

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 12th JUNE 2014 AT 10.30AM

Present: Councillor M Isherwood, Councillor J Power (Mayor) Councillor D Stapleton, Councillor J Wright Councillor B Mulroe (10.40am) and Councillor M Tennant-King.

In Attendance: Sue Coles (Town Clerk), Councillor S Vickers and Councillor G Isherwood.

33/14 WELCOME AND APOLOGIES

Councillor R Taylor.

34/14 MEMBERS DECLARATIONS OF INTEREST

35/14 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. No members of the public were in attendance.

36/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: That 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.

37/14 MINUTES OF PREVIOUS MEETINGS

RESOLVED: That the Minutes of the meeting held on the 15th May 2014 at 10.30am Minute numbers 17/14 to 32/14 be approved.

38/14 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.

RESOLVED: Members present, who wished to receive electronic copies, signed the consent form. The Town Clerk was asked to provide hard copies at meetings thus saving on the postage budgets.

39/14 TWINNING

There was no further update available at the meeting and it was agreed to await a reply and not follow up the invitation unless the Town Council hears anything further from Blaenavon.

40/14 INTEREST RATES AND ACCOUNT BALANCES

There have been no changes in interest rates on the account and Members were supplied with bank statements to view. A printed cash book report of all entries was also supplied.

41/14 MEMBER'S INTERNAL AUDIT

Councillors M Isherwood and Power reviewed the effectiveness of the internal audit document on the 29th 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 1st August 2016 and will be discussed at item 14. Member's noted.

42/14 BANK RECONCILIATION

A bank reconciliation with invoices and cheque book was available at the meeting for Members to view. It was noted that a WMDC debit of £999.42 remains outstanding.

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43/14 BUDGET COMPARASION

A budget comparison report from the 1st April 2014 to the 11th June 2014 was given at the meeting.

RESOLVED: That £500 be taken from 4190 Contingency Expenditure and placed in 4110 Stationery to cover the Minute Binding expenditure. That the CAB grant be removed from 4301 Grants other and put into 4305 Advice Services.

44/14 FINANCE REPORTS

- a. List of Accounts for £4,471.24 as attached.
- b. List of Income totalling £1127.31 is to be given at the meeting.

RESOLVED: Members approved payments and noted income as above.

PRIVATE & CONFIDENTIAL

45/14 STAFFING MATTERS

A report was made to the meeting concerning staff holidays and sickness. It was agreed that staff cover was needed at the Gala on the 5th July. It was

RESOLVED: Members requested that all staff attend the Gala.

46/14 PENSIONS

As from 2016 under statutory legislation the Town Council will be required to prove a pension scheme for all staff.

RESOLVED: That this matter be forwarded to the Full Council for discussion.

The meeting closed at 11.50am