

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services and Leisure Committee held on 15th January 2025 at 6:00 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), D V Evans BEM, D A Konik, T M Pearce, J M Spargo and Z Young

Also present: Councillor D W Saunby CC

Attendance: A M Williams (Town Clerk)
M Lewis (Cultural Services Director)
R N Thomas (Responsible Financial Officer)
V Rogers (Administrative Officer)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

A1016 APOLOGIES
None received.

A1017 INTERESTS AND DISPENSATIONS
None received.

A1018 MINUTES
It was proposed by Councillor Coley, seconded by Councillor Konik and

RESOLVED that the Part I minutes of meeting held on 13th November 2024 be confirmed as a correct record of the proceedings and signed by the Chair.

A1019 TOWN MANAGER REPORT

The Town Clerk presented the Town Manager's report including updating regarding the use of vehicles for traffic management at events which was duly noted and forms part of these minutes. It was noted that the Town Manager would issue updates regarding the Market Street Gateway works and associated road closures.

A1020 CULTURAL SERVICES REPORT

The Cultural Services Director presented her report which was duly noted and forms part of these minutes. The Committee congratulated the Cultural Services Team on the recent Imagine Falmouth exhibition and requested that their thanks be passed to the Learning Assistant, Willow Collins, for her contribution to a very successful Fun Palace event.

A1021 PRINCESS PAVILION REPORT

The Town Clerk updated the Committee on Princess Pavilion matters including the works currently being undertaken under the Community Ownership Fund. The Chair advised that the General Manager would remind councillors regarding on site catering provision.

A1022 FALMOUTH FAIRTRADE

Pursuant to the instruction of the Council the Town Clerk provided an update on the proposed plans for adding a Fairtrade sign to the two existing roadside gateway Welcome to Falmouth signs that had provisionally been agreed by the Highway Authority.

RESOLVED that the Council proceed with the proposed plans to add a Fairtrade sign to the two existing gateway Welcome to Falmouth signs at a cost of £546.34 including VAT.

A1023 2025/26 BUDGET

The Town Clerk and Responsible Financial Officer responded to questions regarding the Town Management draft budget.

The Cultural Services Director and Responsible Financial Officer responded to questions regarding the Cultural Services draft budget.

The Town Clerk and Responsible Financial Officer responded to questions regarding the Princess Pavilion draft budget.

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

RESOLVED that the Committee approve the draft budget estimates for 2025/26 as attached.

A1024 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Coley, seconded by Councillor Seiler 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.

CULTURAL SERVICES & LEISURE COMMITTEE
PART II MINUTES – 15TH JANUARY 2025

A1025 MINUTES

It was proposed by Councillor Seiler, seconded by Councillor Coley

RESOLVED that Part II minutes of meeting held on 13th November 2024 be confirmed as a correct record of the proceedings and signed by the Chair.

There being no further business to transact the Chair declared the meeting closed at 7.05pm.

Signed: Date:

Town Manager Report for Cultural Services & Leisure 15/01/25

Events

- Christmas Lights Switch-On

This all went smoothly and well done to the primary schools and other performers in attendance. I would like to personally thank my team and all that supported on the evening. Whilst there was some rain it did not dampen people's spirits and there was a great atmosphere.

- Christmas Tree Festival

This all went ahead and was well received, despite some high winds on the opening weekend and also continuing later in the month it was well attended. Well done for Nicola for taking this on and the first time of being involved.

- Falmouth's Festive Weekend

As you all know sadly, we had to cancel this which was a real shame due to the effort and planning that is involved. It also gives a very positive uplift in the town not just from a business perspective but also for the community. Having said all of that it was totally the correct decision as safety is obviously paramount. We certainly were not alone across the country in having to cancel with multiple venues and locations also cancelling due to the storm.

- Harmony Choir Christmas Eve

I was not in attendance for this event due to being unwell however the team all managed it professionally and it is great to see more and more as the skill set is widened and knowledge is expanded. As I am taking on more of a strategic role within the council so it all helps with the succession planning.

One of the social posts that Hayley uploaded from Church Corner of 'Cornwall my Home' has been viewed more than 1.4million times which shows the draw and the appeal.

Looking ahead during the year, below is currently what is being worked on so far:

1) St Piran's Day

This is an event that we organise the traffic management/safety, not the actual event itself.

2) St Nazaire

This will follow the usual format with the service on the pier.

3) VE Day 8th May

Detail is still to be decided on this yet. It is during local elections, so it is important that this is achievable and realistic but still recognising the very important date in history. Also to note it is same day as Helston Flora so need to very mindful of resources. Several people have suggested using Kimberley Park.

4) Shanty Festival

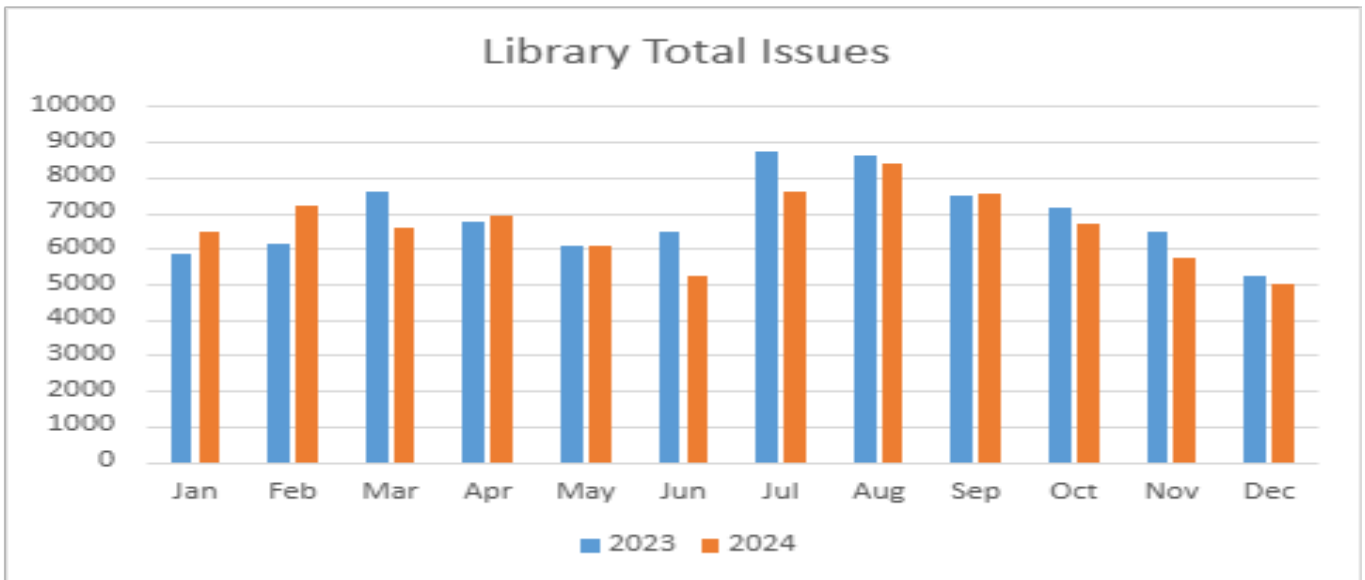
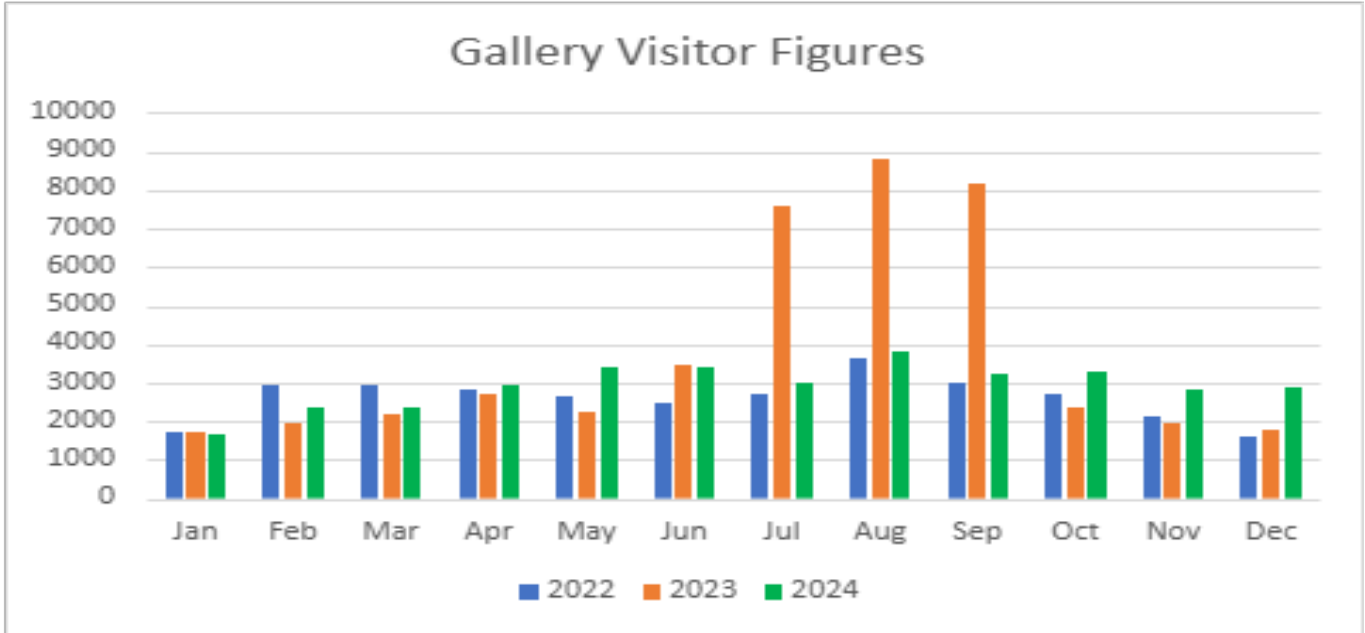
Lots of work has already progressed with this due to the complexity of venues and groups who would like to take part. There will also be a 'Shanty Fundraiser' at the National Maritime Museum' on Sat 1st March, tickets £10 plus booking fee. There will be a bar/stage set-up for the four groups performing so do share far and wide. www.falmouthseashanty.co.uk has the details or the direct link to tickets is below:

<https://www.seetickets.com/event/falmouth-sea-shanty-fundraiser/national-maritime-museum-cornwall/3254982>

5) Falmouth Week

Early days for this and more detail in the coming months including the evening entertainment being announced earlier than previous years.

Part 1



Key Attendance Points

- Gallery attendance is 6% up on 2022 (last year without blockbuster exhibition) with a notable increase on autumn/winter attendance vs 2023. Three of four quarters are busier than in 2022, the quietest period being January-March
- The library has seen a 4% year-on-year decrease in borrowing and a 4% increase in newly registered borrowers.

Activity Report

- The Gallery's open exhibition, *Imagine* Falmouth is closing on the 18th January, and has been very popular with visitors. The people's choice prize vote has now closed and the winner has been announced.
- The whole Municipal Building was taken over on 9th November by a *Fun Palace*, organised by the Gallery learning assistant. Almost 500 people visited throughout the day and enjoyed activities and stalls from a host of community groups, including Source Radio, Fairtrade Falmouth, Cornwall Film Festival Ocean Conservation Trust, and many more. Cultural Services staff held a consultation to gather public feedback on the Municipal Building and what developments they would like to see. A verbal summary will be given to Councillors at the committee meeting.
- The Gallery and Library's Christmas activities were very popular with visitors, and despite the inclement weather over the Council's festive weekend, the Gallery still attracted almost 100 visitors. The Library hosted an additional Grotto at short notice for Miracle Theatre following the cancellation of the festive weekend. Once again thanks go to Cllr Steve Eva for his special contribution to the festivities.
- Work is continuing in the Municipal Building to address the water ingress and penetrating damp in the landing office.

Upcoming and current events & exhibitions

11 th January – 1 st February	Community Display- Falmouth Marine College Environmental Department	Display of work by college students on the theme of Ocean literacy
14 th January 10am-1pm	South-West Water drop-in information session (Library)	Staff on hand to provide information on tariffs, schemes and saving money on water bills.
16 th January – 21 st June	Exhibition – Collections Display update	Rotating display of the Gallery's permanent collection
27 th January 6- 7pm	Moving Marks Taster Session (Gallery)	Come and shake off the winter blues by expressing your creativity, finding joy in moving your body, and connecting with others!
28 th January 6- 8:30pm	Telldales Creative Writing Event (Library)	a night for writers, readers and listeners in Falmouth
1 st February – 10 th May	Exhibition - Trinity Buoy Wharf Drawing Prize	Touring exhibition showcasing exemplary drawing practice in the UK.
2 nd February – 1 st March	Community Display – Discover Arts	Showcase of artwork on MB landing created by Gallery's art group for adults living with chronic health conditions

17th – 21st February	Half Term Activities (Library & Gallery)	Details TBC
5th – 8th March	Benow Festival (Gallery)	A full program of creative events to coincide with International Womens’ Day. This year’s theme is <i>Women Makers: The Art of Craft and Creation</i> .

Objective Setting

Short, Medium and Long Term Planning				
	Objective	Date for completion	Progress	Notes
Short Term - next 12 months	Develop a Cultural Strategy	15.01.2025		No update
	Meeting room for community use	30.08.2024		Due to building leak this room has had to be repurposed to store office contents while landing office is out of action.
Medium Term 2-4 years	Building redevelopment			No further update
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.

DRAFT - 2025/26

TOWN MANAGEMENT	EXPENDITURE	Budget	Forecast	Adjustment/Inclusion		Proposed	NOTES
		2024/25	2024/25	2025/26		2025/26	
		C5823	From October	Budget changes	Project Movement		
	Events Support	48,000.00	51,220.00	10,000.00	-	58,000.00	Includes add £10k to cover potential cost increases and other event support
	Operational Budget	2,000.00	5,680.00	6,000.00		8,000.00	Includes support for joint PR proposal and uplift
	Other Safe and Secure	10,000.00	26,941.00	1,000.00		11,000.00	Safe and Secure with uplift for inflation
		60,000.00	83,841.00	16,000.00	-	77,000.00	
	CAPITAL						
	IT Capital expenditure	2,000.00	2,000.00			2,000.00	
		2,000.00	2,000.00	-	-	2,000.00	
	INCOME						
	General Safe and Secure	15,063.17	17,000.00	1,936.83		17,000.00	retained
	Events	-	17,104.00	15,000.00		15,000.00	budget addition
	TOTAL	15,063.17	34,104.00	16,936.83	-	32,000.00	
		46,936.83	51,737.00	- 936.83	-	47,000.00	63.17

Cost Centre Increase 0.13%

CLASSIFICATION: DRAFT – NOT YET RATIFIED BY COUNCIL COMMITTEE

DRAFT 2025/26

		Budget	Forecast	Adjustment/Inclusion		Proposed	Notes
		2024/25	2024/25	2025/26		2025/26	
		C5823	From October	Budget changes	Project Movement		
CULTURAL SERVICES	EXPENDITURE						
New cost centre descriptions	Salaries	489,876.85	489,233.00	21,353.00	-	511,230.00	Includes NI uplift/part time marketing
	Postage/Petty Cash }			-	-		
	Stationery/Photocopier }	4,500.00	4,417.00	- 700.00	-	3,800.00	slight reduction - moved to collection care
	Telephone }			-	-		
	Subscriptions	6,000.00	3,466.00	- 4,000.00	-	2,000.00	slight reduction - moved to collection care
	Publicity/Marketing	15,700.00	19,011.00	- 4,000.00	-	11,700.00	Slight reduction for inhouse marketing
	Insurance	12,000.00	11,417.00	-	-	12,000.00	
	Exhibition/Preview Costs inc transportation	26,000.00	35,485.00	-	-	26,000.00	
Moved to Corporate	Travel/Accommodation/Subsistance	1,500.00	1,691.00	- 1,500.00	-	-	moved to corporate services
	Education and Engagement	15,000.00	19,569.00	-	-	15,000.00	
	Consumables	4,000.00	2,614.00	- 1,000.00	-	3,000.00	reduced to reflect projection
	Photography/Repro Fees	800.00	800.00	-	-	800.00	
	Stock/Resale Items	10,000.00	15,234.00	-	-	10,000.00	
	Collection Care	6,250.00	8,871.00	6,200.00	-	12,450.00	increased to support works on collection management
	Externally Funded Projects	-	199.00	-	-	-	
	Arts Council Externally funded	40,000.00	25,456.00	-	-	40,000.00	
	Library Workshop and Expenses	3,000.00	2,500.00	-	-	3,000.00	
		634,626.85	639,963.00	16,353.00	-	650,980.00	
	CAPITAL						
	Acquisitions	4,000.00	9,520.00			4,000.00	
	Equipment						
		4,000.00	9,520.00	-	-	4,000.00	
	INCOME						
	Sales Income	27,000.00	33,560.00	3,000.00	-	30,000.00	increased to reflect projection and inflation
	Library Income	3,000.00	1,781.00	- 1,000.00	-	2,000.00	reduced to reflect projection
	Commission	500.00	1,414.00	500.00	-	1,000.00	increased to relect projection
	Donations	1,000.00	1,629.00	500.00	-	1,500.00	increased to relect projection
	Supporters	2,000.00	771.00	- 1,200.00	-	800.00	reduced to reflect projection
	Sponsorship	1,000.00	5,500.00	3,000.00	-	4,000.00	increased to relect projection
	Grants - Revenue	80,000.00	80,000.00	-	-	80,000.00	
	Grants - Capital	15,000.00	8,571.00	- 7,500.00	-	7,500.00	reduced to reflect projection
	Workshop Income	2,000.00	745.00	- 1,000.00	-	1,000.00	reduced to reflect projection
	Reproduction Fees	200.00	438.00	200.00	-	400.00	
	Disbursements	8,000.00	15,020.00	-	-	8,000.00	
	TOTAL	139,700.00	149,429.00	- 3,500.00	-	136,200.00	
		498,926.85	500,054.00	19,853.00	-	518,780.00	19,853.15

Cost Centre Increase 3.98%

CLASSIFICATION: DRAFT – NOT YET RATIFIED BY COUNCIL COMMITTEE

PRINCESS PAVILION	EXPENDITURE	Budget	Forecast	Adjustment/Inclusion		Proposed	NOTES
		2024/25	2024/25	2025/26		2025/26	
		C5823	From October	Budget changes	Project		
Operational	Salaries	567,384.22	569,045.00	13,320.78	-	580,705.00	Provision of PT Marketing Role, Backfil, NI Increase
	Repairs and Renewals (F&F and other)	32,000.00	26,451.00		-	32,000.00	
	Cleaning/Waste Management and Assoc Costs	54,000.00	57,940.00	6,000.00	-	60,000.00	Legislation changes to Waste Management
	Utilities - E/G/W and NDBR	109,000.00	79,983.00	- 25,000.00	-	84,000.00	Reduced - energy saving installations
	Marketing	17,105.00	16,096.00	- 7,105.00	-	10,000.00	Reduced as jinhouse provision planned
	IT and Telephony	9,000.00	7,431.00	- 1,000.00	-	8,000.00	
	Catering - Equipment (under £300)	6,500.00	12,984.00	6,500.00	-	13,000.00	reflect projection and known matters
	Catering - Supplies and Production Cost	263,032.00	270,538.00	10,000.00	-	273,032.00	reflect projection
	Service Contracts	13,500.00	11,653.00	- 500.00	-	13,000.00	
	Misc Site Costs	25,000.00	17,297.00	- 3,000.00	-	22,000.00	reflect projection
	Alarms and Security	5,500.00	5,290.00	200.00	-	5,700.00	
	Events Costs - non theatre	12,500.00	8,701.00	- 2,000.00	-	10,500.00	
	Theatre Events Costs	159,000.00	227,831.00	40,000.00	-	199,000.00	adjusted to reflect projection
		1,273,521.22	1,311,240.00	37,415.78	-	1,310,937.00	
	CAPITAL						
		5,000.00	17,065.00		-	5,000.00	
		5,000.00	17,065.00	-	-	5,000.00	
	INCOME						
	Venue/Theatre Hire and Misc	315,000.00	332,992.00	30,000.00	-	345,000.00	
	Donations/Grants	-	137.00		-	-	
PRS	-	6,446.00	5,000.00		5,000.00		
Catering	719,000.00	710,971.00		-	719,000.00		
TOTAL	1,034,000.00	1,050,546.00	35,000.00	-	1,069,000.00		
	244,521.22	277,759.00	2,415.78	-	246,937.00	2,415.78	

Cost Centre Increase

1%