PENZANCE COUNCIL

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TOWN CLERK: JAMES HARDY

15 July 2025

To: All Penzance Councillors

You are hereby summoned to a meeting of Penzance Council to be held in the Alverne Room, St John's Hall, Alverton Street, Penzance on Monday 21 July 2025 at 7.00 pm to consider the business set out in the appended Agenda.

James Hardy
Town Clerk

cc: Council's Chaplain, Cornwall Councillors (Penzance), the Press.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this,** especially if you are speaking or taking an active role.

Prior to the commencement of the business to be transacted the following will take place:-

Prayers

General principles of public life

Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned. As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Leadership – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

In line with the Cornwall Code of Conduct, Penzance Council has also adopted the following principles:

Duty to uphold the law – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Personal judgement – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them.

Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

“We pledge to ensure that the decisions we take today will benefit future generations.”

<u>A G E N D A</u>

1. Apologies for Absence

2. Declarations of Interest. Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda, including any gifts or hospitality exceeding £25. (Cornwall Code of Conduct 2021 as amended by Penzance Council 24 May 2021)

3. To Approve Written Requests for Dispensation

4. Public Participation Time (lasting up to 15 minutes in total)

5. Cornwall Councillors’ Reports

6. Exclusion of the Press and Public. To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. Public Bodies [Admission to Meetings] Act 1960.

7. To Confirm the Minutes of the Extraordinary Penzance Council Meeting of 2 June 2025

8. To Confirm the Minutes of the Ordinary Penzance Council Meeting of 2 June 2025

9. To Receive Questions from Members of which Prior Written Notice has Been Given (SO No.17)

10. <u>To Note the Minutes of the Following Committee Meetings</u>

    (a) Planning Committee – 11 June and 2 July 2025
    (b) Arts and Culture Committee – 16 June 2025
    (c) Leisure and Amenities Committee – 23 June 2025
    (d) Personnel Committee – 7 July 2025
    (e) Finance and General Purposes Committee – 7 July 2025

11. <u>Motions on Notice</u>

    (a) Penzance Council Be Rated as a ‘Dementia Friendly’ Council

    Proposer: Councillor Young
    Seconder: Councillor Baker

    (b) Local Outpatient Appointments Campaign

    Proposer: Councillor Reynolds
    Seconder: Councillor Jackson

12. <u>Reports for Decision</u>

    (a) Appointment to the Personnel Committee

(b) Establishment of Penlee Masterplan Working Party
(c) Indemnity for Members and Officers
(d) Scheme of Delegation – Authority to Spend
(e) Establishment of Climate Emergency Working Party
(f) Jubilee Pool – 2025/26 Strategic Grant and Service Level Agreement
(g) Decision Taken Under Financial Regulation 5.18 for CCTV Repairs and Further Virement of Funds

13. Reports for Information

(a) Councillors' Attendance at Meetings
(b) Service Level Agreement Update – Penzance and West Penwith Old Peoples Welfare Trust (Pengarth)
(c) Service Level Agreement Update – PZN Youth
(d) Service Level Agreement Update – Sustainable Penzance

14. Reports from Outside Bodies - for Information

(a) GOFA
(b) Penzance Community Flora Group
(c) Penzance / Concarneau Twinning Association
(d) Newlyn Community Flora Group
(e) Chapel Street Creative CIO
(f) Jubilee Pool Penzance Ltd *(to follow)*

15. Matters Arising for Report at Next Meeting

MINUTES OF THE EXTRAORDINARY PENZANCE COUNCIL MEETING held in the Alverne Room, St John's Hall, Alverton Street, Penzance on Monday 2 June 2025 at 6:00 pm.

PRESENT

Councillors SJ Reynolds (Mayor)
NC Broadhurst (Deputy Mayor)

KM Baker (from 7.07 pm)	J McKenna
PM Hadley (from 6.44 pm)	PI Osborne
JM How	JS Power
B Jackson	JR Pugh
PL Jameson (from 6.46 pm)	SJ Reed
P Lapin	D Smart Knight (from 6.15 pm)
PA Law	PC Trevail (from 6.47 pm)
TS Marrington	MA Wilson
AS Martin (from 6.47 pm)	P Young

Also present: James Hardy (Town Clerk), Verity Anthony (Director, Penlee House), Cal Bagshaw (Corporate Services Manager), Greg Martin (Communications Officer) and Elliot Ridington (Democratic Services and Governance Officer).

11. APOLOGIES FOR ABSENCE

There were no apologies for absence.

12. DECLARATIONS OF INTEREST

In accordance with the Council's Code of Conduct:-

Councillor Broadhurst declared both non-registerable and disclosable pecuniary interests in Agenda Item 6(c), 'Co-option of One Councillor for Penzance Promenade Ward', as her husband was a candidate for the vacancy. She therefore left the meeting for the duration of this item.

13. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION

No requests had been submitted.

14. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

15. PUBLIC PARTICIPATION TIME

In accordance with Standing Order 4(e), the Town Mayor advised that the candidates for co-option would be invited to make their representations, if any, at the commencement of the respective Agenda Item(s).

A member of the public was in attendance and spoke regarding Agenda Item 6(a) – 'Co-option of One Councillor for Heamoor and Gulval Ward' at its commencement, answering the question '*How would you best represent the people of your chosen ward and what do you think should be the priorities of Penzance Council for the coming year?'*

Four members of the public were in attendance and each spoke regarding Agenda Item 6(b) – 'Co-option of Two Councillors for Newlyn and Mousehole Ward' at its commencement, answering the question '*How would you best represent the people of your chosen ward and what do you think should be the priorities of Penzance Council for the coming year?'*

Three members of the public were in attendance and each spoke regarding Agenda No. 6(c) – 'Co-option of Two Councillors for Penzance Promenade Ward' at its commencement, answering the question '*How would you best represent the people of your chosen ward and what do you think should be the priorities of Penzance Council for the coming year?'*

16. REPORTS FOR DECISION

a) Co-option of One Councillor for Heamoor and Gulval Ward

Penzance Council had been operating with a vacant seat in Heamoor and Gulval Ward since 6 May 2025 due to there being an insufficient number of candidates in three wards during the recent local government elections.

Penzance Council was therefore required to fill this seat by co-option and interested persons were requested to apply in writing stating their relevant experience and the reasons why they wished to become a Councillor. The closing date for applications was Friday 16 May 2025 and those received for Heamoor and Gulval Ward were set out as Appendices 2 – 4 of the report. However, two of the candidates had subsequently withdrawn from the process.

The remaining candidate had been afforded the opportunity to answer the question *'How would you best represent the people of your chosen ward and what do you think should be the priorities of Penzance Council for the coming year?*'.

Following consideration, it was unanimously

RESOLVED that David Smart Knight be co-opted as Councillor for the Heamoor and Gulval Ward.

It was then further, unanimously

RESOLVED that following discussion(s) with the successful candidate, authority be delegated to the Town Clerk to appoint the newly co-opted Councillor to the Council's committees and any outside bodies where vacancies exist.

(Proposed: Councillor McKenna; seconded: Councillor Reed)

Councillor Smart Knight then signed the declaration of acceptance of office and joined the meeting.

b) Co-option of Two Councillors for Newlyn and Mousehole Ward

Penzance Council had been operating with two vacant seats in Newlyn and Mousehole Ward since 6 May 2025 due to there being an insufficient number of candidates in three wards during the recent local government elections.

Penzance Council was therefore required to fill these seats by co-option and interested persons were requested to apply in writing stating their relevant experience and the reasons why they wished to become a Councillor. The closing date for applications was Friday 16 May 2025 and those received for Newlyn and Mousehole Ward were set out as Appendices 2 – 5 of the report.

The candidates had each been afforded the opportunity to answer the question '*How would you best represent the people of your chosen ward and what do you think should be the priorities of Penzance Council for the coming year?'*.

It was proposed by Councillor Law and seconded by Councillor Osborne that Marc Hadley be co-opted as Councillor for Newlyn and Mousehole Ward.

It was proposed by Councillor Marrington and seconded by Councillor Wilson that Phillip Jameson be co-opted as Councillor for Newlyn and Mousehole Ward.

It was proposed by Councillor Broadhurst and seconded by Councillor Power that Mandy Paul be co-opted as Councillor for Newlyn and Mousehole Ward.

Finally, it was proposed by Councillor Young and seconded by Councillor Reynolds that Andrew Watts be co-opted as Councillor for Newlyn and Mousehole Ward.

In accordance with Standing Order 10(b), the votes for this item were taken by a written ballot of the Members present.

During the first round of voting, the votes in favour of each candidate were as follows:-

Marc Hadley – seven votes.
Phillip Jameson – six votes.
Mandy Paul – one vote.
Andrew Watts – one vote.

With no candidate having received an absolute majority of the available votes in their favour, and having received the lowest number of votes during the first round of voting, both Mandy Paul and Andrew Watts then agreed to withdraw from the co-option process.

There now being only two candidates for the two available seats, it was therefore

RESOLVED that Marc Hadley be co-opted as Councillor for the Newlyn and Mousehole Ward.

Vote; Thirteen in favour. Two abstentions.

Councillor Hadley then signed the declaration of acceptance of office and joined the meeting.

It was then further, unanimously

RESOLVED that Phillip Jameson be co-opted as Councillor for the Newlyn and Mousehole Ward.

Councillor Jameson then signed the declaration of acceptance of office and joined the meeting.

Finally, it was unanimously

RESOLVED that following discussion(s) with the successful candidates, authority be delegated to the Town Clerk to appoint the newly co-opted Councillors to the Council's committees and any outside bodies where vacancies exist.

(Proposed: Councillor Reynolds; seconded: Councillor Broadhurst)

Councillors Martin and Trevail then joined the meeting.

c) Co-option of Town Councillors for Penzance Promenade Ward

Penzance Council had been operating with a vacant seat in Penzance Promenade Ward since 6 May 2025 due to there being an insufficient number of candidates in three wards during the recent local government elections.

Penzance Council was therefore required to fill this seat by co-option and interested persons were requested to apply in writing stating their relevant experience and the reasons why they wished to become a Councillor. The closing date for applications was Friday 16 May 2025 and those received for Penzance Promenade Ward were set out as Appendices 2 – 5 of the report. However, one of the candidates had subsequently withdrawn from the process.

The candidates had each been afforded the opportunity to answer the question '*How* *would you best represent the people of your chosen ward and what do you think should be the priorities of Penzance Council for the coming year?'*.

It was proposed by Councillor McKenna and seconded by Councillor Wilson that Karen Baker be co-opted as Councillor for Penzance Promenade Ward.

It was proposed by Councillor Young and seconded by Councillor Pugh that Aaron Broadhurst be co-opted as Councillor for Penzance Promenade Ward.

It was proposed by Councillor Reed and seconded by Councillor How that Duncan Paul be co-opted as Councillor for Penzance Promenade Ward.

In accordance with Standing Order 10(b) the votes for this item were taken by a written ballot of the Members present.

During the first round of voting, the votes in favour of each candidate were as follows:-

Karen Baker – eight votes.
Aaron Broadhurst – six votes.
Duncan Paul – four votes.

With no candidate having received an absolute majority of the available votes in their favour, and having received the lowest number of votes during the first round of voting, Duncan Paul was eliminated from the process.

During the second round of voting, the votes in favour of each candidate were as follows:-

Karen Baker – eleven votes.
Aaron Broadhurst – seven votes.

Having achieved an absolute majority of the available votes cast, it was therefore

RESOLVED that Karen Baker be co-opted as Councillor for the Penzance Promenade Ward.

It was then further, unanimously

RESOLVED that following discussion(s) with the successful candidate, authority be delegated to the Town Clerk to appoint the newly co-opted Councillor to the Council's committees and any outside bodies where vacancies exist.

(Proposed: Councillor McKenna; seconded: Councillor Wilson)

Councillor Baker then signed the declaration of acceptance of office and joined the meeting.

(Councillor Broadhurst was not present for the duration of this item.)

17. MATTERS ARISING FOR REPORT AT THE NEXT MEETING

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

The meeting closed at 7:09 pm

Town Mayor
21 July 2025

MINUTES OF THE PENZANCE COUNCIL MEETING held in the Alverne Room, St John's Hall, Alverton Street, Penzance on Monday 2 June 2025 at 7:19 pm.

PRESENT

Councillors SJ Reynolds (Mayor)

KM Baker	J McKenna
JM How	PI Osborne
PM Hadley	JS Power
B Jackson	JR Pugh
PL Jameson	SJ Reed (until 8.10 pm)
P Lapin	D Smart Knight
PA Law	PC Trevail
TS Marrington	MA Wilson
AS Martin	P Young

Also present: James Hardy (Town Clerk), Verity Anthony (Director, Penlee House), Cameron Sil (Finance Manager) and Elliot Ridington (Democratic Services and Governance Officer).

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Broadhurst.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION

No requests had been submitted.

21. PUBLIC PARTICIPATION TIME

There was no public participation.

22. CORNWALL COUNCILLORS' REPORTS

Councillor Dwelly

Councillor Dwelly was not in attendance at the meeting and so no update was provided.

Councillor Line

Councillor Line provided a verbal report to the Council which focussed on the following areas:-

i) She introduced herself to Penzance Council and advised that, so far, she had been busy completing Cornwall Council's comprehensive induction process and the associated training courses. However, she was now reaching the end of the process and so could concentrate more efforts on casework.
ii) On the subject of casework, she had been dealing with a number of issues since her election, predominantly in Heamoor as it had the largest population, including trying to establish the ownership of certain litter bins, a number of road safety issues and issues with footpaths.
iii) She wished to highlight to Members that a community event had been arranged on Heamoor Recreation Ground and that this would be taking place on 14 June.
iv) Reference was made to the proposed redevelopment of the John Daniel Centre in Heamoor and Councillor Line had been invited to comment on the planning application as the division Member. She made reference to Penzance Council's response to the planning application and advised that she was minded to provide a similar response herself.
v) Finally, she advised that she had recently been appointed to committees at Cornwall Council and now sat upon the Together for Families and the Neighbourhoods Overview and Scrutiny Committees as well as the Standards Committee.

<u>Councillor Marrington</u>

Councillor Marrington provided a verbal report to the Council which focussed on the following areas:-

i) There continued to be a focus on traffic in the Newlyn and Mousehole areas with consultations undertaken on schemes to alleviate the problems in both villages. Great efforts were being made to ensure that a balance could be struck between the needs of both residents and businesses and what was best for the environment.
ii) There had been a large landslip on the road from Newlyn to Mousehole and so there would soon be the need for a road closure in order to allow works to take place to make safe the area. Unfortunately this would inevitably cause issues for public transport, which was problematic in itself but more so when GCSE exams were taking place.
iii) She had been appointed to Cornwall Council's Cabinet and was now the Cabinet Member Community Wellbeing and Public Health. An informal meeting of the newly appointed Cabinet had taken place earlier that day and discussions had taken place regarding the need for improved communications as it had been acknowledged that a lot of people still did not understand the different roles and responsibilities of the differing tiers of local government. A key theme of the meeting had been empowerment, and ensuring that partnership working was encouraged, with backbenchers, town and parish councils and a variety of other interested parties all empowered to take part in shaping Cornwall's future.
iv) She had now been reappointed as one of Cornwall Council's representatives

on the Newlyn Pier and Harbour Commissioners and it was hoped that this would encourage greater partnership working and aid in providing a collective voice for Newlyn.

Councillor McKenna

Councillor McKenna provided a verbal report to the Council which focussed on the following areas:-

i) He had been working to address a number of local issues, including an upcoming planning application for the former Lidl site at Wherrytown, which proposed a four-storey retirement apartment complex with no affordable units and a potential offsite contribution, all while the Environment Agency had determined that the site was a red risk for flooding. A meeting had been arranged with concerned local residents and this had been well attended, with another meeting to be arranged when the application had been validated. The feeling among the local residents was that the site would be a prime location for rewilding.
ii) There remained some dissatisfaction with bin collections, in that some residents would prefer bags but were provided with bins and vice versa. Alongside this, fly tipping was an issue in some areas.
iii) With reference to the former Penzance Art School on Morrab Road and its future sale by Truro and Penwith College, he had recently attended a meeting with interested parties to discuss its future. There were a variety of organisations who were interested in utilising the building and so he had contacted the appropriate officer at Cornwall Council to attempt to declare the building an ‘asset of community value’ as defined within the Localism Act 2011.
iv) He was working with the PZN Youth CIC which was currently housed within the former Penzance Council offices on Alverton Street. However, Cornwall Council had informed the CIC that it would need to raise £120,000 by 30 June if it wished to continue using the premises and, if not, the building would be placed on the open market. However, as a new administration had recently taken control at Cornwall Council he was hopeful that this would no longer be the adopted position but, again, there may have been the need to declare the building an ‘asset of community value’.
v) Finally, he advised that he had been appointed to Cornwall Council’s Cabinet and was now the Cabinet Member for Adult Social Care and Health Partnerships.

23. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

24. TO CONFIRM THE MINUTES OF THE PENZANCE COUNCIL MEETING HELD ON 10 MARCH 2025

Following consideration, it was

RESOLVED that the Minutes of the Penzance Council meeting held on 10 March 2025 be approved as true and accurate record and signed by the Chair.

(Proposed: Councillor McKenna; seconded: Councillor Power)

Vote; Ten in favour. Nine abstentions.

25. TO CONFIRM THE MINUTES OF THE ANNUAL PENZANCE COUNCIL MEETING HELD ON 19 MAY 2025

RESOLVED that the Minutes of the Annual Penzance Council meeting held on 19 May 2025 be approved as true and accurate record and signed by the Chair.

(Proposed: Councillor Osborne; seconded: Councillor Power)

Vote; Fourteen in favour. Five abstentions.

26. TO RECEIVE QUESTIONS FROM MEMBERS OF WHICH PRIOR WRITTEN NOTICE HAD BEEN GIVEN

No questions had been submitted.

27. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS

Members noted the Minutes of the following Committee meetings:-

(a) Planning Committee – 12 March, 2 April, 23 April and 21 May 2025
(b) Arts and Culture Committee – 24 March 2025
(c) Leisure and Amenities Committee – 31 March 2025
(d) Finance & General Purposes Committee – 14 April 2025

28. REPORTS FROM COMMITTEES FOR DECISION

Leisure and Amenities

a) Virement of Funds from the General Fund to the Wellfields Car Park Budget

Within the 2024/25 budget an amount of £20,000 was allocated for Wellfields Car Park in order to allow for the preliminary works for changes to the parking layout and availability of spaces, safe pedestrian access throughout the car park and future upgrades to the car park drainage.

Attempts had been made to appoint a single contractor to undertake the required surveys so as to progress the project but this had not been possible and, at financial year end, the unused budget of £20,000 returned to the General Fund. It was therefore requested that this amount was vired from the General Fund back to the Wellfields Car

Park budget to allow the project to continue.

Following consideration, it was unanimously

RESOLVED that a virement of £20,000 be made from the General Fund to the Wellfields Car Park budget (1060/7).

(Proposed: Councillor Marrington; seconded: Councillor Osborne)

Finance and General Purposes

b) Use of Leisure and Amenities Earmarked Reserve – Alexandra Play Park and Tennis Courts

The Alexandra Tennis Courts required repairs and repainting. Two estimates for the work had been received for under £11,000, excluding VAT, and a virement was therefore requested in order to allow the works to be undertaken.

Following consideration, it was unanimously

RESOLVED that up to £11,000 of the Alexandra Play Park & Tennis Courts (1995/15) earmarked reserve be utilised for the resurfacing and repainting works to Alexandra Tennis Courts as detailed in the report.

(Proposed: Councillor Law; seconded: Councillor Young)

29. REPORTS FOR DECISION

a) Interim Extension to Current Public Toilet Cleaning Contract

At its meeting held on 10 March 2025, Penzance Council delegated authority to the Leisure and Amenities Manager to finalise the contract specification for a new public toilet cleaning contract and to release it for public tender. Authority was also delegated to the Town Clerk to appoint the successful contractor following the conclusion of the tender process.

In order to ensure compliance with the various requirements of an ‘above threshold’ tender process, and on the advice of the Council’s independent procurement advisor, it was necessary to extend the existing contract by three months. The original contract was due to expire on 1 July 2025 and the new contract start date would be 1 October 2025. With the agreement of the current contractor, the contract extension would be in line with the original 2020 contract pricing.

Following consideration, it was unanimously

RESOLVED that

1. It be noted that the Town Clerk exercised his delegated authority, as defined within Financial Regulation 5.18, to extend the current public toilet cleaning contract for a period of one month, from 1 July to 31 July 2025.

2. The current public toilet cleaning contract be extended by a further two months, from 1 August to 30 September 2025.

(Proposed: Councillor Power; seconded: Councillor Pugh)

b) Penlee Learning Centre Feasibility Study

The Penlee House learning programme had in the past been delivered from the Penlee Coach House despite the conditions inside the building being suboptimal for the work. The conversion of the space to a new café required an alternative long term arrangement for the learning programme to be sought, while an improvement in the facilities was also required.

A feasibility study into a new Learning Centre had been funded by the Friends of Penlee House, and, following a competitive process, consultant Henrietta Boex was appointed to undertake this work.

As any potential further development inevitably impacted upon both the Arts and Culture and Leisure and Amenities Committees, it was proposed that the content of the report was noted and that, at the subsequent meeting of Penzance Council, the Penlee Masterplan Working Group was reestablished with membership from across the Council to further develop Learning Centre proposals, alongside the wider development and plans for Penlee Park.

Following consideration, it was unanimously

RESOLVED that the Learning Centre Feasibility Study Report produced by Henrietta Boex, as set out at Appendix 1 to the report, be received and noted.

(Proposed: Councillor How; seconded: Councillor Pugh)

c) Adoption of Standing Orders, Financial Regulations and Statement of Internal Control

Penzance Council was required to consider its Financial Regulations, Standing Orders and Statement of Internal Control on an annual basis in order to ensure that they were fit for purpose and met the Council's needs.

Standing Orders and the Statement of Internal Control were last reviewed in May 2024 and Financial Regulations in July 2024 (due to a revised 'model' document being issued). However, as the documents were interlinked in a number of areas it was preferable to consider them alongside each other, as a change made to one may have required a change to another.

There were some minor amendments proposed to each of the documents to reflect changes arising from the Procurement Act 2023, but most changes had been made to reflect the way in which the Council operated and to streamline decision making as far as possible, with some further changes to correct typographical errors.

Following consideration, it was unanimously

RESOLVED that

1. The Financial Regulations, set out at Appendix 1 to the report, be approved and adopted.

2. The Standing Orders and Committee Terms of Reference, set out at Appendix 2 to the report, be approved and adopted, subject to the committee membership numbers being amended once new appointments are made.

3. The Statement of Internal Control, set out at Appendix 3 to the report, be approved.

(Proposed: Councillor McKenna; seconded: Councillor Marrington)

Councillor Reed then left the meeting.

d) Investment Strategy Review

Last updated in 2024, the Investment Strategy was readopted annually and provided an update of shares received from investments in the prior financial year.

The investment strategy for the coming year would continue to collect dividends from shares in Pennon Group and to accrue interest from reserves kept in a higher interest rate savings account and the Public Sector Deposit Fund.

The Town Clerk had been furnished with delegated authority to vote at Pennon Group's Annual General Meeting, on behalf of the Council as shareholder, with the Council's adopted strategic aims in mind.

Following consideration, it was unanimously

RESOLVED that the Investment Strategy for 2025/26, as set out at Appendix 1 to the report, be adopted and the investment report of 2024/25, set out therein, be noted.

(Proposed: Councillor Marrington; seconded: Councillor Young)

e) Internal Audit End of Year Report 2024/25 and Appointment for 2025/26

The Council was subject to an accounting and reporting regime of limited assurance as set out in the Accounts and Audit Regulations 2015. These regulations applied to every local authority in England with an annual turnover up to £6.5 million.

The section set out in report formed part of the Annual Governance and Accountability Report which had to be approved by Penzance Council prior to the submission to the external Auditors, BDO LLP.

The Council's Internal Auditor had concluded the final audit review of 2024/25 and the conclusions were set out at Appendix 1 to the report, with further commentary provided within the report itself.

In addition, the agreement with Hudson Accounting Ltd had come to an end and the Council needed to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes. The internal auditor also had to be able to demonstrate independence from the Council's financial decision making.

Following consideration, it was unanimously

RESOLVED that

1. The Internal Audit Report for the financial year 2024/25 be received and noted.

2. Hudson Accounting Limited be appointed as the internal auditor for the financial year 2025/26.

3. The Council confirms that it is satisfied that said internal auditor is independent from the Council's financial decision making.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

f) Declarations of any Conflicts of Interest with the External Auditor

As a requirement of the external auditors, BDO LLP, it was necessary that each audited authority completed the conflict of interest form, set out at Appendix 1 to the report, to declare any Members who had a conflict of interest with the organisation.

If there were any persons with an interest, it was a requirement to write each person's name on the form and declare the nature of the interest.

Following consideration, it was unanimously

RESOLVED that it be confirmed that no Members of Penzance Council have any conflict of interest with the appointed external auditors, BDO LLP.

(Proposed: Councillor Law; seconded: Councillor Wilson)

g) Annual Governance and Accounting Statement 2024/25

The Council was subject to an accounting and reporting regime of limited assurance as set out in the Accounts and Audit Regulations 2015. These regulations applied to every local authority in England with an annual turnover of up to £6.5 million.

The two sections referenced within report contributed to the Annual Governance and Accountability Report which required the approval of Penzance Council prior to submission to its external Auditors, BDO LLP.

Following consideration, it was unanimously

RESOLVED that

1. The Annual Governance Statement for the financial year 2024/25, as set out at Appendix 1 to the report, be approved.

2. The Accounting Statement for the financial year 2024/25, as set out at Appendix 2 to the report, be approved.

3. The Council's Reserve position on 31 March 2025, as set out at Appendix 3 to the report, be noted.

(Proposed: Councillor Osborne; seconded: Councillor Pugh)

h) Appointment of Bank Signatories

The current banking mandate included the Town Clerk, Finance Manager and Finance Officer as staff signatories in order to manage the bank account and to make payment requests, while Councillors How, Power, Reynolds and Young were appointed as Councillor signatories.

The duties of a Councillor signatory, undertaken on a rotational basis, included reviewing and approving weekly authorised payment runs sent by officers; counter signing physical cheques at the Council offices and signing off any bank account changes.

Any Member appointed to the mandate would be subject to an application and background credit check from the bank.

Following consideration, it was unanimously

RESOLVED that Councillors Jackson, Lapin, Reynolds, Wilson and Young be appointed as bank signatories.

(Proposed: Councillor Law; seconded: Councillor Marrington)

i) Cornish Towns Visitor Voluntary Contribution Scheme – Feasibility Study

At its meeting held on 15 January 2024, Penzance Council resolved to make a contribution of £5,000 to commission a Voluntary Tourism Investment Scheme Feasibility Study, in partnership with Looe and St Ives Town Councils.

Looe Town Council was then successful in a partnership bid to the UK Shared Prosperity - Community Capacity Fund under the 'Good Growth Programme' and the 'Real Ideas Organisation' were commissioned to deliver the feasibility report, which was presented to the Council to note.

It was proposed that work continue with St Ives and Looe Town Councils, in partnership with sector stakeholders, to further develop proposals and a potential pilot, with detail presented to a future Penzance Council meeting.

Following consideration, it was

RESOLVED that

1. The Cornish Towns Visitor Voluntary Contribution Scheme – Feasibility Study, as set out at Appendix 1 to the report, be received and noted.

2. Work continue with St Ives and Looe Town Councils, in partnership with sector stakeholders, to further develop proposals and a potential pilot, with detail to be presented to a future meeting of Penzance Council.

(Proposed: Councillor How; seconded: Councillor Law)

30. REPORTS FOR INFORMATION

The following reports for information were noted:-

a) Service Level Agreement Update – Golowan Festival CIC
b) Service Level Agreement Update – Penzance and West Penwith Old Peoples Welfare Trust (Pengarth)
c) Service Level Agreement Update – Sustainable Penzance

31. REPORTS FROM OUTSIDE BODIES

A report from the representative to the following Outside Body was noted:-

a) Penwith 50+ Forum

32. MATTERS ARISING FOR REPORT AT THE NEXT MEETING

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

The meeting closed at 8:39 pm

Town Mayor
21 July 2025