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