

## Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 25<sup>th</sup> September 2023 at 7.00 p.m.

**Present: Mayor M. Lowe-Flelo in the Chair, Cllr. R. Blackshaw, Cllr. W. Chadburn, Cllr. L. Cork, Cllr. J. Cutts, Cllr. C. Dodson, Cllr. D. Greenhough, Cllr. A. Kimberley, Cllr J. Kitching, Cllr. F. Nixon, Cllr. J. Palmer, Cllr. N. Perkins, Cllr. D. Walker**

Also present

A. Fleetwood, Finance Officer  
E. Miller Assistant Town Clerk

There were three members of the public present. Mayor Lowe-Flelo invited them to speak in accordance with the Council's policy of inviting public participation before the meeting. Mr Jeremy Cutts, the Chair of Fairtrade in Penistone & Stocksbridge, thanked the Council for its support for the organisation; and reported that Penistone's status as a Fairtrade town has been renewed.

### **2023/40 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE**

Apologies from Cllrs. L. Crisp and H. Kitching were **NOTED**. Reasons for absence were unanimously **APPROVED**.

### **2023/41 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.

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

Cllr. A. Kimberley ddeclared her personal interest in agenda item 8.2.

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

The Assistant Clerk reported that there were no written dispensations.

**2023/42 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960.**

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

**2023/43 4. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD**

4.1 The Ordinary Town Council Meeting held on 24<sup>th</sup> July 2023.

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

4.2 The Finance & HR Committee Meeting held on 11<sup>th</sup> September 2023.

Moved by Cllr. J. Palmer, Seconded by Cllr J. Kitching and **RESOLVED** that they were a true record.

4.3 The Assets & Amenities Committee Meeting held on 19<sup>th</sup> September 2023.

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

**2023/44 5. TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE**

The following items of correspondence which had been circulated prior to the meeting by email, were received and noted:

5.1 The minutes of Hoylandswaine Village Hall Ltd. Committee meeting of 10<sup>th</sup> July 2023.

5.2 Supporters' letter from Barnsley Youth Choir thanking the Council for its cooperation in sourcing a suitable venue (St John's Community Centre) for its Barnsley West operations; thereby offering the children of the Penistone area the opportunity to join.

5.3 Communication from Mr. J. Pinguey the custodian of the Penistone War Memorial suggesting that the Memorial's centenary (24<sup>th</sup> March 2024) should be marked with a short re-dedication ceremony; to include a speech by the Mayor. Mayor Lowe-Flello expressed her willingness to take part. The Assistant Clerk reported that Father David of St John the Baptist Church has agreed to read a prayer at the ceremony.

Moved by Cllr. D. Walker, Seconded by Cllr D. Greenhough and **RESOLVED** that this would be a fitting way for the Council to mark the centenary of the War Memorial.

**2023/45 6. MAYOR'S INVITATIONS**

6.1 Penistone Round Table Hallowe'en Children's Event, Market Barn 29 October 2023 – to judge children's competitions / fancy dress and give out prizes. Accepted.

All the Mayor's invitations were duly **NOTED**.

## **2023/46 7. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE**

### **7.1 Penistone Town Council budget reports July & August 2023**

Moved by Cllr. L. Cork, Seconded by Cllr J. Kitching and **RESOLVED** the budget reports be noted and approved.

### **7.2 St John's Community Centre budget reports July & August 2023**

Moved by Cllr. J. Palmer, Seconded by Cllr J. Cutts and **RESOLVED** the budget reports be noted and approved.

### **7.3 Paramount budget reports July & August 2023**

Moved by Cllr. D. Walker, Seconded by Cllr D. Greenhough and **RESOLVED** the budget reports be noted and approved.

### **7.4 Penistone Town Council bank reconciliation 31 August 2023**

Moved by Cllr. J. Palmer, Seconded by Cllr L. Cork and **RESOLVED** the reconciliation be noted and approved.

### **7.5 Penistone Town Council expenditure 15.7.23 – 15.9.23 - £ 28,256.64**

Moved by Cllr. D. Walker, Seconded by Cllr J. Kitching and **RESOLVED** the above account be noted and approved.

### **7.6 Penistone Town Council credit card expenditure 4.6.23 – 3.8.23 - £ 126.36 & £ 349.07**

Moved by Cllr. J. Palmer, Seconded by Cllr J. Kitching and **RESOLVED** the above account be noted and approved.

### **7.7 Penistone Town Council petty cash expenditure – none tabled.**

### **7.8 Paramount expenditure 15.7.23 – 15.9.23 - £ 119,142.38**

Moved by Cllr. J. Cutts, Seconded by Cllr. J. Kitching and **RESOLVED** the above account be noted and approved.

### **7.9 Paramount credit card expenditure 21.5.23 – 20.8.23 £ 798.31, £271.29 & £ 1,105.46**

Moved by Cllr. J. Palmer, Seconded by Cllr. D. Walker and **RESOLVED** the above account be noted and approved.

7.10 Paramount petty cash payments 14.7.23 – 18.8.23 - £ 193.81

Moved by Cllr. L. Cork, Seconded by Cllr. D. Greenhough and **RESOLVED** the above account be noted and approved.

7.11 Penistone Town Council financial summary August 2023 (presentation by the Finance Officer)

Moved by Cllr. J. Palmer, Seconded by Cllr. N. Perkins and **RESOLVED** that the financial summary be noted and approved.

## **2023/47 8. FINANCIAL MATTERS AND GOVERNANCE**

8.1 To consider a funding request letter from Penistone Round Table; requesting a contribution £2,750.00 to support the Penistone town bonfire, Saturday 4<sup>th</sup> November 2023.

Moved by Cllr. J. Kitching, Seconded by Cllr. N. Perkins and **RESOLVED** that the request be approved.

8.2 To consider a small grant request for £500.00 towards the purchase of equipment from Thurlstone Football Club.

Moved by Cllr. J. Cutts, Seconded by Cllr. N. Perkins and **RESOLVED** that the request be approved.

8.3 To consider a grant request from Millhouse Green Village Community Association (item carried over from 2023/34/8.6). Cllr J. Palmer verbally reported that he has been in communication with the Treasurer. The group are in need of equipment and new signage for their facility. Cllr. Palmer recommended that the Council should consider making a small grant should the applicants submit a request based on these needs.

The Clerks to convey this information to the applicants.

8.4 To consider and approve the External Auditor's report and Annual Governance statement 2022/23 from PFK Littlejohn LLP.

Moved by Cllr. D. Walker, Seconded by Cllr. D. Greenhough and **RESOLVED** that the External Auditor's report be approved.

8.5 (i) To consider approval of the Terms of Reference as recommended by the Finance & HR Committee (ref. Item FHR 2023/16.4, minutes of meeting held on 11<sup>th</sup> September 2023).

Moved by Cllr. J. Palmer, Seconded by Cllr. J. Kitching and **RESOLVED** that the Terms of Reference for the Finance & HR Committee be approved.

(ii) To consider approval of the Terms of Reference as recommended by the Assets & Amenities Committee (ref. Item A&A 2023/15, minutes of meeting held on 19<sup>th</sup> September 2023).

Moved by Cllr. J. Cutts, Seconded by Cllr. L. Cork and **RESOLVED** that the Terms of Reference for the Assets & Amenities Committee be approved.

8.6 To consider the recommendations of the Finance & HR Committee from the minutes of 11<sup>th</sup> September 2023:

(i) That the Events & Leisure Committee should be asked to provide a financial plan for the forthcoming year including approximate costs and timings for event.

Cllr. L. Cork as Chair responded on behalf of the Events & Leisure Committee. She verbally reported that the plans for the Christmas Fete (at St John's Community Centre on 2<sup>nd</sup> December 2023) are well under way and that she is liaising with the Round Table regarding the event and the timing of the Christmas lights switch on. Cllr. Cork reported that she and the Mayor have been holding weekly planning meetings with the Clerks throughout the summer. She asked the Councillors to keep the date free if possible as volunteers will be required to help with set up, running and clear up afterwards. Cllr. Cork reported that this will be the first event of its kind run by the new Council and staff team; and subject to the outcome/reception of this event she will be in a better position to make detailed plans for 2024. She envisages the first event in 2024 being held at Easter (end of March); followed by the Gala in June.

Cllr. Cork's verbal report was unanimously **ACCEPTED** by the Council.

(ii) That the Events & Leisure Committee should be granted a budget of up to £3,000 per event; with any budgets greater than this sum to seek further approval from the Finance & HR Committee.

Moved by Cllr. D. Greenhough, Seconded by Cllr. D. Walker and **RESOLVED** that the council approved the granting of the events budget.

(iii) That the Council should set up a sub-committee specifically to consider planning and development in relation to the Paramount Cinema.

This recommendation was unanimously **ACCEPTED** by the Council.

The Mayor and Cllrs. Blackshaw, Cork, Cutts, Dodson, Kimberley, Kitching J., Nixon and Palmer all wished to join the sub-committee. Cllr. Palmer volunteered to lead the sub-committee. The Clerks to liaise with the Councillors regarding the meeting dates, terms of reference and administration of the sub-committee in accordance with Standing Order 4 (Committees and Sub-committees).

## **2023/48 9. COUNCILLORS' ITEMS**

None tabled.

## **2023/49 10. PARAMOUNT CINEMA**

10.1 The Paramount Cinema Manager's report September 2023.

The report was duly **NOTED** by the Council.

10.2 Paramount social media report September 2023

The Paramount social media report was the first of its kind to be presented to the Council. One of the managerial staff took over the management of marketing and social media in June 2023 and the report showed the positive reception and effect it has achieved.

The Council duly **NOTED** and highly commended the social media report.

10.3 The Finance Officer presented the Paramount event analysis for August 2023.

The Council duly **NOTED** the analysis and commended it's usefulness. The Finance Officer confirmed that the process of event analysis will be continuous henceforth.

10.4 The Councillors and Penistone Town Council staff were offered monthly free tickets from the Paramount Cinema.

Further to discussion the Councillors unanimously **DECLINED** the offer of free tickets.

Cllrs. Kitching and Palmer reported that a staff engagement survey has been circulated to the staff of the Paramount. They will be holding a training session for the management staff on 1<sup>st</sup> November 2023.

## **2023/50 11. TO NOTE THE TOWN CLERK'S REPORT.**

The Town Clerk's report (circulated) was duly **NOTED**.

The Councillors commended the Clerk's comprehensive reports as extremely helpful in providing context for the running of the Council's properties and concerns.

Cllr. J. Cutts referred to the Clerk's report and requested that the Clerks add terms to the Conditions of Hire confirming the Council's rights with regard to bookings and zero tolerance of inappropriate behaviour.

Cllr. Cutts' suggestion was unanimously **AGREED** by the Council.

Cllr. J. Palmer suggested that the Clerk's hours and the issue of study leave in relation to the CILCA qualification should be referred to the next Finance & HR meeting; along with the issue of further training for the office staff.

Cllr. Palmer's suggestion was unanimously **AGREED** by the Council.

**2023/51 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL.**

The list of planning applications was reviewed by the Barnsley MBC Councillors and were duly **NOTED** by the Council. The following were raised for discussion:

12.1. Planning application 2023/0692 – Land off Sheffield Road, Penistone

12.2 Planning application 2023/0603 - public art column, land at Barnsley Road, Penistone S36 8HL

Cllr. D. Greenhough reported that he is due to attend a Barnsley Metropolitan Borough Council Planning Meeting on 26<sup>th</sup> September 2023, where both these applications are due to be discussed. He will report back to the Council at the next Ordinary Town Council meeting.

The remainder of the planning applications were duly **NOTED**.

**2023/52 13. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY MEETING.**

It was **AGREED** that the next full council meeting is to be held at 7.00 pm on Monday 23<sup>rd</sup> October 2023.

Signed by.....Chair 23<sup>rd</sup> October 2023

