

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 12th NOVEMBER 2015 AT 11AM.

Present: Councillor M Isherwood (Chair), Councillor R Martindale and Councillor R Taylor.

In attendance: Sue Coles (Town Clerk) and Councillor G Isherwood.

242/15 WELCOME AND APOLOGIES

Councillor K Hollis, Councillor J Wright and Councillor M Tennant-King (Mayor).

243/15 MEMBERS DECLARATIONS OF INTEREST

None.

244/15 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.

245/15 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.

246/15 MINUTES OF PREVIOUS MEETINGS

Councillor M Isherwood asked for the Christmas Office Closure to be publicised on the website and a notice placed in the window. It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on the 14th October 2015, Minute numbers 180/15 to 194/15 be approved.

247/15 FEATHERSTONE CITIZENS' ADVICE BUREAU

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

248/15 MILL POND MEADOWS

Mr Roger Parkinson advised the Council that the grass has now been cut between the trees at the WW1 Centenary Woodland and he has also scythed the areas that the machinery could not reach. He has also visited the site a few times to straighten stakes and replaced the 12 trees that have not survived this year. 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.

249/15 MILLPOND MEADOWS COMMEMORATIVE PROJECT

The next meeting of PASG will be held on Friday 4th 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. Mrs Lipscombe will be travelling and staying overnight at a local hotel and it was

RESOLVED: That Mrs Lipscombe's hotel and travel expenses will be covered by the Council.

250/15 BANK RECONCILIATION

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

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 12th NOVEMBER 2015 AT 11AM.

251/15 AUDIT 2015/16

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

252/15 FINANCE REPORTS

- a. List of Accounts totalling £6,630.86 replaced the agenda listing.
- b. List of income totalled £89.31 was given at the meeting.

It was

RESOLVED: Members to approved payments list and noted income.

253/15 WEBSITE AND FACEBOOK

Mrs V Symons updated Members on the success of Facebook with over 400 followers. Improvements to add further website pages were discussed and it was agreed to contact Mr Townend (On Screen) for costings for a new feature on a Featherstone Trail as discussed at the Event's Committee. Security was discussed since there had been a number of attempts by outsiders to access the system.

PRIVATE & CONFIDENTIAL

254/15 APPRAISALS' OF STAFF MEMBERS'

The Town Clerks appraisal has been completed.

255/15 STAFF MATTERS

A report was made to the meeting concerning holiday up to 31st March 2016.

256/15 PENSIONS

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

The meeting was closed at 12 noon.