

Folk Camps Council Meeting 15th June 2022

19.35-20.50 on Zoom

Present:

Rebecca Boram
Liz Cooper (from 19.55)
Anne Guthrie
Anthony Keen
Sue Malleson
Claire Mycock (from 19.40)
Patrick Self
Paul Weir
Jenny Hopper
Kerstin Jewell
Chris Jewell

Agenda

1. Apologies for absence
2. Approval of Minutes 3rd May 2022 and 17th May 2022
3. Matters arising and open actions
4. Administration report
5. Health& Safety / Covid policy
6. Staff manual progress
7. Graham replacement progress
8. 2023 summer sites
9. 2023 weekends events
10. Any other business
11. Next meeting

1. Apologies for absence

Apologies were received from Sarah Richardson, Graham Clements and Steve Porritt.

2. Approval of Minutes 3rd May 2022 and 17th May 2022

Approval of the minutes of 3rd May 2022 was proposed by SM, seconded by PW and passed unanimously with Item 6 PW changed to PS.

Approval of the minutes of 17th May 2022 was proposed by SM, seconded by PW 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

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 a minimal amount (to be confirmed next meeting)

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

Action – KJ to put the policy on the website

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

Action - H&S WG to produce single sheet covid supplement to Staff Manuals for the spring and summer camps

4. Administration report

KJ updated Council on financial position and camp bookings. Bookings for Craft Break 2023 at Halsway are now open and 21 people already have booked.

Action – KJ to put pricing for campervans on website

Action – KJ to ask Mic Spenceley to write a paragraph for Halsway's website

Action – PS to compose a mass email about the Craft Break to the whole mailing list

5. Health& Safety / Covid policy

Council aware of increasing numbers of different variants of Covid, but see no reason at the moment not to continue preparations for the summer camps. The council will decide at the next meeting on Covid policy for them.

6. Staff manual progress

Action – KJ to send latest version of staff manual to LC

Action – LC to simplify catering section in the staff manual

7. Graham replacement progress

Another person has been suggested and is happy to help with set up and dismantling this year before making a final decision.

GC storage is still available for another year.

8. 2023 summer sites

Bedingham is a definite no.

Discussions on the water supply at Gower. Maybe a scaffolding tower to hold a tank or a big bowser of water.

Two other possible sites were suggested.

Action – SM to contact Hulver Farm in Suffolk and Hoveton Hall Estate in Norfolk

9. 2023 weekends events

Discussion on viability of some weekend events. Decisions to be made at the working weekend.

10. Any other business

JH gave notice that she will hand over as provisions manager next year.

Discussion about what to do if staff drop out because of covid at the summer camps

Action - PS and PW to draft a letter to all summer staff

Action – KJ to send out

All staff should keep a look out for potential apprentice staff at their camp.

Council members at camp should check that wardens and caterers are filling in the H&S check lists each week, and double sign it.

Action - week 1 LC, week 2 PW, week 3 CM and week 4 PS

11. Next meeting

Next Council meeting **Tuesday July 12th at 19.30**