

**MINUTES OF THE PENLEE HOUSE AND PARK COMMITTEE MEETING**  
held in Penlee House, Penlee Park, Penzance on Tuesday 22<sup>nd</sup> May 2007 at 7.00 pm.

**PRESENT**

Councillor J. Parkin (Vice-Chairman) (In the Chair)

Councillors M.R. Cotton  
J.H. Dixon  
R.M. Lawrence  
J. Ruhrmund  
H. Worth

**ALSO PRESENT**

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

1. **APOLOGIES**

Councillors R. Clark, F. Granger, J. Moreland and T.E. Williams.

2. **TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest to be received.

3. **MINUTES OF MEETING HELD ON 6<sup>TH</sup> MARCH 2007**

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 visitor numbers for the financial year 2006/2007 stood at 30,328 as against 35,226 for the financial year 2005/2006.

Figures for the current calendar year stood at 9,769 as against 13,955 to the end of May 2006.

The total takings for the financial year 2006/2007 were £129,749.00 against £121,608.00 for the period 2005/06 and the drop in visitor numbers had clearly been compensated for by the increased admission cost and it was

**RECOMMENDED:** that the Director's verbal report be noted.

(b) Forthcoming Exhibitions

The current exhibition (Seal's Colony) runs until the 2<sup>nd</sup> June and this would be followed by the Stanhope Forbes Focus Exhibition showing as many as 22 of his major works and this would run from the 9<sup>th</sup> June to the 8<sup>th</sup> September.

Unfortunately, this exhibition would not be accompanied by a publication due to copyright issues and cost but there were several publications in stock, with considerable information relating to Stanhope Forbes, and it was hoped that these would compensate.

The Autumn exhibition shows Dod Procter's work and would run from the 15<sup>th</sup> September to the 24<sup>th</sup> November and this would be accompanied by a publication with the artist's grandchildren having waived the copyright cost.

The final exhibition of the year (1<sup>st</sup> December 2007 to the 12<sup>th</sup> January 2008) would be 'Gifts Given' which would show works that had been given or bequeathed to the gallery over the last 10 years and it was

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

(c) Acquisition of Painting

The Director was pleased to advise of two paintings which had been acquired, the first of which was entitled 'Her Comfort' by Albert Chavalier Tayler which had been purchased at auction for £8,800.00 with contributions from the 'Friends of Penlee House', the V & A and the National Arts Collection Fund.

Penlee House had also been pleased to receive a further painting by Stanhope Forbes of a street scene in Newlyn and this had been presented to the Gallery by a loyal benefactor, Mr. George Bednar, and it was

**RECOMMENDED:** that the appreciation of the Town Council be expressed to Mr. Bednar, along with thanks to the National Arts Collection Fund and the V & A.

(d) 10<sup>th</sup> Anniversary of Extension and Refurbishment of Penlee House

Members were reminded that November would see the 10<sup>th</sup> anniversary of the new build and refurbishment and it was proposed that there should be celebratory events, one of which would be the production of a booklet showing the history of the house.

Suggestions were welcome and a mail-shot would shortly be made to 'Friends' seeking their own personal memories of the House and it was

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

(e) Stewards' Reception to Mark Appreciation of their Contribution to Penlee House

The Director advised that it was proposed to hold a buffet reception, possibly with music, at a pre-preview event for the Stanhope Forbes Focus Exhibition on the 7<sup>th</sup> June and an

invitation would be sent to all stewards to mark their valuable work, without which the Gallery would not be able to operate, and it was

**RESOLVED:** that the Director should proceed with the arrangements for this event.

(f) External Decoration of the Building

The Town Clerk advised that Penlee House had not been painted since the refurbishment/extension 10 years ago and it was now proposed to go out to tender for complete external redecoration in advance of the 10<sup>th</sup> November anniversary and it was

**RESOLVED:** that the Town Clerk should proceed with the tender process.

(g) Quotation for Improvement to Security

The current external CCTV camera required updating with the purchase of a digital hard-drive recorder and a quotation had been obtained for this work in the sum of £905.00 and, at the same time, it was proposed to discuss with the security firm the possibility of moving this camera to a less accessible position by would-be offenders and it was

**RECOMMENDED:** that the work proceed, with funding being provided from the maintenance budget which would be uprated at the budgetary review stage from income over and above that anticipated to the 31<sup>st</sup> March 2007.

(h) Public Catalogue Foundation - Launch Event for Publication

The Director advised that the PCF was a charity organisation working nationwide to catalogue every oil painting in public ownership and the launch event, in respect of the publication for Cornwall and the Isles of Scilly catalogue, had taken place on the previous evening.

Penlee House would receive 26 copies of the catalogue and the funds could be retained by Penlee House on the condition that all revenue received would be used for acquisition and/or conservation work. The Director advised that a considerable amount of work had been involved in providing the necessary information for the catalogue from paintings held at Penlee House and this work had been carried out by Katie Herbert and it was

**RECOMMENDED:** that a vote of thanks should go to Katie Herbert for her efforts in this respect.

(i) Friends of Penlee House - Minutes of Meeting held on 26<sup>th</sup> March 2007

The minutes of the last meeting of the Friends of Penlee House had been circulated to all members for information and it was

**RECOMMENDED:** that receipt be noted.

(j) Orangery Café - Seating

The Town Clerk advised that the franchisee had requested that the Town Council purchase 2 further tables and 8 chairs at a cost of £271.88, such funds again being provided from over income at Penlee House to the financial year end and it was

**RESOLVED:** to agree to the request with the franchisee being requested to liaise with the Director with regard to the siting of the additional table and chairs.

5. **REPORT OF TOWN CLERK**(a) Recruitment of Gardener

The Town Clerk advised that the recent advertisement for a gardener for 6 months of the year had not met with the anticipated response and following a staff meeting with the gardeners and Jane Haslam, the Town Council's garden consultant, it had been agreed that the post should be re-advertised as a year round half-time position, with the person appointed taking particular responsibility for the more formal areas of the park and it was

**RESOLVED:** that the post should be re-advertised as outlined above.

(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) Staffing - Penlee Park

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) Memorial Chapel Roof - Quotes for Repair

The Town Clerk reminded members that the Memorial Chapel had been closed for some time whilst quotes were sought for remedial works to the roof.

Only one builder had provided a quote for the work in the sum of £2,818.00, and the builder had also highlighted other problems with the structure of the building relating to possible movement in the foundations, and the Town Council's surveyor would be asked to urgently examine the building to ascertain whether additional work was necessary and it was

**RESOLVED:** that the report should be obtained as a matter of urgency and that if further works were not deemed urgent, an order be placed for the roof repairs to ensure that the chapel was re-opened as soon as possible and, bearing in mind that the ‘Battle of Britain Service’ ceremony would be held in early September.

(f) 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.

(g) Spring Works Programme - Penlee Park including Review of Improvement Works and Further Works to the Sensory Garden

See Confidential Appendix “B”.

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

It was

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

(i) Annual Tree Inspection Report

The Town Clerk advised that the annual tree inspection had taken place and all urgent works had been carried out, and the planning application for the remaining works had now been submitted to Penwith District Council, and it was

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

(j) ROSPA Inspection of Children’s Playground

The Town Clerk advised that the annual inspection had taken place in April and had highlighted only a few minor, low risk areas requiring attention.

The Town Clerk felt that if funding allowed, it may be useful to introduce higher quality safety matting at the base of the slide and also under the grab-bars which ran off the main tower and it was

**RECOMMENDED:** that the Town Clerk obtain costings for this work.

(k) Car Park - Boundary Works and Acquisition of New Parking Machines

The Town Clerk advised that the acquisition of two new car park ticket machines had already been approved and he brought this matter to the attention of the new committee and advised that the preparation work, and the order for the machines, would be carried out as soon as possible and it was

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

(l) Tennis Club - Floodlighting of Courts 6 and 7

Correspondence had been received from the Tennis Club stating that although the Town Council had agreed to the erection of floodlights on courts 6 and 7 to a height of 6 metres, the Lawn Tennis Association had now informed the club that the lighting columns needed to be set at a height of 7 metres to meet their approval.

The Town Clerk reminded members that there had been two meetings with representatives of the Tennis Club and that he had understood that the matter had been fully investigated and he would, therefore, arrange a meeting with representatives of the Tennis Club and bring a report to council during the next cycle and it was

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

(m) Use of Composting Facilities in Penlee Park

The Town Clerk advised members of a letter which had been received from Councillor Nebesnuick relating to the use of facilities in Penlee Park for the composting of 'green waste' by members of the public and it was

**RECOMMENDED:** that this matter be considered at the full Town Council Meeting.

5. **FINANCIAL POSITION**

The Committee considered its finances to the 30<sup>th</sup> April 2007 and it was

**RESOLVED:** to note the position.

The Committee also considered payments made in the months of February and March 2007 and it was

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

8.45 pm

Chairman  
3<sup>rd</sup> July 2007