



Featherstone Town Council

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW

Tel: 01977 722654.

Email: towncouncil@featherstone-tc.gov.uk, www.featherstone-tc.gov.uk

Regenerating Supporting & Caring for our Community

30th November 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 **WEDNESDAY 7TH DECEMBER 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) **MIN 246/16** refers. Members resolved that no further petty cash cheques are to be made out in future and cash be obtained from the cash machine. Would Members please note that in the interest of security and proper bookkeeping practice this cannot be done and an imprest system of petty cash is the only secure way for the RFO and Council alike since odd pounds and pence is required to balance the cash.

b) To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 3rd November 2016, Minute numbers 235/16 to 245/16 AND 247/16 to 248/16. 246/16 to be deleted.

6. PETTY CASH AND OTHER PAYMENTS

Further to the above if Members wish to change the way cash is available for payments for goods it is suggested that the total sum held in the office is increased to £250 and that BACS payments are used more frequently.



Further, money received for ticket sales and income should be paid straight into the bank account. Payment of costs for events should be discussed with the RFO and not other officers who have no responsibility for cash. These types of decisions lead to the auditor questioning the integrity of the officers and security of the financial records.

7. FINANCE REPORTS

- a. List of cheques with a total of £9,346.97 is attached for approval.
- b. List of income for November: total £382.43.
- c. Invoices received prior to the meeting to be advised.

RECOMMENDATION: Members to approve payments list and note income.

8. BANK RECONCILIATION

The bank reconciliation is available up to 30th November. Invoices and cheque book will also be available at the meeting for Members to view.

9. BUDGET COMPARISON

Please see attached budget comparison to the 30th November.

10. INTERNAL AUDITOR REPORT

The Council undertakes an annual financial risk assessment however the auditor has asked for a greater risk assessment practice. The RFO has completed an updated assessment for Members to view and discuss.

11. NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

The Committee will be updated at the meeting.

12. MILLPOND MEADOWS COMMEMORATIVE PROJECT

- a) To receive the minutes of the PASG meeting held on the 1st December 2016.

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

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

MIN 206/16 refers: At the full Council meeting held on the 9th November the Town Clerk was asked to bring a copy letter to the meeting regarding the agreement with the Deputy Clerks training agreement.

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

To confirm that the office will be closed from 1.15pm Friday 23rd December to Tuesday 3rd January 2017.

Closure