



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

4th October 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 12th OCTOBER 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 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 and sign the Minutes of the Administration & Finance Committee meeting held on the 15TH September 2016, Minute numbers 165/16 to 183/16.

6. MILLPOND MEADOWS COMMEMORATIVE PROJECT

a) To receive the minutes of the PASG meeting held on the 6th October.

RECOMMENDATION: Members to note the reports and approve and sign the minutes above and make any recommendations to the next full Council meeting

7. FINANCE REPORTS

- a. A list of cheques with a combined total of £13,845.75 is attached for approval.
- b. List of income 2016/17: total £54,500.00 being the 2nd Precept payment.
(Plus any other invoices which have been received prior to the meeting).

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



8. BANK RECONCILIATION

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

9. BUDGET COMPARISON 2016/17

The budget comparison report to the 12th October is attached for your information.

10. PRECEPT WORKING PARTY 2017/18

The precept working party meeting will be held on October 6th with the Chair, Town Clerk and other members of the Committee. A report with a recommendation to Council will be available at the meeting.

11. INTERNAL AUDITOR REPORT

Yorkshire Internal Audit Services will attend the Council office on 12th October a report may be available at the meeting for members to consider.

12. NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

The Committee will be updated at the meeting.

13. TRAINING

- a) Charitable Trust course 21st September attendees Councillor Vickers, Councillor Wright and Town Clerk.
- b) WMDC document concerning advice for Members on declaring interests at Town and Parish Council meetings. Currently Wakefield advise that there is no such document but they are aware of a need to produce this information for their members and it is hoped this will be done in the very near future.

14. WEBSITE, FACEBOOK AND NEWSLETTER

Any further updates on the website and Facebook will be given to the meeting. The newsletter has been sent for publication.

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, Toil.*

Staff appraisal for Deputy Town Clerk has been undertaken and a copy will be given to the Chairman. Ms Symons would like to continue her study and commence the Certificate in Higher Education in Community Governance: Local Council Management and progress on towards the Foundation Degree with Cheltenham University in two years' time. The course starts in January 2017.

RECOMMENDATION: That the council agrees to support Mrs Symons by reimbursing SLCC's annual costs of £2,320.

Closure