

# **Folk Camps Council Meeting 24<sup>th</sup> January 2023 via Zoom**

## **19.30 – 21.00**

### **Present:**

Patrick Self  
Claire Mycock  
Amanda Colman (from 19.35)  
Anthony Keen  
Barry Pollard (until 20.35)  
Oscar Roberts  
Susie Savage  
Brian Flower  
Lorna Flower  
Chris Jewell  
Kerstin Jewell  
Steve Porritt

### **Agenda**

1. Apologies
2. Approval of Minutes 19<sup>th</sup> November 2022
3. Administration report
4. Equipment Managers' report
5. Health& Safety / Covid policy for next camps
6. Craft Break incl. Staff allowance for (partner price) and opening bookings for 2024
7. Summer site for 2024, booking toilets
8. Matters arising and open actions incl. Working Weekend 2022
9. Any other business
10. Next meeting

### **1. Apologies**

Apologies were received from Liz Cooper.

### **2. Approval of the minutes of the Council Meeting 19<sup>th</sup> November 2022**

Approval of the minutes of 19<sup>th</sup> November 2022 was proposed by CM, seconded by BP and passed with 5 for and 2 abstained.

### **3. Administration Report**

KJ presented the admin report. Concern was expressed in the drop of Governing Members and low numbers of bookings in comparison to previous years.

#### **4. Equipment Managers' report**

LF and BF have done a new inventory. Some things are out of date and will be replaced. The cookers are still at Graham's because of soft ground. New gas fridge will cost approx. £1300.00.

**Action** – LF to circulate new inventory

#### **5. Health& Safety / Covid policy for next camps**

It was decided to keep the policy as it was for the February Craft Break. Proposed PS. 2<sup>nd</sup> AK, agreed unanimously. Covid policy for the spring camps will be reviewed at next Council meeting.

**Action** - KJ to send out emails to attendees restating our policy.

#### **6. Craft Break incl. Staff allowance for (partner price) and opening bookings for 2024**

The wording on the website was discussed, and it was decided to remove the bits in the brackets about hotel events. Proposed CM 2<sup>nd</sup> PS. Agreed unanimously. To make staff allowance clearer, a table was suggested. For hotel events, staff can bring their partner staying in the same room, but receive no credit if they come on their own.

It was agreed that the staffing for the singers camp should be reversed so there are 2 leaders and 1 musician.

**Action** – AK to produce a table

**Action** – CJ to inform Mic Spenceley

**Action** – CJ to contact Halsway about price for 2024

**Action** - KJ and CJ to work out income, expenditure and hence contribution to overheads for Craft Break 2023 and then to agree a 2024 price on Slack

#### **7. Summer site for 2024, booking toilets**

Folk Camps have received details of a possible new site near Halsway.

SP and BF gave an update on this years toilets. Quote should come in the next couple of weeks.

**Action** – CJ to get details of site near Halsway

#### **8. Matters arising and open actions incl. Working Weekend 2022**

Several actions have been completed. Remaining open actions

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

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

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

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

**Action** - PS and KJ to update bursary application on website and the form  
**Action** - PS and KJ to update policies (incl. H&S) and put on the website  
**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  
**Action** – Finance Working Group to sort out how to simplify accounting  
**Action** - PS to update website re Folk Camps Party Band.  
**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  
**Action** – PS to provide a Folk Camps email address for Lorna and Brian if requested.  
**Action** - PS to create a new email address for site finding  
**Action** - CM to re apply for planning exemption certificate for Wales.  
**Action** - CM to renew planning exemption certificate for England.  
**Action** - AK to lead on revamping, splitting up and formalising a warden manual with Sam Mason and SP  
**Action** - LC to talk to Chris White local area Food Standards Agency  
**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** - the catering group to deal with ‘due diligence’  
**Action** - H&S working group to check policy before the next event  
**Action** – BP and PS to work out how to get better reports and on what out of the database  
**Action** – Marketing Working Group to liaise with the Development Fund and Bursary Committee to publicise the Bursary places  
**Action** – Grants Sourcing Working Group – to define brief explanation of its remit for website  
**Action** – BP to define brief explanation of Reunion Finding Working Group’s remit for website

New Campers should get more information in advance of them attending their first camp.

**Action** – AK and OR to compose

There is one Council position vacant.

**Action** – Council to do a skills audit and come up with suggestions of Governing Members who have missing skills – PS to lead.

## **9. Any other business**

There was no AOB

## **10. Next Council meeting 19.30 on 21<sup>st</sup> March 2023 via Zoom.**

KJ will send a Zoom link on that day.