



MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 3 June 2024 at 7:00pm.

PRESENT

Councillors: MJ Beveridge (Chair)

JM How R Sorrell
SJ Reynolds P Young

Co-opted Advisors: Arwen Fitch
John Swarbrooke
Trevor Thorne

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor W Elliott.

Councillor Tonner was absent without having provided apologies.

2. ELECTION OF VICE-CHAIR

It was proposed that Councillor Sorrell be appointed as Vice-Chair of the Arts and Culture Committee.

In the absence of any other nominations, it was

RESOLVED that Councillor Sorrell be appointed as Vice-Chair of the Arts and Culture Committee.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

Vote; Four in favour. One abstention.

3. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PUBLIC PARTICIPATION

There was no public participation.

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

In respect of Agenda Item 9(a), 'Golowan Festival Tendering Documents', it was unanimously



RESOLVED that members of the press and public be excluded from that section of the meeting.

(Proposed: Councillor Reynolds; seconded: Councillor How)

6. **MINUTES OF THE MEETING HELD ON 18 MARCH 2024**

Having previously been circulated, it was

RESOLVED that the Minutes of the meeting held on 18 March 2024 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor How; seconded: Councillor Young)

Vote; Four in favour. One abstention.

7. **REPORTS FOR DECISION**

(a) **Expenditure for the Learning Centre Feasibility Study**

The report sought the approval of the use of a budget line to spend up to £10,000 on the first phase of a feasibility study for a new Learning Centre to enable the work to progress.

The Friends of Penlee House had agreed to fund phase one of a feasibility study up to the cost of £10,000. However, in the interim it would be necessary to fund the work from the Consultancy Work budget prior to the funds being reimbursed.

Following consideration, it was unanimously

RESOLVED that expenditure of up to £10,000 from the Consultancy Work budget (4100/5/4) be approved to fund phase one of the Learning Centre Feasibility Study.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

(b) **Creation of Budget Line for the Purchase of Museum Objects**

The Penlee House collection of art and artefacts continued to develop in line with the Penlee House Collections Development Policy and all new acquisitions were reported to this Committee.

Acquisitions for permanent inclusion in the collection were carefully considered and the vast majority came via donation. Occasionally, items were purchased for the collection. These purchases were often made by the Friends of Penlee House, who, once an object was identified as having relevance to the collection, would generously purchase the item and then donate it to the Penlee House collection.

In addition to the financial support from the Friends, there were external funders to whom Penlee House could apply. These funders could make part-contributions towards the purchase of preeminent objects which they deemed should be preserved by public institutions such as Penlee House.



All items which were acquired for permanent inclusion in the Penlee House collection were the property of Penzance Council and the responsibilities of owning this collection were set out in the Collections Development Policy.

To enable the purchase of objects, it was recommended that a dedicated budget line was created in the Arts and Culture budget. Although the allocated expenditure would be £0.00, this line would enable acquisitions funded by external organisations to be properly attributed within the budget prior to the funds being reimbursed.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that a budget line be created in the Arts & Culture budget, with a value set at £0.00, for the purpose of accounting for the purchase of museum objects.

(Proposed: Councillor Young; seconded: Councillor Sorrell)

(c) Penlee House Roof Survey and Impact on Remedial Building Works

Following the resolution of this Committee at its previous meeting, Matthews Johns Associates were appointed to undertake a condition survey of the Penlee House roof. This took place on 4 April 2024 and the findings of this survey were set out Appendix 1 to the report. The report recommended extensive and comprehensive gutter cleaning, which was in the process of being arranged. The recommended roof repair works would require detailed preparation.

The findings of the roof report and the suggested costings would have an impact on the remedial buildings work schedule which was last reviewed by this Committee in November. GPJ Consulting Engineers, who undertook the original buildings condition report, revised these costings in April 2024 and these were set out at Appendix 2 to the report.

The table of remedial building works set out in the report was presented as an update on those which had been completed and proposed actions, and the new costings, had been added. It was proposed that most of the works would be directly impacted by the roof works and that the roof works should be prioritised, and other works deferred, until they were completed.

Following consideration, it was unanimously

RESOLVED that

1. The Roof Survey report and its conclusions, as set out at Appendix 1 to the report, be noted.
2. The updated costings associated with the remedial building works, as set out at Appendix 2 to the report, be noted.
3. In light of the information set out in the roof survey and the updated costings, the proposed adjustments to the remedial building work schedule, as set out in the report, be approved.



(Proposed: Councillor How; seconded: Councillor Young)

(d) Funding for Penlee House Roof

Following the receipt of the roof condition survey which had been considered earlier during the meeting, officers had been working to secure the funding to allow the works to the roof to commence. The background and issues associated with securing the funding were therefore set out within the report.

Following consideration, it was unanimously

RESOLVED that

1. Expenditure of up to £10,000 from the Penlee House Building reserve (4995/1/2) be approved in order to procure a specialist contractor to undertake the preliminary work required to progress the roof works (e.g. a full schedule of works, drawings, planning consent if required etc), while also considering other remedial building works which can be completed whilst scaffolding is in place.
2. Authority be delegated to the Town Clerk to seek three quotes for the undertaking of said works and to appoint a contractor once these quotes are received.
3. The report set out in (1.) above be presented to a future meeting of this Committee for consideration.
4. The focus of the Penlee House Building Appeal be primarily based upon the repair of the roof.

(Proposed: Councillor Reynolds; seconded: Councillor Sorrell)

(e) Friends of Penlee House Governance

Following a review of governance by 'The Friends of Penlee House' and, subject to approval at its Annual General Meeting on 26 June, it was proposed to dissolve and wind up the existing unincorporated Charity No; 1001644 and transfer all funds to the newly established 'The Friends of Penlee House' CIO Charity No: 1206841. Its objects were:-

To advance the education of the public in the history and cultural heritage of West Cornwall by the provision of support and assistance to Penlee House Gallery & Museum, in particular by:

(a) making grants to Penlee House Gallery & Museum to assist in the acquisition and conservation of artistic works and items of heritage, educational and outreach activities and costs associated with exhibitions.

(b) Making grants to assist in the provision of staffing and the development of facilities for the collections and educational activities, excluding the maintenance and repair of the buildings and furnishings.



(c) Organising lectures, talks and other activities and publishing a magazine to extend the public's knowledge and engage the public in the collections.

(d) Maintaining communications between the Trustees and Penzance Council to develop a shared understanding of the needs of the Penlee House Gallery & Museum.

Following Charity Commission Advice and subject to the approval of the dissolution of the unincorporated charity by the Society's members at its AGM, Penzance Council was required to agree the subsequent transfer of all funds from the unincorporated charity to the CIO.

Following consideration, it was unanimously

RESOLVED that the transfer of all funds held by 'The Friends of Penlee House', unincorporated Charity No.1001644, to 'The Friends of Penlee House', new CIO Charity No. 1206841, be agreed.

(Proposed: Councillor Young; seconded: Councillor How)

8. REPORTS FOR INFORMATION

The following reports for information were noted:-

- a) Penlee House Director's Report
- b) Arts and Culture Forward Plan Update
- c) Budget Comparison Report – 1 April 2023 – 31 March 2024
- d) Budget Comparison Report – 1 April 2024 – 30 April 2024

9. CONFIDENTIAL REPORTS FOR DECISION

(a) Golowan Festival Tendering Documents

The celebration of the midsummer solstice and the Feast of St. John with bonfires, flaming tar barrels and burning torches was widespread in Cornwall until the late nineteenth Century. Penzance was one of the last towns to lose this tradition in the 1890s. In 1991, the tradition was revived and over time grew from a one-day celebration, Mazey Day, to a week-long event, the Golowan Festival, culminating in the Mazey Day weekend.

Golowan was managed by the community until 2007, when Penzance Council stepped in on a temporary basis due to financial difficulties. Since then, the Council had continued to provide financial assistance in support of the festival because of its importance to the local community. However, in the long term it was envisaged that, with guidance, it would become self-sustainable.

The previous Service Level Agreement maintaining financial support from Penzance Council would expire after completion of the 2024 festival. In accordance with regulations, the Council needed to advertise for community groups interested in applying to deliver the Golowan Festival. To assist with this, a description of the festival, its aims and its key deliverables had been drafted ahead of publication on the government's Contracts Finder



Website, along with the Application Form, and these were set out at Appendices 1 and 2 to the report.

The proposed timescales associated with the procurement process were set out within the report.

Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that the Golowan Festival tendering documents, as set out in Appendices 1 and 2 to the report, be approved and issued for public tender.

(Proposed: Councillor Reynolds; seconded: Councillor Young)

10. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 8:09 pm

Chair
29 July 2024