

HORWICH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Council Chamber, Public Hall on Monday 9 December 2013 commencing at 7.30pm.

PRESENT: Councillors: C. Root (in the Chair), K. Denton, K. Helsby, J. Kellett, L. McCartin, A. Morley, S. Rock, J. Silvester, R. Silvester, K. Thomson.
Town Clerk: C. Hutchinson
Bolton Ward Councillors present: A. Cunliffe.
7 members of the public

CHAIRPERSON TO OUTLINE THE FIRE SAFETY EVACUATION PROCEDURE:

FG 6028 Councillor Root referred to the procedure that was outlined in the information provided.

TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG 6029 Apologies were accepted from Councillor Flanigan due to work commitments, Councillor McKeon due to a family commitment and Councillors L. Rock and Ramamurthy due to illness.

Resolved unanimously resolved to accept the apologies as presented.

TO APPROVE THE MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2013:

FG 6030 Resolved unanimously to approve the minutes of the meeting held on 11 November 2013.

TO APPROVE THE MINUTES OF THE MEETING OF THE STAFFING SUB COMMITTEE HELD ON 8 NOVEMBER 2013:

FG 6031 A request was made for an amendment to minute SS102 to explain that the proposed information security policy was in relation to both staff and Members of the Council.
Resolved unanimously to approve the minutes of the meeting of the Staffing Sub Committee held on 28 November 2013 with amendment as requested.

TO APPROVE THE MINUTES OF THE MEETING OF THE FINANCE REVIEW SUB COMMITTEE HELD ON 28 NOVEMBER 2013:

FG 6032 Resolved unanimously to approve the minutes of the meeting of the Finance Review Sub Committee held on 28 November 2013.

TO APPROVE THE MINUTES OF THE MEETING OF THE HORWICH IN BLOOM ADVISORY COMMITTEE HELD ON 20 NOVEMBER 2013:

FG 6033 Resolved unanimously to approve the minutes of the meeting of the Horwich In Bloom Advisory Committee held on 20 November 2013.

PUBLIC PARTICIPATION:

FG 6034 Several members of the public had contacted the Town Clerk recently With concerns about lack of football facilities in Horwich and suggestions for the return of Horwich RMI FC by including a football facility as part of the proposed Loco Works development.

Resolved to move out of Committee in order to allow members of the public to speak.

While it was agreed that junior football was well supported with various clubs available, concerns were expressed at the lack of facilities for over 16s football in Horwich, with senior teams having to travel to pitches outside the town, as pitches in Horwich were either over used or unsuitable.

Members were informed that taking into account the proposed Loco Works plan and other smaller developments there was a potential for an additional 3,000 new residents in Horwich. While this was welcomed as a benefit to local business, consideration should be given to the provision of leisure facilities, particularly football and it was hoped that some of the investment from residential development could be used to support such a facility, which with the involvement of interested parties would eventually become self financing.

Resolved to return to Committee.

Members were in agreement that Horwich Town Council strongly supported provision of health, education and leisure facilities as part of any section 106 agreement included in the planning application for the Loco Works development.

Resolved unanimously to approve:

1. Replacement of outside body for Sport and Leisure with a Sport and Culture sub committee of 4/5 members with a remit to consider these matters in more detail and to invite interested parties to attend. This decision to be ratified at the next meeting of the Town Council on 19 December.
2. Horwich Town Council to invite a representative from Bolton Council to attend and discuss the future of football in Horwich, as it was acknowledged that any progress would not be possible without the involvement of the unitary authority, Town Clerk to contact via the Ward Councillors.

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

FG 6035 Councillor Helsby declared an interest as a member of Horwich Heritage – agenda item 12.

CONSULTATION: POST OFFICE – NEW CHAPEL LANE POST OFFICE PROPOSED MOVE TO NEW PREMISES AND BRANCH MODERNISATION:

FG 6036 Following receipt of the initial consultation, further correspondence had been received with the information that the Post Office had decided not to proceed with the proposal and the branch would continue to operate at the current site at this time.

Further information was made available that this had become a matter of some concern, due to the manner in which the process had been handled by the Post Office. Ward Councillors in consultation with local residents, were looking at alternative premises to secure the future provision of post office facilities in the area. Members discussed the broader issue of reduced post office facilities in Horwich with an agreement to hold further discussion at a later date.

Resolved unanimously that Town Clerk write to the Post Office to express the Town Council's concern at the manner in which the proposed move to new premises and the accompanying public consultation had been conducted and to express its support for the efforts of Ward Councillors and the local MP to ensure that the Post Office identify an alternative location in the area.

TO APPROVE ADOPTION OF AN INFORMATION SECURITY POLICY FOR HORWICH TOWN COUNCIL:

FG 6037 Members were informed that the proposed policy was a legal requirement and replaced a previous policy that had required updating. It was confirmed that an abridged Bolton Council template had been used for this purpose. It had already been noted that the policy was relevant to Councillors as well as staff. It was pointed out that the Town Council had a different level of security compared to Bolton Council, employing only 2.5 staff. In response to a query it was confirmed that the Town Clerk had overall responsibility for personal information and records which were kept securely and this information would be included in the policy. In response to a further query it was confirmed that the Town Clerk was the registered data controller for Horwich Town Council.

Resolved unanimously to approve the adoption of the information security policy with additional information as requested.

TO CONSIDER AND APPROVE PROPOSED CHANGES TO THE OFFICIAL INVITATION LIST TO THE TOWN MAYOR'S INAUGURATION:

FG 6038 Members were being asked to discuss and decide on a change and reduction in numbers to the official guest list which required updating and a table detailing proposed changes had been circulated to all Members. It was noted that all guests on the official list have also had an automatic invitation to the reception, which is paid out of the Town Mayor's allowance, although not all

guests attend the inauguration in the Council Chamber. As there is a maximum limit of 55 due to fire regulations, this has on some occasions caused concerns about a shortage of space for personal guests of the Town Mayor Elect. There was some concern expressed about the reduction in invitations to voluntary groups, but there was some leeway available with a reduction in the number of invitations to Ward Councillors. This could be amended on an annual basis within the numbers agreed, at the discretion of the Mayor Elect. Some Members felt that it was not appropriate to issue invitations to members of the press while all Members were pleased to see the inclusion of the Fire Officer and 2 Freemen of Horwich. In response to a query about fire regulations the Town Clerk offered to check these with Bolton Council Facilities Management.

Unanimously resolved to approve the proposed changes to the official invitation list as presented.

TO CONSIDER AN APPLICATION FROM HORWICH HERITAGE FOR GRANT FUNDING UP TO A MAXIMUM OF £1,500 FROM THE SUPPORTED ORGANISATIONS BUDGET 2013 - 2014:

FG 6039 This item had been deferred from a previous meeting. Members were in agreement that Horwich Heritage were to be congratulated on providing such a valuable service to the public in preserving the history of Horwich.

Resolved unanimously to approve the application for grant funding to Horwich Heritage for £1,500 from the supported organisations budget 2013 – 2014.

ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED:

FG 6040 Resolved unanimously to approve the accounts for payment as presented and totalling £9,429.78

TOWN CLERK'S REPORT – FOR INFORMATION ONLY:

- FG 6041
- a. Acknowledgement of email sent to ISS Landscapes from Horwich Town Council thanking them for continued planting and maintenance of the area surrounding the War Memorial outside Horwich Loco Works.
 - b. Letter from Michael Foster, Town Mayor of Horwich 1977 – 1978 informing the Town Council about the death of Barrie Crumblehulme, Member of Horwich Town Council 1976 – 1980, Town Mayor of Horwich 1978 – 1979.

A minute's silence was observed at this point in memory of Barrie Crumblehulme.

- c. Information about Lancashire Day and email about flying the

- Lancashire flag outside the Public Hall on 27 November.
- d. United Utilities: information on 'Winter Wise Road Show'

Resolved unanimously to note the Town Clerk's Report.

REPORTS FROM REPRESENTATIVES:

FG 6042 Deputy Town Mayor

Councillor Silvester reported that he had deputised for the Town Mayor who had been attending another event, at the Horwich Heritage launch event on 29 November for the new book 'The History of Horwich in 20 Objects' and the accompanying exhibition which he had found very interesting. The Deputy Town Mayor had accepted a copy of the book from Horwich Heritage on the Council's behalf which was duly presented to the Town Clerk.

Town Mayor

The Town Mayor reported that she had attended several Christmas events including Christmas fairs and concert. The lighting of the Civic Christmas Tree service had taken place on 6 December and had been very well attended in spite of bad weather and she thanked those Members who had attended. This event had then been followed by a Family Christmas party at the RMI Club where a total of £350 had been raised for the Town Mayor's Charities.

TO CONFIRM THE DATE OF THE NEXT MEETING AS 13 JANUARY 2014:

- FG 6043 Resolved unanimously to confirm the date of the next meeting as 13 January 2014.

The meeting closed at 8.46pm.

Chair.....

Date.....