



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 2nd December 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 and Cllr M. 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 December 2025 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from 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.

No declarations were received.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 4th November 2025.
(Decision required)

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

Proposed by Cllr P. Hannah-Wood

Seconded by Cllr G. Clegg

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.

Freeman of the Town Mr Geoff Crambie thanked both the Town Clerk and the Chairman of the FES Committee for their persistence in helping to reinstate the stone crest at the New Market Hall.

Mr Crambie then proceeded to gift and present a document to Cllr David Clegg, relating to the first meeting of the Colne Council, which was held on 5th November 1995.

The document was graciously received by the Chairman, and it was decided that an appropriate frame would be sought and the document would be presented in the Council Chamber for all Councillors and Staff Member to enjoy.

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 16 on the agenda be deemed as private items due to the sensitive nature of the items being discussed. The Chairman also stated that there is an additional item, item 17, relating to correspondence received that should also be taken in private. 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.

All Councillors approved this course of action.

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as at 25th November 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 H. Thomas

8. CTC Events – Fairground Tender Document

To consider the presented tender form as recommended by the events committee. (Decision required)

Following a short discussion and subject to a few minor amendments, the presented document was approved by Members.

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

Seconded by Cllr P. Hannah-Wood

9. Update and Review of the Colne Neighbourhood Development Plan

To consider the quotation received. (Decision required)

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

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

Seconded by Cllr A. Mann

10. Meeting with Members of the Alkincoates Woodland Nature Reserve

To receive an update from the Chairman regarding a meeting held on 25th November 2025.

The Chairman gave a brief synopsis of the meeting held with three members of the Alkincoates Woodland

Nature Reserve.

It was decided that if the Land for the Nature Reserve is available for transfer, the Town Council should take this on and subsequently lease the land to the AWNR on a long term basis.

Proposed by Cllr M. Thomas
Approved by Committee

Seconded by Cllr P. Hannah-Wood

Action: For the Town Clerk/RFO to contact Pendle Borough Council to inform them of the desire to take the freehold for the land.

11. 2026-29 Budget – First Draft

To consider the first draft of the 2026/27 budget with a view to making a recommendation to Full Council. (Decision required)

The first draft of the budget presented, represented an approximate increase in Precept by 21%.

Following a lengthy and detailed discussion, the following recommendations to the next Full Council meeting were approved:

- *That due to budget restrictions, the Halloween Event is taken out of the schedule of events going forward.*
- *The PWLB Loan to be reduced to cover the Town Hall boilers only. Minimal works will be carried out at No.2 Albert Road to get the property leasable and to improve the appearance of the front of the building. The proposed project for the Two Bedroomed Flat conversion to be scrapped, due to the potential need for additional office space.*
- *For the new figures for Benches, Bus Shelters and Play Areas to be entered into the budget, based on the winning tender submissions.*
- *For the Town Clerk/RFO to aim to reduce the percentage increase to around 14% if possible.*

12. Town Hall Maintenance

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

The Town Clerk mentioned that the work on the Annex roof will soon be completed and the scaffold taken down. It was also mentioned that work has also been commissioned to one of the chimney stacks on the town hall, due to the lead becoming loose. The refurb work to the bollards outside of the Town Hall has also now been completed.

The Town Hall Clock and the wall clock in the Council Chamber were also mentioned. The Town Clerk informed Members that this would be chased up this week.

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

13. Correspondence Received

Details of any correspondence received that requires presenting or reviewing at this Committee Meeting.

The Town Clerk informed the Committee of a discussion with the FES Chairman regarding the agreed loan project. Given all the uncertainty surrounding Local Government Reorganisation and the potential transfer of assets and services to the Town Council, it seems ludicrous for the Town Council to commit to substantial renovation projects, large loan repayments and high interest charges.

The Town Clerk explained that Officers have received two quotations for No.2 Albert Road that cover the minimum requirements to get the ground floor property rentable.

The quotations received were for £24,776 and £31,050, the latter inclusive of the first floor windows.

Following a detailed discussion, it was agreed to recommend the higher of the two quotes at the next Full Council meeting and for this to be reflected in the amendments to the draft budget.

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)

- *2026-29 Budget and 2026-27 Precept*

15. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 13th January at 7.00 p.m.

Exclusion of the Public

16. Private Item: GM1 & GM3 Grounds Maintenance Tenders

Following a short conversation and based on the information presented, the following decisions were approved by Members:

To award the GM1 contract to Company 5, and to award the GM3 contract to Company 6.

Action: For the Town Clerk to contact the chosen contractors to inform them of the Town Council's decision, and subject to their acceptance, to send letters to all unsuccessful candidates.

*Proposed by Cllr H. Thomas
Approved by Committee*

Seconded by Cllr D. Clegg

17. Private Item: Complaint Received

Following a short discussion, it was agreed to give the Town Clerk/RFO authority to take legal advice, should this be required.

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

Seconded by Cllr G. Clegg

This meeting was concluded at 9.30 p.m.