



PENISTONE TOWN COUNCIL

ST. JOHN'S COMMUNITY CENTRE  
Church Street, Penistone, Sheffield S36 6AR  
Tel: 01226 370088/370857  
Town Clerk: Nigel Bailey  
Email: [clerk@pentowncouncil.gov.uk](mailto:clerk@pentowncouncil.gov.uk)  
[www.penistonetowncouncil.gov.uk](http://www.penistonetowncouncil.gov.uk)



**SUMMONS**

12<sup>th</sup> May 2025

Dear Councillor,

You are hereby summoned to the Annual Meeting of the Town Council to be held on  
**Monday 19<sup>th</sup> May at 19.00** to be held at the Council Chamber, Town Hall, Shrewsbury Road, Penistone.

**There will be ten minutes public participation prior to the meeting.**

**PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960** 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 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.

Yours faithfully,

Nigel Bailey, Town Clerk

**AGENDA**

1. To elect the Town Mayor of the Council for the municipal year 2025/2026. The relevant Declaration of Acceptance of Office to be signed accordingly.
2. To elect the Deputy Mayor of the Council for the municipal year 2025/2026. The relevant Declaration of Acceptance of Office to be signed accordingly.
3. To resolve that any Councillor that has not signed the Declaration of Acceptance of Office to do so at a later date and to agree the relevant date.
4. To receive any apologies and reason for absence.
  - 4.1 To receive apologies for absence.
  - 4.2 To consider for approval reasons for absence given by Councillors.
5. To receive any declarations of personal or prejudicial interests from Councillors.
  - 5.1 In accordance with Section 31 of the Localism Act 2011 members to declare any disposable pecuniary interests in items on this agenda
  - 5.2 The Town Clerk to report any written dispensations in respect of items on this agenda
6. **Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960**  
To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

**6.1** To consider and resolve to exclude the press and public from Item 14 which refers to confidential information.

**7. To confirm the minutes of the following meetings as a true and correct record:**

**7.1** Ordinary Town Council Meeting 28<sup>th</sup> April 2025

**7.2** Finance & HR Committee Meeting 12<sup>th</sup> May 2025

**8. To nominate the Mayor-Elect for the municipal year 2025/2026.**

**9. To elect Chairs and Members onto the Council's Standing Committees for the municipal year 2025/2026.**

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

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

**9.3** To review the revised terms of reference for the Standing Committees.

**10. To agree representatives to the following external Boards.**

**10.1 National Schools Trust** – 2 representatives (2024/25 Cllrs. J. Cutts, F. Nixon)

**10.2 Samuel Wordsworth Charity** – 1 representative (2024/25 Cllr. J. Cutts)

**10.3 Yorkshire Local Councils Association** – 1 representative (2024/25 Cllr. W. Chadburn)

**10.4 Hoylandswaine Almshouse** – 2 representatives (2024/25 Cllrs. H. Kitching, D. Walker)

**10.5 Penistone Grammar School** – 5 representatives (2024/25 Cllrs. Y. Cooper, J. Cutts, H. Kitching, F. Nixon, N. Perkins)

**11. To approve the following items of expenditure/monthly reports (Circ. where appropriate)**

**11.1** Penistone Town Council budget report **April 2025**

**11.2** St John's Community Centre budget report **April 2025**

**11.3** Paramount budget report **April 2025**

**11.4** PTC bank reconciliation **30.04.25**

**11.5** Penistone Town Council expenditure 12/04/25-09/05/25 **£ 19,170.12**

**11.6** Penistone Town Council credit card expenditure 4/3/25-3/4/25 **£ 82.97**

**11.7** Penistone Town Council petty cash expenditure **not tabled**

**11.8** Paramount expenditure 12/04/25-09/05/25 **£ 72,068.32**

**11.9** Paramount credit card expenditure 21/2/25-20/3/25 **£ 521.30**

**11.10** Paramount petty cash expenditure **not tabled**

**11.11** Penistone Town Council Financial Summary April 2025 (presentation)

**12. Financial Matters and Governance**

**12.1** To note and approve the Council's Annual Governance Statement, Accounting Statements and Annual Internal Audit Report; as recommended by the FAHR Committee.

**12.2** To approve the Council's Standing Orders 2025 (revised in accordance with the 2025 NALC model)

**12.3** To approve the Council's Financial Regulations 2025

**12.4** To approve the Council's list of banking Direct Debits and Standing Orders

**12.5** To approve the adoption of the Local Government Association Councillors' Code of Conduct

**12.6** To approve the Council's 2025/26 Operational Risk Assessment Schedule

**12.7** To approve the recommendation of the FAHR Committee to grant funding of £2,750 to Penistone Round Table

**12.8** To approve the recommendation of the FAHR Committee to make a grant of £234 to Hoylandswaine Parochial Church Council

**12.9** To approve the recommendation of the FAHR Committee that Cllr. Jonathan Cutts be appointed to carry out quarterly reviews of the Council's Internal Financial Control Documents in the year 2025/26.

**12.10** To approve the recommendation of the FAHR Committee to adopt the Council's draft Investment Policy.

**12.11** To approve the recommendation of the FAHR Committee that a booking fee of 65p per ticket be introduced by the Paramount Cinema with effect from 1<sup>st</sup> June 2025.

**12.12** To approve the recommendation of the FAHR Committee to adopt a schedule of storage fees at St. John's Community Centre based on standard commercial rates; to be implemented on the re-opening of the Centre.

**13. To note and/or consider any planning applications received from BMBC.**

Planning applications : 2025/0254, 2025/0161, 2025/0276, 2025/0169, 2025/0381 and footpath diversion between Royd Moor and Scout Dike reservoirs (not numbered).

**14** To receive a report from the Asset Transfer Working Group on the progress of a current asset transfer **(CONFIDENTIAL)**.

**15. To confirm the time and date of the next Ordinary Town Council Meeting. (23<sup>rd</sup> June 2025)**