

## Penistone Town Council

### Minutes of the meeting of the Finance and HR Committee held in the IT room, St John's Community Centre on Monday 11<sup>th</sup> March 2024 at 7.00pm

#### PRESENT

Cllr. Jon Palmer (Chair) Cllr. Jonathan Cutts, Cllr James Kitching, Cllr. Mandy Lowe-Flello (Town Mayor *ex-officio*), Cllr Wayne Chadburn, 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 2023/39 1. APOLOGIES FOR ABSENCE

Apologies and reasons for absence were received from Cllr Catherine Dodson, Cllrs Lynne Crisp, Cllr Anita Kimberley (Vice Chair), Cllr Nick Perkins, Cllr Frances Nixon Councillors noted and accepted both the apologies and the reasons given.

#### FHR 2023/40 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 2023/41 3. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSIONS 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 2023/42 4. To note the increase to the National Living Wage (9.8%) with effect from 1<sup>st</sup> April 2024

The Clerk & Finance officer presented this information, which was duly noted and full council to be informed at the next OTC meeting in March 24.

Detailed conversations took place regarding the budget line by line, and the following matters were drawn out from this to scrutinise more deeply.

**FHR 2023/43 5. To discuss pay scale for Paramount staff (above NLW) with effect from 1<sup>st</sup> April 2024 with recommendations to Council.**

The Town Clerk and Finance officer presented the proposed new pay rates for 2024/25 to the committee for discussion. Moved by Cllr J. Palmer and seconded by Cllr J Cutts to accept these new rates of pay. These were duly accepted and will be presented to full OTC March 2024.

**FHR 2023/44 6. To discuss new management structure, pay rates (Paramount Cinema) with recommendations to Council.**

The Town Clerk and Finance Officer presented the proposed new rates for 2024/25 to the committee for discussion. Proposed by Cllr J Cutts and seconded by Cllr J Kitching. These changes were approved and will be presented at the next OTC meeting of the full council March 2024.

**FHR 2023 / 45 7. To discuss changing PTC bank account to one of a) Business Reserve Account b) 35-day notice account c) 95 day notice; with recommendations to Council**

The Town Clerk and Finance officer shared the options for investing monies in alternative accounts. It was discussed to look for alternative bank options to compare the rates we could achieve elsewhere; however, the committee did agree that as we have an existing good relationship with our current bank and relationship manager it may be best to continue with the status quo unless a significantly better option was on offer. Proposed by Cllr J Palmer and seconded by Cllr M Lowe-Flelo. To Update at Next F&HR May 13<sup>th</sup> 2024.

**FHR 2023 /45 8. To review the proposed amendments to the Financial Regulations (FO) with recommendations to Council.**

The Town Clerk and Finance Officer presented the proposed amendments to the financial regulations to ensure the documentation is reflective of the context of the current working practises of the council. This was discussed in detail by the committee and unanimously agreed the changes. Proposed by Cllr J palmer and seconded by Cllr D walker. To take to March OTC 2024.

A draft grants policy document was shared with the committee for their appraisal. It was agreed that this was a useful document and will be shared with all councillors prior to the next Full council meeting and discussed in detail at OTC in March 2024.

**FHR 2023/ 46 9. HR update Paramount Cinema**

The Town Clerk presented a detailed verbal report on the current HR situation at the Paramount Cinema. The discussions included staffing, contracts and next steps in staffing structure.

During these discussions it was realised that new guidelines could be a supportive document for staff on shift in the event of a critical situation. Cllr J Kitching recommended that the Clerk look to create infographics options for such an emergency event.

Considering a recent town centre medical emergency situation, Cllrs suggested that a defib be located in the proximity of the Paramount especially as they anticipate higher number of people in attendance at events. Clerk to identify relevant documentation to present at the next F&HR May 2024.

**FHR 2023 / 47 10. SJCC buildings work update**

Clerk gave an update of how things were progressing and costs. Planning permission has been resubmitted with a target date for approval of 23.4.24. Cllr J Palmer noted that things were progressing well and Cllr J. Kitching said he would follow up with the project manager. The Clerk also reiterated that new documentation was shared with the relevant project manager and architect in terms of new regulation for tendering or contracts that councils are required to adhere to.

**FHR 2023/48 11. February 2024 accounts overview**

Finance Officer gave a verbal update on February's results. This was an improved result against budget 23/24. Cllrs were informed that the Paramount had performed well in the month of February 24 with increased turnover and continued cost efficiencies that have been put in place by the management team are now beginning to show in the financial results. Cllr J Palmer noted that this was really positive feedback and an indication of the potential future of the Paramount.

**FHR 2023/ 49 12. To discuss charges at St John's Community Centre**

Cllr N Perkins raised the subject of increased charges for the use of the kitchen, but Cllr J Palmer stated that this had been discussed in great detail at both committee and full council level where it was agreed that the application of these new charges to be implemented consistently across the board for all clients, effective from the 1<sup>st</sup> April 2024.

**FHR 2023/ 50 13. Date of next meeting 13<sup>th</sup> May 2024**

Signed by.....

.....Chair, 25<sup>th</sup> March 2024