



# Featherstone Town Council

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***Regenerating Supporting & Caring for our Community by Wisdom and Courage***

7<sup>th</sup> March 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 14<sup>th</sup> MARCH 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 8<sup>th</sup> February 2017, Minute numbers 318/18 to 329/18.

### **6. FINANCE REPORTS**

- a) List of payments with a total of £26,385.23 is attached for approval.
- b) List of income for February: total £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 28<sup>th</sup> February 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 28<sup>th</sup> February 2018.

## **9. ROYAL MAIL PRICE INCREASE**

Members are to note that on 26<sup>th</sup> March 2018, Royal Mail will be increasing the charge for First and Second Class post. First class will increase to 60p and second will increase to 44p.

## **10. PETTY CASH**

The Post Office no longer offers the facility of Cheque Encashment. The Town Clerk is able to obtain funds by using the office bank card. A petty cash book has been ordered to monitor the payments.

## **11. LONE WORKING POLICY**

Following on from the LCAS seminar with Zurich the Town Clerk has put together a lone working policy and risk assessment. Members' are asked to review the attached and approve these and make a **RECOMMENDATION TO COUNCIL** that they be accepted at the May Council meeting.

## **12. MILLPOND MEADOWS COMMEMORATIVE PROJECT**

A meeting was due to be held on Thursday 1<sup>st</sup> March, however this had to be cancelled due to adverse weather conditions. Members are asked to approve the costings for the Groundworks from Houldsworth Builders for £2,376.00 +vat – quote attached to this Agenda.

**RECOMMENDATION:** To approve the costings from Houldsworth Builders for £2376.00 + vat.

## **13. ASSET REGISTER**

Members are asked to review and agree the asset register as attached.

## **14. ZURICH INSURANCE**

The policy renewal has been received from Zurich at a cost of £744.50. The Town Clerk has contacted Zurich and asked for a price to include the hanging baskets, solar Christmas trees and the War Horse. This will cost an additional £392.65 making a total of £1,137.15. Since the Council is due to substantially increase its assets this year with the takeover of the Community Centre the Town Clerk recommends renewing with our current provider Zurich for one further year and then having a full market comparison in 2019.

**RECOMMENDATION:** To renew with Zurich for one year at a cost of £1,137.15 and then make the changes to the policy for adoption of the Community Centre and have a full market review in 2019.

## **15. WEBSITE, FACEBOOK AND NEWSLETTER**

Updates on the website, Facebook will be given to the meeting. The newsletter has now gone to the publisher.

## **PRIVATE & CONFIDENTIAL**

## **16. PENSIONS**

A report will be given at the meeting.

## **17. STAFF MATTERS**

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



Closure

*Town Clerk Mrs Vicky Symons*