



**SUMMONS TO A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE  
on Tuesday 7<sup>th</sup> September at 7 pm.  
in the Council Chamber of Colne Town Hall**

**Agenda**

**1. Welcome**

**2. Apologies**

**3. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday 3<sup>rd</sup> August 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. Exclusion of the Public**

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

**PUBLIC ITEMS**

**7. Financial Update**

To receive a summary of the latest financial position and detailed cost headings as at 31<sup>st</sup> August 2021.

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

**8. External Audit**

To inform the Committee of the completion of the review of the Annual Governance & Accountability Return (AGAR) for Colne Town Council for the year ended 31<sup>st</sup> March 2021.

**9. Recruitment Update**

To receive a verbal update on the progress made in the recruitment of a second Lengthsman.

## **10. Transfer of Services**

To receive an update from the Chairman on the discussion held during the meeting with Pendle Borough Council that was held via Microsoft Teams on Wednesday 1<sup>st</sup> September 2021.

## **11. Town Hall Maintenance**

To receive an update on any scheduled works or identified maintenance issues.

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

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

The next Finance, Employment and Services Committee meeting is scheduled for Tuesday 5<sup>th</sup> October at 7.00 pm.

## **14. 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.

## **PRIVATE ITEM**

## **15. Staffing Review**

To consider a report prepared by the Responsible Financial Officer.

Signed: *Naomi Crewe*

Date: 1<sup>st</sup> September 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 current restrictions the meeting is being held as a hybrid meeting as there are restrictions on the capacity of the Council Chamber. The meeting will also be live streamed on the Council's YouTube Channel.***

***For further information on how to join the meeting virtually or to submit a question please contact Gina Langley, Responsible Financial Officer by Monday 6<sup>th</sup> September at midday, on 01282 861888 or email: [g.langley@colnetowncouncil.org.uk](mailto:g.langley@colnetowncouncil.org.uk).***