

Penistone Town Council

Minutes of the meeting of the Finance and HR Committee held in the Bar Room, St John's Community Centre on Monday 11th September 2023 at 7.00pm

PRESENT

Cllr. Jon Palmer (Chair) Cllr. Anita Kimberley (Vice-Chair), Cllr. Lynne Crisp, Cllr. Jonathan Cutts, Cllr. Catherine Dodson, Cllr James Kitching, 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 2023/13 1. APOLOGIES FOR ABSENCE

Apologies and reasons for absence were received from Cllrs. Wayne Chadburn and Nick Perkins. Councillors noted and accepted both the apologies and the reasons given.

FHR 2023/14 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 2023/15 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 2023/16 4. Councillors to consider the draft terms of reference.

The Clerk shared the terms of reference and all Councillors agreed to the wording of the new F&HR Terms of reference.

Moved by Cllr. D. Walker, Seconded by Cllr A. Kimberley and **RESOLVED** that these Terms of reference be **RECOMMENDED** to full Council at the OTC meeting on 25.9.23.

FHR 2023/17 5. To discuss the planning of the budget and precept 24/25.

The Clerk suggested that to ensure robust financial budgeting for the next financial year 24/25 the Assets & Amenities and Events & Leisure committees should be asked to provide a financial plan for the forthcoming year including approximate costs and timings for events and expenditure.

The Committee discussed the matter and unanimously agreed that a budget of up to £3000 per event would be reasonable, with any budget in excess of this amount requiring prior approval from the F&HR Committee.

Moved by Cllr A. Kimberley, Seconded by Cllr James Kitching and **RESOLVED** that these decisions be **RECOMMENDED** to full Council at the OTC meeting on 25.9.23.

HR 2023/18 6. Review PTC reserves and Long term investments.

The Clerk wanted to bring to the attention of the new council the current PTC reserves and investments. The £100K earmarked investment bond (intended to fund the modernisation of St John's Community Centre) will mature in February 2024. For discussion at the next meeting.

FHR 2023/19 7. Councillors to review the internal control checklist.

Cllr Palmer, as the Chair, has agreed to review the internal control checklist on a regular basis and requested the form to be shared with all councillors. Meeting dates to be arranged with the FO and Clerk where relevant evidence for each control area can be produced, investigated, and signed off.

Moved by Cllr. J. Palmer, Seconded by Cllr. A. Kimberley and **RESOLVED** that such a checking procedure should be instigated.

FHR 2023/20 8. To consider the PTC staff award and pay scale increments.

The Clerk gave a verbal update on the current pending pay awards and pay scale advancement linked to annual appraisals for the Council office staff. Cllr Anita Kimberley explained that these are national pay awards and must be upheld once agreed by the National Joint Council. The scale increments will be brought to full Council as and when required by the Clerk.

FHR 2023/21 9. For Councillors to consider the August budget report.

The FO asked the chair if the detailed financial report presentation was required at this juncture, or to be delayed until the OTC.

It was agreed unanimously by all Councillors to be an agenda item at the next OTC meeting on 25th September 2023.

FHR 2023/22 10. Paramount cinema events analysis.

The FO presented a detailed events analysis for 2022/23/24, this data enables councillors to have a better understanding of the running costs of events and how they can implement effective targeted change to the business. Cllr. Jon Palmer thanked the FO for the detailed work that had gone into this. The Clerk reiterated these would continue to form part of the discussions in the monthly management meetings with the Paramount and PTC.

It was unanimously agreed by all Councillors to continue to produce this document monthly for future comparisons. Discussion took place around the possibility of creating a working party/sub-committee which would focus on the development of the Paramount Cinema.

Moved by Cllr. J. Palmer, Seconded by Cllr. A. Kimberley **RESOLVED** that the proposal to create a sub-committee should be **RECOMMENDED** to full Council at the OTC meeting on 25.9.23.

FHR 2023/23 The next meeting of the F&HR Committee will be held on Monday 13th November 2023.

Signed.....Town Mayor, Ordinary Town Council meeting 25th September
2023