

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 11TH MARCH 2026 AT 6.00PM.

Present: Councillor P Belbin, Councillor S Haslam, Councillor M Isherwood, Councillor K Law, Councillor D Longley, Councillor H Symons, Councillor M Tennant-King and Councillor S Vickers.

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

573/26 WELCOME AND APOLOGIES	Action	Actioned By
Apologies were received and accepted from Councillor J Hutsby, Councillor P McIntosh and Councillor R Taylor.		

574/26 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.		

575/26 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None		

576/26 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 16 (Staff Matters), by reason of the confidential nature of the business being transacted.		

577/26 MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
It was: RESOLVED: To approve and sign the minutes of the Administration & Finance Committee meeting held on Wednesday 11 th February 2026, Minute Numbers 530/26 to 541/26 and approve the content contained therein.	To be placed on the website	LM

578/26 FINANCE REPORTS	Action	Actioned By
A) List of payments for November totalling £12,232.27 is attached to the agenda for approval. This includes any card payments made by the Town Clerk	Payments to be sent to organisations.	VS

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B) List of income for February/March £7**** being community centre hire. C) To receive any other invoices totalling £250.00 which was the grant cheque for Featherstone Male Voice Choir. It was: RESOLVED: That the payments as listed above in a) and c) above 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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579/26 BANK RECONCILIATION	Action	Actioned By
The bank reconciliation was presented to members at the meeting up to 28th February 2026 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 Bank Account Totals: Co-Operative Current Account - £27,810.42 Co-Operative Saving Account - £611.44 Virgin Savings Account -£95,356.56 Natwest Account - £897.11		

580/26 ASSET REGISTER	Action	Actioned By
Members are to agree the new asset register attached to the agenda. This has been changed following a recommendation from the internal auditor. Members reviewed the asset register. It was: RESOLVED: That the asset register be approved.	Town Clerk to keep asset register updated during the course of the year.	VS

581/26 INSURANCE	Action	Actioned By
The Town Clerk presented members with the new quotation from Gallagher insurance. It was: RESOLVED: To accept the quotation from Gallagher insurance for £1,679.30	Contact insurance company to advise of acceptance of quotation.	VS

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582/26 INVESTMENT POLICY	Action	Actioned By
Member to review the attached investment policy. As there had been no changes it was: RESOLVED: That the investment policy be approved.	Update website with new review dates.	VS

583/26 GRANT FUNDING	Action	Actioned By
The committee are asked to approve a virement of the remaining grant funds towards the container project. It was: RESOLVED: That the remaining budget of £2250.00 be earmarked for the container project.		

584/26 INTERNAL AUDIT 2025/2026	Action	Actioned By
Members to note that the Town Clerk had provided information to the Internal Auditor for year end 2025-2026. The clerk had confirmed that the only item that was required by the internal auditor would be the year end bank statements and reconciliations. The clerk had arranged another call with the auditor on Wednesday 15 th April to hopefully receive the final report.	To be placed on agenda when the final report has been received.	VS

585/26 URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE	Action	Actioned By
Councillor Haslam reported that the heritage trails mobile app was no longer available to download. It was requested that the office look into the issue surrounding this.	Town Clerk to look into this issue.	VS

586/26 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		

PRIVATE AND CONFIDENTIAL	Action	Actioned By

587/26 STAFF MATTERS	Action	Actioned By
Staff appraisals – a report was made to councillors in relation to the staff appraisals which were carried out on Monday 10 th March. It was:		

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RESOLVED: To receive the report in which all 3 members had exceed their contract, however there was no financial implication on the council.		
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Meeting Closed at 6.33pm