

## HORWICH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Council Chamber, Public Hall on Monday 14 October 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: K. McKeon

### CHAIRPERSON TO OUTLINE THE FIRE SAFETY EVACUATION PROCEDURE:

FG 5998 Councillor Root referred to the procedure that was outlined in the information provided.

### TO SUBMIT APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS:

FG 5999 Apologies for absence were accepted from Councillor Flanigan due to work commitments and Councillors L. Rock and Ramamurthy due to illness.

Resolved to accept the apologies as presented.

### TO APPROVE THE MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2013:

FG 6000 In response to a query regarding FG 5990 it was accepted that while not all Members of the Finance Review Sub Committee shared the view that the Christmas lighting scheme was not a priority for the Town Council, the minute did provide an accurate record of the discussion that had taken place.

Resolved unanimously to approve the minutes of the meeting held on 9 September 2013

### TO APPROVE THE MINUTES OF THE FINANCE REVIEW SUB COMMITTEE HELD ON 9 SEPTEMBER 2013:

FG 6001 The Chair and the Town Clerk confirmed that clarification would be provided regarding confidential business (Point 24 of the Standing Orders of Horwich Town Council) with reference to the Finance Review Sub Committee.

Resolved unanimously to approve the minutes of the Finance Review Sub Committee held on 9 September 2013.

TO RECEIVE THE MINUTES OF THE HORWICH RESOURCE CENTRE MANAGEMENT COMMITTEE HELD ON 17 SEPTEMBER 2013:

FG 6002 Resolved unanimously to approve the minutes of the Horwich Resource Centre Management Committee held on 17 September 2013.

PUBLIC PARTICIPATION:

FG 6003 None.

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

FG 6004 None.

TO APPOINT TWO MEMBERS TO SERVE ON THE HORWICH RESOURCE CENTRE MANAGEMENT COMMITTEE:

FG 6005 Members had been informed that the Constitution of the Management Committee required five Town Councillors to sit on the Committee. Currently there were only three Councillors and this had caused some difficulty with arrangements for the Annual General Meeting scheduled to take place in September. In order for the Committee to continue to function properly and for an AGM to take place, Members were being asked to approve the appointment of two additional Town Councillors as a matter of urgency.

In response to a query as to the reason for the AGM and Management Committee meetings being held during the day, Members were informed that this had been arranged at the request of some of the user group representatives on the Management Committee. Several Members expressed their concern that this did not accommodate Members with working commitments during the day and a request was made to arrange future meetings in the evening after 7.00pm. The Town Clerk confirmed that this request would be passed to the Centre Manager on her return to the office.

Proposed by Councillor Helsby and seconded by Councillor Denton and resolved unanimously to appoint Councillor Morley as a permanent Member of Horwich Resource Centre Management Committee and to appoint Councillor Ken Thomson as a Member of the Management Committee on a temporary basis, to be reviewed following the Brazley Ward by election on 21 November.

TO APPROVE THE ANNUAL RETURN TO 31 MARCH 2013 AND TO RECEIVE THE EXTERNAL AUDITOR'S REPORT:

FG 6006        The annual return was presented to Members. It had been approved by external audit as being in accordance with proper practices with no matters giving cause for concern. In order to assist the Council, the auditor's report had highlighted two issues which had already been addressed and brought to the attention of the Council. In response to a query it was confirmed that the although the Town Council could chose its own internal auditor, it was allocated an external auditor as part of national audit procedure.

Resolved unanimously to approve the annual return to 31 March 2013 and to receive the external auditor's report.

TO UNDERTAKE THE REVIEW OF INTERNAL AUDIT PROCEDURE FOR 2013:

FG 6007        Members were informed that this was an annual requirement for audit Purposes.

Resolved unanimously to undertake of the internal audit procedure for 2013 as presented.

TO UNDERTAKE THE ANNUAL RISK ASSESSMENT FOR 2013:

FG 6008        Again it was noted that this was an annual requirement for audit and insurance purposes. A separate risk assessment was included for Horwich Resource Centre. Members were informed that the rate of risk for some topics had been changed to reflect changes that had occurred since the risk assessment in 2012 and the Town Clerk was asked to make further changes to the topic of legal powers, in view of the recent review of the Council's insurance.

Resolved unanimously to undertake the annual risk assessment for 2013 as presented.

TO CONSIDER OPTIONS FOR THE PLANTING OF FLOWER TROUGHS ALONG LEE LANE:

FG 6009        Members had been informed that these 10 plant troughs had been provided and filled by Bolton Council in 2012, with partial planting done by a member of Horwich Rotary Club during the summer, and were being asked to consider options for future planting.

Following a visit as Town Mayor to a year 7 special needs class at Rivington and Blackrod Lower School, Councillor Root suggested that this group could get involved in a project to plant and maintain the flower troughs.

The Town Clerk had already approached a local horticultural distributor to try and obtain free spring bulbs and would also contact local garden centres to see if any support or sponsorship was available. A further suggestion was made by the Town Mayor about asking Emerson for support. Councillor Kellett kindly offered to supply organic compost from her farm.

It was also suggested that the Horwich in Bloom Committee could have some involvement with a special category for the best planted trough, allocating a trough to each school.

It was decided that two or three interested Members could discuss these and other options with the Town Clerk and report back to Council.

TO CONFIRM A CHANGE TO THE DATE OF THE MEETING OF THE TOWN COUNCIL AND PLANNING MEETING FROM 21 TO 28 NOVEMBER 2013 IN VIEW OF THE BRAZLEY WARD BY ELECTION TAKING PLACE ON 21 NOVEMBER 2013:

FG 6010 Resolved unanimously to approve confirmation of a change to the date of the next meeting of the Town Council from 21 to 28 November 2013 in view of the Brazley Ward by election due to take place on 21 November 2013.

ACCOUNTS FOR PAYMENT – SCHEDULE ATTACHED:

FG 6011 Resolved unanimously to approve the accounts for payment as presented and totalling £4,646.38

TOWN CLERK'S REPORT – FOR INFORMATION ONLY:

FG 6012

- a. Elections Office: notification of date of Brazley by election as 21 November 2013
- b. Remembrance Sunday: information about Annual Parade and Service taking place on 10 November 2013
- c. LALC: Newsletter September edition; LALC accounts for year ended 31 March 2013
- d. Horwich Fairtrade Town Group: letter of thanks for grant award of £200
- e. Bolton West Stroke Group/Stroke Association: letter of thanks for grant award of £250 and for £226.80 towards room rental costs at Horwich Resource Centre under the community initiatives scheme.

Resolved unanimously to note the Town Clerk’s Report.

REPORTS FROM REPRESENTATIVES:

FG 6013

Town Mayor

The Town Mayor reported that her recent line dancing fund raising event had been very well attended, raising £500 each for the British Legion and SSAFA. The next event, following the lighting of the civic Christmas tree on 6 December would be a family Christmas party at Horwich RMI Club, for Horwich Carnival funds and other local charities.

TO CONFIRM THE DATE OF THE NEXT MEETING OF THE COMMITTEE AS 11 NOVEMBER 2013:

FG 6014

Resolved to confirm the date of the next meeting of the Committee as 11 November 2013.

Councillor Root declared the meeting closed at 8.41pm.

Chairperson..... Date.....