

COMMITTEE MEETING

Wednesday, 7 February 2018
Holiday Inn - Eastleigh

Minutes

Present: Stephen Cocks - Chair Neil Elder - Treasurer Steve Nicholas - Walk Co-Ordinator Carol Ransome - Membership Secretary Terry Jones - Area Representative David Morris - Area Representative Mandy Norris - Secretary Apologies: None		
1.	Welcome Stephen Cocks opened the meeting by thanking everyone for attending and agreeing to be on the Committee for 2017/18.	
2.	Matters Arising From Previous Meeting <u>Website Host</u> Stephen gave a summary of the benefits of transferring the Hampshire 40+ Walking Group's website page from its current provider to Ramblers-Webs, which includes no annual fee, provision of ongoing technical support, links between the H40+ site and the Ramblers site so that walk adverts do not have to be uploaded twice, and continuity of process and access in the event that Committee Members change in the future. In addition, the Ramblers have indicated its preference for all group websites to be managed this way. It was unanimously agreed by the Committee that this is the way forward. Stephen agreed to provide the IT and administrative support to ensure this happens and that the H40+ website complies with the requirements of the Ramblers, for example, showing the correct logos etc. Stephen will also arrange for new Committee Members to also have H40+ e-mail addresses. <u>Business Cards</u> Carol agreed to contact Lorraine Jobin to ask her to forward the draft business card template which she had previously designed so that this issue could be taken forward.	Stephen Cocks Carol Ransome

3.	Treasurers Report Neil confirmed that there has been no expenditure since the last report at the AGM. The funds in the account are currently £783.99 plus £95.19 in the surplus account. There was a discussion about the Ramblers expectation of the maximum amount local groups should hold in their accounts and it is clear that H40+ currently holds more than is recommended, even in consideration of possible expenditure such as hire of halls, website hosting fees, flowers, cards, etc. It was agreed by the Committee that H40+ should hold no more than in the region of £150 to cover expected costs and that Neil should contact the Area Treasure to explore the process of returning funds. Mandy and Neil completed the paperwork so that they could be signatories for the H40+ bank account as agreed by a unanimous vote of the Committee. Stephen agreed to process the paperwork for the bank account and to update central Ramblers records with Committee Member changes. As required by Unity Bank, the Committee read and agreed to the resolution stated in the Change of Signatories form: • that the people named in this form will be authorised signatories on all accounts • that instructions and changes will be given in line with the mandate • that you are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory • that you will notify Unity Trust Bank of any changes to the organisation in writing Neil agreed to submit the paperwork to Unity Bank for processing.	Neil Elder Neil Elder
4.	Membership Secretary's Report Carol said that H40+ now has 178 paid up members and there has been a steady increase of new walkers who have become regular walkers with the group. There has been a healthy 7% increase in membership when other groups have experienced reductions to their membership. Carol noted that the latest membership reports continue to show out-of-date information for committee members / honorary officers. Stephen agreed to send in the form he had been preparing to update central Ramblers records with Committee Member changes. Carol asked for walk leaders to remember to record walkers and return the completed tick list to her and to remind new members who have been on three walks to become a Ramblers member and identify H40+ as their nominated walking group. Stephen confirmed that there are now over 400 members on the group's Facebook page. He is only approving membership for those people who have a clear interest in walking and those who are known to him or other members to try and avoid inappropriate membership.	

5.	Walk Co-Ordinator's Report Steve said there was a really good calendar for January and February is looking good too, although the group would benefit from having more 6-8 mile walks which would be attractive to new members with less walking experience. He was pleased to see that Neil P. has become a regular walk leader and Rakhee has put on several walks too. Terry asked that all walk leaders ensure their walk adverts have accurate information about level of difficulty, mileage and also include postcodes and grid references. Terry offered to facilitate navigation/map reading training for two/three people at a time if walk leaders would find it helpful. There was a discussion about the group's duty of care in respect of the health and safety of walkers. It was agreed that walk leaders should carry a small first aid kit and that an experienced back marker should be nominated for large group walks. Terry agreed to draft an In Case of Emergency (ICE) Form for members to carry in their rucksacks which would include information such as Next of Kin contact details, medical details, allergies, etc.	Terry Jones
6.	Chairman's Report Stephen gave a short summary of the recent Hampshire Area Meeting which he had attended on behalf of the group. He said most of the discussion was about the Coastal Footpath, budgets and finance, general updates and website information. Stephen confirmed that three weekend trips have now been advertised and good numbers of provisional bookings have been received so far. It was confirmed that the H40+ website should continue to be the main method of communication for the group and that the Facebook page should be to alert people to updates on the website.	
7.	Any Other Business <u>Non Driving Walkers</u> David raised for discussion the issue of how the group could better support walkers who do not drive. It was agreed that it was difficult to do as membership of the group was so geographically widespread throughout Hampshire. Steve said the schedule does sometimes have walks which start at or near to train stations or park-and-rides. The Facebook page has been used for people to link up for car sharing purposes. However, members should be mindful of the risks associated with offering/taking lifts with unknown people and also the implications on car insurance. <u>Website Hosting</u> Steve agreed to contact Richard Boardman about changing the 'owner' details, so that we can put the right contacts in place before the next annual invoice is received.	Steve Nicholas

8.	Next Meeting Stephen to publish poll of potential dates so that Committee Members could identify their availability.	Stephen Cocks
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