

MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 4 August 2025 at 7:00pm.

PRESENT

Councillors: P Young (Chair)

JM How	PI Osborne
PM Hadley	SJ Reynolds
PL Jameson	PC Trevail
P Lapin (as substitute)	

Also present: James Hardy (Town Clerk), Verity Anthony (Director (Maternity Cover), Penlee House) and Elliot Ridington (Democratic Services and Governance Officer).

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Law, Pugh, Reed and Smart Knight and Councillor Lapin was acting as substitute for Councillor Smart Knight.

Councillors Broadhurst and Marrington were absent without having provided apologies.

11. DECLARATIONS OF INTEREST

There were no declarations of interest.

12. PUBLIC PARTICIPATION

Two members of the public were in attendance and spoke regarding 'An – Kylgh', the Arts and Community project at the Mên-an-Tol Brewhouse and Taproom on Market Jew Street, Penzance, which was due to open imminently.

Another member of the public was in attendance and spoke regarding the Hypatia Trust and its future direction as it entered its thirtieth year.

13. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

14. MINUTES OF THE MEETING HELD ON 16 JUNE 2025

Having previously been circulated, it was

RESOLVED that the Minutes of the meeting held on 16 June 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Trevail; seconded: Councillor How)

Vote; Six in favour. Two abstentions.

15. REPORTS FOR DECISION

(a) Memorandum of Understanding with Carefree Cornwall

As a part of the Going Places programme being undertaken by Penlee House Gallery & Museum, officers were facilitating a series of workshops with Carefree Cornwall to work with young people to produce artworks inspired by female artists in advance of the touring exhibition to be undertaken in 2026. Going Places funding also accommodated visits by the young people to Fife and Worcester as part of the engagement programming.

While not legally binding, the proposed Memorandum of Understanding, set out at Appendix 1 to the report, provided a framework of expectations of and for Penzance Council and Carefree Cornwall.

Following consideration, it was unanimously

RESOLVED that the Memorandum of Understanding between Penzance Council and Carefree Cornwall for the delivery of the engagement work associated with the Going Places programme, as set out at Appendix 1 to the report, be approved and adopted.

(Proposed: Councillor Jameson; seconded: Councillor Hadley)

(b) Arrangement of Informal Arts and Culture Committee Meeting

One of the actions listed within the Arts and Culture Forward Plan was for the Committee to meet on an annual basis to undertake a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

The existing Forward Plan would expire in 2026 and an informal meeting would represent an opportunity to have initial conversations and reflect on its content, areas to continue, new areas of focus and areas for development.

It was therefore proposed that the Committee met for an informal workshop session to discuss these matters prior to the meeting due to take place on 29 September when any recommendations could be presented for decision.

Following consideration, it was unanimously

RESOLVED that

1. An informal meeting of this Committee be convened, on a date to be agreed in September 2025, to undertake a SWOT analysis, commence discussions on a Forward Plan for 2026-29 and consider any other matters required.
2. Any matters arising from said meeting, which require decision, be presented to the meeting of this Committee due to take place on 29 September 2025.

(Proposed: Councillor Reynolds; seconded: Councillor Osborne)

(c) Virement of Funds from Capital Refurbishment Budget to Coach House Refurbishment Fund

When the budget for the Coach House redevelopment was approved, £30,000 was allocated for commercial kitchen equipment. However, the commercial kitchen supply and installation tender was currently open and it was anticipated that any quotes received would actually be in the region of £50,000-£60,000.

With the redevelopment of the Coach House into a new café, it was intended that the existing retail/café space at Penlee House was also redeveloped to support increased retail opportunities while retaining provision for light refreshments. A budget of £25,000 was approved for this, against budget line 4100/2/9 - Capital Refurbishment.

When this budget was allocated, it was intended that this work would be undertaken in December 2025 / January 2026. However, subsequent changes to the delivery schedule for the Coach House meant that this work would now be undertaken in January 2027, meaning that the funds would not be required during the current financial year.

It was therefore proposed that a virement of £25,000 be made from budget line 4100/2/9 - Capital Refurbishment to 4995/1/4 the Coach House Refurbishment Fund reserve to meet the expected increase in costs associated with the installation of the Coach House commercial kitchen.

Following consideration, it was unanimously

RESOLVED that

1. A virement of £25,000 be made from the Capital Refurbishment budget (4100/2/9) to the Coach House Refurbishment Fund earmarked reserve (4995/1/4) to meet the expected increase in costs associated with the installation of the Coach House commercial kitchen.
2. In addition to the £30,000 spend from the Coach House Refurbishment earmarked reserve which has already been approved, the expenditure of said £25,000 from the reserve, when necessary within the project timeline, be approved.

(Proposed: Councillor Hadley; seconded: Councillor Jameson)

(d) Updated Collections Development Policy

Museum Accreditation was a nationally recognised standard, administered by Arts Council England, and it had been achieved by Penlee House Gallery and Museum in 2022. It existed to ensure museums properly managed their collections, that they engaged with visitors and that they were appropriately governed. Though Penlee House was not due to submit its next accreditation return until 2027, it was recognised as best practice to review all policies on a three yearly cycle.

The Collections Development Policy set out the scope of the collections of Penlee House, areas for development and any potential areas for review. The document guided the decision making process when deciding whether to acquire an artefact or artwork for the collection. As the policy formed a part of the accreditation process, it was updated against the current template available from Arts Council England.

Following consideration, it was

RESOLVED that the updated Collections Development Policy for Penlee House Gallery & Museum, as set out at Appendix 1 to the report, be approved.

(Proposed: Councillor Osborne; seconded: Councillor Hadley)

16. REPORTS FOR INFORMATION

The following reports for information were noted:-

- a) Penlee House Director's Report
- b) Penlee Coach House Redevelopment – Progress Report
- c) Cultural Strategy
- d) Budget Comparison Report – 1 April – 30 June 2025

17. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 7:53 pm

Chair
29 September 2025