



FOLKESTONE TOWN COUNCIL

Date of publication: 28 March 2023

AGENDA

Meeting: **Community Services Committee**
Date: **4th April 2023 (Tuesday)**
Time: **7.45 p.m.**
Place: **Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone**

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 Mayor, Committee Chairman or Town Clerk.

A handwritten signature in black ink, appearing to read 'Phil Cross'.

Phil Cross
Finance Officer

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 7th February 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

4. FOLKESTONE MUSEUM REPORT CS/23/335

The committee is asked to receive and note the attached report.

5. COMMUNITIES & EVENTS OFFICER REPORT CS/23/336

The committee is asked to receive, note and approve the recommendations in the attached report.

6. SUMMER OVER STREET UMBRELLAS PROJECT

Following the item on the last agenda and for the Committee's information, Cllr Mary Lawes has decided to proceed with the installation of the Guildhall Street Umbrellas with funding held in the appropriate FTC reserve (£7,308) plus a grant from Folkestone & Hythe District Council and some additional private funding. This will cover one year of the project and does not commit the Town Council to support the scheme further.

7. DATE OF NEXT MEETING

6th June 2023 @ 7.45pm

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 7th February 2023 at 7pm.

Present: Councillors Ann Berry, Paul Bingham, Nicola Keen, Peter Gane, and Belinda Walker (Chair from Item 1211).

In attendance: Vicky Deakin - Communities & Events Officer

1210. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Roger West (unexpected commitment in London).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Belinda Walker

Seconded: Councillor Nicola Keen

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

1211. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Belinda Walker be appointed as Vice Chairman of the Committee for the remainder of the 2022/23 Municipal Year.

Proposed: Councillor Paul Bingham

Seconded: Councillor Nicola Keen

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

1212. DECLARATIONS OF INTEREST

Councillor Ann Berry declared a personal interest in item 7 due to liaising and supporting the local residents committee leading on this project, but as there was no pecuniary interest, Cllr Berry was advised that she could take part in the discussion and vote.

1213. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 6th October 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That subject to correcting Minute 1204, to indicate that £2,000 rather than £1,000 be released from the Local Projects Budget, the minutes of the meeting held on the 6th October 2022 be received and signed as a correct record.

Proposed: Councillor Nicola Keen

Seconded: Councillor Paul Bingham

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

At this juncture, Members considered bringing forward Item 7 and permitting attending residents to speak at the meeting. It was

1214. RESOLVED: That Item 7 – PENTANQUE be brought forward to allow residents to speak during the meeting.

Proposed: Councillor Paul Bingham

Seconded: Councillor Belinda Walker

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

1215. PENTANQUE

At its meeting on 6 October 2022, the Committee considered the following:

Local residents have been liaising with F & HDC and Town Ward Councillors further to fund raising for an area to be dedicated for playing Pentanque on Radnor Park. Members were asked to consider if they wished to support this project and allocate funding from the Local Projects budget.

RESOLVED: That £1,000 be released from the Local Projects budget for this initiative, subject to the project being agreed as viable by F&HDC upon conducting further surveys and with additional external funding sources being identified.

Proposed: Councillor Nicola Keen

Seconded: Councillor Roger West

Voting: F: 4, Ag: 0, Ab: 0

Local residents have raised some funds but are approximately £8,000 short of the initial target. There will also be ongoing maintenance costs, although these have yet to be considered. The Committee was asked to confirm the extent of the Town Council's involvement and consider whether it wishes to further support the project.

Councillor Ann Berry and local residents leading on this project updated the committee and thanked Folkestone Town Council for their ongoing support.

RESOLVED: That the £2,000 approved for release from the 2022 / 23 Local Projects Budget, be rolled forward for use next year.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1216. ANNUAL KWIK CRICKET TOURNAMENT

Further to the success and positive response from all schools involved with the last Primary Schools' Kwik Cricket tournament in 2021, Members were asked to consider if they wish this annual sports event to be organised for 2023. Members views were sought for a proposed date in May funded by the Youth Facilities budget (Code 4881).

RESOLVED: That this event be organised for the most suitable / popular date for schools in May and the required funding to deliver it be released from the Youth Facilities Budget.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1217. SUMMER OVER STREET UMBRELLAS PROJECT

At its meeting on 1st February 2022, the Committee was briefed on a proposal for an over street umbrella installation on Guildhall Street, supported by local businesses and the Town Team and championed by Cllr Mary Lawes. The project was estimated to cost £17,000 ex VAT in the first year and £13,000 ex VAT per annum.

RESOLVED: That £2,000 be released from the 2021/22 Local Projects Budget subject to FTC supporting the project in approving a Town Grant application received at the next Full Council meeting.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

The Town Council is holding £5,300 in a reserve for this purpose and it is understood that Town Team have raised additional funds. The Committee was asked to confirm the extent of the Town Council's involvement and consider whether it wishes to further support the project.

RESOLVED: That Councillor Mary Lawes be requested to compile a report for the next Community Services Committee meeting in April, detailing full costs and staffing requirements.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1218. FOLKESTONE MUSEUM REPORT CS/23/330

The Committee was asked to receive and note the report.

RESOLVED: That Report CS/23/330 be received and noted with a vote of thanks recorded acknowledging the continued hard work of Museum Officers on all Museum projects, services and initiatives.

Proposed: Councillor Paul Bingham

Seconded: Councillor Nicola Keen

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

1219. COMMUNITIES & EVENTS OFFICER REPORT CS/23/328

The committee was asked to receive, note and approve the recommendations of the report.

RESOLVED: That Report CS/23/328 be received and noted with a vote of thanks recorded acknowledging the continued hard work delivering and developing Council Services and Events.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F:5, Ag:0, Ab:0

RESOLVED:

- 1. To approve the proposed Armed Forces Day event programme (Appendix A).**
- 2. To approve the release of £12,000 from the 2023/24 Armed Forces Day budget to deliver the event.**

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F:5, Ag:0, Ab:0

1220. CHRISTMAS LIGHTS SWITCH ON EVENT, LIGHT & LANTERN PARADE AND FESTIVITIES 2022

The Communities & Events Officer updated the Committee in respect of post event feedback received including Freedom of Information requests and residents' concerns received and raised by Cllr Mary Lawes. The Committee will take into account all feedback received when considering the November 2023 event programme at its next meeting.

1221. DATE OF NEXT MEETING

Tuesday 4th April 2023 at 7.45pm (TBC).

The meeting concluded at 7.45pm

Chairman.....

Date.....

This report will be made public
on 28th March 2023

**Folkestone
Town Council**



Report Number: **CS/23/335**

To: Community Services

Date: 28th March 2023

Responsible Officer: Town Clerk

Subject: Museum

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 1st February – 27th March 2023; a shorter than normal reporting period due the close spacing of Community Services Committee meetings

REASONS FOR RECOMMENDATION:

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

RECOMMENDATIONS:

1. To receive and note report CS/22/335

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

1. Introduction

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

2. Exhibitions

The Rotary Club of Folkestone centenary exhibition opened on the 28th February. The exhibition has been curated by local historian Vincent Williams, the Curator undertook all graphic design work for it.

Other temporary exhibition projects currently in process include one with Adalukala Creative on the theme of African and Caribbean seaside memories, which will be displayed in the Town Hall foyer from late May to coincide with the 75th anniversary of the Empire Windrush. The summer exhibition is currently being scoped and will be about local artist, modelmaker and film & TV art director Michael Perry.

3. Outreach and Education

Informal children's activities undertaken during the period of this report; the February half-term holiday suite of children's workshops was on the theme of medieval life, with a variety of make and take activities and a very well received Saturday event where visitors were able to get to grip with medieval arms & armour courtesy of Hands ON History; a total of 341 family member took part during the week.

Formal learning activities have been split been facilitated workshop for primary aged children, two home education events and two self-led museum visits. Work has also continued on the Special Educational Needs project for the provision of dedicated gallery explorer backpacks, for which we are grateful to Beacon School for taking part in.

The first of the museum curated monthly talks took place on the 25th March on the subject of Georgian theatrical impresario Sarah Baker. This new run of lectures takes the place of those originally organised by the Friends of Folkestone Museum, the Curator would like to thank the Friends for all their support over the past six years as things move to a more direct relationship with members of the Friends as the committee has disbanded.

4. Collections Development & Care

During the current reporting period a further 1,937 artefacts have been repacked and their catalogue records updated with a current location, condition and, where required, repackaged.

Notable acquisitions during the reporting period have included a Roman (circa AD50) crossbow brooch which was discovered in a rockpool on East Wear Bay beach. The Curator has also visited Pre-Construct Archaeology in Brockley to view the St Martins Plain archaeological dig archive which the intend to gift to the Museum, should the pressing issue of storage space be resolved.

5. Corporate Plan KPI Performance 2022-2023 Financial Year

KPI	2021-2022	2022-2023 Full Year (excludes 29-31 March 2023)
D9 No. of visitors to the Town Hall	22,169	24,758
D11 Website visits (Museum only)	24,717	23,734
D12 Facebook reach	26,430	55,801
D13 Twitter followers	750	661
M1 Exhibition room bookings	1	3
M2 Volunteer hours	270	629
M3 No. of school visits	28	57
M4 No. room bookings	0	7

Folkestone Museum Instagram account also has 2,022 followers (up from 1,975 reported in CS/23/330).

This report will be made
public on 28th March 2023

**Folkestone
Town Council**



REPORT NUMBER CS/23/336

To: Community Services Committee
Date: 4th April 2023
Responsible Officer: Finance Officer
Subject: Communities and Events Officer Report

SUMMARY:

The report provides an update on the delivery and development of services and events led by the Communities & Events Officer covering the period from February 2023 to April 2023.

REASONS FOR RECOMMENDATION:

The Town Council is committed to the continual development of its services and events.

To identify what aspects of our Community Services within Folkestone Town Council require priority development, and to consider the provision of additional services to enhance existing resources. Therefore, there is a need to show evidence of current provision and those to be considered for the future.

RECOMMENDATIONS:

1. To receive and note Report CS/23/336
2. To agree to hold the annual Christmas Switch On event on Saturday 18th November 2023.
3. To approve the release of £1,000 from the Youth Facilities budget to deliver the Kwik Cricket Tournament

Aims and Objectives – *To enhance the current services to the community*
Financial Implications – *Services Budget 2023/24 £70,050*
Equal Opportunities – *Access to all*

1. INTRODUCTION

- 1.1 The purpose of this report is to summarise the development of projects, events and initiatives from Feb 2023 to April 2023.

2. KWIK CRICKET

- 2.1 The C & E Officer is currently liaising with Folkestone Cricket Club and Three Hills Sports Park regarding the organisation and delivery of this year's Annual Primary Schools Kwik Cricket tournament, scheduled to take place at the end of May or beginning of June 2023.
- 2.2 Folkestone Cricket Club will produce the fixture list and assist with coordination of the overall event.
- 2.3 Folkestone Secondary Academy have been invited, once again, to support the tournament with year 9 / 10 student Sports Leaders providing square leg umpiring and scoring for each set of matches.

3. ARMED FORCES & COMMUNITY FUN DAY

- 3.1 The Communities & Events Officer will update the Committee in respect of developing plans and the event programme for FTC to host the large-scale Armed Forces & Community Fun Day, with air displays on Sunday 25th June 2023, including details on the following:
- Band of the Brigade of Gurkhas Parade supported by cadet bands
 - Scheduled air displays
 - Ground event including details of trade stands
 - Entertainment Programme

4. VISITOR INFORMATION SERVICE AND VISIT FOLKESTONE & HYTHE WEBSITE

- 4.1 The C & E Officer continues to work in partnership with F & HDC and other stakeholders to promote and enhance the visitfolkestoneandhythe.co.uk tourism website. Further to a meeting with the F & HDC Economic Specialist in respect of the revitalisation of the website, the committee will be updated on this and proposed developments of the Visitor Information Service.

5. CHRISTMAS LIGHTING AND FESTIVITIES 2022

- 5.1 The Communities and Events Officer will update the Committee in respect of proposed plans for 2023, including details of a potential firework display with Members views to be sought.