



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

14<sup>th</sup> April 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 20<sup>TH</sup> APRIL 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 9<sup>th</sup> March, Minute number 371/16 to 376/16.
- b) To receive the Minutes of the Administration & Finance Committee meeting held on the 9<sup>th</sup> March, Minute numbers 377/16 to 393/16.
- c) To receive the Minutes of the PASG working party meeting held on the 7<sup>th</sup> April 2016.

### **6. MILLPOND MEADOWS COMMEMORATIVE PROJECT**

The minutes of the meeting held on the 7<sup>th</sup> April are attached detailing the progress to date to secure funding to the next stage of the project.



Beam has submitted a draft copy of their services for the next stage of the project. Please see the attached letter with costings.

**RECOMMENDATION:** that this be submitted to the next meeting of the Council for approval.

#### **7. COMMUNITY GROUPS IN NEED OF GREATER SUPPORT**

The Council has asked 'Off The Shelf Theatre Group' to meet with the Council. This has yet to be arranged due to personal circumstance.

#### **8. ASSET REGISTER**

a) Vaughtons have been asked to value the Deputy Mayor's Chain whilst it was with them for repairs however they required a fee for this service to be paid. They have though given us an estimate and if Members approve to accept this an increase of the Mayoral chains to £10,000 each is recommended.

#### **9. PONTEFRACT AND CASTLEFORD EXPRESS**

The office has been purchasing the paper regularly for a couple of years and it has been suggested by Local Subs Plus that a six monthly direct debit payment would be more convenient way to pay. Members are asked to approve and sign the form.

#### **10. DONATIONS TO GALA PARADE PARTICIPANTS**

Approval is sought to increase the donation to groups starting the Gala parade from St Wilfrid's school to £75.00 from £50.00. Payments to groups starting from the Library will remain at £50.00.

#### **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 for 2015/16 if any.
- b. List of Accounts 2016/17 for the new financial year will be given at the meeting.
- c. 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. BUDGET COMPARISON 2015/16**

The budget comparison report to the 31<sup>st</sup> March will be given at the meeting.

#### **14. PAYROLL SERVICES**

There are changes within the structure of Gary Cottam Accountants who undertake the payroll for the Council. They are proposing that Mrs Vaughan now undertakes the Council's payroll and her invoice has been presented for payment.

The Employer End of Year summary has been received for 2015/16.

#### **15. ANNUAL RETURN 2016**

Please see attached page of information regarding the approval of the Annual Return. It will be necessary to call an extraordinary Council meeting on the 18<sup>th</sup> or 25<sup>th</sup> May, the internal auditor will be in the office on the 1<sup>st</sup> June and the documents are to be sent to the external auditors for the 13<sup>th</sup> June.



#### **16. WALKS AROUND FEATHERSTONE**

The working party will make a report after the first meeting which is to be held on the 29<sup>th</sup> April.

#### **17. WEBSITE, FACEBOOK AND NEWSLETTER**

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

#### **PRIVATE & CONFIDENTIAL**

#### **18. STAFF MATTERS**

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

Closure