



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

10th July 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 17th July 2014 to follow GRANTS SUB-COMMITTEE MEETING 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 12th June 2014 at 10.30am Minute numbers 33/14 to 46/14.

6. TWINNING

A verbal report will be given at the meeting by the Mayor and 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

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.

RECOMMENDATION: Consideration to apply for on-line banking to allow banks statements only to be downloaded prior to meetings therefore removing the delay caused by the postal service.

9. BUDGET COMPARASION

A budget comparison report from the 1st April 2014 to the 30th June 2014 will be given at the meeting.

10. FINANCE REPORTS

- a. List of Accounts for £4496.22 & £3661.50 as attached.
- b. List of Income is to be given at the meeting.

RECOMMENDATION: Members to approve payments and note income.

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.

The Town Clerk has attended the SLCC conference at Harrogate on 19th June

The Town Clerk and Mrs V Symons have successfully gained level 2 award in food safety in catering – 17th June

Mrs V Symons has successfully completed her ILCA course on the 10th June.

RECOMMENDATION: Council to recognise the attainment of Mrs Symons.

12. STAFF APPRAISAL

A verbal report with recommendations concerning Mrs V Symons staff appraisal, future training, and permanent staff contract will be given at the meeting.

RECOMMENDATION TO COUNCIL

13. Closure

Date of Next Meetings

Events Committee – Wednesday 30th July at 6pm

Full Council - Wednesday 30th July at 7.00pm