

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 6<sup>th</sup> FEBRUARY 2014 AT 11AM.**

---

**Present:** Councillor G Isherwood, Councillor M Isherwood (Chair), Councillor W Mulroe, Councillor S Vickers.

**In attendance:** Sue Coles (Town Clerk), Councillor J Wright and Councillor J Power.

**293/14 WELCOME AND APOLOGIES**

Councillor R Taylor (Mayor)

**294/14 MEMBERS DECLARATIONS OF INTEREST**

**295/14 PUBLIC PARTICIPATION**

There were no members of the public present.

**296/14 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 15 & 16 Harrington Brooks and Staff Matters plus at any part of the meeting by reason of the confidential nature of the business being transacted.

**297/14 AUTUMN 2013 NEWSLETTER**

Members were informed that there had been technical problems at the printers which caused an increase in expenditure. Members are asked to approve the costs of £106.85. The printer had also advised that Publisher is not compatible with the software they use for this type of work and it is requested that mutually agreeable software is used to share the transfer of the newsletter before the next publication. Concern was raised about the delivery method by Royal Mail which caused the newsletter to be 'lost' in junk mail when delivered.

The Chairman requested that tight controls remain on all orders for goods and services.

It was

**RESOLVED:** The Town Clerk was asked to investigate alternative ways of delivering the newsletter and that the invoice be paid on the next list of accounts.

**298/14 ASSETT REGISTER AUDIT**

A list of assets has been given to the Chairman for Audit purposes and they were discussed at the meeting. Several amendments were identified:

- a) That the keys to the locks for the document cupboards in the Council Chamber be found or locks repaired.
- b) That a suitable box be purchased for the Mayor's chain.
- c) That a collar be purchased for the Deputy Mayor's Chain.
- d) That the cost of re-gilding the Deputy Mayor's Chain be ascertained.
- e) Due to the recent high winds the noticeboards have suffered damage and an insurance claim needs to be made.
- f) Take ties off the register.

It was

**RESOLVED:** That the amendments as above be approved and action to be taken as specified.

**299/14 BUDGETS FOR 2013/14**

Members were asked to consider a budget for the Deputy Mayor 2014 for the purchase of tickets and car costs. It was agreed that this was covered by an allowance under LGA 1972 ss15(5) of £200 from Civic Expenditure. Therefore budget code 4159 would be reduced to

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 6<sup>th</sup> FEBRUARY 2014 AT 11AM.**

---

**299/14 BUDGETS FOR 2013/14 Cont'd...**

£1,000 and budget code 4155 would be increased to £2100. There would be a separation of Mayor Making costs which will be paid from Civic Expenditure in future.

**RESOLVED:** The report up to December 2013 was accepted with the amendments details above.

**300/14 TRIAL BALANCE**

The report was noted which contained details of all expenditure and income. It was confirmed that the overspend in the Mayor's Allowance of £109.50 had been repaid. It was

**RESOLVED:** That the report was noted.

**301/14 YORKSHIRE BANK ACCOUNT**

The new Yorkshire Bank 95 day notice account is now open for the deposit of funds. A cash flow forecast was attached to the agenda for Members' information and it was agreed that a transfer of funds be made to the Yorkshire Bank account from the Co-operative bank account. The interest rates of the Co-operative Bank's Fixed and 14 day accounts are to be reviewed in order that the funds are not locked in again. It was

**RECOMMENDED TO COUNCIL:** That £85,000 be transferred from the Co-op Bank to the Yorkshire bank to avoid any risk of loss under the financial compensation limits.

**302/14 MAYORS FUNDRAISING ACCOUNT**

To be able to administer this account a bank statement is needed, however the Bank will not release one without a signed mandate. It was

**RESOLVED:** That Councillor M Isherwood sign the form and that this be recorded in the minutes as evidence to the Co-operative Bank.

**303/14 WORLD WAR ONE CENTENARY**

Councillor G Isherwood advised the Committee that Wakefield Council Community Chest is to grant the History Society the sum of £1,000 subject to the application being received. The History Society has received a quote from the printers of £1,775 for 2,000 copies of the proposed WW1 Centenary booklet. The Society will now make arrangements to apply for a Grant from the Town Council of £500. Councillor G Isherwood asked that since this was a joint venture project, should the History Society have any shortfall of costs incurred, that the Committee considers covering the amount which is likely to be in the region of £275.

Councillor M Isherwood advised that there will be further centenary celebrations over the next years to 2018 so the Council should budget further to cover this. Councillor G Isherwood said that there are medals being marketed as souvenirs and Councillor M Isherwood said that £1,000 should be vired over to a WW1 budget.

**RESOLVED:** To allow the History Society to use the Council's bank account for the deposit of the Wakefield Grant and approve the shortfall of costs.

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 6<sup>th</sup> FEBRUARY 2014 AT 11AM.**

---

**304/14 MAYORAL VISIT TO YPES IN MAY 2014**

The Deputy Mayor Councillor Jan Power advised the Committee that Featherstone Male Voice Choir has invited her to accompany them to Ypes for the commemoration of WW1. The trip will be on the 16<sup>th</sup> to the 19<sup>th</sup> May and the cost is £276.00 for board and travel. Councillor G Isherwood said that the invitation and event was a great honour and proposed that the costs are reimbursed to Councillor Power. It was

**RESOLVED:** That Councillor Power be reimbursed with the cost of £276.00.

**305/14 OFFICE MOBILE PHONE**

For lone working outside the office at events and markets it was suggested that the Council should consider an office mobile. It was

**RESOLVED:** That a pay-as-you-go mobile is purchased.

**306/14 WEBSITE UPDATE**

The Town Clerk advised the Committee that the website has some technical problems. It was:

**RESOLVED:** That the current IT maintenance company is tasked with resolving the current technical problems.

**PRIVATE & CONFIDENTIAL**

**307/14 HARRINGTON BROOKS**

MIN 203/13 refers. An increase in monthly amount has been agreed. Members noted.

**308/14 STAFFING MATTERS**

**Training:**

- a. The Deputy Clerk has identified a course delivered by Nabma 'Compliance with the Law on Street Markets & Trading Legislation.
- b. The Town Clerk requested that the Administration Assistant be enrolled on the SLCC training program Introduction to Local Council Administration It was

**RESOLVED:** That the Market training is referred to the Markets Committee for approval and the SLCC training is given to the Administration Assistant.

**Holiday Cover:**

It was

**RESOLVED:** That the Administration Assistant will extend her hours as needed to cover any holiday/sickness and be paid overtime.

The meeting was closed at 12.15pm