**Turner Prize Meeting**

**Katy, Simon, Peter – 10th July**

**Turner Prize Supervisor Position**

SG to check with Hayley about the timeline on getting the job advert out so that we can cross-promote on social media.

**Closure and Install Schedule**

Contractors and HCAL agreed in principle. SG doing a briefing note to go around the Council to get their sign off.

Steven Bradley working on new schedule to manage the work across the site. Will send to us by COP on 11th July.

Sara will then review the implications of this on Turner install. Hull 2017 need full understanding of what works can be done in the Turner spaces while the gallery is closed, e.g. building and painting if not installing artworks – and what the phasing is of the work around the building so that we can overlay our schedule onto this.

Gallery will remain in HCAL “control” i.e. not handed over to the contractors. However, still need clarity on CDM roles etc.

Reassurance from HCAl that the schedule of works is watertight and would not be allowed to slip as would have an enormous impact on Turner Prize install and reputation of all parties.

Need clarification of what flexibility there may be on working hours within Turner spaces once the gallery has reopened in order to concertina the Turner install into the new compressed timeframe.

Please confirm usual onsite working hours and what staffing is required if extended working hours are needed / cost implications of this.

Anna Marshall working on comms around the closure.

Comms plan to be circulated to Hull 2017 for sign-off before actioned.

**Glass Doors**

SG not happy with proposal to remove glass doors and potential unknown impact on environmental conditions. KF to report back to Sara.

**Events**

Talked through “All Events Summary” document.

Public closure on Monday 25th September agreed. Sara to provide update on potential impact of Awards ceremony on Ferens opening on 5th December after BBC site visit – for discussion with HCAl before anything agreed.

SG to check rates that Hull 2017 has been quoted for opening to public / guests out of usual hours:

* £1260 flat rate for up to 100 guests (covers 7:30-8:45 in the morning or 5pm – 10:30pm).
* Additional staff rates have been quoted at £30ph with one member of staff needed for every additional 50 guests.

KF requested that – as partners on the delivery of Turner Prize – we could look at which events it is appropriate to levy these rates on and which could be charged at real cost as - for example, joint learning and engagement ventures which will otherwise be unviable.

SG / PA reiterated the pressure of HCAL to generate income. Also the pressure on staff resource needs to be assessed.

Hull 2017 and Heritage Learning have also been discussing joint programming of studio space within opening hours on the assumption there wouldn’t be a hire charge to the Turner Prize budget. SG / PA said this couldn’t be assumed as the potential for a commercial hire would overrule this.

Agreed would look at a schedule of Turner Prize Events “in the round” in order to assess all costs and the potential to set an income target against commercial hires rather than the engagement events. Could potentially ask HCC to underwrite the target with the £5k which was previously pledged to supporting the Awards ceremony in City Hall which is no longer required.

Hull 2017 team to send over schedule of all current proposed events and possible way forward for further discussion.

SG to request that the current schedule of events at Ferens from 1st August to 31st January be sent over to Hull 2017 team asap as seems to be a blockage on sharing despite several requests. We have a contractual requirement to send this to Tate.

KF also expressed surprise that Ferens’ has advertised a talk relating to Turner Prize (previous winners and nominees) without Hull 2017 Turner Prize team having any knowledge of this.

Any event which uses the Turner Prize should be discussed and agreed between the joint teams. See also note above that information about all events / activities at the venue has to be supplied to Tate.

**Project Management**

SG to review working group lists and add any other names required.

SG to implement an HCAL core Turner Prize team to mirror the Hull 2017 structure and ensure that discussions / decisions are feeding up in a timely fashion.

SG / KF agreed to meet fortnightly to sign-off decisions or deal with issues which are blocking progress. Kirsten and Sara to be invited as appropriate.

Also agreed to schedule two further “Troubleshooting Meetings” with full teams – end July / early Aug and early September (just in advance of the closure).

Lily to set up meetings.