



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 2nd September 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), Mr S. Brayne (Finance Officer) and Miss Billie-Joanne Clough (Caretaker).

1. Welcome

The Chairman welcomed all to the September 2025 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, 5th August 2025.
(Decision required)

The Minutes of the meeting held on Tuesday, 5th August were accepted as a true and accurate record.

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

Seconded by Cllr P. Hannah-Wood

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 a private item 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 this item, they will be asked to leave the meeting.

The Chairman also stated that if any questions were raised during the discussion on item 8 that would lead to a disclosure of exempt information, that these discussions would be moved to the private section of the meeting.

All Members agreed to this course of action.

7. Financial Update

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

8. Grounds Maintenance Tender Documents

To consider the presented documents, as recommended by the Contracts Committee. (Decision required)

Following a detailed discussion, the main tender documents for the benches / bus shelters and playgrounds were approved for recommendation to Full Council, subject to all appendices being updated accordingly.

It was agreed that the gardening contracts should not be issued as a formal maintenance tender, due to the current state of the flower beds and the issue with the garden wall. It was also suggested that an alternative approach to what has been done before should be considered to obtain the required results.

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

Seconded by Cllr P. Hannah-Wood

9. Town Hall Maintenance

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

The Town Clerk/RFO notified Members of a leaky toilet in the Annex Building which has now been replaced.

With regard to the Town Hall Heating System, there was concern that if the replacement boilers were not ordered soon, they would not be in place when the colder weather arrives.

It was agreed that, rather than wait until after the loan consultation, the boilers should be ordered now to

ensure sufficient heating for the Town Hall over the winter months. The Chairman concluded that regardless of whether or not the loan is approved, the heating system would still need to be replaced, and the money would need to be found from somewhere.

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

Seconded by Cllr H. Thomas

10. Correspondence Received

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

There was no correspondence requiring the attention of the FES Committee.

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)

- *Alkincoates Gardening Contracts*
- *Colne Town Council Website*

12. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 7th October at 7.00 p.m.

Exclusion of the Public

13. Private Item: Staffing Item

Following a detailed discussion, it was agreed for a meeting to be held on Monday, 8th September to address the complaint raised.

It was also agreed that a further meeting would be held, once the Chairman of the Town Council has returned from their vacation, to address Councillor concerns regarding the staff member's contractual obligations.

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

Seconded by Cllr A. Mann

This meeting was concluded at 8:35 p.m.