

REPORT TO THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE



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Date	1st July 2025
Subject	Town Hall – Office Hire

PURPOSE:

1. To inform the Committee of an opportunity that has arisen for office hire at Colne Town Hall.
2. To gain Members' approval for Officers to take this forward.

BACKGROUND:

3. As you are all aware, as part of a wider restructuring plan, Santander is set to close its branch in Colne in July 2025.
4. Santander is the last remaining bank in the Town, and this closure will mean that many will be left without the financial support they need.
5. Santander recognises that many people, including a significant number of elderly customers, rely on in-person support and may not feel comfortable using digital banking services.
6. For this reason, Santander are wanting to maintain a presence within the local community, so are interested in leasing a room within the Town Hall on a weekly basis for an initial period of 12 months.
7. By maintaining a physical presence, they can ensure that valued customers continue to have access to advice and guidance in a familiar, accessible environment, rather than feeling abandoned or left behind.
8. Operating hours are likely to be from 9.30am until 5pm, with an hour closure for lunch.

ADDITIONAL INFORMATION:

9. With the operating hours being similar to Officers working hours, it is unlikely that they will need to be key holders for the building.
10. A ground floor office has been offered just next to the main entrance of the Town Hall, with disabled access being via the side ramp.
11. Access to the Guest WIFI will be given, along with access to all toilets and the kitchen area.

FINANCIAL CONSIDERATIONS:

12. The office that has been offered is a little tired and will need to be spruced up before it is rented out. These are works that will be undertaken in-house by the Council's Lengthsmen.
13. All utilities and cleaning costs will be included in the rental amount, which is currently being negotiated.
14. A lease agreement has been drafted and is presented in the appendices to this report.

RECOMMENDATION:

15. That Members review the information and documents presented and give their feedback to the Town Clerk/RFO so that any required alterations can be made in good time.
16. That delegated authority is given to the Town Clerk/RFO to enter into negotiations and take this forward for the benefit of the community.

REASONS FOR RECOMMENDATION

17. Councillors have previously expressed a concern about the loss of financial support for local residents.
18. The Town Hall is centrally located, and the building is well known by the local community.
19. There are offices within the Town Hall that are not currently being utilised.

SUMMARY OF KEY POINTS:

20. Santander are looking for an office base in Colne, so that they can maintain a presence in the Town to offer support facilities, following the closure of their branch in July 2025.

POLICY IMPLICATIONS:

21. None

DETAILS OF CONSULTATION:

22. Santander UK PLC, Colliers Corporate Solutions Ltd.

SUPPORTING PAPERS:

- Appendix 1 – Draft Lease Agreement
- Appendix 2 – Statutory Declaration

FURTHER INFORMATION, PLEASE CONTACT: Gina Langley