

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 8TH OCTOBER 2025 AT 6.30PM.

Present: Councillor P Belbin, Councillor S Haslam, Councillor J Hutsby, Councillor M Isherwood, Councillor K Law, Councillor D Longley, Councillor P McIntosh, Councillor H Symons, Councillor R Taylor, Councillor C Tennant (6.41pm), Councillor M Tennant-King and Councillor S Vickers.

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

294/25 WELCOME AND APOLOGIES	Action	Actioned By
All members were present so no apologies had been received.		

295/25 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.		

296/25 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None		

297/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	Action	Actioned By
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.	There were no items of a confidential nature.	

298/25 MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
It was RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on Thursday 11 th September 2025 (Minute Numbers 283/25 to 293/25) are approved as a true record and signed by the chairman.	To be placed on the Town Council website	LM

299/25 FINANCE REPORTS	Action	Actioned By
a) List of payments for September totalling £28,468.90 was attached to the agenda for members this included card payments. b) List of income for September 2025 totalling £100,656.75 being the 2 nd precept instalment,	Payments to be sent to organisations.	VS

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community centre hire payments and Christmas Fair payment. 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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300/25 BANK RECONCILIATION	Action	Actioned By
The bank reconciliation up to 22nd September 2025 was presented to members at the meeting. This was checked and signed by the Chairman, Councillor M Isherwood and the Councillor K Law. The balances of the accounts currently stand at: The Co-Operative Current Account - £93,577.67 The Co-Operative Savings Account - £602.92 Virgin Savings Account – £95,356.56 Natwest Account - £897.11		

301/25 COMMUNITY INFRASTRUCTURE LEVY (CIL)	Action	Actioned By
There are numerous projects that the Town Council would like to look at spending the CIL funds on. The Town Clerk has received confirmation from Wakefield Council that noticeboards, tarmac footpath at the Pit Wheels and information boards would all be valid use of the funds under the relevant regulation <u>59C: Application by Local Councils</u> “A local council must use CIL receipts passed to it in accordance with Regulation 59A and 59B to support the development of the local Councils are or any part of that area, by funding – a. The provision, improvement, replacement, or maintenance of infrastructure or b. (b) anything else that is concerned with addressing the demands that development places on an area” There have been other ideas members have put forward such as the buildings at North Featherstone Cemetery., however confirmation on this project needs further	The office are to obtain quotes and permissions to install a new tarmac footpath at the Pit Wheels and to order the noticeboards using the CIL funds.	VS

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information from Wakefield before they can advise on if CIL funding can be spent. Members are to agree on what projects they would like to move forward with. Members to note the total amount of CIL is in earmarked reserves and totals £29,621.12. Councillor P Belbin felt that the accessibility path at the Pit Wheels was a must and that this should be a priority. It was: RESOLVED: That the tarmac footpath and noticeboards are the first projects to be completed out of the Community Infrastructure funds.		
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301/25 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

302/25 PROJECT FOR 2026-2027	Action	Actioned By
Members are asked to put forward any projects that will require a budget for 2026 – 2027 This will help the Clerk prepare an accurate budget proposal to put forward to the Precept working party once the date has been agreed. Members are to email the Town Clerk with any ideas for projects they would like to see in the next financial year.	Any members with proposals should email the Town Clerk prior to the Precept Working Party.	All Councillors

303/25 PRECEPT WORKING PARTY	Action	Actioned By
Members are to agree on a date for the Precept Working Party. Suggested dates are: 13th November 2025 – 11.30am 20th November 2025 – 11.30am	Clerk will inform members of the date once this has been confirmed with the Chairman of the committee.	VS

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Members requested Thursday 20 th November however this is to be confirmed by the Chairman of the Administration and Finance Committee.		
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304/25 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		

305/25 CLOSURE	Action	Actioned By
Meeting was closed at 6.45pm		