

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held remotely on
Monday 18th January 2021 at 7.00 p.m.

Present: The Mayor Cllr A Millner in the Chair, Deputy Mayor Cllr G Miller and Councillors Barraclough, Bradbury, Chadburn, Cutts, Perkins, Rusby, Trotman and Unsworth.

Also present

T. Ball – Town Clerk

4 members of the public were present and one member from the press was also present.

A representative from '30 for a Reason' passed on his thanks to Penistone Town Council for their support in the campaign and to the schoolchildren at Millhouse Green. He reported that he had attended a meeting with highways and they were working in collaboration in aiming to reduce the speed limit to 30 mph. He reported that he was confident that highways would spend the money to help implement the speed reduction and will then subsequently work with the police to implement this.

The council **NOTED** his report and thanked him for attending.

A member of the public reported to the Council that on the 27th December 2020 they had walked past the Market Barn in Penistone and they had noticed a large amount of glass on the floor from bottles that had been smashed. In relation to this matter they had instigated a Facebook forum and also had contacted the Police who accessed the CCTV. The member of the public felt that as the building had been standing over 10 years and was susceptible to vandalism that it should be used more to discourage this.

2020/107 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllr Kimberley and Cllr Hinchcliff with reasons for absence approved.

Cllr Wilson B.M.B.C had also given his apologies.

Signed by.....Town Mayor 15th February 2021

2020/108 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** that there were no declarations of personal or prejudicial interest.

2020/109 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Moved by Cllr A. Millner, Seconded by Cllr G. Millner and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 the press and public be excluded for item 10.1 and 11.1 and to be moved after agenda item 12.1

2020/109 4. APPROVAL OF MINUTES

The Minutes of the following meetings were submitted for approval:

4.1 The Town Council meeting held on 21st December 2020.

Moved by Cllr Cutts, Seconded by Cllr Rusby and **RESOLVED** they were a true record.

4.2 The Planning Committee held on 21st December 2020.

Moved by Cllr Unsworth, Seconded by Cllr Bradbury and **RESOLVED** they were a true record.

2020/110 5. REPORTS FROM ELECTED MEMBERS OF BARNSELY M.B.C.

Cllr Perkins provided a verbal report to the Council that he had been in contact with the land owner at Green Road who had agreed to move the gas cylinders.

Signed by.....Town Mayor 15th February 2021

2020/111 6. CORRESPONDENCE

The following items of correspondence were received and noted:

- 6.1 Christmas card from B.M.B.C Mayor – sent via Email 15/12/2020
- 6.2 Letter from Cllr Broughton B.M.B.C – sent via Email 16/12/202
- 6.3 YLCA White Rose Update – sent via Email 21/12/2020
- 6.4 YLCA Councillors Discussion Forum – sent via Email 04/01/2021
- 6.5 YLCA Climate and Ecology Bill – sent via Email 06/01/2021
- 6.6 YLCA White Rose Update – sent via Email 11/01/2021
- 6.7 Keep Barnsley Moving Bulletin – sent via Email 11/01/2021

2020/112 7. APPROVAL OF EXPENDITURE ITEMS

7.1 Retrospective General Account

£25,772.35

Moved by Cllr G.Millner, Seconded by Cllr Cutts and **RESOLVED** the above account be approved and noted.

7.2 Paramount Account

£23,750.94

Moved by Cllr Trotman, Seconded by Cllr Barraclough and **RESOLVED** the above account be approved and noted.

7.3 Retrospective credit card transactions – PTC (report circ.)

PTC £181.43

Moved by Cllr Bradbury Seconded by Cllr Rusby and **RESOLVED** that the retrospective credit card transactions be approved and noted.

7.4 Bank reconciliation for the month ending 31st December 2020

Moved by Cllr Millner, Seconded by Cllr Unsworth and **RESOLVED** the bank reconciliation be approved and noted.

Signed by.....Town Mayor 15th February 2021

7.5 Review of the management accounts for the month ending 31st December 2020.

Moved by Cllr Unsworth, Seconded by Cllr Cutts and **RESOLVED** that the review of management accounts be approved and noted.

2020/113 8. FINANCIAL MATTERS

8.1 To approve the first interim internal auditors report by Y.I.A.S.

The Town Clerk gave a summary of the internal report that had been circulated to Council. She reported that the auditors had advised that the appropriate tests and checks were carried out on the accounts, and systems and other management arrangements at this stage of the audit in accordance with the internal audit plan.

GRANTS

Previous reports have noted that although the council has in place a grants policy and has determined criteria against which requests can be judged, during reviews of the council minutes, she had noted that grants had been made to a number of organisations but without any recording of the powers under which they were given. She recommended as good practice that the 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. Her latest review shows that this is now being done.

The Clerk noted that powers had not been previously used prior to her engagement in the reporting of expenditure and that this is now being completed.

STANDING ORDER TENDER PROCEDURES

The internal auditor had reported that a tender process should have been put in place when the decision had been made to replace the seating within the Paramount and this had not been completed. Due to the exceptional circumstance this year it may have been acceptable to not do this, but this decision should have been documented. She therefore recommended that a provision be added to the standing orders to cover these exceptional circumstances but adhering to all limits and procedures.

Cllr Rusby passed on her thanks to the Town Clerk and the Finance Officer for all their hard work.

Moved by Cllr Rusby, Seconded by Cllr Millner and **RESOLVED** that the Interim Internal Auditors report by Y.I.A.S be approved.

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

Signed by.....Town Mayor 15th February 2021

8.2 To approve the updated financial regulations point 6.7.

The Town Clerk reported that the internal auditor had recommended that the approved resolution for orders for payments made in between meetings 2020/21 be added to the financial regulations.

Moved by Cllr Barraclough, Seconded by Cllr Trotman and **RESOLVED** that **6.7** Orders for payments maybe authorised in between meetings by way of email resolution for the financial year 2020/21 via one third of the Council and to be added to the standing orders.

2020/114 9. REPORT ON THE PARAMOUNT.

Cllr Cutts reported that the furlough of staff is expected to last until approximately April 2021 and the opening hours will be dependent on the films that are released at the current time but the Paramount Manager is focused on opening as soon as possible.

Cllr Cutts reported that the £89,444 Cultural Recovery Fund - BFI grant is to cover losses on the business until the end of March 2021 and the first instalment is to be paid shortly. Additional funding is yet to be confirmed for the period April to June 2021 from BFI.

The Council **NOTED** receipt of the verbal report from Cllr Cutts.

2020/115 12. Councillor's Items

12.1 To discuss vandalism in the Market barn – Cllr A. Millner.

Cllr Millner reported that this had initially been discussed under public participation. He advised that the Police had received reports in the matter and are to feedback to him when they have spoken to the children in question.

He passed on his thanks to the CCTV Market team and to the member of the public that had initiated the Facebook posts.

He reported that the Police are keen to take the matter forward and that they have advised to keep on reporting any untoward activity through 101.

Cllr Bradbury noted that the two Police Officers currently in the Penistone area are a great asset.

Cllr Rusby reported that the anti-social behaviour will continue until the Market Barn is made secure. This will involve a cost financially and Police time. She noted that the building is not fit for purpose and needs to be made secure.

Signed by.....Town Mayor 15th February 2021

Cllr Cutts advised that the building needs to be made waterproof.

Cllr Unsworth reported that anti-social behaviour is a national problem due to young people's education being disrupted and there are wider issues in this matter.

2020/116 10. REPORT ON COMMUNITY CENTRE

10.1 To consider the deferral of the contract with J Mahoney Architects Ltd.

The Clerk advised the Council that 7 days written notice are required to defer the contract between Penistone Town Council and the architect stating the reason for deferral.

Moved by Cllr Unsworth, Seconded by Cllr Trotman and **RESOLVED** that a letter be sent to J. Mahoney Architects Ltd, giving 7 days' notice to defer the contract for 6 months due to unconfirmed income and capital availability.

Cllr Bradbury noted that the minutes had not indicated her query in regards to the ear-marked reserves held in the accounts for the planned extension on the 21st December 2020. She questioned if there were ear-marked reserves for the extension as to why was the extension not going ahead.

The Clerk reported that at the current time there was insufficient confirmed income for the financial year 2021/2022 and that at the current time there were insufficient reserves to allow for any contingency funds towards the project until trading has been ascertained.

Cllr A. Millner reported that the Council would need to be prudent in the forth-coming financial year.

The Clerk reported that the Country market has been canceled and all other users due to lockdown restrictions.

The caretakers on furlough and all PTC Office staff are all working mostly from home providing a skeleton service to the community to ensure operations are maintained.

The view point sign has been vandalised and the caretakers have removed the sign and will visit this week to repair and reattach if possible.

The Clerk advised that she had instructed Hollinsend Fire to proceed with the installation which was due to be implemented from Wednesday 20th January 2021.

She informed the Council that one quotation for the boiler installation had been received and that she had instructed 4 contractors to attend but no further quotations have been received. She stated that she was currently researching further contractors but due to this being commercial proving problematic.

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The Clerk requested Council to send in any details they may have for commercial suppliers.

2020/117 11. Clerk's items.

11.1 To consider the security incident log 17th December 2020.

The Clerk reported that she had been informed by a member of the Council of a possible breach of data security. After conducting an investigation of the facts she had found that there was a low risk and no breach to be reported. The incident had been logged as per the security incident policy.

Moved by Cllr Rusby, Seconded by Cllr Perkins and **RESOLVED** that the security incident log be approved and accepted.

2020/118 13. DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING

It was agreed that the next ordinary meeting should be on Monday 15th February 2021 at 7.00pm.

Signed by..... Town Mayor 15th February 2021