

Folk Camps Council Meeting 21st November 2021 on Zoom 10.00-12.00

Present:

Council Members

Rebecca Boram
Liz Cooper
Anne Guthrie
Anthony Keen (left 11.15)
Sue Malleson
Claire Mycock (left 11.45)
Sarah Richardson
Patrick Self
Paul Weir

Contractors

Graham Clements
Jenny Hopper
Kerstin Jewell
Steve Porritt (joined 10.10)

Agenda

1. Appointment of officers (Chairperson, Vice Chairperson and Company Secretary)
2. Apologies for absence
3. Approval of Minutes of the Working Weekend 2022
4. Administration report
5. Appointment of Sub-committee members
6. 2022 Programme (incl. new regulations in the booking conditions covid)
7. How to deal with camper credits for deceased members
8. Dates and venues of 2022 Council meetings
9. Any other business

1. Appointment of officers (Chairperson, Vice Chairperson and Company Secretary)

Patrick Self was proposed (AK) and seconded (SM) as Chairperson, unopposed. Elected unanimously.
Liz Cooper was proposed (PW) and seconded (CM) as Vice Chairperson, unopposed. Elected unanimously.

Anne Guthrie was proposed (SR) and seconded (PS) as Company Secretary, unopposed. Elected unanimously.

2. Apologies

None

3. Approval of the minutes of the Working Weekend 24th-26th September 2021

Approval of the minutes of 24th-26th September 2021 was proposed by PW, seconded by SM and passed with 7 for and 2 abstained.

4. Administration Report

KJ submitted a report:

Closure of 2 savings bank accounts and using the Lloyds current account for debits and credits.
Level of bookings for 2022.

Comments:

The 2nd current account should remain open with a minimum amount of money, just in case Folk Camps need to have 2nd account.

Council should be informed at every meeting about the financial position.

KJ should start using QuickBooks ASAP.

Accountancy could be simplified.

Action – Finance Working Group to sort out how to simplify accounting

Action - KJ to start using QuickBooks ASAP

Action – KJ to present a finance report at every meeting

5. Appointment of Sub-Committee members

Finance Working Group:

AG, CM, PS, SR, co-ordinator KJ

Marketing & Communications Working Group:

RB, AK, PS, Sarah Malleson, co-ordinator SM

Staffing Working Group:

LC, JH, SP, Mic Spenceley (craft, dance, musicians camps only), co-ordinator PW

Catering Working Group:

AG, LC, Mel Horton, Chris White (as staff-co-ordinator), co-ordinator JH

Health & Safety Working Group:

GC, LC, JH, CM, PS, Lou Tribus, co-ordinator RB

Development Fund & Bursary Committee:

AG, PS, Jacqueline Beattie, Tony Mealings, Co-ordinator KJ

Contractor Liaison Working Group:

RB, LC, AG, AK, CM, SR, co-ordinator PS

Information & Communication Technology Working Group:

RB, PW, PS, Stuart Beattie, co-ordinator SR

Outreach Working Group:

AK, SM, CM, Cat McGill, Tony Mealings, co-ordinator Mel Horton

New:

Sites Working Group:

SP, SR, Judith Jenkins, co-ordinator PS

Action – KJ to ask all people who are not on Council if they want to be in the Working Group, apart from Stuart Beattie

Action – PS to ask Stuart Beattie if he wants to be in the Working Group

Action – KJ, SM, PW, JH, RB, PS, SR to check the wording about their Working Group (s) on the website and to update if necessary.

Action – SM to let Mel Horton know about checking and updating the wording about the Outreach Working Group on the website if necessary

6. 2022 Programme

New regulations re H & S (covid) in booking conditions have to be decided. This should be in place by the end of February 2022 before bookers have to pay the deposit.

Action – Council to decide on the wording that will be added to the booking conditions at Council meeting in January / February 2022

For Craft Break camp at Symonds Yat the Health & Safety policy of the Paddock's Hotel will apply.

Action – KJ to find out the Health & Safety policy of the Paddock's Hotel and asking Madeleine Smith about her last stay there with a group of people

Some camps have a possible additional night that campers can book for £21 and other camps have an additional night without charge.

Action – KJ to give detailed information to Council for discussion

7. How to deal with camper credits for deceased members

Discussion about how to deal with camper credits for deceased members based on a case of an executor asking for cash out of the deceased camper's credit.

Action – KJ to provide Council detailed information to be discussed

Action – AG to write a letter to executor

Action – SM to start drafting a policy which then should be included in the staff invites

8. Date and venues 2022

Council agreed to have meetings on Zoom on a monthly basis instead of the meetings in person in March and May. They could be recorded if required.

Action – Council to decide on dates for meetings on zoom

The working weekend should take place in person if possible.

Action – Council to decide date and venue for the working weekend on Slack

9. Any Other Business

A caterers meeting is planned to take place in the next 2 weeks.

Action – JH to inform Council about it

Regular Contractors contract review should be carried out by Council with feedback from the contractors.

New Equipment Manager should assist GC to set up summer camps and then take over the job.

Action – Contractor Liaison Working Group to find a new Equipment Manager by the beginning of summer 2022, therefore the job should be advertised by the end of January 2022

No disabled toilets available for the marquee camps.

Action – PW to ring family Hopwood and Sim to inform them

The change from Folk Camps accountant James de Frias to Lightwater Accountants means a new registered address for Folk Camps

Action – KJ to ask Sarah Hardy from Lightwater Accountants to provide Folk Camps with a registered address

Action – KJ to inform James de Frias about the change

Council was informed that Dennis Conner has passed away.

Action – KJ to ask Dennis' son Nigel Conner to write an obituary for the next Extent

Marj Hendy would like Folk Camps to collect Pete's books

Action – PS to arrange to collect them

At the AGM 2021 the topic about a possible insurance for Folk Camps was raised. Cat McGill suggested "Making Music".

Action – SR to find out more