



# Featherstone Town Council

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW  
Tel: 01977 722654.

Email: [towncouncil@featherstone-tc.gov.uk](mailto:towncouncil@featherstone-tc.gov.uk), [www.featherstone-tc.gov.uk](http://www.featherstone-tc.gov.uk)

*Regenerating Supporting & Caring for our Community*

30<sup>th</sup> August 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 6<sup>TH</sup> SEPTEMBER 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 relating to Staff Matters Nos. 12, plus at any part of the meeting by reason of the confidential nature of the business being transacted.

#### **5. MINUTES OF PREVIOUS MEETINGS**

To receive the Minutes of the Administration & Finance Committee meeting held on the 11<sup>th</sup> July 2018, Minute numbers 80/18 to 92/18.

#### **6. FINANCE REPORTS**

- a. A list of cheques with a combined total of £17,323.78 is attached for approval.
- b. List of income 2018/19: total for July and August is £1,154.00.
- c. Plus any other invoices which have been received prior to the meeting

**RECOMMENDATION:** Members to approve payments list and note income.

*Town Clerk Mrs Vicky Symons*



**7. BANK RECONCILIATION**

Bank reconciliation with invoices and cheque book will be available at the meeting for Members to view.

**8. BUDGET COMPARISON 2018/19**

The budget comparison report to the 29<sup>th</sup> August is attached for your information.

**9. TRAINING**

The Town Clerk would like to enrol herself and the Administration Assistant on a First Aid Course. The cost for the Level 3 Emergency First Aid at Work is £62.00 per person. The training is a one day course at Wakefield Training Centre.

**RECOMMENDATION:** That two staff members complete the Emergency First Aid at Work course at a cost of £62.00 each, at Wakefield Training Centre.

**10. WEBSITE, FACEBOOK AND NEWSLETTER**

Any further updates on the website and Facebook will be given to the meeting.

**PRIVATE & CONFIDENTIAL**

**11. STAFF APPRAISAL**

Councillor M Isherwood has completed the Town Clerk's appraisal.

**12. STAFF MATTERS**

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

Closure