

MINUTES OF THE PENLEE HOUSE AND PARK COMMITTEE MEETING
held in Committee Room No. 3, St. John's Hall, Penzance on Tuesday 16th May 2006
at 7.00 pm.

PRESENT

Councillor M. Freeman (Chairman)
Councillor R.A. Mann (Vice-Chairman)

Councillors M.R. Cotton
F. Granger
R.M. Lawrence

ALSO PRESENT

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

Prior to the commencement of the business of the meeting, members received a presentation from a representative of Penzance Tennis Club in relation to the request on the part of the Tennis Club to erect stanchions with floodlights on courts 6 and 7.

The representative spoke to the letter sent to the Council by the Chairman of the Club and which was presented to members for information.

Following the presentation it was

RESOLVED: to vary the order of business and to deal with item 4(d) of the Town Clerk's Report.

1. **CORRESPONDENCE FROM PENZANCE TENNIS CLUB RE. FLOODLIGHTING COURTS 6 AND 7**

Members congratulated the Tennis Club on the increased membership, both at adult and junior level, and noted that they were essentially victims of their own success.

However, before considering this issue, it was

RECOMMENDED: that at the next meeting of the committee to be held on the 27th June and which would take place at Penlee House, members would hold a site meeting and view the floodlight stanchions which are stored adjacent to courts 6/7 (such stanchions having been removed from courts 1 to 4 on the refurbishment and upgrade of those courts) and, on the part of the club, research would be carried out as to the minimum height at which the stanchions could be effective and the painting of same to minimise their impact in the central area of the park.

2. **APOLOGIES**

Councillors D.J. Axford, J.H. Dixon and T.E. Williams.

3. **MINUTES OF MEETING HELD ON 28TH FEBRUARY 2006**

Having been circulated, it was

RESOLVED: that they should be signed as a true and correct record.

4. **REPORT OF DIRECTOR**

(a) Exhibition, Income and Visitor Number Report

The Director advised that the total visitor number for the financial year 2005/06 stood at 35,226 as against 37,080 for the previous year.

Since the refurbishment of Penlee House, the visitor number had fluctuated between 35,000 and 40,000 and the type of exhibition and the weather were both factors which could impact upon this number.

With regard to income from all sources, the Town Clerk was pleased to advise that the revised target had been achieved and exceeded by £882.00 and it was

RECOMMENDED: that the position be noted.

With regard to the new financial year, although visitor numbers were down by 300, income from all sources stood at £20,199.00 which was over £6,000.00 up on the same period in the previous year and, again, it was

RECOMMENDED: that the position be noted.

(b) Brunel 200 Initiative

The Director advised members of the participation of the Penlee House staff in marking the 200th anniversary of the birth of Brunel with the creation of a resource pack aimed at key stage I children on the theme of seaside holidays.

There would also be a family event to be held between the 7th and 11th August with the marquee, which is erected annually in the park, being retained for a further week.

This event would be mainly science based and would take the theme of “Explore, Excite and Enquire“.

Financing of the initiative had been in partnership with Penwith District Council £150.00, the Friends of Penlee House £400.00, Town Council Education Budget £450.00 and Heritage Lottery Fund £5,000.00 and it was

RECOMMENDED: that the report be received.

(c) Acquisition of Painting

As members were aware, the Director had been successful in obtaining grant aid for the acquisition of the painting entitled “In the Whiting Grounds” and the funders had been the National Arts Collection Fund £15,000.00, the V/A and the MLA Fund £15,000.00, the Friends of Penlee House £5,000.00 and the Heritage Lottery Fund £15,000.00.

In addition to this grant aid, the HLF had allocated a further £6,000.00 in support of education events and details of the events would be provided in due course.

This had been a joint initiative with Falmouth Gallery, which had been the lead applicant, which for its part had received funding to acquire a Frank Brangwyn painting and the two paintings would be shown at both galleries during the year as part of the promotional and educational agreement referred to above and it was

RECOMMENDED: that the position be noted.

(d) 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.

(e) Acquisition of Painting

See Confidential Appendix “A”.

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

It was

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

(g) Redevelopment of Archaeology Gallery - Update

Members had been made aware, previously, of the work taking place in the archaeology gallery and the Director was pleased to advise that the display cases had now been removed and new wall cladding was in place and work was commencing towards a tight deadline launch date of the 15th July which coincided with the commencement of National Archaeology Week.

The new space would create greater flexibility for changes to the display and although these would be fairly infrequent, the Director advised that it was important to be able to display and interpret the archaeological artefacts on a changed basis from time to time and it was

RECOMMENDED: that the position be noted.

(h) Resolution to Exclude the Press and Public

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

RESOLVED: that the press and public be excluded from the next part of the meeting.

(i) Disposal of Items

See Confidential Appendix "B".

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

It was

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

(k) Conservation of Paintings

The Director reported that a painting entitled "Primrose Day" by Ralph Todd, which was held by the Gallery on long-term loan for a period of 25 years from Newlyn Gallery was unexhibitable in its current state and required conservation works.

An estimate of between £1,060.00 and £1,440.00 had been received for the work and Newlyn Gallery had suggested that Penlee House and Newlyn contribute 50 per cent each to the cost of the works and it was

RESOLVED: that a contribution be made from the conservation fund to an upper limit of £720.00.

(l) House of Images

The Director sought consent from the committee to continue her investigation into the possibility of involving Penlee House in a new on-line facility relating to the sale of photographic images.

This would be in collaboration with other establishments including the Royal Cornwall Museum and the Cornwall Study Centre at Redruth and the group promoting the idea would set up the database with a secure server and would be responsible for the processing of orders and financial receipts from the sale of images for which Penlee House would receive a commission.

There were still issues surrounding ownership and the use of images and the determination of receipts from such sales and it was

RECOMMENDED: that the Director carry out further investigation and report to the committee in due course.

(m) Damage to Penlee House Roof - Security Measures

The Director regretted to advise of two attacks on the roof of Penlee House, causing damage to a number of slates.

Details of the security measures which had been put in place were provided, including increased security patrols and perma-wet paint and the use of CCTV which it was hoped would bring an end to such acts.

The Town Clerk's Office was handling the insurance claim relating to damage and it was

RECOMMENDED: that the position be noted.

The Town Clerk referred to the glass bowl fittings to the lighting columns from the Morrab Road entrance through to the Penlee House Car Park where signs of rust had caused concern.

The report from the maintenance company had advised that to replace the standards would cost in the sum of £9,285.00 but investigations had been carried out to reveal that stainless steel fixings could be made by a specialist company in the sum of £2,378.00 and, given the need to respond quickly to this issue, it was

RECOMMENDED: that the Finance Committee authorise the release of £2,378.00 from the current year's buildings maintenance allocation.

(n) West Cornwall Art Archive - Update

The Director advised that a consultancy brief had now been prepared which had been circulated on a wide basis, with a view to the appointment of someone to take forward the aims of the Archive Trust in developing plans to provide a permanent location for the art archive and it was

RECOMMENDED: that the position be noted.

(o) Friends of Penlee House

The agenda for the meeting of the 15th May 2006 and the minutes of the meeting held on the 27th March 2006 had been copied to all members for information and it was

RECOMMENDED: that receipt be noted.

(p) Artefact - Friends of Penlee House Newsletter

The latest edition of Artefact had been received and was available to any member who wished to have sight of it and it was

RECOMMENDED: that receipt be noted.

(q) South West Museums Libraries and Archives Council - "Bulletin"

The newsletter of the above group had also been received and was again available to any member who wished to have sight of it and it was

RECOMMENDED: that receipt be noted.

5. **REPORT OF TOWN CLERK**

(a) Park Improvements

(i) Playground

The Town Clerk advised that this project was nearing completion and the paths were being laid this week, and the final grading and seeding work was also taking place, and the moving parts of the equipment would be installed just before the contractor left the site.

The new picket fence, which had been constructed in-house, was being erected by Town Council staff and would also be completed this week and it was hoped that the facility would be open for use during the forthcoming half-term week.

Finally, the Town Clerk advised that the path layout within the playground had been realigned to allow for the installation of a roundabout for use by disabled youngsters, subject to funds being available, and it was

RECOMMENDED: that the position be noted.

(ii) Pond

The pond project was complete save for the spray-chip surface to the path which would take place in the week commencing the 22nd May.

The borders immediately behind the pond would then be protected by fencing to allow for a further two to three weeks of spraying to ensure that the soil was sufficiently clean to receive the collection of plants which had been selected by Jane Haslam.

In due course, a granite seat would be erected by Council staff on the landing area above the pond and it was

RECOMMENDED: that the position be noted.

(iii) Sensory Garden

This project was being handled in-house and members congratulated Andy Gregory on the work so far.

The decorative bricks were now being laid and the seating would be installed during the next two weeks.

Turf was being ordered to provide instant restoration of the area and the Newlyn Copper water feature was virtually ready for installation but further modifications were being made, the cost of which would be covered from the contingency fund attached to the park improvement projects.

Unfortunately, there had been a problem with the connection of the power-supply because of a collapsed duct at the rear of Penlee House, which would be dealt with by Kemp when on site in respect of the resurfacing work to the main drive and other paths, and it was

RECOMMENDED: that the position be noted.

(iv) 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.

(v) Resurfacing Work

See Confidential Appendix "C".

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

RESOLVED: to re-admit the press and public.

(vii) New Boundary Railings

The Town Clerk advised that he had been in touch with the contractor who had advised that one-half of the railings had now been manufactured and galvanised and the Town Clerk was pressing the contractor to commence work in early June.

This would require the removal of the existing concrete posts and dilapidated wire mesh fence by staff, ahead of the erection of the railings, and it was

RECOMMENDED: that the position be noted.

(viii) Woodland Walk

A considerable amount of work had been carried out to the woodland walk and the plan was to seed the area and, during the course of the Autumn, to sow a wildflower mix of seed and to plant daffodil and tulip bulbs, together with primroses and other Spring flowers.

There would then be an annual show of flowers in March, April and early May and the area would then be strimmed and left grassed as an amenity area for the remainder of each year and it was

RECOMMENDED: that the position be noted.

(b) Receipt of Liveability Grant

The Town Clerk was pleased to advise that, via Penwith District Council, he had now received the £50,000.00 Liveability Fund contribution towards the cost of the above works.

With regard to some form of opening ceremony or rededication of the park, the Town Clerk felt that it would be useful to allow time for the park to recover from the disturbance of the works, and for staff to have time to return to normal maintenance duties, so that the park would be at its best at the time of any ceremony or celebration.

The Town Clerk went on to advise of the annual Battle of Britain Service which was held in conjunction with the Royal Air Force Association in September and the weekend of this event could provide a suitable opportunity to involve ex-service organisations in a Rededication Ceremony on the Sunday, with some entertainment for younger members of the community to take place on the Saturday.

The Town Clerk also hoped that Penlee House, the Tennis Club, Link into Learning and the Playgroup would be able to participate in some way in the events and it was

RECOMMENDED: that the position be noted.

(c) Conservative Association - Annual Fete

The Conservative Association had written to request the use of the park for their annual fete on Saturday 19th August 2006 for a fee of £120.00 and it was

RECOMMENDED: that approval be given.

(d) Open Air Theatre - Public Entertainment Licence

The Town Clerk advised that a Public Entertainment Licence application had been submitted in the name of the Town Council for the forthcoming Open Air Theatre season which would, again, be managed on an agency basis by the Acorn Theatre and it was

RECOMMENDED: that the position be noted.

(e) Work Experience and Community Service Orders

The Town Clerk wished to place on record his appreciation of the work of a youngster from Cape Cornwall School who had worked in the park since the Autumn on a day release.

The Town Clerk also referred to work carried out with the co-operation of the Probation Service through Community Service Orders in the area of the Woodland Walk which was proving beneficial in terms of preparation of this area for planting and it was

RECOMMENDED: that the position be noted.

(g) Request for Use of Park by Community Group

The Town Clerk referred to a request which was to be made in writing by the organiser of a Thai Chi group for use of the Open Air Theatre facility. It was

RESOLVED: that the Town Clerk should be delegated to deal with this request when received.

6. **FINANCIAL POSITION**

The Committee considered its finances to the 31st March 2006 and it was

RESOLVED: to note the position.

The Committee also considered payments made in the months of February and March 2006 and it was

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

The Town Clerk advised that he would produce a full end of year report on the finances where overspends on heat and light and exhibitions had been off-set by above-anticipated income and savings on merchandise for resale, although the net result was still an overspend of £3,625.00.

This matter would be reported to the Finance Committee and when linked to the finances of the other three standing committees, the Town Clerk advised that a balanced budget had been achieved and it was

RESOLVED: to note the position.

8.50 pm

Chairman
27th June 2006