



PENISTONE TOWN COUNCIL

ST. JOHN'S COMMUNITY CENTRE
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SUMMONS

08 July 2026

Dear Councillor,

You are hereby summoned to the meeting of the Penistone Town Council Finance, Assets & HR Committee to be held on Monday 13th July 2026 at 7.00 pm in the Springvale Room, St. John's Community Centre.

There will be ten minutes public participation prior to the meeting.

PUBLIC BODIES (ADMISSION 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 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.

Yours sincerely,

Nigel Bailey
Town Clerk and Responsible Officer

COMMITTEE MEMBERSHIP

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

AGENDA

- 1. To receive any apologies and reasons for absence.**
- 2. To receive any declarations of personal or prejudicial interests.**
 - 2.1** In accordance with Section 31 of the Localism Act 2011 members to declare any disposable pecuniary interests in items on this agenda
 - 2.2** The Town Clerk to report any written dispensations in respect of items on this agenda.

3 Exclusion of Press and Public – Public Bodies (Admissions to Meetings Act 1960) s. 1 (2)

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for matters pertaining to confidential or exempt information.

4. Community Asset Transfer

4.1 To receive an update from the Chair regarding an ongoing Community Asset Transfer.

5. Sub-Committees

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

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

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

6. Terms of Reference

6.1 To consider revision of the Terms of Reference for:

(i) The Finance, Assets & HR Committee.

(ii) The Asset Transfer Working Group.

6.2 To consider the terms of reference for :

(i) The Staffing Sub-Committee.

(ii) The Paramount Management Sub-Committee.

7. Replacement cladding for Resource Centre Building (St John's Community Centre

7.1 To note and consider 2 quotations for replacement external cladding, Resource Centre

8. Funding application

8.1 To consider a small grant application from Hoylandswaine Parochial Church Council.

9. Internal Audit 2025-26

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

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

10. Financial reports June 2026

10.1 To note the June 2026 budget reports from the Finance Officer.

11. Date of next meeting – 14th September 2026.