Featherstone Town Council

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Regenerating Supporting & Caring for our Community by Wisdom and Courage

Dear Councillor

MEETING OF FEATHERSTONE TOWN COUNCIL

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) you are summoned to an **ORDINARY MEETING** of **FEATHERSTONE TOWN COUNCIL** to be held in the

GRAHAM ISHERWOOD SUITE at **FEATHERSTONE COMMUNITY CENTRE**, VICTORIA STREET, FEATHERSTONE on

WEDNESDAY 14th OCTOBER 2026 AT 7.00PM



Vicky Symons
Town Clerk

A moment of reflection
Provided by
Terry Pullinger

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

AGENDA

Item Number	Description	Enclosure
1	**WELCOME AND APOLOGIES RECEIVED** The Mayor to welcome everyone to the meeting. To receive and accept any 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, members of the public cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors. *Note: An answer to any questions raised may not necessarily be available at the meeting. Issues may need further investigation or discussion. Such responses will be communicated in writing to the resident at a later date.	
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 19 Pillar of the Community Award, by reason of the confidential nature of the business being transacted.	
5	**MINUTES OF THE ORDINARY COUNCIL MEETING** To approve and sign the minutes of the Ordinary Meeting of the Council MIN 203/26 to 223/26 held on the 9th September 2026 and approve the contents contained therein.	**6-13**

6	**MINUTES OF THE FOLLOWING COMMITTEES** A) To receive the minutes of the Administration & Finance Committee held on Wednesday 9TH September 2026 MIN numbers 224/26 to 239/26.	**14-19**
7	**MAYOR'S ANNOUNCEMENTS** The Mayor will provide a verbal update members at the meeting. No decisions are required from the Town Council.	
8	**DISTRICT COUNCILLOR REPORT** To receive a verbal report from the District Councillors on any matters relating to the Town. Questions/comments from Town Councillors maybe submitted to the District Councillors.	
9	**DEFIBRILLATOR UPDATE** Councillor D Longley will provide an update on this agenda item at the meeting.	
10	**PRIDE IN PLACE** To receive a verbal update at the meeting regarding the progress of Pride in Place from Councillor Symons and Councillor Tennant-King.	
11	**ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2026** PKF Littlejohn LLP External auditor have issued their certificate and report 2025/26 in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The notice of conclusion of audit has been placed on the notice board and website. **RECOMMENDATION**: That the Council approves and accepts the report as attached.	**20-25**
12	**DIVERSITY CHAMPION** To receive a verbal update at the meeting regarding any issues raised to the Diversity Champion from Councillor M Tennant-King.	
13	**INTERSCHOOLS COMPETITION**	

	The Mayor, Councillor S Haslam, will provide a verbal report at the meeting. The Council are then to agree any action to be taken.	
14	**OFFICE CHRISTMAS CLOSURE** The Town Clerk seeks permission from Members to agree to the office closing at Christmas on Friday 18th December at 1.30pm and reopen again on Monday 4th January 2027 at 9.30am. These days will come out of the holiday entitlement of all members of staff. The Town Clerk will have access to the emails during this time for any urgent matters.	
15	**PLANNING AND LICENSING MATTERS**	

APPLICATION NUMBER	ADDRESS	PROPOSAL	WMDC DECISION
26/00772/FUL	Rosemount	Change of use of commercial out building to residential annex in connection with existing dwelling with external alterations	
26/01533/CPL	64 Nunns Lane	Proposed garage conversion and fenestration alterations	
26/00770/FUL	Rosemount	Removal of existing conservatory, single storey extensions to side (western and eastern dormer to rear	Approved
26/01070/FUL	Jayscreen House	Extension to side, canopy to side, re-clad of existing building and works to yard area	Approved
26/01332/CPL	24 Lidgett Green	Single storey extension to rear	Approved
26/01308/CPL	23 Thistle Hill Drive	Garage conversion, extension to rear and addition of soil vent pipe	Approved
26/01490/FUL	Featherstone Lions Community Club	Erection of drinks bar	
26/01612/FUL	Coach House, New Road	Kitchen extension	
26/01576/COU	Millennium House	Change of use of former offices to 13 apartments	

	b) PLANNING APPLICATION 26/01576/COUMA – Ratification of Objection To ratify the objection submitted on behalf of Featherstone Town Council to Planning Application 26/01576/COUMA, in accordance with the comments previously circulated to Members and submitted to the Local Planning Authority prior to the consultation deadline. **c) ANY OTHER PLANNING MATTERS RECEIVED AFTER THE DATE OF THIS AGENDA** **d) LICENSING MATTERS (IF ANY)**	
16	**CORRESPONDENCE RECEIVED** **Date** | **FROM** | **COMMENTS** **Any other correspondence received**	
17	**URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE**	
18	**ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK**	
	PRIVATE AND CONFIDENTIAL	
19	**PILLAR OF THE COMMUNITY AWARD** There has been an application received for the Pillar of Community award. This will be presented to members at the meeting. Members are to make a decision on if to accept the application.	
20	**CLOSURE AND NEXT MEETINGS** The next meetings of the Town Council will be as follows: Events Committee – Wednesday 11th November 2026 at 6.00pm Community Centre Management Committee – Wednesday 11th November 2026 following the Events Committee at 6.00pm Administration & Finance Committee – Wednesday 11th November 2026 following the Community Centre Management Committee Full Council – Wednesday 11th November 2026 at 7.00pm	

MINUTES OF A MEETING OF AN ORDINARY MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 9TH SEPTEMBER 2026 AT 7.00PM.

Present: Councillor P Belbin, Councillor S Haslam (Mayor), Councillor J Hutsby, Councillor M Isherwood, Councillor D Longley, Councillor C Tennant, Councillor M Tennant-King and Councillor S Vickers

In Attendance: Mrs. V Symons (Town Clerk), Leanne Murphy (Town Council Administrator) and one member of the public.

203/26 WELCOME AND APOLOGIES FOR ABSENCE	**Action**	**Actioned By**
The Mayor welcomed everyone to the meeting. Apologies from members with their inability to attend were received and accepted from Councillor P McIntosh, Councillor H Symons and Councillor R Taylor.		

204/26 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. No members of the public were in attendance.		

205/26 MEMBERS DECLARATIONS OF INTEREST	**Action**	**Actioned By**
None were declared.		
206/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	**Action**	**Actioned By**
RESOLVED: That under the terms of the Public Bodies Admission to Meetings Act 1960 that the press and public be excluded from Agenda items 18,19 and 20 by reason of the confidential nature of the business being transacted.		

207/26 MINUTES OF THE ORDINARY COUNCIL MEETING	**Action**	**Actioned By**
It was: **RESOLVED:** To approve and sign the minutes of the Ordinary Meeting of the Council MIN 146/26 to 163/26 held on the 8th July 2026 and approve the contents contained therein.	To be placed on the Town Council website	LM

208/26 MINUTES OF THE FOLLOWING COMMITTEES	**Action**	**Actioned By**
It was:		

RESOLVED: B) To receive the minutes of the Administration & Finance Committee held on Thursday 11th June 2026 MIN numbers 80/26 to 92/26 C) To receive the minutes of the Communications Committee held on Wednesday 10th June 2026 MIN numbers 27/26 to 39/26 D) To receive the minutes of Events Committee held on Wednesday 10th June 2026 MIN Numbers 40/26 to 55/26 E) To receive the minutes of the Grants Sub-Committee held on Thursday 11th June MIN numbers 106/26 to 119/26		

209/26 MAYORS ANNOUNCEMENTS	**Action**	**Actioned By**
The Mayor wished to thank the Deputy Mayor for attending Normanton Town Council's Party in the Park. Since the last meeting the Mayor has attended: Soft launch of Moss by Wild Girnhill Lane Infants School Fayre Farmer Copley's for a meeting with Featherstone Male Voice Choir to discuss the upcoming concert. Featherstone Male Voice Choir Concert where £340.00 was raised for the Mayors Charity through a raffle The Town Council car show A fundraiser at Wasdale respite for Star House at Purston Park. A business breakfast at Featherstone Rovers Foundation, this was a great opportunity for networking. Featherstone Fire Station charity car wash – Councillor Symons also attended and did assist in washing the vehicles. Grant presentation at Featherstone Hotel for the Senior citizens club Heritage project at Featherstone Rovers which linked coal mining and the community Seaside at the park event held at the community centre which raised £157.00 for the Mayors charity Podcast with Jon Trickett MP There were also 2 further partners of the Mayor which included Bobby Singh from Featherstone Post Office and Featherstone Male Voice Choir.		

210/26 DISTRICT COUNCILLORS REPORT	**Action**	**Actioned By**

To receive a verbal report from the District Councillors on any matters relating to the Town. No District Councillors were present, so no report was available. Councillor Tennant-King wished to place on record how appalled she was by the comments made by Councillor Padget over abortion. This raises serious questions as to why Councillor Padgett has not been suspended. Councillor Belbin requested that the office staff change the signing in sheets to add a section in from the District Councillors, this should include any apologies received. Councillor Tennant feels that the Town Council is being treat with contempt. Councillor Vickers added that the attendance record will be available to all residents. Councillor Isherwood felt that clear communication has been given to all 3 of the District Councillors.		

211/26 COMMUNITY COHESION, PUBLIC SAFETY AND RESIDENTS	**Action**	**Actioned By**
To receive reports from Councillors regarding concerns raised by residents, to consider the impact on community cohesion and perceptions of public safety; and to determine whether representations should be made to West Yorkshire Police, Wakefield Council or other relevant agencies. Councillor Vickers requested that this item was placed on the agenda. The purpose is to consider residents concerns that have been raised. Councillor Vickers proposed that the Town Council should reaffirm the leadership role: “Featherstone Town Council have heard residents concerns and will raise them with the appropriate authorities. Featherstone Town Council believe everyone should feel safe and welcomed into our Town.” Councillor Vickers further proposed: “Featherstone Town Council notes concerns raised by residents regarding the activities of unofficial community patrol groups operating with the Five Towns area. The Council reaffirms its commitment to equality, community cohesion and public safety and resolved to write to West Yorkshire Police and Wakefield Council seeking reassurance that any reports of intimidations, harassment or discriminatory behaviour are being appropriately addressed.”		

These proposals were seconded by Councillor Hutsby and agreed by all members of Featherstone Town Council.		

212/26 DIVERSITY CHAMPION	Action	Actioned By
This item was requested to be placed on the Agenda at the July Council meeting. Members were asked to discuss the role and reappoint a Town Councillor as the Diversity Champion. Councillor S Vickers proposed Councillor M Tennant-King for the role of Diversity Champion. This was seconded by Councillor J Hutsby. It was: **RESOLVED:** That Councillor M Tennant-King is the Diversity Champion for Featherstone Town Council and that the terms of reference are agreed.		

213/26 DISPLAYING THE UNION FLAG IN THE GRAHAM ISHERWOOD CHAMBER	Action	Actioned By
Members are requested to discuss whether a Union Flag should be permanently displayed within the Chamber and, if so, determine its location, size and method of display. Consideration should also be given to any associated costs, maintenance requirements and the appropriateness of the proposed display within the Council's principal meeting space. Councillor Vickers felt that displaying the flag would show members of the public that we are not opposed to displaying the flag. Councillor M Isherwood would also like to see the Featherstone flag displayed. Councillor Belbin felt a complete indifference and was tired of flag wars. Councillor Belbin was very happy in the place that the Town Council currently have. Councillor Tennant added that the Town Council have been branded as non-patriots and he wanted to place on record that the Town Council are proud of our armed forces and supports the proposal of displaying the Union Flag. It was: **RESOLVED:** That Featherstone Town Council approved the display of the Union Flag and Featherstone Flag within the Graham Isherwood Suite and authorises the Town Clerk to procure and arrange installation of the flags at an		

appropriate location within the Suite, within the approved delegated authority of £500.00 and in accordance with the Town Council's Financial Regulations.		

214/26 PRIDE IN PLACE	**Action**	**Actioned By**
As Councillor Symons had sent his apologies members received a written update on the recent public consultation from Councillor Symons. Following a further stage of public engagement, the Board, working with their partners, will prepare and submit a report and business case to Government in November. Councillor Tennant-King had been added onto the board and wished to add that Councillor Padget had been removed from the board and will not be replaced. One "quick win" that was being investigated was the possibility of providing an electricity supply in Streethouse for the Christmas Tree opposite the Post Office. This tree currently has battery operated lights.		

215/26 SCULPTURE WALL	**Action**	**Actioned By**
To receive an update from the Town Clerk on the Sculpture Wall on Wakefield Road. The Town Council are to agree any action to be taken. A quotation had been received from Wakefield Council to clean the wall, this was £1,300.50. Councillor Isherwood requested that the Town Clerk is to investigate other companies that could provide the service to clean the wall and bring these forward to the Administration & Finance meeting.	Town Clerk to contact other companies to obtain quotes.	VS

216/26 PLANNING AND LICENSING MATTERS	**Action**	**Actioned By**

APPLICATION NUMBER	**ADDRESS**	**PROPOSAL**	**WMDC DECISION (if applicable)**
26/01075/OUT	Greenlane House, Green Lane	Erection of up to 2 no. dwellings, including demolition of existing building (outline application with all matters reserved)	
26/01476/FUL	3 Stretton Close, Ackton	Split single and two storey rear extensions	
26/01471/SPN	Unit F, Rosie Road	PV Solar Installation	

26/00961/CPL	95 A Station Lane	C3 residential dwelling to C4 HMO	Approved
19/02780/S7301	Common Side Farm	Variation of conditions 5 for the conversion of stable to 2no dwellings and demolition of existing equestrian building and replacement with 2no apartments	Approved
26/01070/FUL	Jayscreen House, Green Lane	Extension to side, canopy to side, reclad of existing and works to year area.	
26/01106/FUL	Unit H Rosie Road	Erection of ancillary storage building	
26/00946/CPL	26 Ackton Lane	Loft Conversion with dormer to rear and roof windows to front.	Approved
26/00896/FUL	93 Ackworth Road	Part two storey and part single storey extensions to rear and side.	Approved
26/00968/CPL	9 De Lacy Avenue	Loft conversion to create additional bedroom	Approved
26/01532/CPL	26 De Lacy Avenue	Single storey side extension	

e) ANY OTHER PLANNING MATTERS RECEIVED AFTER THE DATE OF THIS AGENDA

f) LICENSING MATTERS (IF ANY)

Star Pubs Trading Ltd	Cross Keys	Variation of a Premises Licence	Amend licence in accordance with submitted plan CK/SPB/LIV 1 B amended standard and non standard open times to 08.00	Public House

217/26 CORRESPONDENCE RECEIVED		

Date	**FROM**	**COMMENTS**
August	Featherstone Fire Station	Thanks to the Town Council and informing that £585.00 was raised
August	Visitor to War Horse	The email contained information advising that their car had been locked in the Lions car park. The Clerk is to initiate contact with Charlie Birdsall to look into the possibility of using some of his land for a more open car park.
Any other correspondence received		

218/26 URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE	**Action**	**Actioned By**
Councillor Longley wished to place in the minutes his thanks to the Town Council Caretaker, Rob Smith, for checking on the defibrillators in the Town while he has been extremely busy with work. Councillor Haslam mentioned to members that Featherstone Urban Charities has had one trustee step down and asked any members if they would like to volunteer to speak to him after the meeting.		

219/26 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
No items were raised.		

PRIVATE AND CONFIDENTIAL		

220/26 REVIEW OF STAFF CONTRACT – EVENT WORKING ARRANGEMENTS AND PAYMENT	Action	Actioned By
To receive a **RECOMMENDATION** from the Employment Sub Committee that event working is: **Employee Choice** Employees may choose either: • Payment at time-and-a-half; or • TOIL at time-and-a-half. Staff contracts will need to be amended to make this change. Overtime is still required to be authorised by the Administration & Finance Committee. It was: **RESOLVED:** That members of the Council agree to the recommendation.		

221/26 REVIEW OF CARETAKER ARRANGEMENTS	Action	Actioned By
To receive a **RECOMMENDATION** from the Employment Sub-Committee to agree to **Engage External Security Contractor** to cover weekend bookings for the community centre. Whilst costs are currently being obtained, this option could provide additional operational flexibility without creating a permanent staffing commitment during 2026/2027. The budget for this year would fall under the 2027/2028.It was: **RESOVED:** That members agree to the recommendation from the Employment Sub-Committee and that charges are brought to the Administration & Finance committee for approval.		

222/26 LOCAL GOVERNMENT PAY CLAIM 2026	Action	Actioned By
Attached to the agenda was information from the National Association of Local Council with regards to the national pay award. It was:		

RESOLVED: That Staff salaries are to be increased in line with the National Salary awards as above and backdated to April 2026.		

223/26 CLOSURE AND NEXT MEETINGS	**Action**	**Actioned By**
The next meetings of the Town Council will be as follows: Grants Sub-Committee – Wednesday 14th October 2026 at 6.00pm Administration and Finance Committee – Wednesday 14th October 2026 following the Grants Sub-Committee at 6.00pm Full Council – Wednesday 14th October 2025 at 7.00pm		

Closure: 8.13pm

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 9TH SEPTEMBER 2026 FOLLOWING THE EVENTS COMMITTEE AT 6.00PM.

Present: Councillor P Belbin, Councillor S Haslam, Councillor J Hutsby, Councillor M Isherwood (Chairman), Councillor D Longley, Councillor C Tennant, Councillor M Tennant-King and Councillor S Vickers.

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

224/26 WELCOME AND APOLOGIES FOR ABSENCE	**Action**	**Actioned By**
Apologies were received and accepted from Councillor Symons, Councillor Taylor and Councillor McIntosh.		

225/26 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.	No members of the public were present	

226/26 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None were declared		

227/26 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 , by reason of the confidential nature of the business being transacted.		

228/26 MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
It was **RESOLVED:** That the Minutes of the Administration & Finance Committee meeting held on Thursday 8th July 2026 (Minute Numbers 117/26 to 130/26) be received as a true record and the contents contained therein be approved.	To be placed on the Town Council website	LM

229/26 MINUTES OF THE EMPLOYMENT SUB-COMMITTEE	Action	Actioned By

It was **RESOLVED:** That the Minutes of the Employment Sub-Committee meeting held on Thursday 30th July 2026 (Minute Numbers 164/26 to 173/26) be received as a true record and the contents contained therein be approved.	To be placed on the Town Council website	LM

230/26 FINANCE REPORTS	Action	Actioned By
a) List of payments for July 2026/2027 totalling: £12,909.67. b) c) List of payments for August 2026/2027 totalling £16,919.89. d) e) List of payments for September 2026/2027 totalling £14,496.34 The payments above include debit card payments made by the Town Clerk. f) List of income for July 2026/2027 totalling £596.75 being community centre hire. g) List of income for August 2026/2027 totalling £328.00 being community centre hire. h) List of income for September 2026/2027 – There had been no payments received. i) There were no further invoices received prior to the meeting. . It was: **RESOLVED:** That the payments as listed above are approved for payment and that the income is noted by members.	Payments to be sent via post.	VS

231/26 BANK RECONCILIATION	Action	Actioned By
The bank reconciliation was presented to members at the meeting up to the 28th August 2026. The invoices, cheque book and bank statement was also available for members to view. The chairman checked the bank statement and signed accordingly.		

232/26 STAFF TRAINING	Action	Actioned By
The Town Clerk is seeking permission for the Town Council Administrator and Town Clerk to attend AAT Level 1 Booking Course. This would be held on a Monday at St Mary's Centre at Pontefract from 12.30pm – 4.00pm, through Wakefield Adult Education Services. The cost would be free for the Town Council Administrator due to low income however the cost for the Town Clerk would be £391.00. This is a 10 week course and would benefit the council as both members of office staff would become more qualified on the accounts relating to the precept and budgeting. It was **RESOLVED:** That the committee approve the cost of £391.00 for the Town Clerk to attend the training course and for the Town Council Administrator to attend also.	Town Clerk to book in the training day.	VS

233/26 GRASS CUTTING – SERVICE LEVEL AGREEMENT	Action	Actioned By
Following on from the July meeting members requested that this item is placed on the agenda. The Chairman, Councillor Isherwood, read minute number 127/26 in which Councillor Vickers had raised concerns over double taxation and surcharges. The chairman proceeded to read the following advice received from the YLCA: "Councillors themselves are very unlikely to be surcharged. What matters is whether the council has the legal power to provide the service and whether the spending has been properly authorised. The previous system of surcharge, where councillors could be held personally liable for unlawful council spending was abolished by the Local Government Act 2000. Today, any concerns about unlawful expenditure or financial mismanagement are generally dealt with by the council's external auditor; judicial review; monitoring officer intervention; or in serious cases, action against the council rather than individual councillors. *The council has a service level agreement for the extra cuts, if this service was not provided by the town council then it would be left uncut.* On the issue of double taxation, given the town council has a service level agreement with the principal authority for		

additional grass cuts, this means that the council is paying for a higher level of service than the principal authority currently offers. This additional service is a governance/budgeting issue for the town council rather than a personal liability issue for individual councillors. If the town council were not to fund these additional cuts, then these locations would simply receive the lower standard of maintenance offered by the principal authority. This arrangement does not amount to double taxation as the town council is legally allowed to use their precept to fund an enhanced level of service for its residents. The additional cuts can be demonstrated as a benefit to the area as these additional cuts would not take place otherwise. On this basis, this would not be regarded as double taxation as the council are paying for an additional service that would otherwise not be provided. Councillor Isherwood asked Councillor Vickers if he was now satisfied with the information and advice provided. Councillor Vickers was pleased to hear this information and clarification.		

234/26 TRANSITION FROM RECEIPTS AND PAYMENTS ACCOUNTING TO INCOME AND EXPENDITURE ACCOUNTING	Action	Actioned By
For information only: Under the Accounts and Audit Regulations and the requirement of proper practices set out in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, local councils with annual income or expenditure exceeding the prescribed threshold (£200,000.00) are required to prepare their accounts on an Income and Expenditure basis rather than receipts and payments. Based on the Council's current and projected financial position, it is anticipated that the Council will be required to adopt Income and Expenditure accounting for the next financial year. It is however best if the transition can begin as soon as possible. The Town Clerk has online meetings arranged with Scribe and Rialtas to discuss their packages. This will be placed on the October Administration and Finance committee along with costings of both packages.		

235/26 URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE	Action	Actioned By
None		

236/26 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		

PRIVATE AND CONFIDENTIAL	Action	Actioned By

237/26 STAFF MATTERS	Action	Actioned By
Members are asked to approve to pay overtime for the Town Clerk, Town Council Administrator, and Caretaker for Seaside in the Park. Overtime sheets were provided to the Chairman of the Committee. It was: **RESOLVED:** That members approve to pay the office staff and caretaker overtime in relation to the seaside in the park. The Chairman to sign off the overtime sheets.		

238/26 REVIEW OF OFFICER JOB TITLE	Action	Actioned By
Please find attached report in relation to this agenda item. **RECOMMENDATION:** That the Committee: 1. Approves the redesignation of the post of **Town Council Administrator** to **Deputy Town Clerk**. 2. Approves the amendment of the job description to include responsibility for deputising for the Town Clerk during periods of absence and ensuring continuity of Council services. 3. Requests that the Town Clerk reviews and, where necessary, brings forward amendments to the Council's Scheme of Delegation and associated governance documents to reflect the role of the Deputy Town Clerk. 4. Authorises the Town Clerk to make the necessary amendments to the Council's organisational structure, policies and employment documentation to reflect the revised title and responsibilities.		

239/26 REVIEW OF CARETAKER JOB TITLE	Action	Actioned By
Please see attached report in relation to this agenda item. **RECOMMENDATION:** That the Committee: 1. Considers the redesignation of the post of **Caretaker** job title. 2. Determines whether the title **Building Services Manager** or **Building Services Operative** best reflects the duties and responsibilities of the role. 3. Approves the amendment of the Job Description and employment documentation as necessary. Authorises the Town Clerk to make the necessary administrative amendments to Council records and organisational documents.		

PKF

Featherstone Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
28 September 2026
Our Ref:
WY0031
SAAA Ref:
SB03217

Featherstone Town Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Mrs Birks

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Featherstone Town Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026 , which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 30 Churchill Place London E14 5RE. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

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Section 2 – Accounting Statements 2025/26 for

FEATHERSTONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	97,669	100,196	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	160,000	200,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	72,517	37,969	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	76,820	84,765	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	153,170	153,843	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	100,196	99,557	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	100,196	99,557	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	183,330	183,330	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 29/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

10/06/2026

as recorded in minute reference:

64/26 B

Signed by Chair of the meeting where the Accounting Statements were approved

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

FEATHERSTONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**			✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/2026

and recorded as minute reference:

64/26A

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WWW.FEATHERSTONE-TC.GOV.UK

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Featherstone Town Council - WY0031**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF LITTLEJOHN LLP Date 28/09/2026

Featherstone Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Featherstone Town Council** for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Featherstone Town Council** on application to:	
(a) _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE.** Please include the reference WY0031 or Featherstone Town Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
    - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP