

Penistone Town Council

Minutes of the Penistone Town Council Annual Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 20th May 2024 at 7.00 p.m.

Present: Town Mayor Mandy Lowe-Flelo (Chair), Cllr. W. Chadburn, Cllr. L. Crisp, Cllr. J. Cutts, Cllr. C. Dodson, Cllr. D. Greenhough, 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

No members of the public were present.

2024/1 1. TO ELECT THE TOWN MAYOR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024/2025. THE RELEVANT DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED ACCORDINGLY.

Cllr. Mandy Lowe-Flelo was proposed by Cllr. H. Kitching, seconded by Cllr. J. Palmer and thereafter was unanimously elected as Town Mayor for the municipal year 2024/2025. The Declaration of Acceptance of Office was duly signed.

2024/2 2. TO ELECT THE DEPUTY MAYOR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024/2025. THE RELEVANT DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED ACCORDINGLY.

Cllr. Jonathan Cutts was proposed by Cllr. H. Kitching, seconded by Cllr. J. Palmer and thereafter was unanimously elected as Deputy Mayor for the municipal year 2024/2025. The Declaration of Acceptance of Office was duly signed.

2024/3 3. TO RESOLVE THAT ANY COUNCILLOR THAT HAS SIGNED THE DECLARATION OF ACCEPTANCE OF OFFICE SHOULD DO SO AT A LATER DATE AND AGREE THE RELEVANT DATE.

All Penistone Town Councillors have signed Declarations of Acceptance of Office.

2024/4 4. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies from Cllrs. J. Barton, L. Cork and A. Kimberley were **NOTED**. Reasons for absence were unanimously **APPROVED**.

2024/5 5. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

25.1 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.

5.2 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.

2024/6 6. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960.

There were no items for the exclusion of public and press.

2024/7 7. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD

7.1 The Ordinary Town Council Meeting held on 22nd April 2024.

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

7.2 The Finance & HR Committee Meeting held on 13th May 2024.

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

7.3 The Assets & Amenities Committee Meeting held on 14th May 2024.

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

2024/8 8. TO NOMINATE THE MAYOR-ELECT FOR THE MUNICIPAL YEAR 2024/2025.

Cllr. A. Kimberley was proposed by Cllr. N. Perkins and seconded by Cllr. F. Nixon. Cllr. H. Kitching was proposed by Cllr. D. Greenhough and seconded by Cllr. J. Palmer.

Cllr. H. Kitching was duly nominated as Mayor-Elect for 2024/2025 by a majority vote of 9 to 3.

2024/9 9. TO REVIEW THE COUNCIL'S STANDING COMMITTEE ARRANGEMENTS.

Cllr. J. Palmer proposed that the Finance & Human Resources and the Assets & Amenities Committees be merged.

Further to discussion the Council agreed unanimously that this proposal would save time and avoid duplication in Committee discussions.

Moved by Cllr. J. Palmer, Seconded by Cllr. J. Kitching and **RESOLVED** that the Committees be merged into one Finance, Assets & HR Committee.

Further to discussion it was unanimously **AGREED** that the Penistone Town Council should continue to run an Events & Leisure Committee.

2024/10 10. TO ELECT CHAIRS AND MEMBERS ONTO THE COUNCIL'S STANDING COMMITTEES AS DETERMINED IN AGENDA ITEM 9.

10.1 To appoint Councillors to the Council's Standing Committees as determined in agenda item 9.

Moved by Cllr. J. Palmer, Seconded by Cllr. J. Kitching and **RESOLVED** that the Finance, Assets & HR Committee be elected as follows:

10.1(i) Finance, Assets & HR Committee – the following were elected to the Finance, Assets & Human Resources Committee for the municipal year 2024/2025. Cllr. W. Chadburn, Cllr. J. Cutts, Cllr. C. Dodson, Cllr. D. Greenhough, Cllr. A. Kimberley, Cllr. H. Kitching, Cllr. M. Lowe-Flello (*ex-officio*), Cllr. J. Kitching, Cllr. F. Nixon, Cllr. J. Palmer, Cllr. N. Perkins, Cllr. D. Walker.

Moved by Cllr. J. Palmer, Seconded by Cllr. J. Cutts and **RESOLVED** that the Events & Leisure Coimmittee be elected as follows:

10.1(ii) Events & Leisure Committee – the following were elected to the Events & Leisure Committee for the municipal year 2024/2025. Cllr. J. Barton, Cllr. L. Cork, Cllr. L. Crisp, Cllr. D. Greenhough, Cllr. H. Kitching, Cllr. M. Lowe-Flello (*ex-officio*), Cllr. F. Nixon, Cllr. N. Perkins.

10.2 In accordance with Standing Order 4(d)(vi), to appoint Chairs and Vice Chairs to these Committees.

10.2(i) Moved by Cllr. D. Greenhough, Seconded by Cllr. D. Walker and **RESOLVED** that Cllr. J. Palmer be appointed Chair and Cllr. J. Kitching be appointed Vice-Chair of the Finance, Assets & HR Committee.

10.2(ii) Moved by Cllr. D. Greenhough, Seconded by Cllr. J. Palmer and **RESOLVED** that Cllr. L. Cork be appointed Chair and Cllr. F. Nixon be appointed Vice-Chair of the Events & Leisure Committee.

10.3 To review the terms of reference for the Standing Committees.

The Town Clerk to prepare draft terms of reference for the Finance, Assets & HR Committee for the Council's consideration. The Council will review the recently adopted terms of reference for the Events & Leisure Committee at the next Annual Meeting.

2024/11 11. TO AGREE REPRESENTATIVES TO THE FOLLOWING EXTERNAL BOARDS.

11.1 National Schools Trust – Moved by Cllr. N. Perkins, Seconded by Cllr. J. Palmer and **RESOLVED** that Cllr. J. Cutts and Cllr. F. Nixon shall continue to represent Penistone Town Council.

11.2 Samuel Wordsworth Charity - Moved by Cllr. N. Perkins, Seconded by Cllr. J. Palmer and **RESOLVED** that Cllr. J. Cutts will replace Cllr. L. Crisp in representing Penistone Town Council.

11.3 Yorkshire Local Councils Association - Moved by Cllr. N. Perkins, Seconded by Cllr. J. Palmer and **RESOLVED** that Cllr. W. Chadburn shall continue to represent Penistone Town Council.

11.4 Hoylandswaine Almshouse - Moved by Cllr. N. Perkins, Seconded by Cllr. J. Palmer and **RESOLVED** that Cllr. H. Kitching and Cllr. D. Walker shall continue to represent Penistone Town Council.

11.5 Penistone Grammar School – PGS Foundation Trust Governors are appointed for a term of 3 years. This matter was discussed at the Ordinary Town Council meeting on 22nd January 2024 under minute no. 2023/99 8(8.5) where the following was **RESOLVED**:- Of the current PTC appointed Governors Cllr. H. Kitching remains in office (term ends 18.06.2026). Cllr. J. Cutts will renew his term of office on 31/07/2024. Cllr. F. Nixon will replace Mrs. A. Rusby when her term of office ends on 31/07/2024. Cllr. N. Perkins will replace Mr. R. Hinchliff when his term of office ends on 14/09/2024. Mrs. G. Millner remains in office (term ends 23/01/2025).

2024/12 12. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS (CIRCULATED)

12.1 Penistone Town Council budget report April 2024

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

12.2 St John’s Community Centre budget report April 2024

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

12.3 Paramount budget report April 2024

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

12.4 Penistone Town Council bank reconciliation 30 April 2024

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

12.5 Penistone Town Council expenditure 13.04.2024-10.05.2024 - **£ 18,844.57**

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

12.6 Paramount expenditure 13.04.2024-10.05.2024 - **£ 69,564.58**

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

12.7 Penistone Town Council financial summary March 2024

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

2024/13 13. FINANCIAL MATTERS AND GOVERNANCE

13.1. To note and approve the Council's Annual Governance Statement, Accounting Statement and Annual Internal Audit Report 2023/2024.

Moved by Cllr. F. Nixon, Seconded by J. Palmer and **RESOLVED** that the above named annual governance documents be noted and approved.

13.2 To approve the institution of the role of shift Responsible Person at the Paramount Cinema and relevant pay rate, as recommended by the Finance & HR Committee on 13th May 2024, minute no. 2023/55 5.

Moved by Cllr. J. Kitching, Seconded by Cllr. J. Cutts and **RESOLVED** that the role and pay rate be so approved.

13.3 To grant the Town Clerk delegation powers to vary the hire charges at St John's Community Centre up to the value of £100 as recommended by the Finance & HR Committee on 13th May 2024, minute no. 2023/56 6.

Moved by Cllr. J. Cutts, Seconded by Cllr. J. Kitching and **RESOLVED** that the above mentioned powers of delegation be granted.

13.4 To approve the opening of 3 new bank accounts as recommended by the Finance & HR Committee on 13th May 2024, minute no. 2023/54 4.

Moved by Cllr. J. Palmer, Seconded by Cllr. D. Walker and **RESOLVED** that the bank accounts be opened accordingly.

13.5 To approve (subject to review) a request for funding £2,750 from Penistone Round Table for their annual bonfire event.

Moved by Cllr. D. Greenhough, Seconded by Cllr. D. Walker and **RESOLVED** that the amount of £2,750 be granted; *provided that* all forms of publicity and advertising for the event include the words “sponsored by Penistone Town Council”.

Moved by Cllr. J. Palmer, Seconded by Cllr. J. Kitching and **RESOLVED** that funds be vired from the grant making budget to cover this transaction.

13.6 To approve (subject to review) the draft Freedom of the Town policy deferred from the Ordinary Town Council Meeting on 22nd April 2024, minute no. 2023/138 8 (8.3).

Moved by Cllr. J. Palmer, Seconded by Cllr. D. Greenhough and **RESOLVED** that the policy be approved.

2024/14 14. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNESLEY METROPOLITAN BOROUGH COUNCIL.

None tabled.

2024/15 15. TO RECEIVE A SUMMARY REPORT ON PENISTONE TOWN COUNCIL OPERATIONS FROM TOWN CLERK N. BAILEY (CIRCULATED)

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

2024/16 16. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING

It was **AGREED** that the next Ordinary Town Council meeting is to be held at 7.00 pm on Monday 24th June 2024.

Signed by..... Town Mayor, 24th June 2024