

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 11<sup>TH</sup> OCTOBER 2017 AT 6.00PM.**

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**Present:** Councillor K Hollis, Councillor G Isherwood, Councillor M Isherwood (Chair), Councillor R Martindale, Councillor M Tennant-King, Councillor S Vickers, Councillor C Woodhead and Councillor J Wright.

**In Attendance:** Vicky Symons (Town Clerk).

**204/17 WELCOME AND APOLOGIES**

Councillor A Lapish and Councillor D Stapleton.

**205/17 MEMBERS DECLARATIONS OF INTEREST**

None were declared.

**206/16 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.

**207/16 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.

**208/17 MINUTES OF PREVIOUS MEETINGS**

It was:

**RESOLVED:** To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 7<sup>th</sup> September 2017, Minute numbers 165/17 to 183/17.

**209/17 FINANCE REPORTS**

- a) List of cheques with a total of £3,284.27 was attached.
- b) List of income for October: total £66,408.18 being the 2<sup>nd</sup> precept payment and VAT payment.
- c) A List of cheques for invoices received prior to the meeting was presented to the meeting for £21,795.91

It was:

**RESOLVED:** that the cheques listed at a) and c) above be approved, income was noted.

**210/17 BANK RECONCILIATION**

The bank reconciliation report was available up to 29<sup>th</sup> September 2017. Invoices and cheque book was also available at the meeting.

**211/17 BUDGET COMPARISON 2017/18**

The budget comparison report to the 11<sup>th</sup> October 2017 was attached to the Agenda for Members. Councillor M Isherwood requested a movement of £4,000.00 from reserves code 326 (Public Art Steering Group) to 4265 (PASG Art Commemoration). The over spend was due to another invoice from BEAM for the final phase of the War Horse project. It was

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

**212/17 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

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**213/17 ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 cont....**

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 Clerk reported that since the Annual Return had been sent back she had responded to PKF Littlejohn with reference to this query. They have since rendered the matter raised as no longer applicable. The email advising of this has been displayed alongside the report for clarification. The Notice of conclusion of audit has been placed on the notice board and website. It was

**RESOLVED:** That the Council approves and accepts the report.

**214/17 PRECEPT WORKING PARTY**

It is requested that a precept working party meeting is held in November with the Chair, Town Clerk and other members of the Committee. The Clerk had suggested Thursday 9<sup>th</sup> November, however this date was unavailable and it was requested that the Precept Working Party is held on Thursday 2<sup>nd</sup> November after the Administration and Finance Committee meeting.

**215/17 INTERNAL AUDITOR REPORT**

Yorkshire Internal Audit Services have requested a date to attend the Town Council office. A list of dates has been emailed and the Auditor would meet with the Town Clerk on Tuesday 24<sup>th</sup> October 2017.

**216/17 WEBSITE, FACEBOOK AND NEWSLETTER**

Councillor M Isherwood asked for an update on the Mobile App funding. Councillor K Hollis advised that she had been updating the funding application from English Heritage and was hoping to have this completed by the end of October. It would then be passed to the Chair and the Town Clerk to read through before sending. The decision can take up to 3 weeks to be approved. Dan Boys at Audio Trails had been in touch for an update and he advised that the app will take around 3 months to complete. Members thanked Councillor Hollis for the work that she was taking on for the app.

The newsletter was presented to Members at the meeting. There were a few amendments that were required before it was sent for publication.

**PRIVATE & CONFIDENTIAL**

**217/17 STAFF MATTERS**

- a) The Town Clerk requested that the office close for Christmas on Friday 22<sup>nd</sup> December and re-open on Tuesday 2<sup>nd</sup> January 2018. Staff members would be using their holiday entitlement for the 3 days in between. All Members agreed to this request.

Closure. The meeting closed at 6.30pm