



MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday 1st February at 7pm in the Council Chamber of Colne Town Hall

In attendance: Cllr. D Clegg (Chairman), Cllr. D Cockburn-Price (Vice-Chairman), Cllr. G Clegg, Cllr. B Wildman and Cllr. H Thomas.

Others in attendance: Ms. N Crewe and Miss. G Langley (Town Clerk / Responsible Financial Officer).

1. Welcome

The Chairman welcomed all to the February 2022 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr. J Nixon and were duly accepted.

Absent: Cllr. E Cornish

3. Declarations of Interest

To receive any declarations of interest from Members relating to any item on the agenda in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

No declarations were received.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday 11th January 2022.

The Minutes of the meeting held on Tuesday 11th January 2022 were accepted as a true and accurate record.

***Proposed by Cllr. D Cockburn-Price
Approved by Committee***

Seconded by Cllr. B Wildman

5. Public Forum

To consider questions, statements or petitions from members of the public who are welcome to the meeting and have a total collectively of 15 minutes to make their representations to the Committee.

No public were in attendance.

6. Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting. Such an exclusion would need to be on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972. (Decision required)

It was proposed that Items 14 and 15 on the agenda be deemed as private items due to the sensitive nature of the items being discussed. If any members of the public should be present at the time of discussion of these items, they will be asked to leave the meeting.

***Proposed by Cllr. H Thomas
Approved by Committee***

Seconded by Cllr. D Cockburn-Price

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as at 25th January 2022. (Decision required)

- a) Financial Budget Summary.
- b) Income & Expenditure Report.
- c) Proposed allocation of additional precept requirement years 2 and 3.
- d) Balance Sheet

Following a short discussion, the presented documents were approved by the Committee.

***Proposed by Cllr. H Thomas
Approved by Committee***

Seconded by Cllr. D Cockburn-Price

8. CTC Pandemic Risk Register

To consider the Council's updated risk register for approval for recommendation to Full Council. (Decision required)

The Chairman stated that the risk registers need to be renewed every year and that as daily confirmed cases for COVID-19 are increasing, it would be prudent to keep this separate register for another 12 months.

It may be that after 12 months, a separate pandemic register will not be needed, and the identified risks can then be integrated into the Town Council's main Corporate and Financial Risk Registers.

Following a short discussion, the CTC Pandemic Risk Register was approved for recommendation to Full Council.

***Proposed by Cllr. D Clegg
Approved by Committee***

Seconded by Cllr. H Thomas

9. Alkincoates Walled Garden

To consider a report prepared by the Allotments & Contracts Officer regarding work required in Alkincoates Park Walled Garden. (Decision required)

It was suggested by a Member that investigation is undertaken by officers into different types of fencing, including the more traditional estate type fencing, and to obtain pricing as appropriate.

Following a lengthy discussion, the Committee agreed:

- *That additional works be funded to ensure the safety of the public*
- *That delegated authority is given to Officers of the Town Council to commission the work as outlined in 'Option Three' to provide additional security.*

Option 3 – The cost of maintaining the wall in its existing condition and enclosing it with metal railings and fencing.

- *To approve expenditure of up to £25,000, to be taken from the existing budget, including contingency, and from the Alkincoates Earmarked Reserve should this be necessary.*

Proposed by Cllr. H Thomas
Approved by Committee

Seconded by Cllr. D Cockburn-Price

10. A Request from the Colne BID

To consider a report prepared by the Events & Administration Officer regarding the provision of electricity for an event. (Decision required)

Following a short discussion, the recommendations in the report were approved as follows:

- *That Colne Town Council request a full risk assessment for the use of the Council's power source to be reviewed and approved by the Town Clerk.*
- *That a contribution of £30 towards the additional licence fee, electricity, staffing and expenses is paid by the BID.*

Proposed by Cllr. D Cockburn-Price
Approved by Committee

Seconded by Cllr. H Thomas

11. Town Hall Maintenance

To receive an update on any scheduled works or identified maintenance issues. (Information only)

The Town Clerk informed the Committee that the end office, which recently suffered water ingress, is now dry, the coving has been replaced, the picture rail has been done, and the plastering has been finished. The first fix of the light fittings should be done at the end of this week, and the room can then be decorated. The estimated time for completion of this work, is between 4 – 6 weeks.

There has been an issue with the flagpole on the top of the Town Hall in that the rope has snapped. Officers had arranged the repair for last week, however due to high winds, the work was not able to be completed. It was suggested that the Council wait until the later spring months, before attempting the repair again, however this would mean that the flag would not be present to mark the Queen's official Platinum Jubilee date of 6th February 2022. The Town Clerk advised that the Town Council issue a press release to explain that there will not be a flag flown at the top of the Town Hall, however there will be a flag flown at the seating area across the road.

A Member asked for an update on the repairs to the Town Hall Clock.

The Town Clerk informed the Committee that the parts have been taken away to be cleaned and serviced, and we are waiting for these to come back. The old, damaged paint has now been removed, and the clock mechanism has been returned to its original colour. It is estimated that the Town will have a fully working clock within the next two weeks.

It was suggested that this information be added to the Press Release to inform the residents.

The maintenance report from the Town Clerk was noted by the Committee.

12. Items for a future month's Agenda

Points raised under this item are for information only, any debate should be limited to five minutes only and to consider the items for the agenda for a future month. (Information only)

One item was raised as follows:

- *Usage and investment of Primet Community Centre*

13. Date & Time of Next Regular Meeting

The next FES Committee meeting is scheduled for Tuesday 1st March 2022 at 7.00 p.m.

Exclusion of the Public

14. Private Item: Staffing Recommendation

To consider a report prepared by the Responsible Financial Officer in regard to CTC Staff. (Decision required)

Following a brief discussion, and due to experiencing difficulties, it was agreed that the usual recruitment processes pertaining to references, be waived on this occasion for the new Clerical Officer.

***Proposed by Cllr. D Clegg
Approved by Committee***

Seconded by Cllr. B Wildman

It was agreed that the Town Council repeat the recruitment process for the Finance Officer, advertise the post for four weeks, and the Committee approve the recommendations presented in the report from the RFO.

***Proposed by Cllr. D Cockburn-Price
Approved by Committee***

Seconded by Cllr. H Thomas

15. Private Item: Complaint Received

To consider the presented information. (Decision required)

Following a lengthy discussion the Committee agreed to make a recommendation to Full Council to respond positively to the claim.

This meeting was concluded at 8.04pm