



Steering Group Meeting
9th October 4-6pm
Meeting Room, Exeter Library

- 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. Exeter Culture: beyond June 2020
5. Steering Group: membership and development
6. Financial Update (budget attached)
7. AOB

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

Next meeting date TBC

	Notes	Action	Who	When
	<p>Item 1.</p> <p>1. Welcome and apologies</p> <p>Absent: LB, RS, JS, ED, EM</p> <p>Present: AS, PW, BH, DJ, SA, NS, BD (minutes)</p> <p>Conflict: PW on Board of Lit Works</p> <p>PW to feedback on Torbay Culture in AOB</p>			
	<p>Item 2.</p> <p>1. Acceptance of previous minutes (attached) as a true record</p> <p>DJ: University of Exeter Arts & Culture Director Sarah Campbell invited but unable to attend. It is proposed to arrange a meeting in December.</p>	<p>ACCEPTED AND APPROVED.</p> <p>Arrange meeting with SC</p>	DJ	asap
	<p>Item 3.</p> <p>1. Director's Report (attached)</p> <p>The International Exchange programme is now live, eliciting good responses – it is reiterated that the selected applications will be those most closely and clearly aligned with the Cultural Strategy.</p> <p>NB: An SG member states intention to apply – no part of the discussion provides details that could confer an advantage.</p> <p>All note that this is a great opportunity for the artistic community in the city.</p> <p>In the new year, EC will support the organisation of a series of workshops and upskilling events around fundraising, in</p>	<p>Successful applications will be reported to the SG post-22 Oct.</p>	BD	DONE

	<p>collaboration with the Creative Hub at the Phoenix. It is expected these will be between January and April.</p> <p>It is noted that this development work is important for EC – following discussions and bid reviews by DJ, several funding applications that were previously rejected have been successful</p> <p>It is suggested that we make it known via the website that EC provides advice on project proposals, funding bid review, etc. It is noted that we're clear to state that we're giving advice and information, not recommendations</p> <p>Exeter Liveable Garden City: a big focus for ECC, and culture is one of the main pillars. Funds are coming into the ECC from ACE for the 'cultural compact' model – EC is involved in supporting the creation of a mechanism that tracks the Cultural Strategy deliverables and charts how they're working in the city. DJ to report back from a meeting on 19 November, with JP and DJ. There is a possibility that funds from the 'Cultural Compact' model could go towards supporting the continuation of EC post-June 2020.</p> <p>NB: the importance of qualitative as well as quantitative data (this will also feed into the final ACE report).</p> <p>UNESCO CoL sharing event on 31 October, at Exeter Library.</p>	<p>Gather testimonies and data (success rates) relating to bid review work – for ACE evaluation report</p> <p>Add info on this to the website</p> <p>Report back from 19 November meeting</p>	<p>BD & DJ</p> <p>BD</p> <p>DJ</p>	<p>Ongoing</p> <p>Post-July</p> <p>Post-19 November</p>
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	<p>SA adds that there is an Exeter Liveable Garden City conference planned for 11 March – ECC is waiting on the appointment of a Project Director to feedback on what that conference might constitute</p>	<p>Further details needed</p>	<p>SA</p>	
	<p>Item 4.</p> <p>1. Exeter Culture: beyond June 2020</p> <p>The current funding of the programme finishes at the end of June 2020. A recent meeting with the Arts Council articulated the achievements (multi-stakeholder buy-in, Cultural Strategy, new governance structure, UNESCO partnerships and bid, creation of the NPO network, and the emergence of other networks across the city) that EC has had a direct role in. ACE requires evidence of ‘the necessity’ for a continuation of EC beyond next summer. There is a need now to diversify the funding streams.</p> <p>Potential funding streams from the University are outlined.</p> <p>The importance of the heritage sector in Exeter is noted, and the work that the Exeter Heritage Partnership (led by the University’s Heritage Lead) is doing in fostering collaboration – this requires a lot of development time. Some of the ELGC money could be used for EC to work on heritage networks, and ECC are keen for that to happen; NLHF is also keen. But it requires a mandate from ECC and HF.</p> <p>SA comments that Heritage Open Days was very successful this year – in particular, the ‘Heritage Haiku’ initiative, which saw involvement from a UoE academic.</p> <p>Development idea: a one-day-a-week funded post to coordinate activities.</p> <p>Required: a proposal/plan that articulates what the model of delivery could look like</p>	<p>Follow up with ECC and NLHF on formal mandate for EC to become more involved in the heritage network</p>	<p>DJ</p>	

	<p>beyond June 2020, including where the investment might come from. This will be circulated to the SG and observers. The application needs to be in submitted in January 2020.</p>	<p>Proposal for EC post-June 2020</p>	<p>DJ</p>	
	<p>Item 5.</p> <p>1. Steering Group: membership and development</p> <p>There is now more impetus to extend membership of the group, beginning with a look at the original job description, then aligning a call-out that takes into account the themes in the Strategy</p> <p>DJ notes the importance of tying in aspects of the forward plan when recruiting new members</p> <p>Required: a full skills audit matrix of the current membership</p> <p>Suggestion: an away day or facilitated event when new SG members join</p>	<p>Skills audit matrix – draw up and circulate</p> <p>NS to arrange to meet members of the SG regarding development</p>	<p>DJ & NS</p> <p>BD</p> <p>NS</p>	<p>asap</p>
	<p>Item 6.</p> <p>1. Financial Update (budget attached)</p> <p>All on track – it is noted that being hosted within the University makes the operation very lean</p>		<p>DJ & BD</p>	



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	NS notes that it is worth making a note of the support in kind from the University; as well as the partners who offer room hire for free	Add 'in-kind' contributions from partners to the budget		
	ACTIONS FROM PREVIOUS MEETINGS			
	AOB Suggestion: talking to Torbay Culture about their International Talent Development programme Required: doodle poll for 2020 meeting dates		BD	done

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, John Sealey – JS, Rachel Sutton – RS, Emily Macaulay – EM, Laurence Blyth – LB, Exeter Culture Officer Belinda Dillon - BD