



Quantock Orienteers - Minutes of Committee Meeting

13th January 2015 at 3 Comeytrowe Rise, Taunton

1 Attendees

1.1 Attendees and apologies

Bob Lloyd (Chairman), Roger Craddock (Treasurer) Richard Sansbury (Secretary), Bill Vigar, Vikki Page, Mark Maynard, Chris Hasler, Rosie Wych, Julia Robertson (from item 4 onwards), & Spencer Modica (from item 4 onwards).

2 Previous Meeting on 20th October

2.1 Approval of Minutes

These were approved with no changes.

2.2 Actions arising:

Actions from meeting on 3rd March:

Item 7.3: Issue Vivary maps to ranger - action Mark. Not yet done - have been unable to meet up with ranger so far.

Actions from meeting on 4th June:

Item 7.3: List permanent courses to be monitored by QO - action Bob. Not yet done.

Actions from meeting on 20th October:

Item 4.3: Update first aid policy - action Richard. Done

Item 6.2: Ask Jeff to coordinate helpers for BOC - action Richard. Done, but Jeff not willing to do this. see item 6.5.

Item 6.4: Obtain DBS check - action Bob. Not done as BOF no longer able to do this. However there is an online system. Bob will try to use the online system. See item 6.4.

Item 7.3: Ask Jeff to make a list of permanent course checkers - action Richard. Done, Jeff agreed to do this once Bob has listed the courses to be monitored.

Item 8: Purchase new road signs - action Andy. A stocktake had been done, but no new signs have been purchased. It was suggested we need another "orienteers only" sign, see item 4.1.

Item 9.1: Send list of website requirements to Nathan - action Rosie. Done

Item 9.2: List non-QO events separately - Action Julia. Done

Item 9.2: Clarify who can ask for website changes - Action Richard. Done.

3 Finance

3.1 Finance report incl budget for 2014-15

Roger presented the finance report, see Appendix 1.

Although expenditure exceeds income at present, there should be some money arriving shortly from upcoming events, providing the entry fees for the Galoppen are corrected (see item 4.2).

On the Long-O account summary the "permit" is believed to be a land access fee.

Membership fees are almost on budget already.

Having had to transfer some funds from the deposit account to the current account, it is now possible to transfer the amount back.

A new treasurer has still not been found.

Judy had asked for £100 for a rechargeable camping lantern for night events. It was agreed that Judy could purchase some lights, but it was suggested that low cost LED type lights might be more appropriate.

4 Fixtures

4.1 Report on recent events

Long-O - Dartmoor. A good friendly event. The catering was very much appreciated. It was a shame to clash with the Galoppen.

QOFL2 - Aisholt Common. There was not enough parking, and with no suitable overflow area the parking assistants were put under a lot of stress. The club is not allowed to open the FC gate that would have solved the problem. Future QOFLs at this location are not viable unless additional parking is available.

QOFL3 - Staple Hill. Andy had stepped in late after Jeff was taken ill. Note in future the height barrier can be opened if required.

QOFL4 - Croydon Hill. Another group with permission to use the area must have locked the exit gate. To avoid this, an orienteering sign at the exit would have been useful.

4.2 Plans for future events

QOAD series: 3 more events scheduled.

Galoppen - Rams Combe (2 words!). Orienteers will be issued with parking tickets so they would not have to use the pay and display machines. The currently advertised fees are different to those agreed at the last QO meeting. This will be corrected - Action Julia.

QOFL series: 2 more scheduled. QOFL6 should be advertised as Great Breach Wood as Copley Wood is incorrect.

Long-O: No date scheduled yet - perhaps 2nd week in October. As Devon have decided not to be involved in 2015 it was probable that day 1 would go back to the 1/2/3 hour score format. It was thought this had worked well in 2013. However there is concern that this was not well supported by QO members. Rosie had circulated proposals for the event and responses are needed - Action all

4.3 Number of maps for future events

It was agreed that the discussion needed to focus on principles rather than any particular event.

It was agreed that the organiser should always have the final say on how many maps are to be printed. As some organisers are inexperienced some guidance should be given.

At the last 3 QOFLs the club had run out of maps on some courses. This had been partly due to visiting groups like Torquay - in future they would let us know if they intend to come. It was agreed that flyers should ask anyone bringing a mini-bus to let the organiser know.

Judy had suggested a method of determining numbers: this was to find the maximum number from each course in the last 2 years and adding 10 for long courses, 5 for shorter courses. (This would give a print run of about 200.)

Spencer had suggested a method: this would require an estimate of the total attendance and then generate the numbers of each map. (Using the actual attendance from Croydon Hill this would give a print run of around 180).

It was noted that neither method would guarantee that maps would not run out - this would probably happen once every 3 years.

It was agreed that Spencer's method would be adopted, but Spencer needed to produce a

simple spreadsheet or formula for organisers to use - Action Spencer.

It was also requested that we produce bigger control description slips - Action Bill

4.4 SWOA anniversary event

SWOA had proposed that every club in the region holds a Try-O event on the same day in November to get some publicity. It was suggested that Long Run would be a good venue.

It was agreed that QO would respond to SWOA to say that QO will take part providing this is generally supported by other clubs in the region - Action Richard

5 Activities

5.1 Junior Orienteering Group

Judy had sent the following report:

I must first apologise for a mistake in the JOG report in the last QuOnicle. I should have said that it was John Trayler who had planned the excellent courses at Lydeard Hill on 27th September, so sorry John.

Jenny Wood was the planner at Vivary Park on 1st November. It was a bright day and 74 people came to join in! Jenny took the Fox course onto the Street map of this area so that added a further challenge. The Badger had a map "Turn Over!" at a control close to the start so that competitors could monitor how their rivals were faring. In all it was a very enjoyable afternoon.

Spencer planned at Wind Down, which is a great area to extend some of the more able juniors. However we had a muddle over the correct maps to use and in the end had to change the event to a non-competitive navigational challenge which actually proved to be fun for all involved, 44 people came.

Fyne Court was the venue for 22nd November and Jim Mallison was the planner. Invariably this is a popular event and we were swamped by competitors. JOG was preceded by a coaching session and was followed by a QOAD so we decided to make this an SI event and Mark Maynard kindly manned the computer. Jim's courses were greatly enjoyed the Fox's map memory with only 1 map placed at the start being the most demanding! 95 people went round the courses.

Graham Hartley had to re-arrange his JOG/QOAD event planned for Great Woods on 6th December at the last minute, due to a

clash with another group using the same area. We re-located to Kings Cliff Woods as Graham has planned there before and knows the woods well. All was set for bumper number of competitors when an accident in Taunton paralysed the traffic completely (We took over an hour to reach Kings Cliff from the Staplegrove Road!) In the end 26 people competed with no-one from Taunton included in their number. Those that managed to come were very competitive with only one person, Paul Williams visiting all controls on the Fox map memory.

Bob Lloyd and John Fisher have been regular helpers at events, so thank you both and thank you too for the planners who give such a lot of time and effort to keep JOG going.

We have started having 3 coaching sessions for invited juniors each term Jo and Craig Purchase have designed the training material and exercises and Vikki Page and Chris Hasler have delivered the sessions. We are trying to encourage the children to be aware of various basic orienteering skills, to acquire a practical understanding of them and to start using these skills in events. Watch this space!

The problem at Wind Down had been due to the wrong map version being printed.

Something extra is usually offered at JOG, e.g. map memory, or blanking out areas of the base map.

A meeting with Andy Harris had shown that the Forestry Commission are very supportive of JOG.

5.2 South Somerset initiative

South Somerset District Council had been successful in gaining funding for a permanent course to fully cover Yeovil Country Park. Simon Beck would be mapping the area.

5.3 Coaching

The coaching team are currently half-way through the programmed series of junior coaching sessions. A squad of 10 children have been selected and have special T-shirts and map folders. This is enabling them to step up from white courses. A joint activity with Devon is scheduled in February at Blackborough.

Those not in the squad are able to see what is going on, and some more may be ready to join soon.

6 People

6.1 Membership

Judy had sent the following report.

At the moment we have

45 Seniors

16 Families

4 Juniors

We have 2 new senior members and 1 junior membership has now changed to a family membership.

Lapsed members, we have

5 Seniors

10 Families

1 Junior

I have emailed all of the lapsed members so hopefully most will re-new.

6.2 Volunteering

SWOA has decided to subsidise more training courses. Any club putting on a course which is made open to other clubs could qualify for a subsidy. However this may not be suitable for QO's needs.

6.3 Training in first aid and planning

Two JOG planning courses had taken place. A first aid refresher was due to happen shortly. It was noted that it was hard to find a first aider for QOFL3 and this should help.

6.4 DBS checks

See discussion under item 2.2. There are others who are also shadowing so should also have DBS checks. Bob will trial the system for them.

6.5 Helpers for British Championships

A QuOnicle article invites people to volunteer to help at the British Champs by informing Richard. However he may be working abroad. Chris offered to take over coordinating helpers if Richard is away.

7 Places

7.1 Mapping

Planners need to let Bill know if any map corrections are required - they will not happen automatically!

7.2 Permissions

Bob has sent the following report:

All permissions are in place up to and including the Lydeard Hill JOG/QOAD on 7th Feb. I have not received the final FC permit for the Galoppen yet but all details have been agreed by email, so this should be a formality. FC seem to have got behind with their admin', probably because of their fairly long Christmas holiday.

I am waiting for a reply from the Fountains Forestry man about the combined JOG Event on the 14th Feb. He is checking with new owners of the area but as he has always been very helpful, I am optimistic that the outcome will be OK.

Beyond that, all events are agreed up to and including the Broomfield Hill JOG on 21st March.

A group consisting of Roger, Judy, Julia and I will be meeting Andy Harris, the FC Recreation Warden for the Quantocks and Blackdowns on Monday 12th Jan.

The meeting with Andy Harris had taken place. He proposed that QO have a yearly permit with an annual charge which would cover parking and use of the event centre in Rams Combe.

Andy said that the Forestry Commission need to submit forms to Natural England if an event uses an SSSI. This may mean it takes longer to get permissions. Andy will send a list of SSSIs.

7.3 Permanent Courses

Andy Harris had asked if QO was interested in helping to set up a permanent course in Rams Combe.

Andy Harris had said it was not possible to have a permanent course at Neroche owing to concerns with safety.

The Vivary course had been checked before Christmas and all was ok.

8 Equipment

See item 3.1 for lights.

See item 2.2 for signs.

Andy had purchased a new battery and charger.

9 Any other business

9.1 Website

Nathan had confirmed willingness to develop the QO website and had provided a trial page for comment. Nathan had also given a quotation. There was a difference between the design cost and the total which needed to be clarified and it was also slightly unclear what exactly we would get from Nathan.

Spencer agreed to join the working group to investigate and clarify Nathan's offer - Action Spencer

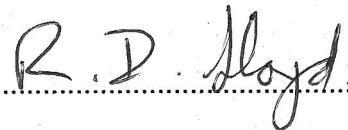
9.2 Record keeping

The folder for records will now kept in the organisers box

9.3 CompassSport Cup

Chris had just sent out an email to request entries for the competition.

Approved
Bob Lloyd
(Chair)



Actions arising

Actions from previous meeting on 3rd March:

Item 7.3: Issue Vivary maps to ranger - action Mark

Actions from previous meeting on 4th June:

Item 7.3: List permanent courses to be monitored by QO - action Bob

Actions from previous meeting on 20th October:

Item 6.4: Obtain DBS check - action Bob

Item 8: Purchase new road signs - action Andy

Actions from this meeting:

Item 4.2: Amend Galoppen entry fees - action Julia

Item 4.2: Respond to Long-O proposals - action all

Item 4.3: Produce simple spreadsheet to determine number of maps - action Spencer

Item 4.3: Produce bigger control slips - action Bill

Item 4.4: Send response on SWOA anniversary event - action Richard

Item 9.1: Investigate Nathan's website offer - action Spencer

Appendices: Club officers' reports

Appendix 1: Finance report

Appendix 1: Finance report

Treasurer's Report to Committee up to 31st December, 2014 (7 months) Income & Expenditure since beginning of financial year 2014/15

Income	Comment
Entries.	
Summer relays	£ 86 50% subsidy (approx)
Club Champs	£ 98
Yvette Baker	£ 80 50% subsidy (approx)
Long 'O'	£ 325 Less Fabian4 charges. Surplus shared with DEVON OC
QOFLsx4	£ 1,870
QOADsx2	£ 99
Christmas Novelty	£ 252
JOG. Events	£ 717 SASP, TAC
QO shirt sales	£ 100
Equipment hire	£ 125 Devon 'O' Tamar Triple
Food for AGM/Novelty	<u>£ 571</u> Subsidy for juniors.
Total income	£ 4,322

Expenditure	Comment
Equipment:	
New Equipment & Repairs	£ 298 SI stations, tent, First Aid
Trailer repair	£ 190 Paid to Roger Craddock
Renew SI licence (5 yr)	£ 551 Norton Security
Shirts	£ 207 for QOTS. Subsidised.
Events:	
JOG expenses	£ 357 Printers, compasses, QOTS
Relay entries	£ 184
Yvette Baker team	£ 210 Minibus hire, fuel
Organiser/Planner QOFLs	£ 40
Levies	£ 750 B.O. & SWOA
Access fees	£ 300 Forestry Commission
Trophies	£ 50 Club Championships
Club Management:	
Food. AGM	£ 668 West Hatch/Beam Bridge
Stationary & Printer Cartridges	£ 615 Paper/Toner
Quonicle, postage	£ 150 3 editions
Website	£ 111 Monthly fee
Donations	£ 69 Auditor and lodge keeper. Chris Philip
B.O.Membership - QO	£ 46 2015 membership for QO
Development	<u>£ 74</u> OCAD course x 2
Total Expenditure	£ 4,870

Excess Expenditure over Income **£ 548** £1000 was transferred from Deposit a/c 10th Sept.

Current Balances: As at 31st Dec 2014

Current Account;	£ 1,541
Deposit Account:	£12,728
Petty cash:	<u>£ 632</u>
Total	£14,902

RLC. Treasurer
10th Jan 2015

QO Budget 2012 - 2015

Year	Dec-14									
	2010/11	2010/11	2011/12	2011/12	2012/13	2012/13	2013/14	2013/14	2014/15	2014/15
	(actual)		(actual)		(actual)		(actual)		(actual)	
	7 months									
<u>INCOME</u>										
Event entries	4500	4858	5000	5327	5500	5147	6000	5415	6000	2810
Membership subs	500	670	700	651	670	592	600	596	600	
JOG	400	660	600	900	1000	763	1500	1387	1500	717
clothing sales	300	217	350	363	400	130	400	731	400	100
Misc income. Map sales, food	220	222						479	500	571
Grants & Mapping. Equip.Hire		926		1695	1500	2193	1000	405	400	124
TOTAL income	£5,920	£7,553	£6,650	£8,936	£9,070	£8,825	£9,500	£9,013	£9,400	£4,322
<u>EXPENDITURE</u>										
Event expenditure	1000	868	1000	634	800	732	800	1445	1200	808
Map printing. Paper/Toner	600	436	600	1027	1000	997	1000	905	1000	615
Access fees	300	253	500	180	500	505	700	355	700	300
Mapping						135	200			
JOG. Maps, equipment, events	500	1115	500	1074	1000	720	500	566	750	547
Levies, BO & SWOA	450	364	400	576	1300	881	1400	1135	1500	750
Development	500	413	400	290	400	530	500			74
Computing, webgadget, website	322	416	322	126	200	213	300	275	300	662
Quonicle	300	316	300	340	350	290	250	246	250	150
New equipment	400	608	300	478	500	1633	1500	824	1000	298
AGM, entry fees, committee	348		200	37	100	460	400	342	400	463
Trophies	100	48	100	81	100	54	200	140	200	50
Clothing purchases	400	227	100			307	600	1151	600	207
Food, subsidies for food		184	100	233	200	10	50	500	500	668
BOF Membership fees for QO	50	52	60	55	60	46	50	46	50	46
TOTAL expenditure	£5,220	£5,300	£4,882	£5,131	£6,510	£7,513	£8,450	£7,930	£8,450	£5,638
Contingency	700	2253	1768	3805	2560	1312	1050	1083	950	

Comments. Income & Expenditure

- a. A revised summary of Income and Expenditure for the financial year 2014/15 so far is supplied
 - b. The income from Event entries will be enhanced by 3 QOFLs, 2 QOADs, and our Galoppen.
 - c. A separate summary for the Long 'O' is provided.
 - d. JOG income has been reduced as a result of free maps for existing members.
 - e. The trailer repair for use with JOG was instead of the tax agreed on the Citroen
 - f. The SI licence fee should strictly be written off over 5 years
 - g. Membership fees of approx £550 are due in January from B.O.
 - h. The entry fees shown as expenditure are for Yvette Baker trophy, and subsidies for Compass Sport trophy & Summer relays
 - i As the current account/petty cash is high, I will return the £1000 to the deposit account.
- HAVE ANY OFFERS/SUGGESTIONS BEEN RECEIVED FOR POST OF TREASURER FOR NEXT FINANCIAL YEAR?

Roger Craddock 31/12/2015

Dartmoor Double

4/5th October, 2014

A weekend of Long 'O'

organised by DEVON O.C. and Quantock Orienteers

Summary of Income and Expenditure.

Income

Fabian4	July rcpts	£36.00
	Aug rcpts	£106.00
	Sept rcpts	£888.00
	Oct rcpts	£32.00
EOD		<u>£202.00</u>
Total		£1,264.00

Expenditure

Permit		£77.00
Hire of School	Matt Atkins	£80.00
Catering	Judy Craddock	£87.06
Controllers Travel	Andy Reynolds	£19.00
Planners Travel	Matt Atkins	£70.00
Planners Travel	Andy Rimes	
Organiser expenses	Rosie Wych	£18.16
Levies	B.O.	£114.00
	SWOA	£67.60
Fabian4 fees		£63.72
Prizes	Rosie Wych	<u>£18.27</u>
Total		£614.81

Surplus

50% to DEVON	50% to QO	£324.60
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