



Featherstone Town Council

Regenerating, Supporting & Caring for our Community

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW

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3rd May 2016

Dear Councillor

I write to summon you to the Annual Meeting of Featherstone Town Council which is to be held on Wednesday 11th May 2016 in the Council Chamber, Old Town Hall, Wakefield Road, Featherstone, commencing at 6.30 pm.

A handwritten signature in cursive script, appearing to read 'S Coles'.

Town Clerk

Moment of Reflection by Mrs Val Heaps

AGENDA

1. ELECTION OF MAYOR

To be proposed by Councillor G Isherwood and seconded by Councillor M Isherwood that Councillor S Vickers to be appointed as Mayor.

2. SIGNING THE DECLARATION OF ACCEPTANCE OF OFFICE

3. WELCOME AND APOLOGIES RECEIVED

4. ELECTION OF DEPUTY MAYOR

To be proposed by Councillor S Vickers and seconded by Councillor Wright that Councillor M Isherwood to be appointed as Deputy Mayor.

5. SIGNING THE DECLARATION OF ACCEPTANCE OF OFFICE

6. MEMBER'S DECLARATION OF INTERESTS

7. ELECTION OF LEADER OF THE COUNCIL

To confirm the Leader of the Council and the Members who will form the Leaders Group.

8. RENEWAL OF THE POSITION OF MAYOR OF THE OCCASION

RECOMMENDATION: that for the forthcoming year the position is offered by the Town Mayor to a Member of the Council on the occasion that both the Mayor and Deputy Town Mayor are unable to attend a Civic function.

Town Clerk Ms Sue Coles MILCM



9. APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor will appoint Mrs Val Heaps as his Chaplain for the ensuing year.

10. MINUTES OF THE ORDINARY MEETING HELD ON 13TH APRIL 2016

To receive the minutes of the Ordinary Meeting of the Town Council held on the April 2016 at 7pm. Minute numbers: 417/16 to 433/16.

11. ELECTION OF COMMITTEES WITH TERMS OF REFERENCE FOR EACH COMMITTEE. (FEBRUARY MIN 342/16 resolved that the Committee system will continue as present and membership is to include all Members' of the Council).

a) The Chairman and Vice Chairman of each committee are to be properly appointed at the first meeting of their committee.

RECOMMENDATION:

- a) The Council confirms that it has reviewed the Terms of Reference for each Committee and membership will now include all Members' of the Council and that they be formed.
- b) That all Councillors are deemed to be active Members of the Events 2016 Working Party.

12. TOWN COUNCIL'S STANDING ORDERS, FINANCIAL REGULATIONS AND COMPLAINTS PROCEDURE

These documents were distributed at the April meeting of the Council

RECOMMENDATION: The Council confirms that it has reviewed the current Standing Orders, Financial Regulations and Complaints' Procedure.

13. TOWN COUNCIL'S FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME AND 'HOW TO MAKE AN INFORMATION REQUEST' DOCUMENT.

These documents were distributed at the April meeting of the Council.

RECOMMENDATION: The Council confirms that it has reviewed the current Freedom of Information Model Publication Scheme and Information Request documents.

14. REPRESENTATION ON EXTERNAL BODIES

The Town Council to resolve the following representatives to serve on the External Bodies as below:

- i. Town & Parish Council Liaison Group – one Councillor (nominations please) and the Town Clerk
- iii National Coal Mining Museum – Councillor C Tennant

15. DATES AND TIMES OF MEETINGS 2016/17

Details are enclosed of the dates of Town Council meetings for the following year.

RECOMMENDATION: Members to approve.

16. LIST OF ACCOUNTS FOR PAYMENT

Please see lists as attached totalling £2,789.89 for approval plus any other invoices received prior to the meeting.

RECOMMENDATION: Members to approve.



17. NEXT MEETING DATES AND CLOSURE

Extraordinary meeting of the Council on Wednesday 18th May 2016 at 7pm to approve the Annual Return

MINUTES OF AN ORDINARY MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 13TH APRIL 2016 AT 7.00 PM.

Present: Councillor A Lapish, Councillor R Martindale, Councillor R Taylor, Councillor C Tennant, Councillor M Tennant-King (Mayor), Councillor S Vickers, Councillor C Woodward and Councillor J Wright.

In Attendance: Rev J Grosu and Sue Coles (Town Clerk).

417/16 WELCOME & APOLOGIES RECEIVED

Councillor K Hollis, Councillor G Isherwood, Councillor M Isherwood and Councillor D Stapleton,

418/16 PUBLIC PARTICIPATION

The meeting is to be opened for members of the public to address the Council on matters relevant to its business. However residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.

419/16 MEMBERS' DECLARATIONS OF INTEREST

420/16 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 1960 that the press and public be excluded from items which may be of a confidential nature of the business being transacted. No one was present.

421/16 MAYOR'S REPORT

The Mayor thanked Rev Grosu for being her chaplain for the last year. He advised the Council that he would be getting married on the 23rd April and will be unable to attend the Mayor Making on the 11st May. The Council congratulated him and wished him and his fiancée great happiness.

The Mayor attended a Maundy Service on Thursday 24th March.

The Easter Tea Dance was a success and raised money for her fundraising. The Featherstone Lions 90th Charter Dinner was a good night and from this she received a further donation.

The Mayor advised everyone present that her Civic Service will be held on Sunday 17th April at 9am All Saints Church, North Featherstone.

The Annual Town Meeting is to be held on Wednesday 27th April at 6.30pm at Methodist Church Hall, Wilson Street, Featherstone where displays for the public will be from 4pm and refreshments will be available.

The next formal meeting of the Council will be Mayor Making on Wednesday 11th May at 6.30pm followed by a reception and dinner at The Green Lane Working Men's Club from 7pm.

422/16 LEADER OF THE TOWN COUNCIL'S REPORT

Councillor G Isherwood was not present. Councillor R Taylor has set up 'Dob and Dumper' as a Facebook page to allow residents to report fly tipping after a recent spate of dumping has started in the area.

423/16 MINUTES OF THE ORDINARY COUNCIL MEETING

It was

RESOLVED: that the minutes of the Council meeting held on the 9th March at 7.00 pm, Minute numbers 393/16 to 406/16 be approved.

424/16 TO RECEIVE THE MINUTES OF THE COMMITTEE MEETINGS:

- a) To receive the minutes of the Grants Sub Committee dated 9th March 2016.
- b) To receive the minutes of the Administration & Finance Committee dated 9th March 2016.

MINUTES OF AN ORDINARY MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 13TH APRIL 2016 AT 7.00 PM.

424/16 TO RECEIVE THE MINUTES OF THE COMMITTEE MEETINGS Cont'd ...

Councillor C Tennant asked the Town Clerk who had made the decision to not post the papers for the Council agenda. He was informed that the decision was taken in the budget discussions since the postal rates were approximately £1.20 per large envelope rather than £0.53. It was

RESOLVED to ask the Committee for reconsideration and that the minutes as above be approved.

425/16 PLANNING AND LICENSING MATTERS

a) WMDC Planning Applications and Decisions – the planning applications had been circulated.

Application 16/00406/FUL at 34 Maxwell Street Featherstone received the following comment from Councillor R Taylor. WMDC Councillors G Isherwood and R Taylor had opposed this extension and the owner of the property has had to reapply for consent due to land ownership and building regulations.

Application 16/00269/FUL at Palace Bingo, Station Lane has been supported at Wakefield by WMDC Councillors G Isherwood and R Taylor.

b) Community Infrastructure Levy Charging Schedule. A report from the meeting held on Tuesday 15th March at 2pm at Wakefield Council, County Hall was submitted to Members. Councillor Taylor who attended the meeting with the Town Clerk was disappointed by the contribution amounts to parishes and he advised WMDC is to review this.

c) HGV traffic on Hall St. and Ackworth Road. District Councillors' concerns of the increase in HGV vehicles. A large number of vehicles have been using the road but the cause of the increase was caused by a recent shut down of the A1.

426/16 SAFER COMMUNITIES FUND

An email was circulated from Mark Burn-Williamson, Police and Crime Commissioner for West Yorkshire to advise that a fund had been set up from the proceeds of crime and Councillor R Taylor advised that a group at Featherstone Lions had been successful in being granted funds from this.

427/16 MR P D ROPER'S LETTER CONCERNING NHS CONSTITUTION

Further to MIN 404/16. An update will be given at the meeting concerning the claims that some patients are being denied FOC prescription items. Members asked that Mr Roper be advised that he should contact the Clinically Commissioning Group in Wakefield and the Prime Minister.

428/16 RURAL COMMUNITY DEFIBRILLATORS

An email was attached from Mr M Baynham, Heartsafe Communities. Members discussed the availability of defibrillators and it was noted that the Danny Jones fund was donating them to Featherstone Lions and Featherstone Rovers. Also a medic was available at the Fire Station. It was considered that a defibrillator was not needed at this time.

429/16 FINANCE REPORTS

a) To consider grant application from Featherstone Cricket Club MIN 375/16 as referred from the Administration & Finance Committee held on 9th March 2016 for £500. Members noted that the club needed to make provision for children after the recent death of a top class cricketer and that helmets' were being made compulsory for 11 year olds. A discussion took place on the merits of an annual meeting to award grants rather than on an ad hoc basis.

b) List of Cheques to be paid up to the end of the financial year 2015/16 £5,203.89 be approved.

c) An order for Queen Elizabeth II coins has been placed. 1419 coins have been ordered at a cost of £3,397.57 as per MIN 387/16 with Tower Mint Limited. The distribution of coins to celebrate Her Majesties 90th birthday has been arranged for the 21st April 2016 and will be undertaken by the Mayor Cllr M Tennant-King and supported by Members of the Council.

MINUTES OF AN ORDINARY MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 13TH APRIL 2016 AT 7.00 PM.

429/16 FINANCE REPORTS Cont'd...

It was

RESOLVED: That the items a) to c) above be approved.

430/16 ANNUAL REVIEW OF DOCUMENTS

The Town Councils documents listed below are to be reviewed.

- a) Standing Orders
- b) Financial Standing Orders
- c) Health & Safety Policy
- d) Members Code of Conduct
- e) Town Council Complaints Procedure
- f) Information Security Policy
- g) Freedom of Information model publication scheme
- h) How to make an Information Request

Members are asked to review the documents and detail any suggested changes at the meeting. They will be adopted at the Annual Meeting on the 11th May 2016.

431/16 REPORTS, IF ANY, FROM MEMBERS ATTENDING MEETINGS OF THE FOLLOWING ORGANISATIONS:

- a) Town & Parish Council Liaison Group – See MIN 425/16.
- b) National Coal Mining Museum – Councillor C Tennant advised that due to the recent press coverage of the closure of Kellingley mine there have been more visitors to the museum.

(Members of these outside organisations have the opportunity to report on any relevant matters arising from meetings of such organisations).

432/16 CORRESPONDENCE RECEIVED

Date	FROM	COMMENTS
31.03.16	Health watch Wakefield	Health watch becomes Independent
05.04.16	Wakefield Together partnership	White Ribbon Statue (Violence against Women)
24.03.16	Dr Jackson's	AGM and Photograph
Any other correspondence received		

433/16 Urgent matters for information only no decisions can be made.
None received.

The meeting closed at 8.15pm