

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 5TH APRIL 2018 AT 11.00AM.

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

In Attendance: Vicky Symons (Town Clerk) and Emma Smith (Administration Assistant)

397/18 WELCOME & APOLOGIES

Councillor K Hollis, Councillor C Tennant and Councillor S Vickers

398/18 MEMBERS DECLARATIONS OF INTEREST

None were declared.

399/18 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.

400/18 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.

401/18 MINUTES OF PREVIOUS MEETINGS

It was:

RESOLVED:

- a) That the minutes of a meeting of the Administration & Finance Committee held on Wednesday 14th March 2018 (Minute Numbers 364/18-380/18) be received as a true record and the contents contained therein be approved.

402/18 FINANCE REPORTS

- a) List of payments with a total of £4,893.69 was attached for approval.
- b) List of income for March £16,265.80.
- 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.

403/18 BANK RECONCILIATION

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

404/18 BUDGET COMPARISON 2017/18

The budget comparison report to the 31st March 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. A request was made that a virement from the VAT in relation to the War Horse is made. This request was approved by all Members.

405/18 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 has been able to dispute and the penalties have now been

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removed. Ms Vaughan has also closed the TPT Pension Scheme and set up a new NEST Workplace Pension Scheme. It was

RESOLVED: That the invoices for Ms Vaughan's payroll services be paid.

406/18 MILLPOND MEADOWS COMMEMORATIVE PROJECT

Councillor G Isherwood had been contacted by a resident who had made a complaint about the gate onto Mill Pond Meadow. The resident was a wheelchair user and is unable to gain access to the site. The Town Council had been advised that the gate was wheelchair accessible by using a key fob; however the resident did not have access to this. Councillor M Isherwood suggested that a meeting is arranged with the DDA officer at Wakefield Council on site to discuss the best option to allow all entry to the site. It was

RESOLVED: That the Minutes of the PASG Working Committee meeting held on Thursday 15th March be received as a true record and the contents contained therein be approved.

407/18 WEBSITE, FACEBOOK AND NEWSLETTER

Updates on the website, Facebook were given at the meeting. The current newsletter is being distributed by the new delivery company. All Members present advised that they had received a copy of the current newsletter.

PRIVATE & CONFIDENTIAL

408/18 STAFF MATTERS

No matters were raised.

Closure. The meeting closed at 11.30am