

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 11TH JANUARY 2017 AT 6PM.

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

In Attendance: Sue Coles (Town Clerk).

321/17 WELCOME AND APOLOGIES

Councillor K Hollis, Councillor A Lapish and Councillor M Tennant-King.

322/17 MEMBERS DECLARATIONS OF INTEREST

Councillor M Isherwood in the list of accounts.

323/17 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.

324/17 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 staff matters or items at any part of the meeting by reason of the confidential nature of the business being transacted.

325/17 MINUTES OF PREVIOUS MEETINGS

- a) To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 7th December 2016, Minute numbers 283/16 to 296/16.
- b) To receive and sign the Minutes of the Grants Sub-Committee meeting held on the 7th December 2016, Minute numbers 275/16 to 282/16. It was

RESOLVED: that the minutes in a) and b) above be approved and signed.

326/17 FINANCE REPORTS

- a. List of cheques with a total of £4,981.83 was attached for approval.
- b. List of income for December: total £2,867.29.
- c. A list of payments was given to the meeting with a total of £6,089.56. It was

RESOLVED: That the payments listed in a) and c) be approved and income noted.

327/17 BANK RECONCILIATION

The bank reconciliation was given to the meeting up to 31st December 2017. Invoices and cheque book were also available for Members to view. The Chair asked that the payee details are to be written on the bank statement the Clerk suggest that an alternative report in future will be given. This was agreed.

328/17 BUDGET COMPARISON

Cllr G Isherwood discussed the placement of a new sign for North Featherstone and Members suggested two sites to be explored. Cllr Vickers will liaise with Express signs for the final location and ordering. The budget comparison to the 31st December 2016 was noted.

329/17 INTERNAL AUDITOR REPORT

The Council undertakes an annual financial risk assessment however the auditor has asked for a greater risk assessment practice. The RFO completed an updated assessment which was given to members' at the December meeting and was discussed further. It was

RESOLVED: The Chair will discuss the salaries further with the RFO and a quarterly review will be established rather than annual.

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330/17 STANDING ORDERS AND FINANCIAL REGULATIONS

The new standing orders and financial regulations are available for Members to discuss and agree. It was decided that a working group of Councillors' G Isherwood, M Isherwood, Wright and Taylor meet on the 26th January at 12 noon to review these and make recommendations to Council in February.

331/17 NEW NATWEST BANK ACCOUNT FOR PASG PROJECT

A letter from NatWest was given to Members to note that the bank has apologised to the RFO for sending bank statements, cheque and paying in books to her home address. It was

RESOLVED: That Members' noted the mistake and apology and were happy to now proceed with the operation of the bank account for the PASG Wren funding.

332/17 YORKSHIRE BANK

The Bank has informed the Council that if the account does not have a transaction applied to it within the next two months that the account will be classed as inactive. It was

RESOLVED: That a minimum payment of £1.00 is paid into the account to prevent this status being applied.

333/17 LOCAL COUNCIL ADVISORY SERVICE SEMINARS

Zurich Insurance is running a course on 31st January at the Grove, South Kirby and the Council may send one free attendee and other places for £30. It was

RESOLVED: That Councillor Vickers will attend and he requested that the item on managing events safely be moved earlier in the morning.

334/17 MILLPOND MEADOWS COMMEMORATIVE PROJECT

A financial risk report was attached to the agenda to advise members on the background of funding and the future finance of the project. It was

RESOLVED: To note the report and the 2nd payment to Cod Steaks at this development stage of the project.

335/17 WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, facebook and newsletter will be given to the meeting.

A draft newsletter was submitted to the meeting with the suggested dates for delivery. It was

RESOLVED: That the item on the community centre was removed. That other items i.e. Remembrance Day be enlarged upon. The press release for the increase in the precept is to be reworded by the Chair and that the whole copy be put back by one month.

336/17 STUDY LEAVE

A report concerning the Deputy Town Clerk's study leave was given to Members and it was

RESOLVED: That the 8 hours be paid leave and that the rate for car allowance be paid one way.

337/17 STAFF MATTERS

A report was made to the meeting of matters which have arisen for Members information.

Closure

The meeting closed at 6.50pm.