



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

3rd December 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 9th December 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 12th November 2015, Minute numbers 242/15 to 256/15.
- b) To receive the Minutes of the Grants Sub Committee meeting held on the 27th November 2015, Minute number 257/15 to 262/15.

6. CIVIC REGALIA

The resolution of the Council **MIN 236/15** refers. **RESOLVED:** *that when the Deputy Town Mayor is not using their chain of office then it will be available to the Mayor's Consort. That nothing be granted to consorts in future at Mayor Making.*

Further to the above:

Town Clerk Ms Sue Coles MILCM



- a) The Council has requested that this committee review the insurance of the Civic Regalia.
- b) In the recent budget review it was considered that the purchase of a chain for the Deputy Mayor may be considered for which quotations have been sought.
- c) It has been identified that the current Deputy Mayor's Chain is in need of repairs.

RECOMMENDATION: Members are asked to consider sending the chains away for valuation and repairs in January and the possible purchase of a new chain for the Deputy Mayor.

7. MILLPOND MEADOWS COMMEMORATIVE PROJECT

The first meeting of Public Art Project Group was held on Friday 4th December in the Library at 1.30pm when Ms K Watson from BEAM, Mrs Sue Lipscombe from Codsteaks and members of the newly formed project group met to discuss the terms of reference for the project and the consultation which will take place during Santa's Day on the 5th December. The minutes will be distributed to the meeting.

8. DISABLED ACCESS TO MILLPOND MEADOWS WOODLAND

A member of the public has raised a query regarding the disability access to the area through the swing gate off Wakefield Road. An enquiry has been sent to Streetscene for further information.

9. BANK RECONCILIATION

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

10. FINANCE REPORTS

- a. List of Accounts totalling £4,531.05 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.

11. BUDGET COMPARISON 2015/16

The budget comparison report to the 1st December is attached to the agenda. Members are asked to consider the Mayoral allowance.

12. DATES AND TIMES OF MEETINGS 2016

Members are asked to consider whether an August meeting of the Council should be introduced since August is no longer considered to be a 'closedown' month and would allow the Council business to continue without breaks.

13. WEBSITE, FACEBOOK AND NEWSLETTER

Any updates on the website, facebook and the newsletter will be given to the meeting.

PRIVATE & CONFIDENTIAL

14. STAFF MATTERS

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

Town Clerk Ms Sue Coles MILCM