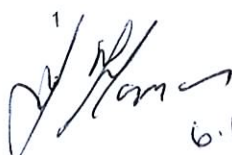


**Minutes of the Town Council Meeting held on Monday 25th November 2013 at
7.00pm based at Social Centre, Westfield Lane**

Present:	Cllrs	J Thomas	Mayor
		R Brown	
		B Capstick	
		M Gray	
		P Jordan	
		S Tulley	
		T Walker	
In attendance		Mrs C L Baxter	Town Clerk
		Mrs J A Patton	Deputy Town Clerk

- To receive apologies for absence**
Cllr R Hayhurst – Prior Engagement
Cllr E Tunstall – Holiday
Cllr J Tunstall - Holiday
- To receive Declarations of Interest (Disclosable Pecuniary)**
None
- To approve Minutes of the Town Council meeting of 14th October 2013 as a true and accurate record**
Resolved. The Minutes of the Town Council meeting of 14th October 2013 were accepted as a true and accurate record and duly signed by the Mayor.
- To approve Minutes of Finance and Management, Land and Property Committee meeting of 4th November 2013**
Resolved. The Minutes were approved as a true and accurate record.
- To approve Minutes of Recreation Committee Meeting of 4th November 2013**
Resolved. The Minutes were approved as a true and accurate record.
- To approve Minutes of Environment and Planning Committee Meeting of 4th November 2013**
Resolved. The Minutes were approved as a true and accurate record.
- To approve Staffing Committee Meeting of 4th November 2013**
Resolved. The Minutes were approved as a true and accurate record.
- To approve Receipts and Payments report up to 31st October 2013**
Resolved. Receipts and Payments report was approved as circulated to all members of the Town Council.


6.1.14

9. **To approve Accounts for payment up to 25th November 2013**
Resolved. The accounts for payment were approved and cheques signed by Cllrs Brown and Jordan for the sum of £11,489.31 (General Account) and £7,798.08 (Wages Account).
10. **To approve Imprest report up to 31st October 2013**
Resolved. The Imprest report was approved as circulated to all members of the Town Council.
11. **To submit items of Correspondence (FIO)**
SESKU Festival Committee – Thank you card - SETC Groundsmen
Royal British Legion – Cancelling Carol Concert – 14th Dec 2013
YLCA – Tribute to SETC on its success with Westfield Centre and SECF Ltd
WMDC – Refuse bin price guide and application
WMDC – Adult Education (E-Circular)
CRT – Return of overpayment
DCLG – Proposal for a combined authority (West Yorks)
Minsthorpe Comm College – Presentation evening
WMDC – Allotment waiting lists
12. **District Council – Members to raise any items with District Members – Ward 14 (FIO)**
Cllr M Collins absent.
Cllr S Tulley gave updates on the Minsthorpe Swimming Pool review.
13. **To report date of the Library Theatre Play (John Godber – Happy Jack) – Westfield Centre**
Resolved. Happy Jack will be showing on Thursday 6th February 2013 at 7.30pm
14. **To appoint a reserve committee member to Staffing Committee**
Resolved. The Mayor will act as reserve member of staffing committee in the event that a quorum cannot be formed.
15. **To approve internal audit report as circulated to all members of the Council**
Resolved. The report be accepted and approved.
16. **To report on internal inspections and budget meeting held on Friday 15th November 2013**
Resolved. A budget meeting was held at the Westfield Centre and the Town Clerk reported the current financial position of the Council and projected cash flow for the remainder of the financial year.
All members in attendance were provided with up to date accounts sheets and accompanying papers.
17. **To consider donation for Riding for the Disabled Association**
Resolved. A donation of £50.00 was approved. GPC – Localism Act 2011, sections 1 to 8.

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6/11/14

18. **Request to hold Christmas Craft Fayre – 6th December 2013 – Deputy Town Clerk to report on licence and stall bookings**
Resolved. The Craft Fayre will not take place before Christmas 2013 due to licensing laws and advertising timescales.
19. **To approve model Standing Orders 2013**
Resolved. Model Standing Orders be approved as circulated to all members of the Council.
20. **Westfield Centre**
- a) **SECF Ltd updates – Minutes circulated**
 All members were provided with copies of the minutes of the last meeting
 - b) **Adult Education**
 The Town Clerk was waiting for the New Year programme to be issued for the Westfield Centre
 - c) **Child Day Care**
 Looking to open the day centre early 2015
 - d) **Biomass Boiler**
 The boiler is fully commissioned. External pipework has been lagged and insulated.
 - e) **Roof repairs**
 Work is ongoing

Mayor  Date 06/01/2014