








ARTS & CULTURE COMMITTEE – 29 JULY 2024**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 and acquisitions

The Exceptional Harold Harvey continues to prove popular with visitors and the accompanying book is selling well. Since the previous Committee meeting in June, there have been two displays in the Social History Gallery – the first being the Arts & Health Group's work and the second exhibition about fishing was curated by a work experience student using a variety of works from the Penlee House collection.

The next major exhibition is *Flora, curated by Kurt Jackson: 150 years of Environmental Change*. This will feature works chosen by Kurt and new works he has created especially for the exhibition. The exhibition will look at landscapes across Cornwall (predominantly West Cornwall) where it's possible to see a change in the flora between historic Newlyn School works and Kurt's contemporary works, which have been painted from the same positions.

The following acquisitions were made since the last meeting:

- 4 works by E. Etchell Binns: *Treen Farmhouse* [oil on canvas]; *Porthgwarra* [watercolour]; *Custom House Court* [etching]; *View of the Market House* [etching] (donated in memory of Robin Rickaby-Bell)
- 4 WVS/ARP badges (donation)
- *Stanhope Forbes playing the Cello* by Elizabeth Forbes (bequest)
- *Etching of a quarry (possibly Lamorna)* by Eleanor Hughes (donation)

(ii) Learning & Outreach

Since the previous committee meeting there have been:

- 10 different schools workshops (159 students)

- Little Penlee Explorers sessions for Under 5s and the Baby Sensory sessions remain well-attended. There were 147 attendees over 5 sessions for under-5s.
- Sessions with local nurseries have been a great success working with Bolitho, Newlyn Stepping Stones, Gulval Little Learners and Mousehole Mice.
- The monthly sessions at Trelya have continued.
- The Learning Officer and Learning Assistant attended Kids in Museums training about Climate Awareness and this is in preparation for the work they will undertake over the summer and autumn to create content with local young people, children and adults in preparation for the crowd-sourced climate exhibition *The Shape of Things* that will open in February.

(iii) Going Places

Penlee House has been selected to be part of an Art Fund project aimed at linking museums in the UK together to engage underrepresented audiences with museum collections through collaborative touring exhibitions. The project is currently in its first phase which is planning and preparation of a bid to the National Lottery Heritage Fund to see the project come to fruition. The Curator/Deputy Director and Learning Officer have attended meetings both online and in person and Penlee House has partnered with Worcester City Art Gallery and OnFife. The partnership is working on two joint exhibition ideas – one for the summer of 2026 and another for the summer of 2028. It is hoped that the Art Fund will announce in March if their funding bid has been successful and whether our partnership exhibitions will be able to happen.

(iv) Penlee Partnership

At the recent AGM of the Friends of Penlee House, its membership voted that the Friends of Penlee House would become a CIO. Now that this change has occurred, there will no longer be a committee and instead, only meetings of the trustees will be held. Previously, Members from Penzance Council were nominated to attend committee meetings, however, as they will no longer be able to attend Trustee meetings, nominated councillors are instead invited to join the Penlee Partnership meetings. The Penlee Partnership group meets quarterly and is attended by representatives of the Friends trustees and Members and officers from Penzance Council. The Council will be asked to nominate Members to attend the Penlee Partnership meetings at their upcoming Full Council meeting in September.

(v) Buildings

The roof survey has been completed and we are now seeking quotes for the detailed design of the roof works. A second draft of the plant specification is in the final stages of review and should be ready to go out to tender soon.

(vi) Fundraising

The tap to donate point to facilitate donations to the Buildings Appeal has been installed and is working. It is also possible to donate via the website and via text, as well as cash donations at the donation point and at the till. The appeal was promoted in the press release and radio interview that celebrated Penlee House's 75th anniversary as a museum.

(vii) Visitor experience and retail

The Visit England Assessment (mystery shopper) took place on 13 June and Penlee House once again scored a very good 91%. Areas for improvement included the toilet area and use of laminated signs. The welcome from staff, café, exhibition and shop all scored highly.

The Visitor Experience and Retail Manager is commissioning a design from local illustrator Matt Johnson that can be used across a range of products. It is hoped that these products can act as a further fundraiser for the building appeal, with a certain amount per sale donated to the building appeal.

(viii) Income and visitor numbers May – June 2024

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2023	2024	2023	2024	2023	2024	2023	2024
29/04/2024	481	643	£1,578.00	£2,462.00	£2,093.89	£3,442.88	£3,671.89	£5,904.88
06/05/2024	557	573	£2,685.00	£3,128.00	£3,038.40	£2,851.08	£5,723.40	£5,979.08
13/05/2024	616	911	£2,409.00	£3,128.00	£2,748.31	£2,851.08	£5,157.31	£5,979.08
20/05/2024	541	679	£2,261.40	£3,922.00	£2,313.48	£3,688.22	£4,574.88	£7,610.22
27/05/2024	421	634	£1,665.00	£3,392.00	£2,104.13	£2,947.12	£3,769.13	£6,339.12
May Totals	2,616	3,440	£10,598.40	£16,032.00	£12,298.21	£15,780.38	£22,896.61	£31,812.38
Cumulative YTD	4,470	5,146	£17,175.90	£26,677.40	£19,478.62	£22,836.06	£36,654.52	£49,513.46

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2023	2024	2023	2024	2023	2024	2023	2024
03/06/2024	671	629	£2,916.00	£3,656.00	£2,922.90	£2,851.09	£5,838.90	£6,507.09
10/06/2024	680	736	£2,766.00	£4,592.00	£3,130.02	£3,698.96	£5,896.02	£8,290.96
17/06/2024	580	623	£2,595.00	£3,584.00	£2,860.75	£3,629.07	£5,455.75	£7,213.07
24/06/2024	760	557	£3,279.00	£3,344.00	£3,475.12	£3,204.64	£6,754.12	£6,548.64
June totals	2,691	2,545	£11,556.00	£15,176.00	£12,388.79	£13,383.76	£23,944.79	£28,559.76
Cumulative YTD	7,161	7,691	£28,731.90	£41,853.40	£31,867.41	£36,219.82	£60,599.31	£78,073.22

(ix) Admission statistics May – June 2024

	Adults	18-26 (50%)	Child	Friend	Free	Art Fund member	PZ Pass	Educational visit (adults & children)
May-24	2,157	48	95	217	105	133	237	75
Jun-24	1,915	54	39	147	61	136	165	74

(x) Previous Resolutions update

RESOLUTION	UPDATE	STATUS
Buildings remedial maintenance	In progress	New schedule prioritising roof works agreed at 3/6/2024 meeting. Seeking quotes for roof detailed specifications to progress works.
Arts & Culture Forward Plan	In progress	Quarterly updates – next due in September
Progress plant replacement	In progress	Working with engineers to refine specification – soon ready for tender
Learning Centre	In progress	Brief to be discussed.

Anna Renton
 Director, Penlee House Gallery & Museum

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/24 and 30/06/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve	Actual Net	Balance
INCOME					
Arts & Culture Committee					
400	Penlee House Gallery & Museum				
400/1	Shop				
400/1/1	Admissions	£110,000.00	£0.00	£34,600.32	£-75,399.68
400/1/2	Sale of Merchandise	£110,000.00	£0.00	£32,633.96	£-77,366.04
400/1/3	Image Licensing Fees	£1,000.00	£0.00	£703.50	£-296.50
400/1/4	Education Workshops	£300.00	£0.00	£194.00	£-106.00
400/1/5	Till Discrepancies	£0.00	£0.00	£25.32	£25.32
400/1/1	Total		£0.00	£68,229.89	
400/2	Grants and Funding				
400/2/2	Capital Build Grants	£0.00	£0.00	£0.00	£0.00
400/2/3	Friends of Penlee	£23,381.00	£0.00	£127.99	£-23,253.01
400/2/4	Arts Council	£80,000.00	£0.00	£20,000.00	£-60,000.00
400/2/5	Other Grant Funding	£0.00	£0.00	£2,000.00	£2,000.00
400/2/6	Building Projects Donations	£0.00	£0.00	£72.79	£72.79
400/2/2	Total		£0.00	£22,127.99	
400/3	The Orangery Café				
400/3/1	Franchisee Payments	£38,000.00	£0.00	£10,753.07	£-27,246.93
400/3/2	Utility Re-Charge	£7,800.00	£0.00	£2,231.22	£-5,568.78
400/3/1	Total		£0.00	£12,984.29	
400/4	Community Toilet Scheme	£1,200.00	£0.00	£1,100.00	£-100.00
400/5	Miscellaneous	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/24 and 30/06/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve	Actual Net	Balance
400	Total	£371,681.00	£0.00	£104,442.17	-£267,238.83
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00
Total Arts & Culture Committee		<u>£371,681.00</u>	<u>£0.00</u>	<u>£104,442.17</u>	<u>-£267,238.83</u>

Financial Budget Comparison

for Arts & Culture Committee

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		2024/25	Reserve	Actual Net	Balance
EXPENDITURE					
Arts & Culture Committee					
4000	Penlee House Salaries	£399,307.00	£0.00	£90,250.42	£309,056.58
4100	Penlee House Gallery & Museum				
4100/1	Administration				
4100/1/1	Staff Travel	£400.00	£0.00	£311.44	£88.56
4100/1/2	Recruitment	£0.00	£0.00	£0.00	£0.00
4100/1/3	IT Provision	£12,685.00	£0.00	£3,259.27	£9,425.73
4100/1/4	Office Postage	£250.00	£0.00	£92.95	£157.05
4100/1/5	Website	£950.00	£0.00	£150.00	£800.00
4100/1/6	Office Supplies & Equipment	£1,000.00	£0.00	£161.34	£838.66
4100/1/7	Subscription & Membership Fees	£1,700.00	£0.00	£941.33	£758.67
4100/1/8	Insurance	£29,000.00	£0.00	£5,750.82	£23,249.18
4100/1/9	Agency Support	£0.00	£0.00	£0.00	£0.00
4100/1/1	Total		£0.00	£10,596.08	
4100/2	Penlee House Building				
4100/2/1	Non-Domestic Rates	£0.00	£0.00	£0.00	£0.00
4100/2/2	Gas	£28,000.00	£0.00	£3,345.54	£24,654.46
4100/2/3	Electric	£65,000.00	£0.00	£10,542.74	£54,457.26
4100/2/4	Water	£5,700.00	£0.00	£854.56	£4,845.44
4100/2/5	Cleaning Contract & Materials	£11,693.00	£0.00	£3,371.27	£8,321.73
4100/2/6	Maintenance & Repairs	£8,500.00	£0.00	£2,074.90	£6,425.10
4100/2/7	Fittings	£3,000.00	£0.00	£989.46	£2,010.54

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for Arts & Culture Committee

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	2024/25	Reserve	Actual Net	Balance
4100/2/8 Contracts	£25,000.00	£2,200.00	£4,582.08	£22,617.92
4100/2/9 Capital Refurbishment	£0.00	£7,125.00	£7,125.00	£0.00
4100/2/1 Total		£0.00	£32,885.55	
4100/4 Shop				
4100/4/1/1 Merchandise for resale	£60,750.00	£0.00	£20,965.44	£39,784.56
4100/4/1/2 Carriage inwards	£250.00	£0.00	£27.93	£222.07
4100/4/1 Inventory Purchases				
4100/4/2 Till & Consumables	£1,500.00	£0.00	£913.82	£586.18
4100/4/3 PDQ Charges	£4,600.00	£0.00	£1,052.34	£3,547.66
4100/4/4 Cash Collection	£1,287.00	£0.00	£331.50	£955.50
4100/4/5 Carriage outwards for orders	£800.00	£0.00	£11.77	£788.23
4100/4/1/1 Total		£0.00	£23,302.80	
4100/5 Gallery Exhibitions & Museum				
4100/5/1 Exhibition Costs	£43,000.00	£0.00	£18,479.53	£24,520.47
4100/5/2 Marketing	£11,000.00	£0.00	£3,387.92	£7,612.08
4100/5/3 Art Conservation	£0.00	£0.00	£0.00	£0.00
4100/5/4 Consultancy Work	£0.00	£0.00	£0.00	£0.00
4100/5/5 Volunteer Refreshments	£4,000.00	£0.00	£255.50	£3,744.50
4100/5/1 Total		£0.00	£22,122.95	
4100/6 The Orangery Café				
4100/6/1 Equipment Maintenance	£1,500.00	£0.00	£0.00	£1,500.00
4100/6/2 Capital Purchase	£0.00	£0.00	£0.00	£0.00
4100/6/1 Total		£0.00	£0.00	
4100/7 The Coach House				

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		2024/25	Reserve	Actual Net	Balance
4100/7/1	Electric	£2,850.00	£0.00	£246.14	£2,603.86
4100/7/2	Water	£650.00	£0.00	£106.95	£543.05
4100/7/3	Non-Domestic Rates	£800.00	£0.00	£238.40	£561.60
4100/7/4	Maintenance & Cleaning	£1,200.00	£0.00	£0.00	£1,200.00
4100/7/5	Capital Refurbishment	£0.00	£0.00	£625.00	-£625.00
4100/7/1	Total		£0.00	£1,216.49	
4100/8	Education				
4100/8/1	Council Funded Educational Activities	£2,000.00	£0.00	£378.60	£1,621.40
4100/8/2	Art Council Educational Activities	£22,750.00	£0.00	£5,254.23	£17,495.77
4100/8/3	Other Funded Educational Activities	£5,000.00	£0.00	£2,719.57	£2,280.43
4100/8/1	Total		£0.00	£8,352.40	
4100/9	Fundraising Activities	£1,000.00	£0.00	£86.88	£913.12
4100/10	Miscellaneous	£0.00	£0.00	£0.00	£0.00
4100	Total	£357,815.00	£9,325.00	£98,634.22	£268,505.78
4200	Town Flags and Promenade Banners				
4200/1	Projects	£24,000.00	£0.00	£16,804.83	£7,195.17
4200/2	Erection and hanging	£8,160.00	£0.00	£100.00	£8,060.00
4200	Total	£32,160.00	£0.00	£16,904.83	£15,255.17
4300	Penlee Open Air Theatre	£2,000.00	£0.00	£12.50	£1,987.50
4400	Christmas Lights				
4400/1	Light Hire	£12,949.00	£0.00	£0.00	£12,949.00
4400/2	Light Rigging	£10,797.00	£0.00	£0.00	£10,797.00

Financial Budget Comparison

for Arts & Culture Committee

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		2024/25	Reserve	Actual Net	Balance
4400/3	Christmas Tree installation & delivery	£1,090.00	£0.00	£0.00	£1,090.00
4400/4	Overhead wire testing	£1,340.00	£0.00	£990.00	£350.00
4400/5	Suspended wire repairs	£2,000.00	£0.00	£0.00	£2,000.00
4400	Total	£28,176.00	£0.00	£990.00	£27,186.00
4500	Events				
4500/1	Golowan Festival	£19,000.00	£0.00	£12,000.00	£7,000.00
4500/2	Cultural and General Events	£0.00	£0.00	£0.00	£0.00
4500/3	Annual Firework Display	£6,000.00	£0.00	£4,500.00	£1,500.00
4500	Total	£25,000.00	£0.00	£16,500.00	£8,500.00
4600	Cultural Strategy	£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
4995/1/2	Building Fund	£47,000.00	£0.00	£0.00	£47,000.00
4995/1/3	Exhibiton Fund	£0.00	£0.00	£0.00	£0.00
4995/1/4	Coach House Fund	£0.00	£0.00	£0.00	£0.00
4995/1/5	Projects Fund	£0.00	£0.00	£0.00	£0.00
4995/1/6	Acquisition Fund	£0.00	£0.00	£0.00	£0.00
4995/1/7	Plant Fund	£67,000.00	£0.00	£0.00	£67,000.00
4995/1/8	Catering Equipment Fund	£2,000.00	£0.00	£0.00	£2,000.00
4995/1/1	Total		£0.00	£0.00	
4995/2	Christmas Lighting Infrastructure	£0.00	£0.00	£0.00	£0.00
4995	Total	£116,000.00	£0.00	£0.00	£116,000.00

Financial Budget Comparison

for Arts & Culture Committee

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	2024/25	Reserve	Actual Net	Balance
Total Arts & Culture Committee	<u>£960,458.00</u>	<u>£9,325.00</u>	<u>£223,291.97</u>	<u>£746,491.03</u>