

Draft Minutes

Sheffield 40s Walking Group AGM

18th November 2021 7.30pm via Zoom

Present

Jez Kenyon, Chair. Bev Kenyon, Secretary/ Membership Secretary. Mick Nott, Treasurer. Sara Collin, Dave Depledge, Walks Coordinators. Mandy Kippax, Jillian Gilbert, Socials and Weekends Away Coordinators. Allen Hudson, Footpath Officer/Web Editor.

Also in attendance – Lyn Prosser, Emma Myers, Keith Hopkinson, Jean Billingham, Debby Clark, Julie Sweeting.

Apologies

Tracey Lyne, Wayne Grounsell, Dennis Crossland

Approval of minutes of last AGM

Proposed by attendees and seconded by attendees as a true record of the last meeting.

Matters arising

- Wayne Grounsell raised a query regarding the treasurer's report and the loss on the Whitby holiday. Mick explained that the event spanned two financial years. The surplus in FY 19/20 was exceeded by the loss in FY 20/21. The balance on the event's account across two FYs was -£153.

1) Chair

- Jez opened by welcoming everyone and explained that we chose a zoom meeting as at the time we arranged the AGM we were unsure about future restrictions on numbers in venues. It would have been more difficult to change the meeting set up at a later date.
- Overall we have had a good year and our walks and social events are nearly back to normal. Our membership is good and has risen by 20% over the year, bucking the national trend! We have had great walks and social weekends. We continue to be a welcoming group and our website and Facebook page are proving very good at attracting people to try us out. Jez thanked the committee for making sure that our walks and socials programmes were up and running as soon as possible after the COVID restrictions changed. We have a healthy membership and we have been gaining new members month on month over the year. We put our success down to our walks and socials calendars, our website and our Facebook page.

- Risk assessment has been a challenge and Ramblers are having discussions on what form this will take in the future.
- Ramblers have been encouraging farmers to look after footpaths and after a slow start earlier in the year got on board with getting walking going again.

2) Treasurer

The Accounts for 20/21

- I am pleased to present the accounts of the group for the year ending 30th September 2021
- In accordance with Ramblers policy our group accounting is split into two “funding” types – Main and Self funded.
- ‘Main’ funds are for running a programme to promote walking and supporting the Ramblers charitable objectives.
- ‘Self-funded’ funds are for social events, e.g. dinners, discos, weekends away etc.
- These 2 types of funding are operated from one bank account.

Item	main/£	social/£	total/£
<ul style="list-style-type: none"> • Closing Balance as of 30 Sept 2020 	<ul style="list-style-type: none"> • 1150.15 	<ul style="list-style-type: none"> • 146.58 	<ul style="list-style-type: none"> • 1296.73
<ul style="list-style-type: none"> • 2020/21 Surplus • 	<ul style="list-style-type: none"> • 273.14 	<ul style="list-style-type: none"> • 213.70 	<ul style="list-style-type: none"> • 426.84
<ul style="list-style-type: none"> • Closing Balance as of 30 Sept 2021 	<ul style="list-style-type: none"> • 1423.29 	<ul style="list-style-type: none"> • 360.28 	<ul style="list-style-type: none"> • 1783.57

- **Main**

- The chief source of income for our main account is funding from the Ramblers Association.
 - We receive an annual basic allocation which is calculated by how many members we have and a fixed amount for running the group. The current rate is £1.01 per member and £95 per group.
 - Income this year was £345 from Ramblers, for our annual basic allocation.
 - Expenditure this year was £71.86 on web hosting.
 - This gives a surplus of £273.14 in main funds.
- **Self-funded**
 - The Ramblers Association, which is a registered charity, require self-funding events to be 'cost neutral' i.e. break even. We are allowed by Ramblers to hold an amount in self-funding to pay for deposits required for upcoming events. It is difficult to predict what the take up will be when we cost our events. It is therefore prudent to expect that most will make a small surplus or be cost neutral, occasionally some will create a loss.
 - Covid regulations restricted social events but there was 1 event (Middlesbrough weekend) in this financial year.
 - We have started to collect monies and pay invoices for an event (a week of walks around Pitlochry in April 2022) in the next financial year.
 - There is one other event so far next FY and that was in October 2021 near Skipton. So far items for this event that use the group account have all occurred after Sep 31 2021 (FY21/22) and will be accounted for in the 2022 Treasurer's Report.
 - Income received from social events this year was £1,195 and social expenditure this year was £981.30. This has created a surplus of £213.70.
 - £40 of this is a surplus from the Middlesbrough weekend.
 - The remaining £173.70 of the £213.70 is the difference between the deposit paid for the accommodation in Pitlochry and the monies collected so far from the 14 members staying in the house. Therefore it is advanced payment towards the balance and the bond required for the accommodation which will be collected in FY21/22. The sum of £173.70 will be carried forward into the Pitlochry account in FY21/22.
 - Our usable/accessible/"true" social fund balance at FYE20/21 is the sum £360.28 - £173.70, which is £186.58, in other words £40 more than last year's social fund balance.

Summary 2020/21

- The bank balance at year end remains healthy at £1,783.57

Thanks

- Thanks to all of you who help organise and/or participate in events for making sure both the organisation is clear and your payments are prompt.

A Main Funds Budget for FY 21/22

- The committee has decided to make a main funds budget for FY21/22.
- For the last 3 years we have received a standard allocation (approx £350: £95+£1.01 per member) from Ramblers. **By FYE 31 Sep 2021 we have accumulated £1423 in our main fund.**
- We are allowed to spend main funds on items that support 'walking', eg
- kit: e.g. maps, first aid kits, etc.
- skills: e.g. walk-leaders' and volunteers' training, e.g. navigation, first-aid, attending face to face courses, etc.
- expenses: travel expenses for walk recces; path wardens' work; in fact, any voluntary work for Ramblers business.
- path maintenance: e.g. contributions to footpath maintenance and items such as fingerposts and gates.
- events: things we put on to publicise Ramblers or introduce prospective members to walking.
- Unlike other Ramblers groups we don't spend main funds on meeting rooms, walks brochures etc because we use 'free' function rooms or Zoom and rely on all our members being able to use email, our website and facebook page. We don't intend to change this policy.
- We will not receive any, including our basic allocation, main funds for 21/22 unless we make a budget and start spending some money to support walking. This spending will support current volunteers and people stepping up to volunteer to do things for the group and Ramblers.
- We can monitor our spending in FY21/22 and in June/July 22 submit a main funds budget based on our projected spending in FY22/23 to Ramblers. (nb The Chesterfield and NE Derbys group with approx 350 members has a mains funds budget of approx £2000 pa, if we spent an equivalent pp then our main funds budget would be about £1360)

Prospective Budget for 21/22.

- Volunteers are welcome to voluntarily submit receipts and expenses for the following items
- (nb claiming is not compulsory!)
- Claims should be submitted to the Treasurer and claims will be kept discreet.
- If any volunteer is not sure please ask - we are feeling our way on this.

<ul style="list-style-type: none"> ● Kit ● Maps: no more than one OS map pa per walk-leader/path warden ● Or a £9 pp pa contribution to a mapping app subscription eg OS maps. ● First aid kit or replacement bits for such. No more than one claim per volunteer every <u>two</u> years. Maximum expense met will be £10 pp ● Walk leader to submit hard copy or e-receipt 	<p>Up to £400</p>
<ul style="list-style-type: none"> ● Travel Expenses ● Volunteers attending events, doing recces of walks and paths at 28p per mile or receipts for public transport. 	<ul style="list-style-type: none"> ● Up to £500
<ul style="list-style-type: none"> ● Skills ● Volunteers attending training courses. Ramblers have put these courses on in the past with the cost being met by Area or centrally. 	<ul style="list-style-type: none"> ● Grants/loans will be sought from Area funds if needs be
<ul style="list-style-type: none"> ● Admin ● Website, Zoom licence, CPRE affiliation 	<ul style="list-style-type: none"> ● Up to £210
<ul style="list-style-type: none"> ● Path Maintenance ● Contributions for fingerposts/gates/styles etc 	<ul style="list-style-type: none"> ● Up to £250
<ul style="list-style-type: none"> ● Events ● No budget set but the committee is open to proposals that we could fund out of main funds or split funding between social and main funds. Again we could ask for grants/loans from the Area funds if we have a firm proposal. 	<ul style="list-style-type: none"> ● Grants/loans will be sought from Area funds if needs be

- We have a travel/items expenses form, agreed with Ramblers HQ, to be submitted quarterly or when expenses exceed £20 - sent direct to the treasurer who re-imburses. More forms are available. Some will claim, some won't but Ramblers would like volunteers to claim.

- Total maximum budget for 21/22 would be approx **£1360**
- We would not be spending on room hire, brochures or sundry expenses but spending to support group walking and footpaths
- **At the moment we have £1423 in our main fund and FY22/23 basic allocation is approx £350 which will give us a total of £1780 in our main funds in 22/23 for a budget of £1360.**
- **By Jun/Jul 22 we should know what our spending is like and so, knowing how we spent in FY 21/22 we submit a budget to Ramblers for FY 22/23 in Jul 22.**
- Questions
- A discussion followed about the budget. We need to show a budget to Ramblers so that we can keep our allocation. Mick made it clear that we are trialing the way we will allocate the budget, but that if we don't spend our allocation from Ramblers we will not receive any money next year.
- We are hoping that by offering a small recompense we can encourage more members to get involved and lead more walks.

3) Secretary

- We currently have 291 members, according to the latest information from Ramblers, which is fantastic. We had 251 in September last year and 239 in October of 2019, so we are currently seeing steady growth of our membership.
- We continue to welcome new members via email - there have been a couple of glitches where Ramblers didn't give any notification via the Insight hub, so apologies if a couple of those welcome emails were late in arriving. I have now dovetailed the two lists as tightly as possible so to date we should have correct lists. I will continue to do this process every few months so that we don't have any members slipping through the net!
- The average age of our membership is 55 years with the 50 – 59 age bracket being the largest. The gender split of the group is 42% male and 57% female (with 1% unknown!).
- We have 251 members who live in the SYNED area, and the rest of our membership are from areas all over the country.

4) Walks

- Walk report– November 2020 to November 2021

Despite all the issues and rules regarding Covid, the Sheffield 40s Walking calendar has continued to thrive and grow this year.

Our group was extremely successful in managing to restart the walks calendar quickly after each lockdown. This success has been due to our walk leaders, who were very prompt in answering our requests for walks. Thank you to all the walk leaders who have supported us during this difficult year. The fact we have been able to offer the amazing figure of 4.8 walks per week from April to mid-October just shows the support we have. Without our band of walk leaders our group would not be able to operate.

Particular thanks go to Martin W who has led 39 walks out of 138 in this period - which is 28% of the walks. Evening walks have also been successful this year. There were a total of 37 evening walks over a 22 week period- which averages out at 1.7 evening walks a week!

The weekends away have also included very successful walks.

A new initiative this year has been the advertising of walk on our very successful Facebook page.

Last year's AGM was followed by Lockdown number 2, then tiered walking and Lockdown 3. Therefore, our statistics start after Lockdown 3.

Walks from to	1. April to 17. October
Numbers of walks	138(2 were cancelled - but not included in the statistics)
Number of reports	105
% of reports given in	76%
Number of walks per week	4.8
Average number of walkers	12.4
Maximum number of walkers	31
Minimum number of walkers	0 - extremely bad weather so no takers but still walked.
Number of A walks	63 - 47 walks reported
Total number on reported A walks	523
Average number of walkers on reported A walks	11 walkers
Number of B walks	50 – 38 walks reported
Total number on reported B walks	507
Average number of walkers on B walks	13.5 walkers
Number of C walks	25 – 20 walks reported
Total number on reported C walks	195
Average number of walkers on C walks	9.75 walkers

- Jean Billingham asked if anything was being done to encourage more “C” walks. Walks coordinator will continue to ask for “C” walk leaders.

- There was a discussion on how walk leaders can put lots of walks on in advance which can discourage others from putting on walks. How to move forward with walks programme will be discussed with walk leaders. We also discussed the possibility of other walk leaders taking over a walk if a walk leader is ill or unable to lead an advertised walk.

5) Socials and Weekends

- We have organised a few social evenings as well as 2 weekends away which have been popular:
- **Middlesbrough** 9th -11th July. As people booked their own accommodation there were limited ways in which to generate a profit. However due to cancellations of pre-paid meals/travel this generated an income of (£40.00 figure taken from Treasurer's report)
- **Malham/Gargrave** 15th – 17th October. People booked their own accommodation. We held a raffle which generated a small profit.
- **An Evening with Highway Child** 13th November. Jean has agreed to have her contact number on the website for this event.
- **Luxmuralis Christmas Lights** 30th November at Sheffield Cathedral. Book your own ticket
- **Winter Warmer Mince Pie Walk** Mandy may put on a walk with a small charge and offer mince pies/stolen and a drink/mulled wine. This should generate a small profit.
- **Xmas Meal at the White Lion** The cost of this has been rounded up to include the cost of a raffle ticket and members have been asked to pay in full. Therefore, this should generate a small profit.
- **Next Year 2022**
- **22 -29 April. Pitlochry** Accommodation for 14 has been booked and non-refundable deposits paid.
- **Llangollen** 10 - 12 June. Llangollen. – 17 people have booked on and we will be paying a deposit as soon as we have bank details from the hotel.
- 2 - 5 September – **Alnmouth** – 12 people have booked on and the deposit has been paid.

6) Web Editor

- We need a web editor

7) Committee Elections

- Chair: Jez Kenyon, Secretary: Bev Kenyon, Treasurer: Mick Nott, Walks Coordinator: Keith Hopkinson, Socials and Weekends away Coordinator: Mandy Kippax, Footpaths Officer: Alan Hudson. All proposed and seconded by attendees.

8) AOB

- Sara Collin agreed to collect the group equipment from Wayne Grounsell and pass onto the committee.

The AGM ended promptly at 20.30pm