



Featherstone Town Council

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW

Tel: 01977 722654.

Email: towncouncil@featherstone-tc.gov.uk. www.featherstone-tc.gov.uk

Regenerating Supporting & Caring for our Community

3rd January 2018

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 10th January 2018 AT 6PM.**

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 2nd November 2017, Minute numbers 232/17 to 243/17 and approve the contents contained therein.

b) To receive and sign the Minutes of the Grants Sub-Committee meeting held on the 8th November 2017, Minute numbers 254/17 to 261/17 and approve the contents contained therein.

6. FINANCE REPORTS

a. List of cheques with a total of £22,348.95 is attached for approval.

b. List of income for December: total £7,326.23.

c. Invoices received prior to the meeting to be advised.

RECOMMENDATION: Members to approve payments list and note income.

Town Clerk Mrs Vicky Symons



7. BANK RECONCILIATION

The bank reconciliation is available up to 31st December 2017. Invoices and cheque book will also be available at the meeting for Members to view.

8. BUDGET COMPARISON

Please see attached budget comparison to the 31st December 2017.

9. INTERNAL AUDITOR REPORT

The Internal Auditor attended the Town Council office on Tuesday 28th November. The report is attached for Members to consider.

10. LOCAL COUNCIL ADVISORY SERVICE SEMINARS

Zurich Insurance is running a course on 30th January at the Lyric Theatre, Sheffield and the Council may send one free attendee and other places for £30.00. It is requested that the Clerk and the Administration Assistant attend this course at a cost of £30.00. Please see attached agenda.

11. WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, Facebook and newsletter will be given to the meeting.

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.

The Town Clerk and Administration Assistant have both successfully completed the online course – Level 2 Food Safety.

Closure