

## **ANNUAL REPORT OF THE BOARD OF TRUSTEES 2022/2023**

In 2022/3 the Friends returned to a full programme of activities following the pandemic and met new challenges and opportunities. We held 8 Trustee and 9 Committee meetings, all well-attended. In addition, Trustees had 6 meetings with Penzance Council representatives.

### *People*

We are sad to record the deaths of two Vice-Presidents during this year: Sir John Banham and Ken Howard OBE RA.

We thank staff at Penlee House for their indispensable support, particularly Anna Renton, Director; Katie Herbert, Deputy Director and for much of this year Acting Director; Sandra Paternotte, our Administrator; and Maisie-Sky Lumbers, Marketing Executive Apprentice who prepared Artefact for print.

We thank our President, Vice-Presidents, Committee members and Trustees for their continuing work. We thank Jane Williams for her leadership as Chair over more than three years including through the pandemic, and Caroline Davies, who after six years in office is now standing down as Treasurer, for her effective and tireless work and meticulous reporting. We would particularly like to thank Owen Baker, who is standing down from the Committee, for his long service and commitment including a period as Chair.

Jane Williams stood down as Chair in December, since when Jon Symons, Vice-Chair has served as Interim Chair.

Trustees were very pleased to appoint Lawrence Hendra as a Vice-President.

### *Organisation*

The 2022 AGM agreed to increase the number of trustees. This prompted us to review and develop some of our governance arrangements. We have introduced a register of trustees' interests, which will be updated annually. We used the NCVO model legal compliance checklist to see that we were covering everything we needed to in the annual cycle. The Committee has approved an appointment procedure for Committee members and trustees which will be published on our new Friends' website; this includes taking up references for prospective officers. We have also adopted a skills audit for trustees, so that we can identify gaps in expertise. We agreed to extend the terms of office of Committee members in post during the pandemic by one year as effectively we had lost at least a year's work in that time. We have examined the Constitution to see what further changes might be needed

for clarity and to ensure it is fit for purpose and the resulting amendments will be proposed at the AGM.

### *Managing our work*

At the beginning of the year, we agreed a financial strategy to guide our use of funds over time. We were particularly aware of the need for this in the light of recent generous bequests. Our intention is to move to a more formal annual budgeting process, which will enable Penlee House to be clear about what it is asking of us and what we can offer.

### *Activities*

We produced four editions of *Artefact*, in July and October 2022 and January and April 2023. We introduced new editorial arrangements for the April 2023 edition, with Lawrence Hendra working with Katie Herbert to oversee the content.

Lyn Curnow and Nigel Haward took responsibility for organising the lecture programme. Eight monthly lectures were planned; unfortunately three were cancelled because of illness. Those that went ahead had good attendances and were much enjoyed, and we are grateful to the speakers.

Our website [www.friendsofpenleehouse.org.uk](http://www.friendsofpenleehouse.org.uk) is now in operation. Jon Symons has led this development, a significant new tool to aid our communications with friends and reaching out to a new audience. The website is now being populated and we aim to carry articles of interest as well as news and in due course to exploit possibilities such as online talks. We depend on Friends providing their email addresses to us in order that in future, members can receive e-bulletins in addition to continued mailings of our printed newsletter – *Artefact*.

We began work on reviving social activities for the Friends, with Caroline White leading a small working group.

### *Working with Penzance Council*

An independent consultancy, *Activist*, was commissioned by Penzance Council to undertake an organisational and financial review of Penlee House. The Chair and Trustees were interviewed in the course of this work, which was published in September 2022. From this process, the Trustees and the Council shared the view that a more structured relationship was needed which would both address practical issues of cooperation and develop a strategy for how the Friends could support the sustainability and development of Penlee House. We have now agreed protocols for working together as the 'Penlee House Partnership' and a Memorandum of Understanding outlining the ways in which mutual support will be provided. The next stage of work will look at the ways in which the Friends might assist Penlee House during 2023/4 and beyond. As a first step in the new relationship, the Committee has agreed to contribute half the costs of a one-year Marketing Assistant post for 2023/4. The post will include work for the Friends on the website, social media and the production of *Artefact*. The Friends' capacity to support Penlee House might be increased by a change to Charitable Incorporated Organisation (CIO) status and the

Trustees will look into the possibility of this and refer back to the members with any recommendations.

We would like to thank James Hardy, Penzance Town Clerk, for his commitment to working with the Friends and for leading the development described here.

### **Officers, Trustees and Committee Members 2022/3**

President: Dr Kurt Jackson

Vice-Presidents: Lawrence Hendra; Petroc Trelawney; late Sir John Banham; late Ken Howard, OBE, RA

#### *Trustees*

Jane Williams, Chair to December 2022; Jon Symons, Vice Chair and Interim Chair from January 2023; Dr Caroline White, Hon Treasurer; Judith Summers, Hon Secretary; John Swarbrooke; Caroline White.

#### *Committee*

Owen Baker, Marie Beasley, Lyn Curnow, Dr Nigel Haward, Diana Shears; David Tovey.

Penzance Town Councillor Committee Members: Joan Beveridge, Richard Sorrell; Ben Thomas, Penny Young.