



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

11th June 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 THURSDAY 18TH JUNE 2015 AT 11AM

Sue Coles.
TOWN CLERK

AGENDA

1. ELECTION OF CHAIRMAN

2. ELECTION OF VICE CHAIRMAN

3. WELCOME AND APOLOGIES

4. MEMBERS DECLARATIONS OF INTEREST

5. 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.

6. 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.

7. MINUTES OF PREVIOUS MEETINGS

a) To receive the Minutes of the Administration & Finance Committee meeting held on the 15th April 2015. Minute numbers 412/15 to 424/15.

8. 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. Mr P Townend On-Screen will be in attendance.

Town Clerk Ms Sue Coles MILCM



9. NEWSLETTER

The newsletter will be published and delivered before the 4th July Gala. It is hoped that copies will be available at the meeting.

10. MILL POND MEADOWS COMMEMORATIVE PROJECT UPDATE

Please see attached report from the Public Art Steering Group (PASG) meeting on the 23rd April 2015. There will be a further working party meeting held at 1.30pm on the 18th June to further the project at which time Ms F Smith from Beam will be in attendance to discuss the shortlist of artists for the project.

The grass at the site has been mown by Wakefield Council at a cost of £75.00 and this will be repeated at intervals throughout the summer.

RECOMMENDATION: To approve the report and payment for mowing.

11. BANK RECONCILIATION

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

12. INTEREST RATES AT THE CO-OPERATIVE BANK

Members were advised in January 2015 of the current interest rates payable on the Co-op Bank and Yorkshire Bank account balances. The Co-op has written to advise that as from 25th June they are to reduce the current account interest from 0.18% to 0.06%. Other account interest is for the present to remain the same.

13. LIST OF DIRECT DEBITS AS OF 1ST APRIL 2015

Please approve the list of payments which are automatically debited to the bank account.

14. FINANCE REPORTS

- a. List of Accounts for the 2015/16 financial year will be available at the meeting.
- b. List of income will be available at the meeting.

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

RECOMMENDATION: Members to approve payments list and note income.

15. BUDGET 2015/16

A budget comparison report for the end of the financial year will be given at the meeting.

RECOMMENDATION: Members to approve.

16. FINANCIAL AUDIT AND ASSET REGISTER 2015 REVIEW

The financial audit and asset register review is now due.

RECOMMENDATION: That the Chair and one other Member meets with the Town Clerk and a report is made back to this committee.

17. CIVIC REGALIA

The Mayor and Deputy Mayor's consort badges of office are in need of replacement and Members are asked to consider a suitable budget to allocate funds to replace them.

RECOMMENDATION: Members to approve an allocated sum to the budgets.



18. CAR USAGE ON BEHALF OF THE COUNCIL

Please find attached an advise note issued by Ellis Whittam the SLCC's Employment Law Advisors about the use of a private car on behalf of the Town Council.

RECOMMENDATION: Members to read the report and ensure that their car insurance policy is suitable if they intend to use their car on Town Council business.

19. PENSIONS REGULATOR – AUTOMATIC ENROLMENT

The Pensions Regulator is responsible for regulating workplace pensions and making sure employers comply with their automatic enrolment duties. The staging date for the Council to join West Yorkshire Pension Fund is the 1st August 2016. A further report will be made when more information is received.

20. Urgent items for discussion only.

PRIVATE & CONFIDENTIAL

21. STAFFING MATTERS

A report will be made to the meeting if any matters have arisen for Members attention.
i.e. Holidays, Sickness.

22. Closure & Dates of Next Meetings:

Grants Sub Committee to meet at 5.45pm if required on Wednesday 8th July and will be followed by the Administration and Finance Committee at 6pm.
Council Meeting on the Wednesday 8th July at 7pm