

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held at the Town Hall, Shrewsbury Road, Penistone on Monday 23rd March 2026 at 7.00 p.m.

Present : Cllr. Wayne Chadburn, Cllr. Yvette Cooper, Cllr. Jonathan Cutts, Cllr. David Greenhough, Cllr. Hannah Kitching (Chair, Town Mayor), Cllr. James Kitching, Cllr. Mandy Lowe-Flelo (Deputy Town Mayor), Cllr. Frances Nixon, Cllr. Nick Perkins, Cllr. David Walker

Not present : Cllr. Anita Kimberley, , Cllr. Matthew Nicholson, Cllr. Jon Palmer, Cllr. Claire Redmond

In attendance:

Mr. Nigel Bailey, Town Clerk

Ms Alison Fleetwood, Finance Officer

Ms. Elaine Miller, Assistant Town Clerk

No members of the public were present.

2025/2026/106 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, Cllr. Matthew Nicholson, Cllr. Jon Palmer and Cllr. Claire Redmond.

2025/2026/107 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.

2025/2026/108 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 should any members of the press and public arrive they should be excluded from Item 8.1.

2025/2026/109 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 23rd February 2026 as a true and accurate record. The minutes were signed by the Chair.

4.2 RESOLVED to approve the minutes of the Finance, Assets and HR Committee meeting held on 9th March 2026. The minutes were signed by the Chair.

2025/2026/110 5. CORRESPONDENCE

TO NOTE AND CONSIDER ANY ITEMS OF CORRESPONDENCE

5.1 Letter from resident B. Hinchliffe regarding the public phone box by St John the Baptist Church.

The Town Clerk reported that he has dealt with the matter and written to the resident. The correspondence was **NOTED** by the Council.

5.2 Letter from resident D. Wood regarding road crossing outside St John's Primary School.

The Town Clerk reported that the letter had already been circulated to the Councillors on 23 February 2026 and the resident had been informed. The correspondence was **NOTED** by the Council.

5.3 Letter from Marie Tidball MP regarding the UK Town of Culture application process.

The Town Clerk reported that he had written to Dr. Tidball on 3rd March 2026; and informed the Council that Barnsley Metropolitan Borough Council will be applying for the UK Town of Culture award. The Council **NOTED** the correspondence and information and held a brief discussion; in which the Councillors indicated that they look forward to hearing further details of the bid by Barnsley MBC and how the Town and Parish Councils in the Borough might contribute.

5.4 The Town Clerk has received a verbal request from St John the Baptist Churchwarden for a Councillor to volunteer to distribute flour to people of the parish on Good Friday 3rd April 2026. This tradition (the Turton Bequest) dates back to 1559.

Cllr. Jonathan Cutts volunteered to perform this duty, which was **AGREED** by the Council.

**2025/2026/111 6. MAYOR'S INVITATIONS
TO NOTE ANY INVITATIONS RECEIVED BY THE MAYOR**

6.1 The Mayor has accepted an invitation to attend Penistone Arts Week event "Voices of Hope" on 26th March 2026.

6.2 The Mayor attended the Royal British Legion Band for Heroes event at the Penistone Paramount on 19th April 2026.

The Mayor further reported that she accepted a direct invitation to judge the Penistone Arts Week "En Plein Air" exhibition which took place on 22nd March 2026.

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

2025/2026/112 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 1st – 28th February 2026.

RESOLVED the Penistone Town Council budget report for the period 1st –28th February 2026 be noted and approved. The report was signed by the Chair.

7.2 St John's Community Centre budget report 1st –28th February 2026.

RESOLVED the St John's Community Centre budget report for the period 1st –28th February 2026 be noted and approved. The report was signed by the Chair.

7.3 Paramount budget report 1st –28th February 2026 .

RESOLVED the Paramount budget report for the period 1st –28th February 2026 be noted and approved. The report was signed by the Chair.

7.4 Penistone Town Council bank reconciliation as at 28th February 2026

RESOLVED the Penistone Town Council bank reconciliation as at 28th February 2026 be noted and approved. The bank reconciliation was signed by the Chair.

7.5 Penistone Town Council expenditure report 14th February 2026 – 13th March 2026 - **£ 14,552.48**

RESOLVED the Penistone Town Council expenditure report for the period 14th February 2026 – 13th March 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 payments – **not tabled**.

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

7.8 Paramount expenditure report 14th February 2026 – 13th March 2026 - **£ 80,643.51**

RESOLVED the Paramount expenditure report for the period 14th February 2026 – 13th March 2026 be noted and approved. The report was signed by the Chair.

7.9 Paramount credit card expenditure report 21st December 2025 – 20th January 2026 - **£ 211.11**

RESOLVED the Paramount credit card expenditure report for the period 21st December 2025 – 20th January 2026 be noted and approved. The report was signed by the Chair.

7.10 Paramount petty cash payments 31st January 2026 – 23rd February 2026 - **£ 118.65**

RESOLVED the Paramount petty cash payments 31st January 2026 – 23rd February 2026 be noted and approved. The report was signed by the Chair.

7.11 Penistone Town Council financial summary 1st – 28th February 2026 (presentation)

The Finance Officer presented the financial summary to the Council. She reported that the year to date figures at the end of February 2026 showed a surplus of £36,742, well above the predicted results. Cash Access UK has agreed a 6 month extension to the rental agreement for the Penistone Banking Hub in the Resource Centre; which contributes to the surplus as this income was not anticipated.

The Chair thanked the Finance Officer for her report and the extra analyses she presented..

RESOLVED the Penistone Town Council financial summary for the period 1st –28th February 2026 be noted and approved. The summary was signed by the Chair.

2025/2026/113 8. FINANCIAL MATTERS AND GOVERNANCE

8.1 To receive and note an update on an ongoing asset transfer from the Town Clerk/Mayor, to consider any actions and take any decisions resulting therefrom.

The Clerk and the Mayor updated the Council on the progress of the proposed asset transfer. The Mayor suggested a meeting be held with the officers of Barnsley Metropolitan Borough Council (to include BMBC Estates officer) to discuss and possibly agree the Head of Terms and lease documents, subject to

Penistone Town Council's approval. Depending on the results of this meeting the Council hopes to be in a position to make a decision at the next Ordinary Town Council meeting on 27 April 2026. To save time it was agreed that any meetings should take place on Teams, as set up by the Clerk.

RESOLVED that the Council noted the updated information and agreed to proceed with the actions as noted above.

The Clerk further reported that he has obtained quotations for legal advice from 3 companies with departments specialising in commercial property law. Further to discussion the Council unanimously **RESOLVED** to proceed with WakeSmith Solicitors; authorising the Clerk to liaise with the company regarding review of any necessary documents and setting up meetings.

8.2 To approve a funding request of £3,000 to Penistone Round Table for the 2026 Penistone Bonfire as recommended by the Finance, Assets & HR Committee (Minute no. FAHR/2025/2026/40/5.1, 09 March 2026).

RESOLVED that the Council approve the funding; *subject to* the conditions that Penistone Town Council may display their own banner at the event and their support will be acknowledged on any publicity materials; AND that appropriate liaison is arranged for the Mayor of Penistone at the event.

8.3 To approve the transfer of accrued funds (£50,699) to earmarked reserves, as recommended by the Finance, Assets & HR Committee (Minute no. FAHR/2025/2026/41/6.1, 09 March 2026).

RESOLVED that the Council will approve the transfer of funds further to the recommendation of the Committee.

8.4 To note and approve the decision of the Finance, Assets & HR Committee regarding a query raised by the Internal Auditor (Minute no. FAHR/2025/2026/42/7.1, 09 March 2026).

RESOLVED that the Council will approve the decision of the Committee to take no further action regarding the query.

2025/2026/114 9. COUNCILLORS' ITEMS

None at this time.

2025/2026/115 10. PARAMOUNT CINEMA

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

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

10.2 To receive and note the Paramount Manager's report

RESOLVED that the Paramount Manager's report for February 2026 be **NOTED**.

The Council asked the Clerk to ensure that the Paramount Manager is invited to attend in person the next meeting of the Finance, Assets & HR Committee, which will fall in the new municipal year.

Further to discussion it was suggested that the Council should look at reviewing the governance of the Paramount Cinema, possibly by setting up a supervisory group to ensure that directions agreed upon by the Council are followed through. This matter to be deferred to the new municipal year.

2025/2026/116 11. TOWN CLERK

11.1 To note the Town Clerk’s verbal report.

The Town Clerk reported on:

- Framed photographs from the Council Chamber – these will be saved in digital format by the Penistone Heritage & Archive Group. Some hard copy photographs will also be retained by the Archive Group and some by Barnsley Council.
- The rental agreement for the Penistone Banking Hub in the Resource Centre has been provisionally extended to October 2026.

RESOLVED that the Clerk’s report be **NOTED**.

2025/2026/117 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL

Planning application nos. 2026/0132, 2026/0165, 2025/0132 and 2026/0037 were considered by the Council.

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

2025/2026/118 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 April 2026 in the SpringVale Room, St John’s Community Centre.

The meeting concluded at 8.02 pm.

Signed by.....Chair, 27th April 2026