

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL TO BE HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 11<sup>TH</sup> FEBRUARY AT 11AM**

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**Present:** Councillor M Isherwood, Councillor R Martindale, Councillor M Tennant-King, and Councillor J Wright.

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

**356/16 WELCOME AND APOLOGIES**

Councillor R Taylor and Councillor K Hollis

**357/16 MEMBERS DECLARATIONS OF INTEREST**

None were declared.

**358/16 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.

**359/16 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.

**360/16 MINUTES OF PREVIOUS MEETINGS**

It was

**RESOLVED:** That the Minutes of the Administration & Finance Committee meeting held on the 14<sup>th</sup> January, Minute numbers 322/16 to 336/16 and the Minutes of the PASG Management Group meeting dated 4<sup>th</sup> February be approved.

**361/16 CIVIC REGALIA**

The cost of repairs for the Deputy Mayor's chain has been quoted at £915.00 by Vaughtons to dismantle and make a new hook and re-enamel the Chairman scroll. Reassemble onto a new collar which was 50% less than another supplier.

It was

**RESOLVED:** That the Deputy Mayor's Chain is sent to Vaughtons repair specialists.

**362/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT**

The minutes from the meeting held on the 4<sup>th</sup> February with recommendations to the Committee on the progress of the Arts Council bid for grant funding was received and discussed. Members were updated on the newsletter A4 flyer which is required to inform residents and ask for them to respond to the art project and therefore prove to the Arts Council that there is a demand for the art project. Beam and Cod Steaks are compiling the flyer and it is to be sent to the newsletter publisher by 25<sup>th</sup> February. Members were informed that arrangements had been made for 7,000 to be printed. Letters have been sent to District Councillor S Picken, Forces Champion, Mill Pond Meadows Volunteers, Featherstone Historical Society, Wakefield Woodland Trust in order to obtain a photograph in to the press to highlight the flyers delivery and encourage people to respond. Mr Hollis is arrangement free post for the returned flyers and a complimentary 50 posters to be placed around the town. Councillor M Isherwood has compiled a letter to be sent to the junior schools since the children had taken part in the tree planting project. Councillor Tennant-King is to set up a facebook survey. Members noted.

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**363/16 BANK RECONCILIATION**

Bank reconciliation with invoices and cheque book was available at the meeting and the Chair examined them.

**364/16 FINANCE REPORTS**

- a. List of Accounts totalling £2,943.81 was replaced by one for £4,250.72 and a further invoice was received for £1,771.48. All were approved.
- b. List of income will be given at the meeting.
- c. A quote for two mats and regular cleaning for the entrances for the Town Hall (which had been referred by the working party) had been presented to Members and discussed. It was agreed that the amount of £239.00 per year was too excessive especially since the Town Council didn't own the building.

It was

**RESOLVED:** Members approved payments listed and noted income as above.

**365/16 BANK SIGNATURE MANDATE**

Members noted last night's Council decision to add the signature of the Deputy Town Clerk to the bank mandate banking purposes and debit card transactions.

**366/16 CHARGES TO TRADERS AT EVENTS 2016**

A list of charges for the Town Council events and comparisons with local councils was attached to the agenda. It was

**RESOLVED:**

Charity Stands to be free.

Information Stands to be free i.e. WDH.

Christmas street sellers to be £50 per seller (multiple seller from the one trader would be £50 each).

Trade stand pitch at Gala up to 20 feet to be £50.00 each.

Trade stand pitch at Gala up to 30 feet would be £100.00 each.

Craft stands for trade and commercial to be £20.00 – new charge.

Catering stands i.e. hot dogs/burgers to be £100 each

Fair at Christmas to be £100

Fair at Gala to be £250

Ice Cream pitch awarded by Wakefield is free

Ice Cream pitch for Town Council is £50.00

**367/16 BUDGET COMPARISON 2015/16**

The budget comparison report to the 1<sup>st</sup> February was attached to the agenda. The precept figure for 2016/17 is to be adjusted in line with Minute 316/16 to £109,000. The copier lease usage to be increased to £2,000, Website to £1,000, Training to £1,000, Staff costs are to be adjusted in line 349/16.

**368/16 WAKEFIELD DISTRICT CAB**

A letter was received from the Ms L Halliday asking that the CAB is allowed to increase its grant contribution to £3,000 for 2016/17. Members approved.

**369/16 WEBSITE, FACEBOOK AND NEWSLETTER**

Copies of the newsletter were submitted for approval with consideration of an A4 insertion for the Mill Pond Meadows Commemorative Project. Members discussed and improvements to the copy. It was suggested that the print be reduced to 11pt or 10pt and the spacing be narrowed for the next issue and **RESOLVED:** That a new camera to increase the quality of the pictures be purchased up to a cost of £250.00. That the A4 flyers be also approved.

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**PRIVATE & CONFIDENTIAL**

**370/16 STAFF MATTERS**

A report was made to the meeting concerning staff holidays.

The meeting closed at 12.15pm