

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON THURSDAY 6TH SEPTEMBER 2018 AT 11.00AM.

Present: Councillor J Hutsby, Councillor G Isherwood, Councillor R Taylor, Councillor S Vickers and Councillor J Wright.

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

132/18 WELCOME AND APOLOGIES

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

133/18 MEMBERS DECLARATIONS OF INTEREST

None were declared.

134/18 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.

135/18 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.

136/18 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED:

a) That the Minutes of the Administration & Finance Committee meeting held on the 11th July 2018, (Minute numbers 80/18 to 92/18) are received as a true record and the contents contained therein be approved.

137/18 FINANCE REPORTS

- a) List of payments with a total of £17,323.78 was attached for 2018/19.
- b) List of income for July and August £1,154.00 being the entertainment ticket sales from Gala plus Gala Trader fees.
- c) Invoices with a total of £5,996.05 received prior to the meeting.

It was

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

138/18 BANK RECONCILIATION

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

139/18 BUDGET COMPARISON 2018/19

The budget comparison to the 29th August 2018 was attached to the agenda. No comments were received.

140/18 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.

RESOLVED: That the Town Clerk and Administration Assistant complete the Emergency First Aid at Work course at a cost of £62.00 each, at Wakefield Training Centre.

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141/18 FACEBOOK, NEWSLETTER, NOTICE BOARDS AND WEBSITE

The Town Clerk just wanted to advise Members that the latest event that was advertised on Facebook reached over 18,000 residents.

PRIVATE & CONFIDENTIAL

142/18 STAFF APPRAISAL

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

143/18 STAFF MATTERS

A report with regards to staff holidays was made to Members at the meeting. The Town Clerk reminded Members about the upcoming staff holidays.

Closure