

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 10<sup>TH</sup> SEPTEMBER 2014 at 6pm.**

---

**Present:** Councillor M Isherwood, Councillor J Power (Mayor) Councillor R Taylor, Councillor J Wright, and Councillor M Tennant-King.

**In Attendance:** Sue Coles (Town Clerk). Councillor J Jackson, Councillor G Isherwood, Councillor S Vickers and Councillor R Martindale.

**130/14 WELCOME AND APOLOGIES**

Councillor B Mulroe.

**131/14 MEMBERS DECLARATIONS OF INTEREST**

**132/14 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.

**133/14 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.

**134/14 MINUTES OF PREVIOUS MEETINGS**

It was

**RESOLVED:** that the Minutes of the meeting held on the 17<sup>th</sup> July 2014 at 10.30am, Minute numbers 88/14 to 99/14 be approved.

**135/14 TWINNING**

There was no further information available and the Town Clerk will contact Blaenavon Council.

**136/14 INTEREST RATES AND ACCOUNT BALANCES**

There are no changes in interest rates and the bank account balances were read to the meeting.

**137/14 BANK RECONCILIATION**

Bank reconciliations with invoices and cheque book were available at the meeting for Members to view. Cheque number 203111 for £30.00 to Mr P Butterfield for Gala Photos was queried and noted that the Town Clerk had spoken to the Mayor prior to these being purchased. It was

**RESOLVED:** That photography of events be placed on the next Events Committee agenda.

**138/14 BUDGET COMPARASION**

An updated budget comparison report from the 1<sup>st</sup> April 2014 to the 9th September 2014 was given to the meeting. It was

**RESOLVED:** That £5,000 remaining from the Gala Budget be transferred to the new budget WW1 Commemorations. That the Wakefield Council Grant for £1,000 on behalf of the Historical Society be allocated to a new income line in the WW1 Commemoration code. Members were reminded that the Christmas trees from WMDC need an order confirmation by the end of September and it was agreed that this order be placed for 5 trees at a cost of £1,500 per tree plus electricity costs for running the lights.

**MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 10<sup>TH</sup> SEPTEMBER 2014 at 6pm.**

---

**139/14 FINANCE REPORTS**

- a. List of Accounts for £5,880.26 was attached to the agenda and two further invoices were presented for payment on cheque numbers: 203118 Plantscape for £4,358.59 and 203119 Rialtas Business Solutions for £130.80. It was

**RESOLVED:** That the list of accounts totalling £10,369.65 be approved.

- b. List of income totalling £132.00 as attached to the agenda was noted.

**140/14 TO CONSIDER APPROVAL OF BUDGET FOR MILLPOND MEADOWS PROJECT**

The Chairman advised members on the current arrangements for the Millpond Meadows project; to plant one tree for every soldier killed in the WW1. Mr Roger Parkinson of Wakefield Woodland Trust would be at the Full Council meeting to advise Members further about the project and answer any questions. It was

**RESOLVED:** To confirm, as in Minute 138/14 above, that a budget heading and allocation of £5,000 would be made for future events and costs and that would include any reprints of the WW1 booklet 'Featherstone in the First World War' if needed.

**PRIVATE & CONFIDENTIAL**

**141/14 STAFFING MATTERS**

A report was made to the meeting concerning staff holidays which were approved and noted. The forthcoming strike by Unison on the 14<sup>th</sup> October was also noted and it was

**RESOLVED:** That if necessary all staff may work from home on this day.

**142/14 STAFF APPRAISAL**

Arrangements are to be made for the Town Clerk's appraisal. The Deputy Town Clerk's staff appraisal was noted and it was:

**RESOLVED:** That point 6.2 of all staff member's contracts which states: *the Council will review salaries annually on the anniversary of appointments* to mean that in line with the national pay awards the Town Council will give the national percentage pay rise as agreed with the National Joint Council for Local Government Services and no other increase.

The meeting was closed at 5.45pm