

**ARTS & CULTURE COMMITTEE – 30 SEPTEMBER 2024**

**REPORT FOR DECISION**

**ARTS AND CULTURE FEES AND CHARGES**

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

**Recommendation to Penzance Council:**

The fees and charges which fall within the purview of the Arts and Culture Committee, as set out in Appendix 1 to this report, be adopted from 1 April 2025 and used to inform the draft budget for 2025/26.

**Background:**

Financial Regulations prescribe that fees and charges for Council services are reviewed annually.

The following areas of income are the responsibility of the Arts and Culture committee, and these are the recommendations from the budget holders responsible.

1. Income Area 1: Admissions charging

The current charges have been in place from 1 April 2024. It is proposed to keep the charges the same for 2025-26 and to benchmark the charges against other attractions in summer 2025 before considering what the proposed charges from 1 April 2026 will be.

2. Income Area 2: Schools workshop charging

The current charges have been in place from 1 September 2024. It is proposed to keep the charges the same for 2025-26 and to benchmark the charges against other education workshops in summer 2025 before considering what the proposed charges from 1 September 2026 will be.

3. Income Area 3: Shop Discount

The current shop discount arrangement has been in place for many years. It is proposed to keep this at the same level.

4. The Orangery Café franchise payments

The current arrangement is in place for the duration of the contract.

5. Image licence fees

The current fees are determined based upon image size, production run, UK/world rights and retail price (if any) for the publication. Penlee House licenses images directly and via Bridgeman Picture Library.

6. Image reproduction fees

Images are reproduced and sold in the shop or via Art UK. Art UK set the pricing for this externally and images sold in the shop are sold at a retail price that is determined from time to time.

Appendix 1 – Table of Fees and Charges



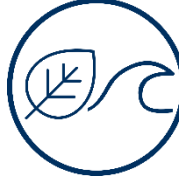




Anna Renton  
Penlee House Director

Table of Proposed Charges

<b>Income</b>	<b>Current Charge</b>	<b>Proposed 25/26</b>	<b>Planned 26/27</b>
Admissions charges	Adult: £8 18-26 years: £4 Under 18s: Free Penzance Pass holders: Free Friends of Penlee House: Free Art Fund Members: Free Museums Association/National Museum Directors Conference Members/SWFed members: Free Community participation groups: Free 50% discount on ticket prices during rehang period	No change	To be confirmed in 2025
Education (school/further education/higher education) visits	Self-guided: Free Half day workshop – Penzance Council area schools: Free Half day workshop – Cornwall schools: £2 per student Half day workshop – outside Cornwall schools: £3 per student Full day workshop – Penzance Council area schools: Free Full day workshop – Cornwall schools: £3 per student Full day workshop – outside Cornwall schools: £6 per student	No change	To be confirmed in 2025
Guided tours	Public (11am Tue or Thu) – free with admission ticket Group (bespoke) - £50 plus admission	No change	To be confirmed in 2025

	ticket price per person		
Discount in shop	Penzance Council staff; Penlee House volunteers; Friends of Penlee House: 10%	No change	To be confirmed in 2025
Orangery franchise payments	8% on first £100,000; 9.5% on the next £10,000; 10.5% on the next £10,000 and 12.5% on any additional amount of gross income provided that the fee in each period of 12 months from 1 December in each year shall not be less than £18,500 per annum	No change	To be confirmed in 2025
Image licence fees	The current fees are determined based upon image size, production run, UK/world rights and retail price (if any) for the publication. Penlee House licenses images directly and via Bridgeman Picture Library.	No change	To be confirmed in 2025
Image reproduction	Sold in shop or via ArtUK – price based on size of reproduction	No change	To be confirmed in 2025

**ARTS & CULTURE COMMITTEE – 30 SEPTEMBER 2024****REPORT FOR DECISION****FUNDING FOR PENLEE HOUSE FIRE DOOR REPLACEMENT**

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

**Recommendation:**

The use of up to £10,000 from the Penlee House Buildings Fund earmarked reserve (4995/1/2:) for the urgent replacement and repair of fire doors, as set out in this report, be approved.

**Background:*****Buildings fund virement***

The Arts & Culture committee resolved on 5 June 2023 to make a virement of £14,900 to undertake a list of building works as set out in a report of that date. A subsequent update report on 3 June 2024 laid out the works from the 2023 report that had been completed and a resolution was made to adjust the remedial buildings work schedule to undertake the roof works first, with the remaining remedial works to be undertaken once the roof works were underway, to take advantage of scaffolding and/or to ensure that works did not need to be re-done following the roof repairs. A total of £557.39 of the £14,900 virement has been spent, leaving £14,342.61 remaining.

***Fire doors***



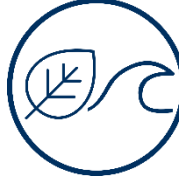




A fire risk assessment was undertaken on 28 June 2024 and recommended that the fire doors and hinges may not be compliant. A specialist fire door company was engaged to undertake a full inspection of the fire doors in August 2024 and have stated that two of the doors require replacement, that a further 15 fire doors require the replacement of all ironmongery and that the glass panels in those fire doors with glass require further testing.

We have received one quotation of £9837.54 to undertake these works and are seeking further quotations to obtain best value.

Due to the urgent requirement to replace/upgrade the fire doors, and the fact that the remedial building works identified in the report of 3 June 2024 have been resolved to be completed as part of or following the roof works, it is recommended to use some of the reserve funds allocated to these works to undertake this unexpected but essential fire door work.

Anna Renton  
Penlee House Gallery & Museum Director

**ARTS & CULTURE COMMITTEE – 30 SEPTEMBER 2024****REPORT FOR DECISION****PENLEE HOUSE PLANT UPGRADE - EXPENDITURE AND PROJECT SUPPORT**

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

**Recommendation to Penzance Council:**

1. A virement of up to £27,000 be made from the Penlee House Buildings Fund earmarked reserve (4995/1/2) to the Capital Refurbishment budget line (4100/2/9) for the Penlee House plant upgrade project.
2. A virement of up to £200,001 be made from the Penlee House Plant Fund earmarked reserve (4995/1/7) to the budget line 4100/2/9 Capital Refurbishment for the Penlee House plant upgrade project.
3. GPJ Consulting Engineers be appointed to provide the services detailed in this report on the basis of the total project percentages provided.
4. The expenditure associated with (3.) above be approved.

**Background:**

At the Arts & Culture Committee meeting held on 18 March 2024 it was resolved that authority be delegated to the Town Clerk to refine the specification of the proposed plant upgrade, and to undertake a procurement exercise to find a suitable contractor to undertake the works.

The detailed specification has now been completed and this forms the basis of a tender which is currently open for applications, closing date 16 October 2024. This tender has a maximum value of £190,000.

Alongside this, it is necessary to appoint a consulting engineer to provide oversight and support to the project during the procurement and subsequent works. GPJ consulting engineers were appointed following a competitive process to provide the specification for the works. It presents best value to the Council to continue to work

with GPJ engineers during the next phase of works to ensure that the works are delivered to their specification and to protect the Council from any risks associated with changing contractors at this point. They will undertake the following duties:

- Professional fees: 5% of the project total to provide ongoing design progression throughout the installation, working with contractors to accommodate any required design alterations. 2% of the project total to undertake site inspections for the install and witness any commissioning and installation milestones required.
- Project management: 8% of the project total which includes direct interaction with the contractor, ensuring that works are completed on time, in budget and within the design criteria. This includes the contract administration of the JCT Intermediate Building Contract with Contractors Design. They will monitor any variations to contract and undertake 1-2 site visits per week (in person or virtually). Liaison with the Principal Contractor's onsite supervisor.
- CDM duties: 2% of the project total to cover the principal designer element required by the CDM regulations 2015. Communication of all risks associated with the design and any risks associated with the existing site, to all working parties. Submission of any required F10 documentation, review the Principal contractors construction phase plan and RAMS and carry out weekly site safety visits, to ensure all works are being carried out as per the Health & Safety file. As principal designers, there would be collaboration with the client and contractor to produce the Health & Safety file, liaising with Council Officers to determine its structure and format and then coordinating information to the file, from the wider project team, reviewing and revising information to ensure the file was up to date at all stages of the project.

The estimated total cost to complete the project is £227,000, this includes both the installation costs and the support costs from the consulting engineer.

Anna Renton  
Penlee House Gallery & Museum Director