# Penistone Town Council

**Minutes of the meeting of the Finance, Assets & HR Committee held in the Springvale Room, St John's Community Centre, Penistone on Monday 13 July 2026 at 7.00pm**

**MEMBERS PRESENT**
Cllr. David Cunningham (Vice-Chair), Cllr. Jonathan Cutts, Cllr. Hannah Kitching (Town Mayor), Cllr. James Kitching, Cllr. Mandy Lowe-Flello, Cllr. Jon Palmer (Chair), Cllr. David Walker

**In attendance**
Nigel Bailey, Town Clerk
Alison Fleetwood – Finance Officer
Elaine Miller – Asst. Town Clerk

**COMMITTEE MEMBERSHIP**

Cllr. David Cunningham (Vice-Chair), Cllr. Jonathan Cutts, Cllr. Tristan Drew, Cllr. David Greenhough, Cllr. Hannah Kitching (Town Mayor – *ex officio*), Cllr. James Kitching, Cllr. Mandy Lowe-Flello, Cllr. Jon Palmer (Chair), Cllr. John Roberts, Cllr. David Walker

**PUBLIC PARTICIPATION**
There were no members of the public in attendance.

**FAHR/2026-27/1 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE FROM COUNCILLORS**

The Committee **RESOLVED** to note apologies and approve reasons for absence from : Cllr. Tristan Drew, Cllr. David Greenhough and Cllr. John Roberts. Cllrs. Drew and Greenhough's apologies were conveyed by Mayor Hannah Kitching.

**FAHR/2026-27/2 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/2026-27/3 3. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMSSIONS 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 Item 4 which refers to confidential information.

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

**FAHR/2026-27/4 4. COMMUNITY ASSET TRANSFER (CONFIDENTIAL)**

**4.1** To consider an ongoing Community Asset Transfer.

The Chair Cllr. Palmer updated the Committee on the latest developments in the Community Asset Transfer proposal. Cllr. Palmer advised that the current discussions are focussed upon the terms of a commercial lease rather than than an asset transfer. Mayor Kitching, Cllr. Palmer and the Town Clerk recently met with the Council's legal advisers WakeSmith Solrs. to compare the existing lease with the proposed commercial lease. Cllr. Palmer advised the Committee that he, Mayor Kitching and the Clerk have a meeting with BMBC personnel on 14 July 2026.

Cllr. Palmer's report was **NOTED** by the Committee.

**FAHR/2026-27/5 5. SUB-COMMITTEES**

**5.1** To nominate the members of the Staffing Sub-Committee

Cllr. Palmer proposed that the Town Mayor and the Town Clerk should comprise the Staffing Sub-Committee, with support and advice from Actus Risk Management, the Council's HR advisers. This will remain broadly in line with the Council's existing procedures.

A vote was taken and the Committee unanimously **RESOLVED** to recommend the proposal to full Council at their next meeting.

**5.2** To nominate the members of the Paramount Management Sub-Committee

For the benefit of the new Councillors, Cllr. Palmer explained that since May 2023 he and Cllr. James Kitching had organised and run a series of strategy meetings with the Paramount management staff. The meetings also involved the Town Clerk and occasionally the Finance Officer. Cllr. J. Kitching further explained that the meetings had been very useful in forming strategy and setting objectives; however there needs to be more oversight of the implementation process. Cllr. Palmer proposed that the Sub-Committee should be comprised as follows:

- Cllrs. Tristan Drew and James Kitching should lead this Sub-Committee. The Town Clerk and the management staff of the Paramount (Technical Manager, Operations Manager, Sales & Marketing Manager) will join the Committee. As with all Council Committees, the Mayor will be an *ex-officio* member.
- The Sub-Committee will meet quarterly to set and review objectives for the Paramount management team. The Paramount team will be an integral part of the process of setting objectives. The Sub-Committee will have delegated authority to monitor the progress and implementation of such objectives and to require explanations for non or under performance.
- The Sub-Committee will report at least quarterly to the Finance, Assets & HR Committee.

A vote was taken and the Committee unanimously **RESOLVED** to recommend the proposal to full Council at their next meeting.

**5.3** To nominate the members of the Asset Transfer Working Group

Cllr. Palmer proposed that the sub-committee should consist of himself, Mayor Hannah Kitching and the Town Clerk in order to ensure continuity in this ongoing matter.

A vote was taken and the Committee unanimously **RESOLVED** to recommend the proposal to full Council at their next meeting.

**FAHR/2026-27/6 6. TERMS OF REFERENCE**

**6.1 (i)** To consider revision of the terms of reference for the Finance, Assets & HR Committee.

The terms of reference for the FAHR Committee will be re-drafted to reflect the new Sub-Committee structure resolved upon by the Committee and full Council. The Chair Cllr. Palmer will work with the Clerks over the summer to present a new draft at the next FAHR Committee meeting on 14 September 2026.

**6.1(ii)** To consider revision of the terms of reference for the Asset Transfer Working Group.

The terms of reference for the Asset Transfer Working Group will be re-drafted to reflect that it is now a Sub-Committee of the FAHR Committee; and the different circumstances which prevail since the first discussions in November 2024. The Chair Cllr. Palmer will work with the Clerks over the summer to present a new draft at the next FAHR Committee meeting on 14 September 2026.

**6.2(i)** To consider the terms of reference for the Staffing Sub-Committee.

Actus Risk Management have agreed to act in an advisory capacity to the Sub-Committee and to review any documents, including the terms of reference. The Chair Cllr. Palmer will work with the Clerks over the summer to present draft ToRs at the next FAHR Committee meeting on 14 September 2026.

**6.2(ii)** To consider the terms of reference for the Paramount Management Sub-Committee.

The Chair Cllr. Palmer will work with the Clerks over the summer to present draft ToRs at the next FAHR Committee meeting on 14 September 2026; taking into account the resolution of the Committee under Item FAHR/2026-27/5/5.2.

**FAHR/2026-27/7 7. REPLACEMENT CLADDING FOR RESOURCE CENTRE BUILDING (ST JOHN'S COMMUNITY CENTRE)**

**7.1** To note and consider 2 quotations for replacement external cladding for the Resource Centre.

The Clerk explained to the Committee that the external cladding on the building (opened in 1999) is in poor condition, coming away from the walls in many areas and may not survive another winter. In high winds the cladding material lifts away and pieces have become detached from the wall, creating a safety hazard for users of the building and car park. The Clerk has obtained 2 quotations for replacement; attempts to obtain a third quotation have been unsuccessful.

Further to discussion and due consideration the Council took a vote and unanimously **RESOLVED** to accept the quotation from RS Building Ltd.

**FAHR/2026-27/8 8. FUNDING APPLICATION**

**8.1** To consider a small grant application from Hoylandswaine Parochial Church Council (under **S137 Local Government Act 1972)**

The Committee considered an application for a small grant of £288, to pay for maintenance of the church clock, which is situated on a tower and visible throughout the ward of Hoylandswaine.

Further to due consideration the Council took a vote and unanimously **RESOLVED** to recommend that the grant be approved by full Council.

**FAHR/2026-27/9 9. INTERNAL AUDIT 2025-26**

**9.1** To note and consider the audit report from the Internal Auditor Ms. J. Winham.

The Committee duly **NOTED** the audit report.

**9.2** To note and approve the updated and revised risk management policy in accordance with recommendations from Ms. Winham.

The Committee duly **NOTED** the revised risk management policy; and agreed to recommend that it be approved by full Council.

**FAHR/2026-27/10 10. FINANCIAL REPORTS JUNE 2026**

**10.1** To note the June 2026 budget reports from the Finance officer.

The Finance Officer presented the following financial reports for the period 1st-30th June 2026.

- Budget report for Penistone Town Council
- Budget report for St John's Community Centre
- Budget report for the Paramount Cinema

The budget reports for Penistone Town Council and St John's Community Centre were duly **NOTED** by the Committee.

The Committee had some queries regarding the budget report from the Paramount Cinema, which showed a significant deficit against budget. The Finance Officer acknowledged the deficit; and advised the Committee that more input is required from the Paramount management team in the preparation of future budgets.

The budget report was **NOTED** by the Committee. The Committee requested that the Finance Officer present an analysis of costs against income for community shows and events at the next Committee meeting.

**FAHR/2026-27/11 11. DATE OF NEXT MEETING**

The next meeting of the Finance, Assets & HR Committee will be held on 14th September 2026.

The Chair concluded the meeting at 8.30 pm.

Signed by…………………………………………………………………………………Chair, Ordinary Town Council meeting, 27 July 2026