



Minutes of the Committee Meeting

Tuesday 8th March 2022, 7:30 pm

Zoom Online

Attendance: Andy Dearn, David Davies, Doug Thompson, Ian Johnson, Maggie O'Moore, Simon Shore, Mike Culnane, Jon Watkins, Penny Reeves

1. Apologies for absence

None.

2. Minutes of the meeting of 8th February 2022

2.1. Acceptance of the minutes

2.1.1. A correction is needed to the spelling of Nick Akers name; otherwise, we accepted the minutes unanimously.

2.2. Actions of the meeting of 11 February 2022

2.2.1. Action completed.

2.2.2. Action completed.

2.2.3. Action completed.

2.2.4. Action completed.

2.2.5. Action completed.

2.2.6. Action completed. Simon has been in touch with Permajet and will set up a meeting for next season.

2.2.7. Action completed.

2.2.8. Action completed

2.2.9. Action completed. Mike will raise the outcome of his discussions with Zurich Insurance under the finance report.

2.2.10. Action completed. PAT testing of our equipment is not a legal requirement as we are not a landlord. Nevertheless, we will PAT test our equipment, and Mike Swain has a tester we can use.,

2.2.11. Action completed. Our new members have paid their membership fees.

2.2.12. Action completed.

2.2.13. Action completed. The issue of displaying an advertising banner is one for the Highways governing body, so the parish Council were unable to give their permission. It seems that people use the railings for advertising events so Simon will go ahead and order a banner for our Exhibition.

2.2.14. Action completed

2.2.15. Action completed.

2.2.16. Action completed. We will discuss the Exhibition later.

2.2.17. Action completed. Simon noted that he had deposited £250 into the SCC account as sponsorship of the Exhibition.

2.2.18. Action completed. Maggie said that several people attended, and it was a very useful workshop.

3. Correspondence

Doug: There was no correspondence other than that already circulated.

4. Internal Competitions

Ian said that our internal competitions were going to plan. The next competition is our Print panel competition.

5. External Competitions.

5.1. Upcoming competitions

Penny: We still need to select the images for our upcoming friendly competition with St Neots.

We have been invited to compete in the Brotherhoods Interclub competition at Peterborough on 19 April. This is a prestigious competition, and we did quite well in it last year.

6. Programme

6.1. Programme Updates

Simon said that we need to move the AGM from half term week, and he has now set it for the 9 June. (Post-meeting note; the website has been updated.)

Simon announced that he would be away for several future meetings. David will chair these meetings. They are:

24 March, Friendly competition with St Neots

7 April, Zoom meeting with Brian Duckett on Street Photography

28 April, Members Evening

5 May, Bamber competition

6.2. Next Season's Programme

Simon has started work assembling next season's programme. Several speakers have been booked, including Will Chung and Tom Peck, who will speak on taking images with mobile phones.

7. Finance

7.1. Current account

Mike reported that we are projecting a loss on our current account of approximately £1474. This is due to expenditure on capital equipment (new

laptop and microphones) and our Zoom subscription. Mike said that there is not much scope for savings. However, the projected year-end balance should still provide a good cushion for the future.

The new bank mandate has now gone through at the bank, and Mike can sign cheques.

7.2. **New insurance policy: Risk assessment**

Mike has spoken to Zurich Insurance concerning their requirement for a Club risk assessment and confirmed that we need to do a risk assessment for all Club activities.

Mike has prepared a document explaining the need for the risk assessment and its scope; it also includes guidance on how to prepare the risk assessment. *(Note: given its importance, I've appended this document as Appendix 1. And the original document is also attached to these minutes.)*

Jon already has a risk assessment for the Exhibition that Richard Harrison previously prepared. It should provide a good template for the rest of the Club's activities.

Each committee member needs to do a risk assessment for their scope of activities in the Club by the next meeting. These assessments will then be integrated. **Action, all members of the committee.**

Please note the list of attachments at the end of these minutes relevant to this activity.

8. **Web/Facebook**

8.1. **Exhibition publicity**

Maggie: Despite the short notice, we managed to get publicity notices into the village magazines, including Meridian. There are also posts on Facebook advertising the event.

9. **Exhibition**

9.1. **Preparations**

Jon reported that he had updated the website to show links to the Exhibition 2022. In addition, he has booked the van and the display boards.

We have Richard's risk assessment document and have looked at the requirements that Nichol has sent us. We need to add some statements covering Covid to the risk assessment. For example, we should have a sanitiser on hand (!) and ask people for their contact details such as e-mail addresses. We should also ensure that the hall is well ventilated.

Jon has paid Nicholl for the hall hire by cheque.

Maggie has offers of nine cakes for the refreshments for the day. A few more

would be sufficient. We briefly discussed the rota of refreshments helpers. Jon has sent out a spreadsheet asking for help on the day.

We briefly discussed the sequence of events for setting up and taking down the Exhibition. Jon will collect the van and stands on Friday evening. Setting up in the hall will begin at 7 am on Saturday. Jon will return the stands on Saturday evening and return the van before 9 am on Monday.

The Thursday meeting before the Exhibition is a Members night. We could ask members to bring their prints to that meeting for collection. Also, we could use that night to collect the projector, laptop and screen plus the cables. We need a second laptop to run an AV of the Open Competition entries.

9.2. Open Competition

The cut-off date for entries to the Open Competition is 26 March.

Penny agreed to judge the Open Competition.

9.3. Members Images

We briefly discussed who had copies of the images that scored 19s and 20s needed for the Exhibition. We need to identify what the images were so that Jon can ask for copies. Penny has a list of images and author names and will send them to Jon.

Jon said that he needs the Pro-forma filled in and to have received notice of intentions to submit images from the members by 25 March.

The images should be 1600 x 1280 pixels in size; that is in the ratio of 5 x 4, the same shape as a print. The image should include a border within the 1600 x 1280 size as if it was a print.

A square image, for example, would need to be 1280 x 1280 to keep within the 1280 maximum height.

Jon said that instructions and a link to a help file are in the information he had already sent out.

9.4. AV shows

Ian will make an AV show based on the set subject entries.

9.5. Other matters

We need a thank you to the sponsors.

We need to set up a favourite image votes box. The results will go into the Meridian magazine.

We have links to printing houses such as DS Colour Labs on the website should members need them.

Maggie agreed to cover as a first aider, although she is no longer registered as a first aider. We have another member who could also help.

Maggie will prepare a publicity leaflet.

Simon will prepare a publicity banner.

Post-meeting note: An mail from our insurers confirms that our existing insurance policy covers the Exhibition for up to 500 attendees.

10. Hospitality

10.1. Nothing further to report.

11. Any Other Business

11.1. Ukraine Appeal

We discussed the Club making a contribution to the Ukraine Humanitarian Appeal. We decided that although everyone on the committee felt deeply about the humanitarian disaster in that country, we did not want to set a precedent for the future. We noted that we have only done charity giving through special events such as selling cards.

11.2. Image Library Software

Doug has had an e-mail from Dave Dennis in Toronto, asking what Affinity users in the Club used as a library programme. Simon and other Club members are using Adobe Bridge which is available as a free download from:

[It's True: Adobe Bridge 2022 Is Completely Free for Everyone, for Life! | ProDesignTools](#)

Doug reported that the Canadians enjoyed the recent competition and are looking forward to it next year.

12. Date of Next meeting

12 April 2022.

13. Summary of actions

13.1. Prepare risk assessments for their respective areas—the committee.

David Davies, March 2022

Attachments

- 1. Memorial Hall Hire agreement**
- 2. Draft document SCC Club Risk Assessment**
- 3. Risk Assessment for the SCC Annual Exhibition**
- 4. Blank Risk Assessment form**

SWAVESEY CAMERA CLUB

Preparation of Risk Assessments

1: Introduction

These notes have been prepared to explain the need for, and preparation of, risk assessments required by our insurer to comply with the terms of our insurance policy.

Risk Assessments (RAs) are a means to manage risk by developing a practical plan to identify, deal with and minimise the adverse effects of an unexpected event on our club, if or when it happens.

Hopefully these notes will help committee members to prepare RAs that are relevant to their responsibility in the club by avoiding unnecessary research by all committee members; thereby minimizing the time spent on the topic. When feedback has been collated it will enable a consolidated written RA document to be prepared.

2: Why Required

Whilst the main aim of risk management is to prevent accidents and losses, these events will still occur. Insurance cover is taken out to provide financial compensation in the event of claims arising from the insured risks and cover, summarised in Section 4 below.

Irrespective of the financial protection from insured risks, most importantly we have a legal duty of care under the law to protect from harm all persons.

Finally, it is a requirement of the insurance policy that Swavesey Camera Club (SCC) will comply with the “*Statement of Fact*” on which the policy is based. A term that SCC has agreed is that it will update and maintain RAs that are relevant to ***Our Activities*** and ***Job Roles***.

A more detailed explanation of our legal duty is contained in the appendices.

3: SCC Insurance Policy

3.1 Overview

SCC has taken out an insurance policy with Zurich Insurance plc with effect from 1 February 2022. It has discontinued its association with broker Darwin Clayton, who was proposed by the East Anglian Federation. This change has resulted in a substantial saving for no less, if not better, cover.

The policy with Zurich is named “*Select for Charities and Social Organisations Policy*”. It is tailored for such as charities, clubs, community groups and not-for-profit organisations. The main purpose of the policy is to protect these groups and involved personnel and property to ensure that activity can continue in the event that something goes wrong.

3.2 Insured Risks

The Insured Risks of the SCC Policy are listed below. The “(Part)” after the title references are the sections in the Policy Wording (linked below) and Policy Schedule documents.

- **Material damage (Part A)** Cover for reinstatement or indemnity following damage for Buildings, Contents and Stock against ‘All Risks’
- **Money (Part D)** Cover for volunteers who handle money on site and take money to the bank. Cover for loss of notes, coins, uncrossed cheques, Giro cheques, etc. belonging to club for which we have responsibility. Specified limits are set for each category.
- **Public liability (Part F)** Cover for members of the public, volunteers, or other people from outside our organisation with whom we are in contact. We have cover against accidental damage to third party property and compensation for injury to third parties where we are at fault.
- **Employer’s liability (Part H)** Cover for employed people. We are required by law to have this insurance, which provides compensation for employees if they are injured through work and our organisation is at fault. The injured employee claims against the organisation. (We have this cover but do not have employees.)
- **Financial & administrative Liability (Part K)** Cover for claims made against the club or officers of the club SCC. Also SCC will be indemnified for direct financial loss of any money or property sustained as a direct result of fraud or dishonesty by a club member.
- **Personal accident (Part R)** Insurance to protect our volunteers who may work in vulnerable situations. This provides compensation for injury or assault while working for us, irrespective of blame on our part.

3.3 Explanation of Cover of Insured Risks

Detailed explanation of cover is described on the referenced pages in the document file *CSOv2_PolicyWording....* for which there is a hyperlink below.

A review of the explanation will help to identify the relevant risks relating to that cover.

- | | |
|--|--------------|
| • Material damage | See page 22 |
| • Money | See Page 46 |
| • Public liability | See Page 57 |
| • Employer's liability | See Page 71 |
| • Financial & administrative Liability | See Page 83 |
| • Personal accident | See Page 129 |



CSOv2_PolicyWordin
g_20210801.pdf

4: Risk Assessments required

4.1 Generally

RAs are to be prepared for each SCC activity. They should be linked to the insured risks detailed in Sections 3.2 and 3.3 above and must be in writing.

It is suggested that RAs be prepared for each activity and include the relevant job role linked to that activity.

4.2 SCC Activities

Club activities are listed and summarised below. This is not intended to be a definitive list. No doubt there will be more that have potential risk that committee members can add to this list.

- Provision of a varied programme of invited speakers to present at meetings normally held at Swavesey Village College where light refreshments are provided
- A number of print and PDI club competitions held at SVC for club members to compete against each other
- Workshops
- Print and PDI competitions at home where outside visitors and non-club members are invited
- Print and PDI competitions away with other photographic clubs in East Anglia
- Outings to photographic areas of interest
- Annual Exhibition
- Other

4.3 Job Roles

The club activities are organised by a committee of SCC who are elected each year at the AGM. Members of the committee have delegated responsibility to manage specific activities, in whole or in part, with other committee members.

The committee consists of:

- President
- Treasurer
- Programme Secretary
- External Competition Secretary
- Outings Secretary
- Internal Competitions Secretary
- Hospitality Secretary
- Club Secretary
- Exhibitions Secretary
- Meetings Secretary
- Web Master

4.4 Identifying Risk

SCC face a range of risks relating to potential hazards which could cause personal injury or property damage which can affect every member, volunteer or outside visitor who come into contact with us at Swavesey Village College.

The objective is to be aware of the different risks involved and the controls we can put in place to minimise the chance of an accident happening.

4.5 How to Identify & Manage our Risks

Our organisation is small and our activities are very limited. The insurer has suggested a simple four-stage process that we can use to identify measure and manage all types of risk; not just health and safety issues.

1: Identify all the activities we undertake and list them.

2: Assess whether any of the activities we have identified could result in someone being injured and how serious that injury could be.

Undertake a more in depth assessment of those that are of higher risk whilst not ignoring those activities that are less 'risky',

Not all risks relate to injury. Those insured risk under Parts A, D and K above do not necessarily cause injury.

3: Prioritise and record findings

4: Decide on the steps you are going to take to minimise risks, and implement any changes as soon as possible.

4.6 How to Prepare a Typical RA

When a definitive list of all the activities undertaken by SCC is finalised, each activity is to be allocated to a lead committee member who will work, with others if necessary, to identify risk and remediation measures.

Findings are to be listed in an approved format. The insurer has prepared a Generic Guide to prepare a typical Risk Assessment but SCC should prepare its own guide to better suit its purpose.

This research is to be collated by the RA author into a single first draft for review and approval of the SCC committee. Any constructive feedback is to be incorporated into the finalised RAs.

4.7 Maintenance and Update

The approved RA is to be maintained by a club member and kept in a safe place as the club might be required to provide details if an incident occurs.

A decision is to be taken whether to put the RA onto the club web site.

Mike Culnane