



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE  
on Tuesday, 1<sup>st</sup> October 2024 at 7 p.m. in the Council Chamber of Colne Town Hall**

*In attendance: Cllr A. Bell, Cllr D. Clegg (Chairman), Cllr P. Hannah-Wood, Cllr M. Moffitt, Cllr G. Clegg and Cllr B. Wildman (Vice-Chairman)*

*Others in attendance: Ms G. Langley (Town Clerk & Responsible Financial Officer).*

**1. Welcome**

The Chairman welcomed all to the October 2024 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

**2. Apologies**

*Apologies were received from Cllr H. Thomas.*

**3. 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.*

**4. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday, 3<sup>rd</sup> September 2024.  
(Decision required)

*The Minutes of the meeting held on Tuesday, 3<sup>rd</sup> September were accepted as a true and accurate record.*

***Proposed by Cllr A. Bell  
Approved by Committee***

***Seconded by Cllr M. Moffitt***

**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. Such an exclusion would need to be 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. (Decision required)

*It was proposed that Item 14 on the agenda be deemed as a private item due to the sensitive nature of the item being discussed. 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.*

## **7. Financial Update**

To receive a summary of the latest financial position and detailed cost headings as at 25<sup>th</sup> January 2024. (Decision required)

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

*The presented documents were approved by the Committee.*

***Proposed by Cllr P. Hannah-Wood  
Approved by Committee***

***Seconded by Cllr A. Bell***

## **8. External Audit 2023/24**

To discuss and consider the report received from the external auditor with regard to the Town Council's accounting records for the year ended 31<sup>st</sup> March 2024.

*The Town Clerk/RFO explained to Members, the reason for the comment raised by the external auditor. It was stated that amendments have already been made to rectify the issue and that this element will now be recorded correctly for future years.*

*As stated in the external audit report, this year's column will need to be marked as 'RE-STATED' when completing next year's Annual Return.*

*Members were in approval of the action taken by the Town Clerk/RFO.*

***Proposed by Cllr P. Hannah-Wood  
Approved by Committee***

***Seconded by Cllr A. Bell***

*The Committee Members thanked the Town Clerk/RFO and the Finance Officer for their hard work and prompt actions.*

## **9. Christmas Light Contract 2025/26**

To receive an update from the Town Clerk/RFO regarding the contract for the town's Christmas Lights

*The Town Clerk/RFO informed Members that Officers have been unable to get alternative companies to quote for an existing display. Consequently, the Town Council will be remaining with its existing contractor for a further three years.*

*With regards to upgrading the light displays, Members agreed that we should just stick with the additional trees for the current year, and then look at any upgrades as part of the budgeting process.*

*The update provided by the Town Clerk/RFO was noted by Members.*

## **10. Draft Budget 2025 – 2028**

To consider the draft budget presented by the Town Clerk / RFO.

*The Town Clerk/RFO explained that the budget calculations are currently in progress. Items such as salaries, insurance, utility and grounds maintenance costs have been adjusted accordingly and any contracts that are in place e.g. alarm maintenance etc, now need to be reflected.*

*The Town Clerk/RFO explained that there are a number of items that are not yet reflected in the draft budget, some of which could probably be considered growth items. Members were asked to consider which items they felt should be included within the budget calculations.*

*Following a detailed and lengthy discussion, Members decided that the following items should be included:*

- *The Town Hall Re-Roof*
- *The Town Hall Heating System*
- *Alkincoates Park – Secret Garden Wall*
- *Installation of a permanent bar in the Town Hall*

*It was agreed that as the other items were more of a wish list, that these could be added at a later date, if and when they are brought forward for consideration.*

**Action: Town Clerk/RFO to email the draft budget to Committee Members once it has been finalised.**

## **11. Town Hall Maintenance**

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

*The Town Clerk/RFO addressed the tree that is currently growing out of the side of the clocktower. It was explained that Officers have investigated three different options to remove the tree, two of which have been deemed unviable due to excessive cost and operational complexity. The remaining quote involves a team of three abseilers and a two-man grounds team. A site visit has been undertaken and the team are certain that the work can be done safely and effectively. The Town Clerk/RFO gave Committee Members details of the quotation received and following a discussion, the quote was approved by Members.*

**Proposed by Cllr D. Clegg**  
**Approved by Committee**

**Seconded by Cllr P. Hannah-Wood**

*Members were informed that Officers have received a quote for a patch repair to the Annex Roof. Unfortunately, there is not enough money in this year's budget to fund a re-roof, which will be over £30,000 and will need to go through a tender process. As the roof is currently leaking, we need to at least repair that section of the roof, to avoid further damage to the beams and internal structures.*

*Following a short discussion, the quotation received was approved by Members.*

**Proposed by Cllr A. Bell**  
**Approved by Committee**

**Seconded by Cllr B. Wildman**

*The maintenance update provided by the Town Clerk/RFO was noted by Members.*

## **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 the items for the agenda for a future month. (Information only)

- *Fees & Charges Policy*
- *2025-26 Budget*

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

The next FES Committee meeting is scheduled for Tuesday, 5<sup>th</sup> November at 7.00 p.m.

## **Exclusion of the Public**

## **14. Private Item: Staffing Item**

Following a short discussion, the recommendation in the Chairman's report was approved by Members.

*Proposed by Cllr P. Hannah-Wood  
Approved by Committee*

*Seconded by Cllr B. Wildman*

This meeting was concluded at 8.40 p.m.