



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

31<sup>st</sup> August 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 7<sup>TH</sup> SEPTEMBER 2017 AT 11AM.**

Vicky Symons  
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 relating to Staff Matters Nos. 12, plus at any part of the meeting by reason of the confidential nature of the business being transacted.

### 5. MINUTES OF PREVIOUS MEETINGS

To receive the Minutes of the Administration & Finance Committee meeting held on the 12<sup>th</sup> July 2017, Minute numbers 124/17 to 135/17.

### 6. MILLPOND MEADOWS COMMEMORATIVE PROJECT

The minutes of the PASG Project Management Group for 31<sup>st</sup> August. Copies of the Minutes will be available at the meeting.

**RECOMMENDATION:** Members to approve and sign the minutes above and make any recommendations to full Council meeting in October.

### 7. FINANCE REPORTS

- a. A list of cheques with a combined total of £18,736.92 is attached for approval.
- b. List of income 2017/18: total for July and August is £237.00.

Town Clerk Mrs Vicky Symons



(Plus any other invoices which have been received prior to the meeting).

**RECOMMENDATION:** Members to approve payments list and note income.

**8. BANK RECONCILIATION**

Bank reconciliation with invoices and cheque book will be available at the meeting for Members to view.

**9. BUDGET COMPARISON 2017/18**

The budget comparison report to the 31st August is attached for your information, along with a report to request a movement of £1000.00 from code 4000 (Staff Costs, Salaries) to code 4005 (HMRC NI & Tax).

**RECOMMENDATION:** Members to note the budget comparison and agree to the requested movement.

**10. TRAINING**

The Town Clerk's Level 2 Food Safety & Hygiene certificate ran out in June 2017. WMDC advise that it would be beneficial that one or both staff members or one officer and Member of the Council obtain a CIEH level 2 Food Safety Awareness to adequately supervise the Tea Dances. The cost for an online course is £25.00 per person.

**RECOMMENDATION:** That two staff members complete the online CIEH level 2 course at a cost of £25.00 each, via the internet.

**11. WEBSITE, FACEBOOK AND NEWSLETTER**

Any further updates on the website and Facebook will be given to the meeting.

**PRIVATE & CONFIDENTIAL**

**12. STAFF MATTERS**

A report will be made to the meeting if any matters have arisen for Members attention.  
*i.e. Holidays, Sickness, Overtime.*

a) The Town Clerk has successfully completed the CIEH Level 2 Course in Health & Safety in the Workplace.

Closure