

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services Committee held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 16th January 2017 at 7.00pm.

Present: Councillors G F Evans (in the Chair), M T McCarthy, Mrs P A Minson,
and D W Saunby CC.

In Attendance: A M Williams (Town Clerk)
Ms H Boex (Cultural Services Director)

A817 **APOLOGIES**

Apologies for absence were received from Councillors Mrs Atherton CC (holiday),
Body (ill), Mrs Davies (ill), and Ross (holiday).

A818 **INTERESTS**

None received.

A819 **MINUTES**

It was proposed by Councillor Mrs Minson, seconded by Councillor Evans and

RESOLVED that the minutes of the meeting held on
the 14th November 2016 be confirmed as a correct record
of the proceedings.

A820 **CULTURAL SERVICES REPORT**

The Cultural Services Director presented the Cultural Services Report that was duly noted
and forms part of these minutes.

It was proposed by Councillor Mrs Minson, seconded by Councillor Saunby and

RESOLVED that

- (i) the Library increased hours opening be progressed initially on
Fridays.
- (ii) the Interpretation Officer be thanked for her efforts in
producing the Activity and Events Guide.

There being no further business to transact the Chairman declared the meeting closed at 7.30 pm.

Signed: Date:

Introduction

This report covers the eight weeks since the Cultural Services committee meeting on 14th November, 2016 held at the Dracaena Centre. Due to the Christmas and New Year break there is less activity to report on. A financial summary as attached at Annex 2.

Library and Information Service (formerly One Stop Shop):

1. Library Management

- 1.1 Given that available staff has been restricted by having a key member of the Library team on long-term sick, we have managed to keep to current opening hours of both the Library and Information service without compromising working practice.
- 1.2 On December 1st for 'lights switch on', the library hosted Santa's Grotto between 17:00-20:00. Over 350 people attended and it was deemed a great success.
- 1.3 Footfall for the library averages 8,000 a month. We are aiming to increase this through our audience development plan.
- 1.4 Art Gallery staff have been learning new library skills and are proving useful to the trained librarians.
- 1.5 Sara Baistrocci who is already a trained librarian starts on 16th January, 2017 and will work 14 hours in the Library or Information Service as needed. This role partly replaces Cornwall Council employee Kirsty Howard whose contract terminated in November.
- 1.6 Nicola Adams hours will increase from 32 to 37 hours.
- 1.7 We have already recruited two new dedicated Library volunteers.
- 1.8 We intend to open Fridays from the third week in January. We are also considering extending Saturdays to 16:00 and we are exploring whether the Art Gallery align its opening hours accordingly.

Art Gallery:

2. Supporters Scheme, donations and grant Income

2.1 Now that Cultural Services has become a reality and the library has come into the fold we will be exploring the idea of reinventing the supporters scheme – no update on this yet.

3. Acquisitions, Gifts and Bequests

3.1 Nothing to report

4. Exhibitions and displays

4.1 The current exhibition *Little and Large* opened on 26th November. In the week prior to opening the lighting was replaced in the Permanent Gallery with a new track system and energy efficient LED lights with individually adjustable dimming and these have been a great success and we are planning to replace the lighting in the middle gallery in March. These improvements to the gallery are being funded by Arts Council England Major Partner Museum grant money.

5. Visitor Statistics – art gallery

	Cumulative							Counted
	2012	2013	2014	2015	2016	2017	2018	% inc
Jan	2,355	2,469	2,645	2,814	3,116	-		11%
Feb	5,724	5,519	6,081	6,564	6,925	-		5%
March	8,898	8,909	9,040	11,000	10,575	-		-4%
April	12,141	12,685	12,305	14,820	14,471	-		-2%
May	15,257	17,523	16,121	19,056	18,447	-		-3%
June	18,537	21,368	19,301	23,062	23,105	-		0%
July	22,247	24,889	23,173	27,503	27,603	-		0%
August	26,931	30,285	28,288	33,787	32,779	-		-3%
Sept	30,318	34,814	32,693	38,022	37,242	-		-2%
Oct	34,251	38,822	36,843	42,163	41,438	-		-2%
Nov	37,601	41,709	39,896	45,376	44,965	-		-1%
Dec	39,510	43,680	42,331	47,678	47,557	-		0%

5.1 Overall visitor numbers have been maintained at the same level as 2015. As the community engagement numbers are less due to maternity disruption it means that general visitors must have increased.

6. Community and learning – art gallery

	Cumulative							
	2012	2013	2014	2015	2016	2017	2018	% inc
Jan	370	361	410	1,016	763	-		-25%
Feb	936	756	887	2,171	1,775	-		-18%
March	1,473	1,385	1,597	3,611	2,685	-		-26%
April	1,900	2,017	1,994	4,300	3,417	-		-21%
May	2,523	2,703	3,586	5,697	4,525	-		-21%
June	2,876	3,299	4,244	6,451	5,659	-		-12%
July	3,272	3,562	4,747	7,156	6,170	-		-14%
August	4,149	4,211	5,260	8,250	7,059	-		-14%
Sept	4,629	4,791	6,106	9,245	7,812	-		-16%
Oct	4,629	5,274	7,174	10,019	9,160	-		-9%
Nov	4,629	5,615	8,037	11,265	10,125	-		-10%
Dec	4,629	5,921	8,953	11,674	10,768	-		-8%

- 6.1 Community engagement figures are currently only shown for the Art Gallery but we are looking at ways of expressing Cultural Services community engagement across the town in the coming year.
- 6.2 Education facilitator, Tony Johns, worked with Kate Springfield, Mel Bailey and the Young Women's group at the Dracaena Centre over six weeks to make some wonderful lanterns which were paraded by them in the Lantern Parade.
- 6.3 Other lanterns in the parade were made in a family workshop at Gyllyngdune.
- 6.4 The Hall for Cornwall Youth Dance Group are rehearsing in the Passmore Edwards Building towards a performance inspired by the library, art gallery and entrance lobby spaces on Sunday 5th February, 2017.

7. Staffing

- 7.1 The Learning and Access Officer post has been a six day job-share for the past few years. As Charlotte Davies is not returning Donna Williams will increase to three days a week, Sarah Scott will have a part time contract for 14 hours extended to the end of the summer term and the remaining 7.4 hours will cover flexible Saturday staff who will run the family programme.
- 7.2 As previously stated existing FTC employee Sara Baistrocci's contracted hours will be increased by 14 hours as she is already a trained CC librarian and Information Service operative.

Youth Services

8. At time of writing awaiting report. Henrietta will present at meeting.

Festivals & Events

- 9.1 <https://www.falmouth.co.uk/wp-content/uploads/2014/10/FALMOUTH-EVENTS-2016-4.pdf>

This will become a regular report item but at the moment is run by the Town Team that report to full council

Parks & Gardens

- 10.1 The Christmas Tree Festival at Gyllyngdune gardens on Sunday 4th December was a resounding success. Opened by Mayor Grenville Chappel, the spectators were entertained by St Mary's RC school choir who sang lively and cheerfully enacted carols from the bandstand followed by a public carol concert in the Garden Room.
- 10.2 Jacqui Owen's report also not available at time of writing but Henrietta will present at the meeting.

Joint Marketing and Publicity

- 11.1 The new combined Cultural Services 'What's On in Falmouth' leaflet should be delivered on 13th January so should be hot off the press at the Cultural Services sub-committee meeting. 14,500 are being delivered to the Post Office in Swindon with letterbox delivery by Royal Mail planned for the end of the month.

2016 – some future projects and partnerships

- 12.1 Please see Appendix One to show a diary of the activity that we are progressing over the next couple of months

Henrietta Boex, January 2017

Appendix 1

Date	Project	Lead
Jan-17		
8th	Hall for Cornwall Youth Dance rehearsal 10:00-16:30	HB
9th	Hang Wintering in Falmouth - new entrance gallery show	HB, NR, DW
11th	Truro College - SEN 11:00-13:00	JL
11th	Penryn WI to visit 11:00	HB
12th	Point & Penpol WI - store tour and visit 10:15	HB
12th	Look Group 15:00=1710-01-201700	HB
13th	Twin group - baby paint 13:30	GW
16th	Little Fingers 10:30-12:00	JL
16th	Babypaint 13:30-15:00	GW
16th	Cultural Services committee meeting 19:00	HB
17th	Marlborough School. Yr 3 Little & Large explore 10:00-12:00	SS
17th	Truro College - SEN 13:30-15:30	JL
17th	Friends of Ponsharden 14:00	HB
18th	U3A talk at St Mary's Hall - Little & Large 10:10	HB
18th	Sketch Club 10:00=11:30	PC, TB
19th	Constantine School visit 10:30-12:00	SS
19th	Little Fingers 13:30-15:00	JL
20th	St Mary's School Y1 10:00-12:00	JL
20th	Perranarworthal School	JL??
22nd	Hall for Cornwall Youth Dance rehearsal 10:00-16:30	HB
23rd	Baby Jam 11:00-12:00	GW
23rd	St Mawes Arts Society	HB
24th	Safeguarding Training	SS & TB
24th	King Charles School - 10:00-16:30	TJ
25th	Baby Paint 10:30-12:00	GW
26th	U3A visit - TBC	HB
27th	Arts Subject Specialist Network 10:00 -	HB
30th	Hang Gifted to Falmouth	HB, NR, DW
31st	Flushing Sailing Club - ARTISTS AFLOAT talk 19:00	HB
Feb		
2nd	U3A - Truro Art Group - Talk	HB
2nd	Poetry Group	PC, TB
3rd	Falmouth Stroke Club	All
3rd	Preview evening for Gifted to Falmouth 18:00-20:00	All
4th	Abstract Colour drop in workshop	TJ
5th	Hall for Cornwall Youth Dance Performance TBA	HB
6th	Babypaint 13:30-15:00	GW
7th	Ladock School - Automata 10:00-11:30	TJ
7th	Constantine School - Collage 12:30-14:30	TJ
8th	Baby Jam 11:00-12:00	GW

8th	Little Fingers 13:30-15:00	JL
9th	Marlborough School. Yr 3 Quentin Blake illustration 10:00-12:00	SS
9th	Art Quest, Manaccan & St Martin Schools 12:30-14:30	SS, JL, TJ
12th	Hang Cornish Hedges in Entrance Gallery	HB, NR, DW
14th	Memory Café talk - Emmanuel Baptist	HB
15th	Stones in graphite - halfterm drop in workshop	TBA
16th	Graphite painting - halfterm drop in workshop	TBA
17th	Little Fingers 10:30-12:00	JL
17th	BabyJam 14:00-15:00	GW
22nd	Babypaint 10:30-12:00	GW
22nd	Truro College SEN 11:00-13:00	JL
23rd	Art Quest, Coverack & St Keverne Schools 10:00-12:30	SS, JL, TJ
24th	Art Quest, Grade Ruan 10:00-12:00	SS, JL, TJ
25th	Poly Archive Day	HB

CULTURAL SERVICES	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Dec	Jan - Mar			
Expenditure					
Salaries	147,681.23	49,227.08	196,908.31	218,289.00	21,380.69
Postage/Petty Cash }	2,131.49	710.50	2,841.99	0.00	0.00
Stationery/Photocopier }	2,231.65	743.88	2,975.53	8,500.00	10,069.52
Telephone }	1,277.30	425.77	1,703.07	0.00	0.00
Publications/Subscriptions	276.83	92.28	369.11	2,780.00	2,410.89
Storeroom Materials	16.06	5.35	21.41	500.00	478.59
Printing/Artwork	2,356.00	785.33	3,141.33	5,500.00	2,358.67
Publicity/Marketing	13,100.63	4,366.88	17,467.51	8,500.00	-8,967.51
Insurance	10,379.51	0.00	10,379.51	14,594.00	4,214.49
Exhibition/Preview Costs	8,596.02	2,865.34	11,461.36	20,837.00	9,375.64
Accommodation and Transpo	3,039.03	1,013.01	4,052.04	1,665.00	-2,387.04
Workshops/Education/Outrea	14,452.91	4,817.64	19,270.55	15,000.00	-4,270.55
Materials	871.34	290.45	1,161.79	1,250.00	88.21
Photography/Repro Fees	0.00	0.00	0.00	1,250.00	1,250.00
Stock/Resale Items	5,566.72	1,855.57	7,422.29	8,500.00	1,077.71
Conservation - Works of Art	375.00	125.00	500.00	4,225.00	3,725.00
Consumables	120.13	40.04	160.17	4,675.00	4,514.83
Library and OSS initial Yr 1 costs	50,608.67	0.00	50,608.67	0.00	-50,608.67
Externally Funded Projects	11,379.62	3,793.21	15,172.83	0.00	-15,172.83
	274,460.14	71,157.32	345,617.46	316,065.00	-29,552.46
Cultural Services Capital Expenditure					
CS Equipment	0.00	0.00	0.00	1,000.00	1,000.00
Acquisitions both funded and unfunded	0.00	3,000.00	3,000.00	5,000.00	2,000.00
	0.00	3,000.00	3,000.00	6,000.00	3,000.00
Income					
Misc Sales/Income	11,638.89	3,879.63	15,518.52	21,000.00	5,481.48
Commission	11,139.41	2,500.00	13,639.41	4,000.00	-9,639.41
Donations	3,184.05	1,061.35	4,245.40	5,500.00	1,254.60
Sponsorship/Grants/SW Arts	800.00	32,000.00	32,800.00	34,000.00	1,200.00
Grants - Revenue	-2,525.00	-841.67	-3,366.67	0.00	3,366.67
Outreach/Workshop/Library	2,117.20	705.73	2,822.93	200.00	-2,622.93
Grants - Capital/Projects	10,693.43	0.00	10,693.43	10,000.00	-693.43
	37,047.98	39,305.05	76,353.03	74,700.00	-1,653.03
COST OF SERVICE	237,412.16	34,852.27	272,264.43	247,365.00	-24,899.43