

MINUTES of the Seneschal Meeting Monday 5th February 2018 at 7pm

Held at Kevin Dennis's house because of refurbishment at the Working Men's Club

Present Kevin Dennis, Ed Edwards, Claire Hardwick, Vicky Metcalfe, Grant Burrup, John Bethell, Donna Hatchett, Nick Hatchett, Dave Bethell, Jan Porter, Tony Fitzgerald, ?? Jonnie London

1 Apologies Bob Feuillade, Alan Brown, Ian Blatchley, Gerry Wigglesworth, Jack Hulse

2 Previous minutes adopted. Proposed by Jan, Seconded by Nick. Agreed

3 Matters arising from previous minutes

- i) Extra keys haven't been ordered owing to uncertainty of the building.
- ii) Inductions – team coordinators were asked to ensure that all members of their teams have completed the four induction forms. Completion of forms only needs to be done once but may need to be updated if there are changes such as qualifications, contact details etc. A list of all those who have completed induction needs to be prepared and made available.
- iii) Climbing team coordinators – Dave, Gerry and Bob
- iv) Leaders' Day – see below.

4 Risk and Governance - DBS (Disclosure and Barring Service)

Ed has sent out information to all coordinators/leaders/helpers and also gave a presentation at the Leaders' Day. System is all on line except for document verification which is done face to face. Coordinators are asked to encourage their team members to request a DBS where appropriate. Ed will set up registration which allows applicants to complete and submit on-line. Ed, as verifier will then arrange to meet the applicant. System is much quicker than previously – on average four days so far.

Process is completed when British Canoeing inform Ed that all checks have been completed and the person can be deployed by the club. Ed will forward this email to the applicant and also send them the link to the continuous update service.

Discussion took place about the deadline for insisting that all leaders/ helpers had a current DBS. Agreed that 1st April 2018 should be the cut off point.

NB after this meeting Ed did further research and contacted British Canoeing. He subsequently sent an email to all Seneschal advising that there should be no grey area regarding the need for a DBS and proposed an earlier cut off date than earlier agreed. He also sent a list to Seneschal of all those in the new DBS system.

5 Leaders Day

Generally very positive comments received about the day. Outdoor Academy donated their time and equipment free of charge though Kevin had tried to pay them. There was a query about how Outdoor Academy would have been paid if necessary. Kevin pointed out that there is a training budget delegated to Seneschal from the trustees.

Donna proposed a vote of thanks to Kevin and Ed for organising the day.

Action - Agreed that a letter of thanks should go to Outdoor Academy. Kevin

Action - Discussion documents from the day will be consolidated and circulated to the Seneschal. Ed and Kevin

6 Future of the Building

Council meeting on 17th February to make decision.

Newbury Waterside is closing down

Concern raised that all members should be informed and invited to any meetings. Despite the best efforts of communicating with members via email, newsletters, facebook and the website some are still saying they are uninformed. It has been suggested that major piece of information such as related to the future of the building meeting should go out by post. Also, sharing information via personal contact with teams and members is important. It was noted that of 102 emails sent to leader/helpers s invites to the leaders' day only 64 were opened. Some AD emails are going directly into spam boxes. Nic will send out some information on how to sort this out.

7 Marketing

Donna gave an overview of promotion of AD events in 2018.

There is an event report which is a template for leaders to use to pass on information to Donna for the newsletter which is going out monthly so needs constant feeding. Thanks to Donna for taking on the additional work of a monthly newsletter.

Please let Donna know if there are events happening that are not on her list.

Donna has sent all promotional material including previously agreed course dates to the designers.

8 Open Day – agreed to keep to same format as last year. Event has been moved to a Sunday – to facilitate easier parking and enable all AD sections to take part.

9 Team Reports

a) Tuesday evening – almost 1,000 Beavers, Cub, Scouts and Explorers took part in canoeing taster sessions with AD last year. Kevin has been in touch with the District Commissioner and they have said that the project was a great success and they would like to see it continue. Questions were asked about the cost aspect and Kevin explained that it was part of Adventure Dolphin's charitable contribution as required by the Charity Commission and was set up and agreed by the trustees. There is a benefit to Adventure Dolphin in that many of the young people may choose to continue with the canoeing after their one off experience. Also, the scout association is taking out a number of AD memberships. Their leaders are also going to be involved with coaching courses so that they can run the activities themselves at a later date.

b) Race group/PCC

Waterside A was successful with all AD paddlers completing. Slower times generally as there was a cold headwind.

2018 Pangbourne Hasler could be held either at Home Farm or at Pangbourne depending on situation regarding the building of a fish pass at Home Farm. If at Pangbourne the building would need to be booked (already done) and the Parish Council contacted re use of the meadow.

There are several Pangbourne paddlers aiming to take part in the DW.

Action Contact Parish Council to request use of the meadow and access for parking. Kevin

c) LEL (Lowland Expedition Leader)

Jan reported that there is a group of six currently taking part.

d) Trips

- a) Allier trip is going ahead with Tony as trip leader. He is recruiting river leaders and participants. Bookings have been made.
- b) Young people who need transport and/or a boat to take part in a day paddle:

There is concern about some young people participating in trips when they need a lift and their boat transported. This has been onerous on a few leaders who constantly have to sort this out. There are also related issues about safeguarding – ie unless an emergency an adult should not be on their own with someone under 18. Also, a need for fairness about sharing costs. There was a lengthy discussion and it was agreed that generally trips start at the river unless expressly stated. It is the responsibility of the participant or their parents to find their own way to the start and finish points. However, it was also acknowledged where possible that we don't want to exclude young people from taking part. Trips Planning Group would discuss it further at the next meeting in March.

- c) Pangbourne minibus is now available for hire and it may be that some trips in future could take advantage of this.

Action – Trips planning group discussion and decisions.

10 Standards Day – owing to a number of people not able to make this date it has been agreed to revert back to the original date of 25th March. Also, the alternative date meant that we would be asking volunteers to give up time on consecutive weekends.

New date – Sunday 25th March 1-5pm. Sunday morning paddling can still take place.

Claire has agreed to organise the day. Ed and John helping. Claire is contacting British Canoeing for approval to make this count as a Coach Update event. Claire also advised the meeting on what elements constitute British Canoeing 'updated coach status' ie British Canoeing membership, valid first aid, ongoing CPD and safeguarding course certificate. (Please note that although the certificate course needs to be done only once it is British Canoeing's advice that:

'It is best practice to refresh your safeguarding training every three years'.

The meeting agreed that Adventure Dolphin should deploy 'updated coaches' and that safeguarding should be at least every three years.

Safeguarding

Kevin reported that a safeguarding course is being held on 7th March at Eyot Canoe Club.
Cost £5

Action – Claire to seek British Canoeing approval for coach update event

Action Nick to set up registration

11 Other training

Claire and Ian have been running some training on Sunday mornings. This is to continue with leadership training on 18th March, 13th May, 17th June

12 Summer courses

Coordinators confirmed that they have their teams and agreed team induction meeting dates.

Group emails eg Tuesday@adventuredolphin.co.uk - Nick has set up group emails for each team consisting of coordinator and their deputies so far. Team coordinators to let Nick know who else is in their team

Action Team leaders to send a list of their team members to Nick so that the group email addresses can be populated.

13 Go Canoeing Week

Agreed that Wednesday and Thursday teams would host 'come and try' events similar to last year. Nick and Ed to liaise on BBQs.

Beale Park Boat show- the AD involvement is also part of Go Canoeing Week.

Possible Ballade en Canoe open to the public during the week based at Beale Park?

Other ideas – possible club trip on first weekend.

DofE

Linda gave an update on the situation regarding DofE in West Berkshire

Health and Safety Policy

Linda advised that this needs reviewing. Also much of the work done last year on safeguarding, child protection, and induction can be included in the Health and Safety policy

Adam Vaughan's funeral

Information about this has been sent to members. Kevin has sent signed cards and a letter on behalf of Adventure Dolphin.

Next dates

7th March Safeguarding course

12th March Seneschal 7-9pm at PWMC

19th March Trips planning group

25th March Standards Day

15th April Open Day

17th/18th/19th April Team induction evenings

25th/26th April Summer evening courses start

Part B discussion

Capability

Action – Kevin to seek British Canoeing advice. Grievance policy, capability policy and evidence documents will be required.