

## HORWICH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Council Chamber, Public Hall on Monday 11 August 2014 commencing at 7.30pm.

PRESENT: Councillors: C. Root (in the Chair), K. Denton, K. Helsby, J. Kellett, L. McCartin, A. Morley, J. Silvester, R. Silvester, K. Thomson.  
Town Clerk: C. Hutchinson  
Homewatch Liaison Officer: K. Jackson  
1 member of the public

### CHAIR TO OUTLINE FIRE SAFETY EVACUATION PROCEDURE:

FG 6149 Councillor Root outlined the procedure that was outlined in the information provided.

### TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG 6150 Apologies were accepted from Councillor McKeon, Councillor L. Rock and Councillor S. Rock who were all away. Resolved unanimously to accept the apologies as presented.

### TO APPROVE THE MINUTES OF THE MEETING HELD ON 9 JUNE 2014:

FG 6151 Resolved unanimously to approve the minutes of the meeting held on 9 June 2014.

### TO NOTE THE MINUTES OF THE MEETING OF THE HORWICH IN BLOOM ADVISORY COMMITTEE HELD ON 3 JUNE AND 8 JULY 2014:

FG 6152 Resolved unanimously to note the minutes of the meeting of the Horwich in Bloom Advisory Committee held on 3 June and 8 July 2014.

### TO APPROVE THE MINUTES AND RECOMMENDATIONS OF THE HORWICH RESOURCE CENTRE SUB COMMITTEE HELD ON 31 JULY 2014:

FG 6153 Resolved unanimously to approve the minutes and recommendations of the Horwich Resource Centre Sub Committee held on 31 July 2014.

### PUBLIC PARTICIPATION:

FG 6154 Resolved to move out of Committee to allow a member of the public to speak.

Mr Peter McGeehan, a local town centre business owner thanked both the Town Mayor Councillor Richard Silvester and Councillor McKeon for their attendance at the recent Food and Drink Festival at Middlebrook and their involvement in allocating funding from the Area Forum to enable several local Horwich businesses to participate in this very successful event organised by Emerson. Mr McGeehan also thanked Horwich Town Council for their support for town centre businesses and suggested that Members might wish

make themselves known to traders, in response to a recent survey that he had carried out. This support would be greatly appreciated at a time when Horwich town centre was managing to thrive, despite a difficult economic Climate. Mr McGeehan wished to thank Members for their support on behalf of town centre traders.

Resolved to return to Committee

Members thanked Mr McGeehan for his comments and were in agreement that the Town Councillors along with ward Councillors fully supported town centre businesses. Members felt that Horwich was very fortunate to have such a good mix of shops, cafes and restaurants in the town with new businesses starting up. It was also refreshing to receive such positive feedback and the traders' comments were most appreciated. There was a query about how many businesses used internet sales as it was generally accepted that this can compliment high street sales. It was suggested that the Town Clerk contact Bolton Council Business Support Unit to establish what assistance is on offer to local businesses. Following another query about including free advertising for town centre businesses on the Town Council website, it was confirmed that an updating of the current website would shortly be taking place when this matter could be discussed in more detail.

TO REMIND MEMBERS TO MAKE A DECISION CONCERNING ANY MATTERS TO BE DISCUSSED DURING THE MEETING OF WHICH THEY HAVE AN INTEREST:

FG 6155        None.

TO RECEIVE A REPORT FROM KEITH JACKSON HOMEWATCH LIAISON OFFICER:

FG 6156        Firstly Mr Jackson thanked Members for taking the decision to move in the direction of Homewatch and explained that he was also employed separately on a similar basis by Westhoughton Town Council. Following discussion with PC Vernon contact had been made with local police and existing Homewatch schemes had been identified, with the intention to target areas which were not covered by such schemes. Mr Jackson agreed with Members that Horwich had an excellent variety of shops and businesses compared with other areas in the borough and was keen to visit local traders with the idea to set up a Business Watch scheme. Initial targeting of new estates had led to the realisation that Horwich was a large area to cover. It was suggested that contacting local residents' associations could be made a priority. Councillor R Silvester offered to provide the Town Clerk with a list of contacts which could be forwarded to Mr Jackson. In response to a query it was confirmed that the Town Council had previously funded Homewatch street signage.

Mr Jackson was thanked for his report and Members looked forward to a Further update in due course.

In response to a query it was noted that Mr Jackson's main employer was Greater Manchester Police and he was working limited hours for both Horwich and Westhoughton Town Councils in separate capacities.

#### TO PROPOSALS FOR NEW SIGNAGE IN HORWICH:

FG 6157 At the last meeting of the Committee it had been resolved to investigate the costs for design and production of a maximum of six pictorial boundary signs along with one direction sign for the Heritage Centre underneath the Resource Centre signage on Longworth Road. Since then there had also been an additional request for costs for provision of new street signs in the town centre showing the Town Council crest. Photographs of existing boundary signs in Horwich had been circulated to all Members for information along with a summary of the condition of the existing signs. It was noted that while the structures are sound, some of the pictorial signs have faded to differing degrees and there should be consideration given to consistency of town twinning and Fairtrade information. A suggestion was welcomed that any new signage could be double sided.

Members expressed various views with regard to design and choice of image. There was strong support for the retention of Fairtrade town status and the possibility of offering sponsorship to local businesses to support the costs of new signage. Members were informed that although an initial request for costings and design had gone to Bolton Council, other options would be considered, with prior permission required from Bolton Highways prior to replacement of existing signage.

Resolved by 8 votes to 0 with 1 abstention to appoint a start and finish group to examine and recommend proposals for new signage in Horwich at the earliest opportunity, to be made up of Councillors Kellet, McCartin, McKeon and R. Silvester.

#### TO RECEIVE AN UPDATE ON THE TOWN COUNCIL FLAG:

FG 6158 In response to a query regarding the costings provided for a ceremonial flag it was confirmed that at the Committee held on 9 June it had been resolved to provide a quotation for these and referred to minute ref. FG 6131.

Although still awaiting clarification from Bolton Council Facilities Management, it appeared that the broken flagpole string had been repaired and this had addressed the problem with the flag wrapping around the pole. It was noted that the existing flag had been well received. Following further discussion the Town Clerk was asked to obtain costings for a flagpole and

pennant type flag for display outside the Resource Centre and also for small flags for re-sale. It was agreed that the ceremonial flag could be carried at Remembrance Sunday Parade by a member of the Air Cadets.

Resolved unanimously to approve the purchase of a ceremonial flag, pole and carrying equipment at a cost of £341 as presented.

TO APPROVE THE COST OF GENERAL POWER OF COMPETENCE TRAINING FOR THE TOWN CLERK FROM LALC AT A COST OF £40:

FG 6159 Members were informed that normally approval for such a small amount would not be brought to Council, but this item had been included on the agenda to advise Members about the General Power of Competence (GPC). Background information had been distributed to make Members aware that a council may only use GPC if the Clerk is qualified to do this which involves completion of training and an additional module of the CILCA Quality Town Clerk examination. There was general agreement that acquiring GPC would be a positive step for both the Town Council and the professional development of the Town Clerk.

Resolved unanimously to approve the cost of General Power of Competence Training for the Town Clerk from LALC at a cost of £40.

TO RECEIVE AN UPDATE REGARDING THE CHRISTMAS LIGHTING SCHEME IN HORWICH FOR 2014:

FG 6160 Members were informed that the six borough Councillors had met and agreed to allocate funds for the town centre to the purchase of a new Christmas lighting scheme for Horwich at a total cost of £9,475, taking advantage of a special offer. These would include an increased length of festoons to cover the front of the Public Hall along with brackets and displays to go on lighting columns. All lights would be coloured LEDs which were extremely energy efficient and it was expected that replacements would not be required. Members were informed that the Town Council would be required to pay for the costs of assembly and disassembly and costs associated with proposed additional lighting in the trees in Sparrow Park.

It was noted that the Town Council have yet to approve having a Christmas Lighting scheme so it was approved unanimously to bring this item to the next meeting in September along with associated costs for assembly and disassembly, electricity and other additional costs.

TO ESTABLISH A TASK AND FINISH GROUP TO EXAMINE THE PROVISION OF MARKET FACILITIES IN HORWICH:

FG 6161 A discussion took place regarding establishment of terms of reference for this group as its remit may overlap with that of the Resource Centre Sub Committee and it was agreed that this was a matter for the group when it first met.

Resolved by 7 votes to 0 with 2 abstentions to establish a task and finish group to examine the provision of market facilities in Horwich made up of Councillors J Silvester, Kellett, McCartin and either Councillor McKeon or Root.

TO APPROVE THE ANNUAL RETURN TO 31 MARCH 2014:

FG 6162 Resolved to unanimously approve the annual return to 31 March 2014.

TO APPROVE THE STATEMENT OF QUARTERLY ACCOUNTS TO 30 JUNE 2014:

FG 6163 Resolved to unanimously to approve the statement of quarterly accounts to 30 June 2014.

TO APPROVE THE QUARTERLY BUDGET REVIEW TO 30 JUNE 2014:

FG 6164 In response to a query regarding the variance figure for income, the Town Clerk confirmed that this had already been noted and clarification would be provided by the internal auditor.

Resolved unanimously to approve the quarterly budget review to 30 June 2014.

TO RECEIVE THE QUARTERLY REPORT FROM INTERNAL AUDIT TO 30 JUNE 2014:

FG 6165 Resolved unanimously to receive the quarterly report from internal audit to 30 June 2014.

ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED:

FG 6166 Resolved unanimously to approve accounts for payment with date amendment and supplementary accounts for payment as presented and totalling £6,922.72.

TOWN CLERK'S REPORT – FOR INFORMATION ONLY:

- FG 6167
- a. Lever Park Allotment Society: thanks for grant of £80.
  - b. AFC Masters: information about the Club and its recent success in the National Disability Football tournament.
  - c. NHS Healthier Together: consultation regarding Royal Bolton Hospital as a specialist centre
  - d. Horwich Heritage: invitation to all Members to WW1 Open

Day/Exhibition and drama performance by On the Go Theatre Company on Saturday 16<sup>th</sup> August.

- e. Horwich Community Working Together: invitation to all Members to Open Day event on Saturday 8<sup>th</sup> November at Horwich RMI Club.
- f. Horwich Resource Centre: update on donation of defibrillator from Inner Wheel Club

Resolved unanimously to note the Town Clerk's Report.

#### REPORTS FROM REPRESENTATIVES:

##### FG 6168 Town Mayor and Deputy Town Mayor

The Town Mayor expressed his thanks to Horwich British Legion for arranging two World War centenary events that he had attended on 3 August, the commemoration at the cenotaph and the evening concert at the RMI Club. The Deputy Town Mayor had deputised at a World War 1 commemoration event at Bolton Parish Church on the same evening and the Town Mayor had represented Horwich at commemoration events in Bolton on 4 August. Members were reminded about the forthcoming Heritage Open Day which would be attended by local Mayoralty along with some from outside the borough including Fylde and Lytham St Annes, in recognition of the Loyal North Lancashire Regiment connection with Horwich. The Town Mayor had also attended the recent opening of the British Transplant Games, and had been interviewed on Bolton FM and welcomed athletes to venues in Horwich such as the Arena.

##### Rivington and Brinscall Advisory Group

Councillor Thomson informed Members that he had attended a recent meeting but had nothing to report.

##### Rivington and Blackrod High School

Councillor Thomson had attended a recent meeting and reported that the school have applied for lottery funding for the rebuilding of the bell tower which requires urgent repair. Members were informed that an initial survey is necessary at a cost of £600 and with the agreement of the Chair would consider this matter under an agenda item for discussion at the next meeting of the Committee on 8 September.

#### TO CONFIRM THE DATE OF THE NEXT MEETING AS 8 SEPTEMBER 2014:

FG 6169 Resolved unanimously to confirm the date of the next meeting as 8 September 2014.

The meeting closed at 8.58pm

Chair..... Date.....

