



MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 31 July 2023 at 7:00pm.

PRESENT

Councillors: MJ Beveridge (Chair)
P Young (Vice-Chair)

JM How
NG Pengelly

SJ Reynolds

Co-opted Advisors: Arwen Fitch
John Swarbrooke
Trevor Thorne

Also present: James Hardy (Town Clerk), Ben Brosgall (Leisure and Amenities Manager), Anna Renton (Director, Penlee House) and Elliot Ridington (Democratic Services Officer).

9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Axford, S Elliott, Marrington and Sorrell.

Councillor W Elliott was absent without having provided apologies.

10. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

11. PUBLIC PARTICIPATION

There was no public participation.

12. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

13. MINUTES OF THE MEETING HELD ON 5 JUNE 2023

Having previously been circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 5 June 2023 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor How; seconded: Councillor Reynolds)

14. REPORTS FOR DECISION

(a) Penlee House Admission and School Visit Charges



The admissions prices to the Penlee House Gallery and Museum were last increased on 1 April 2020. Penlee House was facing increases to operating costs due to increases in energy prices and so on, and income generation was essential. It was therefore recommended that admission fees and school visit charges be increased.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that

1. The admission charges to Penlee House Gallery & Museum be set as follows from 1 April 2024:-

- Adults: £8
- 18-26 years old: £4
- Under 18s: Free
- Penzance Pass holders: Free
- Friends of Penlee House: Free
- Free for Museums Association and Art Fund members
- Free for participants to groups in the gallery (e.g. Baby and Parent, Little Penlee)
- 50% discount during rehang periods

2. Research, analysis and marketing of the Penzance Pass be undertaken to ensure that parish residents are receiving sufficient benefits and a full review of its operation be undertaken during the 2024/25 financial year.

3. School Workshop charges be increased as outlined below from 1 September 2024:-

- School visits self-guided: Free
- School workshops half day: Penzance Precept Area: Free; Cornwall Schools: £2 per student; Outside Cornwall Schools: £3 per student
- School workshops full day: Penzance Precept Area: Free; Cornwall Schools: £3 per student; Outside Cornwall Schools: £6 per student

4. Guided tour fees be increased from £30 to £50 per tour (in addition to price per person).

(Proposed: Councillor Pengelly; seconded: Councillor Young)

(b) Establishment of Penlee House Plant and Facilities Task and Finish Group

Following the cessation of the contract with National Maritime Museum Cornwall to supply facilities/plant maintenance services to Penlee House, it was agreed at the Penlee House Committee meeting on 20 March 2023 to undertake a procurement process to find a new supplier to provide this service.



The invitation to tender was posted on the Government Contracts Finder website on 4 July 2023 with a deadline for submissions of 8 August 2023 at 12 noon.

A panel was required to evaluate the bids submitted and appoint the preferred contractor and it was recommended that this panel was composed of the Members of the proposed Penlee House Plant and Facilities Task and Finish Group.

Separately, three quotes had been received to produce a specification to be used to tender for replacement plant. There was further information required of all three suppliers before a recommendation could be made, as each had recommended a slightly different approach. It was therefore requested that the Task and Finish Group also considered these proposals and recommended the most suitable contractor, with a specialist being appointed to provide advice if necessary.

It was finally recommended that authority be delegated to the Town Clerk, following consultation with the Task and Finish Group, to award both contracts.

Following consideration, it was unanimously

RESOLVED that

1. A Penlee House Facilities and Plant Task and Finish Group be established.
2. The membership of said Task and Finish Group be composed of the following:-

Cllr Joan Beveridge (Chair of Arts & Culture Committee)
Cllr Penny Young (Vice-Chair of Arts & Culture Committee)
Cllr Jonathan How
James Hardy (Town Clerk) (as an observer)
Ben Brosgall (Leisure & Amenities Manager)
Anna Renton (Director, Penlee House)
3. Said Task and Finish Group receive the completed tenders and evaluate the bids submitted in response to the Council's invitation to tender for the contract to provide facilities management and plant maintenance services to Penlee House.
4. Authority be delegated to the Town Clerk, following consultation with the voting members of the Penlee House Facilities and Plant Task and Finish Group, to award the contract referred to in (3.) above.
5. Said Task and Finish Group consider the three quotes/proposals for designing a specification to replace the Penlee House plant and, if necessary, request further clarification and/or refinement of the quotations received.
6. If necessary, a specialist be appointed to advise of the advantages, disadvantages and technicalities associated with the quotes and proposals referred to in (5.) above, and a virement of up to £2000, from the Plant Fund earmarked reserve (4995/1/7) to the Contracts budget line (4100/2/8), be approved for this purpose.



7. Authority be delegated to the Town Clerk, following consultation with the voting members of the Penlee House Facilities and Plant Task and Finish Group, to award the contract referred to in (5.) above.

(Proposed: Councillor Reynolds; seconded: Councillor Pengelly)

(c) Flag and Banner Projects 2024

The Arts and Culture Committee was encouraged to review the specifications for the 2024 Flag and Banner projects and to identify any changes which might be explored for the 2024 delivery. Cost changes to any changes to the specification would need to be explored prior to the upcoming budget setting process.

Areas that members had previously discussed included:

- Themes
- Alternative Materials
- Alternative Sizing
- Total number to be produced.

The Committee was also requested to consider the ongoing project to improve the fixing and infrastructure throughout Penzance town centre. Prototype poles had previously been produced to ascertain whether there was a more robust and longer lasting installation instead of bamboo. However, the prototypes had not met with officer requirements due to the increased noise. In addition to this, the brackets for the poles were in various stages of disrepair throughout the town.

It was also suggested that, in the longer term, the brackets were replaced as one across the town and, in conjunction with this, a form of Wayleave agreement was created to establish the long-term arrangement with the building owners to support the installation of the flag brackets.

During the debate, Members suggested a number of potential themes for the 2024 flags and banners but, ultimately, it was agreed that the theme(s) should focus on celebrating the cultural history of Penzance, with a suggestion that any contractors view the Penlee House collections to gain inspiration.

Following consideration, it was unanimously

RESOLVED that

1. The specifications for Flag and Banner Projects for the 2024 season, as set out at Appendices 1 and 2 to the report, be approved, subject to any theme(s) celebrating the cultural history of Penzance.
2. The finalised specification be considered at the meeting of this Committee due to take place on 25 September 2023.

(Proposed: Councillor Young; seconded: Councillor Reynolds)



15. REPORTS FOR INFORMATION

The following reports for information were noted:-

- a) Penlee House Director's Report
- b) Arts and Culture Funding Update
- c) Penlee Masterplan Working Group Update
- d) Budget Comparison Report – 1 April 2023 – 30 June 2023

16. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 8:12 pm

Chair
25 September 2023

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