MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 10 June 2026 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

PRESENT SJ Reynolds (Vice-Chair in the chair)

KM Baker
B Jackson
PA Law
DM Paul

Also present: Elliot Ridington (Democratic Services and Governance Officer).

12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Osborne, due to other Council business, Power and Wilson,

13. DECLARATIONS OF INTEREST

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

Councillor Law declared a non-registerable interest in Application No. 4 set out within Appendix B to the Agenda – PA26/01797 'Replacement of two South East facing windows, Capping of tread surfaces on external granite steps leading to front entrance. Cliff Manor House, Fore Street, Newlyn' as a friend of the applicant and left the meeting for the duration of that item.

14. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION

No written requests for dispensation had been received.

15. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

16. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20 MAY 2026

Following consideration, it was

RESOLVED that the Minutes of the meeting held on 20 May 2026 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Law; seconded: Councillor Paul)

Vote; Councillors Baker, Law, Paul and Reynolds in favour. Councillor Jackson abstained.

17. PUBLIC PARTICIPATION

There were no members of the public present.

18. NEW AND AMENDED PLANNING APPLICATIONS

Following consideration, it was unanimously

RESOLVED that the comment of 'no objection' to the planning applications set out in Appendix B to the Agenda be approved.

(Proposed: Councillor Paul; seconded: Councillor Jackson)

(Councillor Law was not present for this item.)

The Committee then considered, in total, four new and amended planning applications and its comments and votes are as detailed below:-

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: SJ Reynolds (Vice-Chair) KM Baker B Jackson PA Law DM Paul
1.	PA26/03023	Mr And Mrs Robin and Catherine Fisher	Excavation of ground and the erection of a timber sleeper retaining wall. **Treleigh Trewithen Road, Penzance**	No objection subject to the provision of a permeable surface on the excavated ground. **Proposed - Cllr Reynolds Seconded - Cllr Law**	**Unanimous.**
2.	PA26/00880 AND PA26/00881 **LISTED BLDG**	Mr Philip Stevens Cornish Properties Ltd	To make essential repairs and improvements **1 Regent Terrace, Penzance**	No objection subject to the comments of the Historic Environment Planning Service being addressed. **Proposed - Cllr Law Seconded - Cllr Paul**	**Unanimous.**
3.	PA26/03094	Mr & Mrs M Philp	Single storey rear and side extensions **15 Harbour View, Penzance**	No objection. **Proposed - Cllr Reynolds Seconded - Cllr Paul**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: SJ Reynolds (Vice-Chair) KM Baker B Jackson PA Law DM Paul
4.	PA26/02672	Jubilee Pool Penzance Kerry Blewett-Hil	Advertisement Consent for lettering flush on railings and banner flags on lap post. **Jubilee Pool Office, Battery Road, Penzance**	No objection. **Proposed - Cllr Jackson** **Seconded - Cllr Baker**	**Unanimous.**

19. TO NOTE ANY RESPONSES PROVIDED UNDER THE 'LOCAL COUNCIL PROTOCOL'

There had been no responses submitted under the 'Local Council Protocol' since the preceding meeting of the Committee.

20. APPOINTMENT OF MEMBER(S) TO REPRESENT PENZANCE COUNCIL

There were no matters which required the appointment of Members to represent Penzance Council.

21. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 7:23 pm

Chair
1 July 2026

MINUTES OF THE PLANNING COMMITTEE MEETING held at 7:00 pm on Wednesday 1 July 2026 in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance.

PRESENT SJ Reynolds (Vice-Chair in the chair)

KM Baker
B Jackson
PI Osborne
DM Paul
MA Wilson

Also present: Cal Bagshaw (Corporate Services Manager) and Elliot Ridington (Democratic Services and Governance Officer).

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Law, due to other Council business, and Power.

23. DECLARATIONS OF INTEREST

There were no declarations of interest.

24. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION

No written requests for dispensation had been received.

25. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters to be considered.

26. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10 JUNE 2026

Following consideration, it was

RESOLVED that the Minutes of the meeting held on 10 June 2026 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Wilson; seconded: Councillor Jackson)

Vote; Councillors Baker, Jackson, Paul, Reynolds and Wilson in favour. Councillor Osborne abstained.

27. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke in favour of Application No. 3 – *PA26/04023 'First floor front extension, removal of front dormers, replacement windows* *throughout. 20 Laregan Hill, Penzance.'*

28. NEW AND AMENDED PLANNING APPLICATIONS

Following consideration, it was unanimously

RESOLVED that, Application No. 5 set out within Appendix B to the Agenda – *PA26/04217 'Works to Trees covered by a Tree Preservation Order (TPO) - T1 - Dead Elm, G1 - Cypress, T2 - Bay, G2 - Sycamore, T3 - Sycamore, T4 - Bay, T5 - Bay, T6 - Sycamore, T7 - Fell all to ground level. Alverton House, Alverton Road, Penzance*' be removed from Appendix B and considered individually at the following meeting.

(Proposed: Councillor Reynolds; seconded: Councillor Wilson)

It was then further, unanimously

RESOLVED that the comment of 'no objection' to the remaining planning applications set out in Appendix B to the Agenda be approved.

(Proposed: Councillor Wilson; seconded: Councillor Paul)

The Committee then considered, in total, ten new and amended planning applications and its comments and votes are as detailed below:-

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: SJ Reynolds (Vice-Chair) KM Baker B Jackson PI Osborne DM Paul MA Wilson
1.	PA26/03029	Mr Anthony PIll Coastline Action Sports C.I.C.	Change of use of an internal storage unit (Use Class E) to an indoor skatepark facility (Use Class F2 / sui generis), including installation of non-permanent ramps and associated recreational use. **Storage Area Behind Shop Units 2a, 3, 4 And 5 Wharfside Shopping Centre, Market Jew Street, Penzance**	No objection subject to a condition being imposed to require the submission of a detailed scheme of sound and vibration impact mitigation. **Proposed - Cllr Reynolds** **Seconded - Cllr Baker**	**Unanimous.**
2.	PA26/03008	Mr Steven Payne	Proposed additional storey and extension to incorporate integral garage. **Panache, Cliff Road, Mousehole**	No objection. **Proposed - Cllr Wilson** **Seconded - Cllr Osborne**	**Unanimous.**
3.	PA26/04023	Mr W Carter	First floor front extension, removal of front dormers, replacement windows throughout. **20 Laregan Hill, Penzance**	No objection. **Proposed - Cllr Wilson** **Seconded - Cllr Osborne**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: SJ Reynolds (Vice-Chair) KM Baker B Jackson PI Osborne DM Paul MA Wilson
4.	PA26/03933	Ms Rebecca Riley Cornwall Council	Non-material amendment to decision notice Pa25/01303 dated 20.06.2025 to alter the approved cycle parking provision from 14 standard cycle spaces to 12 Beryl e-bike stands and to relocate individual trees from the originally approved gabion basket planters to the adjacent slope area within the site. **The Former Ponsandane Sidings, Eastern Green, Penzance**	No objection. **Proposed - Cllr Osborne** **Seconded - Cllr Reynolds**	**Unanimous.**
5.	PA26/03804	Mrs C. Summer	Retention of Existing Garden Studio & Associated Works **5 Gwedhennek, Gulval**	No objection. **Proposed - Cllr Wilson** **Seconded - Cllr Jackson**	**Unanimous.**
6.	PA26/03871	Miss Amy Smale	Change of use of land to form residential garden. **Elm Cottage Trereife, Penzance**	No objection. **Proposed - Cllr Reynolds** **Seconded - Cllr Wilson**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: SJ Reynolds (Vice-Chair) KM Baker B Jackson PI Osborne DM Paul MA Wilson
7.	PA26/02349	Mr Henry Russell Favorita International Ltd	Installation of replacement extraction fan and flue in kitchen in café. **Newlyn Harbour Café, 58 The Strand, Newlyn**	No objection. **Proposed - Cllr Osborne** **Seconded - Cllr Wilson**	**Unanimous.**
8.	PA26/03548	Yaeger Irwin Vodafone	Advertisment consent to change out existing face panels on the projecting sign to update logo. One side red with white logo the other side white with black logo. No change to bracket or size and will remain non-illuminated **14 Market Jew Street, Penzance**	No objection. **Proposed - Cllr Wilson** **Seconded - Cllr Paul**	**Unanimous.**
9.	PA26/03722 **LISTED BLDG**	Ms Carolyn Kennett Cornwall Heritage Trust	To install a new Cornwall Heritage Trust Black Plaque. **Chapel House, 28A Chapel Street, Penzance**	No objection. **Proposed - Cllr Jackson** **Seconded - Cllr Paul**	**Unanimous.**

	APP. NO.	APPLICANT	DEVELOPMENT	DECISION	RECORDED VOTE CLLRS PRESENT: SJ Reynolds (Vice-Chair) KM Baker B Jackson PI Osborne DM Paul MA Wilson
10.	PA26/04246	Environment Agency	Non material amendment in relation to decision notice PA25/00207 dated 24.02.2025 to amend boundary wall materials. **Mousehole School, Foxes Lane, Mousehole**	No objection. **Proposed - Cllr Reynolds** **Seconded - Cllr Wilson**	**Unanimous.**

29. TO NOTE ANY RESPONSES PROVIDED UNDER THE 'LOCAL COUNCIL PROTOCOL'

There had been no responses submitted under the 'Local Council Protocol' since the preceding meeting of the Committee.

30. APPOINTMENT OF MEMBER(S) TO REPRESENT PENZANCE COUNCIL

There were no matters which required the appointment of Members to represent Penzance Council.

31. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

Meeting closed at 7:35 pm

Chair
22 July 2026

MINUTES OF THE PERSONNEL COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Wednesday 10 June 2026 at 4.00 pm.

PRESENT

Councillors P Young (Chair)

B Jackson (from 4.04 pm)
TS Marrington
SJ Reynolds

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Law and Power.

Councillor Jameson was absent without having provided apologies.

2. ELECTION OF VICE-CHAIR

It was proposed that Councillor Reynolds be appointed as Vice-Chair of the Personnel Committee.

In the absence of any other nominations, it was unanimously

RESOLVED that Councillor Reynolds be appointed as Vice-Chair of the Personnel Committee.

(Proposed: Councillor Marrington; seconded: Councillor Young)

(Councillor Jackson was not present for this item.)

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION TIME

There were no members of the public present.

5. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Items 8(a), 8(b), 8(c), 9(a) and 9(b) 'Proposed Changes to Existing Posts at Penlee House Gallery and Museum', 'Confirmation of Externally Funded Posts at Penlee House Gallery and Museum', 'Results of Review of Existing Leisure and Amenities Posts', 'Annual Leave, Sickness and TOIL Figures to May 2026 and 'Grievance Monitoring Report' 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 Reynolds; seconded: Councillor Marrington)

(Councillor Jackson was not present for this item.)

6. MINUTES OF THE MEETING HELD ON 7 JULY 2025

The Minutes of the meeting having been circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 7 July 2025 be approved as a true and accurate record and signed by the Chair, subject to the page numbers being amended to run from pages 1 – 3 and the reference to 'Marington' on Page 1 being replaced with 'Marrington'.

(Proposed: Councillor Reynolds; seconded: Councillor Marrington)

(Councillor Jackson was not present for this item.)

7. REPORTS FOR DECISION

(a) Proposed Changes to Personnel 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 the Officer Code of Conduct and the Disciplinary Policy to ensure that they remained legally compliant and aligned with relevant guidance.

Following consideration, it was

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that

1. The updated Officer Code of Conduct, previously referred to as the Employee Code of Conduct, as set out at Appendix 1 to the report, be approved and the document be adopted.

2. The updated Disciplinary Policy, previously referred to as the Disciplinary Procedure, as set out at Appendix 2 to the report, be approved and the document be adopted.

(Proposed: Councillor Marrington; seconded: Councillor Young)

(Councillor Jackson then arrived at the meeting.)

Vote; Three in favour. One abstention.

(b) Undertaking the Performance Development Review of the Town Clerk

It was necessary to undertake the Performance Development Review of the Town Clerk on an annual basis and the Review had last been approved by the Committee in July 2025. It was therefore necessary for the Review to be undertaken again and, once completed, it would be returned to the Committee for final ratification.

Following consideration, it was unanimously

RESOLVED that the Mayor and the Chair of this Committee be instructed to undertake the Performance Development Review of the Town Clerk.

(Proposed: Councillor Reynolds; seconded: Councillor Marrington)

(c) Approval of Documentation for New Leisure and Amenities Posts

At its meeting held on 10 November 2025, Penzance Council resolved to establish the posts of ‘Maintenance Assistant’ and ‘Contracts Administration Officer’ alongside that of an additional ‘Assistant Gardener’.

It then further resolved that the job descriptions and person specifications associated with these posts would be presented to the appropriate committee(s) for approval prior to their submission to the Council’s external Human Resources partner for job evaluation.

The Job Descriptions and Person Specifications for the posts of Maintenance Assistant and Contracts Administration Officer had now been drafted and were presented for approval.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that

1. The proposed Job Description and Person Specification for the post of ‘Facilities Maintenance Assistant’, as set out at Appendices 1 and 2 to the report, be approved and submitted to the Council’s external human resources partner for job evaluation.

2. The proposed Job Description and Person Specification for the Post of ‘Contracts Administration Officer’, as set out at Appendices 3 and 4 of the report, be approved and submitted to the Council’s external human resources partner for job evaluation.

3. Subject to (1.) and (2.) above, and to their being met within the existing salaries budget, the salaries for these new posts be set at the level(s) determined by their job evaluation scores and a recruitment process(es) then be undertaken.

(Proposed: Councillor Marrington; seconded: Councillor Reynolds)

8. CONFIDENTIAL REPORTS FOR DECISION

(a) Proposed Changes to Existing Posts at Penlee House Gallery and Museum

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

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Marrington; seconded: Councillor Young)

(b) Confirmation of Externally Funded Posts at Penlee House Gallery and Museum

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

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Marrington; seconded: Councillor Young)

(c) Results of Review of Existing Leisure and Amenities Posts

On 11 November 2025 Penzance Council noted that the introduction of three additional posts within the Leisure and Amenities Service may have impacted upon the job descriptions of the existing officers and that a wider review could therefore be necessary.

This review was found to be necessary and had since been undertaken, resulting in the recommendations set out in the report.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE that the recommendations, as set out in the report, be approved.

(Proposed: Councillor Reynolds; seconded: Councillor Jackson)

9. CONFIDENTIAL REPORTS FOR INFORMATION

The following report was noted:-

(a) Annual Leave, Sickness and TOIL Figures to May 2026
(b) Grievance Monitoring Report

10. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 4:53 pm

Chair
2025

MINUTES OF THE LEISURE AND AMENITIES COMMITTEE MEETING held in the Alverne Room, St John's Hall, Alverton Street, Penzance on Monday 22 June 2026 at 7:00pm.

PRESENT

Councillors	NC Broadhurst (Chair)	
	PM Hadley	P Lapin
	JM How	PI Osborne
	B Jackson	DM Paul
	PL Jameson	

Also present: James Hardy (Town Clerk), Ben Brosgall (Leisure and Amenities Manager) and Elliot Ridington (Democratic Services and Governance Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Law, Power, Smart Knight and Young.

Councillor Reed was absent without having provided apologies.

2. ELECTION OF VICE-CHAIR

It was proposed that Councillor Hadley be appointed as Vice-Chair of the Leisure and Amenities Committee.

In the absence of any other nominations, it was unanimously

RESOLVED that Councillor Hadley be appointed as Vice-Chair of the Leisure and Amenities Committee.

(Proposed: Councillor Hadley; seconded: Councillor Paul)

3. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

4. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION

No requests for dispensation had been received.

5. PUBLIC PARTICIPATION

There was no public participation.

6. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

7. MINUTES OF THE MEETING HELD ON 13 APRIL 2026

Having been circulated, it was

RESOLVED that the Minutes of the meeting held on 13 April 2026 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Jameson; seconded: Councillor Osborne)

Vote; Seven in favour. One abstention.

8. REPORTS FOR DECISION

(a) Future Proposals for Newlyn Bridge Telephone Box

It had been brought to the attention of officers that the telephone box located on Newlyn bridge was the responsibility of Penzance Council. It was in a poor state of repair and would require significant refurbishment, if not full replacement, if it were to remain in situ.

It was suggested that work was undertaken with Councillors for the Newlyn & Mousehole Ward to develop a long-term view for the telephone box.

Following consideration, it was unanimously

RESOLVED that

1. Consultation be undertaken with the Councillors for the Newlyn and Mousehole Ward in order to develop a proposal(s) for the red telephone box on Newlyn Bridge.
2. Said proposal(s) be presented to this Committee for future consideration.

(Proposed: Councillor Osborne; seconded: Councillor Paul)

(b) Wherrytown Skatepark Floodlight Replacements

In early 2026 two floodlights at Wherrytown skatepark failed due to water ingress. Unfortunately, there was a significant wait, in excess of ten weeks, for the replacement lamps to be delivered.

It was therefore recommended that a small number of stock lamps were purchased in advance of any future failures.

Following consideration, it was unanimously

RESOLVED that the use of up to £3,500 from the Wherrytown Skatepark Maintenance Earmarked Reserve, to support the purchase of replacement floodlights to be held in stock, be approved.

(Proposed: Councillor Osborne; seconded: Councillor How)

(c) Purchase of Ride-On Mower Replacement

In response to the increasing number of repairs required to the Council's ride-on lawn mower, a report was presented at the meeting held on 13 April 2026 advising that options would be explored and further information would be presented in due course.

Some initial research had been undertaken and a number of points had been detailed and summarised and these were set out within the report.

During the debate, Members referred to the fact that it may not have been possible to replace the current ride-on mower with an electric equivalent and therefore suggested that, rather than purchase a new mower, it may have been preferable to lease one until such a time that electric mower technology became viable.

Following consideration, it was unanimously

RESOLVED that

1. The restrictions associated with the purchase of a replacement ride-on lawn mower, as set out in the report, be noted.

2. Subject to sufficient funds being available, the Machinery Replacement Earmarked Reserve be utilised to make said purchase.

(Proposed: Councillor Osborne; seconded: Councillor How)

(d) Replenishment of Penlee Lodge Budget Underspend

On 31 March 2026 the Penlee Lodge budget contained £4,490 which was then subsumed by the General Fund at year end. It was therefore recommended that £4,490 was vired from the General Fund to the Penlee Lodge budget to support the ongoing costs which had become Penzance Council's responsibility upon the conclusion of the previous tenancy.

In addition, the Penlee Lodge was not currently suitable for the Council's operational needs and the improvements required would need to be funded from the earmarked reserve which was established for this purpose. The improvements would include new flooring, redecoration, a new fire and intruder system and furniture.

Following consideration, it was unanimously

RESOLVED that the use of up to £20,000 from Penlee Park Lodge earmarked reserve be approved to be make the necessary changes and improvements to the property.

It was then, further, unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that a virement of £4,490 be made from the General Fund to the Penlee Lodge budget (1211).

(Proposed: Councillor Hadley; seconded: Councillor Jameson)

(e) Creation of Open Spaces Events Plan

An increasing number of requests to hold events on sites owned and managed by Penzance Council were being received. It had therefore become apparent that a plan was required to ensure that events were well spaced throughout the season, further ensuring that there was no conflict between differing events.

It may have also been necessary to draft an Events Policy to sit alongside the plan, which could consider how and when requests were received for the upcoming year, any requirements the Council may wish to implement and some initial guidance on the kind of documentation which the Council would need to receive to support an event application.

Following consideration, it was unanimously

RESOLVED that

1. An Open Spaces Events Plan be developed for the open spaces owned and managed by Penzance Council.

2. Should it be required, an Events Policy be drafted in support of the Open Spaces Events Plan.

(Proposed: Councillor How; seconded: Councillor Paul)

9. REPORTS FOR INFORMATION

(a) Budget Comparison Report
(b) Project Update Report
(c) Operational Performance Report
(d) Event / Activity Update Report

10. MATTERS ARISING FOR REPORT AT THE NEXT MEETING

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

The meeting closed at 7:46 pm

Chair
17 August 2026

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Monday 6 July 2026 at 7:00 pm.

PRESENT

Councillors

SJ Reynolds (Chair)

KM Baker
NC Broadhurst
P Lapin
PI Osborne
PC Trevail

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Law and Pugh.

2. 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 Broadhurst)

3. TO RECEIVE DECLARATIONS OF INTEREST

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

Councillor Broadhurst declared a non-registerable interest in Agenda Item 8(a), 'Application for Grant – Montol Festival CIC' as a Director of the Montol Festival CIC.

4. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION

Councillor Broadhurst had submitted a written request for dispensation to remain in the meeting while Item 8(a), 'Application for Grant – Montol Festival CIC', was considered, but not to vote nor speak, save to answer any questions which the Members of the Committee may have had.

Following consideration, it was

RESOLVED that, in accordance with Standing Order 15(m), Councillor Broadhurst be granted a dispensation in respect of Agenda No. 8(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 vote or the debate, save to provide points of clarification.

(Proposed: Councillor Osborne; seconded: Councillor Trevail)

Four in favour. Two abstentions.

5. PUBLIC PARTICIPATION

Two members of the public were in attendance and spoke in favour of Agenda Item 8(a), 'Application for Grant – Montol Festival CIC'.

Two members of the public were in attendance and spoke in favour of Agenda Item 8(b), 'Application for Grant – the Cornish Maritime Trust'.

A member of the public was in attendance and spoke in favour of Agenda Item 8(c), 'Application for Grant – Trelya'.

6. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Items 11(a), 11(b) and 11(c), 'Proposed Changes to Existing Posts at Penlee House Gallery and Museum', 'Confirmation of Externally Funded Posts at Penlee House Gallery and Museum' and 'Results of Review of Existing Leisure and Amenities Posts', 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 Broadhurst; seconded: Councillor Baker)

7. MINUTES OF THE MEETING HELD ON 27 APRIL 2026

Having been circulated, it was

RESOLVED that the Minutes of the meeting held on 27 April 2026 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Baker)

Vote; Three in favour. Three abstentions.

8. APPLICATIONS FOR GRANTS

(a) 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 TO RECOMMEND TO PENZANCE COUNCIL that a grant of £7,470 be awarded from the General Grants Budget to the Montol Festival CIC for the project: ‘Montol 2026’.

(Proposed: Councillor Trevail; seconded: Councillor Osborne)

Vote; Four in favour. Two abstentions.

(b) The Cornish Maritime 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 unanimously

RESOLVED that a grant of £4,982.44 be awarded from the General Grants Budget to the Cornish Maritime Trust for the project: ‘Fisherman’s Rest Restoration and Creation of Maritime Heritage Education Hub’.

(Proposed: Councillor Osborne; seconded: Councillor Baker)

(c) Trelya

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 £5,000 be awarded from the General Grants Budget to Trelya for the project: ‘Nurture and Nourish Penzance’.

(Proposed: Councillor Broadhurst; seconded: Councillor Reynolds)

9. REPORTS FROM OTHER COMMITTEES FOR DECISION

Personnel

(a) Proposed Changes to Personnel 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 the Officer

Code of Conduct and the Disciplinary Policy to ensure that they remained legally compliant and aligned with relevant guidance.

Following consideration, it was unanimously

RESOLVED that

1. The updated Officer Code of Conduct, previously referred to as the Employee Code of Conduct, as set out at Appendix 1 to the report, be approved and the document be adopted.

2. The updated Disciplinary Policy, previously referred to as the Disciplinary Procedure, as set out at Appendix 2 to the report, be approved and the document be adopted.

(Proposed: Councillor Broadhurst; seconded: Councillor Osborne)

(b) Approval of Documentation for New Leisure and Amenities Posts

At its meeting held on 10 November 2025, Penzance Council resolved to establish the posts of 'Maintenance Assistant' and 'Contracts Administration Officer' alongside that of an additional 'Assistant Gardener'.

It then further resolved that the job descriptions and person specifications associated with these posts would be presented to the appropriate committee(s) for approval prior to their submission to the Council's external Human Resources partner for job evaluation.

The Job Descriptions and Person Specifications for the posts of Maintenance Assistant and Contracts Administration Officer had now been drafted and were presented for approval. In addition, Members were advised that the posts would be full-time, i.e. for 37 hours per week.

Following consideration, it was unanimously

RESOLVED that

1. The proposed Job Description and Person Specification for the post of 'Facilities Maintenance Assistant', as set out at Appendices 1 and 2 to the report, be approved and submitted to the Council's external human resources partner for job evaluation.

2. The proposed Job Description and Person Specification for the Post of 'Contracts Administration Officer', as set out at Appendices 3 and 4 of the report, be approved and submitted to the Council's external human resources partner for job evaluation.

3. Subject to their being met within the existing salaries budget, the salaries for these new posts be set at the level(s) determined by their job evaluation scores and a recruitment process(es) then be undertaken.

(Proposed: Councillor Broadhurst; seconded: Councillor Trevail)

10. REPORTS FOR DECISION

(a) 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 April to 31 May 2026

(ii) - Bank Reconciliation from 1 April to 31 May 2026

(iii) - Financial Comparison for the Period Ending 31 May 2026

(Proposed: Councillor Broadhurst; seconded: Councillor Reynolds)

11. CONFIDENTIAL REPORTS FROM OTHER COMMITTEES FOR DECISION

(a) Proposed Changes to Existing Posts at Penlee House Gallery and Museum

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

Following consideration, it was unanimously

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

(Proposed: Councillor Osborne; seconded: Councillor Trevail)

(b) Confirmation of Externally Funded Posts at Penlee House Gallery and Museum

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

Following consideration, it was unanimously

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

(Proposed: Councillor Reynolds; seconded: Councillor Trevail)

(c) Results of Review of Existing Leisure and Amenities Posts

On 11 November 2025 Penzance Council noted that the introduction of three additional posts within the Leisure and Amenities Service may have impacted upon the job descriptions of the existing officers and that a wider review could therefore be necessary.

This review was found to be necessary and had since been undertaken, resulting in the recommendations set out in the report.

Following consideration, it was unanimously

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

(Proposed: Councillor Broadhurst; seconded: Councillor Osborne)

12. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 8:06 pm

Chair
7 September 2026