

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 8TH FEBRUARY 2017 AT 6PM.

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

363/17 WELCOME AND APOLOGIES

Councillor A Lapish.

364/17 MEMBERS DECLARATIONS OF INTEREST

Councillor G Isherwood, Councillor M Isherwood, Councillor R Taylor, Councillor M Tennant-King, Councillor K Hollis.

365/17 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. None present.

366/17 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.

367/17 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. Ref MIN328/17 ref New Sign, Councillor G Isherwood advised that planning permission will be required for the preferred location at the end of Church Lane, approximately where the bus shelter is. A site visit with Highways will be required due to underground services, the Town Clerk was asked to arrange this. The sign will state Welcome to North Featherstone.

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. Councillor G Isherwood asked about the grant to St Thomas Garden Grounds and was informed that the group have agreed to contact the Town Council when they have opened the bank account. Councillor G Isherwood was concerned that they may need assistance and asked the Town Clerk to contact the group again. It was

RESOLVED: that the minutes in a) and b) above be approved along with the action points and signed.

368/17 FINANCE REPORTS

- a. List of cheques with a total of £6,511.30 was attached for approval.
- b. List of income for December: total £3,883.08.
- c. Invoices received prior to the meeting total £1,304.41 including a BACS payment request from Matt Sporting. It was

RESOLVED: To approve the payments in a) and c) above, including the request for BACS payment and note income.

369/17 BANK RECONCILIATION

The bank reconciliation was available up to 31st January 2017 along with invoices and cheque book. The Chair examined the documents.

370/17 BUDGET COMPARISON

The budget comparison to the 31st January 2017 received the following comments: that it be recorded that the PASG/Grants income be noted at £11,080 against budget expenditure of

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370/17 BUDGET COMPARISON Cont'd...

£12,843 since the alpha computer system will not let the balances be merged on this particular report. That £1,000 budget is transferred from grant & other donation budget to grant S137. It was noted that a large invoice to WMDC is outstanding for the Christmas trees and that the Gala expenses is now over budget due to a late invoices.

371/17 STANDING ORDERS AND FINANCIAL REGULATIONS

The new standing orders and financial regulations were again available for Members to discuss and agree a working group met on the 26th January at 12 noon to start a review of these and requested that copies were distributed to Members for discussion. Councillor M Isherwood will meeting with the Town Clerk again on the 9th February to discuss further.

372/17 FEATHERSTONE TRAIL APP

Members were updated by Councillor K Hollis on the project to produce a mobile phone APP. The project was now gaining momentum after been placed on hold whilst the PASG searched for funding. She is looking at a Heritage Lottery Fund – Sharing Heritage Application for a maximum grant of £10,000. Councillor Hollis has written to schools and others who have supported the PASG. Councillor G Isherwood suggested that letters of support are compiled with a view of asking members of the public to support the application. It was

RESOLVED: That Mr I Clayton will be approached for confirmation of his costs.

373/17 MILLPOND MEADOWS COMMEMORATIVE PROJECT

The Minutes from the meeting held on the 19th January 2017 with the actions taken to further this Wren application were approved and signed. 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.

Councillor G Isherwood has approached planning to ascertain whether the War Horse application will be approved under delegated powers. A lease is also a requirement of the Wren application and Streetscene have been approached and assure Councillor G Isherwood that a letter of intent will be sent to the Town Council.

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

Councillors' G & M Isherwood attended Wakefield Tree Wardens meeting recently and Mr Parkinson is giving talks to business' which includes the War Horse project.

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

374/17 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. Members noted and were pleased with the bound copies.

375/17 TRAINING SEMINARS

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

It was

RESOLVED: The Town Clerk's request to attend the course was refused since it was not necessary to train and upskill the Clerk when there were WMDC Members who can advise the Council on these matters.

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376/17 WEBSITE, FACEBOOK AND NEWSLETTER

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

The draft newsletter was circulated and amendments decided upon the copy still needs an article by the Leaders group, Members were reminded of the 27th February deadline for delivery: 27th March delivery and note that this will be the last possible date that the printer can accept the copy.

PRIVATE & CONFIDENTIAL

377/17 STAFF MATTERS

A report was made to the meeting regarding study leave.

Closure