

Walkabout Wrexham & District Minutes

Meeting 20th April 2010 at AVOW

Attended

Joyce Ashley	Kris Morrison	Carolyn Griffiths
Kelvin Mole	Geoff Blore	Pat Murray
Charlie Berry	Nigel Monslow	Karen Green
Anne Davies	Isobell Phillips	Bill Stephens
Glenys Young	George Clarkson	Rachel Cooper
Kathleen Jones	Ann England	Natalie Edwards
Pauline Haines	Denise Chadwick	
Tricia Lorenz	John Hodgkinson	

Apologies

Bob Coleman	Cliff Greenhalgh	Mark Jones
Margaret Jones	Jenny Creed	Derek White
Nigel Davies	Roger Prest	

1. Welcome & Introductions

Chair, Bill Stephens welcomed everyone to the meeting and asked the group to introduce themselves.

2. Minutes of last meeting

Bill read through the minutes of the last WW&D meeting. The minutes were agreed. Bill read through the minutes of the last volunteer meeting through Walkabout and updated the group that at the celebration event, Sheila Dee from the Rail partnership group, had promised two first class rail tickets to London for a raffle prize for WW&D. The walk leader socials had gone well and the celebration event was a success with over 70 people in attendance and a picture in the paper which Pauline passed around.

Carolyn informed the group that they had received a cheque for £100 from Acton Community Council. NE updated the group on the celebration benches noting that the delay was due to staffing problems in the project team of Groundwork. NE had passed on contact details of lead walk leaders for the areas where benches will be installed with details of when the walks take place. She hoped that walkers and walk leaders could attend the installation as a publicity opportunity and asked that if benches were not installed on the walk day, that walk leaders still tried to meet with Groundwork staff, in official t shirts for a photo opportunity and Anna at Groundwork could put a press release into the paper to advertise and support WW&D. Walk leaders in Acton confirmed they had received a phone call from Pat at Groundwork stating the benches in Acton Park would be installed soon. The Llay walk leaders confirmed that they were doing a talk for Age Concern about the walks on 30th June in Llay. The coffee morning at Llay went well and they had been able to raise their £20 annual donation from the event.

3. Health & Safety/Rights Of Way Problems

Unfortunately no one from ROW was in attendance at the meeting.

Geoff reported that there was a collapsed stile on his Sunday walk. He has completed a form for ROW. Bill asked Pat if the ROW problems she had identified in the last meeting had been responded to by the ROW team. Pat hadn't received a reply. Bill asked that all rights of way issues be sent to him and he would follow up with Alison at the ROW team.

4. Update on finances & fundraising

Pat Murray, treasurer, informed the group that they had £1710. Pat issued a cheque of £170 to the Acton walk leaders as payment for the St Johns Church hall in accordance with the Community Chest funding. Carolyn informed the group that the meeting room had been donated by AVOW free of charge. The Llay walk leaders handed in their £20 annual donation and Carolyn updated the group that the walking groups had up to December to raise their £20. Karen Green informed the group that they were planning to run a mystery prize tombola at the Llay Welfare Gala on 26th June and were hoping to raise more money. Please mention event to walkers.

5. Recap on WW&D Procedures

Bill reminded walk leaders that all paperwork from April onwards should be kept in a safe and secure place and not sent to Groundwork anymore. Registers need to be kept for 6 months whilst HSQ's and risk assessments should be kept forever. The group discussed risk assessments and NE asked all walk leaders to check which risk assessments had been included on the CD they had been sent.

ACTION - If your walk does not have a risk assessments for each walk route you use, new ones must be completed asap as some weren't salvageable from the Groundwork stockpile. This is a statutory requirement of your insurance so walk leaders must make sure this is completed.

Bill passed around the contact list for walk leaders (attached) and the overview of procedures (attached) for the group.

Bill spoke about training opportunities for new walk leaders as Philip Johnson & June Brady from Flintshire were available to train volunteers and so were Natalie & Rachel. Bill asked that names and contact details be brought to each meeting so a system could be set up. Pat informed the group that she had 3 extra large t shirts and 1 small grey sweatshirt available.

AVOW would like the group to join their membership scheme which provided a discount on room hire and use of facilities. It would involve at least one walk leader attending their meeting. The group discussed this and agreed that a rota system would be a fair way of attending the meetings.

6. Community Chest Figures

Denise Chadwick from Sports Development introduced herself to the group and talked about the Community Chest funding that the group received. She needs to receive attendance figures from the walks so Natalie has devised a form (attached) which she explained to the group. The totals box from each register needs to be transferred to the figures form and handed in at each quarterly meeting (or sent if you cannot make it) so that Natalie can collate the figures. This is extremely important and every walk needs to complete this as a matter of priority for future funding.

7. July Walkabout Programme – rail walks, storage and distribution

The July walk program was now available and walk leaders were invited to take some away however Bill asked that they be distributed in June. Walk leaders could collect programs from Groundwork, Rachel would organise that that the team administrator Sarah Cauldwell be the contact and know their location. NE asked that priority for distribution goes to areas where the community councils had sponsored the group i.e. Acton, Caia Park, Offa (Erddig and Bellevue Park area), Rhosddu, Rossett and Llay. Bill asked that walk leaders review the places they distributed leaflets too and if surplus programs were left over, to reduce the amount left so we could avoid wastage as fewer programs are being produced and so have to be used wisely. NE asked if Sheila Dee had sent any money to the group, Pat Murray to follow up with Sheila. NE asked everyone to promote the rail walks to their walkers as we have received sponsorship to provide the walks. The first rail walk will take place on Tuesday 11th May, led by Bill, and walkers are asked to meet at Wrexham General Station at 9.30am to catch 9.46am train for a 8.5 mile walk around the Ceiriog Valley. A packed lunch is essential.

NE asked if any walk leaders could help with the Chirk rail walk on Wednesday 7th July as walk leaders were needed to meet walkers at Wrexham General Station and get off at Chirk to meet with the Chirk walk leaders (Jackie, Joan and Helen) who would lead the walk. Bill and Kathleen volunteered.

8. Date & Venue for July Meeting

Tuesday 20th July @ AVOW at 10am

9. Items for Discussions in July's Meeting

Please send items for discussion to Carolyn at roboaks@tiscali.co.uk 2 weeks before the meeting – 6th July 2010.

10. AOB

Kris Morrison asked if summer walks, unpublished in the book, are insured. NE answered that as long as a risk assessment has been completed and a register and HSQ forms are filled in by the walkers, all walks are insured.

Bill Stephens urged walk leaders to lead new walks or use new routes so that the walking scheme doesn't get stale as we have already lost the Moss Valley weekly walk. The Community Chest grant asks for new walks so any additional summer walks will count towards this total.

Bill Stephens showed the group a poster with all of his special monthly walks and stated that they were on the website and in the Tourist Information Centre (TIC). He advised all walk leaders to contact the TIC if they wanted help advertising new or special walks.

NE showed the group the new footprint booklets and confirmed that a mixture of badges had been ordered so the incentive scheme can continue. Stock can be picked up at the next meeting.

Isobell Phillips spoke about the raffle prize of train tickets from Sheila Dee and informed the group that there were rules to running an open raffle and a license

from the the council needed to be obtained. A hamper of prizes was suggested with tickets being sold to all walkers through all the walks.

ACTION - Walk leaders are asked to speak to any contacts they may have for possible prizes and report back to the group in July's meeting so raffle tickets could be designed and printed and distributed in October's meeting.

Karen Green informed the group that the Llay walk had made a £20 donation to the Llay Miners Welfare as a thank you for allowing them to use the lounge.

NE asked all walk leaders to use any opportunity to get publicity for the walks by sending in pictures and press releases to the paper and radio stations as well as local magazines.