civic year 2024/25.



<p><b><u>12.</u></b></p>	<p><b><u>REPRESENTATIVES TO OUTSIDE BODIES 2024/25</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 at 4.1 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>
<p><b><u>13.</u></b></p>	<p><b><u>COUNCIL MEETING SCHEDULE 2024/25</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 at 3.1 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 Finance, Policy and HR Committee scheduled for 11<sup>th</sup> July 2024 and 16<sup>th</sup> January 2025 not be confirmed and are subject to change pending clarification from Members.</li> <li>3. That although the stated start time for Council and Committee meetings is 6:00pm, officers will check Member availability 14 days before the meeting to determine whether meetings can commence at 5.30pm; and that any change is reflected in Council agendas.</li> </ol>
<p><b><u>14.</u></b></p>	<p><b><u>ANNOUNCEMENTS FROM THE LEADER</u></b></p> <p>The Leader indicated that she was excited about Members working collaboratively during 2024/25 to progress the work of Council.</p>
<p><b><u>15.</u></b></p>	<p><b><u>ANNOUNCEMENTS FROM THE TOWN CLERK</u></b></p> <p><b><u>Proposed Development and Operations at Brown’s Field/Eaton Street Park</u></b></p> <p>The Town Clerk continues to liaise with Knowsley Council officers regarding operations at both Brown’s Field and Eaton Street Park; and specifically to Browns Field, the proposed building of a pavilion and improvement to football pitches.</p>

Unfortunately, despite several requests by the Town Clerk to have a meeting with Knowsley Council officers regarding both sites – particularly after Council’s resolution to not accept proposed heads of terms offered by Knowsley Council – no meeting has been convened and therefore, the Town Clerk will be seeking support of dual-hatted Members to get a meeting diarised and perhaps escalate to Executive Officer level.

**Local Democracy Project 2024/25**

The Town Clerk would like to thank Members for confirming their availability to support the 2024/25 Local Democracy Project.

The first session of the project took place at Prescott Town Hall on 22<sup>nd</sup> May 2024 with Year 6 children from Our Lady’s Catholic Primary.

The format of the project was tweaked slightly compared with 2023/24, however the day itself ran extremely smoothly and feedback from both pupils and teachers was positive.

Officers promoted the first session on social media pages.

All four other primary schools within the town have been assigned a date, with the project concluding in July 2024.

**16. MAYORAL ENGAGEMENTS**

None

**17. PLANNING APPLICATIONS**

No planning applications were considered.

Application Ref	Location	Comments

**18. PLANNING DECISIONS**

No Planning Decisions were received.

Cllrs J. Burke, P. Cook, T. Murray and T. Smith left the meeting.

**19. COMMUNITY FUNDING BIDS**

1. Prescot Mission Christmas Dinner 2024 who was seeking £500.00 to help support the provision of Christmas dinners in Prescot.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £500.00 for the funding application from Prescot Mission Christmas 2024.

Cllrs J. Burke, P. Cook, T. Murray and T. Smith rejoined the meeting.

2. 1<sup>st</sup> Whiston and Prescot Scout Group who was seeking £500.00 to contribute towards the purchase of a trailer to help transport group equipment.

It was **UNANIMOUSLY RESOLVED** to **APPROVE** the sum of £500.00 for the funding application from 1<sup>st</sup> Whiston and Prescot Scout Group, albeit that the offer letter drafted and sent by officers should include a comment that the group reinstates “Prescot” within its title.

3. Friends of Halsnead Allotment and Food Initiative Group who was seeking £500.00 for the purchase of food, toiletries and essential items for people using their social supermarket.

It was **UNANIMOUSLY RESOLVED** to **DEFER** the application pending clarification by the Town Clerk as to whether the type of items stated within the application were within the remit of the Community Fund Policy.

**20. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24**

The Town Clerk presented the Annual Governance and Accountability Return 2023/24 to Members.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 5.0 of the report being:-

1. That Members **REVIEW** Council’s 2023/24 Internal Audit Report
2. **AGREE** Section One – Annual Governance Statement
3. **AGREE** Section Two – Annual Accounting Statement
4. **AGREE** that 2023/24 Annual Governance and Accountability Return be submitted to PKF Littlejohn.
5. **AGREE** Revised Banking Mandate with authorised signatories being:-
  - a. Alex Spencer – Town Clerk
  - b. Louise Sephton – Deputy Town Clerk
  - c. Cllr J. Burke
  - d. Cllr M. Burke
  - e. Cllr. I Smith
  - f. Cllr. G Wickens



<p><b>21.</b></p>	<p><b><u>REPORT OF THE INDEPENDENT RENUMERATIONS PANEL 2024</u></b></p> <p>The Town Clerk presented the Report of The Independent Remunerations Panel 2024 to Members.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>AGREE</b> the recommendations under 3.0 of the report being: -</p> <ol style="list-style-type: none"> <li>1. That Members should continue to receive no basic allowance or out of pocket expenses for the civic year 2024/25.</li> </ol>
<p><b>22.</b></p>	<p><b><u>PRESCOT TOWN HALL CAR PARK SURVEY TO REDUCE LOCAL TRAFFIC ISSUES</u></b></p> <p>Members considered the report of the Town Clerk which highlighted local traffic issues (notably along Warrington Road) and put forward proposals for the car park located at Prescott Town Hall to be made available for the use of a local business (The Big Chippy) or <i>gratis</i> parking for the wider community.</p> <p>Members received an update from Cllr J. Burke that she was working with Knowsley Council officers to help ameliorate some traffic issues at this location.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>DEFER</b> any decision and <b>INSTRUCT</b> the Town Clerk to contact Knowsley Council for an update on what work has been completed to date.</p>
<p><b>23.</b></p>	<p><b><u>CHRISTMAS CLOSEDOWN 2024</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 Friday 20<sup>th</sup> December 2024 to 9:00am on Thursday 2<sup>nd</sup> January 2025, with Members further agreeing to the awarding of two ex-gratia concessionary days during this period.</p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to <b>AGREE</b> the recommendations under 3.0 of the report being: -</p> <ol style="list-style-type: none"> <li>1. That Prescott Town Hall would close from 5:00pm on Friday 20<sup>th</sup> December 2024 to 9:00am on Thursday 2<sup>nd</sup> January 2025</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> </ol>
<p><b>24.</b></p>	<p><b><u>RESOLUTION TO EXCLUDE THE PRESS &amp; PUBLIC</u></b></p> <p>It was <b>UNANIMOUSLY RESOLVED</b> to Exclude the Press and Public form the meeting by virtue of Standing Order 3D.</p>

**25. BAR CONCESSION TENDER 2024**

The Town Clerk informed Members that he had been notified by Jaka Ltd that they did not wish to continue with the bar concession beyond the end of August 2024; and as a result a bar tendering exercise would need to commence.

It was **UNANIMOUSLY RESOLVED** to **AGREE** the recommendations under 4.0 of the report being: -

1. Members reviewed and approved documents for the 2024 bar tender
2. Members reviewed, amended and approved timescales for the 2024 bar tender
3. Members approved how the bar tender was to be published/circulated
4. Members established a Tender Evaluation Panel insofar as Members of Finance, Policy & HR Committee would review submitted tenders at its meeting in July 2024.
5. Members noted the contents of the report.

**The meeting closed at 7:35 p.m.**

**Dated: 27<sup>th</sup> June 2024**

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