

Folk Camps Council Meeting 24th June 2024 via Zoom

17:05 – 18:45

Present:

Patrick Self
Claire Mycock (joined 17:10)
Oscar Roberts
Hilary Hill
Jenny Hopper
Barry Pollard (left 18:15)
Susie Savage
Brad Stokes (joined 18:30)
Brian Flower
Lorna Flower
Kerstin Jewell
Chris Jewell

Agenda

1. Apologies for absence
2. Approval of Minutes 16th May 2024
3. Matters arising and open actions
4. Administration report
5. Equipment Manager's report
6. Logistics Manager's report
7. Health & Safety
8. Dancers Weekend brief discussion
9. Any other business
10. Next meeting

1. Apologies

Apologies were received from Liz Cooper.

2. Approval of the minutes of the Council Meeting 16th May 2024

Approval of the minutes of 16th May 2024 was proposed by OR, seconded by SS 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 – 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 – 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 – Marketing Working Group to develop merchandise and to look at the possibility of a photo competition

Sarah Malleson has designed a business card.

Action – PS and OR to share with Council to approve

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

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

Action – PS and OR to read and check the changes to 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

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 – 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 – 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 – HH to investigate if google docs would be usable for warden's paperwork for weekend camps

Action - KJ to send HH the word documents

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

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

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

Nancy Khan and Barry Pollard submitted a proposal to hold their wedding on 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

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

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

4. Admin report

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

Week 1 and 2 of the summer camps still have quite low numbers. As always it is difficult to avoid both the last week of school term and the August BH weekend. This needs considering when Council decide on the dates for 2025 marquee weeks.

Action – PS to send out a mass email to promote week 1 and 2 including some good comments about the staff and to send the words to OR for to put in Extent

5. Equipment Managers 'report

PAT testing done.

Fire blankets need to be purchased, the right size is out of stock at the moment, but if not back in time, smaller ones will ordered.

6. Logistics Manager 'report

Peakhill

Council was interested in using a different field next time. LF spoke to Silas about it and learnt that the water supply has to be brought over the top of the lane, so using this field may not be an option.

Action – LF to keep in contact with Robert for possible return in 2026.

Rhayader

LF sent the land owner an offer and she is awaiting his reply.

7. Health & Safety

LPG course for wardens: Notes are sent out from NCASS after completing the course, but it would be better to have the notes from the beginning.

Action – HH to send NCASS notes to LF and KJ

Action – LF and KJ to check what Folk Camps can send out to the wardens

8. Dancers Weekend brief discussion

There were only 16 people attending this year's Dancers weekend which is not really enough.

Action – CM, BP and CJ to discuss and come up with options and a proposal

9. Any other business

Sue Malleson has got the new printed advertising leaflets and will send them to the weekend camps.

Action – LF to collect some from her and take them to the summer camps

CM applied for the planning exemption certificate for Wales. She is waiting to hear back.

OR has checked our insurance and confirmed that although we are not covered for dangerous sports, offsite busking and camp walks are covered.

The Dancers and Musicians Weekends in 2025 Folk Camps need a new warden.

Folk Camps Merchandise

SS started a discussion about T-Shirts, Hoodies etc. which are available from Impact Trading. She said we should be promoting its existence and drawing a little profit from it.

Action – SS and LF to work out pricing

Action – LF to speak to Emily Malleson and the owner of the company

Action – PS to put a link on the website

Action – OR to put information Extent

Folk Camps' boxes with history and memorabilia at the Jewell's house:

Action – CM to ask Keith Gregson if he is interested to help sort it out, or for advice. Then to share on Slack

Action -SS to talk to EFDSS to ask for advice and to share on Slack

Folk Camps got a message from the organiser of "Shooting Roots"

Action – PS to reply

Wedding Pollard/Khan

Action – SS to do some research on costs of halls, marquees etc.

SS is attending Towersey Festival with Folk Camps Party Band. She will have advertising material with her and will be publicising Folk Camps.

Wardens meeting on Zoom

Action – LF and PS to have a chat about a date and what should be said in that meeting

15. Next meeting

Next meeting of Folk Camps Council will be the **Working Weekend 27-29 September 2024** at Rushden!