

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 November 2019 commencing at 7.30 pm

PRESENT: Councillors: M. Brady (in the Chair), I. Aldcroft, M. Baines, J. Bostocksmith, S. Burke, K. Denton, S. Denton, D. Grant, C. Rotheram, S. Rock, G. Stone, P. Wright.
C. Hutchinson, Town Clerk.

CHAIR TO OUTLINE FIRE SAFETY EVACUATION PROCEDURE:

FG 7073 Councillor Brady outlined the procedure from the information provided.

TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG 7074 Resolved to accept apologies from Councillors Chadwick and Coward.

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

FG 7075 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 7076 None.

TO APPROVE THE MINUTES AND RECOMMENDATIONS OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 OCTOBER 2019:

FG 7077 Resolved to approve the minutes and recommendations of the meeting of the Finance and General Purposes Committee held on 14 October 2019.

TO APPROVE THE STATEMENT OF QUARTERLY ACCOUNTS TO THE PERIOD ENDING 30 SEPTEMBER 2019:

FG 7078 Members were informed that all expenditure headings were within the budget estimates with the exception of subscriptions due to an increase in the cost of Sage accounting package and that this would be addressed for the next financial year.

Resolved to approve the statement of quarterly accounts to the period ending 30 September 2019.

TO APPROVE THE QUARTERLY REPORT FROM INTERNAL AUDIT TO THE PERIOD ENDING 30 SEPTEMBER 2019:

FG 7079 Resolved to approve the quarterly report from internal audit to the period ending 30 September 2019.

TO APPROVE THE MINUTES AND RECOMMENDATIONS OF THE MEETING OF THE SPORTS ADVISORY GROUP HELD ON 10 OCTOBER 2019 AND APPROVE THE TENDER PROCEDURE FOR CONTRACTS FOR THE INSTALLATION OF A NEW FENCE ALONG THE BOUNDARY OF THE PLAYING FIELD WITH GREEN LANE:

FG 7080 Resolved to approve the minutes and recommendations of the meeting of the Sports Advisory Group held on 10 October 2019.

Four quotations for the installation of a fence from local firms had been received, ranging from £14,786 - £22,178. Members were reminded of the council's tendering process as per financial regulations, which states that when the council intends to enter into a contract exceeding £7,500 in value for the supply of goods or materials, works or specialist services, tenders are to be invited from at least three firms to be taken from the appropriate approved list. As the Town Council has not undertaken any major work of this nature, it does not have an approved list, it will be necessary to advertise for expressions of interest. Interested parties will be provided with the detailed specification for the installation of the fence. Tender letters will be opened by the Town Clerk in the presence of one other councillor at a meeting of the Sports Advisory Group when the most appropriate tender would be agreed.

In response to a query Councillor Brady and Councillor Burke confirmed that Bolton Council who owned the playing field and Rivington and Blackrod High School who leased it had given their permission for the installation of a fence and that email correspondence confirming this would be forwarded to the Town Clerk. It was also confirmed that the type of fencing specified was both robust and substantial and would require minimal maintenance.

Members held the view that the decision to install a fence was long overdue and that the Town Council was in fact replacing a previous fence that had been removed some time ago. In response to a query about applying for funding from Sport England had been agreed as an option for later stages of development of the field.

Resolved to approve procedure for tendering for contracts for the installation of a new fence along the boundary of the playing field with Green Lane as per the council's financial regulations (Accounts and Audit (England) Regulations 2014)

TO APPROVE ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED:

FG 7081 Resolved to approve the accounts for payment amounting to £11,786.23 as follows:

Petty Cash	£30.00
Franking Sense (Copy charge Xerox 7200i copier)	£187.08
BT Business (Phone/internet 1/10/19 – 31/12/19)	£193.84
LBH Accountancy (Internal audit review to 30/9/19)	£474.00
HM Customs and Excise (PAYE and NI tax month 7)	£1,561.31
CB Building/Joinery (4 x new windows – Community Centre)	£2,340.00
Horwich Town Council (Salaries and wages)	£7,000.00

Payment to CB Building/Joinery was made in accordance with Local Government (Miscellaneous Provisions Act 1976 s19).

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

FG 7082

- a. NHS Bolton CCG: Horwich Health Centre update October 2019.
- b. Invitation to the Lighting of the Civic Christmas Tree on Friday 6 December 2019. :
- c. Parish and Town Training Lancashire: email regarding successful completion of CiLCA accreditation (Certificate in Local Council Administration) by Chloe Morris, Deputy Town Clerk.
- d. Bolton Council CPS: email regarding proposed installation of two flagpoles at the side of the Public Hall..
- e. Bolton Council Highways: email regarding proposed installation of brown tourist signs in Horwich.
- f. Summary of Councillors' casework.

The Town Clerk's report was noted with congratulations to the Deputy Clerk on completion of her recent CiLCA accreditation..

REPORTS FROM REPRESENTATIVES – FOR INFORMATION ONLY:

FG 7083

Town Mayor's Report

The Town Mayor reported that mayoral duties over the past few weeks had included several Remembrance events, attending a lecture at Bolton University, a performance by the youth section of HATS (Horwich Amateur Theatre Society) and a 'Bowl-A-Thon' fundraiser for Guide Dogs for the Blind. The Mayor had also unveiled a blue plaque to commemorate .Bob and Barbara Ronson, great servants, former Town Mayors and councillors of Horwich. The Mayor and Mayoress had hosted a 'Coffee and Cake Musical Fundraiser' at the Community Centre. The event had been very well attended and raised £205 on the day in aid of the three mayoral charities which were Guide Dogs for the Blind, Bolton Mountain Rescue and AFC Masters.

Horwich Ward Councillors

Horwich and Blackrod/Councillor Wright: Town Centre Steering Group met on 7 November and the meeting was attended by BDP who are the consultants appointed for the project. Remembrance events organised by the Royal British Legion and the Town Council and been very well supported and the work done by the Tivoli Group at the Loco Works War Memorial was very much appreciated.

Horwich North East/Councillor Brady: new planning application for land off Victoria Road has been received from Peel. Also the Awards for Unsung Heroes in the community had been launched.

Reports from Representatives

Councillor Stone informed members about the Festival of Racing Supporters event held on 22 October 2019 which included a presentation by the Festival Secretary to potential sponsors.

Councillor Stone also reported that he had attended a meeting of the Horwich Music Festival Committee on 6 November 2019, where the decision had been made that the Festival would not go ahead in its present format, instead it was proposed that individual venues could be encouraged to promote their own events, with the Festival providing

overarching publicity, similar to that of Chorley Live. This would incur minimal cost compared to 2019 and a business proposal would be submitted to the Town Council for consideration of future grant funding.

The reports were noted.

IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PRESS AND PUBLIC SHOULD BE TEMPORARILY EXCLUDED AND IF PRESENT ASKED TO LEAVE::