

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 16<sup>TH</sup> JUNE 2016 AT 11.00**

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**Present:** Councillor M Isherwood, Councillor J Wright, Councillor M Tennant-King, Councillor G Isherwood and Councillor S Vickers.

**In Attendance:** Vicky Symons (Deputy Town Clerk).

**56/16 ELECTION OF CHAIRMAN**

It was

**RESOLVED:** Councillor M Tennant-King proposed Councillor M Isherwood which was seconded by Councillor J Wright.

**57/16 WELCOME AND APOLOGIES**

Apologies were received from Councillor A Lapish and Councillor K Hollis.

**58/16 ELECTION OF VICE CHAIRMAN**

It was

**RESOLVED:** Councillor J Wright proposed Councillor M Tennant-King which was seconded by Councillor M Isherwood.

**59/16 MEMBERS DECLARATION OF INTEREST**

None were declared.

**60/16 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. There were no members of the public present.

**61/16 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.

**62/16 MINUTES OF THE PREVIOUS MEETINGS**

It was

**RESOLVED:** That the Minutes of the Administration & Finance Committee meeting held on the 20<sup>th</sup> April, Minute numbers 434/16 to 451/16 be approved.

**63/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT**

Beam submitted a draft copy of their contract for services to the next stage of the project. The May meeting of the Council recommended that the Committee wait for the results of the current Arts Council grant application before proceeding further. The next working party will be held on Friday 24<sup>th</sup> June. Members noted.

**64/16 COMMUNITY GROUPS IN NEED OF GREATER SUPPORT**

No further contact has been made with 'Off The Shelf Theatre Group' Councillor G Isherwood requested that no meeting is required at this moment in time and to leave for the time being.

**65/16 YORKSHIRE INTERNAL AUDIT SERVICE**

Members had been given the internal audit report for the year 2015/16 in which the following points have been raised to discuss with the Council:

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**65/16 YORKSHIRE INTERNAL AUDIT SERVICE Cont'd...**

1. In light of the fact that the Council is applying for an Arts Council grant the Council should consider increasing the Fidelity Insurance.
2. Standing Orders and Financial Regulations should be reviewed and replaced by the new NALC guidelines which have been brought in to cover the new auditing requirements. It was

**RESOLVED:** To obtain a quote to increase the Fidelity Insurance to £350,000 from Zurich. The Standing Orders and Financial Regulations should be reviewed and replaced Members requested that the Clerk attend to this.

**66/16 BANK RECONCILIATION**

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

**67/16 FINANCE REPORTS**

- a. List of Accounts 2016/17 as attached totalling £3,038.66 for approval.
- b. List of income will be given at the meeting – No report available.
- c. Other invoices received prior to the meeting total £12,112.89 (including VAT).

The Chair examined the invoices that had been received prior to the meeting. It was

**RESOLVED:** Members approved payments listed at a. above, invoices listed at c. were also approved with the exception of invoice Plantscape invoice for £717.60 (cheque number 203459) (as it is believed that not all of the hanging baskets have been provided) was also approved..

**68/16 BUDGET COMPARISON 2015/16**

The budget comparison report to the 31<sup>st</sup> May were given at the meeting

- a. The Committee has been asked to approve a budget for new town signs for Ackton, Streethouse, Snydale, North Featherstone.
- b. Some Members are finding that the collection of agenda papers from the office is causing a problem and a request has been made to resume sending the papers out in the post.
- c. Increase in Plantscape costs for new baskets, watering and brackets.

It was

**RESOLVED:** Members queried the budget comparison as next year's figures were on the report. This is to be discussed at the next Administration and Finance Committee.

Members were all in agreement that a total budget of £2200 is to be set for the new town signs as £500.00 was already in the budget so £1700 would be transferred. Members requested that this item be placed on the next full council Agenda for an agreement to be made on the wording of the signs.

All Members were in agreement to resume the sending of papers in the post.

The costs for Plantscape could not be agreed as there is a dispute which is to be discussed at the Flowers and Lights Committee.

**69/16 WALKS AROUND FEATHERSTONE**

Notes from the meeting were given to Members. Cllr M Isherwood advised that the council need to concentrate on the historical elements of Featherstone. This item is to be placed on the next Full Council agenda for all Members to discuss.

**70/16 WEBSITE, FACEBOOK AND NEWSLETTER**

Copies of the Newsletter were submitted to the meeting. Members were advised that it had already been submitted to the printers so that residents would receive a copy before the

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**70/16 WEBSITE, FACEBOOK AND NEWSLETTER Cont'd...**

Gala. Cllr M Isherwood asked the Deputy Clerk to put all of the meeting dates for the Council on the website. The Deputy Clerk reminded Members that the more they share Facebook posts the more people will "like" the page. At the time of the meeting there were over 550 likes and the page keeps gaining more attention.

**PRIVATE & CONFIDENTIAL**

**71/16 STAFF MATTERS**

A report was made to the meeting concerning staff absence for compassionate leave. At this time the Deputy Clerk left the room.

It was

**RESOLVED:** Members approved the compassionate leave.

**72/16 NATIONAL SALARY AWARD 2016/2017**

The National Joint Council for the National Government Service has agreed to a 1% salary increase for staff from 1<sup>st</sup> April 2016.

It was

**RESOLVED:** Members approved the 1% salary increase.

Meeting closed at 11.45.