

Management Committee Meeting 12

**Minutes of the Step out Sheffield Management Committee  
held at Drinkwise Agewell, Suite B, 4<sup>th</sup> Floor, Furnival House  
Furnival Gate, Sheffield, S1 4QP on Monday 1st October 2018 at 2:00pm**

**1 Attendees and Apologies for Absence:**

**Attendees:**

Sue Lee	SL	VWL (various walks) <b>Chair</b> , Area Link, Cascade Trainer
Sharon Cassinelli	SC	VWL (Richmond) <b>Secretary</b>
Tony Oxley	TO	VWL (various walks) Area Link (East)
Nigel Ross	NR	VWL (various walks) <b>Treasurer/Safety Officer</b> Area Link (West)
Janet Hilbert	JH	VWL (Handsworth) Publicity sub-group
Kirsty Armstrong	KA	VWL DrinkWise AgeWell

**Apologies:**

Jeni Smith	JS	VWL (Ecclesall Woods) Area Link (South West)
Dan Murphy	DM	VWL (Graves Park) <b>Database Manager</b>
Carol Knightley	CK	VWL (Gleadless) Help Line
Margaret Hibberd	MH	VWL (Handsworth) Publicity sub-group

**2 Approval of Minutes of last meeting**

The Minutes of the last meeting (MCM 11 dated 16th July 2018) were accepted for accuracy and agreed as a correct record of the meeting. Proposed by TO, Seconded by JH.

**3 Matters arising not covered by the Agenda**

There were no further matters arising.

**4 Review of the Constitution**

NR had spent time reviewing the SoS Constitution, and his updated presentation which had been circulated to the Committee prior to the meeting, in no way, criticises or undermines the original or its authors. The old document was written in a hurry when it was needed quickly and has served SoS well in its start up, but the group has moved forward and it is no longer fit for purpose.

NR voiced his concerns the old document shows a membership of zero but we have raised and spent several thousand pounds on this null membership, and the accountability of people covering roles as the Treasurer in year 1 was not the person responsible for the administration of the accounts and whereby now a named acting person accepts accountability as well as responsibility. There could be possible conflict with other walk organisers, should another company start organising walks and WfH think they are better suited to run walks in Sheffield then SoS would not be even slightly protected. The status of SoS in this revised document puts us formally under the 'protection' of WfH rather than being a standalone group.

The new updated document gives clarification of details and referencing for clarity. NR to reprint and the new Constitution will be signed off at the next Management Committee Meeting before being sent to WfH for approval/acceptance.

## **5 Safety Report (NR)**

Since the last meeting, One Safety Bulletin had been issued covering hot weather precautions, 2 accidents had been logged, 1 trip and fall and 1 heat exhaustion. As both accidents involved medical attention being sought (trip and fall telephoned GP later, and an ambulance was called for heat exhaustion) these were formally reported to WfH but to date there has been no response.

SL undertook and additional review of Risk Assessments in August and re-issued appropriate documentation at each location. The risk assessments are generic about the process of health walks and SL is to provide NR with copies of all updated and current Risk Assessments for all walks.

## **6 Database (DM)**

The Database report was deferred in the absence of DM. See AOB.

## **7 Financial Summary (NR)**

The Financial Summary had also been prepared and circulated to the Committee prior to the meeting along with a supported spreadsheet [Appendix 1 and 2] NR reported there is £7,435.34 in the current account, £233.75 in Petty Cash, with the possible liability of £150 still, for the Town Hall Launch event, which leaves a clear balance of £7,519.09. The summary was tabled and accepted by the Committee. All the Pot Funding has now been received therefore no further income is expected.

## **8 Links/Helpline Report**

**TO** – The Friday walk is increasing in numbers at Graves Leisure Centre. Bramall Lane walk is going from strength to strength. All other walks are OK.

**NR** – All walks are growing or stable in numbers. John Pearson, Charity Events Co-ordinator from Sheffield Wednesday FC attended Wadsley walk to get an idea of a normal health walk and brought along 14 members from his Fit Fans club and said they had had a positive experience.

**SL** – All walks going very well and no problems with any.

**Francis Feeley** had emailed NR to report no problems with his walks.

**JS** – All walks are going well and no problems in this area.

**Helpline:** **CK** had emailed that the Helpline was all OK and there was nothing to report.

**SL** asked the Links to present printed Awards to VWLs who had graced their walks with 10 years or more attendance. These had been supplied for courtesy of South Yorkshire Passenger Transport Executive and our grateful thanks to them are herewith recorded.

## **9 Quarterly Network Meetings**

The August Quarterly event at JG Graves Woodland Discovery Centre, Ecclesall Woods was well attended and the afternoon tea was well received by all.

The date for the next meeting is Monday 19<sup>th</sup> November 2018 when Pamela Sawyer from Stannington and Wadsley walks and will help with organizing a walk along the canal from Meadowhall to the canal basin with a refreshment break. Any items of interest to share with the Leaders on the day will take the form of a newsletter handout.

The Quarterly meeting for Monday 18<sup>th</sup> February 2019 may be held again at the Hillsborough Arena, to be further discussed and agreed.

## **10 Publicity Team Report**

**NR & TO** attended The Friends of Hillsborough Park Open Day on 30<sup>th</sup> September along with two VWLs from Hillsborough walk and received excellent feedback, giving out many leaflets, with quite a few people showing interest in the upcoming Sheffield Wednesday walk, and suggest SoS attends again next year. Grace Weatherburn asked to pass thanks on to DrinkWise AgeWell for the invite. Also Sheffield Hallam University during Freshers week, students volunteered as VWLs but got very little interest and not to be repeated. It was thought possibly the younger aged people do not share the same interest. SL thanked NR & TO for their time and efforts.

**SL** informed the Committee that South Yorkshire Passenger Transport will support another programme print run next year.

**JH** offered to attend future events.

## **11 Website Update**

SL was proud to announce all GDPR and Risk Assessment projects are now completed and she has time now to concentrate on the website. No update to report at present.

## **12 Partnerships Review**

**SYPTe:** See Item 8, 10 and 13.

**People Keeping Well** has taken a break over the summer period but SL is to attend a meeting on 9<sup>th</sup> October 2018.

**Wiltshire Farm Foods:** following on from their SoS feature in their August newsletter it was a little disappointing to have received only one response from a lady at Silkstone to whom we could offer no help. They may follow up again with a feature about someone who has benefitted from health walks.

## **13 New Walks – Crookes/Walkley, Sheffield Wednesday**

*Crookes* is going well and will be taken over by Judith Alabaster VWL from Grace Weatherburn who will be leaving DWAU. There is a small but regular group of attendees who are all trying to promote their walk and increase numbers. The group will use the rugby pavillion rather than the bowling club pavilion, out of season. SL is to write to Grace on behalf of SoS conveying our thanks.

*Sheffield Wednesday* walk is due to launch on the 18<sup>th</sup> October from the football ground, starting with their own people (See Item 8). VWLs John Brookes, Graham Matthews and Elsa Wong sourced good routes for a health walk. The SWFC Health Club (Fit Fans) are launching in the New Year and we are hoping to recruit some to volunteer.

**SYPTe** now have eight trained VWLs with one more joining shortly. There will be a 40 minute lunchtime walk on Mental Health Awareness Day on 10<sup>th</sup> October. Three routes have undergone Risk Assessment.

## **13 Any Other Business (SL)**

Re Item No 6, SL reported there was a time gap between receiving new registration forms and entering them onto the central and mini databases.

Medical students are starting on 4<sup>th</sup> November and it was suggested they prepare a marketing and promotion strategy to get us into GPs surgeries and advertise for position for graduate student to volunteer.

Sheffield Chinese Community Living Well Event will be attended by TO & SC on 9<sup>th</sup> October at Theatre Deli.

South Yorkshire Transport Museum on 9<sup>th</sup> December, there will be a vintage bus laid on from Sheffield to Rotherham which will depart from the Queens Head pub at 11am returning at 2.30pm unless people wish to make their own way home earlier. An updated invite will be prepared and circulated to all VWLs.

The next training days are 15<sup>th</sup> October, 27<sup>th</sup> November OR 4<sup>th</sup> December (to be confirmed).

**14 Date, Time and Venue of Next Meeting:**

Date of next Committee Meeting MCM 13 Monday 17th December 2018, 2:00pm at Costa, Woodseats.

The meeting closed at 3:45pm.