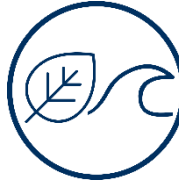


ARTS & CULTURE COMMITTEE – 29 SEPTEMBER 2025**REPORT FOR DECISION****EXPENDITURE FROM THE PENLEE HOUSE PLANT FUND FOR PLANT
MAINTENANCE**

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

Recommendation:

Expenditure of up to £10,000 from the Penlee House Plant Fund earmarked reserve (4995/1/7) for the ongoing maintenance of the Penlee House plant be approved.

Background:

In 2024 GPJ Consulting Engineers produced a specification for the repair and replacement of elements of the plant at Penlee House which manages the temperature and humidity within the galleries and stores. The tender opportunity for the replacement of the plant as per the specification was unsuccessful, with tenders received.

As a result, the plant which dates in the main to 1997, continues to deteriorate with areas needing repair and replacement. An annual maintenance contract is in place with MacWhirter Western Ltd who undertake monthly maintenance visits. This year there have been a number of elements of the plant that have required replacement, beyond the bounds of the maintenance contract.

Therefore, it is recommended that expenditure of up to £10,000 from the Penlee House Plant Fund earmarked reserve (4995/1/7) be approved to enable further repairs to be made as required to ensure the plant continues to operate correctly, ensuring the stability of the Council's own collections and those on loan to it from other institutions.

In the longer term, the plant specification will be reassessed and developed to ensure that it enables the development of all areas of the plant that may require replacement. This work will be done in conjunction with a wider environmental impact survey that

looks at where environmental impacts can be improved across all areas of Penlee House.

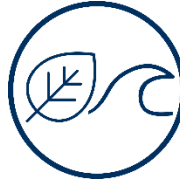
Verity Anthony

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

ARTS & CULTURE COMMITTEE – 29 SEPTEMBER 2025

REPORT FOR DECISION

UPDATED COLLECTIONS CARE AND COLLECTIONS DOCUMENTATION POLICIES

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

Recommendation:

1. The updated Collections Care Policy for Penlee House Gallery & Museum, as set out at Appendix 1 to this report, be approved.
2. The updated Collections Documentation Policy for Penlee House Gallery & Museum, as set out at Appendix 2 to this report, be approved.

Background:

Penlee House Gallery & Museum achieved Arts Council England Accreditation in 2022. Museum Accreditation is a nationally-recognised standard, administered by Arts Council England. It exists to make sure museums manage their collections properly, engage with visitors, and are governed appropriately. Though the Gallery is not due to submit its next Accreditation return until 2027, it is best practice to review all policies on a three-year cycle.

Two areas of governance are the Collections Care Policy and the Documentation Policy. These documents set out how the gallery collections are cared for and properly documented. The Collections Documentation Policy ensures that information about the objects in its care is accurate, secure and accessible, and completed to at least the minimum standard, as set out in Spectrum 5.1, the UK Collections Management Standard. The Collections Care Policy sets out how the collections are managed to appropriate museum standards. This ensures the long-term security of the collections, and the assurance that they are being stored or displayed to the correct standards, securing the collections for the future.

Policies require reviewing every three years to ensure that they are still relevant and adhering to current museum standards. Additionally, as these policies form part of the Accreditation process, they are updated against the most current version of templates available from Arts Council England.

Appendix 1 – Collections Care Policy

Appendix 2 – Collections Documentation Policy

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



PENLEE HOUSE GALLERY & MUSEUM COLLECTIONS CARE POLICY

LIST OF CONTENTS

- 1. Mission and commitment**
- 2. Collections conditions overview**
- 3. Preventative conservation**
- 4. Remedial conservation**
- 5. Review date**

1. Mission and Commitment

- (i) **Vision:** To be at the centre of Penzance's cultural regeneration.
- (ii) **Mission:** To inspire all who visit us, and transform lives in our local community, through the art and heritage of Penzance and west Cornwall.
- (iii) **Values:** We are a diverse and inclusive space for all.
We are a place of fun and enjoyment.
We strive for high quality and act with integrity.
We are trusted, dependable and professional.

Penlee House Gallery & Museum's mission statement outlines the importance of preservation of collections in relation to the accessibility and learning initiatives of the organisation:

Penlee House Gallery & Museum exists to collect, preserve, interpret and make accessible objects and works of art related to the history and culture of the far west of Cornwall, at the same time providing a service to the local community and the visiting public through educational activities and special exhibitions.

2. Collections Conditions Overview

2.1 The collections undergo an audit every 3 years and during this process each work or object is visually inspected. This allows staff to determine priority areas for conservation and arrange specific conservation work with professional conservators as appropriate.

2.2 Objects in store are regularly accessed for research and exhibition, allowing for checks to be made in-between audits.

3. Preventative Conservation

3.1 Provision of suitable building conditions

3.1.1 Penlee House Gallery & Museum is a Victorian house built in the grounds of Penlee Park. As such, it was not purpose-built as a museum/gallery, however it underwent major renovation in 1997 to bring it up to Government Indemnity standards. This means that Penlee House regularly borrows works of art from national collections, including the British Museum, Tate Britain and the Royal Academy.

3.1.2 Penlee House staff will carry out regular visual checks of the building to ensure it provides the best possible conditions for the collection and exhibitions and report any faults or problems immediately to the Director or the Curator.

3.2 Safeguarding the collections

3.2.1 Staff will familiarise themselves with the contents of the **Emergency Plan** and keep a copy at home in the event of a call-out/emergency at the Gallery.

3.2.2 The alarm monitoring company will contact the local security company to attend. In the case of emergencies, the security company will then contact the keyholder/s.

3.3 Environmental monitoring

Penlee House Gallery & Museum will:

3.3.1 Have the environmental conditions of the galleries and store constantly monitored by a Building Maintenance System (BMS), with a programme of regular servicing and testing.

3.3.2 Ensure that the environmental data is collected using a continuous recording system and, in addition, undertake regular visual checks.

3.3.3 Use environmental data to maintain a stable and appropriate condition for the collections and exhibitions.

3.3.4 Monitor, manage and eradicate pests where appropriate.

3.4 Environmental control

Penlee House Gallery & Museum will store and display the collection in controlled environmental conditions in order to minimise the rate of deterioration. To maintain the conditions, the following control factors and methods are adhered to:

Control factors:

Relative humidity (RH): gallery and storage areas follow the Bizot Green Protocol and is maintained at 40-60% RH with no more than 10% fluctuation in 24 hours.

Temperature: is maintained at 16-25°C with no more than 10% fluctuation in 24 hours.

Visible light: 0-500 lux.

UV radiation: all UV is excluded.

Storage: paintings are stored on moveable racking or wrapped in protective covers and stored on blocks and shelves.

Control methods to be used:

Relative Humidity (RH) & Temperature: Building Maintenance System (BMS) computer controlled, calibrated and checked with free-standing dataloggers.

UV radiation: Use of LED lighting and daylight exclusion.

3.5 Housekeeping

3.5.1 Cleaning

Dust levels are monitored throughout storage and exhibition spaces. A professional cleaner cleans the building on a daily basis. Appropriate cleaning products are used so they are not detrimental to the collection. The cleaner is not permitted to clean the artefacts, glazed area of paintings, or frames.

3.5.2 Pest monitoring

The risk of insect damage is monitored regularly by the use of traps, and by visual inspections and audits.

3.6 Handling, moving and transport

3.6.1 Items in the collection are particularly at risk when being handled or moved, so only trained members of staff will undertake such tasks.

3.6.2 All objects being transported (for loan or conservation purposes) will be suitably wrapped and/or crated to give the most suitable protection. In some cases, a member of staff will accompany works on outward loan.

4. Remedial Conservation

4.1 Only qualified and experienced conservators will be employed to carry out conservation work.

4.2 All conservation work will be planned in consultation with the Director and recorded in the appropriate file.

4.3 Penlee House Gallery & Museum has a full time Curator and Collections Officer who are responsible for overseeing and organising conservation work and the general care of the collection.

4.4 The policies and procedures relating to care and conservation are made available to all members of staff. This ensures that all staff members are aware of correct handling procedures, etc.

5. Review date

This policy was reviewed and approved on 29 September 2025 by the Arts & Culture Committee

Signed _____

Cllr Penny Young, Chair of Arts & Culture Committee, 29 September 2025.

It is next due for review in March 2028.



PENLEE HOUSE GALLERY & MUSEUM DOCUMENTATION POLICY

LIST OF CONTENTS

1. **Policy Statement**
2. **Present Practice regarding:**
 - 2.1 Object entry
 - 2.2 Acquisition and Accessioning
 - 2.3 Location and Movement Control
 - 2.4 Inventory
 - 2.5 Cataloguing
 - 2.6 Object Exit
 - 2.7 Loans In
 - 2.8 Loans Out
 - 2.9 Documentation Planning
3. **Review date**

1. Policy Statement

- (i) **Vision:** To be at the centre of Penzance's cultural regeneration.
- (ii) **Mission:** To inspire all who visit us, and transform lives in our local community, through the art and heritage of Penzance and west Cornwall.
- (iii) **Values:** We are a diverse and inclusive space for all.
We are a place of fun and enjoyment.
We strive for high quality and act with integrity.
We are trusted, dependable and professional.

Penlee House Gallery & Museum will ensure that information about the objects in its care is accurate, secure and accessible, and completed to at least the minimum standard, as set out in Spectrum 5.1, the UK Collections Management Standard. We recognise that good documentation is essential to collections management and enables us to provide easier access to our collections.

Every artefact in the collections will be easily identified, located, condition checked, securely stored and entered onto the MODES cataloguing system. These same principles will also apply to long-term loans. Temporary loans for exhibition will be documented using Entry Forms, an Excel database and photography but will not be entered onto MODES.

Penlee House also has a handling collection for educational use. This is inventoried but not accessioned or catalogued onto MODES.

2. Present practice

2.1 Object Entry

The procedure will:

- Establish the terms and conditions under which objects will be received for deposit
- Uniquely identify the newly received object or associated group of objects
- Ensure the museum is able to account for all objects left in its care
- Provide a receipt for the owner or depositor
- Help establish the extent of the museum's liability
- Indicate the reason for the receipt of the object
- Determine a finite end to, or a programme of review of, the deposit
- Enable the object to be returned to the owner or depositor as required
- Allow for objects and associated records to be checked on entry to ensure that they correspond to any accompanying inventory and/or transfer of title documentation supplied
- Help establish legal title to the object in case of subsequent acquisition
- Capture key information about the object, to be augmented in the future
- Inform the decision-making process

2.2 Acquisition and Accessioning

The procedure will:

- Ensure that written evidence is obtained of the original title to an object and the transfer of the title to the acquiring institution
- Ensure that a unique number is assigned to, and physically associated with, all objects
- Ensure that an accessions register is maintained, describing all acquisitions and listing them by number

- Ensure that information about the acquisition process is retained
- Ensure that donors are made aware of the terms on which their gift or bequest is accepted by the museum
- Ensure that collecting complies with the museum's collecting policy and does not contravene any local, national or international law, treaty or recognised code of practice
- Ensure a copy of the information in the accessions register is made and kept up-to-date
- Be in accordance with the Arts Council England Museum Accreditation Scheme guidelines

2.3 Location and movement control

The minimum standard is to:

- Provide a record of the location where an object is normally displayed or stored
- Provide a record of the location of an object when it is not at its normal location
- Enable access to location information by object number and by location name
- Provide an up-to-date record of the relocation of an object
- Provide an up-to-date record of any movement of an object as soon as practicable
- Provide a record of the person responsible for moving an object
- Provide a record or a statement of the members of staff responsible for authorising object removal

2.4 Inventory

The object(s) will be entered onto the MODES cataloguing system and each record will include:

- A unique object number
- An object name
- The number of objects
- A brief description
- The current location
- A record of the donor, or, if on loan, details of who owns the object
- A note of who recorded this information and when

2.5 Cataloguing

Cataloguing information will provide:

- A level of description sufficient to identify an object or group of objects and its differences from other like objects

- An image of the object
- Dimensions of the object
- Condition of the object
- An historic archive relating to an object
- A reference system for use by the public, staff, researchers and the media

2.6.1 Object Exit (disposal)

The procedure and documentation will:

- Ensure that the decision to dispose is carefully considered and that all relevant evidence and opinions are sought according to the Collection Development Policy and statutory legal requirements
- Ensure that Penlee House makes every effort to determine title to objects involved and that they are free from relevant special conditions attached to the original acquisition
- Ensure that the decision to dispose does not rest with an individual and the action is formally approved by the Arts & Culture Committee of Penzance Council
- Ensure that preference for transfer be given to institutions provisionally or fully registered/accredited by ACE
- Ensure that title to the object is transferred to any receiving institution
- Ensure that objects disposed of are marked as such on the accessions register and moved to the 'disposals' database on MODES
- Ensure that all decisions and actions are fully documented

2.6.2 Object Exit (temporary)

There may be occasions when objects are temporarily removed for conservation, re-framing etc. The following procedures will apply:

- An Exit Form will be created and signed by both a member of the curatorial team and the remover / recipient.
- Upon return of the object, the Exit Form will be signed by a member of the curatorial team and filed.

For temporary loans for exhibition, these will be returned as per the Loans In procedure in section 2.7.

2.7 Loans in

The procedure will:

- Establish the purpose for which a loan is being requested
- Enable at least the same care of the borrowed object as if it were part of the permanent collections

- Include written agreements signed by both the borrower and lender before the loan commences. For long-term loans this will be in the form of a signed long-term Loan Agreement and Entry Form. For loans to temporary exhibitions, this will be in the form of a signed Loan Agreement and signed Entry Form.
- Ensure that the terms and conditions of loan are adhered to
- Ensure that all loans are for fixed periods
- Ensure a written record of the loan is retained
- Enable effective control of the loan process
- Enable the provision of information about the borrower and the loan as requested by the lender
- Provide insurance or indemnity cover for the loan period
- Ensure that up-to-date information about the location of borrowed objects is maintained
- Ensure that up-to-date information about the security of borrowed objects is maintained
- Ensure that up-to-date information about the physical well-being of borrowed objects is maintained, including the environment and condition of objects

2.8 Loans Out

The procedure for documenting and managing loans out will:

- Ensure that all loan requests are assessed according to the Loan Out Policy which includes a standard set of conditions which borrowers must meet
- Ensure that there are written agreements signed by both borrower and lender before the loan commences
- Ensure that the loan is for a finite period
- Ensure that Penlee House maintains and retains a record of all loans, including details of the borrower, the venues, the loan period and the purpose of the loan
- Ensure that the borrower confirms their intent and ability to provide an acceptable level of care, security and safekeeping for the object and to conform to the conditions of loan specified
- Ensure that the loaned objects are covered by insurance or indemnity as appropriate for the duration of the loan

2.9 Documentation Planning

Regular analysis of the collections will be carried out to highlight any issues with the Inventory and a separate Documentation Plan is regularly reviewed. The plan includes:

- The objectives we wish to achieve, referring to any relevant standards that are important to ensure quality (e.g. subject-specific cataloguing schemes, terminology sources, image specifications)

- The actions we will take to meet those objectives (e.g. photographing the objects, using standard terminologies for describing objects, carrying out rights research on the collection)
- The resources (e.g. people and time) that will be used
- The measurable results that are based on our stated objectives
- The milestones that can be used to review progress by specified dates

3. Review date

This policy was reviewed and approved on 29 September 2025 by the Arts & Culture Committee

Signed _____

Cllr Penny Young, Chair of Arts & Culture Committee, 29 September 2025.

It is next due for review in March 2028.