



## Management Committee Meeting 13

### Minutes of the Step out Sheffield Management Committee held at Sue Lee's residence: 90 Holmhirst Road, Sheffield, S8 0GW on Monday 17<sup>th</sup> December 2018 at 2:10pm

#### 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)
Jeni Smith	JS	VWL (Ecclesall Woods) Area Link (South West)
Dan Murphy	DM	VWL (Graves Park) <b>Database Manager</b>

##### Apologies:

Carol Knightley	CK	VWL (Gleadless) Help Line
Janet Hilbert	JH	VWL (Handsworth) Publicity sub-group
Kirsty Armstrong	KA	VWL DrinkWise AgeWell
Margaret Hibberd	MH	VWL (Handsworth) Publicity sub-group

#### 2 Approval of Minutes of last meeting

The Minutes of the last meeting (MCM 12 dated 1<sup>st</sup> October 2018) were accepted for accuracy and agreed as a correct record of the meeting. Proposed by TO, Seconded by NR.

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

It was highlighted that usual items on the Agenda had been removed just for this meeting – Item No 8 Links Report and Item No 10 Publicity Report.

The Committee wishes to record their thanks, on behalf of all who went, to NR for arranging the recent and very successful trip to the South Yorkshire Transport Museum.

#### 4 Database Report (DM)

Rambles are currently enhancing the database, and continue to plan to collect data via use of a Smartphone app. DM reported that Rambles think live information is important. We do not know how it will affect SoS yet. DM also advised the committee that SoS can now promote WfH via the Rambles electronic newsletter. The database is up to date and the data inputters are all doing well. A breakdown of walker numbers, was provided for Jon Dallow (Parks & Countryside, Sheffield City Council) to support a grant proposal for the development of the Discovery Centre in Ecclesall Woods including the installation of a pedestrian crossing on Abbey Lane near the site.

**VWL Resource Audit:** Some leaders regularly volunteer on several walk while others only meet minimum requirements. The committee is aware that some leaders need a leader to walk with them for safety reasons. This is a downside of long-service and dedication. The committee agreed that SoS should take care not to rely on one person covering lots of walks. SL and DM to update the resource

audit every 3 months in addition to monitoring data input. Social Prescribing is beginning to work. JS has arranged with Reney Avenue Medical Practice to supply them with walk programme leaflets.

**5 Review of the Constitution (NR)**

The new constitution produced by NR and presented at MCM12 was tabled and adopted with the consent of all present. It was circulated for signature by Committee members present at this meeting. Those committee members not present at today's meeting will be asked to add their signatures at MCM14. It will then be forwarded to WfH for their records.

**6 Financial Summary (NR)**

The financial summary covering the period October to December was circulated to committee members prior to the meeting along with a supporting spreadsheet [*Appendices 1 & 2*]. NR reported there is £7,909.36 in the current account, and £391.73 in Petty Cash, totaling £8301.09. Income to date shows £1,400 Council Pot funding, £200 from Sheffield Town Trust. In the current quarter donations of £200 and £150 were received from SL and the Handsworth Group respectively. The Committee expressed their gratitude for these generous contributions. The financial summary and supporting spreadsheet were tabled and accepted by the Committee.

**7 Safety Report/Summary (NR)**

A Safety Summary [*Appendix 3*] covering the year 2018 was circulated to committee members prior to the meeting. NR presented the summary and recommended that in future a Safety Report be produced each year summarizing the year's safety incidents. NR said that considering the number of walker attendances this year, SoS had an excellent safety record this year with no serious incidents, overnight hospitalizations or broken bones. SC to circulate the 2018 Safety Summary to all volunteer walk leaders.

**8 Student Placement and Website Update (SL)**

Four medical students were placed with us this year. Two were asked to help SL up-date the website and two were asked to raise our profile amongst GPs and health professionals, all were expected to attend three walks a week and get to know the walkers. The students who helped SL up-date the website delivered a training tutorial that provided SL with the necessary skills to maintain and update the website in the long term. The other students phoned GP surgeries, spoke to staff and produced a spread-sheet of responses. Disappointingly the spreadsheet did not reach SL by the end of the placement and remained outstanding. Together the four students had produced an electronic poster for their presentation at the Med School on 14<sup>th</sup> December. This poster is suitable for the TV monitors in surgery waiting rooms, but without the spreadsheet we don't know which surgeries will permit this. It was agreed that next year's students will have to be more closely monitored to check the project(s) they have been set are achievable within the time allowed.

SL said that using her new skills she had already updated the SOS scheme pages on the WfH website and begun to update and revise the SOS website.

**9 Pilot Walks**

**Bolehills Park** (Link NR) Numbers reasonable but needs more regularly volunteering leaders to ensure its sustainability. Two volunteers from the December training course may be prepared to help. NR to spend a day getting posters put up in local shops to hopefully attract more walkers.

**SWFC:** (Link NR) Launched in Mid October 2018. Initially the walks were too long and too strenuous and therefore unsuitable for less able walkers. Compromises have been made and provision

has now been made for less able walkers. NR to monitor this situation and to spend a day getting posters put up in local shops to hopefully attract more walkers.

**City Centre:** (Link SL) Also launched mid October 2018. Led by SYPTE staff who have completed the VWL training, this walk has so far only attracted a small number of walkers. Initially there were problems with data-entry, but SL provided training and the situation has improved. DM volunteered to provide additional training if needed.

#### **10 Hi Vis Vests**

Ramblers offered to provide 16 hi-vis vests to all schemes on the proviso that *ALL* VWLs wore them whilst out delivering walks. Our scheme has 160 VWLs! For safety reasons we expect the leader and back-marker of every group to wear one as a minimum requirement. From October 2018 all newly trained volunteers will also be expected to wear a hi-viz vest and this will be covered in their training. All VWLs have been supplied with vests and peer pressure is having an effect. More leaders are now regularly wearing them

#### **11 Quarterly Network Meetings**

The November meeting was very successful, and Pam Sawyer was acknowledged for recce-ing, and delivering the canal walk, and for organizing refreshments afterwards.

The next Quarterly meeting will be on Monday 18<sup>th</sup> February 2019. It will be a repeat of last year's Pie & Peas event at Hillsborough Arena. Attendees will be charged of £6 per head. There will be a free prize draw. NR to supply draw tickets. Prizes to be supplied by committee members (unwanted Christmas gifts perhaps?). NR to ask Pam Sawyer if she wishes to be involved with this event and ask her to communicate with SL if she does.

The May meeting (AGM). SL to ask Hillsborough Arena staff about availability. 1<sup>st</sup> choice Monday 20<sup>th</sup> May. Second choice Monday 13<sup>th</sup> May.

#### **12 Training - End of Year Summary (SL)**

Training days took place in February, August, October and December this year. Many of the trainees this year were already regularly attending one or more walking groups and so the fall-out rate has been lower than in previous years. Approximately 30 new leaders have joined the ranks, bringing the number of regularly volunteering leaders to 160.

Nikki Corder (trained on 4<sup>th</sup> December) completed her shadowing sessions today.

#### **13 Any Other Business**

CK, who has looked after the helpline for two and a half years, would like to pass it on to someone else in the New Year. The Committee recorded their thanks for Carol's loyalty and dedication in looking after the helpline. SL to take over until a volunteer can be found who is willing to take on the role. An appeal for a volunteer (walker or walk leader!) will be circulated in the New Year.

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

Date of next Committee Meeting (MCM 14) Monday 18<sup>th</sup> March 2019, 2:00pm at Furnival House, Sheffield, S1 4QP in the DWAW large meeting room.

The meeting closed at 3:20pm.