

**Beltane Fire Society**  
**Board Meeting Agenda**

<b>Date and time:</b>	<b>Monday 10 September 2018, 7pm</b>
<b>Location:</b>	16 East Cromwell Street, Leith
<b>Invited:</b>	All Board, Blues
<b>Attended:</b>	Caroline Evans (chair / also minuting but unable to take notes when I was also speaking so some gaps !), Lindsay Bell (Board / Blue), Steve Glover (Blue), Sara Thomas (Blue), Neil Barton (Accounts), Stew Wilson (Board), Sarah Barr (Board), Alex Nuttgens (Board), Tom Watton(Development Officer)

**1. Welcome**

- Welcome
- Apologies
  - Board: C'tri can't attend as he is in a zone with no reliable internet at the moment. We all miss C'tri.

Declarations of Interest

- None declared

**2. Review of minutes and action points**

- Minutes of previous meetings - agreement that quorate can approve on slack now and in the future.
- Action points updated

**3. Samhuinn 2022 Update**

**Tickets/capacity/publicity**

- The contract is now signed regarding use of the venue at a c. £4,500 cost
- We have sold 2407 tickets, at a £11,001.95 - as this is over 50% of our capacity it was decided against taking out an advert in the evening news. The Board felt that this might cause overcapacity.
- It was felt that uptake had been helped by the BBC documentary and the excellent social media campaign that Phoebe is running.
- Max capacity is 4750 under the terms of our licence and the cost for an increased licence is £9000 - which was out of our budget.

**Performance/logistics/groups**

- Tom noted that the Walkthrough had quickly become a talk through (i.e. groups were verbally working out what they could do and how that might work), and some items needed to be narrowed down - initially this will be done in a paper exercise at the GO meeting - and some of the Summer Groups will be asked to attend the walkthrough early to run through their parts.
- Tech has lost a GO and it was noted that this would create a significant knowledge gap.
- The role of PSO (Parade Safety Officer) was created to satisfy special circumstances last year, and this role will not be replaced so late before the event. TW and CE will be there to support Stewards on the night if needed.
- Alex Nuttgens asked if there were measures in place incase anyone entered via the back road from Duddingston, and Tom Watton said that there were no road closures but there would be a steward at the rear to direct people.

**Getting Ready Spaces - Stewards/Torches**

- For getting ready spaces, the torches have a plan, and the stewards are using the Ranger Centre.
- Sarah Barr raised that the Torches may not have a GRS, and Tom mentioned that he would follow up with them and help if needed, but that it was understood they were going to the charterhouse centre (sp?)

- Caroline mentioned how impressed she was with the Stewards and what a great job they've been doing. Tom mentioned that the area between the Party Zone and The Onion (all places on our map of the night) will be roped, and that the area between the onion and the stage will be opened up by the Stewards.
- Sara Barr asked if there was any other aspects that the PSO would have done, that is falling to others - and Tom mentioned that all the practicalities are now in place - so no requirements for planning etc. from someone who would have held this role.

#### Difficulties

#### **Difficulties retaining and attracting practical groups (Tech/Stewards/Torches) & related items**

- Caroline raised that all the practical / support groups have trouble recruiting and retaining people - it would be good to find out why. It was suggested that we ask those in the groups what might help, also offer first aid training.
- Tom mentioned that in future years, if there are no torch GOs, each group will be asked to supply 2 torches.
- Steve Glover raised that this had been done in the past and it was tricky to centrally co-ordinate, also torch balls / bags were difficult to arrange. [we moved on from solutionising here, but it was noted that solutions to these issues would have to be thought through and addressed].
- Tom has sourced a cotton supplier
- Tech recruitment may have an issue. While it looked at the Walkthrough like we had enough, the numbers were bolstered by some Tech community members who attended the Walkthrough when they won't be there on the night.

#### **Tom gave an update on the Club and Family Samhuinn.**

- Family Samhuinn is happening on the 23rd October - which is the same time as the walkthrough. Some members (Tom 'Smith' Chandra, Lizetta) are doing this - the Board was grateful for their help and it was acknowledged that these individuals are extremely competent and will do a great job.
- Sarah Barr mentioned that we should consider the disclosure requirements for family samhuinn and Tom Watton mentioned that legislation coming into effect in 2023 will mean that we need to get enhanced PVG's for family samhuinn orchestrators in future. **ACTION: SOMEONE TO KICK START THE PVG SCHEME MEMBERSHIP - will look for an owner at the next meeting after Samhuinn**
- **Update on the Club**
- Topher is returning for DJing - the board commented that it was nice to see him return after a gap of maybe 10 years or so
- Stewards have 20/21 members signed up and we may have as many as 25/30 on the night with others we know are joining them

## 4.0 Governance Update / Issue

- Alex has some plans here but currently no capacity
- Daniel raised about having an HR contract worker to deal with complaints - and it was agreed to bring this up again after Samhuinn when we had more capacity
- Caroline has a potential lead for a NED (non-executive Director) from an outside organisation who might be able to sit on the board - it was agreed to consider this further at a future meeting.
- There is no late licence for the club - it's finishing at 3am
- Tom is drafting a Beltane timeline to help with bookings and will circulate for input/approval from Board / Blues.
- Sara Thomas is interested in organising Yule in Old St Pauls again. There have also been requests for a BFS Ceildh and it was suggested that this could be done as a BFS fundraiser (possibly imbolc) if anyone wanted to take it on.

- Tom Watton is booking a space for a blether in November - one topic is what people want from a fire arch (we need a new one). We could also have a few tables working on what the practical /support groups want/need and what would make it more likely for people to apply to run those groups.
- Lindsay mentioned that one of the Tech GO's has stood down and there is a sense of difficulty regarding recruiting and retaining post pandemic. Tom mentioned that we need to get the message out that 'we are all Tech' (i.e. all groups could help with some practical aspects).
- Alex mentioned that we could perhaps welcome Tech to the after party with a beer etc.

### **Neil went over the Accounts**

- Neil mentioned that we have spent £1900 on tech items (including first aid kit, fire rope, boiler suit). These items will be used in future festivals also.
- Neil reviewed the accounts to date - this won't be detailed here as is available to view in the accounts.
- OSCR access - Neil asked if anyone else required this. Caroline and Sarah Barr asked for access.
- Some administrative errors were noted from our bank. It was agreed that we should try to find a new bank that suits us better.

### **Safeguarding**

- Redacted from public minutes - update on complaint case
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### **Transparency update / questions from C'tri (in absentia)**

- The most recent for minutes for Aug were marked as Draft, so have not been uploaded. I'd like us to review and approve or reject those tonight please :)
- REDACTED from public minutes - "Why were things done the way they were this one time" question
- REDACTED from public minutes - as above
- REDACTED from public minutes - as above

### **Responses to C'tri's Transparency query**

REDACTED from public minutes - answers to the questions above - confidential stuff relating to individual BFS members that is inappropriate to share publicly.

### **AOB**

Neil and Tom gave an update on Insurance - we are in a week long extensions and planning to pay £8,400 for a new annual policy which represents good value based on previous years, and what was expected this year.