



Featherstone Town Council

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

Email: towncouncil@featherstone-tc.gov.uk. www.featherstone-tc.gov.uk

Regenerating Supporting & Caring for our Community

4th December 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 December 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

- a) To receive the Minutes of the Administration & Finance Committee meeting held on the 6th November 2014 at 10.30am. Minute numbers 221/14 to 235/14
- b) To receive the minutes of the Grants Sub Committee held on the 6th November 2014 at 11.25am. Minute numbers 236/14 to 241/14.

6. INTEREST RATES AND ACCOUNT BALANCES

A report will be given at the meeting.

7. BANK RECONCILIATION

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

Town Clerk Ms Sue Coles MILCM



8. BUDGET 2015/16

A budget comparison report from the 1st April 2014 to the 30th November 2014 is attached.

RECOMMENDATION: Members to approve.

9. YORKSHIRE INTERNAL AUDIT SERVICES REPORT

This is attached with Town Clerk's report on the Market Rents. Plus, also, the case example, as referred to in the Auditor's report.

RECOMMENDATION: To approve the reports.

10. Matters for Information or Discussion

PRIVATE & CONFIDENTIAL

11. STAFFING MATTERS

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

12. I.T. REPORT TO INCLUDE A WEBSITE UPDATE

Please see attached report which contains website examples for reference before the meeting.

RECOMMENDATION: To approve the appointment of a company and costs.

13. NATIONAL SALARY AWARD 2014-2015

Please see attached report.

RECOMMENDATION: To approve National Salary Award.

14. Closure & Date of Next Meetings:

2015

Administration & Finance Committee Thursday 15th January at 10.30am

followed by

Markets and Featherstone in Bloom Committee.

Events Committee Wednesday 21st January at 6pm

Full Council Wednesday 21st January at 7pm