



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 7th October 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 October 2025 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from 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, 2nd September 2025.
(Decision required)

The Minutes of the meeting held on Tuesday, 2nd September 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. 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 Items 16 on the agenda be deemed as private items 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 these items, they will be asked to leave the meeting.

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

Seconded by Cllr H. Thomas

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as at 30th September 2025. (Decision required)

- a) Financial Budget Summary.
- b) Income & Expenditure Report.
- c) Balance Sheet.
- d) Virement Ref: 619 – Xmas Lights
- e) Virement Ref: 625 – Stone Storage

Following a short discussion, the presented documents were approved by the Committee and the virements signed by the Chairman.

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

Seconded by Cllr P. Hannah-Wood

8. External Audit for the year ending 31st March 2025

To receive an update from the Town Clerk/RFO regarding this year's audit.

The Town Clerk informed the Committee that even though the Town Council received an interim report due to PKF Littlejohn not being able to finish their review in time, this was actually finalised on the deadline date with no matters of concern, and the relevant information was put in the notice board and published on the website in time.

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

9. Investment Update

To receive an update from the Town Clerk/RFO on the Town Council's current investments.

The Town Clerk / RFO informed the Committee that the interest rates in both savings accounts that the Town Council hold have been reduced to around 2%.

It was confirmed that the second instalment of the precept payment from Pendle Borough Council has now been received. The agreement made in the August meeting of this Committee was to transfer another £300,000 into the Public Sector Deposit Fund which is currently around a 4% return on investment. The Town Clerk had already pre-filled out the redemption form which was just awaiting the Chairman's signature following Committee approval.

Following the Committee's approval, the Chairman duly signed the redemption form.

10. Alkincoates Park MUGA

To receive an update on the current project from the Town Clerk/RFO.

The Town Clerk / RFO informed Members that we have heard back from the planning department who have confirmed that the Town Council would not need planning permission to move the MUGA, or to install the carpark as this would be considered permitted development.

It was mentioned that the depth of the hardstanding has been tested and has been assessed as more than suitable for a carpark. Officers will now endeavour to obtain three quotations for the work and will bring these prices back to a future meeting.

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

11. Grounds Maintenance Tenders

To receive an update on the tender process from the Town Clerk/RFO.

The Town Clerk / RFO informed Members that as yet, the Tenders have not been issued due to a delay with the appendices for the benches. Some of the benches have moved over the last three years, and some additional benches have been taken on, including those at King George V Park on Skipton Road.

It is envisaged that the Tenders will be on Find a Tender by the end of the week.

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

12. Town Hall Maintenance

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

It was mentioned that both the clock in the Chambers and the main town hall clock need some attention as the chimes are not working. There have also been two leaks with the recent bad weather, one in the Town Clerk's office and the other on the first floor corridor. It is thought that this is something to do with the internal guttering and is currently being investigated. The new boilers for the Town Hall have arrived and are currently sat in the basement. It is expected that work will commence in the next few weeks.

It was also mentioned that Officers would like to extend the bar downstairs so that it cannot be accessed from the front, as somebody had tried to do this when the front doors were open and help themselves to a drink. Committee Members could not see a problem with this as the listing refers to the staircase, not the old reception area. The extension would, however, need to be in keeping with the surrounding surfaces so as not to look out of place.

13. Correspondence Received

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

The Town Clerk informed the Committee that the sink in the pavilion at Alkincoates park has rusted and needs to be replaced. The PWCGBA has asked if we would consider contributing to this, it being a fixture and fitting. The Chairman stated that because it is a fixture and fitting then he was happy to contribute. The Committee agreed to pay 50% of the cost.

The Town Clerk / RFO informed Members that copies of the invoices relating to the cost and the installation of the new sink had been received from the owner of the cafeteria. The total cost was around £900.

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

Seconded by Cllr H. Thomas

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)

- *2026/27 Budget Considerations*
- *Updates on any ongoing works e.g. Alkincoates Park and the Town Hall Boiler Replacement.*

15. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 4th November at 7.00 p.m.

Exclusion of the Public

16. Private Item: Walled Garden

Following a lengthy discussion, it was agreed for Officers to try to obtain two more quotations for the rebuild, as per the quotation already received, to see if the price is good value for money.

Officers were also asked to obtain references for the company whose quotation had already been received.

It was mentioned that it would probably be better to wait until the new year to commence the work, to allow the cost of the rebuild to be split over two financial years.

This meeting was concluded at 8.25 p.m.