



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

6<sup>th</sup> October 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 14<sup>th</sup> OCTOBER 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 THE GRANTS SUB-COMMITTEE**

a) To receive the Minutes of the Grants Sub-Committee held on 9<sup>th</sup> September. Minute numbers 126/15 to 131/15.

#### **6. MINUTES OF PREVIOUS MEETINGS**

a) To receive the Minutes of the Administration & Finance Committee meeting held on the 9<sup>th</sup> September 2015. Minute numbers 132/15 to 149/15.

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

A meeting has been held on the 7<sup>th</sup> October and the minutes will be presented to this Committee as soon as they are available.

*Town Clerk Ms Sue Coles MILCM*



## **8. BANK RECONCILIATION**

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

## **9. FINANCE REPORTS**

- a. List of Accounts totalling £6,929.25 as attached for payment
- b. List of income, £52,142.50, includes the second payment of the Precept.  
(Plus any other invoices which have been received prior to the meeting).

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

## **10. REPORT FROM PRECEPT WORKING PARTY 2016/17 AND BUDGET 2015/16**

A report and recommendations from the Precept working party meeting held on the 8<sup>th</sup> October and a budget comparison report for the current financial year to date will be given at the meeting.

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

The financial audit and asset register has been reviewed by the Chair Cllr M Isherwood and copies are now available.

## **12. CHRISTMAS OFFICE CLOSURE**

The last public event of the Council is the presentations to the winners of the Colouring Competition in the Library at 11am on Saturday 19<sup>th</sup> December 2015 at which time Mrs Symons will be in attendance with the Mayor.

Members are asked to consider as to whether the office needs to be open during the Christmas period, since this is a potential quiet time suitable for staff to take outstanding holidays from Monday 21<sup>st</sup> December. Bank Holiday dates are Friday Christmas Day 25<sup>th</sup> December 2015, Monday in Lieu of Boxing Day 28<sup>th</sup> December 2015, Friday New Year's Day 1<sup>st</sup> January 2016

The office will reopen on Monday 4<sup>th</sup> January and the first meeting date is Wednesday 14<sup>th</sup> January 2016.

## **PRIVATE & CONFIDENTIAL**

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

A report will be given at the meeting.

## **14. STAFF MATTERS**

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

## **15. PENSIONS**

If available an update will be given to the meeting.

**Closure**