



Featherstone Town Council

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW

Tel: 01977 722654.

Email: towncouncil@featherstone-tc.gov.uk, www.featherstone-tc.gov.uk

Regenerating Supporting & Caring for our Community

1st February 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 8th FEBRUARY 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 11th January 2017, Minute numbers 321/17 to 337/17.

b) To receive and sign the Minutes of the Grants Sub-Committee meeting held on the 11th January 2017, Minute numbers 312/17 to 319/17.

6. FINANCE REPORTS

a. List of cheques with a total of £6,511.30 is attached for approval.

b. List of income for December: total £3,883.08.

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 31st January 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 31st January 2017.

9. STANDING ORDERS AND FINANCIAL REGULATIONS

The new standing orders and financial regulations are available for Members to discuss and agree the a working group met on the 26th January at 12 noon to review these and requested that a copy is distributed to Members for discussion.

10. FEATHERSTONE TRAIL APP

Members are to be updated by Councillor K Hollis on the project to produce an mobile phone APP. The project had been placed on hold whilst the PASG searched for funding.

11. MILLPOND MEADOWS COMMEMORATIVE PROJECT

To approve and sign the Minutes from the meeting held on the 19th January 2017 with the actions taken to further this Wren application.

Letters requesting a show of support have been sent to the original supporters from the mailshot in June an on-line request through Facebook has also been launched on 31st January and a £14.00 payment has been made to the site to gain a wider audience.

Another meeting will be held on the 9th February at 11am to finalise the application before its submission on the 22nd February.

The committee is asked to nominate Councillor M Isherwood as a named signatory and make this recommendation to the Council meeting.

RECOMMENDATION TO COUNCIL: That Councillor M Isherwood is the named signatory for this application.

12. MINUTE BOOKS

The minutes for the years 2012/13, 2013/14 and 2014/15 were taken to Spink & Thackray Ltd in Leeds and have now been bound. The company charged £106.99 for three volumes.

13. TRAINING SEMINARS

YLCA are offering training for Members” and Staff on 1) Understanding the Planning System and 2) Undertaking a Neighbourhood Plan.

RECOMMENDATION: The Town Clerk requests approval to attend Understanding the Planning System at a cost of £115.00.

14. WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, Facebook will be given to the meeting.

The newsletter is currently being compiled and requires a couple of articles updating by the Chair and Leaders group it will be then sent to the printer on the 27th February for delivery: 27th March. Members’ should note that this will be the last possible date that the printer can accept the copy.

PRIVATE & CONFIDENTIAL

15. STAFF MATTERS

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

Closure