



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

26th October 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 2nd NOVEMBER 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 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 and sign the Minutes of the Administration & Finance Committee meeting held on the 11th October 2017, Minute numbers 204/17 to 217/17.

6. WAR HORSE -QUOTES FOR CRANE

Following a site visit on Monday 25th September at Mill Pond Meadows, the office has now received 3 quotations from the companies which attended. The quotes are attached to this Agenda for Members to consider.

RECOMMENDATION: Members to review and accept one quotation.

7. FINANCE REPORTS

- a. Two lists of cheques with a total of £5,360.55 is attached for approval.
- b. List of income 2017/18: total £151.00 – Tea Dance ticket sales.
- c. Plus any other invoices which have been received prior to the meeting.

Town Clerk Mrs Vicky Symons



RECOMMENDATION: Members to approve payments list and note income.

8. BANK RECONCILIATION

The bank reconciliation is available up to 31st October. The invoices and cheque book will be available at the meeting for Members to view.

9. BUDGET COMPARISON

Please see attached budget comparison to the 31st October.

10. INTERNAL AUDITOR REPORT

Yorkshire Internal Audit Services was unable to attend the office due to ill health. They will contact the Town Clerk when they are able to attend.

11. WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, Facebook and newsletter will be given to the meeting. The newsletter has been sent for publication and will be delivered before the Christmas activities.

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, Toil.*

Christmas Closure - Just a reminder that the office will close on Friday 22nd December at 1.30pm and will re-open on Tuesday 2nd January 2018 at 9.30am.

Closure