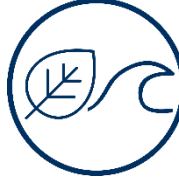


ARTS & CULTURE COMMITTEE – 24 NOVEMBER 2025

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

Officers are really pleased that the Gallery and Museum has been awarded Silver in the 'Small Visitor Attraction' category at Cornwall Tourism Awards. This is a huge honour and reflects the hard work undertaken by the staff and volunteer team, to ensure that everyone who visits Penlee House or engages with us online has a fantastic experience.

The previous exhibition 'Birds: the art of Cornwall's birdlife' ran until 4 October, with 13,162 people visiting the exhibition.

The current exhibitions are Lamorna Birch: A Painter Laureate, displayed in Gallery 1 and Biddy Picard: Timeless Penwith displayed in Gallery 5. A selection of Newlyn School paintings from Penlee House's collection are displayed in Galleries 2-4. These exhibitions run until 10 January 2026. In installing these exhibitions and works in the Social History gallery and on the landing, only 3 works remain in their 'normal' location.

(ii) Learning & Outreach

The autumn/winter term is fully booked, with bookings being taken for the spring term.

Since the previous committee meeting there have been:

- 15 onsite school visits with a total of 377 students and 53 staff
- 19 outreach sessions with 85 young people and 17 adults.
- 3 Little Penlee Explorers sessions with a total of 42 children and 41 adults
- 4 Baby Sensory sessions with a total of 30 babies, 31 adults
- 6 Saturday/Holiday Activity sessions with a total of 39 children and 20 adults

(iii) Staff

Interviews have been undertaken for the Going Places funded Curatorial Assistant role. The successful candidate is due to start in early December.

(iv) Going Places Project

As reported in the staffing update, the post of Curatorial Assistant for the Going Places project, has been recruited. Recruitment for the Audience Engagement Assistant post will begin in Spring 2026 with an anticipated start date of May 2026.

Work continues with the project teams at OnFife and Worcester to establish the list of works, and core themes for the Going Places first exhibition on the theme of Women Artists.

Work also continues with Carefree Cornwall, undertaking outreach work with a local artist to support the group to produce a work of art to accompany the woman artists exhibition. Visits by the young people to OnFife and to Worcester in 2026 have also been organised and online meetings between each group of young people working with the partners are in the process of being arranged.

(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 September – October 2025

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025
01/09/2025	987	655	£6,212.00	£3,932.00	£3,781.01	£2,469.09	£9,993.01	£6,401.09
08/09/2025	1008	888	£6,219.20	£5,740.00	£5,150.01	£3,504.45	£11,369.21	£9,244.45
15/09/2025	997	802	£6,040.00	£5,320.00	£5,081.91	£3,453.06	£11,121.91	£8,773.06
22/09/2025	1396	620	£8,308.51	£3,028.00	£6,061.49	£2,176.07	£14,370.00	£5,204.07
Sept totals	4,388	2,965	£26,779.71	£18,020.00	£20,074.42	£11,602.67	£46,854.13	£29,622.67
Cumulative YTD	18087	14,814	£103,280.31	£76,012.00	£85,341.22	£49,413.44	£188,621.53	£125,425.44

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025
29/09/2025	284	646	£796.00	£3,256.00	£1,726.00	£2,253.03	£2,522.00	£5,509.03
06/10/2025	755	296	£2,916.00	£623.00	£2,408.87	£1,403.46	£5,324.87	£2,026.46
13/10/2025	671	445	£3,672.00	£2,012.00	£3,198.08	£2,384.61	£6,870.08	£4,396.61
20/10/2025	686	623	£3,412.00	£3,096.00	£2,161.43	£2,504.80	£5,573.43	£5,600.80
27/10/2025	812	622	£3,800.00	£2,376.00	£2,390.95	£2,174.45	£6,190.95	£4,550.45

Oct totals	2,396	2,632	£14,596.00	£8,987.00	£11,885.33	£10,720.35	£26,481.33	£22,083.35
Cumulative YTD	21,295	17,446	£117,876.31	£87,375.00	£97,226.55	£60,133.79	£215,102.86	£147,508.79

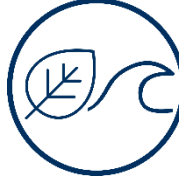
(vii) Admission statistics September – October 2025

	Adults	18-26 (50%)	Child	Friend	Free	Art Fund member	PZ Pass	Educational visit (adults & children)
Sep-25	2,330	49	43	151	109	187	153	124
Oct-25	1,152	32	125	245	114	139	213	127

Verity Anthony

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

ARTS & CULTURE COMMITTEE – 24 NOVEMBER 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 continue in order to ensure work is being done to timetable and that any required decisions can be made. These are supplemented with monthly meetings between the client, the contracting team and the contract administrator.

Skimming of walls has been completed and interior decoration to the café area has begun. Tiling of toilet cubicles has been completed. A new CCTV camera has been installed covering the café terrace, which has been added to the existing Penlee Centre system. Intruder alarm system installation has begun. Second fix has begun with plug sockets having been installed. Flooring will be installed in early December.

All fixtures and fittings have now been selected, including external and internal flooring. National Grid have approval for a road closure to install the 3-phase electric supply to the Coach House in January. The installation of the commercial kitchen will be undertaken in January, once the majority of build work is completed.

The tender documentation for the café operator, including a draft contract, has been produced and is being finalised with the procurement specialist for release as a public tender mid-November (verbal update will be given to confirm tender is live). The tender process will close on 11 January with the tender panel convening to deliberate on 21 January.

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 31/10/25 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	£72,293.33	-£42,706.67
400/1/2	Sale of Merchandise	£110,000.00	£0.00	£52,173.08	-£57,826.92
400/1/3	Image Licensing Fees	£1,200.00	£0.00	£293.94	-£906.06
400/1/4	Education Workshops	£400.00	£0.00	£944.67	£544.67
400/1/5	Till Discrepancies	£0.00	£0.00	£42.51	£42.51
400/1	Total	£226,600.00	£0.00	£125,747.53	-£100,852.47
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	£100,798.06	£85,045.88
400/2/6	Building Projects Donations	£0.00	£0.00	£1,485.58	£1,485.58
400/2/7	Art Fund - Going Places	£0.00	£0.00	£33,650.00	£33,650.00
400/2	Total	£104,324.00	£15,752.18	£175,933.64	£55,857.46
400/3	The Orangery Café				
400/3/1	Franchisee Payments	£48,000.00	£0.00	£31,829.29	-£16,170.71
400/3/2	Utility Re-Charge	£7,800.00	£0.00	£4,587.88	-£3,212.12
400/3	Total	£55,800.00	£0.00	£36,417.17	-£19,382.83
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 31/10/25 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	£484.16	£484.16
400	Total	£388,044.00	£15,752.18	£338,582.50	-£65,213.68
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00
Total Arts & Culture Committee		£388,044.00	£15,752.18	£338,582.50	-£65,213.68

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/10/25 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	£238,725.55	£192,589.45
4100	Penlee House Gallery & Museum				
4100/1	Administration				
4100/1/1	Staff Travel	£750.00	£0.00	£359.28	£390.72
4100/1/3	IT Provision	£12,900.00	£0.00	£7,480.95	£5,419.05
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	£440.49	£1,059.51
4100/1/7	Subscription & Membership Fees	£1,800.00	£0.00	£1,640.52	£159.48
4100/1/8	Insurance	£26,000.00	£0.00	£14,691.53	£11,308.47
4100/1/9	Agency Support	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£43,700.00	£0.00	£24,881.03	£18,818.97
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	£6,471.75	£9,528.25
4100/2/3	Electric	£50,000.00	£0.00	£29,728.28	£20,271.72
4100/2/4	Water	£6,200.00	£0.00	£5,599.83	£600.17
4100/2/5	Cleaning Contract & Materials	£20,000.00	£0.00	£11,309.70	£8,690.30
4100/2/6	Maintenance & Repairs	£9,000.00	£0.00	£5,170.74	£3,829.26
4100/2/7	Fittings	£3,000.00	£0.00	£877.13	£2,122.87
4100/2/8	Contracts	£25,000.00	£0.00	£18,016.54	£6,983.46

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/10/25 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	£78,293.97	£75,906.03
4100/4	Shop				
4100/4/1	Inventory Purchases				
4100/4/1/1	Merchandise for resale	£55,000.00	£0.00	£24,935.34	£30,064.66
4100/4/1/2	Carriage inwards	£200.00	£0.00	£83.17	£116.83
4100/4/2	Till & Consumables	£2,000.00	£0.00	£1,069.31	£930.69
4100/4/3	PDQ Charges	£4,600.00	£0.00	£2,189.72	£2,410.28
4100/4/4	Cash Collection	£1,470.00	£0.00	£834.00	£636.00
4100/4/5	Carriage outwards for orders	£450.00	£0.00	£122.35	£327.65
4100/4	Total	£63,720.00	£0.00	£29,233.89	£34,486.11
4100/5	Gallery Exhibitions & Museum				
4100/5/1	Exhibition Costs	£40,000.00	£0.00	£18,138.51	£21,861.49
4100/5/2	Marketing	£11,000.00	£0.00	£6,696.59	£4,303.41
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	£2,027.31	£2,472.69
4100/5/6	Acquisitions	£0.00	£0.00	£0.00	£0.00
4100/5	Total	£55,500.00	£0.00	£26,862.41	£28,637.59
4100/6	The Orangery Café				
4100/6/1	Equipment Maintenance	£1,500.00	£0.00	£1,218.29	£281.71
4100/6/2	Capital Purchase	£0.00	£0.00	£0.00	£0.00
4100/6	Total	£1,500.00	£0.00	£1,218.29	£281.71
4100/7	The Coach House				

Financial Budget Comparison

for Arts & Culture Committee

Comparison between 01/04/25 and 31/10/25 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	£725.23	£24.77
4100/7/3	Non-Domestic Rates	£800.00	£0.00	£558.40	£241.60
4100/7/4	Maintenance & Cleaning	£1,200.00	£0.00	£522.56	£677.44
4100/7/5	Capital Refurbishment	£50,000.00	£207,546.02	£310,604.07	-£53,058.05
4100/7	Total	£54,500.00	£207,546.02	£312,705.57	-£50,659.55
4100/8	Education				
4100/8/1	Council Funded Educational Activities	£12,500.00	£0.00	£6,267.62	£6,232.38
4100/8/2	Art Council Educational Activities	£22,350.00	£0.00	£9,668.56	£12,681.44
4100/8/3	Other Funded Educational Activities	£6,000.00	£0.00	£3,400.00	£2,600.00
4100/8	Total	£40,850.00	£0.00	£19,336.18	£21,513.82
4100/9	Fundraising Activities	£72.00	£0.00	£209.65	-£137.65
4100/10	Miscellaneous	£0.00	£0.00	£0.28	-£0.28
4100/11	Art Fund - Going Places	£0.00	£0.00	£15,799.35	-£15,799.35
4100	Total	£414,042.00	£207,546.02	£508,540.62	£113,047.40
4200	Town Flags and Promenade Banners				
4200/1	Projects	£24,000.00	£0.00	£18,274.95	£5,725.05
4200/2	Erection and hanging	£6,500.00	£0.00	£6,150.00	£350.00
4200	Total	£30,500.00	£0.00	£24,424.95	£6,075.05
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 31/10/25 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 31/10/25 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>£207,546.02</u>	<u>£808,106.76</u>	<u>£456,396.26</u>
Total Arts Culture Committee Inco	£388,044.00	£15,752.18	£338,582.50	-£65,213.68
Total Arts Culture Committee Expe	£1,056,957.00	£207,546.02	£808,106.76	£456,396.26
Total Net Balance	<u>-£668,913.00</u>		<u>-£469,524.26</u>	