



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 3rd June 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 B. Wildman (Vice-Chairman)

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 June 2025 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr M. Thomas 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.

Cllr A. Mann declared an interest in item 9 on the agenda, due to being a member of the volunteer group.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 6th May 2025. (Decision required)

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

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

Seconded by Cllr H. Thomas

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. Financial Update

To receive a summary of the latest financial position and detailed cost headings as of 27th May 2025.
(Decision required)

- a) Financial Budget Summary.
- b) Income & Expenditure Report.
- c) Balance Sheet.

The presented documents were approved by the Committee.

Proposed by Cllr H. Thomas
Approved by Committee

Seconded by Cllr B. Wildman

7. 2024/25 Outturn

To receive a report from the Town Clerk/RFO on the outturn for the previous financial year and a recommendation of actions to take for the forthcoming year. (Decision required)

Following a short discussion, the recommendations for budgets to carry forward, transfers to Earmarked Reserves and the presented virement were all approved by Members.

Proposed by Cllr H. Thomas
Approved by Committee

Seconded by Cllr G. Clegg

8. Internal Audit Update

To receive an update on the progression of the processes required for completion of the Internal Audit.
(Information only)

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

9. Request from Alkincoates Buddies

To receive details of a funding request from the Alkincoates Park Volunteer Group. (Decision required)

As the Alkincoates Buddies do a lot of work for the Town Council at the park, it was decided not to treat this as a funding request, but to process this as an expense incurred as part of running the park.

Following a short conversation, the expenditure for the Hi-Vis vests was approved, and it was also agreed that for future years, a small budget would be introduced so that the Buddies can obtain the supplies that they need for their work, without the decision having to go to Committee.

Proposed by Cllr D. Clegg
Approved by Committee

Seconded by Cllr H. Thomas

10. Town Hall Maintenance

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

The update provided by the Town Clerk/RFO 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)

- The Grounds Maintenance Tenders
- The Investment Strategy for 2025/26

12. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 1st July at 7.00 p.m.

This meeting was concluded at 7.30 p.m.