

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held remotely on
Monday 15th February 2021 at 7.00 p.m.

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

Also present

T. Ball – Town Clerk

One member from the press was also present.

To receive a presentation from Catherine Ravensdale, Student Health Visitor Barnsley Public Health Nursing Team

Catherine presented her power point display to the Council to discuss the potential of a community project in conjunction with the Council for 0 – 19 year olds within the Penistone Town Council area.

The Town Council made a number of suggestions in the matter and it was **RESOLVED** that comments from members are to be fed through the Chair of Development and Regeneration Committee, Cllr Kimberley in conjunction with the Clerk and Catherine. Once this has been collated a meeting is to be arranged.

The council **NOTED** her report and thanked her for attending.

2020/124 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllr Hinchliff with reasons for absence approved.

Moved by Cllr Rusby, Seconded by Cllr Cutts and **RESOLVED** the Cllr Hinchliff's reasons for absence be approved until he may access meetings in relation to current COVID restrictions.

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

Signed by.....Town Mayor 22nd March 2021

2020/125 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.

2020/126 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 7.7, 8.6 and 10.1 and to be moved after agenda item 12.1.

2020/127 4. APPROVAL OF MINUTES

The Minutes of the following meetings were submitted for approval:

4.1 The Town Council meeting held on 18th January 2021.

Moved by Cllr G Millner, Seconded by Cllr Barraclough and **RESOLVED** they were a true record.

4.2 The Planning Committee held on 18th January 2021.

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

4.3 Precept meeting 25th January 2021.

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

2020/128 5. REPORTS FROM ELECTED MEMBERS OF BARNESLEY M.B.C.

There were no members present from B.M.B.C

Signed by.....Town Mayor 22nd March 2021

Cllr A Millner reported that police officers had not been successful in identifying the culprits that had smashed the bottles in the Market Barn over the Christmas period, and that they were looking to close the incident.

He advised that he had also reported to the Markets Officer the recent matter of a smashed pane within the Market Barn.

2020/129 6. CORRESPONDENCE

The following items of correspondence were received and noted:

6.1 YLCA - Open letter from Cllr Sue Baxter – NALC – sent via Email – 12/01/21

6.2 B.M.B.C Communications - Barnsley COVID-19 workshops – sent via Email 18/01/21

6.3 YLCA - White Rose Update – sent via Email – 25/01/21

6.4 YLCA - The Right to Regenerate – sent via Email – 25/01/21

6.5 Penistone Area Team - Covid 19 Support – sent via Email – 08/02/21

2020/130 7. APPROVAL OF EXPENDITURE ITEMS

7.1 Retrospective General Account

£10,380.72

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

7.2 Paramount Account

£14,432.83

Payments to be made -:

PTC **£16,029.19**

Paramount **£530.00**

The Clerk is to check the lease from B.M.B.C under the clause for repairs and to report back to the Council the liabilities in this matter.

Moved by Cllr Cutts, Seconded by Cllr Unsworth and **RESOLVED** the above accounts be approved and noted.

Signed by.....Town Mayor 22nd March 2021

7.3 Retrospective credit card transactions – PTC **£228.78**

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

7.4 Retrospective petty cash – PTC - **£91.52**

Moved by Cllr Millner, Seconded by Cllr Unsworth and **RESOLVED** the retrospective petty cash transactions be approved and noted.

7.5 Bank reconciliation for the month ending 31st January 2021

Moved by Cllr Wood, Seconded by Cllr Rusby and **RESOLVED** the bank reconciliation be approved and noted.

The clerk circulated prior to the meeting a request to transfer funds from the Paramount bank account back to the Town Council account that had been used to assist with cashflow.

Moved by Cllr Wood, Seconded by Cllr Rusby and **RESOLVED** the transfer from the Paramount bank account back into the Town Council's account of £54,575 be approved.

7.6 Review of the management accounts for the month ending 31st January 2021.

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

2020/131 8. FINANCIAL MATTERS AND GOVERNANCE

8.1 To approve the standing orders 2021/2022 and remote meetings addendum.

Moved by Cllr Bradbury, Seconded by Cllr Rusby and **RESOLVED** that the standing orders and remote meeting addendum be approved and adopted for 2021/2022.

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

8.2 To approve the amended financial regulations 2021/2022.

The updated financial regulations with amendments made were circulated prior to the meeting.

Signed by.....Town Mayor 22nd March 2021

Moved by Cllr Chadburn, Seconded by Cllr Wood and **RESOLVED** that the updated financial regulations with amendments be adopted for 2021/2022.

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

8.3 To approve the updated financial risk assessment and risk management document 2021/2022.

The updated financial risk assessment and financial risk management document were circulated prior to the meeting.

Moved by Cllr Barraclough, Seconded by Cllr Cutts and **RESOLVED** that the updated financial risk assessment and new risk management document be adopted for 2021/2022.

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

8.4 To approve the annual list of direct debits and standing orders.

The annual list of direct debits and standing orders was circulated prior to the meeting.

Moved by Cllr Wood, Seconded by Cllr Rusby and **RESOLVED** that the annual list of standing orders and direct debits be approved for 2021/2022.

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

8.5 To discuss the annual Town Clock service.

The Clerk reported to the Council that she had been approached by Smiths of Derby to pay for the annual service of the Town Clock at St Johns Church.

The Clerk advised the Council that the Town Council have the powers to maintain clocks but do not have the powers for expenditure in relation to Churches.

This has been a long standing agreement between the Town Council and Smiths of Derby for a number of years. The Clerk had advised Smiths of Derby that they do not have any legal obligation for the maintenance.

Moved by Cllr Unsworth, Seconded by Cllr Bradbury and is was **RESOLVED** that the Clerk is to contact the internal auditor for clarification as to whether the clock is classed as a Town Clock, and to report back to next Full Council meeting.

2020/132 9. REPORT ON THE PARAMOUNT.

The report from the Paramount manager was circulated prior to the meeting.

Signed by.....Town Mayor 22nd March 2021

Cllr Cutts reported that the Cinema is currently waiting to re-open as per government guidance.

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

2020/133 10. TO RECEIVE A REPORT ON THE COMMUNITY CENTRE

The Clerk reported that the fire alarm had now been fitted and was currently in the process of waiting for the monitoring system to be set.

She advised that there has been a leak for nearly 12 months in the community Centre from the roof and a builder has given a visual inspection and is to return as soon as possible as it is believed to be loose roof tiles. The Caretakers are currently liaising with the builder to return as soon as possible.

2020/134 11. CLERKS ITEMS

11.1 To consider the distribution of YLCA website access to Councillors.

The Clerk reported that the new log details had been sent to the YLCA representative Cllr Unsworth and enquired as to the policy in regards to sending out the log on details to all Councillors.

Moved by Cllr Chadburn, Seconded by Cllr Wood and **RESOLVED** that the YLCA login details be sent out to all Councillors.

2020/135 12. COUNCILLOR'S ITEMS

12.1 To discuss the protocol and policy for committees.

Cllr Kimberley reported to the Council that a more structured approach is required for committees and sub committees to assist with our application for the Local Council Award Scheme.

Cllr Unsworth reported that only the Full Council can define delegation to committees.

Cllr G. Millner suggested that a structure be created on how the Chairs and Vice Chairs deal with enquires.

Signed by.....Town Mayor 22nd March 2021

The Clerk reported that Cllr Unsworth was correct in that delegation to committees needs to be from Full Council and that we are trying to establish a structured system that will assist with a variety of situations, for example absences of staff if they occur to ensure the smooth operations of the Paramount and the Community Centre. This will also assist with reporting of enquiries.

It was **RESOLVED** that a working group is to be established with Council members, Cllr A. Millner, Barraclough, Kimberley and Unsworth in conjunction with the Clerk and a report is to be created on the requirements for the Local Council Scheme and proposed structures. This is to be reported back to Full Council.

2020/136 13. DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING

It was agreed that the next ordinary meeting should be held on Monday 22nd March 2021 at 7.00pm.

2020/137 7. APPROVAL OF EXPENDITURE ITEMS

7.7 To approve staff holiday accruals 2020/2021

The Clerk reported that the staff holiday accruals had been paid for furloughed staff as this was a legal requirement.

The Clerk reported that it had been an informal policy that staff at the paramount are paid untaken annual leave at the year-end. The Paramount manager has accrued holiday and as hasn't been furloughed the Clerk requested the authority to make payments for his untaken annual leave.

The Clerk advised that a policy is to be adopted in relation to annual leave for 2021/2022.

Moved Cllr Barraclough, Seconded Cllr Wood and it was **RESOLVED** that furloughed staff holiday pay be approved and that the Paramount manager's accrued annual leave not taken be paid for 2020/2021. An annual leave policy is also to be draft for consideration at Full Council.

2020/138 8. FINANCIAL MATTERS AND GOVERNANCE

8.8 To consider a financial request for assistance from The Archive Project.

Cllr Unsworth noted that the application was for insurance and this could possibly be a recurrent expenditure item.

Cllr Rusby reported that this was an everyday running cost.

Signed by.....Town Mayor 22nd March 2021

The Clerk is to contact The Archive Project and advise them that the application has been declined.

2020/139 10. TO RECEIVE A REPORT ON THE COMMUNITY CENTRE

10.1 To consider renewal of the existing asbestos survey.

The Clerk reported that the survey needs to be updated with possible sample testing to be completed.

The Clerk is to obtain quotes and use the emergency powers as per the standing orders to employ a contractor for the survey to be carried.

Signed by.....Town Mayor 22nd March 2021