

HORWICH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purpose Committee held in the Council Chamber, Public Hall on Monday, 8 October, 2012 commencing at 7.30 pm.

PRESENT: Councillors: C. Root (in the Chair) K. Ramamurthy, M. Downes, K. Helsby, S. Rock, L. Rock, C. Thomson C. Flanigan, J. Kellett, and J. Lavin

Bolton Ward Councillors A. Cunliffe and S Pickup

Admin Support Officer, Mrs H Fairclough

CHAIRPERSON TO OUTLINE THE FIRE SAFETY EVACUATION PROCEDURE

FG5818 Councillor Root outlined the procedure

TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG5819 Apologies for absence were accepted from Councillors McCartin and Baxendale due to ill health and Councillor McGeehan who was away.

Moved by Councillor Root
Seconded by Councillor Helsby

TO APPROVE THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 10 SEPTEMBER 2012.

FG5820 Moved by Councillor Helsby
Seconded by Councillor Kellett
Resolved to approve the minutes of the meeting of the Committee held on 10 September, 2012.

PUBLIC PARTICIPATION

FG5821 None.

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

FG5822 None.

TO RECEIVE THE MINUTES OF THE RESOURCE CENTRE MANAGEMENT COMMITTEE HELD ON 18 SEPTEMBER 2012:

FG5823 Moved by Councillor Kellett
 Seconded by Councillor Thomson
 Resolved to receive the minutes of the meeting of the Committee held on 18
 September, 2012.

**TO APPROVE THE MINUTES OF THE HORWICH IN BLOOM COMMITTEE HELD ON 4
SEPTEMBER 2012:**

FG5824 Moved by Councillor Downes
 Seconded by Councillor L. Rock
 Resolved to approve the minutes of the meeting of the Committee held on 4
 September, 2012.

TO UNDERTAKE THE ANNUAL RISK ASSESSMENT:

FG5825 Concerns was raised over certain aspects of this document but it was pointed out
 that this is a Business Risk Assessment and not what is usually associated with a
 normal Risk Assessment. However Members were pleased to note that there was
 no “High Risk” identified.

 Moved by Councillor Root
 Seconded by Councillor Downes
 Resolved that this item be deferred until the next meeting on the 18th October
 2012 when the Town Clerk would be able to explain in more detail the reason as
 to why this format has been used.

TO UNDERTAKE THE REVIEW OF INTERNAL AUDIT PROCEDURE:

FG5826 Moved by Councillor S. Rock
 Seconded by Councillor Helsby

**TO APPROVE AND ADOPT THE NEW CODE OF CONDUCT FOR MEMBERS AND
REVISED LOCAL ARRANGEMENTS FOR DEALING WITH COMPLAINTS AGAINST
MEMBERS IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCALISM ACT
2011, AS SET OUT IN THE REPORT CIRCULATED TO MEMBERS:**

FG5827 Concerns were raised over these documents as it was felt that they were modular
 documents put forward for adoption and some revision would be required to
 reflect Horwich Town Council, as it was felt that not all of the content applied to
 Horwich Town Council and its Councillors. Consequently Council was not in a
 position to adopt the Code of Conduct and associated documents as presented.

 Move by Councillor Helsby
 Seconded by Councillor Lavin
 Resolved to request the Town Clerk to invite Helen Gorman, the Monitoring
 Officer to attend and identify the necessary requirements for the adoption of the
 Code of Conduct by Members of Horwich Town Council.

TO CONSIDER A QUOTATION FROM GARY TAYLOR FOR THE PROVISION OF ANNUAL PHOTOGRAPHIC RETAINER FEE FOR £250 AND ANNUAL WEBSITE MAINTENANCE FEE OF £250 FOR PERIOD 1 AUGUST 2012 TO 31 JULY 2013 AND WEBSITE HOSTING FEE OF £100

FG5828 Moved by Councillor Helsby
 Seconded by Councillor Thomson
 Resolved to agree the total expenditure of £600.00

TO APPROVE A QUOTATION FROM BOLTON COUNCIL FOR THE ASSEMBLY/DISASSEMBLY OF THE TOWN CENTRE CHRISTMAS LIGHTING SCHEME AMOUNTING TO £6,300

FG5829 Concerns were raised over the costing and questions were asked as to whether Farnworth has Christmas Lights and if so, as they are not a Town Council, who pays for them. Council asked the Town Clerk to investigate. It was agreed that this should be approved this year but should be discussed in more detail by the Finance Sub Committee in the new year.

 Moved by Councillor Helsby
 Seconded by Councillor Flanigan
 Resolved to approve a quotation from Bolton Council for the assembly/disassembly of the Town Centre Christmas Lighting Scheme amounting to £6,300.

TO DISCUSS ABOUT THE ARRANGEMENTS FOR THE LIGHTING OF THE CIVIC CHRISTMAS TREE AT THE CROWN ROUNDABOUT ON 7 DECEMBER 2012 INCLUDING HIRE OF THE BIG SWITCH FROM BOLTON COUNCIL AND CONSIDER OPTIONS FOR THE TOWN MAYOR'S RECEPTION FOLLOWING THE SERVICE

FG5830 After discussions as to whether or not to hire the "Big Switch" it was the Town Mayor's wish that this was hired again this year as children and the schools do take part and look forward to attending.

 Moved by Councillor Helsby
 Seconded by Councillor Downes
 Resolved to approve hire of 'The Big Switch' from Bolton Council

 It was accepted that last years Civic Reception was poorly attended due to the distance to the Resource Centre and the Council Chamber can no longer be used. In response to the suggestion that one of the nearby pubs could be used, it was agreed that this was not an option, as children would not be allowed in. Concerns were also raised about the health and safety issues involved.

 Moved by Councillor Lavin
 Seconded by Councillor Helsby
 Resolved not be a Civic Reception following this year's Lighting of the Civic Christmas Tree, for reasons outlined.

TO RECEIVE AN UPDATE ON ARRANGEMENTS FOR REMEMBERANCE SUNDAY PARADE AND SERVICE ON 11 NOVEMBER 2012

FG5831 Questions were asked as to why the assembly point has been put back to the RMI Club as this would make the parade longer and whether the route had been approved by the police. A question was also asked as to who pays for the marshalling, police etc. It was pointed out that this was a Royal British Legion event although the invitations had come from the Town Council.

Moved by Councillor Helsby
Seconded by Councillor Lavin
Resolved to defer to await more information.

ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED

FG5832 The accounts for payment as presented and amounting to £3254.21 were approved

Moved by Councillor Helsby
Seconded by Councillor Thomson
Resolved to accept the accounts for payment as presented.

TOWN CLERK'S REPORT – FOR INFORMATION ONLY

- FG5833
- a. LALC: Accountant's report on the unaudited accounts to Lancashire Association of Local Councils
 - b. NALC: Details of Larger Councils' Conference on 28 November in London
 - c. Lagan's Foundation and Bolton Wanderers Community Trust: Invitation to all Town Councillors to Charity Moulin Rouge Winter Ball on 17 November 2012 at Premier Suite, Reebok Stadium. A question was raised as to whether these were free tickets or had to be purchased. It was agreed that it was not an invitation to attend but just an advertisement.
 - d. Email correspondence from Mr Robert Kay re. research work on family history with reference to the First World War Memoriam in the Council Chamber. It was agreed to reply to Mr Kay to thank him for all his work and suggest the following have a copy of his work – Horwich Library, Bolton Central Library & Archives, Horwich Heritage Centre and Manchester & Lancashire Family History Society (which includes Bolton).

REPORTS FROM REPRESENTATIVES

FG5834 An email had gone to some Councillors regarding a complaint about the approach to Parkway railway station at Middlebrook.

Councillor Pickup asked to speak and commented that the complaint had been picked up and a ward councillor had agreed to meet up with the complainant.

TO CONFIRM THE DATE OF THE NEXT MEETING OF THE COMMITTEE AS MONDAY, 12 NOVEMBER 2012 at 7.30 p.m.

FG5835 Moved by Councillor Kellett
Seconded by Councillor Thomson and
Resolved that the date of the next meeting of the Committee will be Monday, 12 November 2012

Councillor Root declared the meeting closed at 8.38 p.m.

Chairperson.....

Date