

Minutes of the Step out Sheffield Management Committee held at DWAU, Furnival House, Sheffield at 1:30pm on Monday 15th August 2016

1 Attendees and Apologies for Absence:

Attendees:

Sue Lee	VWL (various walks) Chair and Cascade Trainer
Richard Lee	VWL (Graves Park, Ecclesall Woods) Website Manager
Sharon Cassinelli	VWL (Richmond) Secretary
Francis Feeley	VWL (Pitsmoor) Area Link (North)
Dan Murphy	VWL (Graves Park) Database Manager
Tony Oxley	VWL (Graves Park, Porter Valley) Area Link (East)
Nigel Ross	VWL (Firth Park and Porter Valley) Funding Manager Area Link (West)
Margaret Hibberd	VWL (Handsworth)
Janet Hilbert	VWL (Handsworth)
Lee Smith	Activity Sheffield

Apologies:

Kirsty Armstrong	VWL (Norfolk Park) and Drink Wise Age Well
Elizabeth Birks	VWL (Gleadless) Area Link (Central)
Diz Feeley	VWL (Pitsmoor) Treasurer
Sue Barker	VWL (Wadsley)
John Gosling	VWL (Stocksbridge)
Jeni Smith	VWL (Ecclesall Woods) Area Link (South West)
Malcolm Hill	VWL (Owlthorpe)
Sarah-Jane Pickering	Walking for Health

2 Approval of Minutes of last meeting:

The minutes of the last meeting (Steering Group Meeting 02 dated 11th July 2016) were accepted for accuracy and agreed as a correct record of the meeting.

3 Matters arising not covered by the agenda:

No further matters had arisen that were not to be covered by the Agenda.

4 Constitution and Job Description Report:

Francis Feeley, Sue Lee and Elizabeth Birks met after the last meeting to finalise the Constitution. The version Vfinal was circulated for approval. However, this version had subsequently been updated to Version 9 following a point raised regarding item 7c Finance, and the following was added:

‘Signatories may not be related or co-habiting’. V9 was approved including the last-minute amendment and circulated around the group for signing off. A signed copy of V9 will be lodged with the bank, the Secretary will keep a copy and copies will be forwarded to those funders who require applications to be supported by a constitution.

It was further agreed that V9 of the constitution will be posted on the website along with a list of officers.

Two amendments to the job description document were also approved. On page 1 ‘Other roles within the management team’ has been changed to ‘Other roles within Step out Sheffield’. On page 2 the duties of the Training Manager and the Duties of the Cascade Trainers are now two discrete entries.

5 VWL Quarterly Networking Event Ecclesall Woods 22nd August 2016

The format for this day is for a choice of walks to suit different levels of ability followed by a Q&A session over refreshments. Sarah-Jane Pickering and Ruth Rigby from Walking for Health will be attending. Ruth is due to take over when Sarah-Jane begins her maternity on 2nd September and Sarah-Jane wants to introduce Ruth to the Sheffield scheme before she leaves. We will discuss the trip to Cromford and inform attendees about Ward Pot funding.

6 Database Report

Dan Murphy reported there are now no registers outstanding that are older than 2 weeks. He is generally happy with the input of information.

Walking for Health are looking to make improvements to the way in which data is entered and Dan has been asked to test the new functions for our scheme before going live, and has agreed to do this.

Tony Oxley, Area Link East and Nigel Ross, Area Link West said they had minor register queries within their areas but were dealing directly with the walks and otherwise had nothing to report. Francis Feeley, Area Link North, also had nothing to report.

7 Fund Raising Report:

Since the last meeting Nigel Ross had made two additional grant applications (the Greggs Foundation for £1,000 and the Arthur Robinson Charitable Trust for £500) and had approached The NHS Primary Care Commissioning body about possible support. He had met with one of the trustees from Sheffield Town Trust who was extremely supportive and will recommend they allocate the full £1,000 we asked for. Negotiations with the South Yorkshire Community Foundation and the Esmee Fairbairn Charitable Trust are currently at the second stage of the application process and he was delighted to announce that a cheque for £1,000 from the Sheffield Church Burgess Trust had been received. A letter of thanks had been sent.

It was pointed out and agreed that any expenses must be reclaimed in order that we can monitor the costs of running Step out Sheffield. It was further agreed that volunteers doing management-related work should try to keep a log of their hours.

Sue Lee handed over £50 from the sale of jam and £50.50 donation from a collection made at the last Step out on Saturday walk.

A donation in kind had been received from Malcolm Hill (VWL Owlthorpe) in the form of a colour laser printer, approximate current value of £300 and it was proposed and accepted that a letter of thanks would be drafted and sent for his contribution.

8 Publicity Team Report:

A summary of the first Publicity sub-group meeting was circulated and Janet Hilbert expanded on some of the points.

Raising profile: To man a stall at local festivals and events to hand out leaflets and raise our profile. To organise a health awareness day ourselves and/or to attend other health-related events to raise our profile. Sue mentioned one at Jordanthorpe Health Centre in November. Lee Smith will provide details.

Re-launch of Step out Sheffield: To organise sponsored walks for VWLs from Endcliffe Park, Norfolk Park and Hillsborough Park to the town hall on an agreed weekday with, on arrival, a big media opportunity. Realistically this could not be before mid-October. A list of VIPs to consider inviting, so far includes the Lord Mayor, The Lord High Sherriff, The Master Cutler, the MPs whose constituencies cover the parks involved in the sponsored walk – and Jessica Ennis-Hill. TV, local press and radio to be invited.

Lee Smith confirmed that Activity Sheffield are still receiving enquiries and are directing people to our website. He informed the meeting about a Hallam University initiative called Move More. They aim to make Sheffield the most active city in the UK by 2020. Lee thought we should be able to link our web-site with the Move More site at no cost. Richard Lee to action this.

Sue Lee has briefed Terry Howard (Sheffield Ramblers) on the current health walk situation in Sheffield and has also informed the Sheffield Walking Forum of our current status.

9 Website Update:

Richard Lee reported that the site has had 150 hits since the last meeting. Additional material is still coming in from the walks and that the Hillsborough, Graves Park and Gleadless walks are in the process of populating or up-grading their web pages. Richard will chase the groups who have not so far submitted anything.

10 Training Update:

A VWL training course for Stocksbridge walkers is planned for Wednesday 24th August

VWLs from all walks to let Sharon Cassinelli know the names of any walkers that are interested in Health Training.

11 VWL outing to Cromford on 15th October

Kirsty Armstrong DVAW has two coaches booked for the trip on Saturday the 15th October. 102 seats are available and 10 need to be reserved for DVAW (5 VWL's and 5 staff). This leaves 92 seats for Step out Sheffield VWL's and the final number will be collated on Kirsty's return from holiday.

12 Updates from Partner Organisations:

Walking for Health has just published an evaluation study covering the 3 years since they took over from Natural England. The results make interesting reading.

Walking for Health have asked Step out Sheffield to complete a case study exercise. This will help them identify key learning points from the Sheffield experience of losing their paid coordinator at very short notice. This might be very helpful in future for other schemes that find themselves in this situation as the recession bites. The case study form is being circulated for information.

Age UK - the Step out Sheffield walks programme leaflet is now available via the Age UK website.

Macmillan – Sue Lee felt it was now time to develop links via the Macmillan Involvement coordinator, Ian Margerison and will progress this.

Sheffield 50+ - Lee Smith to provide Sue Lee with Tony Maltby's details.

13 Any Other Business:

Nigel Ross brought up the subject of the Safety Policy which had previously been circulated for approval by the Committee. No issues were raised. The Safety Policy document was proposed by Francis Feeley, seconded, and signed by Sue Lee.

Sharon Cassinelli questioned the carrying of First Aid items on walks. Sue Lee said this had been a topic at the last WfH Regional Meeting. WfH policy is that VWLs are not required to be first aid trained and a first aid kit need not be carried on walks. It was generally agreed that monitoring the use of first aid kits, and keeping the kit contents within date could become an issue. After discussion it was agreed that VWLs who are first-aid trained may carry and use their own kits on an individual basis, and they would be responsible for maintaining their own kits. Step out Sheffield do not require VWLs to be first aid trained and we won't be asking first aiders to carry kits. Nigel to remove the phrase "Backmarker to carry first aid kit." From the Illness, Accidents and Falls section of the Risk Assessment forms of all 24 walks. Dan Murphy to up-load the amended risk assessments onto the Walking for Health Website.

Richard Lee circulated the newly published Sheffield Walking Festival leaflets. On Sunday 11th September he and other VWLs are delivering the Sheffield Round Walk. This event will provide Step out Sheffield with an opportunity to raise awareness and to fundraise

14 Date, Time and Venue of Next Meeting:

It was agreed that the next Management Committee meeting would be held at 13:30 on Friday 16th September at Moorfoot in Conference rooms 4 & 5, level 2.

The meeting closed at approximately 3pm.