

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 17<sup>th</sup> JULY 2014 at 11am.**

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**Present:** Councillor J Power (Mayor) Councillor R Taylor, Councillor J Wright, Councillor B Mulroe and Councillor M Tennant-King.

**In Attendance:** Sue Coles (Town Clerk).

**83/14 WELCOME AND APOLOGIES**

Councillor G Isherwood, Councillor M Isherwood (Chair).

**84/14 MEMBERS DECLARATIONS OF INTEREST**

**85/14 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.

**86/14 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.

**87/14 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** That the Minutes of the meeting held on the 12<sup>th</sup> June 2014 at 10.30am Minute numbers 33/14 to 46/14 be approved.

**88/14 TWINNING**

The Mayor informed the Committee that she had spoken with the Mayor of Blaenavon Town Council Councillor Sylvia Lewis who had issued an invitation to Councillor Power to attend Blaenavon Council's Civic Service on the 19<sup>th</sup> July which she has accepted. The Mayor will take with her photographs of the Miners Memorial Garden and the Town Hall plus a Featherstone Massacre booklet and a copy of the WW1 anniversary booklet from the Historical Association. The Mayor will report back to the next meeting of the Council.

**89/14 INTEREST RATES AND ACCOUNT BALANCES**

There has been no change to interest rates and the bank statements were brought to the council for verification.

**90/14 BANK RECONCILIATION**

A bank reconciliation with invoices and cheque book was available at the meeting for Members. Obtaining bank statements by post is very slow and 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 was requested by the Town Clerk. This matter was referred to Full Council for a decision.

**91/14 BUDGET COMPARISON REPORT**

A budget comparison report from the 1<sup>st</sup> April 2014 to the 30<sup>th</sup> June 2014 was given to the meeting.

Councillor Mulroe stated that he had asked Plantscape to withhold two planters from the contract in order to provide window boxes at the entrance signs to the town. This hadn't been done by the contractor nor was it possible to find out how many planters were in the town without another extensive tour of Featherstone. The Town Clerk stated she was unaware of the agreement made between the Councillor and Contractor which the Mayor agreed with Councillor Mulroe had been made at the Heritage & Culture meeting in April.

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**91/14 BUDGET COMPARISON REPORT Con't...**

The Town Clerk also suggested that the next contract for Featherstone in Bloom should be fixed for 3 years in terms of where the planters and hanging baskets are placed along with the planting schemes to avoid amending the contract annually.

Councillor Mulroe stated that tough savings may have to be made in the future and that the contract for the flowers could be reduced. Councillor Taylor felt that brightening the town was important and he appreciates Councillor Mulroe's financial concerns but until there has to be cuts no cuts in his opinion should be made at this time.

Councillor Wright asked as to whether any balloon tickets had been returned after the balloons had been set off at the Gala. The Town Clerk confirmed that no tickets had been returned, as yet and that the final date was set as 3<sup>rd</sup> September. It was suggested that in the event of no tickets being returned that a name is drawn from the list of tickets sold.

It was

**RESOLVED:** Minutes of meetings are to be sent to the committee chairmen as a draft copy for verification. That AMEY be asked for a list of certified lampposts for 2015 to 2018. That the budget comparison report be approved.

**92/14 FINANCE REPORTS**

- a. List of Accounts for £4496.22 & £3661.50 were attached to the agenda. Additional lists had been brought to the meeting for £87.98, £8,279.75. It was **RESOLVED:** that cheque 203104 for £7,238.88 was withheld until the location of all the planters are checked.
- b. There was no List of Income at the meeting.

**PRIVATE & CONFIDENTIAL**

**93/14 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 19<sup>th</sup> June

The Town Clerk and Mrs V Symons have successfully gained level 2 awards in food safety in catering – 17<sup>th</sup> June

Mrs V Symons has successfully completed her ILCA course on the 10<sup>th</sup> June.

It was

**RESOLVED:** that Mrs Symons be asked to attend the Full Council to receive her ILCA certificate.

**94/14 STAFF APPRAISAL**

The Town Clerk reported that Mrs V Symons had received her staff appraisal it was

**RECOMMENDED TO COUNCIL**

That Mrs Symon's contract of employment, which originally was until 16<sup>th</sup> July, is offered to her on a permanent basis. That also, in recognition of her attainment of her Introduction of Local Council Administration, she be awarded a pay rise from £7.134 to £8.10 per hour as from 1st August 2014.

The meeting was closed at 11.55am