



# Featherstone Town Council

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***Regenerating Supporting & Caring for our Community***

1<sup>st</sup> March 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 8<sup>th</sup> MARCH 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 8<sup>th</sup> February 2017, Minute numbers 363/17 to 376/17.

### **6. FINANCE REPORTS**

- a) List of cheques with a total of £2,688.87 is attached for approval.
- b) List of income for February: total £820.00
- 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 28<sup>th</sup> February 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 28<sup>th</sup> February 2017.

## 9. STANDING ORDERS AND FINANCIAL REGULATIONS

The review of the new NALC standing orders and financial regulations has been completed and Members' are asked to approve these and make a **RECOMMENDATION TO COUNCIL** that they be accepted at the May Council meeting.

## 10. MILLPOND MEADOWS COMMEMORATIVE PROJECT

The Featherstone War Horse – A Place of Peace to be Together Ref CF-758 grant application has been made to the WREN Board of Directors who will meet on 17<sup>th</sup> May for a decision.

Mr R Parkinson has contacted the Town Council with the details of benches which his Community Group have made and a grant application for £500.00 has been received for a Council grant to purchase three benches to place at Mill Pond Meadows. Members will be updated at the meeting and consideration is requested that a memorial plaque is purchased in memory of the late Derek Buckingham Dec'd.

**RECOMMENDATION:** To approve and sign the Minutes from the meeting held on the 7<sup>th</sup> February 2017 and to agree the suggested purchase of a plaque.

## 11. ASSET REGISTER

Members are asked to review and agree the asset register as attached.

## 12. ZURICH INSURANCE

To renew the Zurich Insurance policy for a further 1, 3 or 5 year term.

| Long Term Agreement | Price Proposed per year | Total payment |
|---------------------|-------------------------|---------------|
| 1 year              | 723.59                  | £723.59       |
| 2 year              | 693.62                  | £1387.24      |
| 5 year              | 663.60                  | £3318.00      |

Since the Council is due to substantially increase its assets this year the Town Clerk recommends renewing with our current provider Zurich for one further year and then having a full market comparison in 2018. It is also advised that the Council has a building condition survey before it takes on the Community Centre since WPS insurers are handling a case of a Council taking over a building which is only 6 years old and substantial repairs has now been discovered.

**RECOMMENDATION:** To renew with Zurich for one year and then make the changes to the policy for adoption of the Community Centre and have a full market review in 2018.

## 13. NOTICE BOARDS

During discussions with the Chairman recently it was suggested that the notice boards could be updated by the Councillors' in who's ward the notice board/s are situated. Members are asked to consider this suggestion to assist the office and ensure that the board information is displayed in a timely fashion.

## 14. WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, Facebook will be given to the meeting. The newsletter has now gone to the publisher.



**PRIVATE & CONFIDENTIAL**

**15. PENSIONS TRUST**

Please see attached report.

**16. HMRC**

Please see attached report.

**17. STAFF APPRAISAL**

Councillor M Isherwood has completed the Town Clerk's appraisal.

**18. STAFF MATTERS**

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

✓

Closure