

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 22nd April 2024 at 7.00 p.m.

Present: Town Mayor Mandy Lowe-Flello (Chair), Cllr. J. Barton, Cllr. J. Cutts, Cllr. D. Greenhough, Cllr. A. Kimberley, Cllr. J. Kitching, Cllr. F. Nixon, Cllr. N. Perkins.

Also present:

N. Bailey, Town Clerk

A. Fleetwood, Finance Officer

E. Miller Assistant Town Clerk

There were 3 members of the public present. The Mayor invited them to speak prior to the Council meeting. One resident expressed his personal dissatisfaction with the Annual Town Assembly which took place on 18th April 2024. He stated, *inter alia*, that the meeting was not publicised and not run in a similar manner to previous Town Assemblies in Penistone. The Mayor responded that the meeting had been advertised on the PTC website and Facebook page and that the turnout had been more than double that in the previous year. The resident's dissatisfaction was noted by the Council; however they declined to take up his suggestion that another Town Assembly be organised before 1st June 2024.

The other two members of the public present declined the Mayor's invitation to speak.

2023/131 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies from Cllrs. W. Chadburn, L. Cork, L. Crisp, C. Dodson, H. Kitching, J. Palmer and D. Walker were **NOTED**. Reasons for absence were unanimously **APPROVED**.

2023/132 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

2.1 In accordance with Section 31 of the Local Government 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.

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 no written dispensations.

2023/133 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.

2023/134 4. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD

4.1 The Ordinary Town Council Meeting held on 25th March 2024.

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

4.2 The Events & Leisure Committee Meeting held on 3rd April 2024.

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

2023/135 5. TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE

5.1 Invitation to all Councillors to attend the AGM of Fairtrade in Penistone pm 23.05.2024 (circulated)

5.2 Letter dated 26.03.2024 from penistone Archive Group (circulated)

5.3 Individual letters to all Councillors from the Chair of the Penistone Allotment Society (hard copies)

All items of correspondence were **NOTED**. The Town Clerk confirmed that he has responded to Item 5.3 on behalf of the Councillors.

2023/136 6. MAYOR'S INVITATIONS

The Council **NOTED** that the Mayor has accepted the following invitation:

6.1 Six Queens musical evening with Angel Voices Performing Arts Academy, Paramount Cinema
On 27th April 2024

6.2 Launch of Green Notes CIC, Hoylandswaine on 30th April 2024

2023/137 7. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS

7.1 Penistone Town Council budget report March 2024

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

7.2 St John's Community Centre budget report March 2024

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

7.3 Paramount budget report March 2024

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

7.4 Penistone Town Council bank reconciliation 31 March 2024

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

7.5 Penistone Town Council expenditure 16.03.24 – 12.04.24 - **£ 9,428.76**

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

7.6 Penistone Town Council credit card expenditure – 04.02.24 – 03.03.24 - **£ 51.57**

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

7.7 Penistone Town Council petty cash expenditure – not tabled.

7.8 Paramount expenditure 16.03.24 – 12.04.24 - **£ 46,542.51**

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

7.9 Paramount credit card expenditure 21.01.24 – 20.02.24 - **£ 651.79**

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

7.10 Paramount petty cash payments – not tabled.

7.11 Penistone Town Council financial summary March 2024

The Finance Officer drew the Council's attention to the figures in the Financial Summary which indicate that the ongoing measures to improve the profitability of the Paramount Cinema are beginning to show promising results.

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

2023/138 8. FINANCIAL MATTERS AND GOVERNANCE

8.1. To confirm details of Penistone’s sponsored flower displays for 2024.

The Assistant Clerk reported that Cllr. J Palmer (Chair of the Finance & HR Committee) has approved the proposed figure for hanging basket sponsorship in 2024, being £110 per basket.

Moved by Cllr. D. Greenhough, Seconded by Cllr J. Cutts and **RESOLVED** that the sponsorship charge be noted and approved.

8.2 To consider for approval the draft Small Grant Policy.

The Assistant Clerk presented the draft. The Councillors agreed to continue to make small grants up to £500 to local community groups and that an annual budget shall be agreed for this purpose. The Councillors further agreed that henceforth any request for funding up to £500 should be made using the small grants procedure.

Moved by Cllr. J. Cutts, Seconded by Cllr. D. Greenhough and **RESOLVED** that Small Grants Policy be so approved.

The policy will be placed on Penistone Town Council’s website in due course.

8.3 To consider for approval the draft Freedom of the Town Policy.

The Assistant Clerk presented the draft and explained that although there are records of 4 people who have received the Freedom of the Town since 2019 the staff have been unable to locate any written policy for making such awards. The Councillors agreed that it would be preferable to institute a specific policy for this purpose. The Councillors further agreed to consider the terms of the policy, make any suggestions for amendments to the Clerks and defer approval to the Annual Meeting of the Council in May 2024.

2023/139 9. COUNCILLORS’ ITEMS

9.1 To discuss the terms of allotment tenancies – Town Mayor Cllr. Mandy Lowe-Flello

The Mayor raised the issue of allotment tenancies which are currently granted for an unlimited term. This means that in the absence of any contravention of the terms of the tenancy agreement, the allotment tenants keep their plots until death or they choose to relinquish them. The Mayor noted that there is an approximate waiting time of 5 years for an allotment and asked the Council to consider whether it might be fair to change the tenancy agreement to a fixed term of years. The Clerk explained that there are specific rules which govern the termination of an allotment tenancy; including at least 12 months’ notice.

The Town Clerk informed the Councillors that he has made enquiries from Barnsley MBC (the owners) about the suitability of the land off Boggard Lane for the creation of allotment plots. BMBC Estates have stated that the land has been designated for housing development and there is no possibility of it being re-designated.

Further discussion took place regarding complaints from allotment tenants about parking.

It was **AGREED** that this matter be deferred to the next Assets & Amenities Committee meeting on 14th May 2024.

2023/140 10. PARAMOUNT CINEMA

10.1 To consider the Paramount Manager's report (circulated).

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

10.2 To consider the Paramount event analysis (circulated).

The event analysis was duly **NOTED**.

Cllr. J. Kitching reported that another strategy meeting with the management staff of the Paramount and the Town Clerk and Finance Officer on 15 April 2024. Cllrs. Kitching and Palmer, who are leading these meetings, are satisfied that the changes they are making are proving to be very positive. The new Sales and Marketing Manager is monitoring advance sales so that he can react to the numbers by adjusting the level of publicity and therefore maximise the potential of every event.

Cllr. Cutts enquired regarding the timing of the roof repairs at the Paramount and stressed the need for advance liaison with the Paramount to avoid disrupting events. Cllr. Greenhough assured him that this has been noted by BMBC Estates and Ward Alliance. The Council **NOTED** that the Council Chamber may also be closed and meetings relocated when the repairs take place.

2023/141 11. TOWN CLERK

11.1 To note the Town Clerk's report (circulated).

The Town Clerk's report was duly **NOTED**.

11.2 To note and approve estimates for roof repairs, St John's Community Centre.

The Clerk reported that significant water leaks are occurring in the Main Hall which require urgent repairs. Estimated cost of repair is £2,000.

Moved by Cllr. N. Perkins, Seconded by Cllr. F. Nixon and **RESOLVED** that the repairs are approved.

2023/142 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL.

The list of planning applications was duly **NOTED**.

2023/143 13. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING.

It was **AGREED** that the next full council meeting (the Annual Meeting) is to be held at 7.00 pm on Monday 20th May 2024.

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