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**MINUTES OF EVENT INDUSTRY FORUM DIRECTORS MEETING HELD ONLINE ON FRIDAY 22nd SEPTEMBER 2023**

**Present:**

Steve Heap

Alison Drummond

Mark Laurie

Jim Winship

Carl Hagemann

**Apologies:**

Eric Stuart

Tupokigwe Mwaijumba

**Welcome and Minutes of Last Meeting**

Steve Heap welcomed everyone and it was agreed that the Minutes of the

last meeting were accurate. It was also noted that Eric Stuart has tendered his resignation as a director for personal reasons.

**Financial Director**

Carl Hagemann questioned the role of the Financial Director and it was agreed that in future the Secretary would agree the regular financial reports with Tupo in advance of circulating them to other Board members.

**Sage/Financial Report**

Jim Winship apologised that no financial report was circulated in advance of the meeting. This was due to a change being made to the Sage programme. An update report will be circulated as soon as possible.

**Auditors**

The Board agreed that the current auditors should continue.

**Membership Report**

The Forum now has 28 full members and 5 associate organisations.

There are three new members:

* South Coast Event Forum
* Environmental Services Association
* Association of Events Management Education

**Board of Directors**

In accordance with the Articles, the Board of Directors all agreed to put themselves up for re-election. There are also four new applications to join the Board. The Secretary to invite the full membership to agree to a proposal that the existing board members are re-appointed and to invite them to vote on which three of the four candidates to be appointed to the Board. Each candidate to be asked to provide a short resume of who they are and what they offer to the Board.

It was further agreed that EIF should draw up a guideline on what is expected from directors. Alison Drummond agreed offered to share some guidelines for directors that she has. Jim Winship to draft some initial guidelines for agreement by the Directors.

Alison Drummond suggested that the Forum should issue a press release once the new Directors have been appointed.

**Grants**

The Board unanimously agreed to increase the grant for the UKCMA conference from £5000 to £8000.

The meeting agreed that the Forum should issue a press release inviting new grant applications and also circulate information on this in the next EIF newsletter.

**Primary Authority**

Jim Winship reported that, following a meeting with both Leicester City Council and officials from BEIS, this is now moving ahead positively. It was agreed that the Forum should aim to get this in place by the Autumn.

**Purple Guide Chapters**

Medical Chapter:Steve Heap reported that this was now in place and although there have been various comments on it, there is unlikely to be any update before the summer of 2024. He said although the chapter meant that organisers would face increased costs, he felt it was a good chapter and much needed.

Licensing: The Institute of Licensing is working on a update to this chapter to include Scottish legislation.

Volunteers: Steve Heap said that he was looking for people for form a working party covering volunteering at outdoor events.

Events involving Vehicles: Jim Winship reported that a new chapter covering vehicle events has been written and is going through the final stages of consultation. It is hoped to publish it shortly.

Sustainability: This chapter is being completed with the aim of launching it at the Showman’s Show in October.

Water: Mark Laurie said that NCASS had suggested this needed a separate chapter as it went well beyond water used in hospitality. Jim Winship agreed to seek an expert group to draft this.

Martyn’s Law (Protect Duty): With the uncertainty over the shape of this and its likely publication date, it was agreed to leave this for the time being.

Accessibility: Attitude is Everything is drafting this. Jim Winship to check if a draft is available for circulation to interested groups.

Drones: Jim Winship reported that he had approached the Civil Aviation Authority asking them to assist with the updating of this Chapter but had been turned down. He said he felt this was wrong and planned to take this up at a more senior level.

Amusements: Carl Hagemann reported that there are moves to reclassify amusement devices in 2024 and he suggested the current chapter should stand until that takes place. He felt the current chapter was still relevant.

**Purple Guide Lite**

Jim Winship said that he was planning to update this as soon as he could find sufficient time to go through it.

**Camping/Caravans**

Steve Heap reported that the Department for Levelling Up had concluded that their proposals were a separate issue to that of the outdoor events industry Those involved are now seeking legal clarification of the regulations.

**Green Book**

Jim Winship reported that he had done a presentation on the Purple Guide to the Sports Ground Safety Authority and, as a result, they had agreed to work with EIF to align guidance in the Green Guide with the Purple Guide, where possible. The Board agreed that EIF should support this.

The Board also agreed that the SGSA should be invited to attend EIF member meetings in future.

**APPG For Festivals**

The meeting was briefed by Mark Laurie about a new All Party Parliamentary Group that has been set up by the Association of Independent Festivals with the assistance of UK Hospitality Association. He said that many in the industry disagreed with this and the EIF Board agreed that it was not appropriate that a non-outdoor event organisation was involved. It was agreed that EIF should not support the Group while UK Hospitality is involved.

**Event Production Show**

Alison Drummond suggested that EIF might have space on the LAEOG stand at next year’s exhibition. This was agreed in principle by the Directors.

**VAT Campaign**

Mark Laurie asked if EIF would support a NCASS initiative to lobby the Chancellor for VAT reform, particularly with regard to the VAT thresholds which are holding back growth. He agreed to share information with the Forum on this. Steve Heap brought to his attention the move by some to ask for European Cultural parity.

**Plastics Ban**

Mark Laurie raised the issue of the forthcoming ban on plastic plates etc. It was agreed that this should be included in the next ebulletin.

**Date of Next Meeting**

The next meeting will take place – face-to-face - at 11am on 15th November 2023, followed by a full member meeting at 12 noon.