



FOLKESTONE TOWN COUNCIL

Date of publication: 13 November 2020

AGENDA

Meeting: **Community Services Committee**
Date: **19 November 2020**
Time: **6.30 p.m.**
Place: **Virtual Zoom Meeting [Link](#)**

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 give notice prior to the meeting to the Town Clerk.

A handwritten signature in black ink, appearing to read 'Childs', with a stylized flourish to the left.

Jennifer Childs
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 25th August 2020 and to authorise the Chairman of the Committee to sign them as a correct record.
- 4. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

At the meeting of Full Council on the 12th November 2020 it was resolved as follows.

1746d. NOTICE OF MOTION

RESOLVED: That the Community Services Committee set up a small working group to revisit the heritage boards that didn't get completed in the first phase of the Historical Town Trail and to create a new board consequent upon the current redevelopment of the former Royal Victoria Hospital. Notable omissions in the first trail included the terrible Tontine Street air raid. Notable subjects for a new heritage board to cover would include stories of the hospital, and the life of Walter Tull, the mixed race footballer and war hero, who was born and lived just east of the hospital and is little commemorated in the town. A sum of £6000 is provisionally included in next year's budget to cover the erection of one board and to make sure that all heritage posters are made easily available online and as posters for schools, with some extra material to help Folkestone schools study local history.

1747. FREE HALF TERM PACKED LUNCHES

At very short notice the Mayor supported by members ward grants offered free packed lunches for Folkestone children over the October half term holiday to ensure no child went hungry due to a change of circumstances caused by the coronavirus pandemic.

RESOLVED: That the Community Services Committee address ongoing concerns and consider use of the surplus funding for Christmas support.

5. **MUSEUM REPORT**

The committee is asked to receive and note report CS\20\274.

6. **MY FOLKESTONE**

On the 1st October 2019 committee resolved at minute 1081. MY FOLKESTONE to participate in this scheme and pay £199 per month to feature in the discover section of the My Folkestone website and encourage focus on businesses further up the town in Sandgate Road. The Communities & Events Officer will provide an update in respect of this support.

7. **DATE OF NEXT MEETING – 2nd February 2021 @ 6.30pm**

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held virtually by Zoom on Tuesday 25th August 2020 at 6pm.

Present: Councillors Ann Berry, Abena Akuffo-Kelly (Chair), Paul Bingham, Peter Gane, Jonathan Graham, Michelle Keutenius, Belinda Walker and Roger West.

**In attendance: Jennifer Childs, Town Clerk
Vicky Deakin, Communities & Events Officer**

1115. APOLOGIES FOR ABSENCE

No apologies were received.

1116. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Abena Akuffo-Kelly be appointed as Chairman for the Committee for the 2020/21 Municipal Year.

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Belinda Walker

Voting: F:8, Ag:0, Ab:0

1117. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Paul Bingham be appointed as Vice Chairman for the Committee for the 2020/21 Municipal Year.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Michelle Keutenius

Voting: F:8, Ag:0, Ab:0

1118. DECLARATIONS OF INTEREST

Councillor Michelle Keutenius declared a personal interest with regard to item 9 as her husband is an allotment tenant.

1119. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 4th February 2020 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on the 4th February 2020 be received and signed as a correct record.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Peter Gane

Voting: F:7, Ag:0, Ab:1

1120. REVIEW OF THE TERMS OF REFERENCE

In line with Councils adopted standing orders members reviewed the Terms of Reference for the Community Services Committee.

RESOLVED: That the Terms of Reference be re-adopted without any changes.

Proposed: Councillor Paul Bingham
 Seconded: Councillor Ann Berry
 Voting: F:8, Ag:0, Ab:0

1121. WORKING GROUPS

The Committee were asked to approve nominations for membership to the 2020/21 working groups.

RESOLVED: To adopt the following working groups and nominations:

Community Events (Volunteers) - Councillors Peter Gane, Roger West, Conor McConville, Jonathan Graham, Nicola Keen, Abena Akuffo-Kelly.

Museum (Ambassadors) – Councillors Town Mayor, Roger West, Paul Bingham, David Horton, Belinda Walker.

Environment (Champions) – Councillors Roger West (Allotments), Michelle Keutenius (Allotments), Jackie Meade (Fairtrade), Ann Berry (Flowers), Richard Wallace (Trees), Belinda Walker (Plastic Free), Abena Akuffo-Kelly (Climate Change).

Proposed: Councillor Ann Berry
 Seconded: Councillor Michelle Keutenius
 Voting: F:8, Ag:0, Ab:0

1122. CHRISTMAS LIGHTS

The Town Clerk updated members on the various factors impacting on the ability to deliver any public events this year due to Covid-19 and that due to the social distancing guidelines Council would not be able to organise any Christmas Switch On/Firework events this year and unfortunately officers would not be able support any prospective plans of this nature that are made by traders or businesses.

Councillor Gane requested a date to arrange for lights to be installed in Cheriton shops by and advised he will contact the churches in Cheriton ward to confirm the number of Christmas Trees required; the communities & events officer will place the order from funds raised by Cheriton members that is currently held in reserve 405.

RESOLVED: That no events are organised by Folkestone Town Council but the necessary arrangements are made to turn on the Christmas Lights during the third week of November and provide Christmas trees to Cheriton ward churches.

Proposed: Councillor Paul Bingham
 Seconded: Councillor Belinda Walker
 Voting: F:8, Ag:0, Ab:0

1123. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Full Council considered Report C/20/268 on 23rd July 2020 at minute 1718 and referred it back to committee.

Councillor Michelle Keutenius requested that going forward allotment offers should be prioritised to people who do not have a garden, the Town Clerk advised that as there is already a significant waiting list for Allotments that this would not be appropriate.

RESOLVED: To look into the feasibility of triaging residents waiting for allotments at a future meeting.

Proposed: Councillor Belinda Walker
 Seconded: Councillor Michelle Keutenius
 Voting: F:8, Ag:0, Ab:0

RESOLVED: To receive and approve report C/20/268, keep the allotment rents the same for 2021/22 and adopt version 11 of the Allotment Rules.

Proposed: Councillor Peter Gane
 Seconded: Councillor Roger West
 Voting: F:8, Ag:0, Ab:0

1124. TREE PLANTING UPDATE AND TREE WATERING / ADOPTION SCHEME

The Town Clerk updated members in respect of 2020/21 Tree Planting Schedule.

RESOLVED: To approve the final version of the Tree Planting Schedule 2020/21 and instruct KCC to commence the works.

Proposed: Councillor Jonathan Graham
 Seconded: Councillor Michelle Keutenius
 Voting: F:8, Ag:0, Ab:0

1125. LITTER AND DON'T FEED THE SEAGULL CAMPAIGNS

Councillor Belinda Walker and the Town Clerk advised that members of the public had been requested help with litter and seagulls.

RESOLVED: That an Anti-litter and Don't Feed The Seagull Campaign is trialled and funds made available as required from the Local Projects budget.

Proposed: Councillor Peter Gane
 Seconded: Councillor Roger West
 Voting: F:8, Ag:0, Ab:0

1126. BUDGET 2021/22

At this juncture, Committee was asked to consider proposals for possible growth or adjustments including non-recurring revenue expenditure for Community Services for next year. The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees

at a future meeting ahead of submitting the budget request to Full Council in January 2021.

RESOLVED: That the report be noted.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Paul Bingham

Voting: F:8, Ag:0, Ab:0

The Town Clerk agreed to consider proposals for growth items from Councillors by email, provided they are received by the beginning of October.

1127. DATE OF NEXT MEETING – TBC

Chairman

Date

This report will be made public
on 13th November 2020

**Folkestone
Town Council**



Report Number: **CS/20/274**

To: Community Services

Date: 19th November 2020

Responsible Officer: Town Clerk

Subject: Museum

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 1st September to 5th November 2020.

REASONS FOR RECOMMENDATION:

The Town Council committed to sourcing funding from the Heritage Lottery to deliver its objective to preserve and enhance the town's heritage. There is a need to show evidence of working with the community and stakeholders as part of the programming agreed by the Council and the Heritage Lottery.

RECOMMENDATIONS:

- 1. To receive and note report CS/20/274**

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

The Museum has continued to open Thursday to Saturday while Covid-19 measures are in place, it is pleasing to report that visitor confidence continued to grow during September and October with a continuing trend of visitor numbers doubling each month from reopening in early August. September saw 500 visitors and October 950 specifically for the Museum, this data is taken from the people counter at the entrance to the ground floor displays, that for the Town Hall main entrance being an average of 30% higher, indicating healthy use of the information desk for Town Council services and tourism information. The feedback received from visitors bears out this growing visitor confidence, which it is hoped will be repeated when the lockdown imposed on the 5th November 2020 ends.

“Despite the Covid measures we still managed to enjoy the museum. The staff was friendly and very informative. Looking forward to the next visit already, thank you” AS, October 2020

Despite the uncertainty nationally over the ability of schools to make external visits to museums, heritage sites and other venues a postal campaign was undertaken during September and October to highlight the experience Folkestone Museum could offer within and without. So far this has seen two of the Museum’s object loan boxes got out to local schools with excellent feedback returned and firm bookings being made for 2021 and enquiries being made about virtual and school visits to be led by the Audience Development Officer or Curator.

Informal family one-to-one engagement has largely been restricted to online craft based, collection or seasonal themed activities. However the 19th September saw ‘Fintastic’ fish take place, socially distanced, in the Education Room, sadly the change in Covid-19 guidance saw this being the only instance. Virtual engagement has included ‘stained glass leaves’, ‘Bug building’, ‘ghostly garlands’ and ‘paper pumpkins’; the Halloween activities were supported by a popular self-led trail through the Museum during half-term.

Wider audience engagement saw the ‘Reverend David Railton MC’ exhibition, which is curated by the Friends of St Mary & St Eanswythe Church, open on 15th October, with Lord Howard of Hythe giving a socially distanced address to celebrate its opening, in line with the rule of six. The Charlotte Chapman work ‘A very Human Response’ was exhibited as part of the Canterbury Festival during the last week of October, occupying a vacant shop in a prime position opposite the cathedral entrance, this being organised on the Museum’s behalf by the artist.

The Museum also featured as part of Creative Folkestone’s #folkestoneplinth event celebrating the return of Banksy’s ‘Art Buff’ work to the town, the plinth, located in the ground floor displays, was available for visitors to interact with using their own artefacts and for October featured a bust of Walter Tull sculpted by local artist Frances Harris as part of Black History Month. Finally, the Museum also took part in the BBC’s #museumpassion day, this saw the Mayor and Councillors West and Walker talking about what Folkestone Museum means to them alongside Museum staff through Vlogs on the Museum Facebook page.

The Friends of Folkestone continue to support the Museum and have moved their monthly talk to a virtual environment, the first of which was 'Pilgrimage in the Middle Ages' by Imogen Corrigan and in October 'Spy Rinner' by Nicholas Reed. This has had no discernible effect on numbers and is going to continue. Unfortunately on site volunteering continues to be at a low level, due to the nature of the work, particularly collections based as it is difficult to maintain social distancing within storage and back of house areas.

With regard to the collection's normal day-to-day care and documentation tasks are continuing, with all stores and display spaces conforming to accepted museum and archival environmental parameters. The Museum accepted the gift of a multi-volume postcard collection which spans the 1890s to the 1970s, this collection adds a number of views of the town that didn't previously exist within the social history collections.

The Museum closed on the 31st October due the second Lockdown, with an anticipated reopening on Thursday 3rd December; the Museum staff will continue their duties during the closure.

Corporate Plan KPI Performance for September & October 2020

D9 – Number of visitors to the Town Hall; September 650, October 1,235

D11 – Annual hits on Council's websites (Museum Only); *awaiting statistics*

D12 – Annual Facebook Likes (Museum Only); September 2,340 (daily reach 8,303 for the month), October 2,352 (daily reach 12,596 for the month)

D13 – Annual Twitter Followers (Museum Only); 554 to date

M1 - Number of bookings of the Temporary Exhibition Room per annum; September 1, October 2

M2 – Number of volunteer hours per annum helping to deliver museum services; September 10, October 12

M3 - Number of school visits per annum; *not possible due to Corona Virus but 2 loans boxes sent out*

M4 - Number of paid bookings of the Education Room per annum; *none received due to Corona Virus*

NB the Folkestone Museum Instagram account also has 1,257 followers