

**MINUTES OF THE PENLEE HOUSE AND PARK COMMITTEE MEETING**  
held in Committee Room No. 3, St. John's Hall, Penzance on Tuesday 28<sup>th</sup> June 2005  
at 7.00 pm.

**PRESENT**

Councillor M. Freeman (Chairman)  
Councillor A.J. Richings (Vice-Chairman)

Councillors R. Clark  
M.R. Cotton  
J.H. Dixon  
P.C.H. Rendle

**ALSO PRESENT**

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

6. **APOLOGIES**

Councillors W.J.L. Aitken, D.J. Axford, F. Granger and R.M. Lawrence.

7. **MINUTES OF MEETING HELD ON 17<sup>TH</sup> MAY 2005**

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

8. **REPORT OF DIRECTOR**

(a) **Exhibition, Income and Visitor Number Report**

The Director advised that income from all sources was down on the previous year, standing in the sum of £28,544.00 as against £41,946.00 to the end of June 2004.

However, the spring exhibition in 2004 was accompanied by a publication which invariably creates increased income and Easter fell in March this year which, again, had an impact.

With regard to visitor numbers, for the calendar year the figure stood at 17,609 as against 14,843 for the corresponding period in 2004, but for the financial year the figure was slightly down, standing at 8,915 as against 10,419 for the previous year and it was

**RECOMMENDED:** that the Director's report be received.

(b) **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

(c) Insurance of Current Exhibition

See Confidential Appendix "A."

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

It was

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

(e) Forthcoming Exhibitions

The Director advised that arrangements were well in hand for the Charles Simpson Exhibition, which would run from the 24<sup>th</sup> September 2005 to the 19<sup>th</sup> November, and which would be concurrent with an exhibition relating to serpentine and, again, arrangements were well in hand for this exhibition and it was

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

(f) Acquisition of Computer Equipment

Following on from the last meeting, Councillor Clark had provided considerable information and advice relating to the requirements for computer equipment at Penlee House and, as a result of a number of meetings, agreement had been reached on the equipment to be purchased which was within the expenditure approved at the previous meeting.

The Chairman and Director wished to place on record their appreciation for the support provided by Councillor Clark and it was

**RECOMMENDED:** that the report on computer equipment be received.

In terms of the cost of the equipment, the Town Clerk advised that his intention would be to either utilise the unanticipated income from the previous year or to make adjustments to the current budgets at the November revision stage based on anticipated income for the current year and it was

**RESOLVED:** to approve this action.

(g) Renaissance South West

The newsletter covering museum and gallery issues throughout the South West was available to any member who wished to have sight of it and it was

**RECOMMENDED:** that receipt be noted.

(h) Artefact - Newsletter of the "Friends of Penlee House"

The latest edition of the "Friends" Newsletter was also available to any member who

wished to have sight of it and it was

**RECOMMENDED:** that receipt be noted.

(i) Chiller Unit

The Director advised that there had been a major failure of the compressor in the chiller unit which controls the temperature and humidity in Penlee House which was particularly critical in terms of the current major exhibition.

The Town Clerk had telephoned the Mayor, Deputy Mayor, the Chairman of Penlee House and Park Committee and the Chairman of Finance/Property Committee to explain the situation and the fact that there was no option but to repair the chiller in the sum of £8,000.00.

The work had now been completed, but reference was made to the age of the chiller unit and the fact that it would require replacing within the next two to three years at an estimated cost of £25,000.00, and provision would be made through the plant/fabric fund to cover this cost, and it was

**RESOLVED:** to approve the action taken in this matter.

(j) Education Events

Mr. Holmes, Education and Outreach Officer, had produced a summary of the activities which would be taking place during the summer and early Autumn and the details would be copied to members for information and it was

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

(k) Acquisition of Painting

The Director advised that a Laura Knight painting of Lamorna Cove was coming up for auction on 21<sup>st</sup> July and at the “Friends of Penlee House” meeting the previous evening, the “Friends” had indicated financial support for its acquisition up to 10 per cent of its purchase price to an upper limit of £15,000.00.

The Director sought approval from the Committee to make applications for grant aid and it was

**RESOLVED:** that the Director should proceed to make such applications.

9. **REPORT OF TOWN CLERK**

(a) Park Improvements - Proposed Timetable of Works

The Clerk advised that he proposed to dedicate considerable time on his return from leave in early August to the specifications for the improvement works in Penlee Park. The timetable would be to go out to tender where necessary by the end of August early

September with a view to the works commencing in November with proposed completion dates by the end of February or early March.

This period would obviously see the park at its lowest level of public use and inconvenience would, therefore, be minimised and it was

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

(b) Park Security

The Town Clerk advised that the new system of monitoring was in place and that regular and comprehensive reports were being received in relation to the daily patrols.

The Chairman raised the issue of the lack of space in Penzance where dog owners could exercise their pets and it was noted that this was an issue which had been raised previously with the Committee.

After a discussion, it was

**RESOLVED:** to maintain the “status quo”, ie. dogs permitted on leads and that ahead of new signage being commissioned as part of the improvements scheme, temporary signage would be placed on all entrances to the park to advise people of the rules and byelaws.

(c) Vacancy - “Friends of Penlee House”

The Town Clerk reminded members that the Council was allocated four representative places on the “Friends of Penlee House” Committee and there was currently a vacancy which it was

**RESOLVED:** should be filled by Councillor Rendle.

(d) 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.

(e) Orangery Franchise and Signage

See Confidential Appendix “B”.

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

It was

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

(g) Playgroup - Erection of Shed

Penlee Playgroup had written to request permission to erect a small storage shed in the forecourt of the playgroup building.

The playgroup was endeavouring to raise funds to make improvements to the store area adjacent to the playgroup building which would negate the need for the shed in the future and it was

**RECOMMENDED:** that approval be given for the temporary siting of the shed, two years in the first instance, and the playgroup to be encouraged to make improvements to the store building when finances allowed.

10. **FINANCIAL POSITION**

The Town Clerk advised that because of the requirement to complete the annual accounts by the end of July, the routine analysis of income and expenditure had not been completed in respect of April and May.

However, the work was now proceeding and it was hoped that the financial report would be sent to members to be received at a Special Meeting of the Council on the 25<sup>th</sup> July or, failing that, as soon as possible thereafter to be formally received in the September cycle of meetings and it was

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

9.00 pm

Chairman  
13<sup>th</sup> September 2005