**Minutes of the Ufford Arts Festival Committee Meeting held on Monday, 13th January 2021 via Zoom**

Present

Jane Cochrane

Nick Crocker

Scilla Dyke

Jemery Eyres (Chair)

Sandy Greenard

Tig Thomas

1. **Apologies for absence:** None

2. **Minutes of the last meeting** held on 12th October, 2020: They were approved

3. **Matters arising**: Jeremy has mentioned the Festival to Georgie Bingham who felt that her role as an Editor of the Punch would be the best route for help and communication.

 Sandy informed the Team that we have a balance of £439.79 in our Lloyds Arts Festival

 bank account. Plus there is a grant of £250 from the Ufford Parish Council.

4. **Draft statement of our purpose, for charitable status application.**

 Jeremy had circulated, prior to the meeting, our **Purpose** (Mission Statement) for charitable

 status application. He advised not to provide too much detail in the statement as once its

 been accepted it can’t be changed. Tig proposed the peniltumate line in the first para to

 read *celebrating the* ***wider*** *arts..*

The key wording in the first para : *aim to build a diverse and inclusive cultural experience* will include people of all ages and abilities. Jeremy is to begin the process of gaining charitable status. He suggested we might need a formal meeting to endorse this.

5. **Safeguarding**

 Policy

Karen Davies, our Safeguarding Adviser has commented on the on-going statement. It will be called

 Safeguarding Policy Statement .

 Management

 Tig offered to take on the role of lead trustee for safeguarding and will work with Jeremy. He advised that Karen is an advisor and not a ‘hands-on’ safeguarding officer.

 Training. It was questioned as to whether every volunteer would need training in safeguarding. Nick advised that it was only relevant for people who are working with children. There has to be in place DBS checks for various forms of disclosure when working with different groups. Some training will need to be arranged.

6. **Covid Creativity Exhibition**

 The Team agreed that there should be a few prompts to Ufford residents to contribute to the virtual exhibition. We are lacking entries on home-schooling for instance. It was suggested that we write to all groups in the village but Jeremy cautioned us when contacting friends and groups not to share details (ie each others’ phone numbers and email addresses) because of GPDR requirements.

 *Jeremy has summarised this explicitly in his email dated 15/01/2021 which supersedes this meeting on our data privacy policy. (see Agenda item 8). I quote directly from his email :*

 *‘when sending out flyers we only use publicly quoted contact details for the organisations which are nearly all phone numbers. We can call them to ask whether they think their members would like to learn about the exhibition...then with their permission, email them our flyer to pass on’.*

Nick offered to contact Book Clubs ( Lower Road and Crownfields)/Bridge (U2)/Carpet Bowls/Ufford Players and Ufford Punch.

 Jeremy offered to contact Art History Group/Book Club (WI)/Bridge Friendly/Gardening Club/ Parish Church and Parish Council/Woodland Group

 Jane and Tig suggested putting up posters, advertising the exhibition, around the village. They could be displayed on telegraph poles or something similar.

7. **Pop Up Events** later in 2021

 It was agreed that we re-visit this item at a later date and to concentrate for now on making the virtual Covid Creativity Exhibition a success.

8. **Privacy and Data Protection policy**

The Team agreed the draft Data Privacy policy.

 N.B. Since writing the minutes of this meeting, Jeremy has re-circulated this policy via email on the 15/1/21 to include Jane’s name as Trustee. On the same email, Jeremy has stated, and I quote: *‘We do not contact people personally, for example with publicity, without their explicit consent. We agreed an approach to village institutions through their published contact points...and Punchline is also effective’..*

Jeremy emphasised for the importance of us all ensuring that our computers are email secure and password protected, and that software is up to date. Sandy informed the Team of a free password management tool called LASTPASS which is effective and doubly secure.

9. **Finance and Fundraising**

There are no on-going finances apart from website and insurance commitments but the issue of fund-raising was raised. Sandy suggested submitting a grant application to the Suffolk Community Foundation (we received £900 from this Foundation in 2018) but after discussion it was felt that because funding is so tight we should reserve this for the Festival isteslf in 2022.

10. **Volunteer Management**

There is a need to document ourselves: who,what,address, email address etc. and all volunteers. Sandy has a list of all vounteers with contact details on file from 2018. Jane suggested creating a Committee page which will gather everything in one place e.g. Agenda’s, minutes, policies etc.

11. **AOB**

 Nick offered to write to clubs etc. in an official capacity, and Jeremy will contact Stephen Thurlow from the White Lion in respect of the pub quiz members.

12. **Date of next meeting**: Wednesday, 3rd March, 2021