

MINUTES OF THE PENLEE HOUSE COMMITTEE MEETING held in the St Piran Room, Penlee Centre, Penzance on Monday 12 November 2018 at 7.00 pm.

PRESENT

Councillors D J Axford (Chairman)
P Young (Vice-Chairman)

Councillors K M Baker
A L Bates
N C Broadhurst
R B Cliffe
S M Cordel
J H Dixon
J M How

Also present: Hester Hunt (Town Clerk), Katie Herbert (Curator/Acting Director), Anna Renton (Director), Zoe Burkett (Education and Outreach Officer), Sandra Paternotte (Administrator, Penlee House)

Councillor Axford started proceedings by welcoming the new Director, Anna Renton to the meeting.

23. APOLOGIES FOR ABSENCE

None received

Absent without apologies: Councillor S J Reed

24. TO RECEIVE DECLARATIONS OF INTEREST

None received

25. 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**.

There were no confidential items on the agenda to be discussed.

26. MINUTES OF THE MEETING HELD ON MONDAY 17 SEPTEMBER 2018

Having been circulated, it was unanimously

RESOLVED that the Chairman should sign the Minutes as a true and correct record.

27. REPORTS FOR DECISION

(a) 2018/19 revised budget and draft budgets 2019/20 to 2021/22

Councillor Cordel expressed his concern that the projected sales income figures on the future draft budgets are unrealistically high, and, if not met, Penlee House would need to call on the Council for extra subsidies. Councillor Axford and the Town Clerk both reassured the Committee that plans are underway to increase sales, for example, with the setting up of an online shop, making these figures achievable. Councillor Cliffe agreed that the projected income figures are a realistic target. However, Councillor Cordel said he could not support the recommendation without an amendment calling for another review, if the projected income figure is not likely to be met. Councillor Dixon mentioned the recent advertising budget overspend and the need to request a virement from the exhibitions budget to fulfil remaining contracts. This was due to trialling bus shelter advertising for the main Summer exhibition. The Town Clerk assured the Committee that a close eye will be kept on budgets, preventing any unauthorised overspend.

It was, therefore, unanimously

RESOLVED that the revised budget for 2018/19 and the draft budgets for 2019/20 to 2021/22 are agreed, with an amendment that a revised budget review is presented to the Penlee House Committee if projected income falls, with a possibility of expenditure being exceeded. It is recommended to take this decision to the next Finance & General Purposes Committee meeting.
(Proposed: Councillor Cordel; seconded: Councillor Dixon)

28. REPORTS FOR INFORMATION

(a) Penlee House Acting Director's Report (attached)

The Acting Director's written report on the following items, had been circulated previously and now appears as Appendix 'A' to these Minutes.

- (i) Exhibitions
- (ii) Events and Education
- (iii) Staff
- (iv) Income
- (v) Groups

The Acting Director summarised her report, and asked if there were any questions, or comments.

(b) Exhibition Programme, December 2018 – September 2019

The Acting Director went through the future exhibition programme, which had previously been circulated, highlighting the *Luminaries* show opening in January next year. A book containing images from the recently acquired Gibson photography archive will be published to accompany the exhibition – this should generate a significant increase in sales. In addition, copies of the photographs

on show will be available to order, which has also proved very popular in the past.

Councillor Dixon asked if there was another 'Blockbuster' planned for any point in the future? The Acting Director confirmed that she has been talking with the Dame Laura Knight Society and Nottingham Castle Museum about the possibility of a touring Laura Knight show in 2020, details are yet to be finalised.

Councillor Broadhurst proposed a vote of thanks to Katie Herbert for her excellent work acting up as Director over the past 3 months.

(c) **NPO Projects update for financial year 2018-2019**

- a. Appointment of Digital Apprentice
- b. Citizen Curators programme
- c. Appointment of shared Digital Engagement Officer (with Falmouth Art Gallery)
- d. Links with Higher Education organisations
- e. Digital Engagement projects
- f. Exhibition support
- g. Health and Wellbeing projects
- h. Communities in Residence projects
- i. Children and Young People projects

Councillor Axford invited Zoe Burkett, the Education and Outreach Officer at Penlee House, to summarise her NPO Projects Update report, which had previously been circulated. The Education Officer highlighted some of the current projects and emphasised her work in specific areas, including working with young people, accessibility, inclusion and community.

Councillor Axford thanked the Education Officer for taking the Committee through her report and commented that the outreach and education work done by staff at Penlee House is often overlooked by the Committee and the Council as a whole. Councillor Young asked about publicity for all the events and projects. The Education Officer confirmed that this is usually done through posters, fliers and social media, but she is always looking to improve and extend the publicity. The Education Officer also pointed out that, as these projects are funded by the NPO, all the events are free to attend.

29. MATTERS ARISING FOR REPORT ONLY

There were no matters reported.

The Meeting closed at 7.55 pm

Chairman
14 January 2019