

**MINUTES OF THE PENLEE HOUSE COMMITTEE MEETING** held in the St Piran Room, Penlee Centre, Penzance on Monday 17 September 2018 at 7.00 pm.

**PRESENT**

Councillor P Young (Vice-Chairman)

Councillors K M Baker  
S M Cordel  
J H Dixon  
J M How

Also present: Hester Hunt (Town Clerk), Katie Herbert (Acting Director, Penlee House) and Sandra Paternotte (Administrator, Penlee House).

**16. APOLOGIES FOR ABSENCE**

Councillors D J Axford and R B Cliffe

Absent without apologies: Councillors A L Bates, N C Broadhurst and S J Reed

**17. TO RECEIVE DECLARATIONS OF INTEREST**

None received.

**18. 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.

**19. MINUTES OF THE MEETING HELD ON MONDAY 23 JULY 2018**

Having been circulated, it was noted that Councillor How had sent his apologies for the meeting of 23 July, explaining that he had attended the public meeting regarding the Heliport instead.

Subject to the above, it was

**RESOLVED** that the Chairman should sign the Minutes as a true and correct record. (Proposed: Councillor Cordel, seconded: Councillor Dixon).

**20. REPORTS FOR DECISION**

(a) Maintenance of chiller unit

The Chiller Unit was 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. During the past 3 years costs had been kept to a minimum, however the plant now needed some repairs and new parts.

It was therefore requested that £3,245.00 from the Penlee House Fab/Plant Fund Budget (2995/2) be transferred 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.

Councillor Cordel expressed his concern as, according to the Financial Report there was already a deficit in the 2995 budget code. The Town Clerk reported that the RFO was aware of these anomalies and would be presenting a report to the Finance/General Purposes Committee. It was, therefore unanimously

**RESOLVED** that the Committee recommends to the Finance and General Purposes Committee the transfer of funds as detailed above.  
(Proposed: Councillor Dixon, Seconded: Councillor Baker)

(b) **Education budget review**

As detailed in the Education and Outreach Officer's report, in order to deliver the education development programme at Penlee House for the remainder of the financial year, a budget increase was requested as follows:

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

It was unanimously

**RESOLVED** that the Committee recommends to the Finance and General Purposes Committee the transfer of funds as detailed above.  
(Proposed: Councillor How, Seconded: Councillor Cordel)

(c) **Finance Report**

The Finance Report, having been previously circulated, was discussed, with the anomaly in the figures being raised again. The Town Clerk informed members that the report would be taken to the next Finance/General Purpose Committee meeting to be accounted for and tidied up and it was unanimously

**RESOLVED** that the Finance Report goes to the Finance and General Purposes Committee for accounting.  
(Proposed: Councillor Dixon, Seconded: Councillor Baker)

**21. REPORTS FOR INFORMATION**

(A) Penlee House Acting Director's Report

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, mentioning that the 'Lamorna' Birch show received 8,808 visitors – lower than last summer's show, but this was due partly to the weather and partly to the huge appeal of last year's Stanhope Forbes show, which attracted visitors from all over the country. The new exhibition '*Borlase Smart: A Passion for the Sea*', has been very well received already. There is a mini exhibition commemorating Guy Gibson in the Social History Gallery.

The exhibition programme was planned 2 – 3 years in advance and any loans from public galleries needed to be requested in writing at least 12 months in advance. Next year's main summer show would be '*Munnings in Cornwall*' and the loan requests had already been sent out.

At a request from Councillor Cordel, the Acting Director said it would be possible to provide a breakdown of how many visitors were Penzance Pass Holders and it was hoped that this information could be included in her next report.

The Acting Director also reported that a new Director (Anna Renton) had now been appointed and would be taking up her post on Monday 12 November 2018.

Councillor Young thanked the Acting Director for her report.

**22. MATTERS ARISING FOR REPORT ONLY**

There were no matters reported.

The Meeting closed at 7.32pm

Chairman  
12 November 2018