

# Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 18<sup>th</sup> December 2023 at 7.00 p.m.

**Present: Deputy Mayor Cllr. J. Cutts in the Chair, Cllr. W. Chadburn, Cllr. L. Cork, Cllr. L. Crisp, Cllr. C. Dodson, Cllr. A. Kimberley, Cllr H. Kitching, Cllr J. Kitching, Cllr F. Nixon, Cllr. J. Palmer, Cllr. N. Perkins, Cllr. D. Walker**

Also present

N. Bailey, Town Clerk

A. Fleetwood, Finance Officer

E. Miller Assistant Town Clerk

There were no members of the public present.

## **2023/79 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE**

Apologies from Cllrs. R. Blackshaw, Cllr. D. Greenhough and Mayor Lowe-Flello were **NOTED**. Reasons for absence were unanimously **APPROVED**.

## **2023/80 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 declared an interest in Item 11.1 on the agenda.

**2.2** 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.

## **2023/81 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.

**2023/82 4. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD**

**4.1** The Ordinary Town Council Meeting held on 27<sup>th</sup> November 2023.

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

**4.2** The Events & Leisure Committee meeting held on 13<sup>th</sup> December 2023.

Moved by Cllr. L. Cork, Seconded by Cllr H. Kitching and **RESOLVED** that they were a true record.

**2023/83 5. TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE**

**5.1** The Council were pleased to **NOTE** an email from Mr Fannar Jónasson the Mayor of Grindavik in Iceland, which town was formerly twinned with the town of Penistone. The email was received in response to a letter of support from Mayor Lowe-Flello, sent with reference to the recent natural disaster which struck the town of Grindavik.

**2023/84 6. MAYOR'S INVITATIONS**

None at this time.

**2023/85 7. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS**

**7.1** Penistone Town Council budget report November 2023

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

**7.2** St John's Community Centre budget report December 2023

Moved by Cllr. L. Cork, Seconded by Cllr F. Nixon and **RESOLVED** the budget report be noted and approved.

**7.3** Paramount budget report November 2023

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

**7.4** Penistone Town Council bank reconciliation 31 November 2023

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

**7.5 Penistone Town Council expenditure 11.11.23 – 08.12.23 - £ 24,198.63**

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

**7.6 Penistone Town Council credit card expenditure 03.10.23 – 03.11.23 - £ 327.49**

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

**7.7 Penistone Town Council petty cash expenditure - not tabled.**

**7.8 Paramount expenditure 11.11.23 – 08.12.23 - £ 62,487.58**

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

**7.9 Paramount credit card expenditure 20.09.23 – 20.10.23 - £154.34**

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

**7.10 Paramount petty cash payments – not tabled.**

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

Moved by Cllr. J. Kitching, Seconded by Cllr. H. Kitching and **RESOLVED** that the financial summary be noted and approved.

**2023/86 8. FINANCIAL MATTERS AND GOVERNANCE**

**8.1 Nomination of Mayor-Elect for municipal year 2023/2024 (Mayor municipal year 2024/2025)**  
Ref. minutes of annual meeting of Penistone Town Council 22 May 2023 (2023/7.7)

Cllr. H. Kitching nominated (with the Mayor's consent) the current Mayor Cllr. Mandy Lowe-Flello to continue as Town Mayor for the municipal year 2024/2025.

Moved by Cllr. H. Kitching, Seconded by Cllr. L. Cork and unanimously **AGREED** that Cllr. Mandy Lowe-Flello should continue in the office of Town Mayor for the municipal year 2024/2025.

**8.2 To consider and decide upon recommendations made by the Assets & Amenities Committee working group meeting regarding the refurbishment of St John's Community Centre on 13 December 2023.**

The working group considered seven design options submitted by J. Mahoney Architects and Stockarth Project Solutions. The working group unanimously recommended option 7 to the Council and requested that the Town Clerk be authorised to proceed with obtaining costs for the project.

Further to reviewing the plans it was Moved by Cllr. J. Kitching, Seconded by Cllr. N. Perkins and unanimously **RESOLVED** that the Council will proceed with Option 7; and the Town Clerk will obtain costs accordingly.

**8.3 To consider for approval a small grant request for from Penistone FM Community radio (S137 Local Government Act 1972).**

Further to discussion the Council decided that the Penistone Town Council grants policy should be reviewed by the Finance & HR Committee before any further grants are made.

Moved by Cllr. J. Palmer, Seconded by Cllr W. Chadburn and **RESOLVED** that the Penistone Town Council grants policy will be reviewed by the Finance & HR Committee at their next meeting on the 8<sup>th</sup> January 2024.

**8.4 To consider for approval a request from Penistone Lodge 1462 to continue to use the Clarel coat of arms on their new banner.**

Moved by Cllr. N. Perkins, Seconded by Cllr J. Palmer and **RESOLVED** that the request from Penistone Lodge 1462 be approved.

**8.5 To consider for approval the request to pay £248.00; being the cost of the annual service of the tower clock of St John the Baptist church in Penistone (Parish Council Act 1957).**

Moved by Cllr. N. Perkins, Seconded by Cllr J. Palmer and **RESOLVED** that the Council will approve the request.

**8.6 To consider for approval the Ordinary Town Council meeting dates for 2024.**

The Council approved the list of proposed dates which continue to be the 4<sup>th</sup> Monday in the month with the exception of December when the meeting will take place on 16<sup>th</sup> December 2024.

Moved by Cllr. D. Walker, Seconded by Cllr N. Perkins and **RESOLVED** that the OTC dates for 2024 are approved and will be placed on the Council's website.

**8.7 To consider for approval pay adjustments for employees who have contracted hours per week.**

It has been brought to the attention of the Town Clerk that there may be historic payroll errors regarding 6 weekly paid employees who have contracts specifying their hours of work. The Assistant Clerk will need to conduct a piece of investigative work examining payroll records dating back to 2018 to

determine whether any underpayments have been made. The calculation has already been done for one employee whose service is under 24 months and has shown a shortfall.

Further to discussion the Council it was Moved by Cllr. L. Cork, Seconded by Cllr. F. Nixon and **RESOLVED** that the Assistant Clerk shall undertake the investigation accordingly and that any shortfalls in pay will be rectified. In the case of the employee where a shortfall has already been identified a corrective payment to be made before the end of December 2023. Cllr. L. Cork who is a Chartered Accountant volunteered to assist the Clerks with the payroll investigations. Cllr. J. Palmer also offered to refer the Clerks to the services of a payroll company should it be necessary.

**The meeting was closed between 20.00 – 20.15 for discussion of confidential HR matters.**

## **2023/87 9. COUNCILLORS' ITEMS**

**9.1** Cllr. L. Cork – to discuss the advance planning for events/Christmas lights switch-on in 2024.

Cllr. Cork thanked her fellow Councillors for their support at the Christmas Cracker event on 2<sup>nd</sup> December. This event, the first of its kind, was very well received by the public. Cllr. Cork reported that she and the organising team had picked up a number of learning points from the event which will inform the planning of the Council's Christmas event for 2024.

Cllr. Cork further reported that the Christmas lights switch-on for 2024 will be on Saturday 30<sup>th</sup> November. She asked the Council to authorise her to reserve any dates required for event planning in both the Paramount Cinema and St John's Community Centre.

Moved by Cllr. J. Palmer, Seconded by Cllr J. Kitching and **RESOLVED** that Cllr. Cork will have absolute discretion to reserve dates at the Paramount Cinema and St John's Community Centre as required.

**9.2** The Chair Cllr. J. Cutts raised the untabled matter of the speed indicating device purchased by Penistone Town Council but not deployed. He presented some figures from the Town Clerk at Oxspring which indicate that the overall speeds have reduced since Oxspring Council purchased a similar device.

Discussion took place around the various issues of: the difficulty of obtaining permission from Barnsley Metropolitan Borough Council to use their lamp posts, the need to show the public that the Council is taking action to reduce the speed of traffic; and the advisability of raising public expectations with regard to the Council's role in traffic control throughout the Penistone area.

The Clerk to check whether BMBC retain the position they took in early 2023; and to report to the Council at the January Ordinary Town Council meeting.

## **2023/88 10. TOWN CLERK**

**10.1** To note the Town Clerk's report.

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

**2023/89 11. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL.**

**11.1** To consider planning application 2023/1062

Cllr. A. Kimberley had declared an interest in this item. Further to a brief discussion it was unanimously **AGREED** that it would be inappropriate for the Council to consider this application.

**2023/90 12. PARAMOUNT CINEMA**

**12.1** To consider the Paramount Manager's report.

The Manager's report was duly **NOTED**.

**12.2** To consider the Paramount event analysis.

The event analysis was duly **NOTED**.

**2023/91 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 22<sup>nd</sup> January 2024.

Signed by.....Chair 22<sup>nd</sup> January 2024