

PENISTONE TOWN COUNCIL

Keith Coulton MIIMC MSLCC Town Clerk
St. Johns Community Centre
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Minutes of the meeting of the Finance and General Purposes Committee held in the Bar Room, St. Johns Community Centre on 3 September 2019 at 6.30 pm

Present: The Town Mayor Cllr. Mrs. Millner (In the Chair) Cllrs. Barraclough, Cutts, Hinchliff, Unsworth, Rusby, Trotman and Webber

Also present the Acting Town Clerk and Finance Officer, A Hart

1. Apologies for absence: Cllrs. Chadburn, Kimberley, Perkins and Wood
RESOLVED the apologies was accepted

2. Declarations of personal or prejudicial interest: None

3. To approve transfer of NatWest Autopay Service from fax to online

The Acting Town Clerk and Finance Officer explained the existing fax service was being withdrawn by NatWest and being replaced by a similar online facility. Historically, unlike most users, the Town Council had not been charged for routine use of the service, only for amendments to payees. However the new service will cost £15 per month per account plus 35p per payment but no charge for amendments to payees. It is estimated the cost to the Paramount will be approx. £50 monthly and to the Town Council account approx. £22 monthly.

4. Staff Issues

Keith Coulton is expected to return to work on 23 September. In his absence Liz Wright, former Town Clerk, has agreed to take minutes and will invoice the Council for her time. It was confirmed that the Council is sponsoring Jill Cutts for the second year of her AAT qualification as agreed. Amanda Hart mentioned that July management reports would be available for the September council meeting but it was unlikely August reports could be completed in time as she is undertaking the Town Clerk's work as well as her own. However an up to date list of expenses and bank reconciliation would be presented.

5. Any Other Business

The Mayor, Cllr. Mrs Millner read out an email received by the Town Clerk, Keith Coulton, making a formal complaint to the Town Council against an elected Councillor. It was agreed that this matter should be put on the agenda for the September meeting and raised then. It was also agreed that a statement disassociating the Council from various local Facebook pages should be put on the Town Council website and that the proposed Facebook page for the Council should be activated.

6. Date and Time of the next meeting: To be arranged

Signed..... Mayor 16 September 2019