

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 1ST JUNE 2017 AT 11AM.

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

In Attendance: Sue Coles (Town Clerk).

55/17 WELCOME AND APOLOGIES

Councillor K Hollis, Councillor A Lapish, Councillor C Tennant, Councillor C Woodhead.

56/17 MEMBERS DECLARATIONS OF INTEREST

57/16 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.

58/16 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.

59/17 MINUTES OF PREVIOUS MEETINGS

It was

- a) **RESOLVED:** 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) **RESOLVED:** 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.

60/17 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 £3,727.34 VAT claim.
- c) A List of cheques for Invoices received prior to the meeting was presented to the meeting for £7,118.63 and one further for £73.10.

It was

RESOLVED: that the cheques listed at a) and c) above be approved income was noted.

61/17 BANK RECONCILIATION

The bank reconciliation report was available up to 31st May 2017. Invoices and cheque book was also available at the meeting. Since the full bank statement was not available for May due to the early date of this meeting the Chair will view this when received in the post.

62/17 BUDGET COMPARISON

The budget comparison to the 31st May 2017 was given at the meeting and noted. The Town Clerk advised that the receipts will need to be given to the office for the Mayor's Allowance and that any (if at all) HMRC declarations need to be considered. The Council agreed a £300 contribution to Mayor Making and the invoices received have gone over this budget the Council will need to adjust the next payment of the Mayor's Allowance down to approx.£300.

63/17 INTERNAL AUDIT REPORTS

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 31st May Council

63/17 INTERNAL AUDIT REPORTS (Cont'd)

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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. It was

RESOLVED: that the document be approved.

As reported to full Council the Internal Auditor has asked for the Annual Return to be forwarded to him in order that he can seek the advice of Mr K Stephenson Partner of Yorkshire Internal Audit Services. Noted.

64/17 MILLPOND MEADOWS COMMEMORATIVE PROJECT

Members were informed that the Council had been successful in its bid for £50,000 WREN funding. There was more information to be forwarded to WREN before the grant can be issued. Ms K Watson had been informed and Members asked that Mrs Lipscombe can also be advised of this and request a meeting for the week beginning 5th June. The additional information requested will need to be worked on and submitted before the 20th July.

Councillor G Isherwood congratulated everyone who had been involved in the application. All Members of the Working Party should be informed along with Mr R Parkinson, Schools and District Councillors. He felt that this was just phase 2 of the project and that there were other phases to follow which included; the paths with points marked of all the battles in the war, the APP project and local firm donations.

Councillor M Isherwood is to design a press release which will be placed on the website and a commemorative booklet should include all the people involved from conception to conclusion.

65/17 FACEBOOK, NEWSLETTER, NOTICE BOARDS AND WEBSITE,

Members discussed the next issue of the newsletter and felt the next editions should be in August/February. Cllr Hollis will be asked to update the website.

PRIVATE & CONFIDENTIAL

66/17 AUTHORISED SIGNATORIES ON BANK ACCOUNTS

A report was given to the meeting concerning the current signatory lists for all bank accounts. Due to the Town Clerk's resignation she has cut up the bank card in her name and given this to the Chairman who will discuss the removal her signature from the bank accounts next week.

67/17 STAFF APPOINTMENTS

The Deputy Town Clerk has confirmed that she will be appointed as Interim Town Clerk and Responsible Financial Officer. It was

RESOLVED: That Ms Symons be given a increment in her salary from 8th June 2017. That vacancy of an Administration Assistant for approximately 16 hours per week with office experience is advertised on the website, newspaper and YLCA. The Chairman will liaise with the Town Clerk.

68/17 STAFF MATTERS

None

Closure. The meeting closed at 12.10pm