

HORWICH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Council Chamber, Public Hall on Monday 10 November 2014 commencing at 7.30pm.

PRESENT: Councillors: K. Denton (in the Chair), K. Helsby, L. McCartin, L. Rock, S. Rock, J. Silvester, R. Silvester, K. Thomson.
Town Clerk: C. Hutchinson
Bolton Ward Councillors: A. Bury, A. Cunliffe.
Mrs Marjorie Heyward, Bolton Lever Rotary

CHAIR TO OUTLINE FIRE SAFETY EVACUATION PROCEDURE:

FG 6204 Councillor Denton outlined the procedure that was outlined in the Information provided.

TO APPROVE AN AMENDMENT TO HORWICH TOWN COUNCIL STANDING ORDER TO SUSPEND THE APPLICATION OF 2013 MODEL STANDING ORDER (ENGLAND) 3M IN ORDER TO INCORPORATE THE NEW PROVISIONS OF THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014:

FG 6205 Resolved unanimously to approve the amendment to Horwich Town Council Standing Order to suspend the application of 2013 model standing order (England) 3m in order to incorporate the new provisions of the Openness of Local Government Bodies Regulations 2014.

TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG 6206 Apologies were accepted from Councillor Atkinson due to work commitments, Councillors McKeon and Morley due to other commitments, Councillor Kellett due to personal reasons and Councillors Ramamurthy and Root who were away.

TO APPROVE THE MINUTES OF THE MEETING HELD ON 13 OCTOBER 2014:

FG 6207 Resolved to approve the minutes of the meeting held on 13 October 2014 by 6 votes to 0 with 2 abstentions..

TO NOTE THE MINUTES OF THE MEETING OF THE RESOURCE CENTRE SUB COMMITTEE HELD ON 9 OCTOBER 2014:

FG 6208 Resolved unanimously to note the minutes of the Resource Centre Sub Committee held on 9 October 2014. Members had been informed that the Centre has just received a food hygiene rating of 'Very Good' with a maximum award of 5 stars. Council wished to record its thanks to all staff members and the organisers of the lunch clubs whose hard work had made this possible.

TO RECEIVE THE MINUTES OF THE MARKET PROVISION TASK AND FINISH GROUP HELD ON 13 OCTOBER 2014:

FG 6209 Some Members expressed concerns about the accuracy of some of the statements contained in the notes from the meeting. In particular the fact that the market had not closed as there were two stalls in place every Friday. Some Members shared the view that despite consultation and promotion by Horwich Town Council, the unitary authority took the decision not to provide investment in Horwich market, in contrast to other areas such as Bolton town centre and Westhoughton. However looking forward and taking into account the scale of proposed housing development in Horwich it was felt that there may be more scope for a market, but admittedly with a great deal of investment and a requirement to establish that it would be economically viable.

Resolved unanimously to receive the minutes of the Market Provision Task and Finish Group held on 13 October 2014.

PUBLIC PARTICIPATION:

FG 6210 None.

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

FG 6211 Councillor Helsby declared a personal interest as a member of Horwich Heritage.

TO WELCOME A REPRESENTATIVE FROM HORWICH BRANCH OF BOLTON LEVER ROTARY CLUB TO RECEIVE A REPORT ON AN INITIATIVE WITH THE WOODLAND TRUST:

FG 6212 Mrs Marjorie Heyward was welcomed to the meeting and provided Members with information about a global initiative shared by the Rotary organisation and the Woodland Trust to plant free bulbs and trees in order to improve the local environment. The group had already planted up all the troughs on Lee Lane with both winter plants and spring flowering bulbs and this had been publicised in the local press and the Leader of the Council Councillor McKeon had attended to offer his thanks on behalf of the Council.

Mrs Heyward asked if the Town Council would give consideration to other areas in Horwich which would benefit from additional planting. In response to a query it was confirmed that all the schools would also be approached. The hard work done by the two active Rotary Clubs in Horwich was well recognised and it was noted that Sparrow Park had been transformed thanks to the efforts of Horwich Rotary over the last couple of years. Mrs Heyward hoped that some recognition of both Rotary clubs could be included in signage at some point in the future.

Mrs Heyward was thanked for her attendance and for information that Members had found very interesting and left the meeting at this point.

TO APPROVE THE DATE FOR CIVIC SUNDAY AS 17 MAY 2015:

FG 6213 Resolved unanimously to approve the date for Civic Sunday as 17 May 2015.

TO RECEIVE A REPORT AND FINANCIAL SUMMARY OF HORWICH IN BLOOM 2014:

FG 6214 A report and financial summary had been circulated to all Members. In summary, the cost of the competition to the Council was £234.94 from the Community developments budget. Members felt that this was extremely good value for money, raising the profile of the Council and encouraging involvement from all sections of the community in getting involved with improving the environment and appearance of Horwich. It was felt that the tremendous effort of the volunteers on the Horwich in Bloom advisory committee should be acknowledged along with the involvement of the Town Mayor in the judging process and on presentation day. The Town Mayor wished to record his thanks to the committee members for the donation to his charities following the presentation event.

Resolved unanimously to receive the report and financial summary of Horwich in Bloom 2014 as presented.

TO UNDERTAKE AND APPROVE THE COUNCIL'S ANNUAL REVIEW OF INTERNAL AUDIT:

FG 6215 Resolved unanimously to undertake and approve the Council's annual review of internal audit for the current financial year.

TO UNDERTAKE AND APPROVE THE COUNCIL'S ANNUAL RISK ASSESSMENT:

FG 6216 It was noted that this contained all elements of the Council's activities, such as financial arrangements, health and safety policy, public sector equality duty with a separate risk assessment for the Resource Centre.

In response to a query it was confirmed that all Centre groups are required to maintain a fire register and have a fire evacuation plan in place as part of the terms and conditions of using the Centre.

Members wished to record their thanks to the Town Clerk for undertaking such a comprehensive assessment along with the annual review of internal audit on the Council's behalf.

Resolved unanimously to undertake and approve the Council's annual risk assessment for the current year.

TO APPROVE A LONE WORKER POLICY FOR HORWICH TOWN COUNCIL:

FG 6217 It was noted that this requirement had been identified as part of the annual

risk assessment. It was confirmed that an internal CCTV system was in operation for the safety of lone workers who were usually the Town Clerk and/or a caretaker.

Resolved unanimously to approve the Lone Worker Policy for Horwich Town Council as presented.

TO CONSIDER A REQUEST FROM HORWICH HERITAGE FOR FINANCIAL ASSISTANCE OF £1,500 FROM THE SUPPORTED ORGANISATIONS BUDGET:

FG 6218 It was agreed that Horwich Heritage continued to do an excellent job in preserving local history for the community and that financial support provided by the Council was money well spent.

Resolved by 7 votes to 0 with 1 abstention to approve a request from Horwich Heritage for financial assistance of £1,500 from the supported organisations budget for 2014 – 2015.

ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED:

FG 6219 Resolved unanimously to approve accounts for payment as presented and totalling £ 5,906.34.

TOWN CLERK'S REPORT – FOR INFORMATION ONLY:

- FG 6220
- a. Transport for Greater Manchester Committee: letter in response to a request for relocation of surplus cycle lockers from Bolton Interchange to Horwich Parkway Station.
 - b. Rivington and Blackrod High School: invitation to all Members to 'Christmas and Carols' event on Wednesday 17 December at 2.00pm.
 - c. Horwich Resource Centre: invitation to 'Christmas Craft Fair' on Saturday 6 December from 10am – 4pm.
 - d. Kadenza Women's Choir: invitation to 10th anniversary concert on Saturday 29 November at 7.30pm at Horwich RMI Club.
 - e. NALC: Future Local conference on 3 December

Resolved unanimously to note the Town Clerk's Report.

REPORTS FROM REPRESENTATIVES:

FG 6221 Town Mayor
Councillor R. Silvester informed Members about his recent visit to the United States where he visited a street called Horwich in San Antonio, Texas after writing to the residents of all 14 properties. He had attended a barbeque and street party and presented each household with a pack containing several items including a letter from the Town Mayor, a town guide, newsletter, town charter, a Holy Trinity church newsletter and a Heritage pen and newsletter.

Royal British Legion

It was reported that the Poppy Appeal had run a stall in Bolton town centre over two days and this had been a great success. Members were informed that the numbers at the Remembrance Parade and Service had been counted as 700 in the Parade with another 300 at the Service at the Cenotaph which reflected a steady increase in attendance over the past few years. Members wished to record their thanks to Councillor Ken Denton and Mrs Sue Denton as British Legion representatives and also to the Town Clerk for their involvement in this event. It had been pleasing to see the Council's new ceremonial flag carried by an ex member of the RAF who was a recent recruit to the British Legion. Councillor Denton announced his intention to retire as Parade Marshall and confirmed that a replacement had been arranged.

The Town Mayor reminded Members about Armistice Day on the 11th November with an invitation to join him for the two minute silence at 11.00am at the front of the Public Hall.

TO CONFIRM THE DATE OF THE NEXT MEETING AS 8 DECEMBER 2014:

FG 6222 Resolved unanimously to confirm the date of the next meeting as 8 December 2014.

The meeting closed at 8.22pm

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