Featherstone Town Council

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Regenerating Supporting & Caring for our Community by Wisdom and Courage

4th November 2026

Dear Councillor

ADMINISTRATION AND FINANCE COMMITTEE

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) you are summoned to a meeting of the

ADMINISTRATION & FINANCE COMMITTEE

OF **FEATHERSTONE TOWN COUNCIL** to be held in the **GRAHAM ISHERWOOD SUITE AT FEATHERSTONE COMMUNITY CENTRE, VICTORIA STREET** on

WEDNESDAY 11th NOVEMBER 2026
FOLLOWING THE COMMUNITY CENTRE MANAGEMENT COMMITTEE



Vicky Symons
Town Clerk

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** To receive and accept 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, residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.	
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 Agenda item 12 (Staff Matters), by reason of the confidential nature of the business being transacted.	
5	**MINUTES OF THE PREVIOUS MEETING** a) To approve and sign the minutes of the Administration & Finance Committee meeting held on Wednesday 14th October 2026, Minute Numbers 248/26 to 263/26 and approve the content contained therein.	**5-9**
6	**FINANCE REPORTS** A) List of payments for October £9,981.30 is attached to the agenda for approval. This includes any card payments made by the Town Clerk	**10**

	B) List of income for September £339.50 being community centre hire C) To receive any other invoices which have been received prior to the meeting. D) To note any other income which may have been received prior to the meeting. **RECOMMENDATION:** Members to approve payments list and note income.	**11**
7	**BANK RECONCILLIATION** The bank reconciliation, if available, will be presented to members at the meeting up to 31st October 2026. Invoices and cheque book will also be available for Members to view. The chairman is asked to check and sign the bank reconciliation at the meeting.	
8	**SCULPTURE WALL UPDATE** The Town Clerk has requested an update	
9	**PRECEPT WORKING PARTY** For info: The Precept working party is to be held on Thursday 12th November 2026 at 11.30am	
10	**URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE**	
11	**ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK**	
	PRIVATE & CONFIDENTIAL	
12	**STAFF MATTERS** The Town Clerk is requesting that the overtime carried out during the Christmas events can be paid as an overtime payment in the December salary rather than time off in lieu (TOIL) for the Town Clerk. The Town Council Administrator if approved will be taking the time as TOIL. Overtime sheets will be completed and presented to the Chairman of the Committee for approval.	
13	**DEPUTY TOWN CLERK**	

	Members to note the appointment of the Deputy Town Clerk's second employment at Monk Fryston Parish Council	
14	**CLOSURE**	

MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING OF FEATHERSTONE TOWN COUNCIL HELD IN THE COMMUNITY CENTRE, VICTORIA STREET, FEATHERSTONE ON WEDNESDAY 14TH OCTOBER 2026 FOLLOWING THE GRANTS SUB-COMMITTEE AT 6.00PM.

Present: Councillor P Belbin, Councillor S Haslam, Councillor J Hutsby, Councillor M Isherwood (Chairman), Councillor P McIntosh, Councillor H Symons, Councillor R Taylor, Councillor C Tennant and Councillor M Tennant-King.

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

248/26 WELCOME AND APOLOGIES FOR ABSENCE	**Action**	**Actioned By**
Apologies were received and accepted from Councillor Longley and Councillor Vickers.		

249/26 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	

250/26 MEMBERS DECLARATIONS OF INTEREST	Action	Actioned By
None were declared		

251/26 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, by reason of the confidential nature of the business being transacted.		

252/26 MINUTES OF THE PREVIOUS MEETING	Action	Actioned By
It was **RESOLVED:** That the Minutes of the Administration & Finance Committee meeting held on Wednesday 9th September 2026 (Minute Numbers 224/26 to 239/26) be received as a true record and the contents contained therein be approved.	To be placed on the Town Council website	LM

253/26 FINANCE REPORTS	Action	Actioned By
a) List of payments for September up to 14th October 2026/2027 totalling: £36,619.46 The payments above include debit card payments made by the Town Clerk. b) List of income for September 2026/2027 totalling £108,400.75 being 2nd Precept Instalment and community centre hire. c) A total of £2,122.67 invoices and debit card payments that had 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

254/26 BANK RECONCILIATION	Action	Actioned By
The bank reconciliation was presented to members at the meeting up to the 30th September 2026. The invoices, cheque book and bank statement was also available for members to view. The chairman checked the bank statement and signed accordingly.		

255/26 BUDGET 2026-2027	Action	Actioned By
Members to receive the current budget to date for 2026/2027. Members reviewed the current budget monitoring report, including income and expenditure against budget headings. The Council considered the financial position as at the date of the meeting and was satisfied that appropriate budgetary controls and monitoring arrangements remain in place. This review forms part of the Council's system of internal financial control and governance.		

256/26 PROJECTS FOR 2027-2028	Action	Actioned By
Members are asked to put forward any projects that will require a budget for 2027 – 2028.	Clerk to contact Wakefield Council to see if there are any	

This will help the Clerk prepare an accurate budget proposal to put forward to the Precept working party. Councillor Isherwood asked if members would support the investigation into the 2 buildings at North Featherstone Cemetery. Councillor Tennant advised that these would belong to Wakefield Council. Councillor Isherwood requested that the clerk ask Wakefield if there is anything in the pipeline to restore these 2 buildings.	plans to restore the 2 buildings at North Featherstone Cemetery.	

257/26 PRECEPT WORKING PARTY	Action	Actioned By
Members are to agree on a date for the Precept Working Party. Suggested dates are: 12th November 2026 – 11.30am 19th November 2026 – 11.30am It was: **RESOLVED:** That the meeting be held on Thursday 12th November 2026		

258/26 HIGH STREET SAFARI – THE GRINK CHRISTMAS QUEST	Action	Actioned By
To consider participation in the High Street Safari *"The Grinch Christmas Quest"* Christmas trail event and the associated cost. The Town Clerk attended an online presentation delivered by High Street Safari regarding *The Grinch Christmas Quest*, an interactive Christmas-themed town centre trail designed to increase footfall, encourage visitors to local businesses, and provide a free festive activity for families. The promotional offer available is £799.99 if the Council signs up before 31 October 2026. **Members are requested to consider:** • The benefits of introducing the Christmas trail within Featherstone. • The cost of £799.99 under the early sign-up offer. • Whether the event aligns with the Council's objectives of supporting the town centre and encouraging community participation. If members have the opportunity, you can view the website at Sales Page - The Grinch - High Street Safari Questions are welcomed from members to the Town Clerk.	Clerk to order the information pack	VS

RESOLVED: That Featherstone Town Council approves participation in the High Street Safari *"The Grinch Christmas Quest"* at a cost of £799.99, with funding to be met from the Christmas budget.		

259/26 FIRST AID QUOTATION – CHRISTMAS LIGHTS SWTICH ON	Action	Actioned By
Members are asked to consider the quotation for First Aid received for the Christmas Lights Switch On. The office staff have requested this as most members will be busy during the event. **RESOLVED:** That the quotation of £282.00 is approved.		

260/26 SCULPTURE WALL QUOTES	Action	Actioned By
The Town Clerk has requested several quotes for the cleaning of the Sculpture Wall. However, a few companies require access to water and electricity. The Town Clerk has asked Wakefield Council if they would allow for the water and electric to be accessed from the Old Town Hall. At the time of producing the agenda the Clerk was still waiting for a reply. If this has been received and quotes have been provided these will be presented to members at the meeting. There had been no update from Wakefield, it was requested that the Clerk chase this up.	Clerk to chase up	VS

261/26 URGENT MATTERS FOR DISCUSSION NO DECISIONS CAN BE MADE	Action	Actioned By
None		

262/26 ITEMS FOR FUTURE AGENDAS TO BE ADVISED TO THE CLERK	Action	Actioned By
None		

PRIVATE AND CONFIDENTIAL	Action	Actioned By

263/26 STAFF MATTERS	Action	Actioned By

The chairman is asked to approve the TOIL for the Deputy Town Clerk for Saturday 26th September 2026 and sign the overtime sheet provided. It was: **RESOLVED:** That members approve the TOIL for the overtime worked on 26th September 2026.		

Featherstone Town Council Current Year				
Current Bank A/c				
List of Payments made between 15/10/2026 and 03/11/2026				
Date Paid	**Payee Name**	**Reference**	**Amount Pai**	**Transaction Detail**
15/10/2026	Media Securities Limited	BACS	£ 427.64	Security Car Show
20/10/2026	McCarthy's Safe Shred	DD	£ 54.00	Confidential shredding
21/10/2026	One Stop Convenience Stores	DC	£ 7.70	Community Centre - Kitchen
21/10/2026	Qudo - DRD Communications	DD	£ 76.34	Office telephone/internet
21/10/2026	Pro Logic Computers	DD	£ 28.80	Disposal of old computers
23/10/2026	Staff Salaries & Wages	DD	£ 5,326.99	October Salaries
23/10/2026	HMRC paye	DD	£ 1,800.72	October TAX & NI
23/10/2026	Aldi Supermarket	DC	£ 31.37	Half Term Event - Refreshments
24/10/2026	Peninsula Business Services	DD	£ 191.26	Health & Safety Svs
25/10/2026	Nest Pensions	DD	£ 501.89	October Pensions
26/10/2026	B&M stores	DC	£ 32.09	Half Term Event - Decorations
26/10/2026	LIDL Supermarket	DC	£ 23.72	Half Term Event Decorations
27/10/2026	Aldi Supermarket	DC	£ 24.44	Half Term Event Refreshments
28/10/2026	Rhubarb Radio	BACS	£ 1,200.00	Christmas Lights PA
28/10/2026	Post Office Counters	DC	£ 50.00	Amazon Gift Voucher Scarecrow
28/10/2026	The Safety Supply Company	DC	£ 40.44	First Aid Kit - Refills
29/10/2026	Pro Logic Computers	DD	£ 163.90	IT Maintenance and emails
	Total Payments		£ 9,981.30	

Featherstone Town Council Current Year
Cashbook 1
Current Bank A/c
Receipts received between 15/10/2026 and 03/11/2026

			Nominal Ledger Analysis					
Receipt Ref	Name of Payer		£ Amnt Received		A/c	Centre	£Amount	Transaction Detail
FTC202611	Banked:	15/10/202	43.75					
FTC202611	Community Centre Hire			43.75	1350	500	£ 43.75	INV FTC2026 118
FCC202611	Banked:	16/10/202	30					
FCC202611	Community Centre Hire			30	1350	500	£ 30.00	INV FCC2026116
FCC202611	Banked:	22/10/202	43.75					
FCC202611	Community Centre Hire			43.75	1350	500	£ 43.75	INV FCC2026 118
FCC202610	Banked:	22/10/202	24					
FCC202610	Community Centre Hire			24	1350	500	£ 24.00	INV FCC2026109
FCC202612	Banked:	23/10/202	72					
FCC202612	Community Centre Hire			72	1350	500	£ 72.00	INV FCC2026 120
FCC202611	Banked:	26/10/202	90					
FCC202611	Community Centre Hire			90	1350	500	£ 90.00	INV FCC2026 114
FCC202612	Banked:	26/10/202	36					
FCC202612	Community Centre Hire			36	1350	500	£ 36.00	INV FCC2026 121
	Total Receipts:		339.5				£ 339.50	