

EXMOUTH TOWN COUNCIL Festival and Events Working Party

Notes of the virtual meeting held at 1400 on Thursday 1 July 2021 via Zoom

Present

Cllr Joy Whipps (Chair)	JW	Exmouth Town Council
Lisa Bowman	LB	Exmouth Town Council
Carla Hiley	CH	Exmouth Town Council
Natasha Smart	NS	Exmouth Town Council
Cllr Brian Bailey	BB	Exmouth Town Council
Cllr Eileen Beech	EB	Exmouth Town Council
Cllr Frank Cullis	FC	Exmouth Town Council
Cllr Olly Davey	OD	Exmouth Town Council
Cllr Steve Gazzard	SG	Exmouth Town Council
Trevor Huggons	TH	Festival Volunteer

Apologies

Cllr Cherry Nicholas	CN	Exmouth Town Council
----------------------	----	----------------------

1. Welcome and Apologies

- 1.1. JW welcomed attendees to the meeting and noted apologies.

2. Notes of Last Meeting and Matters Arising

- 2.1. SG proposed, seconded by EB, that the notes of the last meeting on 20 May 2021 be approved. There were no matters arising.

3. Queen Street Mural Update

- 3.1. CH explained that the project is well underway. ETC Planning Officer Rons Boatman has been able to help with identifying building freeholders, which has enabled artist Gary Cook to go ahead and complete some of the murals already. CH clarified that EDDC do not require formal planning permission for the murals, as long as the images aren't classed as advertising. CH had technical difficulties sharing some of the completed mural images during the meeting but stated that she would email these to members afterwards.

4. Summer 2021 Programme of Activity Update - 'Summer Lift Off'

- 4.1. CH updated members on plans for 'Summer Lift Off' events in town, scheduled to take place over the school summer holidays from 26 July-5 September. The walkabout act performers are ready and CH has been organising the marketing, with consistent orange/yellow branding colours and a frame design around social media posts. Banners and posters will be going up around the town from Monday 5 July to create some atmosphere and anticipation leading up to the event starting at the end of July. A promotional video/clips for social media is also being created, which will

include teaser footage of the walkabout acts which has been filmed at the Magnolia Kiosk. CH stated that the video should be ready by the end of the following week so she would share this with members as soon as it is available, along with images of the marketing banners etc.

- 4.2. There was some discussion about whether Covid social distancing guidelines should be added to the end of the video and how, in the light of ongoing uncertainty about the regulations over the summer, it could be ensured that crowds did not gather around the walkabout acts. CH explained that the performers were used to working with crowds and could use techniques such as drawing a 2-metre chalk circle around themselves or moving on to another location. In addition, some of the acts would have 'minders' with them to help with any crowding issues. LB also suggested that, as the events are not encouraging crowds to gather, plus she was aware that EDDC Environmental Health is planning to refresh the Covid social distancing stencil signage around town, that the important messaging would be covered that way and need not be included as part of the video.
- 4.3. CH sought ideas for how to decorate the Magnolia Kiosk. There was some discussion about the possibility of painting the frames, using stickers or covering the kiosk with fabric. OD suggesting some kind of decals or frieze which could be added to the windows, perhaps in a design mirroring the social media post frames. These would have the benefit of being non-permanent. CH stated that she would explore this option, as well as fabric bunting as further decoration.

5. Arts Manager Maternity Cover Arrangements

- 5.1. LB explained that the following day she, CH and JW would be interviewing three applicants for the maternity cover role and hoped to come to a decision by the end of the day. She felt that the priority for the role was to employ someone with experience of delivering a community event of the scale of the Exmouth Festival. It was hoped that the applicant would be available to have a full handover with CH before the latter's maternity leave starts by early August.
- 5.2. Members wondered whether there was a contingency plan in the event that the applicant would not be able to attend a handover in the right timescale. CH explained that she has written handover notes and organised various dates where she hopes to introduce her temporary replacement to some of her key Festival contacts. She has already secured Arts Council funding of £13,000, which has been rolled over to 2022 as this year's Festival did not take place as planned. LB explained that a lot of the pre-planning has already been completed by CH for the 2022 Festival, and she would herself have a handover with CH. TH also pointed out that there is an existing team around the Festival, which included himself, OD with his music contacts and NS with experience of dealing with the trader-related admin.

6. Any Other Business

- 6.1. None raised.

7. Date of Next Meeting

- 7.1. Members agreed to defer making a decision on the next meeting date until it was clear when the new temporary Arts Manager would be available to attend, although ideally this would be before CH goes on maternity leave. The meeting finished at approximately 1430.