

# **MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 8<sup>th</sup> JULY 2015 AT 6pm.**

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**Present:** Councillor K Hollis, Councillor M Isherwood (Chair), Councillor M Tennant-King, Councillor J Wright, Councillor R Martindale and Councillor R Taylor.

**In Attendance:** Sue Coles (Town Clerk), Councillor S Vickers and Councillor G Isherwood.

## **91/15 WELCOME AND APOLOGIES**

Councillor A Lapish.

## **92/15 MEMBERS DECLARATIONS OF INTEREST**

Councillor Hollis, Councillor Tennant-King, Councillor R Taylor, Councillor M Isherwood all in item 12 Finance Reports.

## **93/15 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.

## **94/15 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.

## **95/15 MINUTES OF PREVIOUS MEETINGS**

**It was**

- a) **RESOLVED:** That the Minutes of the Administration & Finance Committee meeting held on the 18<sup>th</sup> June 2015, minute numbers 69/15 to 88/15 be approved.
- b) **RESOLVED:** That the Minutes of the Grants Sub-Committee meeting held on 11<sup>th</sup> June 2015, minute numbers 53/15 to 59/15 be approved.

## **96/15 WEBSITE AND FACEBOOK UPDATE**

Councillor M Isherwood updated Members on the progress of the website and advised that Councillor Hollis had been appointed as an administrator for the site alongside Mrs Symons (Admin Assistant). Councillor Hollis liked the site and advised that it was easy to amend. Councillor Taylor asked for the historical photographs from Councillor Tennant-King to be used when received in the office on the site and these will be given to Mrs Symons as soon as possible. The Town Clerk advised that overall she was responsible for the site and queried the lack of contact between the office and Councillor Hollis and was told by the Councillor M Isherwood it had been agreed that this was how the administration of the website was now going to work in the future.

## **97/15 NEWSLETTER**

The summer edition has been published and delivered by the Royal Mail. Councillor Tennant-King did not receive her newsletter and Councillor Wright had received two copies this time. Councillor G Isherwood asked that the delivery of newsletter is mentioned on the Facebook site, website and the Featherstone news column.

## **98/15 NOTICE BOARDS**

Building Services advised that all the notice boards have now been cleaned but the perspex is sun damaged. It is thought that the condensation will have resulted in water getting into the board and the board would have to come off and taken to Normanton to have a new case fitted. Councillor Wright confirmed that the boards at the Bradley Arms, Snydale and Ackton needed new Perspex and the Chair suggested that Councillors' Taylor, G Isherwood

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**98/15 NOTICE BOARDS Cont'd...**

and Wright take a look at them to see if Members can make repairs and that a report be brought back to the next meeting.

**99/15 MILL POND MEADOWS COMMEMORATIVE PROJECT UPDATE**

The minutes the Public Art Steering Group (PASG) meeting on the 18<sup>th</sup> June 2015 were attached to the agenda. The five shortlisted candidates will be interviewed on the 17<sup>th</sup> July in the Town Hall by Ms F Smith Co-director of Beam, and Councillors' M & G Isherwood, S Vickers/R Martindale and Mr C Williamson. Members noted.

**100/15 BANK RECONCILIATION**

Councillor M Isherwood inspected the bank reconciliation, trial balance sheet report, invoices and the cheque book.

**101/15 INTEREST RATES AT THE CO-OPERATIVE BANK**

The Co-operative Bank have informed the Council that due to a system error the council have not been charged for using the Post Office for our transactions and that in future from 1<sup>st</sup> August will have to pay £1.60 per £100 per coinage change request, £1.50 per cheque encashment request but all other banking through the post office will remain free. Members noted.

**102/15 FINANCE REPORTS**

- a. List of Accounts totalling £7,842.55 was presented at the meeting which superseded the one issued with the agenda.
- b. List of income, totaling £500.91 was given at the meeting. It was

**RESOLVED:** To approve payments list and note income.

**103/15 BUDGET 2015/16**

A budget comparison report for the financial year to date was given at the meeting with the suggestion that the budget considerations for 2015/16 should include grass mowing, civic regalia, pensions, and Christmas lights. The newsletter was discussed and an issue in October with a Gala update and forthcoming Christmas events was requested. The costs would be based on three copies per year. It was agreed that an early budget meeting should be held in September with the Town Clerk and Councillors' M Isherwood and R Martindale.

**104/15 FINANCIAL AUDIT AND ASSET REGISTER 2015 REVIEW**

The financial audit and asset register review remains outstanding due to the Gala and will be discussed in September in the budget meeting as above.

**105/15 LCAS SEMINAR AND SLCC CONFERANCES**

The Local Council Advisory Service is to hold a free seminar on the 15<sup>th</sup> July at South Kirby. The SLCC regional conference is to be held on the 4<sup>th</sup> November 2015 at a cost of £69.00. It was

**RESOLVED:** That approval is given for the Town Clerk to attend.

**106/15 Urgent items for discussion only.** None were reported.

**PRIVATE & CONFIDENTIAL**

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**107/15 RESIGNATION OF DEPUTY CLERK**

Mr D Bond has given the Council three months' notice to the end of September 2015. It was

**RESOLVED:** That an appointed staffing group to include the Town Clerk reviews job descriptions, discusses interviews and appointments.

**108/15 STAFFING MATTERS**

No report was made.

**109/15 PENSIONS**

A report was made to the Committee with a recommendation that the Council join the Yorkshire Local Government Pension Scheme. This was discussed and it was

**RECOMMENDATION TO FULL COUNCIL:** That from the 1<sup>st</sup> August 2016 the council will engage a pension scheme for employees but investigations will be made into other providers.

**Closure :** The meeting was closed at 6.55pm