

Manor Walking Club

Committee Meeting

Gordale Cafe 1.30pm Wednesday 5th October 2022

Attended by: David Green, David Turner, Peter Knight, Carol Walker

Minutes

1. **Minutes of the last meeting.** The minutes of the last meeting were agreed

2. **Xmas Social.** - A booking has been made at Gladstone Hall on Wednesday 7th December from 12.30-4.00pm and deposit paid. The format should be much as the successful event in 2021. Members to be invited from 1pm – 3.30pm. Cost £10- per head. Numbers to be collected in advance as we did last year [seek numbers early November and ask for payment and/or confirmation by the week before]. Payment as we did last year (BACS in advance or payment at the door). Carol to ask Margaret Boulton, Margaret Burns and Sue Turner if they would be willing to provide tablecloths and flowers as per last year. Jacki Willis has already volunteered to provide mince pies. Carol to ask Alan Jupp if he would be willing to do quizzes. Carol to ask for 2/3 volunteers to help in the kitchen, particularly with heating food, arriving at 12.30. Carol to order and get food as before.

3. **Current Programme**
 - a. Walk leaders. We have repeatedly asked the group if more of us would be willing to be walk leaders and offered mentorship to help with this. This approach has not worked. Current conclusion is to make another appeal in the reports at the AGM.

 - b. PR & new members. Carol has suggested a new advert to be circulated on social media and on local notice boards etc. Carol will circulate drafts for the committee to comment on.

 - c. Unfilled slots on the current programme were discussed and amendments have now been made made on the current programme [version 19 and 20 (to be completed after replies from an email sent to members on 5th Oct)].

4. **Programme for 2023.** This provoked some discussion and did not reach firm conclusions. The issues arise as to whether our programme is too ambitious for the efforts made, the number of members willing to volunteer walks, and the number of members walking at A and D levels. We did decide that the programme in 2023 should be for 4 months at a time ie Jan-Apr, May-August, Sept- Dec.

David Green felt that the number of D walks should be reduced (every 6 weeks) and although most of the current D walks do end with a social activity/refreshments, this should be mandated. The committee generally agreed with this, but we had uncertainty about their frequency. Carol felt that the D walks, especially over the summer had served our less mobile members well and felt reluctant to reduce the number in the programme. Instead, just delete slots that remain unfilled. Reducing to one per month wasn't suggested but could be considered.

David felt also that the way A walks were run should be by agreement with A walkers (whats app group) then added to the programme. He would like the programme to run alternating B and C walks across Tue, Wed, Thurs and fit in A and D walks on other days. David Turner did not like the idea of the A walkers forming a group within a group. Carol's solution would be to produce a balanced programme and then delete unfilled walks if necessary. As for D, we may need to consider running only one A walk per month. Peter suggested running the programme in its present format in Jan-Apr 2023 and reviewing then.

Carol suggested that before creating the spring programme, we should again seek the views of members via the one of the weekly emails.

5. **AGM date and format.** Thursday 26th January – C and D walks before the AGM and lunch. Venues considered Red Fox or Glasfryn. Carol to enquire
6. **Committee for 2023.** Chair: Peter Knight, Treasurer: David Turner, Secretary/Programme Secretary: Carol Walker, Website Master: David Green, Treasurer Elect :- to be appointed and to act as full member of committee during 2023. Carol to seek nominations

7. Health & Safety

- a) Risk assessments etc. The committee were asked to read through the health and safety sections of the website to be sure that we are taking an effective approach to health and safety and risk assessments and feed back any comments. Carol suggested that instead of the Ramblers form we should have a generic risk assessment- to be discussed further. In the meantime, Carol will add to one of the weekly emails a safety section reminding walk leaders of the need to list unusual hazards in the walk description.
- b) Insurance. Whether our current insurance covers only committee members or also includes walk leaders and members was raised. We agreed to seek clarification in writing from the insurance company. Peter will take this on and report back.

- c) The insurance documentation states “*The organisation complies with relevant Health and Safety legislation and has appointed a Committee member or member of senior management who have responsibility for health and safety.*” Currently, this role is filled by the Chairman. Peter was asked to look at the website and insurance paperwork and advise if he is happy to take on this role. David advised that the current operation of MWC is that the committee, as a whole, has responsibility for Health and Safety and that the current Chairman’s role is to ensure that our safety measures are put into practice.

- 8) Website.** Review. We agreed to read through the website content to determine if any changes need to be made to keep the group abreast with current times. Eg the covid advice should be revised. Any thoughts should be circulated by email . After this has been done a revision date could be added to the website.

With the exception of the photo gallery, all of our website content is public access. Carol advised that in the website of another walking group much of the content is members only access. To be considered

9) AOB

Guest details should be circulated to the programme secretary in advance of walks for insurance purposes. Carol to advise members by email

New members should be advised to join lower grade walks initially before doing more strenuous walks so that we can be sure they are fit enough for A /B walks.

The treasurer reported that a donation has been made to the North Wales Mountain Rescue Association, which is an umbrella organisation, rather than to an individual Rescue Association.

10) Date of Next Meeting

To be confirmed

Post meeting addendum

From: David Green <greensch64@gmail.com>
Sent: 06 October 2022 09:34
To: David Gilding <david.gilding@howdengroup.com>
Subject: Policy Number 1887226/EC19985

Dear Mr Gilding

Our new committee has asked me to seek some clarification over our insurance cover, specifically as to how it relates to our walk leaders.

The renewal schedule for the current year states that the 'Insured' are the :

'Committee for the time being of Manor Walking Club'.

Our understanding of our insurance cover is that if, as a result of an incident on a walk, a member makes a claim for damages against the walk leader on the day rather than against 'The Club', the policy will cover that leader - always assuming that:

- the leader is a club member
- the leader has followed our safety requirements
- the leader has not - in your terms - acted recklessly

Could you please confirm that our understanding is correct or, if not, would you clarify.

Many thanks

David Green

Immediate past Secretary - Manor Walking Club

----- Forwarded message -----

From: David Gilding <david.gilding@howdengroup.com>
Date: Thu, 6 Oct 2022, 10:10
Subject: RE: Policy Number 1887226/EC19985
To: David Green <greensch64@gmail.com>

Morning Mr Green

Thanks for the email

After reading through the details supplied I agree on the concept of the cover outlined in your email

Kind regards

David Gilding

Sports Commercial Team Leader

Sport & Entertainment

Tricorn House, 51-53 Hagley Rd, Birmingham B16 8TP

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Dear David

Thank you very much for your prompt clarification. This was exactly my concern, and the answer is straightforward.

So that we or future committees don't go round this loop again, perhaps it would be a good idea if I attached these emails as notes to the meeting minutes.

I can print out the emails and add to the red file and save in insurance folder on my computer

Best wishes
Carol

Sent from my iPhone