

ANNUAL REPORT OF THE BOARD OF TRUSTEES 2023/2024

2023/4 has seen significant developments for the Friends. We have managed these changes whilst trying to work more economically, reducing the number of meetings and using e-communications more. We held 4 Trustee and 4 Committee meetings, all well-attended. Trustees also had 4 meetings with Penzance Council, as the Penlee House Partnership.

People

We thank staff at Penlee House for their essential support: Anna Renton, Director; Katie Herbert, Curator/Deputy Director; Sandra Paternotte, Administrator; and Maisy-Sky Lumbers, Marketing Assistant. We thank our President and Vice-Presidents for their continuing support. We also thank Sue Wilthew, who became Chair in July 2023, but sadly had to stand down in January 2024, for the expertise and energy which she brought to the role. John Swarbrooke was appointed as her successor. We decided to appoint a second Vice-Chair so that contingencies could be covered, and Ruth Towse has accepted this role.

Once the unincorporated charity transfers to Charitable Incorporated Organisation (CIO) status (subject to decisions at the AGM) there will no longer be a separate Committee. We thank the Committee members who are standing down at this point. We also thank Penzance Councillors who have served on the Committee and look forward to continuing to work with Members through the Penlee House Partnership.

Charitable Incorporated Organisation

Preparing the move to being a CIO has been a large part of our governance work this year. Trustees and the Committee unanimously agreed that this was the right way to enable us to support Penlee House in the future and we wrote to all members in December to describe the proposal. We have followed the Charity Commission template for the new constitution and kept the objects in line with those of the existing charity. The CIO was registered in January 2024. All existing trustees and committee members were invited to opt in to becoming trustees of the CIO. If the AGM agrees to proceed with winding up the existing charity we anticipate that the process will be completed later this year.

Managing our work

Our annual budget cycle is now established, beginning in the autumn with formal requests for funding from the Director. We have also introduced a rolling Annual Plan for our work. We have adopted policies, as recommended in the Charity Commission checklist, on trustees' expenses, conflicts of interest, complaints, health

and safety, grant-making and serious incident reporting, and will continue with this process next year. We reviewed our insurance arrangements and agreed to switch from British Association of Friends of Museum (BAfM) sponsored insurance to Zurich, which offered better cover at a lower price. We decided not to retain membership of BAfM as we were not significantly benefitting from it.

Activities

We have produced three editions of Artefact and our website is under development. We reported last year that we had agreed to contribute half the costs of the new Marketing Assistant post at Penlee House for the first year, with the equivalent of one day per week for work for the Friends. The appointee began work in May and is making a significant contribution to our communications. We have agreed to continue a contribution to the costs of the post until 2026, with the work for the Friends continuing. We are reviewing our communications strategy and the Marketing Assistant will help us to develop the use of social media to engage new members. We have also discussed introducing a patrons' scheme and hope to develop this in the coming year.

Lyn Curnow and Nigel Haward continued to organise the lecture programme. There have been 4 lectures (the number being reduced because of limitations of staff availability at Penlee House) alternating with private openings and other events, including a very successful valuation evening with Barbara Kirk. We are working to expand and vary the programme for 2024/5 including some 'field' events. Booking via Eventbrite was introduced in March 2024.

Working with Penzance Council

Meetings with Council representatives are now well-established and help us to understand how the Council sees the future for Penlee House and to voice our views. Since 2016/7 the Friends have held a fund amounting to £8400 collected through an appeal for a capital development project which did not proceed. The Council asked for consideration of the use of this as a contribution to a proposed new Learning Centre for the Gallery and Museum (phase 2 of the Penlee House masterplan). All donors were contacted for permission to use their contributions in this way. The Trustees agreed to round up the sum to £10,000 to cover the costs of the phase 1 feasibility study for this project. The study will be carried out in 2024/5. We thank James Hardy, Penzance Town Clerk, for his support for our partnership.

Officers, Trustees and Committee Members 2023/4

President: Dr Kurt Jackson

Vice-Presidents: Lawrence Hendra; Petroc Trelawney

Trustees

Sue Wilthew, Chair to January 2024; John Swarbrooke, Chair from February 2024;

Jon Symons, Vice Chair; Peter Maynard, Hon Treasurer; Judith Summers, Hon Secretary; Dr Caroline Davies; Caroline White.

Committee

Marie Beasley, Lyn Curnow, Dr Nigel Haward, Diana Shears, David Tovey, Prof Ruth Towse, Jane Williams
Penzance Councillor Committee Members: Joan Beveridge, Richard Sorrell, Penny Young.

For information: Friends of Penlee House CIO Trustees from January 2024: John Swarbrooke (Chair), Jon Symons (Vice-Chair), Prof Ruth Towse (Vice-Chair), Peter Maynard (Hon. Treasurer), Judith Summers (Hon Secretary), Dr Caroline Davies, Ann Morris (from May 2024), David Tovey, Caroline White, Sue Wilthew (resigned January 2024).

Ann Morris writes: I am 'half' Cornish. My father was born and died in the white painted granite cottage in Ludgvan that my great, great grandfather built and where my brother now lives. I am a journalist by profession and worked as a news and feature writer for a number of national newspapers and then ran a small publishing business and consultancy dealing with the Gulf Arab world. I have also written four books. I continue to work part time curating exhibitions about British explorers of Arabia and divide my time between Cornwall and London.

**FRIENDS OF PENLEE HOUSE
TREASURER'S REPORT
1 APRIL 2023 TO 31 MARCH 2024**

	2023/24	2022/23
	£	£
Opening Balances April 1 2023		
All Accounts at April 1	334,651	210,874
Add surplus to date	35,751	123,777
Total	<u>370,402</u>	<u>334,651</u>
 RECEIPTS		
Subscriptions	28,636	32,412
Lectures	1,243	465
Donations	1,725	1,401
Donations - restricted	-	-
Legacies	70,149	131,369
Donation Boxes	944	1,521
Automaton	451	279
Bank Interest	2,316	529
Gift Aid	9,896	-
Other	319	61
TOTAL	<u>115,679</u>	<u>168,037</u>
 PAYMENTS		
Acquisitions	32,321	20,881
Education	5,407	5,000
Postage	1,041	-
Printing & Photocopying	452	1,226
Stationery	10	13
Insurance	795	-
Lectures	821	428
AGM Costs	3,259	2,057
Artefact	4,792	4,010
Exhibitions & Sponsorship	5,000	5,000
Marketing Assistant	15,935	-
Admin	5,489	4,225
Direct Debits Charges	-	436
Memberships	200	-
Miscellaneous	367	483
Website Costs	3,888	420
Subs Refunds	150	81
TOTAL	<u>79,927</u>	<u>44,260</u>
 Closing Balances		
Barclays current A/c	52,338	163,699
Online Donations A/c	1,418	1,418
Barclays Deposit A/c	60,431	3
Building Society A/c	85,901	84,531
Nationwide A/c	85,000	85,000
Lloyds Current A/c	5,000	-
Lloyds Deposit A/c	80,314	-
TOTAL NET FUNDS	<u>370,402</u>	<u>334,651</u>
 ASSETS		
Cash at bank	<u>370,402</u>	<u>334,651</u>

**FRIENDS OF PENLEE HOUSE
TREASURER'S REPORT
1 APRIL 2023 TO 31 MARCH 2024**

Commitments	£
Conservation Fund	-
Penlee Project	-
Legacies Fund	264,097
Restricted donations fund	-
	<u>264,097</u>

**FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM**

I report to the trustees on my examination of the accounts of Friends of Penlee House Gallery & Museum (the Charity) for the year ended 31st March 2024, which are set out in the Treasurer's Report.

Responsibilities and basis of report


As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').
I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Charity as required by section 130 of the Act;
or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



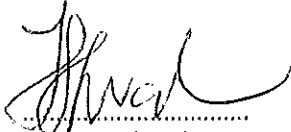
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Neil Hallam FCCA
Crane and Johnston
Chartered Certified Accountants
11 Alverton Terrace
PENZANCE
Cornwall
TR18 4JH

Dated..... 10/5/24

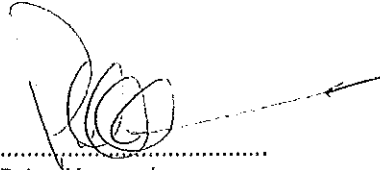
FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM

FOR THE YEAR ENDING 31 MARCH 2024

The accounts were approved by the Trustees' on8/5/2024..... and signed on their behalf by:



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John Swarbrooke
Trustee - Chair



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Peter Maynard
Trustee - Treasurer