

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL TO BE HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 12TH OCTOBER 2016 AT 6PM.

Present: Councillor K Hollis, Councillor G Isherwood, Councillor M Isherwood, Councillor R Martindale, Councillor R Taylor, Councillor S Vickers (Mayor), Councillor C Woodhead and Councillor J Wright,

In Attendance: Sue Coles (Town Clerk).

192/16 WELCOME AND APOLOGIES

Councillor C Tennant, Councillor M Tennant-King.

193/16 MEMBERS DECLARATIONS OF INTEREST

194/16 PUBLIC PARTICIPATION

There was no public in attendance.

195/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

There were no members of the public in attendance.

196/16 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on the 15TH September 2016, Minute numbers 165/16 to 183/16, be signed and approved.

197/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

Members noted the report. Councillor M Isherwood advised that both she and the Mayor had their photos taken at the site for the publicity press releases. She had also with, Councillor G Isherwood, been to the willow produces at Knottingley and are confident that the company can supply the willow required for the sculpture. Ms Lipscombe will be taken over to the company when she comes next to Featherstone. Councillor R Taylor advised that WMDC had completed the drainage to the area and this should alleviate any flooding in the future. Councillor Vickers spoke about Rackhams transport that they have confirmed to him they would like to know more about the requirements of transporting the 'war horse' from Bristol with a view to assisting.

Councillor G Isherwood confirmed that there would be a meeting on the site on 28th October at 11am with planners as part of the planning application process. It was

RESOLVED: To approve and sign the minutes of the PASG meeting held on the 6th October.

198/16 FINANCE REPORTS

- a. A list of cheques with a combined total of £13,845.75 was attached to the agenda.
- b. List of income 2016/17: total £54,500.00 being the 2nd Precept payment.
- c. List of cheques received after the agenda was raised for a total of £2,157.72 and the list was circulated at the meeting.

RESOLVED: Members approved both payment lists and noted the Precept income.

199/16 BANK RECONCILIATION

Bank reconciliation with invoices and cheque book was available at the meeting and Members were advised that Yorkshire Internal Audit Services had been to the office today to carry out the first of their audits for the year. Members noted.

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200/16 BUDGET COMPARISON 2016/17

The budget comparison report to the 12th October was attached to the agenda and discussed. It was

RESOLVED: that the Gala expenses exceeded the budget and that a budget would be transferred across to cover this at a later point in the year.

201/16 PRECEPT WORKING PARTY 2017/18

The precept working party meeting was held on October 6th with the Chair, Town Clerk and other members of the Committee. A report was made to the meeting which reflected the estimated running costs, as provided by WMDC, for the Community Centre. An estimation of the Precept increase and the effect it would have on band properties A to H was produced to the Committee which also showed an estimated tax band increase to 4500 due to an increase in the new properties in the town and that a Band A property currently paying £16.82 per year would pay in 2017/18 £19.26 which was an increase of £2.44 per year or £.25p per month. It was

RESOLVED: The Council will consider at the present time a precept of £130,000 and will wait until January 2017 before fixing this figure.

202/16 INTERNAL AUDITOR REPORT

Yorkshire Internal Audit Services attended the Council office on 12th October and a report will be available at the November meeting for members to consider.

203/16 NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

The Committee was informed that NatWest are processing the new account application.

204/16 TRAINING

a) A Charitable Trust SLCC course was attended on 21st September by Councillor Vickers, Councillor Wright and Town Clerk. The outcome from that day was to completely reassure Members' that the Council had made the right decision that the Community Centre would not be seek charitable trust status.

b) WMDC document concerning advice for Members on declaring interests at Town and Parish Council meetings. Wakefield advice that there is no such document but they are aware of a need to produce this information for their members and it is hoped this will be done in the very near future.

205/16 WEBSITE, FACEBOOK AND NEWSLETTER

The newsletter has been sent for publication. Councillor Hollis advised that the 'APP' project had been put on hold at the request of the PASG group who were looking for funding in regards the 'War Horse'.

206/16 STAFF MATTERS

- a) A report was made to the meeting concerning holidays and they were agreed.
- b) The staff appraisal for Deputy Town Clerk has been undertaken and a copy was given to the Chairman.
- c) Ms Symons has made a request to study for the Certificate in Higher Education in Community Governance: Local Council Management and progress towards the Foundation Degree with Cheltenham University. The course starts in January 2017 and it was

RESOLVED: That the council pays SLCC's annual costs of £2,320.

Closure