

## Penistone Town Council

### Minutes of the meeting of the Finance, Assets & HR Committee held in the IT room, St John's Community Centre on Monday 22nd July 2024 at 7.00pm

#### PRESENT

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

Nigel Bailey – Town Clerk

Alison Fleetwood – Finance Officer

#### COMMITTEE MEMBERSHIP

Cllr Jon Palmer (Chair), Cllr Anita Kimberley, Cllr Wayne Chadburn, Cllr Jonathan Cutts, Cllr James Kitching (Vice-Chair), Cllr Mandy Lowe-Flello (Town Mayor – *ex officio*), Cllr Frances Nixon, Cllr Nick Perkins, Cllr David Walker, Cllr Hannah Kitching, Cllr David Greenhough.

There were no members of the public in attendance.

#### FAHR 2024/1 1. APOLOGIES FOR ABSENCE

Apologies and reasons for absence were received from Cllr David Greenhough, Councillors noted and accepted both the apologies and the reasons given.

#### FAHR 2024/2 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.

#### FAHR 2024/3 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.

#### FAHR 2024/4 4. To consider the draft Terms of Reference and if appropriate recommend to Council for adoption.

The draft terms of reference for the Finance, Assets and HR Committee were presented to the councillors for consideration.

Moved by Cllr. A. Kimberley, seconded by Cllr J.Cutts to recommend the adoption of the draft terms of reference to the OTC on July 29<sup>th</sup> 2024.

**FAHR 2024/5 5. To discuss the projected costs of the September by-election with recommendations to Council.**

Further to discussions the councillors decided to recommend the non-use of polling cards for the by-election due to the excessive costs.

Moved by Cllr. J.Cutts, Seconded by Cllr J.Kitching to ratify at OTC on July 29<sup>th</sup> 2024.

**FAHR 2024/6 6. To consider the Council's earmarked reserves (circulated) *verbal update from the Finance officer***

The Council were presented with the current value of earmarked reserves.

**FHR 2024/7 7. To note and email from the Secretary of the Allotment Society.**

The e-mail correspondence was circulated and noted by all council members.

Cllr J. Palmer, Chair of the FAHR committee, will correspond directly with the Chair of the Penistone Allotment Association to clarify the situation.

Moved by Cllr. N.Perkins, Seconded by Cllr W.Chadburn for the Chair of the committee to make contact and clarify our position.

**FAHR 2024/8 8. To consider small grant applications from the following with recommendations to Council**

**8.1** Penistone FM – Councillors requested additional up to date financial information to enable them to make a more informed decision on the grant application received.

Moved by Cllr. A.Kimberley, Seconded by Cllr W.Chadburn and **AGREED** that the request for additional information to be made.

**8.2** Penistone Church Council – Unanimously agreed by all councillors to award the full request with the proviso that the Penistone Town Council contribution is displayed on the information board.

Moved by Cllr. W.Chadburn, Seconded by Cllr J.Cutts and **AGREED** that the Committee recommend that the Council approve the grant at the next Ordinary Town Council meeting.

**8.3** Suicide Sucks – After lengthy discussions it was agreed not to recommend that the Council award a grant for this application.

Moved by Cllr. J.Palmer, Seconded by Cllr D.Walker and **AGREED** that the Committee will not recommend this award to the Council.

**FHR 2024/9 9. Paramount Cinema:**

**9.1** To consider the draft membership tier proposal (circulated)

Cllr J. Palmer outlined the background to this project which evolved from Paramount management meetings. Councillors were very pleased to see this project now coming to fruition which would be a further income stream to support the future of the Paramount. In principle the councillors were fully in support of the seat sponsorship offer and membership schemes however , they requested a review of the length proposed for the Individual plaque offer.

Moved by Cllr. J.Kitching, Seconded by Cllr D.Walker and **AGREED** that the Committee accept the proposals and move forward with the relevant advertising.

**9.2 General update from Paramount Cinema management (circulated)**

Councillors were very pleased with the detailed update and where the Paramount currently is in terms of new schemes and improved marketing and publicity campaigns.

**FAHR 2024/10 10.St John’s Community Centre proposed building works – update from project manager.**

**The Clerk presented an update of the current situation and what to expect in the coming months and the need for Client communications to be issued.**

Moved by Cllr. F.Nixon, Seconded by Cllr N.Perkins and **AGREED** that the Clerk prepare a draft standardized communication document for public consumption. The draft to be considered by the Council at the next Ordinary Town Council meeting.

**FAHR2024/11 11. To consider St John’s Community Centre gas renewal prices with recommendations to Council.**

**Councillors discussed the various options on offer.**

Moved by Cllr. A.Kimberley, Seconded by Cllr D.Walker to recommend the best value option on offer to OTC 29<sup>TH</sup> July 2024.

**FAHR 2024/12 12. Councillors’ items – to discuss implementation of monthly supervision check ins with the Town Clerk - Cllr Anita Kimberley**

**Cllr A.Kimberley clarified the relevance of the above item to the other councillors.**

**Councillors raised concerns about the well-intentioned nature of the check ins in terms of conflicted interests, it was suggested that the TC set up a local Clerk group but this had already been trialled and was not effective due to the varied nature of small parish council TC roles. TC to look at Clerks who work in a similar sized organisation to create a peer-on-peer network and ensure time is given to this as a priority. TC to follow up with professional organisation YLCA, SLCC and to continue with CiLCA training.**

Moved by Cllr. A.Kimberley, Seconded by Cllr N.Perkins and **AGREED** that the Clerk should be given the opportunity to allocate time for this.

**FAHR 2024/13.13. Date of next meeting (9 September 2024)**

Signed.....Chair, 29<sup>th</sup> July 2024