

Folk Camps Council Meeting 16th May 2024 via Zoom

19.30 – 21.30

Present:

Patrick Self
Oscar Roberts
Liz Cooper (joined 19.40)
Hilary Hill
Jenny Hopper
Barry Pollard
Susie Savage
Brad Stokes
Brian Flower
Lorna Flower
Kerstin Jewell

Agenda

1. Apologies for absence
2. Approval of Minutes 21st March 2024
3. Matters arising and open actions
4. Administration report
5. Equipment Manager's report
6. Logistics Manager's report
7. Health& Safety
8. Publicity material
9. Miserden extra night
10. Staff manual
11. Lockerdown domain names
12. Summer site 2025
13. Party Band Donations
14. Any other business
15. Next meeting

1. Apologies

Apologies were received from Claire Mycock.

2. Approval of the minutes of the Council Meeting 21st March 2024

Approval of the minutes of 21st March 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 – KJ to laminate this H&S policy for display at camps

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

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

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 - PS to develop "members network" section for website

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

Action – CM to final check all policies and send them to KJ

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. and changes to booking conditions

Action – LC to write for the website 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 – 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 and PS 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 – OR to put an article in Extent about the advisory use of fire buckets for campers

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 – LC and CM to send the risk assessments to Kerstin

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

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)

Camper's Guide for weekend camps

Action – PS to improve it (which is already on website)

Camper's Guide for weeklong camps

Action – PS to adjust the weekend Guide

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 – KJ to put the Draft AGM Minutes on the website

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

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

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 find a solution that is compliant.

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 make sure there is a warden

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

Action – Council to work out a price

SS has produced the new Staff Manual for summer weeks.

Action – Council to review

Action – OR to write in Extent about the arrangements for the "speak to Council weekend" and AGM

4. Admin report

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

LF's bank card arrived and KJ will give it to her at Dalton.

Action – KJ to put camps at waiting list when it reaches 119 people booked

KJ produced an inventory list of Folk Camps documents from 1968 onwards. Council need to make a decision what to do with it all by the end of the Working Weekend in September.

Action – OR to find out how many years Folk Camps have to keep documents

5. Equipment Managers' report

All Gas cookers and fridges needed for the summer camps have been tested and certificate supplied.

After doing the LPG safety course this has highlighted several points.

The orange hose needs to be changed to metal braided on most of the equipment.

No jubilee clips should be used (currently used on all)

We would need a clamping tool for the correct 'single ear or double ear' clips to replace the jubilee clips.

Regulators to be changed to 'Regulators with Over Pressure Shut Valve combined'.

All wardens apart from apprentices should do the LPG safety course.

The certificate is valid for 3 years.

Action – KJ to book all wardens except apprentices in LPG safety courses with NCASS

Action – BF and LF to create a sign to go on the gas bottles that only a person with the certificate is allowed to change the gas bottles

Action – LF and BF to clarify what process we need to have

Distance of 600mm from appliance to combustible walls, they are only 150mm away from the marquee.

It was decided to put fire blankets wall behind the cookers.

Action – Lf and BF to buy them

Brian to get a price for 2 rigs as suggested by the Company who tested all the equipment
This will run the 3 Boilers on one Gas Bottle, and 3 Fridges on one gas bottle.

Brian to supply a box dedicated to the tools for 'Safe Handling of Cylinders'

To include - Gloves, Goggles, Propane spanner, Leak Detection fluid, water spray bottle, roll of blue paper towel and laminated picture of the equipment.

Emergency Contact number for gas supplier and warning signs at each area where the Gas bottles are sited.

One fridge has still to be repaired – possible injector blocked – This will be looked at beginning of June.

6. Logistics Manager' report

LPG Gas Safety Course.

I have made a 'cut and paste' notebook of the whole course for reference of folk camp staff taking the course only.

If folk Camps would like me to take the course as well, I am happy to do it as I have been through the whole course with Brian.

Need dates of next year's holiday's confirmed.

I have not returned the agreement to Miserden Estates yet, as I am still waiting to hear if the Liability Insurance has been increased to 10M from 5M.

Notice board for weekend camps – Not sure how you want to proceed with this.
Loxwood had their notices on the table.
Dalton will stick theirs on the wall.
I do not know what Miserden, Beckford or Meonstoke usually do.

Phone charge table – suggest we buy phone charge stations, so we don't have too many plugs and sockets on the table. Notice to go on the table.
PLEASE DO NOT PUT DRINKS / LIQUIDS ON THIS TABLE
Risk assessment to follow.

Will meet up with JH regarding provisions as soon as possible in June.

7. Health & Safety

In process.

8. Publicity material

The Marketing Working Group have designed a new leaflet.
It was decided to print 1000. Folk Camps should also have stickers and business cards.
T-Shirts etc. can still be ordered online
Action – PS to look at wording for leaflet and make decision
Action- OR to speak with marketing group about producing stickers and business cards

9. Miserden extra night

The Singers Camp has ended up having an extra unofficial night on Wednesday. Council decided Folk Camps need to make this official.
Action – PS to talk to Steve Porritt to find out more information

10. Staff manual

The Staff Manual for weekend camps is finished and being sent out.
SS included previous comments and suggestions into the Staff Manual for weeklong camps and is now awaiting final approval.

11. Lockerdown domain names

During the pandemic Folk Camps registered 3 domain names. They cost approx. £40 a year. Council decided to stop them.

Action – KJ to stop them automatically renewing

12. Summer site for 2025

Sledmere

Unfortunately, they can't accommodate us as they use the fields for their own events. They did look to see if that had any other areas but nothing suitable. I did say that we could possibly compromise on some of the requests, but they still had nothing that could offer.

Rhayader

Spoken to Tony and Sarah and they are happy to have us back. They have been really busy with lambing so a bit difficult to get hold of.

Tony is going to speak to David Ashley this week, or as soon as he is about. Apparently, He isn't there very often.

I haven't mentioned money, so I need to know what price he paid before and what you are prepared to go to this time. I have said that the camp would finish Monday/Tuesday, so we would hopefully be able to accommodate Barry!

Action – KJ to find out how much was paid last time and to let LF and PS know

13. Party Band Donations

Anthony Bearon wrote to Council and proposed that Folk Camps could do Gift Aid to help raise funds for the Party Band.

Council discussed it and decided against it for 3 reasons: it should be something that is available for all members, it might not be legal, cost of admin time.

Action – SS to respond to Anthony Bearon

14. Any other business

Action – OR to check insurance for offsite busking, walks etc. put in these minutes

Public Liability is increased to £10 million

Action - KJ and CJ to ask the broker where we are

Action – LF to inform Miserden the insurance cover will be in place

SS contacted Towersey Festival and requested a table in a tent for publicity use and they have replied and said they are happy to give some space for promotion Folk Camps and Jenny Newman at no charge.

BP spoke about the Selfolk orchestra that was started by Richard Jones with help of some money from the Folk Camps Development Fund, and how many bookings and staff have come as a result. He suggested that Folk Camps should encourage this as a model. Richard Jones has offered to write a brief article on how he did it.

Action – BP and OR to put an article in Extent, pushing the Development Fund

Action – PS to include into the members network on website

Changes to the booking conditions were discussed.

Proposal:

If you take photographs at a Folk Camp with easily identifiable faces, then please obtain permission from the subjects before publishing them on social media.

Folk Camps provides information to campers about risks at Folk Camps and it is the responsibility of the booker and all members of their party to heed these warnings. General information applicable to Folk Camps is provided in writing after booking. This general information and also specific information about the site is also provided on a notice displayed at each Folk Camp. Warnings about particular risks are given at a camp meeting on the first evening of each event.

If you have any questions about Folk Camps' booking conditions, please contact the office.

Proposed by PS, seconded by OR, passed unanimously.

Action – PS to change the booking conditions

Action – KJ to send out new booking conditions to those who have already booked to give them the option of cancelling with a full refund

Action – KJ to put on website

15. Next meeting

Next meeting of Folk Camps Council will be **Monday 24th June 2024 at 5pm** via Zoom.

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