

## **Penistone Town Council**

**Minutes of the meeting of the Finance and HR Committee held in the Resource Centre, St John's Community Centre on Monday 3<sup>rd</sup> July 2023 at 7.00pm**

### **PRESENT**

Cllr. Jon Palmer (Chair) Cllr. Anita Kimberley (Vice-Chair), Cllr. Lynne Crisp, Cllr. Jonathan Cutts, Cllr. Catherine Dodson, Cllr. Mandy Lowe-Flello (Town Mayor *ex-officio*), Cllr. Frances Nixon, Cllr. David Walker  
Nigel Bailey – Town Clerk  
Alison Fleetwood – Finance Officer

### **COMMITTEE MEMBERSHIP**

Cllr Jon Palmer (Chair), Cllr Anita Kimberley (Vice-Chair), Cllr Wayne Chadburn, Cllr Lynne Crisp, Cllr Jonathan Cutts, Cllr Catherine Dodson, Cllr James Kitching, Cllr Mandy Lowe-Flello (Town Mayor – *ex officio*), Cllr Frances Nixon, Cllr Nick Perkins, Cllr David Walker.

There were no members of the public in attendance.

### **FHR 2023/1 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. Wayne Chadburn and Nick Perkins. Councillors noted and accepted these apologies.

### **FHR 2023/2 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 2023/3 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 2023/4 4. Councillors to consider bank mandate signatories.**

The Clerk explained due to the changes in council we require new signatories for all bank accounts to continue the smooth running of Council business.

The following Councillors are to be added to the mandate. – Cllr Mandy Lowe-Flello, Cllr Jon Palmer, Cllr Frances Nixon.

Moved by Cllr. J. Cutts, Seconded by Cllr A. Kimberley and **RESOLVED** that these signatories be **RECOMMENDED** to full Council at the OTC meeting on 24.7.23.

#### **FHR 2023/5 5. Councillors to consider payment signatories.**

The Clerk explained as per our financial regulations at least three Councillors are required to authorise payment transactions.

All members of the committee present agreed that they would be available to be signatories of these transactions.

Moved by Cllr. J. Cutts, Seconded by Cllr A. Kimberley and **RESOLVED** that these signatories be **RECOMMENDED** to full Council at the OTC meeting on 24.7.23.

#### **HR 2023/6 6. Councillors to consider the internal control checklist.**

The Clerk suggested in line with previous F & HR meeting protocols that the new Chair of the F & HR will do a monthly interim control check using the provided checklist.

Moved by Cllr. A. Kimberley, Seconded by Cllr F. Nixon

#### **FHR 2023/7 7. Councillors to receive an update on the history of the modernisation programme for St. John's Community Centre.**

The Clerk shared a detailed history of how we came to where we are to date with development and modernisation of the centre.

Councillors agreed that a clear robust long-term plan for modernisation is required once the new Council has a stronger sense of the contextual understanding of the building, its needs and the requirements of users.

Moved by Cllr. J. Palmer, Seconded by Cllr. A. Kimberley and **RESOLVED** that this matter be referred to the agenda of the Assets & Amenities committee on 18.7.23 and subsequently to full Council.

#### **FHR 2023/8 8. Councillors to receive an update on research surrounding HR.**

The Clerk gave a verbal update on the research into alternative HR providers to enable a solid HR staffing infrastructure. The Clerk established that the current contractual usage of YLCA could be extended and explored using their unique skill set to deliver what is required at this time without additional costs.

Moved by Cllr. J. Cutts, Seconded by Cllr. A. Kimberley and **RESOLVED** that the Clerk should continue to access HR advice via YLCA.

**FHR 2023/9 9. For Councillors to consider the refurbishment of the Mayoral Regalia.**

The clerk updated the committee regarding the chains and shared the research and actions that had taken place. Quotations for alterations and refurbishments (including a new carrying case) are in excess of £10,000. It was agreed that the chains are comfortable to wear in their current form and are of excellent quality. Further to discussion the Councillors agreed that plans to spend over £10,000 on refurbishment and alterations to the chains should be abandoned and they will continue to be worn as they are. Further to this, the mayors from 22/23 onwards to be commemorated on the Mayoral Commemoration Board currently in the SJCC building. The Mayoral Commemoration Board to be relocated to the PTC Council Chamber in the Town Hall where it can be incorporated into official photographs for future mayors.

Proposed by Cllr. A. Kimberley, Seconded by Cllr. Mandy Lowe-Flello and **RESOLVED** that this course of action be **RECOMMENDED** to full Council at the OTC meeting on 24.7.23.

**FHR 2023/10 10. To discuss Terms of Reference for F&HR Meetings.**

The Clerk updated the committee on the need for terms of reference and presented a standard term of reference template provided by YLCA. It was agreed that these are required.

Cllr Anita Kimberley said she thought we had these already in place.

It was agreed that these needed to be either located or new ones set up to incorporate the YLCA standardised information ready for September meetings.

**FHR 2023/11 11. Councillors to receive an update on June's Financial Results**

The Finance Officer updated the councillors on some key preliminary figures. It was accepted and noted by all councillors that due to the early nature of the meeting it wasn't possible to have figures to present to the committee. Future meetings have been set up to accommodate this.

**FHR 2023/12 12. For Councillors to consider the Internal Auditor Report FY 2022/23**

12.1 Staffing and recruitment appointments to be discussed at the F&HR meetings and any appointments to be noted and approved at the next full Council meeting.

Moved by Cllr. J. Palmer, Seconded Cllr. A. Kimberley and **RESOLVED** that this action be taken.

12.2 Governance Arrangements to be reviewed by the F&HR committee in the next six to nine months.

Moved by Cllr J. Palmer, Seconded Cllr. M. Lowe-Flello and **RESOLVED** that this action be taken.

12.3 Fidelity Guarantee coverage to be reviewed and proposed that insurance cover be put out to other brokers every two years for comparison purposes although this is a specialist area for some brokers.

Moved by Cllr. J. Palmer, Seconded by Cllr. A. Kimberley and **RESOLVED** that this action be taken.

The next meeting of the F&HR Committee will be held on Monday 11<sup>th</sup> September 2023.

Signed.....Town Mayor, Ordinary Town  
Council meeting 24th July 2023