

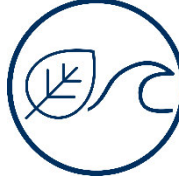






**ARTS & CULTURE COMMITTEE – 2 FEBRUARY 2026****REPORT FOR INFORMATION****PENLEE HOUSE DIRECTOR'S REPORT**

<b>Our Culture</b>	<b>Our Decision Making</b>	<b>Our Environment</b>	<b>Our Money</b>	<b>Our People</b>	<b>Our Places</b>	<b>Our Resilience &amp; Wellbeing</b>
						
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**(i) Exhibitions and acquisitions**

The two winter exhibitions, 'Lamorna Birch: A Painter Laureate', displayed in Gallery 1 and 'Biddy Picard: Timeless Penwith' displayed in Gallery 5 closed on 10 January, with a total of 6063 visitors seeing the exhibitions. The differing styles of the two main shows, as well as the display of Newlyn School works, brought a varied audience to the Gallery. The Spring exhibitions, 'Harry Penhaul: Life Through a Lens', displayed in Gallery 1 and 'Face to Face: Portraits from Penlee's Collections', displayed in Galleries 2-4 opened on 21 January and close on 18 April 2026.

**(ii) Learning & Outreach**

The spring term is almost fully booked, with onsite school visits and outreach to schools.

Since the previous committee meeting there have been:

- 13 onsite school visits with a total of 245 students and 59 staff
- 10 outreach sessions with 51 young people, 21 children and 74 adults
- 3 Little Penlee Explorers sessions with a total of 35 children and 34 adults
- 4 Baby Sensory sessions with a total of 28 babies, 1 child, 32 adults
- 8 Saturday/Holiday Activity sessions with a total of 58 children and 50 adults

I am incredibly proud of the hard work of our learning team and their volunteers in facilitating school sessions, and the feedback received highlights the great work they do:

'It was a brilliant day. Thank you to yourself, ██████ and ██████, who made the sessions really interesting. The sessions were informative, fun and interactive and you guys brought it all together so well - the children (and adults) loved it!'

'We haven't stopped talking about it since!! The artefacts, the fun, hands-on activities for the children which they absolutely loved; the very knowledgeable and interested team-keen to answer the children's questions; the visit around the museum looking at the artefacts with key questions on their clipboard-it was simply AMAZING.'

**(iii) Staff**

I was pleased to welcome our new Going Places funded Curatorial Assistant to Penlee House in December. Working two days a week, the officer brings a wealth of collections experience from a career in museums.

**(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 Going Places funded Audience Engagement Assistant post opened on the 26 January, with a closing date of 22 February and interviews scheduled for 11 March. This post will be a two day a week post for a period of 2.5 years with an anticipated start date of the beginning of May.

Work continues with the project teams at OnFife and Worcester to develop the interpretation for the women artists exhibition. Marketing, PR and graphic design is being developed by freelancers, in conjunction with the project teams to ensure wide publicity and a cohesive style.

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 Worcester in February 2026 and to OnFife in March 2026 have also been organised and online meetings between each group of young people working with the partners have been undertaken.

**(v) Coach House Café**

The contractor continues 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 November – December 2025**

Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025
03/11/2025	544	535	£3,004.00	£2,116.00	£2,068.49	£2,009.30	£5,072.49	£4,125.30
10/11/2025	392	439	£2,060.00	£1,828.00	£1,986.99	£1,844.66	£4,046.99	£3,672.66
17/11/2025	421	470	£1,900.00	£1,788.00	£1,953.77	£2,027.03	£3,853.77	£3,815.03
24/11/2025	396	391	£1,908.00	£1,492.00	£2,381.17	£1,722.76	£4,289.17	£3,214.76
<b>Nov totals</b>	<b>1,753</b>	<b>1,835</b>	<b>£8,872.00</b>	<b>£7,224.00</b>	<b>£8,390.42</b>	<b>£7,603.75</b>	<b>£17,262.42</b>	<b>£14,827.75</b>

Cumulative YTD	<b>23048</b>	<b>19,281</b>	<b>£126,748.31</b>	<b>£94,599.00</b>	<b>£105,616.97</b>	<b>£67,737.54</b>	<b>£232,365.28</b>	<b>£162,336.54</b>
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Week beginning	Visitor numbers		Admissions (inc. VAT) (£)		Shop takings (inc. VAT) (£)		Weekly total (£)	
	2024	2025	2024	2025	2024	2025	2024	2025
01/12/2025	248	252	£1,160.00	£952.00	£1,412.24	£1,956.64	£2,572.24	£2,908.64
08/12/2025	298	283	£1,220.00	£868.00	£1,862.50	£1,911.28	£3,082.50	£2,779.28
15/12/2025	261	243	£1,264.00	£996.00	£1,682.88	£1,745.93	£2,946.88	£2,741.93
22/12/2025	245	149	£1,400.00	£644.00	£927.26	£983.97	£2,327.26	£1,627.97
29/12/2025	499	407	£2,608.00	£1,780.00	£1,669.84	£1,502.73	£4,277.84	£3,282.73
<b>Dec totals</b>	<b>1,052</b>	<b>1,334</b>	<b>£7,652.00</b>	<b>£3,460.00</b>	<b>£7,554.72</b>	<b>£8,100.55</b>	<b>£15,206.72</b>	<b>£13,340.55</b>
Cumulative YTD	<b>24,599</b>	<b>20,615</b>	<b>£134,400.31</b>	<b>£99,839.00</b>	<b>£113,171.69</b>	<b>£75,838.09</b>	<b>£247,572.00</b>	<b>£175,677.09</b>

**(vii) Admission statistics November - December 2025**








	Adults	18-26 (50%)	Child	Friend	Free	Art Fund member	PZ Pass	Educational visit (adults & children)
Nov-25	953	8	78	233	116	90	251	211
Dec-25	546	19	73	155	80	64	135	76

Verity Anthony  
Director / Visitor Experience & Retail Manager, Penlee House Gallery & Museum

**ARTS & CULTURE COMMITTEE – 2 FEBRUARY 2026**

**REPORT FOR INFORMATION**

**ARTS & CULTURE FORWARD PLAN – PROGRESS REPORT**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
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**Background:**

The Arts & Culture Forward Plan (Appendix 1 to this report) has been updated to show progress as of February 2026.

The plan is presented (with progress updates) to the Arts & Culture Committee on a quarterly basis.

Verity Anthony  
 Penlee House Gallery & Museum Director / Visitor Experience & Retail Manager

Vision: To be at the centre of Penzance’s cultural regeneration						
Mission: We inspire all who visit us, and transform lives in our local community, through the art and heritage of Penzance and west Cornwall.						
Values	Governance, staff and volunteers	Penlee Masterplan	Audiences	Fundraising, finance and business plan	Festivals, events, flags & banners, Christmas lights	Partnerships, stakeholder engagement
<b>We are a diverse and inclusive space for all</b>	<p>Equity Diversity &amp; Inclusivity training for all Penlee House staff and disseminated to volunteers (by July 2024)                      Funded by Arts Council England  <i>Jan 24: Options being explored.</i>  <i>May 24: E-learning package including EDI training in place for all staff. More in-depth session options being explored.</i>  <i>Sept 24 – most staff have completed e-learning. Exploring training options with Museum Development South West for more indepth training</i>  <i>Jan 25 – As above</i>  <i>Jun 25 – New staff are enrolled in online training</i>  <i>Sept 25 – as above</i>  <i>Feb 26 – as above. Dementia awareness online training rolled out to all staff.</i></p> <p>Staff development – including fundraising skills.  <i>Jan 24: Director and Visitor Experience &amp; Retail Mgr attended session with Arwen Fitch to kickstart Buildings Appeal fundraising</i>  <i>May 24: E-learning package in place for all staff for various training courses. Corporate Services Manager retains training records. Majority of Penlee House team has done First Aid and Fire Warden</i></p>	<p>Develop Masterplan to create improved facilities within Penlee Park (following public consultation):</p> <ul style="list-style-type: none"> <li>Coach House café (2024/5). Create step-free accessibility to building. Diversify users in new location with increased opening hours</li> <li>Improved visitor facilities at Penlee House</li> <li>Changing places toilet in Park</li> <li>Learning centre, newly built with accessibility, inclusion, environmental sustainability at its heart</li> <li>Increased access to collections through access to stored collections and increased exhibition space</li> <li>Improved linkages between amenities in Park</li> </ul> <p><i>Jan 24: Funding application to Town Deal submitted – awaiting outcome. Friends of Penlee to consider funding Learning Centre feasibility study.</i>  <i>May 24: Awaiting outcome of Town Deal decision. Further requirements for planning permission in progress. Friends</i></p>	<p>Update and transform Penlee House Audience Development strategy (July 2024)  <i>Jan 24: work to begin in Feb 24.</i>  <i>May 24: To be presented to A&amp;C on 29 July</i>  <i>Sept 24 – adopted at A&amp;C 29/07/24 (complete)</i></p> <p>Improve access to Penlee House collections, through digital engagement (ongoing)  <i>Jan 24: Growing followers on social media. Bloomberg Connects reach: c300 downloads per exhibition.</i>  <i>May 24: Bloomberg connects continues. ArtUK curations. Social followers growing.</i>  <i>Sept 24: As above – ongoing (Process established - ongoing)</i></p> <p>Understand role that we can play in combatting social isolation and promoting wellbeing, through continued existing partnerships and building new ones (ongoing and ACE funded activity to Mar 2026).  <i>Jan 24: Arts &amp; Health course started 15 Jan. Trelya Saturday morning club has started.</i>  <i>May 24: Arts &amp; Health completed. Exhibition of work will be shown soon. Monthly Trelya Saturday club successful, ongoing and display of work was held in gallery.</i>  <i>Sept 24 – ongoing. Trelya sessions continue. Arts &amp; Health planned for Jan 25</i>  <i>Jan 25: extensive work over last three months to engage with a wide variety of groups as part of</i></p>	<p>Application to Town Deal for Coach House café (by Oct 2023)  <i>Jan 24: application has gone in – update expected in Feb 24.</i>  <i>May 24: Awaiting update</i>  <i>Sept 24: Funding secured (Funding established and work in progress)</i></p> <p>Admission fee review retains admissions at accessible levels, with free admission for Penzance residents and under-18s. School group admissions remain very good value (new charges applicable from April 2024/Sep 2024 for schools).  <i>Jan 24: On track for launch in April and September</i>  <i>May 24: New prices launched in April</i>  <i>Sept 24: New prices for schools launched. Fees under review – September A&amp;C agenda (Fees and charges agreed for 2025/6 at November Council meeting. Annual review process established.)</i>  <i>Feb 26: New schools prices to be implemented for sessions from Sept 26</i></p>	<p>Continue to support Penzance’s cultural life through delivery of Promenade flags and town banners (ongoing).  <i>Jan 24: Contractor selected.</i>  <i>May 24: Installed</i>  <i>Sept 24 Update at Arts &amp; Culture committee</i>  <i>Jan 25: designs to be selected</i>  <i>Jun 25: Design selected, new flags and banners installed in town and on prom</i>  <i>Sept 25: as above</i></p> <p>Provide funding to operate Golowan festival.  <i>Jan 24: Tender process begun.</i>  <i>May 24: Golowan tender on 3 June meeting agenda</i>  <i>Sept 24: closing date for tenders – 20 September 2024, contract to be awarded following Council meeting 11 November.</i>  <b>(Established and agreed arrangement on 11/11/24 until 2027)</b></p> <p>Explore developing Penlee Park as venue during Golowan festival and outside festival time (June 2025).  <i>Jan 24: not started</i>  <i>May 24: food festival planned for Sept 2024</i>  <i>Sept 24: food festival was very successful</i>  <i>Jan 25: another food festival planned for September</i>  <i>Jun 25: Penlee Park to be used during Golowan and for food festival in September</i>  <i>Sept 25: Use of park for Golowan and Food Festival proved successful</i></p>	<p>Penlee House’s continued partnerships with Social Prescribing Group, Trelya, Carefree and others to use Penlee House as a centre for promoting wellbeing (ongoing).  <i>Jan 24: Social Prescribing Group members contacted about Arts &amp; Health. Trelya – new group on Saturday mornings going well. Carefree: Culture Card still in use and promoted.</i>  <i>May 24: Arts &amp; Health course completed. Trelya Saturday mornings monthly. Culture card ongoing.</i>  <i>Sept 24: Ongoing (Established and ongoing)</i></p>

	<p><i>training in Feb and Mar. Specific fundraising training not yet identified.</i>  <i>Sept 24 – as above</i>  <i>Jan 25 – as above.</i>  <i>Fundraising appeal for Buildings Appeal led to ‘on the job training’</i>  <i>Jun 25 – New staff are enrolled in online training. Director undertook Agile project management training as part of CMT</i>  <i>Sept 25 – as above. Director and Learning Assistant attended Climate Literacy training</i>  <i>Feb 26 – curatorial and learning team have undertaken range of training relating to Going Places programme</i></p>	<p><i>agreed £10k funding for Learning Centre feasibility study.</i>  <i>Sept 24: Town Deal funding secured and work has begun. Learning Centre feasibility study opportunity advertised.</i>  <i>Jan 25: Coach House detailed designs completed and construction contract opportunity to be advertised. Learning Centre Feasibility Report first draft completed.</i>  <i>Jun 25 – Coach House redevelopment work begun, Jewells Construction undertaking work. Learning Centre Feasibility Study report completed and presented to Council.</i>  <i>Sept 25 – Coach House redevelopment work continues</i>  <i>Feb 26 – Coach House redevelopment work complete</i></p>	<p><i>Shape of Things exhibition. Included working with an additional Arts &amp; Health course, multiple different community groups and social prescribing groups.</i>  <i>Jun 25 – have begun project with Care Free Cornwall. Looking at working with community groups for next round of Arts &amp; Health course.</i>  <i>Sept 25 – working again with Trleya. Initial work with We Are With You for Arts &amp; Health</i>  <i>Feb 26 – Arts and Health provision continuing</i></p> <p>Increase access through interventions in Penlee House including updated visual story, relaxed openings, audio descriptions, BSL tours, guided tours, reinterpretation of collections (ongoing and Mar 2024 for updated visual story and by Mar 2025 for relaxed openings).  <i>Jan 24: Relaxed openings have started, access guides updated. Guided tours ongoing.</i>  <i>May 24: Relaxed openings held in Feb, Mar and May.</i>  <i>Sept 24 – reviewing relaxed openings as they have not been well attended. Guided tours continue</i>  <i>Jan 25 – 2 access audits have been carried out and action plans produced.</i>  <i>Jun 25 – initial changes made to website as a result of access audit</i>  <i>Sept 25 – Audio descriptions being rerecorded for use in gallery and online</i>  <i>Feb 26 – Audio descriptions for core works available on PenFriend, Bloomberg and YouTube</i></p> <p>Penlee House Sunday opening – trial July, August, September 2024  <i>Jan 24: Confirm this will happen - planning has begun</i>  <i>May 24: Planned</i></p>		<p><i>Feb 26: Penlee House to open for Sundays a week earlier to encompass Golowan festival</i></p> <p>Continue to support operation of Penlee Park Open Air Theatre (ongoing)  <i>Jan 24: ongoing</i>  <i>May 24: ongoing</i>  <i>Sept 24: ongoing</i>  <b>(Established and ongoing)</b></p>	
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			<p><i>Sept 24 – almost completed – numbers built over the summer. (Established and planned for summer 2025)</i>  <i>Sept 25: summer opening underway</i>  <i>Feb 26: Summer opening 2026 planned to open a week earlier to accommodate Golowan</i></p>			
<p><b>We are a place of fun and enjoyment</b></p>	<p>Staff and volunteer engagement and recognition to ensure retention (ongoing).  <i>Jan 24: Job description review and individual meetings with Town Clerk held in Dec '23 ready for evaluation.</i>  <i>Volunteers shortlisted for Heritage Heroes award at Cornwall Heritage Awards. Volunteer thank you event held in December.</i>  <i>May 24: Staff review completed.</i>  <i>Sept 24: Learning volunteers won regional Marsh award and attended ceremony at British Museum.</i>  <i>Volunteer thank you event took place in July.</i>  <i>Jan 25: two volunteer thank you events held in December</i>  <i>Jun 25: Kurt Jackson exhibition won 'Exhibition of the Year' at Cornwall Heritage Awards (CHA), Volunteer Tour Guides Highly Commended in Heritage Heroes Category at CHA</i>  <i>Sept 25: Penlee House shortlisted for Cornwall Tourism Awards Small Visitor Attraction</i>  <i>Feb 26: Penlee House won silver at Cornwall Tourism Awards</i></p>	<p>New spaces created in Park. New branding for Park. Links emphasised between play area, catering, Penlee House  <i>Jan 24: not started yet</i>  <i>May 24: Not started</i>  <i>Sept 24: Priority is to deliver Coach House project which will transform one area of the park</i>  <i>Jan 25: As above – development of Coach House and Learning Centre Feasibility study have taken priority</i>  <i>Jun 25: Redevelopment of Coach House has begun</i>  <i>Sept 25: As above</i>  <i>Feb 26: As above</i></p>	<p>Create more playful and fun opportunities to engage with Penlee House collections (using ACE funding during 2023-26).  <i>Jan 24: relaunched Little Penlee Explorers is a fun, vibrant session with up to 40 children per session. Saturday activities for children run throughout year.</i>  <i>May 24: Little Penlee Explorers going well with good numbers. Good attendance at Saturday activities.</i>  <i>Sept 24: Continued good attendance at Little Penlee Explorers and Baby Sensory sessions</i>  <b>(Little Penlee explorers and Baby Sensory established and ongoing.)</b>  <i>Jan 25: Ongoing work to integrate more elements of play into the Gallery to be considered. Shape of Things exhibition work has opened up new and different ways to engage audiences at the Gallery.</i>  <i>Jun 25: Children's books and tops incorporated in to Birds exhibition</i></p> <p>Exciting exhibition programme at Penlee House, well promoted with related income generation (ongoing).  <i>Jan 24: A Passion for Cornish Art exhibition led to additional visitors for autumn and sponsorship.</i>  <i>May 24: accompanying book for Harvey exhibition selling well and new related product also selling well.</i>  <i>Sept 24 – Harold Harvey exhibition has been successful – good visitor</i></p>	<p>Capacity developed in Learning Assistant and Marketing Assistant roles – ACE and Friends funded. Seek funding to maintain these roles (throughout 2024-26).  <i>Jan 24: Both roles now secured until March 2026</i>  <i>May 24: as above</i>  <b>(Established until March 2026)</b></p> <p>Seek funding to progress Cultural Strategy work (end 2024)  <i>Jan 24: Options to be explored in 2024</i>  <i>May 24: not started</i>  <i>Sept 24 – not started although discussion held at Arts &amp; Culture informal meeting 4 September. Timescale to be revised.</i>  <i>Jan 25: Provision made in 2025/6 budget for consultancy support with this</i>  <i>Jun 25: As above</i>  <i>Sept 25: Initial discussions held regarding a cultural calendar for Penzance, further planning to be undertaken</i>  <i>Feb 26: As above</i></p> <p>Develop commercial opportunities at Penlee House (inc. retail) to maximise income generation (ongoing).  <i>Jan 24: Online shop development underway</i>  <i>May 24: Online shop launched.</i>  <i>Sept 24: retail performing in line with expectations</i>  <i>Jan 25: Planned reconfiguration of retail space as follow on project from Coach House redevelopment. Budget for this allocated in 2025/6</i></p>	<p>Penlee House to support and participate in Penzance's festivals (ongoing).  <i>Jan 24: Plan to theme family activities to Golowan and LitFest this year</i>  <i>May 24: as above.</i>  <i>Sept 24 – completed for 2024 – planned for 2025. Learning team presence at Food Festival in September</i>  <i>Jan 25 – In discussion with Golowan to have arty activity in family area</i>          Provide grants for Christmas lights across the Parish (ongoing).  <i>Jan 24: ongoing</i>  <i>May 24: ongoing</i>  <i>Sept 24: Ongoing</i>  <b>(Established and ongoing – see budget)</b></p> <p>Investigate and develop plans for Christmas activation in Penlee Park (plans considered in time for Christmas 2024).  <i>Jan 24: work commencing in 2024</i>  <i>May 24: due to Penzance Christmas Lights not being delivered by BID this year Penlee Park lights to be postponed</i>  <i>Sept 24: As above</i>  <i>Jan 25: As above</i>  <i>Jun 25: As above</i>  <i>Sept 25: As above</i>  <i>Feb 26: As above</i></p>	<p>Seek to develop Penzance Cultural Strategy, leading to festivals and events (end 2024).  <i>Jan 24: not started</i>  <i>May 24: short meeting held in April with some stakeholders to discuss potential art festival</i>  <i>Sept 24: collaboration with PZ studios is planned for 2027</i>  <i>Jan 25: Cultural Strategy work to commence in 2025/6</i>  <i>Jun 25: As above</i>  <i>Sept 25: Discussion undertaken regarding public meeting and cultural calendar, further development required</i>  <i>Feb 26: As above</i></p>

			<p><i>numbers and some local media coverage</i></p> <p><i>Jan 25: Kurt Jackson exhibition one of the most popular exhibitions in the autumn slot in years.</i></p> <p><i>Jun 25: Shape of Things and Birds exhibitions bringing in a varied audience.</i></p> <p><i>Sept 25: as above</i></p> <p><i>Feb 26: the differing Birch and Picard shows have brought a varied audience</i></p> <p>Events programme and outreach/learning programme to diversify audiences (ongoing).</p> <p><i>Jan 24: this is a focus of the ACE funded activity. Outreach session piloted at Nancledra Nursery</i></p> <p><i>May 24: Welcome to the Museum sessions with local nurseries have been piloted and really successful.</i></p> <p><i>Sept 24 – Continued work with Under 5s. Launch of Climate-related programming to generate content for Shape of Things climate exhibition. Work programme awarded £2,000 from Little Park Owles Trust</i></p> <p><i>Jan 25: Shape of Things engagement programme saw record levels of engagement over 52 sessions. This included 44 adults and 130 children and young people.</i></p> <p><i>Jun 25 – Continued work with under-5s, started engagement programme with Care Free Cornwall</i></p> <p><i>Sept 25 – use of Gardener’s House for schools proving successful but have had to adapt some sessions. Schools visits fully booked for autumn term.</i></p> <p><i>Feb 26 – Schools fully booked for most of spring term</i></p> <p>Focus on building up activity for schools, children, families, and young people (ongoing).</p> <p><i>Jan 24: this is the focus of the ACE funded activity. Over 1000 students</i></p>	<p><i>Jun 25: As above</i></p> <p><i>Sept 25: Redesign of shop/café to be moved to January 27. Currently allocated budget being repurposed for Coach House.</i></p> <p><i>Feb 26: Budget allocated in 26/27 for redevelopment of shop/refreshments area</i></p>		
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			<p><i>(target for 2023-24) reached already.</i>  <i>May 24: School visits were up 48% in the last financial year.</i>  <i>Sept 24 – bookings for new school year underway</i>  <i>Jan 25: Schools programme for autumn term was at capacity</i>  <i>Jun 25 – Planning to deliver our schools programme from Gardener’s House for the foreseeable with the loss of the Coach House for education. Levels of visits may be impacted as there is reduced availability.</i>  <i>Sept 25 – use of Gardener’s House for schools proving successful but have had to adapt some sessions. Schools visits fully booked for autumn term.</i>  <i>Feb 26 – Schools fully booked for most of spring term</i></p>			
<p><b>We strive for high quality and act with integrity</b></p>	<p>Councillors to visit case studies of culture-led regeneration (end 2024)  <i>Jan 24: Plan to do this in 2024.</i>  <i>May 24: not started</i>  <i>Sept 24: not started</i>  <i>Jan 25: as above</i>  <i>Jun 25: as above</i></p> <p>Review investment strategy for cultural regeneration, identifying funding streams to ensure development of Cultural Strategy (end 2024).  <i>Jan 24: Not started</i>  <i>May 24: not started</i>  <i>Sept 24: not started – Masterplan delivery prioritised</i>  <i>Jan 25: budget allocated to Cultural Strategy work 2025/6</i>  <i>Jun 25: As above</i>  <i>Sept 25: Discussion undertaken regarding cultural calendar, plan to be developed</i></p>	<p>Commission climate audit of Penlee House building and specification for replacement of plant (Oct 2023)  <i>Jan 24: Specification for plant replacement is underway.</i>  <i>Director has attended Carbon Literacy training. Maintenance projects planned for year ahead to reduce energy usage.</i>  <i>May 24: Plant specification in progress. PH Director using carbon calculator and other tools to understand PH environmental impact. Roof replacement and plant replacement planned to reduce energy usage.</i>  <i>Sept 24: Plant upgrade project going out to tender soon – scheduled for Jan 2025</i>  <i>Jan 25: No responses to plant tender project. Looking at new ways to deliver efficiencies with plant. Taps in toilets replaced with auto stop taps to save water.</i></p>	<p>Improved data collection to understand audiences and improve offer (new methods in place by summer 2024).  <i>Jan 24: options being explored.</i>  <i>May 24: options being explored and adaptations to visitor survey considered.</i>  <i>Sept 24: Visitor survey now in digital form and more prominent. Volunteers from the Friends of Penlee house undertook a short marketing survey</i>  <i>Jan 25: Results from marketing survey indicate word of mouth still primary reason for visiting. Leaflet established as effective marketing.</i>  <i>Jun 25: Looking at ways of joint marketing with MC7 organisations</i>  <i>Sept 25: use of summer banners to highlight activities for families</i>  <i>Feb 26: Evaluation for Going Places will enable further data collection</i></p>	<p>Continue to support Friends of Penlee House in their fundraising for the benefit of the Gallery. Regular review of MOU, continue Penlee Partnership meetings (ongoing).  <i>Jan 24: Partnership meetings ongoing.</i>  <i>May 24: Partnership meetings ongoing</i>  <i>Sept 24: Partnership meetings ongoing and work towards Patrons scheme</i>  <i>Jan 25: Joint fundraising group Friends/Penlee House established in Sep 24 and has met twice.</i>  <i>Partnership meetings ongoing. MoU reviewed.</i>  <i>Jun 25: Joint Fundraising group and Partnership meetings continue.</i>  <i>Friends looking at developing patron scheme and legacies.</i>  <i>Sept 25: Friends due to launch their legacies scheme</i>  <i>Feb 26: Friends legacies scheme launched on website</i></p>		<p>Support delivery of Friends of Penlee House communications and events to ensure fundraising for Penlee House (ongoing).  <i>Jan 24: Ongoing support of production of Artefact</i>  <i>May 24: Artefact produced, lectures facilitated.</i>  <i>Sept 24: Support for all of the above and new e-newsletters.</i>  <i>Jan 25: Production of Artefact outsourced although Penlee House staff continue to provide editorial support and image supply. E-newsletters sent monthly and lecture programme supported with administration and facilitation.</i>  <i>Jun 25: Artefact sold in gallery shop to deliver additional awareness for visitors</i>  <i>Sept 25: As above</i>  <i>Feb 26: as above</i></p>

		<p><i>Jun 25: Julie's Bicycle environmental data submitted as part of Arts Council reporting</i>  <i>Sept 25: As above</i>  <i>Feb 26: Efficiencies included in redevelopment of Coach House including air source heat pump and eco handriers</i></p>		<p>Penlee Buildings Fund specifically targeted campaign for roof or plant (set up by Dec 2023)  <i>Jan 24: Aim to launch by April 1. Collecting information to use in the campaign.</i>  <i>May 24: Buildings Appeal soft launch – signage asks for donations. Further donations to come via tap-to-donate (due soon)</i>  <i>Sept 24: Push through Friends communications has led to further donations</i>  <i>Jan 25: Fundraising efforts for individual giving were successful and supplemented by commission donation from Kurt Jackson.</i>  <i>Jun 25: As above</i>  <i>Sept 25: No longer actively fundraising for this but infrastructure in place ready when we next require a fundraising campaign</i>  <i>Feb 26: As above</i></p>		
<p><b>We are trusted, dependable and professional</b></p>	<p>Government Indemnity Standards maintained through continued buildings maintenance and plant upgrade (ongoing and end 2025)  <i>Jan 24: Ongoing</i>  <i>May 24: Ongoing</i>  <i>Sept 24: Ongoing</i>  <b>(Established and ongoing. No change to plant means that conditions will remain the same until this work is undertaken)</b>                   Arts &amp; Culture committee to undertake annual SWOT analysis to identify areas of risk and mitigate this (annual).  <i>Jan 24: Informal meeting/workshop to be booked in for this in June.</i>  <i>May 24: Postponement of this until Coach House outcome known.</i>  <i>Sept 24: session took place 4/9/24</i>  <b>(Complete)</b></p>	<p>Case for support to be developed to kickstart funding campaign for Masterplan (March 2024)  <i>Jan 24: Awaiting outcome of Enterprise Grant</i>  <i>May 24: Awaiting outcome of Enterprise Grant</i>  <i>Sept 24: Priority is to deliver Coach House project now that Enterprise grant is secured. Looking for funding for Learning Centre</i>  <i>Jan 25: Learning Centre funding recommendations in feasibility report</i>  <i>Jun 25: Learning Centre Feasibility Report complete, next steps to be established by Masterplan Group</i>  <i>Sept 25: Initial conversations held regarding learning with PZArts CIC</i>  <i>Feb 26: As above</i></p>	<p>New marketing and communications plan to engage audiences and measure growth (Dec 2023).  <i>Jan 24: In progress</i>  <i>May 24: In draft</i>  <i>Sept 24: delivering against the draft plan and taking opportunities as they arise.</i>  <i>Jan 25: Further work required to plan for 2025/6</i>  <i>Jun 25: Continuing to take opportunities as they arise with an awareness of benefit of being part of wider articles</i>  <i>Sept 25: as above</i>  <i>Feb 26: As above</i>                   Penlee House to remain in Visit England scheme and develop offer based on feedback from assessment (ongoing).  <i>Jan 24: Ongoing</i>  <i>May 24: Ongoing and assessment booked</i>  <i>Sept 24: Assessment successful – 91% score again</i></p>	<p>Engage major anchor funders about Masterplan, once a case for support including drawings etc. in place (Dec 2024)  <i>Jan 24: not started</i>  <i>May 24: not started – require additional info.</i>  <i>Sept 24: Coach House project has begun. Learning Centre project feasibility study underway -these elements are part of the Masterplan delivery</i>  <i>Jan 25: as above</i>  <i>Jun 25: Coach House building work has begun, Learning Feasibility Study report complete</i>  <i>Sept 25: As above</i>  <i>Feb 26: As above</i>                   Fulfil reporting obligations of ACE funding as part of MC7 partnership and work towards future funding for post-March 2026.  <i>Jan 24: in progress</i>  <i>May 24: in progress</i>  <i>Sept 24: in progress and planning as a consortium future application</i>  <b>(Established and ongoing)</b></p>	<p>Responsible procurement for delivery of Penzance Council funded cultural projects (ongoing).  <i>Jan 24: ongoing</i>  <i>May 24: ongoing</i>  <i>Sept 24: ongoing</i>  <b>(established and ongoing)</b></p>	<p>Cultural strategy development  <i>Jan 24: not started</i>  <i>May 24: not started</i>  <i>Sept 24: Masterplan delivery to take priority</i>  <i>Jan 25: Planned for 2025/6</i>  <i>Jun 25: As above</i>  <i>Sept 25: Discussion undertaken regarding public meeting and cultural calendar, further development required</i>  <i>Feb 26: As above</i>                   Promotion and celebration of Arts &amp; Culture projects. Annual review report created March 2024. Improved advocacy skills.  <i>Jan 24: work has begun</i>  <i>May 24: Figures added to Council review report. Penlee Specific report in progress</i>  <i>Sept 24: powerpoint is available</i>  <i>Jan 25: as above</i>  <i>Jun 25: Report provided and included in Council annual review</i>  <i>Sept 25: As above</i>  <i>Feb 26: A&amp;C planning will be included in Council Forward Plan</i></p>

	<p>Maintain highest standards of collections care at Penlee House (ongoing).  <i>Jan 24: Ongoing. Plant works will be a main contributor to this.</i>  <i>May 24: Ongoing.</i>  <i>Sept 24: Ongoing</i>  <b>(Established and ongoing)</b></p> <p>Adherence to all policies and procedures of Penzance Council.  <i>Jan 24: Ongoing</i>  <i>May 24: ongoing</i>  <i>Sept 24: Ongoing</i>  <b>(Established and ongoing)</b></p> <p>Develop Penlee House collections responsibly to ensure a collection that represents West Cornwall's art and history (ongoing).  <i>Jan 24: Ongoing and acquisitions reported to A&amp;C committee</i>  <i>May 24: As above</i>  <i>Sept 24: Ongoing, as above</i>  <b>(Established and ongoing)</b></p>	<p>Ensure that recommendations from Buildings Maintenance plan are carried out (by 2026).  <i>Jan 24: Work underway to resolve issues with priority areas (plant and roof)</i>  <i>May 24: Item on agenda 3 June</i>  <i>Sept 24: Clear priority areas are plant and roof. Roof works will require scaffolding, which will enable plant room windows repair, exterior painting etc.</i>  <i>Jan 25: Lack of responses to plant project have led to prioritisation of roof works. Project ITT to be advertised asap.</i>  <i>Jun 25: Prioritisation of Coach House project has delayed roof works</i>  <i>Sept 25: Temporary repairs made to roof</i>  <i>Feb 26: Updated prices for roof received</i></p>	<p><i>Jan 25: Feedback received and actioned where possible.</i>  <i>Jun 25: Ongoing and assessment booked</i>  <i>Sept 25: Assessment successful – 91% score again (3<sup>rd</sup> year in a row)</i>  <i>Feb 26: Feedback received and actioned where possible</i></p>			
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**ARTS & CULTURE COMMITTEE – 2 FEBRUARY 2026**

**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 continue. These are supplemented with monthly meetings between the client, the contracting team and the contract administrator.

All internal flooring has been completed and decoration is being undertaken. External hard landscaping is being undertaken with walls built to support the patio areas, and patio flooring installation having begun. Installation of bathroom fittings has begun. Kitchen installation is scheduled to begin on 27 January. Phase 3 electrical installation by National Grid has been completed, with electrical meter due to be installed on 28 January.

The tender deadline for the café operation closed on 11 January. Evaluation has been undertaken and the moderation panel met on 21 January to confirm the preferred operator. The preferred operator has now been informed of the decision, with negotiations around specific elements of the operation and contract to be undertaken. A verbal update will be given at the Arts & Culture Committee meeting.

Verity Anthony  
 Director / Visitor Experience & Retail Manager, Penlee House Gallery & Museum

# Financial Budget Comparison

## for Arts & Culture Committee

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Reserve	Actual Net	Balance
<b>INCOME</b>					
<b>Arts &amp; Culture Committee</b>					
400	Penlee House Gallery & Museum				
400/1	Shop				
400/1/1	Admissions	£95,000.00	£0.00	£82,726.66	-£12,273.34
400/1/2	Sale of Merchandise	£65,000.00	£0.00	£66,471.15	£1,471.15
400/1/3	Image Licensing Fees	£1,000.00	£0.00	£437.12	-£562.88
400/1/4	Education Workshops	£1,500.00	£0.00	£1,515.91	£15.91
400/1/5	Till Discrepancies	£0.00	£0.00	£35.14	£35.14
400/1	Total	£162,500.00	£0.00	£151,185.98	-£11,314.02
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	£24,011.00	£0.00	£0.00	-£24,011.00
400/2/4	Arts Council	£80,000.00	£0.00	£80,000.00	£0.00
400/2/5	Other Grant Funding	£0.00	£99,798.06	£115,313.06	£15,515.00
400/2/6	Building Projects Donations	£0.00	£0.00	£2,210.18	£2,210.18
400/2/7	Art Fund - Going Places	£34,376.00	£0.00	£35,125.50	£749.50
400/2	Total	£138,387.00	£99,798.06	£232,648.74	-£5,536.32
400/3	The Orangery Café				
400/3/1	Franchisee Payments	£50,000.00	£0.00	£42,563.64	-£7,436.36
400/3/2	Utility Re-Charge	£8,000.00	£0.00	£6,363.57	-£1,636.43
400/3	Total	£58,000.00	£0.00	£48,927.21	-£9,072.79
400/4	Community Toilet Scheme	£1,320.00	£0.00	£1,320.00	£0.00

# Financial Budget Comparison

## for Arts & Culture Committee

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		<b>Revised</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
400/5	Miscellaneous	£349.00	£0.00	£609.16	£260.16
400	Total	<u>£360,556.00</u>	<u>£99,798.06</u>	<u>£434,691.09</u>	<u>-£25,662.97</u>
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00
<b>Total Arts &amp; Culture Committee</b>		<u>£360,556.00</u>	<u>£99,798.06</u>	<u>£434,691.09</u>	<u>-£25,662.97</u>

# Financial Budget Comparison

## for Arts & Culture Committee

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		Revised	Reserve	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Arts &amp; Culture Committee</b>					
4000	Penlee House Salaries	£421,622.00	£0.00	£307,952.93	£113,669.07
4100	Penlee House Gallery & Museum				
4100/1	Administration				
4100/1/1	Staff Travel	£750.00	£0.00	£497.13	£252.87
4100/1/3	IT Provision	£13,200.00	£0.00	£9,751.08	£3,448.92
4100/1/4	Office Postage	£400.00	£0.00	£227.71	£172.29
4100/1/5	Website	£150.00	£0.00	£150.00	£0.00
4100/1/6	Office Supplies & Equipment	£1,500.00	£0.00	£569.26	£930.74
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	£19,007.23	£6,992.77
4100/1/9	Agency Support	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£43,800.00	£0.00	£31,842.93	£11,957.07
4100/2	Penlee House Building				
4100/2/1	Non-Domestic Rates	£0.00	£0.00	£0.00	£0.00
4100/2/2	Gas	£14,000.00	£0.00	£8,810.12	£5,189.88
4100/2/3	Electric	£52,000.00	£0.00	£37,688.33	£14,311.67
4100/2/4	Water	£9,400.00	£0.00	£6,664.44	£2,735.56
4100/2/5	Cleaning Contract & Materials	£20,000.00	£0.00	£14,319.87	£5,680.13
4100/2/6	Maintenance & Repairs	£9,000.00	£0.00	£6,580.74	£2,419.26
4100/2/7	Fittings	£3,000.00	£0.00	£1,243.27	£1,756.73
4100/2/8	Contracts	£30,000.00	£0.00	£21,334.98	£8,665.02

# Financial Budget Comparison

## for Arts & Culture Committee

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		<b>Revised</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
4100/2/9	Capital Refurbishment	£0.00	£0.00	£1,120.00	-£1,120.00
4100/2	Total	£137,400.00	£0.00	£97,761.75	£39,638.25
4100/4	Shop				
4100/4/1	Inventory Purchases				
4100/4/1/1	Merchandise for resale	£35,000.00	£0.00	£29,571.92	£5,428.08
4100/4/1/2	Carriage inwards	£200.00	£0.00	£110.66	£89.34
4100/4/1	Total	£35,200.00	£0.00	£29,682.58	£5,517.42
4100/4/2	Till & Consumables	£1,500.00	£0.00	£1,285.94	£214.06
4100/4/3	PDQ Charges	£4,000.00	£0.00	£2,564.26	£1,435.74
4100/4/4	Cash Collection	£1,470.00	£0.00	£1,042.50	£427.50
4100/4/5	Carriage outwards for orders	£300.00	£0.00	£220.96	£79.04
4100/4	Total	£42,470.00	£0.00	£34,796.24	£7,673.76
4100/5	Gallery Exhibitions & Museum				
4100/5/1	Exhibition Costs	£32,000.00	£0.00	£22,231.30	£9,768.70
4100/5/2	Marketing	£10,000.00	£0.00	£6,737.02	£3,262.98
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	£2,761.39	£1,738.61
4100/5/6	Acquisitions	£0.00	£0.00	£0.00	£0.00
4100/5	Total	£46,500.00	£0.00	£31,729.71	£14,770.29
4100/6	The Orangery Café				
4100/6/1	Equipment Maintenance	£1,500.00	£0.00	£1,636.39	-£136.39
4100/6/2	Capital Purchase	£0.00	£0.00	£0.00	£0.00
4100/6	Total	£1,500.00	£0.00	£1,636.39	-£136.39

# Financial Budget Comparison

## for Arts & Culture Committee

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		<b>Revised</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
4100/7	The Coach House				
4100/7/1	Electric	£1,750.00	£0.00	£653.13	£1,096.87
4100/7/2	Water	£750.00	£0.00	£699.23	£50.77
4100/7/3	Non-Domestic Rates	£42.00	£0.00	£122.49	-£80.49
4100/7/4	Maintenance & Cleaning	£1,200.00	£0.00	£522.56	£677.44
4100/7/5	Capital Refurbishment	£75,000.00	£353,452.62	£459,763.34	-£31,310.72
4100/7	Total	£78,742.00	£353,452.62	£461,760.75	-£29,566.13
4100/8	Education				
4100/8/1	Council Funded Educational Activities	£10,000.00	£0.00	£6,608.82	£3,391.18
4100/8/2	Art Council Educational Activities	£22,350.00	£0.00	£13,154.26	£9,195.74
4100/8/3	Other Funded Educational Activities	£6,000.00	£0.00	£3,400.00	£2,600.00
4100/8	Total	£38,350.00	£0.00	£23,163.08	£15,186.92
4100/9	Fundraising Activities	£210.00	£0.00	£239.60	-£29.60
4100/10	Miscellaneous	£1.00	£0.00	£4.53	-£3.53
4100/11	Art Fund - Going Places	£29,930.00	£0.00	£17,543.55	£12,386.45
4100	Total	£418,903.00	£353,452.62	£700,478.53	£71,877.09
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	£6,150.00	£0.00	£6,150.00	£0.00
4200	Total	£30,150.00	£0.00	£24,424.95	£5,725.05
4300	Penlee Open Air Theatre	£1,500.00	£0.00	£535.64	£964.36
4400	Christmas Lights				

# Financial Budget Comparison

## for Arts & Culture Committee

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		<b>Revised</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
4400/1	Contribution to BID	£13,800.00	£0.00	£0.00	£13,800.00
4400/2	Light Rigging	£0.00	£0.00	£0.00	£0.00
4400/3	Christmas Tree installation & delivery	£0.00	£0.00	£0.00	£0.00
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	<b>Total</b>	<b>£13,800.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£13,800.00</b>
4500	Events				
4500/1	Golowan Festival	£49,000.00	£0.00	£48,975.00	£25.00
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	<b>Total</b>	<b>£49,000.00</b>	<b>£0.00</b>	<b>£48,975.00</b>	<b>£25.00</b>
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	<b>Total</b>	<b>£116,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£116,000.00</b>
4995/2	Christmas Lighting Infrastructure	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

## for Arts & Culture Committee

Comparison between 01/04/25 and 31/12/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

	<u>Revised</u>	<u>Reserve</u>	<u>Actual Net</u>	<u>Balance</u>
4995 Total	£116,000.00	£0.00	£0.00	£116,000.00
<b>Total Arts &amp; Culture Committee</b>	<u>£1,055,975.00</u>	<u>£353,452.62</u>	<u>£1,082,367.05</u>	<u>£327,060.57</u>
Total Arts Culture Committee Inco	£360,556.00	£99,798.06	£434,691.09	-£25,662.97
Total Arts Culture Committee Expe	£1,055,975.00	£353,452.62	£1,082,367.05	£327,060.57
<b>Total Net Balance</b>	<u><b>-£695,419.00</b></u>		<u><b>-£647,675.96</b></u>	