

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 22nd September 2025 at 7.00 p.m.

Present : Cllr. Wayne Chadburn, Cllr. Yvette Cooper, Cllr. Anita Kimberley, Cllr. Mandy Lowe-Flelo (Chair, Deputy Town Mayor), Cllr. Frances Nixon, Cllr. Nick Perkins

Not present : Cllr. Jason Barton, Cllr. Jonathan Cutts, Cllr. David Greenhough, Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Matthew Nicholson, Cllr. Jon Palmer, Cllr. Claire Redmond, Cllr. David Walker

In attendance:

Mr. Nigel Bailey, Town Clerk

Ms. Elaine Miller, Assistant Town Clerk

No members of the public were present.

2025/2026/42 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE FROM COUNCILLORS

The Council **RESOLVED** to note apologies and approve reasons for absence from : Cllr. Jonathan Cutts, Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Jon Palmer, Cllr. Claire Redmond and Cllr. David Walker.

2025/2026/43 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.

2025/2026/44 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 8.3 which refers to confidential matters.

RESOLVED that, should any members of the public or press arrive after the start of the meeting, they should be excluded from Item 8.3 which refers to confidential matters. In the event no members of the public or press attended.

2025/2026/45 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 28th July 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 8th September 2025 as a true and accurate record. The minutes were signed by the Chair.

2025/2026/46 5. CORRESPONDENCE

TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE

5.1 The Town Clerk reported that he has received a Freedom of Information request from a local resident. He will be submitting a reply by 27 September 2025.

The Council **NOTED** the Town Clerk's report. The Clerk advised the Council that reports from other Clerks and Councils show that even small Councils are experiencing a recent upsurge in Freedom of Information requests; and many are outsourcing their responses to trained Data Protection Officers. This is due to the fact that such requests take up an inordinate amount of time which adversely affects the work of the Council Officers. The Council **RESOLVED** that the Clerk should look into the cost of this service with a view to utilising it should he deem it to be necessary.

2025/2026/47 6. MAYOR'S INVITATIONS

TO NOTE ANY INVITATIONS RECEIVED BY THE MAYOR

6.1 Town Mayor Cllr. Hannah Kitching accepted an invitation to the launch of the Penistone drop-in session organised by Barnsley Independent Alzheimer's & Dementia Support on 17th September 2025. The Deputy Mayor Cllr. Mandy Lowe-Flello attended the meeting on behalf of Mayor Kitching.

6.2 The Mayor accepted an invitation to present the Mayor's Award at the Penistone Ward Alliance Awards event; at Cubley Hall on 6th November 2025.

6.2 The Deputy Mayor reported that she had represented Mayor Kitching at a performance of Angel Voices' production of Six Queens held at Mapplewell Centre on 21st September 2025.

The Mayor's invitations and engagements were **NOTED** by the Council.

2025/2026/48 7. PENISTONE TOWN COUNCIL EXPENDITURE

PLEASE NOTE Full lists of invoices / payments under Agenda Item 7 can be found under the Finance section (PTC / Paramount Outgoings) of Penistone Town Council's website :

<https://penistonetowncouncil.gov.uk/>

TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS

7.1 Penistone Town Council budget reports 1st July – 31st August 2025

RESOLVED the Penistone Town Council budget reports for the period 1st July – 31st August 2025 be noted and approved. The reports were signed by the Chair.

7.2 St John's Community Centre budget reports 1st July – 31st August 2025

RESOLVED the St John's Community Centre budget reports for the period 1st July – 31st August 2025 be noted and approved. The reports were signed by the Chair.

7.3 Paramount budget reports 1st July – 31st August 2025

RESOLVED the Paramount budget reports for the period 1st July – 31st August 2025 be noted and approved. The reports were signed by the Chair.

7.4 Penistone Town Council bank reconciliations as at 31st July and 31st August 2025

RESOLVED the Penistone Town Council bank reconciliations as at 31st July and 31st August 2025 be noted and approved. The bank reconciliations were signed by the Chair.

7.5 Penistone Town Council expenditure report 19th July 2025 – 12th September 2025 - £ 74,176.71

RESOLVED the Penistone Town Council expenditure report for the period 19th July 2025 – 12th September 2025 be noted and approved. The report was signed by the Chair.

7.6 Penistone Town Council credit card expenditure – not tabled.

7.7 Penistone Town Council petty cash expenditure 31st May 2025 – 13th August 2025 - £153.67

RESOLVED the Penistone Town Council petty cash expenditure report for the period 31st May 2025 – 13th August 2025 be noted and approved. The report was signed by the Chair.

7.8 Paramount expenditure report 19th July 2025 – 12th September 2025 - £ 101,201.30

RESOLVED the Paramount expenditure report for the period 7th June 2025 – 18th July 2025 be noted and approved. The report was signed by the Chair.

7.9 Paramount credit card expenditure report 21st June 2025 – 20th July 2025 - **£ 290.21**

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

7.10 Paramount petty cash expenditure report 1st June 2025 – 9th September 2025 - **£203.77**

RESOLVED the Paramount petty cash expenditure report for the period 1st June 2025 – 9th September 2025 be noted and approved. The report was signed by the Chair.

7.11 Penistone Town Council financial summary 1st – 30th June 2025 (presentation)

RESOLVED the Penistone Town Council financial summaries for the periods 1st- 31st July and 1st-31st August 2025 be noted and approved. The summaries were signed by the Chair.

2025/2026/49 8. FINANCIAL MATTERS AND GOVERNANCE

8.1 To receive and note the Council's Annual Internal Audit Report 2024-25 and Notice of Conclusion of Audit from Julie Winham CMFIIA

The Council **NOTED** receipt of the Annual Internal Audit Report 2024-25 and Notice of Conclusion of Audit from Ms. Winham the Council's Internal Auditor.

8.2 To receive and note the Council's Annual Governance & Accountability Return 2024-25 (Sections 1,2, and 3) from the External Auditor PKF Littlejohn LLP.

The Clerk drew the Council's attention to Section 3 which states that there was an error on Assertion 5 referring to the review of risk management arrangements which was omitted for the municipal year 2024/25. The Clerk reported that this matter has since been rectified (Penistone Town Council Annual Meeting 19th May 2025, Minute No. 2025/2026/12/12.6). No other issues were raised by the External Auditor.

The Council **NOTED** receipt of the Annual Governance & Accountability Return 2024-2025.

8.3 To receive and note an update from the Community Asset Transfer Working Group regarding an ongoing asset transfer proposal from Barnsley Metropolitan Borough Council.

Cllr. Anita Kimberley, Chair of the Working Group, updated the Council on the progress of the Asset Transfer proposal which refers to the Penistone Paramount/Town Hall complex. The parties are currently in negotiations, the details of which are to remain confidential for the time being at the request of Barnsley Metropolitan Borough Council. The Town Clerk has been asked to draft a business plan in connection with the Asset Transfer. Cllr. Kimberley confirmed that the Working Group is seeking

specialist legal advice and further to this the Working Group will report again to the Council. The Town Clerk is in the process of obtaining quotations from specialist legal firms.

The Council **NOTED** Cllr. Kimberley's report and requested that the draft business plan be circulated to full Council. The Council **RESOLVED** that the Working Group should seek appropriate legal advice and that the relevant expenditure be placed on the next Town Council agenda.

8.4 To confirm approval of the following small grants as recommended by the Finance, Asset & HR Committee on 8th September 2025 (Minute no. 2025/2026/13/4).

£489 to Penistone FM (for a computer used by volunteers)

£400 to 30 for a Reason (to print road speed signs designed by children from Millhouse Green Primary School).

RESOLVED that the Council is pleased to approve the grants as recommended by the Finance, Assets & HR Committee.

2025/2026/50 9. COUNCILLORS' ITEMS

None at this time.

2025/2026/51 10. PARAMOUNT CINEMA

10.1 To receive and note the Paramount Event Analyses for June and July 2025

RESOLVED that the Paramount event analyses for June and July 2025 be **NOTED**.

10.2 To receive and note the Paramount Manager's report dated 23 July 2025

RESOLVED that the Paramount Manager's Report dated 16 September 2025 be **NOTED**.

2025/2026/52 11. TOWN CLERK

11.1 To note the Town Clerk's verbal report.

The Town Clerk reported on the following matters:

- Remembrance Parade 9th November 2025 - The Clerk continues to attend the organising committee meetings and work with the committee on arrangements for Remembrance.
- Plans for the Christmas lights switch-on on 29th November 2025 are ongoing. He is working with Tractor Lads to coordinate efforts around the Tractor Run and an event they wish to hold in the Market Barn. The group may be able to assist with marshalling for this year's Tractor Run.
- On September 29th 2025 The Clerk will be delivering an information session on use of various media for promotion of the Paramount to a group of students from Sheffield UTC Academy Trust.

- On 20th September 2025 the Clerk attended an educational seminar on Martyn's Law (the Terrorism (Protection of Premises) Act 2025) with the Paramount managers. The session was useful although the attendees were warned not to waste money on paying for training at this point as changes may still be made to the wording of the Act. There are still no specific instructions or guidance for largely unstaffed buildings like St John's Community Centre.
- During late August/early September the PTC office experienced a computer hard drive failure which meant that the accounting and booking system Rialtas could not be accessed. The problem has been rectified and Rialtas changed to a cloud based service which should mean no further losses of access.
- Bookings at St John's Community Centre are almost back to the same level as before the renovations. There have been some issues with the boiler/heating however these appear to be resolved.

2025/2026/53 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL

Planning application nos. (all prefixed 2025) 0559, 0569, 0674, 0549, 0655, 0646, 0668, 0696, 0621, 0658, 0718, 0778 and 0615 were considered.

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

2025/2026/54 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 27th October 2025.

The meeting concluded at 7.45 pm.

Signed by.....Chair, 27th October 2025