

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 10<sup>TH</sup> JANUARY 2018 AT 6.00PM.**

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**Present:** Councillor K Hollis, Councillor G Isherwood, Councillor M Isherwood (Chair), Councillor C Tennant, Councillor M Tennant-King and Councillor J Wright.

**In Attendance:** Vicky Symons (Town Clerk)

**279/17 WELCOME & APOLOGIES**

Councillor R Martindale, Councillor R Taylor, Councillor S Vickers and Councillor C Woodhead.

**280/17 MEMBERS DECLARATIONS OF INTEREST**

None were declared.

**281/17 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.

**282/17 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.

**283/17 MINUTES OF PREVIOUS MEETINGS**

It was:

**RESOLVED:**

- a) That the minutes of a meeting of the Administration & Finance Committee held on Thursday 2<sup>nd</sup> November 2017 (Minute Numbers 232/17-243/17) be received as a true record and the contents contained therein be approved.
- b) That the minutes of a meeting of the Grants sub-committee held on the 8<sup>th</sup> November 2017 (Minutes Numbers 254/17 to 261/17) be received as a true record and the contents contained therein be approved.

**284/17 FINANCE REPORTS**

- a) List of cheques with a total of £22,348.95 was attached for approval.
- b) List of income for December: total £7,326.23 – Tea Dance ticket sales, HMRC VAT refund and Christmas events.
- c) A List of cheques for invoices received prior to the meeting was presented to the meeting for £820.00.

It was:

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

**285/17 BANK RECONCILIATION**

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

**286/17 BUDGET COMPARISON 2017/18**

The budget comparison report to the 31<sup>st</sup> December 2017 was examined by Members and received the following comments: that it be noted that the PASG Art Commemoration was over budget, however the Town Council are expecting the first instalment from WREN once a report from Codsteaks has been submitted. It was also noted that a few invoices were still outstanding from the Christmas events.

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**287/17 INTERNAL AUDITOR REPORT**

The internal auditor attended the Town Council office on Tuesday 28<sup>th</sup> November. The report was attached to the Agenda for Members to consider. Councillor G Isherwood wanted to congratulate the Town Clerk on her first successful audit since taking over the position. It was

**RESOLVED:** That the report of the internal auditor be noted and approved.

**288/17 LOCAL COUNCIL ADVISORY SERVICE SEMINARS**

Zurich Insurance is running a course on 30<sup>th</sup> January at the Lyric Theatre, Sheffield and the Council may send one free attendee and other places at a cost of £30.00. It is requested that the Clerk and the Administration Assistant attend this course at a cost of £30.00. Details were attached to the agenda. It was

**RESOLVED:** That the Council approve for the Town Clerk and the Administration Assistant to attend the seminar at a cost of £30.00

**289/17 WEBSITE, FACEBOOK AND NEWSLETTER**

The Town Clerk reported that the Facebook page had now received over 800 likes and was still increasing on a weekly basis. The Clerk requested a date for the next newsletter, so that contact could be made with the printers to confirm a delivery date. Members agreed that the next newsletter should land with residents close to Easter to advertise the next tea dance. The Clerk will check up with the printers to ensure that this is possible.

**PRIVATE & CONFIDENTIAL**

**290/17 STAFF MATTERS**

It was reported that the Town Clerk and the Administration Assistant have both successfully completed the online level 2 food safety course.

Closure. The meeting closed at 6.35pm