



MINUTES OF THE ARTS AND CULTURE COMMITTEE MEETING held in the St Piran's Room, Penlee Centre, Penlee Park, Penzance on Monday 29 September 2025 at 7:00pm.

PRESENT

Councillors: P Young (Chair)
JR Pugh (Vice-Chair)

JM How	TS Marrington
PM Hadley	PI Osborne
PL Jameson	SJ Reynolds
PA Law	D Smart Knight

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

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Trevail.

Councillors Broadhurst and Reed were absent without having provided apologies.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. PUBLIC PARTICIPATION

There was no public participation.

21. EXCLUSION OF THE PRESS AND PUBLIC

There were no confidential matters for consideration.

22. MINUTES OF THE MEETING HELD ON 4 AUGUST 2025

Having previously been circulated, it was unanimously

RESOLVED that the Minutes of the meeting held on 4 August 2025 be approved as a true and accurate record and signed by the Chair.

(Proposed: Councillor Pugh; seconded: Councillor Osborne)

23. REPORTS FOR DECISION

(a) Expenditure from Penlee House Plant Fund for Plant Maintenance

In 2024 a specification for the repair and replacement of elements of the plant at Penlee House Gallery and Museum was produced but the tender opportunity for said repair and replacement was unsuccessful, with no tenders received. As a result, the plant, which

dated in the main to 1997, continued to deteriorate with areas needing repair and replacement.

An annual maintenance contract was in place and monthly maintenance visits were undertaken. However, this year there had been a number of elements of the plant which required replacement, beyond the bounds of the maintenance contract.

It was therefore recommended that expenditure of up to £10,000 from the Penlee House Plant Fund earmarked reserve was approved to enable further repairs to be made as required to ensure the plant continued to operate correctly.

Following consideration, it was unanimously

RESOLVED that 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.

(Proposed: Councillor Law; seconded: Councillor Hadley)

(b) Updated Collections Care and Collections Documentation Policies

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 Care and Collections Documentation policies detailed how the gallery collections were cared for and properly documented. The Collections Documentation policy ensured that information about the objects in the care of Penlee House was accurate, secure and accessible and completed to at least the minimum standard. The Collections Care policy set out how the collections were managed to appropriate museum standards.

Following consideration, it was unanimously

RESOLVED that

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

(Proposed: Councillor Pugh; seconded: Councillor Hadley)

24. REPORTS FOR INFORMATION

The following reports for information were noted:-



- a) Penlee House Director's Report
- b) Outcome of the Arts and Culture Committee Informal Workshop Meeting Held on 10 September 2025
- c) Penlee Coach House Redevelopment – Progress Report
- d) Budget Comparison Report – 1 April – 31 August 2025

25. MATTERS ARISING FOR REPORT ONLY

There were no matters arising for report.

The meeting closed at 7:47 pm

Chair
24 November 2025