

ARTS & CULTURE COMMITTEE – 16 JUNE 2025**REPORT FOR INFORMATION****PENLEE HOUSE DIRECTOR'S REPORT**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
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(i) Exhibitions and acquisitions

The exhibition 'The Shape of Things: Our Place in a Changing Climate' closed on 26 April 2025. This community curated art exhibition features historic works from Penlee House's collection alongside works from schools and community groups, responses to these works on the subject of climate change. The learning team worked with more than 30 community and school groups delivering workshops to produce the final exhibition.

The current exhibition 'Birds: the art of Cornwall's birdlife' opened on 7 May and is already proving popular with art and bird lovers. Running until 4 October, the exhibition is the last in a series relating to environmental change, looking at how birds have been depicted in art from the 1870s to the present day, whilst also considering how the impact of environmental change has impacted on birdlife.

(ii) Learning & Outreach

The learning team have been busy with school visits, as well as nursery outreach sessions. A programme of work has also begun working with a group of young people from Carefree Cornwall which will see them visiting Penlee House and other museums in Cornwall.

With the loss of the Coach House for development, Penlee House no longer has its own education facilities. An agreement has been made with Gardener's House in Morrab Gardens, to use their newly redeveloped learning facilities for two days a week. This will enable Penlee House to continue to offer school sessions, though with a likely reduction in the amount of sessions that can be facilitated.

Since the previous meeting there have been:

20 school visits/outreach sessions with a total of 504 students and 90 staff
 2 Little Penlee Explorers sessions with a total of 36 children and 28 adults
 5 Baby Sensory sessions with a total of 40 babies and 46 adults
 11 Saturday/Holiday Activity sessions with a total of 80 children and 73 adults

(iii) **Staff**

The new Collections Officer has taken up the post, supporting the Curator in undertaking varying tasks relating to the management, curation and care of Penlee House's collections.

In April a Retail Assistant who has been working at Penlee House for a number of years left the role. Recruitment has been undertaken to fill the role, with an existing Retail Assistant being successful in securing the role. The vacated 16-hour post has also been offered to the candidate who scored well at interview. Both the 22.25-hour and 16-hour contracts will be begin in mid-June.

(iv) **Going Places funding application**

We are pleased that the Art Fund bid for Going Places was successful, and we will therefore be in receipt of funding over a 5-year period. Working with Worcester Museum & Art Gallery and On Fife, the funding enables the production of two touring exhibitions on the theme of women artists in 2026 and childhood in 2028, and associated community engagement work. A separate report for information provides further detail.

(v) **Coach House Café**

Jewell Construction have begun the conversion of the Coach House building to a café. The redeveloped café will enable more covers as well as longer opening hours, which will benefit the wider community as well as visitors to Penlee House. A separate report for information provides further detail.

(vi) **Income and visitor numbers March – April 2025**

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025
03/03/2025	414	403	£1,457.40	£1,332.00	£1,432.64	£1,082.95	£2,890.04	£2,414.95
10/03/2025	466	353	£1,599.00	£1,436.00	£1,234.71	£859.96	£2,833.71	£2,295.96
17/03/2025	483	586	£1,701.00	£2,176.00	£1,638.46	£1,368.31	£3,339.46	£3,544.31
24/03/2025	481	533	£1,944.00	£2,048.00	£1,677.61	£1,486.95	£3,621.61	£3,534.95
Mar totals	1,844	1,875	£6,701.40	£6,992.00	£5,983.42	£4,798.17	£12,684.82	£11,790.17
Cumulative YTD	27134	29,091	£104,836.88	£155,927.83	£112,899.53	£125,500.50	£217,736.41	£281,428.33

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025
31/03/2025	443	340	£2,407.00	£1,744.00	£1,336.03	£1,427.35	£3,743.03	£3,171.35

07/04/2025	446	441	£2,398.40	£2,416.00	£1,332.64	£1,781.93	£3,731.04	£4,197.93
14/04/2025	497	611	£2,712.00	£2,720.00	£1,626.27	£1,508.54	£4,338.27	£4,228.54
21/04/2025	320	506	£876.00	£2,196.00	£1,346.73	£1,074.42	£2,222.73	£3,270.42
28/04/2025	643	329	£2,462.00	£566.00	£3,435.38	£978.04	£5,897.38	£1,544.04
Apr totals	2,349	2,227	£10,855.40	£9,642.00	£9,077.05	£6,770.28	£19,932.45	£16,412.28
Cumulative YTD	2,349	2,227	£10,855.40	£9,642.00	£9,077.05	£6,770.28	£19,932.45	£16,412.28

(vii) Admission statistics March – April 2025

	Adults	18-26 (50%)	Child	Friend	Free	Art Fund member	PZ Pass	Educational visit (adults & children)
Mar-25	924	12	47	189	98	84	179	430
Apr-25	1,084	64	160	121	85	83	213	171

Verity Anthony

Director (maternity cover) / Visitor Experience & Retail Manager, Penlee House Gallery & Museum

Vision: To be at the centre of Penzance's cultural regeneration						
Mission: We inspire all who visit us, and transform lives in our local community, through the art and heritage of Penzance and west Cornwall.						
Values	Governance, staff and volunteers	Penlee Masterplan	Audiences	Fundraising, finance and business plan	Festivals, events, flags & banners, Christmas lights	Partnerships, stakeholder engagement
We are a diverse and inclusive space for all	Equity Diversity & Inclusivity training for all Penlee House staff and disseminated to volunteers (by July 2024) Funded by Arts Council England <i>Jan 24: Options being explored.</i> <i>May 24: E-learning package including EDI training in place for all staff. More in-depth session options being explored.</i> <i>Sept 24 – most staff have completed e-learning. Exploring training options with Museum Development South West for more indepth training</i> <i>Jan 25 – As above</i> <i>Jun 25 – New staff are enrolled in online training</i> Staff development – including fundraising skills. <i>Jan 24: Director and Visitor Experience & Retail Mgr attended session with Arwen Fitch to kickstart Buildings Appeal fundraising</i> <i>May 24: E-learning package in place for all staff for various training courses. Corporate Services Manager retains training records. Majority of Penlee House team has done First Aid and Fire Warden training in Feb and Mar. Specific fundraising training not yet identified.</i> <i>Sept 24 – as above</i>	Develop Masterplan to create improved facilities within Penlee Park (following public consultation): - Coach House café (2024/5). Create step-free accessibility to building. Diversify users in new location with increased opening hours - Improved visitor facilities at Penlee House - Changing places toilet in Park - Learning centre, newly built with accessibility, inclusion, environmental sustainability at its heart - Increased access to collections through access to stored collections and increased exhibition space - Improved linkages between amenities in Park <i>Jan 24: Funding application to Town Deal submitted – awaiting outcome. Friends of Penlee to consider funding Learning Centre feasibility study.</i> <i>May 24: Awaiting outcome of Town Deal decision. Further requirements for planning permission in progress. Friends</i>	Update and transform Penlee House Audience Development strategy (July 2024) <i>Jan 24: work to begin in Feb 24.</i> <i>May 24: To be presented to A&C on 29 July</i> <i>Sept 24 – adopted at A&C 29/07/24 (complete)</i> Improve access to Penlee House collections, through digital engagement (ongoing) <i>Jan 24: Growing followers on social media. Bloomberg Connects reach: c300 downloads per exhibition.</i> <i>May 24: Bloomberg connects continues. ArtUK curations. Social followers growing.</i> <i>Sept 24: As above – ongoing (Process established - ongoing)</i> Understand role that we can play in combatting social isolation and promoting wellbeing, through continued existing partnerships and building new ones (ongoing and ACE funded activity to Mar 2026). <i>Jan 24: Arts & Health course started 15 Jan. Trelya Saturday morning club has started.</i> <i>May 24: Arts & Health completed. Exhibition of work will be shown soon. Monthly Trelya Saturday club successful, ongoing and display of work was held in gallery.</i> <i>Sept 24 – ongoing. Trelya sessions continue. Arts & Health planned for Jan 25</i> <i>Jan 25: extensive work over last three months to engage with a wide variety of groups as part of</i>	Application to Town Deal for Coach House café (by Oct 2023) <i>Jan 24: application has gone in – update expected in Feb 24.</i> <i>May 24: Awaiting update</i> <i>Sept 24: Funding secured (Funding established and work in progress)</i> Admission fee review retains admissions at accessible levels, with free admission for Penzance residents and under-18s. School group admissions remain very good value (new charges applicable from April 2024/Sep 2024 for schools). <i>Jan 24: On track for launch in April and September</i> <i>May 24: New prices launched in April</i> <i>Sept 24: New prices for schools launched. Fees under review – September A&C agenda (Fees and charges agreed for 2024/5 at November Council meeting. Annual review process established.)</i>	Continue to support Penzance's cultural life through delivery of Promenade flags and town banners (ongoing). <i>Jan 24: Contractor selected.</i> <i>May 24: Installed</i> <i>Sept 24 Update at Arts & Culture committee</i> <i>Jan 25: designs to be selected</i> <i>Jun 25: Design selected, new flags and banners installed in town and on prom</i> Provide funding to operate Golowan festival. <i>Jan 24: Tender process begun.</i> <i>May 24: Golowan tender on 3 June meeting agenda</i> <i>Sept 24: closing date for tenders – 20 September 2024, contract to be awarded following Council meeting 11 November.</i> (Established and agreed arrangement on 11/11/24 until 2027) Explore developing Penlee Park as venue during Golowan festival and outside festival time (June 2025). <i>Jan 24: not started</i> <i>May 24: food festival planned for Sept 2024</i> <i>Sept 24: food festival was very successful</i> <i>Jan 25: another food festival planned for September</i> <i>Jun 25: Penlee Park to be used during Golowan and for food festival in September</i> Continue to support operation of Penlee Park Open Air Theatre (ongoing)	Penlee House's continued partnerships with Social Prescribing Group, Trelya, Carefree and others to use Penlee House as a centre for promoting wellbeing (ongoing). <i>Jan 24: Social Prescribing Group members contacted about Arts & Health. Trelya – new group on Saturday mornings going well. Carefree: Culture Card still in use and promoted.</i> <i>May 24: Arts & Health course completed. Trelya Saturday mornings monthly. Culture card ongoing.</i> <i>Sept 24: Ongoing (Established and ongoing)</i>

	<i>Jan 25 – as above. Fundraising appeal for Buildings Appeal led to ‘on the job training’</i> <i>Jun 25 – New staff are enrolled in online training. Director undertook Agile project management training as part of CMT</i>	<i>agreed £10k funding for Learning Centre feasibility study.</i> <i>Sept 24: Town Deal funding secured and work has begun. Learning Centre feasibility study opportunity advertised.</i> <i>Jan 25: Coach House detailed designs completed and construction contract opportunity to be advertised. Learning Centre Feasibility Report first draft completed.</i> <i>Jun 25 – Coach House redevelopment work begun, Jewells Construction undertaking work. Learning Centre Feasibility Study report completed and presented to Council.</i>	<i>Shape of Things exhibition. Included working with an additional Arts & Health course, multiple different community groups and social prescribing groups.</i> <i>Jun 25 – have begun project with Care Free Cornwall. Looking at working with community groups for next round of Arts & Health course.</i> Increase access through interventions in Penlee House including updated visual story, relaxed openings, audio descriptions, BSL tours, guided tours, reinterpretation of collections (ongoing and Mar 2024 for updated visual story and by Mar 2025 for relaxed openings). <i>Jan 24: Relaxed openings have started, access guides updated. Guided tours ongoing.</i> <i>May 24: Relaxed openings held in Feb, Mar and May.</i> <i>Sept 24 – reviewing relaxed openings as they have not been well attended. Guided tours continue</i> <i>Jan 25 – 2 access audits have been carried out and action plans produced.</i> <i>Jun 25 -</i> Penlee House Sunday opening – trial July, August, September 2024 <i>Jan 24: Confirm this will happen - planning has begun</i> <i>May 24: Planned</i> <i>Sept 24 – almost completed – numbers built over the summer. (Established and planned for summer 2025)</i>		<i>Jan 24: ongoing</i> <i>May 24: ongoing</i> <i>Sept 24: ongoing</i> <i>(Established and ongoing)</i>	
We are a place of fun and enjoyment	Staff and volunteer engagement and recognition to ensure retention (ongoing). <i>Jan 24: Job description review and individual meetings with Town Clerk held in Dec ’23 ready for evaluation.</i>	New spaces created in Park. New branding for Park. Links emphasised between play area, catering, Penlee House <i>Jan 24: not started yet</i> <i>May 24: Not started</i>	Create more playful and fun opportunities to engage with Penlee House collections (using ACE funding during 2023-26). <i>Jan 24: relaunched Little Penlee Explorers is a fun, vibrant session with up to 40 children per session.</i>	Capacity developed in Learning Assistant and Marketing Assistant roles – ACE and Friends funded. Seek funding to maintain these roles (throughout 2024-26). <i>Jan 24: Both roles now secured until March 2026</i> <i>May 24: as above</i>	Penlee House to support and participate in Penzance’s festivals (ongoing). <i>Jan 24: Plan to theme family activities to Golowan and LitFest this year</i> <i>May 24: as above.</i>	Seek to develop Penzance Cultural Strategy, leading to festivals and events (end 2024). <i>Jan 24: not started</i> <i>May 24: short meeting held in April with some stakeholders to discuss potential art festival</i>

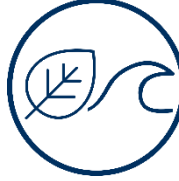
	<i>Volunteers shortlisted for Heritage Heroes award at Cornwall Heritage Awards. Volunteer thank you event held in December.</i> <i>May 24: Staff review completed.</i> <i>Sept 24: Learning volunteers won regional Marsh award and attended ceremony at British Museum.</i> <i>Volunteer thank you event took place in July.</i> <i>Jan 25: two volunteer thank you events held in December</i> <i>Jun 25: Kurt Jackson exhibition won 'Exhibition of the Year' at Cornwall Heritage Awards (CHA), Volunteer Tour Guides Highly Commended in Heritage Heroes Category at CHA</i>	<i>Sept 24: Priority is to deliver Coach House project which will transform one area of the park</i> <i>Jan 25: As above – development of Coach House and Learning Centre Feasibility study have taken priority</i> <i>Jun 25: Redevelopment of Coach House has begun</i>	<i>Saturday activities for children run throughout year.</i> <i>May 24: Little Penlee Explorers going well with good numbers. Good attendance at Saturday activities.</i> <i>Sept 24: Continued good attendance at Little Penlee Explorers and Baby Sensory sessions</i> (Little Penlee explorers and Baby Sensory established and ongoing.) <i>Jan 25: Ongoing work to integrate more elements of play into the Gallery to be considered. Shape of Things exhibition work has opened up new and different ways to engage audiences at the Gallery.</i> <i>Jun 25:</i> Exciting exhibition programme at Penlee House, well promoted with related income generation (ongoing). <i>Jan 24: A Passion for Cornish Art exhibition led to additional visitors for autumn and sponsorship.</i> <i>May 24: accompanying book for Harvey exhibition selling well and new related product also selling well.</i> <i>Sept 24 – Harold Harvey exhibition has been successful – good visitor numbers and some local media coverage</i> <i>Jan 25: Kurt Jackson exhibition one of the most popular exhibitions in the autumn slot in years.</i> <i>Jun 25: Shape of Things and Birds exhibitions bringing in a varied audience.</i> Events programme and outreach/learning programme to diversify audiences (ongoing). <i>Jan 24: this is a focus of the ACE funded activity. Outreach session piloted at Nancledra Nursery</i> <i>May 24: Welcome to the Museum sessions with local nurseries have been piloted and really successful.</i>	(Established until March 2026) Seek funding to progress Cultural Strategy work (end 2024) <i>Jan 24: Options to be explored in 2024</i> <i>May 24: not started</i> <i>Sept 24 – not started although discussion held at Arts & Culture informal meeting 4 September. Timescale to be revised.</i> <i>Jan 25: Provision made in 2025/6 budget for consultancy support with this</i> <i>Jun 25: As above</i> Develop commercial opportunities at Penlee House (inc. retail) to maximise income generation (ongoing). <i>Jan 24: Online shop development underway</i> <i>May 24: Online shop launched.</i> <i>Sept 24: retail performing in line with expectations</i> <i>Jan 25: Planned reconfiguration of retail space as follow on project from Coach House redevelopment. Budget for this allocated in 2025/6</i> <i>Jun 25: As above</i>	<i>Sept 24 – completed for 2024 – planned for 2025. Learning team presence at Food Festival in September</i> <i>Jan 25 – In discussion with Golowan to have arty activity in family area</i> Provide grants for Christmas lights across the Parish (ongoing). <i>Jan 24: ongoing</i> <i>May 24: ongoing</i> <i>Sept 24: Ongoing</i> (Established and ongoing – see budget) Investigate and develop plans for Christmas activation in Penlee Park (plans considered in time for Christmas 2024). <i>Jan 24: work commencing in 2024</i> <i>May 24: due to Penzance Christmas Lights not being delivered by BID this year Penlee Park lights to be postponed</i> <i>Sept 24: As above</i> <i>Jan 25: As above</i> <i>Jun 25: As above</i>	<i>Sept 24: collaboration with PZ studios is planned for 2027</i> <i>Jan 25: Cultural Strategy work to commence in 2025/6</i> <i>Jun 25: As above</i>
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			<i>Sept 24 – Continued work with Under 5s. Launch of Climate-related programming to generate content for Shape of Things climate exhibition. Work programme awarded £2,000 from Little Park Owles Trust</i> <i>Jan 25: Shape of Things engagement programme saw record levels of engagement over 52 sessions. This included 44 adults and 130 children and young people.</i> <i>Jun 25 – Continued work with under-5s, started engagement programme with Care Free Cornwall</i> Focus on building up activity for schools, children, families, and young people (ongoing). <i>Jan 24: this is the focus of the ACE funded activity. Over 1000 students (target for 2023-24) reached already.</i> <i>May 24: School visits were up 48% in the last financial year.</i> <i>Sept 24 – bookings for new school year underway</i> <i>Jan 25: Schools programme for autumn term was at capacity</i> <i>Jun 25 – Planning to deliver our schools programme from Gardener’s House for the foreseeable with the loss of the Coach House for education. Levels of visits may be impacted as there is reduced availability.</i>			
We strive for high quality and act with integrity	Councillors to visit case studies of culture-led regeneration (end 2024) <i>Jan 24: Plan to do this in 2024.</i> <i>May 24: not started</i> <i>Sept 24: not started</i> <i>Jan 25: as above</i> <i>Jun 25: as above</i> Review investment strategy for cultural regeneration, identifying funding streams to	Commission climate audit of Penlee House building and specification for replacement of plant (Oct 2023) <i>Jan 24: Specification for plant replacement is underway.</i> <i>Director has attended Carbon Literacy training. Maintenance projects planned for year ahead to reduce energy usage.</i> <i>May 24: Plant specification in progress. PH Director using carbon calculator and other tools to understand PH</i>	Improved data collection to understand audiences and improve offer (new methods in place by summer 2024). <i>Jan 24: options being explored.</i> <i>May 24: options being explored and adaptations to visitor survey considered.</i> <i>Sept 24: Visitor survey now in digital form and more prominent. Volunteers from the Friends of Penlee house undertook a short marketing survey</i>	Continue to support Friends of Penlee House in their fundraising for the benefit of the Gallery. Regular review of MOU, continue Penlee Partnership meetings (ongoing). <i>Jan 24: Partnership meetings ongoing.</i> <i>May 24: Partnership meetings ongoing</i> <i>Sept 24: Partnership meetings ongoing and work towards Patrons scheme</i> <i>Jan 25: Joint fundraising group Friends/Penlee House established in</i>		Support delivery of Friends of Penlee House communications and events to ensure fundraising for Penlee House (ongoing). <i>Jan 24: Ongoing support of production of Artefact</i> <i>May 24: Artefact produced, lectures facilitated.</i> <i>Sept 24: Support for all of the above and new e-newsletters.</i> <i>Jan 25: Production of Artefact outsourced although Penlee House staff continue to provide editorial support and image supply. E-</i>

	ensure development of Cultural Strategy (end 2024). <i>Jan 24: Not started</i> <i>May 24: not started</i> <i>Sept 24: not started – Masterplan delivery prioritised</i> <i>Jan 25: budget allocated to Cultural Strategy work 2025/6</i> <i>Jun 25: As above</i>	<i>environmental impact. Roof replacement and plant replacement planned to reduce energy usage.</i> <i>Sept 24: Plant upgrade project going out to tender soon – scheduled for Jan 2025</i> <i>Jan 25: No responses to plant tender project. Looking at new ways to deliver efficiencies with plant. Taps in toilets replaced with auto stop taps to save water.</i> <i>Jun 25: Julie's Bicycle environmental data submitted as part of Arts Council reporting</i>	<i>Jan 25: Results from marketing survey indicate word of mouth still primary reason for visiting. Leaflet established as effective marketing.</i> <i>Jun 25: Looking at ways of joint marketing with MC7 organisations</i>	<i>Sep 24 and has met twice. Partnership meetings ongoing. MoU reviewed.</i> <i>Jun 25: Joint Fundraising group and Partnership meetings continue.</i> <i>Friends looking at developing patron scheme and legacies.</i> Penlee Buildings Fund specifically targeted campaign for roof or plant (set up by Dec 2023) <i>Jan 24: Aim to launch by April 1. Collecting information to use in the campaign.</i> <i>May 24: Buildings Appeal soft launch – signage asks for donations. Further donations to come via tap-to-donate (due soon)</i> <i>Sept 24: Push through Friends communications has led to further donations</i> <i>Jan 25: Fundraising efforts for individual giving were successful and supplemented by commission donation from Kurt Jackson.</i> <i>Jun 25: As above</i>		<i>newsletters sent monthly and lecture programme supported with administration and facilitation.</i> <i>Jun 25: Artefact sold in gallery shop to deliver additional awareness for visitors</i>
We are trusted, dependable and professional	Government Indemnity Standards maintained through continued buildings maintenance and plant upgrade (ongoing and end 2025) <i>Jan 24: Ongoing</i> <i>May 24: Ongoing</i> <i>Sept 24: Ongoing</i> (Established and ongoing. No change to plant means that conditions will remain the same until this work is undertaken) Arts & Culture committee to undertake annual SWOT analysis to identify areas of risk and mitigate this (annual). <i>Jan 24: Informal meeting/workshop to be booked in for this in June.</i> <i>May 24: Postponement of this until Coach House outcome known.</i>	Case for support to be developed to kickstart funding campaign for Masterplan (March 2024) <i>Jan 24: Awaiting outcome of Enterprise Grant</i> <i>May 24: Awaiting outcome of Enterprise Grant</i> <i>Sept 24: Priority is to deliver Coach House project now that Enterprise grant is secured. Looking for funding for Learning Centre</i> <i>Jan 25: Learning Centre funding recommendations in feasibility report</i> <i>Jun 25: Learning Centre Feasibility Report complete, next steps to be established by Masterplan Group</i> Ensure that recommendations from Buildings Maintenance plan are carried out (by 2026).	New marketing and communications plan to engage audiences and measure growth (Dec 2023). <i>Jan 24: In progress</i> <i>May 24: In draft</i> <i>Sept 24: delivering against the draft plan and taking opportunities as they arise.</i> <i>Jan 25: Further work required to plan for 2025/6</i> <i>Jun 25: Continuing to take opportunities as they arise with an awareness of benefit of being part of wider articles</i> Penlee House to remain in Visit England scheme and develop offer based on feedback from assessment (ongoing). <i>Jan 24: Ongoing</i> <i>May 24: Ongoing and assessment booked</i> <i>Sept 24: Assessment successful – 91% score again</i>	Engage major anchor funders about Masterplan, once a case for support including drawings etc. in place (Dec 2024) <i>Jan 24: not started</i> <i>May 24: not started – require additional info.</i> <i>Sept 24: Coach House project has begun. Learning Centre project feasibility study underway -these elements are part of the Masterplan delivery</i> <i>Jan 25: as above</i> <i>Jun 25: Coach House building work has begun, Learning Feasibility Study report complete</i> Fulfil reporting obligations of ACE funding as part of MC7 partnership and work towards future funding for post-March 2026. <i>Jan 24: in progress</i> <i>May 24: in progress</i> <i>Sept 24: in progress and planning as a consortium future application</i>	Responsible procurement for delivery of Penzance Council funded cultural projects (ongoing). <i>Jan 24: ongoing</i> <i>May 24: ongoing</i> <i>Sept 24: ongoing</i> (established and ongoing)	Cultural strategy development <i>Jan 24: not started</i> <i>May 24: not started</i> <i>Sept 24: Masterplan delivery to take priority</i> <i>Jan 25: Planned for 2025/6</i> <i>Jun 25: As above</i> Promotion and celebration of Arts & Culture projects. Annual review report created March 2024. Improved advocacy skills. <i>Jan 24: work has begun</i> <i>May 24: Figures added to Council review report. Penlee Specific report in progress</i> <i>Sept 24: powerpoint is available</i> <i>Jan 25: as above</i> <i>Jun 25: Report provided and included in Council annual review</i>

	<i>Sept 24: session took place 4/9/24</i> (Complete) Maintain highest standards of collections care at Penlee House (ongoing). <i>Jan 24: Ongoing. Plant works will be a main contributor to this.</i> <i>May 24: Ongoing.</i> <i>Sept 24: Ongoing</i> (Established and ongoing) Adherence to all policies and procedures of Penzance Council. <i>Jan 24: Ongoing</i> <i>May 24: ongoing</i> <i>Sept 24: Ongoing</i> (Established and ongoing) Develop Penlee House collections responsibly to ensure a collection that represents West Cornwall's art and history (ongoing). <i>Jan 24: Ongoing and acquisitions reported to A&C committee</i> <i>May 24: As above</i> <i>Sept 24: Ongoing, as above</i> (Established and ongoing)	<i>Jan 24: Work underway to resolve issues with priority areas (plant and roof)</i> <i>May 24: Item on agenda 3 June</i> <i>Sept 24: Clear priority areas are plant and roof. Roof works will require scaffolding, which will enable plant room windows repair, exterior painting etc.</i> <i>Jan 25: Lack of responses to plant project have led to prioritisation of roof works. Project ITT to be advertised asap.</i> <i>Jun 25: Prioritisation of Coach House project has delayed roof works</i>	<i>Jan 25: Feedback received and actioned where possible.</i> <i>Jun 25: Ongoing and assessment booked</i>	(Established and ongoing)		
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ARTS & CULTURE COMMITTEE – 16 JUNE 2025**REPORT FOR INFORMATION****GOING PLACES FUNDING BID OUTCOME**

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

Background:

Penlee House is part of the Going Places funding application, made by Art Fund to the National Lottery Heritage Fund. The Going Places project brings together partner museums from across the UK to stage touring exhibitions. The Art Fund have been successful in their application ([Collections to tour in epic UK-wide collaborative project - Art Fund](#)), and as a result Penlee House will be in receipt of £156,447 over a period of 5 years, 2025-2030.

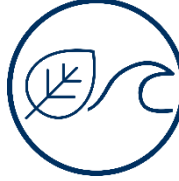
The Going Places programme partners Penlee House with OnFife and Museums Worcestershire, who will work together to develop two touring exhibitions. The first will be displayed at Penlee House in Summer 2026 and will focus on women artists. The second in summer 2028, will focus on childhood. Each exhibition will be accompanied by community engagement work, including, at Penlee House, working with Care Free Cornwall.

Subject to future, separate, decisions of the Council, the funding may enable the employment of member(s) of staff for portions of the funding period, to support the development of the exhibitions. Should changes to the staffing structure be approved, role descriptions will be produced and presented for approval in the coming months.

Verity Anthony

Director (maternity cover) / Visitor Experience & Retail Manager, Penlee House
Gallery & Museum

ARTS & CULTURE COMMITTEE – 16 JUNE 2025**REPORT FOR INFORMATION****PENLEE COACH HOUSE REDEVELOPMENT - PROGRESS REPORT**

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

Background:

After a competitive tender process, the contract for the transformation of the Penlee House Coach House in to a café was awarded to Jewell Construction. The contractor began work on site on Tuesday 27 May 2025, with the strip out of the existing internal structures and ceiling beginning. The completion of strip out of the Coach House will include the removal of the existing concrete floor to facilitate the installation of a new floor including under floor heating. In the short term this may require the temporary closure of the Penlee Centre to ensure staff can work in comfortable conditions without significant noise disruption.

In the longer term the work to the Coach House will necessitate the loss of the Penlee Centre reception as the current location of reception is where the toilets for the café will be located. Penzance Council are working closely with the Contract Manager Craig Johns and the building contractor to ensure that disruption to the operation of the Penlee Centre is closely managed and alternate locations for the Penlee Centre reception are being sought.

As a result of the new café site, the current café contractor at Penlee House has been served notice for the end of the contract for the operation of the Orangery Café at Penlee House. The operation of the new café facility and associated coffee and cake provision at Penlee House will be decided through a competitive tender process.

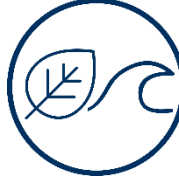
Verity Anthony

Director (maternity cover) / Visitor Experience & Retail Manager, Penlee House Gallery & Museum

ARTS & CULTURE COMMITTEE – 16 JUNE 2025

REPORT FOR INFORMATION

LEARNING CENTRE FEASIBILITY STUDY - UPDATE REPORT

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

Background:

With the redevelopment of the Coach House to a café, the facility used by the Penlee House learning team for delivering education and community work is no longer available. As a result, an alternate permanent education and community provision needs to be developed.

Thanks to funding of £10,000 from the Friends of Penlee House, in November 2024, after a competitive selection process, Henrietta Boex was selected as the successful consultant to produce a Learning Centre Feasibility Study Report. Prior to this process, the Penlee House Masterplan Working Group had met to discuss and view potential locations within Penlee Park, that may be suitable for the building of a learning centre. These locations were presented to Henrietta Boex, and the feasibility of each was studied.

In producing the report Henrietta Boex undertook significant background and wider contextual research as well as undertaking meetings with relevant stakeholders both from within Penzance Council, and with wider stakeholders such as Friends of Penlee House and Penzance Open Air Theatre.

The final report was presented as a report for decision at Penzance Council meeting held on 2 June 2025. Following consideration, it was unanimously RESOLVED that the Learning Centre Feasibility Study Report produced by Henrietta Boex, as set out at Appendix 1 to the report, be received and noted.

At the next meeting of Penzance Council, the Penlee Masterplan Working Group will be reestablished with membership from across the Council to further develop Learning Centre proposals, alongside the wider development and plans for Penlee Park.

Verity Anthony
Director, Penlee House Gallery and Museum

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
INCOME					
Arts & Culture Committee					
400	Penlee House Gallery & Museum				
400/1	Shop				
400/1/1	Admissions	£115,000.00	£0.00	£16,276.70	-£98,723.30
400/1/2	Sale of Merchandise	£110,000.00	£0.00	£11,210.97	-£98,789.03
400/1/3	Image Licensing Fees	£1,200.00	£0.00	£94.02	-£1,105.98
400/1/4	Education Workshops	£400.00	£0.00	£656.67	£256.67
400/1/5	Till Discrepancies	£0.00	£0.00	£39.49	£39.49
400/1	Total	£226,600.00	£0.00	£28,277.85	-£198,322.15
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	£24,324.00	£0.00	£0.00	-£24,324.00
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	£0.00	£0.00
400/2/6	Building Projects Donations	£0.00	£0.00	£1,369.48	£1,369.48
400/2/7	Art Fund - Going Places	£0.00	£0.00	£0.00	£0.00
400/2	Total	£104,324.00	£0.00	£21,369.48	-£82,954.52
400/3	The Orangery Café				
400/3/1	Franchisee Payments	£48,000.00	£0.00	£0.00	-£48,000.00
400/3/2	Utility Re-Charge	£7,800.00	£0.00	£0.00	-£7,800.00
400/3	Total	£55,800.00	£0.00	£0.00	-£55,800.00
400/4	Community Toilet Scheme	£1,320.00	£0.00	£0.00	-£1,320.00

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
400/5	Miscellaneous	£0.00	£0.00	£0.00	£0.00
400	Total	£388,044.00	£0.00	£49,647.33	-£338,396.67
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00
Total Arts & Culture Committee		£388,044.00	£0.00	£49,647.33	-£338,396.67

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Arts & Culture Committee					
4000	Penlee House Salaries	£431,315.00	£0.00	£63,707.76	£367,607.24
4100	Penlee House Gallery & Museum				
4100/1	Administration				
4100/1/1	Staff Travel	£750.00	£0.00	£0.00	£750.00
4100/1/3	IT Provision	£12,900.00	£0.00	£2,529.03	£10,370.97
4100/1/4	Office Postage	£400.00	£0.00	-£46.38	£446.38
4100/1/5	Website	£350.00	£0.00	£150.00	£200.00
4100/1/6	Office Supplies & Equipment	£1,500.00	£0.00	£57.87	£1,442.13
4100/1/7	Subscription & Membership Fees	£1,800.00	£0.00	£900.83	£899.17
4100/1/8	Insurance	£26,000.00	£0.00	£4,197.58	£21,802.42
4100/1/9	Agency Support	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£43,700.00	£0.00	£7,788.93	£35,911.07
4100/2	Penlee House Building				
4100/2/1	Non-Domestic Rates	£0.00	£0.00	£0.00	£0.00
4100/2/2	Gas	£16,000.00	£0.00	£1,150.18	£14,849.82
4100/2/3	Electric	£50,000.00	£0.00	£7,670.63	£42,329.37
4100/2/4	Water	£6,200.00	£0.00	£0.00	£6,200.00
4100/2/5	Cleaning Contract & Materials	£20,000.00	£0.00	£2,945.66	£17,054.34
4100/2/6	Maintenance & Repairs	£9,000.00	£0.00	£760.00	£8,240.00
4100/2/7	Fittings	£3,000.00	£0.00	£22.50	£2,977.50
4100/2/8	Contracts	£25,000.00	£0.00	£14,216.72	£10,783.28

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
4100/2/9	Capital Refurbishment	£25,000.00	£0.00	£0.00	£25,000.00
4100/2	Total	£154,200.00	£0.00	£26,765.69	£127,434.31
4100/4	Shop				
4100/4/1	Inventory Purchases				
4100/4/1/1	Merchandise for resale	£55,000.00	£0.00	£7,033.40	£47,966.60
4100/4/1/2	Carriage inwards	£200.00	£0.00	£19.92	£180.08
4100/4/2	Till & Consumables	£2,000.00	£0.00	£45.16	£1,954.84
4100/4/3	PDQ Charges	£4,600.00	£0.00	£597.72	£4,002.28
4100/4/4	Cash Collection	£1,470.00	£0.00	£236.30	£1,233.70
4100/4/5	Carriage outwards for orders	£450.00	£0.00	£18.34	£431.66
4100/4	Total	£63,720.00	£0.00	£7,950.84	£55,769.16
4100/5	Gallery Exhibitions & Museum				
4100/5/1	Exhibition Costs	£40,000.00	£0.00	£7,789.21	£32,210.79
4100/5/2	Marketing	£11,000.00	£0.00	£1,220.31	£9,779.69
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	£4,500.00	£0.00	£328.65	£4,171.35
4100/5/6	Acquisitions	£0.00	£0.00	£0.00	£0.00
4100/5	Total	£55,500.00	£0.00	£9,338.17	£46,161.83
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	Total	£1,500.00	£0.00	£0.00	£1,500.00
4100/7	The Coach House				

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
4100/7/1	Electric	£1,750.00	£0.00	£84.07	£1,665.93
4100/7/2	Water	£750.00	£0.00	£0.00	£750.00
4100/7/3	Non-Domestic Rates	£800.00	£0.00	£158.40	£641.60
4100/7/4	Maintenance & Cleaning	£1,200.00	£0.00	£260.92	£939.08
4100/7/5	Capital Refurbishment	£50,000.00	£0.00	£0.00	£50,000.00
4100/7	Total	£54,500.00	£0.00	£503.39	£53,996.61
4100/8	Education				
4100/8/1	Council Funded Educational Activities	£12,500.00	£0.00	£566.48	£11,933.52
4100/8/2	Art Council Educational Activities	£22,350.00	£0.00	£1,309.55	£21,040.45
4100/8/3	Other Funded Educational Activities	£6,000.00	£0.00	£1,800.00	£4,200.00
4100/8	Total	£40,850.00	£0.00	£3,676.03	£37,173.97
4100/9	Fundraising Activities	£72.00	£0.00	£59.90	£12.10
4100/10	Miscellaneous	£0.00	£0.00	£0.00	£0.00
4100/11	Art Fund - Going Places	£0.00	£0.00	£0.00	£0.00
4100	Total	£414,042.00	£0.00	£56,082.95	£357,959.05
4200	Town Flags and Promenade Banners				
4200/1	Projects	£24,000.00	£0.00	£18,124.95	£5,875.05
4200/2	Erection and hanging	£6,500.00	£0.00	£150.00	£6,350.00
4200	Total	£30,500.00	£0.00	£18,274.95	£12,225.05
4300	Penlee Open Air Theatre	£1,500.00	£0.00	£65.64	£1,434.36
4400	Christmas Lights				
4400/1	Light Hire	£13,300.00	£0.00	£0.00	£13,300.00

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
4400/2	Light Rigging	£0.00	£0.00	£0.00	£0.00
4400/3	Christmas Tree installation & delivery	£500.00	£0.00	£0.00	£500.00
4400/4	Overhead wire testing	£0.00	£0.00	£0.00	£0.00
4400/5	Suspended wire repairs	£0.00	£0.00	£0.00	£0.00
4400	Total	£13,800.00	£0.00	£0.00	£13,800.00
4500	Events				
4500/1	Golowan Festival	£44,800.00	£0.00	£22,800.00	£22,000.00
4500/2	Cultural and General Events	£0.00	£0.00	£0.00	£0.00
4500/3	Annual Firework Display	£0.00	£0.00	£0.00	£0.00
4500	Total	£44,800.00	£0.00	£22,800.00	£22,000.00
4600	Cultural Strategy	£5,000.00	£0.00	£0.00	£5,000.00
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	£31,000.00	£0.00	£0.00	£31,000.00
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	£80,000.00	£0.00	£0.00	£80,000.00
4995/1/8	Catering Equipment Fund	£5,000.00	£0.00	£0.00	£5,000.00
4995/1	Total	£116,000.00	£0.00	£0.00	£116,000.00
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

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance
Total Arts & Culture Committee	<u>£1,056,957.00</u>	<u>£0.00</u>	<u>£160,931.30</u>	<u>£896,025.70</u>
Total Arts Culture Committee Inco	£388,044.00	£0.00	£49,647.33	-£338,396.67
Total Arts Culture Committee Expe	£1,056,957.00	£0.00	£160,931.30	£896,025.70
Total Net Balance	<u>-£668,913.00</u>		<u>-£111,283.98</u>	