



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE  
on Tuesday, 1<sup>st</sup> July 2025 at 7 p.m. in the Council Chamber of Colne Town Hall**

*In attendance: Cllr D. Clegg (Chairman), Cllr G. Clegg, Cllr P. Hannah-Wood, Cllr A. Mann, Cllr H. Thomas, Cllr M. Thomas 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 July 2025 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

**2. Apologies**

*There were no apologies received due to all Members being in attendance.*

**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 7d) on the agenda, due to being a volunteer for Colne Citadel.*

**4. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday, 3<sup>rd</sup> June 2025.  
(Decision required)

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

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

***Seconded by Cllr B. Wildman***

***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 Item 13 on the agenda be deemed as private 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 at 24<sup>th</sup> June 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 H. Thomas  
Approved by Committee***

***Seconded by Cllr G. Clegg***

- d) Small Grant Request.

*Following a short discussion, the small grant request from Colne Citadel was approved by Members.*

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

***Seconded by Cllr M. Thomas***

- e) Rental Property Request

*Following a detailed discussion, Members agreed to fund 50% of the proposed access control system once the tenants have signed the new lease agreement.*

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

***Seconded by Cllr B. Wildman***

## **8. Audit Update**

To receive an update from the Town Clerk/RFO on the audit processes for the financial year ending 31<sup>st</sup> March 2025.

*The Town Clerk/RFO informed the Councillors that all relevant documentation has been published on the Colne Town Council website and placed in the town hall notice board. The documentation required by the external auditors has also been sent via email within the specified timeframe.*

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

## **9. Colne Town Hall Office Hire**

To consider an opportunity that has arisen regarding office rental at Colne Town Hall. (Decision required)

*Following a detailed conversation, Members approved the documentation presented and were happy to give delegated authority to the Town Clerk/RFO to take this forward.*

***Proposed by Cllr H. Thomas***

***Seconded by Cllr B. Wildman***

***Approved by Committee***

## **10. Town Hall Maintenance**

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

*The update received was noted by Members.*

## **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)

- *Investment*
- *Budget Discussions*

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

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 5<sup>th</sup> August at 7.00 p.m.

## **Exclusion of the Public**

## **13. Private Item: Staffing Items**

*Following a detailed conversation, the flexible working request received from the Contracts Officer was approved by Members.*

*I was also agreed that due to the loss of office hours from the two recent flexible working requests, that the Town Council should utilise the savings in wages to help fund a part-time administrative assistant.*

*It was agreed for senior officers to take this forward in consultation with the Chairman of this Committee.*

*Following a further discussion, the proposed addendum to the Deputy Clerk's Employment Contract was, subject to some small amendments, approved by Members, along with the introduction of a service level agreement regarding the storage of his business equipment.*

***Proposed by Cllr H. Thomas***

***Seconded by Cllr B. Wildman***

***Approved by Committee***

***Action: For the Town Clerk/RFO to clarify some details with the Town Council's Insurer and the Internal Auditor.***

This meeting was concluded at 9.00 p.m.