

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 16 March 2023 at 7.00pm

PRESENT Cllr A. Millner, Cllr D. Walker, Cllr M. Barraclough (Vice Chair), Cllr J. Cutts, Cllr R. Pearson. Cllr N. Perkins and Cllr N. Shiggins.

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 2022/44 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A. Kimberley, J. Unsworth, W. Chadburn.

FHR 2022/45 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 2022/46 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 2022/47 4 To discuss sick pay options - Penistone Paramount

The Clerk explained the current situation regarding sick pay entitlements where there were differing sick pay conditions for people undertaking the same role. It was agreed that sick pay entitlements should be per role and not per person and that all contracts were to be reviewed and amended where necessary.

Cllr M.Barracough proposed and Cllr J.Cutts Seconded this.

FHR 2022/48 5 To discuss the review and standardisation of all contracts for Penistone Paramount, including holiday pay entitlement

The Clerk to undertake a review of all contracts and ensure standardisation per role.

HR 2022/49 6 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 2022/50 7 Review of the pay uplift of Paramount staff in terms of the non-budgeted differentials that have transpired since the last agreed discussions. From OTC 9.5.

The Clerk presented 3 pay award options for the Paramount staff and Option 2 was chosen.

Cllr M. Barracough proposed and Cllr A. Millner Seconded this.

FHR 2022/51 8 To discuss February Exec Summary finance report.

The Finance Officer presented the February Financial Summary to the Cllrs.

FHR 2022/52 9 Internal control checklist check – (Share the checklist, nominate a designated person to physically check this quarterly)

The Clerk and Finance Officer presented an Internal Control checklist to the Cllrs., which had been recommended by NALC (National Association of Local Councils), to be checked and verified by a councillor on a regular basis. It was proposed that the Chair of the Finance and HR Committee take on this task on a quarterly basis.

Cllr N. Shiggins proposed and Cllr M. Barracough Seconded this.

FHR 2022/53 10 To discuss options around the legacy retirement costs Paramount.

The Cllrs requested the Clerk and Finance Officer to investigate these costs and report back. It was proposed to contact BMBC HR department.

FHR 2022/54 11 To discuss new annual tree lighting options.

The Clerk and Finance Officer presented several options for improved Christmas lighting. It was agreed to replace the old Icicle lights with new Clusterline lights and use any of the old Icicle lights which were still in decent condition in different parts of the town.

Reduced Use of the small Christmas trees was to be investigated centrally in light particularly around the safety of the ageing fixings/brackets. Clerk to investigate tree light options.

Cllr N. Shiggins proposed and Cllr J. Cutts Seconded this.

FHR 2022/54 12 Any other business

12.1 The Clerk reported the further vandalism to the Public toilets and showed the quote received for the repairs, £4320.00. The Clerk is to update the PTC Facebook regarding the vandalism and proceed with the repairs.

Cllr N. Shiggins proposed and Cllr A. Millner Seconded this.

12.2 The Clerk updated the Cllrs on a grievance meeting held with a member of staff.

12.3 The Clerk discussed the expenditure on the Royal Garden Party in May which is being attended by the Mayor and his Consort, who were chosen by the other Cllrs to attend and represent PTC and its constituents. The Cllrs agreed that the expenditure should be covered by increasing the Mayoral allowance on this occasion and moving budgeted funds from civic hospitality.

Cllr M. Barraclough proposed and Cllr J. Cutts Seconded this.

Next meeting for F&HR Committee – TBA

Signed.....

Chair, Ordinary Town Council meeting 27th March 2023

