**Introduction (5 mins)**

* Presence / Absence / Apologies
* Observers present
* Minute-taking for this meeting by Belinda Dillon (EC Officer)
* Acceptance of previous minutes (attached) as a true record
* Conflicts of interest declarations
* AOB in advance to the chair

**LIST OF ALL AGENDA ITEMS**

1. Directors report (DJ) (10 mins)
2. Cultural Strategy report (ALL) (1 hour)
3. Paper regarding Director’s capacity (NS) (20 mins)
4. Finance report (DJ) (5 mins)
5. Steering Group Development (10 mins)

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

**AOB (5 mins)**

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|  | **Notes****Attending:** CJ, DJ, AH, AS, EM, NS, LB, PWApologies: RS, ED, SA, BHAbsent: JS | **Action** | **Who** | **When** |
|  | **AGENDA*** No conflicts. PW asks for it to be recorded that she is on the UNESCO working group
* Previous minutes accepted as a true record
 | Put previous minutes on website | BD | **DONE** |
|  | **Item 1.**Directors report (DJ) (10 mins) 1. UNESCO update –
* draft required by the Commission by the end of May. Literature Works are able to work with the tight schedule, with some support.
* Exeter Culture’s role going forward will be articulated in the consultation process – to this stage, it is an enabling role, bringing partners together. SG are happy with the set up so far.
* DJ says that it would be good for a SG member to be on the UNESCO steering group.
* The project grant to ACE includes some investment for an extra day of DJ’s time to help manage the contract with Lit Works (until July 2019).
* It is noted that the UNESCO network cities have a coordinator role built in to the bids.
* PW and DJ to move it forward, but to alert the SG via email if parameters change. Will hear from UNESCO 2nd or 3rd week of June: **APPROVED**
1. ERASMUS programme –
* upcoming Palma visit is to understand the city’s intentions in the project.
* Exeter’s project is the development of the cultural strategy, and the University’s role in the city’s strategy/civic and cultural life. The benefit to Exeter Culture is reputational as the commissioner of the strategy, as well as growing the city’s national and international brand.
1. New performance space –
* ECC have commissioned Fourth St to do a feasibility study into the development.

  | Update the SG with any further newsUpdate from the various trips | DJDJ | DONEDONE |
|  | **Item 2.**Cultural Strategy report (ALL) (1 hour) **Overview thoughts*** Importance of incorporating a sense of ‘Greater Exeter’
* Reference to the new planned neighbourhoods (in ECC’s vision document recently released, such as Red Cow Village by St David’s Station)
* Reference to the poor provision of public transport (particularly rail), which limits our ability to bring people into the city to consume its culture, especially at night.
* Care required in naming specific organisations, to avoid what might seem to be endorsement
* SG are representing the cultural sector in reviewing the draft
* Importance of giving weight to FE as well as HE

**Sustainability*** Important to include business, and the potential for partnerships.
* Importance of referencing the interests of children and young people throughout
* Importance of content about diversity.

**Cultural wellbeing*** This is a priority for ECC
* Importance of referencing ‘greater Exeter’ here

**Heritage*** The Heritage Strategy Group at the University can provide information about heritage innovation and strategic overview;

**Literacy & Learning*** SG member suggests dropping ‘cultural’, as we’re talking about literacy and learning specifically;
* Suggestion to focus on programmes of work, rather than organisations, so it brings in many more projects (such reading programmes in prisons, schools, with the elderly).

**Creative making*** SG member notes there are new initiatives included that are under the radar. There’s an ongoing issue with how people find out about what’s going on. DJ stresses the importance of communicating, and how Exeter Culture can support that (for instance, the map on the website)

Further comments called for from DJ by Sunday 14 April. | Copy of the draft to Sarah Crown, who is the Strategic Lead for Literature in ACE | DJ | DONE |
|  | **Item 3**Paper regarding Director’s capacity (NS) (20 mins)Context: to cope with capacity issues, the proposal is that the budget be realigned to allow for the Director to be employed by EC for 5 days a week* SG member notes that this decision could further unbalance money to staffing rather than artistic endeavour in the city
* SG member notes that the long-term life of EC, as well as the UNESCO bid and involvement in the capital masterplan, are important
* SG member supports the proposal, noting that it’s an investment in the future of EC. Areas of weakness for the city are the lack of engagement from the commercial sector, so would like to see Director look to that. Notes importance of accountability to the city’s practitioners
* SG member notes that the Director is very skilled in communicating around the city – it takes time. Suggests running some low key events that are about networking, sharing, connecting, and invite businesses/commercial organisation
* SG notes the Director’s intention is to use extra days to also fundraise from outside sources to enable EC’s long-term existence

**APPROVED** with proviso that the Director looks to bring in outside funding, focuses on the future sustainability of EC, considers de-prioritizing the LEP element of the proposal, and hosts events that support artists |  |  |  |
|  | **Item 4**Finance report (DJ) (10 mins)* Following discussion, ACE are happy for budget spends to shift as priorities (including staff capacity, etc) change
* Approval from other funders sought
* The potential for international visits/partnerships through ERASMUS, which will provide opportunities for city artists/organisations – this is Exeter Culture having an impact on the city’s creative talent
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|  | **Item 5**Steering Group Development (10 mins)* Potential for further training, as well as an appraisal system. Are the SG happy to draw up suggestions around this?

**APPROVED*** Director notes the need to recruit new members once the Strategy is launched, as this will make clear where additional skills are required
 |  |  |  |
|  | **AOB*** InExeter is up for renewal this year – asks for support from EC SG in articulating the importance of the BID, so it is supported for another term by the city’s businesses. AH to bring a draft to July.
* Many thanks to InExeter for hosting.
* The next meeting on 4 July, 4-6pm, will be hosted at InExeter.
 | SG to see a draft proposal  | AH | 4 July (next SG meeting) |

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, Dom Jinks (Director) – DJ, Exeter Culture Officer Belinda Dillon – BD

Observers: Ceri Johnson (ACE) – CJ; Ann Hunter (InExeter) - AH