

**MINUTES OF THE PENLEE HOUSE AND PARK COMMITTEE MEETING**  
held in Committee Room No. 3, St. John's Hall, Penzance on Tuesday 17<sup>th</sup> May 2005  
at 7.00 pm.

**PRESENT**

Councillor M. Freeman (Chairman)

Councillors R. Clark  
M.R. Cotton  
F. Granger (joined meeting 7.05 pm)  
R.M. Lawrence  
P.C.H. Rendle

**ALSO PRESENT**

Mrs. A. Bevan (Director of Penlee House Gallery and Museum)

1. **APOLOGIES**

Councillors W.J.L. Aitken, D.J. Axford, J.H. Dixon, S.J. Reed and A.J. Richings.

2. **MINUTES OF MEETING HELD ON 1<sup>ST</sup> MARCH 2005**

Having been circulated, it was resolved that they be signed as a true and correct record.

3. **REPORT OF DIRECTOR**

(a) Exhibition, Income and Visitor Number Report

The Director advised that the total income for the financial year just ended was £132,473.00 as against £124,391.00 in the previous year.

Visitor numbers were also up from 32,384.00 in the previous year to 37,080.00.

In terms of both income and visitor numbers, there had been a slower start to the current financial year, part influenced by the fact that Easter fell in March, but it was very much hoped that the figures would recover as a result of the major summer show and it was

**RECOMMENDED:** that the position be noted.

(b) Forthcoming Exhibitions

The main summer show entitled "Painting at the Edge" was due to commence on the 18<sup>th</sup> June and although a number of lenders had been generous in their contributions to the show, written agreements had been slow to arrive in some cases and this, in itself, had led to a delay in the application for Government Indemnity and it was

**RECOMMENDED:** that the position be noted.

(c) Resolution to Exclude the Press and Public

Due to the confidential nature of the next matter to be discussed, it was

**RESOLVED:** to exclude the press and public from the next part of the meeting.

(d) Acquisition of Computer Equipment

See Confidential Appendix "A".

(e) Resolution to Re-Admit the Press and Public

It was

**RESOLVED:** to re-admit the press and public to the meeting.

(f) Archaeology Redisplay Update - Photography

The Director advised that for professional reasons, the Friends of Penlee House had handled the commissioning process in respect of photographs of archaeological sites which were required as part of the redisplay of the archaeology area of the Museum.

The photographs formed an important part of the redisplay of this area and Mr. Vince Bevan had been commissioned to undertake the work and it was

**RECOMMENDED:** that the position be noted.

(g) Visit by Director to Open the Haddock Art Centre - Fort Worth, Texas

The Director provided details of her 3½ day trip to Fort Worth with all expenses being met by the Art Centre owner who also made a generous \$1,000 contribution to the work of Penlee House.

The schedule of visits to galleries and other institutions had been very demanding, but the Director advised that many useful contacts had been made and the seed had been sown for a possible Stanhope Forbes Retrospective which would require the support of the Tate and which could well be influenced by the financial input and drive from America which could see the exhibition shown on both sides of the Atlantic and it was

**RECOMMENDED:** that the position be noted.

(h) Staffing - Appointment of Visitor Services Officer

The Director confirmed that Mr. David Trevivian had now taken up his post as Visitor Services and Security Officer at Penlee House and had settled in very well to his new duties and it was

**RECOMMENDED:** that the position be noted.

(i) Staff Development

The Director was pleased to advise that Miss Katie Herbert had successfully completed her Associateship of the Museums Association and that the Director had been selected to attend the Museum Leadership Programme Course to be held at the University of East Anglia in July and for which grant aid had been obtained to off-set a proportion of the cost, the remainder of which would be covered from the training budget, and it was

**RECOMMENDED:** that the position be noted.

(j) Resolution to Exclude the Press and Public

Due to the confidential nature of the next item to be discussed, it was

**RESOLVED:** to exclude the press and public from the next part of the meeting.

(k) Maintenance Contract - Penlee House

See Confidential Appendix "B".

(l) Resolution to Re-Admit the Press and Public

It was

**RESOLVED:** to re-admit the press and public

(m) "Friends of Penlee House" - Notice of Meeting - 4<sup>th</sup> April 2005 and Notice of AGM - 15<sup>th</sup> June 2005 and Associated Minutes

The above had been circulated to members for information and it was

**RECOMMENDED:** that receipt be noted.

The Director also agreed to check with the secretary with regard to the mailing list in terms of the dispatch of agendas to Council representatives on the "Friends".

(n) SWMLAC Bulletin - March/April 2005

The latest edition of the South West Museums, Libraries and Arts Council newsletter had been sent for information and was available for any member who wished to have sight of it and it was

**RECOMMENDED:** that receipt be noted.

(o) Resolution to Exclude the Press and Public

Due to the confidential nature of the next item to be discussed, it was

**RESOLVED:** to exclude the press and public from the next part of the meeting.

(p) Interior Decoration of Public Areas

See Confidential Appendix "C".

(q) Orangery Equipment

See Confidential Appendix "C".

4. **REPORT OF TOWN CLERK**

(a) Security Provision

See Confidential Appendix "D".

(b) Resolution to Re-Admit the Press and Public

It was

**RESOLVED:** to re-admit the press and public to the meeting.

(c) Improvements to Park

The Town Clerk was pleased to advise that the bid to the Liveability Fund had been successful in the sum of £50,000.00 and he was grateful for the support of District Council Officers in this respect.

The proposed improvements were:-

(i) New Playground

The Town Clerk provided drawings for a design and build playground at three levels, ie. £60,000.00, £50,000.00 and £40,000.00 and he would now invite two other companies to design schemes at this level of expenditure and the Council would then select from the three bids.

The total spend on the playground would be governed by the cost of other aspects of improvements and it was

**RECOMMENDED:** that the position be noted.

(ii) Sensory Garden

The Town Clerk presented initial drawings prepared by Jane Haslam for members' comments and this scheme was costed at approximately £10,000.00 and consideration was being given to carrying out the work, in-house, over the winter period by utilising the money allocated to the project to employ an additional member of staff to release the Head Gardener to work on the scheme and it was again

**RECOMMENDED:** that the position be noted.

(iii) The Pond Project

This matter had already been subject to tender and the drawings were re-presented and the Town Clerk advised that a further tender exercise would be carried out during the summer and it was

**RECOMMENDED:** that the position be noted.

(iv) Other Proposals

To complete the improvements to the park, further works comprised the provision of new railings on the northern boundary to be installed with the retention of the existing blackthorn hedge, resurfacing of pathways and the provision of a pavilion frontage on the theatre accommodation and it was

**RECOMMENDED:** that the improvements proceed as outlined and in accordance with the funding available.

(v) Minor Improvements - Rear of Tennis Club

The Tennis Club had contacted the Council with regard to the area at the rear of the club which, although gated, was a walkway for the public and an informal “mud path” was being created between the two gates and the proposal was to lay a series of stepping stone paving slabs and it was

**RESOLVED:** to approve this action.

(vi) Resolution to Exclude the Press and Public

Due to the confidential nature of the next matter to be discussed, it was

**RESOLVED:** to exclude the press and public from the next part of the meeting.

(vii) Staffing

See Confidential Appendix “E”.

(viii) Resolution to Re-Admit the Press and Public

It was

**RESOLVED:** to re-admit the press and public.

(ix) Open Air Theatre Season

The Acorn Theatre had provided a draft of the leaflet in respect of the forthcoming season and agreement had been reached to open the Orangery on four performance nights to establish the viability of this proposal about which a report would be provided at the end of the season and it was

**RECOMMENDED:** that the position be noted.

(x) St. Ives Constituency Conservative Association Fete

STICCA had again requested the use of Penlee Park for its annual fete on Saturday 6<sup>th</sup> August 2005 and it was

**RESOLVED:** to approve the request with an agreed donation set at £110.00.

5. **FINANCIAL POSITION**

The Committee considered its finances to the 31<sup>st</sup> March 2005 and it was

**RESOLVED:** to note the position.

The Committee also considered payments made in the months of February and March 2005 and it was

**RESOLVED:** to approve such payments (see Appendix "F" for both financial position and payments made).

9.00 pm

Chairman  
28<sup>th</sup> June 2005