



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

2<sup>nd</sup> July 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 WEDNESDAY 8<sup>th</sup> JULY 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 18<sup>th</sup> June 2015. Minute numbers 69/15 to 88/15.
- b) To receive the Minutes of the Grants Sub-Committee meeting held on 11<sup>th</sup> June 2015. Minute numbers 53/15 to 59/15.

#### **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**

The summer edition has been published and delivered by the Royal Mail. Can Members please submit articles for the autumn edition as soon as possible?

*Town Clerk Ms Sue Coles MILCM*



#### **8. NOTICE BOARDS**

Building Services has advised that all the notice boards have now been cleaned but the perspex is sun damaged. It is thought that the condensation will have resulted in water getting into the board and the board would have to come off and taken to Normanton to have a new case fitted. However any replacements will go the same way in time.

**RECOMMENDATION:** Members views are requested on further repairs.

#### **9. MILL POND MEADOWS COMMEMORATIVE PROJECT UPDATE**

Please see attached report from the Public Art Steering Group (PASG) meeting on the 18<sup>th</sup> June 2015. Shortlisted candidates will be interviewed on the 17<sup>th</sup> July in the Town Hall by Ms F Smith Co-director of Beam, and Councillors' M & G Isherwood, S Vickers, and Mr C Williamson.

**RECOMMENDATION:** To approve the minutes of the 18<sup>th</sup> June.

#### **10. BANK RECONCILIATION**

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

#### **11. INTEREST RATES AT THE CO-OPERATIVE BANK**

The Co-operative Bank have informed the Council that due to a system error we have not been charged for using the Post Office for our transactions and that in future from 1<sup>st</sup> August will have to pay £1.60 per £100 per coinage change request, £1.50 per cheque encashment request but all other banking through the post office will remain free.

#### **12. FINANCE REPORTS**

- a. List of Accounts totalling £2,042.96 as attached for payment
  - b. List of income, if available, will be given at the meeting.
- (Plus any other invoices which have been received prior to the meeting).

**RECOMMENDATION:** Members to approve payments list and note income.

#### **13. BUDGET 2015/16**

A budget comparison report for the financial year to date will be given at the meeting. New budget considerations for 2015/16 should include grass mowing, civic regalia, pensions, and Christmas lights. It is therefore suggested that an early budget meeting is held in September.

**RECOMMENDATION:** Members to approve.

#### **14. FINANCIAL AUDIT AND ASSET REGISTER 2015 REVIEW**

The financial audit and asset register review remains outstanding due to the Gala.

#### **15. LCAS SEMINAR AND SLCC CONFERANCES**

The Local Council Advisory Service is to hold a free seminar on the 15<sup>th</sup> July at South Kirby. The SLCC regional conference is to be held on the 4<sup>th</sup> November 2015 at a cost of £69.00.

**RECOMMENDATION:** That approval is given for the Town Clerk to attend.



## 16. Urgent items for discussion only.

### PRIVATE & CONFIDENTIAL

## 17. RESIGNATION OF DEPUTY CLERK

Mr D Bond has given the Council three months' notice to the end of September 2015.

**RECOMMENDATION:** That an appointed staffing group to include the Town Clerk reviews job descriptions, interviews and appointments.

## 18. STAFFING MATTERS

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

## 19. PENSIONS

Please see attached report.

**RECOMMENDATION TO FULL COUNCIL:** *That Featherstone Town Council be nominated for membership of the Local Government Pension Scheme with effect from 1<sup>st</sup> August 2016. All officers employed by the Town Council in future are also deemed to be herewith nominated for membership of the scheme.*

## 20. Closure & Dates of Next Meetings:

### There are no meetings in August

The Administration and Finance Committee is to be held on Wednesday 9<sup>th</sup> September at 6pm, (there will be a Grants Sub-Committee meeting prior to this meeting if applications have been received).

Council Meeting on the Wednesday 9<sup>th</sup> September at 7pm

Markets & Featherstone in Bloom Thursday 10<sup>th</sup> September at 11am