

Agenda for first night meeting (it is suggested you use this agenda as it is easy to forget things if you've just arrived/had a long journey)

Round the room introductions - name and where from - (unless it is obvious that everyone already knows each other). Welcome new members in particular.

Covid- tests if it was decided, pre-trip, to do these. All OK?

Domestic arrangements - agree room allocation, any specifics for use of communal space, key code/key hiding place, arrangements for b'fast/lunch - say what is available, perhaps agree to put things out in separate areas/on a table first thing each morning, agree a time for dinner each day.

Familiarise with re-cycling/bins – this will vary depending on location/local authority etc.

Discuss food storage – assign location/space in fridge for personal items, good idea to store/bag ingredients for each meal separately so things don't get used accidentally.

Does anyone have an electric car – if so, make sure, in advance, of the situation with regard to charging at accommodation or locally. Domestic supply **must not** be used without hut/cottage owner's permission and payment agreed if required.

Treasuring - who is going to do this, all receipts etc. to go to them. Explain how on-trip travel works and decide on how to record daily mileage etc.

Route cards/Safety cards Remind everyone how important these are (experience and speed of group, people must know what they are signing up to, length of walk, nature of terrain, time of return etc.). No one should go out without leaving detail of where they are going. Explain in more detail to any newcomers how to fill in the form etc after the main meeting. Suggest size of group etc - more important in winter but always relevant. Please add your phone no. with your name when you sign up to a walk.

Safety and Hygiene - we have guidance sheets for trips and you must read these. Copies should have been shared in advance by email and a copy should be available on-trip. They have been produced to remind us all of best practice and reduce risk.

Any plans for the trip

A chance for people to say what their interests/aims are for the trip. This might be particularly relevant when there are new members present or people don't know each other.

Mention that there will be a short /meeting 'after dinner each evening to suggest ideas for following day, and raise any issues that may arise

Emergency contact details - check that those on the booking forms are all still correct, and exchange nos with others in group.

Trip report - any volunteer ? They may want to keep a brief diary, or retain the route cards to make this easier afterwards?

Anything else anyone wants to say