



Featherstone Town Council

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Regenerating Supporting & Caring for our Community with Wisdom and Courage

24th May 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 **THURSDAY 1st JUNE 2017 AT 11AM.**

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 Grants Sub-Committee meeting held on 11th May 2017, Minute numbers 16/17 to 23/17.

b) To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 11th May 2017, Minute numbers 24/17 to 38/17.

6. FINANCE REPORTS

a) List of cheques with a total of £1,506.72 is attached for end of year 2017/18.

b) List of income for May will be given at the meeting.

c) Invoices received prior to the meeting are to be advised at the meeting.

RECOMMENDATION: Members to approve payments lists and note income

7. BANK RECONCILIATION

The bank reconciliation will be available up to 31st May 2017. Invoices and cheque book will also be available at the meeting for Members to view.



8. BUDGET COMPARISON

The budget comparison to the 31st May 2017 will be given at the meeting.

9. INTERNAL AUDIT REPORTS

a) **MIN329/17** refers. The annual financial risk assessment was approved at the January meeting under the Internal Auditor Report and the Committee decided to hold quarterly reviews. For the Annual Return (which has now been presented to the 1st June Council meeting) and future audits it is a requirement that a review of the effectiveness of the internal control has been carried out. The previous meeting of this committee requested an electronic copy to be distributed to each Member for their consideration.

RECOMMENDATION: Members are asked to approve the document.

b) The Internal Auditor report (may have already been received at full Council on 30th May 2017).

10. MILLPOND MEADOWS COMMEMORATIVE PROJECT

An update, if any, will be given at the meeting.

11. FACEBOOK, NEWSLETTER, NOTICE BOARDS AND WEBSITE,

Any updates on these items will be given to the meeting.

PRIVATE & CONFIDENTIAL

12. AUTHORISED SIGNATORIES ON BANK ACCOUNTS

A report will be given to the meeting concerning the current signatory lists for all bank accounts.

13. STAFF APPOINTMENTS

To consider any delegated decisions from the Extraordinary Council meeting of the 31st May.

14. STAFF MATTERS

A report will be made to the meeting of matters which have arisen for Members attention.
i.e. Holidays, Sickness, Toil, and leaving date of staff member.

Closure