



FALMOUTH TOWN COUNCIL

Agenda Cultural Services & Leisure

Date 11/09/2024
Time 18:00
Location Atherton Suite
Chair E. Seiler

Councillors Seiler (Chair), Coley (Vice-chair), Edwards, D V Evans BEM, G F Evans MBE, Spargo & Young

Explanation Dear Councillor

I hereby invite you to attend a meeting of the Cultural Services & Leisure Committee to be held in The Atherton Suite, The Old Post Office, The Moor, Falmouth on Wednesday 11th September 2024 at 6.00pm for the purpose of transacting the following business.

The meeting will observe the requirements of the Council's commitment to the Civility and Respect Pledge. That is to treat councillors, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. Behaviour breaching that commitment will not be tolerated.

Yours sincerely

Town Clerk

- 1 APOLOGIES**
To receive and approve apologies for absence.
- 2 INTERESTS AND DISPENSATIONS**
To receive declarations of interest in respect of items on the agenda. Councillors are reminded to declare any dispensations granted.
- 3 MINUTES**
To receive the Part I minutes of the meeting held on 12th June 2024. (1-9)
- 4 TOWN MANAGER REPORT**
To receive and consider the Town Manager's Report. (10-12)
- 5 CULTURAL SERVICES REPORT**
To receive and consider the Cultural Services Part I Report. (13-16)

6

PRINCESS PAVILIONS REPORT

To receive and consider the Princess Pavilions Report. (17)

7

EXCLUSION OF THE PRESS AND PUBLIC

In the public interest to consider the exclusion of the press and public for the following items of business as they may involve the consideration of confidential information in respect of staffing and contractual matters.

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services and Leisure Committee held on 12th June 2024 at 6:00 pm in the Atherton Suite, The Old Post Office, The Moor, Falmouth TR11 2RT.

Present: Councillors E Seiler (Chair) L D Coley (Vice Chair), D V Evans BEM (from point mentioned), J M Spargo and Z Young

Attendance: A M Williams (Town Clerk)
M Lewis (Cultural Services Director)
R Gates (Town Manager)
V Rogers (Administrative Officer)

A990 APOLOGIES

Apologies for absence were received and approved from Councillors Chin-Quee (ill), Edwards (work) and G F Evans (trustee meeting).

A991 INTERESTS AND DISPENSATIONS

None received.

A992 MINUTES

It was proposed by Councillor Coley, seconded by Councillor Spargo and

RESOLVED that the minutes of meeting held on 18th March 2024 be confirmed as a correct record of the proceedings and signed by the Chair.

Councillor D V Evans now joined the meeting.

A993 TOWN MANAGER REPORT

The Town Manager presented his report which was duly noted and forms part of these minutes.

The Town Manager further reported on a successful day of D-Day Commemoration events on 6th June 2024 and thanked all those involved in organising these events and updated further on the events contractors sustainability statement and on events toilets.

A994 CULTURAL SERVICES REPORT

The Cultural Services Director presented her Part I report which was duly noted and forms part of these minutes.

A995 PRINCESS PAVILION REPORT

The Town Manager presented the report from The General Manager, Princess Pavilion which was duly noted and forms part of these minutes.

A996 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Spargo and seconded by Councillor Coley and

RESOLVED that in view of the confidential nature of contractual matters and personal information, it is advisable, in the public interest that the press and public, be excluded from the meeting.



Town Management report to Cultural Services 12/06/24

Events

- Falmouth Food Festival

Whilst this is not an event we are directly involved with, we are more of a conduit for the event to go ahead and the organisers liaising with Cornwall Council for the license. Despite a bit of varied weather over the three days it was well received and the event was a great success.

- D-Day 80

At the time of compiling this report the event has not yet taken place however feedback in advance has been very positive. We of course have the service in the morning and 'Beacon Lighting' in the evening, but the main activity is the flotilla in the afternoon. When I came up with this idea a few months ago we were looking for 80 boats for 80 years or certainly around this number and I am pleased to say this has been achieved. I would like to thank Falmouth Harbour and Truro Port Authority as well Viv who has compiled the detailed risk assessment and Hayley from my office who has worked hard on collating this.

- Falmouth International Sea Shanty Festival

The final phases of planning are coming together for this very busy town wide event. There are so many elements and so many people with their individual roles to ensure the event is professional and well organised.

From all the venues to all the groups and the various people on the organising committee it really makes it what it is.

The Princess Pavilion will have increased usage for this year over the whole three days as well as the Gala Concert on the Friday evening. It will also host the group arrival buffet and Arts & Crafts stalls.

There are a few logistical changes this year, Church Street Car Park stage will be on the top section of the car park. This will allow for a greater capacity but also easier for the public to move around. There will not a full stage on Custom House Quay this year but



Town Management report to Cultural Services 12/06/24

there will be performances in the venues around this area. There will however be a smaller stage between the Chain Locker and the Stable providing plenty of music and atmosphere on the Quay.

The Falmouth Classics will be taking place at the same time as the shanty festival which has been the case for several years now. They will have a 'Maritime Village' trade stands on Custom House Quay and North Quay as well as the various sailing activities on the water both in the harbour and in the bay.

Seasalt, Sharps and the Greenbank are returning as the main sponsors. We will have the Seasalt Stage on Events Square, The Sharps Stage on Church Street Car Park and of course the Greenbank Stage at the hotel quay.

- Sea Sunday

This will return for 2024 after it was part of National Armed Forces Day last year. This is all being worked on with the various traffic management and safety procedures.

- Falmouth Week

There will shortly be plenty of announcements for the week with everything taking place. Lots of people have been asking me about the various nights in the tent on Church Street Car Park as well as the daytime activities.

- Mayor's Civic Parade

The Mayor is looking at doing this the last September so as per Sea Sunday the various plans will start being worked on.

- AOB

Info from South West Bars on sustainability provided by Karen Hall is attached and also other comments on compost toilets linked with Falmouth events.

Email received below from Ben Carrington in regards to toilets.



Town Management report to Cultural Services 12/06/24

Thank you for your suggestions in offering a more environmentally friendly solution for event sanitation.

I am an advocate of Compost loos under appropriate circumstances. I utilise them on other shows and whilst they are a great, environmentally friendly solution on a green field site with sufficient open space to separate them and dissipate unpleasant odours, they are not at all suitable for events staged in a domestic event location for numerous reasons.

They rely on the application of sawdust to prevent odour, the effectiveness of which is questionable, and whilst our on-site toilets are emptied and cleaned thoroughly each day this is simply not possible with compostable loos. When considering this in addition to the fact that they are less enclosed structurally to allow them to ventilate, and the lack of antibacterial chemical, they are far less sterile.

As they cannot be serviced or emptied until removal, we would need far more units to service the festival and we simply do not have space for this in Falmouth.

Furthermore, their nature as large, heavy trailers make the logistics of delivering, siting and removing them challenging in an urban environment such as Falmouth town.

Overall the lack of antibacterial / odour suppressant chemical or ability to service makes them unsuitable for use here when considering their proximity to food traders, local businesses and residential properties.

I hope this goes some way to assuring the councillors that we hold sustainable practice at heart as an organisation by default, and that we will always adopt good practice wherever real-world application is feasible.

Please see South West Bars & Events Sustainability statement attached.



Southwest Bars and Events – Sustainability Statement

Southwest Bars & Events Ltd [SWBE] recognises that the events industry has a direct impact on the local, regional and global environment. SWBE is committed to mitigating these impacts wherever possible. As such, we work closely with suppliers to minimise the environmental and social impacts associated with the products and services provided.

The ways in which we try to reduce the environmental impact of the festival include:

- Reducing carbon emissions from both power generation and transportation / travel
- Reducing our output of single use plastic and other pollution
- Managing waste responsibly
- Evaluating our methods, improving our practice, and raising awareness

Reducing Carbon Emissions

We work closely with local councils, businesses, and landowners to ensure the event can be run solely on mains grid power, and we are proud that no diesel (or petrol) generators are used across site (exceptions may be made in the event of an emergency I.E a power outage).

Sourcing from local and sustainably committed suppliers can reduce the environmental impact of an event, particularly due to the reduction in carbon emissions associated with transportation. 95% of our suppliers and contractors are sourced from within a 40 mile radius, with the remainder coming from Devonshire / Somerset or closer. This also means that we can support local businesses and stimulate the local economy.

We also strive to ensure that local / smaller traders and exhibitors are not discriminated against in the application process by prioritising local applicants with first refusal on trader positions.

The same applies to food products, which we ask traders to source locally and sustainably wherever possible, reducing food miles via our Green Trader Policy which is enforced via spot checks by our trader manager(s). We reserve the right to close down any traders not compliant with our Green Trader Policy.

We encourage the public to walk, cycle or use public transport via promotion across our website and social media channels.

Reducing Plastic and Other Pollution

A Green Trader Policy has been adopted, and is enforced on site by our trader manager(s) to provide guidance in meeting our aims. The main objectives of the Green Trader Policy are to prevent use of single use plastic, polystyrene, and other non-environmentally friendly packaging being used at the festival, to preserve the condition of the ocean and local environment, to ensure that cooking oil is disposed of cleanly and responsibly, and to ensure that where possible, produce is locally and ethically sourced.

We have endeavoured to further reduce our output of single use plastic by removing it from all of our event bars wherever possible, serving all cupped beverages in reusable souvenir cups, which are charged to the customer for a deposit thereby increasing their value and retainability. All soft drinks and mixers are procured in tins rather than plastic bottles, vastly reducing our bar's single use plastic output. All fruit is sourced in boxes without plastic packaging and we have removed the sale of bottled water on our bars, using canned water instead, and water refill points are available free of charge at all main event venues, free tap water is available at participating pubs and restaurants.

We have further reduced our output by providing our event programme and other event literature primarily as digital downloads, making all of event signage and branding reusable (or out of recycled wood when not possible), and avoid excessive paper usage by hosting all of our event documentation and correspondence digitally.



Managing Waste Responsibly

Through a process of trial and experience, we have found that an offsite sorting solution is most effective for our events. Instead of onsite recycling bins, which are prone to cross contamination by the general public (thereby reducing effectiveness and adding another sorting step and mileage to the process) we use mixed waste bins which are removed and sorted off site at a 'zero to landfill' waste management plant. All waste is recycled where possible, and all remaining waste is sent for incineration via Energy for Waste. This has successfully eliminated our waste tonnage to landfill whilst also reducing our waste mileage.

Our on-site waste management team are present at all times throughout the event, to keep the town clean and tidy, and to prevent event litter entering the harbour and the natural environment.

Post event, following final clean up, we work with the Biffa residential team who conduct street cleans to dispose of any remaining missed bits of litter, we always aim to 'leave no trace'.

Evaluation, Improvement, and Awareness

After each event we evaluate the success of the measures taken via internal review and discussion at committee meetings. Where possible we provide all stakeholders and suppliers the opportunity to provide feedback focused on the areas of environmental, economic and socio-cultural impact.

SWBE will endeavour to implement further evaluative processes to further improve our awareness of our impacts.

Making use of carbon calculators we can assess the emissions generated by the event, in an effort to see this figure reduced year upon year through better practice and streamlining of systems.

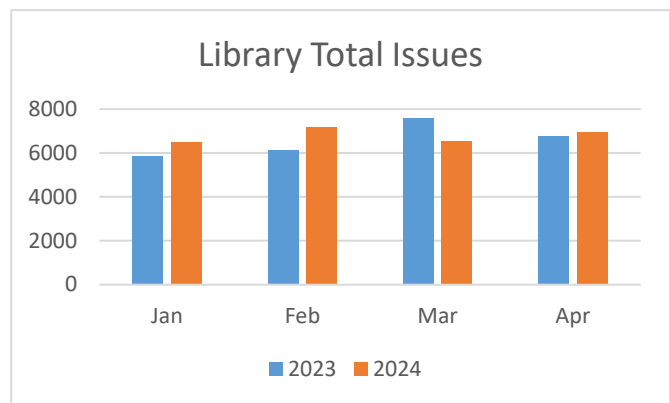
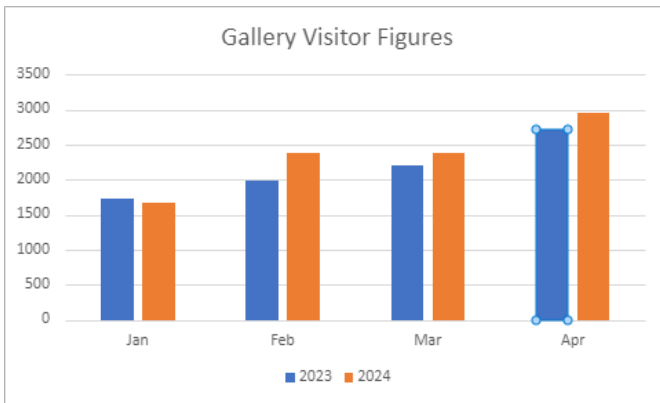
We aim to begin to produce and publish an impacts analysis report, to be used in comparison with future year's data as well as data from industry leaders and competitors to identify successes and failures, and to inform our strategy for development and improvement. This analysis will help us to make others aware of our practice, and the direct and indirect effects of our event both locally and globally.



Cultural Services Report – 12th June 2024

Part 1

Service Users



Upcoming events

8th – 15th June	Great Big Green Week	Information stalls in Municipal Building foyer, craft activities, plant giveaway
22nd – 29th June	Speak Cornish Week	Free taster session, Gallery word hunt, Cornish rhyme time in library, poetry workshop
6th Jul – 5th Oct	Exhibition - Ammeth	Exploring stories from Cornish farming
6th Jul – mid Sept	Summer Reading Challenge	This year's theme is Marvellous Makers, focussing on creativity. Free sign up and themed workshops on throughout the Summer holidays
12th – 17th Aug	Falmouth Week	Daily craft activities on the Moor as part of Arts Council collab with Porthcurno Museum's telegraph bus; carnival activities on the Saturday
14th Sept – 11th Jan	Exhibition - Lee Miller	Displaying our archive of work by iconic photographer to coincide with release of biopic film
12th Oct – 18th Jan	Exhibition - Imagine Falmouth	Our open show, accepting submissions from 10 th June

Decision Required: To note the report

- Objective Setting

Short, Medium and Long Term Planning				
	Objective	Date for completion	Progress	Notes
Short Term - next 12 months	Develop a Cultural Strategy	13.11.2024		Delayed by change in collections manager, will be submitted for sign off once collections policies have been finalised
	Meeting room for community use	30.08.2024		Image delivery room up and running; meeting room off children's section being redecorated and equipped
	MEND Application Expression of Interest			Eol unsuccessful - options to be reviewed and fed back at September CS&L meeting
	Well-being champions	18.03.2024		Decision required; Is this a strategic priority?
Medium Term 2-4 years	Building redevelopment – MEND			Eol unsuccessful - options to be reviewed and fed back at September CS&L meeting
Long Term 5+ years	Reconfiguring layout of Municipal buildings			Start to coincide with 50th anniversary of Gallery opening in MB in 2028; Assess feasibility of Museum service
	Large public art / multi-media installation at Prince of Wales Pier			Consider Automata/Passmore Edwards memorial

Decision required: To review progress and approve the report.



Princess Pavilion Cultural services update 12th June 2024

The Pavilion is seeing an increase of footfall this year and our team are entering into our busy wedding season.

- Our menu has had its soft launch and we will be making a few adjustments before we launch over the next week/s. Sales have been good and feedback towards the menu has also been good.
- Refresh is complete apart from some lighting, accessories, and a few improvements to the toilets
- Mailing list is now active and being used to promote the Pavilion and events here.
- Had our first wedding of the year
- We have some student leavers in our casual team who have finished degrees and are leaving Falmouth. These positions have been filled already.
- Fencing is now up to help protect the flowers from people using the Pavilion
- C.O.F. is now underway with our first meeting held with the project manager. We are permitted to move funding around through different areas of the project as long as we deliver what we stated we would. Procurement has started for the different areas of improvement towards this large project.
- Our strategy to attract larger agents and promoters for music and events is working. We have two of the largest promoters approach us with requests to work with the Pavilion, AEG live (Will Young) and Metropolis (other well known artists).
- So far, we are seeing an increase of net takings for bar/café of 32.4% year on year, January-April from last year (please note this does not reflect income and expenditure)

Town Management report to Cultural Services 11/09/24

Events

- Sea Sunday

This worked well through the town to the church and then returning. This was Hayley's in the Town Team's first experience at overseeing the road closure and safety aspects. I am always looking to develop staff skillsets and Hayley did very well. There will be more of this in the future as I am busy with various other aspects. People often forget the safety and planning that is required to enable these functions and events to take place.

- Falmouth Week

We had much better feedback from the Moor activities this year and there was more going on, on more days. Also, the children's workshops and Action Sports Tour that took place on Events Square were well received.

The Pink Wig started the week off well with circa 1300 women in pink wigs and thousands raise for the breast cancer treatment centre at Treliske.

The Carnival had more vehicles in this year and that was a good trial as it would be good to see more floats return to the event in future years.

The evening entertainment was announced quite late this year due to various factors. All being well for 2025 it will be much earlier. That said there were still many busy nights but an earlier ticket announcement will enable people to budget for various nights next year.

I am pleased to say the air display went ahead because although the weather was lovely in Falmouth it was a totally different story for many other places across the UK. Two of the three displays went ahead but at one point there was a chance none could take place. Whilst individual planes/displays will not have the draw of the Red Arrows it is still good to do something for families and the community to enjoy.



Town Management report to Cultural Services 11/09/24

- Oyster Festival

As you are no doubt aware The Oyster Festival is not going ahead this year but will return in 2025 dates are 9th-12th October. I have included the release from the organisers below in case you have not already seen it.

Falmouth Oyster Festival 2024 has been postponed.

The organisers of Falmouth Oyster Festival have confirmed plans to withdraw this year's event due to rising costs. Since covid and with soaring costs the event in its current format is no longer financially viable. Despite the festival's popularity and good ticket sales for the evening live music, income has not kept pace with operational costs and coupled with issues around the logistics of organising the event, this has resulted in a decision that the festival will not go ahead this year.

The festival's Honorary Chairman, Mike Rangecroft commented *"It is disappointing the festival will not go ahead but the rising costs of running the festival have made it difficult to deliver the event in the way everyone is accustomed to. We would like to thank the team and our sponsors, who all work hard to make the event a success, and everyone who has supported the festival over the last 26 years"*.

The decision was not taken lightly, and the organising team will be working together to bring the festival back in a new format for 2025. Dates for the 2025 festival will be 9-12 October 2025 and further announcements will be made early next year.

Visit www.falmouthoysterfestival.co.uk

- Mayor's Civic Service

This is all planned in including the change of date during October. The traffic management is all in hand and Emily/Val are working on the various civic requirements.



Town Management report to Cultural Services 11/09/24

- Remembrance Sunday

This will be worked on in the next few weeks ensuring everything is booked so the parade can move up to the park for the service and then the safe return to the Moor afterwards.

- Christmas activities

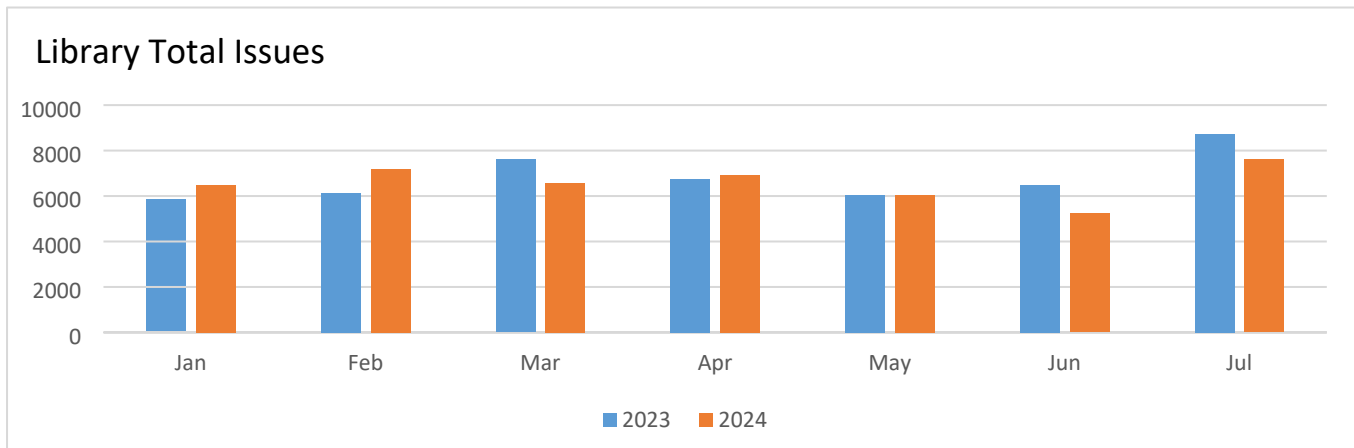
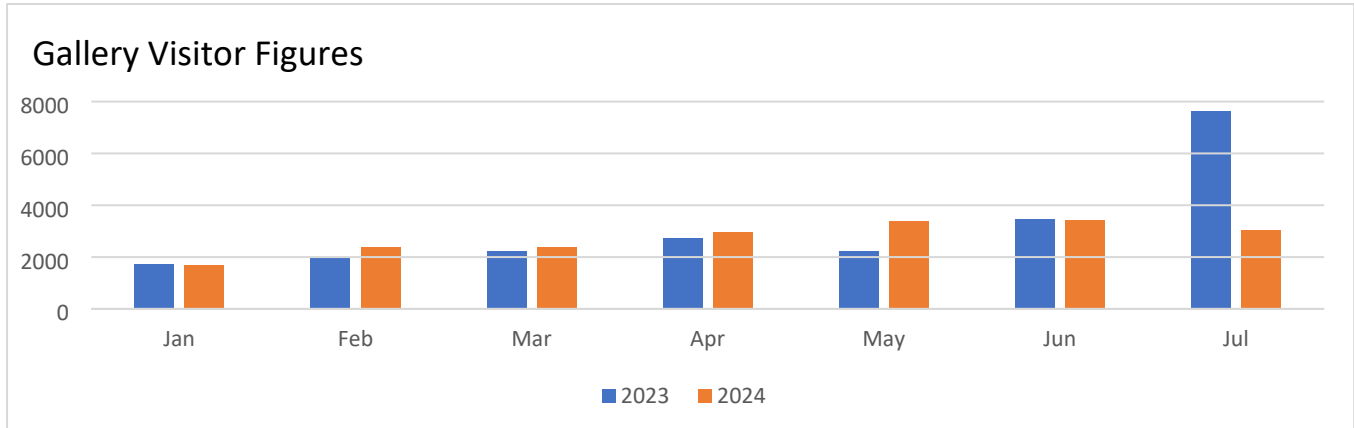
The annual Christmas Lights switch-on will take place Thurs 28th Nov, Falmouth's Festive Weekend will take place Sat 7th & Sun 8th Dec and Harmony Choir will take place Tues 24th Dec.

Many of the larger items to plan for these activities were sorted in January. We will then ramp up the various other bookings such as school involvement starting this month.

- AOB

Adele in the Town Team has been making good headway with the Thurs & Saturday markets. Still more things to do but as the numbers and quality grow that will be positive moving into 2025. As many of you will know a market only works if there is enough variety and interest from businesses' trading.

Part 1



Activity Report

- The results of Cornwall Council’s annual library satisfaction survey have been published, with Falmouth library once again achieving high ratings. Just over 97% of users surveyed were either ‘very satisfied’ or ‘satisfied with the way the library service (both online and local) is provided. Respondents were very complimentary about the helpfulness and knowledge of staff, while the issues for improvement most commented on were the condition of the building and facilities.
- The Gallery hosted their regular activities for Falmouth Week, including a presence in the carnival and daily craft activities on the Moor. This year staff helped coordinate additional activities with our partners from six other Cornish museums, increasing the cultural offer to families visiting. The activities were very well attended, with over 350 people participating. The Library also delivered a daily storytime on the Moor during Falmouth week.
- , The library have hosted two creative summer workshops funded by Cornwall Libraries in collaboration with the university, which were attended by 12 children.

- The Gallery collections team have assisted with the removal and conservation of the mayoral scrolls from the council chamber, which were suffering with mould. They are with a local paper conservator where they will be cleaned and restored, before returning to the chamber.
- New signage for the Municipal Building has been installed to the front and accessible entrances, which internal signage planned for installation in due course. This will be a vast improvement on previous wayfinding into and around the building, particularly increasing visibility of the building's accessible entrance.
- The Gallery's open submission call, *Imagine Falmouth*, was successful with over 380 entries submitted. Successful entrants will be notified mid-September before the installation and launch week beginning 5th October. The exhibition this year is being kindly sponsored by the Cornwall Hotel Group (Greenbank and Falmouth Hotel) and Hine Downing.
- The Library Summer Reading Challenge has been very popular this year, with 508 children signing up to take part, 39 more than last year, and exceeding the target of 399 set by Cornwall Libraries. So far 145 have completed the challenge. Five reading challenge craft activities have been held, which were attended by 91 children and 52 adults.
- The Gallery's new Collections Manager and Learning Assistant have started in post. Attached below is a report provided by the Collections Manager on his activity to date, his appraisal of the collection, its condition, and recommended levels of resourcing.

Upcoming and current events

6th July – 5th October	Exhibition - Ammeth	Exploring stories from Cornish farming
6th July – mid September	Summer Reading Challenge	This year's theme is Marvellous Makers, focussing on creativity. Free sign up and themed workshops on throughout the Summer holidays
11th September 2:30pm	Author Talk	Library talk with author Paula Rooney
14th September – 11th January	Exhibition – Falmouth and the Surrealists	Displaying our archive of work by iconic photographer to coincide with release of biopic film
18th September 6pm	Artist Talk	An evening talk by Peter Mason on <i>The Life and Art of Clive Carter</i> , who features in the Gallery's <i>Ammeth</i> exhibition.
25th September 2pm	Choir Performance	The Red River Singers performing songs from their <i>Bledhen an Tir/Year of the Land</i> record

12th October – 18th January	Exhibition - Imagine Falmouth	Our open show, accepting submissions from 10 th June
6th November	Author Talk	Library talk with author Elaine Johns

Objective Setting

Short, Medium and Long Term Planning				
	Objective	Date for completion	Progress	Notes
Short Term - next 12 months	Develop a Cultural Strategy	13.11.2024		Delayed by change in collections manager, will be submitted for sign off once collections policies have been finalised
	Meeting room for community use	30.08.2024		Meeting room has been decorated, and currently containing stored items while other essential redecoration taking place in chamber.
	MEND Application Expression of Interest			Detailed in part 2
Medium Term 2-4 years	Building redevelopment			Detailed in part 2
Long Term 5+ years	Reconfiguring layout of Municipal buildings			Start to coincide with 50th anniversary of Gallery opening in MB in 2028; Assess feasibility of Museum service
	Large public art / multi-media installation at Prince of Wales Pier			Consider Automata civic art piece for public display

Decision required: To review progress and approve the report.

Collections Manager Report

I joined the team back in mid-June and am working to identify and implement cost-effective, practical improvements to current collections care and related collections management practices. At a foundational level I am working with the collections assistant to deep clean and better maintain the collections store, taking the opportunity to redistribute parts of the collection and free up much needed capacity in spaces where works are stored when not on public display.

Parts of the building which house the collection are in poor condition and damp is a major issue. In wet weather relative humidity (RH) is worryingly high, sometimes exceeding 70% and therefore leading to mould growth. In an effort to reduce and better control humidity, I have replaced a number of poorly-functioning historic dehumidifier units with energy efficient models, resulting in significant and immediate reductions to RH. The cost of replacing just 4 of the old units was £1,200 – approximately 20% of the total Collections Care budget for 2024/25.

I am greatly enjoying working with the collection and have begun to identify and prioritize objects for remedial conservation such as Gainsborough's portrait of Cornishman Isaac Donnithorn which, if it's to remain on public display for any length of time, will require cleaning and glazing. In the coming weeks I aim to instigate a grant application in support of the Gainsborough project. However, it is worth noting that a significant number of less prominent objects, including approximately 50% of the gallery's important automata collection, would benefit from various repairs if they are to be safely displayed now and in future. The current collections care budget allocation of £6,250 (just 1% of the gallery's total core budget for 2024/25) precludes any effort to make impactful and lasting improvements to the overall condition of the collection, and I would strongly advocate for a proportional increase to the budget in 2025/26.

I have picked up some of the projects previous Collections Managers initiated, most significantly the project to upgrade the gallery's Collections Management System (CMS). The existing system is widely agreed to be outdated and does not meet current nor future requirements of both gallery staff and audiences. My aim is to identify systems which balance useability with broad ranging administrative capabilities and which offer diverse audiences meaningful ways to connect with and learn from the collection. I have organized team meetings and software demonstrations with system providers and am awaiting quotations.

Jacob Moss

Collections Manager

Princess Pavilion – General Manager’s Report – September 2024

Community Ownership Fund

- The contract has been signed by the government body to release funds.
- The solar contract has been awarded after tendering and the delivery of this is being planned currently.
- We are looking to award the heating contract over the next few weeks.
- We are confirming a date (potentially January) to have the work on the loft space in the theatre done.
- The loft space needs to be complete to allow the insulation to be installed.
- We are upgrading the power distribution to the garden via a 120 amp distro unit.
- A flooring specialist has visited providing updated information regarding the replacement of the flooring in the garden room.
- A new event lighting package is being ordered.
- A new events sound package is being ordered.

Events

- We are looking to sign a 3 year contract to move the Oyster Festival to the Princess Pavilion.
- The contract for the Christmas Production is nearly complete.
- Part of the Shanty Festival will be moved here next year.
- The Mining conference has signed its 3rd year contract.
- We are seeing a potential slow down in event bookings for 2025.