



## **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.

**FRIENDS OF PENLEE HOUSE  
TREASURER'S REPORT  
1 APRIL 2022 TO 31 MARCH 2023**

	<b>2022/23</b>	2021/22
	£	£
<b>Opening Balances April 1 2022</b>		
All Accounts at April 1	210,874	146,874
Add surplus to date	123,777	64,000
<b>Total</b>	<b><u>334,651</u></b>	<b><u>210,874</u></b>
 <b>RECEIPTS</b>		
Subscriptions	32,412	22,921
Lectures	465	20
Donations	1,401	3,396
Donations - restricted	-	1,265
Legacies	131,369	59,856
Donation Boxes	1,521	810
Automaton	279	90
Bank Interest	529	257
Gift Aid	-	4,632
Other	61	-
<b>TOTAL</b>	<b><u>168,037</u></b>	<b><u>93,247</u></b>
 <b>PAYMENTS</b>		
Acquisitions	20,881	8,768
Education	5,000	4,000
Postage	-	13
Printing & Photocopying	1,226	116
Stationery	13	327
Insurance	-	613
Lectures	428	134
AGM Costs	2,057	-
Artefact	4,010	6,322
Exhibitions & Sponsorship	5,000	4,000
Admin	4,225	4,076
Direct Debits Charges	436	469
Miscellaneous	482	382
Website Costs	420	-
Subs Refunds	81	27
<b>TOTAL</b>	<b><u>44,259</u></b>	<b><u>29,247</u></b>
 <b>Closing Balances</b>		
Current A/c	163,699	106,574
Online Donations A/c	1,418	1,402
Deposit A/c	3	3
Building Society A/c	84,530	102,895
Nationwide A/c	85,000	-
<b>TOTAL NET FUNDS</b>	<b><u>334,651</u></b>	<b><u>210,874</u></b>
 <b>ASSETS</b>		
Cash at bank	<b><u>334,651</u></b>	<b><u>210,874</u></b>

**FRIENDS OF PENLEE HOUSE  
TREASURER'S REPORT  
1 APRIL 2022 TO 31 MARCH 2023**

<b>Commitments</b>	<b>£</b>
Conservation Fund	0
Penlee Project	0
Legacies Fund	224,569
Restricted donations fund	0
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	224,569
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**FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM  
INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM**

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on the Treasurer's Report.

**Respective Responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

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

Dated.....

**FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM**

**FOR THE YEAR ENDING 31 MARCH 2023**

The accounts were approved by the Trustees' on ..... and signed on their behalf by:

.....  
Caroline Davies  
Trustee

.....  
Jonathan C.T. Symons  
Trustee