

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 17TH AUGUST 2016 AT 6.00 PM.

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

In Attendance: Sue Coles (Town Clerk).

110/16 WELCOME AND APOLOGIES

Councillor A Lapish, Councillor D Stapleton, Councillor M Tennant-King

111/16 MEMBERS DECLARATIONS OF INTEREST

Councillor K Hollis in item 8 List of Accounts.

112/16 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.

113/16 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 relating to Staff Matters plus at any part of the meeting by reason of the confidential nature of the business being transacted.

114/16 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held the 20th July 2016, Minute numbers 80/16 to 93/16 be approved.

115/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

Item No. 2 in minutes dated 15th August; Councillor Taylor advised Members that the group should be aware that there is a mains sewer drain running underneath the hedge along with the services mentioned. Item No. 4 (b) Councillor Hollis queried a potential application for the project to create an 'App' for iPhones. Councillor M Isherwood reassured her that the PASG group would consider her project since it was integral to the whole project. Item No. 6 approved the contract and stated that the Town Council would be the authorised representative and not Beam. Councillor S Vickers stated how pleased he was with the progress the PASG group are making. It was

RESOLVED: a) That the contract for Cod Steaks be approved and issued.
b) That the minutes of the PASG Project Management Group for 14th July as attached and
c) the minutes of the PASG Project Management Group for 15th August (as given at the meeting) be approved and signed the amendments as detailed above be also approved.

116/16 BANK RECONCILIATION

The bank reconciliation with invoices and cheque book was available at the meeting for Members to view.

117/16 FINANCE REPORTS

- a. Two lists of cheques with a combined total of £3,308.52 are attached for approval.
- b. No income was received.
- c. A third list of cheques was presented at the meeting with a total of £2,693.00 these have been received prior to the meeting.

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117/16 FINANCE REPORTS Cont'd...

MIN 87/16 requested that cheque no. 203422 was withheld. In **MIN317/16** the Council had previously agreed this cost and approval was now sought to send the cheque to WMDC. It was

RESOLVED: That the three lists of payments be approved. A letter be sent with the payment to Beam to remind them that this figure had been previously agreed and a successful outcome was expected in the grant funding applications. The Council was concerned in the amount of administrative time it had taken to make the previous grant funding application a success. Income was noted. It was also agreed to release cheque 203422 for £5,130.00 to Wakefield Council.

118/16 BUDGET COMPARISON 2016/17

The budget comparison report to the 9th August was attached for Members information. It was agreed that the balance from 4250 Queen's celebration be moved to 4210 Gala Day Costs. That the balance from Markets Expenditure to 4450 Grass Mowing.

The Town Clerk asked that Members consider their projects and finance requirements in order that a meeting can be held August/September to start to discuss budgeting for 2017/18.

119/16 NEW STANDING ORDERS

MIN65/16 refers. Standing orders and Financial Regulations should be reviewed and replaced by the new NALC guidelines (reference to the audit report of Yorkshire Internal Auditor Mr K Stephenson).

The Governance & Accountability guidance has now been purchased from SLCC however standing orders can only be obtained from NALC due to the copywrite of the document. The Town Clerk further explained that whilst the Council has not been a member of the association for the last six years it is falling behind on the latest statutory legislation, it is denying itself access to advise and the officers and councillors were not able to gain training. It was

RESOLVED: that the Town Clerk ascertains the cost of joining National Association of Local Councils in order to obtain the new standing orders.

120/16 FINANCIAL SERVICES COMPENSATION SCHEME

The limit of protection in any one bank has been reduced to £75,000. The Town Clerk gave a verbal report to the meeting concerning the reserves of the Council and it was agreed that no further action can be taken other than in MIN 121/16 (below). The Council will continue to monitor the current banking system and market conditions for the time being.

121/16 NEW BANK ACCOUNT FOR PASG PROJECT

The Chair and Town Clerk have looked at the various bank account options open to the Council and ask that the Committee approve the Nat West Bank for the PASG banking. Nat West advises that their Community Bank Account can only have three signature in total. It was

RESOLVED: That the Council opens a Nat West Community Account and the Town Clerk/RFO, Cllr M Isherwood and Cllr Wright are the signatories.

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122/16 TRAINING

The Town Clerk asked for support to attend the following events:

- a) The SLCC Regional Road Show event is to be held on the 2nd November.
- b) SLCC is also running a course at Wakefield on Charitable Trusts. It is open to Members of the Council and staff. The date is 21st September at a cost of £95.00 for the Town Clerk and Councillors. It was

RESOLVED: That the Town Clerk does not attend the Regional Road Show event but attends with Councillors' Vickers and Wright the SLCC Charitable Trust Course.

123/16 WEBSITE, FACEBOOK AND NEWSLETTER

Councillor Hollis advised that Council that it was very important that the Council completes the newsletter at least five weeks before the expected delivery date to ensure that the Royal Mail delivery can be booked and to allow enough time for the copy to be printed. Members suggested that the Balloon Race winner, Queen's Birthday Card winner, PASG update, October Tea Dance, Christmas Events and the possible Community Centre and office move be some of the items.

PRIVATE & CONFIDENTIAL

124/16 STAFF MATTERS

There was nothing to report.

Closure

The meeting closed at 6.50pm