



PENZANCE COUNCIL

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TOWN CLERK: JAMES HARDY

4 November 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 10 November 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.”

AGENDA

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. Town Mayor's Report
7. 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.
8. To Confirm the Minutes of the Penzance Council Meeting of 15 September 2025
9. To Receive Questions from Members of which Prior Written Notice has Been Given (SO No.17)
10. To Note the Minutes of the Following Committee Meetings
 - (a) Planning Committee – 24 September and 15 October 2025
 - (b) Arts and Culture Committee – 29 September 2025
 - (c) Leisure and Amenities Committee – 6 October 2025
 - (d) Finance and General Purposes Committee – 20 October 2025
11. Reports from Committees for Decision
Finance and General Purposes
 - (a) Application for Grant – Newlyn Harbour Lights
12. Reports for Decision
 - (a) Appointments to Committees and Outside Bodies
 - (b) Penzance Council Risk Register
 - (c) Fees and Charges Review
 - (d) Communications Strategy
 - (e) Maintenance of Penzance Promenade Flagpoles
 - (f) Service Level Agreement with Penzance and West Penwith Old Peoples Welfare Trust (Pengarth Day Centre)
 - (g) Service Level Agreement with Sustainable Penzance CIC

13. Reports for Information

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

14. Reports from Outside Bodies - for Information

- (a) GOFA
- (b) Penzance Community Flora Group
- (c) Penzance / Concarneau Twinning Association
- (d) Penzance Regeneration Company
- (e) Cornwall Association of Local Councils – Larger Councils Committee
- (f) Penwith Community Area Partnership

15. Confidential Reports for Decision

- (a) Changes to Staffing Structure and Operations – Penlee House
- (b) Changes to Staffing Structure and Operations – Leisure and Amenities
- (c) Funding for Antisocial Behaviour Caseworker

16. Matters Arising for Report at Next Meeting



MINUTES OF THE PENZANCE COUNCIL MEETING held in the Alverne Room, St John's Hall, Alverton Street, Penzance on Monday 15 September 2025 at 7:00 pm.

PRESENT

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

KM Baker
JM How
PM Hadley
B Jackson
P Lapin
PA Law
J McKenna

PI Osborne
JR Pugh
SJ Reed (until 8.28 pm)
PC Trevail
MA Wilson (until 8.25 pm)
P Young

Also present: Cal Bagshaw (Corporate Services Manager), Cameron Sil (Finance Manager), Greg Martin (Communications Officer) and Elliot Ridington (Democratic Services and Governance Officer).

48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jameson, Marrington, Power and Smart Knight.

49. DECLARATIONS OF INTEREST

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

Councillor Broadhurst declared a non-registerable interest in Agenda Item 11(a), 'Application for Grant – Montol Festival CIC' as a director of the Montol Festival CIC.

50. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION

Councillor Broadhurst had submitted a written request for dispensation to remain in the meeting while Item 11(a), 'Application for Grant – Montol Festival CIC', was considered, but not to speak or vote.

Following consideration, it was

RESOLVED that, in accordance with Standing Order 15(m), Councillor Broadhurst be granted a dispensation in respect of Agenda No. 11(a) – 'Application for Grant – Montol Festival Community Interest Company' for the duration of its consideration but that this dispensation solely provide for remaining in the meeting and not for taking part in either the debate or the vote.

(Proposed: Councillor McKenna; seconded: Councillor Wilson)

Vote; Thirteen in favour. Two abstentions.

51. PUBLIC PARTICIPATION TIME

A member of the public was in attendance and spoke in favour of Agenda Item 11(c) 'Smartphone Free Schools Initiative'.

52. CORNWALL COUNCILLORS' REPORTS

Councillor Dwelly

Having provided his apologies to the meeting, Councillor Dwelly provided a written report to the Council which was as follows:-

'This is just a short report for me because I'm away on holiday and sorry I can't be present for the important September meeting.'

I was pleased to see a number of Penzance projects funded through the £1.5 million TRIP project. These included the youth centre in the old town council building and also new escalators at wharfside. In the latter case this was all about encouraging easy access to the whole of Market Jew Street. I'm pleased to see the MJS locksmith building facade funded too. Personally I think that should have been funded through the enterprise grant scheme but at least it's happening now.

The public realm at the top of Causewayhead is almost complete. I have asked for the large planter with the tree in it to be made level. There will need to be some decisions soon on who maintains the planting after the first year. My hope is that the town council picks this one up. Given that the flora group maintain so many other areas they cannot be expected to do this too. They do a great job and their work presumably helps the town council budget - given that many other towns don't have similar groups and the costs of plant maintenance all fall to the town.

The Ponsandane project is on track and we'll see high quality planting there making the gateway to Penzance attractive and also helping to cover up and soften at least part of the Network Rail soundwall there. I expect the bike and car park to be well used in the future which will take pressure off traffic coming into the centre of Penzance.

I've also asked for the road surface signs on the entrance to Penzance saying 'town centre' to be removed, in order to encourage more visitors to access the town from other routes over the bypass. This should take pressure off Chyandour Cliff and reduce pollution there in busy periods.

Early assessments of the John Daniel Centre site by property colleagues suggest that a continued long term use of projects including Nancealverne school may make the most sense financially to the council.



I have had quite a few comments about the state of weeds on the pavements in town centre edge streets. I hope the Town Council can look again at options to use very targeted spraying which works well in other towns and is very cheap. If that were to happen I assume it would save your staff plenty of time, perhaps enabling more resource for plant maintenance? Just a thought.

Finally, I am doing all I can to create a new Evergreen Grant Fund Programme for Cornwall Council from next spring. This is when all the funding we are used to in Cornwall from structural funds including SPF come to an end. The idea is to have at least some grants available that can be repaid to assist key businesses and help with town centre vitality.'

Councillor Line

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

- i) She thanked the member of the public who had attended the meeting to speak in favour of Agenda Item 11(c), 'Smartphone Free Schools Initiative', and for the compelling arguments which she had made. She was pleased that she had been able to play a small part in the development of the motion and had also raised the matter at Cornwall Council's Together for Families Overview and Scrutiny Committee.
- ii) She had attended a variety of meetings during August, including a Safer Penzance meeting which had been attended by the Police and Crime Commissioner. The meeting had been held at the John Daniel Centre and she was pleased that the proposal for extra care housing on the site was now in some doubt.
- iii) She had attended a 'walk around' in Gulval with Councillor Reynolds and Jackson and a representative of Cornwall Highways to consider a variety of issues including parking at the bottom of Helnoweth Hill, options to improve the narrow stretch of road adjacent to Ponsandane and the potential partial pedestrianisation of the square at Gulval Churchtown.
- iv) She had also attended a 'walk around' in Heamoor with Councillors Jackson and Reynolds along with representatives of Livewest and its contractor Glendale, to discuss the cutting of hedges, verges and so on. The matter was extremely complicated due to some areas falling within the ownership of Livewest while others nearby were within the ownership of Cornwall Council.
- v) She had received a number of enquires relating to the planning application which had been submitted for Penzance Heliport and, although it was not sited within her electoral division, residents in her division would be affected.
- vi) In response to a question from a Member regarding the speed bump installed by Cornwall Council at the Josephs Lane crossroads in Heamoor, which appeared to be inadequate as a traffic calming measure, she advised that, with support from Councillor Reynolds and the Chair of Madron Parish Council, she had raised the issue with the Cabinet Member for Transport and was awaiting a response.



Councillor Marrington

Councillor Marrington had provided her apologies for the meeting and so no update was provided.

Councillor McKenna

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

- i) He had attended a number of meetings since the last meeting of Penzance Council, including the Newlyn Harbour Commissioners, the Safer Penzance meeting and the Cornwall and Isles of Scilly Health and Wellbeing Board.
- ii) He had recently visited the 'Crows Nest' at the Porth Gwarry development, a property which housed people with learning disabilities, and he had been very impressed with the work which took place there. He was also due to attend a similar facility in Redruth in the near future.
- iii) He had visited Bosence Farm, a drug and alcohol treatment centre, and spoken to its residents. He was concerned regarding its budget pressures for the upcoming year as it was extremely effective in treating people with addictions and the vast majority of people who attended completed the course of their treatment.
- iv) He had attended two days of budget workshops with Cornwall Council's Cabinet and savings of approximately £60 million would be required for 2026/27.
- v) He had taken part in the interviews for a new Director of Public Health and could confirm that the post had been awarded to the interim postholder.
- vi) He continued to support residents in relation to the proposed housing development on the former Lidl site at Wherrytown but, as yet, it was not scheduled to be considered by the West Sub-Area Planning Committee.
- vii) He had attended site visits with the Town Clerk and a representative of Cornwall Council's open spaces team and held productive discussions regarding the involvement of Penzance Council in the future. The Town Clerk would update Members in due course.
- viii) Finally, he continued to support residents in gaining access to adult social care support.

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

There were no confidential matters for consideration.

54. TO CONFIRM THE MINUTES OF THE PENZANCE COUNCIL MEETING HELD ON 21 JULY 2025

Following consideration, it was unanimously

RESOLVED that the Minutes of the Penzance Council meeting held on 21 July 2025



be approved as true and accurate record and signed by the Chair.

(Proposed: Councillor Broadhurst; seconded: Councillor How)

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

No questions had been submitted.

56. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS

Members noted the Minutes of the following Committee meetings:-

- (a) Planning Committee – 23 July, 13 August and 3 September 2025
- (b) Arts and Culture Committee – 4 August 2025
- (c) Leisure and Amenities Committee – 11 August 2025
- (d) Finance & General Purposes Committee – 1 September 2025

57. MOTIONS ON NOTICE

a) Local Outpatient Appointments Campaign

The Mayor reported that he had been approached by West Cornwall HealthWatch with a request that the Council support its 'Local Outpatient Appointments' campaign, in the following terms:-

"Patients from the West Cornwall area, are routinely allocated appointments not only at Treliske hospital but even further afield e.g. in Falmouth, St Austell, Bodmin and Newquay. It would appear that the recent government performance targets are making it more likely that patients will be expected to travel to venues all across Cornwall.

Travelling further for appointments transfers the cost in time and money from the health service onto patients and can be particularly problematic for those who need to access public transport. It is especially difficult for vulnerable, frail or very elderly patients.

We are also concerned about the environmental impact of hundreds of patients criss-crossing Cornwall to access clinic appointments. West Cornwall HealthWatch believes that all patients in Cornwall, should be offered the choice to be seen locally wherever possible and for us in Penwith, this means West Cornwall or St Michaels hospital.

It has recently been verified that patients do have the right to ask to be seen locally, however the policy states that "the onus is on the patient to ask" and to our knowledge patients are not routinely given this information.



We feel it more important than ever that patients are informed and encouraged to exercise their choice, so we hope that you regard this as an important local issue and would be willing to support this campaign by initially putting it forward for discussion/endorsement at the next town council meeting."

In addition, the local public transport survey conducted recently by the Cornwall Rural Community Charity highlighted the difficulty of accessing healthcare appointments as a major issue for people in the Penwith area.

This item had initially been considered at the meeting held on 21 July 2025 where it was resolved that the matter be deferred in order to contact the Royal Cornwall Hospitals Trust to allow it to respond prior to making a decision. The response from the Royal Cornwall Hospitals Trust was set out at Appendix 1 to the notice of motion.

Following consideration, it was unanimously

RESOLVED that

1. The West Cornwall HealthWatch campaign to ensure that patients attending outpatient appointments are seen locally, wherever that is possible, and clinically appropriate, be supported.
2. The campaign be promoted through the Council's media and community engagement activities, and a person be designated to liaise with West Cornwall HealthWatch in furtherance of the campaign.
3. The Chief Executives and Chairs of the Royal Cornwall Hospitals Trust and the NHS Cornwall and Isles of Scilly Integrated Care Board be informed of the Council's support.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

b) Supporting a Peaceful and Permanent Resolution in Palestine and the Region

In light of the ongoing hostilities in Gaza, the view was expressed that Penzance Council ought to act to show support for the citizens of Palestine and the remaining Israeli hostages, to encourage other local councils to do the same and to encourage HM Government to take action.

It was proposed by Councillor Pugh and seconded by Councillor Reed that

1. This Council, in line with its values and behaviours, supports a permanent and complete peaceful resolution to the hostilities in Palestine.
2. Accordingly, this Council supports the following international initiatives:-



- The United Nations General Assembly resolution demanding an immediate, unconditional, and permanent ceasefire in Gaza;
 - An embargo on the trade in weapons with Israel;
 - A ban on trade with Israel;
 - The delivery of unhindered Humanitarian Aid to Gaza; and
 - The demand for the release of Israeli hostages;
3. In light of (2.) above, this Council commits to no longer knowingly purchasing Israeli goods until a peaceful resolution is secured.
4. A letter to this effect be sent to both the Prime Minister and the Foreign Secretary of HM Government.

On a vote the motion was lost.

Vote; Five in favour. Six against. Three abstentions.

c) Smartphone Free Schools Initiative

The Mayor had been approached by Cornwall Councillor Juliet Line, the Divisional Member for Ludgvan, Madron, Gulval & Heamoor, and Emily Hudson, the Regional Leader, Smartphone Free Childhood, Cornwall & IoS, to explore the possibility for Penzance Council to facilitate moves towards a “Smartphone Free Schools” policy in the parish.

Newquay Town Council had recently supported a similar initiative by playing a facilitating role with local schools following a presentation and motion put to it on 5 March 2025. An information sheet outlining some of the key issues was set out as an appendix to the notice of motion.

While Penzance Council held no responsibility for education provision, and could not mandate any action on the part of schools within the parish, it could nonetheless take a lead in highlighting the issue and facilitating discussions which may have led to the voluntary implementation of a “Smartphone Free Schools” policy within the parish.

Following consideration, it was unanimously

RESOLVED that

1. This Council writes to all school leaders within the Penzance parish expressing support for the Smartphone Free Schools campaign, and inviting them to meet informally with a view to facilitating progress towards a phased “Smartphone Free Schools” policy.
2. Dependent on the outcome of discussions with school leaders, this Council commits to the consideration of a ‘Smartphone Free Schools’ covenant at a future meeting.



(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

d) Devolution for Cornwall

On 11 November 2024, Penzance Council approved a statement on central government devolution, in which the view was expressed that “We support the principle of devolution of wide powers from Whitehall to Cornwall. But we are convinced that the one and only devolution option for the Duchy is to devolve powers to Cornwall, and not to a broader combined region alongside other large authorities in the south-west”.

That statement was sent to the Minister for Local Government and English Devolution and other interested parties.

It was a response to the direction of travel set out by HM Government (whereby substantial devolution of powers would be limited to larger combined authorities with a population in the region of 1.5 million), and reflected widespread concern among Cornish people that a combined authority would lead to a dilution of Cornish identity, and to unacceptably remote and unaccountable decision-making.

In July, the new administration at Cornwall Council reaffirmed the position of the previous administration supporting “Cornwall-only” devolution and went further in calling for HM government to reflect the protected national minority status of the Cornish and to formally grant Cornwall status as the fifth nation of the United Kingdom.

The view was therefore expressed that, as a proactive, forward-looking Council with strong local roots and a commitment to supporting its distinctive cultural identity, it was entirely appropriate for Penzance Council to support that position.

Following consideration, it was

RESOLVED that this Council:-

- (i) Reaffirms its position, as expressed in Resolution 11(m) passed at its meeting held on 11 November 2024, that “the one and only devolution option for the Duchy is to devolve powers to Cornwall, and not to a broader combined region alongside other large authorities in the south-west”.
- (ii) Supports the motion recently passed by Cornwall Council calling for any devolution settlement to reflect Cornwall’s national identity and the national minority status of the Cornish, and for Cornwall to be formally recognised as one of the five nations of the United Kingdom.
- (iii) Mandates the Town Mayor to write (a) to the Leader of Cornwall Council expressing support for that authority’s position and requesting that this Council be kept informed of any further discussions with central government, and (b) to



the Minister for Local Government and English Devolution setting out this Council's position.

- (iv) Instructs the Town Clerk to communicate the Council's position to the Cornwall Association of Local Councils so that it can be shared with other town and parish councils, to encourage them to adopt similar positions.

(Proposed: Councillor Reynolds; seconded: Councillor Reed)

Vote; Fourteen in favour. One abstention.

Councillor Wilson then left the meeting.

58. REPORTS FROM COMMITTEES FOR DECISION

Finance and General Purposes

a) Application for Grant – Montol Festival CIC

Information about the organisation, its 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

RESOLVED that a grant of £7,500 be awarded from the General Grants Budget to Montol Festival CIC for the project: 'Montol 2025'.

(Proposed: Councillor Reed; seconded: Councillor McKenna)

Vote; Thirteen in favour. One abstention.

Councillor Reed then left the meeting.

59. REPORTS FOR DECISION

a) Publications Scheme

Penzance Council last adopted a Publication Scheme in 2019 and, while it fulfilled the broad principles of the Freedom of Information Act 2000, it did not follow the official model publication scheme set out by the Information Commissioner's Office (ICO). Under the Act, public authorities were required to adopt and promote the ICO's model publication scheme, unedited, and publish a Guide to Information that detailed what was available, how it could be accessed, and whether any charges applied.

The revised Publications Scheme had been completed using the ICO's official template for parish and community councils, updated with current organisational and website information, and cross-referenced with the Council's internal data map.

During the debate, a Member suggested that, as a legal document, all references should have been to 'Penzance Town Council', its legal identity, rather than 'Penzance Council'.

Following consideration, it was unanimously

RESOLVED that the updated Publications Scheme, as set out at Appendix 1 to the report, be approved and adopted, subject to all references to 'Penzance Council' being replaced with 'Penzance Town Council'.

(Proposed: Councillor Broadhurst; seconded: Councillor Lapin)

b) Maintenance of Penzance Promenade Flagpoles

The flag poles on Penzance promenade were approximately five years old and, when they were installed, Penzance Council had been required to fund a shortfall in Cornwall Council's project budget to ensure their inclusion alongside with the benches and pebbles. The agreement to fund this shortfall was intended to ensure that the promenade refurbishment project maximised its potential and allowed continuation of the seasonal banner display each year.

These flagpoles were now beginning to fail in a number of areas due to their proximity to the sea and as regular maintenance on moving parts and access doors had not been undertaken. Although the Council had previously been advised that the flagpoles came with a ten-year warranty, the supplier was now struggling to source replacement parts for the flagpoles.

Conversations regarding replacement parts were ongoing with both this supplier and a local fabricator.

During the debate, Members suggested that if the flagpoles had been supplied with a ten-year warranty then it was the responsibility of the supplier to honour it. If the supplier was unable to replace the parts then it should have been supplying new flagpoles.

In response, Members were advised that the difficulty lay in the fact that Cornwall Council had purchased and retained ownership of the flagpoles and so any conversations regarding the warranty remained its responsibility. In light of this, Councillor McKenna requested to be provided with the details of the appropriate officer at Cornwall Council and undertook to take up the issue on the Council's behalf

Following consideration, it was unanimously

RESOLVED that the item be deferred pending clarification on the warranty of the flagpoles.

(Proposed: Councillor Broadhurst; seconded: Councillor McKenna)



c) Rescission and Amendment to Resolution, Approval of Job Descriptions and Recruitment to Newly Established Posts

Penlee House Gallery and Museum was part of the Art Fund 'Going Places' project, funded by National Lottery Heritage Fund, which brought together partner museums from across the UK to stage touring exhibitions.

The project's funding made provision for two new part-time roles to support the requirements of its delivery and, at its meeting held on 7 July 2025, the Finance and General Purposes Committee resolved to change the staffing structure of the Penlee House Gallery and Museum by incorporating two new posts. As a result, posts of Curatorial Assistant and Audience Engagement Assistant had been developed to support the needs of the project.

However, when the initial report was presented to the Finance and General Purposes Committee the recommendation contained an error, in that it recommended that these posts be 0.5 full time equivalents, when they should have in fact been 0.4 full time equivalents (for a period of 2.5 years instead of 2 years). It was therefore recommended that this resolution was rescinded and amended, as outlined in the report.

The job descriptions for the posts of Curatorial Assistant and Audience Engagement Assistant had been job evaluated by the Council's independent human resources partner. The recommended salaries resulting from these evaluations were set out in the report.

Following consideration, it was unanimously

RESOLVED that

1. The following resolution, set out within Minute No. 9(a) – 'Proposed Changes to Staffing Structure', approved by the Finance and General Purposes Committee at its meeting held on 7 July 2025, be rescinded, namely:-

'the staffing structure of Penzance Council be amended to include the following two, fixed term, part time, externally grant funded posts at Penlee House Gallery and Museum:-

- (i) *Curatorial Assistant (0.5 Full Time Equivalent)*
- (ii) *Audience Engagement Assistant (0.5 Full Time Equivalent)*

2. The staffing structure of Penzance Council be amended to include the following two, fixed term, part time, externally grant funded posts at Penlee House Gallery and Museum:-

- (i) Curatorial Assistant (0.4 Full Time Equivalent) for a period of 2.5 years following its commencement.



- (ii) Audience Engagement Assistant (0.4 Full Time Equivalent) for a period of 2.5 years following its commencement.
- 3. The role descriptions for the newly established part-time posts of Curatorial Assistant and Audience Engagement Assistant, as set out at Appendices 1 and 2 to this report, be noted and approved.
- 4. The salary for both, externally funded, posts be set at Spinal Column Point 6, currently set at £25,989 per annum (£10,536 pro rata), in line with the conclusions of the job evaluation exercise undertaken by the Council's independent Human Resources partner.
- 5. The advertisement of, and recruitment to, said posts be approved in line with the proposed timescales set out within this report.

(Proposed: Councillor Broadhurst; seconded: Councillor McKenna)

d) Report of the External Auditor for the Year Ending 31 March 2025

The Council's external auditors had concluded the external audit of the 2024/25 accounting statements and had confirmed that, based on their review of Sections 1 and 2 of the Annual Governance and Accountability Return, in their opinion, the information in Sections 1 and 2 was in accordance with proper practices. In addition, no other matters had come to their attention which would give cause for concern that relevant legislation and regulatory requirements had not been met.

A reference to a comment made by the auditors was set out in the report but it had been confirmed that there were no other matters which required the Council's attention.

Following consideration, it was

RESOLVED that the report of the external auditor for financial year ended 31 March 2025, as set out at Appendix 1 to the report, be accepted.

(Proposed: Councillor McKenna; seconded: Councillor Law)

e) Penzance Harbour Car Park Cycle Hub

This item had been withdrawn from the Agenda as it had not been possible to draft a report within the necessary timescales to allow it to be presented it to the meeting.

60. REPORTS FOR INFORMATION

The following reports for information were noted:-

- a) Councillors' Attendance at Meetings
- b) Service Level Agreement Update – Golowan Festival CIC



- c) Service Level Agreement Update – Sustainable Penzance CIC

61. REPORTS FROM OUTSIDE BODIES

Reports from the representative to the following Outside Bodies were noted:-

- a) Chapel Street Creative CIO
- b) Penzance - Concarneau / Penzance – Cuxhaven Twinning Associations
- c) Penzance Regeneration Company
- d) Penzance Business Improvement District

62. MATTERS ARISING FOR REPORT AT THE NEXT MEETING

In light of the fact that the report had been deferred earlier during the meeting, a report regarding the Penzance promenade flagpoles would be presented to a future meeting.

The meeting closed at 8:42 pm

Town Mayor
10 November 2025