



MINUTES OF THE PENZANCE COUNCIL MEETING held in the Alverne Room, St John's Hall, Alverton Street, Penzance on Monday 10 November 2025 at 7.00 pm.

PRESENT

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

KM Baker	JS Power (until 8.20 pm)
JM How	JR Pugh (from 7.04 pm)
B Jackson	SJ Reed (until 9.27 pm)
PL Jameson	PC Trevail
P Lapin	D Smart Knight
PA Law	MA Wilson
DM Paul	P Young

Also present: James Hardy (Town Clerk), Ben Bros gall (Leisure and Amenities Manager), Cal Bagshaw (Corporate Services Manager), Cameron Sil (Finance Manager) Greg Martin (Communications Officer) and Elliot Ridington (Democratic Services and Governance Officer).

63. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hadley, Marrington, McKenna and Osborne.

64. DECLARATIONS OF INTEREST

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

Councillors Baker, Jackson, Wilson and Young declared non-registerable interests in Agenda Item 12(f), 'Service Level Agreement with Penzance and West Penwith Old People's Welfare Trust (Pengarth Day Centre)', as trustees of, and/or outside body representatives for, Pengarth Day Centre and left the meeting for the item.

Councillors How, Jackson, Power and Wilson declared non-registerable interests in Agenda item 12(g), 'Service Level Agreement with Sustainable Penzance CIC', as directors of, and/or outside body representatives for, Sustainable Penzance CIC and left the meeting for the duration of the item.

65. TO APPROVE WRITTEN REQUESTS FOR DISPENSATION

No written requests for dispensation had been submitted.

66. PUBLIC PARTICIPATION TIME

A member of the public spoke regarding problems with traffic on Bread Street,



Penzance.

Another member of the public spoke regarding antisocial behaviour in Penzance.

A third member of the public then spoke regarding the Devon and Cornwall Neighbourhood Watch Network.

Finally, a member of the public was in attendance and spoke in favour of Agenda Item 15(c), Funding for Antisocial Behaviour Caseworker'.

67. CORNWALL COUNCILLORS' REPORTS

Councillor Dwelly

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

- i) With regard to the works in Market Jew Street, Penzance, there had been some concerns raised on social media regarding the new planters. He could confirm that the planters were not damaged and conformed to their intended design. The improvements to the streetscene were now beginning to be realised and planting would take place prior to Christmas. However, it was important to note that the recent road closures were due to the works being undertaken to replace gas infrastructure.
- ii) With reference to concerns which had been raised regarding traffic on Bread Street earlier during the meeting, and also taking into account similar issues on Mount Street and Adelaide Street, it was necessary to note that this would continue to be an issue, and could become a greater one, when Automatic Numberplate Recognition Cameras were installed on Market Jew Street to enforce the existing restrictions. It was important to ensure that all interested parties worked together to reduce vehicle speeds and the action already taken in Mount Street had been largely successful. Unfortunately, funds for traffic calming were held by the Penwith Community Area Partnership and would have to be 'bid for', so it would be helpful if Penzance Council could lend its support to any calls for these funds to address the matter.

Councillor Line

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

- i) The recent trial of timed road closures of Boscathnoe Lane in Heamoor had been discontinued and would not be progressed as the traffic had merely been displaced to neighbouring residential streets. There had been some discussion regarding a further trial in three years' time, utilising Automatic Numberplate Recognition, but she was not convinced that this would address the problems with the scheme.



- ii) She had attended site visits with the area Highways Manager and had been considering the main road from the A30 to Madron as well as a number of other sites. However, as previously mentioned, any works would be subject to bids being approved by the Penwith Community Area Partnership.
- iii) She was working with Livewest and Cormac to encourage some community action to improve the green area in Parc Mellan and had attended a meeting at Tolvaddon with the various interested parties to consider maintenance of the verges around the Roscadghill area.
- iv) She had invited the Leader of Cornwall Council to visit her electoral division and had taken him to visit Nancealverne School and the John Daniel Centre to impress upon him the vital work which was undertaken there. She understood that the proposal to redevelop the site for extra care housing had now been withdrawn but the various organisations on site needed more certainty over their future tenure in order to allow them to apply for various grants. In addition, they had also attended some play parks to demonstrate the impact of Cornwall Council's decision not to reinstate play equipment when it reached the end of its life.

Councillor Marrington

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

Councillor McKenna

Councillor McKenna had provided his apologies for the meeting and so no report was provided.

68. TOWN MAYOR'S REPORT

The Town Mayor provided a verbal report to the Council which focussed on the following areas:-

- i. He reminded Members that a brief remembrance service would be held at 11.00 am on Tuesday 11 November in the Penlee Memorial Garden and that the Sixteen Days of Activism Against Gender Based Violence would commence on 25 November with the march and vigil. The full programme of events could be found on the 16 Days of Activism Penzance website.
- ii. The Cornwall Local Plan to 2050 was due to begin its creation process shortly and evidence gathering events had already taken place. However, Central Government had yet to publish the regulations on how Local Plans could be made which limited the work which would be undertaken. Contact had been made with Cornwall Council's Planning Policy team to request that they attend an informal meeting or briefing of Penzance Council in order to allow it to have more involvement.
- iii. With reference to the matters raised regarding antisocial behaviour earlier during the meeting, he regularly attended the Safer Penzance meetings which provided



an open forum for various agencies to discuss issues and progress with various problems relating to antisocial behaviour. The meetings were extremely collaborative which was well appreciated by the emergency services and extremely helpful in addressing the issues which Penzance faced.

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

In respect of Agenda Items 15(a), 15(b) and 15(c), 'Changes to Staffing Structure and Operations – Penlee House', 'Changes to Staffing Structure and Operations – Leisure and Amenities' and 'Funding for Antisocial Behaviour Caseworker', it was unanimously

RESOLVED that, in accordance with S.1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from those sections of the meeting due to the confidential nature of the business to be transacted.

(Proposed: Councillor Broadhurst; seconded: Councillor Law)

70. TO CONFIRM THE MINUTES OF THE PENZANCE COUNCIL MEETING HELD ON 15 SEPTEMBER 2025

Following consideration, it was

RESOLVED that the Minutes of the Penzance Council meeting held on 15 September 2025 be approved as true and accurate record and signed by the Chair.

(Proposed: Councillor Broadhurst; seconded: Councillor Lapin)

Vote; Twelve in favour. Four abstentions.

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

No questions had been submitted.

72. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS

Members noted 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 & General Purposes Committee – 20 October 2025

73. REPORTS FROM COMMITTEES FOR DECISION

Finance and General Purposes



a) Application for Grant – Newlyn Harbour Lights

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 unanimously

RESOLVED that a grant of £6,000 be awarded from the General Grants Budget to Newlyn Harbour Lights for the project: 'Newlyn Harbour Christmas Lights 2025'.

(Proposed: Councillor Broadhurst; seconded: Councillor Young)

74. REPORTS FOR DECISION

a) Appointments to Committees and Outside Bodies

A by-election for Penzance Promenade Ward took place on 5 November and, at the time of writing the report, the successful candidate was unknown. However, Councillor Paul had now been elected and it was necessary to appoint him to committees and those outside bodies where vacancies existed.

Following consideration, it was unanimously

RESOLVED that

1. Authority be delegated to the Town Clerk, following consultation with the newly elected Member, to appoint said Member to committees.
2. Authority be delegated to the Town Clerk, following consultation with the newly elected Member, to appoint said Member to outside bodies where vacancies exist.
3. The terms of reference of committees be amended as necessary to reflect the changes in membership numbers.

(Proposed: Councillor Smart Knight; seconded: Councillor How)

b) Penzance Council Risk Register

The regular review of Penzance Council's Risk Register had been completed and the risk management strategy had also been reviewed, with the financial impact thresholds increased to more accurately reflect the Council's financial position.

The updated Risk Register and the revised Risk Management Strategy were set out as appendices to the report and were presented for adoption.

During the debate, a Member highlighted that the Risk Management Strategy referred



to the Penlee House Committee but this should, in fact, be the Arts and Culture Committee.

Following consideration, it was unanimously

RESOLVED that

1. The updated Penzance Council Risk Register, as set out using tracked changes at Appendix 1 to the report, be noted and adopted.
2. The revised Risk Management Strategy, as set out using tracked changes at Appendix 2 to the report, be approved and adopted, subject to the reference to the Penlee House Committee being amended to refer to the Arts and Culture Committee.

(Proposed: Councillor Broadhurst; seconded: Councillor Smart Knight)

c) Fees and Charges Review

Financial Regulations prescribed that fees and charges for Council services were reviewed annually.

The areas of income which were the responsibility of the Arts and Culture, Leisure and Amenities and Finance and General Purposes Committees, and the recommendations from the respective budget holders, were set out as appendices to the report and were presented for approval.

Following consideration, it was

RESOLVED that

1. The fees and charges which fall within the purview of the Arts and Culture Committee, as set out in Appendix 1 to the report, be adopted from 1 April 2026 and used to inform the draft budget for 2026/27.
2. The fees and charges which fall within the purview of the Leisure and Amenities Committee, as set out in Appendix 2 to the report, be adopted from 1 April 2026 and used to inform the draft budget for 2026/27.
3. The fees and charges which fall within the purview of the Finance and General Purposes Committee, as set out in Appendix 2 to the report, be adopted from 1 April 2026 and used to inform the draft budget for 2026/27.

(Proposed: Councillor Law; seconded: Councillor How)

Vote; Fifteen in favour. One abstention.



d) Communications Strategy

The Communications Strategy had been in place since 2019 and had now been updated.

The accompanying Communications Plan highlighted the additional projects, over and above the annual programme of events and commitments, which officers had not previously been able to carry out but which would be enabled by the introduction of the additional staff which had recently been approved.

A Communications plan for 2026 onwards would be informed by a new strategic plan document which would be set by the Council upon expiry of the current Penzance Council Strategic Plan 2022 - 2026

Following consideration, it was unanimously

RESOLVED that

1. The updated Communications Strategy, as set out at Appendix 1 to the report, be approved and adopted.
2. The Communications Plan 2026, as set out at Appendix 2 to the report, be noted.

(Proposed: Councillor Pugh; seconded: Councillor Young)

Councillor Power then left the meeting.

e) 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.

The Council had previously been advised that the flagpoles came with a ten-year warranty and this matter was therefore deferred at the meeting held on 15 September 2025. However, no progress had been made with Cornwall Council and so Members were again requested to approve the use of funds to maintain the flagpoles.



RESOLVED that the remaining funds within the Banner Projects budget (4200/1) be utilised to purchase replacement parts for, and carry out the respective maintenance of, the flagpoles on Penzance promenade.

(Proposed: Councillor Broadhurst; seconded: Councillor Law)

Vote; Fourteen in favour. One against.

f) Service Level Agreement with Penzance and West Penwith Old Peoples Welfare Trust (Pengarth Day Centre)

At its meeting held on 17 July 2023, Penzance Council resolved to support a three-year Service Level Agreement with Penzance and West Penwith Old Peoples Welfare Trust.

The Service Level Agreement was predicated on all funding being used to offset the client costs for accessing Pengarth Day Care and its services, solely for residents of Penzance Parish, while also improving accessibility and overcoming barriers for residents in need of support.

Work had now been undertaken to draft a further Service Level Agreement between the Penzance and West Penwith Old Peoples Welfare Trust (Pengarth) and Penzance Council and this was set out at Appendix 1 to the report. Again, this was predicated on improving accessibility to Pengarth Day Care provision and services for residents of Penzance Parish.

For the period 1 April 2026 to 31 March 2027 – funding of £25,410 was proposed. Further provisional funding of £26,680 for 1 April 2027 to 31 March 2028 and £28,014 for 1 April 2028 to 31 March 2029 was proposed in principle, subject to Penzance Council's annual approval of the associated budgets.

It was therefore recommended that the Service Level Agreement with the Penzance and West Penwith Old Peoples Welfare Trust be approved for 2026/27, 2027/28 and 2028/29, subject to Penzance Council's annual approval of the associated budgets.

During the debate, reference was made to a number of minor drafting errors within the Service Level Agreement and it was therefore requested that these be rectified.

Following consideration, it was

RESOLVED that

1. The Service Level Agreement between the Penzance and West Penwith Old Peoples Welfare Trust (Pengarth) and Penzance Council for the 2026/27, 2027/28 and 2028/29 financial years, as set out at Appendix 1 to the report, be approved, subject to the correction of the identified drafting errors.



2. Said Service Level Agreement be signed by the Town Mayor and Town Clerk on behalf of Penzance Council.
3. Payment of £25,410 be made to the West Penwith Old Peoples Welfare Trust (Pengarth) for the 2026/27 financial year, subject to the availability of funding following Penzance Council's annual consideration of its budget.
4. The further funding for the 2027/28 and 2028/29 financial years, as detailed in said Service Level Agreement, be approved in principle, subject to the availability of funding following Penzance Council's annual consideration of its budget.

(Proposed: Councillor ; seconded: Councillor)

Vote; Ten in favour. One abstention.

(Councillors Baker, Jackson, Wilson and Young were not present for this item.)

g) Service Level Agreement with Sustainable Penzance CIC

At its meeting held on 20 May 2024, Penzance Council resolved to support a two-year Service Level Agreement with Sustainable Penzance CIC.

The initial support enabled Sustainable Penzance to further develop community, business, youth and school engagement activity through both enhanced digital and face to face services, targeting hard to reach communities of place and interest across the Parish.

Work had been undertaken to draft a further Service Level Agreement with Sustainable Penzance CIC and was set out at Appendix 1 to the report. For the period 1 April 2026 to 31 March 2027 – funding of £21,000 was proposed. Further provisional funding of £22,050 for 1 April 2027 to 31 March 2028 and £23,152 for 1 April 2028 to 31 March 2029 was proposed in principle, subject to Penzance Council's annual approval of its budget.

It was therefore recommended that the Service Level Agreement with Sustainable Penzance CIC be approved for 2026/27, 2027/28 and 2028/29, subject to Penzance Council's annual approval of the associated budgets.

During the debate, reference was made to a number of minor drafting errors within the Service Level Agreement and it was therefore requested that these be rectified.

In accordance with Standing Order 4(s), Councillor Broadhurst requested that the vote for this item be recorded.

Following consideration, it was



RESOLVED that

1. The Service Level Agreement between Sustainable Penzance CIC and Penzance Council for the 2026/27, 2027/28 and 2028/29 financial years, as set out at Appendix 1 to this report, be approved, subject to the correction of the identified drafting errors.
2. Said Service Level Agreement be signed by the Town Mayor and Town Clerk on behalf of Penzance Council.
3. A payment of £21,000 be made to Sustainable Penzance CIC for the 2026/27 financial year, subject to the availability of funding following Penzance Council's annual consideration of its budget.
4. The further funding for the 2027/28 and 2028/29 financial years, as detailed in said Service Level Agreement, be approved in principle, subject to the availability of funding following Penzance Council's annual consideration of its budget.

(Proposed: Councillor Broadhurst; seconded: Councillor Jameson)

Vote; Councillors Baker, Broadhurst, Jameson, Law, Paul, Pugh, Reed, Reynolds, Smart Knight, Trevail and Young in favour. Councillor Lapin abstained.

(Councillors How, Jackson and Wilson were not present for this item.)

75. REPORTS FOR INFORMATION

The following reports for information were noted:-

- 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

76. REPORTS FROM OUTSIDE BODIES

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

- 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

77. CONFIDENTIAL REPORTS FOR DECISION**a) Changes to Staffing Structure and Operations – Penlee House**

The background and the various issues associated with this item were set out in the report.

During the debate, it was suggested that, as sections of the recommendations in the report related to differing areas, it may have been preferable to consider these areas separately.

Following consideration, it was unanimously

RESOLVED that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Broadhurst; seconded: Councillor Pugh (Recommendations 1 – 6))

(Proposed: Councillor Pugh; seconded: Councillor Smart Knight (Recommendations 7 – 10))

(Proposed: Councillor How, seconded: Councillor Young (Recommendation 11))

b) Changes to Staffing Structure and Operations – Leisure and Amenities

Members had recognised that the Leisure and Amenities Service was operating at capacity. However, Penzance Council had prioritised five further sites for devolution and these were as follows:-

- i) Towns Fund Public Realm Environmental Enhancements (ongoing maintenance and repair / replacement)
- ii) Heamoor Recreation Ground
- iii) Foster Bolitho Gardens and Play Area
- iv) St Anthony's Gardens
- v) The Rosebud Gardens

At an informal meeting of Penzance Council held on 11 September 2025, Members were presented with an options appraisal which considered three potential routes for expansion. Each model was accompanied by a 'SWOT' analysis, and a model was chosen by Members which best achieved the Council's current aims and future aspirations. The model recommended in the report represented Option 2 considered at the informal meeting and provided Penzance Council with the preferred mix of increased resources and additional cover in key areas, with the greatest flexibility to support the exploration of known and new devolution pressures.

The proposed expansion model sought to make a small increase in "in-house" staff resources to better support key operations.

Following consideration, it was unanimously

RESOLVED that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Broadhurst; seconded: Councillor Smart Knight)

Councillor Reed then left the meeting.

c) **Funding for Antisocial Behaviour Caseworker**

On 11 February 2019, Penzance Council agreed to jointly fund a dedicated Antisocial Behaviour Officer to be based in Penzance. A dedicated Antisocial Behaviour Coordinator was duly appointed and commenced in post on 1 June 2019. The post was initially funded as a twelve-month pilot. However, due to its success, Penzance Council extended the agreement and funded 80% of the post's costs for the following year so that it could continue in place. This agreement had been considered and extended five times since then, with funding currently in place until 31 May 2026.

The total Penzance Council contribution for the 2026/27 period was set out in the report.

Following consideration, it was unanimously

RESOLVED that the recommendation, as set out in the report, be approved.

(Proposed: Councillor Wilson; seconded: Councillor Jameson)

78. MATTERS ARISING FOR REPORT AT THE NEXT MEETING

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

The meeting closed at 9:36 pm

Town Mayor
19 January 2026