

# FIRST LIGHT FESTIVAL

## First Light Festival C.I.C Governance Meeting

Friday 24 August 2023

2.30pm – 4.30pm online via Teams

### Attending:

Clare Matterson, Director FLF (Chair)

Genevieve Christie, CEO FLF

Jayne Knight, SCC Observer

Katie Betteridge, Finance Manager FLF (KBe)

Mary Graham, Director FLF (MG)

Sarah Kemp, Director FLF (Deputy Chair)

Jo Leverett – FLF, Minutes

Wayne Hemingway, Director FLF (WH)

### 1. Apologies:

Kerry Blair, ESC Observer (KB)

Paul Wood, ESC Observer (PW)

### 2. Minutes and Matters Arising

Previous meeting minutes agreed to be accurate and representative.

#### Matters arising

- EPP – Events proved to boost income.
- EPP – Weather & Income. Better when it rains in Summer and reverse in Winter
- EPP – Payments and Utilities on going. Will report below.
- More on Stakeholder event later
- Run Cycle offer now in discussion with St Elizabeth Hospice and looking positive for 2024.
- Risk register to be discussed.

Board requested that Risk Register is reviewed annually and any updates/changes are brought to the boards attention.

### 3. Report

GC updates on highlights from Report with particular attention on:

- 40k+ footfall based on ESC footfall counter. Parade – Excellent engagement: 16 groups, 16 Schools, 270 performers and over 2000 participants. The experience with Community Producers was very positive and we

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hope to build on the success in 2024. The Board noted that the parade was fantastic –and that we need height for excitement.

- The Board discussed the 2023 Programme –New Dawn had exceptional quality with the back-to-back programming and shared production resource a positive experience for emerging artists and crew. Satellite events were well attended with the 21.30 end time positively managed. Sculpture was well received giving confidence for 2024. Dawn saw even more people and plans for more audience engagement next year.
- Environment – Extra zone was Power Positive – agreed a good start but needs to be more interactive and engage more. Ideas on the Green showed strong progression with the talks very well received. The board agreed that talks should start later on Sunday as the first one was not as well attended. Solar power production was up with the Planet Positive area solar powered by solar. Effective benchmarking for power, waste and water was effective and we can look to improve these areas.
- Travel – Train travel up 44% (up another 20% on 2022). Carparking increased in key carparks via the RingGo app which meant increased footfall in London Road South, which is good for the economic impact locally.
- Accommodation providers very happy with marked uplift over FLF weekend.
- Good extra activity with fringe events on the upper prom: The Thatch hosted a DJ night and 800 attended Claremont Pier club night event.
- Tech debrief very positive with lots learnt from 2022.
- Access – Better wheelchair access with booking via ESC. Track way was better this year but more can be done.
- PR – felt to be very good. Working with Jenny Houghton was positive and better coverage this year.
- Evaluation – now working with ACE’s ‘Illuminate’ system and is working with our other evaluation agencies, as well as with the Impact and Insight tools.
- EPP – Lee Johnson the new GM has been in post 6 weeks and is doing well. Recruited volunteers for EPP events. Summer holidays busy and East Pint Beer Festival upcoming.
- Festival Budget – increases including Power up 44% as seen across all markets and fuel up 29%.
- EPP – Sea defences project discussed. Heras fencing now down and glass walls going in.

Board discussed how planned works around the EPP will affect it in 2024 and in turn those planned for the beach – and what mitigation is planned, particularly around the Tidal Barrier works if they take place... that there are two current risks to planning. Board discussed economic impact of festival with Audience Agency findings identifying per head amounts of £80 accommodation, £30 spend at the festival, £8 travel spend and £20 outside festival site, in town.

Board discussed upcoming meeting with the police in September regarding community policing strategy.

GC gave update on proposed works on Jubilee Parade development. As part of Levelling Up funding ESC plan to develop Zaks café and Setterfield location. There is likely to be a loss of 1 staircase and a potential build compound on the beach for 2024 festival. ESC and FLF will have monthly meetings to minimise unforeseen problems. FLF have been advised that this will only affect 1 season, 2024, as ESC must complete works on time due to funding constraints. Although not ideal we will look to see how we can work with the beach compound as part of the site. The board discussed site logistics particularly around movement on the beach and location of power. JL looking at layouts and pro’s v cons.

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#### 4. Festival update 2024

- Festival Themes – the board discussed the plan for Cardinal Points and linking with other parts of the country; building on the Laurence Edwards sculpture; conversations with St Elizabeth Hospice for a sponsored walk.
- Parade – working with NHM and Association of Suffolk Museums on developing a theme and hoping that NHM can bring their Scanning electron Microscope (SEM) to schools for local children to experience natural history, science, with cutting edge equipment.

Board asked if Go Jauntly might be a good partner. GC to follow up.

#### 5. Activity and Investment Principles updates

- a) GC/RM and JL reviewed in depth Activity Report and Investment Principles. RM went to Manchester International Festival and JL going to Greenwich Docklands International Festival, GC going to SPILL events. The board discussed the importance of EPP events as part of year-round activity and the start of Melting Pot activity beginning in the autumn.
- b) Investment Principles update: Board Skills audit to be sent soon. Innovation ongoing and a date to look deeper will be scheduled.

#### 6. Risk Register

Building works – Board discussed the multiple works planned but agreed that risks are reduced as regular updates are forthcoming

Risks 1 – 5 are Towns Fund money and are a risk but an opportunity too.

Risks 6 – 8 are staffing but GC feels more confident about this going forward - LH to return and job share with Jo Leverett for project management which is a moderate risk but as they have complimentary skills also an opportunity.

#### 7. Finance

The Board discussed the festival budget, increases in costs, changes to cashflow - in particular the new quarterly payments from ACE; agreed that GC and SK will set up an Audit and Risk sub-committee. The board thanked KBe for her work on the festival and budgets.

#### 8. Leadership & Governance

- a) Steering Group update – a board member will be present at the next steering group meeting for a portion of the meeting.
- b) Norfolk & Suffolk Culture Board update - FLF will be hosting an event on 30 October 2023 at EPP. Working with UEA on a theme of fostering an inclusive arts and heritage ecology. There will be 3 sessions with guest speakers with a Learning from Lowestoft section led by FLF.
- c) Board development: Skills Audit to be sent shortly, Festival of Making and Festival of Thrift meeting dates to be confirmed but in negotiation.

#### 9. AOB

-None

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10. Date of next meeting

24.11.2023 - 9.30am

**Action Points**

**Action:** GC to discuss and pass on economic impact data with KB & PW

**Action:** GC/JL to meet with police in September

**Action:** GC to follow up Go Jauntly with MG

**Action:** GC and JK to plan a high level conference to showcase Learning from Lowestoft.

**Action:** GC and SK to look at potential sub-committee to look at an audit and the risk register and explore governance

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