



Management Committee Meeting 16

Minutes of the Step Out Sheffield Management Committee held at SYPTE, Room 1.3, 1st Floor, 11 Broad Street West, Sheffield, S1 2BQ on Monday 9th September 2019 at 2pm

1 Attendees and Apologies for Absence:

Attendees:

John Brookes	JB	VWL (various walks) Link SWFC/Hillsborough, Social Media
Sue Lee	SL	VWL (various walks) Chair , Area Link, Cascade Trainer
Sharon Cassinelli	SC	VWL (Richmond/Bramall Lane) Secretary
Tony Oxley	TO	VWL (various walks) Area Link (East)
Dan Murphy	DM	VWL (Graves Park) Database Manager
Janet Hilbert	JH	VWL (Handsworth) Publicity sub-group
Nigel Ross	NR	VWL (various walks) Treasurer/Safety Officer Area Link (West)
Margaret Hibberd	MH	VWL (Handsworth) Publicity sub-group

Apologies:

Jeni Smith	JS	VWL (Ecclesall Woods) Area Link (South West)
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2 Approval of Minutes of last meeting

The Minutes of the last meeting (MCM 15 dated 10th June 2019) were accepted for accuracy and agreed as a correct record of the meeting. Proposed by DM, Seconded by TO.

3 Matters arising not covered by the Agenda

SC asked that Committee members performing an action from the previous meeting to report directly to her when the action was either completed or with progress made, for recording in the following Minutes.

- **Robert Horsley** of Mind had followed up his request for training.
- **Kevin Megson** had invited SOS to an event at Bailey Court Job Centre on 17.9.19. NR & SL to attend with publicity materials.
- NR now attending Firshill walk every two weeks.
- NR has submitted a grant application to the Cooperative Community Fund.

4 Database Report (DM)

DM reported that all is going well with Links now inputting most of the data. DM had been invited by Ramblers:WfH to take part in a telephone conference to discuss the way information is acquired and disseminated. Traditionally Ramblers and Walking for Health collect data differently. They are considering a common data collection process.

JB had received data input training and was now entering data for SWFC walk.

5 Links Report

SL reported for **JS** that there are difficulties on two SW walks. On one walk the register had not been completed for two weeks when the Discovery Centre in Ecclesall Woods was closed for holidays. SL to identify which walks affected. She advised that steps had already taken to ensure this does not occur again. There are also problems at Lowedges where JS is not only the Link but also the treasurer. All three officers on

the Lowedges walk committee have been unwell this summer and, due to a breakdown in communications, this has resulted in some difficulties. SL is attempting to mediate.

SL reported that two leaders at Handsworth have health problems resulting in both them and their spouses being unavailable to lead. Handsworth walk desperately short of leaders as a consequence. (SL & SC to provide cover on Tuesday 17/9/2019).

NR reported that Stannington and Wisewood walks are both down on member numbers, however a new walker at Stannington is distributing leaflets. Wisewood walkers are considering attending local events to raise awareness about their walk. Pitsmoor, Firshill and Firth Park are growing in numbers, and NR is keeping a watch on numbers at Crookes.

TO reported that all his walks are running smoothly with no problems.

JB reported concerns that one of the Hillsborough Park walkers has dementia problems - see further discussion at Agenda item 11 AOB.

On 17th October 2019 SWFC walk are holding their first year birthday party. The management committee were all invited to attend, walk commences 1pm, cake 2.30pm.

Helpline Phone

The helpline phone dilemma is now sorted and on a £7 per month contract. The new phone is working well.

6 Financial Report plus a discussion on planning for the future (NR)

The Financial Summary covering the period July to September 2019 and supporting spreadsheet had been circulated to Committee members prior to the meeting for information, and was tabled and accepted. Proposed by DM, Seconded by JH (*Appendices 1 & 2*). New items not covered by the current Financial Report are a payment from Zest for £300, and a Ward Pot Grant of £89.68. This information will appear in the next report. Ward Pot Grants have now been received to cover the operational cost of Step Out Sheffield running the following walks:- Stannington, Stocksbridge, Ecclesfield, Firth Park, Graves Park, Graves Leisure Centre, Lowedges, and Richmond.(8 in all, each of £89.68 totalling £717.44).

Planning for the Future

Further to the Minutes of the last meeting, NR had researched, prepared and presented a breakdown of some of the insurance costs of setting up as a 'stand-alone' organisation (*Appendix 3*). Another alternative would be to become part of the Royal Voluntary Service at a cost of approximately £200 per annum for management support, and we would also receive insurance cover from the RVS. NR offered to look further into this option. The committee agreed to convene an Extraordinary Management Committee Meeting on 28th October 2019 at the SYPTE offices, Room G1, 2pm to discuss this very important matter in further detail.

7 Safety Report (NR)

The Safety Report had been circulated to Committee members prior to the meeting, Proposed by NR, Seconded by TO, (*Appendix 4*) which reported 5 incidents in total – two trip and fall, 2 illness and one mental health incident. All dealt with correctly and effectively by the Walk Leaders.

NR had completed the annual review of the generic Risk Assessment for each of our walks. These will be updated on the database by DM (*Appendix 5*). Committee members thanked NR for completing this widespread, protracted project.

8 Social Media Report (JB)

JB reported there had been little progress made to date. He said that he intends to visit all walks to reach the leaders and is currently looking for student volunteers to assist roll out this venture. NR suggested that JB holds a meeting for all interested VWLs to make better use of his time. The venue has to be decided – ongoing.

9 2019 Leaflet – Revisions for next print run (SL)

JB to scrutinise the existing text. Any suggestions by the Committee to improve the programme to be emailed to JB by the end of September '19.

10 Quarterly Network Meetings (ALL)

The Summer Quarterly Networking Meeting held 12th August 2019 at Longshaw was well attended. Leaders enjoyed various walks around the Estate & met back at the café for refreshments and a natter.

The Autumn meeting will be held on 11th November and JB is to contact John Pearson at SWFC regarding venue booking. This meeting will take the form of several small workshops covering a refresher course, resuscitation, mental health awareness, dementia training. SL will contact Jo Levesley of Darnall Well-Being. NR to contact Red Cross (at the time of presenting these Minutes the call has been made but their budget for this project has expired so they are unable to offer free first aid training at this time). JB to organise dementia training.

11 **Any Other Business (ALL)**

Medical Student Projects: The proposed two draft projects, which take place 18/11-12/12 have been submitted to the University and we are currently awaiting their reply.

Revamping of SOS posters: SL is currently obtaining new photos for the website and posters, this is an ongoing task. JB is to make a general poster for SOS walks in Hillsborough area in line with our branding.

Website: Currently being updated. The students could be working with us prior to this task being completed so the updated launch will be next year.

VWL Training: The next training session is 21st October, 2019 at Brindley Crescent Community Centre. SC to circulate reminder to all VWLs.

Dementia & other chronic conditions: We discussed how to manage walkers just being brought & dropped off at walks by carers who expected VWLs to look after them. JB suggested we should have a hand-out for walkers advising that this service is not available. All agreed it must be made clear to the caregiver that we cannot and do not offer 1:1. SL to add this highlighted point to the Walkers Information Sheet (action point now completed). A strap line to the same effect to be added to the back of the programme leaflet

DWAW Living Well Course: To take place at various locations and open to everyone. SC to circulate details of all courses to VWLs once confirmation has been received. These courses open to both walkers and leaders.

The future of walks supported by DWAW after March 2019: NR reported that Sheffield United Community Foundation (SUCF) will fund the refreshments for the **Bramall Lane** walks when DWAW finish next year. SUCF have entered into a three-year relationship with Weston Park for cancer survivors and people living with cancer, and they would like to include our weekly walks programme as part of this project. SUCF will provide pedometers to measure 'walk mileage' to certain landmark targets, when reached they will then arrange a trip to that place. In addition, Keith Ward/ SUCF will look into arranging trips around the Bramall Lane stadium for walkers.

NR reported that DWAW currently cover the cost of accommodation at the Rugby club and provide the after-walk refreshments for the **Bolehills Park** walk. When the DWAW project ends in March 2020 this support will be lost. Current numbers are insufficient to pay for accommodation but too great for everyone to go to a café after the walk. A leader at Crookes has a connection with Zest and says that Zest may be prepared to fund the rugby club for the walk when DWAW pull out.

NR to ask Jude and Julie, the DWAW volunteer walk leaders, to ask if they wish to continue with SOS when their project ends. The Committee will send a 'thank you' letter to DWAW at the end of March 2020.

Volunteer recruitment JB suggested we look for external volunteers to get involved with publicity, fundraising, website support etc. but thinks walks could be encouraged to acquire their own volunteers from ex-walkers and family etc. to fulfil some roles. He also said that he is actively seeking students to help with social media and technology. We agreed to put 'supporting volunteers' on the agenda for the next meeting.

Changes to Ramblers Privacy Notice & Implications on our Registration Form: JB pointed out that the Ramblers policy differs to that of Walking for Health and asked which applies to SOS. It is Walking for Health. Our own Privacy Policy is being updated to include the new contact email and website addresses.

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

Date of next Committee Meeting (MCM 17) Monday 9th December 2019, 2:00pm at SYPTE, Room G1, Ground Floor, 11 Broad Street West, Sheffield, S1 2BQ

The meeting closed at 4pm.