

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 9<sup>th</sup> SEPTEMBER 2015 AT 6pm.**

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

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

**132/15 WELCOME AND APOLOGIES**

No apologies were received.

**133/15 MEMBERS DECLARATIONS OF INTEREST**

Councillor K Hollis (newsletter).

**134/15 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. No Members of the public were present.

**135/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

**RESOLVED:** that under the terms of the public bodies admission to meetings act that the press and public be excluded from items relating to Staff Matters item 17 and 18 plus at any part of the meeting by reason of the confidential nature of the business being transacted.

**PRIVATE AND CONFIDENTIAL – first session**

**136/15 STAFFING WORKING PARTY REPORT FOR DISCUSSION**

The Chair Councillor M Isherwood asked Members to allow item 17 and 18 to take place at this part of the meeting to allow Councillor Vickers to listen and take part in the discussion (but not vote) on these items. A report was submitted to the meeting and it was agreed (the Town Clerk left the room whilst voting took place).

That the following **RECOMMENDATION TO FULL COUNCIL BE MADE:**

- a) Mrs V Symons be appointed Interim Deputy Town Clerk for 16 hours per week (which allows 4 hours per week for training purposes). At the end of four months the Council will reassess the hours and the appointment.
- b) In February the Council will then reassess the need for an Administration Assistant.
- c) The Town Clerk is to be offered 4 hours per week over the same period to train Mrs Symons.
- d) The Council will conduct a review on the 1<sup>st</sup> February 2016.
- e) Councillor M Isherwood to discuss with the Town Clerk as to how the hours are to be worked out.

**137/15 PENSIONS**

Councillor M Isherwood reported to the meeting and it was

**RESOLVED:** That Councillor M Isherwood and the Town Clerk look at the identified pension provider Pension Trust and report back to the Town Council at a later date with a recommendation.

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The meeting returned to open session and Councillor Vickers left the room.

**138/15 MINUTES OF PREVIOUS MEETINGS**

**REF MIN 96/15** Councillor M Isherwood queried the minute with the Town Clerk who advised that Members had neither consulted with the office or the Council that Councillor Hollis would be administering the website. Councillor G Isherwood proposed that

- a) Councillor Hollis will assist in future with the administration of the website and Facebook and the production of the newsletter. It was

**RESOLVED:** that the Minutes of the Administration & Finance Committee meeting held on the 8<sup>th</sup> July 2015 with amendment (a) above, Minute numbers 91/15 to 109/15 be approved.

**139/15 WEBSITE AND FACEBOOK UPDATE**

No further update was available.

**140/15 NEWSLETTER**

The autumn edition has almost been compiled and will be ready for approval. It was

**RESOLVED:** that one final item would be added and that the edition should be sent on Monday 14<sup>th</sup> September to Mr J Hollis at DM Print Solutions for printing and delivery.

**141/15 NOTICE BOARDS**

WMDC have resealed the notice boards and Perspex has been purchased this is to be placed in the noticeboards by Councillors' Taylor and Wright as soon as possible. Members noted.

**142/15 MILL POND MEADOWS COMMEMORATIVE PROJECT UPDATE**

A display board was available for Members to view and a press release had already been published in the Pontefract and Castleford Express on the 27<sup>th</sup> August a copy of which was attached to the agenda.

A 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 was noted. A further report was received from the PASG meeting on Thursday 30<sup>th</sup> July at 11.30am. It was

**RECOMMENDED 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.

Councillor M Isherwood asked the Town Clerk to ascertain if Codsteaks would be available at some point in the very near future to attend the Council meeting.

**143/15 MEETING OF FEATHERSTONE FESTIVAL OF WORDS**

A report from a recent meeting of the working party was attached to the agenda this contained itemised costings for the Murder Mystery Tea Dance which is being organised in partnership with Wakefield Council, Beam and the Town Council. Councillor M Isherwood advised that the Town Council should feel honoured that the Literary Festival had come to Featherstone and she explained the format the evening was to take. Tickets were available from the Council office, the WMDC Website, Methodist Church and the Library. It was

**RESOLVED:** That the expenditure be approved.

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**144/15 BANK RECONCILIATION**

Bank reconciliations with invoices and cheque book were available at the meeting for Members to view. This was noted.

**145/15 FINANCE REPORTS**

- a. List of Accounts totalling a) £17,348.29 and b) £2,778.53 were attached for payment. The Town Clerk stated that list b) had been cancelled to allow other invoices received from July to September to be added and that the total was for list b) £4,525.67 plus two further invoices which had been received that morning for £97.80
- b. List of income, £4,903.14 was noted  
It was

**RESOLVED:** Members approved payments totalling £21,971.76.

**146/15 BUDGET 2015/16**

A budget comparison report for the financial year to date was given at the meeting and it was

**RESOLVED:** That a small working group will hold a Precept budget meeting and report back to the next meeting of the committee.

**147/15 FINANCIAL AUDIT AND ASSET REGISTER 2015 REVIEW**

The financial audit and asset register review remains outstanding due to the Gala and holidays. Councillor M Isherwood will discuss this with the Town Clerk and report back to the next meeting of the committee.

**PRIVATE & CONFIDENTIAL – second session**

**148/15 APPRAISALS' OF STAFF MEMBERS'**

The Town Clerk reported that she had completed the Administration Assistant's appraisal and it was

**RESOLVED:** That the Mayor and Councillor M Isherwood would undertake the Town Clerk's appraisal and report back to the next meeting of the committee.

**149/15 STAFF MATTERS**

A report was made to the meeting concerning TOIL for the Gala and Swimming Gala and staff holidays. Members noted.

**The meeting closed at 6.59pm**