



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

5<sup>th</sup> June 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 12<sup>th</sup> June 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 15<sup>th</sup> May 2014 at 10.30am Minute numbers 17/14 to 32/14.

### **6. ELECTRONIC DISPATCH OF AGENDAS**

Under the Sustainable Communities Act the Department for Communities and Local Government will be introducing secondary legislation to allow all councils to circulate agendas electronically where the recipient has given permission for this. Members are asked to sign the form, provided at meeting, if they wish to receive all documents via email. Any Member wishing to receive a hard copy will still be able to do so.

*Town Clerk Ms Sue Coles MILCM*



## **7. TWINNING**

An update, if any, will be given at the meeting.

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

A report will be given at the meeting.

## **9. MEMBER'S INTERNAL AUDIT**

Councillors M Isherwood and Power reviewed the effectiveness of the internal audit document on the 29<sup>th</sup> May 2014 and will give a verbal report to the meeting.

Pensions: The Government staging date for the Council to join a pension scheme is set for 1<sup>st</sup> August 2016 and will be discussed at item 14.

**RECOMMENDATION:** Members views are requested.

## **10. BANK RECONCILIATION**

A bank reconciliation with invoices and cheque book will be available at the meeting for Members to view if the bank statements are received in good time.

## **11. BUDGET COMPARASION**

A budget comparison report from the 1<sup>st</sup> April 2014 to the 31<sup>st</sup> May 2014 will be given at the meeting if the bank statements are received in good time.

## **12. FINANCE REPORTS**

- a. List of Accounts for £4,471.24 as attached.
- b. List of Income is to be given at the meeting.

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

## **PRIVATE & CONFIDENTIAL**

## **13. STAFFING MATTERS**

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

## **14. PENSIONS**

This item will be brought forward from item 9 above to discuss the pension requirements of each employee. The total cost to the Council, as of May 2014, is in the region of £157.00 per annum.

**RECOMMENDATION:** To approve the resolution that Featherstone Town Council be nominated for membership of the Local Government Pension Scheme with effect from 1st April 2015. All officers employed by the Town Council in future are also deemed to be herewith nominated for membership of the scheme. (a copy of this resolution will be sent to the West Yorkshire Pension Fund and arrangements made for employer and employee contributions to be passed to them).

## **15. Closure**

### **Date of Next Meetings**

Events Committee – Wednesday 18<sup>th</sup> June at 6pm

Full Council - Wednesday 18<sup>th</sup> June at 7.00pm