

## **Folk Camps Council Meeting**

14 June 2020

Convened by video conference due to Coronavirus pandemic meaning face to face meeting prohibited by government advice.

Present:

- Marcus de Frettes (Chair)
- Patrick Self (Vice Chair)
- Judith Jenkins (Company Secretary)
- Anne Guthrie
- Mel Horton
- Anthony Keen
- Sue Malleson
- Paul Weir
- Rebecca Boram
- Steve Porritt
- Graham Clements
- Jenny Hopper

Apologies:

- Kerstin Jewell

Agenda:

- Minutes of 24th May meeting
- Actions review
- Lou Tribus hand over
- Working Group reports
- AGM arrangements
- AOB

### **1. Topic: Previous Meetings Minutes**

Minutes of 24 May meeting. Proposed approval of the minutes by Marcus, seconded by Sue, approved unanimously.

**Action:** Marcus to sign + scan copies for Kerstin to log. Kerstin (or Patrick) to upload PDF to website.

### **2. Topic: Actions review from previous meetings**

Marcus had circulated a paper in advance of the meeting summarising actions status.

Inserted here, with further updates:

## Actions from previous meetings

**Action: Sue and Paul** to set up the Facebook Group and ensure it has 2 or 3 seed events before advertising the group. **In Progress**

**Triggered Discussion** on whether to provide guidance on running events, but our previous decision was for bottom up generation of virtual events.

**Action: Patrick** to set up Zoom account and user id (may need additional Folk Camps email address). **Closed**. *NB there is a monthly fee of approx. £14. Can be cancelled at 1 month notice.*

**Action: Patrick** to create policy/guidance for the use of Zoom. **Open**

**Action: Patrick** to add info on Folk Camps website once the group is set up. **Open**

**Action: Patrick** to purchase Lockerdown domain name (with 1 or 2 useful extensions) to bag the name. **Closed**. Still Needs to be pointed at website page above.

**Action: Marcus and Paul** to compose mass email to inform the mailing list of Lockerdown. **Open**

**Action: Mel** to write letter to the few people not on email to inform them of the Lockerdown online activities. **Open**

**Action: All of Council** to post in Slack of ideas of who to ask for initial seed events. **(In Progress)**

**Action: Marcus** to produce 2020 revised budget. **In Progress**. Discussion: also to include 2021 with 2 scenarios: run camps, don't run any camps.

Also needs to consider if we have to run with reduced attendees, or with 2 Hall weeks. Steve pointed out it won't be possible to run 2 hall weeks at the planned venue.

**Action: Mel** to investigate insurance for the future. **In Progress**. NB a legal case in progress might affect this. (Mentioned by Sue)

**Action: Marcus** to investigate ideas for improving finances, e.g. membership fee or other options. **Open**

**Action: Steve** to contact venues and booked services – request to roll over to 2021. **Closed**.

**Action: Marcus** to contact the hall (as he contacted them to ensure we could run this year due to local groups conflict issue). **Closed**.

**Action: Marcus + Steve** re progress 5<sup>th</sup> week planning. **In progress**

**Action: Marcus** to liaise with Kerstin and Accountant to submit accounts to Companies House. **Closed**

**Action: Marcus** to bring the QuickBooks position up to date to show the exact financial position. **Open**

**Action: Patrick** To sort and agree new contract with Kerstin. Done, however other 3 contractors: **in progress**

**Action: Anne** to investigate setting up Gift Aid for donations to Folk Camps. **Closed:** yes we can do this, however needs some set up, Anne can lead on this in future.

**Action: Anne** to look at whether legacies can be treated with gift aid. This is at a lower priority.  
**Closed:** yes we can do this. Actually: legacies are not gift aid, but can reduce Inheritance Tax for the donor.

New **Action:** new web page to encourage legacies to Folk Camps in wills: **Paul** to draft, **Becs** to assist, **Patrick** to publish

**Action: Patrick** to make sure the Folk Camps website reflects this activity. Link from website to the events. **Duplicate** of earlier open action.

**Action: Judith** to coordinate a group to consider all aspects of an alternative offering for campers in 2020. **All** to send ideas to Judith. **Duplicate** of earlier open action.

**Action: Patrick** Remove unneeded channels from Slack for clarity. **In progress**, part done.

## Other actions

**Action: Patrick** Coordinate completion of policies review and approval by appropriate parties. **In progress**, was paused during higher priority Covid work.

**Discussion** on policies around alcohol, drugs, any anti-social or illegal activity at a camp. (Triggered by a Facebook post asking if FC is “drugs-friendly”!) We need a general policy/statement on this, e.g. possibly similar to the safeguarding policy. New **Action: Sue** to draft, **Becs** offered to help. Also need to consider if staff manual provides sufficient guidance to staff if a related problem occurs at camp.

**Action: Marcus** Set up separate Working Group workspaces on Slack. **Open**

## Deferred actions

**Action: Steve** to pursue site on Anglesey. **Open**

**Action: Patrick, Becks, Mel and Judith** to recruit permanent Administrator. **Open**

## Recently closed actions

### ~~Relating to cancellation of summer camps:~~

~~**Action: Paul** to compose message — to go to whole mailing list, explain decision, sad not to meet new Folk Campers, explain refunds, ask for suggestions for virtual Folk Camps events. All to review message. Send ASAP.~~

~~(Also email to staff. Can probably combine email to all and email to bookers if worded well. Consider content of previous such emails).~~

**Action: Patrick and Kerstin** to work together to send info out, and to mark camps as Cancelled on the website

**Action: Patrick** to create email address forwarder for virtualcamp@folkcampers.co.uk to receive ideas for online events.

**Action: Mel** to collate a time line of activities/factors we would need to consider/carry out IF we run the summer camps. This will help make our decision. **All** to send Mel tasks and topics to consider.

**Action: Anne** to coordinate an informal contact to summer staff – this will not commit anyone. All council members will be asked to call a few staff volunteers.

**Action: Antony** to mention / ask for ideas in imminent issue of Extent.

**Action: Sue** to ask for ideas on Cold Bogmarsh

#### Relating to cancellation of Spring camps:

**Action: Paul** to draft messages to be sent out and circulate for review.

**Action: Patrick** to make IT change for website to show camps as Cancelled, rather than to just delete camps from the website.

**Action: Patrick** to prepare data for mailmerge/sendblaster for the email to people that are booked on camps to be cancelled.

#### Relating to Extent:

**Action: Marcus** to summarise the Council view on summer camps in his chairman's article, info at level of previous mass emails and website news, not current deliberations.

**Action: Antony** to circulate draft Extent by Weds, aiming to get extent published this week.

**Action: Anthony** to create an item in Extent: a call for interest with mention that this is a response to an item in the AGM. **Anne** offered to be the contact person.

#### Relating to Party Band:

**Action: Marcus + Paul** to prepare letter to send to Jenny re Council decision on party band, to be sent by end of 31 March.

### 3. Topic : H+S Handover from Lou

Becs has been thru the state of docs with Lou after new Council appointed.

There are some open items with Liz still, e.g. staff checklists. We need to review certain policies and publish with up to date dates.

Need to ensure a periodic (annual?) review of accident books is documented. Need to ensure such docs are stored in Cloud or similar. **Action Becs + Patrick** to ensure stored appropriately.

#### **4. Topic Working Group Reports**

IT report provided for the meeting.

Discussion on other groups: mix-up in Nov meeting minutes: There was not a Staff Allowances group created in Nov. Instead: created now: Marcus to lead, Mel and Sue to be part of group. Need to take account of info received from staff last year, e.g. Chris J and Richard J.

Add Sarah Malleson to Marketing group.

#### **5. Topic AGM**

Does the hall have wifi? Is the booking definite?

Likely we won't be able to hold a ceilidh due to Covid situation by then, so should we instead just run a virtual AGM? Postpone decision to Sept.

#### **6. Topic Any Other Business**

None

**Next meeting date** Sun 28 June, 10am.

Working Group Reports to be in advance please

**End of minutes.**