

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON THURSDAY 12TH JUNE 2025 AT 11.30AM.

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

In Attendance: Mrs. Vicky Symons (Town Clerk).

77/25 ELECTION OF CHAIRMAN	Action	Actioned By
Councillor Vickers proposed and Councillor Hutsby seconded and it was: RESOLVED: That Councillor M Isherwood is chairman of the committee for the ensuing year.		

78/25 WELCOME AND APOLOGIES FOR ABSENCE	Action	Actioned By
Apologies were received and accepted from Councillor P Belbin, Councillor S Haslam, Councillor K Law, Councillor D Longley, Councillor P McIntosh, Councillor H Symons, Councillor C Tennant and Councillor M Tennant-King.		

79/25 ELECTION OF VICE CHAIRMAN	Action	Actioned By
Councillor J Hutsby proposed and Councillor M Isherwood seconded and it was: RESOLVED: That Councillor S Vickers is vice chairman for the ensuing year.		

80/25 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.		

81/25 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None were declared.		

82/25 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.		

83/25 MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
It was	To be placed on the Town Council website	LM

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON THURSDAY 12TH JUNE 2025 AT 11.30AM.

RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on Thursday 24 th April 2025 (Minute Numbers 626/25 to 626/25) be received as a true record and the contents contained therein be approved.		
---	--	--

84/25 FINANCE REPORTS	Action	Actioned By
a) List of payments for: 25/04/2025 to 01/05/2025 £9,848.76 02/05/2025 to 31/05/2025 £9,994.97 01/06/2025 to 12/06/2025 £10,362.00 The above include any card payments made. b) List of income for: 24/04/2025 to 30/04/2025 £431.50 being community centre Hire and VE day ticket sales. 01/05/2025 to 31/05/2025 £631.42 being community centre Hire and VE day ticket sales. 01/06/2025 to 12/06/2025 £244.50 being community centre hire. It was: RESOLVED: That the payment as listed above are approved for payment and that the income is noted by members.	Payments to be sent via post.	VS

85/25 BANK RECONCILIATION	Action	Actioned By
The bank reconciliation up to 30th April 2025 was presented to members at the meeting and this was signed by the Chairman and Vice-Chairman The bank reconciliation up to 31st May 2025 was also presented to members at the meeting and this was checked and signed by the Chairman and Vice-Chairman The chairman and vice chairman examined these documents and signed the reconciliation at the meeting.		

86/25 TO APPOINT INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2025/2026	Action	Actioned By
To allow for consistency, members are asked to approve for Julie Whinham to be appointed as the Town Council's Internal Auditor for the upcoming financial year. This will		

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON THURSDAY 12TH JUNE 2025 AT 11.30AM.

include 2 visits to the Council and completion of the year-end audit process. It was: RESOLVED: That Ms Julie Whinham is appointed as the Internal Auditor for 2025/2026 financial year		
87/25 URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE	Action	Actioned By
CIL – Options for spending of the CIL monies that the Town Council have.	Place on next agenda	VS
88/25 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		
PRIVATE AND CONFIDENTIAL	Action	Actioned By
89/25 STAFF MATTERS	Action	Actioned By
Members are asked to approve to pay overtime for the Town Clerk and Caretaker for Gala Day. The Town Council Administrator would like to take the time off in lieu if members agree. An overtime sheet will be provided following the event which is to be signed by the Chairman. The Town Clerk sought approval for all 3 members of staff to enrol on the Emergency at Work First Aid at a cost of £99.75 each. It was: RESOLVED: That staff overtime and TOIL requests are approved and that the cost for the First Aid course is approved.	Clerk to book all 3 staff onto First Aid Course. Overtime sheets to be brought to July meeting.	VS

Closure: The meeting closed at 11.42am