

Fire Prevention
Management &
Procedure

Folkestone Town Council
September 2024

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Fire Safety Policy

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

This policy expands on our general health and safety and environmental policies. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise. In jointly occupied premises, such as the Town Hall, where we lease the upper floors to Silver Screen Cinema, our objective is to co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for all workers and building occupants, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

The Town Clerk has been appointed to take charge of fire safety in this business.

Signed. Mrs Toni Brenchley, Town Clerk

Date

Adopted by Folkestone Town Council on at the ? {committee name}, minute no. ?, on the ? {date}

Understanding Fire Hazards

It helps in the management of fire safety to have a basic understanding of the exothermic chemical reaction we know as fire. It gives an insight to why precautions are required and their impact.

Fire requires three components **HEAT**, **FUEL** and **OXYGEN**. In combination these are generally referred to as the Fire Triangle shown in figure 1.

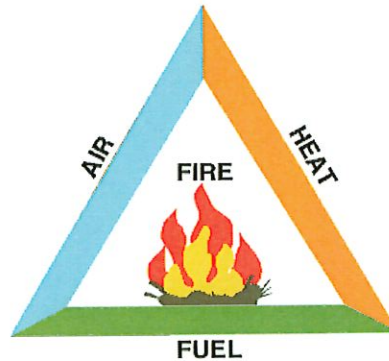


Figure 1. The Fire Triangle

It is possible to reduce the risk of a fire starting or continuing by controlling these components; remove any one of them from a fire and it will stop burning.

When a fire occurs in any part of a building it can quickly spread to other parts by **CONVECTION**, **CONDUCTION** or **RADIATION**.

Of these, convection is the most serious. Fires in enclosed places generate very high temperatures accompanied by hot and toxic smoke. This will spread through the building, finding its way through any gaps and holes in the structure. The smoke will asphyxiate people exposed and the heat will ignite flammable materials in its path.

Conduction will spread the heat from a fire through the building structure. Structural steelwork will transfer heat from a fire to any combustible material in contact with it, rapidly spreading the fire.

Radiant heat, radiating out from a fire can also cause nearby combustible materials to overheat, auto-ignite and spread the fire.

The risk of harm to people and damage to property can be controlled and reduced if an initial outbreak can be contained by structural measures or by the way the building is occupied and used.

Fire Risk Assessment

A full fire risk assessment of the whole of the Town Hall (including leased areas forming the cinema) was undertaken in accordance with legislation in May 2024, it was contracted to an external specialist Mr Mitchell Squires of:

Allsaved Limited
Unit 3 Trade Park,
Stane Street,
Billingshurst,
West Sussex
RH14 9HP

Working on behalf of Fire Security (Aylesham, Kent).

Location of Assessment

The fire risk assessment can be found via this link <S:\Health & Safety\Fire\Fire Risk Assessments\2024> or the by enquiring with the Administration Officer, who holds a centrally files hard copy of the assessment.

Results of Assessment

A number of areas were identified for improvement, which are noted in the FRA action plan on pages 36-48, at the time of writing all high and medium priority improvements have been or are in the process of been actioned. In particular; housekeeping, signage, testing and training/drills - issues surrounding replacement of fire escapes and lightning protection are ongoing, with an architectural & building consulting managing the process for procurement of replacement fire stairs and FTC staff seeking quotes for lightning protection.

Review of Assessment

The fire risk assessment, and any recommendations subsequently undertaken, will be reviewed on an annual basis by a competent person, this may be a suitably trained and experienced member of FTC staff or an external specialist. Every five years FTC will employee and external specialist to undertake a full top-to-bottom assessment of the Town Hall including leased areas.

The next review of the fire risk assessment is due on or by **7th May 2025**, or sooner if substantial changes are made to the fabric and/or layout of the Town Hall.

Employees Requiring Dedicated Evacuation Plans

There are currently no employees, regular visitors (including council members) or volunteers that require an individual evacuation plan due to reduced mobility or tother impairment that may affect their ability to effectively evacuate the Town Hall. This will be reviewed on a case-by-case basis as new staff, members or volunteers join the Council.

Fire Safety Equipment and Maintenance Procedures

Fire Safety Equipment

Fire extinguishers, both water and CO2, are located at various point throughout the building, either near exits or equipment/installations that may be considered of heightened risk, such as electrical switch rooms, plant rooms and IT cabinets. A fire safety blanket and evacuation sling for mobility impaired people is also available in the FTC staff kitchen.

Servicing & Checks

The equipment located in the Town Hall & Museum is maintained by:

Guardian Fire & Security
Byre House
Wincheap Ind Estate
Cow Lane
Canterbury
CT1 3RW

Telephone: 01227 762 128

Email: mail@guardian4security.co.uk

Annual service: Guardian

Monthly visual check: FTC staff

Location

The location of this equipment is detailed in the building plans in appendix 1, these include both the FTC/Museum occupied areas of the Town Hall and those leased to the Silver Screen Cinema.

Fire Hydrant

In addition, a UK standard fire hydrant is located in front of the Town Hall between the pillars of the portico.

Notes

The Town Hall and Silver Screen Cinema is **NOT** equipped with the following:

- Automatic sprinkler systems
- Dry riser to upper floors

Fire Detection System

The Town Hall and Cinema is a two-panel networked system using Syncro AS panels conforming to EN54-2:1997 and EN54-4:1997, using Hochiki protocol. A mixture of smoke detectors and call points are spread throughout the building, zones1-9 have

been allocated to the Town Hall & Museum and zones 10-16 to Silver Screen Cinema, see appendix 1 for zone identification. The Silver Screen Cinema maintain their half of the system at their own cost as does FTC, with liaison to ensure that the system works as a whole and to that end is service by a single company, with FTC also responsible for the remote monitoring (via a call centre) and attending out of hours call outs (see fire procedure).

Servicing & Checks

The fire detection system (as a whole) is maintained and serviced by:

Metroline Security Limited
Unit 13
The Glenmore Centre
Shearway Business Park
Pent Road
Folkestone,
CT19 4RJ

Telephone: 01303 220 330

Email: support@metrolinesecurity.co.uk

Three-monthly service: Metroline – this includes call points, smoke detectors, magnetic door hold-backs, panel and

Weekly test: FTC staff (see test instructions in appendix 3)

Silver Screen Cinema Staff

Location

As noted above there are two panels, which are both used for testing and servicing. The FTC panel is located immediately by the rear exit on the lower ground floor, Silver Screen Cinema's is behind their counter on the 1st floor.

In actual emergencies the fire service should be directed to the lower ground floor panel as it is in the safest and most accessible location.

Cinema Liaison

The appointed person for Silver Screen Cinema for both maintenance and evacuation procedures is:

Chris Lightwing

Telephone: *****

Email: chris@folkestonecinema.com

Notes

The Silver Screen Cinema smoke detectors & panel work on a 90 second delay to enable staff to investigate for potential issues and plan an orderly evacuation – there is no delay if a call point is activated. The FTC panel will not delay the evacuation sounders and immediately sound even if the signal is from a cinema smoke detector.

Emergency Lighting

The Town Hall & Museum have two separate emergency lighting systems. The main system, which overlays the Zumtobel DALI lighting system, covers all Town Hall and Museum spaces, the council offices and staff welfare facilities have a separate system.

Servicing & Checks

Metroline are responsible for six-monthly emergency check – see above for contact details.

Six-monthly service: Metroline

Monthly test: FTC staff

Testing Office Emergency Lighting

To test the office emergency lighting isolate the power to the lighting circuits – this is done at the distribution board located in the IT (server) cupboard in the staff Kitchen (be careful not to disturb power to the IT cabinet if moving it) – the power should remain isolated for 30 minutes to test the durations of the emergency lighting system.

Alternatively, a “fish key” can be used in the light switch wall plates.

Testing Town Hall & Museum Emergency Lighting

Whilst the Zumtobel system has its own automatic testing a manual test still needs to be carried out. This is done by isolating power to the lighting circuits at the distribution board in the electrical cupboard located at the bottom of the stairs on the lower ground floor – it is the tall distribution board on the righthand side of the rear wall of the cupboard.

Notes

The Cinema are responsible for maintaining their own emergency lighting

Fire Doors

Fire doors should be inspected annually as part the Fire Risk assessment review or if damaged due to vandalism or inappropriate maintenance a full schedule of fire resisting doors can be found here [6029-501rR0 Door and ironmongery details and schedule.pdf](#)

Record Keeping

A fire safety logbook is located next to the main key press in the council staff office (between the CCTV suite and Clerk’s office doors) and should be used to record the following:

- All periodic servicing of all systems & equipment by contractors
 - Fire detection system
 - Extinguishers
 - Emergency lighting
- Weekly & monthly tests by FTC staff

- Fire detection system
- Extinguishers
- Emergency lighting
- Maintenance contractor details
- Details of responsible person(s)
- Fire Drills
- Fire Training

The logbook should be replaced when full (rather than inserting loose pages) and is widely available from a variety of retailers including Amazon.

All digitally born material relating to fire procedures can be found at [S:\Health & Safety\Fire](#), where necessary there are further shortcut links withing these folder to other parts of the IT system that contain relevant information such as equipment servicing reports.

A centrally files folder of hardcopy information such as manual is held by the Administration Officer and/or the Estate Officer.

Liaison with the Fire Authority and assisting the Fire Service

Kent Fire & Rescue Service is the regional organisation, the local station is located at:

Folkestone Fire Station
Park Farm Road
Folkestone
CT19 5LT

Telephone: 01622 692121 (regional switchboard)

Folkestone Fire Station no longer operate a watch system; however their officers do attend the building on occasional familiarisation visits and also welcome invitations to do so. As fire & evacuation procedures and Museum Emergency Plans are updated copies should be given to the Fire Service, in hard copy to Folkestone Fire Station and also a digital copy to be held on the KF&RS IT system which also information to be recalled on any fire appliance attending the Town Hall & Museum.

Overall liaison with Kent Fire & Rescue Service is the responsibility of the Town Clerk, with museum specific matters also falling under the responsibility of the Museum Manager/Curator.

Training

All staff, as a minimum, undertake the online fire awareness toolbox talk provided by Peninsular on their BrightSafe portal as part of their induction. In addition, staff, if willing, will also undergo a one-day fire marshalling course provided by an external training provider such as St John Ambulance.

Fire Drills

Fire Drills must be done at least yearly and ideally every six months, this must be co-ordinated with the Cinema Manager. To initiate a fire drill the alarm monitoring centre must be given prior notice. To initiate a drill det the lower ground floor to level 2 using the code 2222, or using the key, then push the evacuate button – push reset to silence the alarm and reset the panel.

Fire Awareness: during induction

Fire Marshall Training: every three years

Fire Drills: six-monthly

Housekeeping

The Town Council will maintain a clean and tidy environment as part of its fire risk reduction – all staff, members and volunteers will:

- Ensure all walkways, fire escape routs and door remain free of obstructions
- Not allow waste to pile up in office pins, particularly the paper and card recycling bin
- Ensure security shutters and fire door are unlocked during open hours (and locked at close
- Ensure that the bin store is kept tidy and locked – it is located before the cinema fire escape
- Not overload extension leads by ensuring that the combined electrical load does not excess 13 amps, if an extension lead must be used
- Be mindful of using kitchen appliances that generate heat, such as toasters
- No place combustible material again or on top of electric radiators (either fixed or mobile), even when the unit is switched off
- Shut off all electrical equipment that is not required to run overnight
- Do not use any malfunctioning equipment and report it to the Estate Officer, Town Clerk or Museum Manager as appropriate
- Do not use any equipment that has the ability to generate heat or otherwise cause harm without prior training first and risk assessed as necessary
- Be fully aware of the precautions and handling instructions to be used when handing or using material that is covered by a COSHH datasheet and has been risk assessed, such as the use of flammable solvents for museum conservation purposes
- Ensure that paints, solvents and other flammable material is returned to the appropriate cabinet after use – the tools cabinets by the cleaners cupboard or the flammables cabinet in the Heritage Room

Museum Emergency Plan

The fire procedures also operate alongside the Museum Emergency Plan, which as well as disaster management also deals with the recovery of artefacts. A copy of the plan will always be kept with the procedure & policy document and is also available here [S:\Museum Operations\ Emergency Plans](#)

Museum emergency equipment

A museum emergency equipment trolley is located in the Plant Room, it contains a variety of equipment for use in an emergency – primarily for the protection or salvage of museum artefacts

Six-monthly content check: Museum Manager

Location of shut off valves and electricity breakers

Gas

The supply can be shut off by the gas meter, which is located in a cupboard in the Heritage Room (noted as lower ground floor room LG 13 in the plans in appendix 1 & 2). In addition the building management system (plantroom) is linked to the fire detection system and will automatically close a secondary gas shut off valve (this valve is designed to fail to safe in the event of a power failure too).

The gas supply to the Cinema can be shut off at the Cinema's own gas meter, this is located outside the building at the Market Place (rear) end of the Town hall in small cupboard below-left of the education room fire door.

Electricity

The Town Hall & Museum power supply can be shut off in the electrical cupboard located at the bottom of the stairs on the lower ground floor. In a serious emergency the fire service could request the power company to isolate the whole building – the main electrical intake for both the Town Hall and Cinema is located just inside the bin store.

Mains Water

The mains water for the Town Hall and Museum is located in a chamber below the pavement in front of the Town Hall front doors; it has a concrete lid which requires two manhole keys – the valve (and meter) marked BOOKSHOP is for the Town Hall, the one to the lift is for the cinema).

Fire Procedures

Staff Contact List

Name	Fire Marshall Trained	Extension/Mobile No.
Toni Brenchley		
Roland Domingo		
Coralie Clover		
Ian Bishop		
Georgina Wilson		
Jennifer Griffin		
Liz Timmins		
Tara Cleary		
Alison Moore		
Vicky Deakin		
Jennifer Conway		
Stephen Fielder		
Ella Riley		
Cinema Manager		

Attendance Registers

All staff will sign in using the in/out board located inside the main office door; staff leaving the building for lunch breaks, external meetings etc. must move their slider to the OUT position while not in the building

All visitors, volunteers and contractor must sign in and sign out at Reception using the register and will be handed a lanyard while on the premises

Where an external body is using (or hiring) a meeting room (or similar) they will be handed a meeting register sheet which they will be responsible for completing. Likewise school groups will be responsible for maintaining a register of pupils who are in the museum. The representative from the organisation, school etc. will be responsible for ensuring that they have accounted for all people on their register to the fire marshal, Visitor Services Officer or Museum staff as appropriate.

Daily Roster & Duties

A daily roster board is located in the main office, it will be the responsibility of the senior member of staff present to nominate fire Marshall trained staff to the roles below for the day. This must be done as soon as early as possible each day.

- Duty Officer
- Office Fire Marshall
- Reception Fire Marshall
- Museum Fire Marshall (A)
- Museum Fire Marshall (B)

In general, the Duty Officer roles will be fulfilled by the Town Clerk, Deputy Town Clerk or Museum Manager. The roster board also has emergency role cards and fire marshal tabards for the nominated marshals.

Duty Officer Duties

The Duty Officer will be responsible for management of first response to any fire (or other emergency event). They will be the person liaising with Kent Fire & Rescue Service, South East Coast Ambulance Service, Police and the Cinema Manager. They will also be responsible for informing the Town Clerk, if they are not on site. The Duty Officer will also need to decide, in consultation with Museum staff whether the Museum Emergency Plan needs to go into operation.

The duty officer will also collate reports from fire marshals of detective or missing fire fighting equipment and any apparent damage to fire doors, fire call point and similar, these will be passed onto the Town Clerk for rectification at the earliest opportunity.

Fire Marshall Duties

Once nominated for the day fire marshals will visually check their nominated area as soon as possible, in particular:

- Fire exits are unobstructed & unlocked (external fire doors must have their five-lever locks unlocked but may keep the thumb screw locked as this can be opened without a key)
- Fire escape routes are unobstructed (including opening of the lower ground floor security gate)
- Fire doors are not held open with door wedges (or other manual means) – the only fire doors that remain open are those held open with magnetic hold backs
- Fire escape signage has not been defaced or removed
- Firefighting equipment is present as expected and has not been tampered with
- Fire alarm call points are functioning (a red indicator will flash occasionally) and have not been tampered with
- Fire refuge communication points are functioning (between staff toilet corridor and lower ground floor exit)

Any defect found must be reported to the Duty Officer for rectification.

Fires Outside of Open Hours

When the building is unoccupied the fire detection system will automatically alert the alarm monitoring centre who will then contact the following in order (depending on availability):

1. Ian Bishop
2. Metroline (who also have a custodian role as part of their contract)

On attending the building a visual check of the fire panel (lower ground floor) the should be made, this should be done from outside without opening the rear entrance door - if the panel is in full alarm mode with fire indicator and one or more zone indicator, which should be noted, and call 999. If safe to do so walk around the exterior of the building noting any sign of fire that may help direct the emergency response.

**On no account must anyone enter the building,
particularly if attending as a lone worker**

Once the Fire Service have been called the Town Clerk or Deputy Town Clerk must be contacted to inform them that an incident is live and that the museum emergency plan will also need to be activated. The Cinema Manager must also be contacted.

Pre-alarms

Alternatively If the fire panel is in pre-alarm mode only (not a full activation) it is possible that a that a sensor is faulty or small smouldering fire is active. The attendee will need to judge whether it is safe to enter the building to ascertain the cause.

On no account must anyone enter the building without first contacting another colleague to inform them of their intention to enter the building (this must be a telephone call that is answered by the recipient, not a voicemail or text), who must then remain live on the telephone

If in any doubt of the pre-alarm cause call 999 and await the attendance of the fire service.

Fires while the building is occupied

The response to a fire alarm is managed through role card scheme as noted in Daily Rosters & Duties

There are two assembly points; the primary one is in front of Bon Marche and the reserve assembly point is in the square in Bouverie Place Shopping Centre.

Duty Officer Role Card

On hearing the fire alarm:

1. Be prepared to liaise with fire alarm monitoring centre at any point (they will ask if fire service attendance is required)
2. Put on fire warden tabard
3. Ensure warden duty role cards have been picked up
4. Collect staff attendance panel and Fire & Rescue Service Information Folder
5. Proceed to fire panel and check which zone & sensor
6. Assist museum fire warden with lower ground floor if necessary
7. Proceed to assembly point in front of Bon Marche
8. Check all staff, visitors and volunteers are accounted for
9. Liaise with Cinema Manager (if cinema open) to ensure that cinema evacuation is complete or inform Cinema Manager by telephone if closed and unoccupied
10. If not a false alarm activate full emergency procedures and liaise with emergency services attending
11. If the radius of danger makes the assembly point unsafe move to the reserve assembly point
12. Inform Town Clerk if not on site

Office Role Card

On hearing the fire alarm:

1. Put on fire warden tabard
2. Be prepared to accept phone call from fire alarm monitoring centre at any point, if safe to do so, and act on Duty Officer's instructions
3. Close all windows
4. Check and clear CCTV office
5. Check and clear Clerks office
6. Check and clear staff toilets
7. Check and clear staff kitchen
8. Check and clear main office
9. Check and clear Mayor's parlour
10. Exit office and building through front doors (unless blocked in which case use rear stairs and exit)
11. Assemble at assembly point in front of Bon Marche in first instance
12. Hand attendance panel to Duty Officer and report the areas responsible for are clear

Reception Role Card

On hearing the fire alarm:

1. Put on fire warden tabard
2. Be prepared to accept phone call from fire alarm monitoring centre at any point, if safe to do so, and act on Duty Officer's instructions
3. Ensure till cash drawer is closed
4. Check and clear meeting room
5. Check and clear cinema corridor
6. Check and clear lift (if on ground floor)
7. Check and clear foyer
8. Collect visitor/contractor log/councillor attendance sheet
9. Exit building through front doors (unless blocked in which case use rear stairs and exit)
10. Assemble at assembly point in front of Bon Marche in first instance
11. Report to Duty Officer areas responsible for are clear and handover visitor/contractor log

Museum Role Card

On hearing the fire alarm:

One person available undertake all tasks

Two persons; *Warden A* black and **RED** tasks, *Warden B* black and **BLUE** tasks

1. On hearing the fire alarm:
2. Put on fire warden tabard
3. **Check and clear ground floor museum displays – hand over to reception warden**
4. **Check rear stairs**
5. **Check and clear male, female and disabled toilets**
6. **Check art, heritage & collections stores are locked/unoccupied**
7. **Check and clear lift (if on lower ground floor)**
8. **Check and clear lower ground floor main displays**
9. **Check and clear education room if in use**
10. **Check and clear temporary exhibition room if in use**
11. **Check cleaners store is locked/unoccupied**
 1. *If two wardens — agree the areas are clear*
13. Exit building through rear exit
14. Assemble at assembly point in front of Bon Marche in first instance
15. Report to Duty Officer areas responsible for are clear

Appendix 1 – Fire equipment locations and alarm zones

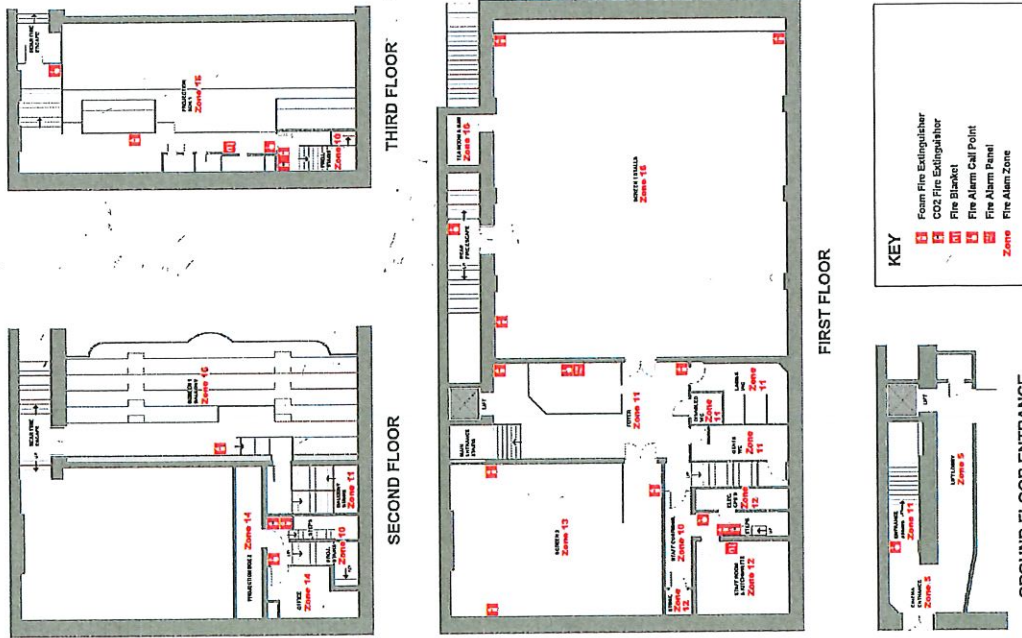
FOLKESTONE TOWN HALL Fire Detection Zones & Fire Extinguisher Locations (Ground Floor & Lower Ground Floor)

● CO2 extinguisher ● Water extinguisher ● Zone fire detection zone

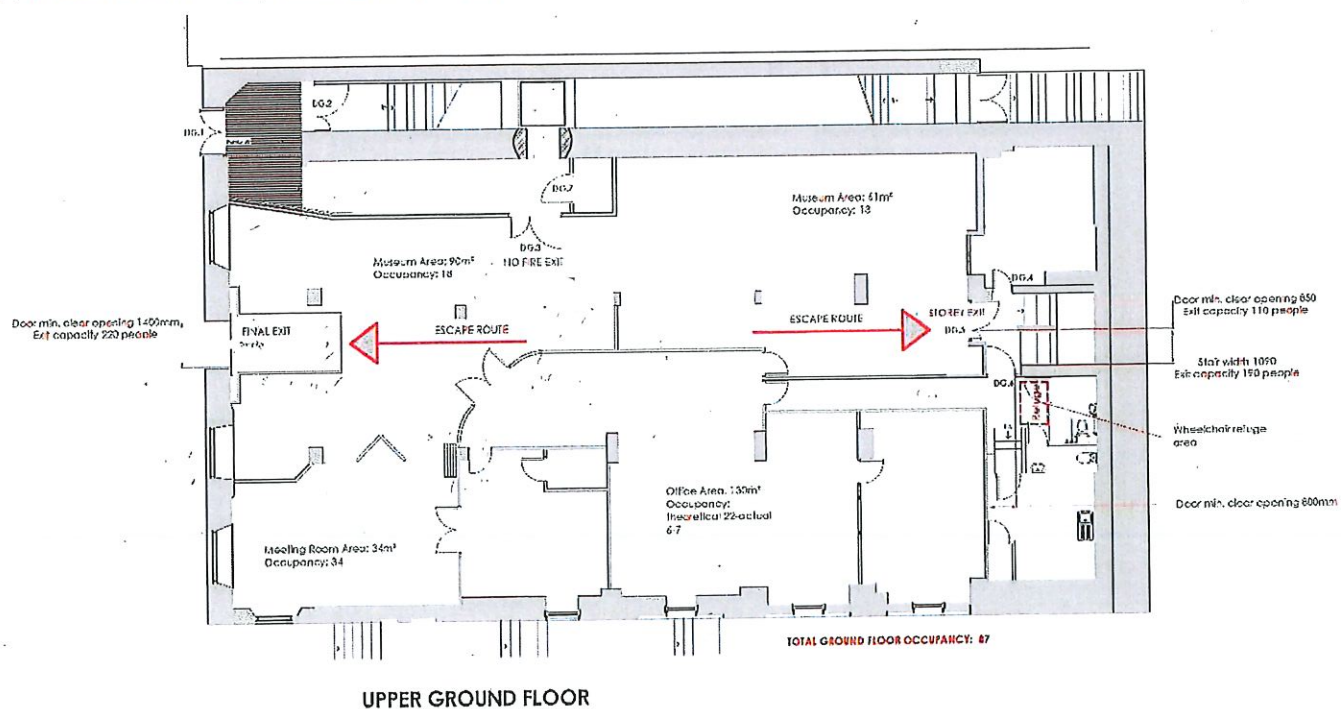


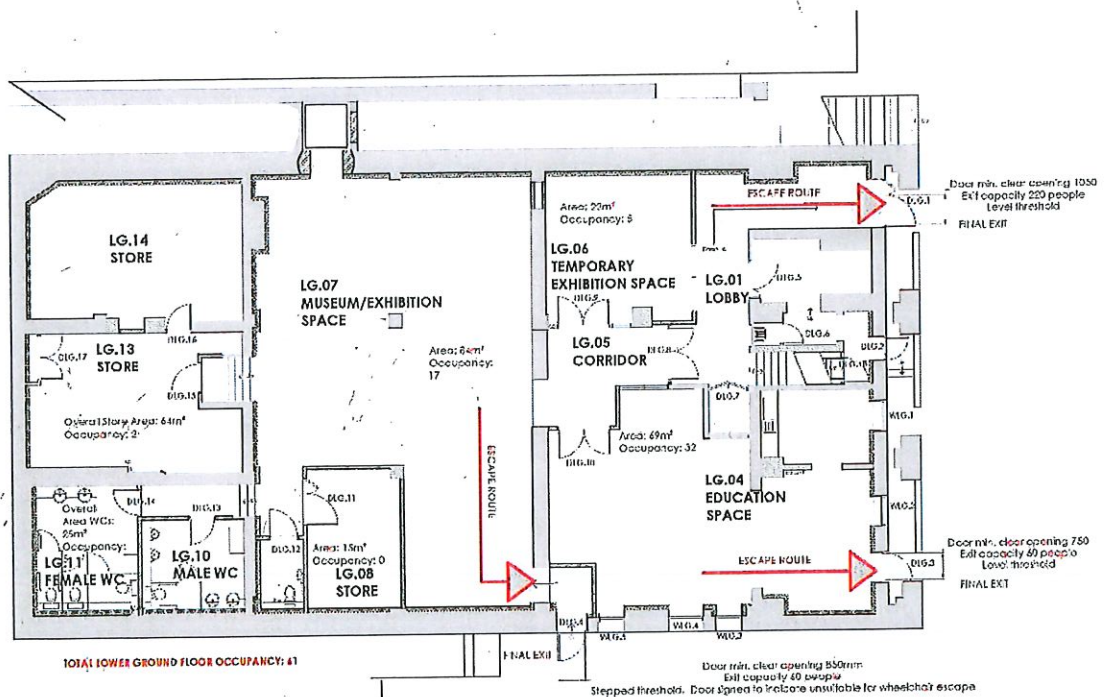
THE SILVER SCREEN CINEMA

Fire Alarm Zone & Fire Equipment Map



Appendix 2 – Evacuation routes and capacities (Town Hall only)























Appendix 3 – Weekly test instructions (Town Hall only)

FIRE ALARM CONTROL PANEL AND TEST PROCEDURE

Activate panel by inserting key (No. 38) and turning clockwise or by pushing any arrow key and then entering the code 2222 and pushing the ENTER button








TO TEST

-  FOR MENU
-   TEST ZONES    ZONES
-  TEST ZONE 1   Move through zones if needed
-  SOUNDERS   to turn sounders ON or OFF
-  SEND EVENTS TO NETWORK   to OFF
- 
-  Press 'Enter' button - warning buzzer sounds 'On Test' and 'More Events' indicators light up
-  Press 'Silence Button'

REPEAT AS NECESSARY FROM STEP 3 TO ADD ZONES 2-9 TO TEST

Test call point using back plastic key by inserting fully into the bottom and pulling sharply downwards so the bottom on the front panel drops - support the call point body with your other hand while doing this to avoid pulling it off the wall – a 2 second alarm will sound (including main alarm sounders if set to on), panel will then reset.

TO RETURN TO PANEL TO NORMAL MODE

-  FOR MENU
-   TEST ZONES    RESTORE ZONES IN TEST
-  Press 'Enter' button until all zones are cleared - 'On Test' and 'More Events' indicators will extinguish

Turn key counterclockwise and remove or if using code push exit twice then fill in test log book.



Biodiversity Statement

Adopted on ???? – Full Council – Minute ???

Purpose

Folkestone Town Council will contribute to preserving and enhancing biodiversity in the town where it is able to, either directly or indirectly through working with its partners / communities.

Considerations

The Town Council will consider the biodiversity implications of its actions with a view to:

- Protecting and conserving biodiversity
- Enhancing biodiversity where the opportunity arises.

This is in recognition of:

- The duty to have regard to the purpose of conserving biodiversity under Section 40 of the Natural Environment and Rural Communities Act 2006.
- The Biodiversity Duty - Section 102 of the Environment Act 2021 places a general duty on public authorities to conserve and enhance biodiversity.
- The Town Council's own corporate objectives to improve the local environment and contribute to wider environmental climate change goals.

Objectives

Specifically, the Town Council will:

- Work closely with the allotment associations to seek to ensure that biodiversity on the allotment sites is conserved and enhanced through good environmental practice.
- Give due consideration to biodiversity issues when responding to planning consultations, to see to ensure that opportunity to preserve and enhance biodiversity are addressed and delivered through the planning process as guided by the National Planning Policy Framework.
- Encourage good biodiversity practice through its awarding of community grants, where this is relevant to the project / activity being undertaken.
- Promote and raise awareness of biodiversity issues and good practice as part of its routine communications activities.
- Seek to ensure biodiversity issues are addressed appropriately when the Town Council is undertaking partnership work in relation to the future of the town.
- Work with Folkestone & Hythe District Council and Kent County Council in relation to street trees (including financial support for enhanced maintenance and planting of street trees), recognizing their contribution to the urban environment and biodiversity.



NB - OLD STATEMENT

Biodiversity Statement

This policy was adopted by Folkestone Town Council at its meeting held on: 12th May 2020 – Minute 1692.

The Natural Environment and Rural Communities (NERC) Act came into force on 1st Oct 2006. **Section 40** of the Act requires all public bodies to have regard to biodiversity conservation when carrying out their functions. This is commonly referred to as the 'biodiversity duty'.

This duty extends to all public bodies the biodiversity duty of **Section 74** of the **Countryside and Rights of Way Act 2000 (CROW)**, which placed a duty on Government and Ministers.

The aim of the biodiversity duty is to raise the profile of biodiversity in England and Wales, so that the conservation of biodiversity becomes properly embedded in all relevant policies and decisions made by public authorities.

Folkestone Town Council will have regard to the environmental implications of development; will not support development that would materially harm protected species of animal or plant, or its habitat; and will promote and encourage enhancement of the environment.

Folkestone Town Council will seek to conserve and enhance biodiversity within Folkestone and that development that results in harm to, or loss of, features of interest for biodiversity will not be permitted.

Folkestone Town Council will be guided by the National Planning Policy Framework (NPPF) published in 2014 when reviewing planning applications. The NPPF emphasises that the purposes of the planning system is to contribute to the achievement of sustainable development and that this gives rise to the need for the planning system to perform a number of roles, such as contributing to protecting and enhancing the natural, built and historic environment and helping to improve biodiversity.

Folkestone Town Council will also be guided by the Natural England.

<http://www.naturalengland.org.uk>



Reviewed Environmental Statement

This policy was adopted by Folkestone Town Council at its meeting held on: 12th May 2020
– Minute 1692.

Folkestone Town Council recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Equipment/Materials Paper

- We will minimise the use of paper.
- We will reduce postage and packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- **We will reduce our reliance on single use plastics**

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be automated where possible, so they are switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be considered when purchasing.

Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if hiring or sharing is an option before purchasing equipment.

- We will evaluate the environmental impact of any new products.
- We will seek to buy more environmentally friendly and efficient products.
- We will reuse and recycle wherever possible.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail, **online training (and online meetings (tbc)???)**.
- We will accommodate the needs of those using public transport or bicycles.
- We will use 'green' vehicles **whenever possible** and maintain them rigorously.

Maintenance and Cleaning

- Cleaning materials will be as environmentally friendly as possible.
- Materials used in the Town Hall will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.

Culture

- We will review this statement in consultation with staff and other stakeholders where necessary, for greater commitment and improved performance.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- **We will include sustainability in all our planning for new projects from the outset.**
- **We will partner with other organisations to share services where feasible, so we can reduce costs and waste.**
- We will use local labour and materials where available to reduce CO2 and help the community.



Collections Management Policy Pack

Name of museum: *Folkestone Museum*

Name of governing body: *Folkestone Town Council*

Date on which this policy was approved by governing body:

Policy review date:

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1. Introduction

- 1.1 Folkestone Museum is a wholly owned and operated service of Folkestone Town Council. It is managed on a day-to-day basis by a Curator with the assistance of two officers, all three under the guidance of the Town Clerk. The Museum service reports to the Community Services Committee of the Council with ultimate responsibility for its governance resting with 18 elected Town Councillors.

- 1.2 Folkestone Museum's Statement of Purpose is:

Bringing heritage and culture to the heart of our community

- 1.3 Folkestone Museum exists to ensure local heritage is at the heart of the community to inspire and educate. It encourages an appreciation of our shared history and cultural assets through interactive and engaging learning opportunities, accessible to all. It is committed to protecting and preserving Folkestone's wonderful collections for future generations to enjoy.
- 1.4 The Museum opened in 2017, the result of a £2M National Lottery Heritage Fund grant aided project to create a new museum in Folkestone's historic Town Hall. This project creating a new facility to replace the one lost in the 2000s with the closure of the old museum, which was established in 1888.
- 1.5 The Museum has a wide collection including social & industrial history, archaeology, natural history and fine & applied arts. It numbers some 40,000 items.
- 1.6 The museum received Arts Council Museum Accreditation in 2018 and complies with the highest standards of the scheme, as well as other relevant guidelines and good practice.
- 1.7 Folkestone Museum's collection is central to our purpose. Appropriate collections development, documentation, and conservation and care enables the museum to tell a stronger, wider story about Folkestone and its residents. Proper collections management allows our community to access more of Folkestone's heritage. It also gives other museums more confidence to work with and loan objects to us.
- 1.8 This policy pack underpins how Folkestone Museum will manage its collection. It lays out the guiding principles the museum team will use to ensure the museum meets the SPECTRUM 5.1 Standard. Achieving this for SPECTRUM's nine Primary Procedures is a vital pillar of the Museum Accreditation Standard.
- 1.9 This policy pack should be read in conjunction with:
- 1.9.1 Folkestone Museum's forward plan (in prep.)
 - 1.9.2 Folkestone Museum's Collections Documentation Plan.
 - 1.9.3 Folkestone Museum's Collections Care and Conservation Plan.
 - 1.9.4 The museum's Documentation Procedure Manual.

2. Collections Development Policy

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. Museum's statement of purpose:

Bringing heritage and culture to the heart of our community

Folkestone's Museum exists to ensure local heritage is at the heart of the community to inspire and educate. It encourages an appreciation of our shared history and cultural assets through interactive and engaging learning opportunities, accessible to all. It is committed to protecting and preserving Folkestone's wonderful collections for future generations to enjoy.

- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the Museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the Museum's collection.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The Museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM Primary Procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6. The Museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the Museum can acquire a valid title to the item in question.
- 1.7. The Museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

- 2.1. The origins of Folkestone Museum are synonymous with the misfortune of antiquarian and fossil enthusiast Mr. Samuel Joseph Mackie. His financial troubles in 1856 were personally disastrous, but they started a series of events which resulted in the formation of the first temporary museum in Folkestone. As part of the liquidation of his assets, his large collection of fossils was put up for auction on 18 February 1857. A group of local tradesmen bought them for £33, and subsequently passed their interest

to J. G. Breach, the proprietor of the Pavilion Hotel. He gifted the collection to the Town Council, with a request that it should be accessible and form the foundation of a town museum. Eventually a room was hired in Tontine Street for one year to be used as a temporary museum.

- 2.2. Natural History formed the nucleus of the original Museum collection and remains an important part of the collection today, with wonderful specimens of butterflies, shells and fossils of national significance. In the early days of the Museum, a Natural History Society was formed in 1868 with Henry Ulyett as the society's principal proponent. One of the main aims of the society was to establish a proper museum in more suitable premises.
- 2.3. In 1888 the library, reading room and Museum was established at Grace Hill. The Museum collections were transferred into the care of the Folkestone Borough Council in May 1888, and moved to the new building. It is this collection, the nucleus of which is Samuel Mackie's collection of local fossils, which has since been added to. The collection has developed to reflect the historical development of the town through archaeology, social history and fine art. In 1924 Amy Master donated an important folio of works on paper, including Italian and Spanish Old Master drawings and original engravings by Albrecht Dürer.
- 2.4. Shepway District Council was created through the reorganization of local government in 1974. There was a brief hiatus in management of the museum until Kent County Museum Service took over and reorganized the museum collection. Much of the collection went into long term storage in the Folkestone library and to various sites in Maidstone.
- 2.5. In 2007, Folkestone Heritage Working Group was established by Folkestone Town Council, to work towards the creation of a new Folkestone Museum. In June 2011 Folkestone Town Council purchased the Town Hall. The findings from a feasibility study were submitted to the Heritage Lottery Fund and evidenced that the Town Hall provided the Town Council with a suitable space to achieve their aspirations for the new museum. In April 2013 Kent County Council officially agreed to gift the old Folkestone Museum collection to the Town Council. The collection was loaned by Kent County Council initially, and gifted (with transfer of title) to Folkestone Museum once the museum gained Accreditation status.
- 2.6. Folkestone Museum opened in Folkestone Town Hall in spring 2017. All acquisitions by the museum since this opening go to Folkestone Museum under the authority given to the museum by its governing body, Folkestone Town Council, with their approval of this policy.
- 2.7. In 2023, the trustees of Creative Folkestone gifted the Metropole Collection (a collection of 20th century contemporary art collected by the New Metropole Arts Centre) to Folkestone Museum.

3. An overview of current collections

- 3.1. The collecting area of Folkestone Museum includes the town of Folkestone and the surrounding Folkestone and Hythe District Council area – excluding Hythe itself, as Hythe has its own Museum.
- 3.2. Until the Second World War, Folkestone Museum was a regionally important centre for collecting geology and natural history specimens. Many of the original fossils, geological

and natural history objects, including birds' eggs butterflies and shells remain in the collection today.

3.3 Folkestone's important archaeological past is represented by artefacts such as those from the Roman Villa on the East Cliff and an Anglo-Saxon skeleton, whilst various objects and documents record the maritime history and development of the town as a seaside resort.

3.4 The museum also holds two significant collections of art. The Master collection of 16th-19th century prints and drawings, and the Metropole Collection of 20th century contemporary art. The Museum also holds a range of pictorial items of local topographical and biographical interest.

3.5. Collection Descriptions

There are approximately 11,000 records of accessioned items in the collection – c.40,000 in total. In addition, there are c.500 objects that still have temporary numbers and c.70 unaccessioned objects which have formally entered the collection.

Agriculture	We hold a small amount of agricultural material.
Archaeology	Folkestone's archaeological past is represented by over 400 artefacts, notably objects from the town's Roman Villa and Anglo-Saxon remains. The archaeology collection does not contain any objects from after 1066.
Arms & Armour	Military history relating to Folkestone and the surrounding area.
Biology	We have over 5000 natural history specimens including birds' eggs, butterflies and shells.
Costume / textiles	There are 150 items of costume and textiles in the collection.
Fine Art	There are 879 pieces of art, including the Master collection and the New Metropole Collection.
Geology	Folkestone is a regionally important centre for geology and the museum holds c.600 specimens.
Maritime	Various documents and artefacts record the maritime history of the town.
Numismatics	The collection had over 1130 coins and medals. A number of these were stolen in the 1990s. At present, 90 objects are 'missing', 'lost' or do not have a location on our Collections Management software.
Social history	We hold over 1300 items recording the development of the town and the people who lived in it – the earliest objects in this collection are from the 1720s.
Transport	The collection includes a small number of transport items.

4. Themes and priorities for future collecting

- 4.1. The Museum collects objects with a connection to the Folkestone and Hythe District Council area, excluding the town of Hythe. These objects will represent the history and development of Folkestone and/or the people who have lived (or are living) in the area.
- 4.2. The Museum is most interested in objects dating between 1066 – 1720, and from after 1940. However, we will collect objects from outside those periods if they are assessed to meet our other criteria.
- 4.3. The Museum will attempt to acquire items offered to the Museum under the Treasure Act.
- 4.4. The Museum collects geological specimens which are of exceptional scientific interest.
- 4.5. The Museum will not add to the Natural History collection unless exceptional, and only to fill gaps, or to provide replacement specimens. The Museum will not collect birds' eggs unless, in addition to local relevance, there is sufficient proof and documentation of collecting having taken place within current law.
- 4.6. Items for the collections will only be acquired if;
 - it is within the acquisition requirements set out,
 - it is a local specimen,
 - there are no other duplicate items (unless the duplicate items are in poor condition, or the donation is of considerable interest and in prime condition),
 - the item is in good condition, or it is extremely rare,
 - it has been adequately (or can easily be adequately) identified or
 - we have sufficient storage space and appropriate storage.

4.7. Archaeological Deposition Guidelines

- 4.7.1. The Museum will not normally collect ad-hoc, one-off finds by the public. These should be directed to the Finds Liaison Officer based with Kent County Council.
- 4.7.2. As there is no central archaeological repository for Folkestone and Hythe District Council area material, Folkestone Museum will accept professionally excavated finds and archives if they fall within the Museum's collection area.
- 4.7.3. *The excavation unit/team must agree to the following conditions – this should be done in writing (an email will suffice):*
 - *The fieldwork falls within Folkestone Museum's collection area.*
 - *The archaeological material will be retrieved with regard for the standards and guidance for field evaluation, excavation, watching brief and others as appropriate, as defined by The Institute of Field Archaeologists (IFA).*
 - *Archaeological archives will be selected, retained and dispersed with consideration to the Society of Museum Archaeologists (SMA) guidelines, "Selection, Retention and Dispersal of Archaeological Collections Guidelines" 1993, either before or after deposition.*
 - *Transfer of title for the items donated will be signed over to the Museum; the unit undertaking the fieldwork will have already received signed consent from the landowner with regards to title of the finds.*
 - *A copy of the above paperwork from the landowner will be provided.*
 - *A complete inventory of the archive and associated finds will be provided.*
 - *The excavation team will provide appropriate storage for the items.*

- *The items passed to the Museum will not exceed (under the discretion of the Museum Manager):*
 - 1 folder of archives
 - 1 small box of related finds
- *Costs of the storage materials will be covered, either through a donation or by providing the storage boxes along with donation (at discretion of Museum Manager).*

5. Themes and priorities for rationalisation and disposal

- 5.1 The Museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3 Items may be considered for rationalisation / disposal if they are;
 - hazardous or harmful,
 - have no educational or display benefit,
 - there are several duplicate items or
 - are in a state beyond repair.

5.4. Areas of specific consideration:

Archaeology – specific reference to soil samples. Items such as the soil samples that cannot be used for display or educational purposes may be subject to rationalisation.

Geology – hazardous items such as asbestos and mercury considered for appropriate and safe disposal.

Taxidermy – most of the collection will have been treated with harmful chemicals for preservation purposes and must be handled with care. A reduction of the taxidermy collection would be sensible to ensure the remaining collection is appropriately and safely cared for and can be displayed on occasion. Some of the collection is in bad condition due to neglect and must be considered for disposal. Duplicate items could be donated to a suitable Museum where appropriate.

Textiles – the reduction of textiles could be considered. Items under debate include large pieces of material. The educational and display worth of these needs to be assessed.

6. Legal and ethical framework for acquisition and disposal of items

- 6.1 The Museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other Museums

- 7.1. The museum will take account of the collecting policies of other Museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, to avoid unnecessary duplication and waste of resources.

7.2. Specific reference is made to the following Museums/organisations:

- Powell-Cotton Museum, Birchington
- Brook Agricultural Museum
- Canterbury Museums & Galleries
- The Historic Dockyard Chatham
- Dover Museum and Bronze Age Boat Gallery
- The Princess of Wales's Royal Regiment and Queen's Regiment Museum, Dover
- Royal Engineers Museum, Library and Archive
- Sevenoaks Museum

7.3 Reference may also be made to the following non-Accredited Museums/organisations where objects fall outside the collecting policies of Accredited Museums:

- Kent Battle of Britain Museum
- Canterbury Archaeological Trust
- Elham Valley Line Trust Countryside Centre & Railway Museum

8. Archival holdings

As the Museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002) and 'SCAM: Standing Conference on Archives and Museums'.

9. Acquisition

9.1 The policy for agreeing acquisitions is:

At Folkestone Museum, the Museum Manager, following consultation with the Town Clerk, is the only officer permitted to sign-in and accept new acquisitions.

When a member of the Museum team, or the wider Council, is presented with a new acquisition, either in person or remotely, it must never be accepted on the spot. Ask the individual or organisation for further details about the item, refer them to this Collections Development Policy, section 4, and put them in touch with the Museum Manager. Once the Museum Manager has approved an acquisition via the appropriate procedures (see 'Object Entry' and 'Loans In' in the Collections Procedures Manual), a decision will then be made as to whether the item/s is suitable and therefore Accessioned into the collection (see 'Acquisition' in the Collections Procedures Manual).

Item/s must not be left at the museum without approval of the Museum Manager otherwise they will be treated as lost property and dealt with accordingly.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1st 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that

have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

- 10.1 As the Museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in Museums' issued by DCMS in 2005.

11. Biological and geological material

- 11.1 So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

- 12.1 The Museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

(See section 4.1 for deposition guidelines)

- 12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13. Exceptions

- 13.1 Any exceptions to the above clauses will only be because the Museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases, the Museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The Museum will document when these exceptions occur.

14. Spoliation

- 14.1 The Museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national Museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

- 15.1 The Museum's governing body, acting on the advice of the Museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in Museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The Museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 The disposal of human remains from Museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in Museums'.

16. Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a Museum object is being considered, the Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the Museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the Museum acting on the advice of professional curatorial staff, if any, and not of the Curator or Manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited Museum to which it was offered as a gift or for sale, then the Museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's 'Find an Object' web

listing service, an announcement in the Museums Association's 'Museums Journal' or in other specialist publications and websites (if appropriate).

- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the Museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the Museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13 The nature of disposal by exchange means that the Museum will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited Museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2 If the exchange is proposed to be made with a specific Accredited Museum, other Accredited Museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 16.13.3 If the exchange is proposed with a non-Accredited Museum, with another type of organisation or with an individual, the museum will place a notice on the MA's 'Find an Object' web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the

Museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

3. Documentation Policy

1. Introduction

- 1.1 Collections information is vital to achieving Folkestone Museum's statement of purpose. Documentation underpins every aspect of Museum activity. Recording collection information is central to accountability, management, accessibility, research, study and use.
- 1.2 Collections information is stored mainly on the Museum's Collections Management System (CMS) and as hard copies in files and envelopes.

2. Objectives

- 2.1 To demonstrate Folkestone Museum's organisational commitment to documentation by defining the procedures and standards it will follow.
- 2.2 To meet the highest standards for documentation.
- 2.3 To improve accountability for collections and collections information.

3. Definition

- 3.1 Collections information is all the information that we collect, create, hold and maintain about our collection and/or collected items. This information can include a broad range of knowledge, such as interpretation, stories, research and recorded conversation. (PAS 197: 2009).

4. Principles

- 4.1 Folkestone Museum will maintain information about all objects which enter or are already in the museum's collection (accessioned or unaccessioned).
- 4.2 We will create and maintain up-to-date information to the highest possible standard.
- 4.3 We will ensure that legal ownership and copyright are obtained and recorded for all newly accessioned items, and that due diligence paperwork is created and maintained.
- 4.4 We will maintain object and movement control measures so we know the locations of all items held by the Museum.
- 4.5 We will undertake regular reviews of the Museum's CMS to ensure they are fit for purpose.
- 4.6 We will ensure collections information is appropriately safeguarded against potential future obsolescence of the systems.

5. Procedures

- 5.1 Operational guidelines to be followed for documentation will be detailed in the Museum's *Documentation Procedures Manual* to ensure we meet the SPECTRUM standard for documentation.

- 5.2 Entry, location, movement and exit documentation will be maintained for all items that enter, move within or exit the Museum for whatever purpose, regardless of their ownership status.

6. Accountability

- 6.1 We will ensure that the Museum's CMS is the primary tool for creating and managing collections information and items for which the Museum is legally responsible.
- 6.2 We will keep copies of paper records and collection information in secure storage locations.
- 6.3 We will ensure that all data is traceable through an audit trail as to who created or edited it.

7. Requests for Information

- 7.1 We will comply with all relevant legislation e.g. Freedom of Information (2000), Data Protection Act (1998), GDPR and the Environmental Information Regulation (2004) when responding to requests for information.
- 7.2 We will review any requests for confidential data such as donor information, environmental information, valuations or site details on a case-by-case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

4. Collections Access Policy

1. Who we are

- 1.1 Folkestone Museum is a wholly owned and operated service of Folkestone Town Council. The Museum service reports to the Community Services Committee of the Council with ultimate responsibility for its governance resting with 18 elected Town Councillors.

2. Why we lend

- 2.1 This policy covers all loans of objects for exhibition both outgoing from and incoming to Folkestone Museum, for any duration. Folkestone Museum makes and receives loans for the following reasons:
- To make the collections more widely accessible, both physically and intellectually.
 - To enhance the reputation of Folkestone Museum and its good standing by reaching new audiences locally, nationally and internationally.
 - To further knowledge, understanding and scholarship relating to the specimens in its care.
 - To increase co-operation with other museums and galleries by the exchange of material.

3. Who can borrow

- 3.1 Folkestone Museum welcomes requests to borrow its items for inclusion in exhibitions at other UK Accredited museums and galleries (or a recognised overseas equivalent).
- 3.2 Folkestone Museum will also consider requests from other UK organisations working in the public sphere, where they can demonstrate a level of public access approximate to that the Museum provides itself *and* operates in a manner compatible with the Accreditation Scheme and conditions described below.
- 3.3 We are unable to lend to private individuals.
- 3.4 Folkestone Museum will not make any stipulation or request to those to whom it is lending or borrowing that it would itself regard as unreasonable if required of it by any institution from which it was borrowing or lending.
- 3.5 The procedure by which loans, both in and out, are handled is intended to ensure that the Museum acts in a professional and responsible way: agreeing to loan only appropriate objects to appropriate borrowers; minimising all risks and protecting objects whilst out of the Museum's direct control; managing all loan arrangements in a consistent and efficient manner and providing full documentation to support loan activities.
- 3.6 The Town Clerk is responsible for approving all loans, where an artefact or other significant work is of particularly high insurance value (in excess of £10,000) permission will additionally be given via a passed resolution of the Community Services Committee or Full Council. Responsibility for the day-to-day administration of loans is held by the Curator, in line with the Museums' Loans in and Loans Out policies and procedures.

4. How to request a loan

4.1 Preliminary enquiries

Institutions considering the loan of items from Folkestone Museum in the first instance should contact the Museum's Curator:

The Curator
Folkestone Museum/Folkestone Town Council
Town Hall
1-2 Guildhall Street
Folkestone
CT20 1DY
T: 01303 257946
E: enquiries@folkestone-tc.gov.uk

Please reference specific Folkestone Museum items wherever possible. We welcome early discussions and are happy to advise about the selection and availability of objects for loan. You can [search an increasing number of Museum artefacts on the Museum's Collection](http://collections.folkestonemuseum.co.uk/) online catalogue <http://collections.folkestonemuseum.co.uk/>

4.2. How to make a formal loan request

Once you have finalised your list (a minimum of six months before the required lending date), please write on your institution's headed notepaper to the Curator at Folkestone Museum formally requesting the loan (also at above postal address). Please ensure that you tell us:

- The title of the exhibition and outline of its scope;
 - Its dates of opening and closing to the public;
 - The dates upon which you would like the item(s) from Folkestone Museum to arrive and depart;
 - Full details of the items you wish to borrow, including their accession numbers;
 - The name, position, telephone numbers, and email address of the contact person at your institution who will deal with all aspects of the loan;
 - You must also enclose a completed:
 - UK Registrars Group Facilities Report downloadable from <https://www.ukregistrarsgroup.org/resources/ukrg-docs/> and if necessary;
 - Facilities Report: Display Case Supplement
 - Facilities Report: Security Supplement
- i) Please note that items on display in our permanent galleries may not always be available and increased standards of security will be required for high-value, portable items.
- ii) Loans in and out will be accepted for a maximum of 5 years, these will be reviewed and potentially extended for a further 5 years at the end of the period.
- iii) We lend only accessioned objects. Unaccessioned/deaccessioned material may be made available for lending through educational handling material in cooperation with Folkestone Museum's Learning Team.

5. Period of Notice

To allow enough time to administer the loan, the Museum requires the final list of items needed to be received a minimum of six months in advance of the start date of the exhibition.

6. After receiving your request

- 6.1 Folkestone Museum will inform you in writing/via email within 2 months whether your request has been successful.
- 6.2 The decision to lend is based on several factors such as the availability of the item, its condition, and environmental and security conditions.
- 6.3 Folkestone Museum's Collections Manager formally approves all requests or extensions to loan periods.

7. If your request is successful

- 7.1 Once approved, we will send you an estimate of the total costs involved in fulfilling your loan. These include but are not limited to framing, mounting, the preparation of condition reports, professional photography, conservation of objects/replacement objects (if on permanent display) and adaptations to permanent displays for long term loan items. Transport & packing, and insurance costs should all be arranged and paid for by the lender. However, the Museum will work with the borrower to keep these costs to a minimum such as not sending a courier unless a clear need is identified, undertaking only essential conservation and sharing transport with other lenders if possible. Folkestone Museum do not currently charge a loan administration fee, but reserves the right to do so for overseas borrowers. Where appropriate, we will discuss any customised or specific aspects of Folkestone Museum's Loan Policy.
- 7.2 Once the costs are finalised, a copy of Folkestone Museum's Outward Loan Form will be sent by the Registrar to the named contact at the borrowing institution. This form must be signed, showing acceptance of our conditions together with the estimate and returned. Then work can begin on preparing the items requested for your exhibition.

8. If your request is unsuccessful

Folkestone Museum will always clearly state the reasons for refusing a loan but may suggest alternative objects or other institutions that the borrower can approach.

9. Guidance

9.1.1 Outward Loans

Borrowers will have to demonstrate that the specimens they have requested form an important part of their display and that the exhibition itself is coherently thought through and intellectually valid. In deciding whether to lend or borrow, Folkestone Museum will also take account of:

- The absolute importance of the object
- The structural condition and stability of the object
- Whether specific objects could be obtained elsewhere
- Whether the loan enables objects to be seen in their country of origin and therefore increase access for First Nation peoples, subject to a reasonable expectation of their return

- Whether a significant publication is involved as this increases access to and interpretation of collections in the longer term
- The resources available within Folkestone Museum to administer the loan and the notice period (at least 6 months is preferred)
- Key objects which may form part of the Museum's school workshops will not normally be considered for loan
- Whether the request would conflict with Folkestone Museum's own display plans or detract from the intellectual coherence of an existing display

9.1.2 The borrower must agree to comply with the regulations set out in Museum's Loan documentation and must sign the Museum's loan agreement.

9.1.3 If the loan item(s) are part of a collection held in Trust the relevant trusts must be advised of the loan request.

9.1.4 Folkestone Museum does not currently charge for loans. It does, however, request that the loan costs are covered by borrowers as outlined in the 'Conditions for Loans' section.

9.1.5 Folkestone Museum will not lend to any exhibition which includes objects where there is any suspicion that they may have been stolen, illegally excavated or illegally exported from their country of origin or any intermediate country, in violation of that country's laws or any national and international treaties, including the 1970 UNESCO Convention.

9.1.6 The condition of all loan material will be checked on departure and arrival by Collections staff.

9.2 *Inward Loans*

9.2.1 Incoming Loans will only be accepted if they have been actively requested by a member of Collections or Interpretation staff, such as for exhibition or research purposes, and will be returned to the lender immediately afterwards.

9.2.2 Loans in will not be accepted for more than 5 years, though loans can be reviewed and extended after this period if necessary.

9.2.3 The Museum agrees to abide by the loaning institution's or individual's conditions.

9.2.4 The Museum will ensure that all key arrangements are agreed in writing and that each loan is adequately recorded within the Museum's collections management systems.

9.2.5 The condition of all loan material will be checked on arrival and departure by the Curator of Heritage Support Officers.

9.2.6 The Museum does not normally accept material on long-term loan.

9.2.7 Unless there are compelling and legitimate reasons, hazardous objects and substances will not be accepted under any circumstances (e.g. firearms, objects containing asbestos, explosive, flammable, poisonous, potentially carcinogenic or radioactive material).

5. Care & Conservation Policy

1. Objectives

- 1.1 To set a framework for:
- The preservation of all the collections in the care of Folkestone Museum.
 - Preventative and remedial conservation of the collection.
 - The safe use and access to collections, within the limits of the museum's resources.

2. Context

- 2.1 The safety and preservation of the museum's collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.
- 2.2 The Museum will ensure that best practice standards are met and will use the *Benchmarks in Collections Care* for guidance.
- 2.3 The Collections Care and Conservation plan will address areas of care & conservation that need to be improved.
- 2.4 The museum does not contain any working historic items.

3. Preventative conservation

- 3.1 The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.
- 3.2 The details are listed in the Collection Care and Conservation Plan and include:
- Awareness of vulnerable objects.
 - Identifying threats to the collection.
 - Checking building condition.
 - Building maintenance.
 - Inspecting and cleaning the museum.
 - Housekeeping and cleaning objects on open display.
 - Condition checking the collection.
 - Collections Care and Conservation records.
 - Environmental monitoring including temperature, relative humidity, light and dust.
 - Environmental control and improving the environment.
 - Pest monitoring and managing the threat from pests.
 - Equipment maintenance.
 - Storage materials and methods.
 - Display materials and methods.
 - Transporting objects.
 - Collection care resources.
 - Professional advice.
 - Remedial conservation and working with conservators.
 - Training for the collection care team.

4. Remedial Conservation

- 4.1 Conservation activities will be organised on a prioritised basis to make the best use of the available resources. Priority will be given to:
- Display items
 - The remedial treatment of vulnerable or damaged objects
 - Care initiatives identified by audits and surveys
- 4.2 Objects will be selected for treatment in consultation with the Museum Management Committee and specialist conservators if required. Only the Management Committee is able to authorise remedial conservation.
- 4.3 A mutual agreement is to be reached through discussion with relevant parties as to the conservation approach and treatment.
- 4.4 The museum has access to external conservation expertise through the South East Museums Partnership. Any problems or concerns relating to the care of the collection are referred by the Museum Manager/Curator to an appropriately qualified conservator.
- 4.5 The museum will check the suitability of conservators chosen to work or advise on the collections. A conservator accredited by the Institute of Conservation (ICON) or a conservator listed on the Conservation Register will normally be chosen.
- 4.6 No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.
- 4.7 Only suitably trained and qualified conservators will carry out remedial treatment on objects.

5. Documenting conservation

- 5.1 Folkestone Museum will document all work carried out to aid conservation, from collections review surveys to details of remedial conservation, in line with the Documentation Policy. The *Collections Management Procedures Manual* details the procedures the museum uses.