



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

5th July 2016

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 **WEDNESDAY 12th JULY 2017 AT 6PM.**

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 plus 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 the Minutes of the Grants Sub-Committee meeting held on 1st June 2017, Minute number 50/17 to 54/17
- b) To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 1st June 2017, Minute numbers 55/17 to 68/17.

6. MILLPOND MEADOWS COMMEMORATIVE PROJECT

Attached is the amended schedule of works which has been received from Cod Steaks. Any further updates will be given at the meeting.

7. BANK RECONCILIATION

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

Town Clerk Mrs Vicky Symons



8. FINANCE REPORTS

- a. List of Accounts 2017/18 as attached totalling £6371.55 for approval.
- b. List of income will be given at the meeting.
(Plus any other invoices which have been received prior to the meeting).

RECOMMENDATION: Members to approve payments list and note income.

9. MEMBERSHIP TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS 2017/18

Members are asked to agree to membership with the National Association of Local Councils for 2017/18. The benefits of membership with NALC are attached with this Agenda and the cost to join is £1486.00.

RECOMMENDATION: It is recommended that the Council joins the National Association of Local Councils in order to obtain the latest statutory training and information.

10. RECRUITMENT PANEL

Further to Minute 67/17 for the Staff Appointments, it is necessary for the Council to appoint a recruitment panel. The 30th June is the closing date for applications and on Wednesday 5th July the applications were reviewed and selected for interview. The date has already been set for interviews as 19th and 20th July.

RECOMMENDATION: To appoint a recruitment panel of three Members.

11. WEBSITE, FACEBOOK AND NEWSLETTER

Any further updates on the website, Facebook and the newsletter 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.

Closure