



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 5th March 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 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 March 2024 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr B. Wildman and were 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.

No declarations were received.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 6th February 2024.
(Decision required)

The Minutes of the meeting held on Tuesday, 6th February were accepted as a true and accurate record.

Proposed by Cllr G. Clegg

Seconded by Cllr P. Hannah-Wood

Approved by Committee

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 Items 13, 14 and 15 on the agenda be deemed as private items due to the sensitive nature of the items being discussed. If any members of the public should be present at the time of discussion of these items, 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 of 23rd February 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 A. Bell
Approved by Committee***

Seconded by Cllr P. Hannah-Wood

8. CTC Corporate Risk Register

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

The Town Clerk/RFO informed the Committee that some of the details in the ownership column would need to be updated due changes in some of the job roles and job titles.

Subject to these amendments being made, the presented documents were approved for recommendation to Full Council.

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

Seconded by Cllr P. Hannah-Wood

9. Rental Property – Capital Funding Requirements

To review the Town Council's funding requirements taking into consideration the inclusion of the first floor.

Following a detailed discussion the Committee agreed that it made sense for all the work to be completed at the same time, rather than in two separate projects, therefore it was agreed that the first-floor windows should be added to the current planning application, and the increase in total project value to £100,000 was approved by Members. Following a brief discussion, Members decided that the preferred option would be Option 2, and that this would be recommended by the Committee at the next Full Council meeting.

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

Seconded by Cllr P. Hannah-Wood

10. Town Hall Maintenance

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

The Town Clerk/RFO informed the Committee that recent work has been completed to replace any slipped slates on the roof. The Contractors have also been investigating the rundown of water at the corner of the building.

It was mentioned that the pointing at the front of the building is in need of replacement. The Town Clerk/RFO mentioned that some Civil Work for the Leased Line from Virgin Media is being done shortly, so the pointing would most likely be re-done once this work has finished. Committee Members were informed that there had been a leak in the basement that appears to be coming through the floor at the front of the building, which could be coming in through the gaps at the front, or it could be something to do with works that were currently being done at the top of New Market Street. Contractors are currently looking into this for us.

Following a short discussion, the update given by the Town Clerk/RFO was noted.

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. (Information only)

No items were raised.

12. Date & Time of Next Regular Meeting

The next FES Committee meeting is scheduled for Tuesday, 2nd April at 7.00 p.m.

Exclusion of the Public

13. Private Item: Service Review

Following a short discussion, the recommendations in the report written by the Town Clerk/RFO were approved by Members.

Proposed by Cllr H. Thomas

Seconded by Cllr A. Bell

Approved by Committee

14. Private Item: Land Purchase

Members decided that at the next Full Council meeting, it would be recommended that authorisation is given for the Chairman of the Council and the Town Clerk/RFO to sign the relevant legal documents.

Proposed by Cllr A. Bell

Seconded by Cllr M. Moffitt

Approved by Committee

15. Private Item: CCTV Surveillance & Monitoring

Following a brief discussion, the recommendations provided in the report from the Town Clerk/RFO were approved by Members.

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

Seconded by Cllr A. Bell

This meeting was concluded at 8.20 p.m.