

PENLEE HOUSE COMMITTEE – 17 September 2018

REPORT FOR DECISION: CHILLER REPAIRS

Recommendation

To recommend to Finance and General Purposes Committee the transfer of £3,245.00 from the Penlee House Fab/Plant Fund Budget (2995/2) into the Museum Fittings – Maintenance Budget (2100/2) to cover the costs of maintenance repairs to the chiller unit supplying the environmental conditions to Penlee House's galleries and storage areas.

Background

The maintenance of the chiller unit is currently undertaken by Carrier, overseen by the National Maritime Museum Cornwall's maintenance team who are contracted by Penzance Town Council. The chiller unit is an essential piece of equipment, providing the environmental conditions needed in order to ensure the preservation of the museum's collections and meet Government Indemnity standards which enable Penlee House to borrow paintings and objects from national organisations.

During the past 3 years Carrier have managed to keep costs on the Chiller Plant to a minimum without compromising the plant efficiency and overall condition. However, both chillers now require (as part of the 5 year service plan) new pressure relief valves and No. 2 Chiller also requires a new chilled water pump – this being one of two pumps fitted to each packaged chiller.

There is a programme of scheduled maintenance and renewal of parts for the chiller unit and in accordance with this, there is a rolling budget to cover this.

Katie Herbert
Acting Director of Penlee House

PENLEE HOUSE COMMITTEE, 17 SEPTEMBER 2018

REPORT FOR DECISION:
EDUCATIONAL DEVELOPMENT BUDGET

Recommendation: -

Penlee House Committee recommends to Finance and General Purposes Committee:

- (a) that the Educational Development Budget be increased by £1,800 (Budget Head 2040);
- (b) and the virement of £700 from Council Run Exhibition Fund (Budget Head 2995/3) to cover some of the increased costs.

Background: -

Penlee House currently deliver a very extensive educational development programme to engage people with the collections and exhibitions. This includes: visits and workshops for nurseries, schools, colleges and universities; workshops, activities and events for adults and children which link with special exhibitions, local festivals or national initiatives, e.g. Penzance Literary Festival, the Festival of Archaeology; a programme of workshops for children during school holidays; and a weekly programme of Saturday family activities.

To deliver this programme for the rest of this financial year up to 31st March 2019, the budget needs to be increased by £1,800 to £10,800 (Budget Head 2040). Some of these additional costs can be met from income that has already been secured during the current year, namely, the Cornwall Heritage Award Prize £500 and a donation from Golowan Festival for education workshops £600 both recorded against Education Income (Budget Head 210). It is proposed to fund the remaining sum of £700 from earmarked reserves for Council Run Exhibition Fund (Budget Head 2995/3) which currently stands at £31,824.

Zoe Burkett
Education and Outreach Officer

Financial Budget Comparison

Comparison between 01/04/18 and 31/08/18 inclusive. Includes due and unpaid transactions.

	Budget to	Actual	Commitments	Total	Balance	Comments
	31.8.18	Expenditure/ Income to	as at 31.8.18	Expenditure/ Income as at	(over)/ Underspent	
	£	£	£	£	£	
	a	b	c	d	e	
		31.8.18		31.8.18 (b+c)	(a-d)	
Penlee House Committee						
Income						
200 Council Run Exhibitions Grant Funding	1,041.67	2,750.00	0.00	2,750.00	1,708.33	Annual grant received
205 Shop	61,041.67	66,528.85	0.00	66,528.85	5,487.18	Refer to Acting Director's report
210 Education	3,750.00	3,000.00	0.00	3,000.00	(750.00)	Claims pending (on completion of project)
215 Agency Fee	19,575.00	48,651.20	0.00	48,651.20	29,076.20	Annual payment received
220 Friends Administration	1,083.33	25.28	0.00	25.28	(1,058.05)	Invoiced annually
235 The Orangery	12,125.00	6,431.87	0.00	6,431.87	(5,693.13)	Invoiced quarterly
245 Cornwall Museums Partnership	11,108.33	7,254.23	0.00	7,254.23	(3,854.10)	Claims pending (on completion of project)
290 Grants	0.00	128.00	0.00	128.00	128.00	
295 Community Toilets - L&A Recharge	416.67	416.67	0.00	416.67	0.00	
299 Miscellaneous	316.67	211.82	0.00	211.82	(104.85)	
Total Income	110,458.34	135,397.92	0.00	135,397.92	24,939.58	
Expenditure						
2000 Penlee House Salaries	104,620.83	105,673.46	0.00	105,673.46	(1,052.63)	
2005 Central Admin	6,333.33	6,335.35	0.00	6,335.35	(2.02)	
2010 Staff Travelling	833.33	1,191.56	0.00	1,191.56	(358.23)	
2015 Recruitment	104.17	1,018.25	0.00	1,018.25	(914.08)	Budget increase approved 3.9.18
2018 Training for Grant Funded post	416.67	214.30	0.00	214.30	202.37	
2020 Telephone/Fax	0.00	0.00	0.00	0.00	0.00	
2021 Telephone	904.17	918.36	0.00	918.36	(14.19)	
2022 Broadband	175.00	434.50	0.00	434.50	(259.50)	
2025 Postage	291.67	11.17	0.00	11.17	280.50	

Comments

	Budget to	Actual	Commitments	Total	Balance
	31.8.18	Expenditure/ Income to	as at 31.8.18	Expenditure/ Income as at	(over)/ Underspent
		31.8.18		31.8.18 (b+c)	(a-d)
2030 Photocopier	2,416.67	1,721.84	0.00	1,721.84	694.83
2035 Office Consumables	625.00	467.65	0.00	467.65	157.35
2036 Petty cash expenditure	0.00	0.00	0.00	0.00	0.00
2040 Educational Development	3,750.00	3,975.62	3.59	3,979.21	(229.21)
2045 Merchandise for Resale	20,608.33	16,477.34	818.94	17,296.28	3,312.05
2050 Advertising	3,491.67	10,010.03	136.00	10,146.03	(6,654.36)
2055 Council Run Exhibitions	12,395.83	15,488.38	2,111.97	17,600.35	(5,204.52)
2060 Exhibition Invigilation (Refreshments)	1,250.00	1,081.10	0.00	1,081.10	168.90
2065 Membership Subscription Fees	475.00	778.00	386.00	1,164.00	(689.00)
2070 Insurance	5,637.50	5,561.15	0.00	5,561.15	76.35
2075 Rates - House	11,704.17	15,159.50	0.00	15,159.50	(3,455.33)
2080 Heat and Light	0.00	0.00	0.00	0.00	0.00
2081 Electricity	8,954.17	8,702.24	0.00	8,702.24	251.93
2082 Gas	4,541.67	2,922.40	0.00	2,922.40	1,619.27
2085 Water Rates	2,141.67	1,039.72	0.00	1,039.72	1,101.95
2090 Coach House	1,212.50	675.01	0.00	675.01	537.49
2095 Museum Exhibits - Maintenance	833.33	65.06	0.00	65.06	768.27
2100 Museum Fittings	15,670.83	17,190.02	1,490.25	18,680.27	(3,009.44)
2105 Orangery Equip	416.67	0.00	0.00	0.00	416.67
2110 Cornwall Museums Partnership	4,166.67	1,322.80	60.00	1,382.80	2,783.87
2115 HLF Bid Writing	0.00	0.00	0.00	0.00	0.00
2120 Secure Banking Service	833.33	0.00	0.00	0.00	833.33
2800 Capital Projects	8,333.33	8,333.33	0.00	8,333.33	0.00
2995 Funds	(1,041.67)	(1,041.67)	0.00	(1,041.67)	0.00
2996 Funds - Capital	520.83	520.83	0.00	520.83	0.00
2999 Miscellaneous	0.00	0.00	0.00	0.00	0.00
Total Expenditure	222,616.67	226,247.30	5,006.75	231,254.05	(8,637.38)
NET EXPENDITURE	112,158.33	90,849.38	5,006.75	95,856.13	16,302.20

PENLEE HOUSE COMMITTEE – 17 SEPTEMBER 2018

ACTING DIRECTOR'S REPORT FOR INFORMATION

a. EXHIBITIONS

The Lamorna Birch exhibition closes on 8 September, visitor numbers up until 31 August stand at 6914. Advertising on several bus shelters around town helped to promote the exhibition (with an additional poster on the bus shelter outside Halfords being provided for free for a week as they had a free slot), as did a short piece on BBC Spotlight on 31 August relating to the artists' colony at Lamorna. However, the good weather has not been quite so helpful.

The next exhibition is 'Borlase Smart: A Passion for the Sea' which opens on 15 September and runs until 17 November. The Private View will be on Friday 14 September at 7pm.

The social history gallery hosted a small display of photographs, painting and ephemera relating to Guy Gibson (who was briefly schooled in Penzance) to commemorate the centenary of his birth.

b. EVENTS AND EDUCATION

The Education & Outreach Officer has been working on the following projects and events:

- Second exhibition by Arts and Health group (adults with long term physical and mental conditions which affect their health and wellbeing) for four weeks in Social History Gallery; group members all delighted to see work exhibited (MPM funded project).
- Six Arty Afternoon activities held over the summer holidays; good attendance (73 over 6 events) – one family remarked they had found out about the activities through seeing Penlee House stall on Quay Fair Day.
- Saturday activities taken outside for 'Art in the Park' over August; excellent attendance (75 over 4 events).
- Seven attended guided tour of Prehistoric sites of Penwith with Adrian Rodda for Festival of Archaeology, with additional talk at Carn Euny by English Heritage staff; also three associated Saturday activities for families.
- Baby and Parent session 30 July; excellent attendance (10 babies plus parents).
- Two sessions run for Carefree Cornwall with young people in care.
- Guided tours of Lamorna exhibition by volunteer guide well attended (68 visitors over 9 tours).
- Evening guided tour to Constantine History Group.
- Two new learning volunteers recruited.
- Two work experience student placements.
- NPO Citizen Curators programme underway; 5 volunteers recruited for course beginning in September.

c. STAFF

Interviews for the post of Director were held on 22 August and the new appointment is due to start in Mid-November. Further details will be provided by the Town Clerk once it has been made official.

The Gallery hosted 2 work experience students, one from Hayle Community College in July, and one from Cape Cornwall School at the beginning of August.

d. INCOME

i) ADMISSIONS INCOME: JULY & AUGUST 2018:

	Monthly Total	Cumulative Total (from April)	% + - Comparison with last year (cumulative)
July 2018	£8,211.10	£30,761.90	-21%*
August 2018	£8466.20	£39,198.10	-27%*

Table below shows a comparison with same period in 2017:

July 2017	£14,610.10	£38,805.20
August 2017	£15,576.00	£54,381.20

*The exceptionally high-performing Stanhope Forbes exhibition was on display during July and August 2017

ii) SHOP INCOME: JULY & AUGUST 2018

	Monthly Total	Cumulative Total (from April)	% + - Comparison with last year (cumulative)
July 2018	£6,352.14	£27,324.00	-43%*
August 2018	£7,204.34	£34,528.34	-48%*

*Last year's exhibition had a catalogue that boosted shop sales enormously

Table below shows a comparison with same period in 2017:

July 2017	£18,183.62	£47,461.45
August 2017	£18,386.66	£65,848.11

iii) TOTAL TAKINGS: JULY & AUGUST 2018

	Visitor Nos	Monthly Total	Cumulative Total (from April)	% + - Comparison with last year (cumulative)
July 2018	2637	£14,620.00	£57,350.57	-34%
August 2018	2649	£16,035.97	£73,386.54	-39%

Table below shows a comparison with same period in 2017:

July 2017	4799	£33,669.63	£87,145.81
August 2017	4761	£34,205.46	£121,351.27

e. GROUPS

i) Non-Educational: JULY & AUGUST 2018

	No of visitors	No of groups
JULY - WK 27	32	2
JULY - WK 28	42	3
JULY - WK 29	15	1
JULY - WK 30	0	0
AUG - WK 31	0	0
AUG - WK 32	15	1
AUG - WK 33	15	1
AUG - WK 34	0	0
AUG - WK 35	10	1

ii) Educational: JULY & AUGUST 2018

	PRE	KS1	KS2	KS3	<u>Visiting Schools:</u>	No of groups
JULY - WK 27					Haberdasher Aske's School Humphry Davy Germoe School	1
JULY - WK 28		19		12	Pensans School	2
JULY - WK 29		40			Waingels College Carefree Cornwall	3
Summer Holidays:						
JULY - WK 30						0
AUG - WK 31					11	11
AUG - WK 32						0
AUG - WK 33						0
AUG - WK 34						0

Visiting Groups:

HF Holidays
 Carbis Bay Art Club
 Baby & Parent workshops
 Arts for Health Event
 Cath Wallace Group
 The Red Hatters
 Constantine History Group
 Citizen Curators Group
 Illogan 'Allsorts'

Coach House Users:

Yoga Group
 Penta
 Sketching Group
 Pensans Morris
 Tros an Treys
 Golowan Community Workshops
 Photographic Research Group
 Friends of Penlee House
 Bright Sparks Crysède workshops
 Mirva Collective

Penzance Literary Festival
 Crysède Project
 Penzance BID
 Katie Schwabb
 Arts for Health
 Education Officer and Volunteers
 Raffidy Dumitz Band
 Bendigo and Nevada Twinning Association
 Penzance Town Council
 Citizen Curators