

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 7TH JUNE AT 11AM.

Present: Councillor G Isherwood Councillor S Vickers and Councillor J Wright.

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

25/18 ELECTION OF CHAIRMAN

Councillor J Wright proposed and Councillor G Isherwood seconded and it was

RESOLVED: Councillor M Isherwood is elected Chair for the ensuing year.

26/18 ELECTION OF VICE CHAIRMAN

Councillor G Isherwood proposed and Councillor J Wright seconded and it was

RESOLVED: Councillor S Vickers is elected Vice Chair.

27/18 WELCOME AND APOLOGIES

Councillor K Hollis, Councillor M Isherwood, Councillor C Tennant and Councillor M Tennant-King.

28/18 MEMBERS DECLARATIONS OF INTEREST

Councillor S Vickers declared an interest on the list of payments.

29/18 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. No public were present.

30/18 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.

31/18 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED:

- a) That the Minutes of the Administration & Finance Committee meeting held on the 11th April 2018, (Minute numbers 397/18 to 408/18) be received as a true record and the contents contained therein be approved.
- b) That the Minutes of the Mobile App Working Party held on Friday 25th May 2018 be received as a true record and the contents contained therein be approved.

The Town Clerk informed Members that the Grant application to the Heritage Lottery Fund for the mobile app had been successful.

32/18 FINANCE REPORTS

- a) List of payments with a total of £72,538.65 was attached for 2018/19.
 - b) List of income for April and May £84,932.00 being the 1st Payment of Precept, 2nd instalment from WREN, plus Gala Trader fees.
 - c) Invoices with a total of £6,016.16 received prior to the meeting.
- It was

RESOLVED: to approve payments listed at a) and c) and note income

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33/18 BANK RECONCILIATION

The bank reconciliation was available up to 31st May 2018. Invoices and cheque book was also at the meeting for Members to view. The Vice-Chair examined these documents.

34/18 BUDGET COMPARISON

The budget comparison to the 31st May 2018 was attached to the agenda. The Town Clerk reported that the PASG Art Commemoration was currently over budget, but that the next instalment from WREN was due and would place the project back within budget.

35/18 WAR HORSE FILM

Councillor G Isherwood reported that the funding had been agreed with Wakefield Council with regards to the new white posts for the Commemorative Wood. The posts are made from recycled plastic coat hangers and cd cases. Once the posts are ready Roger Parkinson has requested that he installs the markers and this would be free of charge. Members present thanked Councillor Isherwood for the work he had carried out on this.

A film on War Horse is currently in production by BAFTA Award Winning cameraman Doug Allen. Currently all expenditure for the cost of editing is being paid for by Doug himself. There has been interest shown in the film by Channel 4. Members were asked to agree on a figure for the editing that is being carried out by Doug Allan. Currently the costs stand at £2,000.00. Once the film has been produced the Town Council would be the owners and would be able to distribute as seen fit. There would be no copyright ownership from Cod Steaks. It was:

RESOLVED: That £2,000.00 is agreed to reimburse Doug Allen for his costs of editing the creation of the film/documentary.

36/18 FACEBOOK, NEWSLETTER, NOTICE BOARDS AND WEBSITE

Councillor G Isherwood reported that the Perspex on the noticeboard on Pontefract Road had now been fixed.

A draft copy of the newsletter was printed for Members consideration. Members asked that a copy is emailed to Councillor Margaret Isherwood before sending to the printers.

PRIVATE & CONFIDENTIAL

37/18 2018 – 2019 NATIONAL SALARY AWARD

NALC/SLCC has agreed a pay increase for Local Government Employees. A report was attached to the Agenda for Members to consider. It was;

RESOLVED: To approve National Salary Award Recommendations and backdate payment to 1st April 2018.

38/18 STAFF MATTERS

A report with regards to staff holidays was made to Members at the meeting. A request from the Town Clerk for holidays was made and granted by Members.

Closure

The meeting closed at 12.10pm