

PENISTONE TOWN COUNCIL

**Minutes of the Ordinary Town Council Meeting held on Monday
March 19th 2012 in the Council Chamber, Town Hall, Penistone.**

Present: The Town Mayor Cllr. Webber, in the Chair, Cllrs. Barron, Cutts, Chapman, Green, Hand – Davis, Hinchliff, Mrs. Hinchliff, Pilkington, Mrs. Rusby, Starling, and Mrs. Webber.

Also present the **Town Clerk Keith Coulton, Finance Officer A. Hart**, public, press

Before opening the meeting the **Town Mayor** allowed ten minutes public participation.

**1. Apologies for absence – Cllrs. Marsh, Millner and Unsworth
RESOLVED** the apologies are recorded

2. Declarations of Personal or Prejudicial Interest
The **Town Mayor** invited declarations of which there were NONE

3. Approval of Minutes.
The Minutes of the following meetings were **approved** a true record and signed by the Mayor accordingly,
a) The Town Council held on February 20th 2012
b) The Planning Committee held on February 20th 2012
c) The Town Services Committee held on March 12th 2012

4. Reports from Elected Members of Barnsley M.B.C.
Cllr. Hand – Davis reported on the investigations into the maintenance responsibility of the un-named road leading to the dump site in Springvale which had become a danger to users of the highway.

The results of the investigations confirmed that Barnsley M.B.C. were not responsible for its maintenance as it did not form part of the adopted highway and was private.

The ownership being with the Shrewsbury Hospital trust.

Cllr. Hand – Davis also confirmed that the relevant scrutiny panel was investigating the availability of land for conversion into allotments similar to a scheme being carried out in Todmorden.

Cllr. Hand – Davis also commented that a part of the mains renewal scheme in Penistone, Yorkshire Water intended to reverse the “square about” system in the town centre, however Barnsley M.B.C. as highway authority did not sanction the request and it will remain in situ during the improvements.

Cllr. Mrs. Rusby reported on the recent Planning and Localism Act hosted by the C.P.R.E. she had attended with Cllr. Millner at the Community Centre. The topics discussed covered the housing issue in Penistone with approximately 1,100 further properties earmarked (including the 600 already having planning approval) for construction.

Green belt land can be used for development but not for housing. **Cllr. Mrs. Rusby’s** concern was for the existing infrastructure as it is already exhausted.

Cllr. Pilkington alluded to the crossings at Bridge End which were causing problems for the emergency services as the lights were not correctly calibrated.

Cllr. Hand – Davis agreed to report the matter to the relevant office.

Signed.....Mayor 16/04/12

5. Correspondence.

The following items of correspondence were **NOTED** as members had been circulated with the information for their perusal prior to the meeting.

- a) South Yorkshire Fire and Rescue briefing note.
- b) Rural Action Yorkshire - The Localism Act.
- c) Skipton – East Lancs Rail Action Partnership thank you letter to the Town Council in the support of the reopening of the Colne to Skipton missing rail link.
- d) Penistone Line Partnership thanking the Town Council for its renewal of membership
- e) Barnsley M.B.C. – closure of Ward Street due to utility works
- f) Penistone Grindavik Society informing the Town Council of a celebratory event to mark the 25th anniversary of the twinning of Penistone and Grindavik.
Cllr. Mrs. Rusby commented that as the Town Council had always been involved with its twin town the council should support the event. **AGREED.**
- g) Sustainable Housing. Forum to discuss the future of building new affordable and low carbon housing for the future. **NOTED**

6. Leisure and Amenities Report.

Cllr. Pilkington referred to the following in his report:

Bar – No report.

Programme – All films are playing well. Annie appears to be a stunning success with more than 1,000 advance tickets sold

Live Shows – These have sold well with most sold out.

Digital Cinema – The installation should be completed this week

Organ Trust –The P.C.O.T. license invoices have been forwarded to the Trust for processing

On-line booking – The work to alter the website to make it possible to link directly with the Movietickets.com booking pages has been carried out and is working well with a take up of around 30%

Toilets – Quotations for the upgrade of the circle toilets have been received and will be discussed later in the meeting.

Management meeting This was held on the 13th March with the **Town Clerk, Finance Officer, Cinema Manager, Cllrs. Cutts and Pilkington.**

Box Office – Procedures are to be revised. One setback is the fact that ticket sales and confectionary are going through one till which is causing queues and waiting times. An option is being investigated to separate these two events whilst keeping the accounts and audit satisfied.

An intercom system is also being investigated for the box office.

Promotion - QR tabs are to be placed on all promotional material which will take the user directly on to the booking site.

Cllr. Pilkington was thanked for his report.

7. Accounts and Finance

The following accounts had been previously circulated to Members and it was **RESOLVED** to approve the following:

- a) **The General Account to the sum of £9,205.55**
- b) **The Paramount Account to the sum of £34,913.49**

Signed.....Mayor 16/04/12

Accounts and Finance continued

- c) **Mayoral chain modification** - The **Town Clerk** informed members that he had received information from Fattorinis that in commemoration of the Queens Diamond Jubilee they were casting a special Diamond Jubilee link for the event and were the Town Council interested in having one attached whilst the chain was being already modified at a reduced rate of £275.00 instead of £500.00. After a brief discussion it was **RESOLVED** not to accede to the request due to financial constraints.

d) **Effectiveness of Internal Auditor**

At this point of the meeting the **Town Clerk** explained that the law requires councils to carry out an annual review of the effectiveness of their system of internal audit. This review is an integral part of continually improving governance and accountability.

A key point to note is that it is the responsibility of the council to conduct the annual review. This is not a review that can be carried out by the external auditor or as part of the annual audit and certainly not to internal audit.

Whichever the way the review is carried out the results must be reported and considered by a full meeting of the members of the council because of the links to the councils' annual governance statement.

The starting point of the review should be an assessment against the internal audit standards and will include as a minimum making an assessment of each of the following:

The scope of the internal audit.

Independence.

Competence.

Relationships.

Audit planning and reporting.

Scope of the internal auditor

The Council is satisfied that the work carried out by the internal auditor takes into account the councils risk assessment and internal control arrangements and covers the councils anti fraud and corruption arrangements.

Independence

The internal auditor has no connection with any member of staff associated with the Town Council and deals directly with officers charged with the council's governance. Reports are made in the internal auditor's company name to the council's management

Competence

The internal auditor has over 30 years of public sector auditing, is a member of FMAAT therefore, and is suitably qualified and experienced. Work is carried out with integrity and objectivity.

Signed.....Mayor 16/04/12

Relationships.

The officers of the council are consulted on the audit plans and evidence of the consultations is kept on file.

Respective responsibilities for officers of the council are defined in relationship to internal control, risk management, and the council members are informed of their responsibilities.

Audit planning and reporting

A full report follows each visit which takes into consideration any risks facing the council and any necessary action to take.

RESOLVED

8. Resource Centre.

No report for this period.

9. Community Centre.

The Town Clerk reported that the community centre was operating efficiently despite the economic climate

10. Town Hall.

No report for this period

11. Community Led Plan

The **Town Clerk** in the absence of **Cllr. Millner** reported to members that a meeting was held on the 27th February at which it was agreed to finalise the plan, have the questionnaires printed on May 1st begin delivery on May 7th and May 18th to be the final delivery. May 28th would be the return date in a free post envelope to the community centre with options to return to the library. The questionnaires would be hand delivered with each ward councillor carrying out a coordinating role and each councillor being responsible for hand delivering.

However on realising the impact and workload involved to each councillor at such a busy time in the council year delivering to 5,085 households in the parish, the Finance Officer had undertaken an exercise in having the questionnaires delivered by Royal Mail which would be well within budget. The **Finance Officer** quoted the costs involved for the printing and distribution by this method resulting in a saving of £1,700.00.

Following a brief discussion it was **RESOLVED** to use the most competitive quotation from the printing companies and have Royal Mail deliver.

12. Public Toilets.

The **Town Clerk** reported that he was to contact **Cllr. Marsh** with the intentions of starting this project.

Due to the confidentiality of the business to be transacted members of the public and press were asked to leave the room for the following items under the Public Bodies (Admission to meetings Act 1960)

13. National School.

Signed.....Mayor

14. Allotments.

15. Paramount Toilets

Cllr. Pilkington referred to the meeting in February where a decision on refurbishing the upstairs toilets in the Paramount had been deferred.

Cllr. Pilkington reminded members on the condition of these toilets and that they were in desperate need of an overhaul and as the Paramount had some money left in the budget it would be wise to spend it on the toilets before the end of the financial year. Quotations have been received with the cheapest from a Barnsley MBC approved contractor.

Following a brief debate it was **RESOLVED** to agree to the quotation of £8260.00 plus VAT to carry out the works.

16. Date and Time of the next meeting. April 16th 2012 in the Council Chamber, Town Hall at **6.30pm**

Signed.....Mayor 16/04/12