

# **Folk Camps Council Meeting 21<sup>st</sup> March 2023 via Zoom**

## **19.30 – 21.00**

### **Present:**

Patrick Self  
Liz Cooper  
Claire Mycock  
Amanda Colman  
Anthony Keen  
Barry Pollard (until 20.35)  
Oscar Roberts  
Brian Flower  
Lorna Flower  
Chris Jewell  
Kerstin Jewell

### **Agenda**

1. Apologies for absence
2. Approval of Minutes 24<sup>th</sup> January and 7<sup>th</sup> March 2023
3. Matters arising and open actions
4. Administration report
5. Equipment Managers' report
6. Health& Safety / Covid policy for next camps
7. Provision Manager
8. Toilets summer weeks
9. Safeguarding Policy for Halsway, Craft Break
10. Proposal Paul Weir
11. Processes around apprentices
12. Jenny Newman request re FCPB info on web page
13. Any other business
14. Next meeting

### **1. Apologies**

Apologies were received from Susie Savage.

### **2. Approval of the minutes of the Council Meetings 24<sup>th</sup> January 2023 and 7<sup>th</sup> March 2023**

Approval of the minutes of 24<sup>th</sup> January 2023 was proposed by OR, seconded by CM and passed unanimously.

Approval of the minutes of 7<sup>th</sup> March 2023 was proposed by BP, seconded by LC and passed unanimously.

### 3. Matters arising and 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** - 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** - 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.

**Action** – LF to circulate new inventory

**Action**- LF BF and PS to decide on delivery and take away date for toilets

**Action** – BP and LC to continue the search for provision manager

**Action** – KJ and PS to send the advert for provision manager to GM's and regular Folk Campers if SS has no luck

### 4. Admin report

KJ presented the admin report.

## 5. Equipment Managers' report

LF and BF will get quote for 200m of armoured cable and connectors for powering the toilets. Also for 300m of water pipes. They have visited the site. New fridge has been bought along with cutting boards and cool box. They have a quote of £90 to check each cooker. Fire extinguishers service will cost £184 incl. VAT.

There are still a few bits left at GC, but field too wet to access.

## 6. Health& Safety / Covid policy for next camps

A discussion was had about the wording for the Covid policy for 2023.

**Action** – CM to distribute example of good wording

**Action** - PS to re-draft.

## 7. Provision Manager

LC spoke to Jenny Hopper at length about the possibility of Jenny stepping in as provisions manager for this year. Jenny agreed to do it if there was no one else.

**Action** – PS to write to Jenny Hopper to accept her kind offer

**Action** – LF LC and JH to have a meeting

## 8. Toilets summer weeks

Toilets for the summer weeks have been ordered with Portakabin. A discussion was had about whether it is possible to find a cheaper way of supplying ramps for the disabled toilets.

**Action** – SP to order 6 event toilets with twice a week servicing.

**Action**- LF and CJ to look in to ramps for disabled toilets.

## 9. Safeguarding Policy for Halsway, Craft Break

If any children attend the Halsway Manor Craft Break in February 2024, then Halsway Manor need a safeguarding policy from Folk Camps. As the event takes place within term time, it is unlikely any children will attend.

**Action** – CJ and KJ to send Halsway the Folk Camps Safeguarding Policy if any children are booked

## 10. Proposal Paul Weir

Barry Moule had spoken to Paul Weir about possible petrol and staff allowance payments that may have been converted into credits. Council voted on Paul's proposal to send Barry a cheque for £119.12 and to deduct that figure from his credits.

Proposed PS, 2<sup>nd</sup> LC, passed unanimously.

## **11. Processes around apprentices**

Council discussed and agreed that there needs to be a follow up policy and checklist.

**Action** - BP and AK to revisit the subject

**Action** – PS and SS to write to potential apprentices

## **12. Jenny Newman request re FCPB info on web page**

The Party Band section of the Folk Camps web site should be updated, and Council to start creation of a section of website to allow Governing Members to link and publicise their folk etc projects via the Folk Camps website.

Action - PS to update Party band page

Action - PS to start "members network" section for website

## **13. Any other business**

**Action** - OR and AK to discuss new campers checklist and make sure it is available for this year's new campers

**Action** – PS and KJ to send mass email for booking remaining 3 summer weeks

## **14. Next Council meeting 19.00 on 6<sup>th</sup> June 2023 via Zoom.**

KJ will send a Zoom link on that day.