

Memorandum of Understanding

between

Penzance Council

and

Friends of Penlee House Gallery and Museum (Charitable Incorporated Organisation no. 1206841)

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Friends of Penlee House Gallery and Museum, hereinafter referred to as the Friends, and Penzance Council, hereinafter referred to as the Council.

A. PURPOSE

The purpose of this MOU is to establish a framework for co-operation between the Friends and the Council, with respect to

- the scope of the support which the Friends will provide for Penlee House Gallery and Museum (hereinafter referred to as Penlee House)
- how the Council and Penlee House staff will support and facilitate the work of the Friends
- how the Council and the Trustees of the Friends will work together to achieve this.

It is not intended to – and shall not – create any legal, financial or contractual obligation between the parties.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS

It is intended that through this partnership

- the Friends' Trustees and the Council will work together through the mechanism set out in the Penlee House Partnership
- joint working will be consistent with the values of each organisation and with their strategic, corporate and charitable objectives
- the partners will establish and develop a mutually beneficial way of working that will enable them to nurture a productive long-term relationship
- the partners will work to maximise opportunities for Penlee House and the collections associated with it to:
 - increase and diversify the audience engaging with Penlee House, seeking to attract new audiences from those segments that may be under-represented in the current visitor profile
 - provide a resource for learners of all ages across a range of subject areas
 - generate an increasing income
 - widen local, national and international recognition and celebration of the skill and craft

of painting in West Cornwall in the late 19th and early-mid 20th centuries, including the Newlyn School and Lamorna Group artists

- support the museum's collections founded in 1839, of over 6,000 years of history in West Cornwall.
- Both partners wish to jointly explore the development of sustainable projects that will help secure the future and the most beneficial use of Penlee House and maximise its potential at the heart of the Penzance cultural offer locally, nationally and internationally.
- Each partner will inform the other partner prior to any sensitive messages emerging that might impact on the other organisation. Both partners will share information with each other about any agreements with third parties as appropriate. Both organisations will observe confidentiality as required in relation to shared information that is not in the public domain.

C. THE COUNCIL SHALL:

- Provide administrative support services to the Friends, including support for Friends' activities and Friends' events, in return for which appropriate payment will be made by the Friends to cover the Council's reasonable costs.

This support will include:

- provision of membership administrative support and marketing and digital marketing support at a pre- agreed rate of payment
 - promotion of Friends' activities through the Penlee House website and social media
 - enabling and facilitating the Friends' lecture programme by making available Penlee House premises, and providing staff time to set up and take down at an agreed rate of payment
 - providing meeting rooms without charge
 - attendance of Director / Deputy Director /nominee at Friends' Trustee meetings (without charge).
- Provide free entry to Penlee House for members of the Friends.
 - Provide members of the Friends with an appropriate level of discount on selected goods in the Gallery and Museum shop.
 - Advise the Trustees of changes to admission prices to enable the Trustees to consider any modification to the Friends' subscription fees.

D. THE FRIENDS SHALL:

- At all times consider the Friends' Constitutional Objectsⁱ.
- In accordance with their Constitution, provide support for Penlee House.
- Make provision in their annual budget to support exhibitions and education / outreach activity, the amount to be determined annually in the light of their subscription income and their Financial Strategy. This allocation will be made in response to a proposal from Penlee House stating how the funding will be spent.
- Consider requests for:

- capital investment in purchases for the Collections, on the advice of the Director
- part or whole funding for staff posts at Penlee House where this supports the objects of the Friends and contributes to the sustainable development of Penlee House
- assistance with funding of external consultancies when these are to further the development of Penlee House and its long-term sustainability.
- Act as advocates and ambassadors for Penlee House and its work.
- In accordance with their Constitution, the Friends will not contribute to the maintenance or repair of the Penlee House building or furnishings.

E. FURTHER DEVELOPMENT

The partners will consider the development of a forward plan, cross-referenced to the Penlee House forward plan.

F. TERM OF THE MOU

The MOU shall take effect from the date of signature by both parties and be reviewed on an annual basis.

This Memorandum of Understanding is made on

Date:

between Penzance Council

signed by on behalf of

and The Friends of Penlee House Gallery and Museum

signed by on behalf of

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The objects of the Charity are

To advance the education of the public in the history and cultural heritage of West Cornwall by the provision of support and assistance to Penlee House Gallery and Museum, in particular by:

- (a) **Making grants to Penlee House Gallery and Museum to assist in the acquisition and conservation of artistic works and items of heritage, educational and outreach activities and costs associated with exhibitions.**
- (b) **Making grants to assist in the provision of staffing and the development of facilities for the collections and educational activities, excluding the maintenance and repair of the buildings and furnishings.**
- (c) **Organising lectures, talks and other activities and publishing a magazine to extend the public's knowledge and engage the public in the collections.**
- (d) **Maintaining communications between the trustees and Penzance Council to develop a shared understanding of the needs of the Penlee House Gallery and Museum.**