**Penistone Town Council**

Minutes of the Annual Meeting of the Town Council, held in the Council Chamber, Town Hall, Shrewsbury Road, Penistone on

Monday 22nd May 2023 at 7.00 p.m.

**Present: Town Mayor Neville Shiggins (Chair), Cllr R. Blackshaw, Cllr W. Chadburn, Cllr L. Cork, Cllr L. Crisp, Cllr J. Cutts, Cllr C. Dodson, Cllr D. Greenhough, Cllr A. Kimberley, Cllr H. Kitching, Cllr J. Kitching, Cllr M. Lowe-Flello, Cllr F. Nixon, Cllr N. Perkins, Cllr D. Walker**

Also present

N. Bailey Town Clerk

E. Miller Assistant Town Clerk

There were five members of the public present.

Before the official start of the meeting Mayor Shiggins asked those present to observe a minute of silence to mark the recent passing of former PTC Councillor and Mayor Nora Collett.

**2023/1 1. To ELECT THE TOWN MAYOR FOR THE MUNICIPAL YEAR 2023/2024 AND TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE.**

Cllr Mandy Lowe-Flello was proposed by Cllr H. Kitching, seconded by Cllr D. Greenhough and thereafter was unanimously elected as Town Mayor for the municipal year 2023/2024. The declaration of acceptance of office was duly signed.

**2023/2 2. TO ELECT THE DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2023/2024 AND TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Jonathan Cutts was proposed by Cllr H. Kitching, seconded by Cllr A. Kimberley and thereafter was unanimously elected as Deputy Town Mayor for the municipal year 2023/2024. The declaration of acceptance of office was duly signed.

**2023/3 3. TO RESOLVE THAT ANY COUNCILLOR THAT HAS NOT SIGNED THE ACCEPTANCE OF OFFICE TO DO SO AT A LATER DATE AND TO AGREE THE RELEVANT DATE.**

The Town Clerk to make arrangements to meet the Councillor to sign the one outstanding declaration before the next OTC meeting.

**2023/4 4. TO RECEIVE ANY APOLOGIES AND REASONS FOR ABSENCE.**

4.1 Apologies were received from Cllr J. Palmer.

4.2 Reasons for absence were approved.

**2023/5 5. TO RECEIVE ANY DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS.**

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

In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

There were no declarations of interest.

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

The Town Clerk reported that there were no written dispensations.

**2023/6 6. EXCLUSION of the press and public – public bodies (Admission to Meetings Act) 1960.**

There were no items for the exclusion of public and press.

**2023/7 7. TO NOMINATE THE MAYOR-ELECT FOR THE MUNICIPAL YEAR 2023/2024.**

Moved by Cllr H. Kitching, Seconded by Cllr D. Walker and **RESOLVED** that the nomination of the Mayor-Elect be deferred to the OTC in November 2023.

**2023/8 8. TO REVIEW STANDING ORDERS INCLUDING COMMITTEE ARRANGEMENTS.**

Moved by Cllr A. Kimberley, Seconded by Cllr H. Kitching and **RESOLVED** that the Council shall remove the requirement for Councillors to stand when addressing the Chair and/or meeting.

Moved by Cllr A. Kimberley, Seconded by Cllr H. Kitching and **RESOLVED** that the page numbers at the end of the Standing Orders be corrected.

Moved by Cllr H. Kitching, Seconded by Cllr W. Chadburn and **RESOLVED** that the Standing Orders be reviewed to replace any remaining references to “Chairman” with “Chair”.

Cllr H. Kitching raised a proposal with regard to restructuring of the Council’s standing committees as follows:

(i) That the Planning Committee should be dissolved and replaced with a standing item on the OTC agenda. The 3 BMBC Councillors now on the PTC Council to review any planning applications with the Town Clerk in advance of the OTC and decide which, if any, should be brought to the attention of the Council. Any individual Councillor shall also have the right to raise any planning application at the OTC.

Moved by Cllr H. Kitching, Seconded by Cllr A. Kimberley and **RESOLVED** that this proposal be adopted.

(ii) That the Leisure, Amenities and Town Services Committee be split into two separate Committees, namely Events and Leisure Committee and Assets and Amenities Committee. The Finance and Human Resources Committee to remain unchanged.

Moved by Cllr H. Kitching, Seconded by Cllr J. Cutts and **RESOLVED** that this proposal be adopted.

**2023/9 9. TO ELECT CHAIRS AND MEMBERS ONTO THE COUNCIL’S COMMITTEES FOR THE MUNICIPAL YEAR 2023/2024.**

9.1 To appoint Councillors to the Council’s committees as determined in agenda item 8.

Moved by Cllr H. Kitching, Seconded by Cllr A. Kimberley and **RESOLVED** that the Finance and Human Resources Committee be elected as follows:

9.1(i) Finance and Human Resources Committee – the following were elected to the Financial and Human Resources Committee for the municipal year 2023/2024. Cllr W. Chadburn, Cllr L. Crisp, Cllr J. Cutts, Cllr C. Dodson, Cllr A. Kimberley, Cllr J. Kitching, Cllr F. Nixon, Cllr J. Palmer, Cllr N. Perkins, Cllr D. Walker.

Moved by Cllr H. Kitching, Seconded by Cllr. J. Kitching and **RESOLVED** that the Assets and Amenities Committee be elected as follows:

9.1(ii) Assets and Amenities Committee – Cllr R. Blackshaw, Cllr W. Chadburn, Cllr L. Cork, Cllr J. Cutts, Cllr D. Greenhough, Cllr H. Kitching, Cllr. J. Kitching, Cllr M. Lowe-Flello (ex-officio), Cllr F. Nixon, Cllr D. Walker.

Moved by Cllr H. Kitching, Seconded by Cllr D. Greenhough and **RESOLVED** that the Events and Leisure Committee be elected as follows::

9.1(iii) Events and Leisure Committee – Cllr R. Blackshaw, Cllr L. Cork, Cllr L. Crisp, Cllr C. Dodson, Cllr D. Greenhough, Cllr A. Kimberley, Vllr H. Kitching, Cllr M. Lowe-Flello (ex-officio), Cllr J. Palmer, Cllr N. Perkins.

9.2 In accordance with Standing Order 4(d)(vi), to appoint Chairs and Vice Chairs to these committees.

9.2(i) Moved by Cllr H. Kitching, Seconded by Cllr J. Kitching and **RESOLVED** that Cllr J. Palmer be appointed Chair and Cllr A. Kimberley be appointed Vice-Chair of the Finance and Human Resources Committee.

9.2(ii) Moved by Cllr H. Kitching, Seconded by Cllr L. Cork and **RESOLVED** that Cllr J. Cutts be appointed Chair and Cllr D. Greenhough be appointed Vice-Chair of the Assets and Amenities Committee.

9.3 (iii) Moved by Cllr H. Kitching, Seconded by Cllr D. Greenhough and **RESOLVED** that Cllr L. Cork be appointed Chair and Cllr R. Blackshaw be appointed Vice-Chair of the Events and Leisure Committee.

**2023/10 10. TO AGREE REPRESENTATIVES TO THE FOLLOWING EXTERNAL BOARDS**

10.1 National Schools Trust – Moved by Cllr D. Walker, Seconded by Cllr J. Cutts that Cllr J. Cutts (existing representative) and Cllr F. Nixon be duly appointed.

10.2 Samuel Wordsworth Charity – Moved by Cllr H. Kitching, Seconded by Cllr J. Kitching and **RESOLVED** that Cllr L. Crisp be duly appointed.

10.3 Yorkshire Local Councils Association – Moved by Cllr H. Kitching, seconded by Cllr J. Cutts and **RESOLVED** that Cllr W. Chadburn be duly appointed.

10.4 Hoylandswaine Almshouse – Moved by Cllr D. Walker, Seconded by Cllr D. Greenhough and **RESOLVED** that Cllr H. Kitching and Cllr D. Walker (existing representative) be duly appointed.

10.5 Penistone Grammar School – Moved by Cllr H. Kitching, Seconded By Cllr D. Walker and **RESOLVED** that the following be duly appointed; *subject to* clarification from the PGS Foundation Trust Board that Penistone Town Council has the right to appoint PTC representatives to the Board. Cllr J. Cutts (existing representative), Cllr C. Dodson, Cllr D. Greenhough, Cllr H. Kitching, Cllr J. Palmer.

**2023/11 11. To confirm the minutes of the following meetings, (Circ. herewith) as a true and correct record.**

11.1 The Ordinary Town Council meeting held on 24th April 2023.

Moved by Cllr D. Walker, Seconded by Cllr N. Perkins and **RESOLVED** that they were a true record.

11.2 The Planning Committee meeting held on 24th April 2023.

Moved by Cllr D. Walker, Seconded by Cllr J. Cutts and **RESOLVED** that they were a true record.

**2023/12 12. TO RECEIVE A SUMMARY REPORT ON PTC OPERATIONS.**

The Town Clerk submitted a written summary to the Council.

**2022/13 13. To confirm the date and time of the next ordinary meeting.**

The Town Clerk asked the Council to bring the date of the next OTC meeting forward by one week due to staffing / annual leave bookings.

It was **AGREED** that the next full council meeting is to be held at 7.00 pm on Monday 19th June 2023.

Signed by.......................................................................................Chair 19th June 2023