

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 12th MARCH 2015 at 10.30AM.

Present: Councillor M Isherwood (Chair), Councillor B Mulroe, Councillor D Stapleton, Councillor J Wright, Councillor R Martindale.

In Attendance: Sue Coles (Town Clerk), Councillor G Isherwood and Councillor S Vickers,

379/15 WELCOME AND APOLOGIES

The Mayor Councillor Power

380/15 MEMBERS DECLARATIONS OF INTEREST

None were declared.

381/15 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.

382/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was

RESOLVED: That 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.

383/15 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on the 11th February at 6pm Minute numbers 334/15 to 353/15 be approved.

384/15 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. It was explained that the invoice to Sigma Internet Services needed to be paid for the hosting and domain registration since OnScreen will not have time to apply to 'Janet' for the transfer of the hosting before expiry and it was important that the registration was not allowed to lapse. Councillor M Isherwood requested that she be emailed to advise her of the website construction progress.

385/15 NEWSLETTER

The winter edition of the newsletter is in the process of being delivered to all the houses in the parish area. It was noted that the Wakefield Council item on the new recycling and bin emptying routes was cancelled since new machinery has been delayed by the Canadian freak winter snows and that the present recycling programme would be in place until the machinery is installed later in the year.

386/15 MILLPOND MEADOWS COMMEMORATIVE PROJECT UPDATE

At the March full Council meeting Mrs K Watson and Miss F Smith attended and received approval for Beam to be appointed for the art project at the Featherstone Gateway. The first working party meeting is to be held on the 26th March.

At the previous meeting of this committee it was decided to approach WMDC for a lease and permission to apply for the land to be registered with Fields in Trust. Since no reply had been received Councillor G Isherwood approached WMDC and was advised that due to a

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386/15 MILLPOND MEADOWS COMMEMORATIVE PROJECT UPDATE Cont'd...

small part of the land being designated as part of the potential project for Ackworth bypass Highways would not give permission also the land was incorporated in the Local Plan. WMDC advised Councillor G Isherwood that the Town Council should continue with its plan to erect an art feature but place this nearer the town so that it was not compromised if the bypass should go ahead. The Town Clerk advised that a lease should still be agreed with WMDC in order to formally gain permission for the area which has not had any form of formal agreement for the tree planting. This would safeguard the project for the future. Councillor G Isherwood advised the Committee to withdraw from any application for Fields in Trust registration and Councillor M Isherwood and Members of the Committee agreed. It was

RESOLVED: That at the meeting with Beam on the 26th March the position for the art work would be changed and an application be made to WMDC for a lease.

Councillor G Isherwood also advised that as WMDC Councillor he had applied for a grant for the footpaths in between the tree lines.

387/15 FIELDS IN TRUST CENTENARY FIELDS

See minute 386/15 above.

388/15 ANNUAL TOWN MEETING

The Annual Town Meeting is to be held on the 18th March 2015 in the Methodist Church Hall. The Town Clerk advised that notices had been placed in the press and noticeboards. Beam, Wakefield Wildlife Trust, Wakefield Council and WDH have been asked to attend.

389/15 PUBLIC LIABILITY

MIN 250/14 refers. Zurich Insurance has increased its Public Liability to £15m as standard and it was

RESOLVED: That since Zurich Insurance has taken this action that no further increase in Public Liability would be necessary.

390/15 INTEREST RATES AND ACCOUNT BALANCES

MIN 349/15 refers. Members were informed as to the Council's bank balances as at 12th March, they considered the limit of the bank deposit protection scheme for balances up to £85k versus the very small benefit of increased interest if more funds were deposited with the Yorkshire Bank. It was

RESOLVED: That balances will be left as they are, equally split between Yorkshire Bank and the Co-op Bank.

391/15 BANK RECONCILIATION

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

392/15 ZURICH INSURANCE POLICY

The new policy schedule has been received and the payment will be made in the new financial year. It was noted that the insurance for the hanging baskets were now under the lease hire of the baskets with the Plantscape contract. It was

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392/15 ZURICH INSURANCE POLICY Cont'd..

It was

RESOLVED: That the purchase price of the hanging baskets trees be investigated and this be reflected in the policy.

393/15 FINANCE REPORTS

A list of Accounts totalling £13,049.00 was distributed at the meeting. The Town Clerk also asked for approval of the annual I.T. maintenance contract from Pro Login Computers (UK) Ltd It was

RESOLVED: To approve payments list and approve the I.T. contract for 2015/16.

394/15 BUDGET 2015/16

A budget comparison report from the 1st April 2014 to the 12th March 2015 was given to the meeting. Members were advised of the approximate election costs and £15,000 was to be allocated in the next budget year for 2015/16. It was

RESOLVED: The budget lists were approved.

PRIVATE & CONFIDENTIAL

395/15 STAFFING MATTERS

A report was made to the meeting concerning the costs for Mrs Symons CiLCA studies. A report was also made concerning recent overtime by staff members. It was

RESOLVED: That the fees of £331.50 and submission costs of £250.00 be approved. That overtime for 1.5 hours be agreed.

The meeting closed at 11.30am.