

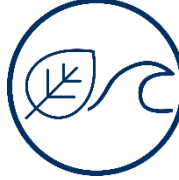






ARTS & CULTURE COMMITTEE – 25 SEPTEMBER 2023**REPORT FOR INFORMATION****PENLEE HOUSE DIRECTOR'S REPORT**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
✓						

(i) Exhibitions

Lamorna Colony Pioneers finishes on 30 September. The next exhibition *A Passion for Cornish Art: 50 Years of Private Collecting* will open on 11 October. It features works from a private collection that the gallery has often borrowed from which is soon to be sold and dispersed. It will feature works by Stanhope Forbes, Wilhelmina Barns-Graham, Terry Frost and Tony Giles. The exhibition is sponsored by Lay's Auctioneers.

A small display of Barbara Wills' work is on display in the Social History Gallery.

(ii) Education & Outreach

The Art in the Park holiday activities were very popular over the summer, with a total of 188 children and 121 adults attending over the six sessions. Over the summer, the Learning team also joined in the Treneere fun day and ran an activity using air dough, attended by 27 children and young people. The weekly Saturday Activities continued to be popular over the summer, with 47 children attending. The Education Volunteers assisted at all of these events and run the Saturday Activities each week.

School visits are booking well, and September and October are almost booked to capacity.

The Under-5s preschooler sessions have been updated, with a new monthly Under 5s takeover morning beginning in October.

We have received funding from Little Parc Owles Trust to run an after-school workshop for six weeks. This is aimed at teenagers from both Humphry Davy and Mounts Bay Schools, whose teachers are promoting it to their students. We are running this as a trial and, if successful, will seek funding to continue to run this.

(iii) Buildings maintenance

The Facilities & Plant Task and Finish Group met on 18 August. The following points of note arose from the meeting:

- a) The process to find a new Facilities Maintenance contractor has proved unsuccessful, with no applications, despite over 1,100 views to the page on the Contracts Finder website.
- b) Due process having been followed, it was agreed to approach the existing contractors to establish new arrangements with them for the future, if these arrangements remain within the existing budget. Quotes have been received from most existing contractors and new arrangements will be agreed.
- c) It was agreed to approach all of the contractors who have sent in quotes to undertake the Plant Replacement specification and ask them to quote for undertaking an audit of energy use too, so that this may be undertaken at Penlee House.

As soon as received, the updated quotations for both the facilities maintenance and the plant replacement will be circulated to the Penlee House Plant and Facilities Task and Finish Group, so that it may consider the appointment of the most appropriate contractors prior to appointments being made by the Town Clerk using his delegated authority.

Issues with the plant have caused more difficulties in recent weeks, with an outlet for water overflow rusting through and causing a leak into the office below.

(iv) Fundraising update

Sponsorship was obtained from Lay's Auctioneers for the upcoming exhibition, *A Passion for Cornish Art: 50 Years of Private Collecting*.

Funding was obtained from Little Parc Owles Trust to run an after-school workshop for six weeks after the October half term.

The application to the Town Deal Enterprise Fund for the development of the Coach House as a café is almost complete and will be submitted once the relevant information has been obtained.

The Visitor Experience & Retail Manager is exploring ways to encourage more donations within the Gallery. This includes investigating 'Tap to Donate' points. A recommendation around how to move forward with this will be brought to a future meeting. An appeal with a specific focus (for example, repairs to the roof or upgrade of the plant) will be developed as a focus for people's giving.

(v) Income and visitor numbers 3 July – 2 September 2023

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2022	2023	2022	2023	2022	2023	2022	2023
03/07/23	617	647	£2,280	£2,994	£2,757.68	£3,346.36	£5,037.68	£6,340.36

10/07/23	505	784	£2,085	£3,627	£2,282.05	£3,392.92	£4,367.05	£7,019.92
17/07/23	488	704	£2,197.20	£3,234	£2,413.43	£2,947.60	£4,610.63	£6,181.60
24/07/23	467	649	£1,962	£2,544	£2,259.08	£2,865.44	£4,221.08	£7,019.92
31/07/23	574	698	£2,247	£2,916	£2,771.18	£2,702.73	£5,018.18	£6,181.60
July totals	2,651	3,482	£10,771.20	£15,315	£12,483.42	£15,255.05	£23,254.62	£30,570.05
Cumulative YTD	9,266	10,619	£39,598.60	£44,046.90	£40,198.71	£47,122.46	£79,797.31	£91,169.36

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2022	2023	2022	2023	2022	2023	2022	2023
07/08/23	365	596	£1,652.40	£2,223	£2,277.56	£2,729.61	£3,929.96	£4,952.61
14/08/23	654	585	£2,889	£2,187	£3,179.21	£2,277.02	£6,068.21	£4,464.02
21/08/23	539	600	£2,317.20	£2,214	£2,411.35	£2,540.70	£4,728.55	£4,754.70
28/08/23	481	545	£2,367	£2,175	£2,578.54	£2,295.70	£4,945.54	£4,470.70
August totals	2,039	2,326	£9,225.60	£8,799	£10,446.66	£9,843.03	£19,672.26	£18,642.03
Cumulative YTD	11,305	12,945	£48,824.20	£52,845.90	£50,645.37	£56,965.49	£99,469.54	£109,811.39

(vi) **Admission statistics July – August 2023**

	Adults	18-26 (50%)	Child	Friend	Free	PZ Pass
July 23	2,170	100	183	151	198	170
August 23	1,730	116	373	144	170	155

N.B. Does not include school visits/educational visits

(vii) **Previous Resolutions update**

RESOLUTION	UPDATE	STATUS
Detailed cost breakdown for plant to be procured – using virement of up to £6,000	Further information requested.	Facilities & Plant T&F group to consider appointment of contractor
Buildings remedial maintenance	In progress	Ongoing issues with plant have stalled other maintenance projects due to staff capacity
Penlee House Maintenance Contract	Alternative approach following no applications	In progress (see point iv above)

Masterplan – £10k virement for approved expenditure to support further development of the revised Masterplan	In progress – Masterplan Group has met 6 September	In progress. Revised drawings produced and work to secure planning permission is underway
Arts & Culture Forward Plan	In progress	First draft to be presented to this meeting

Anna Renton
Director, Penlee House Gallery & Museum

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve	Actual Net	Balance	Bal %age
INCOME						
Arts & Culture Committee						
400	Penlee House Gallery & Museum					
400/1	Shop					
400/1/1	Admissions	£75,000.00	£0.00	£43,194.34	-£31,805.66	-42.41%
400/1/2	Sale of Merchandise	£100,000.00	£0.00	£50,048.70	-£49,951.30	-49.95%
400/1/3	Image Licensing Fees	£1,000.00	£0.00	£462.08	-£537.92	-53.79%
400/1/4	Education Workshops	£0.00	£0.00	£84.00	£84.00	100.00%
400/1/5	Till Discrepancies	£0.00	£0.00	-£10.50	-£10.50	100.00%
400/1	Total	£176,000.00	£0.00	£93,778.62	-£82,221.38	
400/2	Grants and Funding					
400/2/1	Education	£0.00	£0.00	£0.00	£0.00	0.00%
400/2/2	Capital Build Grants	£0.00	£0.00	£0.00	£0.00	0.00%
400/2/3	Friends of Penlee	£29,151.00	£0.00	£0.00	-£29,151.00	-100.00%
400/2/4	Arts Council	£80,000.00	£0.00	£40,000.00	-£40,000.00	-50.00%
400/2/5	Other Grant Funding	£6,400.00	£0.00	£8,210.00	£1,810.00	28.28%
400/2	Total	£115,551.00	£0.00	£48,210.00	-£67,341.00	
400/3	The Orangery Café					
400/3/1	Franchisee Payments	£32,000.00	£0.00	£9,581.61	-£22,418.39	-70.06%
400/3/2	Utility Re-Charge	£10,774.00	£0.00	£1,216.15	-£9,557.85	-88.71%
400/3	Total	£42,774.00	£0.00	£10,797.76	-£31,976.24	
400/4	Community Toilet Scheme	£1,200.00	£0.00	£1,100.00	-£100.00	-8.33%
400/5	Miscellaneous	£0.00	£0.00	£75.64	£75.64	100.00%

Financial Budget Comparison

for Arts & Culture Committee

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Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve	Actual Net	Balance	Bal %age
400	Total	£335,525.00	£0.00	£153,962.02	-£181,562.98	-54.11%
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00	0.00%
Total Arts & Culture Committee		£335,525.00	£0.00	£153,962.02	-£181,562.98	-54.11%

Financial Budget Comparison

for Arts & Culture Committee

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		2023/24	Reserve	Actual Net	Balance	Bal %age
EXPENDITURE						
Arts & Culture Committee						
4000	Penlee House Salaries	£359,400.00	£0.00	£117,214.49	£242,185.51	67.39%
4100	Penlee House Gallery & Museum					
4100/1	Administration					
4100/1/1	Staff Travel	£800.00	£0.00	£59.38	£740.62	92.58%
4100/1/2	Recruitment	£400.00	£0.00	£80.00	£320.00	80.00%
4100/1/3	IT Provision	£14,310.00	£0.00	£5,057.87	£9,252.13	64.65%
4100/1/4	Office Postage	£500.00	£0.00	£96.28	£403.72	80.74%
4100/1/5	Website	£450.00	£0.00	£150.00	£300.00	66.67%
4100/1/6	Office Supplies & Equipment	£1,500.00	£0.00	£318.55	£1,181.45	78.76%
4100/1/7	Subscription & Membership Fees	£1,700.00	£0.00	£1,398.79	£301.21	17.72%
4100/1/8	Insurance	£26,000.00	£0.00	£8,796.62	£17,203.38	66.17%
4100/1/9	Agency Support	£0.00	£0.00	£9,586.33	£-9,586.33	100.00%
4100/1	Total	£45,660.00	£0.00	£25,543.82	£20,116.18	44.06%
4100/2	Penlee House Building					
4100/2/1	Non-Domestic Rates	£35,333.00	£0.00	£0.00	£35,333.00	100.00%
4100/2/2	Gas	£30,000.00	£0.00	£3,184.63	£26,815.37	89.38%
4100/2/3	Electric	£99,000.00	£0.00	£11,365.25	£87,634.75	88.52%
4100/2/4	Water	£4,850.00	£0.00	£880.52	£3,969.48	81.84%
4100/2/5	Cleaning Contract & Materials	£10,630.00	£0.00	£4,099.41	£6,530.59	61.44%
4100/2/6	Maintenance & Repairs	£7,650.00	£557.39	£3,777.77	£4,429.62	57.90%
4100/2/7	Fittings	£3,000.00	£0.00	£480.22	£2,519.78	83.99%

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve	Actual Net	Balance	Bal %age
4100/2/8 Contracts	£22,645.00	£0.00	£9,262.95	£13,382.05	59.09%
4100/2/9 Capital Refurbishment	£0.00	£0.00	£0.00	£0.00	0.00%
4100/2 Total	£213,108.00	£557.39	£33,050.75	£180,614.64	84.75%
4100/4 Shop					
4100/4/1 Inventory Purchases					
4100/4/1/1 Merchandise for resale	£49,500.00	£0.00	£33,671.19	£15,828.81	31.98%
4100/4/1/2 Shipping	£500.00	£0.00	£18.94	£481.06	96.21%
4100/4/1 Total	£50,000.00	£0.00	£33,690.13	£16,309.87	32.62%
4100/4/2 Till & Consumables	£1,500.00	£0.00	£70.84	£1,429.16	95.28%
4100/4/3 PDQ Charges	£3,600.00	£0.00	£1,450.56	£2,149.44	59.71%
4100/4/4 Cash Collection	£1,900.00	£0.00	£722.74	£1,177.26	61.96%
4100/4/5 Online/Mail order postage costs	£0.00	£0.00	£44.80	£-44.80	100.00%
4100/4 Total	£57,000.00	£0.00	£35,979.07	£21,020.93	36.88%
4100/5 Gallery Exhibitions & Museum					
4100/5/1 Exhibition Costs	£50,670.00	£0.00	£10,383.04	£40,286.96	79.51%
4100/5/2 Advertising	£10,500.00	£0.00	£2,529.98	£7,970.02	75.90%
4100/5/3 Art Conservation	£500.00	£0.00	£0.00	£500.00	100.00%
4100/5/4 Consultancy Work	£0.00	£0.00	£0.00	£0.00	0.00%
4100/5/5 Volunteer Refreshments	£3,500.00	£0.00	£1,606.14	£1,893.86	54.11%
4100/5 Total	£65,170.00	£0.00	£14,519.16	£50,650.84	77.72%
4100/6 The Orangery Café					
4100/6/1 Equipment Maintenance	£1,500.00	£0.00	£300.00	£1,200.00	80.00%
4100/6/2 Capital Purchase	£0.00	£1,696.16	£1,696.16	£0.00	0.00%
4100/6 Total	£1,500.00	£1,696.16	£1,996.16	£1,200.00	80.00%

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve	Actual Net	Balance	Bal %age
4100/7	The Coach House					
4100/7/1	Electric	£4,900.00	£0.00	£205.91	£4,694.09	95.80%
4100/7/2	Water	£350.00	£0.00	£151.50	£198.50	56.71%
4100/7/3	Non-Domestic Rates	£1,040.00	£0.00	£398.40	£641.60	61.69%
4100/7/4	Maintenance & Cleaning	£1,000.00	£0.00	£312.50	£687.50	68.75%
4100/7/5	Capital Refurbishment	£0.00	£0.00	£0.00	£0.00	0.00%
4100/7	Total	£7,290.00	£0.00	£1,068.31	£6,221.69	85.35%
4100/8	Education					
4100/8/1	Council Funded Educational Activities	£2,000.00	£0.00	£726.92	£1,273.08	63.65%
4100/8/2	Art Council Educational Activities	£22,315.00	£0.00	£678.28	£21,636.72	96.96%
4100/8/3	Other External Funded Educational Activities	£6,000.00	£0.00	£2,431.49	£3,568.51	59.48%
4100/8	Total	£30,315.00	£0.00	£3,836.69	£26,478.31	87.34%
4100	Total	£420,043.00	£2,253.55	£115,993.96	£306,302.59	72.92%
4200	Town Flags and Promenade Banners					
4200/1	Projects	£21,800.00	£0.00	£21,157.35	£642.65	2.95%
4200/2	Erection and hanging	£7,771.70	£0.00	£6,056.95	£1,714.75	22.06%
4200	Total	£29,571.70	£0.00	£27,214.30	£2,357.40	7.97%
4300	Penlee Open Air Theatre	£2,000.00	£0.00	£206.47	£1,793.53	89.68%
4400	Christmas Lights					
4400/1	Light Hire	£13,080.00	£0.00	£10,773.28	£2,306.72	17.64%
4400/2	Light Rigging	£10,796.45	£0.00	£11.65	£10,784.80	99.89%

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve	Actual Net	Balance	Bal %age
4400/3	Christmas Tree installation & delivery	£1,090.00	£0.00	£940.00	£150.00	13.76%
4400/4	Overhead wire testing	£1,122.70	£0.00	£990.00	£132.70	11.82%
4400/5	Suspended wire repairs	£2,000.00	£0.00	£0.00	£2,000.00	100.00%
4400	Total	£28,089.15	£0.00	£12,714.93	£15,374.22	54.73%
4500	Events					
4500/1	Golowan Festival	£19,000.00	£0.00	£13,000.00	£6,000.00	31.58%
4500/2	Cultural and General Events	£0.00	£0.00	£0.00	£0.00	0.00%
4500/3	Annual Firework Display	£6,000.00	£0.00	£6,000.00	£0.00	0.00%
4500	Total	£25,000.00	£0.00	£19,000.00	£6,000.00	24.00%
4600	Cultural Strategy	£0.00	£0.00	£0.00	£0.00	0.00%
4995	Earmarked Reserves					
4995/1	Penlee House EMRs					
4995/1/1	Conservation Fund	£0.00	£0.00	£0.00	£0.00	0.00%
4995/1/2	Building Fund	£20,000.00	£0.00	£0.00	£20,000.00	100.00%
4995/1/3	Exhibiton Fund	£0.00	£0.00	£0.00	£0.00	0.00%
4995/1/4	Coach House Fund	£20,000.00	£0.00	£0.00	£20,000.00	100.00%
4995/1/5	Projects Fund	£10,000.00	£0.00	£0.00	£10,000.00	100.00%
4995/1/6	Acquisition Fund	£0.00	£0.00	£0.00	£0.00	0.00%
4995/1/7	Plant Fund	£20,000.00	£0.00	£0.00	£20,000.00	100.00%
4995/1/8	Catering Equipment Fund	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
4995/1	Total	£75,000.00	£0.00	£0.00	£75,000.00	100.00%
4995/2	Christmas Lighting Infrastructure	£0.00	£0.00	£0.00	£0.00	0.00%
4995	Total	£75,000.00	£0.00	£0.00	£75,000.00	100.00%

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	<u>2023/24</u>	<u>Reserve</u>	<u>Actual Net</u>	<u>Balance</u>	<u>Bal %age</u>
Total Arts & Culture Committee	£939,103.85	£2,253.55	£292,344.15	£649,013.25	69.11%