

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 3rd NOVEMBER 2016 AT 11.00

Present: Councillor M Isherwood, Councillor M Tennant-King, Councillor R Taylor (11.20am)
Councillor J Wright.

In Attendance: Vicky Symons (Deputy Town Clerk).

235/16 WELCOME AND APOLOGIES

Apologies were received from Councillor G Isherwood, Councillor A Lapish, Councillor K Hollis, Councillor C Tennant and Councillor S Vickers.

236/16 MEMBERS DECLARATION OF INTEREST

None were declared.

237/16 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. There were no members of the public present.

238/16 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.

239/16 MINUTES OF THE PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on the 12th October, Minute numbers 192/16 to 206/16 be approved.

240/16 MILLPOND MEADOWS COMMEMORATIVE PROJECT

a) To receive the minutes of the PASG meeting held on the 28th October

A verbal report was given by Councillor M Isherwood who advised that the project is now progressing and that WMDC Planning officers were looking into the details for the application process. Minutes from the meeting were presented to Members. It was

RESOLVED: That the Minutes of the PASG Meeting be approved.

241/16 FINANCE REPORTS

- a. Two lists of cheques with a total of £3,454.58 were given at the meeting.
- b. List of income 2016/17: total £379.59.
(plus any other invoices which have been received prior to the meeting).

The Chair examined the invoices. It was

RESOLVED: Members approved payments listed as above and noted the income received.

242/16 BANK RECONCILIATION

Due to the timing of this meeting bank reconciliation is available up to 20th October only. The invoices and cheque book were available at the meeting for Members to view.

243/16 BUDGET COMPARISON

The budget comparison to the 20th October was available for Members at the meeting. No comments were made.

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244/16 INTERNAL AUDITOR REPORT

Yorkshire Internal Audit Services has attended the Council office on 12th October a report was attached to members Agenda's to comment.

Whilst the Council does undertake a financial risk the auditor is asking for a greater risk assessment practice as detailed in the report. Members discussed the audit review and requested sight of the example risk assessment for the next meeting.

245/16 NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

There was no update available for the meeting.

246/16 CO-OP BANK SUMMARY OF TARIFFS

The Co-op bank has advised the following changes to the account:

- i. Cheque clearing time at the post office will be 6 days.
- ii. Cash paid into post office will be free banking.
- iii. Cheque encashment for Petty cash will be £1.50 per cheque.

It was

RESOLVED: That no further cheques for petty cash are to be made out. The Town Clerk is to obtain the Petty Cash by withdrawing from the bank card and obtain a receipt. Members noted the clearance timing.

247/16 WEBSITE, FACEBOOK AND NEWSLETTER

Copies of the Newsletter had now been delivered and Members were very happy with the content and timing. It was also noted that the Website and Facebook are receiving more 'hits' and 'likes.'

PRIVATE & CONFIDENTIAL

248/16 STAFF MATTERS

The deputy clerk advised Members that she is now in the office each day from 9.15 and requested that her hours be changed to 9.15 to 1.15.

It was

RESOLVED: Members approved the change to the deputy clerk's hours.

Meeting closed at 11.30.