



Featherstone Town Council

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Regenerating Supporting & Caring for our Community by Wisdom and Courage

28th 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 **THURSDAY 5TH APRIL 2018 AT 11AM.**

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 14th March 2018 (Minute numbers 364/18 to 380/18) and approve the contents contained therein.

6. FINANCE REPORTS

- a) List of payments with a total of £4,893.69 is attached for year end of year 2017/18 only.
- b) List of account payments for the 2018/19 financial year will be given at the meeting.
- c) List of income for March £3,253.80 – HMRC vat refund.
- d) Invoices received prior to the meeting to be advised.

RECOMMENDATION: Members to approve payments list and note income.

Town Clerk Mrs Vicky Symons



7. BANK RECONCILIATION

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

8. BUDGET COMPARISON

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

9. PAYROLL SERVICES

Mrs Vaughan now undertakes the Council's payroll and her invoice has been presented for payment. The Employer End of Year summary has been received for 2017/18. An invoice from Ms K Vaughan chq 203753 for £525.00 regarding the TPT pension phone calls and correspondence. The cause of the invoice costs are due to administration penalties from TPT which Ms Vaughan had been able to dispute and the penalties were removed. Ms Vaughan has also closed the TPT Pension Scheme and set up a new NEST Workplace Pension Scheme.

10. MILLPOND MEADOWS COMMEMORATIVE PROJECT

To receive and sign the Minutes of the PASG Working Committee meeting held on Thursday 15th March 2018 and to note and approve the contents contained therein.

11. WEBSITE, FACEBOOK AND NEWSLETTER

Any updates on these items will be given to the meeting.

PRIVATE & CONFIDENTIAL

12. STAFF MATTERS

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

Closure