



Whitby Town Council

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

08 December 2021

Your attendance is requested at a meeting of the **PANNETT ART GALLERY COMMITTEE** to be held in the Pannett Art Gallery, Pannett Park, Whitby on **Tuesday 14th December 2021** at **3.00 pm**; the agenda for which is set out below.

A Cowey

Anne Cowey
Deputy Clerk & Civic Officer

To: Councillors H Coughlan, R Dalrymple, L Derrick,
G Jackson, L Wild, Mrs N Wilson.

NOTICE OF MEETING – NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972

AGENDA

- 1. ELECTION OF CHAIR**
To elect a Chair of the Pannett Art Gallery Committee for 2021/2022
- 2. APOLOGIES**
To receive apologies for inability to attend
- 3. ELECTION OF VICE-CHAIR**
To elect a Vice-Chair of the Pannett Art Gallery Committee for 2021/2022
- 4. DECLARATION OF INTERESTS**
To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.
- 5. PUBLIC PARTICIPATION SESSION**
Standing Orders will be suspended up to 15 minutes to allow members of the public to ask questions, make statements or give evidence about business items on the agenda (limited to 3 minutes per person).
- 6. TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH THE TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.**
 - a)** Confirmation of the accuracy of the minutes of the last meeting of the Committee Held on the 25th February 2020 (herewith)
 - b)** Review of the terms of reference of the Committee.
 - c)** Review of delegation arrangements to employees

- d) Review and adoption of appropriate standing orders, policies and procedures relating to the functions of the Committee.
- e) Review of the anticipated Committee workload for the coming year.

7. CURATORS REPORT

To receive the Curators Report (to be circulated).

8. FINANCE

- a) To approve payment of cheques (to be circulated)
- b) To approve the purchase of works of art.
- c) To receive information regarding a bequest to the Pannett Art Gallery

9. SOPER COLLECTION

To receive a report regarding the potential housing of art works from the Soaper Collection

10. STORAGE

To consider the creation of a storage facility within the Pannett Art Gallery Building and the additional costings

11. ACCREDITATION

To receive an updated report regarding accreditation

12. EXHIBITIONS 2022-2023

To receive the exhibition program for 2022 - 2023

13. DATE OF NEXT MEETING

To be arranged

WHITBY TOWN COUNCIL

Report of the meeting of the **PANNETT ART GALLERY COMMITTEE** held in the Pannett Art Gallery, Whitby at 4.00pm on Tuesday 25th February 2020.

Present: Councillors R Dalrymple (in the Chair), with Councillors, Mrs L Wild, Mrs N Wilson and C Winspear.

Mrs A Cowey, Deputy Clerk and Mrs H Berry Curator with Councillor Mrs H Brown.

NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

PAG638/20 APOLOGIES

Apologies for inability to attend were received from Councillors Mrs H Coughlan and L Derrick.

PAG639/20 DECLARATION OF INTERESTS

No declarations of disclosable pecuniary interests or any other interests were made.

PAG640/20 MINUTES

MOVED by Councillor Mrs N Wilson, seconded by Councillor Mrs L Wild and **RESOLVED** unanimously that the minutes of the Pannett Art Gallery Committee held on the 8th October 2019 having been circulated be taken as read and signed as a corrected record by the Chairman.

PAG641/20 PUBLIC PARTICIPATION

No public present

PAG642/20 CURATORS REPORT

Mrs Berry went through her report which was circulated to all members prior to the meeting.

MOVED by Councillor C Winspear, seconded by Councillor Mrs L Wild and **RESOLVED** unanimously that the Curators report is received and photography in the gallery is included in the next Pannett Art Gallery Agenda for discussion.

PAG643/20 FINANCE

PAYMENT OF CHEQUES

The Pannett Art Gallery Accounts, and the Income and Cheques Payments were circulated to all members.

MOVED by Councillor Mrs N Wilson, seconded by Councillor Mrs L Wild and **RESOLVED** unanimously that the payment of Cheques and charges up to the 24th February 2020 of £2,482.71 is approved.

LAPTOP FOR THE UPGRADE OF DATA STORAGE OF PAG COLLECTION

The Curator reported on the need to replace the PAG Laptop, with a larger memory to be able to meet accreditation specifications regarding the data storage of the PAG collection accessions register.

MOVED by Councillor Mrs N Wilson, seconded by Councillor L Wild and **RESOLVED** unanimously that up to £1500.00 is approved for the purchase of a Laptop, MODES data storage system and training.

IMPROVED SECURITY

MOVED by Councillor C Winspear, seconded by Councillor Mrs L Wild and **RESOLVED** unanimously that £397.00 + VAT is retrospectively approved for the strengthening of the wall in the Staithes Room to improve security.

DRILL

MOVED by Councillor Mrs N Wilson, seconded by Councillor Mrs L Wild and **RESOLVED** unanimously that the retrospective purchase of a drill for the PAG costing £301.90 is approved.

PAG644/20 ACCREDITATION

The Curator reported on a very useful training session regarding the new standard for collections documentation.

MOVED by Councillor C Winspear, seconded by Councillor Mrs L Wild and unanimously **RESOLVED** that this report is received.

PAG645/20 STAITHES STORIES

PROJECT CO-ORDINATOR

The Chairman and Councillor Mrs N Wilson interviewed the shortlisted applicants for the position of Project Co-Ordinator who will be funded by the NLHF grant.

MOVED by Councillor Mrs N Wilson, seconded by Councillor C Winspear and **RESOLVED** unanimously that Bridget Iredale is appointed Project Co-Ordinator for the Staithes Stories Project (NLHF Grant).

STAITHES PROJECT

Members were made aware of the project to date. The Lone Workers Policy and WTC GDPR Policy have been forwarded on to the Project Co-Ordinator. The Curator will be contacting a London Photographer who would like to work alongside the Project Co-Ordinator at their own expense to build up their portfolio. The requirement for DBS checks will be investigated further, as well as the creation of a consent form for any participants to complete.

MOVED by Councillor C Winspear, seconded by Councillor Mrs L Wild and **RESOLVED** unanimously that this report is received.

PAG646/20 LAURA KNIGHT EXHIBITION

A lockable cabinet may be available to loan from the Captain Cook Museum to exhibit some ceramics by Dame Laura Knight for the Laura Knight Exhibition

MOVED by Councillor C Winspear, seconded by Councillor Mrs N Wilson and **RESOLVED** that this information is received.

PAG647/20 JOINT MARKETING

The report from the last meeting of the Joint Marketing Committee will be circulated by email to Committee members.

Councillors reported on the replacement signage as discussed at the Joint Management Committee.

MOVED by Councillor C Winspear, seconded by Councillor Mrs N Wilson and **RESOLVED** unanimously that this information is received.

PAG648/20 DATE OF NEXT MEETING

The date of the next meeting of the Pannett Art Gallery Committee is to be confirmed.