



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

8th May 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 15th May 2014 at 10.30am

Sue Coles.

TOWN CLERK

AGENDA

1. ELECTION OF CHAIRMAN

2. WELCOME AND APOLOGIES

3. ELECTION OF VICE CHAIRMAN

4. MEMBERS DECLARATIONS OF INTEREST

5. 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.

6. 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 and Newsletter Publishing Costs plus at any part of the meeting by reason of the confidential nature of the business being transacted.

7. MINUTES OF PREVIOUS MEETINGS

Due to the Council meetings taking place six weekly each Committee will approve its own minutes and they will also be presented to the next Full Council meeting.

Town Clerk Ms Sue Coles MILCM



8. LOCAL COUNCIL ADVISORY SERVICE SEMINARS

A LCAS seminar is to be held at South Kirby on Tuesday 30th September. It is suggested that both the Town Clerk and Deputy Clerk are to attend at a total cost of £30.00. The topics under discussion are Managing Volunteers, Social Media Risks, H&S and reviewing recent local council accidents and claims.

RECOMMENDATION: Members approval is requested to attend at a cost of £30.00.

9. SLCC REGIONAL CONFERENCE 2014

The 2014 Regional Conference is to take place on Thursday 19th June 2014 at York.

RECOMMENDATION: Members approval is requested to attend at a cost of £69.00.

10. TAX CUT FOR NIC CONTRIBUTIONS

Further information was requested concerning David Cameron's announcement that to encourage the employment of new staff a sum of up to £2,000 would be given to employers. This incentive started on 1st April 2014 and pertains to the employment of new staff that will be paying NIC and Tax from that date. Therefore this incentive will not apply to the Town Council.

11. TWINNING

Contact has now been made with the Clerks of three Welsh towns; Blaenavon Town Council, Coed y Cwm Community Council and Tredegar Town Council all of whom would like information as to how we vision the Twinning connections. In the first instance they have been assured that Featherstone Town Council wishes only to hold reciprocal visits to see how other towns have coped after the loss of coal mining in their areas and perhaps enjoy a rugby game together. They have been informed that we are keen to keep in touch with our mining heritage; and to this end we sponsor's local school visits to the National Coal Mining Museum.

RECOMMENDATION: The next stage would be to write formally to the Council of Members choice with the details of the twinning vision.

12. END OF YEAR REPORTS AND INTEREST RATES.

End of Year Reports to be submitted to Full Council on 18th June are attached for your information. The balances of all the bank accounts are included. Members should also note that the Precept payment for 2014 has now been received in April.

Current Interest Rates –

- i. Co-op Bank Community Direct Account 0.18%
- ii. Co-op 14 Day Account 0.09% (**option to fix = 3months 0.71%; 6months 0.87%; 12months 1.50%**)
- iii. Yorkshire Bank Account 0.40%; (**balances above £100k = .70%**)

RECOMMENDATION: Members views are requested.

13. MEMBER'S INTERNAL AUDIT

It is an auditing requirement that all Councils review the effectiveness of the internal audit and in Section 2 of the Annual Governance Statement the Council is expected to confirm such steps are taken. Attached is a report as to how these steps could be reviewed the last review was on the 25th April 2013.

RECOMMENDATION: Members views are requested.



14. FINANCE REPORTS

- a. List of Accounts for Payment is to be given at the meeting.
- b. List of Income is to be given at the meeting.
- c. List of Direct Debit payments - as attached.

RECOMMENDATION: Members to approve payments and note income.

PRIVATE & CONFIDENTIAL

15. NEWSLETTER

Please see attached draft copy of June 2014 newsletter for approval plus costings of print and suggested new delivery method options.

RECOMMENDATION: If Member's approval is reached today the newsletter will be delivered mid-June in time for the Gala.

16. STAFFING MATTERS

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

17. Closure

Date of Next Meetings

Administration & Finance Committee – Thursday 12th June at 10.30am to be followed by
Markets & Featherstone in Bloom Committee – Thursday 12th June
Events Committee – Wednesday 18th June at 6pm
Full Council - Wednesday 18th June at 7.00pm