

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Cultural Services Committee held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 13<sup>th</sup> March 2017 at 7.00pm.

Present: Councillors Mrs M Davies (Chairman), Ms C Atherton CC, M T McCarthy,  
Mrs P A Minson, B M A Ross and D W Saunby CC.

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

### A821 **APOLOGIES**

Apologies for absence were received and approved from Councillors Body (work) and Evans (ill).

### A822 **INTERESTS**

None received.

### A823 **MINUTES**

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

RESOLVED that the minutes of the meeting held on the 16<sup>th</sup> January 2017 be confirmed as a correct record of the proceedings.

### A824 **CULTURAL SERVICES REPORT**

The Cultural Services Director presented the Cultural Services Report, with accompanying Dracaena Centre Youth Work Team Report (both attached as part of these minutes).

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

RESOLVED unanimously that

- (i) the reports be noted
- (ii) the Cultural Services Director reports a time frame for the physical internal layout remodelling of the Municipal Buildings to reflect the enhanced service delivery aspirations
- (iii) the Cultural Services Director reports to the Staffing Committee regarding the need for front of office Information Services provision and apprentice recruitment
- (iv) the Cultural Services Director with the Grounds and Facilities Manager meets with Skate Park Stakeholders to advise them of progress in respect of the redevelopment
- (v) the Cultural Services Director co-ordinates meetings with other known local potential bidders for external funding for regeneration and redevelopment projects to identify funding streams and avoid conflicts.

A825 **CHAIRMAN'S REMARKS**

The Chairman advised that due to ill-health she would not be seeking re-election in the forthcoming elections and that this would be her last meeting of the Committee. She thanked the Committee and officers for their efforts and support, and praised the substantial work undertaken to save and enhance the Cultural Services of the Town.

There being no further business to transact the Chairman declared the meeting closed at 7.50 pm.

Signed: ..... Date: .....

### **Introduction**

This report covers the eight weeks since the Cultural Services committee meeting on 16<sup>th</sup> January 2017. The financial summary to 31<sup>st</sup> January is again attached at Annex 2 – there is no update as the Finance Officer is on leave.

### **Library and Information Service (formerly One Stop Shop):**

#### **1. Library Management**

- 1.1 All of the changes to staff hours mentioned at the last Committee meeting are settling down and staff seem happy.
- 1.2 Members of staff are now supported by four dedicated Library volunteers (we have had sixteen new applications for volunteering since the What's On Guide went out).
- 1.3 Despite having a full-time member of Library staff off on long-term sick we have scheduled additional Friday opening from 7th April.
- 1.4 We would like to explore the possibility of recruiting two apprentices who could be trained part Library skills, part Information Service/Reception skills, part admin, part art gallery, part festival admin. I understand that Truro & Penwith College will be running a mini briefing event for Cornwall Museum's Partnership. Apprentice pay rate for under 25 £3.50 per hour.
- 1.5 There were 203 new borrowers in the three months from November and January and just short of 21,000 books issued.

### **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 We have accessioned two illustrations from Professor Alan Livingstone and purchased and accessioned two small automata from L & A St Ledger (£50 each) and a limited edition of the ten prints from *Tinth* which were exhibited for the first time

at the Gallery as part of the *Press Gang* show, created by Jesse Leroy Smith and Bernard Irwin and printed by master printer John Howard in his Penryn studio.

#### 4. Exhibitions and displays

- 4.1 The current exhibition *Gifted to Falmouth* opened on 4<sup>th</sup> February. As always, visitors to Falmouth are stunned by the quality and breadth of our collections and local residents are delighted to see their old favourites. .
- 4.2 *Cornish Hedges*, an exhibition of paintings by Gulval based artist Michael Strang, opened in the entrance gallery on 13<sup>th</sup> February and has brought a breath of spring into the gallery.
- 4.3 Our next exhibition, *Artists Afloat – Tuke and Hemy at Sea* will see some major loans from the Tate and Sir Elton John return to Falmouth. This exhibition opens on 25<sup>th</sup> March (preview evening from 18:00 on 24<sup>th</sup> March).
- 4.4 During the week of the hang we are planning to paint some of the walls and replace the lighting in the middle gallery to match the lighting installed in the permanent gallery. This LED lighting is helping to reduce costs and improve environmental conditions. 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	2,870		-8%
Feb	5,724	5,519	6,081	6,564	6,925	6,830		-1%

- 5.1 Overall visitor are slightly down on 2016 so far this year. We have two volunteers who come in weekly specifically to conduct visitor surveys using Audience Finder which we are obliged to do as part of our commitment to Arts Council England Major Partner Museum funding.

#### 6. Community and learning – art gallery

	Cumulative							% inc
	2012	2013	2014	2015	2016	2017	2018	
Jan	370	361	410	1,016	763	879		15%
Feb	936	756	887	2,171	1,775	2,118		19%

- 6.1 February has been a particularly busy month for community engagement at the art gallery meeting the needs of audiences of all ages.
- 6.2 The Director gave talks at U3A Falmouth, U3A Truro, Flushing Sailing Club, Falmouth Ambassadors, the Memory Café at Emmanuel Baptist Church, Lostwithiel Ladies Club and Falmouth Archive Day at the Polytechnic.
- 6.3 The Hall for Cornwall Youth Dance Group gave a fantastic performance in the Passmore Edwards Building inspired by the exhibition *Little and Large* and performed in the library, art gallery and entrance lobby spaces on Sunday 5<sup>th</sup> February, 2017. There is a short film available which we hope to screen for the Committee.

I received the following email from a member of the audience:

*I had the great pleasure the weekend before last to have been invited by some friends to see a childrens' modern dance recital which took place throughout the Falmouth Gallery and in the Library as well. Not only was the quality of dance excellent, but the site-specificity of the Gallery space and the library allowed for really interesting and inspirational choreography.*

*How wonderful that you have invited these children, ranging, I would guess from about age 8 to teenaged, the opportunity to interact with art work and with books, too, through modern dance performance. I can't imagine a more generous way to get the public involved in local Falmouth institutions. The event drew a large crowd and I hope I speak for most of the people in the audience in saying how much I enjoyed the event. I look forward to seeing similar outreach activities and I want to thank you for making the most of the Gallery-Library merger in Falmouth.*

## **7. Staffing**

- 7.1 Permission to approach staffing committee re: apprentices – see 1.4

## **Youth Services**

- 8.1 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-2017-1.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 Town Clerk and Director of Cultural Services met with Juliette Dickinson of Greenwich Leisure Ltd (GLL) the firm that is taking over the management of from Tempus Leisure at Princess Pavillions. Community engagement officers Jacqui Owen and Sara Baistrocchi are currently based in offices at Gyllyngdune. After the meeting Juliette wrote: *'I thought it maybe helpful if I confirm Agreement to your two Community Officers (Jacqui Owen and Sarah Baistrocchi) continuing to use one of our offices at the cottage/ Gyllyngdune Gardens. We are happy to maintain the hosted arrangement as operating currently'*. This is excellent news as we can continue our very popular outdoor education workshops which celebrate the heritage of our historic parks and gardens.
- 10.2 Yr 3 school children from Falmouth Primary planted the last of the 15,000 crocus bulbs, provided by Falmouth Rotary Club as part of their Purple for Polio campaign, in (a very cold) Kimberley Park on February 28<sup>th</sup>.
- 10.3 Jacqui and her team are helping to co-ordinate Paint the Town Yellow Day and Spring Clean days as part of the Spring Festival.
- 10.4 At the time of writing a full report has not been received but any additional information will be presented at the committee meeting.

## **Ponsharden Cemeteries**

- 11.1 Falmouth Town Council have lead on a bid to Historic England to gain a grant not to exceed £13,100 for the preparation of a Conservation Management Plan (CMP) for the Dissenters and Jewish cemeteries at Ponsharden. The bid was successful and after a tender process, judged by a panel from the Friends of Ponsharden and FTC, the contract was awarded to Cotswold Archaeology. The inception meeting will take place on 9<sup>th</sup> March.
- 11.2 The CMP will be of significant importance when this project is submitted to the Heritage Lottery Fund and other grant-making organisations.
- 11.3 Town Council officer, Ruth Thomas has been appointed Treasurer and Henrietta Boex Vice Treasurer in order to assist the Friends in achieving a successful project which will improve access to another significant heritage asset.

## **Joint Marketing and Publicity**

- 12.1 The new combined Cultural Services 'What's On in Falmouth' leaflet was delivered to 14,500 Falmouth households and has been widely distributed throughout the town and county. Feedback so far has been very positive. A meeting to discuss content and layout of next leaflet due out in June to cover July- December 2017 is scheduled

for 11:00am Monday 27<sup>th</sup> March in the Chamber. All constructive criticisms/  
suggestions gratefully received.

## **2017 – some future projects and partnerships**

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

Henrietta Boex, March 2017

## Appendix One: Activity coming up March- April 2017

Date	Project	Lead
Mar-17		
1st	Sketch Club 10:00-11:30	PC, TB
1st	Young women's Group - Dracaena 18:30-20:30	KS, MB
2nd	Plymouth University graphics students with Timothy Guy 11:45	HB
2nd	Little Fingers 10:30-12:00	JL
2nd	Poetry Group 14:-16:00	PC, TB
2nd	Foundation - Colour study project 16:00-18:30	HB, SS
3rd	Perranarworthal School 13:00-14:45	TJ
4th	Poly Fun Day 11:00-16:00	GW, TJ
4th	Abstract colour workshop drop in 11:00-15:00	BW
6th	Adult make and take - Gyllyngdune	SB
7th	Indian Queens school 36 x Yr 6 - watercolour workshop	TJ
7th	Rhyme-time: Library 11:00-11:45	NR, DW
8th	Young women's Group - Dracaena 18:30-20:30	KS, MB
8th	U3A visit to Gallery - Gifted to Falmouth talk	HB
8th	Natacha Trethewey US Poet Laureat reading 18:00-19:30	HB
9th	MIND 10:00-12:00	BW
9th	Home-Ed drop in workshop 10:00-12:00	TJ, JL
9th	ST Mary's EYFS - Plants & minibeasts 13:00-14:30	JL
9th	Look Group 15:00-17:00	HB
9th	Foundation - Colour study project 16:00-18:30	HB, SS
10th	ArtFund members visit 10:30-11:00 plus buffet lunch -30	HB
13th	Adult make and take - Gyllyngdune	SB
13th	Little Fingers 10:30-12:00	JL
13th	Baby Jam 14:00-15:00	GW
13th	Cultural Services committee 19:00 - Chamber	HB
14th	Heamoor School - John Dyer visit	SS
15th	Young women's Group - Dracaena 18:30-20:30	KS, MB
15th	Baby Paint 10:30-12:00	GW
15th	Truro School SEN 11:15 - 13:00	JL
16th	V&A Purchase Grant Fund - Julie Buttal visit 9:30-10:00	HB/NR
16th	Marlborough School Yr 1 13:45-15:15	SS
16th	Foundation - Colour study project 16:00-18:30	HB, SS
18th	Flower Festival - Gyllyngdune Gardens	JO
19th	St Nazaire - Culdrose band	
19th	De-install Gifted to Falmouth	HB, NR, DW
19th	De-install Michael Strang Cornish Hedges	HB, NR, DW
19th	Alison Kay - Limelight installation 13:00	DW
20th	Adult make and take - Gyllyngdune	SB
19-24	Hang Week, Painting and new lighting installation	All
22nd`	Young women's Group - Dracaena 18:30-20:30	KS, MB
22nd	Outreach Penryn Primary Academy	SS
22nd	Foundation - Colour study project 16:00-18:30	HB, SS



24th	Artists Afloat Talk 11:00 am	HB
24th	Catherine Wallace Art History Group visit 14:00-16:00	PC, TB
24th	Preview evening Artists Afloat 18:00-20:00	All
27th	Adult make and take - Gyllyngdune	SB
27th	Falmouth Primary Academy Nursery 10:00-11:30	JL
27th	Baby Paint 13:00-15:00	GW
28th	Catherine Wallace Art History Group visit 14:00-16:00	
28th	Tell Tales - 19:00-21:30	HB
29th	Baby Jam 11:00-12:00	GW
29th	Alison Kay Limelight Talk 14:00	
29th	Young women's Group - Dracaena 18:30-20:30	KS, MB
30th	Until 17th April - SPRING FESTIVAL	
30th	Foundation - Colour study project 16:00-18:30	HB, SS
31st	Knit Group 10:00-12:00	TB
Apr		
1st	EASTER HOLDS	JL
1st	Words on Waves drop in workshop 11:00-15:00	TBA
4th	Close Up Sea & Sky drop in workshop 11:00-15:00	TBA
5th	What a Catch drop in workshop 11:00-15:00	TBA
6th	Modelling Boats drop in workshop 11:00-15:00	TBA
6th	Poetry Group 14:-16:00	TBA
9th	Spring Festival Fal Uni workshop time TBA	TBA
11th	Birds at Sea drop in workshop 11:00-15:00	TBA
12th	Through the Porthole drop in workshop 11:00-15:00	TBA
13th	MIND 10:00-12:00	BW
13th	Capturing Nature in Clay drop in workshop 11:00-15:00	TBA
19th	Baby Paint 10:30-12:00	GW
20th	Art Dinner - Gyllyngdune gardens 19:30	GW, SB

<b>CULTURAL SERVICES</b>	<b>Actual</b>	<b>Forecast</b>	<b>Total</b>	<b>Budget</b>	<b>Y/E Forecast</b>
	<b>Apr - Dec</b>	<b>Jan - Mar</b>			
<b>Expenditure</b>					
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 Transport	3,039.03	1,013.01	4,052.04	1,665.00	-2,387.04
Workshops/Education/Outreach	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
	<b>274,460.14</b>	<b>71,157.32</b>	<b>345,617.46</b>	<b>316,065.00</b>	<b>-29,552.46</b>
<b>Cultural Services Capital Expenditure</b>					
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
	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>6,000.00</b>	<b>3,000.00</b>
<b>Income</b>					
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
	<b>37,047.98</b>	<b>39,305.05</b>	<b>76,353.03</b>	<b>74,700.00</b>	<b>-1,653.03</b>
<b>COST OF SERVICE</b>	<b>237,412.16</b>	<b>34,852.27</b>	<b>272,264.43</b>	<b>247,365.00</b>	<b>-24,899.43</b>

## Dracaena Centre Youth Work Team Data Report

Created by: Dawn Froggatt, Youth Work Coordinator

Numbers relate to attendance of young people from January – 8<sup>th</sup> March 2017

Weekly Sessions	Number of contacts	Content
School Lunchtime Drop-in sessions (term-time only)	106	<p><b>Discussion Topics</b> - Grades; holiday period; family life; Mock Exams; Astrology; Farming; Campanology; auditions for Young Generation Production; health: operations; Personal Achievement Awards; risk taking behaviours by other young people – drug use and School response; discussion around Drugs Education; revision; musicals; School moves; confidentiality; safeguarding procedures explained; keeping safe on phone and Social Media; relationships; interests; expectations of various year groups; young people responsible, respectful and very engaging; friendships; School life; Equality; Sexting; leisure time; healthy eating; family and early childhood memories.</p> <p><b>The Youth Work Team has been welcomed into a new area of School through Lisa Cooke, Room H5 - fantastic welcome and great working relationships.</b></p> <p><b>Activities</b> – Card Games including UNO and SUSSED; Stickers; Valentines theme; Anime Books: Manga Art; drawing; bead making.</p> <p><b>Actions and Referrals</b>– Safeguarding support including risk taking behaviours: drugs; feelings of suicide.</p>
	60	<p><b>Discussion Topics</b> – Homework; keyboard piano game; discussions around Christmas experiences; discussions around bullying; Mental Health; CAMHS input; boundaries; managing friendships; loss of pet and Bereavement; Pastoral support; Life; School life; lessons; parental separation</p> <p><b>Activities</b>– Games; Headbanz; UNO; SUSSED.</p> <p><b>Actions and Referrals</b> – Safeguarding conversations with School staff; Multi-Agency Working around risk taking behaviours.</p>
Street Based Youth Work Sessions	81	<p><b>Discussion topics</b>- risk taking behaviours; use of drugs and personal safety; effects of Ecstasy; vulnerable young people; discussion of Kimberley Park shenanigans and behaviour including respect for Park staff and managing own behaviour within a group; information given re Dracaena Centre activities; Food Vouchers; family issues; Benefits research; relationships of trust and positivity; relationship issues; open and honest conversations; positive progress of employment and sustaining for good length of time; achievements and positive outlooks for the future; young people engaging openly and maturely; discussions around skate and bike facilities – young people speaking</p>

		<p>well of local people and businesses who allow them to skate without any negative confrontations; young people extremely respectful.</p> <p><b>Areas covered:</b> Falmouth Town Centre up to Gas Works Car park; The Moor; Kimberley Park; Gyllyngvase Road; Catholic Church; Prince of Wales Pier; Ope Way next to Pier / Spar shop; McDonalds to Lidl area; Falmouth Rugby Club; Beacon area; Bassett Gardens; Road to Penryn Shelter.</p>
Young Women's Group (term-time only)	56	<p><b>Discussion Topics</b> – Achievements; healthy eating; design and creation of own display board for sessions; independent direction of group developing; reflective discussions; bereavement; relationships; Group motto: Wild-Optimistic-Motivational-Encouraging-Never Give Up! Mutually supportive conversations; Teamwork; Leadership; emotional well-being; managing aspirations and perceptions; career thoughts; healthy diets; appropriate use of Social Media; health and safety; C-card conversations; sharing thoughts and feelings; discussions around FaceBook and safe use; social behaviours; hospital visit and health; Pets; ambitions and aspirations; family dynamics; humour; personal support; young people planning and decision making; planning future sessions; young people taking ownership (next level of development)</p> <p><b>Activities:</b> Game of Life; Cookery; Gender Fact Quiz; Valentines Cards and gift making; Collage; Quizzes; Game board; Gyllyngdune Project; Photographer from Cornwall Today magazine; Glass painting; craft-bracelet, bead and crochet activity; card games: SUSSED; Table Tennis; Ball Games; Sculpture Project.</p> <p><b>Actions:</b> Staff support of young people with medical needs: medication. Positive engagement with parents</p> <p><b>Additional Project:</b> 6 week Project drawing inspiration from Spring Festival Recycled Art Project. Fantastic collaboration with Gyllyngdune Gardens on Saturday 25<sup>th</sup> February; 6 young women attended Spring Festival Project at Gyllyngdune Gardens Recycled Flower Project. Young people will display their flowers in Gyllyngdune Gardens. Young people had a day out taking photographs of beautiful Falmouth Gardens.</p>
Penryn Shelter	35	<p><b>Discussion Topics</b> - Safe, supportive space and opportunity to engage positively with young people of a senior age range 16-19 (Falmouth and Penryn); discussions around relationships; building relationships with Youth Workers; discussions around risk taking – drug / alcohol use; managing feelings and behaviour; anger management; support networks; personal finance; money management; C-Card; Housing and living arrangements; family and friendship dynamics; peer groups; ownerships of building and décor enhancement ideas; discussions around local and national news; belief systems; Politics: UKIP, Brexit; Parenthood; work; College; Young Mums Course; diet; healthy eating; alcohol and tobacco consumption; bereavement; disabilities.</p> <p><b>Activities</b> – Ping pong Game; SUSSED card game.</p>

<p>Dracaena Centre Friday Night Drop in</p>	<p>210</p>	<p><b>Discussion Topics</b> – Young people’s emotional needs: discussions around feeling angry; Anxiety; Depression; family relationships; personal relationships; friendships; coping strategies; challenging behaviour; building relationships with Youth Workers; Bereavement (discussion around Penhaligon’s Friends); support of young person via CAMHS; CV support; home life; respect for Youth Workers; relationships of trust building between Youth Workers and young people; Social Media and managing negativity; dealing with difficult home situations; Housing Needs; Health and well-being.</p> <p><b>Response to Need:</b> Young Leaders within sessions supporting Café area; Partnership working with Police; Youth Intervention Officer Drugs Talk; C-Card Distribution; awareness of vulnerable young people and risks; CSE.</p> <p>Visit from REED Employment for young people aged 16+: Government funded initiative.</p> <p><b>Activities</b> – Sports Hall Ball Games; Football; Basketball; Pool table; Table Tennis; Music system; Card Games; Café Area.</p> <p><b>Actions and Referrals</b> – MARU; Young Women’s Group; Targeted Youth Work; Multi-Agency meeting requested by Dracaena Centre to work with Police and Schools; support sought from: Social Services, YZUP, Addaction.</p> <p><b>Assisted Funding</b> – Awards for All granted September 2016 for a twelve-month period only</p>
<p><b>TOTAL:</b></p>	<p><b>548</b></p>	