

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON WEDNESDAY 11TH JULY 2018 AT 6.00PM.

Present: Councillor K Hollis, Councillor J Hutsby, Councillor G Isherwood, Councillor M Isherwood, Councillor A Lapish, Councillor R Taylor, Councillor D Stapleton, Councillor M Tennant-King, Councillor S Vickers and Councillor C Woodhead.

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

80/18 WELCOME AND APOLOGIES

Councillor C Tennant and Councillor J Wright

81/18 MEMBERS DECLARATIONS OF INTEREST

Councillor M Tennant-King declared an interest on item 11 of the Agenda, "To consider grant application from Featherstone Rovers Foundation."

82/18 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 members of the public were present.

83/18 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.

84/18 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED:

- a) That the Minutes of the Administration & Finance Committee meeting held on the 7th June 2018, (Minute numbers 25/18 to 38/18) are received as a true record and the contents contained therein be approved.
- b) That the Minutes of the Grants Committee meeting held on 7th June 2018 (Minute Numbers 16/18 to 24/18) be received as a true record and the contents contained therein be approved.

85/18 FINANCE REPORTS

- a) List of payments with a total of £22,165.11 was attached for 2018/19.
- b) List of income for June £23,859.01 being the final instalment from WREN, HMRC VAT refund plus Gala Trader fees.
- c) Invoices with a total of £6,076.30 received prior to the meeting.

It was

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

86/18 BANK RECONCILIATION

The bank reconciliation was available up to 29th June 2018. Invoices and cheque book were also available at the meeting for Members to view. The Chair examined these documents. The Chair also advised that a check of the petty cash had also been carried out.

87/18 BUDGET COMPARISON

The budget comparison to the 30th June 2018 was attached to the agenda. It was noted that Featherstone in Bloom (budget code 4205) was under budget by £2,923.00. It was

RESOLVED: That the under spend on Featherstone in Bloom (budget code 4205) is transferred to the Christmas Events (budget code 4201), as the Council are looking at increasing the solar powered Christmas Trees for 2018.

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88/18 DEFIBRILLATOR FOR STREETHOUSE

The Town Council are currently applying for £500.00 funding; towards the cost of a new defibrillator for Streethouse which is to be located at the Community Centre on Whinney Lane. Councillor G Isherwood advised that Anne Moran (Neighbourhood Coordination & Engagement Officer) had managed to obtain further funding of £500.00 from Public Health England, so this covered more than half of the cost of the defibrillator. The total cost of the defibrillator is £1,639.50. It was:

RESOLVED: That the Town Council agrees to fund the remaining cost of £639.50 to order the new defibrillator

89/18 PICNIC ON THE BEACH IN PURSTON PARK

The Town Council are interested in running a Picnic on the Beach event in Purston Park on Saturday 1st September 2018. It is requested that the Committee agree to this date and set a budget for the event. Councillor M Isherwood advised that it would encourage more people to come and use the park. Councillor Tennant-King added that this was a great idea. It was:

RESOLVED: That the date is set for 1st September and that a budget is set of £4,000.00, which includes the money received from the sale of the entertainment tickets at Featherstone Gala.

90/18 TO CONSIDER GRANT APPLICATION FROM FEATHERSTONE ROVERS FOUNDATION

At this point in the meeting Councillor M Tennant-King left the room.

An application has been received from Featherstone Rovers Foundation for £500.00 to assist with the purchase of t-shirts for 'Percy's Sky Try Festival'. Having been discussed at the last Grants Committee an email had been received in the office on Tuesday 3rd July from the applicant. The content of this email was shared to Members and the Council were happy that the application had now met the criteria. It was:

RESOLVED: That the grant be awarded for £500.00.

Councillor Tennant-King was invited back into the Council Chamber.

91/18 FACEBOOK, NEWSLETTER, NOTICE BOARDS AND WEBSITE

Councillor G Isherwood requested Members views on the Community Newsletter that is produced by the office. He asked Members if they thought that the Council were receiving value for money. Councillor M Isherwood advised that the Town Council can produce the newsletter on the photocopier on good quality paper and place them in strategic places in and around Featherstone such as the Library, Dransfields, Church etc. Councillor C Woodhead mentioned that if the office were to print the newsletters then they could be produced more frequently. Councillor M Isherwood advised that the budget for Newsletters is set currently at £3,500.00 which would cover the increase charges for the office photocopier. Councillor G Isherwood also requested that 2 or 3 Members of the Council meet up with the Administration Assistant to collate news stories for each edition. It was:

RESOLVED: Future editions of the newsletter will be printed by the office and placed in different locations in and around Featherstone.

PRIVATE & CONFIDENTIAL

92/18 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