

**MINUTES OF THE PENLEE HOUSE COMMITTEE MEETING** held at St Piran's room, Penlee Centre, Penlee Park, Penzance on Monday 3 June 2019 at 7 pm.

**PRESENT**

Councillors            D J Axford  
                              K M Baker  
                              N C Broadhurst  
                              A L Bates  
                              S M Cordel  
                              T L Halliday  
                              C A C White  
                              P Young

Also present: A Renton (Director, Penlee House), S Paternotte (Administrator, Penlee House), Cllr W Elliot (observing) and T Fogarty (Senior Administration Officer, Penzance Council).

**1. ELECTION OF CHAIR AND VICE-CHAIR**

The election of the Committee Chair and Vice Chair took place as follows:

Councillor Axford for Chair, proposed by Cllr White, seconded by Councillor Young. It was unanimously

**RESOLVED** that Councillor Axford is duly elected as Chair of Penlee House Committee.

Councillor White as Vice-Chair, proposed by Councillor Broadhurst, seconded by Councillor Young. It was unanimously

**RESOLVED** that Councillor White is duly elected as Vice-Chair of Penlee House Committee.

Councillor Axford then took the Chair. After presiding over the election, T Fogarty left the meeting.

**2. APOLOGIES FOR ABSENCE**

None received

Absent without apologies: Cllr S J Reed

**3. TO RECEIVE DECLARATIONS OF INTEREST**

None received

**4. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

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

**5. MINUTES OF THE MEETING HELD ON Monday 4 March 2019**

Having been circulated, it was

**RESOLVED** that the Chairman should sign the Minutes as a true and correct record. (Councillors White, Halliday and Broadhurst abstained from the vote as they were not present at the 4 March meeting).  
(Proposed: Councillor Young; seconded: Councillor Baker).

**6. REPORTS FOR DECISION**

(a) Cornwall Council Agency Fee

**Recommendation:** that the Penlee House Committee considers the options to mitigate the impact of losing the Cornwall Council Agency Fee from 1 April 2022 and recommends an option from the following:

1. That the Penlee House Committee resolves to task Penlee House staff to increase income generation to cover the £48,650 shortfall
2. That the Penlee House Committee resolves to task Penlee House staff to find cost savings to propose to Penlee House Committee for decision
3. That the Penlee House Committee recommends to Full Council that the precept is increased to fund the shortfall

General discussion took place. Councillor Cordel suggested that it was too soon to consider option 3, especially as by 2022 a new Council would be in place. Councillor Axford felt the options individually were a bit stark and suggested a combination of all 3. He had many ideas and suggestions to put forward to increase income stream and suggested further discussion takes place at the next Penlee House Committee meeting before a decision is made. Councillor Broadhurst proposed an amendment to the recommendation: that the Penlee House Committee considers further a combination of options 1 and 2 before a recommendation is put forward to Full Council.

Voting took place with 7 voting for, and one against. It was therefore

**RESOLVED** that the amendment is adopted. The item will be on the next meeting's agenda for further debate.  
(Proposed: Councillor Broadhurst, Seconded Councillor Cordel)

**7. 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 and Collections
- (ii) Events and Education
- (iii) Visitor Experience
- (iv) Staff
- (v) Priority Projects (next six months)
- (vi) Income
- (vii) Groups

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

- Councillor Cordel asked about funding for the education and outreach projects. The Director confirmed that most funding comes from outside bodies, e.g. NPO (National Portfolio Organisation), HLF, The Friends of Penlee and Tesco Bags of Help, with only a small percentage from the Council's core budget.
- The Penzance Pass was discussed. Are there any figures detailing local and non-local visitors, and how the introduction of the Penzance Pass has affected both visitor figures and income? Councillor Axford confirmed that admissions income does not appear to have been reduced at all since its introduction. Further discussion took place about the Penzance Pass and how to further promote it, with some councillors unaware of the scheme. It was generally felt that attracting and encouraging more local residents to visit Penlee House is important as this would raise public awareness and support. It was agreed that further online promotion should take place, on both Penlee's and the Council's websites. It was suggested that Penlee produce a flier advertising the Penzance Pass, councillors can then distribute in their local areas.
- Councillor White asked about the Coach House use and if groups were charged for this. The Director confirmed that some groups were charged a percentage of their takings, where applicable.
- The Director announced that Penlee House had won the Muddy Stilettos 2019 Award for Best Art Gallery.

(b) Penlee House 2018-19 year end Budget Monitoring Report

The budget monitoring report was duly noted. The Chairman asked if there were any questions or comments.

- The environmental and energy saving project to change all lighting at Penlee House to LED is still in progress, therefore no energy cost saving is visible yet.
- Councillor Cordel commented on the budget code 2018 – Training for Grant funded post, which is underspent by £711.09. The Director confirmed this was because much of our recent digital apprentice's training was free. There will be no negative impact from this underspend – as only the amount spent will be claimed.

**8. Any Other Business**

- (a) Councillor Bates asked about the display of the Twinning Association artefacts owned by the Council – namely those from Cuxhaven and Concarneau. Councillor Broadhurst confirmed that she has already spoken to the Director of

Penlee House who had agreed to loan a display cabinet to be situated in the St Piran room to display these items.

The Meeting closed at 7.40 pm

Chairman  
5 August 2019