



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

5th February 2015

Dear Councillor,

ADMINISTRATION & FINANCE COMMITTEE

You are summoned to a MEETING of the ADMINISTRATION & FINANCE COMMITTEE of FEATHERSTONE TOWN COUNCIL to be held in the COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE on **11th February 2015 at 6pm**

Sue Coles.
TOWN CLERK

AGENDA

1. WELCOME AND APOLOGIES

2. MEMBERS DECLARATIONS OF INTEREST

3. PUBLIC PARTICIPATION

The meeting is to be opened for the public to address Members on matters relevant to the business of the committee. However residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.

4. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider, if thought fit, a resolution under the terms of the public bodies admission to meetings act that the press and public be excluded from any items relating to Staff Matters plus at any part of the meeting by reason of the confidential nature of the business being transacted.

5. MINUTES OF PREVIOUS MEETINGS

- a) To receive the Minutes of the Administration & Finance Committee meeting held on the 15th January at 10.30am. Minute numbers 288/15 to 300/15
- b) To receive the minutes of the Grants Sub Committee held on the 15th January 2015 at 10am. Minute numbers 281/15 to 287/15.

6. WEBSITE AND FACEBOOK UPDATE

Members will be updated regularly in this section on the progress of the new website and the contribution of Facebook to the Town Council's media coverage.

7. NEWSLETTER

Town Clerk Ms Sue Coles MILCM



Members will be updated on the progress of the winter edition of the newsletter.

8. MILLPOND MEADOWS COMMEMORATIVE PROJECT UPDATE

Ms K Watson project manager for Beam Wakefield has written a report with costings on the proposals for a Featherstone Gateway public Art Commission. The report will be available at the meeting. **RECOMMENDATION:** Members views are requested.

9. FIELDS IN TRUST CENTENARY FIELDS

This is a nationwide initiative aimed at securing recreational spaces in perpetuity in honour of the memory of the millions of people who lost their lives in WWI. It is thought that the land on which Millpond Meadows Commemorative Wood has been created may be suitable. **RECOMMENDATION:** Members views are requested.

10. FEATHERSTONE HISTORICAL SOCIETY

Wakefield District Councillors have arranged for Featherstone Historical Society to receive a grant towards a cover for the Miners Ackton Hall Banner kept at the Community Centre. Due to the society not having its own bank account the Town Council is requested to receive the grant funding on its behalf.

RECOMMENDATION: Members to approve.

11. CIVIC AWARDS

The Town Council has been advised not to hold the Civic Awards during the pre-election period (which starts at the end of March) before the elections in May. The Civic Service is to be held on the 22nd April. As an alternative perhaps the Committee would like to recommend to the Council another date such as Mayor Making evening.

RECOMMENDATION: Members views are requested.

12. ANNUAL TOWN MEETING

RECOMMENDATION: to Council of a date for the Annual Town Meeting which is usually held on the 18th or 25th March.

13. DATES AND TIMES OF MEETINGS 2015/16

Members are asked to consider the attached proposed meeting dates which will be recommended to the full Council meeting on the 4th March 2015.

14. PUBLIC LIABILITY

MIN 250/14 refers. Members requested a quotation to increase the Council's Public Liability insurance in light of information given by the auditor.

15. INTEREST RATES AND ACCOUNT BALANCES

Please see attached report with suggestions for increasing the interest received on the Council's bank balances..

16. BANK RECONCILIATION

Bank reconciliations with invoices and cheque book will be available at the meeting for Members to view.

17. FINANCE REPORTS

a. List of Accounts totalling £4317.64 as attached.

b. List of income totalling £173.76 as attached.

Plus any other invoices which have been received prior to the meeting.

RECOMMENDATION: Members to approve payments list and note income.

Town Clerk Ms Sue Coles MILCM



18. BUDGET 2015/16

A budget comparison report from the 1st April 2014 to the 4th January 2015 is attached.

RECOMMENDATION: Members to approve.

19. SAFER PROJECT INTRODUCTION WORKSHOP

Please see attached letter from Jon Trickett MP concerning a training day at South Kirby called West Yorkshire Trading Standards “Safer Project” to raise awareness of bogus callers and doorstep criminals and fraudsters.

RECOMMENDATION: Members to advise the Town Clerk of their attendance.

PRIVATE & CONFIDENTIAL

20. STAFFING MATTERS

A report will be made to the meeting if any matters have arisen for Members attention.

i.e. Holidays, Sickness.

21. Closure & Dates of Next Meetings:

2015

Events Committee Wednesday 4th March at 6pm

Full Council Wednesday 4th March at 7pm (Last meeting until Mayor Making on 20th May 2015).

Administration & Finance Committee Thursday 12th March at 10.30am

Followed by Markets & Featherstone in Bloom