



Featherstone Town Council

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Regenerating Supporting & Caring for our Community by Wisdom and Courage

7 November 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 8th NOVEMBER 2018 AT 10.30AM.**

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 10th October 2018, Minute numbers 151/18 to 163/18.

6. FINANCE REPORTS

- a. A list of cheques with a total of £11,422.59 is attached for approval.
- b. List of income 2018/19: total £365.50
- 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

The bank reconciliation is available up to 31st October. The invoices and cheque book will be available at the meeting for Members to view.

8. BUDGET COMPARISON

Please see attached budget comparison to the 31st October.

9. PURCHASE OF OFFICE EQUIPMENT

Please see the documentation attached for an upgrade of the Konica Bizhub photocopier to Au Riso ComColor 7150 with finisher. If Members are in agreement there would be a price reduction of £53.50. per quarter and the copier could be delivered in January 2019. The specification on the booklet unit is very similar to the current photocopier with the option to centre fold (A4 to A5 & A3 to A4) with the further option to punch staples or hole punch if required.

RECOMMENDATION: That Members agree to the new 5 year lease with Riso.

10. INTERNAL AUDITOR REPORT

Yorkshire Internal Audit attended the Town Council office on Tuesday 16th October 2018. The report is attached for Members to consider.

11. WEBSITE, FACEBOOK, NEWSLETTER AND MOBILE APP

Updates on the website, Facebook, newsletter and mobile app will be given at the meeting.

PRIVATE & CONFIDENTIAL

12. STAFF MATTERS

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

Christmas Closure - Just a reminder that the office will close on Friday 21st December at 1.30pm and will re-open on Wednesday 2nd January 2019 at 9.30am.

Closure