

Folk Camps Council Meeting 21st March 2024 via Zoom 19.30 – 22.15

Present:

Patrick Self
Oscar Roberts
Claire Mycock
Liz Cooper
Hilary Hill
Jenny Hopper
Barry Pollard (left meeting for point 9)
Susie Savage
Brian Flower
Lorna Flower
Kerstin Jewell

Agenda

1. Apologies for absence
2. Approval of Minutes 23rd January 2024
3. Matters arising and open actions incl. Working Weekend 2023
4. Administration report
5. Equipment Manager's report
6. Logistics Manager's report
7. Health& Safety
8. Proposal Jason Abbott, Party Band
9. Wedding Proposal from Nancy and Barry
10. Craft Break Halsway price for non en suite rooms
11. Progress on staff manual update
12. Information on booking lists for staff
13. Summer site for 2025
14. Any other business
15. Next meeting

1. Apologies

Apologies were received from Brad Stokes and Chris Jewell.

2. Approval of the minutes of the Council Meeting 23rd January 2024

Approval of the minutes of 23rd January 2024 was proposed by OR, seconded by JH and passed unanimously.

3. Matters arising and open actions

Council discussed the Covid and Health & Safety policies. It was decided to drop the specific Covid policy and just have a general "ill health" policy.

There should be three ways of notifying campers about Health & Safety issues: in the booking conditions, at the camp meeting and displayed on a H&S board.

Action – LC to look at and create wording

Action – PS and KJ to update the website and to store it with the policy documents

Action – BF to put up a notice board for H&S at the summer camps

Action – LF to look at it how to display H&S at the weekend camps

Action – KJ to make sure laminated H&S policy is in the warden's pack

Action - PS and KJ to update bursary application on website and the form

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

Folk Camps moved to the Zoho platform for sending out mass emails.

Action - PS to train KJ and OR in Zoho (Mass email programme)

Action – PS to write instructions

Action - CM to re apply for planning exemption certificate for Wales

Action – Marketing and Communications Group to work out what data is needed from Admin Manager for use at the Working Weekend

Action – KJ to send OR the "Income from new campers 2019-2023" table

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

Action – Finance Working Group to look at mechanism to help with international payments

Action – KJ to clarify camp directions and addresses

Action – CJ and KJ to clarify guidance for wardens in filling in the account sheet and for caterers to have their own float and separate account sheet

Action – KJ to share the documents being sent out to staff with Council

Action – OR to read and check what is sent out

Action – Marketing Working Group to develop merchandise and to look at the possibility of a photo competition

Action – Marketing Working Group to produce some advertising leaflets, business cards, stickers etc.

Action – LC to discuss with the caterers and propose to Council where the boundary is regarding special diets / preferences etc.

Action – LC to write for the website and an article for Extent about the change of booking conditions for special diets which need to be prearranged with caterers

Action – The Development Fund Working Group to promote themselves more, in cooperation with the Marketing Working Group

Action – BP to write an article for the spring edition of Extent about the Development Fund

Action – CM to do the final check of the Safeguarding, Guardianship and Dogs Policies

Action – CM to co-ordinate and delegate updating of policies

Action – OR to look at Judith Jenkins' change to the landowner policy which she sent to PS

Action – PS to put together criteria for sites – and update the current online document

Action – H&S Working Group to check if campers should bring a fire bucket to place next to their tent and to write some guidance re fire bucket responsibility

Action – BP to send LC and KJ the fire risk assessment from Adam Page

All H&S risk assessments need to be reviewed.

It was asked if Folk Camps insurance covers an accident that happens off-site during a Folk Camps activity and if Folk Camps need a first-aider at camps.

Do we need Gas certificate / training for wardens?

Action – CM to co-ordinate and delegate the update

Action – H&S Working Group to review the generic risk assessments for all camps

Action – OR to check insurance for offsite busking, walks etc.

Action – PS to share the guidance for volunteer walkers

Action – KJ to share the insurance documents with Council

Action – KJ and PS to put the information in the booking conditions

Action – KJ to redo the camp duty roster and provide 2 copies for the warden

Action – LC to discuss amount of party food with caterers (too much left over from party nights)

Action – PS to initiate a wardens Zoom meeting about problems and new directives

Action – BP and SP to carry on staffing plan for 2024 (leader for Bampton, warden for Meonstoke)

Action – OR to co-ordinate advertising for the inbetweeners for 2024.

It would be good to have a Camper's Guide for Weekend Camps.

Action – OR to send KJ the Camper's Guide for weeklong camps

Action – CJ to adjust it for weekend camps

Sam Mason suggested warden's packages should be provided in digital form.

Action – OR and KJ to investigate (potentially digital for warden's that can work that way), summer weeks wardens would need to refer to the previous weeks results

Action – PS to talk to Cat McGill about Grants Sourcing Working Group

Action - SS to contact Towersey about cost of being a stall holder and relevant info.

Action – KJ to put the Draft AGM Minutes on the website

4. Admin report

KJ presented the admin report incl. the current bank balances and camp stats.

5. Equipment Managers' report

Three metal backs for cookers will be made.

There was a discussion about the fire risk of the phone charging table and where it should be situated within the marquee.

Action – LF and BF to come up with a safety proposal incl. a risk assessment

Campers should leave the summer camp by noon on Saturday.

Action – KJ to put arrival and departure times of the summer camps on the website

LF and BF have done the gas training course:

Full gas cylinders now have to be in tamper proof storage.

There needs to be a 2kg powder fire extinguisher near any gas cylinders which are in use.

Action – LF and BF to organise

6. Logistics Manager

LF presented the Logistics Manager's report incl. sorting out who takes equipment (first aid kits, shower tents...) to weekend camps

7. Health & Safety

LC reported on the meeting of the caterers.

Action – PS to clarify the booking conditions

Action – KJ to send adjusted booking conditions to bookers who have already booked under the old booking conditions to give them an opportunity to cancel

8. Proposal Jason Abbott, Party Band

Jason Abbott submitted a proposal with a model of funding the Party Band.

After a discussion it was concluded that the proposal could not be accepted.

Action- PS and SS to write a reply to Jason which they will share with Council before sending

9. Wedding Proposal from Nancy and Barry

Nancy Khan and Barry Pollard submitted a proposal to hold their wedding on the the last day of the final summer week camp in 2025.

Council are positive about it but needs a number of things to be checked before agreeing.

Action – Council to check Exemption Certificate

Action – Council to check our insurance policy

Action – Council to make sure there is a warden

Action – Council to work out a price

Action – Council to decide if the wedding caterers can use the kitchen or have to bring their own trailer

Action – KJ to share all relevant documents with Council

10. Craft Break Halsway price for non en-suite rooms

Halsway Manor have 32 bedrooms (incl. 4 Garden Cabins) of which 7 bedrooms are non en-suite.

Council agreed on a discount of £50.00 per person for bookings for non en-suite rooms.

Action – KJ to check with Halsway if non en-suite rooms are going to be changed into en-suite rooms before the Craft Break 2025

11. Progress on staff manual update

SS has produced the new Staff Manual for summer weeks.

CJ is producing the Staff Manual for weekend camps.

Action – Council to review both documents

Action – KJ to send out the weekend version to the staff for Loxwood by 12th April 2024

12. Information on booking lists for staff

With the reason of reducing shared data, Council have decided to remove email address, town and home phone number from the Booking List which is sent out to camp staff before the camp. Emails from staff to campers will in future be sent out by the Admin Manager.

Action – PS to change the booking list in the database

13. Summer site for 2025

Anglesey: doesn't look possible because there is no suitable access for big lorries.

Rhayader: the landowner is interested in Folk Camps' returning

Sledmere: LF hasn't contacted the landowner yet.

Peakhill: possible to return

NOTE - If sites are within a National Park, camping permission is needed at least 15 months in advance!

Action – PS to give LF Silas' contact details for getting in touch re. Peakhill

Action – LF to talk to the landowner at Rhayader about issues with neighbour that occurred last time Folk Camps visited

Action – LF to contact landowner at Sledmere

14. Any other business

Folk Camps don't have to provide a trained first aider at camps. The warden is the declared person who is responsible for first aid on camp.

Action – SS to make sure it is in the staff manual

Action – KJ to include laminated notice for weekend camps in the warden's pack

The question was raised if the 60 day permission in the Exemption Certificate is per site or per organisation.

Action – CM to check

It was asked whether Folk Camps need a Temporary Events Notice (TEN).

Action – PS and CJ to investigate

15. Next meeting

Next meeting of Folk Camps Council will be **Thursday 16th May 2024 at 7.30pm** via Zoom.

Don't forget: **Working Weekend 27-29 September 2024** at Rushden!