

# **Folk Camps Council Working Weekend 24<sup>th</sup> -25<sup>th</sup> September 2022 at The Austen Academy Basingstoke**

## **Present:**

Rebecca Boram (Saturday)  
Liz Cooper  
Anthony Keen  
Sue Malleson  
Claire Mycock  
Patrick Self  
Paul Weir  
Brian Flower (Sunday)  
Lorna Flower (Sunday)  
Jenny Hopper  
Kerstin Jewell  
Chris Jewell  
Steve Porritt

## **Agenda**

1. Chair welcome and report
2. Apologies
3. Approval of Minutes from 12<sup>th</sup> July meeting
4. Matters arising and open actions
5. Reports
  - 5a. Company Secretary
  - 5b. Admin report
  - 5c. Marketing
  - 5d. Catering
  - 5f. Development fund and bursary
  - 5g. ICT
  - 5h. Outreach working group
6. Staffing manuals
7. Policies
8. Camps feedback
  - 8a. Issues we need to discuss
  - 8b. Staffing - any feedback on this year's staff to note?
  - 8c. H+S arising from camps this year, Covid
  - 8d. Issue with camper and taking part in summer camp duties
9. Finance and prices for next year
10. Any changes to camps programme?
11. Sites for next year
  - 11a. Weekend events
  - 11b. Summer site
12. Contractors (Council only)
13. Staffing for 2023
14. Contractors
15. Future site finding

16. Equipment and any changes to simplify future summer camps
17. Extent
18. Reunion and AGM arrangements
19. Council election
20. Any other business
21. Next Council meeting

**Saturday** 9.45 – 13.00 and 13.30 – 17.00 (last hour without contractors)

## **1. Chair welcome and report**

PS reported that numbers were down but all summer weeks were socially successful. There were lots of 1<sup>st</sup> time campers and from the feedback we received, it seems the majority enjoyed it and will be back. We have replaced Graham Clements and welcomed the appointment of Brian Flower as equipment manager.

## **2. Apologies**

Apologies were received from Anne Guthrie and Sarah Richardson.

## **3. Approval of Minutes from 12<sup>th</sup> July meeting**

Approval of the minutes of 12<sup>th</sup> July 2022 was proposed by SM, seconded by AK and were passed unanimously.

## **4. Matters Arising and open actions**

Accounting:

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

**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

Craft Break 2023 at Halsway:

**Action** – PS to compose a mass email about the Craft Break to the whole mailing list after the summer break

## **5. Reports**

### **5a. Company Secretary**

PS read AG's report. Folk Camps have changed their registered address to that of the new accountants – Lightwater Accountants. Directors' details have been updated and all legal requirements for Companies House had been fulfilled.

### **5b. Admin Report**

KJ presented the admin report including:

Folk Camps could welcome 124 new campers (20.95% of this year's campers) plus some returners after a long time.

No new Governing Memberships.

Co-Op and Lloyds Saving Accounts are closed. As Anne Guthrie resigns from Council, the new elected Company Secretary should become a signatory for Lloyds Current Account. Co-Op bank account is to be closed ASAP.

QuickBooks handover almost completed.

Last payments were made to the Party Band, commitment finished.

**Action** - CM to report at AGM about Folk Camps Party Band

**Action** - PS to update website re Folk Camps Party Band.

## **5c. Marketing**

SM gave a marketing report.

Considerable effort had been put in to 'organic' posting on Facebook by joining 55 folk and camping related groups. Using a personal persona (as opposed to FCS), comments describing or recommending Folk Camps are made. Monitoring of our social media activity (just on Facebook) is currently done by volunteers of the marketing group and Instagram could be done in the same way.

It was decided to not print any new marketing material but to use up what we still have

**Action** - PS to give Instagram log in details to SM

## **5d. Catering**

JH presented a catering report. Folk Camps have joined the NCASS Nationwide Caters Association

The menus had been changed for 2020 but this was the first year we had implemented them.

This was the first season we managed to supply Allergen information for each meal.

LC asked if Folk Camps need to register with the local area Food Standards Agency.

JH would like to thank AG for her support.

**Action** - SM to research

**Action** - LC to talk to Chris White re local area Food Standards Agency

**Action** - the catering group to deal with 'due diligence'

## **5f. Development fund and bursary**

KJ presented a Development fund and bursary report.

This working Group received one application for the Development Fund during this year from Holly Clamp for which support was agreed.

One bursary application was received and agreed for week 4. The person who attended camp was very musically involved and contributed.

It was proposed to increase the amount payable by a successful applicant to a weeks camp from £20.00 to £50.00

Proposed SM. AK 2nded. Unanimous

Council decided that any future bursary fund application should be made a minimum of 4 weeks before the start of the camp.

**Action** - PS and KJ to update website and the form

## **5g. ICT**

PS presented the ICT Working Group report including:

Slack have made a change to their free level of subscription. Messages disappear after 3 months.

Folk Camps agreed this is fine, because we only use it for "current" conversations. Anything important gets recorded in minutes at meetings.

Still consideration whether to change Email Software and email and website hosting.

A suggestion was made naming someone who might be able to help with IT problems if needed.

**Action** - PS to provide council members with a Slack guide

**Action** - PS to back up software for website and to put login details into the working data

**Action** - PS to move away from 123Reg and Sendblaster

#### **5h. Outreach working group**

The working group hasn't met this year.

**Action** - CM to check status of Outreach with Cat McGill

### **6. Staffing manuals**

Manual needs to have a warden handover section for the end of weeks. When that is done, then a smaller version will be made for weekend camps.

**Action** - AK to lead on revamping, splitting up and formalising a warden manual with Sam Mason and SP

### **7. Policies**

Various minor updates to the Folk Camps policy documents on the website were discussed and agreed.

**Action** - PS and KJ to update and put on the website

**Action** - KJ to put the Health and Safety Policy on the website

### **8. Camps feedback**

#### **8a. Issues we need to discuss**

Council discussed campers' comments.

Leaders should maintain a balance between dancing and the song circle.

For weekend camps bins instead of skips were suggested.

**Action** - PS to include "Are there any dietary or medical health issues you think we should be aware of (Folk Camps are not responsible at any time for your health.)" to go on booking form

**Action** - KJ and CJ to research into hiring a 1100 litre bin for some self catering weekends

#### **8b. Staffing feedback**

Various staffing issues were discussed.

#### **8c. H+S arising from camps this year, Covid**

There were some Covid cases at or soon after Bampton and Miserden. A very few campers did not attend as they tested positive just before the start of a camp. Overall the policy worked.

Craft break in February 2023 is the next event where we might need a covid policy.

**Action** - BF to check First aid box to be in date and stocked.

**Action** - H&S working group to check policy before the next event

**Action** - H&S working group to analyse recorded accidents and report to council in necessary

#### **8d. Issue with camper and taking part in summer camp duties**

With regard to camp duties, the pressure on staff and campers has increased greatly due to improving and changing health and hygiene standards, as well as the general expectation of campers. There was a long discussion about duties, the time it takes to do them, and the time of day they should be done. Different duties demand commitment at different times of day. Wardens need to take account of this when allocating duties. It was agreed to emphasise the message clearly in literature, on the website and social media. Campers, new ones in particular, need to understand that FCS operates on the basis of self-help community endeavour and voluntary labour and that all campers, if they are physically able, are required to contribute. Teenagers should be given duties, e.g. table wiping, as we need to train campers early to expect to perform these tasks.

**Action** - PS and KJ to check that information about what to bring to camp and duties are clear and in the right place on the website

#### **9. Finance and prices for next year**

PS had devised a spreadsheet to help determine the price structure for 2023. Consider inflation, energy costs, likely impacts on outings – discuss, then: Modelling spreadsheet for setting next year prices

It was proposed that from now on for weekend camps a booker can book 1 x 24hr rate only. For anything more, they would have to book the whole weekend. For catered summer weeks, a booker can book 3 x 24hr rate only. After that the whole week has to be booked. Proposed by LC, seconded by CM, passed unanimously.

Various factors were considered before settling on the following factors to determine prices. We assume: input costs to increase by 15% (cautious, given current inflation of 11%), 4 weeks of summer camps, expected increase of summer camper numbers to average 101/week (was only 87 this year). We think this increase in numbers is achievable given 2022 was affected by pandemic-caution. This leads to summer prices of £325/adult (approx 10% increase), weekend camp prices also up by 10%. This should leave to approx break even on running the organisation (ignore increase / decrease in investments).

### Pricing for 2023:

Summer week	early rate	late rate	24h rate
adult	£ 325,00	£ 375,00	£ 65,00
18-21years	£ 244,00	£ 281,00	£ 48,00
12-17years	£ 162,00	£ 187,00	£ 32,00
5-11years	£ 81,00	£ 93,00	£ 16,00
under 5 years	£ -	£ -	£ -
BH weekend			
adult	£ 87,00	£ 97,00	£ 38,00
18-21years	£ 65,00	£ 72,00	£ 28,00
12-17years	£ 43,00	£ 48,00	£ 19,00
5-11years	£ 22,00	£ 24,00	£ 9,00
under 5 years	£ -	£ -	£ -
Short workshop			
weekend			
adult	£ 62,00	£ 72,00	
18-21years	£ 46,00	£ 54,00	
12-17years	£ 31,00	£ 36,00	
5-11years	£ 15,00	£ 18,00	
under 5 years	£ -	£ -	

Halsway Manor have notified us that they had to increase their rate by £10 per person per week for the Craft break because of the high energy costs. It was proposed to accept this increase and to pass this on directly to the campers who are booked.  
Proposed by CM, seconded by SM, passed unanimously.

**Action** - KJ to notify bookers and explain

### 10. Any changes to camps programme?

Due to low booking numbers in 2022, it was decided to cancel Singers North, the inbetweeners and summer hall week for 2023.

Proposed by SM, seconded by LC, passed unanimously.

**Action** – SP to inform halls if necessary

### 11. Sites for next year

One possible option to go to Suffolk. Council are in the process of negotiating. Hole Park is another possibility.

There was discussion as to whether to run the 4 weeks summer marquee site from July 22nd - August 19th 2023. This would mean that some schools are not on holidays for the 1st week. Or from July 29th - August 26th 2023. This would mean running into the Bank Holiday weekend. Council prefers the later dates, but it all depends on availability of the site.

**Action** - SM and PS to continue negotiations

**Action** - SP to check with Hole Park if we can return

### 12. Contractors (Council only)

**Sunday 9.30 – 14.00**

### **13. Staffing for 2023**

Discussion on numbers of each staff (as previously agreed at 2021 WW). No change from that policy, except Council would aim to provide an additional assistant warden for each of marquee weeks 2 to 4.

**Action** - PW to email potential staff

**Action** - PS to update staffing role page on Website and to clarify staffing allowances. (Different roles and responsibilities page.)

### **14. Contractors (Council and contractors)**

Council aims to return to all contractors on a fixed annual fee basis, but for the next year only, to continue payment on hours worked basis, due to unknown amounts of work as Folk Camps come out of the pandemic – especially as 2 contractors are changing personnel this coming year.

#### **Administrator**

In the circumstances we find ourselves, the volatile market and the uncertain economic environment we decided to offer Kerstin and Chris Jewell via Chris Jewell Ltd a 12 month contract paid on the basis of hours worked at the current hourly rate. Council also agreed to change the title from Interim Administrator to Administrator.

Proposed by PW, seconded by CM, passed unanimously.

Kerstin is to be asked to track her hours to two specific cost centres.

Action point: PS to ask

#### **Event Services Contractor**

SP to change slightly to this title and role. To include

- ordering services and equipment and carrying out evaluation and final checks of new sites. Invoices he receives to be passed to the office for payment.
- insure and maintain PA equipment and ensure it is PAT tested.

All agreed.

#### **Catering Provisions Contractor**

Agreed that this role will be put out to tender to the membership

**Action** – LC to write

**Action** – AK to publish in Extent

#### **Equipment Contractor**

Confirmed that the job entails:

- Looking after the equipment and
- Set up sites
- Store equipment

Time broken into three costs centres

- Equipment maintenance
- Storage
- Site set up and breakdown

This contractor needs a debit card with an appropriate limit (if possible)

**Action** – PS to provide a Folk Camps email address for Lorna and Brian if requested

**Action** - KJ to organise a bank card for Brian and Lorna

## 15. Future site finding

Council decided to reinstate the existing sites finding working group and to ask some campers to help SP and BF. A coordinator for the group will be chosen when there is a new council after the AGM.

**Action** - PS to create a new email address for site finding

**Action** - PS and KJ to update Sites Working Group on website

## 16. Equipment and any changes to simplify future summer camps

**Action** - BF to buy cool box for drinks table milk

**Action** - LC to look at catering things and assess what new things are needed

**Action** - LC and BF to look at buying a new gas fridge

**Action** - BF to create an inventory of what equipment we have

**Action** - KJ to send to Brian existing inventory spreadsheet from 2015-17

**Action** - SP to investigate 'separate tent' for water boilers to reduce condensation in marquee

## 17. Extent

Latest edition is due out in October. Some more ideas of what to publish were made.

## 18. Reunion and AGM arrangements

The reunion and AGM will take place on 19<sup>th</sup> November 2022 at Toddington Village Hall.

**Action** - JH and LC to organise food and drinks

**Action** - Council to organise a MC and a band leader or a band for the evening Ceilidh

**Action** - Council to organise workshop leaders for music workshop in the morning and a session in the afternoon

## 19. Council election

Council decided to have an online ballot for election and resolutions.

Council resolutions will be:

Wording for the AGM proposal for changes to the Memorandum & Articles of Association in order to minimise the need for general meetings:

Parragraph 8 - change the current wording to:

*"Every member shall pay an annual subscription such amount as shall from time to time shall be fixed by the Council of Management."*

Proposed by PS, seconded by SM, passed unanimously.

In order to reflect the modern tendency for unmarried cohabiting couples, but still maintain the Folk Camps' precaution against undue familial influence, amend as follows:

Paragraph 35 (e): after spouse add: ",, partner."

Proposed SM 2nd LC, passed unanimously

Election deadline for resolutions will be midday on Friday 18th November 2022.

Election deadline for voting on Report of the trustees will be at the end of the AGM.

Proposed by PS, seconded by CM, passed unanimously.

## 20. Any other business



The new credits policy will start now.

**Action** - KJ to delete credits for deceased campers or transfer to immediate family members.

**Action** - KJ to notify people above who have credits above £20.00

**Action** - AK to put new credits policy in Extent.

Reunion is booked for Toddington Village Hall for 25<sup>th</sup> November 2023.

The Working Weekend next year will be 22<sup>nd</sup> - 24<sup>th</sup> September 2023, location TBA.

**Action** - CM to re apply for planning exemption certificate for Wales. SM to support.

**Action** - CM to renew planning exemption certificate for England. SM to support.

Council decided not to continue membership of The Association of Festival Organisers. (AFO)

**Action** - KJ to cancel membership of AFO

Council decided to just have obituaries in Extent.

**Action** - KJ to remove obituary section from website.

## **21. Next Council meeting**

Next Council meeting: 19<sup>th</sup> November 2022 after AGM with the new elected Council