

**Minutes of the Step out Sheffield AGM 2019
held at Hillsborough Arena, Middlewood Road, Sheffield S6 4HA
at 2pm on Monday 20th May 2019**

In attendance: 57 Volunteer Walk Leaders:

Sharon Cassinelli	SC	VWL (Bramall Lane/Richmond) Secretary
Janet Hilbert	JH	VWL (Handsworth) Promotion and Publicity
Margaret Hibberd	MH	VWL (Handsworth) Promotion and Publicity
Sue Lee	SL	VWL (Area Link) Chair and Cascade Trainer
Dan Murphy	DM	VWL (Graves Park) Database Manager
Tony Oxley	TO	VWL (Area Link) Safety Officer
Nigel Ross	NR	VWL (Area Link) Treasurer, Safety Officer

Denise Altoft	Brenda Anderson	Joy Barlow	Beryl Bonet
Alan Broadhead	Jackie Broadhead	John Brookes	Brian Brown
Alec Cartwright	Alan Chapman	Peter Claxton	Terry Cook
Audrey Crowder	Ken Crowder	Mary Dakin	Barbara Dixon
Val Ellis	Gavin Ewan	Gerald Fawcett	Joy Fell
Jennie Fulleylove	Arthur Gilpin	Ian Goodlad	Peter Griffin
Lynda Hales	John Hamilton	David Hilbert	David Holbrey
Carol Knightley	Pat Langford	Carol Lowe	Roy Mansfield
Sheila Mansfield	Graham Matthews	Pete Molloy	Marcia Nash
Heather Naylor	Gill O'Mahoney	Richard Pilgrim	Pamela Sawyer
Elaine Shaw	Frank Shaw	Susan Smith-Craven	Gill Stern
Susan Stone	John Sulley	Glenys Swift	Jim Swift
Robert Wardle	Elsa Wong		

Also in attendance: 6 guests: Tina Moores, Brian and Liz Westby, Ted Talbot, Jon Dallow and Alfred Sandy, Drinkwise Agewell, plus 25 Walkers of whom 21 received Milestone Awards.

1 Welcome and Introductions

SL opened the formal part of the meeting with fire safety information, followed by welcoming all attending the Hillsborough Arena for the 3rd SoS AGM. She introduced the volunteers who make up the Committee and acknowledged the extra work that being a committee member entails. She also welcomed the guests.

- Tina Moores who, after 17 years as Coordinator of the Sheffield Walking for Health scheme, now works on the Sheffield City Council-supported Walking for Purpose Programme
- Ted Talbot, Countryside Manger, National Trust Peak District
- Jon Dallow, Manager Parks Trees and Woodlands, Sheffield City Council

- Brian Westby who, as a Parks and Countryside Ranger, trained to help deliver a pilot health walk in Sheffield before funding for the Sheffield Health walks scheme was secured in 1999.

2 Apologies

80 including Jeni Smith, Committee Member and Area Link.

3 Adoption of the Minutes of the AGM held on 21st May 2018

The minutes of last year's AGM were circulated to VWLs on 30th May 2018 and again ahead of the meeting on 14th May 2019 and are posted on the website. SL proposed **'that the Minutes of the AGM held on 21st May 2018 be formally adopted by Step out Sheffield'**. Motion seconded by Carol Knightley. There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

4 Presentation of the Step out Sheffield 2019 Annual Report

Copies of the Annual Report were circulated on 14th May 2019 to VWLs ahead of the meeting. SL did not read the report but instead selected some of the highlights. She began with a tribute to three organisations who had worked in partnership to launch three new and very successful walks across the year. They are Drinkwise Agewell (Bolehills walk), SYPTE (City Centre walk) and Sheffield Wednesday Community Programme (SWFC Hillsborough walk).

SL provided some background on the increases in both walk leaders and walker numbers throughout the year and went on to acknowledge the fact that both the quarterly network meetings for volunteers and the social programme continue to be well attended. SL was very happy about the way that both these programmes were helping to foster inter-walk relationships and thanked NR for taking on the extra work entailed in providing the social programme.

The introduction of General Data Protection Regulations (GDPR) in May 2018 had led to a great deal of extra work including having to ask ALL existing walkers for permission to keep the contact details SoS already had for them, and having to re-draft our Constitution. Another major challenge had been to try and establish a start date for ALL our walkers. This was necessary to identify those eligible for long-term awards, both this year and in future.

SL ended her presentation by thanking our partners, Committee Members and all Volunteer Walk Leaders for their commitment and continued support in keeping SoS the largest volunteer led group in the country and providing our walkers with a safe and happy environment in which to walk.

5 Formal Adoption of the Annual Report

SL proposed **'that the Annual Report 2019 be formally adopted by Step out Sheffield'**. Motion seconded by Pat Langford. There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

6 Presentation of the Annual Accounts and Treasurer's Report

Copies of the accounts were available at the meeting for attendees to inspect and had also been circulated on 14th May 2019. NR reported that SoS had not had a bad year, starting off with £6,502 and finishing with £8,121. Income was up by 76% and expenditure down by 45%. He thanked everyone for their contributions and financial support, in particular Handsworth walk, and noted that the Committee are cutting their spending costs which relates to reimbursements

for the cost of fulfilling their roles, and instead electing to donate their claims back into the SoS 'pot'. NR has already applied to Sheffield City Council for Ward Pot Funding for £2,331 for 19 wards, but does not anticipate we will receive the same level of funding as 2018 this time round. The Committee will continue to seek out new funding sources and keep a firm hold on expenditure in order to maintain the financial security currently evident.

7 Formal Adoption of the Accounts

SL proposed **'that the Financial Report for the year 2018-2019 be formally adopted by Step out Sheffield'**.

Motion seconded by Susan Stone. There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

8 Independent Scrutineer for the 2019-20 Accounts

NR suggested we continue to use the service of Mr Tim Fuller BSc.(Eng) Hons., C.Eng., M.I.C.E., Chartered Civil and Structural Engineer.

SL proposed **'that arrangements are made to have the 2019-2020 Accounts scrutinised rather than formally audited and that the Committee appoint Mr. Tim Fuller as Scrutineer'**.

Motion seconded by Barbara Dixon. There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

9 Presentation of revised Constitution

A document **Proposed Changes to the Constitution** was circulated to all attendees on the 14th May 2019.

General: NR reported that the original Constitution setting out basic rules and aims was relevant 3 years ago, but the organisation and Ramblers:Walking for Health have evolved since then, so it was deemed necessary to review the document, which began on the 1st September 2018. Changes to the numbering of clauses simplifies reference points in communications.

Scope of the Group: The changes tie us in to Ramblers:Walking for Health (hereafter RWFH). This was done to protect the VWLs and the Committee. Under the old system walkers signed Registration forms to say they walked at their own risk, and forms were retained by the Chair. Post GDPR walkers do not sign anything, and once details are on the RWFH register the forms are shredded. This would mean, in the event of any possible litigation against Step out Sheffield we have no proof that the document was ever filled in. The registration system is part of RWFH procedures, and by tying ourselves more closely, and abiding by their rules we can pass any litigation problems on to them to deal with.

The geographic listing is basically to protect Step out Sheffield financially. A new walk registering with RWFH in Sheffield does not automatically gain access to Step out Sheffield resources.

Powers: We do not know what RWFH plan for the future, but for certain they have 18 months funding, which includes funding for an Exit Strategy and was only announced a few weeks before the existing funding expired. The Constitutional Changes have been written with the Worst-Case Scenario in mind, which would be in 18 months time if RWFH pull out, there is no replacement for RWFH, and Step out Sheffield need to proceed as a "stand alone" group. Production of this document has taken nearly 9 months. It will not cover a "stand alone group". Should RWFH pull out in 18 months, the intention would be to hold a meeting (similar to the one held when the Council withdrew support). At this meeting we would aim to be in a position to present those walks wishing to remain with Step out Sheffield with the necessary

documentation and insurances to continue. This may need changes to be made in a shorter timescale than bringing them to the AGM allows, hence this addition.

Membership: Under the existing Constitution anyone completing RWFH Walk Leader Training has the option of joining Step out Sheffield as a member, but there is no method set down for them to do this, which means in legal terms we have operated since the start with a membership of zero! This may seem a minor matter, but the Committee has raised several thousand pounds, and spent several thousand pounds supporting an organisation with no members. This leaves the Committee in a somewhat vulnerable position and this clause corrects this.

Management: This was introduced to ease communication with outside parties and funders. Should NR be absent and a funding application be submitted by another member of the Committee it has more chance of success if they sign as Acting Treasurer rather than Committee Member.

Finance: The rules adopted by the Management Committee since its formation have been formalised. Payment of out of pocket expenses has been included because it was felt that by not offering these some members on limited income may feel excluded from standing for the Committee.

Alteration to the Constitution: THE MOST SIGNIFICANT CHANGE HERE IS THE REMOVAL OF THE REQUIREMENT TO SECURE AGM APPROVAL FOR CHANGES TO THE CONSTITUTION.

The Committee *could* be in a situation where changes have to be made quickly. Any new Constitution for a stand-alone group may well require legal scrutiny which could require changes prior to re scrutinising. Even without bringing the proposed changes to the AGM, adding one word to this Document after it had been approved by the Management Committee added 3 months to the time, which is one of the most limiting factors. The requirement to bring changes to an AGM, or call a special meeting each time to discuss them would make it impossible to be prepared should RWFH pull out at short notice. This could leave Step out Sheffield in an untenable position which everyone is keen to avoid. The Committee assure the members that they will not change the Constitution in any way that damages Step out Sheffield. Should RWFH pull out, the document ceases to be valid.

The presentation was followed by a short Q & A session where NR answered questions. He also explained in detail how the GDPR-compliant registration form introduced by Ramblers WfH last year leaves SoS in a very vulnerable position under the terms of the original Constitution. He went on to say that SoS will work on a third Constitution for use if at any stage in the future Ramblers fail to secure funding for WfH and SoS needs to stand alone.

10 Adoption of revised Constitution

SL proposed **‘that the revised Constitution, as adopted at Management Committee Meeting 14 on 18th March 2019 and approved by Ramblers: Walking for Health on 3rd April 2019, be formally adopted by Step out Sheffield and come into immediate effect’**. Motion seconded by Alec Cartwright. There was a unanimous show of 53 hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

11 Election of Committee

According to the Constitution: ‘Step out Sheffield shall be administered by a Management Committee of not less than 3 and not more than 10 individuals elected at the Group’s AGM’. The Secretary received 9 valid nominations, which in alphabetical order are: John Brookes, Sharon Cassinelli, Margaret Hibberd, Janet Hilbert, Sue Lee, Dan Murphy, Tony Oxley, Nigel

Ross and Jeni Smith. The members were asked to vote on each nominee one at a time and given a brief opportunity to ask questions

John Brookes helped establish the new walk at S.W.F.C. and used his IT skills to draft some guidelines for individual groups wanting to set up Facebook Groups.

SL proposed **‘that John Brookes be appointed to the Management Committee with immediate effect’**. No questions were raised.

Nominated by Nigel Ross, Seconded by John Pearson (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Sharon Cassinelli has served on the Committee as Secretary for the past three years. No questions were raised.

SL proposed **‘that Sharon Cassinelli be appointed to the Management Committee with immediate effect’**.

Nominated by Michael Walker, Seconded by Margaret Jackson (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Margaret Hibberd has served on the Committee for Publicity & Promotion for the past three years. No questions were raised.

SL proposed **‘that Margaret Hibberd be appointed to the Management Committee with immediate effect’**.

Nominated by Janet Hilbert, Seconded by Carol Hodgett (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Janet Hilbert has served on the Committee for Publicity & Promotion for the past three years. No questions were raised.

SL proposed **‘that Janet Hilbert be appointed to the Management Committee with immediate effect’**.

Nominated by Margaret Hibberd, Seconded by David Hilbert (on Nomination Form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Sue Lee has served on the Committee as Chair for the past three years. No questions were raised.

SC proposed **‘that Sue Lee be appointed to the Management Committee with immediate effect’**.

Nominated by Tony Oxley, Seconded by Imelda Bennett (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Dan Murphy has served on the Committee as Database Manager for the past three years. No questions were raised.

SL proposed **‘that Dan Murphy be appointed to the Management Committee with immediate effect’**.

Nominated by Tony Oxley, Seconded by Heather Naylor (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Tony Oxley has served on the Committee as Link and Assistant Safety Officer for the past three years. No questions were raised.

SL proposed ‘**that Tony Oxley be appointed to the Management Committee with immediate effect**’.

Nominated by Alan Hardy, Seconded by Mary Uhlar (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Nigel Ross has served on the Committee as Treasurer for the past three years. No questions were raised.

SL proposed ‘**that Nigel Ross be appointed to the Management Committee with immediate effect**’.

Nominated by Graham Matthews, Seconded by John Brookes (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Jeni Smith who unfortunately was not able to attend the AGM, has served on the Committee as Link for the past three years. No questions were raised.

SL proposed ‘**that Jeni Smith be appointed to the Management Committee with immediate effect**’.

Nominated by Sue Lee, Seconded by Suresh Athi (on Nomination form). There was a unanimous show of hands by VWLs only, in favour of Adoption. No-one was Against and there were no Abstentions.

Carol Knightley retired from the committee at the AGM. She managed the mobile SoS Helpline for the best part of two years, amiably giving reassurance and information to callers before taking the big step of joining a walk for their first time. A bouquet of flowers was presented to CK in gratitude for the dedication and support she had provided.

12 Election of Officers

According to the Constitution, the Officers are appointed by the Management Committee at their first meeting after the AGM which will take place on the 10th June 2019. Existing Officers remain in post until that time. (No changes are anticipated)

13 Any Other Business

Social media Guidelines – John Brookes: JB explained that GDPR means that SoS is responsible for keeping the personal data of its walkers secure. He is working with the committee and SYPTE to develop guidelines and a consent form relating to the set up and running of social media groups. A scheme Facebook presence would provide a public platform for SoS to advertise specific walks and events. JB invited walking groups with existing closed Facebook groups to liaise with him.

Social Outings – Nigel Ross: NR advised members that the outings he had organised to St Marie’s and to Hellaby this summer were both now fully booked, but if people wanted to go, they should contact him in case of cancellations.

Safety Officer – Nigel Ross: NR thanked everyone for the speedy rate and punctuality of incident reporting.

14 Close: The meeting closed at 3:15pm and was followed by the presentation of long-service and achievement awards and a celebration of 20 years of Health Walks in Sheffield.