



MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday, 7th July 2026 at 7.00 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 (Vice-Chairman) and Cllr M. Thomas.

Others in attendance: Ms G. Langley (Town Clerk & Responsible Financial Officer) and Mr S. Brayne (Finance Officer) and Mrs J Pearson (Temp).

Others in attendance: Mr J Turley (Alkincoates Woodland Nature Reserve)

1. Welcome

The Chairman welcomed all to the July 2026 Finance, Employment and Services (FES) Committee meeting of Colne Town Council.

2. Apologies

There were no apologies received due to all Members being in attendance.

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, 9th June 2026.

(Decision required)

The Minutes of the meeting held on Tuesday, 9th June were accepted as a true and accurate record.

Proposed by Cllr H. Thomas

Seconded by Cllr P. Hannah-Wood

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 Items 14 and 15 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.

At this point in the meeting, the Chairman informed Members of an additional item of correspondence received that would also need to be taken in private.

Approved by Committee

7. Financial Update

To receive a summary of the latest financial position and detailed cost headings as of 29th June 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 P. Hannah-Wood
Approved by Committee

Seconded by Cllr G. Clegg

8. Recruitment Update

To receive an update on the current recruitment process from the Town Clerk. (Information only)

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

9. Grant Applications

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

Following a short discussion, both grant applications were approved for payment as follows:

Colne Dramatic Society - £1,000

Proposed by Cllr M. Thomas
Approved by Committee

Seconded by Cllr A. Mann

The Alkincoates Woodland Nature Reserve - £5,000

Proposed by Cllr P. Hannah-Wood
Approved by Committee

Seconded by Cllr G. Clegg

The Small Grants Policy was reviewed by the Committee and approved

10. Town Hall Maintenance

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

11. Correspondence Received

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

As per previously agreed, the correspondence received was taken in the private section at the end of the meeting.

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)

- *Ongoing Asset Transfers from Pendle Borough Council*
- *St George's Day Flags*

13. Date & Time of Next Regular Meeting

The next Finance, Employment & Services Committee meeting is scheduled for Tuesday, 11th August at 6.30 p.m.

Exclusion of the Public

14. Private Item: PBC – Asset Transfers

The responses received from Pendle were reviewed, and recommendations to Full Council agreed. It was also agreed that the Town Council would require legal representation to handle the transfers to ensure that all aspects of the covenants etc are dealt with appropriately.

Action: For the Town Clerk to approach two different solicitors in order to ensure value for money.

15. Private Item: Staffing Item

The complaints and statements received were reviewed by Members. Following an in-depth discussion, Senior Officers were instructed to follow the Town Council's Grievance Procedure, taking advice from the Council's HR Consultants.

A preferred solution was discussed, and Senior Officers were instructed to commence investigations to progress this further.

This meeting was concluded at 9.00 p.m.