



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

13th July 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 20th JULY 2016 AT 6PM.**

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 Grants Sub-Committee meeting held on the 8th June 2016, Minute 28/16 to 34/16.
- b) To receive the Minutes of the Administration & Finance Committee meeting held on the 16th June 2016, Minute numbers 56/16 to 72/16.

6. MILLPOND MEADOWS COMMEMORATIVE PROJECT

- a) Beam's contract for services to the next stage of the project will be submitted to Council at the next meeting this evening.
- b) The minutes of the PASG Project Management Group for 24th June are attached for Members approval.

Town Clerk Ms Sue Coles MILCM



- c) The minutes of the PASG Project Management Group for the 14th July, if available, will be given to Members at this meeting.

7. BANK RECONCILIATION

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

8. FINANCE REPORTS

a. List of Accounts 2016/17 as attached totalling £27,139.72 for approval.

b. List of income 2016/17 as attached totalling £7,584.96

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

RECOMMENDATION: Members to approve payments list and note income.

9. BUDGET COMPARISON 2016/17

The budget comparison report to the 31st May will be given at the meeting.

10. FINANCIAL SERVICES COMPENSATION SCHEME

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

The Co-op current account as at 30th June is £76,873.58.

The 14 day deposit account as at 31st March is £47,388.76

The Yorkshire Bank balance as at 30th June is £85,808.51

11. NEW BANK ACCOUNT FOR PASG PROJECT

The PASG working party has requested in the minutes of the 24th June that a new bank account is opened in order that the finances are kept with the Town Council accounts but in a separate account in order to monitor income and expenditure carefully.

Members are asked to consider the information in item 10 and make a

RECOMMENDATION to full Council detailing the signatories one of which will be the RFO and it is suggested that Cllr Vickers, Cllr M Isherwood and Cllr Wright will be the others and that the RFO and two Members to sign on the account.

12. MAYOR'S FUNDRAISING ACCOUNT.

The Co-op bank have advised us that the forms to amend the name of the above account to the Featherstone T C Mayor's Fundraising Account so that it is better recognisable by themselves and to update the signatories has not been received and the RFO asks that Councillor M Isherwood re-signs the forms this evening.

13. WEBSITE, FACEBOOK AND NEWSLETTER

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

PRIVATE & CONFIDENTIAL

14. STAFF MATTERS

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

Closure