



MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 15 December 2025 at 7:00 pm.

PRESENT

Councillors

P Lapin (Chair)
PC Trevail (Vice-Chair)

NC Broadhurst
J McKenna
SJ Reynolds

D Smart Knight
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).

28. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Pugh and Wilson.

Councillor Baker was absent without having provided apologies.

29. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

30. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION

No written requests for dispensation had been received.

31. PUBLIC PARTICIPATION

There were no members of the public present.

32. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Item 9(a), 'Upgrades to IT Infrastructure and Future Service Provision', 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 that section of the meeting due to the confidential nature of the business to be transacted.

(Proposed: Councillor Reynolds; seconded: Councillor McKenna)

33. MINUTES OF THE MEETING HELD ON 20 OCTOBER 2025

Having been circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 20 October 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor McKenna; seconded: Councillor Tremain)

34. REPORTS FOR DECISION

(a) Finance and General Purposes 2025/26 Outturn and Proposed 2026/27 Budget

The Finance Manager presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2026/27 Finance and General Purposes budget.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that

1. The projected outturn for 2025/26, as set out within Appendix 1 to the report, be approved.
2. The Finance and General Purposes proposed budget for 2026/27, as set out at Appendix 1 to the report, be approved.
3. The level of existing earmarked reserves and their respective contributions in 2026/27, as set out at Appendix 2 to the report, be approved and adopted.

(Proposed: Councillor McKenna; seconded: Councillor Reynolds)

(b) Proposed Changes to Policies

As part of the ongoing review and revision of the Council's suite of governance and employment policies, officers had undertaken a comprehensive evaluation of key documents to ensure they remained legally compliant and aligned with relevant guidance.

These formed part of the wider rolling programme of policy review and those policies which had been amended were set out as appendices to the report.

During the debate, a Member made reference to the proposed Dignity at Work Policy referring to the 'Chair of the Council' when it should in fact have referred to the 'Town Mayor', in line with the other policies.

Following consideration, it was

RESOLVED that

1. The updated Grievance Policy, set out using tracked changes at Appendix 1 to the report, be approved and the document be adopted.
2. The Respiratory Infections Policy be redesignated as the Transmissible Infections Policy, set out using tracked changes at Appendix 2 to the report, and the document be adopted.
3. The revised Dignity at Work Policy, as set out at Appendix 3 to the report, be adopted and supersede the existing Dignity at Work Policy, as set out at Appendix 4 to the report, subject to references to 'Chair of the Council' being replaced with 'Town Mayor'

It was then further

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that

1. The updated Whistleblowing Policy, set out using tracked changes at Appendix 5 to the report, be approved and the document be adopted.
2. The updated Equal Opportunities Policy, set out using tracked changes at Appendix 6 to the report, be approved and the document be adopted.

(Proposed: Councillor Broadhurst; seconded: Councillor Reynolds)

Vote; Six in favour. One abstention.

(c) Financial Papers to Receive and Accept

Following consideration, it was unanimously

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

(i) – Paid Expenditure from 1 October to 30 November 2025

(ii) – Bank Reconciliation from 1 October to 30 November 2025

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

(Proposed: Councillor Young; seconded: Councillor McKenna)

Vote; Six in favour. One abstention.

35. CONFIDENTIAL REPORTS FOR DECISION

(a) Upgrades to IT Infrastructure and Future Service Provision

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

Following consideration, it was unanimously

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

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

36. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 7:48 pm

Chair
23 February 2026