



Walk East Norfolk

Walking for fun and fitness

MINUTES OF THE COMMITTEE MEETING HELD 28 APRIL, 2006

Present

Jerry Walker (Chairman), Frank Horner (Gen. Sec.), Lynda Watson (Treasurer), Julia McNelly (Member Secretary), John Gooch (Walks Co-ordinator), Jane Bekker, David Gibson-Brown, Charles Hacon, Liz Hudson, Beryl Leck, Peter Leck, John McNelly, David Watson and Tim Wyles.

1. Apologies

Apologies were received from David Bailey, Penny Bailey, John Ling and Brian Smethurst.

2. Welcome and Chairmans Remarks

Jerry welcomed the members to the first formal committee meeting. He thanked John and Julia McNelly for obtaining the use of Runham Village Hall and said, when funds were more available, it was hoped we could contribute to the Village Hall Fund. Jerry was also very pleased at the way members had made themselves available to undertake specific and general tasks for the new Walking Group Committee.

3. General Secretary's Report

Frank indicated there was little, at this stage, to report as Secretary but more would be discussed under the Webmaster's Report.

4. Treasurer's Report

Lyn stated she had made contact with NATWEST Bank who would be prepared to offer us banking facilities at no cost. They would require certain documentation to be submitted including the 'Constitution'. It was confirmed the Group would wish to take up the offer and agreed there should be two from three signatories on all cheques issued. The three persons nominated to sign cheques on behalf of the Group would be Lynda Watson, David Gibson-Brown and John Gooch. It was also agreed that if any online accounts needed to be dealt with the Treasurer had the power to deal with these matters.

Lyn also raised the possibility of obtaining grants to help us set up the Walking Group. After discussion and after John G. mentioned other possibilities, it was agreed Lyn should proceed with grant applications in the hope that some funding may become available.

It was also agreed that membership fees should be £10.00 for 12-9 months, £7.50 for 8-5 months and £5.00 for 4-1 month. The membership year to be from 1 May to 30 April.

Lyn informed members she would be on vacation from 8-21 May 2016.

5. Walk-Co-ordinator's Report

As the walks programme had been published this was not discussed but all were grateful to John G. for all the work in undertaking this task.

6. Webmaster's Report

After some discussion it was agreed we should incur the additional cost to ensure the website would appear on the various search engines such as Google, Yahoo etc. The total costs for the website to date was £143.77 for a 2 year period. The cost of appearing on the www network was £49.90 for the first year and £99.90 for each year thereafter.

It was also agreed that photographs of Walk Leaders would be taken and posted on the website as would details of the Committee.

7. Membership Secretary's Report

It was agreed that six receipt books would be obtained and 2 issued to each DAY walk leaders in order they can take membership fees as and when people turn up on walks. It was realised the difficulty in Walk Leaders taking membership fees passing them on to the Membership Secretary who would then have to pass them on to the Treasurer. It was confirmed additional paying in books would be obtained in order the fees received could be paid in directly to the bank account. The Membership Forms would then be endorsed with the Receipt Book Number, receipt number and the date received. This form would then be passed on to Julia for recording. Receipt books would be overseen by Lyn to ensure a trail for the monies received.

8. Constitution

Jerry thanked John G. for all his work in researching and drawing up the draft Constitution. After some minor amendments the Constitution was approved.

9. Events

It was agreed an Events Sub-Committee would be set up. Committee Members Jane Bekker, John McNally, (David and Penny Bailey previously indicated their willingness) would co-opt others as and when required to arrange social events. They were asked to inform Frank of these events in order they could be published on the website.

10. Any Other Business

- (i) **Insurance** - John Mc. informed members he had approached four Companies to obtain *quotes*. There were various requirements of the Committee to comply with the policy to be undertaken. The matter of allowing dogs to accompany walkers was discussed and the problems which may arise with the insurance company if we openly invited them on the walks. It was agreed to remove all indicators relating to dogs from our documents. After discussion it was agreed to accept Johns recommendation to take out an enhanced policy with Access Underwriting Insurers.

- (ii) Hi-Viz Vests - Jerry told members he intended to approach the MD of a local Company to ascertain if they would be prepared to sponsor these items. If not John G. stated we could obtain them at reasonable prices from Makro where he is registered.
- (iii) Clip-on Badges - It was mentioned we hoped to produce clip-on badges for Walk Leaders.
- (iv) Press Release - Jerry informed members he would like to prepare press release for the Yarmouth Mercury. David GB reported he had met a person from Anglia TV who would like to make a report on the Walking Group. It was agreed that Jerry should prepare the press release and after this had been published David GB to approach Anglia TV.
- (v) Membership Cards - It was suggested the Walking Group issues membership cards. Frank said this would be the intention but with all that is currently taking place and requiring work it may be some time to put this in place.
- (vi) Health & Safety Policy - Jerry presented the document to the Committee who agreed to adopt it subject to any minor amendments.

11. Date and time of next meeting

It was agreed the next meeting would be held 30 June, 2016, at 14.00 in the Village Hall, Runham.

Chairman _____

Date _____