



**MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE
on Tuesday 5th May 2026 at 6.30 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 May 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.

Cllr A. Mann declared an interest in Item 8 on the agenda, due to being the Chairman of the Millennium Green Trust.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 7th April 2026.
(Decision required)

The Minutes of the meeting held on Tuesday, 7th April were accepted as a true and accurate record.

Proposed by Cllr H. Thomas

Seconded by Cllr G. Clegg

Approved by Committee

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 13 on the agenda be deemed as a private item 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.

At this point in the meeting, the Chairman informed the other Members that another two additional private items have been added on to the agenda.

All of these items will be discussed in the private section at the end of the meeting.

All Committee Members approved of this course of action.

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as of 25th January 2026. (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 G. Clegg
Approved by Committee***

Seconded by Cllr A. Mann

8. Small Grant Applications

To receive a report from the Town Clerk/RFO giving details of grant applications received. (Decision required)

As both of the applications received were over the usual limit, it was decided that the Council should stick to the terms of the policy and offer each of the applicants £1,000 towards their projects.

It was also stated that, as one of the grant applications was for a 10 week course, the Councillors would maybe be open to another grant application later on in the year, depending on there being remaining budget to award.

It was agreed to carry forward the remaining budget from 2025/26, through to the 2026/27 financial year.

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

Seconded by Cllr G. Clegg

9. Town Hall Maintenance

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

The maintenance update provided was noted by Members.

Action: For officers to check the permit for the scaffold to ensure that the second extension has been actioned, and to look at putting out a post on the Council's Facebook page to drum up interest for the upcoming shop rental.

10. Correspondence Received

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

There was no correspondence requiring the attention of the Committee.

11. 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)

- *Benches and Bus Shelters*
- *Pricing for a replacement shed / container at Primet Community Centre*

12. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 2nd June at 6.30 p.m.

Exclusion of the Public

13. Private Item: HR Providers

Following a detailed discussion, Members approved the commissioning of Howarths, a family firm based in Yorkshire, to provide a HR solution for the Town Council.

14. Private Item: Staffing Concern

A concern was raised regarding a staff member, however the Councillors concluded that no further action needed to be taken.

15. Private Item: Recruitment – Forthcoming Vacancy

Following a short discussion, it was agreed to give until the end of the week for the previous applicant to respond. Should the previous candidate not be interested then a meeting between senior officers should be held to discuss the way forward and to inform the recruitment process.

This meeting was concluded at 8:25 p.m.