

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 12 January 2023 at 7.00pm

PRESENT Councillor A.Kimberley (Chair), Cllr A. Millner, Cllr G. Millner, Cllr D. Walker, Cllr M.Barraclough, Cllr J.Cutts, Cllr W.Chadbourne Cllr R.Pearson.

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 2022/33 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J. Unsworth, N.Perkins and N.Shiggins.

FHR 2022/34 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.

HR 2022/35 3. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSIONS 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 2022/36 4 To discuss sick pay/contracts Penistone Paramount staff

Cllr D.Walker stated that any sick payments made should follow what has been signed /agreed to in the individual employees contract.

HR 2022/37 5 To discuss disciplinary policy (existing policy circulated)

Cllr A. Kimberley to meet with the Clerk to discuss changes in law and adjust policies to ensure that they reflect this.

FHR 2022/38 6 To discuss outstanding policies

Cllr A. Kimberley to meet with the Clerk and discuss any updates to be made to policy documents to ensure they are compliant with new laws. The Clerk to share changes with relevant staff when completed.

FHR 2022/39 7 To discuss progress on the project/works extension and boiler

Cllr M.Barraclough suggested the best way forward was to look at a final design and get costings and go out to tender with a phased approach to the works,

Cllr M.Barraclough shared the current plans with those in attendance. The plan is to work closely with the architect to maintain the initial planned façade externally to remove the need for resubmitting any new planning applications which will be so we can make progress with some elements of the works. The boiler location continues to pose some issues.

FHR 2022/40 8 To discuss December finance report

The Clerk and Finance Officer presented the December Financial Summary to the Cllrs.

During discussions it was requested that we could have an independent stock taker to verify monthly or annual stock counts at the Paramount. Cllr R.Pearson and the Clerk are to find a person to undertake this. Discussions also took place regarding Internal stock counts which may be just as beneficial for upskilling staff and raising the profile of its importance. Cllr M.Barraclough proposed and Cllr A.Milner Seconded this.

FHR 2022/41 9 To discuss Budget – (no paperwork, this will be done dynamically (live) using the laptop and therefore will be changing as questions are asked and posed.)

The Clerk and Finance Officer presented the Budget 2023/24 to the Cllrs.

FHR 2022/42 10 To discuss the Precept -- (no paperwork, as above.)

The Clerk and Finance Officer presented the Precept 2023/24 to the Cllrs.

Cllr M.Barraclough proposed and Cllr A.Milner Seconded this.

The Precept to be discussed and accepted at the OTC meeting on 23rd Jan 23.

FHR 2022/43 11 Any other business

11.1 The Clerk discussed reintroducing Paramount Staff complementary tickets. It was agreed by the Cllrs present that this was not a financially viable option at the moment but agreed it had some merit in regard to staff good-will. This will be discussed again in May 2023.

11.2 The Clerk detailed the discussions about the Community Centre doors and the planned works, Cllr M.Barraclough suggested this needed to be incorporated into the building project where possible but also agreed a prioritised planned set of works to be followed up. The Clerk to share the document once submitted.

11.3 The Clerk to share the legionella report with the PTC. He also reported that one of the caretakers was now trained in all testing procedures.

11.4 The Clerk raised the issue around Bank Holidays and annual holiday payments for PTC staff. It was agreed that Cllr A.Kimberly would discuss further with the Clerk.

11.5 Archiving of PTC documents continues with an end date of March 23. The latest retention policy for documents is being followed. Any documents no longer required under this policy will be professionally disposed of once the archiving process is completed.

11.6 The Clerk raised the issue of storage within the Community Centre and the excessive space being used for storage by various groups using the community centre without any hire agreement. It was requested that all cupboards are labelled and that a request is sent to all Community Centre users with storage facilities to reduce the amount of storage space they take up.

Next meeting for F & HR – 7pm St Johns Community Centre Bar room 9.3.23

Signed.....Chair, Ordinary Town Council meeting 23rd January 2023

