

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 14TH FEBRUARY 2018 AT 6.00PM.

Present: Councillor G Isherwood, Councillor M Isherwood (Chair), Councillor R Martindale, Councillor R Taylor, Councillor C Tennant, Councillor M Tennant-King and Councillor S Vickers, Councillor J Wright.

In Attendance: Vicky Symons (Town Clerk)

318/18 WELCOME & APOLOGIES

Councillor A Lapish and Councillor K Hollis.

319/18 MEMBERS DECLARATIONS OF INTEREST

None were declared.

320/18 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.

321/18 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.

322/18 MINUTES OF PREVIOUS MEETINGS

It was:

RESOLVED:

- a) That the minutes of a meeting of the Administration & Finance Committee held on Wednesday 10th January 2018 (Minute Numbers 279/17-290/17) be received as a true record and the contents contained therein be approved.

323/18 FINANCE REPORTS

- a) List of payments with a total of £4,895.44 was attached for approval.
- b) List of income for January £0.00.
- c) No further invoices were received prior to the meeting.

It was:

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

323/18 BANK RECONCILIATION

The bank reconciliation report was available up to 31st January 2018. Invoices and cheque book was also available at the meeting. The Chair examined the documents.

324/18 BUDGET COMPARISON 2017/18

The budget comparison report to the 31st January 2018 was examined by Members and received the following comments: that it be noted that the Featherstone in Bloom is under budget following a credit note received from Plantscape. The Chair advised that the Flowers and Lights Committee should look at placing this into next year's budget and possibly order some more baskets for 2018. It was also noted that an invoice for the Christmas trees from WMDC was still outstanding.

325/18 MILLPOND MEADOW COMMEMORATIVE PROJECT

Updated photographs of the sculpture had been received from Cod Steaks. These were printed and passed around for Members to view at the meeting. It was

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RESOLVED: That the minutes of a meeting of PASG Working Group held on Monday 8th January 2018 and Thursday 1st February be received as a true record and the contents contained therein be approved.

326/18 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. It was

RESOLVED: That the Council approve for the Town Clerk to register for the webinar at a cost of £30.00 + vat.

327/18 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. The Town Clerk requests approval for the Administration Assistant to register for the course. The Chair advised that this was value for money and that the Administration Assistant would benefit greatly from this introduction course. Councillor Vickers seconded this. It was

RESOLVED: That the Administration Assistant registers with the SLCC for the ILCA course and approves the cost of £99.00 + vat.

328/18 WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, Facebook were given at the meeting.

The current newsletter was available for Members to view at the meeting. A few edits were suggested and these would be amended but overall Members were happy with the content. The Chair requested that once the amendments are made that the Events Committee would approve the artwork before it is sent to the printers.

PRIVATE & CONFIDENTIAL

329/18 STAFF MATTERS

It was reported that the Administration Assistant had requested a week's holiday from Thursday 22nd February to Thursday 1st March. This was approved by Members

Closure. The meeting closed at 6.30pm