



Featherstone Town Council

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW
Tel: 01977 722654.

Email: towncouncil@featherstone-tc.gov.uk. www.featherstone-tc.gov.uk

Regenerating Supporting & Caring for our Community

10th August 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 17th AUGUST 2016 AT 6.00 pm.**

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 Administration & Finance Committee meeting held on the 20th July 2016, Minute numbers 80/16 to 93/16.

6. MILLPOND MEADOWS COMMEMORATIVE PROJECT

a) The minutes of the PASG Project Management Group for 14th July are attached.

b) The minutes of the PASG Project Management Group for 15th August will be given at the meeting.

RECOMMENDATION: To approve and sign the minutes at a) and b) above and any recommendations contained within.



7. BANK RECONCILIATION

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

8. FINANCE REPORTS

- a. Two lists of cheques with a combined total of £3,308.52 are attached for approval.
- b. List of income 2016/17. No income received.

(Plus any other invoices which have been received prior to the meeting).

MIN 87/16 requested that cheque no. 203422 was withheld. In **MIN317/16** the Council had agreed the cost and approval is now sought to send the cheque to WMDC.

RECOMMENDATION: Members to approve payments list and note income. To also agree the release of cheque 203422 for £5,130.00.

9. BUDGET COMPARISON 2016/17

The budget comparison report to the 9th August is attached for your information.

10. NEW STANDING ORDERS

MIN65/16 refers. Standing orders and Financial Regulations should be reviewed and replaced by the new NALC guidelines (reference to the audit report of Yorkshire Internal Auditor Mr K Stephenson). The financial regulations have been purchased from SLCC however standing orders can only be obtained from NALC.

RECOMMENDATION: It is strongly recommended that the Council joins the National Association of Local Council in order to obtain the new standing orders.

11. FINANCIAL SERVICES COMPENSATION SCHEME

The limit of protection in any one bank has been reduced to £75,000.

A report will be made at the meeting as to what, if any, action can be taken to safeguard the Council's finances any further than the Council are already doing.

12. NEW BANK ACCOUNT FOR PASG PROJECT

The Chair and Town Clerk have looked at the various bank account options open to the Council and will make a report at the meeting. The previous meeting asked that the RFO, Cllr Vickers, Cllr M Isherwood and Cllr Wright are the signatories.

13. TRAINING

SLCC is running a course at Wakefield on Charitable Trusts. It is open to Members of the Council and staff. The date is 21st September at a cost of £95.00. It is requested that the Town Clerk attends and anyone else who is interested.

14. WEBSITE, FACEBOOK AND NEWSLETTER

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

PRIVATE & CONFIDENTIAL

15. STAFF MATTERS

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

Closure