



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

4<sup>th</sup> 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 **WEDNESDAY 11<sup>TH</sup> OCTOBER 2017 at 6.00pm.**

*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 7<sup>TH</sup> September 2017, Minute numbers 165/16 to 183/16.

#### **6. FINANCE REPORTS**

- a. A list of cheques with a combined total of £3,284.27 is attached for approval.
- b. List of income 2017/18: total £66,408.18 being the 2<sup>nd</sup> Precept payment and VAT payment.  
(Plus any other invoices which have been received prior to the meeting).

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

#### **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. BUDGET COMPARISON 2017/18**

The budget comparison report to the 11<sup>th</sup> October is attached for your information.

**9. ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

PKF Littlejohn LLP External auditor have issued their certificate and report 2016/17 in their opinion except for the matters below the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

*“The Annual Return was not accurately completed before submission for review. Section 2, Box 9: Information received from the smaller authority indicates that assets purchased during the year have not been included in Box 9 (Christmas Lights). Please ensure that the amendments are corrected in the prior year comparatives when completing next year’s Annual Return.”*

The Town Clerk will report on the above. The Notice of conclusion of audit has been placed on the notice board and website

**RECOMMENDATION:** That the Council approves and accepts the report as attached.

**10. PRECEPT WORKING PARTY 2018/19**

It is requested that a precept working party meeting is held in November with the Chair, Town Clerk and other members of the Committee. Suggested date is Thursday 9<sup>th</sup> November or other.

**11. INTERNAL AUDITOR REPORT**

Yorkshire Internal Audit Services have requested a date to attend the Town Council office. A list of dates have been emailed and the date will be confirmed at the meeting.

**12. WEBSITE, FACEBOOK AND NEWSLETTER**

Any further updates on the website and Facebook will be given to the meeting. The newsletter has been sent for publication.

**PRIVATE & CONFIDENTIAL**

**13. STAFF MATTERS**

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

Closure