

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services Committee held on 18th October 2022 at 18:30 pm in the Atherton Suite, The Old Post Office The Moor, Falmouth TR11 2RT.

Present: Councillors K E Edwards (Chair), G.W. Chin-Quee, E. Seiler,
D V Evans BEM , D Saunby

Also Present: Councillor J Spargo

In Attendance: R. Gates (Falmouth Town Manager)
M. Lewis (Cultural Services Director/Minutes)

A915 APOLOGIES

Apologies for absence were received and approved from Councillors Coley (work) and Kirkham (other appointment).

A916 INTERESTS AND DISPENSATIONS

None received.

A917 MINUTES

It was proposed by Councillor Edwards, seconded by Councillor Seiler

RESOLVED that the minutes of the meeting held on 7th September 2022 be confirmed as a correct record of the proceedings and signed by the Chair.

A918 FALMOUTH TOWN MANAGEMENT REPORT

- Following Christmas and Tall Ships meetings earlier in the day – see doc from Rich. (attached)
- Oyster Festival Feedback – lots of positive comments, plus requests for info sharing from other towns. Not a Town Council event of course, largely planned by SW Bars and events – but still looking to stretch the season and get the awareness of Falmouth out there. Thursday afternoon was quieter than the rest of the weekend but picked up over the following days.
- Remembrance – procession going from the Moor to Kimberly park on 13th November. Civic element with various groups will be represented, and road closures and other routine bookings are in hand.
- Christmas – Switch on 24th November – organising almost complete – will move through town up onto the Moor with performances on stage.
- Falmouth Festive Weekend – 10th and 11th December. Snow globe, land train through town, and other attractions booked. Town Team are looking for volunteer sign ups from Cllrs to help over the weekend. Cruise Ship Ambassadors are a big help during this event. RG has reached out to university for volunteers and possible performances. Harmony Choir will be back for the first time since before covid.
- Armed Forces Day 24th June – More detail in future meetings, awaiting on senior MOD personnel to visit – A Cornwall Council event, not actually FTC managed, but playing key partner role. Flight displays aiming to make them green e.g. with carbon offsetting. Event planning may be opened up to further parties in due course, following MOD visit. Potentially up to 250,000 visitors attending including VIP's, requiring additional security, and will likely involve closing off town centre to traffic – need to promote the P&R to get people into town. Security – 250 security personnel in Scarborough just for the armed forces, though stressed that it is not an FTC event.
- Tall Ships 15th-18th August – First town working group meeting took place today. An open shop for people, businesses and groups who want to be involved. Get in touch with Ruth from town team to participate. Demelza to send out comms. Exploring sponsorship opportunities. Event is already generating a lot of interest.

Cllr Saunby asked about medical provision for events – Recommended company called Lifestar Medical. RG – Coast Medic and Infinitus used as paperwork corresponds. Maybe for Tall Ships etc that

several companies will need to be contracted. Stressed importance of triaging severity of incidents to allocate appropriate resources.

Cllr Seiler raised the issue of single use plastics at the Oyster Festival. RG - Reiterated that FTC are not centrally involved in the Oyster Festival. FTC has commissioned a design for a reusable cup that can be used for consecutive events and taken away as a souvenir. Needs to consider resourcing in terms of outlay to procure them. Pushback from local residents on the issue of holiday home companies sponsoring events. Linking up with Fal River for sponsorship deals.

Cllr Spargo left the meeting at 18:55

A919 CULTURAL SERVICES REPORT

See attached Director’s report.

Actions resolved:

- Item on warm hub in the library – director applying to National Grid for funding. RG - In order to acquire second hand furniture for warm hub need to check with insurance. Cllr Edwards suggested applying principle of heating the person not the place, and exploring options for heated blankets and under-rug heaters, pads etc. Energy providers can offer deals.
- Home library service provision change to be revisited in 6-9 months time.
- Wednesday pm closing to continue.
- Cllr Edwards proposed revised winter closing, seconded Cllr Saunby. To be reviewed in six months. Could calculate cost savings to show what has been saved
- Director to Confirm Christmas closing with Mark –director to check with Cornwall Library Service regarding midday closing on Christmas Eve.

A920 SHORT, MEDIUM AND LONG TERM PLANNING

Short Term

Changing places toilet facility
Passmore Edwards bicentenary celebration
Arthur – Planning ongoing

Medium Term

Small museum set-up
Street art and murals – Lloyds Bank negotiations ongoing

Long Term

Large scale PE redevelopment
Large public art installations

Income Generation

Councillors invited to discuss with the Director any ideas for income generation.

There being no further business to transact the Chairman declared the meeting closed at 19:45pm.

Signed: Date:



Town Management Events to Cultural Services 18/10/22

Events

Oyster Festival

- Feedback/thoughts
- Church Street car park
- Set-up/take-down

Remembrance Sunday

- Sun 13th Nov Kimberley Park

Christmas

- Switch-On Thur 24th Nov
- Falmouth's Festive Weekend Sat 10th & Sun 11th Dec
- Harmony Choir 24th Sat 24th Dec

Armed Forces Day/Weekend Sat 24th June

- Structure
- Who is involved and how will it be run
- Scale of the event

Tall Ships 15th-18th August

- Structure/working groups
- Where we are so far
- Sponsorship
- Ship interest

AOB

Cultural Services Committee Report

Tuesday 18th October 2022

Visitor figures

Gallery figures

Apr 2581

May 2488

Jun 2698

Jul 3613

Aug 2945

Sep 2724

Library figures

Apr 5550

May 6415

Jun 5550

July 7000

Aug 6859

Current exhibitions

- An exhibition of works by members of the South West Academy of Fine and Applied Arts is currently on display, titled 'Light in the West/Golow y'n West'. It is the first time in its history that the Academy has exhibited at Falmouth Art Gallery.
- A fringe exhibition titled 'More Light' picks up the same themes from 'Light in the West' through the Art Gallery's own collection.
- In the Community Gallery students from Falmouth School currently have a photography exhibition on

New events and staff activity (additional to routine events)

- Art Gallery Workshops as part of Form Festival (1st October)
- Gallery staff attending pitches by Falmouth University Photography Students in preparation for collaborative exhibition early December (11th October)
- Rick Stein filming in the gallery (20th October)
- Library Talks: Charles Dickens & Wilkie Collins a Writing Bromance, and The Sad Detective, an author talk with Colin Stringer (both on the 20th October)
- Library hosting workshops as part of Falmouth Book Festival (22nd & 23rd October)
- Library starting crafternoons each Thursday (from 27th October)

New staff

The new CS director has been in post for four weeks now and is settling into the new role. Priority work has been:

- Getting to know the CS and FTC teams
- Familiarisation with FTC policies, procedures and systems
- Establishing key community contacts
- Also provided support where necessary to staff following the JE outcome, and subsequently begun discussions with HR reviewing some line management structures and contracts.

Building signage

The Director, Access and Interpretation Officer and FTC Communications Officer met with the Cornwall Council Conservation Officer on 4th October to discuss CC's feedback on the planning application for new signage to the exterior of the Municipal Building. It was recommended that the current application be withdrawn and new proposals submitted accounting for the Conservation Officer's guidance.

National Grid fund

The Director is completing an application for up to £10,000 in support of the Warm Hub planned for the Library over the winter months. This can be used to subsidise Municipal Building utility bills, provide resources for people experiencing or at risk of fuel poverty, and other support.

Home library service provision change

Following the end of Cornwall Council's contract with the RVS for the delivery of the home library service, please see attached a briefing note from Cornwall Council.

Organisational health report

The Gallery has been approached by Cornwall Museums Partnership with the offer of an organisational health report for the Art Gallery, undertaken by the South West Museums Team. This will provide the service with a bespoke report which can help identify or bolster priorities for action and is useful as a structure for making changes or introducing new processes. At this time of transition it will be helpful to have an external view of the organisation following a recognised framework. There is no cost implication for the service in undertaking the review.

Staffing levels and opening hours

At present the Gallery is open Monday – Saturday with early closing (1pm) on Wednesdays and Saturdays, the early closing on a Wednesday being the case only in recent months due to difficulty with staff capacity. It has been proposed that the gallery return to full opening on a Wednesday from half term, however in view of the necessary efficiencies that need to be made, the committee may like to look at continuing the half-day opening, which would also be consistent with library opening hours. Furthermore, the suggestion has been made that the committee may wish to consider adjusting winter opening hours, when visitor figures are historically lower and bills higher, and when twilight closing would contribute to further savings.

Christmas opening

Staff would like a steer on Christmas opening hours in the library and gallery. See attached email from Library Manager.

Morwenna Lewis

Briefing note

Cornwall's Home Library Service

The contract with the current service provider of Cornwall's Home Library Service, The Royal Voluntary Society (RVS), will be terminated from 1st January 2023. The primary reason for Cornwall Council taking this decision is due to budget pressures. We also recognise that the service will be more efficiently managed locally where partners and our retained libraries understand and work with their communities. Some of our library partners have already been delivering the service successfully and the majority of partners are positive about the local delivery.

The core service is to deliver books to housebound clients. There is no obligation to deliver an enhanced offer such as befriending. It will be up to the partner how they deliver the service.

Following a meeting with our library partners on 5th October 2022, LIS agree to:

- Meet with sites and present a map which plots clients.
- Look at current RVS site specific fuel claim costs, if available.
- Support partner sites during the transition. This will include working up a delivery model that suits the partner. Various options were presented at the meeting, only as a guidance, and we are open to work through any delivery models with partners.
- Support partner sites from January 2023, establishing working groups for volunteers and establishing a more supported service across the county.
- Contact RVS volunteers to ensure they are happy to transfer to partners.
- Cover all DBS costs for the transferring volunteers (if necessary).
- Share client and volunteer data as soon as it is made available from RVS.

CC view the change in the delivery of the home library service as a positive move to support our vulnerable residents. RVS have been delivering an adequate service for many years, but there is room for improvement and development.

LIS will meet directly with partner sites to discuss their next steps moving forward.

Prepared by:
Elly Hammersley
Project Manager
Culture, Leisure & Libraries
10 October 2022

Morwenna Lewis

From: Jayne Cardew <jayne.cardew@liscornwall.org.uk>
Sent: 30 September 2022 08:15
To: Morwenna Lewis; Mark Williams
Cc: Valerie Rogers; Emily Middleditch
Subject: Christmas and New Year Opening Times - Library and Information Service

Information Classification: CONTROLLED

Hi

Sorry to be raising the dreaded C word when we are still so far away from it but I was asked by Cornwall Library Service yesterday if we could let them know opening hours for over the Christmas and New Year period. They would like to know by the end of October. The reason for this being so early this year is that in light of the current climate they want to be able to make sure there is plenty of publicity early on so that the public know in plenty of time. They also requested the opening hours of the Information Service over the same period.

I image that the library will be open as normal for the whole of the week leading up to Christmas Eve and that the opening hours would look something like:

Saturday 24th December 1 p.m. (though I'd like to think that we would be permitted to close at 12 noon an hour early)
Sunday 25th closed
Monday 26th closed
Tuesday 27th closed
Wednesday 28th 9.30 a.m. – 1 p.m. normal hours
Thursday 29th 9.30 a.m. – 5 p.m. normal hours
Friday 30th 9.30 a.m. – 5 p.m. normal hours
Saturday 31st 9.30 a.m. – 1 p.m. normal hours
Sunday 1st closed
Monday 2nd Closed
Tuesday 3rd return to normal hours.

Kind regards

Jayne Cardew
Library Manager
Falmouth Library

Falmouth Town Council
Cultural Services
mjcardew@liscornwall.org.uk
jaynecardew@falmouthtowncouncil.com

www.cornwall.gov.uk

Tel: 0300 1234 111

Falmouth Library, Municipal Building, The Moor, Falmouth, TR11 3QA
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