

Penistone Town Council

Minutes of the meeting of the Finance, Assets & HR Committee held in the Resource Centre, St John's Community Centre on Monday 9th September 2024 at 7.00pm

PRESENT

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

Nigel Bailey – Town Clerk

Alison Fleetwood – Finance Officer

Elaine Miller – Asst. Town Clerk

COMMITTEE MEMBERSHIP

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

There were two members of the public in attendance. The Chair Cllr. Jon Palmer invited them to introduce themselves and address the Committee before the commencement of the meeting. Both ladies declared that they attend a dance class at St John's Community Centre and would like to speak to the Committee in reference to the building work due to begin at the Centre in November 2024. As the Committee were due to discuss this matter under agenda item 9 the Chair agreed to bring this item forward. Deliberations and discussion under Item 9 therefore took place before the other agenda items; and the two members of the public chose to leave the meeting immediately after this item was concluded.

FAHR 2024/14 1. APOLOGIES FOR ABSENCE

Apologies from Cllrs. Wayne Chadburn, Anita Kimberley and Nick Perkins were **NOTED**. Reasons for absence were unanimously **APPROVED**.

FAHR 2024/15 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 2024/16 3. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMSSIONS 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.

The Town Clerk reported that there were no items to be excluded.

FAHR 2024/17 4. TO NOTE THE REVISION OF THE TERMS OF REFERENCE OF THE COMMITTEE

The Clerk reported that the Terms of Reference are being revised in accordance with new guidance issued in the Yorkshire Local Councils Association Law & Governance Bulletin July 2024.

This was **NOTED** by the Committee.

FAHR 2024/18 5. TO NOTE THE REVISED COSTS OF THE 12 SEPTEMBER 2024 BY-ELECTION

The Clerk reported that, further to advice from the Barnsley Metropolitan Borough Council Electoral Office the by - election will result in a net cost of £4,250 to Penistone Town Council.

This was **NOTED** by the Committee.

FAHR 2024/19 6. ALLOTMENT SOCIETY

6.1 In accordance with the decision of the last Committee meeting on 22nd July 2024 (minute no. FAHR 2024 7(7) The Chair Cllr. Jon Palmer has written to the Chair and Secretary of the Allotment Society to resolve the various issues they have raised in 2024.

This was **NOTED** by the Committee.

6.2 The Allotment Society has requested that Penistone Town Council contribute towards the cost of anti-slip rubber ground mats to be placed on muddy pathways at the Berrywell site (cost £70).

The Committee asked the Clerk to review the tenancy agreement and report back having clarified the extent of the Council's responsibility for the safety of pathways etc. on the allotment sites.

FAHR 2024/20 7. TO CONSIDER SMALL GRANT APPLICATIONS FROM THE FOLLOWING WITH RECOMMENDATIONS TO COUNCIL.

7.1 Penistone Round Table – Further to discussion the Committee unanimously **DECLINED** to recommend that the Council should grant this request.

7.2 Hoylandswaine Parish Church Council – Further to discussion the Committee unanimously **AGREED** to recommend that the Council should grant this request.

7.3 Suicide Sucks - Further to discussion the Committee unanimously **DECLINED** to recommend that the Council should grant this request.

FAHR 2024/21 8. TO CONSIDER THE REPLACEMENT OF DAMAGED LED CHRISTMAS LIGHTS (cost £500) WITH RECOMMENDATIONS TO COUNCIL.

The Clerk reported that a section of the LED lights are damaged beyond repair and can be replaced for £500. The Committee unanimously **AGREED** to recommend this expenditure to Council.

FAHR 2024/22 9. ST JOHN'S COMMUNITY CENTRE PROPOSED BUILDING WORKS

9.1 To note and consider room usage and analyses prepared by the Finance Officer (circulated). – The Committee **NOTED** the analyses of room usage and revenue at St John's Community Centre for the last three years.

9.2 To note and consider communications from clients of the Centre (circulated); further to the letter sent by the Town Clerk in accordance with the decision of the Committee meeting on 22nd July 2024 (minute no. FAHR 2024 10 (10)).

The Committee listened to the points raised by the members of the public in attendance; namely –

- They felt that the proposed remodelling of the main hall would not suit their dance class and some other classes.
- They asked the Committee to note that many of the users of the Centre are elderly and many are on low/fixed incomes; facing mobility issues, transport problems and often suffering from loneliness. They stated that attendance at the classes held at the Centre are beneficial to the physical and mental health of the users.
- They expressed a wish for further public engagement and consultation with hire clients and users of the Centre.

Cllr. Hannah Kitching responded by acknowledging the concerns that had been raised and explained about the planning regulations and procedures; which in the case of this project have been ongoing for several years. The members of the public acknowledged that much of the work being carried out is essential due to the age and deterioration of the building; meaning that some disruption cannot be avoided.

Cllr. Hannah Kitching asked what action the members of the public present would like the Council to take going forward. A general discussion followed about the importance of public engagement in the planning stages of a project; and that it is good practice to include architects, builders and project planners in this process. The Committee agreed that they will recommend that the Council take further steps to engage with the clients of the Centre before any irrevocable decision is made regarding the interior design of the Centre.

The members of the public chose to leave the meeting after this discussion; assuring the Committee that their suggestions are offered in a constructive and co-operative spirit; and acknowledging that they understand the need for works to be carried out. The Chair Cllr. Jon Palmer thanked the ladies for attending and putting forward their views for consideration.

The Committee then discussed the nature of the proposed public engagement process:-

Moved by the Chair Cllr. Jon Palmer, seconded by Cllr. Frances Nixon and **RESOLVED** that the following proposal be recommended to Council: that Cllr. Palmer should write a letter to all hire clients of the Centre inviting them to a public meeting in the main hall, to be held in October. The plans of the proposed work to be available and the floor plan of the remodelled main hall made clearer by placing tape to show the position of the new interior walls. A suggestion box to be provided for members of the public attending.

9.3 Liaison and communication with project teams – this item was not discussed due to time constraints.

FAHR 2024/23 10. PARAMOUNT CINEMA

10.1 To note the reports from the Facilities Manager and Marketing Manager – the reports were **NOTED** by the Committee.

Moved by Cllr. James Kitching, Seconded by Cllr. Jon Palmer and **RESOLVED** that the following financial reports will be presented at future Committee meetings:

The latest available Financial Summary report prepared by the Finance Officer.

10.2 To clarify release of 30th November 2024 date for film showing – deferred to next meeting of the Events Committee.

FAHR 2024/24 11. Date of next meeting (11 November 2024)

It was **AGREED** that the next Finance, Assets & HR Committee meeting will be held at 7pm on 11th November 2024.

Signed by.....Chair, 23rd September 2024