

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 MARCH 2018 AT 6.00PM.

Present: Councillor G Isherwood, Councillor M Isherwood (Chair), Councillor S Vickers and Councillor J Wright.

In Attendance: Vicky Symons (Town Clerk)

364/18 WELCOME & APOLOGIES

Councillor A Lapish, Councillor K Hollis, Councillor R Taylor, Councillor M Tennant-King and Councillor C Woodhead

365/18 MEMBERS DECLARATIONS OF INTEREST

Councillor M Isherwood declared an interest in Finance Reports – List of payments.

366/18 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.

367/18 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.

368/18 MINUTES OF PREVIOUS MEETINGS

It was:

RESOLVED:

- a) That the minutes of a meeting of the Administration & Finance Committee held on Wednesday 14th February 2018 (Minute Numbers 318/18-329/18) be received as a true record and the contents contained therein be approved.

369/18 FINANCE REPORTS

- a) List of payments with a total of £26,385.23 was attached for approval.
- b) List of income for February £0.00.
- c) A list of payments for further invoices received prior to the meeting was presented to Members for £1,003.29

It was:

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

370/18 BANK RECONCILIATION

The bank reconciliation report was available up to 28th February 2018. Invoices and cheque book was also available at the meeting. The Chair examined the documents.

371/18 BUDGET COMPARISON 2017/18

The budget comparison report to the 28th February 2018 was examined by Members and received the following comments: that it be noted that an invoice for the Christmas trees from WMDC was still outstanding this had been chased by the office.

372/18 ROYAL MAIL PRICE INCREASE

Members are to note that on 26th 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. This will mean that the Agenda cost will increase from £1.24 to £1.40. The Chair asked that before Agendas are issued by post that an email is sent to ask if any Members are available to collect their papers from the office. If not they would continue to be posted 1st class.

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373/18 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. Members were happy with this new format and asked that the Clerk always obtained a receipt for any transactions.

374/18 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' were asked to review the attached and approve these. Councillor Vickers commented to advise that it was sufficient for staff at the moment, but this would need to be reviewed once the Town Council move across to the Community Centre. It was

RESOLVED: To make a **RECOMMENDATION TO COUNCIL** that they be accepted at the May Council meeting.

375/18 MILLPOND MEADOWS COMMEMORATIVE PROJECT

A meeting was due to be held on Thursday 1st 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. It was:

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

376/18 ASSET REGISTER

Members were asked to review and agree the asset register that was attached to Agenda. Councillor Vickers asked that the stands and red velvet ropes be added to the register that the Council use for events. The Chair advised the Clerk will need to research the cost before they are added to the register

377/18 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. It was:

RESOLVED: 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.

378/18 WEBSITE, FACEBOOK AND NEWSLETTER

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

The current newsletter has already been sent to the printers, however the new housing estate was not included on the last delivery from Royal Mail. The printing firm advised that they have a private delivery firm who would be able to hand deliver the newsletters. This would be at a cost of £40.00 per 1000 for shared delivery or £80.00 per 1000 for solo delivery. Currently the Town Council is paying Royal Mail £576.12; this would increase to £942.72 to include the new estate. Members discussed all options and it was:

RESOLVED: That the hand delivery company is used for all future editions of the newsletter at the shared delivery option priced at £40.00 per 1000.

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PRIVATE & CONFIDENTIAL

379/18 PENSIONS

It was reported to Members that by law the minimum pension contributions will be increasing on 6th April 2018 to 2% for employers and 3% for staff. The Town Clerk was also working with Karen Vaughn to transfer the current pension over to the National Employment Savings Trust.

380/18 STAFF MATTERS

It was reported that the Town Clerk had used the last of her holiday entitlement from 6th to the 12th March 2018.

Closure. The meeting closed at 6.30pm