



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE  
on Tuesday 6<sup>th</sup> April at 7pm via Zoom Video Conferencing**

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

*Others in attendance: Ms. N Crewe (Town Clerk), Miss. G Langley (Responsible Financial Officer/RFO) and Mr. Nathan Cutler (Events and Administration Officer/EAO).*

**1. Welcome**

The Chairman welcomed all to the April 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 2<sup>nd</sup> March 2021.

*The Minutes of the meeting held on Tuesday, 2<sup>nd</sup> March 2021 were accepted as a true and accurate record.*

***Proposed by Cllr. G Clegg***

***Seconded by Cllr. H Thomas***

***Approved by Committee.***

**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 Item 14 on the agenda has been deemed a private item 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.*

## **PUBLIC ITEMS**

### **7. Financial Update**

To receive a summary of the latest financial position and detailed cost headings as at 29<sup>th</sup> March 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 Clegg***

***Seconded by Cllr. H Thomas***

***Approved by Committee.***

### **8. Year-End Update**

To receive a verbal update from the Responsible Financial Officer (RFO) regarding where we are up to with Year-End procedures and to give members an indication of the Council's year-end position.

*The RFO informed the Committee that the year-end adjustments are still being processed, consequently the formal reports regarding the year-end position and any recommendations to carry budgets forward, will be presented at the next FES meeting on Tuesday 4<sup>th</sup> May 2021.*

*The RFO confirmed that a preliminary calculation has been completed from the current workings for accruals and pre-payments, and although it would appear that there will be a large surplus at the end of the year; (current value of £165,433 as stated on page 14 of the I&E report), due to commitments made throughout the year to replace certain funds taken from Earmarked Reserves, the amount of expenditure to be accrued and the rollover of the budget for Primet Community Centre, the figure for an available surplus will be substantially lower.*

*The RFO stated that recommendations for carrying budgets forward will be presented at the next meeting, and these can be discussed in detail. An amended budget for 2021/22 will also be presented, given that the decision has now been made to cancel all Colne Town Council events until 1<sup>st</sup> September 2021.*

*The verbal report provided by the RFO was noted by the Committee.*

### **9. Insurance Premium 2021/22**

To receive a report from the RFO detailing the changes made to the insurance provision for Colne Town Council for Members information.

The recommendations given in the report from the RFO are as follows:

- As the decision has been made not to run the Blues Festival this year, the budget of £24,449 (Exp £110,649 less Income £84,200, less £2,000 remaining remuneration for the Artistic Director and the Marketing Agency), is available for reallocation. It is proposed that a proportion of this budget is used to cover the deficit for the Insurance.
- That a market comparison exercise is undertaken early 2023 to ensure that the Council is paying a competitive premium, before product renewal.

*Following a short discussion, the report recommendations were approved by Members.*

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

**Seconded by Cllr. D Cockburn-Price**

## **10. CTC Social Media Policy**

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

*Subject to a few minor amendments, the Committee agreed to recommend the Social Media Policy to Full Council for adoption.*

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

**Seconded by Cllr. E Cornish**

## **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 the items for the agenda for a future month.

*No items were raised.*

## **12. Date & Time of Next Regular Meeting**

The next FES Committee meeting is scheduled for Tuesday 4<sup>th</sup> May at 7.00 p.m.

*The Committee were informed that the Government's decision not to extend powers for virtual Council meetings beyond 7<sup>th</sup> May 2021 means that the next FES meeting will be the last Committee meeting held remotely. Although legislation allows for working group meetings to be held remotely after the 7<sup>th</sup> May, all standard Committee meetings and any meetings of the Full Council will be required to be held face to face.*

*Although some smaller Councils will struggle with this, Colne Town Council is lucky to have access to the Town Hall Council Chambers, which will just about allow 20 people to be seated whilst adhering to the social distancing guidance provided.*

*Members were informed that the return to physical meetings has been fully risk assessed and will result in a slightly different seating arrangement until restrictions are eased/lifted. Councillors and Officers may need to wear masks for the duration of the meeting, and it may be that the Council will get access to the lateral flow testing kits, to allow tests to be taken before entering the building.*

*Members of the public will be asked to email in any questions for the Public Forum, with a deadline of midday on the day before the meeting is scheduled to take place. These questions can then be read aloud by an Officer at the meeting, and Members can decide if they are able to discuss and answer it in the meeting or if they would like to put forward the item to be included on a future agenda.*

*It is believed that a review of the Government's decision on virtual Council meetings is to take place on Monday 12<sup>th</sup> April 2021, so there may still be changes made to the proposed system put in place.*

## **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.

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

**Seconded by Cllr. D Clegg**

**PRIVATE ITEM**

**14. Staffing Review**

To consider a report from the RFO regarding staffing requirements.

*Following a detailed discussion, the recommendation made in the report was unanimously approved by the Committee to amend the Town Clerk's contract.*

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

***Seconded by Cllr. B Wildman***