

PENISTONE TOWN COUNCIL

Minutes of Ordinary Town Council Meeting held on January 22nd 2018 in the Council Chamber, Town Hall, Shrewsbury Rd. Penistone

Present: Due to the absence of the Mayor, Cllr. Hinchliff and Deputy Mayor Cllr. Hand – Davis, Cllr. Millner took the chair, **Cllrs. Cutts, Hayler, Kimberley, Mrs. Millner Unsworth, and Saunders**

Also present the Town Clerk **K. Coulton**, and **press**.

The **Chair** introduced Stephen Barnet from St. Andrew's Methodist Church who gave a brief presentation on foodbanks and their availability in Penistone (Tesco and a collection point at St. Andrews)

The Chair then offered ten minutes public participation in which the following matters were raised:

Parking along Manchester Road in Thurlstone (Could double yellow lines be provided?)

Cllr. Kimberley commented that unfortunately on street parking is the only place residents of the properties on Manchester Road can park.

Cllr. Unsworth agreed to raise the matter with the Traffic Division within Barnsley MBC

Freedom of Penistone for residents of the Town is this matter still on –going?

There being no questions the Chair opened the meeting proper

1. Apologies for absence –

Apologies were received from the Town Mayor Cllr. Hinchliff, Cllrs. Chadburn, Mrs. Hinchliff, Hand – Davis and Rusby. **RESOLVED** that the apologies were recorded.

2. Declarations of Personal or Prejudicial Interest

In accordance with Section 31 of the Local Government Act 2011

The Chair invited declarations of which there were none

NOTED.

3. Approval of Minutes.

The Minutes of the following meetings were **approved** a true record and signed by the Chair accordingly

- a) The Town Council Meeting held on December 18th 2017
- b) The Planning Committee held on December 18th 2017

4. Reports from Elected Members of Barnsley M.B.C.

Cllr. Unsworth commented on the recent library review and stated more savings would be required. There was however no threat of closure to Penistone Library (It was the second most used in the Borough)

The Area Council was looking to extend the Dial and Penistone Community Transport schemes.

Signed.....Mayor 19/02/18

Ward Members reports continued

The Principal Town's Initiative were to meet in in the Market Barn.

He also confirmed that he would not be standing as a candidate in this year's Borough Council elections.

He also confirmed he had received a reply from RBS regarding the pending closure of Penistone Nat West which was adamant the decision to close the branch remained.

Cllr. Millner reported that issues with the blocked culvert in Millhouse Green was still ongoing.

Cllr. Cutts wished to than the staff at Barnsley MBC for the efficient gritting service provided,

Cllr. Saunders commented on the condition of the carriageway surface on Huddersfield Road. Cllr. Millner assured him it was on the list for carriageway resurfacing the timing of which depended on current work programmes and budget restraints.

The Ward Members were thanked for their reports.

5. Correspondence.

The following items of correspondence were **NOTED**

- a) Rural Services Network
- b) Holme Valley Parish Council
- c) Millhouse Green Village community Association
- d) Angela smith M.P.
- e) Millhouse Green Post Office closure

6. Leisure and Amenities Report.

Cllr. Cutts reported on the following:

Staffing: We have lost two members of staff one to long term injury sustained elsewhere. We have however covered all shifts up until Easter with existing staff.

We will review our needs as the Panto season progresses.

First Aid course. This will be carried out in the very near future.

Programme:

Film Attendance these have been very good over the Christmas period

Live Events: The panto is booking considerably better than last year, with 65% of the tickets sold with the run still to start against a total of 68% sold last year. Other live events are also selling well.

Marketing: The booklet was distributed before the Christmas rush and led to a spike in live sales. We will continue with Facebook advertising and as recommended in the business plan we are reviewing newspaper advertising again.

Quotes are being sought to replace the last old quad on the front on the front of the building. This in the past has been for the exclusive use of the Organ Trust, however with only 5 PCOT shows at the Paramount this coming year we will be using it as additional space for our shows.

Lease: A meeting has been arranged with the officer from Barnsley MBC on February 2nd after which more information should be available.

Building: We continue to have roof issues, NPS has been out and gained access to the roof where it joins the Town Hall. Repairs to the lead flashing and tiles will be carried out however, condensation is still forming above the stage area especially in the winter weather. This is combated to a degree with keeping the stage heating on.

Signed.....Mayor 19/02/18

Leisure and Amenities report continued

Quotes have been obtained to replace two further doors, the main staff entrance/exit one in the car park and the level access one in the yard. Both have reached life expectancy however this work will not be carried out until the new lease is in place. Quotes are still being sought to have the front steps re – set.

Other areas of possible expenditure before the end of the year include replacing the water heaters in the ladies toilet in the stalls and bar. Both have reached the end of their life expectancy.

Provide better seating in the dressing rooms

Replacing the older of the two ticket printing machines with the updated model. As we are losing banking facilities in June, we are working on adding contactless payment to all tills in the building to hopefully reduce our cash handling.

Replacing the safe with one that is insurable above the current cash limit.

Cllr. Cutts was thanked for his report.

NOTED

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 £13,105.64
- b) The Paramount Account to the sum of £69,555.66
- c) To close 4 small deposit accounts held with Nat West and transfer the balances to the PTC current account then transfer from the current account to the new Santander Corporate Time Account to total £100,000.00
To obtain on-line banking in order to check incoming payments
Etc. (Pending bank closure)

8. Community Centre:

The Town Clerk stated that business generally was highly satisfactory.

Quotations were being sought to refurbish the disabled toilets in the centre.

NOTED

9. Parade and Gala 2018:

No report for this period other than plans were ongoing

NOTED

10. Penistone Neighbourhood Development Plan:

Cllr. Kimberley tabled her report which read that the consultation closed on December 18th and there had been 826 on line submissions and from these submissions 679 comments had been received. This report from the consultation would be available on line from 25/01/18.

The process of creating responses to the variety of comments were being actioned

Once analysed the working group could determine what amendments were needed to the plan.

There were also a number of letters returned from companies, Barnsley MBC and the MP, all of which were being collated by the Consultant.

There was still a large amount of work to undertake Penistone Archive Group has also been very helpful with identifying why the non- designated assets hold value and also some green space identification required prior to the next steps.

NOTED

Signed.....Mayor 19/02/18

11. Closure of Nat West Bank Penistone Branch.

Angela Smith M.P. was to present the petition in Parliament.
(See also Cllr. Unsworth's comments in agenda item 4)

NOTED

12. Internal Audit Report:

The Town clerk read out the Internal Auditors report for the third interim visit which confirmed that no matters had arisen to give cause for concern and that internal controls were operating as expected.

It was recommended however to:

- a) Review staff contracts to reflect current terms and conditions.
- b) Investigate the 12Pay system for pay calculation and administration of the payroll with the input into the accounting system for reconciliation purposes and make any changes if necessary.
- c) Paramount Box Office – Review the cashier's duties and issue new instructions to include the necessary tasks for the controls.

13. Town Council Casual Vacancy:

The Town Council reluctantly accepted Jan Stanley's resignation with the Town Clerk advising that he would now inform Barnsley MBC's Electoral Services of the vacancy and carry out the legislative requirements in advertising the vacant post.

NOTED

14. Date and Time of the next ordinary meeting.

February 19th 2018 at 7.00 pm in the Town Hall, Shrewsbury Rd, Penistone

Signed.....Mayor 19/02/18

