

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services and Leisure Committee held on 4th December 2023 at 7:00 pm in the Atherton Suite, The Old Post Office, The Moor, Falmouth TR11 2RT.

Present: Councillors E E Seiler (Chair), L D Coley (Vice Chair), K J Edwards, G F Evans MBE, and Z Young.

Also Attending: Councillors D E Clegg, S D Eva, J C Robinson, and A L Rowe.

Attendance : A M Williams (Town Clerk)
M Lewis (Cultural Services Director)
M C Palmer-Williams (General Manager, Princess Pavilion)
M Bennett (Administrative Assistant)

A964 APOLOGIES

Apologies for absence were received and approved from Councillors D V Evans (holiday), Chin-Quee (ill) and Spargo (ill).

A965 INTERESTS AND DISPENSATIONS

None received.

A966 MINUTES

It was proposed by Councillor G F Evans and seconded by Councillor Coley

RESOLVED that the part I minutes of meeting held on 11th September 2023 be confirmed as a correct record of the proceedings and signed by the Chair.

A967 TOWN MANAGER REPORT

The Town Clerk presented the Town Management report. Further he updated on environmental initiatives around events which included discussion with South West Bars and Events (SWBE) on the principles of a more sustainable delivery of events, SWBE had drafted a sustainability statement for review and communication to attendees and others, and a feasibility study into the use of composting toilets.

The Chair acknowledged the safe and successful delivery of the Tallships event, and that the Council should be cognisant of the findings in the Debrief Report, and that the reported Councillor behaviour was not indicative of the overall councillor contribution to the event.

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

RESOLVED that

- (i) the report be noted;
- (ii) the Tallships Debrief Report (as attached) be accepted and forms the basis for future major events planning;
- (iii) it be recognised that the identified poor councillor behaviour in the Debrief Report was not indicative of the majority of councillors who had supported the event and engaged positively with it. The Council also recognised the vast number of volunteers who had participated and enabled the event success.

There was a brief adjournment of the meeting due to a fire alarm evacuation.

A968 CULTURAL SERVICES REPORT

The Cultural Services Director presented her part 1 report, including an update on strategic development and the Municipal Buildings conditions survey where Community Capacity Fund support had been sought for feasibility and viability reporting. As well as the Youth Services update.

It was proposed by Councillor Seiler, seconded by Councillor G V Evans and

RESOLVED that the

- (i) the reports be noted;
- (ii) funding applications to facilitate the Municipal Buildings work be identified as a priority;
- (iii) the Finance and General Purposes Committee be recommended to approve the continuation of the Visitor Services Officer as there was an operational requirement;
- (iv) future objectives reporting and progress be incorporated into the Cultural Services Director reports and did not require a stand-alone agenda item, nor did Income Generators which would also be incorporated into the reporting.

A969 PRINCESS PAVILION REPORT

The General Manager, Princess Pavilion presented his report and updated on the mailing list compliance matters, that over 1000 events had taken place in 2023 a 800% increase. Key performance indicators were being developed for 2024 and the Community Ownership Fund application was being considered.

It was proposed by Councillor Seiler, seconded by Councillor Edwards and

RESOLVED that the report be approved.

A970 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Seiler and seconded by Councillor Edwards 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 Events to Cultural Services 04/12/23

Events

Info and documents included:

- As well as the various documents included there has also been the Oyster Festival Parade and the Remembrance Service.
- Attached are the following:

Falmouth Tall Ships Key Learnings & Findings-This was presented at a conference in Dunkirk recently on our behalf by Sail Training International

Falmouth Tall Ships Detailed Debrief Report compiled externally- This was linked to an Event Control wash-up as well as additional feedback.

Christmas Lights Switch-on Running Order

Festive Weekend Running Order

Harmony Choir Info (please note this is taking place Sat 23rd Dec).



Cultural Services Report - 4 December 2023

Part 1

- **Visitor Figures – Gallery**

	Aug	Sep	Oct
Total Onsite	8781	8179	2333
Adults	217	124	115
CYP	232	237	187
Unknown (clicker)	8298	7782	1959

* Gallery was only open 14th – 31st October due to exhibition changeover

User Figures - Library

	Aug	Sep	Oct
Total Issues	8607	7515	7252
New borrowers	157	145	140
Public Network Usage (Computers)	466	503	513

Decision required: To note the report

- **Winter opening hours and Christmas closing**

As in 2022, from the end of the October half term to the Easter holidays, the Gallery opening hours are adjusted for operational efficiency. These amended hours are: Monday, Tuesday, Thursday, Friday, Saturday: 10am-4pm; Wednesday 10am-1pm.

Decision required: To note the report

- **Exhibitions**

The current exhibition is *Line*, an exploration of one of the fundamental elements of art, running until 6th January. Following this from 13th January will be *Chosen Terrain*, a co-curated exhibition between the Gallery team and two professional artists who have walked the Cornish landscape together for 20 years, informing their artistic practice.

In the exhibition there will be a selection of new paintings by both artists, alongside works from the Gallery collection, that celebrate their joint interest in the Cornish landscape and their passion for painterly abstraction. The new works will also reflect some of the concerns they have with the environment and climate change. It will feature an audio visual project created by members of Splanna, the Gallery's youth environmental activism group.

Decision required: To note the report

- **Staff activity (additional to routine events)**

Gallery Strategic Development

The Gallery team are using the winter Wednesday afternoon closure meetings to undertake group strategy and other planning workshops, which will help focus the Cultural objectives from the FTC strategy into more specific deliverables and key performance indicators. There are three strategic workshops in place, following which the Gallery's forward plan will be presented to the committee for sign off. A Cultural Services strategic document will also be prepared, which will fill the gaps between the FTC strategy and the Gallery's document, to encompass the library and other aspects of Municipal Building functions.

Collection Audit

The Gallery's Collections team is undertaking a full audit of the collection, to establish the condition, documentation and copyright of each item in our holdings. This will enable the Gallery to use its collection more effectively and ensure we are meeting minimum standards of collections care and management for the Gallery's Accreditation return next year.

Appraisals

All Cultural Services staff have now had their appraisals completed either by their line manager or the Director.

Splanna Award Nomination

The Gallery's Youth Climate Activism group was shortlisted for the Kids in Museums Climate Award, and the Access and Interpretation Manager and Learning Assistant, who facilitate the programme, attended the awards ceremony on London in October. Sadly they didn't win, but the shortlisting is a valuable signifier of the impact the programme has had.

Decision Required: To note the report

- **Municipal Building Condition Survey**

Following a building condition survey carried out in October, the Council has received the subsequent report. It identifies numerous maintenance, refurbishment and renewal priorities, and officers are formulating a funding strategy for this significant undertaking as a matter of urgency.

Decision required: To note the report

- **Objective Setting (Updates in bold)**

SHORT TERM (1 YEAR)

- Develop a Cultural Strategy

In progress – target for committee sign off by March 2024 meeting

- Meeting room for community use

On hold until return of library manager (early 2024 TBC)

- MEND Application – moved from long term. Define, agree and apply for building funding

Including application to Levelling up for match/funding for further fees - ASAP

- Staffing – moved from medium term

Should be concluded following approval of budget

- Loaning art inclusive of an admin fee

Collections Manager is developing framework for charging – can be removed

- Well-being champions and to reach people with well being through art course.

Second block of course underway; discussion to continue with Access & Interpretation Manager regarding third block in early 2024

MEDIUM TERM (2-5 YEARS)

- Cultural Interpretation of the headland – cultural input plan including signage and potential public art. Plan in the interim

Should be deferred to Grounds Committee who are leading on headland, and removed from this plan.

- Building redevelopment – MEND and LIF funds with match funding from the government decarbonisation scheme.

In early stages of planning and development

LONG TERM (5 YEARS +)

- Layout of Municipal buildings – to reimagine and reorganise the municipal buildings for maximum effectiveness.
- Large public art / multi-media installation at Prince of Wales Pier.

Decision required: To approve/reject recommendations for amendments

PRINCESS PAVILIONS CULTURAL SERVICES REPORT

4TH DECEMBER 2023

- Single use plastic free: Progress has been made on this target and we have already recycling much plastic on site and will not be providing or ordering any further plastics.
- We have a next week launch of our feed back news letter to meet our targets of connecting with 200 local member of the community as per SMART target. We continue to take on board feed back forms and will bring these to the next cultural services meeting I attend.
- We are now moving into our busy part of the year and are setting up for our Christmas events which include Christmas menu
- We are also now in our programming phase for 2024 and booking up many events already.