PENZANCE COUNCIL

PENLEE CENTRE
PENLEE PARK
PENZANCE
CORNWALL TR18 4HE
Telephone: (01736) 363405
Email: info@penzance-tc.gov.uk

TOWN CLERK: JAMES HARDY

13 November 2026

To:

Councillors P Young (Chair)
SJ Reynolds (Vice-Chair)

B Jackson
PL Jameson
PA Law
TS Marrington
JS Power

All other Penzance Councillors for information (Agenda only)

PERSONNEL COMMITTEE – STRICTLY CONFIDENTIAL

YOU ARE HEREBY SUMMONED to a meeting of the Personnel Committee to be held in the St Piran's Room, the Penlee Centre, Penlee Park, Penzance on Thursday 19 November 2026 at 4.00 pm to discuss the business set out in the appended Agenda.

James Hardy
Town Clerk

A G E N D A

1. Apologies for Absence

2. Declarations of Interest

   Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda, including any gifts or hospitality exceeding £25. (Cornwall Code of Conduct 2021 as amended by Penzance Council 24 May 2021)

3. To Receive Written Requests for Dispensation

4. Public Participation Time

   Lasting up to 15 minutes in total.

5. Exclusion of the Press and Public

   To resolve to exclude members of the press and public. To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960.

6. Minutes of the Meeting held on 8 October 2026

7. Reports for Decision

   a) Proposed Job Description and Person Specification for the Post of Community Regeneration Officer *(to follow)*

8. Confidential Reports for Decision

   a) Performance Development Review of the Town Clerk – Objective Setting *(to follow)*

9. Confidential Reports for Information

   a) Annual Leave, Sickness and TOIL Figures to October 2026

10. Matters Arising for Report at the Next Meeting