

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 9TH JULY 2025 AT 6.30PM.

Present: Councillor P Belbin, Councillor J Hutsby, Councillor K Law, Councillor P McIntosh and Councillor S Vickers.

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

130/25 WELCOME AND APOLOGIES	Action	Actioned By
Apologies were received and accepted from Councillors S Haslam, D Longley, M Isherwood, R Taylor, C Tennant and M Tennant-King.		

131/25 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.		

132/25 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
Councillor Vickers declared an interest in Agenda item 6A and 6B and signed the book accordingly. Councillor Symons declared an interest in Agenda item 12 and took no part in the discussion.		

133/25 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 agenda item 12 (staff matters), by reason of the confidential nature of the business being transacted.		

134/25 MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
It was RESOLVED: That the Minutes of the Administration & Finance Committee meeting held on Thursday 12 th June 2025 (Minute Numbers 77/25 to 89/25) are deferred to the next meeting as only one member of the council present was at the meeting.		

135/25 FINANCE REPORTS	Action	Actioned By
a) List of payments for June & July totalling £20,491.03 was attached to the agenda for members this included card payments.	Payments to be sent to organisations.	VS

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b) List of income from 13th June 2025 to 9th July 2025 totalling £5,609.46 being community centre hire payments and grant from Wakefield Council for the community centre lights. 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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136/25 BANK RECONCILIATION	Action	Actioned By
The bank reconciliation up to 30 th June 2025 was presented to members at the meeting. This was checked and signed by the Vice-Chairman, Councillor S Vickers and Councillor K Law.		

137/25 COMMUNITY INFRASTRUCTURE LEVY (CIL)	Action	Actioned By
The committee are to explore options for spending of the CIL monies that the Town Council have received from Wakefield Council. The total amount at the moment is £29,621.12 Councillor K Law asked if noticeboards would be a valid spend under CIL, as this would assist in the next agenda item and ensure that the Town Council don't overspend on the budget. Another idea by members was that a community allotment could be purchased and also information boards at War Horse and the Pit Wheel. The Town Clerk would make enquires to find out what CIL could be spent on and report back to the next meeting.	To be placed on a future agenda when further information has been received.	VS

138/25 NOTICEBOARD PROVISION	Action	Actioned By
A recommendation has been received from the Communications Committee proposing the purchase of three new noticeboards for the Town. The Town Clerk informed Members that the allocated budget for noticeboards in the 2025/2026 financial year is £200.00. The cost of a single noticeboard, matching the existing style	Place on next agenda	VS

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used throughout the Town, is £995.00, with an additional fitting cost of £400.00 per board. As Responsible Financial Officer, the Clerk recommend that the Town Council approve the purchase and installation of one noticeboard during the current financial year. This will be a overspend of £1,195.00 of the current budget. This will enable a revised budget to be considered and set in November to accommodate the cost of additional noticeboards in future financial years. Members requested that this item is deferred to the next meeting once further information had been sought on CIL.		
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139/25 URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE	Action	Actioned By
None		

140/25 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		

PRIVATE AND CONFIDENTIAL	Action	Actioned By

141/25 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 was provided to the committee. At this point in the meeting the Town Clerk and Town Council Administration left the meeting. RESOLVED: That staff overtime and TOIL requests are approved and the overtime sheets were signed by the Vice Chairman.	The Town Clerk to send off the overtime sheets to the Payroll Organisation	VS

Closure: The meeting closed at 6.47pm