

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 9TH MARCH AT 6PM

Present: Councillor J Wright, Councillor K Hollis, Councillor M Isherwood (Chair) Councillor M Tennant-King.

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

377/16 WELCOME AND APOLOGIES

Councillor R Martindale and Councillor R Taylor.

378/16 MEMBERS DECLARATIONS OF INTEREST

Councillor K Hollis and Councillor M Isherwood in item 12 List of Accounts.

379/16 PUBLIC PARTICIPATION

The meeting was 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 public were in attendance.

380/16 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.

381/16 MINUTES OF PREVIOUS MEETINGS

- a) Members queried item 361/16 and asked whether the valuation had been requested whilst the chain was at Vaughton's Jeweller for repairs.

It was

RESOLVED: That Minutes of the Grants Sub-Committee meeting held on the 11th February, Minute number 350/16 to 355/16 and the Minutes of the Administration & Finance Committee meeting with (a) above held on the 11th February, Minute numbers 356/16 to 370/16 be approved

382/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

A press release with photograph to publicise the flyer requesting residents support for the project has been undertaken. The newsletters will be delivered to homes the week beginning 7th March and letters will be sent via the schools to parents requesting support for the project with art workshops specifically for the children taking place to design the sculpture. DM&P print solutions have printed FOC 50x A3 posters which are ready to be placed around the town; Members were requested to take some for this purpose. Both Beam and Cod Steaks have worked on the project and a further report on costings was given at the meeting. It was

RESOLVED: That BEAM is asked for their contract for the second phase of the project and that this report and the report on costings is referred to the next PASG working party meeting. That the invoices are paid and that the total cost is advised to Wakefield Council for their consideration for reimbursement to the Town Council under the Regeneration Programme.

383/16 COMMUNITY GROUPS IN NEED OF GREATER SUPPORT

The Council has asked the Committee to consider supporting 'Off The Shelf Theatre Group' (previously the Featherstone Amateur Dramatics Society) with the hire of suitable premises or donation towards performances. The group performed Little Red Riding Hood with dance and acting for two performances in 2016. It was suggested that special performances be requested to assist fundraising for the Mayor's Charity and that the Council would make a

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384/16 COMMUNITY GROUPS IN NEED OF GREATER SUPPORT Cont'd...

donation to the finances of the group. Councillor M Isherwood asked Members to give this further consideration as to how the group could be achieved. It was recognised that Ms Mosely provided invaluable help in the organisation of Santa Day, Christmas Parade and the Gala. It was

RESOLVED: That Ms Mosley is asked to attend a working party meeting to discuss this project further.

385/16 ZURICH INSURANCE

The renewal of the annual policy is due on the 1st April. It was

RESOLVED: That this be approved.

386/16 ASSET REGISTER

- a) Members approved the removal of the 2 ornamental carver chairs which have been skipped on the grounds of being unsafe.
- b) Members noted that a Canon Power Shot SX710 HS digital camera has been added to the asset register at £164.00.
- c) That two further Gala Tents have been purchased and added at a cost of £814.00 bringing the total number of tents to five.

387/16 HM QUEEN ELIZABETH II 90TH BIRTHDAY COMMEMORATIVE MEDAL FOR SCHOOLS.

Tower Mint have sent a specimen commemorative coin which is being produced for the HM Queen Elizabeth II 90 Birthday. The cost is £1.99 each. It was

RESOLVED: That the number of school children is calculated and an order made accordingly subject to the schools not making individual orders. The Mayor will deliver them on the 21st April.

388/16 BANK RECONCILIATION

The bank reconciliations with invoices and cheque book were available at the meeting for Members to view.

389/16 FINANCE REPORTS

- a. List of Accounts totalling £13,228.23 as given at the meeting.
- b. List of income was given at the meeting £3,363.07
(Plus any other invoices which have been received prior to the meeting).

It was

RESOLVED: Members approved payments list and noted income.

390/16 BANK SIGNATURE MANDATE

Members are asked to sign the bank mandate for the Deputy Town Clerk's signature to be added to the bank accounts.

391/16 BUDGET COMPARISON 2015/16

The budget comparison report to the 1st March was attached to the agenda. The Chair asked for a different format to be given to the meeting in order to make the information clearer. Members approved of this report and it should be in this format for the foreseeable future.

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392/16 MOBILE 'APP' FOR WALKS AROUND FEATHERSTONE

Mr Ian Clayton (author) has agreed to assist with the design of walks around Featherstone and Mr P Townend (On Screen) has also agreed to work on the website to start to produce a booklet and website pages which will inform the public of the history of the area. A working party is to be formed to develop the project further. It was

RESOLVED: That Councillor Hollis, with Councillor M Tennant-King and Councillor G Isherwood as core members are to form a working party with Mr Clayton and Mr Townend to start the project and any other Councillors who wish to assist.

393/16 WEBSITE, FACEBOOK AND NEWSLETTER

A Google report on the numbers of people accessing the website was given to the meeting; the newsletter is being distributed by the Royal Mail along with the A4 flyers. Members noted.

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393/16 STAFF MATTERS

No matters were discussed.

The meeting closed at 6.55pm