



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday, 3rd March 2026 at 7 p.m. in the Council Chamber of Colne Town Hall**

In attendance: Cllr D. Clegg (Chairman), Cllr G. Clegg, 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 March 2026 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

Apologies were received from Cllr P. Hannah-Wood and 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.

The Chairman declared a non-pecuniary interest in item 14 on the agenda, due to being a trustee for the Philip Wright Crown Green Bowling Academy. It was stated that he would be there to answer any questions that may be asked, however he would not take part in any decisions made.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 3rd February 2026.
(Decision required)

The Minutes of the meeting held on Tuesday, 3rd March were accepted as a true and accurate record.

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

Seconded by Cllr A. Mann

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 14 on the agenda be deemed as a private item 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.

Approved by Committee

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as of 24th February 2026. (Decision required)

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

A conversation was held regarding the underspend on the Bus Shelters budget and the amount of repair work that was believed to be required. It was stated that, if there is budget left unspent, that a form of glazing should be considered.

Proposed by Cllr H. Thomas
Approved by Committee

Seconded by Cllr A. Mann

The Town Clerk stated that this budget would be reviewed with the Contracts Officer to ascertain if there were any planned works in the pipeline.

Following a short discussion regarding the column headings, the presented documents were approved by the Committee.

Proposed by Cllr H. Thomas
Approved by Committee

Seconded by Cllr M. Thomas

8. CTC Financial Risk Register

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

Following a brief discussion, the presented documents were approved for recommendation to Full Council.

Proposed by Cllr H. Thomas
Approved by Committee

Seconded by Cllr G. Clegg

9. CTC Internal Controls / Reserves & Treasury Management

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

Following a short discussion and subject to a few minor amendments, the presented documents were approved for recommendation to Full Council.

*Proposed by Cllr H. Thomas
Approved by Committee*

Seconded by Cllr M. Thomas

10. Town Hall Maintenance

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

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

11. Correspondence Received

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

Following a short conversation, Members agreed that the Town Council should renew with the current provider on a three year deal.

It was also agreed for the Town Clerk/RFO to enquire about the 'Key Personnel Cover' that was quoted as an optional extra. Should the premium for this be considered reasonable, then it was agreed that this should be included within the policy. Delegated authority was given to the Town Clerk/RFO and the Chairman of this Committee to make the final decision.

*Proposed by Cllr H. Thomas
Approved by Committee*

Seconded by Cllr M. Thomas

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)

- *Pride in Place Grant Update*

13. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 7th April at 6.30 p.m.

Exclusion of the Public

14. Private Item: PWCGBA Lease Extension

Following a short discussion, the documents forwarded by the Town Council's Solicitor were approved by Members.

*Proposed by Cllr H. Thomas
Approved by Committee*

Seconded by Cllr M. Thomas

Action: For the Town Clerk/RFO to arrange a meeting with the PWCGBA Trustees to discuss the terms of the Management Agreement.

This meeting was concluded at 8.20 p.m.