

Minutes of the UFFORD ARTS FESTIVAL COMMITTEE MEETING held on Monday, 12th October 2020 via Zoom.

PRESENT

Jeremy Eyres
Jane Cochrane
Nick Crocker
Scilla Dyke
Sandy Greenard
Tig Thomas

1. There were no Matters arising from the minutes of the 17th February 2020.
2. Apologies for absence : None.
3. Summary of roles :

Committee

- Jeremy: Chairperson*
** Deputy Chairperson- In the case of Jeremy being absent a committee member would be chosen to deputise as and when the need arises.*
- Nick: Treasurer
- Sandy: Secretary
- Scilla: Advisor
- Jane: Visual Arts
- Tig: Literature
- Sandy: Crafts and Textiles

Other volunteers

- Karen Davies (Safeguarding Officer of St Mary's Church) has kindly agreed in principle to be the Safeguarding Officer for the UAF 2022
- Erica McLean has kindly agreed to over-see the Music for the Festival. Tamsin Anderson would over-see the Community Choir.
- Publicity: Jeremy to contact potential advisor; it was suggested that if agreeable they be invited in advance of the Festival for help and advice with our proposed 'pop-up' events for 2021.

4. Constitution/objectives and status.

- Various types of charitable status were outlined by Jeremy. It was agreed that the committee needed some way of formalising their responsibilities and the Festival's status. It was finally agreed that we should go for Foundation Charitable Incorporated Organisation (Foundation CIO) status whereby we are a Body and not acting as individuals. Charitable status brings more reporting responsibilities but would be good for our longevity if we are to continue as a festival organising group. (Jeremy agreed to draft some documentation).

5. Banking

- Jeremy had circulated some banking options in a previous email. It was proposed that we stay with Lloyds Bank but with a new mandate for 2022 and entitled Lloyds Treasury Account. (*Sandy, Nick and Jeremy to meet to further this*).

6. Insurance

- Sandy had emailed Jeremy 6 PDF files showing our previous contract with Event Insurance for 2018. We were not covered for Employers' Liability nor cancellation which needs to be addressed. (Out total premium was £160.00) We had in place for 2018 Public liability for up to £1m. Scilla advised that this needs to be set higher (£10 m ?) *Jeremy will take this forward*)

7. Accounts, expenditure and fundraising

- Jeremy has already approached Judi Hallett from the Parish Council and they have suggested that we make an application under their grants programme. Previously, we gained funding from three councils: The Parish Council, Suffolk Coastal District Council and Suffolk County Council. Nick advised that there are no more funds from the District Council for this year and reminded us that the end of April is the beginning of the new financial year. We were advised when applying for funding, it should be for something specific. Money is not simply given to assist with expenses.
- Jane is walking/running a half-marathon to fundraise for the Festival and will be setting up a Justgiving page.

8. Date of next Festival

- A final date is yet to be decided due to the uncertainty of the spread of the Corona virus but it will not be in 2021. The year will be 2022 and the month possibly earlier in May or as before, in September.

9. Ideas for 'pop up' events in 2021.

- In Jeremy's words, the aim of these events is "To lift the spirits" in the interim.
- Proposal:
 - A Village Picnic, maintaining social distance. (Proposer: Tig)
 - An outside Choir with choristers wearing masks. (Proposer: Scilla)
 - An Art exhibition in the Church Hall with perhaps only 6 people in the Hall at a time. Visitors could enter one way and exit from another entrance. Provision should be made for wheelchair users. (Proposer: Jane)
 - A Village Treasure Hunt in which participants take a photograph of objects or aspects of nature etc seen in the woods. This would avoid many children having to pick up and touch the objects. These chosen objects could then be submitted to the Committee for judging. (Proposer: Tig)
 - Children's Story Telling. It was suggested, by Sandy, that we invite Shane Ibbs, the professional story-teller, to sit with small groups of children and tell stories which inspire, stimulate and motivate them to write a short story which could then be entered for a Writing competition. Story-telling could be done by Zoom if small groups are not possible.
 - The Ufford Covid Diaries whereby people in Ufford record their experiences of living through this unique experience via the medium of photographs, poems, writing, art work etc. are to be displayed at the end of this pandemic in a

permanent archive. Given its importance this display could be 'saved' for the Festival proper.

- Guided Walks, in small groups, around the Heritage Trail (proposer: Jeremy)

It was emphasised that stringent measures would need to be in place and risk assessments done effectively to ensure Covid compliance. No photographs of children.

10. Any Other Business

A Volunteer policy is needed with lists of names of likely volunteers. HUG has a system which could be used. *Jeremy to ask Dan or Adam.*

Publicity: Adrian Smith, the editor for the Punch magazine has been asked for free publicity to announce forth-coming pop-up events and plans for the next Ufford Arts Festival in 2022.

11. Date and Time of next Meeting.

To be confirmed by Jeremy