



# 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 by Wisdom and Courage.*

3<sup>rd</sup> October 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 **WEDNESDAY 10<sup>TH</sup> OCTOBER 2018 at 6.00pm.**

*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 6<sup>TH</sup> September 2018, (MIN numbers 132/18 to 143/18) and approve the contents contained therein.

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

- a. A list of cheques with a combined total of £4,139.33 is attached for approval.
- b. List of income 2018/19: total £82,843.56 being the 2<sup>nd</sup> Precept payment, VAT payment and grant for the uplighters for War Horse.
- 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 10<sup>th</sup> October is attached for your information.

**9. ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018**

PKF Littlejohn LLP External auditor have issued their certificate and report 2017/18 in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Town Clerk will report on the above. The Notice of conclusion of audit has been placed on the notice board and website

**RECOMMENDATION:** That the Council approves and accepts the report as attached.

**10. PRECEPT WORKING PARTY 2018/19**

It is requested that a precept working party meeting is held in November with the Chair, Town Clerk and other members of the Committee. Suggested date is Thursday 8<sup>th</sup> November.

**11. INTERNAL AUDITOR REPORT**

Yorkshire Internal Audit Services have requested a date to attend the Town Council office. A list of dates has been emailed and the date will be confirmed at the meeting.

**12. WEBSITE, FACEBOOK AND NEWSLETTER**

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

**PRIVATE & CONFIDENTIAL**

**13. STAFF MATTERS**

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

Closure