

MINUTES OF A MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE OF FEATHERSTONE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE ON 14th OCTOBER 2015 AT 6pm.

Present: Councillor K Hollis, Councillor M Isherwood (Chair), Councillor R Martindale, Councillor J Wright and Councillor R Taylor.

In Attendance: Sue Coles (Town Clerk) and Councillor G Isherwood.

180/15 WELCOME AND APOLOGIES

Councillor M Tennant-King (Mayor).

181/15 MEMBERS DECLARATIONS OF INTEREST

Councillors' Hollis and M Isherwood in item 9 list of accounts.

182/15 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'.

183/15 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.

184/15 MINUTES OF THE GRANTS SUB-COMMITTEE

It was

RESOLVED: That the Minutes of the Grants Sub-Committee held on 9th September, Minute numbers 126/15 to 131/15, be approved.

185/15 MINUTES OF PREVIOUS MEETINGS

It was

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on the 9th September 2015, Minute numbers 132/15 to 149/15, be approved.

186/15 MILL POND MEADOWS COMMEMORATIVE PROJECT UPDATE

A meeting was held on the 7th October 2015 and the minutes were presented to the Committee with a recommendation to full Council for approval. Councillor M Isherwood advised that the proposed Project Group would consist of the PASG members' plus a representative from St Thomas' School and the Librarian Ms Dale Reynolds. The report recommended that the first meeting of the Project Group will be at 1.30 pm not 2pm as stated in the report, on Friday 4th December 2015. A letter of invitation is to be sent to all members of the new Project Group. It was

RECOMMENDATION TO COUNCIL:

- a. That £1,500 is allocated towards the Arts Council application for the purposes of matched funding.
- b. That a project group is formally formed with its own terms of reference.
- c. The Arts Council funding should be guaranteed however in the unlikely event the application fails that the Council is asked to guarantee the £6,000 in order that the Public Art Steering Group can proceed with the project.

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187/15 BANK RECONCILIATION

The bank reconciliation with invoices and cheque book were available at the meeting for Members to view.

188/15 FINANCE REPORTS

- a. List of Accounts totalling £6,929.25 as attached for payment plus a further list of £560.33.
- b. List of income, £52,142.50, includes the second payment of the Precept.

It was

RESOLVED: Members approved the payment lists as above and noted the income.

189/15 REPORT FROM PRECEPT WORKING PARTY 2016/17 AND BUDGET 2015/16

A report with recommendations from the Precept working party meeting held on the 8th October and a budget comparison report for the current financial year to date was given to the meeting.

The low take-up of grants to community organisations was queried and the Town Clerk was asked to publicise their availability. The money to CAB for the Featherstone advice centre was queried since there appeared to be a limit on the number of residents the CAB will see every Tuesday and the Town Clerk was asked to write to query the new system.

Members discussed the ear marked reserves and agreed to reduce them as recommended in the report. The reserves for the lease were queried and Councillor G Isherwood advised that WMDC had not contacted the Town Council to discuss this matter. Councillor M Isherwood said that it was a very good thing that this Council had been able to hold the precept to the same level as previous years so that it does not become a burden to the residents. It was

RECOMMENDED TO COUNCIL: That the Precept request for 2016/17 will remain at £104,000.

190/15 FINANCIAL AUDIT AND ASSET REGISTER 2015 REVIEW

The financial audit and asset register has been reviewed by the Chair, Cllr M Isherwood and copies were distributed at the meeting. The flag and pole in the Council Chamber has been taken down by Members and stored on top of the filing cabinets. The Town Charter was moved to an area where the sun could not fade the document further and it was queried as to whether it should be valued higher. Members noted the documents.

191/15 CHRISTMAS OFFICE CLOSURE

The last Christmas event 2015 of the Council is the presentations to the winners of the Colouring Competition in the Library at 11am on Saturday 19th December 2015 at which time Mrs Symons will be in attendance with the Mayor.

Members are asked to consider as to whether the office needs to be open during the Christmas period, since this is a potentially quiet time suitable for staff to take outstanding holidays from Monday 21st December. The Bank Holiday dates are Friday Christmas Day 25th December 2015, Monday in Lieu of Boxing Day 28th December 2015, Friday New Year's Day 1st January 2016. It was

RESOLVED: that the office will be closed from Monday 21st December to Monday 4th January 2016

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PRIVATE & CONFIDENTIAL

192/15 APPRAISALS' OF STAFF MEMBERS'

The Town Clerk's appraisal will be undertaken on the 14th October.

193/15 STAFF MATTERS

There were no matters to consider.

194/15 PENSIONS

Councillor M Isherwood advised Members that she would be recommending that the Town Council appoints the Pensions Trust to administer a pension scheme and that there will be a one off fee of £500 payable. It was

RECOMMENDATION TO COUNCIL: That the Pensions Trust is appointed to administer the pension scheme and that the setting up costs be borne by the Council.

The meeting closed at 6.55pm.