



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

30th January 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 Wednesday 5<sup>th</sup> February 2014 at 11am.

*Sue Crouch*  
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 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.

### **5. AUTUMN 2013 NEWSLETTER**

There were technical problems at the printers which caused an increase in expenditure Members are asked to approve costs which will be available at the meeting. The printer has 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 as a pdf before the next publication.

### **6. ASSET REGISTER AUDIT**

A list of assets has been given to the Chairman for Audit purposes.

*Town Clerk Ms Sue Crouch MILCM*



**7. BUDGETS FOR 2013/14**

Members are also asked to consider a budget code for the Deputy Mayor 2014 for the purchase of tickets and car costs.

**RECOMMENDATION:** A report up to December 2013 is attached for Members approval.

**8. TRIAL BALANCE**

Please see report attached.

**9. YORKSHIRE BANK ACCOUNT**

The new 95 day notice bank account is now open for the deposit of funds to be withdrawn from the Co-operative Bank. A cash flow forecast is attached for Members' information.

**RECOMMENDATION TO COUNCIL:** It is suggested that £85,000 be transferred.

**10. MAYORS FUNDRAISING ACCOUNT**

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

**RECOMMENDATION:** Councillor M Isherwood is asked to sign and that this be recorded in the minutes as evidence to the Co-operative Bank.

**11. WORLD WAR ONE CENTENARY**

Councillor G Isherwood has asked that the Committee discusses a budget allocation for WW1 centenary. A full report will be made at the meeting.

**RECOMMENDATION:** To approve the costs.

**12. MAYORAL VISIT TO YPES IN MAY 2014**

The Deputy Mayor will advise the Committee of an invitation received for a visit to Ypes from 16<sup>th</sup> to 19<sup>th</sup> May 2014.

**13. OFFICE MOBILE PHONE**

For lone working outside the office at events and markets it is suggested that the Council may consider an office mobile.

**14. WEBSITE UPDATE**

The Town Clerk will advise the Committee on the website.

**PRIVATE & CONFIDENTIAL**

**15. HARRINGTON BROOKS**

MIN 203/13 refers. Increase in monthly amount agreed.

**16. STAFFING MATTERS**

A report will be made to the meeting if any matters have arisen for Members attention.  
*i.e. Training, Holidays, Sickness*

**17. Closure**