



**Steering Group Meeting
28th February 2-4pm
ECC offices**

- Minute-taking for this meeting?
- Conflicts of interest declarations
- AOB in advance to the chair

AGENDA

1. Welcome and apologies
2. Acceptance of previous minutes (attached) as a true record
3. Director's Report (attached)
4. UNESCO update
5. Exeter Living Awards
6. Exeter Culture: funding application for the future
7. Steering Group: post-July
8. Financial Update (budget attached)
9. AOB

Actions arising from previous minutes and not on this agenda (5 mins)

Next meeting date

	Notes	Action	Who	When
	<p>Item 1.</p> <p>1. Welcome and apologies</p> <p>Not in attendance: ED, EM, AS, RS</p> <p>In attendance: NS, DJ, PW, CJ, SA, BD (minutes)</p>	Chair to initiate a discussion with SG members who struggling to attend	NS	done
	<p>Item 2.</p> <p>Acceptance of previous minutes (attached) as a true record: APPROVED</p>	<p>Upload to website</p> <p>Invite Sarah Campbell to talk about the Arts & Culture strategy at University at next SG meeting in May</p>	<p>BD</p> <p>DJ</p>	<p>done</p> <p>For meeting in Autumn</p>
	<p>Item 3.</p> <p>Director's Report (attached)</p> <p>Exeter Interchange – the Ghent visit was a great success, especially as a reality check for where we are as a city in relation to it. Of particular note was their success in cultural collaboration.</p> <p>Suggestion: Any projects that emerge from the visits can be badged 'supported by Exeter Culture'. APPROVED</p> <p>Coronavirus might affect the Innsbruck and Parma trips. Conversation with ACE about</p>	<p>Meet VM to discuss his project</p> <p>Conversation with our partners there</p>	<p>DJ and BD</p> <p>DJ</p>	<p>Postponed due to covid</p> <p>done</p>

	<p>whether we can hold the funds to allow the trips to happen at a later date</p> <p>Exeter Liveable Garden City is now called Liveable Exeter – 2nd meeting next week. There is a need to develop an Action Plan based on the Cultural Strategy, which enables a city-wide sense of ownership (alongside alignment with NPO business planning also).</p> <p>Suggestion: Issue a quarterly update on the Cultural Strategy that references the Action Plan once it's articulated, with each update focused on a specific theme relating to the Strategy and articulating what's happening around the city. APPROVED</p> <p>Suggestion: Use the Strategy themes as a focus for the SG meetings – focus on a different one for each session, with an invited speaker to talk about projects on each theme. APPROVED</p>	<p>Flag it on Grantium</p> <p>Discuss requirements/ plans for the Action Plan</p> <p>Choose a theme for the next SG meeting in May, invite a guest</p>	<p>DJ</p> <p>BD & DJ</p> <p>NS/DJ</p>	<p>Done</p> <p>In process</p> <p>postponed</p>
	<p>Item 4.</p> <p>UNESCO update</p> <p>An application for just under £100k (including match funding and in-kind contributions) was submitted to ACE in early February for the first year's operations: Director role (4 days/week), Officer (3 days/week), seed funding. Response expected in early May</p> <p>UoE has agreed to underwrite the Director post in the interim, so that the role can be advertised prior to the outcome of the ACE application. The SG would like to extend thanks to Brigid Howarth for this.</p> <p>Communications sub-group: two web design/branding companies will be interviewed on 9 March. It is expected that</p>	<p>Update SG with outcome</p> <p>Share the ACE bid with UNESCO SG and EC SG</p>	<p>DJ/BD</p> <p>DJ</p>	<p>Postponed to end Aug</p>

	<p>the UNESCO CoL website will be in place by the end of May</p> <p>It is acknowledgment that the progress has been a result of concerted input by all involved, including the SG and others.</p> <p>Reminder: partnership session for the UNESCO SG – need a facilitator, and a location, with a suggested date after Easter. ECC administering the location (Custom House)</p> <p>It is noted that enquiries are already coming in from potential projects</p>	<p>Source a facilitator</p> <p>Secure venue (Custom House?)</p> <p>Maintain a record of these</p>	<p>DJ</p> <p>SA</p> <p>DJ / SA</p>	
	<p>Item 5.</p> <p>Exeter Living Awards</p> <p>EC is nominated in two categories ‘on behalf of the UNESCO Steering Group’ – Arts and Civic. It is noted that it represents recognition for the award, and is a good marketing exercise for the CoL designation</p>			
	<p>Item 6.</p> <p>Exeter Culture: funding application for the future</p> <p>EC funding ends at the end of June. Current stakeholders are willing to continue supporting the programme, with investment increasing in some instances</p> <p>Aims: to continue to be able to offer artist development support, funding advice, etc. We have many more global connections now via UNESCO, which is an opportunity for our own creative sector. This also aligns with the ACE strategy to develop artists’ practice</p> <p>It is acknowledged that there remains a need to increase capacity</p>			

	<p>Suggestion: EC has developed the NPO Network, and there will be an expectation on EC to support applications in the next NPO round in October. It is important to support NPOs to amplify their potential activity around CoL – ACE expect NPO applicants to have had a discussion with EC. EC may be required to advise applicants that they are not ready for NPO status</p> <p>EC funding application</p>	<p>Discuss the future programme, potentially circulate before next meeting</p>	<p>DJ, NS, BH and PW</p>	<p>Postponed to end Sept</p>
	<p>Item 7.</p> <p>Steering Group: post July</p> <p>SG is now very thin – two members have resigned, and there is a need to recruit.</p> <p>Areas identified where it is suggested we need knowledge and skills:</p> <ul style="list-style-type: none"> • Heritage/museum sector • Individual practitioners • Diversity • Education • University A&C <p>Suggestion: due to capacity issues between now and the end of the programme in June, the current team cannot manage a full recruitment process. Option to co-opt now for temporary help. APPROVED</p>	<p>Approach Bee Watson, Emma Dunne, Camilla Hampshire, Brendan Barry</p>	<p>DJ</p>	<p>Done</p>
	<p>Item 8.</p> <p>Financial Update (budget attached)</p>			

	<p>UoE system will be providing us with up-to-date bottom lines soon</p> <p>It is noted that EC is a lean operation, thanks to the support of the many partners, not least UoE</p> <p>Suggestion: the predicted underspend can be used to offer various events to support the sector</p> <p>ACE notes that it is important to spend the budget</p>	Share with SG	DJ/BD	done
	ACTIONS FROM PREVIOUS MEETINGS			
	<p>AOB</p> <p>The next meeting will be at end of May – Dom to chat to the potential new step in members, then BD to do a doodle poll.</p>	<p>Approach potential new members</p> <p>Doodle poll</p>	<p>DJ</p> <p>BD</p>	<p>done</p> <p>postponed</p>

Copy of Agenda and minutes to be circulated to Steering Group with initials on their thoughts and actions. Initials of comments and actions removed for publication on website and changed to 'Steering Group member' and other titles.

Exeter Culture: Nikki Sved (Chair) - NS, Emily Davies - ED, Amy Shelton - AS, Pippa Warin - PW, Rachel Sutton – RS, Emily Macaulay – EM, Exeter Culture Officer Belinda Dillon - BD