



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

4<sup>th</sup> November 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 THURSDAY 12<sup>th</sup> NOVEMBER 2015 AT 11AM

*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 14<sup>th</sup> October 2015, Minute numbers 180/15 to 194/15.

### **6. FEATHERSTONE CITIZENS' ADVICE BUREAU**

Concern had been raised that the demand for the Tuesday service was growing the CAB has assured the Council that it will monitor the situation to ensure no one is turned away.

*Town Clerk Ms Sue Coles MILCM*



## **7. MILLPOND MEADOWS**

Mr Roger Parkinson advises that the grass has now been cut between the trees at the WW1 Centenary Woodland and he has now scythed the areas that the machinery could not reach. He has visited the site a few times to straighten stakes and replaced the 12 trees that have not survived. In October he fitted 353 new poppies to the markers. The wild flowers are still evident with some still in flower. He and his wife also litter picked the hedge row.

## **8. MILLPOND MEADOWS COMMEMORATIVE PROJECT**

The next meeting of PASG will be held on Friday 4<sup>th</sup> December in the Library at 1.30pm when BEAM, Mrs Sue Lipscombe and members of the newly formed project group will be meeting to discuss the terms of reference for the project.

## **9. BANK RECONCILIATION**

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

## **10. AUDIT 2015/16**

Please see Yorkshire Internal Audit Services report for 01.04.15 to 21.10.15.

## **11. FINANCE REPORTS**

- a. List of Accounts totalling £5,207.79 as attached for payment
- b. List of income will be given at the meeting.

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

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

## **12. WEBSITE AND FACEBOOK**

An update on the website and facebook will be given to the meeting.

## **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**

The Pensions Trust application form is pending due to formal agreement of staffing structure and will be submitted in March 2016.

## **Closure**