



**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING** held in the St Piran’s Room, Penlee Centre, Penlee Park, Penzance on Monday 24 June 2024 at 7:00 pm.

**PRESENT**

Councillors

NG Pengelly (Chair)

MJ Beveridge

S Elliott

W Elliott

SJ Reynolds

Also present: Councillor Zac Lawlor, James Hardy (Town Clerk), Cameron Sil (Responsible Finance Officer) and Elliot Ridington (Democratic Services Officer).

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bosworth, Broadhurst, Davis, McKenna and Tonner.

**2. ELECTION OF VICE-CHAIR**

It was proposed that Councillor S Elliott be appointed as Vice-Chair of the Finance and General Purposes Committee.

In the absence of any other nominations, it was unanimously

**RESOLVED** that Councillor S Elliott be appointed as Vice-Chair of the Finance and General Purposes Committee.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

**3. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION**

No requests had been received.

**5. PUBLIC PARTICIPATION**

A member of the public was in attendance and spoke in favour of Agenda Item 8(a), ‘Applications for Grants – Sea Salts and Sail Association’.

Two members of the public were in attendance and spoke in favour of Agenda Item 8(b), ‘Applications for Grants – Paul Cricket Club’.

A member of the public was in attendance and spoke in favour of Agenda Item 8(d), 'Applications for Grants – Penzance Community Flora Group'.

A member of the public was in attendance and spoke in favour of Agenda Item 8(e), 'Applications for Grants – YMCA Cornwall'.

**6. EXCLUSION OF PRESS AND PUBLIC**

In respect of Agenda Items 11(a) and 11(b), 'Ill Health Pension Request' and 'Arrangements for Maternity Cover', it was unanimously

**RESOLVED** that members of the press and public be excluded from those sections of the meeting.

(Proposed: Councillor Reynolds; Seconded: Councillor S Elliott)

**7. MINUTES OF THE MEETING HELD ON 15 APRIL 2024**

Having been previously circulated, it was

**RESOLVED** that the Minutes of the meeting held on 15 April 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Pengelly; seconded: Councillor Beveridge)

Vote; Five in favour. One abstention.

**8. APPLICATIONS FOR GRANTS**

Prior to the consideration of the individual grant applications, Members were advised that, were each of the applications submitted to this meeting granted in full, the General Grants budget would be reduced to £2,759 for the remainder of the financial year which could have a significant impact on future grant applications.

While it was within the gift of Members to meet the requests for grant funding in full, they may have wished to consider reducing the amounts provided to each applicant, below that which was requested. Alternatively, there was a possibility that a virement could be made from the General Fund to the General Grants budget in order to replenish the depleted funds. However, this would not be a sustainable solution in the longer term and, were this action taken, thought would need to be given to a potential upper limit on future grant awards or an approved amount of allocated funds for each meeting during the financial year.

(a) Sea Salts and Sail Association

Information about the organisation's cause and the reason for the grant request was set out at Appendix 1 to the report - the grant application form.

Following consideration, it was unanimously

**RESOLVED** that a grant of £1,500 be awarded from the General Grants Budget to Sea Salts & Sail Association for the project: '2024 Mousehole Sea Salts & Sail Maritime Festival'.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

(b) Paul Cricket Club

Information about the organisation's cause and the reason for the grant request was set out at Appendix 1 to the report - the grant application form.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that a grant of £10,000 be awarded from the General Grants Budget to Paul Cricket Club for the project: 'Paul Cricket Club Nets'.

(Proposed: Councillor S Elliott; seconded: Councillor W Elliott)

(c) Growing Links CIC

The applicant had been unable to attend the meeting to present their application and so, in accordance with Penzance Council's Grants Policy, it was unanimously

**RESOLVED** that this item be deferred to a future meeting in order to allow the grant applicant to present their application.

(Proposed: Councillor Pengelly; seconded: Councillor W Elliott)

(d) Penzance Community Flora Group

Information about the organisation's cause and the reason for the grant request was set out at Appendix 1 to the report - the grant application form.

Following consideration, it was unanimously

**RESOLVED** that a grant of £2,066 be awarded from the General Grants Budget to Penzance Community Flora Group for the project: 'Provision of Hanging Baskets' on the condition that confirmation be received that the organisation's bank account has a two-to-sign payment rule in place.

(Proposed: Councillor Beveridge; seconded: Councillor S Elliott)

(e) YMCA Cornwall

Information about the organisation's cause and the reason for the grant request was set out at Appendix 1 to the report - the grant application form.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that a grant of £5,000 be awarded from the Climate Emergency Grants Budget to YMCA Cornwall for the project: 'Raise the Roof!'.  
(Proposed: Councillor Beveridge; seconded: Councillor W Elliott)

## **9. REPORTS FOR DECISION**

### **(a) Revised Financial Regulations**

The National Association of Local Councils had issued new Model Financial Regulations which took into account various changes to legislation with which the Council was required to comply.

Work had been undertaken to compare and contrast the new Model Financial Regulations with those already adopted by Penzance Council and they had since been amalgamated to ensure that the resulting document met the requirements of legislation while also meeting the business requirements of Penzance Council. The document was set out at Appendix 1 to the report.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that the revised Financial Regulations, set out at Appendix 1 to the report, be approved and adopted, subject to the word 'affected' within paragraph 6.5 being replaced with the word 'effected'.  
(Proposed: Councillor Reynolds; seconded: Councillor W Elliott)

### **(b) Workplace Travel Grant**

Cornwall Council had announced the opportunity for organisations to apply for Workplace Travel Grants for up to £5,000. This funding was intended to help workplaces expand travel choices and reduce car use. The grant could be for facilities and equipment such as cycle parking shelters, car share parking spaces or pool bikes.

The Workplace Travel Grant was working in association with the Active Travel Social Prescribing Fund, which meant that there was additional funding available to support projects in Bodmin, St Austell and Penzance.

Following an informal meeting of the Climate Emergency Sub-Committee held on 6 June, agreement was sought to develop a Workplace Travel Grant application to support the purchase of a pool electric bike and additional secure cycle storage.

A minimum of 25% match funding was required for applications and approval of a budget of up to £2,500 from the Climate Emergency Support Budget was therefore

requested. Subject to the approval of this Committee, a final Workplace Travel Grant Application would be considered by Penzance Council prior to submission.

Following consideration, it was unanimously

**RESOLVED** that

1. The further development of a Workplace Travel Grant application be supported.
2. Authority be delegated to the Town Clerk, following consultation with Members of the Climate Emergency Sub-Committee, to develop said application and make further recommendations to Penzance Council.
3. A budget of up to £2,500 from the Climate Emergency Support Budget be allocated as Penzance Council match funding towards the Workplace Travel Grant Application for sustainable transport.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

(c) Financial Papers to Receive and Accept

Following consideration, it was unanimously

**RESOLVED** that the following financial papers be received and accepted:-

(i) – Paid Expenditure from 1 April to 31 May 2024

(ii) – Bank Reconciliation from 1 April to 31 May 2024

(iii) - Financial Comparison for the Period Ending 31 May 2024

(Proposed: Councillor Pengelly; seconded: Councillor W Elliott)

## **10. REPORTS FOR INFORMATION**

There were no reports for information.

## **11. CONFIDENTIAL REPORTS FOR DECISION**

(a) Ill Health Pension Request

The Local Government Pension Scheme prescribed that, if an ex-employee wished to ascertain if they met the criteria for Ill health retirement, Penzance Council, as the previous employer, was required to arrange for the ex-employee to have a medical review undertaken by an independent registered medical practitioner. The requisite certificate was set out at Appendix 1 to the report and Penzance Council was responsible for deciding whether an ill health pension should be awarded.

The request from the former employee, named in Appendix 1 to the report, was forwarded by the Cornwall Pension Fund along with a medical consent form to allow Penzance Council to share their details with the medical practitioner.

Ill health awards did not incur an immediate strain cost to be paid to the pension fund. At the fund's next triennial valuation, due in 2026, consideration would be given to the combined effect of all ill health cases the Council had experienced since the previous valuation. If the Council experienced many ill health cases during the three years between valuations, it could potentially affect the employer's future contribution rates. However, an individual case alone would be unlikely to make an impact.

Following consideration, it was unanimously

**RESOLVED** that the ill health pension request be approved and the pension be awarded in line with the independent registered medical practitioner's recommendations, as set out in Appendix 1 to the report.

(Proposed: Councillor Beveridge; seconded: Councillor S Elliott)

(b) Arrangements for Maternity Cover

The report set out the background and the recommendations associated with this item.

Following consideration, it was unanimously

**RESOLVED TO RECOMMEND TO PENZANCE COUNCIL** that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Reynolds; seconded: Councillor Beveridge)

**12. MATTERS ARISING FOR REPORT AT NEXT MEETING**

There were no matters arising for report at the next meeting.

The meeting closed at 8:00 pm

Chair  
19 August 2024