

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 20TH MARCH 2014 AT 11AM

Present: Councillor M Isherwood (Chair) Councillor B Mulroe, Councillor S Vickers

In Attendance: Sue Coles (Town Clerk) Councillor Power, Councillor Tennant, Councillor M Tennant-King,

326/14 WELCOME AND APOLOGIES

Councillor R Taylor (Mayor) and Councillor G Isherwood

327/14 MEMBERS DECLARATIONS OF INTEREST

Councillor Tennant and Councillor B Mulroe in the application for grant by Featherstone Rovers Foundation.

328/14 PUBLIC PARTICIPATION

There was no public in attendance.

329/14 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 items 9,10, & 11 relating to Insurance, Harrington Brooks and Staff Matters plus at any part of the meeting by reason of the confidential nature of the business being transacted.

330/14 CO-OPERATIVE BANK FIXED RATE DEPOSIT ACCOUNT.

The Council's fixed deposit account matures on the 27th March 2014 and Members are asked to consider the future investment of this account. Current interest rates on a 14 day account are 0.09% and 30 day account 0.37%. If the Council chose to invest again in this account then the rate would be 1.50% but no access would be allowed until 2015. If the bank is not informed by the above date it will reinvest the money automatically. It was

RESOLVED: That the money be transferred into the 14 day account and, at the next meeting, a decision as to where best to invest the money would be decided upon.

331/14 LIST OF PAYMENTS TO BE MADE PRIOR TO YEAR END

A list of accounts was presented to the meeting. Cheque number 203030 was incorrect and should read £21.00. It was

RESOLVED: That the list for £1709.21, with the alteration, above be approved.

332/14 GRANT APPLICATIONS

A grant application has been made by Featherstone Historical Society for £500.00 for a contribution to the production of WW1 commemorative booklet. This was approved.

Featherstone Rovers Foundation for £485.68 for the contribution to their parent and toddler group. The Foundation had received a grant in 2012 and it was decided to defer this application until the new financial year

Citizens Advise Bureau £2,750.00 this was agreed to be paid in April since the CAB office in the Town Hall was very heavily subscribed.

RESOLVED: To approve the Featherstone Historical Society and CAB as above.

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333/14 OFFICE MOBILE PHONE

Members noted the new office mobile number which is to be only used for lone working purposes. Councillor M Isherwood asked for a list of phone calls for audit purposes and it was:

RESOLVED: The phone will be brought to every meeting for Members to audit the calls.

PRIVATE & CONFIDENTIAL

334/14 COUNCIL INSURANCE QUOTATIONS FOR 2014/15

A report was given to the meeting which compared three quotes from the following companies: AON, Zurich and WPS insurers. It was

RESOLVED: That Zurich Municipal at £636.48 plus the advice service with LCAS at £145.00 are appointed the Council's insurers for the next three years.

335/14 HARRINGTON BROOKS

MIN 203/13 refers. This account is now closed and the debt is fully repaid. This was noted.

336/14 STAFFING MATTERS

MIN 308/14 refers. A report was made to the meeting on the following matters: administration assistant's hours, staff holidays for 2014/15, and staffing requirements for the Event management 2014. Members discussed the items and were of the opinion that a) TOIL and overtime payments must be strictly controlled. b) Staff will be formally notified when they are required for events. c) Previous officers of the Council had not taken their full holiday entitlement in order to fulfil their work schedule.

RESOLVED: That payment is to be made to the administration assistant and that a list of duties will be drawn up by the Council for staff members on Event days and TOIL is to be taken rather than overtime.

The meeting was closed at 11.55am