ITEM 4

MINUTES OF A MEETING OF THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE on Tuesday, 9th June 2026 at 6.30 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 and Cllr H. Thomas (Vice-Chairman).

Others in attendance: Ms G. Langley (Town Clerk), Mr S. Brayne (Responsible Financial Officer) and Mr N. Cutler (Deputy Clerk, Events & Facilities).

1. Welcome

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

2. Apologies

Apologies were received from Cllr M. Thomas 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.

No declarations were received.

4. Minutes

To approve as a correct record the Minutes of the meeting held on Tuesday, 5th May 2026.
(Decision required)

The Minutes of the meeting held on Tuesday, 5th May were accepted as a true and accurate record.

Proposed by Cllr A. Mann ***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. <u>Exclusion of the Public</u>

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 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.

7. <u>Financial Update</u>

To receive a summary of the latest financial position and detailed cost headings as of 31st May 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 ***Seconded by Cllr H. Thomas***
Approved by Committee

At this point in the meeting, the Town Clerk presented the sole quotation received for the revitalisation of the flowerbeds in Alkincoates Park.

Following a brief discussion, Members approved the two quotations received and the purchase order was duly signed by the Town Clerk and the Chairman.

Proposed by Cllr H. Thomas ***Seconded by Cllr A. Mann***
Approved by Committee

8. <u>2025/26 Outturn</u>

To receive details on the outturn for the previous financial year and a recommendation of actions to take for the forthcoming year. (Decision required)

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

Following a short discussion, Appendix 4 was approved for implementation.

Proposed by Cllr P. Hannah-Wood ***Seconded by Cllr H. Thomas***
Approved by Committee

All the budget virements detailed in Appendix 5, were also approved by Members.

Proposed by Cllr H. Thomas ***Seconded by Cllr P. Hannah-Wood***
Approved by Committee

9. Internal Audit Update

To receive an update on the progression of the process required for completion of the Internal Audit.

The update provided by the Town Clerk and Responsible Financial Officer was noted by Members.

10. Town Hall Maintenance

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

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

11. Correspondence Received

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

The Town Clerk had received an email from the Council's solicitor regarding a piece of landing that was being gifted to the Town Council that will be used to create additional allotments at South Valley.

Given that the Council's contact for the Seller is due to retire at the end of June, the solicitors has requested that the transfer documents be completed as soon as possible and prior to the next full council meeting.

Although it is normal procedure for the Full Council to approve legal documents, due to the circumstances outlined above, and given that there is nothing contentious arising from the purchase of the land, it was proposed that the transfer documents be approved at this Committee meeting and the Full Council informed of the actions taken at the Full Council meeting scheduled for the 23rd June.

Following a short discussion, the transfer documents were approved to be signed in accordance with Standing Order 23(b).

Proposed by Cllr H. Thomas ***Seconded by Cllr P. Hannah-Wood***
Approved by Committee

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)

- Small Grant Applications
- Asset Transfers

It was proposed that the 'Transfer of Assets' is added as a temporary standing item to this agenda going forward.

Proposed by Cllr D. Clegg ***Seconded by Cllr P. Hannah-Wood***
Approved by Committee

13. Date & Time of Next Regular Meeting

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

Exclusion of the Public

14. Private Item: Staffing Item

Following a detailed discussion, the proposed staffing restructure was approved by Members and the recruitment update noted.

It was proposed that the interviews take place week commencing 29th June 2026 with an interview panel of three, namely:

The Town Clerk
The Responsible Financial Officer
The Chairman of the Finance, Employment & Services Committee.

With regard to an additional staffing matter, the Senior Officers were instructed to take regular notes and to contact the Council's HR provider to obtain more details and advice on the next steps to be taken.

Proposed by Cllr D. Clegg ***Seconded by Cllr P. Hannah-Wood***
Approved by Committee

This meeting was concluded at 8.25 p.m.