



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

3rd February 2016

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 11th FEBRUARY 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 14th January, Minute numbers 322/16 to 336/16.
- b) To receive the Minutes of the PASG Management Group meeting dated 4th February.

6. CIVIC REGALIA

- a) Approval is sought to send the Deputy Mayor's Chain to Vaughton's repair specialists and valuations after advice from David Brown.



7. MILLPOND MEADOWS COMMEMORATIVE PROJECT

To receive a report from the meeting to be held on the 4th February with recommendations to the Committee on the progress of the Arts Council bid for grant funding and any other matters arising from that meeting.

8. BANK RECONCILIATION

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

9. FINANCE REPORTS

- a. List of Accounts totalling £2,943.81 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.

10. BANK SIGNATURE MANDATE

Members are asked to approve the addition of the Deputy Town Clerk's signature for banking purposes and debit card transactions.

11. CHARGES TO TRADERS AT EVENTS 2016

Please see list attached charges for the Town Council events and comparisons with local councils. Members are asked to confirm the charges for 2016/17 events.

12. BUDGET COMPARISON 2015/16

The budget comparison report to the 1st February is attached to the agenda.

13. WAKEFIELD DISTRICT CAB

Please see letter attached for 2016/17 grant.

14. WEBSITE, FACEBOOK AND NEWSLETTER

Copies of the newsletter will be available for approval with consideration of an A4 insertion for the Mill Pond Meadows Commemorative Project to increase stakeholder consultation.

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

PRIVATE & CONFIDENTIAL

15. STAFF MATTERS

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

Closure