

Horwich Town Council

Action Plan 2023 - 2027



The Council

Horwich Town Council is a tier of local government formed in 1974. It provides 14 Councillors across 8 wards to serve the community and represent those views.

- Bridge Ward
- Claypool Ward
- Church Ward
- Leverpark Ward
- Brazley Ward
- Central Ward
- Fallbirch Ward
- Vale Ward

The Action Plan

The Town Council has set up a working party in which Councillors provided ideas for actions and improvements to work towards. The Action Plan will be most closely monitored, and fully reviewed by our Finance Review Sub Committee each year to ensure budgetary requirements are in place as necessary for the following year.

Horwich Town Council has a number of prioritised areas it wishes to focus on:

- Children and young people
- Protect and Enhance the Environment
- Maintain core heritage of town
- A sense of Civic Pride
- Economically Thriving Town
- A More Responsive Council

Community Engagement

Community engagement can take many forms and is a way to develop and sustain relationships between public services, organisations, community groups and local residents, helping them to understand and take action on the needs and issues that the town experiences.

Introduction

Horwich forms an integral part of Bolton metropolitan Borough. The Town occupies approximately 5 square miles (3,254 acres).

Horwich is a welcoming community, proud of its railway heritage, that whilst maintaining its traditions wants to add to the modern way of living and ensuring that even the smallest voices will be heard to enable everyone to be able to have access to all services and opportunities.

Horwich Town Council wants to focus on making the Town of Horwich thriving and sustainable. The Council recognises the challenges faced in Horwich and seeks to establish itself as an active part of the town's regeneration.

The Council focuses on good governance, a strong position to be active and a voice for the community with all six Ward Councillors at Bolton Council also actively present on Horwich Town Council.

The Council recognises the duties and powers it can undertake as an autonomous tier of government and sees itself as a proactive organisation in delivering what the Council sets out to achieve over the next 4 years.

With an operational budget of £305k (2023-2024), it is intended that this plan will focus on the civic years 2023 – 2027. This will stand as a living document which may require annual review to take into account any actions or projects the Council wishes to address or deliver which aren't currently included.

The purpose of this plan is to provide a focus for the Council over the next 4 years.

Core Values

- Listen and deliver to the community
- Advocacy
- Value for money
- Equality, Diversity and Inclusion
- Support and collaborate
- Continue to measure and strive
- Openness, honesty and integrity
- Reduction in Carbon Footprint

Current Key Issues Identified

Key Issue:	Description of Issue	Action plan Objective Number:
1	Lack of Youth Engagement	1
2	Residents not being involved in local decision-making	2
3	Lack of art, furniture, and entertainment on the street scene	3
4	Lack of street pride, cleanliness and rubbish	3 & 5
5	Insufficient recreation facilities	4
6	Civic Pride not evident	5
7	Not inclusive of all residents	1,2, 4, 5, 9 & 10
8	Not enough new and diverse festivals and events	10
9	Lack of investment and regeneration	7 & 10
10	Declining retail market and lack of community/business engagement in street scene	10
11	Lack of biodiversity and wildlife not prioritised	6
12	Celebration of town's history and cultural heritage not evident	
13	Crime and anti-social behaviour	8
14	No focussing on environmental and climate issues	6
15	Lack of cultural heritage and celebration of towns history	11
16	Residents lack of confidence in Council Business	12
17	Councillors not community focused	13

Key Issues associated with Objectives

The action plan below shows objectives which includes the key issues outlined and how these will be addressed over the next 4 years. It may be that some of the issues outlined may require working with stakeholders and other organisations to be able to achieve its outcome.

Associated Risks

Lack of financial resources in the budget to deliver plan.

The plan is over 4 years in which the Finance Review Sub-Committee will closely monitor the plan to ensure appropriate budget provision is in place. Monitoring the budget and the project would allow the Council to be proactive in addressing risk consequences if they arise. There are plans to increase contingency which wouldn't be bound by specific project headings to allow flexibility for activities. Grant funding and other funding streams will be explored. The Council also has quarterly budget reviews for sound management which would highlight any areas of concerns which would need to be immediately addressed. The Council is also bound by Financial Regulations which implements controls to reduce/ eliminate budgeting risks.

Actions are not aligned with the community's need.

With engagement through public consultations, public participation and drop-in surgeries, this ensures that their needs are met. Members of public need to be aware that any additional duties and activities the Council resolves to deliver may impact the precept.

Overly ambitious actions.

The Council has set out what it would like to achieve in the next 4 years. With pro-active Councillors and members who sit on at Bolton Council, it is aware of the powers and statutes Town Councils are bound by and will be able to effectively deliver these outcomes. Any action that may not be achieved with the time scale of this Council may be included and incorporated into the following elected Council.

Lack of organisation.

Sub-Committees and Start and Finish parties will be set up for specific projects the Council wishes to deliver. Additional staff may be required to deliver the outcomes of the plan dependent on action and budget.

Lack of assistance.

Improve communications and co-operation between stakeholders, organisations and Unitary Authorities to ensure support and collaboration.

Lack of timing and inaccurate budget.

Delays working alongside the action plan could result in increased expenditure and risk to requesting additional amount for subsequent years. Additional

Feedback

Please tell us what you think about this plan.

Email townclerk@horwich.gov.uk | deputytownclerk@horwich.gov.uk

Or call 01204 691090

Or write to us

Horwich Town Council | Room 1 | Horwich Community Centre | Beaumont Road | Horwich | Bolton
BL6 7BG

Review

This action plan is subject to be reviewed annually at the Finance Review meeting or when the Town Council would like to add additional actions to which it would like to achieve.

Objective 1: Youth Engagement

To improve, encourage and facilitate youth engagement to ensure that there are provisions and activities in place for all to be actively involved within the community

What	How	Budget	When	Progress
<p>Half term activities</p> <p>Local Government Act 1972, Section 137</p>	<p>1) Fund holiday activities to be delivered in different locations within Horwich. To take place during Easter/Summer/October/Spring half terms Activities include skate park, art, sports, cooking and team games</p> <p>2) Horwich Town Council to work cohesively with the youth club on Fox street</p>	Youth Engagement	Ongoing	<p>1) To continue to work in conjunction with Bolton Play & Youth to deliver free holiday activities to those aged 4 and over</p> <p>2) To engage with Fox Street youth club to promote weekly sessions held at their location</p>
<p>Young Citizens Award</p> <p>Local Government Act 1972, Section 137</p>	To highlight a prominent young citizen during the same year as the Civic Medal awards. Consideration to more than one individual if more had demonstrated outstanding service. To include a voucher and a certificate of recognition	Civic Recognition	Ongoing	First Young Citizens Award of the Council start in 2023. There were a low number of entrants. To publicise more in 2025.
<p>Mayoral Christmas Card Competition</p> <p>Local Government Act 1972, Section 137</p>	Under 18's who live or educated within Horwich to create a Christmas card. Winner can switch on the Civic Christmas lights and have their design printed on cards to be sold for Mayoral charities.	Town Mayor's Allowance	To be determined by the Town Mayor during their civic year	In 2022, it was decided to hold a competition with the winner switching on the Civic Lights. A theme would be required including a monetary prize to be received.
<p>Mini Mayor</p> <p>Local Government Act 1972, Section 137</p>	Engagement with Secondary schools to nominate two pupils to have a day in the life of the Mayor to attend events etc	Mayoral Allowance / Youth Engagement	Ongoing	To be decided by each annual Mayor as to whether they would like to take on this initiative

Objective 2: Community Engagement

To encourage and facilitate community engagement ensuring all members of the community are heard and to value the community's contributions and give them consideration

What	How	Budget	When	Progress
Attendance at meetings Public Bodies (Admission to Meetings) Act 1960, Section 1	Meeting dates are advertised for the year with the agenda made available. Public participation is present on all meetings apart from Planning which gives the opportunity of MOP to speak on applications on the agenda only.	N/A	Ongoing	Ongoing
Interactive map of Parish Wards	Create an interactive map to be made available on the website for ease of finding out parish wards.	N/A	Ongoing	Interactive map has been designed which makes it easier for the user to find their parish ward for which Councillors to contact for representation.
Tea with the Council	Councillors to host a 'communittea' event in which all Councillors are available for a drop-in service to introduce themselves to residents and do a surgery and establish the needs of the residents.	Make a donation to the Horwich Community Centre	A date is yet to be confirmed	Since a new office started in 2023, members of the public may want to meet the Councillors within their ward and discuss how they can represent their views.
Budget Consultation Local Government Act 1982, Section 150	Consult with the public on amenities that they feel are important in regards to the budget spending and what they would like to see the addition of within the powers and duties of the Town Council	All	To start in 2024	To consult with residents on their experience of the town council, the services currently provided and their priorities for future budget provision
Public Consultation Local Government Act 1972, Section 139	Consult with the public on whether the precept is raised considerably for purchasing land/ other reasons that would impact residents.	N/A	2-4 years	Ongoing
Promote democracy and publicise Town Council's	Publicise what the Town Council does using different advertisement platforms –	N/A	Ongoing	To continue to be transparent and open regarding the services and spending of the

work	website, social media, posters, etc.			Town Council
Councillor Surgeries	Hold regular Councillors Surgeries including Ward Councillors in local venues and advertise them.	N/A	Ongoing	Ongoing
Councillor Representative	Provide Councillor Representatives for local groups as requested	N/A	Ongoing	Ongoing
Sub Committees & working parties	Members of public are actively encouraged to be included in Sub-committees and working parties such as Festival of Horwich, Environmental Advisory etc	Subject to Sub-Committee	Ongoing	Ongoing
Website LGA 1972, Section 144	The current website is dated, confusing navigation and slow with updates on what the Council does. The new website will be more engaging and inclusive with the community Publish updated Council documents, promote events, Civic pride and the Centre	Website	Ongoing	1) The Council will create a start and finish party to approve a new website design 2) Clerks to create the contents 3) Clerks to manage website Ongoing
Social Media Local Government Act 1982, Section 142	Use social media to engage wider audience	N/A	Ongoing	Update when required, promote events and supported organisations
Grants to Voluntary groups LGA 1972, Section 137	Empower and support local organisations through grants and sponsorships	Grants and Donations Sport Social and culture funding HCC Room rental Youth Grants	Three times a year Applications to be returned prior to Feb/June/Sept	Ongoing. To continue to promote the grant applications as much as possible
Newsletter LGA 1972, Section 142	To produce a quarterly newsletter informing of Town Councils decisions, budget setting and Civic Pride. Improving communications with stakeholders and	Newsletter	Ongoing	Every 3 months

	residents.			
Annual Report LGA 1972, Section 142	A report is composed at the end of every financial year outlining the councils' achievements and activities	N/A	Ongoing	To be compiled in March for approval in April (Annual Meeting of the Parish)
Adopt a Trough	Town Council have a scheme asking local businesses and residents to adopt a trough by looking after them and watering them during the summer months. In return, the businesses and residents have a plaque put on the troughs.	Environmental Improvements	Ongoing	Ongoing. Social media posts get placed on Facebook. If troughs are not adopted, the caretakers from the Centre water them.
Objective 3: Street Scene To enhance the street scene, provide street furniture				
What	How	Budget	When	Process
Christmas Lighting LGA 1972, section 144	To enhance the Town Centre and make it more appealing during the Christmas period. Additional lighting to the Public Hall or Sparrow Park – subject to budget restraints	Regeneration of Christmas lighting	Ongoing To be decided August 2023 to ensure new lighting in place for the lighting of the Civic Christmas Tree	To obtain three quotes for renewal/refurbishment of Christmas lightings within the Town Centre including the Christmas Tree at the Crown Roundabout. Provision has been placed in the budget for lighting, storage and the erection/removal of lighting.
Land at Public Hall	Area to be tidied up Town Crest location and materials to be reviewed Notice boards	Environmental Improvements	To ensure provision in place in budget and bring to council for approval	Permission needs to be sought at Bolton Council
Flower troughs	To enhance the floral displays within the Town Centre with planting of the Troughs along Lee Lane, Bottom of Winter Hey Lane and Chorley New Road	Environmental Improvements	Annually.	To be ordered from Heaton Fold in January for spring planting and April for summer planting.
Street Cleaner	The Council employed a street cleaner who	None	Ongoing	T.C engaged with Bolton Council to ensure that

	retired during Covid.			the Town Centre was covered in their route. They have now taken over the previous role. Any reports are sent to B.C to ensure sufficient cleaning along with fly tipping reports.
Benches and seating Parish Councils Act 1957, section 1	To continue to maintain the upkeep of the two benches outside the public Hall. To highlight any other areas where additional seating could be placed	Environmental Improvements	Ongoing	To inspect annually for any maintenance works that need carrying out
Objective 4: Environmental Assets To explore and acquire building and land for recreational purposes.				
What	How	Budget	When	Progress
Community Orchard / Wild habitat	Land acquired from SAMP	Environmental Improvements	Ongoing	Land at Telford Street
Green Lane playing field	Continue to maintain the fencing and verges of land around Green Lane playing field	Green Lane Playing Fields Project	Ongoing	Ongoing
Buildings, Assets and Land Local Government (Miscellaneous Provisions) Act 1976, section 19 Local Government Act 1972, SS 124,125,126,127 and 139	To continue to nominate assets of community value to add protection to buildings/ land that may become available To bring Strategic Asset Management plan to Council for discussion on land disposal Explore opportunities to acquire additional assets and services that will benefit the community	Green Spaces	Ongoing	To place ACV's on assets that Horwich Town Council wish to protect. Continue to nominate when up for expiry Liaise with Bolton Council for asset transfer on land they require disposal of Levelling up funding and other funding streams to be investigated Identification of land parcels is progressing
Town Ranger	If Council attain any assets, then the appointment of a Town Ranger would be required	Salaries	Years 2 – 4	Currently in the process of talks on acquiring land
Allotments	As part of devolution, HTC would like to	Will need to be	Years 2 – 4	To liaise with Bolton Council on the agreement

Smallholdings and Allotments Act 1908, subsections 23, 26 and 42	take over the allotments in Horwich. It would improve provision of outdoor facilities	allocated		and transfer of allotments to Horwich Town Council May need additional staffing for monitoring usage.
Objective 5: Civic Pride and Recognition				
To continue to encourage civic pride and recognition through the provision of events, Mayor and awards				
What	How	Budget	When	Process
Civic Christmas lighting LGA 1972, section 144	First Friday of December Invitation of primary schools to provide choir Invitation of Secondary schools to provide band	Regeneration inc. Christmas lighting	Annually	To contact audio/school rotary Provide service sheets Liaise with B.C for road closure (See action plan regarding replacement of lights)
Horwich Town Mayor/ Deputy Mayor	To promote the Town of Horwich along with the work of the Town Council	Mayoral Allowance	Ongoing	To attend events for organisations / members of public
Mayoral Chain	Maintenance and repair of the Chain	Civic Recognition	Ongoing	To obtain 3 quotes for works to be carried out
Mayoral Inauguration/Civic Sunday	Council to elect a Mayor and Deputy Mayor to serve in office for one year. The Mayor will represent the Council at events and promote the Council. Civic Sunday is a traditional event in Horwich for the Council Members and other dignitaries to attend a service at the Holy Trinity Church at the start of their year of office	Mayoral Allowance	Annually	This occurs in May. Invitations to both events are sent to invited guests, dignitaries and to members of voluntary, community groups and uninformed organisations to Civic Sunday.
Maintenance of War Memorial War Memorials (Local Authorities Powers) Act 1923, section 1 as extended by LGA 1948, section 133	To work with stakeholders on the cleaning of the stone and floral arrangements around the base	Maintenance of War memorial	Ongoing	Ongoing
Garden of Remembrance	Signage – Roll of Honour and the poppy trail information	Civic Recognition	Ongoing	Ongoing

Contribute to organising Remembrance Sunday Parade	Work with RBL and Bolton Council for event and road closure	Commemoration and Remembrance	Annually	Liaise with RBL and Bolton Council re. road closure Liaise regarding audio
Litter Pickers	The own Council will where possible support and encourage litter pickers through provision of equipment and grants	Grants to voluntary groups	Ongoing	Equipment available all throughout the year with grants available three times a year.
Boundary Signs Local Government Act 1972 S144	To supply and maintain 6 boundary signs which signifies the heritage		Ongoing	Ongoing
Civic Awards	To recognise individuals who have given outstanding service in a voluntary capacity over many years to the people of Horwich Nomination form available on the website and from Horwich Community Centre and Horwich Library for people to nominate an individual	Civic Recognition	Bi-annually	Every 2 years Publicity from January to allow residents to nominate an individual. Civic Sub Committee meets in February to select 2 individuals who are then invited to receive their award from ingoing/outgoing Mayor during the Summer at a location and on a date of their choice. Once choice has been made, civic medals are ordered from the supplier
Objective 6: Climate and Biodiversity				
To protect biodiversity, recognise climate change and enhance environmental improvements				
What	How	Budget	When	Process
Bag for life	To create a HTC branded environmentally friendly tote bag that will be a free initiative for public to use and reduce plastic bag usage. These would be available in stores within Horwich and would hopefully increase the footfall within Horwich Town Centre.	Environmental Improvements	Year 1- 4	To resume from the last Council from the E.A group
Provision of dog waste bags	Council purchase bio-degradable dog waste bags as an initiative to support	Environmental improvements	Ongoing	Ongoing

	picking up after dogs. A dog waste bag dispenser has also been fitted.			
Community bins Litter Act 1983, 5 and 6	Installation of community bins with 4 in the town centre	Environmental improvements	Ongoing	Ongoing. No other locations currently sought.
Climate Emergency Plan Local Government Act 1972, Ss 111 and 137	To create a Climate Emergency Plan on how the Town Council can find initiatives and ways to tackle continuing climate crisis. Commit to working with local authorities and the community to address the effects of climate change and biodiversity loss.	Environmental Improvements	Year 1-4	Arrange a meeting of the EA group to add as agenda and approval at full council
Nature Action Plan	To develop and adopt a nature action plan as a commitment to tackle climate change and improve the towns biodiversity and natural habitats	Environmental improvements	2-4 years	Arrange a meeting of the Environmental Advisory group. Liaise with Bolton Council to identify verges for planting schemes
Electric Charging Points	To investigate the installation of electric charging points at various locations– to look into slow/fast charging initiatives	Environmental improvements	2 – 4 years	Arrange a meeting of the Environmental Advisory group. Liaise with Bolton Council to identify charging Look for funding streams
Planting of trees	As part of commemoration to the Queen, Coronation and 150 years of local government, 3 oak trees were planted at Ridgmont Park in 2023. The Town Council hopes it can expand on this	Environmental improvements	2-4 years	To identify alternative planting locations across the town Work with Lancashire Wildlife Trust
Objective 7: Planning and Development				
To support sustainable appropriate development, where this meets local planning criteria				
What	How	Budget	When	Process
Planning applications Town and Country Planning	Respond to planning application consultations from the Local Planning Authority (Bolton Council)	N/A	Monthly	Ongoing Recommendations sent to Bolton Council Letters of support/refusal sent

Act 1990, Schedule 1, paragraph 8	Promote community engagement in planning and represent residents.			
Consultations Government Act 1972, Schedule 15, Paragraph 20	Comment on local plans and structure plans for development, transportation and future strategic planning	N/A	Ongoing	Ongoing
Neighbourhood Plan Neighbourhood Planning Act 2017	A Neighbourhood plan working party was set up to focus on all of the Horwich area. At the minute the group has not met and has since dispersed. Money has been put in the budget in the event Council wishes to start up again.	Neighbourhood Plan	N/A	Currently there are no meetings being held and no working party. To seek partnership with other interested local community groups
Objective 8: Crime and Prevention				
To make provision for Anti social behaviour response and to publicise crime prevention information				
What	How	Budget	When	Process
Outreach anti-social behaviour response Local Government and Rating Act 1997 s31	Outreach teams aim to be responsive and purposeful, utilizing social media, private messages and direct information from local policing teams to determine where and how to deploy resources. Outreach staff engage with hard to reach young people offering support, advice and guidance as well as signposting them to positive activities. The team seek to resolve issues rather than simply monitor them.	Youth Engagement	Ongoing	Annual budget review of youth engagement. Work in conjunction with Bolton Play and Youth to deliver these outreach sessions
Council meetings	Invitation of Police representatives to attend Council meetings	N/A	When requested	To liaise with GMP for availability of officers to attend Council meetings
Community Speed Watch initiative	Advertise the initiative for volunteers	N/A	Ongoing	Once roads have been specified in areas, Council will advertise for pro-active volunteers

Local Government and Rating Act 1997 section 31				to sign up to the initiative.
Police engagement	Council are informed of PACT meetings which are held in local venues for residents to attend and address concerns	N/A	Ongoing	Work with partners to develop additional initiatives focused on reducing anti-social behaviour
Objective 9: Civic Amenities, health and wellbeing				
To support and contribute to the social fabric of the town, and to enhance community facilities and the quality of life				
What	How	Budget	When	Process
Horwich Community Centre Local Government (Miscellaneous Provisions) Act 1976, section 19	Council committed to providing and promoting the Horwich Community Centre as a Community Venue, recognising that it is a valuable resource within the community HTC offers room rental grants for community orientated and not for profit groups for those hiring the Centre To support Horwich Community Centre by employing staff and promoting the requirement for volunteers for centre run activities	Salaries / HRC building maintenance	Ongoing	HCC Sub-Committee meet to make decisions on budget and anything that impacts the Centre.
Winter Gritting	To fund additional winter gritting in the hillier parts of Horwich not covered by the Unitary Authority	Environmental improvements	December to February	To Check whether this will be covered by Bolton Councils winter road maintenance route 2023
Defibrillators	Create a defibrillator audit throughout Horwich to count how many are available to the public 24/7 and agree locations where additional external defibrillators can be fixed.	Regeneration	Ongoing	Select location/s for community defibrillator provision Can apply from funding streams BHF etc. Government defibrillator fund – Expression of interest form

Objective 10: Economic Growth

To support and contribute to the economic growth and prosperity of the Town.

What	How	Budget	When	Process
Mural Trail LGA 1972, Section 145	To commission artists to produce murals and create a trail around the town.	Regeneration	Years 2-4	Murals related to Horwich and its history / the artist to be created QR code to be at each location for more information on the art work. It would enhance the visual aesthetics of existing buildings, increase footfall and economic benefit for local businesses.
Local Groups Local Government Act 1972, Section 137	Continue working with local groups, supporting initiatives that contribute to the visitor experience and enhance the quality of life for residents	Grants to Voluntary	Ongoing	Liaise with local groups. Invite to Council for introduction and more information Opportunities for grant application award
Events Local Government Act 1972. Section 144	Provide support and advice for events including organising road closures with the Unitary Authority	N/A	Ongoing	Contact main event co-ordinators for annual dates of events for organising road closures and grant support.
Business Adverts	Host business adverts once new website has been agreed.	Website	Ongoing	A new website developer has been approved, contents will now be created to form part of the website.
Festival of Horwich LGA 1972, Section 145	This is the first of many annual events the Town Council wishes to hold. The event will occur in September as a free event to the residents of Horwich.	Festival of Horwich/Events	Ongoing	Events working party set up To meet and discuss the planning of events
Loyalty Card Scheme Local Government Act 1972. Section 144	To launch a scheme to encourage residents to boost the high street.	Environmental Improvements / Regeneration	Ongoing	There is a similar scheme in place by the businesses of Horwich but they may require assistance. Since businesses are unable to receive grants, having the Town Council manage this would mean costs for printing and design are covered.

Horwich Town Centre Regeneration Steering Group	To act as Steering Group	N/A	Ongoing	To liaise with Bolton Council in regards to the transition of the steering group
Local Government Act 1972 ss 101, 111 and 112				
Objective 11: Heritage				
To restore, preserve, recognise and promote the Towns heritage				
What	How	Budget	When	Process
Tin Mission	Sign to commemorate the church building known locally as the 'Tin Mission' that once stood on the green space between Mary Street East and Catherine Street East.	Civic Recognition	Ongoing	To continue to maintain
Commemorative Plaques	To show historical significance or an association with a prominent local citizen, highlighting the heritage of Horwich.	Civic Recognition	Annually	The Sub-Committee meets to consider nominated locations within Horwich. Two areas are then approved with a green plaque being issued to signify the importance of the area
Town Civic Trail Leaflet	This has replaced the town guide and is an information leaflet available to the residents and visitors.	Civic Recognition	Bi-Annually	To be reviewed every two years to include new commemorative plaques
Local Government Act 1972. Section 144				
Heritage Centre	HTC leases a community centre which provides space for the Heritage Centre at a subsidised amount. The Council supports Horwich Heritage with grants to maintain their Centre and to preserve heritage around the town.	Sport, Social and Culture funding	Ongoing	Ongoing
Local Government Act 1972. Section 144				
Building Status	Building which meet the criteria and approved at Council to be nominated for Heritage Status	None	Ongoing	Finding buildings/land which meets the criteria and completing the application to have it listed

Objective 12: Sustainability and Credibility – Core Council Business To ensure an adequate and realistic provision of resources and services that meets the Council's objectives and to ensure that these are managed in such a way as to encourage economic efficiency through regular budget reviews and developing a precept that meets the needs and aspirations of the Community				
What	How	Budget	When	Progress
Statutory duties	Continue to undertake statutory duties to: <ul style="list-style-type: none"> • Manage finances in compliance with the Financial Regulations. • Manage meetings and administer Council's business in compliance with the Standing Orders. • Carry out, update and review health and safety and Risk Assessments for all activities. • Adopt, update and review Policies and Procedures. • Ensure adequate insurance cover is in place. • Employ and manage staff in compliance with Employment Legislation 	Insurance/ Salaries	Ongoing – audit date set by external auditor	Ongoing
Accounts and Audit Local Government Act (LGA) 1972, section 151	Information regarding Council's payments/budget/precept/annual return and audit to be made available Publish on the website and on outside noticeboard (audit) <ul style="list-style-type: none"> • Maintain internal controls Precept is also published in newsletter <ul style="list-style-type: none"> • Undertake internal and External audit 	Internal / External audit	Quarterly internal reviews 1 annual external review	Take to Council for approval, display notice of public rights and audit outcome.

Website	Continue to ensure all information regarding the council is accessible to show openness and transparency of the Council's actions and expenditure	Website	Ongoing	Ongoing
Asset management	Ensure that the Councils' assets are managed effectively on behalf of the community War memorial Horwich Community Centre Green Lane Fence Stocks	Maintenance of War Memorial / HRC Building Maintenance / Environmental improvements /Green Lane Playing Fields project	Ongoing	To continue ongoing external maintenance of the Community Centre and all necessary refurbishment when necessary
Subscriptions	<ul style="list-style-type: none"> • Continue to subscribe to LALC and NALC • Fields in Trust and CPRE (Campaign to Protect Rural England) • Sage Accounting package 	Subscriptions and software licence	Annual renewal	Continue to subscribe and for CPD.
Public Queries	Help members of the public solve problems or identify which council/organisation can best help them	N/A	Ongoing	Ongoing This will also be included within the website which will navigate members of public to the correct department/ organisation
Budget and Precept Local Government Act 1982, Section 150	Ensure that approved actions are costed and included in the budget each year	N/A	October/November	Ongoing

Objective 13: Professional Standards

To adopt and maintain professional standards in all aspects of the Council's business and be recognised locally and nationally as a well-managed Council, representative of the needs of the electorate, continue to be transparent and honest in everything that it does.

What	How	Budget	When	Progress
Local Council Award Scheme	Apply to the relevant scheme if the Council is eligible and approval of the scheme	Training and professional accreditation	When Council is eligible and resolved Ongoing	Currently in the process of applying. Require an approved up to date action plan as part of the documentation
Training Local Government Act 1972, Section 175	Identify and support the training needs and aspirations of all Councillors, staff and volunteers	Training and Professional Accreditation	Ongoing	Ongoing
Aspiration	Aspire to high standards and best practice even if Council is not eligible or chooses not to apply to Local Council Award Scheme	Training and Professional Accreditation	Ongoing	Ongoing