

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 18th JUNE 2015 AT 11AM.

Present: Councillor M Isherwood, Councillor M Tennant-King, Councillor J Wright, Councillor R Martindale.

In Attendance: Sue Coles (Town Clerk), Vicky Symons (Administration Assistant), Councillor S Vickers, Mr P Townend (On Screen).

69/15 ELECTION OF CHAIRMAN

It was

RESOLVED: Councillor M Tennant-King proposed Councillor M Isherwood which was seconded by Councillor J Wright and agreed by all.

70/15 WELCOME AND APOLOGIES

Apologies were received from Councillor A Lapish and Councillor K Hollis.

71/15 ELECTION OF VICE CHAIRMAN

There was no one present who wished to be nominated therefore it was

RESOLVED: to appoint a member when the need arose.

72/15 MEMBERS DECLARATIONS OF INTEREST

None were declared.

73/15 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. There were no members of the public present.

74/15 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 plus at any part of the meeting by reason of the confidential nature of the business being transacted.

75/15 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on the 15th April 2015, Minute numbers 412/15 to 424/15 be approved.

76/15 WEBSITE AND FACEBOOK UPDATE

Mr P Townend On-Screen was in attendance and took Members present through the website with the aid of a project and screen. Some improvements were discussed such having longer titles to headings to avoid confusion with posting dates. Mr Townend advised the Council to advertise the website in the Council office window to assist publicity. Councillor M Tennant-King asked for organisations connected to the Council to be linked into the website and also advised that Ackton, Purston, and North Featherstone were not referred to on the site. A lively discussion ensued about QR codes and it was agreed to approve the on-going work to the site and Members thanked Mr Townend.

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77/15 NEWSLETTER

The newsletter is being published and delivered before the 4th July Gala. Unfortunately copies were not available at the meeting.

78/15 MILL POND MEADOWS COMMEMORATIVE PROJECT UPDATE

A report from the Public Art Steering Group (PASG) meeting on the 23rd April 2015 was attached to the agenda. There will be a further working party meeting held at 1.30pm today 18th June to further the project at which time Ms F Smith from Beam will be in attendance to discuss the shortlist of artists for the project. Councillor M Isherwood was amazed as to the number of applications.

The grass at the Millpond Meadows site has been mown by Wakefield Council at a cost of £75.00 and this will be repeated at intervals throughout the summer. It was

RESOLVED To approve the report and payment for the mowing.

79/15 BANK RECONCILIATION

Bank reconciliations with invoices and cheque book were available at the meeting for Members to view and were noted.

80/15 INTEREST RATES AT THE CO-OPERATIVE BANK

Members were advised in January 2015 of the current interest rates payable on the Co-op Bank and Yorkshire Bank account balances. The Co-op has written to advise that as from 25th June they are to reduce the current account interest from 0.18% to 0.06%. Other account interest is for the present to remain the same. Members noted

81/15 LIST OF DIRECT DEBITS AS OF 1ST APRIL 2015

A list of direct debit payments which are automatically debited to the bank account were attached to the agenda it was

RESOLVED: Members approved the payments.

82/15 FINANCE REPORTS

a. A List of Accounts for £3,994.95 was given to the meeting.

b. No list of income was available.

(Plus any other invoices which have been received prior to the meeting).

It was

RESOLVED: Members to approve payments list and note income.

83/15 BUDGET 2015/16

A budget comparison report for the end of the financial year was also given at the meeting. It was

RESOLVED: Due to time constraints at the meeting the Chair will look as the budget report and liaise with Town Clerk if there are any queries.

84/15 FINANCIAL AUDIT AND ASSET REGISTER 2015 REVIEW

The financial audit and asset register review is now due. It was

RESOLVED: That the Chair and one other Member meets with the Town Clerk and a report is made back to this committee.

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85/15 CIVIC REGALIA

The Mayor and Deputy Mayor's consort badges of office are in need of replacement and Members are asked to consider a suitable budget to allocate funds to replace them. It was

RESOLVED: That the Town Clerk find quotes for the budget 2016 working party.

86/15 CAR USAGE ON BEHALF OF THE COUNCIL

A report by Ellis Whittam the SLCC's Employment Law Advisors about the use of a private car on behalf of the Town Council was attached to the agenda. It was

RESOLVED: Members should the report and ensure that their car insurance policy is suitable if they intend to use their car on Town Council business.

87/15 PENSIONS REGULATOR – AUTOMATIC ENROLMENT

The Pensions Regulator is responsible for regulating workplace pensions and making sure employers comply with their automatic enrolment duties. The staging date for the Council to join West Yorkshire Pension Fund is the 1st August 2016. A further report will be made when more information is received.

PRIVATE & CONFIDENTIAL

88/15 STAFFING MATTERS

A verbal report will be made to the meeting it was

RESOLVED: that a report concerning holidays are to be given at the meeting.

The meeting closed at 11.50am