

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 11<sup>TH</sup> MAY 2017 AT 11AM.**

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

**In attendance:** Sue Coles (Town Clerk).

**24/17 ELECTION OF CHAIRMAN**

Councillor M Tennant-King proposed and Councillor J Wright seconded and it was

**RESOLVED:** Councillor M Isherwood is elected Chair for the ensuing year.

**25/17 WELCOME AND APOLOGIES**

Councillor G Isherwood, Councillor A Lapish, Councillor S Vickers and Councillor C Tennant.

**26/17 ELECTION OF VICE CHAIRMAN**

Councillor M Isherwood proposed and Councillor J Wright seconded and it was

**RESOLVED:** Councillor M Tennant-King is elected Vice Chair.

**27/17 MEMBERS DECLARATIONS OF INTEREST**

Councillors' M Isherwood and Tennant-King in the list of accounts.

**28/17 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. No public were present.

**29/17 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.

**30/17 MINUTES OF PREVIOUS MEETINGS**

It was

**RESOLVED:**

- a) To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 6<sup>th</sup> 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 8<sup>th</sup> March 2017 at 6.30pm, Minute number 395/17 to 400/17.

**31/17 FINANCE REPORTS**

- a) List of cheques with a total of £9,960.59 was attached for 2017/18.
- b) List of income for April £65,000 being the 1<sup>st</sup> Payment of Precept.
- c) Invoices with a total of £1,282.00 received prior to the meeting.

It was

**RESOLVED:** to approve payments listed at a) and c) and note income

**32/17 BANK RECONCILIATION**

The bank reconciliation was available up to 30<sup>th</sup> April 2017. Invoices and cheque book was also at the meeting for Members to view. The Town Clerk advised that Mr Terry from Yorkshire Internal Audit Services would be coming on the 23<sup>rd</sup> May to review the end of year accounts. Members noted.

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**33/17 BUDGET COMPARISON**

The budget comparison to the 30<sup>th</sup> April 2017 was attached to the agenda. Members discussed the NCMM school trips for junior schools and noted that one school will take school years' 5 & 6 together on a biannual trip basis. Another school has had a change in staff recently and there needs to be clarification on which years are being taken to the museum. Councillor M Isherwood advised that it is the intension of the Town Council that the trips are for the year 6 only not years 3 & 4. It was

**RESOLVED:** to clarify that the trips should be for year 6 only.

**34/17 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. It was

**RESOLVED:** That an electronic copy is sent to Members' to review and place on the agenda for June.

**35/17 MILLPOND MEADOWS COMMEMORATIVE PROJECT**

It was noted that a memorial wood at Fryston had been vandalised and all the young sapling trees had been pulled out of the ground by vandals. Members were appalled by this news.

**36/17 GRANT APPLICATION PROCESS**

The grant application documents with a report on recipient's feedback were presented to the meeting. It was

**RESOLVED:** that contact is made with all organisations who had not presented any receipts and feedback for the grants issued to them in year 2016. That the process is tightened for auditing purposes and a declaration form is signed to agree to the Council's terms and condition before the payment was issued to them.

**37/17 FACEBOOK, NEWSLETTER, NOTICE BOARDS AND WEBSITE**

A distribution query had been received from D M & Print Solutions to propose that the newsletter is delivered to households with an advertisement booklet. This was

**RESOLVED:** to agree in principal but Members' wished to see a mock up or actual copy of the booklet and that the company paid for the delivery not a contribution to the Council's printing costs.

**PRIVATE & CONFIDENTIAL**

**38/17 STAFF MATTERS**

Agreement was sought for the purchase of the latest Charles Arnold Baker 10<sup>th</sup> edition of Local Council Administration. It was

**RESOLVED:** to purchase the book at a cost of £78.40 for the office and staff training.

Closure

The meeting closed at 11.55am