



PENZANCE COUNCIL

PENLEE CENTRE
PENLEE PARK
PENZANCE
CORNWALL TR18 4HE
Telephone: (01736) 363405
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TOWN CLERK: JAMES HARDY

1 June 2025

To:

Councillors J McKenna (Chair)

PL Jameson
TS Marrington
JS Power
SJ Reynolds
P Young

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, Penlee Centre, Penlee Park, Penzance on Monday 7 July 2025 at 5.15 pm to discuss the business set out in the Agenda below.

James Hardy
Town Clerk

AGENDA

1. Apologies for Absence

2. Election of Vice-Chair

3. 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)

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 6 February 2025

7. Confidential Reports for Decision

- a) Flexible Working Request and Associated Arrangements
- b) Proposed Changes to Staffing Structure
- c) Performance Development Review of the Town Clerk
- d) Completion of Probationary Period of the Town Clerk

8. Confidential Reports for Information

- a) TOIL and Sickness Figures to June 2025 *(to follow)*

9. Matters Arising for Report at Next Meeting