



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

8<sup>th</sup> September 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 **THURSDAY 15<sup>TH</sup> SEPTEMBER 2016 AT 11AM.**

*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 Nos. 18 & 19 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 Administration & Finance Committee meeting held on the 17<sup>th</sup> August 2016, Minute numbers 110/16 to 124/16.

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

- a) Finance report to include a breakdown of invoice information and timeframe of the project from Beam.
- b) Suggested balance transfer to the new NatWest account.
- c) The minutes of the PASG Project Management Group for 8<sup>th</sup> September (if any).

**RECOMMENDATION:** Members to note the reports and approve and sign the minutes at c) above and make any recommendations to full Council meeting in October.



**7. MILLPOND MEADOWS MOWING**

The Council has been informed that Mr Parkinson has been unable to undertake the hand scything this year and he has asked Hazelwood conservation to undertake this work. Members are asked note this and approve the cheque 203470 for £80.00 on the list of accounts for payment at item 8.

**8. FINANCE REPORTS**

- a. A list of cheques with a combined total of £4,086.31 is attached for approval.
- b. List of income 2016/17: total £5,034.13 VAT refund for April to Jul 2016. (Plus any other invoices which have been received prior to the meeting).

**RECOMMENDATION:** Members to approve payments list and note income.

**9. BANK RECONCILIATION**

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

**10. CHANGES TO INTEREST RATES**

The Co-op bank has notified the council that the interest on the current account has dropped to 0.00% and the deposit 0.06%. There is no change to the Yorkshire Bank Deposit account.

**11. THE PENSION TRUST**

The first pension contribution has been paid in August and the Pensions Regulator has been informed and acknowledged the Council's completion of the enrolment process.

**12. BUDGET COMPARISON 2016/17**

The budget comparison report to the 31st August is attached for your information.

**13. PRECEPT WORKING PARTY**

It is requested that a precept working party meeting is held in September with the Chair, Town Clerk and other members of the Committee. Suggested date is Thursday 29<sup>th</sup> September or other.

**14. NATIONAL ASSOCIATION OF LOCAL COUNCILS**

**MIN65/16** refers. The internal auditor recommended that standing orders and financial regulations should be reviewed and replaced by the new NALC guidelines. The RFO & Clerks' are unable to obtain up-to-date training on Governance & Accountability and the Localism Act 201 and therefore the Council is slowly falling behind statutory regulations. The benefits of membership with NALC are attached with and the part year cost to join is £791.00.

**RECOMMENDATION:** It is strongly recommended that the Council joins the National Association of Local Council in order to obtain the latest statutory training and information.

**15. NEW NATWEST BANK ACCOUNT FOR PASG PROJECT**

The Committee will be updated at the meeting.

**16. TRAINING**

If any.



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

Any further updates on the website and Facebook will be given to the meeting.  
The newsletter for the next publication will be available at the meeting for approval.

#### **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, Toil.*

#### **19. JURY SERVICE**

Staff member summons for jury service Monday 28<sup>th</sup> November for an unknown period.

Closure