



Featherstone Town Council

Regenerating, Supporting & Caring for our Community

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW
Tel: 01977 722654.

Email: towncouncil@featherstone-tc.gov.uk www.featherstone-tc.gov.uk

13th May 2015

Dear Councillor

I write to summon you to the Annual Meeting of Featherstone Town Council which is to be held on Wednesday 20th May 2015 in the Council Chamber, Old Town Hall, Wakefield Road, Featherstone, commencing at 6.30 pm.

Sue Coles
Town Clerk

Moment of Reflection by Father J Grosu

AGENDA

1. ELECTION OF MAYOR

To be proposed by Councillor G Isherwood and seconded by Councillor M Isherwood that Councillor M Tennant-King to be appointed as Mayor.

2. SIGNING THE DECLARATION OF ACCEPTANCE OF OFFICE

3. WELCOME AND APOLOGIES RECEIVED

4. ELECTION OF DEPUTY MAYOR

To be proposed by Councillor M Isherwood and seconded by Councillor Wright that Councillor S Vickers to be appointed as Deputy Mayor.

5. SIGNING THE DECLARATION OF ACCEPTANCE OF OFFICE

6. MEMBER'S DECLARATION OF INTERESTS

7. ELECTION OF LEADER OF THE COUNCIL

To confirm the Leader of the Council and the Members who will form the Leaders Group.

8. RENEWAL OF THE POSITION OF MAYOR OF THE OCCASION

RECOMMENDATION: that for the forthcoming year the position is offered by the Town Mayor to a Member of the Council on the occasion that both the Mayor and Deputy Town Mayor are unable to attend a Civic function.

Town Clerk Ms Sue Coles MILCM



9. APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor will appoint Father J Grosu as her Chaplain for the ensuing year.

10. MINUTES OF THE ORDINARY MEETING HELD ON 15TH MARCH 2015

To receive the minutes of the Ordinary Meeting of the Town Council held on the 15th March 2015 at 7pm. Minute numbers: 425/15 to 444/15.

11. ELECTION OF COMMITTEES WITH TERMS OF REFERENCE FOR EACH COMMITTEE.

- a) The Terms of Reference of the Administration and Finance Committee has been altered to enable the Grants Sub-Committee to meet and be fully quorate at all meetings. Therefore at (9a) the alteration is to be changed from: Terms of Reference: The quorum number is 3. to *Terms of Reference: The quorum number is 3 drawn from any members of the main Committee.*
- b) Members have been allocated to form three committees of the Council and one sub-committee. (Please see attached lists).
- c) The Chairman and Vice Chairman of each committee are to be properly appointed at the first meeting of their committee.

RECOMMENDATION:

- a) That the amendment to the Terms of Reference for the Administration and Finance Committee as detailed above be agreed.
- b) The Council confirms that it has reviewed the Terms of Reference for each Committee and that they be formed.
- c) That all Councillors are deemed to be active Members of the Events 2015 Working Party.

12. TOWN COUNCIL'S STANDING ORDERS, FINANCIAL REGULATIONS AND COMPLAINTS PROCEDURE

These documents were distributed at the April meeting of the Council

RECOMMENDATION: The Council confirms that it has reviewed the current Standing Orders, Financial Regulations and Complaints' Procedure.

13. TOWN COUNCIL'S FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME AND 'HOW TO MAKE AN INFORMATION REQUEST' DOCUMENT.

These documents were distributed at the April meeting of the Council.

RECOMMENDATION: The Council confirms that it has reviewed the current Freedom of Information Model Publication Scheme and Information Request documents.

14. REPRESENTATION ON EXTERNAL BODIES

The Town Council to resolve the following representatives to serve on the External Bodies as below:

- i. Town & Parish Council Liaison Group – one Councillor (nominations please) and the Town Clerk
- iii National Coal Mining Museum – Councillor C Tennant

15. DATES AND TIMES OF MEETINGS 2015/16

Details are enclosed of the dates of Town Council meetings for the following year.

RECOMMENDATION: Members to approve.



16. LIST OF ACCOUNTS FOR PAYMENT

Please see two lists as attached totalling £8,598.22 for approval plus any other invoices received prior to the meeting.

RECOMMENDATION: Members to approve.

17. CHANGES TO BANK ACCOUNT SIGNATORIES

RECOMMENDATION: That Councillor B Mulroe is removed from the bank signatories. That Councillors' Taylor and Vickers are in addition to G Isherwood and Tennant and that any two Members are to sign with the Town Clerk or Deputy Town Clerk.

18. NEXT MEETING DATES AND CLOSURE

Events Committee to be held on Wednesday 10th June at 6pm
Council Meeting to be held on Wednesday 10th June at 7pm
Grants sub-committee to be held on Thursday 11th June at 10.30am
Administration & Finance Committee to be held on Thursday 11th June at 11am
Markets and Featherstone in Bloom to follow the above meeting.