

# Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 28<sup>th</sup> April 2025 at 7.00 p.m.

**Present** : Cllr. Jason Barton, Cllr. Wayne Chadburn, Cllr. Yvette Cooper, Cllr. Jonathan Cutts (Deputy Mayor, Chair), Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. Nick Perkins

**Not present** : Cllr. David Greenhough, Cllr. Anita Kimberley, Cllr. Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Mandy Lowe-Flelo (Town Mayor), Cllr. Matthew Nichoson, Cllr. Claire Redmond, Cllr. David Walker

In attendance:

N. Bailey, Town Clerk

A. Fleetwood, Finance Officer

E. Miller Assistant Town Clerk

No members of the public were present.

## **2024/133 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. Anita Kimberley, Hannah Kitching, James Kitching, Mandy Lowe-Flelo, Matthew Nicholson, Claire Redmond and David Walker.

## **2024/134 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.

## **2024/135 3. PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960 TO CONSIDER WHETHER ANY AGENDA ITEMS REQUIRE EXCLUSION OF THE PRESS AND PUBLIC.**

There were no agenda items requiring exclusion of the press and public.

#### **2024/136 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 24<sup>th</sup> March 2025 as a true and accurate record. The minutes were signed by the Chair.

#### **2024/137 5. CORRESPONDENCE**

##### **TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE**

There was no correspondence to be considered.

#### **2024/138 6. MAYOR'S INVITATIONS**

##### **TO NOTE ANY INVITATIONS RECEIVED BY THE MAYOR**

There were no invitations received by the Mayor. Deputy Mayor Cllr. Jonathan Cutts reported that he had attended the Penistone Tractor Run on 27<sup>th</sup> April 2025 due to the Mayor being indisposed.

#### **2024/139 7. PENISTONE TOWN COUNCIL EXPENDITURE**

##### **TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS**

##### **7.1 Penistone Town Council budget report 1<sup>st</sup> – 31st March 2025**

**RESOLVED** the Penistone Town Council budget report for the period 1<sup>st</sup>- 31<sup>st</sup> March 2025 be noted and approved. The report was signed by the Chair.

##### **7.2 St John's Community Centre budget report 1<sup>st</sup>- 31<sup>st</sup> March 2025**

**RESOLVED** the St John's Community Centre budget report for the period 1<sup>st</sup>- 31<sup>st</sup> March 2025 be noted and approved. The report was signed by the Chair.

##### **7.3 Paramount budget report 1st- 31<sup>st</sup> March 2025**

**RESOLVED** the Paramount budget report for the period 1<sup>st</sup>- 31<sup>st</sup> March 2025 be noted and approved. The report was signed by the Chair.

##### **7.4 Penistone Town Council bank reconciliation as at 31<sup>st</sup> March 2025**

**RESOLVED** the Penistone Town Council bank reconciliation as at 31<sup>st</sup> March 2025 be noted and approved. The bank reconciliation was signed by the Chair.

##### **7.5 Penistone Town Council expenditure report 15<sup>th</sup> March 2025 – 11<sup>th</sup> April 2025 - £ 17,422.66**

**RESOLVED** the Penistone Town Council expenditure for the period 15<sup>th</sup> March 2025 – 11<sup>th</sup> April 2025 be noted and approved. The report was signed by the Chair.

**7.6** Penistone Town Council credit card expenditure report 4<sup>th</sup> February 2025 – 3<sup>rd</sup> March 2025 **£ 54.50**

**RESOLVED** the Penistone Town Council credit card expenditure 4<sup>th</sup> February 2025 – 3<sup>rd</sup> March 2025 be noted and approved. The report was signed by the Chair.

**7.7** Penistone Town Council petty cash expenditure report 18<sup>th</sup> January 2025 – 31<sup>st</sup> March 2025 **-£101.72**

**RESOLVED** the Penistone Town Council petty cash expenditure 18<sup>th</sup> January 2025 – 31<sup>st</sup> March 2025 be noted and approved. The report was signed by the Chair.

**7.8** Paramount expenditure report 15<sup>th</sup> March 2025 – 11<sup>th</sup> April 2025 - **£ 86,723.26**

**RESOLVED** the Paramount expenditure for the period 15<sup>th</sup> March 2025 – 11<sup>th</sup> April 2025 be noted and approved. The report was signed by the Chair.

**7.9** Paramount credit card expenditure report 21<sup>st</sup> December 2024 – 20<sup>th</sup> February 2025 - **£868.67**

**RESOLVED** the Paramount credit card expenditure 21<sup>st</sup> December 2024 – 20<sup>th</sup> February 2025 be noted and approved. The report was signed by the Chair.

**7.10** Paramount petty cash expenditure report – **none at this time.**

**7.11** Penistone Town Council financial summary 1<sup>st</sup> – 31<sup>st</sup> March 2025 (presentation)

**RESOLVED** the Penistone Town Council financial summary for the period 1<sup>st</sup>- 31<sup>st</sup> March 2025 be noted and approved. The summary was signed by the Chair.

## **2024/140 8. FINANCIAL MATTERS AND GOVERNANCE**

**8.1 To consider and decide upon tender documents from 3 companies for supply and installation of Christmas lighting in Penistone from December 2025.**

The Town Clerk presented tender documents from 3 companies – PTCs current provider Christmas Plus Ltd., CE&PS Ltd and VCP Solutions. The Clerk reported that the quotations covered the next 3 seasons, 2025/26, 2026/27 and 2027/28, with prices based on the current installations.

The Clerk further advised that, in addition to quoting the lowest price Christmas Plus Ltd has worked with PTC before and their staff know the town well. This is of particular importance in Penistone, given the unique and complex issues faced by the Council due to there being no central points of access to power for the Christmas lights, as is the case in most areas. Every year the Clerk faces a complex task of obtaining consent from businesses and private individuals to allow access to power for the Christmas lights. The Clerk is currently working with a specialist electrical contractor to improve this situation, but due to restrictions on the positioning of cables and power points it will not be possible to access one central source of power.

Further to consideration the Council unanimously **AGREED** to accept the quotation from Christmas Plus Ltd.

## **2024/141 9. COUNCILLORS' ITEMS**

None at this time.

## **2024/142 10. PARAMOUNT CINEMA**

### **10.1 To receive and note the Paramount Event Analysis**

### **10.2 To receive and note the Paramount Manager's report**

Items 10.1. and 10.2 were not circulated to the Councillors in advance of the meeting. The Clerks apologised for this oversight and the documents will be sent to all Councillors after the meeting.

The Finance Officer was able to report that the figures for the month of March show that retail sales were good and there were some moderately successful films and live events.

## **2024/143 11. TOWN CLERK**

### **11.1 To note the Town Clerk's verbal report.**

The report contained details of the following:

- **Cash Access UK** – the banking hub has now opened in the Resource Centre building. At the request of the company no advance publicity was announced. Since opening the hub has been fairly quiet, but over the next few weeks the banking representatives attending each day will be confirmed and announced.
- **Ongoing asset transfer (confidential)** - The Council received information from the Clerk in the matter of an ongoing asset transfer project. There will be a meeting of the Asset Transfer Working Group further to which the Council will receive the Group's recommendations.
- **St John's Community Centre** – The work is ongoing and all parts of the building are now under different stages of construction and renovation. The Clerk informed the Council that most of his time is currently taken up by this project which involves dealing with multiple contractors and daily issues which arise. He has a meeting later in the week with the architect and project manager to discuss progress.

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

## **2024/144 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL**

Planning application nos. 2025/0132, 2025/0223, 2025/0232 and 2024/0861 were considered.

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

**2024/145 13. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING.**

**RESOLVED** that the next Council meeting will be the Annual Meeting and Mayor Making, held at 7.00 pm on Monday 19<sup>th</sup> May 2025.

The Chair Cllr. Jonathan Cutts thanked the Town Clerk for all the extra work he has undertaken in supervising the building work at St John's Community Centre. He also thank all the Council Officers for their efforts in bringing the Cash Access UK Banking Hub to Penistone within their office space.

The meeting concluded at 7.44 pm.

Signed by.....Chair 19<sup>th</sup> May 2025