

MINUTES OF THE PENLEE HOUSE COMMITTEE MEETING held in the St Piran Room, Penlee Centre, Penzance on Monday 14 January 2019 at 7.00 pm.

PRESENT

Councillor D J Axford (Chair)

Councillors A L Bates
R B Cliffe
S M Cordel
J H Dixon
J M How

Also present: Anna Renton (Director, Penlee House), Sandra Paternotte (Administrator, Penlee House).

30. APOLOGIES FOR ABSENCE

Councillors K M Baker, N C Broadhurst, P Young

Absence without apologies: Councillor S J Reed

31. TO RECEIVE DECLARATIONS OF INTEREST

None received.

32. 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.

33. MINUTES OF THE MEETING HELD ON Monday 12 November 2018

Having been circulated, it was unanimously

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

(Proposed: Cllr Cordel; seconded: Cllr Dixon).

34. REPORTS FOR DECISION

No reports for decision.

35. REPORTS FOR INFORMATION

(a) Penlee House Director's Report

The 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) Visitor Experience
- (iv) Staff
- (v) Buildings
- (vi) Looking Ahead
- (vii) Income
- (viii) Groups

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

- (i) Exhibitions. It was noted that the current *Luminaries* show has been part funded by the HLF (£13,500) with £3,000 match funding from the Friends of Penlee House. There was general interest in how this money would be spent. The Director explained that it had helped with the purchase of the frames and the cost of producing the reproduction photographs, as well as the cost of publishing the accompanying book on the Gibsons. In addition there would be several education projects run alongside the exhibition. These would include one on Oral History, where the Education and Outreach Officer would visit several settings (including Pengarth, local Memory Cafés and care homes) and record their members' reminiscences. These recordings would be played on a specially purchased iPad (again funded by HLF) installed in the Gallery. The recordings would also be available on the Penlee House website and online social media. Other projects would include Under 5 sessions and Saturday family activities. All the photographs included in the show had been digitised, and after the exhibition closed, the reproduction photographs would be available to loan to other heritage venues. The Director said that all credit for the successful HLF bid should go to Katie Herbert (Curator) and Zoe Burkett (Education and Outreach Officer). The book was on sale at £20, and most images were available to purchase.
- (iii) Visitor Experience. Councillor Cordel asked if the Gallery receives a plaque or certificate from VAQAS to reflect the 80% score. The Director confirmed that it does, and if a consistently high score (80%+) is achieved, then a Gold award is received.
- (iv) Staff. It was noted that in her report the Director mistakenly wrote 31 March 2018. She confirmed that the Retail Assistant's fixed term contract had been extended to 31 March 2019.

(v) Buildings. Councillors Cliffe and Axford mentioned a window cleaning firm that also carries out gutter cleaning on high buildings. Councillor Axford would forward details to the Director to contact.

(vii) Income. Councillor Cordel suggested that future reports could look at income and visitor figures for the previous 3 or 4 years, thus giving a better idea of general trends.

(b) Budget Monitoring – 1.4.18 – 30.11.18

The figures supplied by the RFO were a snapshot up until the end of November 2018. These were duly noted and it was agreed that the budget was in a good position, with no problem areas foreseen.

(c) Penzance Town Council Strategic Plan – Penlee House section (verbal update)

Following the recent Town Council Strategic Planning meeting, the Director confirmed that there is a section concerning Penlee House and it will be presented at the Full Council meeting on 11 February 2019.

36. MATTERS ARISING FOR REPORT ONLY

There were no matters reported.

The Meeting closed at 7.27 pm

Chairman
4 March 2019