



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

2nd March 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 **WEDNESDAY 9TH MARCH AT 6PM**

In order to save on postage costs could Members please collect their agenda papers from the office prior to the meeting.

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 Grants Sub-Committee meeting held on the 11th February, Minute number 350/16 to 355/16.
- b) To receive the Minutes of the Administration & Finance Committee meeting held on the 11th February, Minute numbers 356/16 to 370/16.
- c)

6. MILLPOND MEADOWS COMMEMORATIVE PROJECT

A press release with photograph to publicise the flyer requesting residents support for the project has been undertaken. The newsletters will be delivered to homes the week beginning 7th March and letters will be sent via the schools to parents requesting support for the project with art workshops specifically for the children taking place to design the sculpture. DM&P print solutions have printed 50x A3 posters which are



ready to be placed around the town; Members are requested to take some for this purpose. Both Beam and Cod Steaks have worked on the project and a further report on costings occurred will be made at the meeting.

7. COMMUNITY GROUPS IN NEED OF GREATER SUPPORT

The Council has asked the Committee to consider supporting 'Off The Shelf Theatre Group' (previously the Featherstone Amateur Dramatics Society) with the hire of suitable premises or donation towards performances.

8. ZURICH INSURANCE

The renewal of the annual policy is due on the 1st April, Members are asked for approval.

9. ASSET REGISTER

- a) Members are asked to formally approve the removal of the 2 ornamental carver chairs which have been skipped on the grounds of being unsafe.
- b) Members are asked to note that a Canon PowerShot SX710 HS digital camera has been added to the asset register at £164.00.

10. HM QUEEN ELIZABETH II 90TH BIRTHDAY COMMEMORATIVE MEDAL FOR SCHOOLS.

Please see attached order for consideration.

11. BANK RECONCILIATION

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

12. FINANCE REPORTS

- a. List of Accounts totalling £4,078.23 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.

13. BANK SIGNATURE MANDATE

Members are asked to sign the bank mandate for the Deputy Town Clerk's signature to be added to the bank accounts.

14. BUDGET COMPARISON 2015/16

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

15. MOBILE 'APP' FOR WALKS AROUND FEATHERSTONE

Mr Ian Clayton has agreed to assist with the design and a working party needs to be formed to develop the project.

16. WEBSITE, FACEBOOK AND NEWSLETTER

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

PRIVATE & CONFIDENTIAL

17. STAFF MATTERS

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

Closure