

# Penistone Town Council

Minutes of the Penistone Town Council Annual Meeting held in the Springvale Room, St John's Community Centre, Church Street, Penistone on Monday 18<sup>th</sup> May 2026 at 6.00 p.m.

The agenda and documents relating to this meeting were circulated in advance to the Penistone Town Councillors: Cllr. Yvette Cooper, Cllr. David Cunningham, Cllr. Jonathan Cutts, Cllr. Lorraine Dixon, Cllr. Tristan Drew, Cllr. David Greenhough, Cllr. Vicky Jackson, Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Mandy Lowe-Flelo, Cllr. Trevor Mayne, Cllr. Frances Nixon, Cllr. Jon Palmer, Cllr. John Roberts, Cllr. David Walker.

## **Councillors Present :**

Cllr. Yvette Cooper, Cllr. David Cunningham, Cllr. Jonathan Cutts, Cllr. Lorraine Dixon, Cllr. Tristan Drew, Cllr. David Greenhough, Cllr. Hannah Kitching, Cllr. James Kitching, Cllr. Mandy Lowe-Flelo, Cllr. Trevor Mayne, Cllr. Jon Palmer, Cllr. John Roberts, Cllr. David Walker.

## **In attendance:**

Mr. N. Bailey, Town Clerk  
Ms. A. Fleetwood, Finance Officer  
Ms. E. Miller, Asst. Town Clerk

No members of the public were present.

## **2026-27/1 1. TO ELECT THE TOWN MAYOR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2026/2027. THE RELEVANT DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED ACCORDINGLY.**

Cllr. Hannah Kitching was proposed, seconded and unanimously elected as Town Mayor for the municipal year 2026/2027. The Declaration of Acceptance of Office was duly signed.

## **2026-27/2 2. TO ELECT THE DEPUTY MAYOR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2026/2027. THE RELEVANT DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED ACCORDINGLY.**

Cllr. Jon Palmer was proposed, seconded and unanimously elected as Deputy Mayor for the municipal year 2026/2027. The Declaration of Acceptance of Office was duly signed.

## **2026-27/3 3. TO RESOLVE THAT ANY COUNCILLOR THAT HAS NOT SIGNED THE DECLARATION OF ACCEPTANCE OF OFFICE SHOULD DO SO AT A LATER DATE AND AGREE THE RELEVANT DATE.**

All Penistone Town Councillors present at the meeting have signed Declarations of Acceptance of Office.

The Council **RESOLVED** that the Councillors who have sent apologies for the Annual Meeting shall sign Declarations of acceptance of office by the date of the next Ordinary Town Council meeting.

**2026-27/4 4. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE FROM COUNCILLORS.**

The Council **RESOLVED** to note apologies and approve reasons for absence from Cllrs. Vicky Jackson and Frances Nixon.

**2026-27/5 5. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS**

**5.1** 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.

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

The Town Clerk reported that there were no written dispensations.

**2026-27/6 6. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960.**

**6.1** To consider and resolve to exclude the press and public from Item 14 which refers to confidential information.

No members of the public or press were present. The Council **RESOLVED** that should any members of the public arrive they would be excluded from the discussion of Item 14.

**2026-27/7 7. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS AS A TRUE AND CORRECT RECORD**

**7.1 RESOLVED** to approve the minutes of the Ordinary Town Council Meeting held on 27<sup>th</sup> April 2026 as a true and accurate record. The minutes were signed by the Chair.

**2026-27/8 8. TO NOMINATE THE MAYOR-ELECT FOR THE MUNICIPAL YEAR 2026/2027.**

Discussion took place regarding the nomination of a Mayor-Elect for the current municipal year, who will take the office of Mayor in the municipal year 2027-2028. Further to discussion two proposals were put to a vote:

**Proposal 1** – that Deputy Mayor Cllr. Jon Palmer be elected to the office of Mayor-Elect - 6 votes.

**Proposal 2** – that the decision to nominate a Mayor-Elect be deferred – 6 votes.

The Chair Cllr. Hannah Kitching abstained from the first round of voting; as the votes were tied she exercised her casting vote for Proposal 2.

**RESOLVED** that the Council will defer the nomination of a Mayor-Elect until the Ordinary Town Council meeting in November 2026.

**2026-27/9 9. TO REVIEW THE COUNCIL'S STANDING COMMITTEES FOR THE MUNICIPAL YEAR 2026/2027.**

**9.1** To appoint any new Standing Committees in accordance with Standing Order 4.

The Chair Cllr. Hannah Kitching explained the current structure of the Council's Standing Committees for the benefit of the newly elected Councillors. The Chair made the following proposals with regard to the Council's committees:

**Proposal 1** – that the Finance, Assets & HR Committee should nominate a new sub-committee (the Staffing Sub-Committee) with responsibility for oversight of the Council's duties as an employer.

Further to the taking of a vote it was unanimously **RESOLVED** that the Finance, Assets & HR Committee will nominate a Staffing Sub-Committee at their first meeting in the current municipal year.

**Proposal 2** – that the Council should create a new Paramount Management Committee with delegated authority to implement policy and management decisions for the Paramount Cinema.

Further to the taking of a vote it was unanimously **RESOLVED** that the Council will set up a new Paramount Management Committee, the members of which will be decided at the next Ordinary Town Council meeting.

**Proposal 3** – that the Events & Leisure Committee should remain as a Standing Committee.

Further to the taking of a vote it was unanimously **RESOLVED** that the Events & Leisure Committee should remain as a Standing Committee.

**Proposal 4** – that the Asset Transfer Working Group should remain for the current municipal year.

Further to the taking of a vote it was unanimously **RESOLVED** that the Council will retain the Asset Transfer Working Group, members to be decided at the next Ordinary Town Council meeting OR at an Extraordinary Meeting convened with the specific purpose of discussing the Asset Transfer proposal.

**9.2** To appoint Councillors to the Council's Standing Committees in accordance with Standing Order 5(j)(vii).

**9.2 (i) RESOLVED** that the members of the Finance, Assets & HR Committee be appointed as follows: Cllrs. David Cunningham, Jonathan Cutts, Tristan Drew, David Greenhough, James Kitching, Mandy Lowe-Flello, Jon Palmer, John Roberts and David Walker.

**9.2 (ii) RESOLVED** that the members of the Events & Leisure Committee be appointed as follows:

Cllrs. David Cunningham, Yvette Cooper, Lorraine Dixon, Tristan Drew, Mandy Lowe-Flello, Trevor Mayne, and John Roberts.

**9.3** In accordance with Standing Order 4(d)(vi), to appoint Chairs and Vice-Chairs to the Standing Committees.

**9.3 (i) RESOLVED** that Cllr. Jon Palmer be appointed Chair and Cllr. David Cunningham be appointed Vice-Chair of the Finance, Assets & Human Resources Committee.

**9.3 (ii) RESOLVED** that Cllr. Tristan Drew be appointed Chair and Cllr. Lorraine Dixon be appointed Vice-Chair of the Events & Leisure Committee.

**9.4** To review the terms of reference for the Standing Committees.

**9.4 (i) RESOLVED** that the Terms of Reference for the Finance, Assets & Human Resources Committee should be re-drafted to reflect the changes resolved upon herein.

**9.4(ii) RESOLVED** that further to review the Council approves the Terms of Reference for the Events & Leisure Committee for the municipal year 2026-2027.

**9.4 (iii) RESOLVED** that further to review the Council approves the Terms of Reference for the Asset Transfer Working Group.

**9.4 (iv) RESOLVED** that the Terms of Reference for the new Staffing Sub-Committee and Paramount Management Committee should be drafted by the Clerks with the assistance of the Committee members before being brought to full Council for approval.

## **2026-27/10 10. TO AGREE REPRESENTATIVES TO THE FOLLOWING EXTERNAL BOARDS.**

**10.1** National Schools Trust – **RESOLVED** that Cllr. Jonathan Cutts and Cllr. David Greenhough will represent Penistone Town Council. The Clerks to inform the Trustees accordingly.

**10.2** Samuel Wordsworth Charity - **RESOLVED** that Cllr. Jonathan Cutts will continue to represent Penistone Town Council.

**10.3** Yorkshire Local Councils Association - **RESOLVED** that Cllr. James Kitching will represent Penistone Town Council. The Clerks to inform YLCA accordingly.

**10.4** Hoylandswaine Almshouse - **RESOLVED** that Cllr. John Roberts and Cllr. David Walker will represent Penistone Town Council. The Clerks to inform the Trustees accordingly.

**10.5** Penistone Grammar School – PGS Foundation Trust Governors are appointed for a term of 3 years. Former Councillors may remain in post until their terms of office are concluded; at which time Penistone Town Council may appoint another representative.

**RESOLVED:-** the following Councillors (or former Councillors) will remain in office until their respective terms as Governor expire.

Cllr. Hannah Kitching until 18/06/2029

Cllr. Jonathan Cutts until 31/07/2027

Cllr. Frances Nixon until 31/07/2027

Mr. N. Perkins until 14/09/2027

Cllr. Yvette Cooper until 23/01/2028

**2026-27/11 11. TO APPROVE THE COUNCIL'S GOVERNANCE FRAMEWORK AND POLICY DOCUMENTS AS LIST BELOW.**

**11.1** Standing Orders 2026.

**RESOLVED** that the Standing Orders 2026 be approved. The document was signed by the Chair.

**11.2** Financial Regulations 2026.

**RESOLVED** that the Financial Regulations 2026 be approved. The document was signed by the Chair.

**11.3** Members Code of Conduct.

**RESOLVED** that the Members Code of Conduct be approved. The document was signed by the Chair.

**11.4** Operational Risk Management Policy.

**RESOLVED** that the Operational Risk Management Policy be approved. The document was signed by the Chair.

**11.5** Health and Safety Policy.

**RESOLVED** that the Health and Safety Policy be approved. The document was signed by the Chair.

**11.6** Complaints Procedure.

**RESOLVED** that the Complaints Procedure be approved. The document was signed by the Chair.

**11.7** Publications Scheme.

**RESOLVED** that the Publications Scheme be approved. The document was signed by the Chair.

**11.8** Data Protection Policy.

**RESOLVED** that the Data Protection Policy be approved. The document was signed by the Chair.

**2026-27/12 12. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE /MONTHLY REPORTS (CIRCULATED)**

**12.1** Penistone Town Council budget report 1<sup>st</sup> – 30<sup>th</sup> April 2026.

**RESOLVED** the Penistone Town Council budget report for the period 1<sup>st</sup> – 30<sup>th</sup> April 2026 be noted and approved. The report was signed by the Chair.

**12.2** St John's Community Centre budget report 1<sup>st</sup> – 30<sup>th</sup> April 2026.

**RESOLVED** the St John's Community Centre budget report for the period 1<sup>st</sup> – 30<sup>th</sup> April 2026 be noted and approved. The report was signed by the Chair.

**12.3** Paramount budget report 1<sup>st</sup> – 30<sup>th</sup> April 2026.

**RESOLVED** the Paramount budget report for the period 1<sup>st</sup> – 30<sup>th</sup> April 2026 be noted and approved. The report was signed by the Chair.

**12.4** Penistone Town Council bank reconciliation 30 April 2026.

**RESOLVED** the Penistone Town Council bank reconciliation as at 30<sup>th</sup> April 2026 be noted and approved. The bank reconciliation was signed by the Chair.

**12.5** Penistone Town Council expenditure report 18/04-08/05 2026 - **£ 26,517.90**

**RESOLVED** the Penistone Town Council expenditure report for the period 18<sup>th</sup> April 2026 - 8<sup>th</sup> May 2026 be noted and approved. The report was signed by the Chair.

**12.6** Paramount expenditure report 18/04 – 08/05 2026 - **£ 40,967.03**

**RESOLVED** the Paramount expenditure report for the period 18<sup>th</sup> April 2026 - 8<sup>th</sup> May 2026 be noted and approved. The report was signed by the Chair.

**12.7** Penistone Town Council Financial Summary April 2026 (presentation)

The Finance Officer presented the Financial Summary. **RESOLVED** that the Penistone Town Council Financial Summary for the period 1<sup>st</sup> – 30<sup>th</sup> April 2026 be noted and approved. The summary was signed by the Chair.

**2026-27/13 13. FINANCIAL MATTERS AND GOVERNANCE**

**13.1.** To note and approve the Council's Annual Governance Statement, Accounting Statements and Annual Internal Audit Report.

**RESOLVED** that the above named annual governance documents be noted and approved by the Council. The AGAR documents were signed by the Chair.

**13.2** To determine the time and place of Ordinary Meetings of the Council up to and including the next Annual Meeting of the Council, in accordance with Standing Order 5 Item (j)(xxi).

**RESOLVED** that the list of full Council meetings held at 7pm on the fourth Monday of each month be noted and approved by the Council. The Council meetings will continue to be held at St John's Community Centre for the foreseeable future.

**13.3** To approve Penistone Town Council's list of banking Direct Debits and Standing Orders 2026.

**RESOLVED** that the list of Direct Debits and Standing Orders 2026 be noted and approved by the Council.

**13.4** To review the arrangements for a Councillor to carry out quarterly reviews of the Council's internal financial control documents in the municipal year 2026/2027.

**RESOLVED** that Cllr. Jonathan Cutts be re-appointed to out quarterly reviews of the Council's internal financial control documents in the municipal year 2026/2027.

**13.5** To review Penistone Town Council's bank signatories in accordance with Financial Regulations Item 6.1.

**RESOLVED** that the Council's bank signatories shall remain as : Cllr. Jonathan Cutts, Cllr. David Walker and Town Clerk Mr. Nigel Bailey.

**13.6** To review the arrangements for approval of bank payments in accordance with Financial Regulation Item 7.6.

**RESOLVED** that Cllrs. Mandy Lowe-Flello, James Kitching and Jon Palmer can be contacted by the Finance Officer to approve bank payments in accordance with Financial Regulation Item 7.6.

**13.7** To resolve upon a period of study leave for the Town Clerk.

Further to discussion it was **RESOLVED** that the Town Clerk be granted one month of paid leave to work on the CiLCA (Certificate in Local Council Administration); with effect from 2<sup>nd</sup> June 2026.

## **2026-27/14 14. TO NOTE AND CONSIDER PLANNING APPLICATIONS RECEIVED FROM BARNESLEY METROPOLITAN BOROUGH COUNCIL**

Planning application 2026/0303 was received.

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

**2026/27 15 15. TO RESOLVE TO SET UP AN EXTRAORDINARY MEETING OF THE COUNCIL TO CONSIDER A COMMUNITY ASSET TRANSFER PROPOSAL (CONFIDENTIAL).**

**RESOLVED** that the Town Clerk will circulate documents relating to the Asset Transfer to all newly elected Councillors. The Clerk will also set up an Extraordinary Meeting of the Council during the week commencing 25<sup>th</sup> May 2026; to which all Councillors and the Solicitor advising the Council will be invited. **N.B.** This will not be a public meeting and all documents relating to this matter must be treated as strictly confidential.

**2026/27/16 16. TO CONFIRM THE DATE AND TIME OF THE NEXT ORDINARY TOWN COUNCIL MEETING**

It was **AGREED** that the next Ordinary Town Council meeting will be held at 7.00 pm on Monday 22<sup>nd</sup> June 2026.

The meeting concluded at 7.20pm.

Signed by.....Chair, 22<sup>nd</sup> June 2026