



MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday, 4th February 2025 at 7 p.m. in the Council Chamber of Colne Town Hall

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

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

Public in attendance: Mr D. Foat (Gib Hill Guardians – Treasurer & Trustee)

1. Welcome

The Chairman welcomed all to the February 2025 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr H. Thomas and Cllr B. Wildman and duly accepted.

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.

Cllr P. Hannah-Wood declared a non-pecuniary interest in item 8 on the agenda due to being a member of the friends group.

Cllr A. Bell declared a non-pecuniary interest in item 13(a) on the agenda, due to being a Member of the Colne Dramatic Society.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 7th January 2025.
(Decision required)

The Minutes of the meeting held on Tuesday, 7th January were accepted as a true and accurate record.

***Proposed by Cllr M. Moffitt
Approved by Committee***

Seconded by Cllr D. 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.

Mr D. Foat spoke in support of the grant application made by the Gib-Hill Guardians for the newly

designated Gib Hill Nature Reserve, which is relating to item 8 on the agenda.

Based on the current discussion, the Chairman proposed that the decision on item 8 on the agenda be brought forward to this point in the meeting.

All Members agreed with this course of action.

6. Financial Update

To receive a summary of the latest financial position and detailed cost headings as of 28th January 2025. (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 A. Bell

7. Interim Internal Audit Report

To consider the report presented and to discuss the actions to be taken.

Following a short discussion, Members agreed to implement the policies recommended in the Internal Auditor's Report.

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

Seconded by Cllr A. Bell

Action: For the Town Clerk/RFO to draft the relevant policies and bring them to a future meeting for approval.

8. Small Grant Applications

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

Following a short discussion, Members agreed to award the presented grant application and give delegated authority to the Town Clerk/RFO to arrange for the payment to be made.

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

Seconded by Cllr G. Clegg

9. Event Security

To consider a report from the Deputy Clerk, Events & Facilities Officer regarding security provision at Colne Town Council events.

Following a short discussion, Committee Members agreed to approve the recommendation in the Deputy Clerk's report.

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

Seconded by Cllr M. Moffitt

10. CTC Financial Risk Register

To review the presented documentation with a view to making a recommendation to Full Council.
(Decision required)

Following a lengthy discussion, Members approved the presented document for recommendation at the next Full Council meeting.

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

Seconded by Cllr A. Bell

11. CTC Internal Controls

To review the presented document with a view to making a recommendation to Full Council.

Following a short discussion, the presented document was approved for recommendation at the next Full Council meeting.

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

Seconded by Cllr A. Bell

When discussing the checklist at the back of the document, the Chairman suggested that, following year-end preparations, the completed checklist be brought back to this Committee in order to identify if any areas need to be reviewed.

Action: For the completed checklist to be brought to a future committee meeting.

12. Town Hall Maintenance

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

The Town Clerk/RFO informed the Councillors that additional faults to the Council Chamber Clock have been identified, and investigation into the issues is still ongoing.

Members were also informed of a serious problem with the Town Hall heating system. The heating pipe that runs from the Town Hall to the Annex Building has partly corroded and is currently leaking. It has been necessary to isolate and cap off the supply to the Annex, until the pipe can be fixed.

Contractors have been out to look at the fault and have stated that there is a way to fix the leak that doesn't involve digging up the road. The work is estimated to cost up to £3,000 and due to the fact that we have a tenant in the Annex Building, the works need to be completed as soon as possible.

Following a short conversation, it was agreed to commission the works and to take the money from the Town Hall Earmarked Reserve if required.

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

Seconded by Cllr G. Clegg

13. Correspondence Received

Details of any correspondence that the Town Clerk has received that requires presenting or reviewing at this Committee meeting.

- Email from the Treasurer for the Colne Dramatic Society regarding the repair works required at the Little Theatre.
- Wildflower Gateways

Following a short discussion, it was agreed for the Town Clerk/RFO to contact both parties and invite them to submit a bid to the CTC Small Grants Scheme when it re-opens in April.

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

Seconded by Cllr P. Hannah-Wood

Action: For the Town Clerk/RFO to contact Pendle Borough Council to ascertain the exact locations proposed for the wildflower gateways, and how big each area will be.

14. 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 draft policies as recommended by the Internal Auditor.*
- *The CTC Corporate Risk Register*
- *The Reserves & Treasury Management Policy*

15. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 4th March at 7.00 p.m.

This meeting was concluded at 8.23 p.m.