

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 24th March 2025 at 7.00 p.m.

Present : Cllr. Yvette Cooper, Cllr. Jonathan Cutts, Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Mandy Lowe-Flello (Town Mayor), Cllr. Matthew Nicholson, Cllr. Frances Nixon, Cllr. Nick Perkins, Cllr. David Walker

Not present : Cllr. Jason Barton, Cllr. Wayne Chadburn, Cllr. David Greenhough, Cllr. Anita Kimberley, Cllr. Jon Palmer, Cllr. Claire Redmond

In attendance:

N. Bailey, Town Clerk

A. Fleetwood, Finance Officer

E. Miller Assistant Town Clerk

No members of the public were present.

2024/120 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. Wayne Chadburn, David Greenhough, Anita Kimberley, Jon Palmer and Claire Redmond.

2024/121 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.

2024/122 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 11 which refers to confidential information.

RESOLVED that members of the press and public be excluded from agenda item 11 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, should any members of the public join to observe the meeting, the Council will consider item 11 at the end of the meeting. In the event no members of the public were present throughout the meeting.

2024/123 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 24th February 2025 as a true and accurate record. The minutes were signed by the Chair.

4.2 RESOLVED to approve the minutes of the Finance, Assets & HR Committee meeting held on 10th March 2025 as a true and accurate record. The minutes were signed by the Chair.

2024/124 5. CORRESPONDENCE

TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE

None tabled.

2024/125 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 the Penistone Tractor Run in aid of the children's air ambulance on 27th April 2025.

6.2 Penistone Cinema Organ Trust 25th anniversary concert 12th April 2025 – The Mayor, Deputy Mayor and Mayor-Elect all having previous engagements on 12th April Cllr. Matthew Nicholson will attend this event to represent the Council.

2024/126 7. PENISTONE TOWN COUNCIL EXPENDITURE

TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS

7.1 Penistone Town Council budget report 1st – 28th February 2025

RESOLVED the Penistone Town Council budget report for the period 1st- 28th February 2025 be noted and approved. The report was signed by the Chair.

7.2 St John's Community Centre budget report 1st- 28th February 2025

RESOLVED the St John's Community Centre budget report for the period 1st- 28th February 2025 be noted and approved. The report was signed by the Chair.

7.3 Paramount budget report 1st- 28th February 2025

RESOLVED the Paramount budget report for the period 1st- 28th February 2025 be noted and approved. The report was signed by the Chair.

7.4 Penistone Town Council bank reconciliation as at 28th February 2025

RESOLVED the Penistone Town Council bank reconciliation as at 28th February 2025 be noted and approved. The bank reconciliation was signed by the Chair.

7.5 Penistone Town Council expenditure report 15th February 2025 – 14th March 2025 - **£ 84,321.23**

RESOLVED the Penistone Town Council expenditure for the period 15th February 2025 – 14th March 2025 be noted and approved. The report was signed by the Chair.

7.6 Penistone Town Council credit card expenditure report 4th December 2024 – 3rd February 2025
£ 49.90

RESOLVED the Penistone Town Council credit card expenditure 4th December 2024 – 3rd February 2025 be noted and approved. The report was signed by the Chair.

7.7 Penistone Town Council petty cash expenditure report – not tabled.

7.8 Paramount expenditure report 15th February – 14th March 2025 - **£ 87,275.04**

RESOLVED the Paramount expenditure for the period 15th February – 14th March 2025 be noted and approved. The report was signed by the Chair.

7.9 Paramount credit card expenditure report – not tabled.

7.10 Paramount petty cash expenditure report 22nd October 2024 – 17th February 2025 - **£281.48**

RESOLVED the Paramount petty cash expenditure for the period 22nd October 2024 – 17th February 2025 be noted and approved. The report was signed by the Chair.

7.11 Penistone Town Council financial summary 1st – 28th February 2025 (presentation)

RESOLVED the Penistone Town Council financial summary for the period 1st-28th February 2025 be noted and approved. The summary was signed by the Chair.

2024/127 8. FINANCIAL MATTERS AND GOVERNANCE

8.1 TO CONSIDER AND APPROVE THE RECOMMENDATION OF THE FINANCE, ASSETS & HR COMMITTEE TO MAKE A SMALL GRANT OF £500 TO PENISTONE FILM FESTIVAL CIC (Minute no. FAHR 2024/44/4.1)
RESOLVED that the Committee's recommendation to make a grant of £500 to Penistone Film Festival CIC is noted and approved.

8.2 TO CONSIDER FOR APPROVAL A GRANT APPLICATION FROM PENISTONE LADIES' CHOIR SUBJECT TO FURTHER INFORMATION REGARDING THE GROUP'S FINANCES BEING PROVIDED AT THE REQUEST OF THE FINANCE, ASSETS & HR COMMITTEE (Minute no. FAHR 2024/44/4.2).

RESOLVED by an unanimous decision of the Council that, further to consideration of the information provided by Penistone Ladies' Choir the Council will decline to approve the grant.

8.3 TO CONSIDER AND APPROVE THE RECOMMENDATION OF THE FINANCE, ASSETS & HR COMMITTEE THAT CLAUSE 5.15 OF THE FINANCIAL REGULATIONS BE AMENDED FURTHER TO ADVICE FROM THE COUNCIL'S INTERNAL AUDITOR (Minute no. FAHR 2024/45/5)

RESOLVED that the Committee's recommendation to amend Clause 5.15 of the Financial Regulations is noted and approved.

8.4 TO CONSIDER AND APPROVE THE RECOMMENDATION OF THE FINANCE, ASSETS & HR COMMITTEE THAT THE DRAFT RESERVES POLICY BE APPROVED (Minute no. FAHR 2024/46/6)

RESOLVED that the Committee's recommendation to approve the draft Reserves Policy is noted and approved.

8.5 TO CONSIDER FOR APPROVAL THE TRANSFER OF FUNDS INTO A NEW EARMARKED RESERVE TO ENSURE THAT SUFFICIENT FUNDS ARE AVAILABLE TO FINISH THE REMODELLING OF ST JOHN'S COMMUNITY CENTRE; FURTHER TO A REVIEW OF THE COSTS TO DATE BY THE FINANCE, ASSETS & HR COMMITTEE (Minute no. FAHR 2024/47/7)

The Town Clerk reported that the project has incurred a number of additional costs. Although these costs were not foreseen, it was always understood that the age of the building and the fact that there has been very little investment in it (beyond essential maintenance) over the last thirty years, could mean that the work would reveal problems which must be addressed. He further advised that finishing the building to a good standard would be an excellent use of the money; the long term aim being to continue its use as an asset for the residents of Penistone for many years. This was unanimously **AGREED** by the Councillors.

RESOLVED that further to the review of costs to date carried out by the Committee, the transfer of funds into a new Earmarked Reserve is noted and approved.

8.6 TO CONSIDER AND APPROVE THE RECOMMENDATION OF THE FINANCE, ASSETS & HR COMMITTEE TO ALLOCATE BUDGETED FUNDS OF £25,000 FOR REPAIRS TO THE PARAMOUNT EARMARKED RESERVES (Minute no. FAHR 2024/49/9.1)

RESOLVED that further to the review of costs to date carried out by the Committee, the transfer of £25,000 into the Paramount Earmarked Reserve is noted and approved.

8.7 TO CONSIDER FOR APPROVAL QUOTATIONS FOR RELACEMENT OF OLD/DAMAGED STAGE LIGHTS FOR THE PARAMOUNT CINEMA, FURTHER TO DISCUSSION BY THE FINANCE, ASSETS & HR COMMITTEE (Minute no. FAHR 2024/49/9.2)

Three quotations were presented for the Council's consideration. The recommendation of the Paramount Technical Manager Brian Barnsley was the quotation submitted by AVLS for £8,800 plus VAT to include installation and remedial work. This was not only the cheapest quotation but the company has worked at the Paramount before and know the building and lighting setup well.

RESOLVED that the the quotation from AVLS is approved by the Council.

8.8 TO CONSIDER AND APPROVE THE RECOMMENDATION OF THE FINANCE, ASSETS & HR COMMITTEE TO SET UP A PARAMOUNT CINEMA WORKING GROUP, FURTHER TO A MOTION TABLED BY CLLR. FRANCES NIXON (Minute no. FAHR 2024/50/10)

Cllr. Nixon raised the issue of a Paramount Cinema Working Group as the Council had resolved to set up a group in 2023 (ref. Minute no. OTC 2023/47/8(iii)). Since that date the Cllrs. Jon Palmer and James Kitching have led quarterly meetings for the Paramount management staff (including the Town Clerk and sometimes the Finance Officer). These meetings, which take place during the day, are focussed on strategies for improving the Paramount's efficiency and have resulted in a number of changes. Profit figures continue to be encouraging in early 2025.

Cllr. Nixon acknowledged the positive changes which have taken place; however with the possibility of highly significant changes in the medium term (including the installation of Screen 2 under the Principal Towns initiative) she feels that there should be a Working Group with a wider membership and with stated Terms of Reference; which would allow greater transparency and inclusivity in the decision making process.

Discussion took place around the best way forward. The Clerk expressed concern that the Council already has too many evening meetings and it would be difficult to fit more into the calendar. Cllr. James Kitching suggested that the quarterly meetings with Paramount management could be designated as the Working Group and Terms of Reference applied. Cllr. Nixon stated that she would like to see improved communication regarding the changes being made at the Paramount; with all the Councillors being fully informed about what takes place at the meetings. The Mayor stated that she had attended the last strategy meeting and found it very informative; other Councillors also expressed interest in attending.

Further to discussion it was **RESOLVED** that for the time being invitations to the quarterly strategy meetings will be sent to all Councillors; and that any information relating to or resulting from the meetings will be circulated to full Council. The Town Clerk to send documentation from the last strategy meeting on 3rd February 2025 to all the Councillors.

8.9 TO DISCUSS THE DATE OF THURSDAY 15TH MAY 2025 FOR THE ANNUAL TOWN ASSEMBLY, AS RECOMMENDED BY THE EVENTS & LEISURE COMMITTEE MEETING (MINUTE NO. E&L 2024/15/5).

Further to discussion it was **RESOLVED** that the Annual Town Assembly will be held in the Town Hall Council Chamber at 7pm on Thursday 15th May.

According to legislation the Town Assembly must take place between 1st April and 1st June inclusive. Due to the closure of St John's Community Centre and management of the very challenging building work, it will only be possible to organise a simple event in 2025. Had the building work gone according to the original schedule the Council were intending to hold a large event for the Town Assembly which would include the re-opening of the Community Centre.

The Mayor will open the proceedings by making a statement informing those who attend that the Council will be holding a public event later in the year to celebrate the re-opening of St John's Community Centre; at which there will be presentations from the Chairs of the Council's Standing Committees, information about the work of the Council in the municipal year 2024/2025 and any future plans.

2024/128 9. COUNCILLORS' ITEMS

None tabled.

2024/129 10. PARAMOUNT CINEMA

10.1 To receive and note the Paramount Cinema event analysis for the period 1st – 28th February 2025.

The Finance officer reported that February was another good month for the Paramount with profit figures continuing to improve.

RESOLVED that the Paramount Cinema event analysis for the period 1st-28th February 2025 be noted and approved.

10.2 To receive and note the Paramount Manager's Report for February 2025.

The Paramount Manager Brian Barnsley sent his apologies for the meeting; however the Clerk had circulated his report to the Councillors.

RESOLVED that the Paramount manager's report February 2025 be noted and approved.

2024/130 11. TOWN CLERK

11.1 To note the Town Clerk's verbal report.

The report contained details of the following:

- **Business proposal (confidential)** – The Council received information/recommendations from the Clerk in the matter of an ongoing business proposal and requested that the Clerk keep them informed of any developments.
- **Ongoing asset transfer (confidential)** - The Council received information from the Clerk in the matter of an ongoing asset transfer. There will be a meeting of the Asset Transfer Working Group further to which the Council will receive the Group's recommendations.
- **Booking/admission fees, Paramount Cinema** – The Council received information from the Clerk and a copy of an email from Brian Barnsley (Paramount Manager) regarding research they have carried out on the law regulating booking fees. This matter will be placed on the agenda for the next Finance, Assets & HR Committee meeting.

RESOLVED that the Town Clerk's verbal report be noted and approved.

2024/131 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNESLEY METROPOLITAN BOROUGH COUNCIL

Planning application nos. 2025/0065 and 2025/0091 were considered.

RESOLVED that the list of planning applications was duly **NOTED** with no objections from the Council.

2024/132 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 28th April 2025.

The meeting concluded at 8.18 pm.

Signed by.....Chair 28th April 2025