

**Minutes of the Town Council Meeting held on Monday 9th January 2017 at
7.00pm based at Social Centre, Westfield Lane**

Present: Cllrs B Capstick Appointed Chair
R Askew
S Hodson
J Sheriff
S Tulley
J Tunstall

In attendance Mrs C L Baxter Town Clerk

1. To receive apologies for absence

Cllr P Jordan - Holiday
Cllr J Hodson – Prior Engagement
Cllr J Pickin – Prior Engagement
Cllr J Thomas – Work commitments
Cllr J Treacy – Work commitments

2. To receive Declarations of Interest (Disclosable Pecuniary) and requests for dispensation
None

3. To approve Minutes of the Monthly Town Council meeting of 28th November 2016 as a true and accurate record
Resolved. The Minutes of the Monthly Town Council meeting of 28th November 2016 were accepted as a true and accurate record and duly signed by the Mayor.

4. To approve Minutes of Finance and Management, Land and Property Committee meeting of 19th December 2016
Resolved. The Minutes were approved as a true and accurate record.

5. To approve Minutes of Recreation Committee meeting of 19th December 2016
Resolved. The Minutes were approved as a true and accurate record.

6. To approve Minutes of Environment and Planning Committee meeting of 19th December 2016
Resolved. The Minutes were approved as a true and accurate record.

7. **To approve Minutes of Staffing Committee meeting of 19th December 2016**
Resolved. The minutes were approved as a true and accurate record.
8. **To approve Receipts and Payments report up to 31st December 2016**
Resolved. Receipts and Payments report was approved as circulated to all members of the Town Council.
9. **To approve Accounts for payment from 20th December 2016 to 9th January 2017**
Resolved. The accounts for payment were approved and cheques signed by Cllrs Capstick and Tulley for the sum of £2,349.34 (General Account) and £9200.94 (Wages Account).
10. **To approve Imprest report up to 31st December 2016**
Resolved. The Imprest report was approved as circulated to all members of the Town Council.
11. **To submit items of Correspondence (FIO)**
 WMDC – Child Day Care literature and audit documents
 Cllr P Jordan – Letter of apologies
12. **Westfield Centre**
- a) **SECF Ltd updates**
 Minutes circulated to all members of the Town Council
 - b) **The Lanes Café – Updates**
 The catering team have funeral teas, Christenings and parties booked for the first quarter of the year, additional parties that cannot be accommodated at the Westfield Centre are being given the option of the Social Centre.
 - c) **Adult Education – Updates**
 A full programme of education and courses are booked at the Westfield Centre, classes include Health and Social Care Levels 1 and 2, Child Care Level 1, Security and Door Supervision Level 1, Construction Level 1, COSHH, Food Safety and Hygiene and ESOL.
 - d) **Renewable Heating Incentive**
Resolved. Payment is pending.
 - e) **Child Day Care**
Resolved. The OFSTED application has been submitted and the Nursery should be open for business by spring 2017. The nominated person for the Nursery is Cllr S Tulley and the Nursery Manager is Mrs Sue Hodgson. The nominated person will need to complete monthly audits of the Nursery. The administration team for South Elmsall Town Council will assist with paperwork.
 - f) **Maddie Moos Updates**
Resolved. Maddie Moos have moved rooms and will continue to operate from the Westfield Centre every Monday and Friday of each week between 9.30am and 11am.

13. **To discuss and review Horse Grazing Policy**
Resolved. Council agreed to increase the cost of horse grazing plots from April 2017. The following rates were agreed:
Open space plots - £520.00 per year
Small holding plots - £390.00 per year.
The price increases will cover additional administration charges brought with the introduction of horse passports and supporting photographic evidence.
14. **To consider and agree Internal Audit report – December 2016**
Resolved. The second audit of the year has been completed. Council was asked to revisit the lease agreement issued to Mr Richard Spence. The agreement was never legally executed because the £1.00 annual payments have never been received going back four years. Councillor Bryan Capstick will chase Mr Spence for payment.
15. **To report internal inspections and checks carried out by Cllr P Jordan**
Resolved. Councillor Jordan tested financial internal controls and found no matters giving cause for concern.
16. **To set date and time of Precept meeting 2017**
Resolved. The Clerk was asked to add an additional Town Council meeting to the calendar, the meeting will take place Thursday 19th January 2017 at 10am to set precept for 2017/18.
17. **To consider donation of Computer equipment for Army Cadet Force**
Resolved. Council agreed a financial donation of £50.00 towards software and will also donate a Computer when the new systems are installed at the Westfield Centre

Mayor *Peter Jordan*

Date *February 20th, 2017.*