

## Horwich Town Council – Action Plan 2020 -2023

This plan is to be reviewed on an annual basis when the budget is set for each financial year

Activities	Action	Timescale	Budget Heading	Sign off/Date
Accounts and Audit	Information regarding Council's payments/budget/precept/annual return and audit to be made available Publish on the website and on outside noticeboard (audit) Precept is also published in newsletter	Within 1 month of approval by Council or Auditor	Internal and External Audit	
Town Council Administration	To ensure agendas, minutes and policies are published To gain information for compiling reports and recommendations	Within 1 month of availability/ approval of Council	Salaries	
Health and Safety	To ensure the Council meets statutory health and safety requirements Ensure there is adequate insurance cover	Annually	Salaries	
		Annually	Insurance	
Public Benches	Maintenance and upkeep of the 2 benches outside the Public Hall	Inspect annually for any maintenance works that may need to be carried out	Environmental Improvements	
Assets	For Neighbourhood Plan Steering Group to explore protecting key assets including Horwich RMI Club and Horwich Community Centre by registering as Assets of Community Value with the unitary authority	NPSG to inform Council of key assets to be listed. Agenda item at Council to approve and then Bolton Council requested to add to list of ACVs	No cost	
Newsletter and Annual Report	To publish and make available a quarterly newsletter  Also using social media platforms as means to communicate what the Council does  A report is composed about the actions of the Council including a financial report which is available on the website	Quarterly	Newsletter	
		Ongoing		
		Annually		

Website	To ensure all information regarding the council is accessible to show openness and transparency of the Council's actions and expenditure	Ongoing with approval of the council	Website	
Subscriptions	To subscribe to LALC and NALC – this allows the Council access to advice and training and assists with continual CPD for both staff and councillors  Fields in Trust and CPRE (Campaign to Protect Rural England)  Sage Accounting package	Annual renewal  Annual renewal  Annual renewal	Subscriptions incl. Software Subscriptions	
Tourism Initiatives - Town Civic Trail Leaflet  - Commemorative Plaques	This has replaced the town guide and is an information leaflet available to the residents and visitors at various outlets in the town centre  To show historical significance or an association with a prominent local citizen, highlighting the heritage of Horwich and feature prominently in the Town Civic Trail leaflet. To ask the public to nominate places of significance for consideration by the Civic Recognition Sub Committee	Ongoing review as additional commemorative plaques are installed  Annually. Nominations received from the public are discussed and final selection made by the Civic Recognition Sub Committee and approved by full council	Civic Recognition	
Community Events – As part of Community Engagement - Remembrance Sunday Parade and Service	To fund and organise events  To provide the band, service sheets and publicity for the Remembrance Sunday Parade and Service	Annually. Booking of band and provision of sound system in Jan/Feb for November. Sept/Oct – invitations sent to local voluntary/community groups and uniformed organisations, printing out 1000 service sheets and event	Commemoration and Remembrance	

<ul style="list-style-type: none"> <li>- Civic Christmas tree lighting and carol service</li>   <li>- Youth Provision</li> </ul>	<p>To organise the lighting of the Civic Christmas tree at the Crown roundabout. The Christmas tree and lighting scheme will enhance the appearance of the town centre.</p> <p>The event provides an opportunity for the town's residents to attend and celebrate the start of the Christmas period</p> <p>To increase the budget to employ a youth worker and host sessions at the Horwich Community Centre for Friday evenings subject to staff availability</p>	<p>publicity including liaison with Royal British Legion</p> <p>Annual. Feb/March - organise provision of sound system, contact Highways to request road closure and Horwich Rotary to request attendance of Santa's Sleigh  Sept - contact schools to provide choir and band  Oct – contact Bolton Council for installation of lighting scheme in town centre and lights switch on  Nov - publicise the event and invite members of the public and neighbouring mayoralty as well as to printing out of service sheets</p> <p>To run these schemes in the 6-week holidays with part time staff member, subject to successful funding for youth sessions</p>	<p>Regeneration incl. Christmas Lighting</p> <p>Youth Engagement/Area Forum funding</p>	
CILCA Qualification	Both Town Clerk and Deputy Clerk to hold CILCA (Certificate in Local Council Administration) qualification	Town Clerk is CILCA qualified. Deputy Clerk achieved qualification in December 2019.	Training and Professional Accreditation	
Local Council Award Scheme	To apply for the Quality award to demonstrate council's best practice Review of current policies and information available on website	To commence once Council is operating normally following lifting of Covid-19 restrictions	Training and Professional Accreditation	
Grants to Voluntary Organisations	To make funding of up to £300 available for community and voluntary organisations that serve the parish or its residents.	Grant application forms to be completed and returned before end Feb/June/Sept deadlines to be considered by the Grants Sub	Grants and Donations	

	<p>Grants are also available for assistance with room rental costs at Horwich Community Centre.</p> <p>Also major sponsors of Horwich Festival of Racing, Horwich Carnival, Horwich Music Festival and the Horwich Heritage Centre</p>	<p>Committee which meets three times a year.</p> <p>Requests for larger amounts of grant funding are considered by full council</p>	<p>Grants: HCC Room Rental</p> <p>Sport, Social and Culture</p>	
Youth Council	To create a youth council to give young people the opportunity to influence and make contributions in the community	Both secondary schools have been contacted and shown a presentation to gauge interest. It is expected that there will be a representative from each year group from both secondary schools	Youth Engagement	
Neighbourhood Plan	<p>To progress the neighbourhood planning process</p> <ul style="list-style-type: none"> <li>- Residents to give feedback on vision and objectives</li> <li>- Independent examination</li> <li>- Referendum to residents</li> </ul>	<p>The Neighbourhood Planning Steering Group meets monthly to discuss its next actions</p> <p>Grant has been obtained which funded survey and delivery to all residents' homes in Horwich</p>	Grant: Neighbourhood Plan Project	
Community Engagement	To engage with community groups and individuals by inviting them to participate in Council meetings, set up start and finish groups to be involved in and organising public events to engage with residents	Twice monthly	No budget – meetings are free	
Town Centre Trough Planting	To ensure spring and summer planting of 24 troughs has been ordered in due time. As part of community engagement, the Town Council has a scheme asking local businesses and residents to “adopt a trough” to ensure they are kept watered throughout the summer period	Annual. To be ordered from Heaton Fold in January for spring planting and April for summer planting Posts on social media as a reminder to the public/businesses to keep them watered during prolonged dry spells	Environmental Improvements	
Street cleaning, community bins and provision of dog waste bags	Provision of a part time town centre street cleaner, also ensuring prompt reporting of fly tipping to Neighbourhood Services.	Daily street cleaning (except Sunday)	Salaries/Environmental Improvements	

	<p>Increase community bins around the town centre where necessary</p> <p>Promotion of free dog waste bags as part of the council's initiative to keep Horwich clean</p>	<p>Meeting of the Environmental Improvements Sub Committee</p> <p>Ongoing. Available from Horwich Community Centre. Re-order when stock is low</p>		
"Bag for life" initiative	To reduce single use plastics within the town by producing a bag for life which would be free to the residents of Horwich	To create 3 designs to go to the F & G P meeting for approval, produced by end 2020 and to be available from Horwich Community Centre	Environmental Improvements	
Civic Awards	<p>To recognise individuals who have given outstanding service in a voluntary capacity over many years to the people of Horwich</p> <p>Nomination form available on the website and from Horwich Community Centre and Horwich Library for people to nominate an individual</p>	Every 2 years – publicity from January to allow residents to nominate an individual. Civic Sub Committee meets in February to select 2 individuals who are then invited to receive their award from ingoing/outgoing Mayor during the Summer at a location and on a date of their choice. Once choice has been made, civic medals are ordered from the supplier	Civic Recognition	
Green Lane Playing Fields	Primary – to obtain and consider three quotes for the installation of a fence installed along the boundary of the field along Green Lane	To commence once council is operating normally following lifting of Covid-19 restrictions	Green Lane Playing Fields Project	
Mayoral Inauguration/ Civic Sunday	Council to elect a Mayor and Deputy Mayor to serve in office for one year. The Mayor will represent the Council at events and promote the Council. Civic Sunday is a traditional event in Horwich for the Council Members and other dignitaries to attend a service at the Holy Trinity Church at the start of their year of office	May. Invitations to both events sent to invited guests, dignitaries and to members of voluntary, community groups and uniformed organisations to Civic Sunday.	Mayoral Allowance	

Horwich Community Centre	To support the Horwich Community Centre by employing staff and promoting the requirement for volunteers for centre run activities  To continue ongoing external maintenance of the Community Centre and all necessary refurbishment when necessary	Ongoing  Ongoing	Salaries  HRC Building Maintenance	
Winter Gritting	To fund additional winter gritting in the hillier parts of Horwich not covered by Bolton Council's winter road maintenance	December to February	Environmental Improvements	

Date approved: February 2020 at the Finance and General Purposes meeting

Next review due: January 2021