

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 13th November 2023 at 7.00pm

PRESENT

Cllr. Jon Palmer (Chair) Cllr. Anita Kimberley (Vice-Chair), Cllr Wayne Chadburn, Cllr Nick Perkins Cllr. Jonathan Cutts, Cllr. Catherine Dodson, Cllr James Kitching, Cllr. Mandy Lowe-Flelo (Town Mayor *ex-officio*)

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-Flelo (Town Mayor – *ex officio*), Cllr Frances Nixon, Cllr Nick Perkins, Cllr David Walker.

There were no members of the public in attendance.

FHR 2023/24 1. APOLOGIES FOR ABSENCE

Apologies and reasons for absence were received from Cllrs. Frances Nixon, David Walker and Lynne Crisp. Councillors noted and accepted both the apologies and the reasons given.

FHR 2023/25 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 2023/26 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 2023/27 4. To discuss the planning of the budget and precept 2024/25.

The Clerk and finance officer shared with councilors the key priorities to be considered for budget 24/25. The following items were brought to councillors attention; Community centre refurbishment/modernisation programme including new hire charge tariffs and storage tariffs. For the Paramount consideration of new events, pay increments and modernisation programmes.

It was proposed that the next F & HR meeting on the 8th of January 2024 will be dedicated to the budget and precept and that this will be the only matter discussed.

Moved by Cllr. J. Palmer, seconded by Cllr J. Cutts and **RESOLVED** that the F & HR meeting on the 8th January 2024 will be the designated as the precept meeting.

FHR 2023/28 5. Update on Liability Insurance Claim

The Clerk updated the councillors regarding the claim received which is currently being reviewed by the Council's insurance company.

HR 2023/29 6. Update on PTC internal control checklist

Councillor J. Palmer gave an update of his review. He found the task useful and thanked the FO for the hard work that had gone into this document. The created template enabled this to be done swiftly and accurately. Cllr Palmer agreed that this would be a useful monthly task to undertake which he was happy to deliver on.

Cllr Palmer identified with the support of the FO that surplus balances should be reviewed.

FHR 2023/30 7. Councillors to consider the PTC staff pay award and annual scale increments.

The Town Clerk reported that he had received communications from NALC stating that the LGA had notified them that an agreement on new pay scales for 23/24 had been reached and this should be implemented from the 1st April 2023. It was proposed to adopt the new scales and make back dated payments where applicable. The Clerk on satisfactory completion of meeting targets set in appraisals has now proposed that all staff move to the next scale point.

Moved by Cllr. J. Palmer, seconded by Cllr. J. Cutts and **RESOLVED** that the new pay scales be adopted.

FHR 2023/31 8. To consider PTC staff hours.

Following on from the successful appraisal of the Clerk, it was proposed by Cllr A. Kimberley and Cllr J. Palmer that due to the rapid changes taking place in roles and increased expectations the hours of the Clerk and Assistant Clerk be increased. It was also proposed that the Clerk should be moved to the next substantive benchmark range due to increased managerial responsibilities.

Moved by Cllr. N. Perkins, Seconded by Cllr. M. Lowe-Flello **RESOLVED** that the above proposal should be **RECOMMENDED** to full Council at the OTC meeting on 27.11.23.

It was proposed by Councillor J. Cutts that to support the increased workloads of the PTC team it may be beneficial to adjust office opening times to enable staff to meet ongoing work commitments.

The Clerk shared with councillors the need to begin to consider succession planning for the PTC team in order to fulfil its future commitments.

FHR 2023/32 9. Update from town Clerk on management liability insurance.

The Clerk updated the council about the newly placed management liability insurance provided by J.M Glendinning.

FHR 2023/33 10. The next meeting of the F&HR Committee will be held on Monday 8th January 2024.

Signed.....Town Mayor, Ordinary Town Council meeting 27th November
2023