

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 20TH JULY 2016 AT 6.00PM

Present: Councillor M Isherwood (Chair), Councillor J Wright, Councillor M Tennant-King, Councillor G Isherwood, Councillor S Vickers, Councillor K Hollis, Councillor C Woodhead, Councillor R Martindale and Councillor R Taylor.

In Attendance: Vicky Symons (Deputy Town Clerk).

80/16 WELCOME AND APOLOGIES

Apologies were received from Councillor A Lapish and Councillor D Stapleton.

81/16 MEMBERS DECLARATION OF INTEREST

Councillor K Hollis, Councillor S Vickers, Councillor M Tennant-King all in item 8 Finance Reports.

82/16 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.

83/16 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.

84/16 MINUTES OF THE PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Grants Sub-Committee meeting held on 8th June 2016, Minute numbers 28/16 to 34/16 be approved and that the Minutes of the Administration & Finance Committee meeting held on the 16th June 2016, Minute numbers 56/16 to 72/16 be also approved.

85/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

Beam's contact for services to the next stage of the project will be submitted to Council at the next meeting this evening. Councillor M Isherwood read through the contact and advised Members that at the meeting held on 14th July she was excited by the proposed artwork. Cod Steaks are in the process of organising consultations which should take place in September.

It was agreed that a **RECOMMENDATION TO COUNCIL** would be to sign the contract for Beam's services.

It was

RESOLVED: The Minutes of the PASG Project Management Group held on 24th June 2016 and 14th July 2016 be approved.

86/16 BANK RECONCILIATION

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

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87/16 FINANCE REPORTS

- a. List of Accounts 2016/17 totalled £27,139.72 was given at the meeting.
- b. List of income was given at the meeting £7584.96.
- c. Other invoices received prior to the meeting totalling £1224.08 (including VAT).

The Chair examined the invoices that had been received prior to the meeting and also noted that on the list of payments reference 203434 should be for Plantscape not PKF Littlejohn LLP. Members noted. It was

RESOLVED: Members approved payments listed at a. above, with the exception of an invoice for WMDC for grounds maintenance (cheque number 203422 as it was believed that the total of this invoice was incorrect). Invoices listed at c. were also approved. Councillor G Isherwood queried the donation amount for 'Off the Shelf Theatre Group' and asked Members of the committee to increase the payment to £100.00 as not only did they take part in the parade but also raised money for the Mayor's Charity walking around the park. All members were in agreement and further cheque was raised totalling £25.00.

88/16 BUDGET COMPARISON 2016/17

The budget comparison report to the 30th June was given at the meeting. Members discussed the report and queried a couple items which the Deputy Clerk was able to answer.

89/16 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.

It was:

RESOLVED: The Chair of the Committee will look into the accounts and report back at the next meeting.

90/16 NEW BANK ACCOUNT FOR THE 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 bank account in order to monitor income and expenditure carefully. Members were asked to consider the information in item 10 and make a recommendation to full council. It was agreed that a

RECOMMENDATION TO COUNCIL to open a new bank account detailing the signatories which would be the RFO, Cllr Vickers, Cllr M Isherwood and Cllr J Wright and that the RFO and two members to sign on the account. The chair asked that the RFO look into what accounts are available.

91/16 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. It was

RESOLVED: Members were all in agreement of the amended account name and Councillor M Isherwood signed the form as requested.

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92/16 WEBSITE, FACEBOOK AND NEWSLETTER

The Deputy Clerk reported that when the photos were uploaded from the Gala over 7000 people were engaged in the post. This was due to comments, likes and post shares. This in return saw more people 'liking' the Town Council's Facebook page.

Councillor M Isherwood asked Members if they had received any complaints regarding the delay in the newsletter. Councillors M Tennant-King and S Vickers had received some but had advised the complainants that the delay was due to Royal Mail delivery timings.

Councillor M Isherwood advised that we need to be mindful of the dates in the future and make sure that the newsletter is produced and printed in plenty of time before any event dates.

PRIVATE & CONFIDENTIAL

93/16 STAFF MATTERS

Members of the Council wished to discuss the Town Hall opening hours while the Town Clerk was on holiday. At this time the Deputy Clerk left the room. It was

RESOLVED: Members approved the Deputy Clerk to work 4 hours on 20th July and 27th July. This matter would need to be placed on the next full council agenda on 17th August for approval of overtime.

Meeting closed at 6.35pm.