

## **WALKABOUT FLINTSHIRE MINUTES**

### **TRUSTEE MEETING FRIDAY 7TH FEBRUARY 2020 AT RHYDYMWYN VALLEY**

1. Chair Dave Mackie opened the meeting and welcomed Secretary June Brady, Treasurer Neville Howell, Michael Fildes, Joyce Howell, Elizabeth Bolton, Arwel Roberts, Carole Worger, Buddug Neale, Peter Kime, Gill Harrison, Stan Jones and Minutes Secretary Eleanor Woodward.

2. Minutes of the previous trustee meeting 25th October 2019 were accepted as accurate, proposer Mike Fildes seconded by Stan Jones.

3. Matters arising from above:-

Item 6.

The Secretary had spoken with Chair Ian Gibbons of Hawarden Community Walks re cooperation for publicity and marketing only. Ian Gibbons explained that HCW were financially viable but were having similar problems to ourselves with attracting younger walkers and new walk leaders. As well as ageing walkers and walk leaders.

Item 7.

AGM Roles

Everyone was aware of their roles for the AGM. A tunnel door will be opened by a member of the Valley History Society. The War Dept video will be available in case the weather is too bad for the walks to take place.

Item 8.

Publicity

Secretary stated that the Walkabout Facebook page is CLOSED to non-Facebook members and NOT open to all as in these minutes (29th October 2019)

The Like Minded magazine was given to the trustees for their perusal.

Item 9

Rotation of Trustees.

This is on the next AGM agenda.

Other Matters

Neville Howell attended the North Wales Social Prescribing Community of Practice meeting on 4<sup>th</sup> November 2019. His report is included in the Open Meeting minutes dated 8th November 2019.

Agenda Item 4.

Mike Fildes proposed that in future full names of attendees will be used in Trustee meeting minutes and full names of those Trustees sending apologies not initials only.

For open meetings and the AGM a list of full names of attendees and apologies will be kept as has always been the practice. But in future full names of attendees will appear in the recorded minutes of open meeting and the AGM.

Anyone having an objection to their name being quoted in full should register this with the secretary. This will need to be brought to the attention of attendees before every meeting.

Seconded by Peter Kime

Agenda Item 5.

Treasurers report

Neville Howell presented figures to year end 31st December 2019 and to end of January 2020.

The balance of available funds is £9557.81

Chair Dave Mackie and Secretary June Brady suggested that the end of financial year figures ie 31st December 2019 be independently verified before the AGM. This being advisory as our reporting period for the Charity Commission was changed in 2018.

#### Agenda Item 6

Quarterly returns Oct 1st to Dec 31st 2019

214 walks 2946 walkers 18 new walkers

Annual figures for 2019

730 walks 15347 walkers 113 new walkers

It was agreed that these figures should go on social media and be put out as a press release.

#### Agenda Item 7.

Resignations-updates

A walk leader of long standing had resigned for personal reasons from leading at both the Talacre and Melrose walks. A card of thanks had been sent and appreciation was shown by walkers before a walk at those locations.

As minuted in Nov 8th minutes new leaders are needed at Talacre. At the next walk leader training course in April 2020 a request for volunteers to lead here will be made.

When sending out the AGM agenda, June Brady will again ask trained walk leaders whether they are still actively leading or assisting on walks and for programme updates. It had been noted that there had been some changes to the programme from the 31st December 2019 update.

#### Agenda Item 8

Risk Assessment.

Peter Kime asked Neville Howell whether risk assessment for insurance purposes was done for all walks and whether it was done regularly. Also Peter Kime asked for a description of dynamic risk assessment.

Neville Howell said that all his walks were risk assessed in line with the New Walk Leader Manual guidelines and the Guidelines for walk leaders. These are both given to new walk leaders on the training days and the Guidelines for walk leaders are on the Walkabout Flintshire web site. There had been written assessments done originally.

June Brady, Buddug Neale and Neville Howell all agreed that dynamic risk assessment was done at the time of the walk It took into consideration the weather, terrain and knowledge of the walkers ability which might mean a change of route to be decided at that moment in time.

Peter Kime said he was happy that his question had been answered to his satisfaction.

#### Agenda Item 9

Website pictures

Mike Fildes proposed that the photographs from charity, joint and anniversary events together with those taken on other walks by walkers themselves are kept. This is irrespective of how old they are, as they are good PR material and the social events are kept for a month only.

He said he will take the dates off the old photographs that are being kept.

More photographs were needed for the website to represent in town walks. Perhaps Facebook photographs could go on the website.

However he said he was concerned about the implied permission given by all the people in the photographs. He said that at the time of taking the photograph people should be aware that they have given permission for their image to appear on the website or on Facebook.

This instruction will be added to the Guidelines for the Conduct of walks for walk leaders.

#### Agenda item 10

Marketing materials

The Secretary June Brady with the help of Buddug Neale and Arwel Roberts has produced a bi-lingual flyer and had it printed. It is not intended to be handed out to prospective walkers but to be used for advertising purposes, for example at the AGM and onto notice boards. Two flyers are needed side by side ie. English and Welsh.

Via the Twitter account a request had been received by Jenny Hindmarsh from Calon FM. This is a radio station run from Glyndwr University Wrexham. They asked whether they could have an interview with someone from Walkabout Flintshire. Mike Fildes replied that he would do an interview and he had already done a short message which could be used as an advert.

He played this to the meeting. It was suggested the audio to go on the website and be launched at the AGM.

Calon FM to be asked the cost of an advert, the size of their audience and the area covered.

The Like Minded magazine which is a local charity publication had earlier been given to trustees to peruse. June Brady has already submitted an article to go into the second edition. She asked the trustees whether they would consider paying for an advertisement as well. The cost for a 5000 print was ¼ page £50 ½ page £75 and £125 for a full page. The magazine is available free in libraries and other outlets. The trustees were asked to vote on taking a 1/4 page for £50. There were 5 in favour and 6 against, motion not carried.

The Codgers Quarterly had done a free article for us last year. It was agreed to approach them again.

#### Agenda Item 11

Walk leader training course

The next one will be held 23rd April 2020 at Rhydymwyn Valley centre 9am to 1pm. June Brady, Joyce and Neville Howell will be doing this.

The Lets Walk Cymru Walk Leader Training Manuel is coming from the Ramblers, there are 20 copies. Peter Kime said that Dave Waller may have some too.

A certificate to be given to all attending also a copy of Guidelines for the conduct of walks

Six people have already booked. June Brady to ask Dave Waller whether he has any spare tabards.

Any tabards not used to be collected at the AGM

#### Agenda Item 12

AGM

Trustees standing for re-election

All Trustees automatically stand down and are automatically reinstated if they wish to be and no one else applies.

If anyone applies to be a trustee there is nothing in the Constitution about how this would be dealt with eg A voting system.

It was thought that applicants should be invited to a trustee meeting to see what it entailed. Then consideration would be given to the applicants.

All co-opting ends at the AGM and co-opting is not dealt with at the AGM.

#### Agenda Item 13

Date of AGM Friday 21st February 2020 at Rhydymwyn Valley 2.00pm

Preceded by walks at 1pm or alternative film show.

Meeting ended 3.55pm

Dates of next Trustee meetings – 1st May 2020, 7th August 2020