

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 7TH SEPTEMBER 2017 AT 11.00AM.

Present:, Councillor G Isherwood, Councillor M Isherwood (Chair) and Councillor R Taylor.

In Attendance: Vicky Symons (Town Clerk) and Emma Smith (Admin Assistant).

169/17 WELCOME AND APOLOGIES

Councillor K Hollis, Councillor A Lapish, Councillor R Martindale, Councillor M Tennant-King, Councillor S Vickers, Councillor C Woodhead and Councillor J Wright.

170/17 MEMBERS DECLARATIONS OF INTEREST

None were declared.

171/16 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.

172/16 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.

173/17 MINUTES OF PREVIOUS MEETINGS

It was:

RESOLVED: To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 12th July 2017, Minute numbers 124/17 to 135/17.

174/17 MILLPOND MEADOWS COMMEMORATIVE PROJECT

Copies of the minutes of the PASG Project Management Group for 31st August. Were available at the meeting. It was:

RESOLVED: That the Minutes of the PASG Project Management Group, held on 31st August and the resolutions contained within them be received and signed by the Committee.

175/17 FINANCE REPORTS

- a) List of cheques with a total of £18,736.92 was attached.
- b) List of income for July and August £237.00, this was from Gala Traders plus tea dance ticket sales.
- c) A List of cheques for invoices received prior to the meeting was presented to the meeting for £3834.49

It was:

RESOLVED: that the cheques listed at a) and c) above be approved, income was noted. It was also requested that the Town Clerk look into setting up direct debits for regular payments such as Konica Minolta.

176/17 BANK RECONCILIATION

The bank reconciliation report was available up to 31st August 2017. Invoices and cheque book was also available at the meeting.

178/17 BUDGET COMPARISON 2017/18

The budget comparison report to the 31st August was attached to the Agenda for Members, along with a report to request a movement of £1500.00 from code 4000 (Staff Costs, Salaries) to code 4005 (HMRC NI & Tax). It was

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178/17 BUDGET COMPARISON 2017/18 Cont'd.....

RESOLVED: Members noted the budget comparison and agreed to the requested movement.

179/17 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. It was:

RESOLVED: That the Town Clerk and Administration Assistant complete the online CIEH Level 2 Food Safety Course online at a cost of £25.00 each. Members requested that the Town Clerk look out for other courses which would be of benefit to the Council.

180/17 WEBSITE, FACEBOOK AND NEWSLETTER

The Town Clerk asked Members when they would like the next issue of the Community Newsletter to be delivered. It was requested that this is sent out before the Christmas activities in order to provide advertising. The Town Clerk and Admin Assistant would work on this and provide a copy for the next Admin & Finance meeting in October. Members would like to see a 'Current Affairs' or 'What's On' page on the website to inform residents of events or recent news. This would be looked into by the Admin Assistant.

PRIVATE & CONFIDENTIAL

181/17 STAFF MATTERS

- a) The Town Clerk has successfully completed the CIEH Level 2 course in Health & Safety in the Workplace.
- b) Overtime for the Clerk for August/September was approved.

Closure. The meeting closed at 11.25am