

**Minutes of the Town Council Meeting held on Monday 15th May 2017 at
7.00pm based at Social Centre, Westfield Lane**

Present: Cllrs P Jordan Mayor
R Askew
B Capstick
S Hodson
J Pickin
J Sheriff
J Thomas
S Tulley

In attendance Mrs C L Baxter Town Clerk

1. **To receive apologies for absence**
Cllr J Hodson – Prior Engagement
Cllr J Treacy – Prior Engagement
Cllr J Tunstall - Holiday
2. **To receive Declarations of Interest (Disclosable Pecuniary) and requests for dispensation**
None
3. **To approve Minutes of the Monthly Town Council meeting of 3rd April 2017 as a true and accurate record**
Resolved. The Minutes of the Monthly Town Council meeting of 3rd April 2017 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 24th April 2017**
Resolved. The Minutes were approved as a true and accurate record.
5. **To approve Minutes of Recreation Committee meeting of 24th April 2017**
Resolved. The Minutes were approved as a true and accurate record.
6. **To approve Minutes of Environment and Planning Committee meeting of 24th April 2017**
Resolved. The Minutes were approved as a true and accurate record.
7. **To approve Minutes of Staffing Committee meeting of 24th April 2017**
Resolved. The minutes were approved as a true and accurate record.

9. **To approve Receipts and Payments report up to 30th April 2017**
Resolved. Receipts and Payments report was approved as circulated to all members of the Town Council.
9. **To approve Accounts for payment from 25th April 2017 to 15th May 2017**
Resolved. The accounts for payment were approved and cheques signed by Cllrs Thomas and Pickin for the sum of £11,974.26 (General Account) and £12,501.69 (Wages Account).
10. **To approve Imprest report up to 30th April 2017**
Resolved. The Imprest report was approved as circulated to all members of the Town Council.
11. **To submit items of Correspondence (FIC)**
 Tiny Hands Baby Bank – Request for donation
 WMDC – Planning applications
12. **Westfield Centre**
- a) **SECF Ltd updates**
 Minutes circulated to all members of the Town Council
 - b) **The Lanes Café – Updates**
 New themed children's parties have been introduced. Two new inflatables have been purchased.
 - c) **Adult Education – Updates**
 The Town Clerk and Adult Education Team Leader have had meetings with Leeds Beckett University and JB Skills with a view to creating new business partnerships and extending the education portfolio.
 - d) **Renewable Heating Incentive**
Resolved. CRT is contacting OFGEM to enquire why payment has not been received.
 - e) **Child Day Care**
Resolved. The Centre is expected to be open for business at the end of May 2017.
 - f) **Staffing Updates**
Resolved. The toilet attendant post is being advertised as the current post holder is being redeployed to the Westfield Centre Children's Day Care. The events and evening worker post has now been filled.
13. **To consider co-option vacancy – South Elmsall Town Council!**
Resolved. There has been an expression of interest from a local resident, Cllr S Hodson will pass his details to the Town Clerk.
14. **To accept the Internal Audit report**
Resolved. The internal audit report was approved by members. The accounts have been advertised before being submitted to Littlejohn LLP.

15. **To consider Joint Burial Committee considerations as reported by Internal Auditors**
Resolved. The representatives of the burial committee will make the burial secretary aware of new guidance. All balances, assets, expenditure and income must be recorded as part of the Councils accounts. The information will need to reach the Clerk by no later than April of each year.
16. **To consider donation to Tiny Hands Baby Bank**
Resolved. Council agreed a donation of £125.00.
17. **To give staffing update – Public toilets**
Resolved. There is a staffing vacancy at the public toilets which has been advertised with interviews taking place next week.

Mayor *Peter Jordan*

Date *June 26th, 2017*