

WESTHOUGHTON TOWN COUNCIL

PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING AND TOWN COUNCIL MEETING

You are summoned to attend the **PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING AND TOWN COUNCIL MEETING** on **MONDAY, 9TH DECEMBER, 2019** at **7.00 P.M.** in **THE COUNCIL CHAMBER, WESTHOUGHTON TOWN HALL.**

3rd December, 2019.

Christine Morris
Clerk to the Council

AGENDA

PLANNING AND FINANCE & GENERAL PURPOSES COMMITTEE MEETING

1. Fire Safety Information (Chairman)
2. To receive apologies for absence and to accept reasons.
3. To read the notice convening the meeting.
4. To record Declarations of Interest from members in any item to be discussed.
5. Adjournment to allow Public Question Time **relating to Town Council activities and items within its powers.**
THIS IS THE ONLY OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK AT THE MEETING, UNLESS THE QUESTION/STATEMENT RELATES TO A PLANNING APPLICATION
6. To discuss Planning & Development Matters and to approve any action (lists enclosed):
 - (a) Town Council's comments on Planning Applications
(List enclosed for Councillors)
 - 07235/19 Land formerly 8-10 Bolton Road, Westhoughton – erection of a two storey property to form four studio apartments
 - 07420/19 2 Anderby Walk, Westhoughton – Retention application for conversion of detached garage for use ancillary to a domestic dwelling including installation of exterior french doors and full length windows
 - 07290/19 The Stables, Brinsop House farm, Chorley Road, Westhoughton – Erection of a single storey detached garage
 - 07413/19 11 Southfield Drive, Westhoughton – Certificate of Lawful Development for proposed single storey extension at side

(b) Discussion on Planning Appeals
Nil

(c) To note Planning Decisions

7. To accept the minutes of the Planning and Finance & General Purposes Committee Meeting, held on Monday, 11th November, 2019.
8. Date of the next Planning and Finance & General Purposes Committee Meeting.

TOWN COUNCIL MEETING

1. To accept the minutes of the Town Council Meeting, held on Monday, 25th November, 2019.
2. Discussion on nominations for Town Council Awards and to approve any action:
 - (a) Civic Award and Harold Daniels Memorial Trophy
 - (b) Young Citizen of the Year Award
 - (c) Environmental Award
3. Discussion on the approval of items for the Town Council Awards Ceremony and to approve any action:
 - (a) Room hire £100
 - (b) Artist £150
 - (c) Pasties & Peas £200
4. To approve the date of the 2020 Community Carol Service and lighting of Christmas Displays.
5. Discussion on the hire of Greenfield Band for Remembrance Sunday 2020 at a fee of £350 and to approve any action.
6. Discussion on a budget for Solar Powered Driver Feedback Signs in the 2020-21 Draft Revenue Estimates and to approve any action.
7. Review of Policy Documents:
 - (a) Anti-Harassment Policy
 - (b) Complaints Procedure
 - (c) Disciplinary Policy
 - (d) Financial Regulations
 - (e) First Aid At Work Risk Assessment
 - (f) Grievance Policy
8. To approve the Bank Reconciliation for 1.11.19 – 30.11.19.
9. To approve accounts for payment.
10. To receive a report from the Town Clerk.
11. Date of the next Town Council Meeting.