

# Penistone Town Council

## Minutes of the meeting of the Finance and HR Committee held in the Bar Room, St John's Community Centre on Thursday 10 November 2022 at 7.00pm

**PRESENT** Councillor M. Barraclough in the Chair, Cllr A. Millner, Cllr G. Millner, Cllr N. Perkins, Cllr D. Walker and Cllr J Unsworth in attendance.

N Bailey – Town Clerk  
A Fleetwood – Finance Officer

### **COMMITTEE MEMBERSHIP**

Cllr A. Kimberley (Chair), Cllr M Barraclough (Vice Chair), Cllr W. Chadburn, Cllr J. Cutts, Cllr A Millner, Cllr N. Perkins, Cllr D. Walker, Cllr J. Unsworth

There were no members of the public in attendance.

### **FHR 2022/23 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs J. Cutts and A. Kimberley.

### **FHR 2022/24 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS**

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

It was **NOTED** and **RECORDED** that there were no declarations of interest.

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

The Town Clerk reported that there were none.

### **FHR 2022/25 3. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMSSIONS TO MEETINGS ACT 1960) S. 1 (2)**

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

As there were no members of the public and press present there were no items to be excluded.

### **FHR 2022/26 4. TO DISCUSS STAFFING AND ORGANISATIONAL STRUCTURE**

4.1 The Town Clerk reported that the Paramount Manager had requested a policy that double time should be paid to both staff working on Bank Holidays and substitute Bank Holidays over the Christmas and New Year holiday period.

Moved by Cllr M. Barraclough, Seconded by Cllr A. Milner and **RESOLVED** that such a policy be adopted *providing that* such payments are regarded as discretionary on the part of the Council. These ex-gratia payments will only be given for Saturday and Sunday shifts occurring on 25<sup>th</sup> December, 26<sup>th</sup> December or 1<sup>st</sup> January. No contractual changes are required.

4.2 The Town Clerk reported that he had conducted a salary review and concluded that Elaine Miller, Assistant to the Town Clerk, should receive a salary increase from NALC Band LC1 13-17 to Band LC2 18-23.

Moved by Cllr M. Barraclough, Seconded by Cllr A. Milner and **RESOLVED** that E. Miller's pay rate should be increased accordingly.

4.3 The Town Clerk reported that he had received a communication from NALC stating that the LGA had notified them that an agreement on new pay scales for 2022-23 had been reached and these should be implemented from 1 April 2022.

It was proposed to adopt these pay scales and make backdated payments where applicable.

Moved by Cllr M. Barraclough, Seconded by Cllr A. Milner and **RESOLVED** that the new pay scales be adopted.

4.4 The Town Clerk reported that a communication had been received from a previous employee, Tara Ball, requesting back payment of the new agreed pay scales.

Moved by Cllr M. Barraclough, Seconded by Cllr A. Milner and **RESOLVED** that the back payment be implemented.

4.5 The Town Clerk to refer to Mayor Shiggins regarding future work plans for the Amanda Hart, formerly the Interim Town Clerk.

## **FHR 2022/27 5. TO REVIEW MANAGEMENT REPORTS**

The Finance Officer presented the October Financial Summary to the Cllrs. The Cllrs noted their appreciation for the extra detail and new format of the Financial Summary.

## **FHR 2022/28 6. TO DISCUSS PROGRESS ON THE PROJECT / WORKS EXTENSION AND BOILER INCLUDING REMOVAL OF BUILDING**

Cllr M Barraclough gave an update on the current situation. A quotation is now to be obtained for a consultant engineer and the architect is to clarify a query with BMBC Planning regarding conditions attached to the original planning consent.

It was agreed that the old container should not be removed until the building works begin.

## **FHR 2022/29 7. TO DISCUSS ANNUAL WATER TESTING AT COUNCIL PREMISES**

It was agreed that this should be done but that the Town Clerk should seek guidance from Cllr A. Kimberley

## **FHR 2022/30 8. TO DISCUSS STAFF APPRAISALS (PTC AND PARAMOUNT)**

It was agreed to hold staff appraisals in 2023 to allow the newly appointed Clerk the time to understand staff roles and responsibilities.

The Town Clerk to research training and CPD for his role and action accordingly.

**FHR 2022/31 9. TO DISCUSS RENEWAL OF UTILITY CONTRACTS**

It was reported that a summary of the PTC electricity cost increases had been sent to all Cllrs and had been approved to sign a new 1-year fixed contract for the Community Centre.

**FHR 2022/32 10. ANY OTHER BUSINESS**

10.1 The Clerk requested funds to provide a number of additional warmer bags to the community due to the successful take up of the first batch. To be raised as an agenda item at the next OTC meeting.

10.2 A discussion on the Community Centre hire charges took place with Cllrs agreeing that the charges should be reviewed as part of the building extension program.

10.3 An upgrade to the Assistant to the Clerk’s PC was requested with a quotation of £774.

Moved by Cllr A. Milner, Seconded by Cllr M. Barraclough and **RESOLVED** that the PC be upgraded.

10.4 A discussion on hanging baskets took place, Cllrs requested the Clerk to progress with sponsorship for 2023. The issue of the large planters owned by PTC to be brought to the OTC.

Moved by Cllr. A. Millner, Seconded by Cllr. M. Barraclough and **RESOLVED** accordingly.

Signed.....Chair, 28<sup>th</sup> November 2022