



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 2nd July 2024 at 7 p.m. in the Council Chamber of Colne Town Hall**

In attendance: Cllr D. Clegg (Chairman), Cllr P. Hannah-Wood, Cllr M. Moffitt, Cllr G. Clegg and Cllr H. Thomas.

Others in attendance: Ms G. Langley (Town Clerk & Responsible Financial Officer) and Mr S. Brayne (Finance Officer)

1. Welcome

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

2. Apologies

Apologies were received from Cllr A. Bell and Cllr B. Wildman.

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, 4th June 2024.
(Decision required)

The Minutes of the meeting held on Tuesday, 4th June were accepted as a true and accurate record.

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

Seconded by Cllr G. Clegg

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. Financial Update

To receive a summary of the latest financial position and detailed cost headings as of 25th June 2024.
(Decision required)

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

Seconded by Cllr M. Moffitt

7. Audit Update

To receive a verbal update from the Town Clerk/RFO on the audit processes for 2023/24. (Information only)

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

8. Local Government Pay

To receive a report from the Town Clerk/RFO regarding the terms for Local Government Employees.
(Decision required)

Following a short discussion, the recommendations in the report were approved as follows:

- That Members note the full and final pay offer presented, and that should the Unions agree implementation, that the Town Clerk/RFO and the Finance Officer are given delegated authority to make the necessary changes to the payroll.
- That the National Employers agreed minimum terms regarding annual leave entitlement are implemented for all CTC staff effective from 1st April 2024.
- That the additional three days annual leave is awarded to all members of staff who have completed over five years continual service.

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

Seconded by Cllr H. Thomas

9. Small Grant Applications

To receive a report from the Town Clerk/RFO giving details of grant applications received. (Decision required)

Following a brief conversation, the grant application received from the Alkincoates Woodland Nature Reserve was approved by Members.

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

Seconded by Cllr P. Hannah-Wood

10. Outdoor Exercise Equipment

To decide what is to be done with the broken Proludic exercise equipment that was on Alkincoates Park and is currently being stored in the Town Hall. (Decision required)

After discussing the options for the exercise equipment, the Councillors agreed to the following:

Step 1: For Officers to contact the Colne & Nelson Rugby Club to see if they can make use of the equipment.

Step 2: If the Rugby Club cannot utilise the equipment, to speak to somebody at Proludic to see if they would want them back.

Step 3: If no use can be found for the equipment, for the Town Council Lengthsmen to weigh the parts in to allow the Town Hall basement to be cleared.

Proposed by Cllr H. Thomas

Seconded by Cllr P. Hannah-Wood

Approved by Committee

11. Town Hall Maintenance

To receive an update on any scheduled works or identified maintenance issues. (Information only)

It was requested that the ramp leading up to the building be de-weeded and power washed, and as it is a little slippery, to look into a coating that we could paint or spray on the path to make it less slippery.

It was also mentioned that a few of the windows in the Council Chamber have blown and will need to be replaced.

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)

- *The wall clock in the Council Chamber – To obtain a price to fix the clock and to bring this back to a future meeting.*

13. Date & Time of Next Regular Meeting

The next FES Committee meeting is scheduled for Tuesday, 6th August at 7.00 p.m.

ADDITIONAL ITEM

14. Alkincoates Park Height Barrier

Following a detailed discussion, purchase of the barrier was approved by Members along with the agreement for the Lengthsmen to fit the barrier in order to save on cost and time.

Proposed by Cllr P. Hannah-Wood

Seconded by Cllr G. Clegg

Approved by Committee

This meeting was concluded at 7.45 p.m.