

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services and Leisure Committee held on 12<sup>th</sup> 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 18<sup>th</sup> 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 6<sup>th</sup> 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.

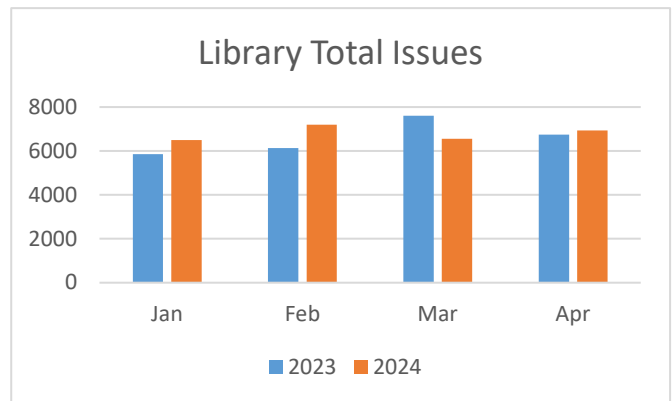
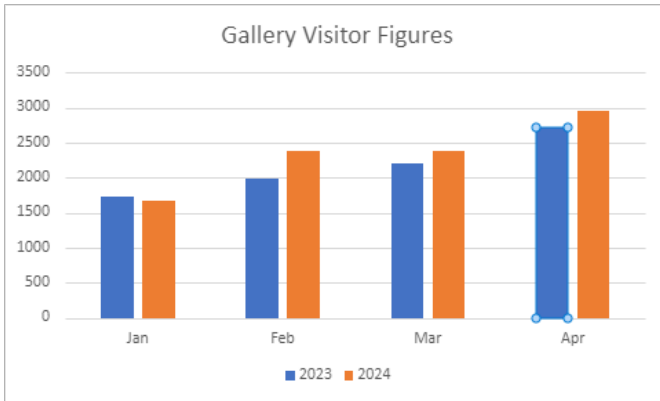
We aim to begin to produce and publish an impacts analysis report, to be used in comparison with future year's data as well as data from industry leaders and competitors to identify successes and failures, and to inform our strategy for development and improvement. This analysis will help us to make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



## Cultural Services Report – 12<sup>th</sup> June 2024

### Part 1

#### Service Users



#### Upcoming events

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

Decision Required: To note the report

- Objective Setting

Short, Medium and Long Term Planning				
	Objective	Date for completion	Progress	Notes
<b>Short Term - next 12 months</b>	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?
<b>Medium Term 2-4 years</b>	Building redevelopment – MEND			Eol unsuccessful - options to be reviewed and fed back at September CS&L meeting
<b>Long Term 5+ years</b>	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 12<sup>th</sup> 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)