



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday 4th March 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 M. Moffitt 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 2025 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr A. Bell and Cllr B. Wildman.

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 February 2025.
(Decision required)

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

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

Seconded by Cllr G. Clegg

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 15 on the agenda be deemed as private, due to the sensitive nature of the item 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.

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 H. Thomas
Approved by Committee***

Seconded by Cllr P. Hannah-Wood

The Town Clerk/RFO informed Members of the Committee about a potential cash flow deficit that may arise, given that the first instalment of the Precept Income is not normally received from the Local Authority until the second week in May, meaning that the Town Council will need to self-fund six weeks of expenditure from its reserves.

It was proposed by the Town Clerk that, if the need arises, funds should be transferred from the 32 day notice account held with Lloyds Bank, given that this is the savings account offering the lowest interest rate.

All Members were happy to pre-approve a transfer from this account, should it be required, to allow the appropriate amount of notice to be given.

In addition to the above, the Chairman proposed that the Town Clerk/RFO write to the Finance Department at Pendle Borough Council. To ascertain why we are receiving the first payment later in May, when it was originally proposed that we were to receive quarterly payments in advance in April, July, October and January.

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

Seconded by Cllr P. Hannah-Wood

8. CTC Corporate Risk Register

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

Following a detailed discussion, the presented document was approved for recommendation at the next Full Council meeting.

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

Seconded by Cllr M. Moffitt

9. CTC Reserves & Treasury Management Policy

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

Following a short discussion, the presented document was approved for recommendation at the next Full Council meeting.

Proposed by Cllr H. Thomas

Seconded by Cllr G. Clegg

Approved by Committee

10. CTC Stock Policy

To consider the draft policy presented, with a view to making a recommendation to Full Council. (Decision required)

Subject to the amendments discussed, the presented policy was approved for recommendation to Full Council.

Proposed by Cllr P. Hannah-Wood

Seconded by Cllr M. Moffitt

Approved by Committee

11. CTC Overtime Policy

To consider the draft policy presented, with a view to making a recommendation to Full Council. (Decision required)

Subject to a few minor amendments to the wording, the presented policy was approved for recommendation to Full Council.

Proposed by Cllr H. Thomas

Seconded by Cllr P. Hannah-Wood

Approved by Committee

12. Town Hall Maintenance

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

Members were informed that the wall clock in the Council Chambers is currently running slow, which is mainly due to the clock being sensitive to temperature changes. The Committee was informed that the clock is currently being monitored and will be reviewed and any alterations made accordingly. It was also mentioned that the Town Hall Clock is also running slow for the same reason.

The Town Clerk informed the Councillors that the leak in the Town Hall Heating System has now been fixed and is now fully operational in both the Town Hall and the Annex Building.

It was noted however that, even though the heating issue has been resolved, the system itself is still highly inefficient. It is important that Officers investigate the replacement of the boilers urgently, and that this is completed in the next financial year.

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

Action: For the Town Clerk/RFO to contact the Director of Sustainability and the East Lancashire Chamber of Commerce to arrange a visit to the Town Hall to evaluate the options available.

13. 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)

- *An options report for improving the efficiency of the Town Hall building*
- *An Asset Write-off and Replacement Policy.*
- *An Expenses Policy*

14. Date & Time of Next Regular Meeting

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

Exclusion of the Public

15. Private Item: Rental Property Request

The Committee was not opposed to part funding the proposed intercom system for the property; however, Members were reluctant to do this whilst the tenant is out of contract.

Action: For the Town Clerk/RFO and Deputy Clerk to enter into negotiations with the tenant to gain acceptance for a new lease, and to commission the services of the Town Council's Solicitor, should their services be required.

This meeting was concluded at 8.40 p.m.