

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services Committee held in the Dracaena Centre, Dracaena Avenue, Falmouth on Monday 16<sup>th</sup> April 2018 at 6.00pm.

Present: Councillors G F Evans CC MBE (Chair), A J Gillett (Vice-Chair), M T McCarthy CC, A Parker, B M A Ross (from point mentioned) and D W Saunby CC.

Councillor L D Coley also attended.

In Attendance: A M Williams	(Town Clerk)
H M Boex	(Cultural Services Director)
R May	(Dracaena Centre Manager)

A850 **APOLOGIES**

Apologies for absence were received and approved from Councillors Minson (ill) and Robinson (holiday).

A851 **INTERESTS**

None received.

A852 **MINUTES**

It was proposed by Councillor Parker, seconded by Councillor Gillett and

RESOLVED that the minutes of the meeting held on 5<sup>th</sup> February 2018 be confirmed as a correct record of the proceedings and signed by the Chair.

A853 **CULTURAL SERVICES REPORT**

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

Councillor Ross entered the meeting during the above item.

A854 **REPORT BY COUNCILLORS GILLETT AND PARKER**

Councillors Gillett and Parker advised that they had met with Inspector Thompson regarding anti-social behaviour and congregation around Council premises and facilities and would report fully to the Council.

A855 **DRACAENA CENTRE AND YOUTH SERVICES**

The Dracaena Centre Manager presented on the work of the Centre and engagement with young people. Delivery had doubled with the Town Council's involvement and maximised other funders.

There being no further business to transact the Chairman declared the meeting closed at 6.35pm.

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

## Introduction

This report covers the nine weeks since the Cultural Services committee meeting on 5<sup>th</sup> February 2018. Budget will be circulated at the meeting..

## Library and Information Service

- 1.1 The Library continues to run smoothly with regular *rhyme time* and *story time* sessions on a Tuesday and *Lego Club* every Saturday morning and *Code Club* every other Saturday lunchtime.
- 1.2 Local Manaccan author, Liz Fenwick gave a talk in the Library at 7:00pm on Thursday 23<sup>rd</sup> March. Thirty people attended and were asked for feedback. All was positive with a request for more!
- 1.3 Jayne has the bit between her teeth and has so far booked the following: Philip Marsden 6th September, Ruth Saberton 18th September; Nina Stibbe/Cathy Rentzenbrink 4th October TBC, Patrick Gale 18th October
- 1.4 Community Engagement Officer, Sara Baistrocchi ran a very successful *Chocolate Tales* on Thursday 22<sup>nd</sup> February and is following up with *Art and Literature for well-being* in the Library on Thursday 17<sup>th</sup> May at 7:00 which is already nearly fully booked.
- 1.5 Staff in the Library have been working with the Twinning Association to launch a book exchange with Douarnenez which has been successfully carried out.
- 1.6 We are in the process of researching possible sources of funding for replacement mobile shelving, new stackable upholstered chairs and will be refreshing the paintwork and signage in the Library.
- 1.7 No monthly statistical reports have been received from Cornwall Council since January.

## Art Gallery:

2. **Supporters Scheme, donations, grant Income and awards**
- 2.1 We are embarking on a four year partnership agreement with Arts Council England through the Cornwall Museums Partnership which is valued at £2,647,535. Falmouth Art Gallery share of the budget for the programme of activity is £299,118 spread over the four years. This follows on from the Major Partner Museum funding which we have benefitted from over the last three years and which is now closed.

- 2.2 The funding will help with digital engagement, more uplift for exhibitions, and community engagement work to enhance social inclusion and an arts and library health and wellbeing programme.
- 2.3 At the Cornwall Heritage Awards 2018 Falmouth Art Gallery received a highly commended award (worth £200 each) in three categories. The Audience Initiative award for our FOMO, First Falmouth Art Publishing Fair last autumn, the Cornish Heritage award for *Artists Afloat, Tuke and Hemy at Sea* and the Innovation award for the Lovefalmouthvolunteering platform which was launched for the Spring Clean.
- 2.4 An application has been made to the Heritage Lottery Fund jointly for restoration of the Markey Mural at the back of Tesco and *A Cabaret of Mechanical Movement* exhibition (30<sup>th</sup> June – 8<sup>th</sup> September) which will be celebrating the lives of Peter Markey, Ron Fuller and Sue Jackson, all of whom were pivotal in the development of automata making in Falmouth and all of whom died in the last eighteen months.

### **3. Acquisitions, Gifts and Bequests**

- 3.1 The Director visited Devon-based automata maker Rodney Peppe to further discussions regarding his collection being left to the Art Gallery under the 'Acceptance in Lieu scheme. The work is being exhibited at Compton Verney this summer and in theory may come into the Collection in the Autumn.
- 3.2 We have been presented a colour lithograph entitled *Trafalgar, 2.30* by William Lionel Wyllie ARA by a local resident who prefers to remain anonymous.
- 3.3 Chris Spencer has donated a sketchbook by Gwen May.
- 3.4 The children's book illustrator Andy McColl McPherson has presented a colour erase pencil and collage and a giclée digital print from *Percy and the Ringmaster*.
- 3.5 Marcus Williamson has gifted us an oil painting which is a study for *The Culprit* by Thomas Cooper Gotch who was a colleague and life-long friend of Henry Scott Tuke.

### **4. Exhibitions and displays**

- 4.1 *Faces of Cornwall* has just been taken down and is being replaced this week by *John Dyer, Painting the Colours of the World* which is being opened by Tim Smit of Eden fame at the Preview evening on 20th April. We understand that Dea Birkett from Kids in Museums will also be able to attend.
- 4.2 *The Old Lemonade Factory, People and Processes* will continue in the entrance gallery until 12th May.
- 4.3 The Watts Gallery, Guildford have confirmed that they wish to hold a Tuke exhibition in the summer of 2020 and their new Curator, Cicely Robinson will be visiting us in

May. As previously state, this fulfils one of our Arts Council England National Portfolio Organisation (NPO) obligations for the 2018-2022 funding round.

## 5. Visitor Statistics – art gallery

	2012	2013	2014	2015	2016	2017	2018	% inc
Jan	2,355	2,469	2,645	2,814	3,116	2,870	3,046	6%
Feb	5,724	5,519	6,081	6,564	6,925	6,830	5,951	-13%
March	8,898	8,909	9,040	11,000	10,575	10,735	9,721	-9%
April	12,141	12,685	12,305	14,820	14,471	14,045	9,721	-31%
May	15,257	17,523	16,121	19,056	18,447	18,377	9,721	-47%
June	18,537	21,368	19,301	23,062	23,105	22,810	9,721	-57%
July	22,247	24,889	23,173	27,503	27,603	27,857	9,721	-65%
August	26,931	30,285	28,288	33,787	32,779	34,551	9,721	-72%
Sept	30,318	34,814	32,693	38,022	37,242	40,285	9,721	-76%
Oct	34,251	38,822	36,843	42,163	41,438	45,015	9,721	-78%
Nov	37,601	41,709	39,896	45,376	44,965	48,593	9,721	-80%
Dec	39,510	43,680	42,331	47,678	47,557	51,049	9,721	-81%

5.1 Overall visitor figures are 9% down on the same time last year which is due to two facts a) the cold and snow and b) that we attended two outreach events in Feb-Mar 2017 which boosted our figures for last year (see table in next section).

## 6. Community and learning – art gallery

	2012	2013	2014	2015	2016	2017	2018	% inc
Jan	370	361	410	1,016	763	879	763	-13%
Feb	936	756	887	2,171	1,775	2,118	1,319	-38%
March	1,473	1,385	1,597	3,611	2,685	3,492	2,279	-35%
April	1,900	2,017	1,994	4,300	3,417	4,008	2,279	-43%
May	2,523	2,703	3,586	5,697	4,525	4,866	2,279	-53%
June	2,876	3,299	4,244	6,451	5,659	5,833	2,279	-61%
July	3,272	3,562	4,747	7,156	6,170	6,392	2,279	-64%
August	4,149	4,211	5,260	8,250	7,059	7,536	2,279	-70%
Sept	4,629	4,791	6,106	9,245	7,812	8,398	2,279	-73%
Oct	4,629	5,274	7,174	10,019	9,160	9,609	2,279	-76%
Nov	4,629	5,615	8,037	11,265	10,125	10,809	2,279	-79%
Dec	4,629	5,921	8,953	11,674	10,768	11,325	2,279	-80%

6.1 Community engagement in the Art Gallery continues to be impressive with regular sessions of BabyJam, Baby Paint, Little Fingers and home education. Formal education visits in January-March include Falmouth Primary, King Charles, St Marys, Perranarworthal, Devoran, Flushing, St Meriadoc, Mylor, Penryn Primary and Penryn Primary ARB, Truro College SEN groupm Camborne College SEN group, Helston College and several groups from Falmouth University.

- 6.2 In addition we have hosted regular sessions for local poetry groups, MIND, Sketch Club, Look Group, Knit Group and our drop in family workshops on the first Saturday of the month and during half-term and holidays.
- 6.3 We have also received visits from Mawnan Wives, the Arts Society of Falmouth and the Arts Society of Canterbury.
- 6.4 We hosted the Cornwall Museums Partnership Learning Network; Sara Scott ran a Philosophy for Children training session run by Sapere (<https://www.sapere.org.uk/>) and Sara Baistrocchi also ran an early years training session for local teachers.
- 6.5 The Director gave talks at Falmouth Rotary, the Falmouth Bay Residents Association, U3A History Group and will be talking at the SLCC regional training day about devolution of services. She also judged the Falmouth Society of Artists annual competition.
- 6.6 Three evening arts events were held. A poetry reading organised by Exeter University, Telltales literary evening and a performance by Shallal 2 who also came and rehearsed in the gallery for two evenings.
- 6.7 Sara Baistro

## **7. Staffing, training and volunteering**

- 7.1 We are in the process of trying to move all CC typed staff onto FTC contracts but there are discrepancies between SCP hourly rates of pay and National Living wage. This issue will be taken to Staffing committee.
- 7.2 Jacqui Owen has been approached by Cormac to work Cornwall Council's Green Infrastructure for Growth (<https://www.cornwall.gov.uk/environment-and-planning/parks-and-open-spaces/green-infrastructure-for-growth/>). This would mean an adjustment in the ratio of hours they pay us from 25% to 60% for a six month period. The advantage of this for FTC is that Jacqui will extend her knowledge of and implementation of wildflower bio-diversity which will feed into the 'Get Falmouth Buzzing' project. She will also learn new ways to engage with the community and we will fulfil our commitment to her Continuing Professional Development;
- 7.3 Tamsin Bough has done an amazing job with the new town volunteering platform, <http://lovefalmouthvolunteers.volunteermakers.org/>. We now have 77 signed up... if you haven't, you should... it's very simple and you do not have to make a regular commitment.

## **Youth Services**

- 8.1 A report is attached at Annex A.

## **Festivals & Events**

9.1 <https://www.falmouth.co.uk/wp-content/uploads/2014/10/Falmouth-Events-2017-1.pdf>

This is covered by the Town Team's report to full council

## **Parks & Gardens**

10.1 The snow, cold and stormy weather has taken its toll on some of our more tropical planting but there was a healthy turn out for Spring Clean day with volunteers doing street cleans and beach cleans and clearing up Queen Mary Gardens.

10.2 Jacqui Owen coordinated the Skatepark consultation with local schools and Maverick.

10.3 The Spring Festival took place with Jean Carr curating another most interesting exhibition on daffodils in the foyer of the Municipal Building. The festival culminated in the Falmouth Spring Flower Show at the Princess Pavilions/Gyllyngdune gardens on 24<sup>th</sup> and 25<sup>th</sup> March.

## **Ponsharden Cemeteries**

11.1 The Director has written a fresh application to the Heritage Lottery Fund for this project. We will hear in June.

11.2 Most amazingly the cemeteries have been chosen as one of ten outstanding places in Historic England's "*Irreplaceable: A History of 100 Places in England*" in the Faith and Belief Category category by The Very Reverend Dr David Ison, Dean of St. Pauls in the Diocese of London. The entries were nominated by the public and then selected by a judge for each category. For information on the competition as a whole, see Historic England.

11.3 Hopefully this might strengthen our case with the Heritage Lottery Fund.

## **Joint Marketing and Publicity**

12.1 We are beginning to compile information for the new What's On leaflet covering July to December.

## **GDPR (General Data Protection Regulation)**

Apprentice Katie Bassett has constructed an integrated database which has permissions and can be locked and we are in the process of deleting all Excel databases and old data which is of no use to us. We are confident that we will be GDPR compliant by 25<sup>th</sup> May 2018.

Henrietta Boex,  
Director of Cultural Services  
April 2018

## Annex A

### Falmouth & Penryn Youth Project Data Report January- March 2018

Weekly Sessions	Content
<p>Penryn College Lunchtime Drop-in</p> <p>Lunchtime drop in sessions providing a supported environment for young people to chat, eat their lunch and take part in activities.</p>	<p><b>Impact:</b> Young people seeking Youth Workers for support; bringing their friends to meet us and understanding we can signpost or provide a conduit to colleagues or other agencies; changing perception of parents / young people / colleagues for what Youth Work is, qualifications and experience we hold; activities bringing out young people's spirit and inner child away from pressures of this age group – wonderful to be a part of this journey such a privilege ☺; resilience and determination; young people feel valued; School environment very welcoming and young people very able to be inquisitive and raise confidence in their environment; more independent choices and socialising; self reliance and managing of friendships; de-escalation skills developing and not feeding into possible negative patterns; developing awareness of anti-discriminatory practice and Youth Work values; School staff aware of Youth Work support and signposting young people including via targeted work requests; young people's voices heard within group – growth of confidence in supportive environment.</p> <p><b>Activities</b> – Origami; Craft making; Guess Who? Game; Worry Dolls; New Years Resolutions Box; UNO; Paper Fortune Cookies; Time to Talk Game; Coin Collecting; Easter games; arts and crafts.</p>
<p>Falmouth School Lunchtime Drop-in</p> <p>Lunchtime drop in sessions providing a supported environment for young people</p>	<p><b>Impact</b> – Young people can access Youth Work support and conversation, while enjoying lunch in a relaxed safe space with their friends. The provision of separate lunch breaks for year 7 and 8 to that of the upper school has provided the opportunity to discuss issues which are relevant to specific age groups; younger age groups enjoying the time to take part in traditional games and other aspects of play, while chatting to friends and Youth Workers; kindness and consideration shown towards friends or those struggling; young people developing</p>

<p>to chat, eat their lunch and take part in activities.</p>	<p>confidence in a warm and supported space; young people exploring boundaries and limits in a safe space – resilience for life and societal expectations; making good choices and learning consequences of self and others actions; young people demonstrating developed relationship with Youth Workers – respect; young people sharing confusing aspects of their lives with Youth Workers, enabling open conversations with peers and group support; Supportive collaboration of student care and welfare between Upper and Lower School representatives and Youth Workers; continuation of collaborative working and safeguarding young people of concern attending both Falmouth school and the Dracaena Centre Friday Night Drop in.</p> <p><b>Activities</b> – Red cup ping pong, Card Games - Uno, Go fish, Cheat, Mother’s day, Easter and Birthday activities and crafts; traditional board games; Fruit Salad; pom pom making; decorated keychain and paper heart crafts; bracelet making; loom bands.</p>
<p>Street Based Youth Work Sessions</p> <p>Building a positive and trusting relationship and offering support meeting young people’s needs at a range of areas across the towns.</p>	<p><b>Areas covered:</b> Shelter by Dracaena Centre; McDonalds area; Laburnum Drive; Sainsburys; Dracaena Avenure; Kimberley Park; The Moor; Prince of Wales Pier; area next to Prezzo’s; Dracaena grounds; Town Centre; Fish Strand Quay; Events Square; area outside Prince of Wales pub; roads leading to Penryn Shelter; Kimberley Park Road; Bench area behind DC; Gas Works Car Park; Bassett Gardens.</p> <p><b>Impact:</b> Changes in behaviour and reduced risk taking activities; Staff team aware of Safeguarding concerns relating to individual young people through our Multi Agency meetings are therefore more able to identify and support where necessary and relevant: this is a huge impact for support available to meet young people’s needs. Street Based team able to visit areas as requested by community partners and respond to need in a dynamic manner; young people increasingly understanding roles of professionals on the community such as Police and Youth Workers; Youth Workers building an awareness with local businesses and focus on young people’s safety; Young people initiating engagement with Youth Workers, due to established and trusting working relationships. Improved conversations, reflections, communications</p>



	<p>and awareness of young people sharing community spaces. Young people fishing as a method to reduce feelings of anger and frustration. Acts of kindness by young people to members of the community during the severe snow. Youth Workers and young people discussing issues surrounding street sleepers in Falmouth, with young people showing empathy and concern; Positive discussions concerning age appropriate friendships and how to stay safe in public spaces. Working with McDonalds, young people and the Police regarding appropriate boundaries and behaviour. Group discussions with young people regarding friendships, peer pressure and positive choices.</p>
<p><b>Young Women's Group</b></p> <p>A young person led group that provides a range of activities, trips and the opportunity for support from Youth Workers in a relaxed and fun environment.</p>	<p><b>Impact:</b> Young people taking the lead in designing and decorating for Lantern Parade; demonstration of great tenacity and compromise – learning skills for life; young people talking about their personal development and growth; learning compromise resolution; young people considering becoming volunteers at Dracaena Centre; opportunity for young people to feel they are 'good at something' – raising self-esteem and future aspirations; young people active in Community Events; young people attended Falmouth Cultural Services meeting – huge demonstration of personal achievement and confidence; new members building trust with Youth Workers; young people becoming Young Volunteers at Dracaena Centre – moving through stages of Youth Work development; young people identifying training needs for their peers – requesting a First Aid course; making positive choices to remove selves from volatile situations – learning self control; respecting Dracaena environments and sharing the space with others – awareness of own and others; self belief much stronger; group recognising factors in their decision making and planning in greater depth building on their previous knowledge and experiences within the group.</p> <p><b>Activities:</b> Photography Workshop with Tremough University; Board Games; Spring Festival plant pot decoration and bulb planting; Craft activities; Mother's Day cards; small box decorations; key rings; bunting; music; dance; First Aid training; pom pom making; bag tassles; beads; football; cooking – pizza making; pebble and shell painting; Easter egg craft decoration; slime making; Guess Who Game.</p>

<p>The Shelter, Penryn</p> <p>A group for young people aged 11 &amp; 12 to meet with their friends, get to know Youth Workers and have a safe space to participate in activities.</p> <p>Participation in Community Events.</p>	<p><b>Impact</b> – Young people demonstrating increased self-esteem and developing confidence: initiating own ideas; young people Volunteering to attend Community Events – examples of self-efficacy; young people own their space; young people taking the lead and having confidence to Interview adult Volunteer including decision making for suitability and respectful of following processes; making independent decisions away from Youth Workers.</p> <p><b>Activities</b> – Pizza making; Board Games; New Years Resolution box; Origami; Mother’s Day cards; Plastic Free Falmouth; Timebanking; singing; dancing; Interview potential Volunteer.</p>
<p>Friday Night Drop in</p> <p>We offer a place to hang out, play pool, ball games, table tennis, arts &amp; crafts, help and advice, C-Card, free internet, snacks and more.</p>	<p><b>Impact:</b> Noticeable changes in behaviour and reduced risk taking activities; Formation of positive peer roles; Club ownership; Self-management within groups to club boundaries; Young people respectful of Centre and Youth Work boundaries; very clear how far young people are moving forwards in understanding and respect for provision; tolerance, kindness, thoughtfulness and respect shown by young people; Young people keen to attend Falmouth Town Council meeting – evidence of increased confidence and progression through Youth Work process; young people self-reflecting; self-management within session; young people grateful for support and club life; young people accessing youth work support in times of crisis; opportunities for quiet activities and thoughtful conversations in small groups or one to one conversations with Youth Workers, while also having the opportunity to spend time with friends or take part in more active group games; young people voicing how much they look forward to Friday Nights.</p> <p><b>Activities</b> – Fruit Salad making; Basketball; Pool; Card Games; Refreshments; Music; C-Card; Football; Table tennis; Pizza making; cup cake decorating; pom pom making; key chain tassels; Red cup ping pong; catch the flag; dodge ball; darts; dancing; traditional board games.</p>

	<p><b>Assisted Funding</b> – Awards for All granted September 2017 for a twelve-month period only</p>
<p>Young Men’s Group</p> <p>Focussing on developing positive relationships with peers, adults and those in authority. The group also look at managing behaviour and understanding societal boundaries.</p>	<p><b>Activities:</b> Basketball; Football; Music; Refreshments; C-Card; Hide and seek; Games in the hall; Pool; Table tennis.</p> <p><b>Impact:</b> Young people building relationships of trust with Youth Workers; young people sharing their life experiences; educational opportunities re the Law, Police, consequences and choices; young men initiating much more of the conversation; taking more ownership of the group; displaying more helpful and responsible behaviour; greater awareness of respecting property and the building; young people moving into community conversations and discussing fundraising for Skate Ramp; young people thankful and appreciative.</p>
<p>Community Events Falmouth &amp; Penryn</p>	<p><i>Summer</i></p> <p>Penryn Carnival Penryn Fair Day ZestiFal</p> <p><i>Autumn</i></p> <p>Willow Making Workshops – Falmouth &amp; Penryn Bulb Planting Workshops Falmouth and Penryn Kemeneth Ordinalia Procession Penryn College Careers Fair</p> <p><i>Winter</i></p> <p>Lantern Workshops Falmouth &amp; Penryn Penryn Lantern Parade Falmouth Lantern Parade Falmouth Christmas Tree Festival</p> <p><i>Spring</i></p> <p>Bulb Planting Plastic Free Beach Cleans Flower Planting</p>

<b>Attendances</b>	1311
<b>Feedback from Young People</b>	<p>“Thanks for being here and helping sort this stuff out with us”          “I’ve been coming here for years, it’s somewhere safe”          “Get to learn more stuff, how to make things”          “You guys are really funny!”          “You let us do what we want to do, you let us be free”          “Talking through worries”          “Taking care of me when I was sad about my Nan”          “We’d rather come here than any other Club”          “So glad you were in today, just what I needed, to offload and not just burden my Mum with it all. Thanks I feel better for getting that out”</p>
<b>Feedback from Parents</b>	<p><b>The Shelter, Penryn:</b>          “Thankyou so much for all you do”          “Young women have grown in so much confidence and that’s down to you”</p> <p><b>Conversations from phone calls with parents checking parental detail for Friday nights and Young Women’s Group:</b>          “I can’t tell you how grateful we are – we just want to say thank you”          “I want to say – well done. I don’t know how you do it every Friday”          “She would be lost without it (young woman), it’s the focus of her week and nothing gets in the way of her coming here”          “I really admire what you are doing, it’s so good that there is something for young people to do”</p>
<b>Feedback from Partners</b>	<p><b>Penryn College:</b>          “Thanks for the great work you do with our students, I know they are grateful, and so are we!”</p>

	<p>“A huge thanks to you and the team for your tremendous support for our students and your ongoing support in the community. You change lives 😊”</p> <p><b>Neighbourhood Policing Team:</b>  “Nice to know our information sharing and engagement is having an impact”  “Thank you for your continued support.”  “So good to work collaboratively”</p> <p><b>Cornwall Council:</b> :  Targeted Youth Worker let the team know how much the Young Women’s Group means to her.</p> <p><b>Counselling Colleague:</b>  An ex young person wanted to pass on that Dawn and Sue made a difference in their life by always being kind and listening (evidence that Youth Work may plant a seed and stay with a young person past their time with us).</p> <p><b>Falmouth School:</b>  “You should keep doing the good work you are doing”</p> <p><b>TFF ASB Caseworker Community Safety team and Cornwall Council Housing:</b>  “We found it really useful meeting with you and hadn’t realised how much you do. It will be great to work together to support our clients”</p>
<p><b>Thanks to...</b></p>	<p>We very much appreciate all support given to young people and our Youth Work Team by Falmouth Town Council and Cultural Services, Falmouth Town Councillors, Falmouth School Staff, members of Falmouth community groups and Falmouth Police; Penryn Town Council, Penryn Town Councillors, Penryn College Staff and members of Penryn community groups.</p>
<p><b>Agencies we are actively engaging with:</b></p>	<p>Falmouth School  Penryn College  Police  Falmouth Town Council  Penryn Town Council  Cultural Services</p>

	<p>Trei Arts BF Adventure VCU Falmouth Fire Service KOOH Cornwall Council Together for Families – Targeted Youth Work MARU Plastic Free Falmouth Regular Multi Agency Meetings held for joined up local practice around Safeguarding of Vulnerable Young People Early Help Hub Children’s Services</p>
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Created by Dawn Froggatt, Youth Work Coordinator