

## **Folk Camps Council Meeting 29th March 2022**

**19.30-21.30 on Zoom**

### **Present:**

Rebecca Boram  
Liz Cooper  
Anne Guthrie  
Anthony Keen  
Sue Malleson  
Claire Mycock  
Sarah Richardson  
Patrick Self  
Paul Weir  
Jenny Hopper  
Kerstin Jewell

### **Agenda**

1. Apologies for absence
2. Craft Break 2023
3. Covid thoughts re spring and summer events
4. Health & Safety
5. Staff 2022
6. Replacement Graham and Steve
7. Report caterers meeting 20<sup>th</sup> March 2022
8. Any other business
9. Next meeting

### **1. Apologies for absence**

Apologies were received from Graham Clements and Steve Porritt.

### **2. Craft Break 2023**

Mic Spenceley had produced a spreadsheet to compare the 3 venues: Paddocks Hotel, Halsway and Hayes Conference Centre. After discussion Halsway was chosen. Proposed SM. Seconded PW. Passed unanimously.

Pricing: Early rate adult: £395.00 and late rate adult: £425.00.

**Action** - PS and KJ to find a date and to look back on the questionnaire.

**Action** - KJ to notify Paddocks Hotel and Paddocks Cottages.

### 3. Covid thoughts re spring and summer events

For Loxwood, campers should take LFT before leaving home and prove result was negative. Folk Camps will insist on vaccination for all those over 12 years old and proof sent to the Folk Camps office before the start of camp. BB shared a starting point for Folk Camps Covid 19 policy on the Covid 19 Slack channel.

**Action** - PS to add conditions at booking point on website.

**Action** - KJ to tell people who have booked and staff these conditions. Bookers who cancel their booking due to these new conditions get a full refund

**Action** - Action all to comment on Covid 19 policy by Friday 1<sup>st</sup> April.

**Action** - KJ to add extra points to the wardens check list re. Covid

### 4. Health & Safety

The staff manual should represent:

If a camper becomes unwell, the leader / warden should be notified. The leader has final decision of whether to isolate them or send them home. In the case of a communicable disease a pro rata refund will be issued.

Staff manual has to be sent to staff in 2 weeks time.

**Action** - AK to check that the illness guidance is put into manual for Warden camp meeting speech.

**Action** – AK to circulate new management for review by this Sunday 3<sup>rd</sup> April.

The H & S policy on the website should include:

Please also refer to the current covid FCS guidelines applying at the time of a specific camp.

**Action** – PS and KJ to adjust the H & S policy.

### 5. Staff 2022

The following camps still need these staffing positions filled:

Miserden Spring BH – Warden

Singers North Bampton – Musician

Marquee week 2 – Joint musician

Marquee week 3 Warden and Assistant Warden

Hall – Joint Leader, Joint Musician, Warden and Assistant Warden

Marquee week 4 – Joint Musician and Warden

Inbetweener – Warden

Meonstoke – Leader

Two names were suggested to be asked for Warden and Apprentice Warden.

**Action** – PW to follow up.

### 6. Replacement Graham and Steve

There were no replies to the email that was sent out regarding replacements for Graham and Steve.

AG presented a sheet with precise workload. A few more names were mentioned. Perhaps members might know someone suitable? A storage space by August. Equipment could be commercially cleaned.

**Action** – AG and CM to follow up suggestions.

## **7. Report caterers meeting 20<sup>th</sup> March 2022**

LC gave caterers meeting feedback. The Caterers would like to join the Nationwide Association of Caterers for support. The cost is approx £300.00 per year which includes level 3 tests. Council agreed.

**Action** - LC to give KJ details with a form

The Caterers will have another meeting before the summer to discuss allergies and dietary requirements.

**Action** - LC to revise the information requested on the booking form

Caterers need to make sure that the implementation of legal requirements is in place.

**Action** - JH will look at staff manuals with Mel Horton and Jane Farndon, including rewriting kitchen duty descriptions

Caterers need to be able to spend as necessary to buy food for special diets. They should liaise with the wardens and provide receipts for money spent.

## **8. Any other business**

Suggestion of having a downloadable form on the website and a phone number for booking.

**Action** - PS to check website for accessibility

## **9. Next meeting**

Next Council meeting **Tuesday 3rd May 19.30**