



MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Monday 26 October 2026 at 7:00 pm.

PRESENT

Councillors

SJ Reynolds (Chair)
PC Trevail (Vice-Chair)

KM Baker	DM Paul (as substitute)
NC Broadhurst	JR Pugh
P Lapin	MA Wilson
PI Osborne	

Also present: James Hardy (Town Clerk), Elliot Ridington (Democratic Services and Governance Manager) and Talan Richards (Finance Officer).

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Law.

Councillor Paul was acting as substitute for Councillor Law.

24. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

25. TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION

No written requests for dispensation had been submitted.

26. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke in favour of Agenda Item 7(a), 'Application for Grant – Tredavoe Village Community Hall Trust'.

A member of the public was in attendance and spoke in favour of Agenda Item 7(b), 'Application for Grant – Mounts Bay Marine Group'.

27. EXCLUSION OF THE PRESS AND PUBLIC

In respect of Agenda Items 10(a), 10(b), 11(a) and 11(b), 'Grant Funded Posts at Penlee House Gallery and Museum', 'Review of Job Description of Existing Post', 'Approval of Staff Overtime' and 'CCTV Replacement', 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 Osborne; seconded: Councillor Baker)

28. MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2026

Having been circulated, it was

RESOLVED that the Minutes of the meeting held on 7 September 2026 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Reynolds; seconded: Councillor Pugh)

Vote; Six in favour. Three abstentions.

29. APPLICATIONS FOR GRANTS

(a) Tredavoe Village Community Hall 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 £5000 be awarded from the General Grants Budget to the Tredavoe Village Community Hall Trust for the project: 'Water supply and connection for Tredavoe Community Hall'.

(Proposed: Councillor Broadhurst; seconded: Councillor Wilson)

(b) Mounts Bay Marine Group

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 £5,270.00 be awarded from the General Grants Budget to Mounts Bay Marine Group for the project: 'Seawater Quality Monitoring in Mount's Bay'.

(Proposed: Councillor Broadhurst; seconded: Councillor Paul)

Vote; Six in favour. Two against. One abstention.

30. REPORTS FROM OTHER COMMITTEES FOR DECISION

Personnel

(a) Conversion of Statutory Leave Days into Ordinary Leave Entitlement

The national agreement on pay and conditions of service for local government services (the Green Book) granted officers two days of statutory leave, in addition to each individual's ordinary annual leave entitlement, at Christmas and at Easter. Previous practice was that the Corporate Management Team decided each year when these days would be allocated during the Easter and Christmas holidays.

Changing working practices and patterns had made this untenable as some services could not be suspended and some staff were required to work while others were required not to work on the allotted days.

It was recommended that these statutory days were added to officers' ordinary annual leave entitlement, which would give individuals more flexibility on how to use the time, and managers the ability to control this, to meet the needs of their service. Officers could continue to take the leave at Easter and Christmas if they so wished.

Following consideration, it was unanimously

RESOLVED that the two statutory leave days, provided within the national agreement on pay and conditions of service for local government services, be converted to ordinary leave days for all employees and added to their ordinary annual leave entitlement with effect from 1 April 2027.

(Proposed: Councillor Pugh; seconded: Councillor Trevail)

31. REPORTS FOR DECISION

(a) Potential Establishment of New Post – Community Regeneration Officer

Due to the significant reductions in staffing within Cornwall Council's Economic Development Service and the associated reductions in funding, support and advice, it was suggested that there was a need to support community regeneration activity at a local level, both from the Council's perspective and from the needs expressed by a wide range of voluntary and community sector partner organisations working across the parish.

It was therefore recommended that a detailed job description and person specification be developed for the post of Community Regeneration Officer and presented to the Personnel Committee prior to submission to the Council's external human resources partner for job evaluation, with this Committee then giving consideration to adding the proposed post to the establishment, when a proposed Spinal Column Point range had been received, prior to its consideration of the 2027/28 budget.

Following consideration, it was unanimously

RESOLVED that

1. Authority be delegated to the Town Clerk to develop a proposed job description and person specification for a potential new post of Community Regeneration Officer.
2. Said job description and person specification be approved by the Town Clerk, following consultation with the Personnel Committee, and submitted to the Council's external human resources partner for job evaluation.
3. The costs associated with said job evaluation exercise be met from the HR Contingency earmarked reserve.
4. This Committee consider adding said post to the establishment of Penzance Council prior to its consideration of the 2027/28 budget.

(Proposed: Councillor Osborne; seconded: Councillor Pugh)

(b) 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 2026

(Proposed: Councillor Broadhurst; seconded: Councillor Osborne)

(ii) - Bank Reconciliation from 1 August to 30 September 2026

(Proposed: Councillor Reynolds; seconded: Councillor Paul)

(iii) - Financial Comparison for the Period Ending 30 September 2026

(Proposed: Councillor Paul; seconded: Councillor Wilson)

32. CONFIDENTIAL REPORTS FROM OTHER COMMITTEES FOR DECISION

Personnel

(a) Grant 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 Broadhurst; seconded: Councillor Pugh)

(b) Review of Job Description of Existing Post

The background and issues associated with this item were 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 Broadhurst)

33. CONFIDENTIAL REPORTS FOR DECISION

(a) Approval of Staff Overtime

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 Trevail; seconded: Councillor Paul)

(b) CCTV Replacement

As a part of the ongoing CCTV maintenance programme there was a need to replace an ageing and faulty CCTV Camera. A quote had been received from the authorised contractor for £3,725.47 to replace the camera and power supply. The works would reinstate full functionality of the town-wide CCTV System.

Following consideration, it was

RESOLVED that the use of £3,725.47 be approved 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 a replacement camera.

(Proposed: Councillor Broadhurst; seconded: Councillor Osborne)

34. MATTERS ARISING FOR REPORT AT NEXT MEETING

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

The meeting closed at 8:42 pm

Chair
14 December 2026