

.Minutes of the Ordinary Meeting of Penistone Town Council  
held on Monday 16<sup>th</sup> December 2019  
In the Town Hall, Shrewsbury Road, Penistone

**Present: The Town Mayor Cllr G. Millner in the Chair, and Councillors Barraclough, Bradbury, Chadburn, Cutts, Hinchliff, Marsh, A. Millner, Perkins, Rusby, Trotman, Unsworth, Webber and Wood.**

Also present

K. Coulton - Town Clerk and Responsible Finance Officer  
E. A Wright – taking the Minutes

3 Members of the public and press were present.

A one minute silence was observed for the late John Wade, a former Borough Councillor and local resident in appreciation of his many years of service to the Penistone area.

There were no items raised by the public.

**48. Apologies for non-attendance**

Apologies for absence were received from Cllr Kimberley

It was **RESOLVED** that the apologies for absence be recorded.

**49. Declarations of Personal or Prejudicial Interest from Councillors**

In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

This was **NOTED and RECORDED** by the meeting that no declarations of personal or prejudicial interest were received.

**50. Approval of Minutes**

The Minutes of the following meetings were submitted for approval:

a. The Town Council meeting held on 18<sup>th</sup> November 2019

Moved by Cllr Webber, Seconded by Cllr Hinchliff and **RESOLVED** they were a true record.

Signed .....Town Mayor 20<sup>th</sup> January

b. The Planning Committee meeting held on 18<sup>th</sup> November 2019

Moved by Cllr Unsworth, Seconded by Cllr Bradbury and **RESOLVED** they were a true record.

c. The Development and Regeneration Committee held on 2<sup>nd</sup> December 2019

Moved by Cllr Webber, Seconded by Cllr Bradbury and **RESOLVED** they were a true record.

Minute item 6 CCTV Upgrade.

The Clerk reported that following the meeting of the Development and Regeneration Committee he had gone back to the company upgrading the CCTV system who had advised that during the day the system quoted could adequately cover car numberplate recognition. However the company had advised during the hours of darkness a further camera would be required at an additional cost of £750.

Moved by Cllr A. Millner, Seconded by Cllr Unsworth and **RESOLVED** the Town Council agrees to the additional expenditure.

#### **51. Reports from Elected Members of Barnsley M.B.C.**

It was noted that no Elected Members of Barnsley MBC were present at the meeting.

Cllr A. Millner reported that the Borough Councillors were looking to include highway issues such as the implementation of a 20 mph speed limit along Market Street and High Street in the Principal Towns Initiative.

Cllr Bradbury asked if a second pedestrian crossing would be possible. Cllr A. Millner replied that this request would not be part of the initiative but the Borough Councillors needed to follow this item up.

This was **NOTED** by the meeting.

#### **52. Correspondence**

The following items of correspondence were received:

Rural Services Network Bulletin 19/11/19 sent via email

Rural Services Network Bulletin 26/11/19 sent via email

Community First Rural News 27/11/19 sent via email

Love where you live 29/11/19 sent via email

Rural Services Network Bulletin 03/12/19 sent via email

Rural Services Network Funding Digest 04/12/19 sent via email

Rural Services Network Bulletin 10/12/19 sent via email

The above correspondence was **NOTED** by the meeting.

### **53. Leisure and Amenities Report**

Cllr Cutts gave a detailed report on the forthcoming films and live events to be held at the Paramount leading up to Christmas and the New Year when the new Star Wars film would be shown.

Cllr Cutts reported that the repairs at the back of the cinema had not worked and BMBC had returned to rectify the problem.

Cllr Cutts reported that it was anticipated that the lease would be renewed within the week.

This report was **NOTED** by the meeting.

### **54. Accounts and Finance**

The following accounts, having been previously circulated to all Councillors, were approved as follows:

a. General Account £13,220.25

Moved by Cllr Unsworth, Seconded by Cllr Hinchliff and **RESOLVED** the above account be noted.

b. Paramount Account £88,843.51

Moved by Cllr Unsworth, Seconded by Cllr Hinchliff and **RESOLVED** the above account be noted.

Cllr Wood asked several questions about the accounts which was answered by the Clerk.

This was noted by the meeting.

### **55. St John's Community Centre**

The Clerk reported that the bookings were already up for 2020 and the caretakers were working well as a team.

This was **NOTED** by the meeting.

The Town Mayor reported that the public conveniences had been vandalised again at the beginning of December. The culprits had been interviewed by the police who have suggested restorative justice which includes a fine of £50, an apology and to undertake a litter pick of the market barn. The damaged door was to be replaced under an insurance claim.

Cllr Wood commented he had visited the public conveniences after the incident and had taken photographs of the damage done, he felt Penistone residents should not have to pay for the damage through an insurance claim.

Cllr Marsh agreed with Cllr Wood and felt the police should take proceedings against the culprits and commented lack of action by the police.

After further discussion it was agreed that the Town Mayor would take these comments back to the police.

## **56. Internal Audit Report**

The Clerk read out a report from the Internal Auditor covering the first and second Interim visits for the financial year ending 31<sup>st</sup> March 2020. The Internal Auditor concentrated mainly on reviewing and testing of systems and controls in place for the Paramount Cinema and the Community Centre and confirmed that the internal controls are operating as expected.

The Internal Auditor brought the following matters to the Council's attention:

### **a. Annual Governance Arrangements**

During a previous visit the Internal Auditor reviewed the Town Council's arrangements for safeguarding of public money and the system of internal control. The Town Council has key document in place and it is recommended the Town Council carries out a review of these documents during this financial year and amend as necessary.

### **b. Budgetary Control**

Detailed financial information is presented to Councillors at every Town Council meeting. The Town Council has good budgetary control and it was recommended that the Town Council should formally record its review of the financial information in the minutes of the meeting.

### **c. Paramount Box Office**

The Internal Auditor reviewed the operation of the box office system and found no cause for concern. The Paramount manual required minor changes which had been discussed and agreed with the relevant staff

Signed .....Town Mayor 20<sup>th</sup> January  
2020

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d. Payroll

The Internal Auditor commented on some inaccuracies which had occurred although there no errors with the payroll reconciliation. The Internal Auditor was satisfied everything was correct and there was a flaw in the computer payroll system which would need resolving. The Clerk reported this issued had been resolved.

Moved by Cllr A. Millner, Seconded by Cllr Rusby and  
**RESOLVED** the Internal Auditor's report be received and noted.

**57. Appointments to the Penistone Principal Town Initiative Workshop**

It was agreed that Councillors Cutts, A. Millner, Unsworth and Wood be appointed as the Town Council representatives at the Penistone Principal Town Initiative Workshop.

**58. Appointments to Community Centre Extension Working Group**

It was agreed that Councillors Barraclough, Bradbury, Perkins and Webber be appointed to the Community Centre Extension Working Group.

**59. Old Tour De Yorkshire Bikes**

Cllr Wood noted the Borough would be hosting the Tour de Yorkshire once again next year but asked that a limit be placed on the length of time old bikes, decorated and placed on the route, are displayed. Cllr Wood commented on the length of time the old bike had been chained up near the Tesco roundabout.

It was agreed that this bike be reported to the Highways Department for removal.

**60. Adoption of the Anti Bullying and Harassment Policy**

The Town Council's Anti Bullying and Harassment Policy, a copy having been previously circulated to all Members, was considered.

Moved by Cllr Webber, Seconded by Cllr Wood and  
**RESOLVED** the Policy be officially adopted by the Town Council

**61. Date and time of the next Ordinary Town Council meeting**

It was noted that this will be on Monday 20<sup>th</sup> January 2020 at 7.00pm in the Town Hall, Shrewsbury Road, Penistone.

Signed by .....Town Mayor 20<sup>th</sup> January 2020