

Walkabout Flintshire.

Minutes of Meeting Number 3.

15<sup>th</sup> October 2015 at Carlines Avenue Hawarden

Present.

Dave Mackie Chair

Sandy MacLeod Treasurer

Carole Worger

Joyce Howell

Neville Howell

Gill Harrison

Peter Kime Secretary

Arwel Roberts

**John Gray FLVC**

Dave Waller

Liz Boulton

Apologies.

Stan Jones      Ronnie Lambert

Charitable Status and Constitution.

John Gray from FLVC was introduced to the meeting. John pointed out some inconsistencies in our current constitution and suggested changes to avoid any misunderstandings. He went on to suggest that we would need a completely new constitution if we decided to go for charitable status.

John continued by outlining the benefits and drawbacks of becoming a Charitable Incorporated Organisation (CIO);

- a. Limits our liability, except in cases of criminal activity or negligence
- b. We would be able to apply for grants and funding
- c. Able to claim tax relief on personal donations (Gift Aid)
- d. Would be obliged to complete annual returns in good time (negative point)

We would be constrained by The Charities Act 2011 section 177, under which our constitution would have to be re-written, paying particular attention to our objectives.

He offered to help complete this task and Neville, Dave and Ronnie (nominated in his absence) would meet on 28<sup>th</sup> October 2015 at 7pm to progress this. Carole agreed to sit in for Ronnie if he were not available.

John further suggested that we all look at the sample documents on the FLVC website under governing documents, especially numbers 14 and 15. Also, it would be good idea to look at the roles and responsibilities of trustees.

Questions raised by the committee were;

Q1. Are CRB checks needed? Talk to Lyn Rowlands at FLVC (**action Peter**)

Q2. Could we decide what conditions applied if we had sponsorship e.g. use of logos? Yes we would have control.

Q3. Would we need to have the new constitution ratified? Yes – we need to call a general meeting.

**It was agreed unanimously to go for CIO status.**

Ronnie has updated the draft document and it had been signed by Chair, Treasurer and Secretary.

**Action: Ronnie to send soft copy to Peter who would distribute a copy to all; completed close action point.**

#### Finance.

Sandy reported that the bank balances were £ 4487.49p and £7455.33p.

**Action: Peter to contact Mel ( Let's Walk Cymru) to ask for details of company, policy number, level of cover and who to contact in her absence.**

**Peter reported that we were covered by a company called Magnet and our policy number was LWF.14.7 and that we were covered up to 31<sup>st</sup> March 2016. Close action point.**

#### Fund raising.

It was agreed that there was no immediate need to add to our funds. Rather, we should look at what expenditure we would need over the near and long term.

It was also noted that Mel (Let's Walk Cymru) had hinted that funds may be available from/via them. The FCC "Single Point of Access" would be a good point to contact to raise our profile.

**Action: all to flag their ideas and costs to Sandy to collate at [macleod\\_sandy@hotmail.com](mailto:macleod_sandy@hotmail.com) Sandy had received ideas from members and a discussion took place on items to buy. He suggested the total would be around £1600 if we went ahead. No decision was made regarding purchases. Close action point.**

**Action: Peter to contact John Gray at FLVC to see how to seek further funding: done and close action point.**

**Action: Peter to contact Mel to clarify. Mel had offered her help if needed. Close action point.**

**Action: Chair to find out whom to contact at FCC (SPoA) and pass on to Peter to progress. This had been done and we are now registered on the DEWIS (new name for SPoA) web site. Close action point.**

**Action: Sandy to pay our membership fee to FLVC and to have the FoWAF accounts audited. Membership fee has been paid but audit still outstanding.**

#### Charity Status.

It was agreed that we should seek advice from FLVC (John Gray) on this.

**Action: Peter to contact John Gray to discuss and also to ask him to attend our next meeting to answer questions: see above, close action point.**

#### Walk Registers and Health Forms.

Mel had asked that more details be included in our returns (via Ronnie). It was agreed that Ronnie goes back to Mel and ask for clarification on the need for such detail.

**There had been an exchange of emails between Ronnie and Mel which had been circulated to all. It was agreed to comply with Mel's request: close action point.**

#### Walk Leader list and other assets.

Neville had spoken to Katrina at Troedio Clwyd Walks who confirmed she had sent the list of walkers to Peter. This had not been received.

**Action: Peter to follow up with Katrina. Peter had received a list but it was in "bad shape". After much analysis and help from Ronnie and Neville, a short list had been produced but many queries were still outstanding. At present there were 54 confirmed walk leaders. This list has been sent to Mel for information. It was agreed not to carry on with the cleansing exercise: close action point.**

#### New walk leaders.

This will be put on the agenda for the next meeting.

#### Walks Programme and new organisation launch.

The latest version (version 4) had been distributed and was discussed. Comments as follows;

- Does it need to be bi-lingual?
- Can we have another logo rather than the (heavy) boots?
- Delete the Talacre walk as it is no longer being held
- Walker icon gives the impression of "wrong types of walk" being offered – looks like hard work!
- Format needs to be bolder and give more detail
- Why are some telephone numbers included?
- Walks need to include walk difficulty i.e. grade a, b or c
- The Let's Walk Cymru logo should be included as they fund our current insurance

It was agreed that we need to ensure accuracy of the programme and that we need to contact all the leaders to ensure the details are correct.

**Action: Gill to create a pro-forma to send out to walk leaders once Peter has the full list from Katrina (see above).**

**Gill had created a form but it was agreed to add comments to help define walk difficulty/grading.**

**Action: Peter to send the form out to those leaders listed on the programme and once done draw up a new proposed programme. Arwel agreed to translate into Welsh for Peter.**

Peter suggested that any launch publicity should be delayed until we had decided on our new logo and other branding ideas suggested (but not recorded for clarity) under finance above.

**A discussion took place where several suggested logos were circulated. However, it was suggested that we ask a local school to create a logo (in the form of a competition). Gill agreed to raise this with Golftyn Junior School. Action Gill.**

AOB.

(From meeting number 2)

- a. Ronnie raised the issue of meeting at a committee member's house and thought that in future we should meet in either free or rented meeting rooms. This was agreed and everyone was asked to look for suitable venues (and costings) and flag to Sandy. **Action: all Action complete with venues being submitted. Close action point.**
- b. Sandy passed an insurance form to Peter asking for it to be completed and sent on to Mel. **Action: Peter. The insurance form had been posted off to Mel with copies of our health form, walk register, risk assessment and full (draft) programme. Close action point.**

Next committee meeting.

Monday 30<sup>th</sup> November at Rhydymwyn at 14.00 hours.

The meeting closed at 21.25 hours.

Secretary's footnotes;

**Thanks again to Neville and Joyce for their hospitality.**