

Penistone Town Council

DRAFT Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 27th January 2025 at 7.00 p.m.

Present : Cllr. Yvette Cooper, Cllr. David Greenhough, Cllr. Anita Kimberley, Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Matthew Nicholson, Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. Claire Redmond, Cllr. David Walker

In attendance:

N. Bailey, Town Clerk

A. Fleetwood, Finance Officer

E. Miller Assistant Town Clerk

Three members of the public were present.

In the absence of the Town Mayor and Deputy Town Mayor the Councillors were required to choose one of their number to preside at the meeting.

RESOLVED that Mayor-Elect Cllr. Hannah Kitching would preside at the meeting.

The Chair invited the members of the public present to address the Council in the ten minutes of public participation preceding the meeting; which invitation was declined.

2024/94 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE FROM COUNCILLORS

The Council **RESOLVED** to note apologies and approve reasons for absence from Cllrs. Jason Barton, Wayne Chadburn, Jonathan Cutts (Deputy Town Mayor), Mandy Lowe-Fleelo (Town Mayor) and Nick Perkins.

2024/95 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 Clerk reported that there were no written dispensations.

**2024/96 3. PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960
TO CONSIDER WHETHER ANY AGENDA ITEMS REQUIRE EXCLUSION OF THE PRESS AND PUBLIC.**

3.1 To consider and resolve to exclude the press and public from Item 8.5 which refers to confidential information.

RESOLVED that members of the press and public be excluded from agenda item 8.5 under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the business being transacted being prejudicial to the public interest.

RESOLVED that the Council will consider item 8.5 at the end of the meeting.

**2024/97 4. MINUTES
TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD**

4.1 RESOLVED to approve the minutes of the Ordinary Town Council meeting held on 16th December 2024 as a true and accurate record. The minutes were signed by the Chair.

4.2 RESOLVED to approve the minutes of the Finance, Assets & Human Resources Committee meeting held on 20th January 2025 as a true and accurate record. The minutes were signed by the Chair.

**2024/98 5. CORRESPONDENCE
TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE**

None tabled. The Council **NOTED** that an email was received from Mr Russell Ogden (Chair of the Allotment Society) after the agenda and documents had been circulated in advance of the meeting. A copy of this email was circulated to the Council on 27th January 2025.

**2024/99 6. MAYOR'S INVITATIONS
TO NOTE ANY INVITATIONS RECEIVED BY THE MAYOR**

The Council **NOTED** that the Mayor received the following invitations:

6.1 The Mayor accepted an invitation to Angel Voices Performing Arts Academy's Six Queens Will Rock You concert, Paramount Cinema 7th February 2025.

**2024/100 7. PENISTONE TOWN COUNCIL EXPENDITURE
TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS**

7.1 Penistone Town Council budget report 1st – 31st December 2024

RESOLVED the Penistone Town Council budget report for the period 1st-31st December 2024 be noted and approved.

7.2 St John's Community Centre budget report 1st-31st December 2024

RESOLVED the St John's Community Centre budget report for the period 1st-31st December 2024 be noted and approved.

7.3 Paramount budget report 1st-31st December 2024

RESOLVED the Paramount budget report for the period 1st-31st December 2024 be noted and approved.

7.4 Penistone Town Council bank reconciliation as at 31st December 2024

RESOLVED the Penistone Town Council bank reconciliation as at December 2024 be noted approved.

7.5 Penistone Town Council expenditure 7th December 2024 – 17th January 2025 - £ 25,719.15

RESOLVED the Penistone Town Council expenditure for the period 7th December 2024 to 17th January 2025 be noted and approved.

7.6 Penistone Town Council credit card expenditure 4th November – 3rd December 2024 – £ 41.89

RESOLVED the Penistone Town Council credit card expenditure for the period 4th November – 3rd December 2024 be noted and approved.

7.7 Penistone Town Council petty cash expenditure 1st September 2024 – 17th January 2025 - £ 187.53

RESOLVED the Penistone Town Council petty cash expenditure for the period 1st September 2024 – 17th January 2025 be noted and approved.

7.8 Paramount expenditure 7th December 2024 – 17th January 2025 - £ 153,720.22

RESOLVED the Paramount expenditure for the period 7th December 2024 to 17th January 2025 be noted and approved.

7.9 Paramount credit card expenditure 20th October – 19th December 2024 - £ 431.25 & £ 2,394.63

RESOLVED the Paramount credit card expenditure for the period 20th October – 19th December 2024 be noted and approved.

7.10 Paramount petty cash payments expenditure – not tabled.

7.11 Penistone Town Council financial summary 1st – 31st December 2024 (presentation)

RESOLVED the Penistone Town Council financial summary for the period 1st-31st December 2024 be noted and approved.

2024/101 8. FINANCIAL MATTERS AND GOVERNANCE

8.1 TERMS OF REFERENCE, FINANCE, ASSETS & HR COMMITTEE

To consider and approve the revised terms of reference for the standing committee on Finance, Assets & Human Resources (FAHR); further to the recommendation of that Committee (Minute no. FAHR 2024/36/4).

RESOLVED that the revised terms of reference for the standing committee on Finance, Assets & Human Resources be approved.

The Council were pleased to **NOTE** the thanks of Cllr. Jon Palmer, Chair of the FAHR Committee, to Cllr. Anita Kimberley for her guidance in the revision of the terms of reference.

8.2 ALLOTMENTS

To consider and approve the decision of the FAHR Committee to institute a policy of annual increases to the allotment tenancy fees based on the rate of inflation; with a 10% administration fee then added to the whole. As no changes to tenancy fees are recommended in 2025 this administration fee to be charged at 20% for the year of 2026 only. (Minute no. FAHR 2024/38/7.1).

Cllr. Jon Palmer, Chair of the FAHR Committee, explained that henceforth 12 months' notice of any changes to tenancy fees or agreements will be given to plot holders of both allotment sites; notwithstanding the existing tenancy agreements which specify a notice period of 3 months.

Cllr. Palmer reiterated that the primary objective of the FAHR Committee is to balance the Council's budget; and that the allotment tenancy fee is one item in a diverse and competing list of priorities.

RESOLVED that the Council will adopt the FAHR Committee's recommendation to institute a policy of annual increases to the allotment tenancy fees based on the rate of inflation; with a 10% administration fee then added to the whole. As no changes to tenancy fees are recommended in 2025 this administration fee to be charged at 20% for the year of 2026 only. This was unanimously **AGREED** by the Council.

8.3 BUDGET AND PRECEPT, FINANCIAL YEAR 2025-2026

To consider and approve the proposed budget and precept for the financial year 2025/2026 as recommended by the FAHR Committee (Minute no. FAHR 2024/38/7.11).

Cllr. Jon Palmer, Chair of the FAHR Committee reported that, 12 months from the Council's first budget after election, the FAHR Committee is pleased to recommend what is effectively a balanced budget, despite unforeseen costs faced in 2024. The measures taken in the 2024 budget have put the Council in a healthier position to withstand the challenges of the forthcoming financial year 2025/2026; in which the Council faces increased costs of £40,000 due to statutory increases in Employers' National Insurance Contributions, the National Minimum Wage and National Living Wage.

The Chair requested an update on the financial situation of the Paramount Cinema. Cllr. Palmer was pleased to report that results are improving with better reporting and figures available which have provided the basis for the Paramount to start to make the necessary adjustments to cut costs and improve revenue. The FAHR Committee feel positive about the position of the Paramount going forward into the next financial year; as there are indications that, with continued improvement, the cinema could begin to support itself within the foreseeable future.

The FAHR Committee recommended a precept of £244,639 for the financial year 2025/2026. This precept will result in an annual charge to residents of Band D properties of £56.33, being an increase of £3.05 per annum (5.72%).

RESOLVED that the precept of £244,639 be approved for the financial year 2025/2026, by a unanimous decision of the Council.

8.4 DONATION REQUEST FROM PENISTONE MAYORS PARADE AND GALA COMMITTEE

To consider a request dated 13/01/2025 from the Secretary of Penistone Mayors Parade and Gala Committee for a donation of £5,000 towards the running costs of Penistone Gala 2025.

Cllr. Jon Palmer, Chair of the FAHR Committee explained that the budget includes a total events budget of £8,750 intended to support Penistone Gala, the Penistone Round Table annual bonfire event and a sum for Penistone Town Council events. The FAHR Committee discussed the donation request in their meeting on 20th January 2025 (Minute no. FAHR 2024/38/7.7).

RESOLVED that a letter co-signed by Cllr. Palmer and the Clerk be sent to the Secretary before the Gala Committee's next meeting on 3rd February 2025. The letter to state the following :

- Any donation will be conditional upon clear and adequate acknowledgement of Penistone Town Council being the chief sponsor of the event in all marketing and publicity materials and at the event itself.
- If the Gala Committee prefers any donation could be used to sponsor a specific element of the event, e.g. the arena entertainment (to be agreed in advance by PTC).
- Penistone Town Council reserves the right to pay any donation to the Gala Committee in instalments.

8.5 ONGOING ASSET TRANSFER – Press and public excluded from this item, which was heard at the end of the agenda (See Minute no. OCT 2024/96/3.1).

8.5(i) To note the addition of Cllr. Anita Kimberley to the Asset Transfer Working Group.

NOTED that Cllr. Anita Kimberley has joined the Asset Transfer Working Group.

8.5(ii) To note and approve the terms of reference of the Asset Transfer Working Group

RESOLVED to approve the terms of reference of the Asset Transfer Working Group.

8.5(iii) To receive a report from the Asset Transfer Working Group on the progress of a current asset transfer.

The Council received information/recommendations from the Asset Transfer Working Group in the matter of an ongoing asset transfer and decided to progress the matter in accordance with the recommendations.

2024/102 9. COUNCILLORS' ITEMS

None tabled.

2024/103 10. PARAMOUNT CINEMA

10.1 To note the Paramount Cinema event analysis 1st – 31st December 2024.

Further to the event analysis the Finance Officer reported that every film or event held at the Paramount in December 2024 made a profit.

RESOLVED that the Paramount Cinema event analysis for the period 1st-31st December 2024 be noted and approved.

2024/104 11. TOWN CLERK

11.1 To note the Town Clerk's verbal report.

The report contained details of the following:

- **St John's Community Centre** - Update on the building work being carried out at St John's Community Centre – the removal of asbestos is almost complete and work has started on replacement of the boiler. The Clerk has requested that the project manager organise contractors to replace the ceilings, lighting, fire alarm, removal of panelling etc. Awaiting planning permission for the new fire doors, the architect estimates that this will take at least 8 weeks. The Clerk explained that it would be very problematic to open part of the building and car park for a few weeks only to close it again. The nature of the work involving different teams of contractors and the age of the building mean it is impossible to get any definite dates for completion of the different phases. The Clerk requested the support of the Council in keeping the building closed until the work is completed. Once there is a foreseeable date for opening the Clerk suggests that the Council host an "open day/evening" whereby clients and residents could be invited to look round the refurbished building. If timing allows this event could be held in conjunction with the Annual Parish Meeting in April. The Councillors unanimously agreed that St John's Community Centre premises and car park should be kept closed until further notice. The Clerk further explained that the building work is taking up a significant amount of his time as he is dealing with the contractors on a day to day basis and trying to coordinate the work which is extremely challenging.

- The Clerk is working with Norcroft Electrical and the technical manager at Christmas Plus on setting up a central point of power/control for Penistone’s Christmas lights. This is subsequent to an assessment by YLCA that the current arrangements pose a significant risk to the Council’s traditional Christmas celebrations and turning on of Christmas lights event. The FAHR Committee discussed this matter at their meeting on 20th January 2025 (Minute no. FAHR 2024/38/7.9).

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

2024/105 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL (See Appendix 1)

12.1 To consider the letter and enclosures submitted by a representative of residents of King’s Court, relating to application 2023/0898 (circulated).

The Councillors **NOTED** the circulated letter. The Chair Cllr. Hannah Kitching (also a serving Barnsley Councillor) undertook to contact the Planning Officer at Barnsley Metropolitan Borough Council to discuss the matter.

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

2024/106 13. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING.

RESOLVED that the next Council meeting will be held at 7.00 pm on Monday 24th February 2025.

Signed by.....Chair 24th February 2025