



MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran’s Room, Penlee Centre, Penlee Park, Penzance on Monday 25 November 2024 at 7:00pm.

PRESENT

Councillors:	MJ Beveridge (Chair)	
	R Sorrell (Vice-Chair)	
	JM How	SJ Reynolds
	PA Law	N Tonner
	SJ Reed	

Co-opted Advisors: Arwen Fitch
Trevor Thorne

Also present: James Hardy (Town Clerk), Anna Renton (Director, Penlee House), Cameron Sil (Responsible Finance Officer), Elliot Ridington (Democratic Services Officer) and Councillor Penny Osborne.

27. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Swarbrooke and Councillors W Elliott and Young.

28. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest.

29. PUBLIC PARTICIPATION

A member of the public was in attendance and spoke regarding the financial contributions to the Penlee House Gallery and Museum which were made by its Friends organisation, highlighting that it was recognised that uplifts would be required each year in light of inflation and the corresponding increases in costs. She went on to state that the Friends of Penlee House Gallery and Museum were working to increase their income in order to achieve this aim and were considering a patrons’ scheme, whereby members who wished to contribute a greater amount than that required as a condition of their membership would be able to do so.

Further consideration was also being given to making greater use of the Friends’ capital resources as, traditionally, these had been used in order to procure assets on behalf of the Gallery and Museum. However, it was recognised that the Friends could play a greater role in contributing to the actions listed within the Penlee House Masterplan.

Another member of the public was in attendance and spoke regarding a proposed Newlyn Artists Colony Memorial Project, advising that his organisation looked to Penzance Council for guidance and support.

He went on to provide a brief history of the Newlyn artists colony and how this aspect of the village was largely overlooked, unlike places like St Ives where its contribution to art history received far more celebration. The proposed project sought to rectify this by



placing a bronze statue of Stanhope Forbes in the old part of the village along with a series of 'storyboards' around the village where he and the other artists once painted their famous works. It was hoped that the project would work to preserve history and heritage, celebrate artistic achievement, promote tourism and the local economy and inspire both future generations and community pride in general. It was further hoped that the Penlee House Gallery and Museum would also benefit from the project due to the increased footfall generated by the greater awareness of the area's artistic history.

A Working Group comprised of individuals from the community was in the process of being established and Penzance Council would be kept up to date with developments.

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

There were no confidential matters to be considered.

31. MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2024

Having previously been circulated, it was

RESOLVED that the Minutes of the meeting held on 30 September 2024 be approved as a true and accurate record and signed by the Chair, subject to the following amendment:-

The decision in respect of Minute No. 24(c) 'Penlee House Plant Upgrade – Expenditure and Project Support' being recorded as having been unanimous.

(Proposed: Councillor Reynolds; seconded: Councillor Law)

Vote; Six in favour. One abstention.

32. REPORTS FOR DECISION

(a) Funding for Plant Maintenance

The pipe which carried chilled water from the chiller units located outside of the Penlee Centre to Penlee House had been found to be leaking.

The pipe was situated atop the Garden of Remembrance wall and so a building contractor was required to take down a portion of the wall to enable investigative works and to repair and/or replace the pipe.

Whilst no chilled water was being pumped into the building, stable conditions could not be maintained within recommended temperature and humidity parameters.

Following consideration, it was unanimously

RESOLVED that

1. Repairs be made to the leaking chilled water pipe at Penlee House Gallery and Museum.



2. The use of up to £10,000 from the Plant Fund (4995/1/7) be approved to meet the costs associated with said repair.

(Proposed: Councillor Reed; seconded: Councillor Reynolds)

(b) Letting of Penlee House Cleaning Contract

The longstanding cleaning arrangement which was in place at Penlee House for almost twenty-seven years terminated on 22 March 2024. A 53-week arrangement was then put in place with a different cleaning contractor, following the advertisement of the opportunity and the receipt of four quotes. The contractor which scored the highest during the selection process was then appointed to 31 March 2025.

As the existing contract approached its end, authority was sought to advertise the opportunity on the basis of a contract for three years with a possibility to extend to five years. The opportunity would be advertised widely across the Council's website, social media and on Contracts Finder.

Following consideration, it was unanimously

RESOLVED that

1. The opportunity to secure the cleaning contract at Penlee House Gallery and Museum for a period of three years, with the option to extend to five years, be advertised.
2. Authority be delegated to the Town Clerk to review quotes received and appoint a contractor for the period 1 April 2025 to 31 March 2028 and extend for up to two additional years if appropriate.

(Proposed: Councillor How; seconded: Councillor Reed)

(c) Coach House Café Catering Contract

Penzance Council had resolved to convert the Coach House in Penlee Park into a new café/restaurant with the support of the Town Deal Enterprise Grant funding. Work was now well underway to develop the project specification, including detailed construction plans, landscaping plans and all necessary documentation, which would be shared with the Project Delivery Group prior to a public tender exercise.

In addition to the planned capital works, it was now necessary to commence the required tender process for the future café operation, which would include undertaking a commercial appraisal. In addition, legal consideration of the responsibilities of the franchisee and the Council required investigation and would subsequently need to be included in a lease or franchise agreement, which would then need to be advertised widely.

Following consideration, it was unanimously

RESOLVED that



1. Authority be delegated to the Town Clerk, following consultation with the Coach House Project Delivery Group, to determine and approve the business model, such as a lease or franchise agreement, for the running of the Coach House Café which best suits the requirements of Penzance Council.
2. The requisite work be undertaken to develop a new lease or franchise agreement for the Coach House café with external advice and support, as detailed in the report, commissioned as necessary.
3. Authority be delegated to the Town Clerk, following consultation with the Coach House Project Delivery Group, to assess and approve the terms of the final lease or franchise agreement.
4. Upon the approval of said lease or franchise agreement, the Coach House Café contract opportunity be advertised, with the appropriate documentation released for public tender if necessary.
5. Authority be delegated to the Town Clerk, following consultation with Coach House Project Delivery Group, to assess contract bids / tenders and appoint the preferred supplier for the Coach House café catering contract.

(Proposed: Councillor Sorrell; seconded: Councillor How)

(d) Virement of Funds for Replacement of Dishwasher

The dishwasher located in the Orangery Café had been leaking for some time. Despite two callouts, the leaks could not be repaired without a full replacement of all of its seals. This repair had been quoted as costing £975.31, while a quote for a new dishwasher has been obtained at a cost of £3,136 and two further quotes would be sought.

Given the age of the dishwasher and the cost to repair, it was recommended that it be replaced.

Following consideration, it was unanimously

RESOLVED that a virement of up to £3,500 be made from the Catering Equipment Fund (4995/1/8) to budget line 4100/6/2 (Orangery Capital Purchase) to enable the purchase and installation of a new dishwasher.

(Proposed: Councillor Law; seconded: Councillor Tonner)

(e) Town Flags and Promenade Banners 2025

As had been the case in previous years, the specifications for the Town Flags and Promenade Banners for the following season would need to be released for public tender prior to Christmas in order to enable the appointment of contractors and provide them with enough time to produce the flags and banners for the upcoming summer season.

The specifications set out at Appendices 1, 2 and 3 to the report recreated those from the previous year but had been adjusted to reflect the number of flags and banners which would now be required.

Following consideration, it was unanimously

RESOLVED that

1. The Town Flag specification, as set out at Appendix 1 to the report, be approved and released for public tender.
2. The Promenade Banners specification, as set out at Appendix 2 to the report, be approved and released for public tender.
3. The flag and banner rigging specification, as set out at Appendix 3 to the report, be approved and released for public tender.
4. Authority be delegated to the Town Clerk to appoint the preferred contractors for said contracts upon the closure of the public procurement exercise(s).

(Proposed: Councillor How; seconded: Councillor Reed)

(f) Development of a Parish Cultural Strategy

A key priority from the final report of the Activist review of Penlee House Gallery and Museum, which had been adopted by Penzance Council, proposed *'that Penzance Council, working with Penlee House and all local providers, develops a new creative and cultural strategy group, supported by a dedicated resource, to spearhead their contribution to regeneration and joint working.'*

To this end, a steering group was established with representatives from Penzance Council, Penlee House, the Newlyn Art Gallery & The Exchange and Newlyn Art School with regular meetings taking place from July 2022, which then informed an unsuccessful bid to the Shared Prosperity Fund to recruit a co-ordinator and take forward the development of a strategy.

It was now proposed that, as part of Penzance Council's budget setting process, the Arts and Culture Committee once again supported work to bring stakeholders together and develop a parish-wide Cultural Strategy. There was no capacity among officers to undertake this work and so it was proposed that a new budget line, consisting of £5,000, was supported to commission strategy development work. It was further proposed that a range of partners develop a tender brief to be presented to a future meeting of the Arts and Culture Committee.

Following consideration, it was unanimously

RESOLVED that subject to approval with the Penzance Council proposed 2025/26 budget, £5,000 be approved to support the development of a Penzance Cultural Strategy.

(Proposed: Councillor Tonner; seconded: Councillor Sorrell)

(g) Future Christmas Lights Delivery



The Town Clerk had been in discussion with the Penzance Business Improvement District (BID) Manager regarding the transfer of responsibility for the Penzance Christmas lights to Penzance BID.

On the confirmation of Penzance BID securing another term, the transfer would now take place and, as such, the 2024 Christmas lights project would be the last undertaken by Penzance Council officers. This transfer would move Penzance closer to the common model of Christmas delivery amongst towns and Councils with BIDs in place.

It was hoped that a transfer to the BID would allow for an organisation with more of a 'town centre' focus to explore potential enhancements to the scheme in future years. The transfer of the 'Christmas lights' would also involve the Christmas tree installation and remove the need for the historic Penzance Council rigging contact.

It was therefore recommended that the revised delivery arrangements for Christmas lights, in partnership with Penzance BID, for Christmas 2025 onwards be supported. Subject to Penzance Council's approval of the proposed 2025/26 budget, a revised budget of £13,800 was recommended for approval as Penzance Council's contribution to future Christmas Light delivery, to be undertaken by Penzance BID.

It was further recommended that the existing earmarked reserve, originally established to improve the electrical infrastructure for the Christmas lights, which currently stood at £27,500, was retained until any longer-term improvements and infrastructure needs were confirmed.

During the debate, a Member referred to the recommendation (2.) set out within the report and advised that the word 'approval' required insertion.

Following consideration, it was unanimously

RESOLVED that

1. The revised delivery arrangements for Penzance Christmas Lights, in partnership with the Penzance Business Improvement District, for Christmas 2025 onwards, be supported.
2. Subject to Penzance Council approval of the proposed 2025/26 budget, a revised budget of £13,800 be approved as Penzance Council's contribution to future Christmas light delivery, to be undertaken by Penzance BID.

(Proposed: Councillor Law; seconded: Councillor Tonner)

33. 2025/26 BUDGET SETTING

(a) Arts and Culture Projected 2024-25 Outturn and Proposed 2025-26 Budget

The Director of Penlee House Gallery and Museum and the Responsible Finance Officer presented the report and provided an overview of its content.

The report and its appendices set out the context and background for the proposed 2024/25 Arts and Culture budget.



Following consideration, it was unanimously

RESOLVED TO RECOMMEND TO PENZANCE COUNCIL that

1. The projected out-turn for 2024/25, as set out at Appendix 1 to the report, be approved.
2. The Arts and Culture proposed budget for 2025/26, as set out at Appendix 1 to the report, be approved.
3. The level of existing earmarked reserves and their respective contributions in 2025/26, as set out at Appendix 2 to the report, be approved and adopted.

(Proposed: Councillor Reed; seconded: Councillor Reynolds)

34. REPORTS FOR INFORMATION

The following reports for information were noted:-

- a) Penlee House Director's Report
- b) Budget Comparison Report – 1 April – 31 October 2024

35. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 8:18 pm

Chair
27 January 2025