

Penistone Town Council

Minutes of the Penistone Town Council Annual Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 19th May 2025 at 7.00 p.m.

Present: Cllr. Yvette Cooper, Cllr. Jonathan Cutts (Deputy Mayor), Cllr. Anita Kimberley, Cllr. Hannah Kitching (Mayor-Elect), Cllr. James Kitching, Cllr. Mandy Lowe-Flello (Town Mayor), Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. Nick Perkins, Cllr. Claire Redmond

Not present:

Cllr. Jason Barton, Cllr. Wayne Chadburn, Cllr. David Greenhough, Cllr. Matthew Nicholson, Cllr. David Walker

In attendance:

N. Bailey, Town Clerk

A. Fleetwood, Finance Officer

No members of the public were present.

2025/2026/1 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.

Cllr. Hannah Kitching was proposed, seconded and unanimously elected as Town Mayor for the municipal year 2025/2026. The Declaration of Acceptance of Office was duly signed.

2025/2026/2 2. TO ELECT THE DEPUTY MAYOR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2024/2025. THE RELEVANT DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED ACCORDINGLY.

Cllr. Mandy Lowe-Flello was proposed, seconded and unanimously elected as Deputy Mayor for the municipal year 2025/2026. The Declaration of Acceptance of Office was duly signed.

2025/2026/3 3. TO RESOLVE THAT ANY COUNCILLOR THAT HAS SIGNED THE DECLARATION OF ACCEPTANCE OF OFFICE SHOULD DO SO AT A LATER DATE AND AGREE THE RELEVANT DATE.

All Penistone Town Councillors have signed Declarations of Acceptance of Office.

2025/2026/4 4. 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, Matthew Nicholson and David Walker.

2025/2026/5 5. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

5.1 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.

5.2 The Town Clerk to report any written dispensations in respect of items on this agenda.

The Town Clerk reported that there were no written dispensations.

2025/2026/6 6. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960.

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

No members of the public or press were present. The Council **RESOLVED** that should any members of the public arrive they would be excluded from the discussion of Item 14.

2025/2026/7 7. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD

7.1 RESOLVED to approve the minutes of the Ordinary Town Council Meeting held on 28th April 2025 as a true and accurate record. The minutes were signed by the Chair.

7.2 RESOLVED to approve the minutes of the Finance, Assets & Human Resources Committee Meeting held on 12th May 2025 as a true and accurate record. The minutes were signed by the Chair.

2025/2026/8 8. TO NOMINATE THE MAYOR-ELECT FOR THE MUNICIPAL YEAR 2025/2026.

Cllr. Anita Kimberley was proposed, seconded and unanimously elected as Mayor-Elect for the municipal year 2025/2026.

2025/2026/9 9. TO ELECT MEMBERS AND CHAIRS ONTO THE COUNCIL'S STANDING COMMITTEES FOR THE MUNICIPAL YEAR 2025/2026.

9.1 To appoint Councillors to the Council's Standing Committees.

9.1 (i) RESOLVED that the members of the Finance, Assets & HR Committee be appointed as follows: Cllr. Wayne Chadburn, Cllr. Jonathan Cutts, Cllr. David Greenhough, Cllr. Anita Kimberley, Cllr. Hannah

Kitching (*ex-officio*), Cllr. James Kitching, Cllr. Mandy Lowe-Flello, Cllr. Matthew Nicholson, Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. Nick Perkins, Cllr. David Walker.

9.1 (ii) RESOLVED that the members of the Events & Leisure Committee be appointed as follows:
Cllr. Jason Barton, Cllr. Yvette Cooper, Cllr. David Greenhough, Cllr. Hannah Kitching (*ex-officio*), Cllr. Frances Nixon, Cllr. Nick Perkins, Cllr. Claire Redmond.

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

9.2 (i) RESOLVED that Cllr. Anita Kimberley be appointed Chair and Cllr. Jon Palmer be appointed Vice-Chair of the Finance, Assets & Human Resources Committee.

9.2 (ii) RESOLVED that Cllr. Frances Nixon be appointed Chair and Cllr. Yvette Cooper be appointed Vice-Chair of the Events & Leisure Committee.

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

9.3(i) RESOLVED that the revised Terms of Reference (v.3) for the Finance, Assets & Human Resources Committee be approved.

9.3(ii) RESOLVED that the revised Terms of Reference (v.2) for the Events & Leisure Committee be approved.

2025/2026/10 10. TO AGREE REPRESENTATIVES TO THE FOLLOWING EXTERNAL BOARDS.

10.1 National Schools Trust – **RESOLVED** that Cllr. Jonathan Cutts and Cllr. Frances Nixon will continue to represent Penistone Town Council.

10.2 Samuel Wordsworth Charity - **RESOLVED** that Cllr. Jonathan Cutts will continue to represent Penistone Town Council.

10.3 Yorkshire Local Councils Association - **RESOLVED** that Cllr. W. Chadburn will continue to represent Penistone Town Council.

10.4 Hoylandswaine Almshouse - **RESOLVED** that Cllr. H. Kitching and Cllr. D. Walker will continue to represent Penistone Town Council.

10.5 Penistone Grammar School – PGS Foundation Trust Governors are appointed for a term of 3 years. **RESOLVED:-** the following Councillors will remain in office until their respective terms as Governor expire.

Cllr. Hannah Kitching until 18/06/2026

Cllr. Jonathan Cutts until 31/07/2027

Cllr. Frances Nixon until 31/07/2027

Cllr. N. Perkins until 14/09/2027

Cllr. Yvette Cooper until 23/01/2028

2025/2026/11 11. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS (CIRCULATED)

11.1 Penistone Town Council budget report 1st – 30th April 2025

RESOLVED the Penistone Town Council budget report for the period 1st – 30th April 2025 be noted and approved. The report was signed by the Chair.

11.2 St John's Community Centre budget report 1st – 30th April 2025

RESOLVED the St John's Community Centre budget report for the period 1st – 30th April 2025 be noted and approved. The report was signed by the Chair.

11.3 Paramount budget report 1st – 30th April 2025

RESOLVED the Paramount budget report for the period 1st – 30th April 2025 be noted and approved. The report was signed by the Chair.

11.4 Penistone Town Council bank reconciliation 30 April 2025

RESOLVED the Penistone Town Council bank reconciliation as at 30th April 2025 be noted and approved. The bank reconciliation was signed by the Chair.

11.5 Penistone Town Council expenditure report 12.04.2025-09.05.2025 - £ 19,170.12

RESOLVED the Penistone Town Council expenditure report for the period 12th April 2025 - 9th May 2025 be noted and approved. The report was signed by the Chair.

11.6 Penistone Town Council credit card expenditure report 04.03.25-03.04.25 - £ 82.97

RESOLVED the Penistone Town Council credit card expenditure report for the period 4th March 2025 – 3rd April 2025 be noted and approved. The report was signed by the Chair.

11.7 Penistone Town Council petty cash expenditure – not tabled.

11.8 Paramount expenditure 12.04.2025-09.05.2025 - £ 72,068.32

RESOLVED the Paramount expenditure report for the period 12th April 2025 - 9th May 2025 be noted and approved. The report was signed by the Chair.

11.9 Paramount credit card expenditure report 21.02.25-20.03.25 - £521.30

RESOLVED the Paramount credit card expenditure report for the period 21st February 2025 – 20th March 2025 be noted and approved. The report was signed by the Chair.

11.10 Paramount petty cash expenditure – not tabled.

11.11 Penistone Town Council Financial Summary April 2025 (presentation)

RESOLVED that the Penistone Toan Council Financial Summary for the period 1st – 30th April 2025 be noted and approved. The summary was signed by the Chair.

2025/2026/12 12. FINANCIAL MATTERS AND GOVERNANCE

12.1. To note and approve the Council's Annual Governance Statement, Accounting Statement and Annual Internal Audit Report; as recommended by the Finance, Assets & HR Committee (Minute no. FAHR 2024/58/7)

RESOLVED that the above named annual governance documents be noted and approved by the Council.

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

RESOLVED that the Standing Orders 2025 be noted and approved by the Council. The Standing Orders were signed by the Chair.

12.3 To approve Penistone Town Council's Financial Regulations 2025

RESOLVED that the Financial Regulations 2025 be noted and approved by the Council. The Financial Regulations were signed by the Chair.

12.4 To approve Penistone Town Council's list of banking Direct Debits and Standing Orders 2025.

RESOLVED that the list of Direct Debits and Standing Orders 2025 be noted and approved by the Council.

12.5 To approve Penistone Town Council's adoption of the Local Government Association Councillors' Code of Conduct.

RESOLVED that the Council will adopt the LGA Councillors' Code of Conduct.

12.6 To approve Penistone Town Council's 2025/26 Operational Risk Assessment Schedule.

RESOLVED that the Council's 2025/26 Operational Risk Assessment Schedule be approved.

12.7 To approve a grant of £2,750 to Penistone Round Table to support their annual bonfire event, as recommended by the Finance, Assets & HR Committee (Minute no. FAHR 2024/55/4.1)

RESOLVED that the grant to Penistone Round Table be approved *subject to* the FAHR Committee's stipulation that the support of the Council must be clearly acknowledged on any advert/sign/publicity for the event; AND that Penistone Town Council should be able to display their own banner stating that the Council is supporting the event.

12.8 To approve a small grant of £234 to Hoylandswaine Parochial Church Council as recommended by the Finance, Assets & HR Committee (Minute no. FAHR 2024/55/4.2)

RESOLVED that the small grant to Hoylandswaine Parochial Church Council be approved.

12.9 To approve the appointment of Cllr. Jonathan Cutts to carry out quarterly reviews of the Council's internal financial control documents in the municipal year 2025/2026 as recommended by the Finance, Assets & HR Committee (Minute no. FAHR 2024/56/5).

RESOLVED that Cllr. Jonathan Cutts be appointed to out quarterly reviews of the Council's internal financial control documents in the municipal year 2025/2026.

12.10 To approve the adoption of Penistone Town Council's draft investment policy as recommended by the Finance, Assets & HR Committee (Minute no. FAHR 2024/59/8)

RESOLVED that the Council approves the adoption of the investment policy.

12.11 To approve the introduction of a booking fee of 65p on all tickets sold by the Paramount Cinema with effect from 1st June 2025; as recommended by the Finance, Assets & HR Committee (Minute no. FAHR 2024/60/9).

RESOLVED that a booking fee of 65p per ticket will be introduced by the Paramount Cinema with effect from 1st June 2025.

12.12 To approve the introduction of storage fees (based on commercial rates) for clients' items stored at St John's Community Centre; to be implemented on re-opening of the Centre as recommended by the Finance, Assets & HR Committee (Minute no. FAHR 2024/61/10).

RESOLVED that storage fees will be introduced at St John's Community Centre with effect from the reopening date.

2025/2026/13 13. TO NOTE AND CONSIDER PLANNING APPLICATIONS RECEIVED FROM BARNESLEY METROPOLITAN BOROUGH COUNCIL

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

Further to consideration the Councillors had no comments to make on any applications other than 2025/0161 which relates to the redevelopment of the disused coal drops area in central Penistone.

Mayor Kitching requested that the Town Clerk should contact the BMBC Planning Officer to confirm that Penistone Town Council strongly support the redevelopment of the site. They wish however to draw attention to the requirements of the Neighbourhood Development Plan which focusses on creating business opportunities in the town while having due consideration to the need for adequate facilities such as parking and appropriate pedestrian access.

2025/2026/14 14. TO RECEIVE A REPORT FROM THE COUNCIL’S ASSET TRANSFER WORKING GROUP ON THE PROGRESS OF A CURRENT ASSET TRANSFER (CONFIDENTIAL).

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

2024/16 16. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING

It was **AGREED** that the next Ordinary Town Council meeting will be held at 7.00 pm on Monday 23rd June 2025.

The meeting concluded at 7.49pm.

Signed by..... Town Mayor, 23rd June 2025