

CRAIL FESTIVAL SOCIETY

Committee Meeting

Minutes of Committee Meeting held on Tuesday 6th April 2021

commencing at 7.00pm via 'Zoom'

PRESENT

Jill Bueckardt, Alan Ferguson, (Chairman), Susanne Ferguson, Laura Griffin, Bernie McConnell Gabriella McCue, Frank McCue, Jean Purves (Secretary), Geoff Robinson (Treasurer), Valencia Sowry.

1. **Welcome** – Alan welcomed everyone and thanked the committee members for the production of the various reports, He appreciated all the work done.
2. **Apologies.**
3. **Minutes of the meeting held on 10th March 2021** – minutes approved by all members attending that they represented a true record of the meeting.
4. **Matters Arising** – Meeting with Ian Mooney on hold. Updated Programme/events completed. Discussion with Jenny re- allocation of extra duties at putting – on hold.
5. **Committee Members Reports:** - Alan suggested that the members provide a summary of their report as follows: -
 - I. **Covid Policies** – Gabriella has provided a comprehensive report (as circulated). She indicated that there is a considerable amount of Government guidance which will have to be adhered to. In addition, there will be different guidance/rules for different levels. It will be important to consult with all members of the committee and the local community. The Festival committee will be required to be able to demonstrate that it has the necessary risk assessments in place. The documentation for risk assessment is lengthy and there will be a requirement for storage of data. It will be necessary to appoint at least one Covid Officer to oversee the Risk Assessments required. It will be necessary to make sure that all volunteers are familiar and are comfortable with the policies. Seating and ticketing would require to adhere to the guidance on distancing and recording of data. Gabriella expressed her concerns about people travelling from other areas to Crail, the views of the community, the additional tasks for volunteers and the committee and the huge issue of hygiene, toilets, cleaning etc. for every performance. Alan thanked Gabriella for providing this summary and agreed that at the moment there is no clear evidence of what levels Fife will be at in July. Alan voiced his concerns regarding the training volunteers would be required to do and how audience would feel. The Festival should be 'a fun thing not a chore'
 - II. **Covid Officer/Staffing** – Susanne indicated that Covid event courses were available online, information provided by NHS Fife, indicated that there is a basic course at a cost of £5.00 + VAT and a comprehensive course for compliance officers costing £90.00 + VAT. (links provided on Susanne's email) Susanne suggested that we have two trained

Covid Officers and Bernie suggested that the role should carry on for next year's festival, all agreed.

- III. **Finances** – Geoff referred to the spreadsheets already circulated. Noted that the Festival could take a loss for this year. However, he indicated that in his role as a trustee as per charity rules, the trustees should not take such a financial risk as they would be held responsible and in turn the festival should not take place.
- IV. **Volunteers** – Valencia reported that she was having difficulty obtaining responses from volunteers and to date only nine people had indicated that they would be willing to assist at the festival this year. Valencia added that others would be happy to help out at the putting. New avenues for finding new volunteers would need to be looked at.
- V. **Venues** – Laura re-iterated the comments she had provided in her report in particular the reduction in numbers, cleaning, the time required by volunteers to do all the additional work and the feelings of the local community.
- VI. **Acts/Performers** – Geoff indicated that to date the performers were still keen to attend especially as they received an income from their performances. There was only one performer who received a percentage of numbers which due to the restrictions may not be viable.
- VII. **Programme/Marketing/Insurance** – Alan indicated that it would be easy to have everything on the website so not an issue with the Programme or marketing. However, indications were that insurance costs could be an issue this year. It seems to be a bit of a grey area regarding obtaining insurance to cover events during the pandemic.
- VIII. **Supervision of Children** – Jill was thanked for her very comprehensive report on the risks involved for the children's events. Jill indicated she had concerns over ratios, parents, Disclosure Scotland, restriction of halls, the amount of risk assessment forms required to be completed and the feelings of the local community about the Festival taking place.

6. **Open discussion of the pros and cons** – Alan made it clear that the contents of the reports and the comments given this evening, suggested to him that there were no pros for holding the festival only cons. Alan therefore suggested we move on to agenda item seven, agreed.

7. **Proposals for Crail Festival 2021** –

- I. Propose the complete cancellation of the Festival for 2021 in July (excluding the putting)

For **10** against **0** – Proposal carried. Unanimous agreement by the committee to cancel the July 2021 festival (excluding the putting)

Alan suggested that items 7 ii and 7 iii be removed from agenda, agreed.

- IV Propose holding a smaller indoor festival in October – Alan asked for member's views on this. Gabriella enquired about the number of events likely to be held, and suggested that we wait and see what the level of restrictions are likely to be and the risks involved. Geoff felt that even in October the Chamber Orchestra would be unlikely to attend. Felt that there might not be an appetite for attending events in the autumn. Agreed at the moment no-one can be sure what it likely to happen. Valencia felt that there might be issues with diluting the content of the festival and perhaps we should wait until next year. Laura felt that there might be insufficient numbers by October as the holiday parks and holiday lets would be at an end. Alan suggested that we could have a number

of virtual events. Bernie suggested that we consider all options and plan for a mini festival and consider having local artists and home-grown events. Also suggested we should be more creative and consider alternatives. Agreed that the proposal for a mini festival in October should be an agenda item for the next meeting.

Alan thanked everyone for their input and suggested that it was good to spend time looking carefully at all the issues covered in the reports, which provide clear evidence on the need to cancel the festival. Alan suggested that he produce a short report for Crail Matters to inform it of the decision to cancel. Agreed – **ACTION** – Alan.

Susanne suggested that the two Covid Officers be appointed now, agreed. Susanne and Gabriella offered to take on these roles, agreed that they should complete the compliance officer advanced level training online course. (£90.00 + VAT) Susanne will arrange this. **ACTION** – Susanne. Valencia suggested that everyone look at the free stuff online and complete, that volunteers should also be encouraged to complete free courses. All agreed this was a good idea. **ACTION** – Suggest that committee members go online and complete free courses. (Note Susanne also indicated that there was a basic covid awareness online course which could be completed at a cost of £5.00 +VAT, she has provided a link to this in her email).

Allan indicated that he planned to meet with Peter re- the website and agree fees for his work on website. Valencia commented that she was also involved with website and the issue of paying honorariums should be discussed at the next meeting, agreed. Also suggested that the website is used e.g., use of cloud for documents etc. Alan will also discuss this with Peter.

Bernie suggested that we also discuss at our next meeting other ideas e.g., organising an online music competition perhaps at the end of the year. Agreed to add this to next month's agenda. Alan thanked everyone for all the work done to reach the decisions made and reiterated that he felt that as a committee we had 'done the right thing' and that next year we will come back and have a 'brilliant festival'

8. Date of next meeting Tuesday 4th May 2021, commencing at 7.00pm via Zoom.

Jean Purves
Secretary