

CLASSIFICATION: DRAFT – NOT YET RATIFIED BY COUNCIL COMMITTEE
FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cultural Services and Leisure Committee held on 12th November 2025 at 6:00 pm in the Atherton Suite, The Old Post Office, The Moor, Falmouth.

Present: Councillors J C Robinson (Chair), H M Stephens (Vice Chair), G P Andrewartha, S R Carmichael, L E Howes, D A Konik, D W Saunby CC and J A R Stowell.

Also present: Councillors D E Clegg CC, D V Evans BEM CC, A J Jewell, and J A Walkden.

Attendance:	A M Williams	(Town Clerk)
	R J Gates	(Town Manager)
	M C Palmer-Williams	(General Manager, Princess Pavilion)
	M J A Lewis	(Cultural Services Director)
	V Rogers	(Administrative Officer)
	K Springfield	(Youth & Family Programme Manager, Dracaena Centre)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. For us respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

A1056 APOLOGIES

None received.

A1057 INTERESTS AND DISPENSATIONS

None received.

A1058 MINUTES

It was proposed by Councillor Howes, seconded by Councillor Stowell and

RESOLVED that the Part I minutes of meeting held on 3rd September 2025 be confirmed as a correct record of the proceedings and signed by the Chair.

A1059 YOUTH PROVISION

Kate Springfield, Youth & Family Programme Manager, Dracaena Centre presented her report on Youth Provision, including feedback on the Trescobeas Park area and requested a 2.5% uplift in the grant from Falmouth Town Council. The funding was used to assist the Programme Manager provision and to leverage further external funds. Councillor Hannah Stephens was confirmed as the point of contact for the youth consultation in her role as Youth Champion.

It was proposed by Councillor Stephens, seconded by Councillor Robinson and

RESOLVED that the Town Council annual grant to The Dracaena Centre would be increased by 2.5% for 2026/27.

A1060 TOWN MANAGER REPORT

The Town Manager presented his report which was duly noted and forms part of these minutes.

It was proposed by Councillor Robinson, seconded by Councillor Andrewartha and

RESOLVED that a Working Group be set up to look at submitting an Expression of Interest to apply for the new Town of Culture programme. Group to include Councillors Andrewartha, Jewell, Konik and Robinson and would work alongside the Business Improvement District Manager, Town Manager and Cultural Services Director.

A1061 CULTURAL SERVICES REPORT

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

She advised that the recruitment for a Youth Council Engagement Officer was live.

It was proposed by Councillor Robinson, seconded by Councillor Carmichael and

RESOLVED that a single issue Steering Group be established to engage with the Youth Council Engagement Officer to create, develop and support a new Youth Council for Falmouth. The steering group to be made up of 6 councillors, the Committee Chairs or Vice-chairs to meet on a quarterly basis.

It was proposed by Councillor Robinson, seconded by Councillor Stephens and

RESOLVED that a single issue Steering Group be established to consider the development of the Cultural Strategy consisting of Councillors Robinson, Stephens and Carmichael.

It was proposed by Councillor Robinson, seconded by Councillor Carmichael and

RESOLVED that a Municipal Building development single issue Steering Group be established to recommend and report to the Committee consisting of Councillors Robinson, Konik, Munden and Evans.

The Cultural Services Director advised that the Gallery and the Municipal Building foyer would be closed from 26th January 2026 to 14th February 2026 for essential maintenance work. Access to the Library would be at the side of the building and would be clearly sign posted.

Councillor Evans advised that the Museums Group would be meeting online on Monday 17th November.

A1062 PRINCESS PAVILION REPORT

The Princess Pavilion General Manager presented his report which was duly noted and forms part of these minutes. He advised that the Pavilion was at capacity for commercial and community events, with the addition of four new community groups.

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He advised that the current balance between commercial events supplementing the social value of community delivery was right. Thirteen weddings were booked for 2026. The site would be closed on Christmas Day and Boxing Day and from 2nd January 2026 to 9th January 2026 for staff training.

A1063 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Robinson, seconded by Councillor Stowell 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 12/11/25

Mayor's Civic Service & Parade

This all went well and a good turnout. The various partners were in attendance to ensure a safe and well organised event. Also, people taking part are much more aware of the extra procedures that we implement such as 4x4 Response.

Oyster Festival

Great to see this return for 2025 and also at the Princess Pavilion. It worked very well at Events Square and this venue suits the time of year as well as the event. Businesses around the square were very keen to see it revert to this location.

Book Festival

As you know we supported this from a Town Management perspective and also via the grant application. They linked in well with Oyster Festival for some of their activities as well as the actual event later in October.

Falmouth After 5

Falmouth After 5 is a brand-new campaign aimed at supporting the town's night-time economy run and organised by Falmouth BID. Falmouth is home to a thriving mix of independent businesses, from cosy pubs and stylish cocktail bars to family-friendly restaurants, live music venues, and creative spaces. Each offers something unique, and together they create a lively, welcoming, and diverse evening scene that truly has something for everyone.

The campaign encourages residents and visitors alike to rediscover Falmouth after dark, as the town comes alive with food, drink, music, and culture every month through First Fridays. Launched in October, the initiative will continue on the first Friday of each month through to March, with local businesses offering special promotions, events, and experiences.



Town Management report to Cultural Services 12/11/25

Remembrance

At the time of preparing this report Remembrance is yet to take place but it is all planned in as we always host a large turnout which is brilliant in the park.

Falmouth International Sea Shanty Festival

Planning has already started for this and much more information will be available on future reports next year. The reason I have included now is in case you speak to anyone who has available space for parking. As you all know the town is extremely busy and traffic management is very challenging. One of the schools has been in contact looking at using their car park to raise money for the school and enabling parking. This is exactly what we want to be doing to help traffic flow.

Future commissioning public art

For future art projects where there will be a commission (ie paid for project) there will be a contract which clearly sets out what can and cannot be actioned as part of the ongoing maintenance and updating. This will be preceded by a procurement process. Please note the vast majority of projects within the town have been free (ie funding has been obtained externally by the artist or there have installed with goodwill). Cultural Services if you so wish can have a view on new projects which are occasional.

Town of Culture expression of interest

This is being looked into, and I know there is a lot of enthusiasm around this topic. Keren from Falmouth BID has pulled together information to give more detail. I have included both the document and also the application.

Falmouth Town of Culture Bid

Purpose:

This brief report outlines the potential for Falmouth Town Council, in partnership with Falmouth BID, to submit a bid for the new Town of Culture programme. It summarises the rationale for applying, anticipated workload, and proposed next steps.

Rationale for Applying:

Falmouth has a strong identity as a creative town with a vibrant cultural ecosystem, including established arts institutions, galleries, festivals, and a dynamic local community. The town's maritime heritage, academic presence, and creative industries sector contribute to a distinctive story that could be highlighted nationally through the Town of Culture programme.

A successful bid could:

- Showcase Falmouth as a creative hub on a national stage.
- Strengthen local cultural infrastructure and long-term community engagement.
- Attract visitors and investment, boosting the local economy.
- Provide a platform for local artists, businesses, and community groups to collaborate on a year-long cultural programme.

Anticipated Workload:

While the Expressions of Interest (EOI) are not yet open, in reviewing the paperwork for the UK City of Culture bids, I would surmise that even the EOI stage requires significant input:

- A six-page written submission covering vision, leadership, transformative impact, community collaboration, and deliverability.
- Consultation with local partners, community groups, and stakeholders to shape the bid narrative.
- Collation of data on local cultural infrastructure, social and economic impact projections, and alignment with regional plans.
- A clear plan on WHAT Falmouth would deliver and HOW.
- Editing and quality assurance to ensure consistency of tone and compliance with guidance.

This work is substantial and will require dedicated time from multiple contributors. Based on similar city bids, the preparation of a credible EOI could involve several weeks/months of coordinated effort.

Proposed Next Steps:

1. **Establish a Working Group** - Comprising representatives from Falmouth Town Council, Falmouth BID, cultural institutions, and community stakeholders. Please note the university has also expressed an interest in working on the bid.

2. **Define Roles and Responsibilities** - Identify which parts of the application each group or individual will lead, with one appointed lead to oversee coherence and ensure consistent tone. My advice would be to keep the bid team relatively tight, with a wider brainstorming and reviewing team, to ensure it progresses in a timely way.
3. **Explore Professional Support** - Consider engaging a professional bid writer to strengthen submission quality and save internal resource. (However, this is likely to be a significant cost, estimated at least £1-2k, and will still require team input)
4. **Set Timeline** - Map out a project management gantt chart to highlight key dates and deadlines for draft submissions, stakeholder feedback, and final editing to ensure readiness once EOIs open.
5. **Resource Planning** - Assess staff availability and external support required to complete the bid within the expected timeframe.

Recommendation:

Given Falmouth's creative profile and potential benefits, pursuing a Town of Culture bid is strategically worthwhile and hopefully financially beneficial. My recommendation would be to create a working group ASAP with a view to having an initial meeting pre Christmas with a clear agenda of establishing roles and responsibilities.



Department
for Culture,
Media & Sport



UK CITY OF CULTURE

UK City of Culture 2029 Competition Expression of Interest (EOI) form template

Thank you for your interest in the UK City of Culture 2029 Competition.

Please ensure you have read the “UK City of Culture 2029 Expression of Interest: Guidance for bidders” before applying. All EOIs must be submitted using this standard template.

The EOI form comprises five sections, structured around five questions which each require a statement response. Set out below each question are a series of prompts to use as a guide in your response. You do not need to answer each prompt question individually, but your responses should cover all the prompts raised. The prompts are drawn from the competition criteria and bidding places should refer back to the criteria as a guide when completing the EOI to show the potential of their proposal to make a significant contribution to the aims of the UK City of Culture programme.

The EOI form template has set formatting (e.g. font size and line spacing) which should be adhered to. Responses should include text only (no images or graphics). Section one has a maximum word limit (500 words). Sections two - five have suggested word limits. Your responses may run over multiple pages. Your completed EOI form should not exceed six pages in total, including this introductory page. The prompt text does not need to be included in your responses.

Key bidder information	
Place name of bidding place	
Named contact for the bidding team	
Contact details	

1. Make your Creative Pitch: What is the vision for your place? (max 500 words)

You should refer to these prompt questions as a guide in your response:

- *What is your place's story, and how does it contribute to a clear local identity?*
- *Is your vision ambitious, unique and informed by communities?*
- *How would a UK City of Culture programme deliver your vision and tell your local story? How and why is culture a key mechanism for achieving this?*
- *How will you demonstrate how your place fits in the rich tapestry of the UK's four nations?*
- *Which themes do you intend to explore in your proposed programme and how will you ensure they have broad appeal?*

2. Where is your focus and who is leading your bid? (guide 200 words)

You should refer to these prompt questions as a guide in your response:

- *What is the geographical area covered by your UK City of Culture bid? Please set out clearly how the chosen area meets the eligibility requirements in the “Which places can bid?” section of the guidance.*
- *Who is leading your bid?*
- *With reference to the Definitions in the “Accountability for the programme” section of the guidance, who will be the recognised (1) Accountable Body and (2) Delivery Body for your programme (these could be the same party)?*

3. What transformative step change will you deliver for your place and its people? (guide 650 words)

You should refer to these prompt questions as a guide in your response:

- *Building on your creative pitch/vision statement, what specific local priorities, needs and groups or demographics would your programme target? Why are you targeting these, what local factors are driving this?*
- *At a high level, what social, wellbeing and economic impacts will UK City of Culture help you to achieve in your area, including longer-term legacy impacts? Please be focussed in your response. We are not expecting detail at this stage. In the full application stage you will have the opportunity to go into more detail, present research and will be asked to submit your baseline data and projections for social, cultural and economic impact.*
- *How does your bid support local or regional plans, including local growth plans?*

4. How will you collaborate with partners and communities on the journey? (guide 650 words)

You should refer to these prompt questions as a guide in your response:

- *Which partners would you expect to collaborate with in developing the bid and programme? We are not expecting letters of support at this EOI stage. At the full application stage you will be asked to supply letters of support from key partners.*
- *How will you demonstrate commitment to supporting local people and communities in shaping your bid, the subsequent programme and its legacy?*
- *How will you empower communities and actively devolve decision-making to them?*

5. How ready and confident are you to deliver? (guide 650 words)

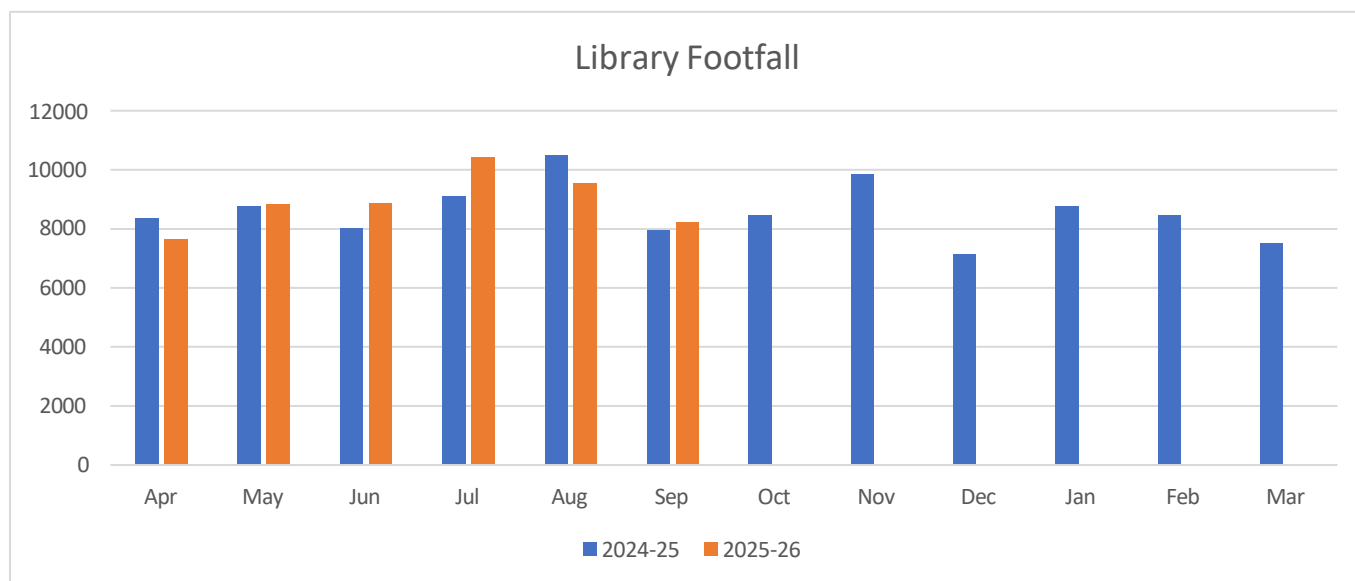
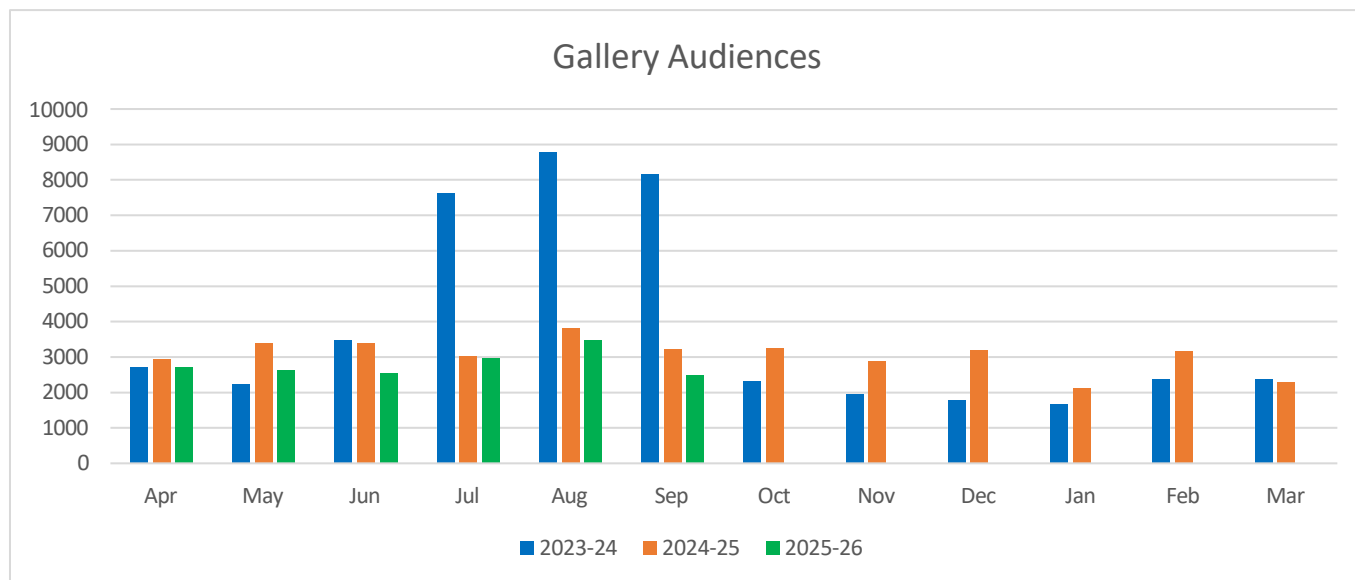
You should refer to these prompt questions as a guide in your response:

- *How will your suggested programme align with a local cultural strategy, or act as a catalyst to develop a cultural strategy which aligns with wider existing local strategies?*
- *How confident are you that your strategy for cultural change will be sustainable, including in order to deliver credible sustained impact for your suggested programme?*
- *What is the scale of your programme, and what likely funding sources will you consider?*
- *What governance will you put in place to support deliverability in time for 2029?*
- *What existing infrastructure (including cultural, digital and visitor) already exists to support your plans and ability to deliver a year long programme? What do you expect your key areas of focus will be to build this up ahead of 2029?*
- *If your infrastructure is more limited, how do you plan to leverage UK City of Culture to develop your infrastructure on a permanent or temporary basis?*
- *If longlisted, how would you use a £60,000 grant to strengthen your full application in line with the UK City of Culture aims?*

Your completed EOI form should not exceed six pages in total, including the introductory page.

Cultural Services Report – 12th November 2025

Part 1



Activity Report

- The Library works to relocate the children's section has been a great success and thanks go to the library team for supporting the move.
- Gallery and Library attendance was fair over the summer, although it dropped off over the holidays due to the good weather. This is consistent with data from other museum and library sites around Cornwall.

- The library's Summer Reading Challenge was successful once again in encouraging young people to keep reading over the summer. 484 children signed up, of which 62 were newly joining the library, and 320 who completed the whole challenge.
- Congratulations have gone to the library's manager, who this month (October) marked 30 years of working with Falmouth Library.
- A new library assistant took up their role at the start of October, with a particular focus on supporting the Library Manager with engagement, alongside their ordinary duties.
- Funding was secured from the Cornwall Council Town Regeneration and Investment Programme (TRIP) to commission architects to produce designs for the Municipal Building. Wignall & Moore were selected through FTC's tendering process and are undertaking initial consultation to inform a draft scheme.
- The Gallery organised its Fun Palaces event on Saturday 18th October, welcoming over 200 people to activities and workshops all around the building.
- The Gallery Director and a volunteer attended Ertach Kernow's Heritage Expo at Pendennis Castle on 4th October, and engagement staff attended the University's wellbeing and inclusion fair on 8th October.
- The Gallery's [online shop](#) is now live, currently with three artists represented and more planned.
- Phase 1 of the Municipal Building improvement works is nearing completion and is expected to conclude around the end of November.
- From Monday 3rd November the Gallery will be reverting to its Winter opening hours, closing one hour earlier at 4pm Monday-Saturday.
- The CS Director and Access & Interpretation Manager (Engagement) have been working with civic office staff and Councillor Stephens to develop the proposal for a youth council project. Recruitment will begin on 6th November, and it is proposed that a steering group is set up. The Director and the committee vice-chair can provide more verbal detail at the meeting.

Upcoming and current events & exhibitions

17th May – 27th September	Exhibition - Out of Paper	Autumn and Winter's main exhibition developed in partnership with Falmouth University and Paper Artists' Collective, looking at paper as a medium
8th November 2-4pm	Cornish Modern Poetries	An afternoon of readings by local poets from the anthology 'Modern Poetries 1: Cornish Modern Poetries' in partnership with Penryn Poetry Library.
30th November	Museum Shop Sunday	A UK initiative which the Gallery is taking part in online
Various	Little Fingers, Baby Jam & Baby Paint	Our early years core offer - check website for details
3rd – 17th November	Art for Wellbeing	The next blocks of our Happy Mondays Group – 3-week course focused on the main exhibition theme led by professional facilitator

28th November & 17th December	Sketch Club	Roving drawing group held in the Gallery – December is the group's Christmas special
16th February – June 2026	Exhibition - Collections Display update	Rotating display of the Gallery's permanent collection
20th October – 20th December	Community Exhibitions – Falmouth School Post 16 & Story Shelter	A selection of work from community organisations
1st Saturday of every month	Free family craft workshop	A monthly themed activity hosted by the Gallery's learning & engagement team
6th December	Festive Weekend events	Enjoy 10% off in the Gallery Shop, sup on something warming and take part in free craft activities in celebration of the festive season.

Decision required: To note the report

Funding

Following submission of a second-round application to the Arts Council's Museums Estates and Development Fund (MEND), the director was informed by email that unfortunately the application was not being put forward for full assessment as it did not meet the full eligibility criteria. This specifically referred to the fact that assessors were not satisfied it met RIBA stage 3, a key milestone in a building project timeline. A more detailed verbal report will be provided at the meeting.

Decision required: To note the report

Museum Group

A verbal update will be requested from participating councillors at the meeting.

Steering groups

Steering groups are proposed for the Building development project (without delegation) and to oversee the creation of a Cultural Strategy (with delegation) for Cultural Services.

Decision required: To note the report and agree on proposals for steering group make-up

DCMS UK Town of Culture Competition

DCMS and Culture Secretary Lisa Nandy have recently announced the first UK Town of Culture competition, which will award the winning town £3.5 million to deliver a cultural programme in 2028. This is an exciting opportunity for Falmouth to share its story and significant cultural output with the nation, and more widely highlight Cornwall as a keystone region for the UK creative industries. Applications are due to open shortly and the BID manager has already started to pull together an outline plan. More details of the competition can be found [here](#).

The Princess Pavilion

Cultural Services Report September 2025

Chas Palmer-Williams General Manager



Community Groups

Alex's piano recital	Machine sewing group	Friday friendship group	Stitch craft stitching group	Crafternoon craft group	Woolnuts Knitting group	Repair Café
Home education lessons	Sketch Club	Falmouth Stroke Café	Games Club	Tory Sings	Four thought sax quartet	Sheila's charity stand
Summer Sounds brass bands and choirs	Squidlets toddler group	Meditation in the grotto	3 x Tai chi groups	Crafty Buggers	Fit 2 Wiggle S.E.N fitness	The Rock Pool Project
Cancer Support Group	Lindy Hop Dance classes	Together, S.E.N arts and drama	In the loop knitting group	Aggie folk band	Fal Breton Band	Community Circuit Training
	Healthy Walks Cornwall	LGBTQI Community Group (New)	Age UK Carers Group (New)	Gylly Well Being Swimmers (New)	Rock Choir (New)	

Community Theatre Usage

Young
Generation
Theatre

Duchy Dance

FECCLLES Drama and
Theatre

Source FM
School Choirs

99p Films

The Arts Society
Lectures

Christmas Tree
Festival

FORM art
festival

Cornwall
International
Male Choral
Festival

Duchy Opera

Victoria's Dance
Academy

Cornwall Youth
Choirs Concert

Christmas
community arts
market

Helston Town
Band performs..

Report



Increase in community group usage - 4 new groups



Potential increase in corporate hire



Next year's events



Upcoming Live music



Christmas Closure



Upcoming Theatre/Performance



Highlighting our team members: Premises Co-ordinators