

Capital Creative Arts Trust
C/o Gibson Sheet
PO Box 2966
Wellington 6140

3 August 2011

Wellington City Council
PO Box 2199
Wellington 6140

Att: Mark Farrar

Dear Mark

Re: Capital Creative Arts Trust (CCAT)

This letter is to confirm that the CCAT has now taken the steps required as a precondition to drawing down the previously agreed Wellington City Council funding. That is \$85,000 towards the first year funding of the infrastructure and other costs of CCAT so it can progress arrangement of future Wellington Fringe Festivals and Cuba Street Carnivals and ultimately other Wellington art events.

Work has already commenced on preparing for the 2012 Fringe Festival.

In this letter we set out the steps taken to date and the CCAT's immediate work programme.

1. The Trust Deed has been signed by the five establishment trustees. The CCAT establishment trustees are Miranda Clayton and Philippa Bowron who were previously trustees on Fringe Arts Trust, Nick Simcock, Nigel Moody from Cuba St Carnival Collective Trust and the new trustee Tim Brown.
2. A bank account has been opened with ANZ National Bank. When you confirm to us that the initial funds grant can be received we will revert with bank account details.
3. CCAT has invoiced Creative New Zealand for half of its first year operating costs and has received \$35,000.
4. Both the Fringe Arts Trust and the Cuba St Carnival Collective Trust have been, or are in the final stages of being, wound up with residual assets being transferred to CCAT. This will provide CCAT with some additional funds as well as a small amount of office equipment.
5. A manager, Emma Flack has been appointed by the CCAT trustees to oversee the initial six month development and implementation phase, including the

arrangement of the 2012 Fringe. Emma has extensive relevant experience and it is highly fortuitous we were able to secure someone of her talent.

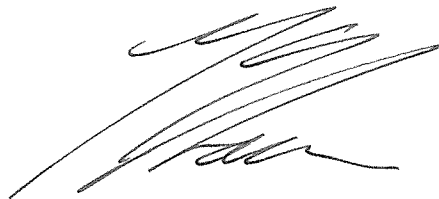
6. CCAT has two immediate objectives and establishment steps:
 - a. The physical and corporate establishment of the CCAT. Preparation of an initial plan and generally getting the word out about its existence and role.
 - b. Preparation for the 22nd Fringe Festival to occur in February 2012 and scoping for the next Cuba Street Carnival.
7. These steps are consistent with the plan set out in the feasibility study previously circulated to yourselves and Creative New Zealand.

We have kept this summary brief and would be very please to meet with you to both discuss the immediate CCAT plan and to make sure we are clear in our understanding of Wellington City Council's ongoing funding commitment and the specific deliverables you will be anticipating.

We look forward to your confirmation that we can expect to receive the initial drawing of funds, at which time we will provide bank account details.

Yours sincerely

Miranda Clayton
Trustee



Tim Brown
Chair