

Penistone Town Council

Minutes of the meeting of the Finance, Assets & HR Committee held in the Resource Centre, St John's Community Centre on Monday 12 May 2025 at 7.00pm

Present

Cllr. Jon Palmer (Chair) Cllr. Jonathan Cutts, Cllr. Anita Kimberley, Cllr. James Kitching (Vice-Chair)

Not present

Cllr. Wayne Chadburn, Cllr. David Greenhough, Cllr. Mandy Lowe-Flello, Cllr. Matthew Nicholson, Cllr. Frances Nixon, Cllr. Nick Perkins, Cllr. David Walker

Alison Fleetwood – Finance Officer

Elaine Miller – Asst. Town Clerk

COMMITTEE MEMBERSHIP

Cllr. Wayne Chadburn, Cllr. Jonathan Cutts, Cllr. David Greenhough, Cllr. Anita Kimberley, Cllr. James Kitching (Vice-Chair), Cllr. Mandy Lowe-Flello (Town Mayor – *ex officio*), Cllr. Matthew Nicholson, Cllr. Frances Nixon, Cllr. Jon Palmer (Chair), Cllr. Nick Perkins, Cllr. David Walker

PUBLIC PARTICIPATION

There were no members of the public in attendance.

FAHR 2024/52 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE FROM COUNCILLORS

The Committee **RESOLVED** to note apologies and approve reasons for absence from Cllrs. Wayne Chadburn, Mandy Lowe-Flello, Matthew Nicholson, Frances Nixon, Nick Perkins and David Walker.

FAHR 2024/53 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

2.1 In accordance with Section 31 of the Localism Act 2011 members to declare any disposable pecuniary interests in items on this agenda.

It was **NOTED** and **RECORDED** that there were no declarations of interest.

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

The Asst. Clerk reported that there were none.

FAHR 2024/54 3. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSIONS 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 the 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.

The Asst. Clerk reported that there were no matters prejudicial to the public interest on the agenda.

FAHR 2024/55 4. TO CONSIDER FUNDING APPLICATIONS FROM THE FOLLOWING; WITH RECOMMENDATIONS TO COUNCIL.

4.1 Penistone Round Table – a letter was presented from Penistone Round Table requesting the sum of £2,750 to support their annual bonfire event in Penistone.

Further to discussion it was Moved, Seconded and **RESOLVED** to recommend to full Council that the request be approved, with the stipulation that the support of the Council must be clearly acknowledged on any advertising/publicity for the event; AND that Penistone Town Council should be able to display their own banner stating that PTC is proud to support the event.

- 4.2 Hoylandswaine Parochial Church Council** – a small grant application was presented from Hoylandswaine Parochial Church Council requesting the sum of £234.00 for annual maintenance of the church/village clock.

Further to discussion it was Moved, Seconded and **RESOLVED** to recommend to full Council that the request be approved.

FAHR 2024/56 5. TO APPOINT A COUNCILLOR TO UNDERTAKE A QUARTERLY REVIEW OF THE COUNCIL'S INTERNAL FINANCIAL CONTROL DOCUMENTS.

Cllr. Jonathan Cutts carried out a quarterly review of the Council's internal financial control documents on 12 May 2025. Further to discussion it was agreed that Cllr. Jonathan Cutts should be appointed to carry out the quarterly review in the forthcoming municipal year. This appointment to be reviewed on an annual basis at the Council's Annual Meeting in May.

Moved, Seconded and **RESOLVED** to recommend to full Council that Cllr. Cutts be so appointed for the forthcoming municipal year.

FAHR 2024/57 6. TO DISCUSS THE FUTURE ALLOCATION OF THE COUNCIL'S EARMARKED RESERVES AND GENERAL RESERVES (WITH RECOMMENDATIONS TO COUNCIL).

The Finance Officer presented figures showing the Council's General Reserves at 31 March 2025 as £188,487. The stipulated figure in the General Reserves Policy at 31 March 2025 is £160,000 leaving unallocated reserves of £28,487. The Council holds Earmarked Reserves for essential maintenance of the Paramount Cinema of £57,317 and additional Earmarked Reserves of £135,900 which is allocated to the refurbishment of St John's Community Centre.

The Chair Cllr. Jon Palmer recommended that this matter should be deferred to the next FAHR Committee meeting and in the meantime the Paramount Cinema and the PTC office should both carry out a review of essential maintenance, replacement of equipment etc. which will be necessary within the medium to long term. This will enable the Committee to make an informed decision regarding allocation of the reserves.

Moved, Seconded and **RESOLVED** that this matter will be deferred to the next Finance, Assets & HR Committee meeting; which will fall within the new municipal year.

FAHR 2024/58 7. TO REVIEW THE INTERNAL AUDIT REPORT 2024/2025 (WITH RECOMMENDATIONS TO COUNCIL).

The Finance Officer presented the internal audit report and explained the work which has been carried out to ensure the Council has all necessary systems, policies and procedures in place and is fully compliant with regulatory requirements.

Moved, Seconded and **RESOLVED** that the Committee will recommend that the Council approves the Internal audit report 2024/2025.

FAHR 2024/59 8. TO DISCUSS THE DRAFT INVESTMENT POLICY (WITH RECOMMENDATIONS TO COUNCIL).

The Finance officer presented the draft Investment Policy to the Committee.

Moved, Seconded and **RESOLVED** that the Committee will recommend that the Council approves the draft Investment Policy.

FAHR 2024/60 9. TO DECIDE UPON THE BOOKING FEES TO BE CHARGED AT THE PARAMOUNT CINEMA (WITH RECOMMENDATIONS TO COUNCIL).

The Committee reviewed the recommendation of Brian Barnsley Technical Manager of the Paramount, which is that a booking fee of 65p per ticket would be appropriate and in line with industry standards.

Moved, Seconded and **RESOLVED** to recommend to full Council that the Paramount Cinema will apply a booking fee of 65p per ticket with effect from 1st June 2025.

FAHR 2024/61 10. TO DECIDE UPON THE STORAGE FEES TO BE CHARGED AT ST. JOHN’S COMMUNITY CENTRE (WITH RECOMMENDATIONS TO COUNCIL).

The Committee reviewed a report prepared by the Town Clerk suggesting prices based on commercial rates. These work at annual charges of: £53.76 for a filing cabinet, £80.64 for a large cupboard and £20.16 for a locker cupboard.

Moved, Seconded and **RESOLVED** that the Committee will recommend the storage charges to full Council.

FAHR 2024/62 TO NOTE THE LATEST MONTHLY BUDGET REPORTS (APRIL 2025)

The Finance Officer presented the budget reports for : Penistone Town Council, St John’s Community Centre and the Paramount Cinema.

Further to noting the figures from the Paramount, the Councillors suggested that the issue of proactive planning to ensure that the number of live events presented correlates with the budget be added to the agenda for the next Paramount Strategy meeting in July 2025.

The budget reports were **NOTED** by the Committee.

FAHR/63 11. DATE OF NEXT MEETING

The date of the next Finance, Assets & HR Committee meeting will be decided after the Annual Meeting on 19 May 2025.

The meeting concluded at 8pm.

Signed by.....Chair, 19th May 2025