

Penistone Town Council

Minutes of the Ordinary Town Council Co-Option Meeting held at St John's Community Centre, Church Street, Penistone on Wednesday 7th July 2021 at 7.00 p.m.

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

Also present

T. Ball – Town Clerk

Three members of the public were present.

2021/17 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllr Chadburn, Kimberley, Walker and Wood with reasons for absence approved.

2021/18 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.

2.1 In accordance with Section 31 of the Localism Act 2011 members to declare any disposable pecuniary interests in items on this agenda.

Cllr Perkins and Cllr A. Millner declared a personal interest in item 4 but were to remain in the voting process.

2.2 The Town Clerk to report any written dispensations in respect of items on this agenda.

The Clerk reported that there were none.

It was **NOTED** and **RECORDED** the personal interest as declared.

2021/19 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

The discussion of the merits of each of the candidates under agenda item 4 were excluded from the press and public.

2021/20 4. TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF TOWN COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY FOR THE CUBLEY AND SPRINGVALE WARD.

There were three applications received for the co-option of a candidate for the Cubley and Springvale Ward.

Moved by Cllr Trotman, Seconded by Cllr Cutts and **RESOLVED** that the three applicants be accepted for the co-option process.

All three candidates gave a 5 minute presentation to the Council with no questions asked of the candidates.

The three candidates decided to remain out of the room for the voting process.

The voting process took place with an 'absolute majority' received for the candidate Helen Hayton.

The candidates returned to the room where the Council passed on their thanks to the individuals and the new co-optee Helen Hayton took her seat on the Council.

2021/21 5. TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE FROM CO-OPTION.

Cllr Helen Hayton duly signed her declaration of acceptance of office in the presence of the Town Clerk.

2021/22 6. TO APPOINT THE CO-OPTED MEMBER ONTO THE LEISURE, AMENITIES & TOWN SERVICES COMMITTEE.

The Town Mayor asked Cllr Hayton if she would be happy to sit on the committee.

Cllr Rusby advised on the governance of the committee structures.

Moved by Cllr Cutts, Seconded by Cllr G.Millner and **RESOLVED** that Cllr Helen Hayton be appointed onto the Leisure, Amenities and Town Services Committee.

The Town Clerk suggested that one of the Councillors to act as a mentor for the new

Councillor.

It was agreed that Cllr G.Millner is to act as a mentor.

2021/23 7.TO APPROVE THE ASSISTANT TO THE CLERK JOB DESCRIPTION, PERSON SPECIFICATION AND ADVERT.

Moved by Cllr Barraclough, Seconded by Cllr Shiggins and **RESOLVED** that the Assistant to the Clerk job description, person specification and advert be approved.

2021/24 8. TO CONFIRM THE SHORT LISTING AND RECRUITMENT PANEL FOR THE ASSISTANT TO THE CLERK VACANCY.

The Clerk advised that a short listing and recruitment panel be approved for the next stage of the recruitment. She requested to be in attendance for the interview panel as part of the recruitment process.

Cllr Rusby noted that she had sat on a number of interview panels and that no staff members were in attendance.

Cllr Unsworth noted that the Clerk should be in attendance as part of the questioning process for the candidates.

Moved by Cllr Barraclough, Seconded by Cllr Shiggins and **RESOLVED** that Cllr's Cutts, G.Millner, Perkins and Unsworth to be on the short listing panel.

Moved by Cllr Barraclough, Seconded by Cllr Trotman and **RESOLVED** that Cllr's Cutts, G. Millner, Perkins and Unsworth to be on the interview panel with the Town Clerk in attendance to ask questions.

Signed by.....Town Mayor 19th July 2021