

MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 14th JANUARY AT 11AM

Present:, Councillor M Isherwood, Councillor R Martindale and Councillor J Wright.

In Attendance: Sue Coles (Town Clerk).

322/16 WELCOME AND APOLOGIES

Councillor M Tennant-King (Mayor).

323/16 MEMBERS DECLARATIONS OF INTEREST

324/16 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.

325/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was

RESOLVED: That under the terms of the public bodies admission to meetings act that the press and public be excluded from items relating to staffing matters, MIN 335 & 336, plus at any part of the meeting by reason of the confidential nature of the business being transacted.

326/15 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on the 9th December 2015, Minute numbers 263/15 to 276/15 be approved and that the Minutes of the PASG Project Management Group meeting held on 4th December 2015, Minute numbers 292/15 to 294/15 be also approved.

327/16 ANNUAL TOWN MEETING

The Methodist Church Hall is available on 27th April 2016. The meeting will be formally advertised in the press. It was suggested that the PASG Management Group uses this for consultation, marketing and promotion purposes and Members also suggested contacting the Police, WDH, Aldi, Beam and NCMM. It was

RESOLVED: that the Annual Town Meeting is held on Wednesday the 27th April 2016.

328/16 MILL POND MEADOWS COMMEMORATIVE PROJECT

It had been suggested by Beam that the Council adopts a policy which sets out the powers and management of the group however it was felt that the Terms of Reference for Committees and Working Parties covers this for the Council.

329/16 BANK RECONCILIATION

The bank reconciliation with invoices and cheque book was available at the meeting for Members to view. Members noted.

330/16 FINANCE REPORTS

- a. List of Accounts totalling £4152.53 was presented for payment.
- b. List of income £675.13 was given at the meeting.

(Plus any other invoices which have been received prior to the meeting).

RESOLVED: Members approved payments and noted income.

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331/16 BUDGET COMPARISON 2015/16

The budget comparison report for January was attached to the agenda; Members discussed the report and made several alterations in line with expenditure.

332/16 WEBSITE, FACEBOOK AND NEWSLETTER

The newsletter was presented to the Committee and discussed. The winter issue is to be published by the end of February.

333/16 DEMENTIA ACTION ALLIANCE

The Council agreed to support the Dementia Action Alliance (DAA) and the Council has submitted an action plan as requested by the group. DAA are now offering training to Members on Thursday 25th February at 12.00noon. Members were cautious as to how much time both they and the Council should devote to the DAA at this time. It was

RESOLVED: That training should take place on the 25th February and the Clerk should monitor the office time spent with DAA.

334/16 OFFICIAL PHOTOGRAPHS OF HM THE QUEEN and HRH THE DUKE OF EDINBURGH

Members agreed to purchase an official photograph.

PRIVATE & CONFIDENTIAL

335/16 DEPUTY TOWN CLERK

It was

RECOMMENDED TO COUNCIL: That Mrs V Symons is offered the Deputy Town Clerk's position as of 1st February 2016.

336/16 STAFF MATTERS

It was

RECOMMENDED TO COUNCIL: To consider volunteers for work experience.

The meeting closed at 12.10pm