

Penistone Town Council

Minutes of the Ordinary Town Council Precept Meeting held at the Council Chamber, Town Hall, Shrewsbury Road, Penistone on Monday 24th January 2022 at 7.00 p.m.

Present: The Mayor Cllr A. Millner in the Chair, Deputy Mayor Cllr G. Millner and Councillors Barraclough, Cutts, Hayton, Rusby, Shiggins, Unsworth and Walker.

Also present

T. Ball – Town Clerk
E. Miller – Assistant to the Clerk

There were no members of the public present.

2021/117 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllrs Hinchcliff, Kimberley, and Cllr Perkins with reasons for absence approved.

2021/118 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

2.1 In accordance with Section 31 of the Localism 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.

It was **NOTED** and **RECORDED** that there were no declarations of personal or prejudicial interest.

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

The Clerk reported that there were none.

2021/119 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960.

There were no items for the exclusion of public and press to be discussed.

2021/120 4. FINANCIAL MATTERS

4.1 To approve the Town Council's budget and precept for 2022/23.

Precept - £194,731, including a 3% increase for 2022 to 2023 and CTSG £9,860

Total £204,591

Income

Allotment rents £872

Town Council £1,420

Community Centre £42,720

Paramount £466,150

Reserves

Fwd. forecast general reserves 2022/23 £190,845

Ear-marked reserves £84,155

Budget

Town Council

£150,932

Community Centre

£96,485

Paramount Cinema

£468,733

General reserves

£190,845

Ear-marked reserves

£84,155 total

£44,580 Extension community centre

£39,575 Paramount renewals

Moved by Cllr Barraclough, Seconded by Cllr Hayton and **RESOLVED** that the precept for 2022/2023 be set as £194,731, including a 3% increase in line with inflation plus a CTSG of £9,860 in line with Council tax band D households, and that the above budget be approved.

4.2 To confirm the minutes of the Ordinary Town Council meeting held on Monday 20th December 2021, as a true and correct record.

Moved by Cllr Walker, Seconded by Cllr G. Millner and **RESOLVED** that they were a true

record.

2021/121 5. TO APPROVE THE FOLLOWING ITEMS OF EXPENDITURE (CIRC. WHERE APPROPRIATE)

5.1 General Account £14,649.29

Moved by Cllr Shiggins, Seconded by Cllr Barraclough and **RESOLVED** the above account be approved and noted.

5.2 Paramount Account £45,173.57
Paramount Petty Cash £189.43

Moved by Cllr Cutts, Seconded by Cllr Unsworth and **RESOLVED** the above account be approved and noted.

5.3 Retrospective credit card transactions November to December - PTC £33.82

Retrospective credit card transactions November to December 2021 – Paramount - £936.45

Moved by Cllr Cutts, Seconded by Cllr Walker and **RESOLVED** the above account be approved and noted.

5.4 Bank reconciliation for the month ending 31st December 2021.

Moved by Cllr Barraclough, Seconded by Cllr Unsworth and **RESOLVED** the above account be approved and noted.

5.5 To review management accounts for month ending 31st December 2021.

Moved by Cllr Shiggins, Seconded by Cllr Hayton and **RESOLVED** the above account be approved and noted.

2021/122 6. FINANCIAL MATTERS AND GOVERNANCE

6.1 To approve the Town Council's investment accounts and policy 2022.

The Clerk had circulated prior to the meeting an investment account comparison report due to the forthcoming maturity of the Santander Time Deposit Account on the 24th February 2022.

Cllr Barraclough reported that the best rate of interest was with the Hampshire Trust Bank for the 2 year fixed rate business bond at the current rate of 1.30% AER.

The Town Clerk advised the Council that it would be prudent to have an investment policy as part of forward planning.

Moved by Cllr Walker, Seconded by Cllr Unsworth and **RESOLVED** that the Finance and HR Committee are to work in conjunction with the Clerk on an investment policy as a recommendation to Full Council.

Moved by Cllr Barraclough, Seconded by Cllr G.Millner and **RESOLVED** that £100,000 is to be invested into the Hampshire Trust Bank 2 year fixed rate business bond upon maturity of the Santander Time Deposit account.

The Clerk noted that 3 bank signatures would be required for the operation of the account.

Move by Cllr Walker, Seconded by Cllr G. Millner and **RESOLVED** that Cllr Barraclough (Chair of Finance and HR), Cllr Shiggins (Vice-Chair of Finance and HR) and Tara B all (Town Clerk), are to be added as bank signatories for the Hampshire Trust bank 2 year fixed rate business bond account.

6.2 To consider the Paramount annual legionaries water monitoring quotation – Facility Maintenance Solutions Ltd.

Cllr Cutts reported that under the terms of the lease between the Town Council and B.M.B.C a legionella management and periodic reports are required.

Moved by Cllr Cutts, Seconded by Cllr Shiggins and **RESOLVED** that the quotation of £456 plus from Facility Maintenance Solutions be accepted.

6.3 To approve the revised financial risk assessment and risk management document 2022/2023.

The Clerk reported that she had revised the financial risk assessment and risk management to meet the changing needs of the Council and to reflect organisational changes over the forthcoming year.

Cllr G.Millner noted that the location of meetings may become problematic in the future with a possible review if the Town Hall becomes unavailable due to refurbishment plans and disability access.

Cllr Rusby recommended that the surrounding Churches be approached as alternative meeting venues.

Moved by Cllr Barraclough, Seconded by Cllr Unsworth and **RESOLVED** that the revised financial risk assessment and risk management for 2022 to 2023 be approved.

6.4 To consider the trustee rotation on PGS Foundation Trust.

Cllr Unsworth reported that Cllr Millner's position as a trustee on the PGS Foundation Trust was due to expire on the 4th February 2022 and an appointee on the board was now required.

Moved by Cllr Unsworth, Seconded by Cllr Cutts and **RESOLVED** that Cllr G.Millner is nominated as a trustee on the PGS Foundation Trust for the next term of appointment.

DRAFT

Signed by.....Town Mayor 21st February 2022

Penistone Town Council

Minutes of the Ordinary Town Council Meeting held remotely on
Monday 25th January 2021 at 7.00 p.m.

Present: The Mayor Cllr A Millner in the Chair, Deputy Mayor Cllr G Miller and Councillors Barraclough, Bradbury, Chadburn, Cutts, Kimberley, Rusby, Trotman, Wood and Unsworth.

Also present

T. Ball – Town Clerk

There were no members of the public present therefore no public participation.

2020/119 1. TO NOTE ANY APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies were received from Cllr Hinchcliff with reasons for absence approved.

2020/120 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

It was **NOTED** and **RECORDED** that there were no declarations of personal or prejudicial interest.

2020/121 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

There were no items for the exclusion of public and press to be discussed.

Signed by..... Town Mayor 15th February 2021

2020/122 4. APPROVAL OF MINUTES

The Minutes of the following meeting were submitted for approval:

4.1 Finance and General Purposes Meeting held on the 11th January 2021.

Minute number 2020/34

There was a discussion in regards to minute number 2020/34, agenda item ‘to consider the management structure of committees’ from the Finance and General Purposes meeting held on the 11th January 2021.

Cllr Unsworth reported that he considered minute number 2020/34 to be ultra vires as the matter had been discussed at a Finance and General Purpose’s Committee and a resolution had been passed.

The Clerk reported that the minutes were for recommendation at Full Council which were currently under discussion and no matter was ultra vires. The Clerk advised that paragraphs cannot be deleted from the draft minutes and that only a motion maybe given to correct any inaccuracies under Standing order 12 b. The Clerk advised that no inaccuracies had been reported by members with the minutes and that the resolved minute number 2020/34 was the matter under discussion.

Cllr Barraclough reported that it had been recommended at the Finance and General Purposes meeting that it was to be trialed for this committee only.

Cllr Unsworth proposed a motion that minute number 2020/34 F & G P be not accepted.

Moved by Cllr Unsworth, Seconded by Cllr Bradbury and it was that the Chair of Finance and General Purposes committee will not act as a point of contact for detailed enquiries in conjunction with the Clerk.

A vote was taken in relation to the matter and with the majority vote it was **RESOLVED** that Cllr Unsworth’s motion be upheld. *(6 in favour)*

Cllr Millner reported that the Council are to consider an alternative approach to the matter and that a document and suggestions are to be made as The Clerk is currently working towards the LCAS standard and a more structured approach will assist with qualification of the award.

Cllr Wood stated that the Council should support the Clerk in moving forward and towards gaining the Local Council Scheme Award Status.

Signed by..... Town Mayor 15th February 2021

Cllr Rusby stated that an alternative approach be researched and to report these findings back to the next Full Council meeting.

Moved by Cllr A. Millner, and Seconded by Cllr Barraclough and it was **RESOLVED** that a revised document and suggestions are to be created in order to support the application for the Local Council Scheme Award in conjunction with The Clerk, Cllr Barraclough, Kimberley and Cllr A. Millner.

A vote was taken and it was **UNANIMOUS**.

Moved by Cllr Rusby, Seconded by Cllr Unsworth and **RESOLVED** that the minutes of the Finances and General Purposes meeting held on the 11th January 2021 were a true record.

2020/110 5. FINANCIAL MATTERS.

5.1 To approve the Town Council's budget and precept for 2021/22.

Members had received a number of budget scenarios prior to the meeting and the minutes from the Finance and general Purposes Meeting held on the 11th January 2021 with a recommendation that budget D be accepted with a 10% precept increase.

Cllr Unsworth reported that the precept had not been increased in recent years due to the amounts held in reserves.

Cllr Rusby noted due to previous funding received for new residential property built the precept had not been increased for several years and that the increase of 10% for next financial year would assist with supporting the Paramount as a community asset.

Cllr Bradbury noted that a 2% increase is to be considered every year and that the Paramount had been self-sufficient in previous years.

Cllr Barraclough advised that a possible increase to be considered each financial year in line with CPI.

The Clerk reported that a number of budgets had been reduced in conjunction with the Councils approval to allow for unconfirmed trading income for the financial year 2021/2022.

Signed by..... Town Mayor 15th February 2021

Precept - £171,872 previous year, 10% increase of £17,187 and CTSG £9,860
Total £198,919

Income

Allotment rents £889 with a 2% increase
Town Council £2,480
Community Centre £27,000
Paramount £227,788

Reserves

Fwd. forecast 2020/21 £137,747
Ear-marked reserves £84,155

Budget

Town Council

£201,042

Community Centre

£47,424

Paramount Cinema

£232,011

General reserves

£114,346

Ear-marked reserves

£84,155 total

£44,580 Extension community centre
£39,575 Paramount renewals

Moved by Cllr Barraclough, Seconded by Cllr Bradbury and **RESOLVED** that the precept for 2021/2022 be set as £189,059 plus the CTSG of £9,860 in line with Council tax band D households and with a total budget of £678,978.

Meeting closed at 19.38

Signed by..... Town Mayor 15th February 2021