

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 8TH MARCH 2017 AT 6PM.

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

In Attendance: Sue Coles (Town Clerk).

401/17 WELCOME AND APOLOGIES

Councillor A Lapish.

402/17 MEMBERS DECLARATIONS OF INTEREST

403/17 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. No one was present.

404/17 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.

405/17 MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED:** that the Minutes of the Administration & Finance Committee meeting held on the 8th February 2017, Minute numbers 363/17 to 376/17 be approved and signed.

406/17 FINANCE REPORTS

- a) List of cheques with a total of £2,688.87 was attached for approval.
 - b) List of income for February: total £820.00.
 - c) Invoices received prior to the meeting were listed on a report for £903.29 with one further payment of £192.00 to HG1 Communications for a Gala deposit.
- Members were informed that WMDC had yet to invoice the Town Council for Christmas Trees to the value of £7,500 plus VAT and that this invoice may not be received until after the end of the year. It was

RESOLVED: Members approved items a) and c) payment lists and noted income. The amount for the outstanding invoices should be earmarked in reserves.

407/17 BANK RECONCILIATION

The bank reconciliation is available up to 28th February 2017. Invoices and cheque book was available at the meeting for Members to view.

408/17 BUDGET COMPARISON

The budget comparison to the 28th February 2017 was given to Members. Code 4158/4159 refers to the new allocation of the Mayor's allowance to the Deputy Mayor. 4210 Gala to vire the outstanding amount from Town Signs to cover the over spend and to refer the costs of the Gala to the Events and Markets Committee meeting on the 10th March. Councillor G Isherwood advised that WMDC was getting very strict with the audit of Grants and the Town Council should follow this example. It was

RESOLVED: 4300/4301 Grants awarded to organisations; the office was asked to chase up the receipts that applicants should have sent into the Council and place this item on the next Administration and Finance Committee.

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 8TH MARCH 2017 AT 6PM.

410 /17 STANDING ORDERS AND FINANCIAL REGULATIONS

The review of the new NALC standing orders and financial regulations has been completed and it was

RECOMMENDED TO MAY COUNCIL MEETING: that they are accepted.

411/17 MILLPOND MEADOWS COMMEMORATIVE PROJECT

The Featherstone War Horse – A Place of Peace to be Together Ref CF-758 grant application has been made to the WREN Board of Directors who will meet on 17th May for a decision. It was noted that a couple of negative comments had been received at Wakefield Council by residents concerning the application and the WMDC officer had advised the complainants that the project was a Town Council one and independently funded.

Mr R Parkinson has contacted the Town Council with the details of benches which his Community Group have made and a grant application for £450.00 has been received to request Council funding for three benches to place at Mill Pond Meadows. Members approved the grant at the Grants Sub-Committee held prior to this meeting.

RESOLVED: To approve and sign the Minutes from the meeting held on the 7th February 2017 and it was also agreed to purchase a plaque in memory of the late Derek Buckingham Dec'd.

412/17 ASSET REGISTER

It was

RESOLVED: Members reviewed and agreed the asset register as attached to the agenda which corresponded to the Insurance item as follows. Members noted that there would be a review of the register again when the Council had completed its move to the Community Centre.

411/17 ZURICH INSURANCE

Zurich Long Term Agreement for	Price Proposed per year	Total payment
1 year	723.59	£723.59
2 year	693.62	£1387.24
5 year	663.60	£3318.00

Since the Council is due to substantially increase its assets this year it is recommended that the Council renews its policy with the current provider Zurich for one further year and then have a full market comparison in 2018. It is also advised that the Council has a building condition survey before it takes over the Community Centre since WPS insurers are handling a case whereby a Council taking over a building which is only 6 years old has now discovered that substantial repairs are now required.

RESOLVED: To renew with Zurich for one year and then make the changes to the policy for adoption of the Community Centre and have a full market review in 2018 and to commission a full building condition survey.

413/17 NOTICE BOARDS

It was suggested to the Committee that the notice boards should be updated by the Councillors' in whose ward the notice board/s are situated. Members were asked to consider this suggestion to assist the office and ensure that the board information is displayed in a timely fashion. It was agreed that the current system would remain in place and notices should be given to Councillor Wright and Isherwood.

414/17 WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, Facebook will be given to the meeting. The newsletter has now gone to the publisher, Councillor Hollis asked if the Deputy Clerk had made the suggested alteration and this will be checked.

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 8TH MARCH 2017 AT 6PM.

415/17 SUSPENSION OF STANDING ORDERS

Members had invited Mr Ian Clayton to the meeting to discuss the project for an APP for iPhone a project being headed by Councillor Hollis who had resubmitted her previous report for Members information. Mr Clayton agreed to undertake the narration for the APP and suggested that the list did not include several other worthy sites for example the inquest into the death of James Gibbs was held at the Railway Hotel (Last Orders public house). Unfortunately on the day when Audio Trails visited Featherstone to discuss the project Mr Clayton did not have enough time to go to the other sites and therefore there were many extra sites which can be added to Councillor Hollis's report. Councillor G Isherwood added that Father Joseph had asked him about all the churches which were in Featherstone and those that now remain such as All Saints Church which is thought to stand on the oldest consecrated land in the country. Ian added that Streets' such as Henrietta, Mafeking, Pretoria (Boar War) Victoria & Albert were all built between 1880-1901 and were named after significant historical events of their time.

Councillor Hollis suggested a press release asking people to come forward to draw resident's attention to the project and ask for historical information. Councillor M Isherwood was hoping that the 'APP' would be ready to tie in with the War Horse project. Mr Clayton thought that to cover all of the local area with one walk would be too long and in some cases not suitable so he suggested it be created to allow people to stop at any point along the trail. Councillor Vickers was fully confident that the content of the narration and the sites selected could be left entirely to Mr Clayton author and local historian. Mr Clayton was thanked by Members for attending and he left the meeting.

MEETING RESUMED WITH PRIVATE & CONFIDENTIAL ITEMS

416/17 PENSIONS TRUST

Members were given a report about the ongoing difficulties the Town Clerk and the salary accountant Ms Karen Vaughan were experiencing. Members were advised that Ms Vaughan had spent a day with the Pensions Trust resolving the problems which the Pensions trust had not acknowledged were caused by themselves. Members noted that the direct debits were now being taken from the bank account.

417/17 HMRC

Members were advised that the HMRC were issuing a demand for just under £100 which was caused by them not allocating correcting a large payment made in July 2012 to the Council's account. Ms Vaughan who has access to the Gov. Gateway website for the Council has already written to HMRC to complain and seek further clarification and the office has written to the debit collection agency to notify them that there was a dispute. The agency is to write to the Town Council to advise further. The auditor has advised the Council not to pay the amount until full information was available. However Councillor M Isherwood was concerned that the Council could be embroiled with a debit collection agency. It was

RESOLVED: that if the debit collection agency Advantis would not agree to hold until the matter was cleared up with HMRC that the debt demand be paid.

418/17 STAFF APPRAISAL

Councillor M Isherwood advised that she had completed the Town Clerk's appraisal.

419/17 STAFF MATTERS

A report was made to the meeting of matters concerning sick leave, tutorial day's and holidays. It was **RESOLVED:** That for all staff the April national salary increase for 1% is implemented and the annual grade increment for the Deputy Town Clerk be approved.

Closure The meeting closed at 7pm