

# Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 23<sup>rd</sup> February 2026 at 7.00 p.m.

**Present** : Cllr. Yvette Cooper, Cllr. Jonathan Cutts, Cllr. David Greenhough, Cllr. Hannah Kitching (Chair, Town Mayor), Cllr. Mandy Lowe-Flello (Deputy Town Mayor), Cllr. Matthew Nicholson, Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. Nick Perkins, Cllr. David Walker

**Not present** : Cllr. Wayne Chadburn, Cllr. Anita Kimberley, , Cllr. James Kitching, , Cllr. Claire Redmond

In attendance:

Mr. Nigel Bailey, Town Clerk

Ms Alison Fleetwood, Finance Officer

Ms. Elaine Miller, Assistant Town Clerk

One member of the public was present. The Mayor's invitation to address the Council prior to the meeting was declined.

## **2025/2026/93 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. Anita Kimberley and Cllr. James Kitching.

## **2025/2026/94 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.

## **2025/2026/95 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 8.1 which refers to confidential matters.

**RESOLVED** that members of the press and public should be excluded from Item 8.1.

**2025/2026/96 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 26<sup>th</sup> January 2026 as a true and accurate record. The minutes were signed by the Chair.

**2025/2026/97 5. CORRESPONDENCE**

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

**5.1** Communication from the Yorkshire Local Councils Association confirming that the Council's nomination of Cllr. Mandy Lowe-Flello to attend the Royal Garden Party on 12 May 2026 has been successful.

The Mayor and Council congratulated Cllr. Lowe-Flello on her successful nomination.

**2025/2026/98 6. MAYOR'S INVITATIONS**

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

**6.1** The Mayor has received an invitation to visit the Combined Cadet Force at Penistone Grammar School (date to be confirmed).

**6.2** The Mayor has received an invitation to attend a concert by Angel Voices Performing Arts Academy on 14<sup>th</sup> March 2026. As Mayor Kitching and Deputy Mayor Lowe-Flello both have prior engagements Cllr. Jonathan Cutts will represent the Council.

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

**2025/2026/99 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 report 1<sup>st</sup> – 31<sup>st</sup> January 2026.

**RESOLVED** the Penistone Town Council budget report for the period 1<sup>st</sup> – 31<sup>st</sup> January 2026 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> January 2026.

**RESOLVED** the St John’s Community Centre budget report for the period 1<sup>st</sup> – 31<sup>st</sup> January 2026 be noted and approved. The report was signed by the Chair.

**7.3** Paramount budget report 1<sup>st</sup> – 31<sup>st</sup> January 2026 .

**RESOLVED** the Paramount budget report for the period 1<sup>st</sup> – 31<sup>st</sup> January 2026 be noted and approved. The report was signed by the Chair.

**7.4** Penistone Town Council bank reconciliation as at 31<sup>st</sup> January 2026

**RESOLVED** the Penistone Town Council bank reconciliation as at 31<sup>st</sup> January 2026 be noted and approved. The bank reconciliation was signed by the Chair.

**7.5** Penistone Town Council expenditure report 17<sup>th</sup> January 2026 – 13<sup>th</sup> February 2026 - **£ 29,502.66**

**RESOLVED** the Penistone Town Council expenditure report for the period 17<sup>th</sup> January 2026 – 13<sup>th</sup> February 2026 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 payments 25<sup>th</sup> October 2025 – 31<sup>st</sup> January 2026 - **£139.88**

**RESOLVED** the Penistone Town Council petty cash payments 25<sup>th</sup> October 2025 – 31<sup>st</sup> January 2026 be noted and approved. The report was signed by the Chair.

**7.8** Paramount expenditure report 17<sup>th</sup> January 2026 – 13<sup>th</sup> February 2026 - **£ 47,734.91**

**RESOLVED** the Paramount expenditure report for the period 17<sup>th</sup> January 2026 – 13<sup>th</sup> February 2026 be noted and approved. The report was signed by the Chair.

**7.9** Paramount credit card expenditure – **not tabled.**

**7.10** Paramount petty cash payments 2<sup>nd</sup> December 2025 – 30<sup>th</sup> January 2026 - **£216.49**

**RESOLVED** the Paramountl petty cash payments 2<sup>nd</sup> December 2025 – 30<sup>th</sup> January 2026 be noted and approved. The report was signed by the Chair.

**7.11** Penistone Town Council financial summary 1<sup>st</sup> – 31<sup>st</sup> January 2026 (presentation)

The Finance Officer presented the financial summary to the Council. She reported that the figures show a surplus of £9,000 for January 2026, with an overall year to date surplus of £31,000. The Penistone Banking Hub rental agreement has contributed significantly to this surplus. The Paramount Cinema figures show a year to date surplus of £6,000; although overall revenue in the year to date is down £11,000. The annual pantomime made a profit for the Paramount of £14,000 before allowing for indirect overheads.

The Finance Officer included additional information for the Council, including forward ticket sales at the Paramount, for live events and cinema showings.

The Chair thanked the Finance Officer for her analysis and the additional information.

**RESOLVED** the Penistone Town Council financial summary for the period 1<sup>st</sup> – 31<sup>st</sup> January 2026 be noted and approved. The summary was signed by the Chair.

## **2025/2026/100 8. FINANCIAL MATTERS AND GOVERNANCE**

### **8.1 To note an update on an ongoing asset transfer from the Town Clerk/Chair of the Working Group.**

This item was discussed in confidence at the end of the meeting. The Town Clerk updated the Council as the Chair of the Working Group was not present.

**RESOLVED** that the Council received and **NOTED** the update from the Town Clerk.

### **8.2 Events & Leisure Committee**

**To discuss a verbal proposal from Cllr. Frances Nixon, Chair of the Events & Leisure Committee, that the Council should consider the future of the Committee.**

Cllr. Nixon asked the Council to note that the Events & Leisure Committee has a limited role in the Council's participation in annual events such as the Remembrance ceremony, Christmas lights switch-on and the Penistone Gala, which has a separate committee. Given that the Council does not have the capacity to organise and stage events, Cllr. Nixon asked the Council to consider the future role of the Committee and whether it serves a purpose.

The Chair Mayor Kitching thanked Cllr. Nixon for her proposal and suggested that the Annual Meeting in May would be an appropriate time to review the Council's Committee arrangements. Further to discussion this was agreed.

**RESOLVED** that the Council received and **NOTED** Cllr. Nixon's proposal and agreed to defer the review of the Events & Leisure Committee and its Terms of Reference to the Council's Annual Meeting in May.

### **8.3 Funding application from Penistone Gala Committee**

**To consider and decide upon a funding request for £5,000 from the Penistone Gala Committee**

Further to discussion the Council agreed that they will approve the funding request in full, on condition that the Gala Committee agree that the Council be credited as the main sponsor of the event on any and all forms of advertising, marketing, publicity and promotional information about the event; which should also include the Penistone Town Council logo.

**RESOLVED** that the Council will grant the funding request in full subject to the Gala Committee's acceptance of the conditions attached thereto.

#### **8.4 Small grant application**

**To consider and decide upon a small grant application (£500) from the Penistone Repair Café**

Further to discussion the Council unanimously **RESOLVED** to approve the small grant of £500 to Penistone Repair Café.

#### **8.5 Draft policy - Honorary Freeperson**

**To consider a draft policy on granting the title of Honorary Freeperson of the Town of Penistone**

The draft policy replaces the existing policy which refers to granting the freedom of the town.

Further to discussion the Council unanimously **RESOLVED** to approve the draft policy.

#### **8.6 Annual Town Assembly**

**To discuss the date and agenda for Annual Town Assembly.**

Further to discussion the Council **RESOLVED** that the Annual Town Assembly will be held at 6pm on Monday 9<sup>th</sup> March in the Council Chamber, Town Hall, Penistone. Agenda to be confirmed.

### **2025/2026/101 9. COUNCILLORS' ITEMS**

**9.1 From Cllr. Nick Perkins – to note Cllr. Perkins' report (circulated) on the progress of the Penistone Archive and Heritage Group.**

Cllr. Perkins gave a positive report on the status of the group, which is still based in a room at St John's Community Centre. Cllr. Perkins stated that the permanent location of the group is under consideration, he would prefer to see them based in more suitable premises with an official tenancy agreement. He further stated that the Archive holds a lot of valuable information which has been consolidated and reorganised to great effect. Cllr. Perkins reported that the Archive and Heritage Group's facebook page has recently been upgraded.

The Chair Mayor Kitching thanked Cllr. Perkins for his report; and for the time and effort he has extended towards streamlining and modernising the running of the group.

**RESOLVED** that Penistone Town Council continues to support the aims and objectives of the Penistone Archive and Heritage Group.

**2025/2026/102 10. PARAMOUNT CINEMA**

**10.1 To receive and note the Paramount Event Profitability Analysis, January 2026**

**RESOLVED** that the Paramount event profitability analysis for January 2026 be **NOTED**.

**10.2 To receive and note the Paramount Manager’s report – deferred to next meeting.**

**10.3 To consider the utilisation of the Paramount donations**

The Finance Officer explained that the Paramount donations total £2,378 at 31st January 2026. The Technical manager of the cinema has requested that the donations should be put towards the purchase of new stage lighting, which will significantly enhance the live events/shows at the Paramount.

**RESOLVED** that the existing Paramount donations should be used towards the purchase of stage lighting. The Paramount to publish a statement explaining this and thanking the donors for their generosity.

**2025/2026/103 11. TOWN CLERK**

**11.1 To note the Town Clerk’s verbal report.**

The Town Clerk’s reported on:

- Christmas lighting – the lights switch-on 2026 will take place on Saturday 28 November. He has met with the contractor/supplier Christmas Plus to discuss possible enhancements.
- Penistone Banking Hub – the Banking Hub is now likely to remain at St John’s Community Centre until Summer 2026 at the earliest.
- Hanging baskets – the Clerks are seeking a replacement contractor and will report further to the Council in due course.

**2025/2026/104 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL**

Planning application nos. 2026/0063 and 2025/0559 were considered by the Council.

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

**2025/2026/105 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 23<sup>rd</sup> March 2026.

The meeting concluded at 8.10 pm.

Signed by.....Chair, 23<sup>rd</sup> March 2026