

FOLKESTONE TOWN COUNCIL



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Date of publication: 2nd April 2025

AGENDA

Meeting: **Community Services Committee**
Date: **8 April 2025 (Tuesday)**
Time: **7.00 p.m.**
Place: **Town Council Meeting Room, Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY**

To: **The Community Services Committee**
(All other Councillors for information only)

YOU ARE HEREBY SUMMONED to attend a meeting of the Community Services Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

Toni Brenchley
Town Clerk

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
3. **MINUTES**
To receive the Minutes of the meeting of the Community Services Committee held on 11th February 2025 and to authorise the Chair of the Committee to sign them as a correct record.
4. **PRIMARY YOUTH FORUM**
Further to the Town Clerk receiving a suggestion from Councillor Abena Akuffo-Kelly, FTC are currently researching the practicalities and potential methods of establishing a Primary School/Town Council Youth Forum.

The Communities & Events Officer has contacted all Folkestone Primary Schools to determine if there is significant enough interest to justify pursuing the development and delivery of such an initiative.

An update will be provided at that meeting with Members views sought.

5. YOUTH FESTIVAL

Councillor Jane Darling and the Communities & Events Officer will provide an update in respect of proposed plans and current arrangements for the event.

6. ART FUND'S MEMORANDUM OF UNDERSTANDING FOR JOINING THE ART PASS NETWORK

Members are asked to review the attached document detailing a 'Marketing Partnership with Art Fund' and consider if the Committee agrees to approve that the MoU be signed in respect of Folkestone Museum joining the Art Pass Network.

7. SD PROJECTS MEMORANDUM OF UNDERSTANDING FOR DIGITISATION AND REUSE OF HERITAGE MATERIALS TO DEVELOP A COMMUNITY LED AI MODEL

Members are asked to review the attached document setting out the terms of collaboration between SD Projects and Folkestone Museum and consider if the Committee agrees to approve that the MoU be signed.

8. PRIMARY SCHOOLS ACTIVITIES

The Communities & Events Officer will update the Committee in respect of current feedback regarding potential youth projects and initiatives with local organisations such as Creative Folkestone, Studio Six, the Leas Cliff Hall, the Tower Theatre and Folkestone Cricket Club.

Members views are sought.

9. ARMED FORCES DAY 2025

The C & E Officer will update the Committee in respect of the developing plans for the Armed Forces Day Folkestone 2025 Veterans formal lunch.

Members views are sought.

10. FOLKESTONE MUSEUM REPORT CS/25/386

The Committee is asked to receive and note Report CS/25/386

11. A:DRESS – WOMEN FASHION ECO – ACTION

a:dress is a Folkestone-based campaign, raising awareness about women, fast fashion and climate justice. Their Instagram is [@a.dress.fashion](https://www.instagram.com/a.dress.fashion) which will provide an insight into their aims & objectives and the following is a link to their award-winning short film: https://drive.google.com/file/d/1qTjVxyNt_SCNEbneMz2At5QRCkLOcazp/view?usp=sharing

For their latest project they are collecting images and stories of women's tattoos and embroidering them onto a piece of clothing that will be displayed during the Triennial and FTC have agreed that the organisation can host a display outside the Town Hall in May or June (date TBC).

12. FOLKESTONEANDHYTHE.CO.UK WEBSITE

The new F & HDC tourism website is now live (and replaces the visitfolkestoneandhythe.co.uk website): <https://www.folkestoneandhythe.co.uk/>. Further to a meeting with a district council Communications Officer, the Communities & Events Officer will update the Committee.

13. FOLKESTONE PROJECTION PROJECT – FRIDAY 28TH MARCH

The Screen South and Folkestone Fringe project where short films created by young adult students as part of a training initiative were projected on to the Town Hall is reported to have been a great success with good attendance numbers. Folkestone Town Council and Folkestone Museum were acknowledged and thanked with the FTC crest and FM logo projected and also a short film that included internal images of the museum.

14. CHERITON BIKE SCHEME EVENT - 11TH JUNE 2025 at 10am

FTC have been contacted by F & HDC with an invitation to be involved in an active travel event in Cheriton.

KCC's Active Travel & Interventions team are planning a one-day event to promote the new Cheriton Scheme Cycle path. This event is planned as part of this year's national Bike Week which runs from the 9th - 15th of June. The theme for the event is raising awareness by promoting safer & healthy active travel in Cheriton.

Members views are sought in respect of if / how FTC can be involved / support the event.

15. DATE OF NEXT MEETING

Tuesday 10th June 2025 at 7pm.

Councillors on Committee:

Cllr Bridget Chapman
Cllr Jane Darling
Cllr Peter Gane
Cllr Lucy McGirr
Cllr Belinda Walker
Cllr Roger West

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.



FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 11th February 2025 at 7.00pm.

Present: Councillors Jane Darling, Peter Gane, Lucy McGirr, Belinda Walker (left at 7.27pm) and Roger West (Chair)

Apologies: Councillor Bridget Chapman

In attendance: Toni Brenchley – Town Clerk
Vicky Deakin - Communities & Events Officer
Coralie Clover – Museum Curator

1292. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillor Bridget Chapman.

RESOLVED: To accept the apologies from Councillor Bridget Chapman.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Belinda Walker

Voting: F: 5, Ag: 0, Ab: 0

1293. DECLARATIONS OF INTEREST

There were no declarations of interest.

1294. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 15th October 2024 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting held on the 15th October be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Jane Darling

Voting: F: 5, Ag: 0, Ab: 0

1295. PRIMARY SCHOOLS ACTIVITIES

Members were asked if they wished to suggest new creative projects i.e. activities involving dance, music and theatre, that FTC could potentially support through our Youth Facilities Programme.

RESOLVED: That the Communities & Events Officer pursue potential youth projects and initiatives with local organisations such as Creative Folkestone, Studio Six, the Leas Cliff Hall, the Tower Theatre and Folkestone Cricket Club. Suggested activities include primary schools Kwik Cricket event, writing competitions, chess tournaments and Makaton training.

Members asked that outcomes and details of potential activities be brought back to the next meeting for Members to review and consider.

Proposed: Councillor Peter Gane
Seconded: Councillor Belinda Walker
Voting: F: 5, Ag: 0, Ab: 0

RESOLVED: That Item 11 be brought forward at this juncture.

Proposed: Councillor Belinda Walker
Seconded: Councillor Lucy McGirr
Voting: F: 5, Ag: 0, Ab: 0

1296. FOLKESTONE COMMUNITY FORUM

The Committee were asked to nominate potential candidates to become members of the Folkestone Community Forum to represent FTC.

RESOLVED: That Councillors Jane Darling and Belinda Walker will represent FTC on the Folkestone Community Forum.

Proposed: Councillor Belinda Walker
Seconded: Councillor Lucy McGirr
Voting: F: 5, Ag: 0, Ab: 0

1297. ARMED FORCES DAY FOLKESTONE - 2025

The Communities & Events Officer updated the Committee in respect of developing arrangements for 'AFD2025 – Folkestone'. Members were advised that FTC have applied to the RAF for a Battle of Britain Memorial Flight flypast (FOC) to provide a display and enhance the formal lunch. Should the venue (TBC) be suitable to accommodate military charity stands and cadet units, organisations such as the RBL, SSAFA, Help for Heroes and Folkestone and Hythe Sea & Marine cadets will be invited to attend with a 'pop-up' fundraising and / or recruitment stand.

1298. COMMUNITY RESILIENCE PLAN

KALC are encouraging parish and town councils to help in building more resilient communities by producing their own Community Resilience Plan. It is anticipated that the plan would support and signpost members of the community to help them prepare for and respond to emergencies at a local level by identifying volunteers, resources and vulnerable areas and members of the community.

The Town Clerk updated Members in respect of the developing draft plan and advised that an upcoming meeting is scheduled with the Kent and Medway Resilience Team, the District Council's Emergency Planning team and the emergency services.

1299. OBJECTS REPORT CS/25/377

The Museum Curator updated Members in respect of objects for disposal including details of the associated costs and required methods to do so appropriately.

The Committee received and noted Report CS/25/377.

RESOLVED: To approve the disposal of the objects identified in Report CS/25/377.

Proposed: Councillor Peter Gane
Seconded: Councillor Lucy McGirr
Voting: F: 5, Ag: 0, Ab: 0

1300. FOLKESTONE MUSEUM REPORT CS/25/379

The Committee was asked to receive and note Report CS/25/379.

RESOLVED: The Committee received and noted Report CS/25/379 and requested that a vote of thanks to the Museum Curator be recorded.

Proposed: Councillor Peter Gane
Seconded: Councillor Lucy McGirr
Voting: F: 5, Ag: 0, Ab: 0

1301. FTC VISITOR INFORMATION SERVICE / TOURISM AND MUSEUM RETAIL OFFER

The Communities & Events Officer updated the Committee in respect of FTC's current Visitor Information Service and the development of its retail offer. Potential advertising opportunities to promote Folkestone are being pursued with various publications and an update will be provided to Members at the next meeting.

1302. FOLKESTONE VISITOR/TOURISM MAP

The Committee noted the final version of the F& HDC new tourism wayfinding map.

1303. PROJECTION PROJECT

Further to a meeting with a Screen South representative, the Communities & Events Officer updated the Committee on permission to use the Town Hall façade to project short films between 8 – 9pm on Friday 28 March as part of a training initiative event for young adult students being delivered in partnership with Folkestone Fringe.

1304. BUS SHELTERS AND NOTICE BOARDS

The Communities & Events Officer updated the Committee with suggestions received from Councillors in respect of potential new sites for bus shelters and notice boards.

Noted

1305. SETTING UP A WARM WELCOME SPACE

The Communities & Events Officer reported the findings regarding the viability of providing this service at the Town Hall and Committee members agreed that FTC do not have a suitable space or necessary facilities to provide this service.

1306. DATE OF NEXT MEETING

Tuesday 8th April 2025 at 7pm

The meeting concluded at 7.35pm

Chair.....
Date.....

Marketing partnership with Art Fund

National Art Pass network: Memorandum of Understanding – 2024/2025

Thank you for offering our members a benefit when visiting with their National Art Pass in 2024/2025. We are delighted you are part of our National Art Pass network, an informal network of over 900 museums, galleries, historic houses and other cultural venues.

When you partner with us, you become part of a community working towards a shared vision – to help museums and galleries do more. This document sets out how we will work together.

There are lots of ways we can work together to create extraordinary experiences for your visitors

In summary, as a partner in the National Art Pass network we will offer you:

- Your own page on artfund.org

When you join the network, you'll get your own venue page on our website, with unlimited exhibition and event uploads via My Art Fund.

- Marketing support and brand exposure

We regularly select museums, exhibitions, and events from across our network to feature in our print and digital marketing channels.

All network partners will be featured in the next print run of the Art Map, and new members will receive a mention in the next Art Quarterly magazine and will feature in an upcoming Art in your Inbox newsletter.

- An all-access login to our self-service portal, My Art Fund

You can nominate as many staff members as you like to be granted access to My Art Fund on behalf of your organisation, allowing them to upload and manage events and exhibitions, order marketing materials, request changes to your contact or venue details, or apply for funding.

- Access to free tools and resources

As part of the network, you can also make use of a range of services designed to support your museum, including Art Tickets, our free online ticketing system. We can set you up with a trial account at any time, but will ask you to sign a separate, formal agreement before you start using it to make bookings or sales.

- Professional Art Pass

All employees within your organisation will qualify for a Professional Art Pass, which gives access to all the same benefits as our National Art Pass, for a significantly reduced price. More details can be found on our website: <https://www.artfund.org/professional/professional-art-pass>

What we ask from you:

- National Art Pass benefit

To get the most from our partnership, we ask that you reference the agreed National Art Pass benefit in all relevant onsite and online channels.

The number one thing you can do as a partner venue in the National Art Pass network is to make it clear that you welcome Art Fund members. The second most important thing is to clearly explain what a visitor with a National Art Pass is entitled to, for example free entry or half price exhibitions.

Creating a positive, consistent experience for our members will bring about more exposure for you and more visitors – which means more opportunities to create even better experiences.

- Help us spread the word

We also kindly ask that you link back to artfund.org from your website. Acknowledging Art Fund and the National Art Pass consistently in a variety of places will not only help visitors, it will also strengthen our community by making our collaboration more visible.

- Keep in touch

Sign up to our monthly newsletter for museum professionals, Museum Bulletin, to be the first to hear about our funding opportunities, latest research and marketing support for organisations in the National Art Pass network.

- Keep us informed

Your venue details and the National Art Pass benefit you offer will be listed in our Art Map, which is an annual print publication. Please remember to keep us informed of any changes to your opening hours or admissions policies so we can amend these on our Art Fund page.

We would also encourage you to list all upcoming events and exhibitions on your Art Fund page so our members can keep an eye out for what is coming up in your venue.

If anything changes...

If you need to withdraw from membership of the National Art Pass network, we ask that you let us know in writing to museums@artfund.org by the 1st of August of the respective calendar year, so we can remove your details from the Art Map for the following year.

Changes outside of this time are only possible in the case of permanent closure of your museum or venue, as the Art Map is published in January for the whole year, and we need to make sure that what we are offering to our members is clear and consistent, so they know exactly what to expect when they visit you.

Please note the previous paragraph does not apply to grant partners, whose relationship with Art Fund is governed by separate Terms and Conditions. If you are unsure what your partnership level is, or of the terms for your particular grants, please get in touch.

Our Team

Museum Services: museums@artfund.org

Email our dedicated inbox for any support with managing your professional account on My Art Fund, your venue page on artfund.org, or anything else we can help you with – but please be aware that we cover all aspects of museum marketing, Art Tickets support and many other general enquiries from over 900 museums, so it may take us a few days to get back to you.

National Art Pass network assistant: Faye Macaree: museums@artfund.org

National Art Pass network manager: Jennie Jiricny: jjiricny@artfund.org

Thank you for being part of our National Art Pass network.

I confirm that I have read and understood the above Memorandum of Understanding:

Your name:

Your role:

Museum or organisation:

Date:

Memorandum of Understanding (MoU)

Between: SD Projects, 48 Tontine Street, Folkestone, CT20 1JG

And: Folkestone Museum, 1-2 Guildhall St, Folkestone CT20 1DY

Purpose:

This Memorandum of Understanding (MoU) sets out the terms of collaboration between SD Projects and Folkestone Museum regarding the digitisation and reuse of selected heritage materials for the purpose of developing a community-led AI model.

1. Background and Objectives

Folkestone Museum holds a wide range of cultural heritage materials, including photographs and artefacts. SD Projects will undertake the digitisation of selected items from the Museum's collection in order to support the training of a locally grounded AI model. This initiative is part of an 18-month project, with the option to extend by mutual agreement.

The collaboration will be guided by the principles of the Heritage Data Reuse Charter: Reciprocity, Interoperability, Citability, Openness, Stewardship, and Trustworthiness.

2. Roles and Responsibilities

- Folkestone Museum agrees to:
- Identify and provide access to selected materials for digitisation.

- Collaborate in providing contextual information to support accurate representation and use.
- Retain ownership of the original physical materials.
- SD Projects agrees to:
 - Digitise the selected heritage materials to a professional standard.
 - Use the digitised content solely for the development and training of a community-based AI model.
 - Share research findings and potential applications with the Museum throughout the project.

3. Licensing and Use of Digitised Content

The licensing terms for the AI models and derivative outputs will be agreed upon during the project. A Creative Commons licence such as CC BY-NC (Attribution, Non-Commercial) is recommended as a starting point, allowing reuse with proper attribution while limiting commercial exploitation.

SD Projects will ensure that the provenance of all digitised materials is recorded and cited appropriately. Folkestone Museum will be credited in all outputs derived from their materials.

4. Data Management and Preservation

SD Projects will maintain secure digital storage for all scanned materials and any associated metadata. At the conclusion of the project, a copy of the digitised materials and associated data will be shared with Folkestone Museum for their own archival use.

5. Privacy and Personal Data

In the event that any digitised materials or associated data include personally identifiable information (PII), both parties agree to handle such data in accordance with applicable data protection laws, including the UK GDPR and Data Protection Act 2018.

Both SD Projects and Folkestone Museum commit to aligning with the principles outlined in ISO/IEC 27701:2019 (Privacy Information Management), particularly with respect to transparency, accountability, and safeguarding of personal data throughout its lifecycle.

6. Duration and Review

This MoU shall remain in effect for 18 months from the date of signature, with the option to renew or transition into a legally binding agreement upon mutual consent.

7. General Provisions

This MoU is not legally binding but represents the good faith intentions of both parties to collaborate effectively. Any disputes or changes shall be resolved through open dialogue and mutual agreement.

Signatures

For SD Projects:

Name: Simon Davenport

Position: Director

Date: _____

For Folkestone Museum:

Name: Coralie Clover

Position: Curator

Date: _____

Appendix: Reuse Agreement Framework

The following appendix is based on the Heritage Data Reuse Charter framework and serves to support practical implementation of shared principles:

Reciprocity

- Will research findings be communicated back to the Museum?
- Who is the primary contact for exchange?
- What benefits would the Museum like to see from the research?
- What tools or systems (e.g., email, APIs) are available to facilitate this exchange?

Interoperability

- Will data and metadata be shared in standardised formats?
- What formats, protocols, or documentation will be used?
- Are the Museums formats compatible or adaptable to common research standards?

Citability

- What citation standards will be applied to the use of heritage materials?
- Will SD Projects cite the Museum as source in all derived works?
- Does the Museum have a preferred citation format?

Openness

- Under what licence will research results be shared (e.g., CC BY-NC)?
- Are there constraints due to copyright, privacy, or sensitivity?
- What licences does the Museum recommend for dissemination?

Stewardship

- Where will digitised materials and derived data be stored?
- What long-term preservation plans exist?
- Will the Museum receive copies of the digitised materials and outputs?

Trustworthiness

- How will data provenance and authenticity be documented?
- Will all contributors be acknowledged?
- Will the Museums contributions be flagged in metadata?

This framework is intended to guide ongoing collaboration, inform Data Management Plans, and support ethical reuse of cultural heritage materials.

This report will be made public
on th April 2025

**Folkestone
Town Council**



Report Number: **CS/25/386**

To: Community Services
Date: 8th April 2025
Responsible Officer: Town Clerk
Subject: Museum

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 5th February 2025 to 31st March 2025.

REASONS FOR RECOMMENDATION:

The long-term agreement (2020-2040) between the Town Council and National Lottery Heritage Fund (principal funder) to deliver its heritage objectives: to preserve and enhance the town's heritage through the provision of Folkestone Museum.

RECOMMENDATIONS:

1. To receive and note report CS/25/386

Aims and Objectives – Maintaining an accredited museum
Financial Implications – Meeting the requirements of NLHF & Council within budget
Equal Opportunities – Access to all

1. Introduction

The Museum continues to open on a five-days-per-week basis alongside the Town Hall and visitor information service.

2. Exhibitions

Pebbles, an exhibition of botanical paintings by local artist Helen Easter-Beeken—opened on the 8th of March and will run until the 3rd of May.

Next up, Art on the Marsh will be hosting an exhibition of their Pride Portraits of the queer community in Folkestone (and some of their pets!) – mirroring historic photographs of queer people who made their homes in Folkestone. This is an extension of the Mind the Gap project which was exhibited in the foyer last year.

We've also begun to host artists in one of the windows of the Visitor Information Centre. Next up, the Mothers Without Hands project will be displaying two pieces of artwork (armour made of bread) made by a community group for International Women's Day.

3. Outreach and Education

We tested some changes to our activity sessions for February Half Term. To control visitor flow and maximise the number of children who could take part in our activities, we changed from two longer drop-in sessions a day to four hour-long set sessions. Fifteen free children's tickets were available for each session, which had to be collected from Reception.

190 children took part in activities during half term – very similar to our numbers in February 2024. In our evaluation meeting for the week, officers agreed that we would continue this scheme in future.

The Collections Development and Access Officer has booked eight students in for work experience – including, for the first time, a student from the Beacon School. The Museum Manager/Curator also visited Folkestone Academy to give a talk about working in museums and heritage.

We have hosted 15 class visits, including 2 homeschool sessions, during this reporting period.

East Kent College also used our community case for a week in March to show off their students' project work around the Leas Lift Project.

4. Collections Development & Care

The five radioactive minerals in our collection were disposed of on the 12th of March, in line with the recommendations made by our Radiation Protection Supervisors.

One of our Collections Volunteers, an entomology specialist, has cleaned the remaining debris of a past pest attack from our moth and butterfly cases which will help us monitor the drawers in case of future insect attacks.

We continue to work on our botany collection to identify missing accessioned specimens.

The Collections and Access Officer and a volunteer continue to clean our taxidermy collection in preparation for the updated Natural History Display.

This quarter, the museum has received a donation from the family of Edith Smith Clough (nee Illenden), co-founder of the Clough Secretarial School in Folkestone in 1911. The business was marketed with Edith's success as a champion typist, and had outposts in Canterbury, Eastbourne and Southampton until it closed in the 1990s. Edith also typed up many of HG Wells's novel manuscripts when he lived in Sandgate.

6. Volunteering

Volunteering has restarted in earnest at the museum, with four volunteers providing 62 hours of work to the collection. A new volunteer with experience running events for adults will be joining us soon, to help kickstart our adult activity programme.

7. Museum Masterclasses

The museum has launched its first 'Museum Masterclasses' – paid workshops for teenagers and adults, run by experts in their fields. The first masterclass will be on April 5th, an Introduction to Archaeology run by Dr Andrew Richardson – one of four which he will run for us this year. At time of writing, this full-day workshop has generated £189.36 of profit for the museum, with 13 people booked onto the course at time of writing.

Helen Easter-Beeken will have a masterclass on the 12th of April, where she shows people how to draw a likeness of a pebble using botanical techniques – 7 people are booked into this.

8. Corporate Plan KPI Performance 2024-2025 Financial Year

KPI	Quarter 4 (Jan-April '25)	Previous Year (2023-4)	Year to Date
C1 Visitors to Town Hall	6961	28545	31385
C10 Website visits (Museum only)	9300	12615	24000
C11 Facebook followers	3888	Not known	3888
CS3 Exhibition room bookings	2	5	2
CS4 Volunteer hours	62	685	19
CS5 Wellbeing activity sessions	0	0	0
CS6 Formal education sessions	15	65	51
CS7 Loan box bookings	1	12	8
CS8 Young people involved in engagement activities	246	1425	1570
CS9 Adults engaged in museum engagement activities	0	0	0
CS10 Uplift in Donations	£258.53	£502.35	£605.75

Folkestone Museum's Instagram account also has 2545 followers (up from 2496 reported in CS/24/379).