



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

25th 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 3rd NOVEMBER 2016 AT 11AM.**

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 12th October 2016, Minute numbers 192/16 to 206/16.

6. MILLPOND MEADOWS COMMEMORATIVE PROJECT

a) To receive the minutes of the PASG meeting held on the 28th 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. Two lists of cheques with a total of £3,454.58 is attached for approval.

b. List of income 2016/17: total £379.59.

(Plus any other invoices which have been received prior to the meeting).

RECOMMENDATION: Members to approve payments list and note income.



8. BANK RECONCILIATION

Due to the timing of this meeting bank reconciliation is available up to 20th October only. The invoices and cheque book will be available at the meeting for Members to view.

9. BUDGET COMPARISON

Please see attached budget comparison to the 20th October.

10. INTERNAL AUDITOR REPORT

Yorkshire Internal Audit Services has attended the Council office on 12th October a report is attached for members to consider. Whilst the Council does undertake a financial risk the auditor is asking for a greater risk assessment practice as detailed in the report.

11. NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

The Committee will be updated at the meeting.

12. CO-OP BANK SUMMARY OF TARIFFS

The Co-op bank has advised the following changes to the account:

- i. Cheque clearing time at the post office will be 6 days.
- ii. Cash paid into post office will be free banking.
- iii. Cheque encashment for Petty cash will be £1.50 per cheque.

RECOMMENDATION: Members are asked to note the above charges and clearance timing.

13. WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, facebook and newsletter will be given to the meeting. The newsletter has been sent for publication.

PRIVATE & CONFIDENTIAL

14. STAFF MATTERS

A report will be made to the meeting if any matters have arisen for Members attention. *i.e. Holidays, Sickness, Toil.*

Closure