



Featherstone Town Council

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

Email: featherstonetc@btconnect.com. www.featherstone-tc.gov.uk

Regenerating Supporting & Caring for our Community

3rd September 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 Wednesday 10th September 2014 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

To receive the Minutes of the meeting held on the 17th July 2014 at 10.30am. Minute numbers 88/14 to 99/14.

6. TWINNING

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

7. INTEREST RATES AND ACCOUNT BALANCES

A report will be given at the meeting.

Town Clerk Ms Sue Coles MILCM



8. BANK RECONCILIATION

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

9. BUDGET COMPARASION

A budget comparison report from the 1st April 2014 to the 2nd September 2014 is attached for approval.

RECOMMENDATION: Members to approve budgets.

10. FINANCE REPORTS

- a. List of Accounts for £5,880.26 as attached.
- b. List of income totalling £132.00 as attached.

RECOMMENDATION: Members to approve payments and note income.

11. TO CONSIDER APPROVAL OF BUDGET FOR MILLPOND MEADOWS PROJECT

A report will be made by the Chairman at the meeting.

RECOMMENDATION is to be made to Full Council.

PRIVATE & CONFIDENTIAL

12. STAFFING MATTERS

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

13. STAFF APPRAISAL

The staff appraisal for the Deputy Town Clerk has been undertaken. Arrangements are to be made for the Town Clerk's appraisal.

14. Closure

Date of Next Meetings

Markets & Featherstone in Bloom Committee – Thursday September 11th at 11am

Administration & Finance Committee – Thursday October 9th at 10.30am

Events Committee – Wednesday October 29th at 6pm

Full Council – Wednesday October 29th at 7pm