

Folk Camps Council Meeting 6th June 2023 via Zoom

19.00 – 20.30

Present:

Patrick Self
Liz Cooper
Claire Mycock
Anthony Keen
Barry Pollard
Oscar Roberts
Susie Savage
Brian Flower
Lorna Flower
Steve Porritt
Chris Jewell

Apologies were received from Kerstin Jewell.

Agenda

1. Summer camp capacity – and waiting list
2. Summer camps 2023: all OK?
3. Spring weekend camps: all OK?
4. Staff manual updates for 2023 camps
5. Brief finance update
6. Rolvenden for 2024, + toilets
7. New camper document
8. Staffing 2024
9. Marketing - and mass email programme
10. Minutes of March meeting
11. Actions arising – and open actions update
12. AOB

Summer camp capacity – and waiting list

It was decided to raise marquee capacity from 120 to 130 for this year's summer weeks. Camp staff should be kept informed.

Action - CJ and KJ to write a courtesy letter to be sent to Leader, Warden and Caterer of weeks 1 and 3 to inform of new capacity.

Summer Camps 2023: All OK?

SP. Extra service on event toilets? Yes.

Action - SP to book ideally on a Monday or Tuesday.

New generator has been purchased for toilets and future use. Also FC insurance to cover hired toilet blocks has been added.

Caterer for week 2. Chris White has agreed to cater week 2.

Action - BP to ask Paul Weir to ask other caterers who are also at camp for support for him

Action - BP to inform Chris

Spring weekend camps

CM - Dalton was a fabulous weekend.

PS - Miserden also great.

BP - Loxwood also good with new leader.

Staff manual updates for 2023 camps

SP asked if Staff Manual been updated. AK - still need tidying up and feedback added.

Action – AK to update Staff Manual

Photos taken at camp. Guidance should be in staff manual. BP - Important that everyone on camp should be aware.

SS it is important that younger adults who may not be at initial meeting are informed.

Action - BP to compose some words to be put into manual

Action - CJ KJ to produce a laminated notice for display at marquee weeks

Finance update

PS - predicted loss around £20k this year. No other money needs moving between accounts at the moment. PS - need to talk at WW about how to proceed in future as we are making losses the last few years.

Rolvenden 2024

PS - Contract signed and deposit paid.

SP - propose to use the same toilet company as last year. Not as posh as this year, but it is a camping holiday! Won't be able to have a mains supply in future so Portakabin not an option.

New Camper Document

OR - any comments much appreciated. Document to go on website and be emailed out to new campers.

Action - AK to produce a one page summary to be emailed out.

Action - PS, OR and AK to get it to a publishable format before camps start.

PS - will it be suitable for weekend camps too? LC - need to have a weekend version too.

Action - PS OR and AK to produce a weekend version.

Staffing 2024

BP - Would like to send message to all staff to find out availability sooner rather than later.

Communication has never been good. SS - ask for possible future apprentices.

Action - BP and SP to draft an email to staff and gather information together.

Marketing

PS - Mass email programme we use does now not work. So no mass email is possible at the moment. Fed up with 123 Reg. So might have to move all of email hosting.

Sue and Sarah Malleson doing great stuff on Facebook.

Action - OR to organise a marketing meeting

Minutes of March meeting

Approval of the minutes of 21st March 2023 was proposed by PS, seconded by OR and passed unanimously.

Actions arising – and open actions update

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

Action - CM to re apply for planning exemption certificate for Wales/England together

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 buy thermometers for fridges, PS to send LC the link

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

Action - H&S working group to check policy before the next event, PS if it is the right version

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

Action – LF to circulate new inventory

Action – SP to write a list of what inventory he has got and send it to Lorna

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

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

Council discussed and agreed that there needs to be a follow up policy and checklist about the process around apprentices

Action - BP and AK to revisit the subject

Action – PS and SS to write to potential apprentices

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

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

Any other business

There was none.

Next meeting

Next meeting will be the **Working Weekend 22nd – 24th September 2023**