



## **SUMMONS TO A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday 4th May at 7pm via Zoom Video Conferencing**

### **Agenda**

#### **1. Welcome**

#### **2. Apologies**

#### **3. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday 6<sup>th</sup> April 2021.

#### **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.

#### **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.

#### **6. Year-end Update**

To receive an update on the accounting year-end for 2020/2021 along with key financial documents and reports as follows:

- a) Balance Sheet as at 31<sup>st</sup> March 2021.
- b) Income & Expenditure Report.
- c) Breakdown of budget variances with explanations.
- d) Recommendations of budgets to carry forward to 2021/2022.

#### **7. 2021/2022 Budget Amendments**

To consider a schedule of recommended amendments to be made to the agreed budget to incorporate the decision made to cancel all events up until 1<sup>st</sup> September 2021.

#### **8. Financial Update**

To receive a summary of the latest financial position and detailed cost headings as at 27<sup>th</sup> April 2021.

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

## **9. Internal Controls Document**

To receive the latest draft of the Colne Town Council Internal Controls Document for review.

## **10. Hybrid Meetings**

To consider the proposal for Officers to purchase the equipment required to run hybrid meetings with Councillors' meeting in person and the public joining meetings virtually, as current COVID restrictions only allow 20 people to meet in the chambers. The legislation allowing virtual Committee meetings comes to an end on 6<sup>th</sup> May 2021.

## **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.

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

The next Finance, Employment and Services Committee meeting is scheduled for Tuesday 4<sup>th</sup> May at 7.00 pm.

Signed: *Naomi Crewe*

Date: 27<sup>th</sup> April 2021

### **MEMBERSHIP OF COMMITTEE**

Cllr. D Clegg  
Cllr. J Nixon

Cllr. G Clegg  
Cllr. H Thomas

Cllr. D Cockburn-Price  
Cllr. B Wildman

Cllr. E Cornish

**Due to the current situation Colne Town Council are holding their meetings using Zoom. If you would like to attend, please contact the RFO, Gina Langley on [g.langley@colnetowncouncil.org.uk](mailto:g.langley@colnetowncouncil.org.uk) or 01282 861888 for instructions on how to join prior to midday on Friday 30<sup>th</sup> April 2021.**

Join our Zoom Meeting.

<https://us02web.zoom.us/j/81770691331?pwd=NmlkR2lWSjZ0U21DUmRSbFM3TUptZz09>

Meeting ID: 817 7069 1331

Passcode: 460027