

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 15TH SEPTEMBER 2016 AT 11AM.

Present: Councillors G Isherwood, Councillor M Isherwood, Councillor Tennant-King and Councillor Wright.

In Attendance: Sue Coles (Town Clerk).

165/16 WELCOME AND APOLOGIES

Councillor Hollis, Councillor Lapish, Councillor Taylor and Councillor Vickers (Mayor).

166/16 MEMBERS DECLARATIONS OF INTEREST

None.

167/16 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.

168/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **RESOLVED:** that 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 Nos. 18 & 19 plus at any part of the meeting by reason of the confidential nature of the business being transacted.

169/16 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: that the Minutes of the Administration & Finance Committee meeting held on the 17th August 2016, Minute numbers 110/16 to 124/16 be approved.

170/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

- a) An itemised breakdown of the recent BEAM invoice of £2,100 plus VAT was given to the meeting.
- b) The Town Clerk gave a breakdown of income and expenditure to the meeting with a suggestion that a balance of £24,736.00 be transferred to the new NatWest account when this is finally open. (This total will be subject to invoices received after the date of this meeting).
- c) The minutes of the PASG Project Management Group for 8th September were approved and signed.

RECOMMENDATION TO COUNCIL: Members noted the reports and approved the minutes above and made a recommendation regarding the opening balance of the NatWest account to the full Council meeting in October.

171/16 MILLPOND MEADOWS MOWING

The Council has been informed that Mr Parkinson has been unable to do the hand scything this year and he has asked Hazelwood conservation to undertake this work. Members are asked note this and approve the cheque 203470 for £80.00 on the list of accounts for payment at item 8. Members' approved.

172/16 FINANCE REPORTS

- a. A list of cheques' with a combined total of £4,273.94 was attached for approval.
- b. List of income 2016/17: total £5,034.13 VAT refund for April to Jul 2016.

It was

RESOLVED: to approve payments listed and note income.

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173/16 BANK RECONCILIATION

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

174/16 CHANGES TO INTEREST RATES

The Co-op bank has notified the council that the interest on the current accounts has dropped to 0.00% and the deposit 0.06%. Yorkshire Bank Deposit account has also dropped to 0.04% Members agreed that the Council will just have to accept this position for now.

175/16 THE PENSION TRUST

The Pensions Regulator has acknowledged the Council's completion of the enrolment process. The first pension staff contribution has been paid in August. Members noted.

176/16 BUDGET COMPARISON 2016/17

The budget comparison report to the 31st August was attached for members' approval. Councillor Wright asked about the army cadets' grant application and was advised this hasn't been received.

177/16 PRECEPT WORKING PARTY

It was agreed that a precept working party meeting is to be held on 6th October at 1pm with the Chair, Town Clerk and any other members who wish to attend.

178/16 NATIONAL ASSOCIATION OF LOCAL COUNCILS

MIN65/16 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 regulations. The benefits of membership with NALC were attached to the agenda and the part year cost to join is £791.00. Members expressed doubts as to whether the benefits of joining would be good value for the Council and noted the Clerk's training concerns. It was agreed to refer the decision **TO FULL COUNCIL** for a decision.

179/16 NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

The forms for the NatWest bank account had been circulated amongst members for signature and these will be forwarded to the bank.

180/16 TRAINING

No training was requested.

181/16 WEBSITE, FACEBOOK AND NEWSLETTER

Any further updates on the website and Facebook will be given to the meeting. The newsletter for the next publication was available at the meeting for approval and Councillor Wright asked for the pictures to be increased in size. Councillor M Isherwood is to amend the publication accordingly.

PRIVATE & CONFIDENTIAL

182/16 STAFF MATTERS

The Town Clerk raised a query that in light of the Council discussions regarding moving to new offices at the Community Centre and the extra clerical work in administering a new building how the working hours of the staff in the interim transition period will be reimbursed? It was **RESOLVED**: that due to budget constraints the Town Clerk will only be reimbursed with TOIL and that any extra hours worked by the Deputy Town Clerk will be paid at her current hourly rate.

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183/16 JURY SERVICE

The Deputy Town Clerk has received a summons for jury service on Monday 28th November for an unknown period. Members' agreed that the Council will be able to cope with this absence with no need for an additional temporary member of staff.

Closure

The meeting closed at 12.05pm.