

FOREST OF DEAN RAMBLERS

COMMITTEE MEETING HELD ON 6th May 2015

PRESENT: Mike Ingleby (Chair), Jackie Huck (Secretary), David Pollard (Treasurer), Maurice Cullis (Walks Co-ordinator), Malcolm Shergold (Webmaster), Barbara Fisher (Publicity Secretary), Ian Walding, John Bevan and Pam Cullis.

APOLOGIES: Babs Jones (Membership Secretary)

Mike thanked Maurice and Pam for hosting the meeting.

AGENDA ITEM:	ACTION:
<p>1. Minutes of meeting on 4th February 2015: agreed and signed as an accurate record.</p>	<p>Jackie Huck to send to Malcolm Shergold for publication on the website.</p>
<p>2. Matters Arising:</p> <p>First Aid Course; Ian reported that insufficient interest had been shown to run a course this year therefore it would be postponed to 2016.</p> <p>Bank Accounts; David confirmed that all accounts had now been fully transferred.</p> <p>Meeting to discuss Upper Forge Bridge inauguration; this meeting had taken place on 16th February 2015 and action notes had been previously circulated. Further discussion on this matter would be taken at agenda item 14.</p> <p>Lydney Festival; Mike reported that his attempts to establish a link with Lydney Festival had been overtaken by the MonDean Walking Festival developments. Further information about this would be covered at agenda item 16.</p> <p>Facebook; Barbara has set up Facebook but is unsure how it works and cannot always see the post she has made however there have been some successful postings, mainly through Gloucestershire Area Facebook. Postings on Twitter have been a little more successful. Although it was not currently possible to identify the source of additional advice Barbara needed to progress, the committee confirmed its support for further developing the use of Facebook for the purposes of publicity, communication and promoting walking.</p> <p>Other matters arising would be covered under later agenda items.</p>	
<p>3. Chair's report:</p> <p>Dunster Holiday: had been a great success with a choice of three walks each day to suit everyone. Mike thanked walk leaders for a good team effort.</p> <p>Area Council: Mike attended the Area Council's meeting on 18th March. The business had included ongoing issues following the disbanding of the Mid Gloucestershire Group and motions for General Council. It was confirmed that Ray Chaney will attend our next AGM.</p> <p>First Aid Qualification: Mike had recently gained a First Aid Qualification which was recognised by organisations such as Mountain Rescue and HF Holidays.</p> <p>New members: a number of Ramblers had elected to move to the Forest of Dean Group. Mike considered this to be due to our active and varied walks programme and being a welcoming and friendly group. One new member had transferred their subscription specifically in support of our proactive approach to footpath matters. Mike was particularly pleased to receive positive feedback from one new member on the welcoming and informative email sent by Babs. Mike will let Babs know</p>	<p>Mike Ingleby to feedback to Babs Jones</p>

<p>and thank her.</p> <p>There were a number of other matters for discussion which the Chair would raise under late agenda items.</p>	
<p>4. Secretary's report:</p> <p>Recruitment leaflets had been sent from CO to all group Secretaries and Membership Secretaries. It was agreed to display these at promotional events and as inserts to sales of hard copies of Exploring Historic Dean.</p> <p>A sample of an Emergency Information Ring (designed by Kent Ramblers) had been received. For a minimum order of 50, the unit cost would be £2.50. It was agreed to gauge interest at the Activities Evening on 15th May.</p>	<p>Jackie Huck to raise at Activities meeting on 15th May</p>
<p>5. Treasurer's report:</p> <p>David confirmed all handover arrangements had now been completed.</p> <p>David provided current balances the two accounts held. The Unity Trust account stands at £521.99 having had income since the last report of £150.50 from Ramblers CO and £40 from Ramblers Holiday. There is one committed item of expenditure, £15 for the hire of the Catholic Hall, Coleford for the Activities Event on 15th May.</p> <p>The Coventry Building Society account stands at £3983.24, however a commitment of £2,700 for the reprint of "Exploring Historic Dean" leaves a working balance of £1283.24. Further expenditure against this account relating to the inauguration of the Upper Forge Bridge was expected.</p> <p>In addition the PayPal account stands at £90.19 having had 29 sales transactions since February.</p> <p>David reported that CO is still sending financial correspondence to the former Treasurer's address. Jackie will arrange with CO for contact details to be changed.</p>	<p>Jackie Huck to contact CO with David Pollard's address</p>
<p>6. Walk Coordinator's report:</p> <p>The next programme will close by the end of June and currently has 17 walks. A further 20 walks are needed to achieve a full programme therefore Maurice will encourage current and new leaders to submit walks.</p> <p>Maurice reported a change of walk on Sunday 17th May due to a clash of events from Speech House. The website will be amended, a global email issued and announcements about this change made at the start of walks.</p>	<p>Malcolm Shergold to amend website and Maurice Cullis to send email for distribution to Babs Jones</p>
<p>7. Footpath Secretary's report:</p> <p>It was noted that Sheila Constable had resigned as Footpath Secretary. On behalf of the committee, Mike had thanked Sheila for her work over many years supporting access to public footpaths across the Forest of Dean.</p>	
<p>8. Membership Secretary's report:</p> <p>Membership stands at 224 including 7 new members in February and 3 new members in March.</p>	

<p>9. Publicity Officer's report:</p> <p>Barbara reported on recent additional promotional material including posters, web site sticky labels, photos for general displays and a banner. She will submit receipts to David for reimbursement.</p> <p>Kate Clarke from BBC Radio Gloucestershire had made a request to join one of our walks as part of her programme which promotes the benefits of walking. The committee supported this provided the relevant walk leader agreed. Barbara will contact Kate.</p> <p>The Upper Forge Bridge inauguration was covered at agenda item 14.</p>	<p>Barbara Fisher to contact Kate Clarke</p>
<p>10. Webmaster's report:</p> <p>Malcolm explained that the planned "walks archive" addition to the website hadn't worked as expected having adversely affected the rest of the site. It had been suspended for the time being pending further work.</p> <p>I-cal, the distribution of the programme to mobile devices, had had a small problem which was now rectified.</p> <p>The Domain Name had been renewed at a cost of £25.98. Malcolm will send the receipt to David for reimbursement.</p> <p>After a discussion, it was agreed not to change the download option for "Exploring Historic Dean".</p>	<p>Malcolm Shergold to send receipt to David Pollard for reimbursement</p>
<p>11. Non-Officer members' reports:</p> <p>Pam confirmed the booking of the Catholic Hall, Coleford, on Friday 15th May for the Activities Evening. The booking invoice was passed to David who would arrange for a cheque to be available on the night.</p> <p>The Catholic Hall was available to book on either 6th or 13th November 2015 for the AGM. It was agreed for Pam to book 6th November and for Mike to inform Area of the date.</p>	<p>David Pollard to provide a cheque for hire of hall.</p> <p>Pam Cullis to book 6th November and Mike Ingleby to inform Area</p>
<p>12. Walk Leaders support and training:</p> <p>Mike confirmed he had placed a newsletter item on the Ramblers Volunteer Development Days to be held in Cardiff on 3rd July and Bristol on 4th July but was not aware of any interest.</p> <p>There had been no reports of any other training needs at this stage.</p>	
<p>13. Activities:</p> <p>Inauguration of the Upper Forge Bridge, 9th June 2015: Barbara reported on the arrangements for this event which would be open to invited guests and members of the Forest of Dean Group. She was pleased to report that Kate Ashbrook, Ramblers' President, would be attending as well as local dignitaries (subject to the outcome of forthcoming elections) and the media. The guest list also included representatives from Area, Dean Forest Railway, Gloucestershire County Council, previous and current committee members and individual members who had undertaken specific roles in establishing this bridge.</p> <p>Ian agreed to assist with personalising the invitations.</p> <p>The plaque for the bridge had been ordered and a timeline of its construction had been drawn up with the help of Rod Goodman. This, together with a range of photographs, would form a display on the</p>	<p>Barbara Fisher to finalise VIP guest list post election.</p> <p>Ian Walding to write names on invitations</p>

<p>day. Light refreshments will be available.</p> <p>Babs Jones and Sue Shergold would be asked to take photographs to record the day's events.</p> <p>Barbara would have a full itinerary and programme of volunteer roles to be filled ready for discussion at the Activities Evening</p> <p>The Big Path Watch: Mike provided an update following his contact with CO and subsequent discussions with the newly appointed Project Manager. He had received sufficient information on the survey and its format to be able to give an overview of the project and its aims at the Activities Evening on 15th May. Mike intended to ascribe specific grid references within the bounds of the Forest of Dean District Council to members for survey.</p> <p>Malcolm reported on a comprehensive footpath survey being undertaken by Brockwier and Hewelsfield Parish Council and considered there may be similar surveys being undertaken by other Parish Councils independently of Ramblers.</p> <p>Group Activities Evening: an email detailing the arrangements for this evening had been sent to all members. The Upper Forge Bridge inauguration, The Big Path Watch and future holiday plans would be covered and there would be a "bring and share" supper. Pam, Mike and Jackie would arrive early to open the hall and prepare for the meeting.</p>	<p>Barbara Fisher to finalise itinerary and volunteer roles following meeting on 15th May</p> <p>Mike Ingleby, Pam Cullis and Jackie Huck to prepare for Activities Evening</p>
<p>14. Book and leaflet sales and distribution:</p> <p>Walks Leaflets: Barbara confirmed she holds stocks of each of the three leaflets. There are plenty of leaflets for Highmeadow and Beechenhurst but only 6 copies of Soudley Circles. On reprint, each leaflet will be reviewed for accuracy and the format altered to include our current logo and improve display by moving the walk title to the top. Barbara will contact Rod Goodman to ask his advice on reformatting. She will then arrange for a reprint of the Soudley Circles leaflet.</p> <p>Reprint of "Exploring Historic Dean": a reprint of 1008 copies had been received and this version has been amended to include the Upper Forge Bridge. Mike, Jackie and John currently hold this stock.</p> <p>Book sales and distribution: David provided a proposed process for handling FoD Ramblers publication sales for discussion. Mike thanked David for the time and thought he had put into this proposal which he considered to provide an appropriate basis for linking to the distribution network when developed. To progress this matter, David will send Mike an invoice format for review and Mike will prepare stock control and distribution paperwork.</p> <p>Mike will seek a volunteer to manage the sales. It is intended for a team of people to look after a distribution patch and service its outlets.</p> <p>It was agreed to continue on line sales of hard copies of "Exploring Historic Dean" with payment via PayPal and Mike requested a volunteer to hold stocks and post out.</p>	<p>Barbara Fisher to contact Rod Goodman for advice about reformatting the leaflets and arrange a reprint of Soudley Circles.</p> <p>David Pollard to send Mike Ingleby an invoice format.</p> <p>Mike Ingleby to prepare stock control and distribution paperwork and link with David Pollard to finalise procedures and processes.</p>
<p>15. Footpath matters:</p> <p>It was reported that the Footpath Working Party had completed a small maintenance project in February. Mike had emailed Peter Maunder (Highways) to inspect and sign off the work and that this was still outstanding.</p> <p>Amey will be holding a Volunteers Training Day on 29th May. Mike would be attending, hopefully with</p>	<p>Mike to attend Volunteers training Day and report back</p>

<p>fellow rambler, and will report back at the next meeting.</p>	<p>to next meeting</p>
<p>16. Promotion and community involvement:</p> <p>MonDean Walking Festival (27/06 to 05/07): Mike had now attended several planning meetings and reported that 7 walks over the 9 day period of the Festival will be led by FoD Ramblers. Several of these walks were from "Exploring Historic Dean" and copies of the book will be available to purchase after each walk. Planning had already started for 2016.</p> <p>Community Engagement Officer, FODDC: Kate Wyatt had confirmed our activities relating to the bridge inauguration and MonDean Walking Festival would have been eligible for funding had the budget not been fully committed. It was unclear yet if grants would be available in 2015/16. If they are, applications should support tourism or community engagement with a closing date in July. Mike asked for any ideas on projects to be discussed with him.</p>	
<p>17. AOB:</p> <p>Mike requested members to consider organising the 2015 Christmas event and he hoped a proposal would be brought to the October meeting.</p>	<p>All</p>
<p>18. Date of next meeting: Thursday 8th October 2015 at 7.00pm</p>	