

Folk Camps Council Meeting 3rd May 2022

19.30-21.10 on Zoom

Present:

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

Agenda

1. Apologies for absence
2. Approval of Minutes 8th March 2022 and 29th March 2022
3. Matters arising and open actions
4. Administration report
5. Feedback from Loxwood
6. Health& Safety / Covid policy for next camps
7. Camps with low booking numbers
8. Booking condition No. 6: refunds and cancellations due to illnesses
9. Booking conditions for refugees
10. Staff manual progress
11. Graham replacement progress
12. Summer sites for 2023
13. Any other business (extent)
14. Next meeting

1. Apologies for absence

Apologies were received from Anthony Keen and Graham Clements.

2. Approval of Minutes 8th March 2022 and 29th March 2022

Approval of the minutes of 8th March 2022 was proposed by SM, seconded by PW and passed unanimously.

Approval of the minutes of 29th March 2022 was proposed by PW, seconded by SM and passed unanimously.

3. Matters arising and open actions

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

Action – KJ to receive the export of QuickBooks from Marcus de Frettes to store in file system

Action – KJ to backup cloud version periodically

Action – KJ to ensure 3 people of the Finance Working Group have access

Folk Camps are conforming to the Charity Commission guidance as the finance committee and the directors of the company are overseeing the accounts.

Action – Contractor Liaison Working Group to find a new Equipment Manager by the beginning of summer 2022

Credits policy:

Action – KJ to inform all people with credits above £20.00

Action – KJ to inform GM's and recent campers to notify them about change of policy

Action – KJ and PS to add new conditions to staff invites

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

4. Administration report

KJ updated Council on financial position and camp bookings.

KJ reported on Covid Policy for Loxwood. The Folk Camps policy of asking for LF tests was well received and worthwhile. It was decided that Wardens should have some spare LF tests available.

Action - KJ to put LF tests on Wardens' shopping list.

5. Feedback from Loxwood

SP reported lots of positive feedback from the campers. All the campers did a LF test in advance, so the camp was more relaxed and enjoyable because everyone knew people attending had had a negative result.

6. Health& Safety / Covid policy for next camps

Council decided to change the current policy.

FCS requests campers to have taken a lateral flow test, and achieved a negative result, before arriving at any camp to be held during May and June. Council will review the situation towards the end of June in regard to the July / August camps. The usual booking conditions with regard to transmissible illness during camps will apply. The previous requirement to provide vaccination status is revoked.

Proposed by SM, seconded by AG, passed unanimously.

Action - PS and KJ to update website

Action - KJ to provide PW all the emails from campers who have given feedback

Action – PW and PS to compose, KJ to send specific message to campers who have given feedback

7. Camps with low booking numbers

With only 16 booked, the hall camp is not socially viable.

Singers North only has 5 bookings including staff.

SM proposed to cancel both camps. Seconded CM. Agreed unanimously.

Action - PS and KJ to draft and send letter to staff and bookers.

8. Booking condition No. 6: refunds and cancellations due to illnesses

Council discussed two cases of illness resulting in cancellations and resolved to give discretionary refunds. However, it was noted that such decisions did not create a precedent.

Action - KJ to refund campers.

9. Booking conditions for refugees

Council decided that for refugees attending Folk Camps this year, the bursary scheme will apply. Proposed SR. Seconded LC. Agreed unanimously.

Action - PS to send an email

10. Staff manual progress

Item is postponed until next meeting.

11. Graham replacement progress

Item is postponed until next meeting.

12. Summer sites for 2023

Item is postponed until next meeting.

13. Any other business

Item is postponed until next meeting.

14. Next meeting

Next Council meeting **Tuesday May 17th at 19.30.**

