

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 May 2024 at 7.00pm

PRESENT

Cllr. Jon Palmer (Chair) Cllr. Jonathan Cutts, Cllr James Kitching, Cllr. Mandy Lowe-Flello (Town Mayor *ex-officio*), Cllr David Walker, Cllr Nick Perkins, Cllr Frances Nixon

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 2023/51 1. APOLOGIES FOR ABSENCE

Apologies and reasons for absence were received from Cllr Catherine Dodson, Cllrs Wayne Chadburn, Cllr Anita Kimberley (Vice Chair), Councillors noted and accepted both the apologies and the reasons given.

FHR 2023/52 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 2023/53 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 2023/54 4. 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. (deferred from FHR meeting 11.03.24).

Discussed at the FHR on 11.03.24 and deferred to this meeting to allow for comparisons of other bank interest rates against our current bank provider. The rates were found to be at comparable levels and so it was agreed to change the bank accounts; Paramount account to a Business Reserve account; PTC account to a Business Reserve account, a 35 days' notice account for short term investment, 95 days' notice account for medium term investment.

MOVED by Cllr J Palmer, **SECONDED** by Cllr F Nixon and **RESOLVED** that these recommendations be made to the next Council meeting in May 2024.

FHR 2023/55 5. Update on Paramount shift responsible staff member – to review proposed staff structure and pay scale with recommendations to full council.

The Clerk gave an update on the current situation, explaining that there would be an identifiable responsible person on each shift and that there would be an appropriate remuneration package for this role which has been included in the current year’s budget.

MOVED by Cllr J Palmer, **SECONDED** by Cllr J Kitching and **RESOLVED** that these recommendations be made to the next Council meeting in May 2024.

FHR 2023/56 6. To note and discuss the internal audit document 2024.

The Internal Audit document was presented to the committee. Each item in the document was discussed and the proposed actions reviewed.

Under the latest review of fee and charges it was suggested by the Internal Auditor that the Clerk should have delegated authority to vary the Community Centre hire charges. It was proposed that this should be up to a value of £100 with authorisation from the Chair or Chair of the Finance Committee.

MOVED by Cllr M Lowe-Flelo, **SECONDED** by Cllr F Nixon and **RESOLVED** that this recommendation be made to the next Council meeting in May 2024.

FHR 2023 /57 7. Latest accounts overview (Finance Officer, verbal report)

Finance Officer gave a verbal update on April’s results. Although the result was not as strong as budgeted there are signs of improvements particularly regarding cost efficiencies and there are several initiatives underway to increase income throughout the year.

FHR 2023 /58 8. Date of next meeting (post annual meeting).

To be agreed at the May OTC.

Signed..... Town Mayor, 20th May 2024