

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 10 November 2025 at 7.00pm

Present

Cllr. Anita Kimberley (Chair), Cllr. Jonathan Cutts, Cllr. James Kitching, Cllr. Frances Nixon, Cllr. Nick Perkins, Cllr. David Walker

Nigel Bailey, Town Clerk

Brian Barnsley – Manager, Paramount Cinema

Alison Fleetwood – Finance Officer

Elaine Miller – Asst. Town Clerk

Not present

Cllr. Wayne Chadburn, Cllr. Hannah Kitching, Cllr. Matthew Nicholson, Cllr. Jon Palmer

COMMITTEE MEMBERSHIP

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

PUBLIC PARTICIPATION

There were no members of the public in attendance.

FAHR 2025/2026/20 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. Hannah Kitching and Jon Palmer.

FAHR 2025/2026/21 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 pecuniary interest.

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

The Town Clerk reported that there were none.

FAHR 2025/2026/22 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.

3.1 To consider and resolve to exclude the press and public from Items 5 and 6.1 which refer to confidential information.

It was noted that no members of the press or public were present.

FAHR 2025/2026/23 4. PENISTONE ALLOTMENTS - TO CONSIDER A LETTER DATED 23 OCTOBER 2025 FROM THE PENISTONE & DISTRICT ALLOTMENT SOCIETY

The letter in question had been circulated in advance of the meeting. It was duly **NOTED** by the Committee. Further to discussion it was **RESOLVED** that the Chair will formulate a response to the letter which will be discussed at an Ordinary Town Council meeting before being sent to the Allotment Society.

FAHR 2025/2026/24 5. ONGOING ASSET TRANSFER – TO CONSIDER BUDGETING CONCERNS REGARDING THE ONGOING ASSET TRANSFER (CONFIDENTIAL)

The Chair Cllr. Anita Kimberley updated the Committee on the meeting held on 20 October 2025 between Penistone Town Council and Barnsley Metropolitan Borough Council representatives Tanya Hunter (BMBC Estates Management) and Josh Jordan-Clough (BMBC Project Manager). The Town Clerk submitted further documentation including a business plan to BMBC on 23 October 2025. At the present time the Council is awaiting a response from BMBC.

The Town Clerk and Finance Officer expressed their concerns regarding the documentation they have been asked to prepare and submit to BMBC in relation to this matter. They are aware of the gravity of the decision facing the Council. Both stated that they have neither experience nor training in preparation of a business plan or in modelling the business potential /operational viability for a venture such as the asset transfer. They pointed out that there are no market research or public engagement documents available on which they could base the business plan or operational viability modelling. The Committee reassured the Town Clerk and Finance Officer that their concerns are recognised and responsibility for any decisions made in relation to the asset transfer rests with the Council.

FAHR 2025/2026/25 6. TO CONSIDER THE FOLLOWING ITEMS IN PREPARATION FOR THE BUDGET AND PRECEPT MEETING IN JANUARY 2026

6.1 Penistone Town Council proposed wage changes in 2026/2027.

The Finance Officer presented the forecast increase to the minimum living wage and associated incremental increases with effect from 1st April 2026. She informed the Committee that the wage increases will cost an extra £20K in 2026/2027. The Committee **NOTED** the increases.

6.2 Penistone Town Council revenue streams were discussed and the Committee **RESOLVED** that the Finance Officer will use the following information to prepare the draft budget.

6.2(i) Room hire and storage charges at St John's Community Centre will be increased annually from 01/04/2026, to be calculated using the Office of National Statistics' consumer price inflation figure for December in the previous year, plus 2% (i.e. the inflation rate used for the increase effective 01/04/2026 will be calculated using the inflation figure for December 2025). No discounts will be offered on the hire or storage charges.

6.2(ii) Hanging basket charges from 2026 to be increased annually using the same calculation as for 6.2(i).

6.2(iii) The public toilet admission to remain at 20p.

6.3 Paramount Cinema revenue streams were discussed and the Committee **RESOLVED** that the Finance Officer will use the following information to prepare the draft budget.

6.3(i) Admissions prices to remain unchanged in 2026/27.

6.3(ii) Booking fees to be increased to £1 from 01/04/2026.

6.3(iii) Booklet – from 01/04/2026 advertising fees to remain unchanged; however an origination fee (minimum £40) to be charged for clients who do not have their own artwork.

6.4 Penistone Town Council expenditure was discussed and the Committee **RESOLVED** that the Finance Officer will use the following information to prepare the draft budget.

6.4(i) Small grants £4,000

6.4(ii) Events £11,500

6.4(iii) Floral displays £2,000

6.4(iv) Christmas lights £16,000

6.4(v) Training £2,400

6.4(vi) Mayor's allowance £3,000

6.4(vii) New (replacement) defibrillators £4,000

6.4(viii) Election costs £6,000

6.4(ix) Buildings maintenance – the Clerk to obtain quotations for re-cladding of the Resource Centre and deep cleaning at St John's Community Centre before a figure for buildings maintenance is decided.

6.4(x) Contingency funds – to be decided once the draft budget is available.

FAHR 2025/2026/26 7. TO DISCUSS THE FUTURE ALLOCATION OF THE COUNCIL'S EARMARKED RESERVES AND GENERAL RESERVES (WITH RECOMMENDATIONS TO COUNCIL)- DEFERRED FROM MEETING 07 JULY 2025 and 08 SEPTEMBER 2025.

The Committee **RESOLVED** to recommend an earmarked reserve sum of £21,000 for the Paramount Cinema and £7,485 for Penistone Town Council from the excess general reserves; to be used for the replacement of essential equipment in the medium and long term.

FAHR/2025/2026/27 8. DATE OF NEXT MEETING

The date of the next Finance, Assets & HR Committee meeting will be 12 January 2026. The Finance Officer requested that another meeting be held if necessary before the full Council precept meeting on 26 January 2026. It was agreed that 19 January 2026 would be reserved for another Committee meeting if necessary.

The meeting concluded at 8.45 pm.

Signed by.....Chair, 24 November 2025