

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held in the SpringVale Room, St John's Community Centre, Church Street, Penistone on Monday 27th April 2026 at 7.00 p.m.

Present : 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. Matthew Nicholson, Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. Nick Perkins

Not present : Cllr. Wayne Chadburn, Cllr. Anita Kimberley, Cllr. Claire Redmond, Cllr. David Walker

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.

2025/2026/119 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. Wayne Chadburn, Cllr. Anita Kimberley, Cllr. Claire Redmond, Cllr. David Walker.

2025/2026/120 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.

2025/2026/121 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. In the event no members of the public were present at any time during the meeting.

2025/2026/123 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 March 2026 as a true and accurate record. The minutes were signed by the Chair.

2025/2026/124 5. CORRESPONDENCE

None at this time.

2025/2026/125 6. MAYOR'S INVITATIONS

None at this time.

2025/2026/126 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 – 31st March 2026.

RESOLVED that the Penistone Town Council budget report for the period 1st –31st Macrh 2026 be noted and approved. The report was signed by the Chair.

7.2 St John's Community Centre budget report 1st – 31st March 2026.

RESOLVED that the St John's Community Centre budget report for the period 1st – 31st March 2026 be noted and approved. The report was signed by the Chair.

7.3 Paramount budget report 1st – 31st March 2026 .

RESOLVED that the Paramount budget report for the period 1st –31st March 2026 be noted and approved. The report was signed by the Chair.

7.4 Penistone Town Council bank reconciliation as at 31st March 2026

RESOLVED that the Penistone Town Council bank reconciliation as at 31st March 2026 be noted and approved. The bank reconciliation was signed by the Chair.

7.5 Penistone Town Council bank expenditure report 14th March 2026 – 17th April 2026 - **£ 16,748.28**

RESOLVED that the Penistone Town Council bank expenditure report for the period 14th March 2026 – 17th April 2026 be noted and approved. The report was signed by the Chair.

7.6 Penistone Town Council credit card expenditure report 4th February 2026 – 3rd March 2026 - **£207.49**

RESOLVED that the Penistone Town Council credit card expenditure report for the period 4th February 2026 – 3rd March 2026 be noted and approved. The report was signed by the Chair.

7.7 Penistone Town Council petty cash expenditure report 1st February – 31st March 2026 - **£55.44**

RESOLVED that the Penistone Town Council petty cash expenditure report 1st February – 31st March 2026 be noted and approved. The report was signed by the Chair.

7.8 Paramount bank expenditure report 14th March 2026 – 17th April 2026 - **£ 102,033.72**

RESOLVED that the Paramount bank expenditure report for the period 14th March – 17th April 2026 be noted and approved. The report was signed by the Chair.

7.9 Paramount credit card expenditure report 21st January 2026 – 20th March 2026 - **£ 596.93**

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

7.10 Paramount petty cash payments 24th February 2026 – 31st March 2026 - **£ 224.93**

RESOLVED that the Paramount petty cash payments 24th February 2026 – 31st March 2026 be noted and approved. The report was signed by the Chair.

7.11 Penistone Town Council financial summary 1st – 31st March 2026 (presentation)

The Finance Officer presented the end of year financial summary to the Council. She reported that the Council end the year showing a healthy surplus. Her recommendations regarding the surplus are addressed under item 8.4.

The Finance Officer also presented a new spreadsheet showing forward sales at the Paramount Cinema.

The Chair thanked the Finance Officer for her report. The Chair commended the Finance Officer for improving the presentation of comprehensive financial information to the Council, which has increased overall understanding of the Council's financial position among the members.

RESOLVED the Penistone Town Council financial summary for the period 1st –31st March 2026 be noted and approved. The summary was signed by the Chair.

2025/2026/127 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 Clerk presented a summary of the outstanding queries and communications from WakeSmith Solicitors. The Chair of the Council, Cllr. Hannah Kitching suggested that the Clerk should send a schedule of the Council's outstanding queries and unresolved matters to WakeSmith and formally request that these are put to Barnsley Metropolitan Borough Council's Estates Department representative in their forthcoming telephone meeting on 30 April 2026. Discussion took place in which the Cllrs. added specific comments and queries to the aforementioned schedule; and reiterated their position that PTC must strive for the lowest possible level of financial exposure in the negotiations.

RESOLVED that the Council noted the updated information and agreed that the Clerk will instruct WakeSmith in accordance with the above.

8.2 To consider and resolve upon a small grant application from Penistone Archive and Heritage Group.

The Archive and Heritage Group submitted an application for £252.20 for IT equipment. The Council considered the application carefully; and noted that the Group has also applied to the Penistone Ward Alliance. Cllr. Nick Perkins, who is Chair of the Penistone Archive and Heritage Group, expressed surprise that he had not been informed about the application in advance.

RESOLVED that the Council will not make a grant at this time, but will ask the Group to liaise with their Chair Cllr. Perkins regarding their overall IT requirements and grants received from other sources.

8.3 To consider and resolve upon a small grant application from 17th Barnsley Guides

Further to due consideration it was **RESOLVED** that the Council will approve a small grant of £500 to 17th Barnsley Guides to assist with the costs of attending the Poacher Jamboree 2026 in Lincoln.

8.4 To consider and resolve upon earmarking the surplus for the financial year 2025-2026 towards professional fees, e.g. for advice on legal and Human Resources matters.

Further to a unanimous note it was **RESOLVED** that the Council will earmark the 2025-2026 surplus of (approximately) £60,000 for professional fees.

2025/2026/128 9. COUNCILLORS' ITEMS

None at this time.

2025/2026/129 10. PARAMOUNT CINEMA

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

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

10.2 To receive and note the Paramount Manager's report

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

Discussion took place further to the Council's initial deliberations regarding setting up a governance committee for the Paramount Cinema (Ordinary Town Council meeting 23 March 2026, minute no. 2025/2026/115/10.2). It was suggested that attendance at some Council meetings (to be specified) be made a formal requirement of the Cinema Manager's role; and that a framework including Key Performance Indicators should be created for the manager's report. It was further suggested that representatives from the Council's HR advice service Actus Risk Management be invited to attend the governance committee meetings. These matters to be formally decided in the new municipal year.

2025/2026/130 11. TOWN CLERK

11.1 To note the Town Clerk's verbal report.

The Town Clerk reported on:

- Community Asset Transfer communications/negotiations - extensive liaison and meetings with BMBC Estates Dept., Project Management and WakeSmith Solicitors has dominated the Clerk's workload since the last Ordinary Town Council meeting.
- Meeting with Architect and consideration of further enhancements for St John's Community Centre to include; newly decorated toilet facilities, modernisation of upper kitchen and replacement cladding for the Resource Centre.
- Christmas lights – ongoing work regarding new lanterns and possible logistics issues with electrical sources in the Town centre due to changes in building ownership/occupancy.
- Town centre planters to be maintained by SpringVale Community Garden, the planters at St John's Community Centre will be maintained in-house.

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

2025/2026/131 12. TO NOTE AND / OR CONSIDER ANY PLANNING APPLICATIONS RECEIVED FROM BARNSELY METROPOLITAN BOROUGH COUNCIL

Planning application nos. 2026/0133, 2026/0201, and 2026/0242 were considered by the Council.

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

2025/2026/132 13. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING.

RESOLVED that the next Council meeting will be the Annual Meeting, held at 6.00 pm on Monday 18th May 2026 in the SpringVale Room, St John’s Community Centre.

The meeting concluded at 8.16 pm.

Signed by.....Chair, 18th May 2026