

Manor Walking Club

Committee Meeting

Gordale 2.30pm Friday 6th October

Minutes

Present: Peter Knight, David Turner, Allan Trimble, David Green & Carol Walker

- Minutes of the last meeting. - agreed
- Programme for 2024
 - Carol presented a Draft Outline of the Programme for 2024. This would aim to reduce the number of walks to 3 per fortnight. The draft programme (attached) was approved for trial during 2024 with the first option for walk distribution being preferred. If this were successful, the Programme Secretary could aim to send out club emails fortnightly.
- Roles and Responsibilities of Committee Members and recommendations for 2024
 - Carol presented an outline of the current activities being undertaken by the Club Secretary / Programme secretary (attached). Carol indicated that the activities with respect to Club Secretary were not a problem. The real anxieties with the post relate to the lack of walk leaders and consequent difficulties in keeping the programme full, which currently relies on a few individuals leading many walks.
 - David T presented the case (attached) to change the club address to the Treasurer's address for Banking, Insurance and donations. This was accepted with club address changes made when the new treasurer takes up his post in January 2024. Carol suggested that to reduce the load on the Secretary, Social Activities should be the responsibility of the Committee.
 - Peter agreed to take on PR and Recruitment within his Chairman Role. The Contact Us address on the website should be transferred to Peter.
- PR & Recruitment
 - See above
- New Committee Member Nominations for 2024 & 2025
 - We agreed to seek nominations for a Club Secretary/ Programme Secretary to undertake a simplified Secretary role from January 2025, which we will work

toward in 2024. The person agreeing to this post could be co-opted to the Committee in 2024 if he/she wishes. In order to lighten the load for Committee Members especially with regard to Social events, we agreed to seek nominations for an additional Committee Member to take post in January 2024.

- Away days/mini walking break
 - John Braithwaite is willing to run the Lake District Trip in April 2024 again using Robertson Lamb Hut. Liz and Steve have volunteered to help with walk leading, provided the dates suits. Carol suggested that we try to increase the number of members going on this trip by suggesting hotel accommodation in the Langdale Valley for those not wanting to stay at the Robertson lamb Hut.
- Bickerton Poacher. Carol Has made a provisional reservation for a meal and skittles after a walk from the Bickerton Poacher. Minimum numbers of 15 would be required to attend for this event to be viable. RSVPs in advance. We agreed that the Club could pay the £25 room booking if the event goes ahead.
- Xmas Social – to be run as per last year. Carol to contact Margaret Boulton for help with flowers, cloths and entertainment and seek volunteers to help in kitchen especially with hot food.
- AGM format & venue- as per last year in Pollards
- AOB -none

- Date of next Meeting 18th January AGM

Programme 2024

Draft outline

- 4 monthly programme as in 2023
- One walk on weeks with bank holidays or half terms
- B or a C every week with fewer As and possibly Ds depending on season
- Usually 3 walks every fortnight ie 1. A C B. 2. B D C
 - Ds are successful so no logic to cutting their number except that these are frequently led by those that lead at higher grade.
 - Therefore add a few extra Ds but mainly in summer
 - As mainly on Thursdays As – suggest dates but be prepared to amend or delete
- One committee led social event per programme; AGM, Xmas social plus one in spring or summer – walks with add ons should be leader led
- If members wish extra walks can be added
- Walks not filled by the month before - the walk should be deleted. However we should be aiming for reasonably full programmes by the stage the new programme becomes "current programme"
- With this programme the secretary could aim to send update emails once a fortnight rather than the current pattern of weekly and occasionally fortnightly, but this relies on having walk descriptions promptly.

Week	Tue	Wed	Thur
1	C		A
2		B	D extra
3			C
4	D		B
5		C	A
6	B		C
7		D	B
8			

2 A. 4 B 4. C 2 or 3 D. 12 or 13 walks over 8 weeks.

Thur

Role of Secretary

Club Secretary

- Agendas & Minutes for AGM
- Collate and file AGM paperwork
- Agendas & Minutes for one or more Committee Meetings (2023- 1 meeting)
- Hold insurance documents and transfer invoice to Treasurer for Payment
- Club address (but banking address should be Treasurers)
- Liase with Treasurer re memberships and donations (role could go direct to Treasurer)
- Info queries (could be delegated elsewhere)
- Communications relevant to Club

Programme Secretary

- Compile Programme
- Amend programme and include walk descriptions
- Email PDFs or upload
- MWC update emails – (aim for 2 weekly in 2024)
- Communications relevant to Programme

Other Tasks

- PR & Recruitment - - to other Committee Member

— Peter.

Social Events (Committee Responsibility)

- Xmas Social
- AGM
- Summer meal or event???
- Walks with "frills" - walk leader

MWC Committee meeting 6 Oct 2023

<u>Account</u>	Current balance	£1160.19
	Outstanding payments	£ 0.00
<u>Membership</u>	Subs paid in 2023	78
	Subs paid in 2022	2 (15 month rule)
	Total membership	80

Applications received but not yet taken to membership:-

Angela	Olsson	Pensby	Nov-22
Jacqueline (Jack)	Muir	Birkenhead	Mar-23
Jennifer (Jenny)	Jackson	Willaston	Mar-23
Dave	Fisher	Ellesmere Port	Aug-23
Louise	Warmer	Liverpool	Sep-23
Mandy & John	Morley		Oct-23

Registered address for the Club

The address of the Club as currently held by Santander Bank, the insurance company and Ramblers is that of Carol as Programme Secretary. When making payment this year we did experience difficulties – the Insurance Company would not talk to me (not named on policy) when the on-line payment did not work, which consequently gave Carol extra work, there was also a small hick-up with payment to Ramblers which also involved extra work for Carol. She & I have talked about this, as a result I would like to suggest that when Alan takes over, and at future changes of Treasurer, the address registered with the Bank is that of the Treasurer, and that likewise the address held by the insurance company and Ramblers is also that of the treasurer.

List of Organisations involved:-

<u>Organisation/Creditor</u>	<u>Address required</u>	<u>Comment</u>
Bank Santander	Yes	All documentation to treasurer
Howden Group (Insurance)	Yes	
Ramblers Affiliation	Yes	
Web site	No	Operated via David G
Gladstone Village Hall	No	On-line payment, email communication
Snowdonia Soc	No	On-line payment
Donations (Mountain Rescue)	No	On-line payment
Misc payments (Expenses)	No	On-line payment