



MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday 2nd March at 7pm held digitally via Zoom video conferencing

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

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

1. Welcome

The Chairman welcomed all to the March 2021 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

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

Absent: Cllr. E Cornish.

3. Minutes

To approve as a correct record the Minutes of the meetings held on Tuesday 2nd February 2021 and Tuesday 16th February 2021.

The Minutes of the meeting held on Tuesday 2nd February 2021 were accepted as a true and accurate record.

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

Seconded by Cllr. G Clegg

The Minutes of the meeting held on Tuesday 16th February 2021 were accepted as a true and accurate record.

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

Seconded by Cllr. G Clegg

4. 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.

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. Financial Update

To receive a summary of the latest financial position and detailed cost headings as at 23rd February 2020.

- a) Financial Budget Summary.
- b) Income & Expenditure Report.
- c) Balance Sheet

It was asked if the RFO could separate the actual spend from committed expenditure in the Budget Summary to provide more clarity over current projects and to also give an indication of projects which may need to be carried over to the new financial year.

Action: RFO to include two extra columns in the Summary for future FES meetings.

Following a short discussion, the stated financial documents were reviewed by the Committee and duly noted.

The RFO highlighted an approved overspend in the Town Hall Repairs & Maintenance budget and also informed the Committee that a further £2,000 has been paid to the Phase 2 consultant for work completed to date. The RFO proposed that a virement from the New Equipment & Infrastructure budgets for Bus Shelters and Benches is made to cover the overspend, as these budgets are unlikely to be spent before the end of the financial year.

The committee agreed with this course of action.

Proposed by Cllr. D Cockburn-Price
Approved by Committee

Seconded by Cllr. H Thomas

7. Blues – Artist Deposits

To consider the viability of being able to recover the artist deposits and food buy outs with the current COVID restrictions with recommendations to go to Full Council.

Following a short discussion, the Committee agreed to recommend to Full Council that, in the event of the 2021 festival being cancelled, the Council agree to write off any Artist Deposits and Artist Buy-Outs already paid.

Proposed by Cllr. H Thomas
Approved by Committee

Seconded by Cllr. G Clegg

8. CIB Businesses hanging baskets

To consider the viability of the business's being able to purchase hanging baskets for the Town Centre floral displays in 2021.

The Town Clerk informed the Committee that, as the majority of the businesses on the high street have been closed for a long length of time, it would be unfair to ask them to pay for hanging baskets this year. Due to the businesses being closed, the Council and Colne in Bloom have not been able to speak to the businesses to gauge further opinions. This matter has been discussed with Members of Colne in Bloom and it is proposed that Colne Town Council do not install the hanging baskets this year as the income from the

businesses is not available, but then bring them back for a bigger and more vibrant display in 2022, once the businesses have had a chance to recover.

After a short discussion, the verbal report from the Town Clerk was noted and accepted by the Committee.

9. Colne Town Council Risk Registers

To consider the Council's updated risk registers for approval for recommendation to Full Council.

- a) Corporate Risk Register
- b) Financial risk register
- c) COVID risk register

Subject to a few minor amendments, the Committee approved the risk registers for recommendation to Full Council.

10. Asset register

To consider the updated Asset Register for approval for recommendation to Full Council.

The Committee reviewed the presented document and, following a short discussion, agreed to approve for recommendation to Full Council.

11. Interim Audit report

To receive a copy of the internal auditor's report regarding the recent interim audit.

The Internal auditors report was reviewed by the Committee and duly noted.

Members stated that they would like it to be noted that the Committee would like to formally thank the Responsible Financial Officer and the Outsourced Accountant for working to a consistently high standard.

12. Reserves and Treasury Management Policy

To consider an updated Reserves & Treasury Management Policy for approval for recommendation to Full Council.

Following a short discussion, the Committee agreed to approve the document for recommendation to Full Council.

Proposed by Cllr. H Thomas

Seconded by Cllr. D Cockburn-Price

Approved by Committee

13. Colne Neighbourhood Plan

To consider a report from the Chairman of the Neighbourhood Plan Working Group detailing the remaining work required before examination takes place.

The Chairman pointed out that the report from the Chairman of the Neighbourhood Plan Working Group has a factually incorrect element within it and that as this report has been published on the Council's website, the document should be taken down and replaced with the corrected version as soon as possible.

The report notes that the Neighbourhood Plan Working Group have asked Kirkwells to quote for drafting the Council's response to Pendle Borough Council's Local Plan Part II (LPP2). The Committee agreed that it is important that Colne Town Council respond to the consultation, given that it currently has its own Neighbourhood Plan in the system at the same time. The quote received is valued at £4,000 so would have to be authorised by the Town Clerk/RFO and the Chairman of the FES Committee. As this can be classed as

specialist work, given the Kirkwells have prior knowledge of the Councils views due to the work completed on the Colne Neighbourhood Plan, it will not be necessary to obtain any additional quotes.

As the deadline for responses to LPP2 is 6th April, the schedule for this work will be tight. Kirkwells will need to give an indication of the time needed to complete the work, and we will need to work this in with Council meetings so that all the Councillors' views can be taken into consideration and the response can be approved by Full Council before it is submitted. It may be that a request is made to postpone the next Full Council meeting by one week to accommodate.

Action: Cllr. D Cockburn-Price to provide the RFO with an amended version of the report to replace the one on the website asap, and to contact Kirkwells tomorrow to ascertain if they will have enough time to complete the work. If this can be worked in between meetings, then the purchase order can be authorised, and the work issued by end of play on 3rd March 2021.

14. 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 them for the agenda for a future month.

No items were put forward.

15. Date & Time of Next Regular Meeting

The next FES Committee meeting is scheduled for Tuesday 6th April at 7.00pm.