

## PENISTONE TOWN COUNCIL

**Keith Coulton MIIMC MSLCC Town Clerk**  
**St. Johns Community Centre**  
**Church Street**  
**Penistone**  
**S36 6AR**  
**Email info@penistonetowncouncil.gov.uk**

Minutes of the meeting of the Finance and General Purposes Committee held in the Resource Centre on 12<sup>th</sup> February at 7.00pm

**Present:** The Town Mayor Cllr. Mrs. Millner (In the Chair) Cllrs. Hinchliff, Millner, Unsworth, Cutts, Marsh, Barraclough, Kimberley, Bradbury, Trotman Webber and Wood

Also present the **Town Clerk, K. Coulton** and **Finance Officer A. Hart**

**1. Apologies for absence.** Cllrs. Perkins  
**RESOLVED** the apology was accepted

**2. Declarations of personal or prejudicial interest**  
**Cllr. Cutts** (Item 4 staff issues)

**3. Community Group Financial Assistance**  
Recommended subject to ratification by full council grants up to £500.00 be made available and publicise on the website, social media and press.

**4. New Pay Rates for Caretakers and Paramount Staff**  
Recommended subject to ratification by full council for approval.

**5. Paramount Cinema quotes for the fourth quarter refurbishment and improvements**  
Recommended for approval subject to ratification by full council and that quotes are sought for the replacement of the front steps to the building.

**6. Caretaker Vacancies, applications and interviews. (for notification)**  
The Town Clerk reported that ten people had applied for the two vacancies. Interviewing will commence Thursday February 13<sup>th</sup> and Tuesday February 18<sup>th</sup>

**7. Administration Officer Incremental Review**  
The Finance Officer tabled the Administration Officers results from her recent examinations which were exceedingly good. This means that in addition to the annual incremental increase in pay as per her contract of Employment she could be awarded an additional incremental rise.  
Following a brief discussion, it was recommended subject to ratification by full council. that these increments be awarded.

Signed.....Mayor February 17<sup>th</sup> 2020

**7. Town Clerks notice of Retirement**

The Town Clerk reported that he was now officially working his notice which was submitted on February 3<sup>rd</sup> and his last day in Office would be June 5<sup>th</sup>

At this point the Town Clerk and Finance Officer left the room.

On returning, the Town Clerk was informed a special meeting of the Town Mayor, Mayor Elect and Chairs of Committees was to be convened to advertise the post etc.

**8. Date and Time of the next meeting**

To be arranged

Signed.....Mayor 17/02/20