



**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING** held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 20 October 2025 at 7:00 pm.

**PRESENT**

Councillors

P Lapin (Chair)

KM Baker  
NC Broadhurst  
J McKenna  
SJ Reynolds

D Smart Knight  
PC Trevail  
MA Wilson  
P Young

Also present: James Hardy (Town Clerk), Cal Bagshaw (Corporate Services Manager), Cameron Sil (Finance Manager) and Elliot Ridington (Democratic Services and Governance Officer).

**19. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

Councillor Pugh was absent without having provided apologies.

**20. ELECTION OF VICE-CHAIR**

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

In the absence of any other nominations, it was unanimously

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

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

**21. TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest.

**22. PUBLIC PARTICIPATION**

A member of the public was in attendance who spoke in favour of Agenda Item 7(a), 'Application for Grants – Solomon Browne Memorial Hall Association'.

A member of the public was in attendance who spoke in favour of Agenda Item 7(b), 'Applications for Grants – St Piran in Penwith'.

A member of the public was in attendance who spoke in favour of Agenda Item 7(c), 'Applications for Grants – the Hypatia Trust'.

A member of the public was in attendance who spoke in favour of Agenda Item 7(d), 'Applications for Grants – Newlyn Harbour Lights'.

**23. EXCLUSION OF THE PRESS AND PUBLIC**

There was no confidential business for consideration.

**24. MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2025**

Having been circulated, it was

**RESOLVED** that the Minutes of the meeting held on 1 September 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Wilson)

Vote; Seven in favour. Two abstentions.

**25. APPLICATIONS FOR GRANTS**

(a) Solomon Browne Memorial Hall Association

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 £4,990.73 be awarded from the General Grants Budget to the Solomon Browne Memorial Hall Association for the project: 'The Mousehole Telephone Box Library'.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

(b) St Piran in Penwith

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 £1,860 be awarded from the General Grants Budget to St Piran in Penwith for the project: 'St Piran in Penwith Celebrations'.

(Proposed: Councillor Broadhurst; seconded: Councillor Young)

(c) The Hypatia Trust

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 £3,418 be awarded from the General Grants Budget to the Hypatia Trust for the project: ‘Who Makes History?’.

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

Vote; Seven in favour. One against. One abstention.

(d) 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 TO RECOMMEND TO PENZANCE COUNCIL** 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 Wilson; seconded: Councillor Broadhurst)

**26. REPORTS FOR DECISION**

(a) Expenditure from the Elections Reserve for Elections and By-election

Cornwall Council had invoiced Penzance Council for payment for the uncontested elections which took place earlier during the year in Heamoor and Gulval, Newlyn and Mousehole and Penzance Promenade wards, the costs for which were £859.28.

In addition, Cornwall Council had set out the costs associated with the election which took place in Penzance East ward on 1 May 2025, with the total being £7,865.67.

Finally, a by-election had been requested to fill the vacancy in Penzance Promenade ward and this would take place on 6 November 2025. It was expected that the costs associated with this would be in the region of £10,000.

It was therefore recommended that payment be made from the Elections earmarked reserve for the costs of these elections and by-election. Further, and subject to funds being available, approval was also sought to utilise this reserve to meet the costs of all future elections and by-elections without the need to present individual reports to this Committee.

Following consideration, it was unanimously

**RESOLVED** that

1. A payment of £859.28 be made from the Elections earmarked reserve to Cornwall Council to meet the costs associated with the 2025 uncontested elections in Heamoor and Gulval, Newlyn and Mousehole and Penzance Promenade wards.
2. Upon request by Cornwall Council, a payment of £7,865.67 be made from the Elections earmarked reserve to meet the costs associated with the election held in Penzance East ward on 1 May 2025.
3. Upon request by Cornwall Council, the payment for the upcoming Penzance Promenade by-election be approved and met from the Elections earmarked reserve, subject to sufficient funds being available.
4. Subject to sufficient funds being available, payment for any future elections or by-elections be met from the Elections earmarked reserve upon request.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

(b) Options for Corporate Services Vacancy and Potential Work Experience

The post of Corporate Service Officer had been vacant since 31 August 2025 and had not been filled for reasons which were set out in the report.

While the Corporate Services team could absorb the most crucial tasks during this period, there were several lower priority tasks which had been deprioritised. It was therefore suggested that there was an opportunity to provide the benefits of a work experience placement to a member(s) of the community. Further information regarding work experience placements was set out in the report and its appendices.

Following consideration, it was unanimously

**RESOLVED** that

1. It be noted that Penzance Council is currently operating with an unfilled Corporate Services Officer post.
2. The principle of working with the Job Centre Plus to offer adult work experience placement(s) in the Corporate Services team be approved.
3. A report be presented to a future meeting of this Committee to report on the success of, and/or the experiences associated with, the work experience placements

(Proposed: Councillor Wilson; seconded: Councillor Broadhurst)

(c) Expenditure from IT Replacement Reserve for IT Upgrades

The Council's IT provider had recommended works to upgrade some of the existing network infrastructure in order to provide improved security and performance. The recommended works would also begin the process of moving from an on-premises system to a 'cloud based' one, which was planned for the future.

Following consideration, it was

**RESOLVED** that expenditure of up to £3,000 from the IT Replacement reserve be approved in order to carry out the necessary upgrade works to the Council's IT network.

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

Vote;

(d) Expenditure from CCTV Repair / Replacement Reserve for Infrastructure Costs

At the meeting of Penzance Council held on 21 July 2025 it was resolved to approve the use of £5,000 from the CCTV Repair and Replacement earmarked reserve to spend against the CCTV Repair and Replacement Budget (2200/2/4) to meet the cost of an overspend and to provide a budget for any future additional works.

Since this meeting, additional works had been identified which were required to replace more camera infrastructure and it would not be possible for these works to be undertaken within the available budget. The quote received from the authorised contractor would exceed the available budget by £2,589.20 and it was therefore recommended that the use of up to £10,000 from the CCTV Repair and Replacement earmarked reserve be approved to meet this cost and allow for any future works.

Following consideration, it was unanimously

**RESOLVED** that the use of up to £10,000 from the CCTV Repair and Replacement earmarked reserve be approved to spend against the CCTV Repair and Replacement Budget (2200/2/4) to meet the quote received and allow for any additional future works.

(Proposed: Councillor McKenna; seconded: Councillor Baker)

Eight in favour. One abstention.

(e) Financial Papers to Receive and Accept

Following consideration, it was unanimously

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

(i) – Paid Expenditure from 1 August to 30 September 2025

(ii) – Bank Reconciliation from 1 August to 30 September 2025

(iii) - Financial Comparison for the Period Ending 30 September 2025

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

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

During the consideration of the grant applications earlier during the meeting reference had been made to the carbon footprint associated with some of the projects and questions were raised as to whether this should be taken into account within the grants policy. It was also suggested that the wider grants policy required review to evaluate its success and fitness for purpose following the changes which had been introduced for the present municipal year.

In response, Members were advised that a Working Party might be established to consider the grants policy and that the carbon footprint associated with grant applications could also potentially be considered by the Climate Emergency Working Party.

The meeting closed at 8:08 pm

Chair  
15 December 2025