

Penistone Town Council

Minutes of the Finance and General Purposes Committee held remotely on
Monday 9th November 2020 at 7.00 p.m.

Present: The Mayor Cllr S Webber in the Chair, Deputy Mayor Cllr G. Millner and Councillors Barraclough, Cutts, A. Millner, Rusby, and Unsworth.

Also present

Non committee members: Cllr Bradbury, Perkins and Wood

T. Ball – Town Clerk

A. Hart – Finance Officer

No members of the press were present.

There were no public present therefore no public participation session took place.

2020/13 1. TO RECEIVE ANY APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Cllr Kimberley, Cllr Hinchliff and the reasons were considered.

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

2020/14 2. 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.

It was **NOTED** and **RECORDED** by the meeting that there were no declarations of interest.

2020/15 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

As there were no members of the public or press in attendance no requirements were made under this agenda item.

Signed byTown Mayor 16th November 2020

2020/16 4. TO CONSIDER COMMUNITY CENTRE STAFFING AND FURLOUGH.

The Clerk informed The Council that she had been in discussions with the caretakers due to the recent lockdown advised by Government. Due to legislation stipulating that Community Centre's must close the Clerk proposed that the caretakers were to move onto flexible furlough from the 9th November and to work 50% of their hours reducing the working week from 40 hours to 20 hours per week. They are to be paid for the hours worked at 100% of their pay and the furloughed hours are to be paid at 80% and claimed from HMRC CJRS.

The Clerk proposed that the PTC office staff are to remain on their contracted hours as the guidance states from direct.gov.uk that 'where organisations receive public funding for staff costs we expect employers to pay staff as usual – and correspondingly not furlough them' quoted verbatim.

Moved by Cllr A. Millner Seconded by Cllr Cutts and **RESOLVED** that the community centre caretakers are to move onto flexible furlough from Monday 9th November and that PTC office staff are to remain on their full contracted hours. This is to be reviewed in 3 weeks.

A vote was taken and it was **unanimous**.

2020/17 5. TO CONSIDER THE PARAMOUNT STAFFING AND FURLOUGH.

The Town Clerk advised that she had been in discussions with the Finance officer and the Paramount Cinema in regards to the recent lockdown advised by Government. The Cinema due to legislation as stipulated was closed as at the 5th November 2020. In light of this fact it was proposed the following staffing and furloughs -:

Paramount Manager to be paid for the actual hours worked to allow for continuity and management of the building

Flexible Furlough

Administrative staff

Full Furlough

Assistant Paramount Manager

Duty Managers

Permanent Attendants

Cleaners

No furlough of relief staff.

Moved by Cllr Cutts Seconded by Cllr Unsworth and **RESOLVED** that the above staffing and furlough be approved and is to be reviewed in 3 weeks.

A vote was taken and it was **unanimous**.

Signed by..... Town Mayor 16th November 2020

2020/18 6. TO DISCUSS THE COMMUNITY CENTRE OPERATIONAL ACTIVITY.

The clerk informed the Council that the community centre and PTC office is now closed in line with the COVID lockdown restrictions. Office staff are to work from home for the majority of the time with a minimum service operation to protect staff health and safety. The Clerk and the administration officer are to attend the office regularly to retrieve phone messages and post.

The clerk informed the Council that she is to book some time in with the Finance Officer to start work on the budgets earlier than in previous years due to the current global situation.

Cllr Rusby recommended that a contingency plan is to be created including a marketing strategy.

Cllr Webber requested that the Paramount Manager with the Assistant Manager to research funding for the removal and refitting of the bar in the Paramount.

The Town Clerk advised The Council to prudent when considering further large financial projects at the current time.

It was **NOTED** and **RECORDED** that the above points are to be researched as soon as possible.

Cllr Webber requested that quotes be obtained for a replacement boiler for the community center with a phased programme for the boiler to be installed and subsequently the fire alarm. It was requested that Cllr Perkins to work with the Town Clerk in implementing the fire risk assessment actions.

Moved by Cllr A Millner Seconded by Cllr Rusby and **RESOLVED** that quotes are to be obtained for a replacement boiler at the community center.

A vote was taken and it was **unanimous**.

2020/19 7. TO CONFIRM THE DATE AND TIME OF THE NEXT FINANCE AND GENERAL PURPOSES MEETING.

Monday 14th December 2020 7 p.m.

Meeting closed at 19.40

Signed by..... Town Mayor 16th November 2020