



**Dumfries and Galloway Cultural Partnership**

**Note of Meeting**

Wednesday 8 January 2025 at 3pm via Teams

**Present:**

Dumfries and Galloway Cultural Partnership Chair: Katharine Wheeler

Dumfries and Galloway Council (DGC): Melanie Farrow

DG Unlimited (DGU): Tabi Mudaliar

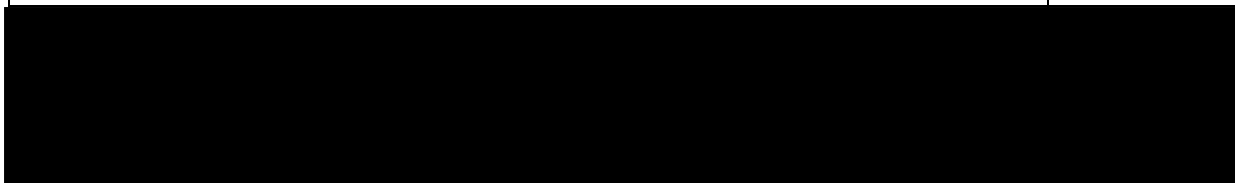
Dumfries and Galloway Museums and Heritage Network (DGMHN): Judith Hewitt

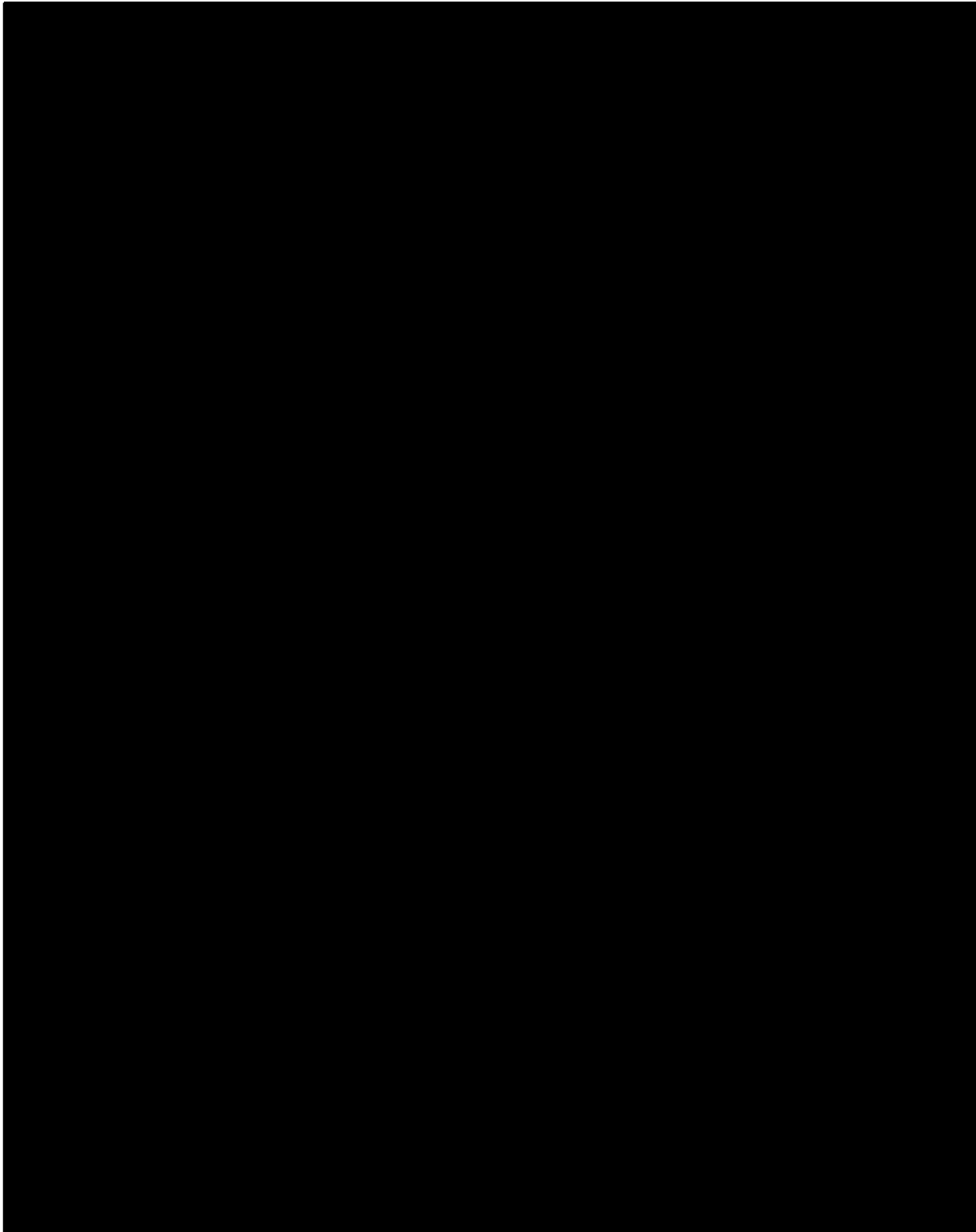
South of Scotland Enterprise (SOSE): Mark Geddes

**In attendance:** Caitlin Wallace (Secretariat)

**\*Discussion around support staff roles and commissions has been redacted as recruitment process is currently underway (as at 28 February 2025)**

<b>1. Welcome and Apologies</b>	
AGREED the Note of Meeting on 4 December 2024 as a correct record.	
<b>2. Cultural Partnership Governance Documents</b>	
<p>NOTED CW circulated updated versions of Framework, Code of Conduct and Standing Orders containing revisions discussed at previous meeting.</p> <p>AGREED Framework, Code of Conduct and Standing Orders.</p> <p>NOTED governance documents are not fixed and can be reviewed at any time on request of the Partnership.</p> <p><b>ACTION:</b> CW to add updated governance documents to the Cultural Partnership page on the Community Planning Partnership Board website.</p>	CW
<b>3. Co-ordinator and Administrator Roles</b>	

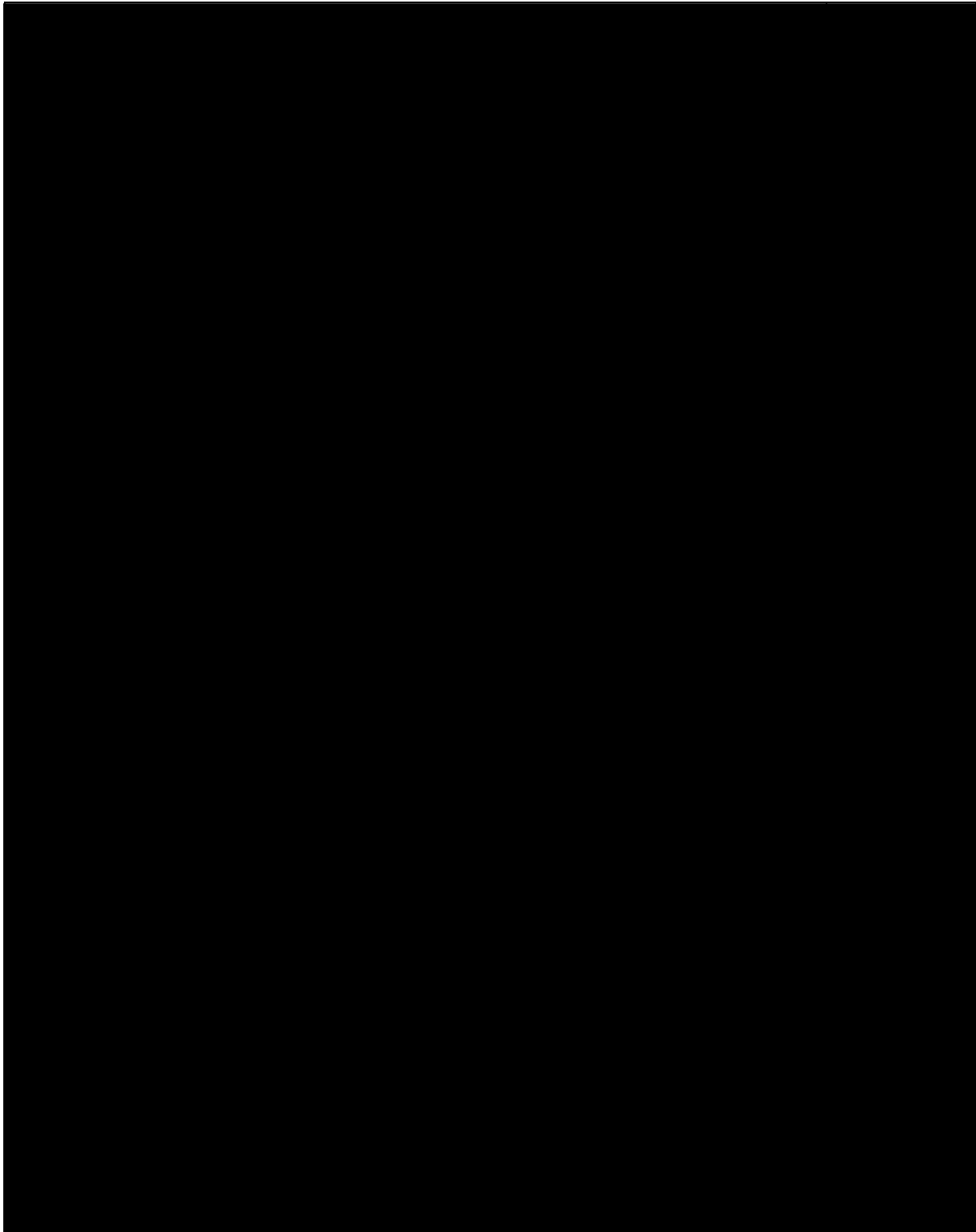




3.4 Systems



<p>NOTED discussion highlighted the choice of primary storage system for the Partnership. Teams has served all partners effectively, offering cost efficiency and secure data behind firewalls.</p> <p>AGREED Dumfries and Galloway Cultural Partnership Teams site established by DGC as the primary storage system. CW to invite all members to join site.</p>	<p>CW</p>
<p><b>4. Communications Strategy</b></p>	
<p>4.1 <u>Immediate Communications DGC</u></p> <p><u>Edits to Webpages</u>                  NOTED CW circulated a document with suggested changes for the CPPB and DG Culture sites.</p> <p>AGREED edits proposed. CW to <b>ACTION</b>.</p> <p><u>Press Release</u>                  NOTED CW circulated draft press release announcing appointment of KW as Chair, as well as upcoming event and recruitment for comment.</p> <p>NOTED -</p> <ul style="list-style-type: none"> <li>- TM requested for DGU quote to be attributed to herself as the DGU rep for the Cultural Partnership as Chair, Frank Hayes is no longer the rep on the Partnership.</li> <li>- MG requested SOSE Comms Team be informed of publication of press release</li> <li>- Date/venue for inaugural event still to be confirmed</li> </ul> <p>AGREED press release (following confirmation of details surrounding inaugural event) to be published by DGC Comms team.</p> <p>4.2 <u>Interim Communications Commission</u></p> <p>NOTED DGC currently holding communications for the Partnership. Discussion surrounding what communications is needed between January and the end of the financial year. Upcoming key communications will be related to press release on appointment of Chair, info related to event and recruitment and initial outreach around Thematic Groups. DGC has capacity to manage responses related to this.</p> <p>AGREED DGC to hold communications for Partnership in interim until an external communications commission is awarded.</p> <p>NOTED separate events commission related to inaugural event to be agreed.</p>	<p>CW</p>



5.2 Inaugural event

NOTED group discussed benefits of one large event or a series of smaller road show like events.



<ul style="list-style-type: none"> <li>- Recognised current climate of sector with money being tight</li> <li>- Keen to touch all communities in region, smaller events might mean a wider spread</li> <li>- Feeling there has been good engagement to date and big event can act as rallying event to bring people together</li> <li>- Need to review key messages and purpose of event</li> <li>- Inaugural Event is not right title – needs to be focused on future and moving forward</li> <li>- Look at what the lead up activity to event will be to build up relationships and engagement</li> </ul> <p>AGREED event planned for Tuesday 29 April to go ahead, and partnership will review what the key messages will be around this at meeting on 5 February.</p> <p>AGREED DGU to lead on organising event.</p> <p><b>ACTION:</b> DGU to produce a proposal for hosting event, outlining various format options for partner approval.</p> <p><b>ACTION:</b> CW to update press release to reflect discussions.</p>	<p></p> <p></p> <p>TM</p> <p>TM</p> <p>CW</p>
<p><b>6. Partnership Budget</b></p>	
<p>6.1 <u>Budget Overview 24/25</u></p>	
<p>NOTED no spend to date. MF to discuss carryover options with Finance Officer next week.</p> <p>NOTED DGC, with MF as representative, is the commission holder for the agreed SLA's related to the Partnership and overall budget holder but spend and allocations are agreed within the Partnership with equal representation</p> <p>AGREED process for adjusting budget until end of financial year. Partners should send any proposed changes to the budget to KW, who will then review them with MF.</p> <p>NOTED KW proposed being commissioned to work an additional 6 days between now and March to allow additional capacity in set up of thematic groups prior to event.</p> <p>AGREED budget to be adjusted to allow KW to work an additional 6 days before the end of the financial year to help in set up of thematic groups.</p> <p>6.2 <u>Draft Budget for 25/26</u></p>	



NOTED discussed budget associated with cancelled Getting to Know You event and how it could be repurposed.	
<b>7. AOB</b>	
n/a	
<b>8. Date of Next Meeting – Wednesday 5 February 2025 at 3pm</b>	