PENWORTHAM TOWN COUNCIL

PERSONNEL BOARD

Meeting held at Penwortham Community Centre on Tuesday 16th September 2025 at 6:35pm.

Board Members Present: Councillors D Ashton, D Howarth, A Rae and I Watkinson.

In attendance: Councillors W Adams, D Bennett, G Crewe, T Flannery, H Hancock, D Shaw, R Taylor, and A Turner.

Marie Curran, Town Manager
Daniel Guise, Democratic Services Officer

1. **Election of Chair for 2025/26**

Councillor Rae nominated Councillor Watkinson as Chair of the Board for 2025/26. Councillor Howarth seconded the nomination.

RESOLVED: that Councillor Watkinson be elected as Chair of the Board for 2025/26.

2. **Election of Vice-Chair for 2025/26**

Councillor Ashton nominated Councillor Howarth as Vice-Chair of the Board for 2025/26. Councillor Watkinson seconded the nomination.

RESOLVED: that Councillor Howarth be elected as Vice-Chair of the Board for 2025/26.

3. **Apologies for Absence**

No apologies were received. It was noted there was one vacant seat on the board, to be filled by the Full Council at the next opportunity.

4. **Declarations of Interest**

No interests were declared.

5. **Exclusion of Press and Public**

Cllr Howarth proposed that the Press and Public be excluded from the remainder of the meeting, for the reasons laid out in the agenda. Cllr Rae seconded the proposal.

RESOLVED: that the press and public be excluded from the remainder of the meeting, as permitted by section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

6. **PTC Staffing Arrangements**

RESOLVED: i) that the Town Manager prepare a full proposal on outsourcing the management of the Arts Centre to a local business for a period of 6 months, with the arrangements to be reviewed at the end of that period;

ii) that the Town Manager prepare a report on the recruitment of a part-time administrative assistant, possibly with bookkeeping and VAT reporting skills; and

iii) that, to expedite the process, the reports be considered by the next Full Council meeting, if available.

……Chairman

(The meeting finished at 7:05pm.)

The minutes of this meeting will be published on the website www.penworthamtowncouncil.gov.uk