



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

5<sup>th</sup> October 2016

Dear Councillor

## TOWN COUNCIL MEETING

You are summoned to a **MEETING of FEATHERSTONE TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE** on **WEDNESDAY 12<sup>th</sup> OCTOBER 2016** commencing at **7.00 pm**.

*Sue Coles*  
Town Clerk

**Moment of reflection by Mrs Val Heaps**

### AGENDA

#### **1. WELCOME & APOLOGIES RECEIVED**

#### **2. PUBLIC PARTICIPATION**

The meeting is to be opened for members of the public to address the Council on matters relevant to its business. However residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.

#### **3. MEMBERS' DECLARATIONS OF INTEREST**

#### **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 1960 that the press and public be excluded from item 19 Road Closure and Traffic Management which may be of a confidential nature of the business being transacted.

#### **5. MAYOR'S ANNOUNCEMENTS**

The Mayor is also asked to sign the contract with Codsteaks.

#### **6. LEADER OF THE TOWN COUNCIL'S REPORT**

#### **7. MINUTES OF THE ORDINARY COUNCIL MEETING**

- a) To approve the minutes of the Ordinary Meeting of the Council MIN 125/16 to 144/16 held on the 17<sup>th</sup> August 2016 with amendments from Septembers Council's meeting.
- b) To approve the minutes of the Ordinary Meeting of the Council MIN 145/16 to 164/16 held on the 14<sup>th</sup> September 2016.



## 8. MINUTES OF THE FOLLOWING COMMITTEES:

a) To receive the minutes of the Administration & Finance Committee dated 15<sup>th</sup> September 2016 MIN numbers 165/16 to 183/16 with the recommendation below.

**Min 178/16 refers:** *The internal auditor recommended that standing orders and financial regulations should be reviewed and replaced by the new NALC guidelines. The RFO & Clerks' are unable to obtain up-to-date training on Governance & Accountability and the Localism Act 2011 and therefore the Council is slowly falling behind statutory rules and regulations. One of these in particular is VAT and the new Audit 2016 auditing requirements. The benefits of membership with NALC were attached to the Administration & Finance Committee agenda and the cost remains at £791.00.*

**RECOMMENDATION TO COUNCIL:** The Town Clerk strongly recommends that the Council joins the National Association of Local Council in order to obtain the latest statutory training, information and guidance.

b) To receive the minutes of the Flowers & Lights Committee dated 15<sup>th</sup> September MIN numbers 184/16 to 191/16 with the recommendations below.

**Min 190/16 refers:** **RECOMMENDATION TO COUNCIL** To accept the offer of the extra Christmas trees at no extra cost this year.

## 9. CHARITABLE TRUST AND COMMUNITY CENTRE

**MIN 136/16 and 156/16 refers.**

A report was given from the meeting held on 7<sup>th</sup> September between officers of WMDC, Nova, WMDC Members' and Town Councillors' concerning the acquisition of the Community Centre by the Town Council. The minutes of that meeting contained some inaccuracies and had to be amended and are now attached for Members approval.

**RECOMMENDATION:** To approve the minutes of the meeting with WMDC on the 7<sup>th</sup> September as attached to the agenda.

## 10. STANDING ORDERS TERMS OF REFERENCE

**MIN 164/16 refers.** At the Council meeting in September it was agreed to formally set up a Community Centre Management Committee to advise the Council on all matters in relation to the lease and running of the Community Centre.

- a. The Term of Reference for this new committee is contained in the attached document.
- b. There is an amendment to the Terms of Reference for the Administration & Finance Committee in regards to the future handling of staffing matters by the appointment of a sub-committee as per standing orders.
- c. To call the first meeting of the Community Centre Management Committee (CCMC) for Wednesday 19<sup>th</sup> October at 6pm or 7pm TBC.

**RECOMMENDATION:** The Terms of Reference is part of the Standing Orders and therefore Members are asked to consider this document and raise any amendments as necessary, it will be placed on the November agenda for approval.

## 11. FINANCE REPORTS

Yorkshire Internal Audit Services report (if available).



**12. PLANNING AND LICENSING MATTERS**

- a) WMDC Planning Applications and Decisions – Please see file for details
- b) WMDC Hedgerow removal and reinstatement notice at Church Lane Old Snyderdale.
- c) Any other planning matters received after the date of this agenda.
- d) Licensing matters: Featherstone Working Men’s Club.

**13. REMEMBRANCE SERVICES’**

The wreaths for the Town Council have been ordered.  
Members are asked to advise if any specific arrangements is required for the PASG Mill Pond Meadows on the 11<sup>th</sup> November at 11am.

**14. REPORTS, IF ANY, FROM MEMBERS ATTENDING MEETINGS OF THE FOLLOWING ORGANISATIONS:**

- a) Town & Parish Council Liaison Group - none
  - b) National Coal Mining Museum – Councillor C Tennant
- (Members of these outside organisations have the opportunity to report on any relevant matters arising from meetings of such organisations).

**15. CORRESPONDENCE RECEIVED**

<b>Date</b>	<b>FROM</b>	<b>COMMENTS</b>
October	Mark Burns-Williamson Police & Crime Commissioner. Vacancy for Volunteer Third Sector Advocate	Email
<b>Any other correspondence received</b>		

**16. Urgent matters for information only no decisions can be made.**

**PRIVATE AND CONFIDENTIAL**

**17. ROAD CLOSURES AND TRAFFIC MANAGEMENT**

An update if any will be given at the meeting.

**18. HEADS OF TERMS FOR COMMUNITY CENTRE LEASE**

Please see attached lease.

**19. APPOINTMENT OF SOLICITORS**

It is necessary to appoint a firm of solicitors to act on the Town Council’s behalf in the negotiations of the lease from WMDC for the Community Centre. Three firms have been approached and details will be circulated to Members prior to the meeting.

**Closure and next meetings.**

<b>Community Centre Management Committee</b>	<b>Wednesday 19<sup>th</sup> October at 6 or 7pm</b>
<b>TBC</b>	
Administration & Finance	Thursday 3 <sup>rd</sup> November at 11am
Events & Markets	Wednesday 9 <sup>th</sup> November at 6pm
Council	Wednesday 9 <sup>th</sup> November at 7pm
Administration & Finance	Wednesday 7 <sup>th</sup> December at 6pm
Council	Wednesday 7 <sup>th</sup> December at 7pm