



MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday 3rd August 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. E Cornish, Cllr. J Nixon, Cllr. H Thomas and Cllr. B Wildman.

Others in attendance: Ms. N Crewe (Town Clerk) and Mr. N Cutler (Events & Admin Officer).

1. Welcome

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

2. Apologies

No apologies were received.

3. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday 6th July 2021.

The Minutes of the meeting held on Tuesday 6th July 2021 were accepted as a true and accurate record.

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

Seconded by Cllr. D Cockburn-Price

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. Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting.

The Chairman stated that Items 14 and 15 on the agenda have been deemed as private items and if any members of the public should be present at the time of discussion of this item, they will be asked to leave

the meeting. Members agreed with this proposal.

PUBLIC ITEMS

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as at 27th July 2021.

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

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

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

Seconded by Cllr. H Thomas

8. CTC Equality Policy

To consider the presented policy for recommendation to Full Council to adopt.

Following a short discussion, the presented Policy was approved by the Committee to recommend to Full Council for adoption.

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

Seconded by Cllr. D Cockburn-Price

9. Policy Review

To complete the annual review of a number of Colne Town Council Policies with a view to making recommendations to Full Council.

- a) CTC Disciplinary Procedure
- b) CTC Grievance Procedure
- c) CTC Employee Terms and Conditions
- d) CTC Managing Absence
- e) CTC Out of Hours Policy
- f) CTC Recruitment and Selection Policy

Members reviewed the Policies and to recommend the presented documents to Full Council. To ensure conformity within the policies, members asked that a template was set up for the front covers and content pages to be used for all policies.

***Proposed by Cllr. B Wildman
Approved by Committee.***

Seconded by Cllr. J Nixon

10. Update on Emergency Works at Colne Town Hall

To receive a verbal update from the Town Clerk on the progression of the Emergency Works currently being undertaken on the Town Hall.

Members were updated by the Town Clerk that the contractors have been on site to review the works and are scheduling it in to start the work as soon as possible and noted the update.

11. 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. (Information only)

- *Transfer of Assets – it was noted that this was going to Full Council for discussion this month.*
- *Town Hall maintenance – to become a standing item for regular updates.*

12. Date & Time of Next Regular Meeting

The next Finance, Employment and Services Committee meeting is scheduled for Tuesday 7th September at 7.00pm.

13. Exclusion of the Public

To consider the exclusion of the public from the meeting before discussion takes place on the following item of business 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.

No members of the public were present.

PRIVATE ITEMS

14. Christmas Light Contract

To receive a verbal report from the Town Clerk and consider the extension of the current Christmas Light contract.

Members discussed the information provided by the Town Clerk and agreed to extend the Christmas Light Contract for an additional three years.

Proposed by Cllr. H Thomas

Seconded by Cllr. D Cockburn-Price

Approved by Committee.

15. Senior Officer Appraisal

To inform the Committee of the outcome of the Senior Officer Appraisals which were conducted on Friday 16th July 2021.

Members were updated that the performance appraisals for the Town Clerk and the RFO were completed on 16th July 2021.

Both Senior Officers were felt to have improved their effectiveness throughout the year, and have been awarded a base salary increase, corresponding to the next level in their respective pay bandings.

Proposed by Cllr. D Clegg

Seconded by Cllr. B Wildman

Approved by Committee.