

## **MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 11<sup>th</sup> FEBRUARY 2015 at 6PM.**

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**Present:** Councillor M Isherwood (Chair), Councillor R Taylor, Councillor M Tennant-King, Councillor J Wright and Councillor R Martindale.

**In Attendance:** Sue Coles (Town Clerk), Councillor G Isherwood, Councillor S Vickers, Mr P Coventry and Mr S Jodrell (Friends of Featherstone Rovers Volunteer Development Project).

### **334/15 WELCOME AND APOLOGIES**

Councillor J Power (Mayor).

### **335/15 MEMBERS DECLARATIONS OF INTEREST**

None were declared.

### **336/15 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.

The Town Clerk read to the meeting a letter from the Friends of Featherstone Rovers Volunteer Development Project who advised that they are in urgent need of the donation to purchase the shutters for the doors since vandalism and theft is occurring regularly on the site and the purpose of purchasing the shutters was to prevent this. Therefore the Chair asked the committee to take agenda item 17 Finance Reports at this point of the meeting.

### **337/15 FINANCE REPORTS**

- a) List of Accounts totalling £4317.64 as attached, plus cheques' 203187 (agreed MIN 326/15) Friends of Featherstone Rovers Volunteer Development Project £1,185.00 & 203188 Debi's Café £175.00. Total £5,677.64.
- b) List of income totalling £173.76 as attached.

It was

**RESOLVED:** Members agreed the payments list and noted income.

(After the presentation and photograph Mr P Coventry and Mr S Jodrell thanked the committee for the donation and left the meeting).

### **338/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

**RESOLVED:** that 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.

### **339/15 MINUTES OF PREVIOUS MEETINGS**

It was

**RESOLVED:** That the Minutes of the Administration & Finance Committee meeting held on the 15<sup>th</sup> January at 10.30am, Minute numbers 288/15 to 300/15 and the Minutes of the Grants Sub Committee held on the 15<sup>th</sup> January 2015 at 10am, Minute numbers 281/15 to 287/15 be approved.

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### **340/15 WEBSITE AND FACEBOOK UPDATE**

Members were updated on the progress of the new website and the contribution of Facebook to the Town Council's media coverage. Mr Townend is to start on Monday 16<sup>th</sup> February on the new website. Members indicated they were pleased with the newly finished Otley Town Council site which Mr Townend designed. The information on Civic Events is continuing to be read and shared on the Facebook account. Members noted.

### **341/15 NEWSLETTER**

The winter edition of the newsletter is now finished and a proofread copy was on the table for Members. The Royal Mail will be notified of the postcodes which are not being delivered to i.e.5LL, 5EZ, 6LQ. It was

**RESOLVED:** That Members' approved the newsletter and thanked Councillor M Isherwood and Mrs V Symons for their hard work in producing the issue.

### **342/15 MILLPOND MEADOWS COMMEMORATIVE PROJECT UPDATE**

Further to MIN 266/14 Ms K Watson project manager for Beam Wakefield has written two reports to Councillor M Isherwood one with draft budget costings on the proposals for a Featherstone Gateway Public Art Commission. This report was available at the meeting and contained three options all of which were in the region of £130,000. Also presented and circulated to the Committee was a further report giving a project brief which included the context, guiding themes, aims, objectives, expected outcomes and deliverables, location and key constraints, process and timeframe, artist fees, details of permissions and legal duties and the application process.

Councillor G Isherwood spoke to the Committee to outline the project which Beam is to handle in its entirety if Members agree. Featherstone Town council has £5,000 available and £7,000 has been ring fenced through the Regeneration Service at Wakefield. The combined £12,000 sum of money is to be used to engage Beam to manage the whole project including the costs from the design stage match funding for bids and deliver the project to its conclusion. The Council would not be handling any further finances.

Councillor M Isherwood requested that a small working party is formed from Councillors' G Isherwood, M Isherwood, S Vickers and the Town Clerk to start the initial project and will be expanded to include members of the public in due course.  
It was

**RESOLVED:** That the Town Clerk contact Beam to request Ms Watson attends the Council meeting in March to seek full Council approval and the release of the £5,000 funding to start the project.

### **343/15 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. Councillor R Taylor agreed that the land should be protected due to the fact that a road is proposed in the future at the crossroads. The Council needs to establish where the area is exactly and approach Wakefield. Councillors' R Taylor and G Isherwood have a map for the Nine Lakes Project.  
It was

**RESOLVED:** That the Town Clerk should contact Mr A Golding at WMDC.

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**344/15 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. It was

**RESOLVED:** To approve the receipt of the grant funding.

**345/15 CIVIC AWARDS**

The Town Council has been advised not to hold the Civic Awards during the pre-election period from 30<sup>th</sup> March to 7<sup>th</sup> May. The Civic Service was to be held on the 22<sup>nd</sup> April and therefore needs an alternative date. It was

**RESOLVED:** That the Civic Service will be held on Sunday 10<sup>th</sup> May at 10.30am

**346/15 ANNUAL TOWN MEETING**

The location date and time of the A.T.M. was discussed. The Town Clerk was asked to invite Beam, Roger Parkinson of the Wildlife Trust and WDH Housing. The event would be held at the Methodist Church Hall. Councillor G Isherwood would contact Wakefield to see if various departments would like to attend also as last year. It was

**RESOLVED:** That date of the Annual Town Meeting is the 18<sup>th</sup> March.

**347/15 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 4<sup>th</sup> March 2015. It was

**RECOMMENDATION TO COUNCIL:** That the dates and times of the meeting be approved.

**348/15 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. Due to the unusual nature of this enquiry Zurich insurance have taken some time in finding out this information which usually applies to car insurance. The quotation for £30M would increase the Council's premium by £400 and the Committee asked for a breakdown of £10M and £20M before making any decisions. It was

**RESOLVED:** to seek further quotations and ascertain what it would cost to pay for the Police to attend both road closure events to ensure that the Council has the reassurance they will be in attendance.

**349/15 INTEREST RATES AND ACCOUNT BALANCES**

A report with suggestions for increasing the interest received on the Council's bank balances was distributed at the meeting. It was

**RESOLVED:** After the next committee meeting a transfer of surplus funds to the Yorkshire Bank takes place to ensure the best interest rate for the current account money which is only receiving 0.18% whereas the Yorkshire bank is paying 0.70%. The Co-op Business 14 day account which is offering 1.5% fixed for one year is checked again for a 6 month interest rate from the 18<sup>th</sup> February.

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**350/15 BANK RECONCILIATION**

Members were informed of the bank reconciliations and bank balance. The invoices and cheque book was available at the meeting for Members to view.

**351/15 BUDGET 2015/16**

A budget comparison report from the 1<sup>st</sup> April 2014 to the 4<sup>th</sup> January 2015 was attached to the agenda. It was

**RESOLVED:** The Town Clerk was asked to supply a full list of payments for 4103 Legal & Professional Fees to Councillor M Isherwood.

**352/15 SAFER PROJECT INTRODUCTION WORKSHIP**

Jon Trickett MP has written to the Council in connection with a training day at South Kirby called West Yorkshire Trading Standards "Safer Project" to raise awareness of bogus callers and doorstep criminals and fraudsters. It was

**RESOLVED:** That Councillor M Tennant-King attends and that the Safer Project was asked to also attend the Annual Town Meeting.

**PRIVATE & CONFIDENTIAL**

**353/15 STAFFING MATTERS**

A verbal report was made to the meeting concerning staff coverage of the next full Council meeting.

The meeting was closed at 7.19pm