



Date of publication: 24<sup>th</sup> May 2021

## AGENDA

Meeting: **Community Services Committee**  
Date: **1<sup>st</sup> June 2021**  
Time: **6.30 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 Clerk.

A handwritten signature in black ink that reads 'Jennifer Childs'.

**Jennifer Childs**  
**Town Clerk**

- 1. APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence.
- 2. APPOINTMENT OF CHAIRMAN**  
To appoint a Chairman for the Committee for the 2021/22 Municipal Year.
- 3. APPOINTMENT OF VICE CHAIRMAN**  
To appoint a Vice Chairman for the Committee for the 2021/22 Municipal Year.
- 4. DECLARATIONS OF INTEREST**  
To receive any declarations of either personal or prejudicial interest that Members may wish to make.

**5. MINUTES**

To receive the Minutes of the meeting of the Community Services Committee held on 6th April 2021 and to authorise the Chairman of the Committee to sign them as a correct record.

**6. REVIEW OF THE TERMS OF REFERENCE**

In line with Councils adopted standing orders the Town Clerk has requested that members review the Terms of Reference for the Community Services Committee. Any changes the Committee wish to make will need to be approved by Full Council at a future meeting.

**7. WORKING GROUPS**

The Committee is asked to consider whether any working or task & finish groups are necessary and if so, approve nominations for membership for 2021/22.

Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision. When delegating authority to a Committee, Sub-Committee or the Town Clerk for delegation to her officers, the legal responsibility for any decisions still remains with Council as a whole corporate body.

**8. FOLKESTONE MUSEUM REPORT CS/21/289**

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

**9. COMMUNITIES & EVENTS OFFICER REPORT CS/21/290**

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

**10. BUDGET 2022/23**

At this juncture the Committee is asked to consider proposals for possible growth or adjustments including non-recurring revenue expenditure for Community Services for the next financial 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 2022. Detailed below is the 2021/22 budget.

<b>COMMUNITY SERVICES COMMITTEE</b>		<b>£</b>
4850	LOCAL PROJECTS	2,000
4851	NOTICE/INFORMATION/HERITAGE BOARDS	7,000
4879	CHRISTMAS LIGHTING	40,000
4880	CHRISTMAS FESTIVITIES	12,000
4881	YOUTH FACILITIES	6,000

4895	TOURIST INFORMATION/VISITOR SERVICES	10,000
4998	AIR SHOW/ARMED FORCES DAY	22,800
	<b><u>TOTAL</u></b>	<b><u>99,800</u></b>

**11. DATE OF NEXT MEETING**

12<sup>th</sup> October 2021 @ 6.30pm (provisional)

## FOLKESTONE TOWN COUNCIL

**Minutes of the Community Services Committee meeting held virtually by Zoom on Tuesday, 6<sup>th</sup> April 2021 at 7pm.**

**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**

### **1148. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **1149. DECLARATIONS OF INTEREST**

Councillors Paul Bingham, Michelle Keutenius and Belinda Walker declared a personal interest in the Museum Report as Friends of the Museum.

Councillor Belinda Walker declared a personal interest in the Fairtrade initiative as a representative of Folkestone Baptist Church on the Steering Group.

### **1150. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 2<sup>nd</sup> February 2021 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 2<sup>nd</sup> February 2021 be received and signed as a correct record.**

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Paul Bingham

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

### **1151. FOLKESTONE MUSEUM REPORT CS/21/286**

The committee were asked to receive and note the Museum Report.

**RESOLVED: That Report CS/21/286 be received and noted.**

Proposed: Councillor Roger West

Seconded: Councillor Paul Bingham

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

### **1152. COMMUNITIES & EVENTS OFFICER REPORT CS/21/287**

The committee were asked to receive and note the report.

Members suggested schools sports tournaments should be held in September / October 2021 in the new school year allowing comprehensive considerations on health and safety elements required based on Covid19 guidelines and the opportunity to reflect on other local events held ahead of this and the level of safety, attendance and success they achieve.

Members suggested that Veterans, military charities such as SSAFA and RBL, Councillors and members of the public are invited to provide their video clips

from past AFD events to create digital postcards that FTC will publish on its website and social media platforms as part of the scheduled virtual Armed Forces Day events w/c 21<sup>st</sup> June 2021.

**RESOLVED: That Report CS/21/286 be received and noted.**

Proposed: Councillor Jonathan Graham

Seconded: Councillor Ann Berry

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

**RESOLVED: To approve the release of £2,100 from the 2021/22 Youth Facilities budget for primary school's cricket coaching provided by Folkestone Cricket Club.**

Proposed: Councillor Peter Gane

Seconded: Councillor Paul Bingham

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

**RESOLVED: To approve the release of £1,000 from the 2021/22 Local Projects budget to facilitate support of the Fairtrade Action Plan.**

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Peter Gane

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

**1153. DATE OF NEXT MEETING – 1<sup>st</sup> June 2021 (Provisional)**

The meeting concluded at 19.25pm

**Chairman** .....

**Date** .....



## COMMUNITY SERVICES COMMITTEE

### COMMITTEE STRUCTURE – 6 MEMBERS

#### TERMS OF REFERENCE

1. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
  - a) Policy procedure and legislation
  - b) Road traffic regulation and enforcement
  - c) Highways management and maintenance
  - d) Parking
  - e) Road signs and signposting, including street naming
  - f) Footway and street lighting
  - g) Traffic orders
  - h) Traffic calming measures
  - i) Ferry, bus and railway issues, including bus shelters
  
2. To exercise the powers and duties of the Town Council on the physical environment of the town, including:
  - a) Local projects (Christmas lighting and festivities etc)
  - b) Arts and libraries
  - c) Education and health
  - d) Public order and community safety (CCTV, Community Safety Plan, etc)
  - e) Employment and economic development
  - f) Markets
  - g) Public conveniences
  - h) Folkestone Museum
  - i) Visitor Information Service
  
3. To consider and make recommendations on:
  - a) Car parking
  - b) Christmas lighting / festivities
  - c) Public clocks
  - d) Communications (newsletter, notice boards, website, Social Media)

- e) Crime prevention
  - f) Events and carnival
  - g) Tourism and leisure
  - h) Seating
  - i) Youth facilities
4. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
  5. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

This report will be made public  
on 24<sup>th</sup> May 2021

**Folkestone  
Town Council**



Report Number: **CS/21/289**

**To:** Community Services  
**Date:** 1<sup>st</sup> June 2021  
**Responsible Officer:** Town Clerk  
**Subject:** Museum

**SUMMARY:**

This report provides an update on Folkestone Museum's work covering the period 23<sup>rd</sup> March to 18<sup>th</sup> May 2021.

**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/21/289**

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



## 1. Introduction

The Museum has remained closed due to the third national lockdown put in place on 4<sup>th</sup> January 2021, however the third stage of the 'Roadmap out of Lockdown' was successfully implemented on 17<sup>th</sup> May. The Museum will reopen at 10am on Tuesday 25<sup>th</sup> May on a *5-days-per-week* basis, which will be reviewed as visitor confidence and need increases.

## 2. Exhibitions

As previously noted the Rev. David Railton exhibition will continue its run through the summer period, now finishing on Saturday 13<sup>th</sup> November to coincide with remembrance Sunday and Armistice day.

Work continues on the William Harvey exhibition, which will coincide with the Folkestone Triennial, opening on the 22<sup>nd</sup> July. The curator is currently working on the exhibition's graphic design. Stage 3 of the 'Roadmap out of Lockdown' will now allow closer working with Harvey historians and the collection of material being transferred to the Council & Museum from the historical collections of the Royal College of Physicians

The Curator has begun working with Academy FM on their World War 2 project, which has been seriously delayed by the pandemic; this will lead to a display in the Museum opening late 2021.

The permanent displays have been deep cleaned by the Curator and Audience Development Officer ready for reopening. This has included the partial redressing of the Maritime display case, with the large scale model of former Folkestone ferry now displayed within it, to be joined by a fine scale model of TSS Canterbury when it has been cleaned and rigging repaired.

## 3. Outreach and Education

The Museum has joined the Group for Education in Museums with the Audience Development Officer undertaking the GEM foundation course in museum learning.

As in the previous period informal engagement has been restricted to the Museum's online channels. With the Easter and early May Bank Holidays two activities themed to Easter and the seaside were rolled out across the Museum's social media channels. It is intended, from reopening, to offer a blend of onsite activity and maintain occasional virtual activities to broaden access; this will be trialled with the June half-term, which is Roman themed and features the Time Travellers and hand-on activities which will subsequently be translated into a virtual activity.

Formal (schools) engagement has continued to use the FMlearnwithobjects website a means of engagement, however, the loans box programme continues to see take up from local schools. Planning is currently underway, with the kind advice of the Head of Mundella School, to create a school's annual membership scheme for roll out in September, this will be a ready to go package which will

see classes visit the museum in a formal setting but which also have an element which keys into informal engagement for children visiting at the weekend who attend member schools.

#### **4. Friends of Folkestone Museum**

The Friends of Folkestone Museum monthly lectures have continued to be very well received with numbers almost reaching three figures, as talks return to a real-world format this has capacity implications for the Education Room, therefore equipment to allow a hybrid talk, that is both given in person and virtually at the same time is being researched.

Two very well received talks have been given during April and May. One by Helen Fry on wartime intelligence and the other by Anthea Daniels on JMW Turner's coastal works.

#### **5. Conservation and Collection's Care**

The Curator has continued weekly on-site collection and display checks to ensure that everything remains in a healthy state during closure. Likewise, the work by the Museum team to build collections knowledge through improved documentation has continued.

The Curator visited the Kent History and Library Centre, temporarily depositing the Arthur Brough Archive for digitisation, which has been generously sponsored by the Leas Pavilion Archive. It was also an opportunity to reforge links with the KH&LC and also learn about their holding of Folkestone Borough Council material which includes Museum & Library Committee minutes which will no doubt shed further light on the history the Museum's collections.

#### **6. Town Trail**

A second working group meeting has taken place where sitting was discussed, adjacent to Radnor Park. The Curator is liaising with FHDC about placement, while Councillor Wallace has made good inroads into research topics with the gratefully received assistance of Alan Taylor and Terry Begent, Councillor Akuffo-Kelly is following up on historians specialising in Walter Tull and Councillor Bingham is exploring blue plaque schemes as a potential complement to the Town Trail.

### **Corporate Plan KPI Performance for March & April 2021**

D9 – Number of visitors to the Town Hall; *closed due to Corona Virus Lockdown*

D11 – Annual hits on Council's websites (Museum Only); March 535 (unique number of visitors 211), April 695 (unique number of visitors 314)

D12 – Annual Facebook Likes (Museum Only); March 2,430 (daily reach 2,513 for the month), April 2,465 (daily reach 1,418 for the month)

D13 – Annual Twitter Followers (Museum Only); 596 to date

M1 - Number of bookings of the Temporary Exhibition Room per annum; 1

M2 – Number of volunteer hours per annum helping to deliver museum services; *not possible Corona Virus Lockdown*

M3 - Number of school visits per annum; *not possible due to Corona Virus Lockdown*

M4 - Number of paid bookings of the Education Room per annum; *not possible Corona Virus Lockdown*

*NB the Folkestone Museum Instagram account also has 1,424 followers*

This report will be made public on 24 May 2021

**Folkestone  
Town Council**



**REPORT NUMBER CS/21/290**

**To:** Community Services Committee  
**Date:** 1 June 2021  
**Responsible Officer:** Town Clerk  
**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 6<sup>th</sup> April 2021 to 21<sup>st</sup> May 2021.

**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, especially mindful of Covid19 and its far-reaching impact 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/21/290
2. To consider hosting a Community Fun Day Event / Mini Airshow on Sunday 8<sup>th</sup> Aug 2021
3. To approve the release of funds from the following Reserve / Budgets: £18,000 New Services Reserve, £1,000 Local Projects, £3,000 Youth Facilities, £5,200 Tourist Information / Visitor Services and £22,800 Air Show / Armed Forces Day to support the delivery of the Community Fun Day Event.

Aims and Objectives – *To enhance the current services to the community*  
 Financial Implications – *Services Budget 2021/22 £99,800, New Services Reserve £18,000*  
 Equal Opportunities – *Access to all*

## **1. INTRODUCTION**

The intent of this report is to summarise the development of projects, events and initiatives from April 2021 to May 2021.

## **2. COMMUNITY FUN DAY EVENT / MINI AIRSHOW**

- 2.1 Folkestone Town Council have been approached to organise a Community Fun Day event with mini Airshow and as such, the C & E Officer has submitted an Event Application to the Apply4 Event App and started drafting updated supplementary documentation including Version 1 of the Event Management Plan, Traffic Management Plan and Crowd Control / Security Management Plan with a Covid19 Risk Assessment / Safety Plan to be reviewed by and feedback received from the Safety Advisory Group.
- 2.2 FHDC have agreed in writing to provide up to £50k match funding for the event to be held at The Leas on Sunday 8<sup>th</sup> August 2021.
- 2.3 Key participants, stakeholders, partners and service providers have been contacted to ascertain their availability and willingness to be involved and current responses have been extremely positive and supportive.
- 2.4 AMP have entered into a contract with the RAF for the Red Arrows and is awaiting confirmation of other assets.
- 2.5 Members views are sought.

## **3. VIRTUAL ARMED FORCES DAY W/C MONDAY 21<sup>ST</sup> JUNE 2021**

- 3.1 Armed Forces Day takes place on the last Saturday each June. The annual event provides the opportunity for people to show their support and give recognition to the Armed Forces Community including current Service personnel, veterans, cadets and Service families.
- 3.2 The event supports Council's pledge to the Armed Forces Covenant that together we acknowledge and understand that those who serve or who have served in the armed forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.
- 3.3 The C & E Officer in partnership with FTC Councillors / Community Event volunteers, local cadet units, serving regiments, military charities and schools is developing an event programme for virtual assemblies / presentations in schools including drill displays and band performances to mark this years Armed Forces Day showing our continued support.
- 3.4 The Museum Curator will provide a talk about the history of the Armed Forces in our area.
- 3.5 The Town Mayor will record a message of support to all our Armed Forces to be streamed during the event.

#### **4. VISITOR INFORMATION SERVICE AND VISIT FOLKESTONE & HYTHE WEBSITE**

- 4.1 The C & E Officer engagement with tourism attractions, accommodations, experiences and food and drink establishments continues to be positively received by the local tourism industry with a relatively high level of responses / content submitted from existing and new subscribers wishing to be listed on the Visit Folkestone and Hythe website. New businesses are also starting to make contact with the FTC service which is very encouraging.
- 4.2 The C & E Officer and Visitor Services Officer have been undertaking all the necessary preparations ahead of the Visitor Information Service opening on Tuesday 25<sup>th</sup> May alongside the Museum, including updating / refreshing the tourism leaflet displays and contacting local tourism providers inviting them to provide any new printed marketing material / timetables etc. for us to display, promote and distribute on their behalf.