

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 14 March 2022 commencing at 7.30 pm

PRESENT: Councillors: G. Stone (in the Chair) I. Aldcroft, J. Bostocksmith, S. Burke, S. Chadwick, C. Rotheram, S. Williamson.
C. Hutchinson, Town Clerk.
1 member of the public.

CHAIR TO OUTLINE FIRE SAFETY EVACUATION PROCEDURE:

FG 7396 Councillor Stone outlined the procedure from the information provided.

TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG 7397 Apologies were accepted from Councillors Baines, Brady, Coward, Denton, Grant, Rock and Wright.

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

FG 7398 None.

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

FG 7399 None.

TO APPROVE THE MINUTES AND RECOMMENDATIONS OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 FEBRUARY 2022:

FG 7400 Resolved to approve the minutes and recommendations of the meeting of the Finance and General Purposes Committee held on 14 February 2022.

TO APPROVE A RESOLUTION TO SUSPEND S11(h) OF THE COUNCIL'S FINANCIAL REGULATIONS TO ALLOW CONSIDERATION AND APPROVAL OF THE PROPOSALS DETAILED IN AGENDA ITEM 8 FOR REASONS OF TIME CONSTRAINTS AND THAT THESE REASONS ARE RECORDED IN THE MINUTES:

FG 7401 In response to a query the Town Clerk confirmed that this was a temporary measure and that Financial Regulations would resume following the discussion and resolution for agenda item 8.

Resolved to approve suspension of S11(h) of the Council's Financial Regulations to allow consideration and approval of the proposals detailed in agenda item 8, for reasons of time constraints and that these reasons are recorded in the minutes.

TO CONSIDER PROPOSALS AND COSTS AS PRESENTED BY THE EVENTS STEERING GROUP FOR EVENTS TO TAKE PLACE IN HORWICH FOR THE PLATINUM JUBILEE WEEKEND 2 – 5 JUNE 2022:

FG 7402 Copies of the Events Steering Group's proposals for the Queens Platinum Jubilee Weekend had been circulated to all Members for perusal and Councillor Rotheram outlined the main points of the proposal. As a community event it would need to have cross-generational appeal, and it was planned to include various inflatables

and a covered stage with a full programme of events and entertainment for all age groups. The use of three locations had been proposed: Horwich St Marys Football Club, Horwich RMI Cricket Club and Cedar Avenue field. The Cricket Club had confirmed they were willing to host the event on Thursday 2 June, confirmation from Horwich St Mary's for Friday 3 June had yet to be received and liaison with Bolton Council would be required to arrange the use of Cedar Avenue Field on Saturday 4 June, Councillor Marie Brady would be asked to do this.

Councillor participation would be required and it had been agreed to allocate Councillors to locations near to where they live rather than the Council Wards they represented, and it was important to highlight the fact that this was a Council run event, and was completely non-political. The events programme was based on a three day event and when completed, there would not be a lot required to organise the events as they will be replicated each day. Councillors would be required to attend and represent the Town Council and act as stewards. Members of the Cricket Club and St Marys would also act as stewards and will probably also need to recruit some additional volunteers as well. The benefits of using the Cricket Club and St Mary's as venues were that they can run the bar and provide food, whilst generating some much-needed income for themselves.

Members of the Steering Group were in the process of identifying different types of entertainment and had already identified some provided by JM Entertainment which included various inflatables, sound system, stage etc. In addition, a local dance group would present a programme of Jubilee themed dances, including a tea dance for older participants. It was confirmed there would be an covered stage and a sound system with microphones, associated electricals and also hire of 40 deckchairs. Main events would centre around the stage with all other activities around the sides and back, so there would be no interference with what was happening on the stage. A list of ideas had also been provided for additional entertainment and activities and it was hoped to start booking entertainers including musicians and singers within the next couple of weeks. Most costs had been identified with some still outstanding so it was difficult to know an approximate overall cost, but due to time constraints it was necessary for Council to approve the events programme in principle. It was advised that in line with Council's financial regulations individual orders would need to be issued for purposes of providing an audit trail and that the priority would be for the Steering Group to obtain prices for these. It was noted that Eagley Band was available on Friday 3 June at a reasonable cost of £350, the costs of other brass bands for the remaining two days were very expensive, so contact had been made with Rivington and Blackrod High School Band to see if they were available and it was hoped that other local musicians and singers would also be involved.

It was proposed that Council approve the main costs as presented in the proposal and that the Events Steering Group obtain and collate unknown costs to bring back to Council for approval. It was noted that Council cannot approve items if the costs are unknown and that no firm bookings should be made until costs have been approved, to avoid going over the agreed budget, with additional costs to be put on Town Council agenda for approval on 24 March. It was noted that the Clerk and Chair can approve amounts under £500 and report back to Council

and that Council can reclaim VAT on goods and services. In response to a query, it was confirmed corrections would be made to the numerical discrepancies in overall amounts shown in the proposal.

In response to a query from the Town Clerk regarding the cricket and football clubs, it was confirmed by Councillor Rotheram that both had their own public liability insurance for members of the public using their indoor facilities and that they would be asked to provide copies of these. Councillor Rotheram would ask them to confirm that their own insurers would allow proposed events to take place on their land and also would also investigate cancellation insurance in case of extreme weather, although unlikely in June. Once this information had been provided by the Events Steering Group, it would be sent to the Council's own insurers.

Resolved to approve the proposals and costs as presented by the Events Steering Group, with requested amendments and to be advised by the Events Steering Group of remaining costs for approval with confirmation of adequate insurance provision for the three days of events in Horwich for the Queen's Platinum Jubilee Weekend 2 – 4 June 2022.

TO APPROVE ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED:

FG 7403 Resolved to approve the accounts for payment amounting to £8,705.83

C. Hutchinson (Petty Cash)	£30.00
Information Commissioner (Annual data protection renewal)	£35.00
CPRE (Annual membership renewal)	£36.00
Direct Workwear (Uniform for caretaking staff)	£38.16
Signcraft (Signs for Green Lane safety fence)	£72.00
Pixelcreated (Website updates to 31.01.22)	£75.00
Nationwide Franking Sense Ltd (Copy count for Xerox and Ricoh copiers 01.10.21 – 31.12.21)	£91.67
Sentinel Environmental Ltd (Asbestos re-inspection survey at Horwich Community Centre)	£240.00
SLCC Enterprises (FILCA training qualification – C. Hutchinson and C. Morris)	£288.00

Bolton Council
(Christmas lighting 2021 – 2022)

£7,800.00

Payments to Pixelcreated were made in accordance with LGA 1972 s142, to Sentinel Environmental Ltd in accordance with Local Govt (Misc Provisions Act 1976 s19 and to Bolton Council in accordance with LGA 1972 s144.

TOWN CLERKS REPORT (EMAILED TO MEMBERS) – FOR INFORMATION ONLY:

- FG 7404
- a. Bolton Council: consultation – Active Travel Neighbourhood Horwich.
 - b. NALC: Chief Executive’s Bulletin.
 - c. Summary of Town Councillors’ casework.

The Town Clerk’s report was noted.

REPORTS FROM REPRESENTATIVES – FOR INFORMATION ONLY:

- FG 7405
- a. Town Mayor of Horwich
None.
 - b. Horwich Ward Councillors
None.
 - c. Representatives on Outside Bodies
None.

TO CONFIRM THE DATE FOR THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE AS 11 APRIL 2022:

- FG 7406 Resolved to confirm the date of the next meeting of the Finance and General Purposes Committee as 11 April 2022.

The meeting closed at 7.55pm.

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