

To all new Councillors,

A very warm welcome to Horwich Town Council.

To help you get started, the Council has prepared a Welcome Pack for you. In this Welcome pack, you will find the following information:

- Register of Members' Interests Form
- New Councillor contact details form to be completed and returned as soon as possible
- Agenda for Annual Meeting of the Council and Mayor's Inauguration
- Horwich Heritage Trail
- Town Council annual meeting dates

Please read and return the signed copy of the Register of Interest along with the New Councillor Contact details which are to be completed and returned to the Town Clerk **within 2 Working days. If you are unable to attend the Council office to hand in, an email with all the information will be suffice.** Your contact information including email and telephone number will be listed on the website and subsequent council material for the public to be able to contact you.

Helpful information

To help you understand your new role as a Councillor, the Council has compiled the following documents. Click on the link to open them:

- Introduction Pack for New Councillors
[Introduction-Pack-for-new-Councillors.pdf \(horwich.gov.uk\)](https://www.horwich.gov.uk/downloads/publications/introduction-pack-for-new-councillors.pdf)
- NALC Good Councillor Guide
[The-Good-Councillors-guide-2018.pdf \(horwich.gov.uk\)](https://www.horwich.gov.uk/downloads/publications/the-good-councillors-guide-2018.pdf)
- Standing Orders
https://www.horwich.gov.uk/downloads/publications/standing_orders_2020.pdf
- Code of Conduct
https://www.horwich.gov.uk/downloads/publications/code_of_conduct.pdf
- Financial Regulations
https://www.horwich.gov.uk/downloads/finance/financial_regulations.pdf
- Annual report of the Council for the current year
https://www.horwich.gov.uk/annual_report.html
- Horwich Town Council Budget
<https://www.horwich.gov.uk/downloads/finance/Draft-Budget-2023-2024.pdf>
- Privacy Notice
<https://www.horwich.gov.uk/downloads/publications/gdpr.pdf>
- Retention and Disposal Policy
https://www.horwich.gov.uk/downloads/publications/retention_and_disposal.pdf
- Training and development Policy
https://www.horwich.gov.uk/downloads/publications/training_and_development.pdf
- Equality and Diversity Policy
https://www.horwich.gov.uk/downloads/publications/equality_diversity_policy.pdf
- Social Media Policy
https://www.horwich.gov.uk/downloads/publications/social_media_policy.pdf
- Complaints Procedure
https://www.horwich.gov.uk/downloads/publications/complaints_procedure.pdf

Training

There are a few training courses you can join that are run by various Associations of Local Councils such as LALC (Lancashire Association of Local Councils) and NALC (National Association of Local Councils).

The Council recommends that you, as a new Councillor, join an induction training:

New Councillors and Clerks – a whistle stop tour of powers and responsibilities.

Meetings, Sub Committees, Advisory Groups & Reps on Outside Bodies

There are many ways for you to get involved. You can join one or more Committees within the Council to share your experience and to contribute to the workings of these Committees. Currently, the Council has the following Committees

- Town Council
- Finance & General Purposes Committee (all Members sit on this Committee)
- Planning (all Members sit on this Committee)

The main meeting of the Council is Town Council which meets on the third Thursday of every month. There are also two Standing Committees where Council has handed over responsibility for decisions to that Committee, there are the Planning Committee (third Thursday following Town Council) and the Finance and General Purposes Committee (second Monday of the month, except July).

There are also sub-committees, made up of a small number of councillors which are advisory in nature i.e they make recommendations to full Council (unless stated otherwise in Scheme of Delegation) which then makes the decisions. There is no restriction to them involving public, who sit on Environmental Improvements and Sports Advisory Groups.

Working Parties/Start and Finish Groups may be set up for short term purposes but like sub committees they cannot make decisions on behalf of the Council. Council also has representation on various outside bodies and Members involved report back to Council when necessary.

As a new Councillor you might wish to consider which committees etc. would benefit from any interests and expertise you might be able to offer.

Sub-Committees:

- Staffing (All staffing issues, meets quarterly during the daytime)
- Community Centre (Strategic planning/management of the Council's own community centre. Daytime meetings)
- Grants to Voluntary Groups (considers applications. Meets three times a year.)
- Finance Review (meets once a year minimum to discuss budget & other financial matters. Daytime meetings)
- Civic Awards & Civic Signs
- Marketing & Promotion
- Standing Orders
- Appeals Panel

Advisory Groups:

- Sports Advisory Group
- Environmental Improvements Advisory Group
- Youth Council Steering Group
- Events Steering Group

The Council also has representation on Outside Bodies such as:

- Horwich Loco Works Liaison Committee
- Horwich Carnival Committee
- LALC Executive Committee
- Rivington and Brinscall Advisory Group
- Horwich Angels Management Committee
- Montcliffe and Pilkington Quarry Liaison Group

Horwich Town Council Staff – Roles and Responsibilities

Town Clerk – Carol Hutchinson

The Town Clerk is the Proper Officer of the Council and is contracted to carry out the work of the Council as a corporate body, as instructed by the Town Council at its meetings. The role includes preparation of agendas, minutes, financial management, checking legalities etc.

Carol also deals with all correspondence sent to the Council, members of the public, supervises the mayoral diary, supports mayoralty and also organises civic events.

Carol liaises with many outside agencies as well as many voluntary and local groups within Horwich. Carol does not work for individual Councillors but is responsible to the Council as a whole through the mechanism of the Council's Staffing Sub-Committee. Carol is also responsible for the overall management of all Council staff.

Deputy Town Clerk – Chloe Morris

The Deputy supports the Town Clerk in all aspects of the role and is also responsible for the overall financial management of the Community Centre including invoicing, quarterly accounts and budget preparation.

Chloe is responsible for the day to day supervision of staff at the Community Centre. She also produces the Town Council's quarterly newsletter and overlooks the Community Centre and Environmental Improvements Sub Committees. Chloe is FiLCA and CiLCA qualified. Like the Town Clerk, the Deputy does not work for individual Councillors but for the Council as a whole.

Centre Manager – Lisa Morris

The Centre Manager works in conjunction with the Deputy Town Clerk to ensure the smooth operation of the day to day runnings of the Centre. She is responsible for compliance, managing bookings and ensures a high level of service and cleanliness for the Centre Users.

Caretaking and Cleaning Staff

The Council employs several caretaking staff – Roy, Chris, Honor, Lisa, Darren & Nigel on various shifts covering the opening times of the Centre over 6 days.

Although Council meetings are held in the Council Chamber at the Public Hall, the Council office is located in the Council's Community Centre on Beaumont Road, Horwich. Formerly a territorial army drill hall with its own rifle range, following extensive refurbishment in 1991 by the Town Council and formerly known as the Horwich Resource Centre, it offers something for the whole community, with events and activities for all ages and interests at an affordable cost. The Council pays the staff but otherwise the Centre is self-financing.

If you have any questions, please contact the Clerk.