

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 7TH DECEMBER AT 6PM.

Present: Councillor K Hollis, Councillor M Isherwood, Councillor R Martindale, Councillor M Tennant-King, Councillor S Vickers (Mayor), Councillor C Woodhead and Councillor J Wright.

In Attendance: Sue Coles (Town Clerk).

283/16 WELCOME AND APOLOGIES

Councillor A Lapish, Councillor D Stapleton, Councillor G Isherwood and Councillor R Taylor.

284/16 MEMBERS DECLARATIONS OF INTEREST

List of cheques: Councillor Tennant-King.

285/16 PUBLIC PARTICIPATION

The meeting was opened for the public to address Members on matters relevant to the business of the committee. However no residents were present.

286/16 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.

287/16 MINUTES OF PREVIOUS MEETINGS

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 tin. It was

RESOLVED: That 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).

288/16 PETTY CASH AND OTHER PAYMENTS

Further to **MIN 287/16** above Members were advised that if they 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 could lead to the auditor questioning the integratory of the officers and security of the financial records. It was

RESOLVED: That the Petty Cash tin be increased to £250.00 and the Chairman will check the balance with the RFO once per month and discuss the use of a BACS system for future payments.

289/16 FINANCE REPORTS

- a. List of cheques with a total of £9,346.97 was attached to the agenda for approval.
- b. List of income for November total £382.43 was noted.
- c. Invoices received prior to the meeting totalled £2,560.20 with a refund from Bookers for chocolates remaining from Santa Day. It was

RESOLVED: That payments were approved and Scott the Juggler needed to be paid the same figure as his Gala payment.

290/16 BANK RECONCILIATION

The bank reconciliation was available up to 30th November. Invoices and cheque books were available at the meeting for Members to view.

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291/16 BUDGET COMPARISON

A budget comparison to the 30th November had been attached to the agenda and an updated report to the 7th December was given to the Chairman.

292/16 INTERNAL AUDITOR REPORT

The Council undertakes an annual financial risk assessment however the auditor asked for a greater risk assessment practice. The RFO has completed an updated assessment for Members to view and discuss and this will be brought back to the January meeting for discussion.

293/16 NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

The Committee was updated at the meeting concerning the address the bank was using and Members agreed with the RFO that the bank needed ensure its records were correct before the account was used.

294/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

The minutes of the PASG meeting held on the 1st December 2016 were given to the meeting it was

RESOLVED: That the payment for the planning application be approved and the minutes signed.

295/16 WEBSITE, FACEBOOK AND NEWSLETTER

An update was given on the website, facebook and newsletter.

PRIVATE & CONFIDENTIAL

296/16 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. This was received and noted.

The office will be closed from 1.15pm Friday 23rd December to Tuesday 3rd January 2017.

Closure

The meeting closed at 6.50pm