



Featherstone Town Council

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Regenerating Supporting & Caring for our Community by Wisdom and Courage

Dear Councillor

ADMINISTRATION AND FINANCE COMMITTEE

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) you are summoned to a meeting of the

ADMINISTRATION & FINANCE COMMITTEE

OF **FEATHERSTONE TOWN COUNCIL** to be held in the GRAHAM ISHERWOOD SUITE AT
FEATHERSTONE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE on

WEDNESDAY 11th FEBRUARY 2026 AT 6.30PM

Vicky Symons
Town Clerk

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE
TOWN CLERK PRIOR TO THE MEETING.

AGENDA

<u>Item Number</u>	<u>Description</u>	<u>Enclosure</u>
1	WELCOME AND APOLOGIES To receive and accept apologies for absence.	
2	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.	
3	MEMBERS DECLARATIONS OF INTEREST To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.	
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 1960 that the press and public be excluded from any Agenda item, by reason of the confidential nature of the business being transacted.	
5	MINUTES OF THE PREVIOUS MEETING a) To approve and sign the minutes of the Administration & Finance Committee meeting held on Thursday 6 th November 2025, Minute Numbers 354/25/A to 364/25/A and approve the content contained therein. b) To approve and sign the minutes of the Administration & Finance Committee meeting held on Wednesday 14 th January 2026, Minute Numbers 436/26 to 445/26 and approve the content contained therein.	<u>4-5</u> <u>6-8</u>
6	FINANCE REPORTS	

	A) List of payments for January totalling £7,909.54 is attached to the agenda for approval. This includes any card payments made by the Town Clerk B) List of income for January £261.00 being community centre hire and Santa day ticket purchases. C) To receive any other invoices which have been received prior to the meeting. D) To note any other income which may have been received prior to the meeting. RECOMMENDATION: Members to approve payments list and note income.	<u>9</u> <u>9</u>
7	BANK RECONCILLIATION The bank reconciliation, if available, will be presented to members at the meeting up to 31st January 2026 Invoices and cheque book will also be available for Members to view. The chairman is asked to check and sign the bank reconciliation at the meeting.	
<u>8</u>	SECTION 137 EXPENDITURE LIMIT 2026/2027 For information, please find attached to the agenda information received from YLCA in relation to Section 137 expenditure 2026/2027.	<u>10</u>
9	PENSION REDECLARATION For information only: The Town Clerk has completed the re-declaration for the staff pensions. This will be due once again in 2029.	
10	URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE	
11	ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	
	<u>PRIVATE & CONFIDENTIAL</u>	
12	<u>STAFF MATTERS</u> None	

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON THURSDAY 6TH NOVEMBER 2025 AT 11.30AM.

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

In Attendance: Mrs. Vicky Symons (Town Clerk) and Miss Leanne Murphy (Town Council Administrator)

354/25/A WELCOME AND APOLOGIES	Action	Actioned By
Councillor Belbin, Councillor Haslam, Councillor Law, Councillor P McIntosh, Councillor Symons, Councillor Tennant and Councillor Tennant-King		

355/25/A PUBLIC PARTICIPATION	Action	Actioned By
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.		

356/25/A MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None		

357/25/A PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	Action	Actioned By
It was RESOLVED: That a resolution under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from agenda item 12 (Staff Matters), by reason of the confidential nature of the business being transacted.		

358/25/A MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
It was RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on Wednesday 8th October 2025 (Minute Numbers 294/25 to 305/25) are approved as a true record and signed by the chairman.	To be placed on the Town Council website	LM

359/25/A FINANCE REPORTS	Action	Actioned By
a) List of payments for October totalling £9731.93 was attached to the agenda for members this included card payments. b) List of income for October 2025 totalling £303.00 community centre hire payments.	Payments to be sent to organisations.	VS

It was: RESOLVED: That the payments as listed above in a) are approved for payment and that the income is noted by members. Members signed the invoices and payment listings at the meeting.		
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360/25/A BANK RECONCILIATION	Action	Actioned By
The bank reconciliation for October had not yet been received and was therefore unavailable. The Clerk would be able to present this at the next meeting.		

361/25/A ASSERTION 10- ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR YEAR END 31 MARCH 2026	Action	Actioned By
The Town Clerk is awaiting further information from Yorkshire Local Councils Association in relation to the new information on Assertion 10. The YLCA are to attend a meeting with the External Auditors to seek further clarification on what is required for Assertion 10. Once this meeting has taken place then the clerk will be notified and will place this on an agenda for members.	To be placed on a future agenda when further information has been received.	VS

362/25/A PRECEPT WORKING PARTY	Action	Actioned By
For information only: The precept working party is to be held on Thursday 20th November 2025 – 11.30am Councillor Vickers requested that the Town Clerk write to all members again informing them of the date of the meeting.		

363/25/A ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		

PRIVATE AND CONFIDENTIAL	Action	Actioned By

364/25/A STAFF MATTERS	Action	Actioned By
The Town Clerk is requesting that the overtime carried out during the Christmas events can be paid as an overtime payment in the December salary rather than (TOIL) for the Town Clerk. The Town Council Administrator if approved will be taking the time as TOIL. It was: RESOLVED: That the overtime payments will be approved once		

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 14TH JANUARY 2026 AT 6.30PM.

Present: Councillor P Belbin, Councillor S Haslam, Councillor J Hutsby, Councillor D Longley, Councillor H Symons, Councillor C Tennant and Councillor M Tennant-King.

In Attendance: Mrs. Vicky Symons (Town Clerk) and Miss Leanne Murphy (Town Council Administrator)

As both the Chairman and Deputy Chairman had sent their apologies Councillor D Longley proposed and this was seconded by Councillor M Tennant-King and all members were in favour that Councillor S Haslam would take the Chairman for this meeting.

436/26 WELCOME AND APOLOGIES	Action	Actioned By
Apologies were received and accepted from Councillor M Isherwood, Councillor P McIntosh, Councillor R Taylor and Councillor S Vickers.		

437/26 PUBLIC PARTICIPATION	Action	Actioned By
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.		

438/26 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None		

439/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	Action	Actioned By
It was RESOLVED: That a resolution under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from agenda item 12 (Staff Matters), by reason of the confidential nature of the business being transacted.		

440/26 MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
To approve and sign the minutes of the Administration & Finance Committee meeting held on Thursday 6 th November 2025, Minute Numbers 294/25 to 305/25 and approve the content contained therein. It was: RESOLVED: To defer the minutes to the next meeting as the only Councillor Hutsby was in attendance at the meeting.	Place on the next agenda.	

441/26 FINANCE REPORTS	Action	Actioned By
A) List of payments for November totalling £12,564.08 is attached to the agenda for approval. This includes any card payments made by the Town Clerk B) List of income for November £220.33 being community centre hire and Santa day ticket purchases. C) List of payments for December totalling £22,557.69 is attached to the agenda for approval. This includes any card payments made by the Town Clerk. D) List of income for December 2025 £5,930.53 being community centre hire, VAT refund and Santa day ticket purchases. E) To receive any other invoices totalling £1368.79 which had been received prior to the meeting being Pantomime invoice (£1217.40), Cathedral Hygiene (£127.39) and tickets to the Mayor of Normanton Pyjama party (£24.00). F) To note any other income totalling £359.17 being pantomime ticket sales and community centre hire which had been received prior to the meeting. Councillor Haslam noted that 2 duplicate payments had been inputted into the accounts package, Councillor P McIntosh – Mayors Allowance and Real Donkey's. The Town Clerk was able to show members that the payments had been re-entered as a credit to show only one payment had been made and the error rectified. It was: RESOLVED: That the payments as listed above in a), c) and e) above are approved for payment and that the income is noted by members. Members signed the invoices and payment listings at the meeting.	Payments to be sent to organisations.	VS

442/26 BANK RECONCILIATION	Action	Actioned By
The bank reconciliation was presented to members at the meeting up to 31st October 2025. The bank reconciliation was presented to members at the meeting up to 30th November 2025 The bank reconciliation was presented to members at the meeting up to 31st December 2025		

Invoices and cheque book will also be available for Members to view. The chairman checked the bank reconciliations and signed these at the meeting. This was also signed by Councillor M Tennant-King		
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443/26 ASSERTION 10- ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR YEAR END 31 MARCH 2026	Action	Actioned By
The Town Clerk is awaiting further information from Yorkshire Local Councils Association in relation to the new information on Assertion 10. The YLCA are to attend a meeting with the External Auditors to seek further clarification on what is required for Assertion 10. Once this meeting has taken place then the clerk will be notified and will place this on an agenda for members.	To be placed on a future agenda when further information has been received.	VS

444/26 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		

PRIVATE AND CONFIDENTIAL	Action	Actioned By

445/26 STAFF MATTERS	Action	Actioned By
The Town Clerk presented the overtime sheets, for all staff members, to the chairman of the committee. This was reviewed and RESOLVED: That the overtime payments be approved.		

Meeting Closed at 6.45pm

Featherstone Town Council Current Year				
Current Bank A/c				
List of Payments made between 15/01/2026 and 11/02/2026				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
15/01/2026	Nisbets Catering Equipments	DC	£ 44.24	Community Centre Supplies
16/01/2026	The Hygiene Bank	DC	£ 190.00	2 x tickets Mayors allowance
20/01/2026	McCarthy's Safe Shred	DD	£ 54.00	Confidential Shredding
22/01/2026	Qudo - DRD Communications	DD	£ 75.35	Office Telephone/internet
23/01/2026	Staff Salaries & Wages	DD	£5,167.97	January Salaries
23/01/2026	HMRC paye	DD	£ 1,699.06	Tax & NI January
23/01/2026	Nest Pensions	DD	£ 484.16	January Pension Contributions
24/01/2026	Peninsula Business Services	DD	£ 191.26	H&S Services
27/01/2026	One Stop Convenience Stores	DC	£ 3.50	Refreshments CC
	Total Payments		£ 7,909.54	

Section 137 expenditure limit 2026/2027

Section 137 expenditure limit for parish and town councils announced for 2026/27

The Ministry of Housing, Communities and Local Government has informed NALC of an increase in the Section 137 expenditure limit for parish and town councils in England for the 2026/27 financial year. The new limit is £11.60 per elector, up from £11.10 in 2025/26.

The increase reflects the percentage rise in the retail price index between September 2024 and September 2025, in accordance with Schedule 12B of the Local Government Act 1972. Section 137 of the Act allows parish and town councils to incur expenditures for purposes that benefit their communities when no specific statutory power is available.

Adjusting the expenditure limit will enable parish and town councils to allocate funds to projects that support local communities, ranging from small infrastructure improvements to community welfare initiatives.

This welcome increase to the Section 137 expenditure limit reflects the importance of ensuring parish and town councils have the tools and flexibility they need to support their communities. Keeping the limit aligned with inflation helps councils continue to make a real difference in their places and to people's lives.