

PENISTONE TOWN COUNCIL

Minutes of the Ordinary Town Council Meeting held on July 15th 2019 in the Council Chamber, Town Hall, Shrewsbury Rd. Penistone

Present: Town Mayor Cllr. G. Millner in the chair, Cllrs Barraclough, Bradbury, Chadburn, Hinchliff, Kimberley, Marsh, A. Millner, Perkins, Rusby, Trotman, Unsworth, Webber and Wood

Also present the Town Clerk K. Coulton, Finance Officer A. Hart, Administration Officer J. Cutts, (part) Cllrs. Barnard and Greenhough (BMBC) Elaine Equeall, Fiona O' Brien (Penistone Area Council) members of the public and press.

A member of the public informed the meeting he was recording the meeting. There was no further response when the Town Clerk asked if further recordings were being carried out.

The Town Mayor introduced Elaine Equeall and Fiona O' Brien who gave an update on the budget regarding the Principal Towns Initiative where it was anticipated Penistone may receive up to £800,000.00 for various projects. As the budget for Penistone had not yet been approved by Barnsley MBC Cabinet (August 21st) it was agreed that the Officers would attend a future meeting of the Town Council for further discussion following the decision.

Cllr. Millner recommended that this topic would be reviewed by the Development and Regeneration Committee.

AGREED

Prior to opening the meeting the Town Mayor allowed ten minutes public participation The question was raised regarding Barnsley MBC's decision to open its market on Thursdays and would it affect Penistone market being open on the same day?

Cllr. Barnard (BMBC) agreed to discuss the matter with the Markets Department.

There being no further questions the Mayor opened the meeting proper.

1. Apologies for absence –

Apologies were received from Cllrs. Cutts

RESOLVED that the apologies was recorded.

2. Declarations of Personal or Prejudicial Interest

In accordance with Section 31 of the Local Government Act 2011

The Mayor invited declarations to which Cllr Hinchliff declared an interest in agenda item 5f (application for signage to Penistone Church FC) and Cllrs Unsworth, Rusby Hinchliff and Marsh declared an interest in agenda item 5g (provision of a steel engraved plaque at Penistone Grammar School)

3. Approval of Minutes.

The Minutes of the following meetings were proposed seconded and **RESOLVED** a true record and signed by the Mayor accordingly

a) The Town Council Meeting held on June 17th 2019

Signed.....Mayor September 16th 2019

Approval of minutes continued/.....

- b) Planning Committee held on June 19th 2019
- b) Leisure and Amenities Committee meeting held on June 24th 2019
- c) Finance and General Purposes Committee meeting held on July 1st 2019
- d) Leisure and Amenities Committee meeting held on July 10th 2019

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

Cllr. Barnard agreed to investigate the lining on High Street opposite Spar and in the vicinity of the mini island at the top of Bridge Street.

He also agreed to investigate Cllr. Webbers request on parking charges in Tesco car park

NOTED

5. Correspondence.

The following items of correspondence were **NOTED**

- a) Rural Services Network 18/6/19 sent via Email
- b) Rural Services Network 25/6/19 sent via Email
- c) Rural Services Network 02/7/19 sent via Email
- d) Love where you Live 28/6/19 sent via Email
- e) Application for signage to Penistone Church F.C. – it was agreed to forward this correspondence to the Area Council to include in the budget for signage in the Principal Town’s Initiative.
- f) Provision and funding of a steel engraved plaque at the Grammar School – agreed in principal to a maximum of £250.00

6. Leisure and Amenities Report.

In the absence of Cllr. Cutts the Town Mayor read the Paramount Managers report:

Programme:

Film attendances: These are normal for this time of year they have been down a little however, looking forward to a good summer of film.

Live Events: The last live event of the first half of 2019 took place over this last weekend with the School of Dance in for two shows. In the spring season we have 40 days of live events, and looking forward to a further 32 days of live in the Autumn.

Marketing: The next booklet is at the Printers.

Building: The steps are scheduled for improvement work on September 23rd to 25th other work will be carried out on those days including carpet cleaning and electrical repair work.

Lease: We have had a response from Barnsley MBC on the lease requesting information on insurance, it appears that the building insurance may revert to Barnsley MBC in the new lease. This information has been passed to Barnsley MBC and further clarification sought on landlords consent for future Environmental Impact works inside the building.

Printing: Questions have been raised about the printing undertaken at the Paramount, currently there are six items that we have printed.

Preview Booklet: This is produced 3 times a year and is supported by advertising. Cllr. Wood has obtained alternative quotes for the booklet one being substantially cheaper than our current supplier. However on checking this quote it was incorrect. An updated quote for the same supplier was obtained which was a lot higher

Signed.....Mayor September 16th 2019

Paramount and Leisure and Amenities report continued/.....

A further quote was obtained from a company recommended by one of our promoter partners that still offered substantial savings from the local supplier. The local supplier was contacted to give the opportunity to match the quote however this request was declined. The preview booklet is now with the new printer.

Ticket Folders: We currently have about a years' supply but will obtain quotes when the need arises, however as we move more on to on line sales the need for wallets is diminishing.

Cinema Free Passes: A7 vouchers are numbered for security reasons, we currently have 2 months' supply, and will obtain quotes when the need arises.

Gift Vouchers: We are moving to mag stripe swipe card gift vouchers as the Admit One system now supports them so this item will no longer be printed.

Promotional Materials: Live 90% of the live event leaflets and posters at the Paramount are provided by the shows promoter/producer at no cost to the Paramount. The remaining 10% are either printed in – house and some are sent to the printer should something larger than A3 is required.

Film: We produce an A6 film leaflet that gets distributed and placed in the Preview Booklet, again these are produced in- house and only as required. A4 Film Posters these are again produced in –house on a template as and when required.

Staffing: Cleaning Contract – as reported last month NECS has been given notice, the plan is to bring all the staff in house and then look at options for extending the staffing and management to cover the Community Centre and public toilets.

NOTED

7. Accounts and Finance.

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

- a) The General Account £ 17, 326, 07
- b) The Paramount Account £54,845.06
- c) The following requests for grant funding were approved: Section 137 budget
Penistone JFC Blacks/Whites under 7's £250.00
Penistone History Archives £250.00
Penistone Meet and Eat £250.00
- d) Public information requests – the Town Mayor stated that in future, if asked for information by a member of the public, the following should apply. Estimate how much time would be required and the cost implications thereof and advise before commencing any work. The previous experience has been a lesson learnt.

7. Internal Audit report. Final Visit for the year end 31/03/19

The Town Clerk read out the report from the Internal Auditor stating that the work for the year is now complete. Work was carried out in accordance with the audit plan. During the year the internal controls in place at the Town Council and Paramount have been reviewed and the appropriate tests and checks on the accounts and other management arrangements confirm that the systems of financial and other controls over the Town Council's activities and operating procedures were found to be effective.

No matters arose from this work to give cause for concern and the internal controls are operating as expected.

NOTED

Signed.....Mayor September 16th 2019

Accounts and Finance continued/.....

Christmas Lights 2019 – Jill Cutts (Administration Officer) reported on the work she had been carrying out on the display for this year and it was **RESOLVED** by a show of hands the quotation variances for the expenditure price for the lights as approved in the budget, be accepted and agreed to the supply and erection of 4 foot trees.

8. Community Centre:

The Town Clerk stated that business generally was highly satisfactory and that the new website had been launched. The Town Mayor reported that she had attended a Community Lunch which had been a success.

NOTED

9. Penistone Neighbourhood Development Plan:

Cllr. Kimberley tabled her report confirming the referendum had taken place on the 11th July and the result was that 89% voted yes to the plan and offered a huge vote of thanks to all who turned out to vote either on the day or submitted a postal vote.

A letter from former councillor Graham Saunders who was also instrumental in the plan was read out also thanking everyone for all the hard work in achieving success.

NOTED

10. Obtaining value for money – Cllr. Wood

Cllr. Wood had no further comment on this item as he stated he had attended recent meetings and appeared satisfied the Town Council is obtaining value for money.

NOTED

11. Appointment of Cllr. Chadburn to a committee

RESOLVED Development and Regeneration

12. Parish and Town Council Charter.

The Town Clerk reported that he had attended a recent meeting with clerks from Parish Councils across the Borough with Barnsley MBC officers which has agreed to publish a charter that sets out how it aims to work together for the benefit of local people. This charter is the result of discussions locally to establish a new way of working and to confirm existing good practice.

Barnsley MBC acknowledges that Parish and Town Councils' are a key component of the grass roots of local government and in their role as democratically accountable bodies offer one of the ways of shaping decisions that affect their communities. They offer a means of decentralizing the provision of certain services and of enabling and mobilising communities to play an active in their area.

The Charter reflects the commitment of the Borough Council and Parish and Town Councils' to continue to work together and will be formally reviewed after four years in operation.

NOTED

Signed.....Mayor September 16th 2019

13. Appointment of Yorkshire Internal Audit Services as the Town Councils Internal Auditor 2019/20
RESOLVED

14. Public Bodies Website and Mobile Applications No2 Accessibility Regulations 2018.

Members were circulated with the information prior to the meeting.

The purpose of the regulations is to improve the accessibility of public sector websites/mobile apps so they can be used by as many people as possible.

This has been discussed with the Town Council's website administrator and is aware of the regulations, and they are implemented with the operating system currently being used.

NOTED

15. Date and Time of the next meeting.

September 15th at 7.00 pm in the Town Hall, Shrewsbury Rd, Penistone.

Signed.....Mayor September 16th 2019