

.Minutes of the Ordinary Meeting of Penistone Town Council
held on Monday 16th March 2020
In the Town Hall, Shrewsbury Road, Penistone

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

Also present

K. Coulton - Town Clerk and Responsible Finance Officer

A. Hart – Finance Officer

Also in attendance were Cllrs. Barnard and Greenhough (Barnsley M.B.C.) and members of the press.

Prior to opening the meeting the Town Mayor introduced Georgina Yeateman the store manager from Tesco to give an update and assurances to members of the public that there was no need to panic buy, there was plenty of stock in the store and not to give the staff abuse during the coronavirus outbreak.

As there were no members of the public present the Town Mayor thanked Ms. Yeateman for her attendance and formally opened the meeting.

85. Apologies for non-attendance

Apologies for absence were received from Cllrs. Perkins, Kimberley and Chadburn.

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

86. 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 there were no interests

87. Approval of Minutes

The Minutes of the following meetings were submitted for approval:

- a. The Town Council meeting held on 17th February 2020 – Proposed by Cllr. Cutts, seconded by Cllr. Hinchliff and **RESOLVED** they were a true record
- b. The Planning Committee Meeting held on February 17th 2020 – Proposed by Cllr. Unsworth seconded by Cllr. Rusby and **RESOLVED** they were a true record
- c. The Town Services Committee Meeting held on March 2nd 2020 – Proposed by Cllr. Rusby seconded by Cllr. Cutts and **RESOLVED** they were a true record

Signed.....Mayor

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

Cllr. Greenhough referred to the previous meeting regarding dog fouling bins in the area and had actually been on site to see what is in the bins and fines were to be increased for any abuse of the system. He also confirmed that he had met the member of the public who attended the last Town Council meeting with regard to the dog fouling issues on the path from Wentworth Road to the Park. He had also attended an all member briefing over the corona virus and confirmed the Council was following Government guidelines. He also confirmed that he had spoken to a Senior Highways Engineer with regard to the reinstatement of yellow lines around the area. Cllr. Webber pointed out that cars parking on yellow hatchings were preventing lorries unloading.

Cllr. Cutts asked if a level crossing or the attendance of the P.C.S.O.'s at peak times could be possible to supervise children crossing the road on High Street near St. Johns' School. Cllr. Greenhough agreed to investigate the attendance of the traffic wardens.

Cllr. Trotman raised the issue of speeding traffic on High Street, Cllr Greenhough had conflicting reports but will follow this up.

Cllr. Millner referred to lowering the speed limit on Market Street and Shrewsbury Road and referenced this to documents within the Principal Towns Initiative.

Cllr. Barnard referred to the Military Collection of artefacts and alluded to the fact that under the Principal Town Initiative space could be made available within the Town Hall by means of cabinets situated in a room to display the items on a rotating basis of an "Experience Penistone" theme. He also referred to the road leading to the Recycling Depot off Sheffield Road in Springvale. The road is owned by the Shrewsbury Hospital Trust but the Trust is not legally required to maintain the area and so it should be the responsibility of the users to carry out maintenance.

Cllr. Webber raised the possibility of the Town Council providing a Parking Officer and if was agreed to put this item on the agenda for the next Town Services committee meeting.

Both Ward Members were thanked for their attendance

89. Correspondence

The following items of correspondence were received and noted:

Rural Services Network 18/02/20 sent via email

Rural Services Network 21/02/20 sent via email

Love where you Live 21/02/20 sent via email

Rural Services Network Roadshow sent via email

Rural Services News 25/02/20 sent via email

Penistone Fairtrade Fortnight 27/02/20 sent via email

Parish Online News 27/02/20 sent via email

Rural Services News 03/03/20 sent via email

Rural Services News March edition sent by email

Love where you Live 06/03/20 sent by email

Rural Services Network 10/03/20

Signed.....Mayor

90. Paramount, Leisure and Amenities Report

Cllr Cutts reported on the lengthy matters regarding the Paramount by means of tabling a hand out to all members at the meeting

Moved by Cllr Hinchliff, Seconded by Cllr Rusby and **RESOLVED** the report be received and noted.

91. Accounts and Finance

The General and Paramount Accounts, a copy of which having been circulated to all Members, were considered.

a. General Account

£19,932.24 - Moved by Cllr. Unsworth, seconded by Cllr. Millner to be a true record

b. Paramount Account

£67,064.56 - Moved by Cllr. Cutts, seconded by Cllr. Hinchliff to be a true record

Moved by Cllr Webber, Seconded by Cllr. Millner and **RESOLVED** that both the accounts and management reports were accepted a true record.

92. To receive the internal audit report (third interim visit)

The Clerk read out a report from the Internal Auditor covering the third Interim visits for the financial year ending 31st 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.

a) Annual Governance Arrangements

During her last visit she reviewed the Town Council's arrangements for the safeguarding of public money and the system of internal control demonstrated by key documents including Standing Orders, Financial Regulations, Risk Management Strategy and a System of Internal Control and recommended that to ensure the Town Council continued to meet its responsibility for adequate financial management they carry out a review of these documents during this financial year and amend where necessary to account for any changes in financial procedures since the last review. This has now been done.

b) Budgetary Control

Her previous report noted that although the Town Council has good budgetary control and financial information and comprehensive budget information is presented to members monthly their formal monitoring is not recorded. She recommended that to demonstrate its good governance the Town Council should formally record its review in the minutes. This has been agreed and will be done at the appropriate time.

Signed.....Mayor

c) Grants

Councils should always be aware of which legal powers they are using when awarding grants, commonly S137 of the Local Government Act 1972 and also S19 of the Local Government (Miscellaneous Provisions) Act 1976. Expenditure can be made using other available powers before using S137 but councils should also consider whether the proposed expenditure fulfils the criteria for S137. Without a general power of competence councils can only spend money on matters which they are empowered to do so by statute. The Town Council has in place a grants policy and has determined criteria against which requests can be judged with applicants completing an application form. During my review of the council minutes I noted that grants had been made to a number of organisations but without any recording of the powers under which they were given. The Town Council does record in its accounts where grants are made using S137 as required to do so as there is a monetary limit which should be monitored. The auditor recommends as good practice that the Town Council consider and record the specific powers under which it awards grants at the time of approval to ensure that it always operates within its statutory powers and authority.

93. St John's Community Centre

The Clerk reported that user groups were starting to cancel bookings due to the pending coronavirus outbreak at both the Paramount and Community Centre and asked members for decisions to be made regarding the paying of staff wages due to possible closure of the Community Centre and Paramount should the situation worsen.

It was agreed that a meeting of the Town Services Committee would be called immediately to discuss these issues.

94. To receive an update on the measures taken pending any coronavirus

The Town Clerk reported that precautions and increased hygiene were already taking place at both the Paramount and Community Centre to safeguard staff and visitors.

The Town Mayor also confirmed that she had cancelled her charity raising curry evening and was considering cancelling her Mayor's dinner due to the coronavirus outbreak.

Cllr. Webber as Mayor Elect was to speak to the Round Table with regard to carrying out this year's Gala and Parade.

95. Date and time of the next Ordinary Town Council meeting

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

Signed.....Mayor