



Featherstone Town Council

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Regenerating, Supporting & Caring for our Community by Wisdom and Courage.

4th 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 11th MAY 2017 AT 11AM.**

Sue Coles

Town Clerk

AGENDA

1. ELECTION OF CHAIRMAN

2. WELCOME AND APOLOGIES

3. ELECTION OF VICE CHAIRMAN

4. MEMBERS DECLARATIONS OF INTEREST

5. 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.

6. 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.

7. MINUTES OF PREVIOUS MEETINGS

- a) To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 6th April 2017, Minute numbers 446/17 to 457/17.
- b) To receive and sign the Minutes of the Grants Sub-Committee meeting held on the 8th March 2017 at 6.30pm, Minute number 395/17 to 400/17.

8. FINANCE REPORTS

- a) List of cheques with a total of £9,960.59 is attached for end of year 2017/18.
- b) List of income for April £65,000 being the 1st Payment of Precept.
- c) Invoices received prior to the meeting to be advised.

RECOMMENDATION: Members to approve payments lists and note income



9. BANK RECONCILIATION

The bank reconciliation is available up to 30th April 2017. Invoices and cheque book will also be available at the meeting for Members to view.

10. BUDGET COMPARISON

The budget comparison to the 30th April 2017 is attached. Members to please note that one of the junior schools intends to take school years' 5 & 6 together on a biannual trip basis.

11. QUARTERLY INTERNAL AUDIT REVIEW

MIN329/17 refers. The annual financial risk assessment was approved at the January 2017 meeting under the Internal Auditor Report and it was decided to hold quarterly reviews. For the Annual Return which will be presented to the June Council meeting it is a requirement that a review of the effectiveness of the internal control has been carried out. Please see copies attached for approval.

12. MILLPOND MEADOWS COMMEMORATIVE PROJECT

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

13. GRANT APPLICATION PROCESS

To review the grant applications process with a report on recipients feedback on where money spent and the success of the projects for which money was applied for.

14. FACEBOOK, NEWSLETTER, NOTICE BOARDS AND WEBSITE

Distribution query from D M & Print Solutions for discussion plus any updates on these items will be given to the meeting.

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