



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

2<sup>nd</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 9<sup>th</sup> October 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**

To receive the Minutes of the meeting held on the 10<sup>th</sup> September 2014 at 6pm. Minute numbers 130/14 to 142/14.

### **6. TWINNING**

An update, if any, will be given at the meeting by the Mayor or Town Clerk.

### **7. 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.

**RECOMMENDATION:** Confirmation of the travel costs of £825.00 approx. for the three schools is requested plus the cost of the workshops in the region of £60.00 each.

*Town Clerk Ms Sue Coles MILCM*



## **8. PHOTOGRAPHS FOR TOWN COUNCIL EVENTS**

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

A report will be given at the meeting.

## **10. BANK RECONCILIATION**

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

## **11. BUDGET COMPARASION**

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

**RECOMMENDATION:** Members to approve budgets.

## **12. CHRISTMAS TREE ORDER 2014**

**RECOMMENDATION:** To confirm the order of five Christmas Trees from WMDC at a cost of £7500 plus the energy costs that is to be calculated from 26<sup>th</sup> Nov to 6<sup>th</sup> Jan and billed in the New Year.

## **13. BUDGETS FOR 2015/16 FINANCIAL YEAR**

**RECOMMENDATION:** Members are asked to consider projects and costs for the budget for 2015/16 to be given to the Chairman or Town Clerk for inclusion in the draft budget at the November meeting of this committee.

## **14. FINANCE REPORTS**

- a. List of Accounts for £3,981.17 as attached.
- b. List of income totalling £52,178.50 as attached.

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

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

## **PRIVATE & CONFIDENTIAL**

## **16. STAFFING MATTERS**

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

## **17. CHRISTMAS OFFICE CLOSURE**

**RECOMMENDATION:** To approve the closure of the Town Council office over the Christmas period from Monday 22<sup>th</sup> December 2014 to Friday 2<sup>nd</sup> January 2015 inclusive.

## **18. STAFF APPRAISAL**

The staff appraisal for the Town Clerk has now been completed.

## **19. Closure**

### **Date of Next Meetings**

Events Committee – Wednesday October 29<sup>th</sup> at 6pm

Full Council – Wednesday October 29<sup>th</sup> at 7pm

Administration & Finance Committee – Thursday 6<sup>th</sup> November at 10.30am

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