PENWORTHAM TOWN COUNCIL
PERSONNEL BOARD

Meeting held at Penwortham Community Centre on Tuesday 21st October 2025 at 7:00pm.

Board Members Present: Councillors D Howarth, A Rae, A Turner and I Watkinson.
In attendance: Marie Curran, Town Manager

7. Apologies for Absence

Apologies for absence were received from Councillor D Ashton.

8. Declarations of Interest

No interests were declared.

9. Minutes of Previous Meetings

RESOLVED: that the minutes of the meetings held on 24 February 2025 and Tuesday 16 September, 2025 both be approved as a correct record and signed by the Chair.

10. PTC Staffing Arrangements

The Personnel Board considered the report on the management of Penwortham Arts Centre and the staffing arrangements for the Town Council.

Following a brief discussion, the Board agreed that the Council was not yet in a position to make a decision about the management of the arts centre and that a full staffing review was required. It was suggested that a temporary administrative support role be procured as an interim measure and that future proposals detailing individual tasks and job roles come back to a future meeting of the Personnel Board to determine a course of action for staffing arrangements.

RESOLVED: i) that the Town Manager arrange for temporary administrative support for 20hpw for three months initially; and

ii) that a full staffing review be undertaken and presented to the Personnel Board for their consideration.

……..……Chairman

(The meeting finished at 7:15pm.)

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