



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

30<sup>th</sup> October 2014

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 6<sup>th</sup> November 2014 at 10.30am.

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 Grants Sub Committee held on the 17<sup>th</sup> July 2014 at 10.40am. Minute numbers 83/14 to 87/14.
- b) To receive the minutes of the Grants Sub Committee held on the 9<sup>th</sup> October 2014 at 10.30am. Minute numbers 171/14 to 176/14.
- c) To receive the Minutes of the Administration & Finance Committee meeting held on the 9<sup>th</sup> October 2014 at 10.45am. Minute numbers 177/14 to 193/14.

#### **6. SCHOOL VISITS TO THE NATIONAL COAL MINING MUSEAM**

The three Featherstone Junior Schools are arranging the trips to the NCMM at Wakefield for the school year. St Thomas Junior School have booked two workshops at a cost of £100.00.

*Town Clerk Ms Sue Coles MILCM*



## **7. TWINNING**

There has been no further communication from Blaenavon Town Council.

## **8. SCHOOL VISITS TO THE NATIONAL COAL MINING MUSEUM**

The three Featherstone Junior Schools are arranging the trips to the NCMM at Wakefield for the school year. St Thomas Junior School have booked two workshops at a cost of £100.00.

## **9. DONATION TO VOLUNTARY GROUP**

Councillor G Isherwood to submit a report at the meeting.

## **10. INTEREST RATES AND ACCOUNT BALANCES**

A report will be given at the meeting.

## **11. BANK RECONCILIATION**

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

## **12. BUDGET 2015/16**

A budget comparison report from the 1<sup>st</sup> April 2014 to the 30<sup>th</sup> September 2014 with recommendation for the Precept for 2015/16 is attached for approval.

**RECOMMENDATION:** Members to approve.

## **13. FINANCE REPORTS**

a. List of Accounts will be given at the meeting.

b. List of income will be given at the meeting.

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

## **14. MICROSOFT DIARY FOR EMAILS**

Approval is sought for a yearly cost of £83.40 for our I.T. support to provide an electronic shared diary for all staff. This will facilitate better communication between staff for relaying of messages and meetings in one entry rather than several.

**RECOMMENDATION:** Members to approve.

## **15. I.T. REPORT TO INCLUDE A WEBSITE UPDATE**

An update on the website will be made at the meeting.

## **16. Matters for Information or Discussion**

### **PRIVATE & CONFIDENTIAL**

## **17. STAFFING MATTERS**

A report will be made to the meeting if any matters have arisen for Members attention.

*i.e. Holidays, Sickness.*

## **18. Closure & Date of Next Meetings:**

**Administration & Finance Committee – Thursday 13<sup>th</sup> November has been cancelled due to school visits.**

Administration & Finance Committee – Wednesday 10<sup>th</sup> December at 6pm

Full Council meeting – Wednesday 10<sup>th</sup> December at 7pm.

### **2015**

Administration & Finance Committee Thursday 15<sup>th</sup> January at 10.30am followed by Markets and Featherstone in Bloom Committee

*Town Clerk Ms Sue Coles MILCM*