

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 2<sup>ND</sup> NOVEMBER 2017 AT 11.00AM.**

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**Present:** Councillor G Isherwood, Councillor M Isherwood (Chair), Councillor R Taylor, Councillor S Vickers and Councillor J Wright.

**In Attendance:** Vicky Symons (Town Clerk) and Emma Smith (Administration Assistant)

**232/17 WELCOME & APOLOGIES**

Councillor K Hollis, Councillor C Tennant, Councillor M Tennant-King and Councillor C Woodhead.

**233/17 MEMBERS DECLARATIONS OF INTEREST**

None were declared.

**234/16 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.

**235/16 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.

**235/17 MINUTES OF PREVIOUS MEETINGS**

It was:

**RESOLVED:** To receive and sign the Minutes of the Administration & Finance Committee meeting held on the 11<sup>th</sup> October 2017, Minute numbers 204/17 to 217/17.

**237/17 WAR HORSE – QUOTES FOR CRANE HIRE**

Following a site visit on Monday 25<sup>th</sup> September at Mill Pond Meadows, the office has now received 3 quotations from the companies which attended. The quotes were attached to the Agenda for Members to consider. After careful consideration Councillor G Isherwood moved that Banshire Limited was accepted by the Town Council, this was seconded by Councillor S Vickers. All Members were in agreement. It was:

**RESOLVED:** To provisionally accept the quote from Bandshire Limited on the condition that the Clerk obtain his insurance and hire terms and conditions.

**238/17 FINANCE REPORTS**

- a) List of cheques with a total of £5,360.55 was attached.
- b) List of income for October: total £151.00 – Tea Dance ticket sales.
- c) A List of cheques for invoices received prior to the meeting was presented to the meeting for £246.49.

It was:

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

**239/17 BANK RECONCILIATION**

The bank reconciliation report was available up to 31<sup>st</sup> October 2017. Invoices and cheque book was also available at the meeting.

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**240/17 BUDGET COMPARISON 2017/18**

The budget comparison report to the 31st October 2017 was attached to the Agenda for Members. Councillor M Isherwood requested a movement of £1000.00 from code 4000 (Staff Costs, Salaries) to code 4005 (HMRC NI & Tax). Councillor G Isherwood requested that contact is made with Express Signs for a "Welcome to North Featherstone" sign, as there were 2 posts already in situ. The budget was £1,000.00 and only £115.00 had been spent so far this year. It was

**RESOLVED:** Members noted the budget comparison and agreed to the requested movement. It was also resolved that Councillor G Isherwood contact Express Signs for the costings for a new sign.

**241/17 INTERNAL AUDITOR REPORT**

Yorkshire Internal Audit Services were unable to attend the office due to ill health. They will contact the Town Clerk when they are able to attend.

**242/17 WEBSITE, FACEBOOK AND NEWSLETTER**

Updates were given on the website, Facebook and newsletter. The newsletter has been sent for publication and will be delivered before the Christmas activities. Members requested that in the next issue of the newsletter a section is saved to show where the precept is spent. Councillor S Vickers would like to see this done with photographic images, showing the school trips to the Mining Museum, photos of the Gala and Swimming Gala etc. Members felt that this would be a good idea and requested that the Administration Assistant look into this for the next edition.

**PRIVATE & CONFIDENTIAL**

**243/17 STAFF MATTERS**

- a) The Town Clerk gave a report on holiday requests by the Admin Assistant. These were approved by the Committee.
- b) Christmas Closure - Just a reminder that the office will close on Friday 22<sup>nd</sup> December at 1.30pm and will re-open on Tuesday 2<sup>nd</sup> January 2018 at 9.30am.

Closure. The meeting closed at 11.35pm