

**Minutes of the Step Out Sheffield AGM 2026
at 1.00pm on Monday 20th April 2026
held at Niagara Conference & Leisure Centre,
Niagara Road, Sheffield S6 1LU**

IN ATTENDANCE:

Management Committee:

Francis Feeley	FF	VWL Chairman
Sue Lee	SL	VWL RWW SOS Coordinator
Vickie Goddard	VG	VWL Treasurer
Sharon Williams	SW	VWL General Secretary
Heather Naylor	HN	VWL
Bernadette Parsons	BN	VWL
Liz Savage	LS	VWL
Lesley Webster	LW	VWL

Guest Speaker:

Sam Carey – NCVO (National Council for Voluntary Organisations)

57 Volunteer Members:

Jude	Alabaster	Gavin	Ewan	Nadir	Neciri
Brenda	Anderson	Eileen	Fawcett	Tony	Oxley
Denise	Altoft	Roberta	Fletcher	Elizabeth	Palmer
Mona	Azim Malik	Nancy	Frith	Sharon	Palmer
John	Bacon	Jennie	Fulleylove	Chris	Richardson
Elizabeth	Birks	Keith	Gill	Evelyn	Risner
Beryl	Bonet	Ruby	Gill	Sheila	Sale
Anne	Booker	Arthur	Gilpin	Pam	Sawyer
Hazel	Broadhurst	Maralyn	Guthrie	Susan	Stone
Dorien	Brookes	Mike	Hawkins	Glenys	Swift
Margaret	Buck	Susan	Henwood	Jim	Swift
Eva	Burling	Sally	Heseltine	Sue	Tevendale
David	Chester	David	Hirst	Thelma	Wade
Christine	Clapshaw	Anne	Huggins	John A	Ward
Pete	Claxton	David	Job	Lynda	Wardle
Terrance	Cook	Pat	Langford	Robert	Wardle
Kath	Craig	Fran	Laws	Kath	Williams
Caroline	Dabinett	Philippa	Millsom		
Steve	Drabble	Chris	Morris		
Val	Ellis	Marjorie	Morris		

1. Welcome and Introductions

FF formally opened the 1st Annual General Meeting of Step Out Sheffield CIO (Charitable Incorporated Organisation) and thanked everyone for attending.

2. Apologies

Apologies were received from:

Joy	Barlow	Janet	Harrison	Linda	Poore
Richard	Bennett	Margaret	Jackson	Mags	Richardson
Derek	Capes	Mark	Lindop	Bea	Rushforth
Hazel	Chilton	Paula	Moore	John	Scott
Jill	Copley	Dan	Murphy	Gwenneth	Tedds
Mary	Dakin	Celia	Naisby	Mel	Tennant
Sue	Douglas	Sue	Nurse	Christine	Towers
Josie	Hall	Kevin	O'Grady	Mary	Uhlar
Alan	Hardy	Gill	O'Mahony		
Sheila	Harris	Will	O'Mahony		

3. Presentation of the Chairman's Annual Report 2025-2026

FF presented the above report which had been circulated prior to the meeting, please see Appendix 1.

At the part where FF praised Kath Williams for her hard work in preparing the paperwork leading to the Charity registration. Kath reciprocated the thanks to Francis, recognizing him as the driving force behind it.

As there were no questions or comments raised FF asked that the report be formally adopted. Elizabeth Birks proposed and Eva Burling seconded.

4. Presentation of the Treasurer's Report 2025-2026

VG presented the above report which had been circulated prior to the meeting, please see Appendix 2.

The following two points were raised:

Q1. A query was raised regarding the "Expenditure on Volunteer Walk Leader Events and Training." The accounts indicate that only fifty percent of the allocated budget was utilised in the previous period; consequently, this reduction is reflected in the updated five year budget for 2026 - 31 and corresponding expenditure. According to Charity Commission guidelines reasonable expenditure on complimentary refreshments of food and drink may be provided for members' events with an official agenda for business furthering a charity's objectives, such as training or consultations. Were the trustees advised to reduce networking meeting expenditure or was it their own decision—and if so, what was the reason?

A1. VG clarified that the budget was determined by evaluating expenditure from the previous budget period and reassured leaders that they were being prioritised in the strategic plan and therefore the budget, as they were most important to Step Out Sheffield and fundamental to the walking groups. While ensuring appropriate support for our walk leaders at events, separate funds have also been allocated for training and miscellaneous expenses, therefore there are further funds in the budget if required. Further details will be addressed in the Budget section.

Q2. It was commented that Training is common sense you can walk or can't walk, we are all aware of safety hazards and that walkers have got to wear suitable clothing and footwear.

A2. SL clarified that this expenditure covers other training, such as first aid and dementia awareness. The standard walk leader training does not need any further development.

FF also mentioned that the committee might require training and development, such as learning about fundraising. Treasurers and secretaries in walking groups would also be able to receive training as required.

As there were no further questions or comments raised VG asked that the report be formally adopted. Maralyn Guthrie proposed and Elizabeth Birks seconded.

5. Presentation of the RWW Annual Report 2025-2026

The Ramblers Wellbeing Walks Report for the year to 31 st March had been previously circulated, please see appendix 3. As there were no questions or comments raised SL asked that the report be formally adopted. Chris Morris proposed and Jude Alabaster seconded.

SL thanked everyone for attending and noted the excellent turnout.

SL explained that we were here today, amongst other things, to celebrate 10 years of volunteer management. She asked if anyone present who had also attended the inaugural volunteer meeting at the English Institute for Sport realistically expected Step Out Sheffield to be going strong ten years later. She went on to say that the fact that we are is thanks to the administrative support of the Step Out Sheffield Management Committee. The committee members here today, together with past members [Jan Eastwood, the late Diz Feeley, Margaret Hibberd, Janet Hilbert, the late Carol Knightley, the late Richard Lee, Dan Murphy, the late Jeni Smith, Nigel Ross, Sharon Cassinelli, Lucia Contrino, Dorien Brookes, Kath Copley and Kath Williams], have worked hard behind the scenes to oversee the safe delivery of our scheme, to help promote it, and to safeguard our finances. It may have taken us 10 years to reach this point, but we now have a robust working model which will hopefully see us through the next 10 years and more.

SL proposed that ‘the efforts of the management Committee members past and present in securing the future of Step Out Sheffield are acknowledged and formally recorded by members present at the Step Out Sheffield Annual General Meeting in 2026’.

Sue Lee proposed and Arthur Gilpin seconded

- All were in favour
- No one was against
- No abstentions

6. Presentation of the Safety Report 2025-2026

The above report had been circulated prior to the meeting, please see appendix 4.

As there were no questions or comments raised SL asked that the report be formally adopted. Glenys Swift proposed, Marilyn Guthrie seconded.

7. NCVO (National Council for Voluntary Organisations) Presentation of the SOS Strategy and Business Plan

Guest speaker Sam Carey presented the SOS Strategy and Business Plan, please see appendix 5.

As there were no questions or comments raised FF asked that the Business Plan be formally adopted. Pam Sawyer proposed, Sharon Palmer seconded.

8. Budget Highlights to Support Strategic Plan

A proposed 5-year budget has been compiled to support SOS's 5-year strategic business plan, see Appendix 6.

The majority of the budget remains in line with previous years, however to further support SOS's walking groups and Voluntary Walk Leaders, the board has proposed increased budgets for the following areas:

- Publicity, including a new website - the development of which will be undertaken by an associate on a freelance basis.
- We hope to continue to use this association to further the implementation of SOS's strategy, allocating 30K to this over the next 3 years to include a focus on raising further funds for the charity.
- Volunteer training - £3,500 over 5 years.
- Small Grants Scheme - £12,500 over 5 years, which can be accessed by application from walking groups

Step Out Sheffield will be recruiting volunteers to set up the Small Grants Scheme framework and subcommittee which will approve claims made by walking groups.

This subcommittee will be created from the pool of main committee members, therefore if you would like to be involved, please nominate yourself today for a place on the main committee.

- David Chester from Grenoside Health Walks has kindly volunteered.

Further details of how SOS walking groups can apply for this scheme and the size of grants available will be announced in due course once details have been confirmed by the subcommittee.

The following points were raised:

Q1. Is there money for existing groups to apply or is it only applicable to new groups?

A1. We can fund walking activities for both new and existing groups. Although we cannot directly pay for events like Christmas dinners, participants who complete at least half their annual walks may receive partial funding for such gatherings.

Q2. The budget for Volunteer Walk Leader Events and Training was reduced due to underutilisation last year, leading to dissatisfaction that the full allocation was not spent. Lunch refreshments should be provided at VWL networking meetings if the agenda includes appropriate charity business.

A2. VG clarified that the budget hadn't been reduced. The £2,000 allocated over the previous 18 months for VWL events and training had been split going forward (in line with prioritising training

for volunteers as part of the strategic plan) into two separate budgeted amounts for events and training. The budgeted amounts of £6,500 for events and £3,500 for training equate to £10,000 over the next 5 years compared to the previous £2,000 18 month budget which equates to £6,666 over 5 years, showing a significant increase.

As there were no further questions or comments raised VG asked that the Budget be formally adopted. Pam Sawyer proposed and Elizabeth Birks seconded. There was 1 vote against noted.

9. Election of Management Committee (Trustees)

Under the rules of the constitution all ten committee members must stand down at the AGM, but all may put their names forward for re-election. Eight members were willing to stand again: Francis Feeley (Chair), Vickie Goddard, Treasurer, Sue Lee, Heather Naylor, Bernadette Parsons, Lis Savage, Lesley Webster and Sharon Williams (Secretary). Kath Cobley and Kath Williams did not wish to be re-elected. This left two openings on the committee for interested individuals.

- Chris Richardson from Crystal Peaks Health Walks kindly volunteered to join the committee.
- This now leaves one opening on the committee.

A show of hands confirmed unanimous support for the election of these nine people to the Management Committee (Trustees), there were no objections.

10. Presentation of Long-Service Certificates

Name	Name of walk	Award
Certificate of appreciation for completing 500 or more walks		
David Hirst	Crystal Peaks	500
Pam Sawyer	Stannington &	500
Kath Williams	Multiple	500
Pam Eaton	Ecclesfield	500
Jim Swift	Grenoside	500
Sally Heseltine	Norfolk Park	500
Janet Harrison	Woodhouse	500
Sheila Harris	Totley & Dore	750
Brenda Anderson	Firth Park &	1,000
Tony Oxley	Porter Valley &	1,500
Sue Lee	All	3,000
Long service award for 10 years or more		
Jude Alabaster	Bolehills	Long service
Anne Booker	Stannington & 1	Long service
Peter Claxton	Hillsborough	Long service
Eileen Fawcett	Stocksbridge	Long service
Tony Oxley	Bramall Lane &1	Long service

Long service award for 25 years or more

Jim Swift	Grenoside	Long service
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Certificate of appreciation for attending for 10 years or more

Pete Corker	Crystal Peaks	10 years
Sue Corker	Crystal Peaks	10 years
Ian Goodlad	Crystal Peaks	10 years
Pat Goodlad	Crystal Peaks	10 years
Rita Owen	Crystal Peaks	10 years
John Sulley	Crystal Peaks	10 years
Arun Davda	Ecclesfield	10 years
Jill Hnat	Ecclesall Woods	10 years
Kath Williams	Ecclesall Woods	10 years
Judith Hall	Porter Valley	10 years
Michael Moyne	Gleadless	10 years
Trevor Rudd	Gleadless	10 years
Lesley Webster	Gleadless	10 years
John Witham	Graves Park	10 years
Margaret Buck	Lowedges	10 years
Christine Towers	Wisewood	10 years
Pat Pearson	Woodhouse	10 years

Certificate of appreciation for attending for 20 years or more

Jean Fryer	Hillsborough	20 years
Iris Greenhedge	Hillsborough	20 years
Angela Harpham	Totley	20 years
Marion Lait	Wisewood	20 years

11. Any Other Business

A request was made to forward the NCVO presentation to the Walk Leaders.

As there was no further business, the meeting was formally closed at 13:53.