

PENISTONE TOWN COUNCIL

Minutes of the Extra Ordinary Town Council Meeting held at the Council Chamber, Town Hall, Shrewsbury Road, Penistone on **Friday 8th April 2022 at 7.00 p.m.**

Present: Councillors Barraclough, Hayton, Perkins, Shiggins, Unsworth, Walker and Wood.

Also present

E. Miller – Assistant to the Clerk

There were no members of the public present.

In the absence of the Town Mayor Cllr A. Millner it was moved by Cllr Walker, seconded by Cllr Wood and **RESOLVED** that the Chair should be taken by Cllr Shiggins.

2022/01 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllrs Cutts, Kimberley, A. Millner, G. Miller and Town Clerk Ms. T. Ball with reasons for absence approved.

2022/02 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.

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.

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

The Assistant to the Clerk reported that there were none.

2022/03 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS)

Moved by Cllr Wood, Seconded by Cllr Walker and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 the press and public be excluded from



the meeting due to the confidential nature of the proceedings.

2022/04 TO APPROVE RECRUITMENT OF THE FINANCE OFFICER

4.1 Cllr Shiggins reported that the Finance Officer of PTC had formally submitted her resignation and this had been accepted at the HR meeting held on Monday 4.4.2022. He further stated that he has written to the Finance Officer to thank her for her years of outstanding service to the PTC and the people of Penistone and recommended that the Council should formally acknowledge this.

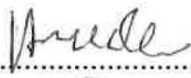
4.2 The Terms of Reference, Job Description and Job Advertisement for the new Finance Officer are being drafted by the Town Clerk and will be circulated to the full Council before the next meeting of the HR Committee on 13.4.2022. Cllr Shiggins reported that he will make enquiries with BMBC recruitment services and will also approach the NALC with regard to placing of the advertisement.

4.3 As a possible interim solution to staff shortages Cllr Shiggins is making enquiries from staffing agencies and will submit costs and further information to the next full Council meeting. He further assured the Council that the Town Clerk is fully experienced in Town Council finances.

Moved by Cllr Barraclough and seconded by Cllr Wood it was **RESOLVED** that recruitment of a new Finance Officer will proceed accordingly.

2022/05 TO CONSIDER THE AUTHORISATION OF THE CLERK'S AND ASSISTANT TO THE CLERK'S ADDITIONAL WORKING HOURS

Moved by Cllr Wood and seconded by Cllr Walker it was **RESOLVED** that the Town Clerk and the Assistant to the Clerk shall be paid for any additional hours worked until further notice.

Signed by..........Town Mayor 25th April 2022

