

.Minutes of the Extraordinary Meeting of Penistone Town Council  
held on Monday 23 March 2020 remotely using Google Hangout

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

Also present

A. Hart – Finance Officer

**96. Apologies for non-attendance**

Apologies for absence were received from **Cllrs Kimberley and Rusby,**

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

**97. 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.

**98. Payment and deployment of staff during the Coronavirus outbreak**

The Mayor reported that, after discussions between herself and Cllrs Kimberley and Webber, it had been decided to offer the Town Clerk, Keith Coulton, the opportunity to take gardening leave up to his retirement date of 5 June 2020. This decision had been taken in light of the Coronavirus situation and the Town Clerk had accepted this offer.

It was proposed that the permanent staff at the Paramount be paid for their contracted hours for a period of twelve weeks and then the situation will be reviewed, skeleton staff would attend as necessary for security and maintenance. Relief staff will not be paid.

It was proposed that the caretakers at the Community Centre be paid for their contracted hours for a period of twelve weeks and then the situation will be reviewed. During this time, provided the Government guidelines allow, the Community Centre can be deep cleaned and the outside cleared up. It was proposed that the office staff work from home as remote access had been set up, arrangements to be made with regard to collection of post and necessary paperwork.

It was proposed that holiday leave should not accumulate but this must be checked in line with Government guidelines.

The above proposals were agreed by all present

Signed ..... Mayor

**99. To discuss keeping Council functioning during Coronavirus outbreak**

The Finance Officer was asked to circulate email addresses and contact numbers of councillors to all councillors

Agendas and minutes of meetings to be emailed to all councillors (to be posted to Cllr Hinchliff)  
As soon as all councillors have confirmed the generic PTC email addresses have been activated all emails will be sent to these addresses.

Cllr Bradbury raised the matter of the Wellhouse Lane development and the importance of following progress on this. The Finance Officer reported that an email had been received from Helen Sanderson expressing her concern about the stance adopted by the Planning Officer at BMBC. A preliminary application had been received by BMBC but this had been referred back to the applicant. However Helen Sanderson had been told by the Planning Officer that there was no proposal to extend the time allowed for objections when the application was published. It was agreed that Cllr Unsworth in his capacity as Chair of the Planning Committee should be asked to contact the Planning Officer to discuss the situation.

It was agreed that the Finance Officer should also take on the role of Acting Town Clerk until a new Town Clerk is appointed.

The Finance Officer was asked to contact Liz Wright and ask her if she would be prepared to join remotely and continue to minute the council meetings.

The role of Town Clerk has been advertised and the closing date for applications is 27 March 2020 although this may have to be extended. After all applications have been received they will be checked with the shortlisting grid, which checks candidates against the person specification and a short list of applicants to interview drawn up. Cllr Kimberley has volunteered to carry out this initial shortlist grid check. Interviews will not take place until June at the earliest but those not short listed will be informed.

**100. Co-ordination of local support groups**

Cllr Webber reported that the LoveThyPenistone group/website has effectively co-ordinated all local groups. A data base has been set up for volunteers and those needing support, there is also a landline and calls for help are logged. The website shows the logos of all associated groups and there are approx. 100 volunteers. A flyer is being delivered to all households with contact details and services offered.

It was agreed that Penistone Town Council should supply 100 HiViz vests with the council logo and Community Volunteer printed on the back.

It was agreed that the council should not try to issue identity cards to volunteers due to the impracticality of obtaining photos and ID documents.

Cllr Webber is to find out if Hoylandswaine volunteers want HiVis vests.

Signed ..... Mayor

Cllr Cutts told the meeting that there is a problem with a stopcock at Berrywell allotments. It was agreed that the allotment holders should be asked to ensure that the water was turned off when not in use until repairs could be made.

Cllr Webber is to contact Stuart Gibbins regarding having a link to NHS guidance on the website

Cllr Perkins is to contact the emergency services offering the support of the council if needed

Cllr A Millner is to do further work on creating the links through Google Hangout and it was agreed the press should be invited to join the meetings with the proviso any items are checked by the council before publishing.

Advice is to be sought as to having the Annual Meeting in May remotely.

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

It was noted that this will be on Monday 20 April 2020 at 7.00pm to be held remotely using Google Hangout

Signed..... Mayor