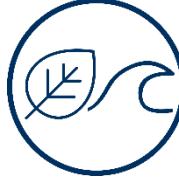


ARTS & CULTURE COMMITTEE – 29 SEPTEMBER 2025

REPORT FOR INFORMATION

PENLEE HOUSE DIRECTOR'S REPORT

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

(i) Exhibitions and acquisitions

The current exhibition 'Birds: the art of Cornwall's birdlife' runs until 4 October. Feedback for the exhibition has been really positive, with people engaging with the topics and the works included.

The next two exhibitions are being developed with the respective lenders. Lamorna Birch: A Painter Laureate, will be displayed in Gallery 1 and Biddy Picard: Timeless Penwith will be displayed in Gallery 5. A selection of Newlyn School paintings from Penlee House' collection will be displayed in Galleries 2-4.

An exhibition of the works of Pip Benveniste, the daughter of Alec Walker and Kay Earle, who established Cryséde Silks in Newlyn in 1920, is displayed in the social history gallery until 11 October.

Acquisitions since last meeting:

- Bronze Age gold fragment, recorded through the Treasure. Valued at £750.00 funding for the purchase of this acquisition was kindly provided by the Friends of Penlee House

(ii) Learning & Outreach

The autumn term is filling up fast with bookings from schools, with only one date vacant before the October half term, and bookings coming in for the succeeding terms. The formal agreement for rental from Gardeners House has been confirmed, with agreed payment terms.

Since the previous committee meeting there have been:

3 outreach sessions to community events with a total of 102 children and 100 adults

2 Little Penlee Explorers sessions with a total of 34 children and 27 adults

4 Baby Sensory sessions with a total of 43 babies, 2 children, and 45 adults

10 Saturday/Holiday Activity sessions with a total of 139 children and 97 adults

(iii) **Staff**

The substantive Director of Penlee House has begun her keeping in touch (KIT) days, enabling her to engage with Penlee and the wider Council in advance of her return from maternity leave in February 2026.

(iv) **Going Places Project**

After resolution by Council at its meeting on 15 September, the job descriptions for the Audience Engagement Assistant and Curatorial Assistant posts have been approved. Recruitment for the role of Curatorial Assistant will begin week commencing 22 September 2025.

The Penlee House Curator/Deputy Director and Learning Officer have attended a Going Places network meeting in London. Work continues to confirm exhibition themes for the first exhibition on the theme of women artists.

The Learning Officer has begun a programme of outreach sessions with Carefree Cornwall as part of the Going Places programme.

(v) **Coach House Café**

Jewell Construction continue to redevelop the Coach House, with weekly meetings undertaken with the Contract Administrator to ensure work is on track and any issues between both parties can be raised. A separate report for information provides further detail.

(vi) **Income and visitor numbers July – August 2025**

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025
30/06/2025	680	650	£4,200.00	£3,436.00	£3,277.08	£1,898.60	£7,477.08	£5,334.60
07/07/2025	772	504	£5,000.00	£2,528.00	£3,994.80	£1,898.17	£8,994.80	£4,426.17
14/07/2025	799	767	£4,640.00	£4,068.00	£3,732.20	£2,129.28	£8,372.20	£6,197.28
21/07/2025	584	513	£3,172.00	£2,644.00	£2,862.29	£1,447.22	£6,034.29	£4,091.22
May totals	2,835	2,434	£17,012.00	£12,676.00	£13,866.37	£7,373.27	£30,878.37	£20,049.27
Cumulative YTD	10526	9,160	£58,865.40	£45,076.00	£50,013.40	£28,051.31	£108,878.80	£73,127.31

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025

28/07/2025	473	466	£2,455.20	£2,244.00	£2,238.15	£1,620.81	£4,693.35	£3,864.81
04/08/2025	715	688	£4,180.00	£2,756.00	£3,093.25	£2,189.87	£7,273.25	£4,945.87
11/08/2025	613	463	£3,316.00	£2,208.00	£2,806.35	£1,707.68	£6,122.35	£3,915.68
18/08/2025	685	429	£3,740.00	£2,188.00	£3,328.08	£2,144.89	£7,068.08	£4,332.89
25/08/2025	687	643	£3,944.00	£3,520.00	£3,787.57	£2,096.21	£7,731.57	£5,616.21
Jun totals	2,486	2,046	£13,691.20	£9,396.00	£11,465.83	£7,663.25	£25,157.03	£17,059.25
Cumulative YTD	13,699	11,849	£76,500.60	£57,992.00	£65,266.80	£37,810.77	£141,767.40	£95,802.77

(vii) Admission statistics July - August 2025

	Adults	18-26 (50%)	Child	Friend	Free	Art Fund member	PZ Pass	Educational visit (adults & children)
Jul-25	1,685	91	196	165	131	146	178	83
Aug-25	1,361	106	301	142	172	98	177	0

Verity Anthony

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

ARTS & CULTURE COMMITTEE – 29 SEPTEMBER 2025**REPORT FOR INFORMATION****OUTCOME OF THE ARTS & CULTURE COMMITTEE INFORMAL WORKSHOP**
MEETING HELD ON 10 SEPTEMBER 2025

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

Background:

The Arts & Culture Committee met on 10 September for an informal committee meeting. The meeting looked at a draft SWOT analysis produced by the substantive Director and the Director (maternity cover), Verity Anthony, developed from the existing Forward Plan and draft Forward Plan. This guided discussions and development of the SWOT analysis with contributions being received from all Councillors and staff present. The SWOT analysis is attached as an appendix for information.

Appendix 1 – SWOT Analysis

Verity Anthony

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

Arts & Culture Informal Meeting 10 September 2025**SWOT analysis**

Attendees: Officers: J Hardy (Town Clerk), A Renton (Director of Penlee House), V Anthony (Director (maternity cover)), P Young (Councillor), P Osborne (Councillor), S Reynolds (Mayor), J Pugh (Councillor)
 Apologies: J How (Councillor)

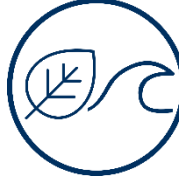
Strengths Creativity at the heart of Penzance – practitioners and venues – Pixel Prevalence of community of makers – craft, music, art, literature, theatre Town festivals and events Neighbourhood Plan recognises and promotes importance of culture in development Positive national press in previous year Established and well-known locally with strong support, esp Friends of Penlee House Building is a beautiful heritage site which people want to visit for its architectural value. Penlee House has a loyal audience base Penlee House has internationally renowned collections particularly Newlyn School and Lamorna Colony artists Art Fund Going Places project will bring national recognition (touring exhibition) Friends of Penlee House – access to funding pursuant to their charitable objects	Weaknesses People don't know what is going on in town Outdated wayfinding PH has a significant dependence on public funding and grants which makes it vulnerable if the Council's financial focus shifts (although this is being addressed) The building is expensive to run and has on-going repair requirements. Our 'usual' audience may not recognise the value of shows aimed at bringing in wider audience No dedicated learning space Lack of capacity for management of operation and teams Lack of storage space means having to say no to potential bequests Friends funding is ring-fenced for charitable objects
Opportunities Penlee House programming – including nationally touring exhibition Penlee programming bringing in contemporary artists and their audiences Coach House café – extended opening hours, increased income Friends legacies push – income would support the work of the gallery	Threats Sources of external public funding for the arts is reducing Uncertainty over Arts Council funding Lack of long-term education space Cost of living crisis changing how/where people spend Learning and Marketing temporary contracts

Arts & Culture Informal Meeting 10 September 2025**SWOT analysis**

Attendees: Officers: J Hardy (Town Clerk), A Renton (Director of Penlee House), V Anthony (Director (maternity cover)), P Young (Councillor), P Osborne (Councillor), S Reynolds (Mayor), J Pugh (Councillor)
 Apologies: J How (Councillor)

Art School redevelopment 'Cultural Strategy – calendar of events for locals and visitors – one stop shop for culture – budget confirmed for initial work Increasing use of Penlee Park and repositioning of it as a town centre venue Locations of works Wayfinding scheme Newlyn School of Art – partnership possibilities Pixel Penlee Collab – initially visit to site to understand who is working there Relationship with Brittany through twinning Elongating visitor experience – visit to Penlee House, Penlee Park, Penlee Quarter Develop new entity (charitable arm) to unlock additional grant/funding opportunities Plant sales Penlee Quarter social media/branding	Falling audience numbers Aging building and infrastructure Unforeseen building repairs, rising cost of materials for maintenance Changes outside of our control – café and art school Competition with other galleries eg Tate St Ives which is a significant draw for visitors and exhibits international artists
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ARTS & CULTURE COMMITTEE – 29 SEPTEMBER 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:

The development of the Coach House continues with excellent progress consistently made.

Weekly meetings to ensure work is being done to timetable and any decisions required can be made. These are supplemented with monthly meetings between the client, the contracting team and the contract administrator.

Skimming of the walls has been completed and boarding work has begun to walls and relevant ceilings. First fix electricals have been undertaken. Quotes have been received for the install of intruder alarm system, CCTV and fire alarm system. These are being reviewed by the Council's insurers to ensure they are fit for purpose. A fire risk assessment of the Coach House has been undertaken to ensure all specifications are fit for purpose.

Reroofing works including the installation of three velux windows to the Coach House roof has been completed.

The tender process for the commercial kitchen install has been completed and the contract has been awarded to GS Catering Equipment Ltd. The successful company have recently completed the installation of the commercial kitchen at the Ritz, Penzance.

The Penlee House Director and Corporate Services Manager are working with the Council's external HR advisory, procurement specialist and solicitors to produce tender documentation for the café operation tender.

Verity Anthony

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

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/08/25 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	£48,333.34	-£66,666.66
400/1/2	Sale of Merchandise	£110,000.00	£0.00	£32,651.67	-£77,348.33
400/1/3	Image Licensing Fees	£1,200.00	£0.00	£293.94	-£906.06
400/1/4	Education Workshops	£400.00	£0.00	£818.67	£418.67
400/1/5	Till Discrepancies	£0.00	£0.00	£19.81	£19.81
400/1	Total	£226,600.00	£0.00	£82,117.43	-£144,482.57
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	£40,000.00	-£40,000.00
400/2/5	Other Grant Funding	£0.00	£15,752.18	£15,752.18	£0.00
400/2/6	Building Projects Donations	£0.00	£0.00	£1,458.58	£1,458.58
400/2/7	Art Fund - Going Places	£0.00	£0.00	£29,610.00	£29,610.00
400/2	Total	£104,324.00	£15,752.18	£86,820.76	-£33,255.42
400/3	The Orangery Café				
400/3/1	Franchisee Payments	£48,000.00	£0.00	£12,162.98	-£35,837.02
400/3/2	Utility Re-Charge	£7,800.00	£0.00	£4,250.15	-£3,549.85
400/3	Total	£55,800.00	£0.00	£16,413.13	-£39,386.87
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 31/08/25 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	£313.96	£313.96
400	Total	£388,044.00	£15,752.18	£185,665.28	-£218,130.90
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00
Total Arts & Culture Committee		£388,044.00	£15,752.18	£185,665.28	-£218,130.90

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/08/25 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	£163,590.84	£267,724.16
4100	Penlee House Gallery & Museum				
4100/1	Administration				
4100/1/1	Staff Travel	£750.00	£0.00	£188.29	£561.71
4100/1/3	IT Provision	£12,900.00	£0.00	£6,258.26	£6,641.74
4100/1/4	Office Postage	£400.00	£0.00	£118.26	£281.74
4100/1/5	Website	£350.00	£0.00	£150.00	£200.00
4100/1/6	Office Supplies & Equipment	£1,500.00	£0.00	£409.80	£1,090.20
4100/1/7	Subscription & Membership Fees	£1,800.00	£0.00	£1,450.52	£349.48
4100/1/8	Insurance	£26,000.00	£0.00	£10,493.95	£15,506.05
4100/1/9	Agency Support	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£43,700.00	£0.00	£19,069.08	£24,630.92
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	£4,218.76	£11,781.24
4100/2/3	Electric	£50,000.00	£0.00	£20,210.85	£29,789.15
4100/2/4	Water	£6,200.00	£0.00	£1,550.02	£4,649.98
4100/2/5	Cleaning Contract & Materials	£20,000.00	£0.00	£7,918.45	£12,081.55
4100/2/6	Maintenance & Repairs	£9,000.00	£0.00	£4,678.24	£4,321.76
4100/2/7	Fittings	£3,000.00	£0.00	£443.48	£2,556.52
4100/2/8	Contracts	£25,000.00	£0.00	£16,033.96	£8,966.04

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/08/25 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	£1,120.00	£23,880.00
4100/2	Total	£154,200.00	£0.00	£56,173.76	£98,026.24
4100/4	Shop				
4100/4/1	Inventory Purchases				
4100/4/1/1	Merchandise for resale	£55,000.00	£0.00	£16,864.56	£38,135.44
4100/4/1/2	Carriage inwards	£200.00	£0.00	£83.17	£116.83
4100/4/2	Till & Consumables	£2,000.00	£0.00	£337.66	£1,662.34
4100/4/3	PDQ Charges	£4,600.00	£0.00	£1,600.74	£2,999.26
4100/4/4	Cash Collection	£1,470.00	£0.00	£597.70	£872.30
4100/4/5	Carriage outwards for orders	£450.00	£0.00	£83.41	£366.59
4100/4	Total	£63,720.00	£0.00	£19,567.24	£44,152.76
4100/5	Gallery Exhibitions & Museum				
4100/5/1	Exhibition Costs	£40,000.00	£0.00	£9,247.37	£30,752.63
4100/5/2	Marketing	£11,000.00	£0.00	£5,715.89	£5,284.11
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	£1,282.45	£3,217.55
4100/5/6	Acquisitions	£0.00	£0.00	£0.00	£0.00
4100/5	Total	£55,500.00	£0.00	£16,245.71	£39,254.29
4100/6	The Orangery Café				
4100/6/1	Equipment Maintenance	£1,500.00	£0.00	£696.66	£803.34
4100/6/2	Capital Purchase	£0.00	£0.00	£0.00	£0.00
4100/6	Total	£1,500.00	£0.00	£696.66	£803.34
4100/7	The Coach House				

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/08/25 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	£295.31	£1,454.69
4100/7/2	Water	£750.00	£0.00	£193.68	£556.32
4100/7/3	Non-Domestic Rates	£800.00	£0.00	£398.40	£401.60
4100/7/4	Maintenance & Cleaning	£1,200.00	£0.00	£312.56	£887.44
4100/7/5	Capital Refurbishment	£50,000.00	£151,369.94	£175,849.10	£25,520.84
4100/7	Total	£54,500.00	£151,369.94	£177,049.05	£28,820.89
4100/8	Education				
4100/8/1	Council Funded Educational Activities	£12,500.00	£0.00	£2,492.01	£10,007.99
4100/8/2	Art Council Educational Activities	£22,350.00	£0.00	£7,652.92	£14,697.08
4100/8/3	Other Funded Educational Activities	£6,000.00	£0.00	£2,700.00	£3,300.00
4100/8	Total	£40,850.00	£0.00	£12,844.93	£28,005.07
4100/9	Fundraising Activities	£72.00	£0.00	£149.75	-£77.75
4100/10	Miscellaneous	£0.00	£0.00	£0.00	£0.00
4100/11	Art Fund - Going Places	£0.00	£0.00	£8,426.98	-£8,426.98
4100	Total	£414,042.00	£151,369.94	£310,223.16	£255,188.78
4200	Town Flags and Promenade Banners				
4200/1	Projects	£24,000.00	£0.00	£19,149.90	£4,850.10
4200/2	Erection and hanging	£6,500.00	£0.00	£150.00	£6,350.00
4200	Total	£30,500.00	£0.00	£19,299.90	£11,200.10
4300	Penlee Open Air Theatre	£1,500.00	£0.00	£415.64	£1,084.36
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 31/08/25 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	£36,000.00	£8,800.00
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	£36,000.00	£8,800.00
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 31/08/25 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>£151,369.94</u>	<u>£529,529.54</u>	<u>£678,797.40</u>
Total Arts Culture Committee Inco	£388,044.00	£15,752.18	£185,665.28	-£218,130.90
Total Arts Culture Committee Expe	£1,056,957.00	£151,369.94	£529,529.54	£678,797.40
Total Net Balance	<u>-£668,913.00</u>		<u>-£343,864.27</u>	