

HORWICH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Council Chamber, Public Hall, Lee Lane, Horwich on Monday 11 September 2017 commencing at 7.30pm

PRESENT: Councillors: C. Root (in the Chair), M. Brady, J. Bullock, S. Chadwick, K. Denton, P. Holmes, M. Jarvis, J. Kellett, K. McKeon, S. Rock, G. Stone, P. Wright
Town Clerk, C. Hutchinson
Bolton Ward Councillor A. Cunliffe

CHAIR TO OUTLINE FIRE SAFETY EVACUATION PROCEDURE:

FG 6705 Councillor Root outlined the procedure from the information provided.

TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG 6706 Resolved to accept apologies for absence from Councillors Graham and Schofield as presented.

TO APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 AUGUST 2017:

FG 6707 Resolved to approve the minutes of the meeting held on 14 August 2017 with reference to minute ref FG 6695 as per the email communication between Councillor Chadwick and the Town Clerk regarding the exact wording re. the link road with 1 abstention noted.

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

FG 6708 Councillor Chadwick declared an interest as he was related to Mr Ken Chaisty. Councillor Denton declared an interest as a member of the Royal British Legion.

PUBLIC PARTICIPATION: MEMBERS OF THE PUBLIC PRESENT MAY PUT QUESTIONS OR MAKE OBSERVATIONS REGARDING MATTERS IN RELATION TO WHICH THE COUNCIL HAS POWERS OR DUTIES OR WHICH AFFECT THE PARISH. MAXIMUM PERIOD 15 MINUTES:

FG 6709 None.

TO NOTE THE MINUTES AND RECOMMENDATIONS OF THE SPORTS ADVISORY GROUP HELD ON 24 AUGUST 2017:

FG 6710 Resolved to note the minutes of the Sports Advisory Group held on 24 August 2017 and its recommendations to investigate the provision of a fence and financial contribution towards this by the Town Council. Councillor McKeon in his capacity as a Ward Councillor and Chair of the Sports Advisory Group to liaise with the Town Clerk to contact Bolton Council to establish what lease

arrangements are in place with Rivington and Blackrod High School for use and maintenance of Green Lane playing fields, including responsibility for future maintenance of any fence or barrier. It was accepted that it may be necessary to negotiate with Bolton Council regarding the cost of options for this project.

In response to a query it was confirmed that Councillors McKeon and Chadwick were to meet with Joe Fox from Bolton Highways and engineering on 12 September on site to discuss highway safety issues on Green Lane and advise Council accordingly. Members were asked to note that the Town Clerk would be on leave from 14 September, returning on 2 October.

TO NOTE THE MINUTES OF THE NEIGHBOURHOOD PLANNING ADVISORY GROUP (NPAG) MEETINGS HELD ON 1 AUGUST AND 5 SEPTEMBER 2017 AND TO REVIEW THE TERMS OF REFERENCE FOR THE FORMATION OF A NEIGHBOURHOOD PLAN STEERING GROUP:

FG 6711 It was resolved to note the minutes of the NPAG meeting on 1 August.

After a lengthy discussion it was resolved to approve the terms of the draft terms of reference to include revisions to be taken back to the next meeting of NPAG as follows:

4. Membership and Conduct

The NPSG shall be formed from no more than five town Councillors and local members of the community and shall include no fewer than eight members (no more than two to be Town Councillors in any official capacity)

Resolved to appoint Councillors Chadwick and Wright as additional Council members of the group to ensure greater capacity for Councillor attendance and cross party representation.

9. Freedom of Information and Access to Information

NPSG would have the option to set up its own website with a link to www.horwich.gov.uk in consultation with the Council's website manager with minutes of meetings published on both sites.

In response to a query it was confirmed that the forthcoming public meeting on the Loco Works Development had been arranged by individual members of the Neighbourhood Planning Advisory Group and not the group acting as a body. It was requested that this should be clarified in the draft minutes of the meeting of 5 September prior to approval. Some Members expressed concerns about perception of the political nature of the meeting and were of the view that the Neighbourhood Plan group needs to be clear about its aims and should not to allow itself to become politicised.

Resolved to note the draft minutes of the NPAG meeting of 5 September with requested amendment.

TO APPROVE A QUOTATION FROM MR KEN CHAISTY FOR THE COSTS OF PAINTING AND REPAIRING THE TWO BENCHES NEAR THE PUBLIC HALL, LEE LANE AT A COST OF £585 INCLUDING LABOUR AND ALSO THE COST OF MATERIALS FOR REPAINTING THE RAILINGS AROUND THE LOCO WORKS WAR MEMORIAL UP TO A MAXIMUM OF £50:

FG 6712 The Town Clerk informed Members that since receiving the initial quote for the repainting of the benches, Mr Chaisty had also volunteered (through the Royal British Legion) to repaint the low railings around the Loco Works War Memorial at a maximum cost of £50 for materials.

Resolved to approve the quotation from Mr Chaisty for the costs of painting and repairing the two benches near the Public Hall on Lee Lane at a cost of £585 to include labour and materials and an additional maximum cost of £50 for materials to repaint the railings around the Loco Works War Memorial.

TO CONSIDER OPTIONS FOR THE CLEANING AND FUTURE MAINTENANCE OF THE TOWN COUNCIL CREST ON THE LAWN NEXT TO THE PUBLIC HALL, LEE LANE:

FG 6713 Following Council's request the Town Clerk had made unsuccessful attempts to contact the company who originally installed the boxed crest for advice on access to the crest to allow its cleaning. A local landscape gardener and builder who has done some work on the Saddlery at the Community Centre recently met the Town Clerk on site and has come back with proposals to progress this matter.

His proposal is to dig out the box to find out if the crest is fixed inside, if so then it can easily be cleaned on site. If not it will be removed and cleaned off site and returned. If it is not possible to dig out the box then the perspex covering the crest will have to be removed carefully so as not to damage the crest. It appears that gaps in the perspex have allowed moisture to seep inside which has encouraged growth of weeds. A quotation of £250 has been received for this work, including materials and labour. Once the initial work is completed it will become apparent how to deal with the problem and also make arrangements for future maintenance. Ideally work could begin in the first week of October to allow the summer flowering to die back in the surrounding flowerbed, with the Town Clerk managing progress, aiming for work to be completed later in October in readiness for Remembrance Sunday.

While there was some concern expressed at the cost and it was suggested that volunteers carry out the work, Members were in agreement that the crest was an eyesore and it was not appropriate to leave it in its current state. Resolved to approve the cost of work to clean the town crest as

presented at a cost of £250 with future maintenance to be discussed at a later date.

TO APPROVE THE ADOPTION OF A DRAFT POLICY FOR AUDIO RECORDING OF COUNCIL MEETINGS:

FG 6714 Following legal advice regarding obligations in respect of recordings of meetings under the FOI Act and ICO (Information Commissioners Office) copies of an amended draft policy for recording of Council meetings by the Council and the press and public had been made available to all Members. It was confirmed that sub committees and other group meetings may be recorded at the discretion of the Clerk. The draft policy is to ensure that recording of Council meetings open to the public is done within legal requirements and once approved will be included in the Council's Standing Orders.

Resolved to approve the amended draft policy for recording of Council meetings by the Council, public and press.

TO CONSIDER SPONSORSHIP OF 'POPPIES ON A LAMP POST' ON THE ROUTE OF THE ANNUAL REMEMBRANCE DAY PROCESSION IN HORWICH AT A COST OF £40 FOR EIGHT POPPIES AT AGREED LOCATIONS:

FG 6715 In response to a query it was confirmed that these were large plastic poppies and the Royal British Legion had reported that there had already been an excellent response to this scheme. Following discussion with a representative from the Legion it had been decided to fix one poppy to each of the four railings outside the Public Hall and one poppy on each side of the railings at the steps at the front of the building. Horwich Community Centre were to sponsor two poppies on lamp posts on Lee Lane at the junction with Longworth Road. Resolved to approve sponsorship of eight 'Poppies on a Lamp Post' at agreed locations at a cost of £40.

The Town Clerk informed Members that Planning had recommended approval for the new flag pole at the Garden of Remembrance with the decision expected by the end of September with installation planned for early/mid October in time for Remembrance Sunday.

ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED:

FG 6716 Resolved to approve the accounts for payment as presented and amounting to £ 4,689.38.

TOWN CLERKS REPORT – FOR INFORMATION ONLY:

FG 6717 a. Invitation to Members to an event for mens' cancer charities at Horwich RMI Club on Saturday 4 November 2017.

- b. Monitoring/feedback forms for grant award to Wright Place Luncheon Club.
- c. LALC: Licensing Authority North West Area: new authorisation for new operating centre: Stuart Hennessey (Bulk Haulage) Ltd., Unit 6A, Horwich Business Park, Chorley New Road.
- d. Invitation from Horwich in Bloom Advisory Committee to Members to Horwich Fruit Flower and Vegetable Show and Horwich in Bloom Presentations at Horwich Community Centre on Saturday 16 September from 1.00 pm.
- e. Invitation from Holy Trinity Namibia Committee to a presentation on a recent trip to Link Parishes in Namibia on Friday 29 September.
- f. LALC: email from NALC re. consultation on broadband universal service obligation..
- g. Invitation to Members to MacMillan Coffee Morning at Horwich Community Centre on Friday 29 September from 9.00 – 11.00 am

Resolved to note the Town Clerk's Report as presented.

REPORTS FROM REPRESENTATIVES:

FG 6718 Town Mayor

The Mayor reported that he had been very busy and had attended various functions including a Viking March, New Chapel Flower Festival, a George Formby tribute in Westhoughton and a charity duck race. He particularly enjoyed meeting the many volunteers who do such a good job in the local community.

Other Reports

There were updates on other matters including thanks from a resident on Brownlow Road after various reported issues had been addressed by Ward Councillors and another matter in Church Ward also being dealt with at Ward Councillor level.

IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSCACTED IT IS ADVISED IN THE PUBLIC INTEREST THAT THE PUBLIC ARE TEMPORARILY EXCLUDED AND IF PRESENT ARE ASKED TO WITHDRAW: