



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 4th November 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 November 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, 7th October 2025.
(Decision required)

The Minutes of the meeting held on Tuesday, 7th October 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. Financial Update

To receive a summary of the latest financial position and detailed cost headings as at 28th October 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

7. Blues Festival 2025 – Expected Outturn

To receive a breakdown of Income and Expenditure for this year's festival, along with a comparison to the previous year. (Information only)

Following a brief discussion, Members accepted and noted the information received.

Proposed by Cllr H. Thomas
Approved by Committee

Seconded by Cllr P. Hannah-Wood

8. Blues Festival Catering

To receive a report from the Deputy Clerk, Events & Facilities Officer, detailing a recommendation from the Blues Festival Advisory Committee. (Decision required)

Following a detailed discussion, Members approved the new procedure recommended by the Blues Festival Advisory Committee for the 2026 festival and agreed to monitor this going forward.

Proposed by Cllr H. Thomas
Approved by Committee

Seconded by Cllr P. Hannah-Wood

9. 2026-29 Budget – First Draft

To receive a first draft of the 2026/27 budget, along with a basic projection to 2029. (Item for discussion)

The Town Clerk / RFO explained that due to holidays and interviews, unfortunately the draft budget has not yet been finalised.

It was agreed that once this had been completed, that the Town Clerk will email this to all Members of this Committee for their consideration.

There was a brief discussion on Local Government Reorganisation and any potential transfer of assets. The Chairman explained that there will be an additional item to be discussed at the end of the meeting.

10. Town Hall Maintenance

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

One Councillor mentioned that they had had a complaint that the Town Hall Clock is still on BST hours and needs to be changed. The Town Clerk / RFO said that she would speak to the Contractor asap in order to service the main clock and also to fix the clock in the Council Chambers.

The installation of the new boilers is almost complete. Somebody is coming in tomorrow to sign off the system, and then it is likely that they will recall the plumbing team to bleed and top-up the system. Members were also informed that the Annex roof work is still on-going and that the ground floor bar extension has now been completed. This was done in-house by one of the Lengthsmen at a cost of around £600.

Members noted the update received.

11. Correspondence Received

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

It was explained that a list of Colne assets, currently owned / managed by Pendle Borough Council had been received by the Town Clerk / RFO. PBC are looking to transfer some of these services / assets to the Town Council in anticipation of local government reorganisation.

The Chairman asked Members if they would prefer to designate this as a private item, due to the sensitive nature of the subject matter.

Following a short discussion, it was agreed that this would be designated a private item in view of the nature of the business to be transacted, and that 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.

This item will therefore be moved to the private section and would be discussed at the end of the meeting.

All Members agreed to this course of action.

There was no other correspondence received.

12. 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 2026/2027 budget.*
- *An update on No. 2 Albert Road – At this point the Chairman updated Members of the conditions attached to the planning approval and the subsequent appeal submitted by the Town Council which have now been discharged by PBC, subject to the works being in accordance with those detailed in the appeal.*

13. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 2nd December at 7.00 p.m.

Exclusion of the Public

14. Private Item: Potential Transfer of Assets

Following a detailed discussion, it was agreed that this Committee should create a working group to discuss the options available in more detail. It was agreed for the working group to be open to all Elected Members with full voting rights.

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

Seconded by Cllr H. Thomas

Action: For the Town Clerk / RFO to schedule an initial meeting for Wednesday, 12th November at 9.30 a.m. and to inform all Members that they are free to participate in the working group should they wish to do so. It was also requested that the Town Clerk contact Mr Dean Langton in order to try to obtain a copy of the 2025/2026 Budget Book.

This meeting was concluded at 8.30 p.m.