



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

2nd September 2015

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 9<sup>th</sup> September 2015 AT 6pm

*Sue Coles*  
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 any items relating to Staff Matters plus at any part of the meeting by reason of the confidential nature of the business being transacted.

#### **5. MINUTES OF PREVIOUS MEETINGS**

a) To receive the Minutes of the Administration & Finance Committee meeting held on the 8<sup>th</sup> July 2015. Minute numbers 91/15 to 109/15.

#### **6. WEBSITE AND FACEBOOK UPDATE**

Members will be updated regularly in this section on the progress of the new website and the contribution of Facebook to the Town Council's media coverage.

#### **7. NEWSLETTER**

The autumn edition has been compiled and ready for approval.

#### **8. NOTICE BOARDS**

Perspex has been purchased and will be placed in the noticeboards by Councillors' Taylor and Wright as soon as possible.

*Town Clerk Ms Sue Coles MILCM*



#### **9. MILL POND MEADOWS COMMEMORATIVE PROJECT UPDATE**

Please see attached report concerning the shortlisted candidates interviewed on the 17<sup>th</sup> and 20<sup>th</sup> July in the Town Hall by Ms F Smith Co-director of Beam, and Councillors' M & G Isherwood, R Martindale and S Vickers.

Also a report from the PASG meeting on Thursday 30<sup>th</sup> July at 11.30am with the following **RECOMMENDATION TO FULL COUNCIL**. That Codsteaks be appointed to design a suitable item of public art for the Town Council, subject to confirmation from Beam that suitable references have been received.

A display board will be available for Members to view and a press release has already been published in the Pontefract and Castleford Express on the 27<sup>th</sup> August.

#### **10. MEETING OF FEATHERSTONE FESTIVAL OF WORDS**

Please see attached report.

**RECOMMENDATION:** Members to approve expenditure.

#### **11. BANK RECONCILIATION**

Bank reconciliations with invoices and cheque book will be available at the meeting for Members to view.

#### **12. FINANCE REPORTS**

- a. List of Accounts totalling £17,348.29 and £2,778.53 as attached for payment
- b. List of income, £4,903.14.

(Plus any other invoices which have been received prior to the meeting).

**RECOMMENDATION:** Members to approve payments list and note income.

#### **13. BUDGET 2015/16**

A budget comparison report for the financial year to date will be given at the meeting.

**RECOMMENDATION:** That a Precept budget meeting is held.

#### **14. FINANCIAL AUDIT AND ASSET REGISTER 2015 REVIEW**

The financial audit and asset register review remains outstanding due to the Gala and holidays.

#### **PRIVATE & CONFIDENTIAL**

#### **15. APPRAISALS' OF STAFF MEMBERS'**

A report will be given at the meeting.

#### **16. STAFF MATTERS**

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

#### **17. PENSIONS**

If available an update will be given to the meeting.

#### **18. STAFFING WORKING PARTY REPORT FOR DISCUSSION AND RECOMMENDATIONS TO FULL COUNCIL.**

Closure

*Town Clerk Ms Sue Coles MILCM*