

# Penistone Town Council

Minutes of the Finance and General Purposes Committee held remotely on  
Monday 14<sup>th</sup> December 2020 at 7.00 p.m.

**Present: Cllr Barraclough in the Chair, Town Mayor Cllr A Millner, Deputy Mayor Cllr G. Millner and Councillors Cutts, Rusby, and Unsworth.**

Also present

**Non committee members:** Cllrs Bradbury, Perkins, Trotman 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.

## **2020/20 1. TO NOTE ANY APOLOGIES AND REASONS FOR ABSENCE**

Apologies were received from Cllr Chadburn via email, Cllr Hinchcliff and Cllr Kimberley with reasons for absence approved.

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

## **2020/21 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.

## **2020/22 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 by .....Chair Cllr Barraclough 21<sup>st</sup> December 2020

**2020/23 4. TO CONSIDER THE ADOPTION OF THE STAFF, COUNCILLORS AND ROLE HOLDERS PRIVACY NOTICE.**

The Clerk reported to the Committee that it was a statutory requirement for the staff, Councillors and role holder's privacy policy.

Cllr Unsworth requested a list of all Councillor's mailing address and contact telephone numbers be circulated to Full Council.

The Clerk is to check with YLCA in regards to GDPR for the addition of Councillors contact addresses to the website as they already currently exist on the DPI's.

It was **NOTED** and **RECORDED** that the staff, councillors and role holders privacy notice be adopted at Full Council.

Moved by Cllr G. Millner and Seconded by Cllr A Rusby.

**2020/24 5. TO CONSIDER THE DRAFT BULLYING AND HARASSMENT POLICY.**

The Clerk reported to the Committee that there was an existing policy held in retention but this required updating.

It was **NOTED** and **RECORDED** that the bullying and harassment policy be adopted at Full Council.

Moved by Cllr Cutts and Seconded by Cllr A. Millner.

**2020/25 6. TO CONSIDER THE DRAFT HEALTH AND SAFETY POLICY.**

The clerk informed the Committee that the last Health and Safety Policy held on file was dated 2016 and was unsatisfactory for the needs and requirements of Penistone Town Council.

It was **NOTED** and **RECORDED** that the Health and Safety Policy be adopted at Full Council.

Moved by Cllr G. Millner Seconded by Cllr Cutts.

**2020/26 7. TO CONSIDER THE DRAFT BUDGETS FOR 2021/2022.**

There was an in-depth discussion on aspects of the presented scenarios proposed in the draft budgets for 2021/2022.

The Town Clerk advised the Committee that she had produced a report that demonstrated the effect the various precept scenarios would have on Band D.

Signed by .....Chair Cllr Barraclough 21<sup>st</sup> December 2020

It was **NOTED** and **RECORDED** that all Councillors are to feedback to the Chair and the Town Clerk any comments and suggestions to the draft budgets by the 20<sup>th</sup> December 2020.

It was agreed that a Finance and General Purposes meeting is to be held on the 11<sup>th</sup> January 2021, this being a week prior to the Ordinary Town Council/Precept meeting held on the 18<sup>th</sup> January 2021 in order that the budget maybe discussed and agreed.

It was **NOTED** and **RECORDED** that an F & G P Meeting be held on Monday 11<sup>th</sup> January 2021.

The Town Clerk reported that she had also added the budget/precept 2021/2022 as an agenda item for the next Full Council meeting held on the 21<sup>st</sup> December 2020 to discuss any recommendations.

The Town Clerk reported that she had been approached by the Archive Project for assistance towards funding for their insurance. The Committee requested that the Clerk is to suggest that The Archive Project are to research The Ward Alliance for funding.

**2020/27      8. TO CONSIDER THE FIRE ALARM QUOTES.**

The Clerk had circulated a list of three quotes she had received for the installation of an electronic fire alarm system.

Cllr Perkins recommended that the quote from Hollinsend Fire and Safety Limited be accepted with the option 2 for monitoring of the system.

The Clerk reported that she will also clarify the annual fee for fire alarm servicing and to enquire into the possibility of the monitoring of the fire alarm system to include The Paramount.

Moved by Cllr A. Millner and Seconded by Cllr Cutts that the quote of £2885 plus VAT for installation, periodic test of £120 plus VAT per visit (two per year), option two monitoring of £360 plus VAT for first year with an annual subscription of £140 plus VAT thereafter and fire extinguisher inspections of £60 plus VAT per visit (to be confirmed).

**2020/28      9. TO CONFIRM THE DATE AND TIME OF THE NEXT FINANCE AND GENERAL PURPOSES MEETING.**

Monday 11<sup>th</sup> January 2021 at 7.00 p.m.

Meeting closed at 19.55

Signed by .....Chair Cllr Barraclough 21<sup>st</sup> December 2020