

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE of FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 20TH APRIL AT 6PM.

Present: Councillor M Isherwood, Councillor A Lapish, Councillor R Martindale, Councillor R Taylor, Councillor M Tennant-King (Mayor), Councillor C Woodhead, Councillor J Wright.

In Attendance: Councillor G Isherwood, Sue Coles (Town Clerk)

434/15 WELCOME AND APOLOGIES

Councillor K Hollis, Councillor D Stapleton, Councillor C Tennant, Councillor S Vickers,

435/16 MEMBERS DECLARATIONS OF INTEREST

436/16 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. No one in attendance.

437/16 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.

438/16 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Grants Sub-Committee meeting held on the 9th March, Minute number 371/16 to 376/16. The Minutes of the Administration & Finance Committee meeting held on the 9th March, Minute numbers 377/16 to 393/16. The Minutes of the PASG working party meeting held on the 7th April 2016 be approved.

439/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

The minutes of the meeting held on the 7th April detailed the progress to date to secure Arts Council funding to the next stage of the project. The Chair updated Councillors and explained the project to new Members. Councillor G Isherwood added that children have been noted as wanting to go to see their tree when they visit the site.

The resubmission documents for the Arts Council funding has been passed to the Chair for approval and Councillor M Isherwood will liaise with Ms K Watson so that the bid is sent off as quickly as possible.

Beam has submitted a draft copy letter of agreement for their services for phase 2 fundraising for the creative part of the project which is £1,500 for Beam costs, £7,600 for programme costs with a total of £9,700.

It was agreed that a **RECOMMENDATION TO COUNCIL:** would be made for approval.

440/16 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 circumstances. Councillor G Isherwood explained to Members the back ground of the concerns members had had that these important community groups were failing due to overhead costs.

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441/16 ASSET REGISTER

Vaughton's Jewellers have been asked to value the Deputy Mayor's Chain whilst it is with them for repairs however due to the fact they required an extra fee for this service it had been agreed at the last meeting that an estimate would be satisfactory for insurance purposes. It was

RESOLVED: to contact Zurich Insurance to increase of both the Mayoral chains to £10,000 each.

442/16 PONTEFRACT AND CASTLEFORD EXPRESS

The office has been purchasing the paper regularly for several years and it has been suggested by Local Subs Plus that a direct debit payment would be more convenient way to pay. It was

RESOLVED: that a direct debit for payments be approved.

443/16 DONATIONS TO GALA PARADE PARTICIPANTS

It was recommended by the Events Working Party and **RESOLVED:** to increase the donation to groups starting the Gala parade at St Wilfrid's school to £75.00. Payments to groups starting from the Library will remain at £50.00.

444/16 BANK RECONCILIATION

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

445/16 FINANCE REPORTS

- a. List of Accounts for 2015/16 totalled £448.05.
- b. List of Accounts 2016/17 totalled £9,702.29 and was given at the meeting. Plus a cheque for £499.68 from I.T. support company Pro-Logic received late.
- c. List of income – there was no list of income. It was

RESOLVED: That the payments be made.

446/16 BUDGET COMPARISON 2015/16

The budget comparison report to the 31st March was given at the meeting and approved. It was asked by Councillor G Isherwood that a budget allocation is considered for new town signs for each area i.e. Ackton, Streethouse etc.

447/16 PAYROLL SERVICES

The structure of Gary Cottam Accountants, who undertake the payroll for the Council, has changed and they are proposing that Mrs Karen Vaughan (bookkeeper) now undertakes the Council's payroll. The Employer End of Year summary has been received for 2015/16 and Mrs Vaughan's invoice for £200 was submitted for payment. It was

RESOLVED: That the contract for payroll would be transferred to Mrs Vaughan and the invoice be paid.

448/16 ANNUAL RETURN 2016

Due to the tight timescales for the Annual Return it will be necessary to call an extraordinary Council meeting on the 18th May to approve sections 1 & 2 of the return. It was noted that the internal auditor will be in the office on the 1st June and the documents are to be sent to the external auditors by the 13th June.

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449/16 WALKS AROUND FEATHERSTONE

Councillor M Isherwood advised newer Members of the committee about the background to this item and the Lofthouse Walk was used as inspiration. It was hoped that a compilation of walks and the creation of a mobile app may be possible to promote the Featherstone area. Councillor Hollis has contacted Mr Ian Clayton (author) and he has agreed attend the first meeting 11am on the 29th April. Mr Clayton has also expressed a wish to be involved with the PASG group. It was

RESOLVED: That Mr Clayton is invited to the next meeting of the PASG on the 10th June at 12.30pm in the library.

450/16 WEBSITE, FACEBOOK AND NEWSLETTER

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

PRIVATE & CONFIDENTIAL

451/16 STAFF MATTERS

Salaries

A report was made to the meeting concerning the examination success of Mrs Symons in gaining her CiLCA. It was

RESOLVED: That Mrs Symons is awarded two point salary scale increase to pro-rata of LC1/19 as from 1st April.

Cash risk assessment. Members discussed and **RESOLVED** that cash would be deposited in a safe after events. A councillor was nominated for after hours.

The meeting closed at 6.55pm.