



Featherstone Town Council

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Regenerating Supporting & Caring for our Community

7th February 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 14th FEBRUARY 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 10th January 2018, Minute numbers 279/17 to 290/17 and approve the contents contained therein.

6. FINANCE REPORTS

- a. List of payments with a total of £4895.44 is attached for approval.
- b. List of income for January 2018: £0.00
- c. Invoices received prior to the meeting to be advised.

RECOMMENDATION: Members to approve payments list and note income.

7. BANK RECONCILIATION

The bank reconciliation is available up to 31st January 2018. Invoices and cheque book will also be available at the meeting for Members to view.

Town Clerk Mrs Vicky Symons



8. BUDGET COMPARISON

Please see attached budget comparison to the 31st January 2018.

9. MILLPOND MEADOWS COMMEMORATIVE PROJECT

To approve and sign the Minutes from the meeting held on the 8th January 2018 and 1st February 2018 and approve the contents contained therein.

10. GENERAL DATA PROTECTION REGULATION

SLCC are offering a 90 minute webinar on Monday 19th February to summarise the new General Data Protection Regulation. This will provide information on how to ensure the Council is compliant by May 2018.

RECOMMENDATION: The Town Clerk requests approval to register for the webinar at a cost of £30.00 + vat.

11. INTRODUCTION TO LOCAL COUNCIL ADMINISTRATION TRAINING

SLCC offer an online course in ILCA - Introduction to Local Council Administration. The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.

RECOMMENDATION: The Town Clerk requests approval for the Administration Assistant to register for the course at a cost of £99.00 + vat.

12. WEBSITE, FACEBOOK AND NEWSLETTER

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

The newsletter is currently being compiled and requires a couple of articles updating by the Administration Assistant. To have the newsletter land on doorsteps w/c 26th March the printer needs the finished artwork by no later than 5th March. Members' should note that this will be the last possible date that the printer can accept the copy.

PRIVATE & CONFIDENTIAL

13. STAFF MATTERS

A report will be made to the meeting if any matters have arisen for Members attention.
i.e. Holidays, Sickness, Toil.

Closure