



Minutes of the Step Out Sheffield Charitable Incorporated Organisation (SOS CIO) Meeting number 4

held at Robin Hood Ember Inn on Monday 7th July 2025 at 1.45 pm

Attendees:

Francis Feeley	FF	VWL Chairman
Sue Lee	SL	VWL RWW SOS Coordinator
Kath Copley	KC	VWL Treasurer
Sharon Williams	SW	VWL General Secretary
Liz Savage	LS	VWL
Heather Naylor	HN	VWL

1. Apologies: Bernadette Parsons, Lesley Webster and Kath Williams

2. Minutes of previous meetings

All agreed that the following minutes were an accurate record of the meetings:

Minutes of SOS CIO meeting number 3 held on 28th April 2025 - SL approved, HN seconded

3. Matters arising from minutes of previous meetings

Matters arising from Minutes of SOS CIO meeting number 3 not covered by the Agenda

SL updated that she had heard back from the Ramblers regarding the Logo covers for back packs. They agreed that it was a good idea but unfortunately, they have no funds available, we have however been given permission to do it ourselves.

Regarding the gentleman from the Stroke Association who couldn't join a walk because he had to sit down. SL had looked into aids and has sourced a stroller for the gentleman to try, he is also registered with Medequip so if he finds the stroller useful he could try and source one through them.

4. Finance

KC ran through the finances listed in Appendix 1 SOS Actuals 24th October 2024 to 30th June 2025. The following points were highlighted:

- Medical School University of Sheffield funds had been received amounting to £10,192.
- Council Ward Pot Funding an amount of £750 had been received for the Lowedges Group.
- TSB had sent a gesture of goodwill amounting to £200 to apologise for the poor level of service provided when updating the account, following SOS charitable registration.
- Total income from 24th October to end of June of £11,142, next 9 months to 31st March 2026 predicted at £10,250 (totally dependent on receiving funds from Medical School University of Sheffield).

Step Out Sheffield

Registered as a Charitable Incorporated Organisation in England and Wales
Charity Commission number 1210645
Registered Office: The Loft
177 Rock Street
Sheffield S3 9JF

Expenditure

- Payment to Walks – in particular Graves Park anniversary and money for Bolehills. It was noted that Bolehills money which is being held centrally will run out at the end of March 2026 - this needs to be flagged up to the Group. It was agreed that FF would notify the group by letter, SL to assist. **FF/SL**
- Ramblers Wellbeing Walks – paid the annual payment of £1200 incl VAT.
- AGM Interim Meeting held in City Centre amounted to £449.58.
- New Clothing and Hi-Viz waistcoats costing £793.64 has been paid in June.
- Spent in total £5171.09

SL had set up internet banking with TSB and requested that FF, SW and KC also set themselves up on the TSB internet banking app to assist in being the second approver for electronic bank transfers.

KC is stepping down at the end of July. FF led the thanks for all the great work that KC had done and said she would be missed but wished her well on her adventures.

SOS is currently recruiting for the Treasurer role via VAS but so far has not received any applicants. KC volunteered to complete the expense claims and accounts to end of July. It was discussed and agreed that the advert should be changed to a book-keeping role – SL to ask each of the Group leaders to see if they have any book-keepers in their Groups who would be willing to volunteer. SL to also re-word the advert for an experienced book-keeper – they would be required to work a day a month (making payments, updating the accounting records and balancing the bank account). KC volunteered to provide a hand over training session to any book-keeper appointed.

It was suggested that Peter Tisch would be approached to review the accounts yearly, but we would need to secure a replacement first before contacting him.

5. Network meeting 12th May 2025

The feedback notes from the Network Meeting were discussed Appendix 5 Meeting Notes V2 and Appendix 6 Breakdown of Sue's role May 2025.

At the network meeting they had reviewed Sue's job description and agreed that it was unsustainable in the long term. Suggestions were made as to how the role could be divided up and what resources would be needed to fulfil these roles.

The committee discussed these suggestions and agreed that a stepped approach would be needed. The following roles were to be allocated to the Committee Members and SL would provide training and support as required.

FF - Communications Officer

- Liaise with partners such as Move More, Investing in Volunteers, Stroke Association, People Keeping Well (PKW), NHS, local authority and Social Services to promote our service.
- Maintaining the SOS page on the VAS volunteer appeal page and following up on all enquiries
- Maintaining the SOS page on the Hallam University volunteer appeal page and following up on all enquiries

HN - Data controller

- Collection of quarterly registers and entry of quarterly returns on spreadsheet.
- Compilation of quarterly and annual stats for management meetings and AGM
- Updating the number of walks attended by each Volunteer each year in April.

SW - Wardrobe manager

- Responsible for ordering uniform items for volunteers.

Once the above roles had been transferred further discussion would be required on the other roles which needed dispersing.

It was agreed a Marketing and PR firm would be required and would need to be outsourced.

6. RWW Update

- There were no questions raised on the RWW Report see Appendix 2 RWW Report CIO4v2.
- SL updated that the Bolehills, Crystal Peaks and Stannington walks numbers have continued to rise into the 4th successive quarter.

7. Safety Report

- Appendix 3 RWWSOS Safety Report Q1 25-26 SL gave feedback on the incident which occurred on the Dore Walk on the 8th April. A walker walked into a branch that was overhanging the path and fell to the ground on impact. The walker had been shaken but not really hurt. KW reported the overhanging tree branch to Northern PowerGrid who took swift action and removed that branch and similar overhanging branches in the area. They also took down a tree that had begun to lean.

8. Network Meeting 11th August

It was agreed that SL would write to all walk leaders with the transport details to the Longshaw Estate.
SL

The walk will start at 2pm and there will be a choice of walks. After the walks we will all meet back at the café for refreshments.

9. NCVO

The You Tube clip which FF had circulated prior to the meeting was discussed - **Practical support webinar: What you need to know when employing staff for the first time.**

The You Tube clip informed us of the requirements for employing a person and it was concluded that it is an onerous task for a Volunteer Committee Member to manage. It was agreed that we would like to explore the options for another organization to employ someone on our behalf.

It was decided that we would join NCVO as it was free to do so, FF to follow up. **FF**

10. Move More Conference

HN had attended the Move More conference and gave the following update.

- The focus was on helping people to move more.
- During the conference HN had discussions with two organizations who already referred people to us, one from the Council and the other a physiotherapist.
- It did flag up that we don't record if new walkers have been referred to us and do we need some sort of Outreach Worker to be involved in the communities.
- HN had also spoken to a lady who worked at the Children's Hospital and she would refer us to the parents so they would be able to join a walk if they needed some respite.
- The committee thanked HN for attending the meeting.

11. **Graves Park Celebrations**

LW had produced an update in the attached Appendix 4 Graves Park Walk 20th Anniversary which had been a great success, and they were very pleased that an article had appeared in the Active. A vote of thanks was proposed to LW for all of her hard work in organizing the event.

12. **Investing in Volunteers**

SL updated the committee on a webinar that she attended on Investing in Volunteers. It is a UK quality standard for good practice in volunteer management. It does need a big investment of time as it is a process which can take up to a year to pull all the requirements together to achieve the kite mark. FF volunteered to take this forward.

13. **AOB**

- The Uniform order had been placed and delivery was expected week commencing 7th July.
- SL had not received a reply as yet from Kate Smedley regarding organizing walks from the gym hubs. The gym hubs are located at High Green, Waterthorpe and Darnell. The requirement would be to train their staff to lead the walks from the hubs. SL was happy to arrange their training on the understanding that Kate Smedley would oversee the running of the walks in a similar way to SL and would also be required to complete the reporting that is required by the Ramblers.
- The Fund Raising Authority had contacted FF to see if we had any fund raising needs and if we did to register with them. SL explained that she had also received many similar requests via the website.
- Publishing minutes of these meetings on the website - it was agreed to start from this meeting No 4.
- The Helpline phone is now out of contract and needs replacing or renewing. The cost is £9.44 per month it was agreed to carry on with the existing contractor.
- For the November Network Meeting it was agreed to contact the Showcase Cinema to see if we could show a film either Edie or Harold Fry. We would want to hold this on a Monday in November starting at 2pm. LS to contact the Showcase to understand whether this is possible to do. **LS**

14. **Date and time of next meeting:**

Monday 13th October 2025 @ Robin Hood, Mill Houses. SW to book a table for lunch at 12.30pm, meeting to start at 2pm.