

**Minutes of the Town Council Meeting held on Monday 17<sup>th</sup> October 2016 at  
7.00pm based at Social Centre, Westfield Lane**

Present: Cllrs P Jordan Mayor  
R Askew  
B Capstick  
S Tulley  
J Sheriff  
J Tunstall

In attendance Mrs C L Baxter Town Clerk

1. **To receive apologies for absence**  
Cllr J Thomas – Holiday  
Cllr J Treacy – Prior engagement
2. **To receive Declarations of Interest (Disclosable Pecuniary) and requests for dispensation**  
None
3. **To approve Minutes of the Monthly Town Council meeting of 5<sup>th</sup> September 2016 as a true and accurate record**  
**Resolved.** The Minutes of the Monthly Town Council meeting of 5<sup>th</sup> September 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 26<sup>th</sup> September 2016**  
**Resolved.** The Minutes were approved as a true and accurate record.
5. **To approve Minutes of Recreation Committee meeting of 26<sup>th</sup> September 2016**  
**Resolved.** The Minutes were approved as a true and accurate record.
6. **To approve Minutes of Environment and Planning Committee meeting of 26<sup>th</sup> September 2016**  
**Resolved.** The Minutes were approved as a true and accurate record.
7. **To approve Minutes of Staffing Committee meeting of 26<sup>th</sup> September 2016**  
**Resolved.** The meeting was cancelled – not quorate.
8. **To approve Receipts and Payments report up to 30<sup>th</sup> September 2016**  
**Resolved.** Receipts and Payments report was approved as circulated to all members of the Town Council.

9. **To approve Accounts for payment from 27<sup>th</sup> September 2016 to 17<sup>th</sup> October 2016**  
**Resolved.** The accounts for payment were approved and cheques signed by Cllrs Jordan and Tulley for the sum of £11,313.51 (General Account) and £11,383.11(Wages Account).
10. **To approve Imprest report up to 30<sup>th</sup> September 2016**  
**Resolved.** The Imprest report was approved as circulated to all members of the Town Council.
11. **To submit items of Correspondence (FIO)**  
Wakefield Council – Planning applications seeking approval
12. **Westfield Centre**
- a) **SECF Ltd updates**  
Minutes circulated to all members of the Town Council
  - b) **The Lanes Café – Updates**  
A Wedding and a funeral tea taking place during October 2016. The party bookings are still proving very popular with bookings into late 2017.
  - c) **Adult Education and CSCS – Updates**  
Learning Curve will be running a Health and Social Care course starting on 7<sup>th</sup> November 2016. The Recovery College will be running a festive Nail Art course on 16<sup>th</sup> November 2016.  
Wakefield College in partnership with SECF Ltd will be running the Employability with CSCS and CITB course on both 7<sup>th</sup> November 2016 and 14<sup>th</sup> November 2016.
  - d) **Renewable Heating Incentive**  
**Resolved.** SETC is still waiting to hear back from Coalfield Regeneration Trust.
  - e) **To report enquiry by Wakefield Council – Behavioural unit room booking**  
**Resolved.** The behavioural unit are considering booking the Bill Sykes room a risk assessment is currently being completed to ensure its suitability.
13. **To discuss Christmas Light Switch On (2016) and Firework Display (2016) – November 2016**  
**Resolved.** The events committee will be meeting on 18<sup>th</sup> October 2016 to discuss the planned events.
14. **To report completion of the Annual Audited Accounts 2016**  
**Resolved.** The completed annual return was circulated to all members acknowledging comments made not affecting the opinion of Littlejohn LLP. The Town Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Town Council prepares its annual return in accordance with proper practices. The accounts were advertised in accordance with Local Audit and Accountability Act 2014.

15. **To consider donation to BOAR Cottage**

**Resolved.** A donation of £50.00 was granted in accordance with GPC, Localism Act 2011, sections 1 to 8.

16. **To give report from meeting with Ken Manning regarding Priory Estate land**

**Resolved.** Ken Manning provided members with a précis of his work between 2011 to date. The land purchaser Barratt Homes is no longer interested in the land and the sellers have been made aware of this. Mr Manning will now submit his final invoice and will no longer be acting as consultant to the Town Council due to his pending retirement.

Mayor ..... *Peter Jordan* .....

Date ..... *November 28th 2016* .....