

MINUTES OF
BRISTOL RAMBLERS GROUP COMMITTEE MEETING
24th JUNE 2025, BRADBURY MEETING ROOM, HENLEAZE

0 ATTENDEES

Heather Toyne (Chair), Peter Budden, Tony Parsons, Sarah Marshall, Sue Fox, Bob Gibson, Keith Budd, Carew Reynell, Ceiswyn Blake, Graham Symonds (Guest).

1 WELCOME AND APOLOGIES

HT welcomed everyone to the meeting and, in particular, noted that GS was attending as a Guest. There were no apologies for absence.

2 MINUTES OF LAST MEETING

The minutes (Draft 2, dated 24th February 2025) of the meeting held on 30th January 2025 were accepted as an accurate record.

3 ACTIONS FROM THE LAST MEETING

HT summarised the status of the outstanding Actions from the last meeting as follows.

- **ACTION** HT to confirm next steps for Area's First Aid Course with Jeff Rowlands. **ON AGENDA**
- **ACTION** CR to send the current list of Ramblers' Walk Fest walks to Walk Coordinators with a reminder of the Walk Fest deadlines. **COMPLETE**
- **ACTION** HT to send revised advertisement for Bristol Ramblers to Walk Fest coordinator. **COMPLETE**
- **ACTION** ALL to actively seek replacements for vacant Committee roles whilst they are on walks, in particular Chair, Vice Chair and Minutes Secretary. **COMPLETE**
- **ACTION** ALL to consider volunteering to be the named Chair in the event of no volunteer from the wider membership. **ON AGENDA**
- **ACTION** CR to contact Redland Bowls Club to book the venue for the AGM. **COMPLETE**
- **ACTION** TP to arrange printing of AGM documents. **ON AGENDA**
- **ACTION** HT and SM to talk to John Wrigley and Paula Cannings, respectively, on the topic of quiz for the AGM. **ON AGENDA**
- **ACTION** TP, SM to check on status of minutes on Bristol Ramblers' website and to ensure that the minutes from recent meetings have been uploaded. **COMPLETE**
- **ACTION** BG to send a note to CB regarding contacting MPs about DLYW timescales, for inclusion in eBoot. **COMPLETE**. An article has since appeared in eBoot.
- **ACTION** HT to arrange date of the next Committee meeting. **COMPLETE**.
- **ACTION** All Committee members to review their role description (link circulated by TP following the meeting) and let SM know of any changes so that she could bring the proposals to the next meeting. **ON AGENDA**

4 CHANGES TO COMMITTEE MEMBERSHIP FROM OCTOBER 2025

HT reminded the Committee that she will be standing down as Chair at the October AGM and also that PB will be giving up his role as Minutes Secretary. CB and TP have agreed to assume the roles of Chair and Minutes Secretary, respectively. These changes were supported by the Committee.

DECISION The Committee supported CB and TP as the new Group Chair and Minutes Secretary, respectively

CR agreed to continue as the Committee's Walk Fest Coordinator. There remain vacancies on the Committee, including a Vice Chair and a Publicity Officer. BG suggested that there be a new role on the Committee as Walk Fest Coordinator. This was agreed and CR would take this role for the coming year, with support from TP and KB.

DECISION The role of Walk Fest Coordinator should be added to the Committee

5 CHANGES TO EBOOT FROM OCTOBER 2025

There was discussion regarding the future frequency and content of the currently monthly eBoot newsletter noting that its editor, CB, will become Chair in October and also that the highlights of forthcoming walks that are presently included in eBoot have been largely superseded by the detailed listing on the Group's website. It was suggested that the frequency of issue could be reduced to quarterly, for instance, and a link to the walk's website listing be included. However, HT noted that approximately 85% of Members do not actively walk with the Group and perhaps rely on eBoot for relevant news. HT asked for urgent feedback from the Committee.

ACTION ALL to provide feedback on the future of eBoot to CB

6 AGM

HT noted that this year a quiz on walking-related issues will replace the usual talk. There will be two rounds of questions lasting about 45 minutes. Paula Cannings has agreed to arrange the quiz.

HT will be sending round a list of suggested food and drink for the AGM and will ask for volunteers from the Committee to provide suitable refreshment items.

ACTION HT to send list of refreshments for the AGM and ask for volunteers to bring items

It was decided that, as in 2024, there will not be a bar at the venue. However, juice and wine will be provided.

DECISION No bar will be provided at the October AGM

HT will draft the Annual Report in September, although the Treasurer's Report, noting the requirement to audit the report in October and that the Group's financial year ends in September, will not be available until nearer the date of the AGM. BG indicated that it is necessary to inform all Members of the AGM two weeks in advance of it being held, although it is not necessary to send all documents to all Members. Paper copies of the Annual Report and Treasurer's Report will be provided to attendees at the AGM. BG will send the Treasurer's Report to CB for circulation approximately one week prior to the AGM. There will therefore be an email to Members and an advertisement for the AGM in the September eBoot at least 2 weeks before the AGM. It was noted that Julie Westgarth has the full list of Members, including those who have chosen not to receive eBoot, and should be asked for their contact details.

ACTION CB to contact Julie Westgarth for Members' contact details and notify Members of the AGM 2 weeks prior to the date of the AGM

ACTION CB to send relevant AGM papers, including the Treasurer's Report, to all on eBoot distribution list by 21st October

ACTION TP to bring paper copies of the Annual Report, Treasurer's Report and AGM Agenda to the AGM

It was also decided that an advertisement for the AGM should be put on the Group's website as soon as possible.

ACTION TP/SM to include a notice for the forthcoming AGM on the Group's website

7 LEADERS' TRAINING AND SELF-ASSESSMENT

The leaders' training initiative is being driven by Ramblers' HQ and it was noted that emails will go out from HQ in July, so a solution to the concerns within the Group is important. Concerns have been raised by Aubrey Newport, in particular, which HT acknowledged. BG suggested, following his own discussions with mainly A Walk leaders, that other leaders should be approached and encouraged to do the training as it does contain some useful information. Feedback to BG has been generally accepting of the requirement to do the training. The possibility of in-person rather than online training was mentioned but this would likely take more time than following the online route. However, someone would need to organise in-person training. HT will confirm with Walk Coordinators if their leaders would like in-person training. It is necessary to complete training by the end of 2025.

ACTION Walk Coordinators to discuss training requirements with walk leaders

ACTION HT/TP to send list of walk leaders to Walk Coordinators regarding training possibilities and request feedback

8 WALKFEST UPDATE

A final list of walks provided to Walk Fest 2025 by Bristol Ramblers is included here as Attachment 1. Thanks were offered to all those involved. CR noted that the numbers of participants had increased from 2024.

There was some discussion on how to encourage more people to lead walks, with something put in eBoot, approaches by Walk Coordinators, and personal encouragement suggested.

Bristol City Council is currently expected to continue to fund Walk Fest in 2026 as part of its budget for Active Travel despite ongoing funding challenges to the Council's overall budget. It was also noted that the 1-day event that was planned to be organised by the Council, separately from Walk Fest, has now been reduced to two shorter walks than originally planned.

It was suggested that an article on Walk Fest 2025 be included in eBoot and that HT should also put something in the Annual Report.

SF noted that the reported numbers of participants for walks led by Bristol Ramblers included those walks that were also offered to Walk Fest, as it is difficult to separate them out.

9 THE BRISTOL RING

This is an initiative from Bristol City Council. A similar circular walking route exists for London. It is still possible to take part in the planning exercise if interested.

10 RIVER AVON TRAIL – POTENTIAL WAYMARK INSTALLATION

This had been addressed by an earlier email from CR to the Committee. It was suggested that it could also be covered by an article in eBoot.

11 ROLE DESCRIPTIONS ON WEBSITE

HT thanked SM, TP and BG in particular for pulling this together; see Attachment 2. After some discussion on data protection requirements, it was agreed that the list should be added to the Group's website.

DECISION The list of role descriptions should be placed on the Group's website

ACTION TP/SM to put the list of role descriptions on the Group's website

12 WALK NUMBERS AND ISSUES

Saturday Walks

Attendance ranged between 6 and 42 on each walk, with an average of 16. As noted earlier in the meeting these numbers included those on walks organised by Bristol Ramblers as part of Walk Fest 2025.

Wednesday Walks

SF noted that there had been a few Wednesdays when walks could not be offered. Participation varied between 5 and 27 with an average of 16. This again includes walks arranged by Bristol Ramblers as part of Walk Fest 2025.

Sunday B Walks

The numbers participating had ranged between 7 and 27 with an average of 17. Paula Cannings has additionally reported that there is a positive feeling in Bristol Ramblers following the Gower and Dartmoor trips. There were 22 walkers on the 'B' Dartmoor trip, which was successful and considered a lot of fun.

Sunday A Walks

The numbers on each walk varied between 4 and 15 with an average of 11, which is comparable with previous years. BG has identified 3 potential new walk leaders.

13 WEBSITE UPDATE

There was not much to report under this item.

SF asked if it was possible to have 2 co-leaders listed on the website for any given walk. It was confirmed that this was indeed possible via the 'alternative contact details' route.

GS suggested that the pictures on the site should be rotated regularly. It was explained that there was already a seasonal rotation of pictures.

14 TREASURER'S REPORT

BG summarised his Treasurer's report for June 2025 as follows.

Expenditure:

£1,338.80 year-to-date

£1,400 anticipated at year-end

Reserves:

£2,997.31 in total

Main reserves are anticipated to be 99% of unrestricted annual spend at year-end (target is between 40% & 100%).

Budgeting process:

The budget process for 2025/26 has begun. We must submit our budget intention for next year to the Area Treasurer by 14th July. The likely known expenditure next year is currently £1,400 (including the £1,000 already agreed for Walk Fest).

We have 3 reasonable options to fund this:

A) Request no income from central funding and use more of our reserves. NB we will still get £300 to £500 income from advertising/sponsorship deals during the year, but will use approximately £1000 of our £3000 reserves.

B) Request the 'basic allocation' from Head Office (£843.60, calculated from £1.10 per member + £100). This requires no further planning, decisions or budget submission. We will need to spend about £200 of our £3000 reserves by year-end.

C) Request the full funding of planned expenditure from Head Office. This will not reduce our reserves at all, but will require a fully-detailed budget to be prepared, signed off by the Committee, and submitted by 14th July.

NB The treasurer strongly recommends opting for the middle way, Option B, but only a full Committee decision can determine which option we go with.

The Committee then accepted the Treasurer's recommendation and endorsed Option B.

DECISION The Committee agreed that the Treasurer should request the 'basic allocation' from Head Office (£843.60)

15 DLYW UPDATE

There was nothing new to report.

16 UPDATE FROM AREA COUNCIL

CR had attended the last Area Council meeting and HT confirmed that she has seen the corresponding minutes. There was nothing significant to report to the Committee. Area will be contacting Walk Coordinators regarding options for first-aid courses.

17 FUTURE MEETINGS

The next meeting of the Committee is expected to be held following the October AGM and will be arranged by the new Chair.

ACTION Chair to arrange date of the next Committee meeting.

18 ANY OTHER BUSINESS

BG presented KB with a gift on behalf of the Committee for facilitating the successful Gower trip.

BG also thanked PB, on behalf of the Committee, for the minutes produced by PB during his tenure as Minutes Secretary, noting that he will be relinquishing that role following the forthcoming AGM.

HT then closed the meeting and thanked everyone for their participation.

Peter Budden

18th August 2025 (Draft 3 for approval by Committee)

LIST OF DECISIONS

- DECISION** The Committee supported CB and TP as the new Group Chair and Minutes Secretary, respectively
- DECISION** The role of Walk Fest Coordinator should be added to the Committee
- DECISION** No bar will be provided at the October AGM
- DECISION** The list of role descriptions should be placed on the Group's website
- DECISION** The Committee agreed that the Treasurer should request the 'basic allocation' from Head Office (£843.60)

LIST OF ACTIONS

- ACTION** ALL to provide feedback on the future of eBoot to CB
- ACTION** HT to send list of refreshments for the AGM and ask for volunteers to bring items
- ACTION** CB to contact Julie Westgarth for Members' contact details and notify Members of the AGM 2 weeks prior to the date of the AGM
- ACTION** CB to send relevant AGM papers, including the Treasurer's Report, to all on eBoot distribution list by 21st October
- ACTION** TP to bring paper copies of the Annual Report, Treasurer's Report and AGM Agenda to the AGM
- ACTION** TP/SM to include a notice for the forthcoming AGM on the Group's website
- ACTION** Walk Coordinators to discuss training requirements with walk leaders
- ACTION** HT/TP to send list of walk leaders to Walk Coordinators regarding training possibilities and request feedback
- ACTION** TP/SM to put the list of role descriptions on the Group's website
- ACTION** Chair to arrange date of the next Committee meeting.

**ATTACHMENT 1- FINAL LIST OF BRISTOL RAMBLERS' WALK FEST 2025 WALKS,
WITH NUMBERS OF ATTENDEES**

1st	launch event		23
2nd eve	Hidden Stoke Bishop	KB	21
3rd am	Failand Bluebell walk	Dorothy	42 (10)
6th am	Sea Mills	Patsy	3
6th am	Purdown and Eastville Park	RG	4
6th	St Werburghs	Horfield Strollers	11
7th am	Westbury Weaver	KB	20
7th eve	Long Ashton and Ashton Court	Tony P	6
8th eve	Hambrook and Frome Valley figure-of-eight walk	KB	9
9th pm	Mr Bump: Sea Mills to Blaise and Kingsweston	Graham Symonds	12 (7)
10th am	Badocks Wood	Sue F	28 (12)
10th eve	Troopers Hill and Conham Vale	Carew	12 (11)
12th pm	Bishop's Knoll	Paula	7
12th eve	Blaise Maze	Marlies	11 (11)
13th am	Ashton Court and Clifton	RG	10
14th pm	Royate Hill	Carew	13 (9)
15th lunchtime	City Walls Walk	Ky	15
15th eve	Blaise Maze	KB	1
16th am	Failand Fanfare	KB	14
17th am	Waterfalls	Diane	18 (4)
18th day	Nailsea Round	Mandy	15 (3)

20th am	Stapleton/Greenbank	KB	18
20th	Spine of Purdown	Horfield Strollers	11
21st am	A ramble on the western edge of Bristol	Anne C/Mick B	11
21st eve	Maes Knoll	Tony P	19
22nd am	Riverside Revelations	KB	15
22nd pm	Dundry	Patsy	6
24th am	Folly Farm	Aubrey	13 (1)
27th am	Abbot's Pool	Wendy	17
28th lunchtime	City Walls Walk	Ky	10

ATTACHMENT 2 – BRISTOL RAMBLERS COMMITTEE ROLES - JUNE 2025

The Bristol Ramblers Committee Roles and Remits

The current roles and post holders for the Bristol Ramblers Committee are as follows:

Role	Name	Summary of role
Chair	Heather Toyne	- Chair meetings - Produce agendas - Ensure the Committee has agreed priorities/direction - Ensure there is an appropriate response to area, legal, and national requirements and requests - Help us work together as a committee - Facebook moderator
Secretary	Carew Reynell	- Booking venues and meetings, including the AGM - Oversight of governance and data protection requirements - Administrative tasks as necessary - Central storage of relevant information
Treasurer	Bob Gibson	- Work with the other members of the committee to plan the group budget for the year, to ensure the group activities will be appropriately funded - Manage the group reserves and expenditure in the approved Ramblers bank accounts - Ensure all the group financial activities are line with policies and procedures - Keep accurate records of the financial reserves, and all income and expenditure - Present information on the group finances to local meetings - Create annual accounts, and ensure that they are independently examined and presented to the group AGM - Provide formal financial returns to the Ramblers Head Office for audit - Coordinate with the Area treasurer regarding budgeting, income from Head Office, and annual returns
Webmaster	Tony Parsons Sarah Marshall	Design and maintain the website to publicise the group, to display forthcoming walks and to give advice for new walk leaders. Make sure that the details of volunteers are only published if they have given formal permission
Walks Editor	Tony Parsons	- Adding and editing walks on Ramblers Walk Manager - Update Assemble with new leaders and their GDPR detail
Wed & Sat Walks Liaison	Sue Fox	- Representing the views of Wednesday and Saturday walkers on the Committee - Liaising and co-ordinating with the Wednesday and Saturday Walk Co-ordinators
Role	Name	Summary of role
Webpage Editor	Tony Parsons Sarah Marshall	Keeping the local and national (local page) website current and up to date, in content and structure, working with fellow volunteers, collect relevant stories, information and messages to publish on the website

DLYW Co-ordinator	Bob Gibson	• Act as link for correspondence from Central Office on information related to the “Don’t Lose Your Way” initiative • Ensure that the Committee is kept updated with respect to DLYW and takes appropriate action if required.
Newsletter Editor	Ceiswyn (Ky) Blake	• Working with other group volunteers, write interesting and engaging news articles for the group's newsletter • Keeping up-to-date with local stories and news about the Group's activities • Working with the Ramblers' offices, keep up-to-date and fully informed of key policies and initiatives • Working with the Membership Secretary, make sure that members receive their newsletter, following the permissions they have given • Work with the Area Newsletter Editor to keep the area up-to-date with the work of the Group
Footpath officer	Keith Budd	• Advise and direct members who have queries about footpath issues • Support and oversight of signage • Support and engage with waymarking of new footpaths • Advising Committee on footpath issues • Providing the Committee with feedback from the Public Rights of Way Liaison Group
Membership Secretary	Julie Westgarth	• Welcome new members to the Group and follow-up with lapsed members (within agreed timescales) • Responsible for keeping members' data safe and complying with data protection requirements • Review the group membership levels, working with other membership secretaries to recruit new members; e.g. by going to community events
Minutes Secretary	Peter Budden	• Take minutes and action notes at Committee meetings and AGM • Circulate draft minutes to the Chair and Committee and agree any changes • Send agreed minutes to Webmaster for storage on Group website
Publicity Officer	Vacant	• Use social media to promote the offer of the Bristol Ramblers Group and attract new members • Create marketing opportunities with local newspapers, radio and TV • Design, create and distribute appropriate leaflets and posters in public areas such as libraries • Take opportunities to promote the Bristol Ramblers with local partners for example, Bristol Walk Fest and local authorities
Role	Name	Summary of role
Bristol Walkfest Walk Coordinator	Carew Reynell Keith Budd	• Encouraging walk leaders to come forward with walks within the appropriate timescale with the help of the walk Coordinators, including co-led walks (for insurance cover) • Submitting (and checking) walks in the WalkFest format • Ensuring that WalkFest walks are included in the Ramblers Walks Manager • Collecting and submitting the information required by the WalkFest team (numbers on walks, feedback and comments) • Ensuring that requests for information about walks (and for bookings) are responded to • Participating in the WalkFest steering group and supporting the planning of the Festival.

Other Bristol Ramblers Roles

Role	Name	Summary of role
Walk Co-ordinator	Bob Gibson, Paula Cannings, Margaret Ruse, Aubrey Newport	• Work with your group to put together a rolling programme of weekly group walks • Use Ramblers Walk Manager to ensure walk details are available to the group, and promoted to non-members • Encourage members of your group to become Walk Leaders • Maintain records of numbers attending walks • Maintain a contact list of Walk Leaders

