



# Featherstone Town Council

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***Regenerating Supporting & Caring for our Community***

4<sup>th</sup> January 2017

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 11<sup>th</sup> January 2017 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 7<sup>th</sup> December 2016, Minute numbers 283/16 to 296/16.

b) To receive and sign the Minutes of the Grants Sub-Committee meeting held on the 7<sup>th</sup> December 2016, Minute numbers 275/16 to 282/16.

#### **6. FINANCE REPORTS**

a. List of cheques with a total of £4,981.83 is attached for approval.

b. List of income for December: total £2,867.29.

c. Invoices received prior to the meeting to be advised.

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

#### **7. BANK RECONCILIATION**



The bank reconciliation is available up to 31<sup>st</sup> December 2017. Invoices and cheque book will also be available at the meeting for Members to view.

#### **8. BUDGET COMPARISON**

Please see attached budget comparison to the 31<sup>st</sup> December 2016.

#### **9. 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 which was given to members' at the last meeting and is to be further discussed and resolved at this meeting.

#### **10. STANDING ORDERS AND FINANCIAL REGULATIONS**

The new standing orders and financial regulations are available for Members to discuss and agree. It is suggested that a working group meet on the 26<sup>th</sup> January at 12 noon to review these and make recommendations to Council in February.

#### **11. NEW NATWEST BANK ACCOUNT FOR PASG PROJECT**

A letter from NatWest is attached for Members to note their apology for mistakes during the account opening process. Members are asked if they wish to now proceed with the bank account.

#### **12. YORKSHIRE BANK**

The Bank has informed the Council that if the account does not have a transaction applied to it within the next two months that the account will be classed as inactive. The Council is asked to pay in a sum as low as £1.00 to prevent this status being applied.

#### **13. LOCAL COUNCIL ADVISORY SERVICE SEMINARS**

Zurich Insurance is running a course on 31<sup>st</sup> January at the Grove, South Kirby and the Council may send one free attendee and other places for £30. Please see attached agenda.

#### **14. MILLPOND MEADOWS COMMEMORATIVE PROJECT**

Please see report attached concerning the costs of the project to date.

**RECOMMENDATION:** Members to approve the payment to Cod Steaks.

#### **15. WEBSITE, FACEBOOK AND NEWSLETTER**

Updates on the website, facebook and newsletter will be given to the meeting.

The newsletter is currently being compiled and the following dates are suggested for delivery: 27<sup>th</sup> February or 6<sup>th</sup> March. It would therefore need to be with the printer for 30<sup>th</sup> January or 2<sup>nd</sup> February.

#### **PRIVATE & CONFIDENTIAL**

#### **16. STUDY LEAVE**

Please see report attached.

#### **17. STAFF MATTERS**

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

Closure