

**LONG DISTANCE WALKERS ASSOCIATION - BEDS BUCKS NORTHANTS GROUP**  
**DRAFT/ MINUTES OF COMMITTEE MEETING HELD ON THURSDAY 30TH JANUARY 2014**  
**AT 1 ABBEY WAY, BRADVILLE, MILTON KEYNES**

The meeting commenced at 7.53.

**Present:** Dee Brockway (Social Walks), Gill Bunker (Newsletter), Norman Corrin (Chairman), Dave Findel-Hawkins (Membership), Merrian Lancaster (Secretary/Website/Local Groups Rep), Alan Leadbetter, Ian Sage (Treasurer), Gordon Shaughnessy (Thursday Walks), Lynn Yorston (Equipment/Merchandising)

Norman welcomed Alan to his first committee meeting.

**1. Apologies:** None

**2. Minutes of Previous Meeting (26th September 2013) and Matters Arising:**

Norman said that the broken Greensand Ridge bench has still not been mended due to a delay with the contractors. He confirmed the Greensand Trust is paying for the repairs, not BBN.

The Minutes were approved: Prop: M Lancaster; Sec: L Yorston

**Minutes of AGM (24th November 2013):** No matters arising

**3. Reports**

**(a) Chairman:** Norman's report had been circulated before the meeting:

I've done the following:

- Written an introductory paragraph on our website.
- Written a Xmas message full of hope and good cheer to all our members.
- On behalf of Santa accepted a montage of photos of him walking 10 years with BBN.

I'll be doing a similar article to Nigel's but that will be for publication in the Newsletter (as Chairman's Chatter) not as a committee meeting item in the minutes.

**New Members/ Enquiries from Public**

I've received notification from Dave of 24 new LDWA members who live within our group's catchment area and I've spoken to most and emailed all with an information pack.

**LDWA Business Cards**

I checked with Dave on Peter Hamson's walk on 19th January and the National Committee are not interested in producing any LDWA business cards as we have for BBN.

There were no questions arising from Norman's report.

**(b) Secretary:** Merrian's report had been circulated before the meeting:

- 12 December 2013 Striders distributed; 3 spares. I'll take them to Pick and Mix. BBN members distributed 100 spare copies of August 2013 Strider. I've requested more copies of December 2013 Strider to hand out on walks.
- Received and responded to emails.
- Regular news updates put onto website and link emailed to members.
- BBN AGM 2013 walk, lunch and meeting completed. Thank you to everyone who helped. £13 sent to Ramblers Ripple from "free sale". Approval requested to send minutes and accounts to John Batham (Local Groups Secretary). Confirm arrangements for 2014.
- PAT cert registered for netbook, printer, kettles, urn, scanner, shredder, laminator and some cables – valid until October 2014.
- I've bought two large pump flasks (Lynn, please add them to equipment list).
- Ian has donated two large flasks (Lynn, please add them to equipment list).

- Received request from Essex & Herts for us to run CP1 on Herts Stroller, 16th/17th August.
- Agreed to request to add link to BBN website to “letsgo” website. I’ll include their link in the email update.
- Received Greensand Ridge Walk registration forms from Nigel – approval requested to publish.
- Received request from Chris and Frances about Norfolk weekend – approval requested to proceed.
- Received officer reports for committee meeting – approval requested to publish on website.
- Provided refreshments on Santa’s walk – confirm requirements for 2014.
- Have given BBN business cards to committee members and also handed out several on walks and events.

#### **Still outstanding**

- BBN photo for emails
- Handover notes
- Technical shirts
- LDWA business cards
- Food safety course
- Checklist for AGM

Arising from Merrian’s report:

- (i) **2013 BBN AGM Minutes and Accounts:** It was agreed that the AGM Minutes and Accounts, which have now been signed off by Phil Friede’s company, can be sent to John Batham (Local Groups Secretary) as required.
- (ii) **2014 BBN AGM:** Lynn confirmed that she and Dave are organising the walk, lunch and AGM. The hall at Naphill (near High Wycombe) has been booked for 30th November – with lunch at The Wheel PH.
- (iii) **Shillington Shuffle:** The date for the Shillington Shuffle confirmed as 16th November 2014, with the marshals’ walk on 26th October.
- (iv) **Approval of the Greensand Ridge in a Day registration form:** the form was approved with some minor comments – Gill will pass these on to Nigel.
- (v) **Officers’ Reports to this meeting:** All present confirmed their reports can be placed on the BBN website – with the proviso that only the Treasurer’s summary sheet be included.
- (vi) **Santa Walk:** No date for Santa Walk set yet – Dave and Merrian may be away.
- (vii) **Norfolk Weekend:** It was confirmed that the weekend is currently not fully booked – and if places are not filled there may be a loss to BBN of approx £135 (Ian is waiting for e-mail confirmation from Chris Bent of exact figures). BBN has paid the deposit and to date 8 people have paid £10 deposits. Merrian confirmed she had advertised the weekend extensively, but it does clash with the National AGM. Dee has friends who may like to come. It was agreed that the weekend should go ahead in any event.  
Following on from this discussion, it was confirmed that any activities which involve expenditure in advance by BBN in the form of a deposit etc must be agreed by the committee beforehand, either at a committee meeting or by email. If agreed via emails between the committee, the expenditure must be confirmed in the Minutes of the next committee meeting.
- (x) **The “letsgo” website:** Merrian confirmed this is a website administered by the Marston Vale Trust promoting various activities.
- (xi) **CP1 on Herts Stroller, 16th/17th August 2014:** Lynn said she can help but no-one present was able to offer to run the checkpoint. Merrian will let Georgie Hogg know and Gill will mention it in the Newsletter.
- (xii) **LDWA business cards:** The BBN business cards are available – it was agreed not to follow up LDWA business cards.
- (xiii) **Technical T-shirts (wicking T-shirts):** Norman agreed take this on – he has already spoken to Tim Glenn (National Merchandising) who has confirmed the LDWA merchandise suppliers could also supply BBN shirts.
- (xiv) **Food Safety Course:** Lynn said that Dave Y has completed a Virtual University Food Hygiene course (for his work) at a cost of £15 which he could thoroughly recommend.

(c) **Treasurer:** Ian had circulated copies of the accounts before the meeting:

<b>NATWEST ACCOUNTS</b>		
Balance as at 30/09/2013 (start of financial year)		
Current	2724.74	
Business Reserve	4001.69	
Total		6726.43
Balance as at 27/01/2014		
Current	2726.09	
Business Reserve	4002.09	
Total		<b>6728.18</b>

Ian said the final figure shown is the balance of the accounts as at 27th January 2014. At the meeting he had received membership monies, Pick and Mix entry fees plus an invoice to be paid which would alter this total.

Arising from Ian's report:

- (i) **Audited Accounts:** Ian confirmed the audited accounts have been signed off by Phil Friede's company and can be sent to National LDWA as required.
- (ii) **Camel Teign 100 surplus:** £175 has been received from the organisers – it was agreed, as in previous years, that the money should be divided among the 11 helpers at the BBN checkpoint. Norman will let Ian have a list of names, and it was agreed to send cheques for £15 to each.
- (iii) **Change to BBN account signatories:** It had previously been agreed that Merrian would replace Nigel as a BBN cheque signatory - BBN cheque signatories now being Ian, Norman and Merrian. Ian explained that as a condition of this change National Westminster Bank plc required the necessary paperwork to be completed and for a Resolution to be passed at this meeting. Ian read out the Resolution:

**Resolution**

*It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the **Bank**) in accordance with this Mandate and that:*

- *the individuals identified as **Authorised Signatories** may, in accordance with the **Signing Rules**, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit*
- *any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same **Signing Rules** and **Authorised Signatories**; closing accounts; or other banking services or products*
- *the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions*
- *the Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary*
- *this Mandate will continue until the Organisation gives the Bank a replacement mandate or the Organisation passes a resolution changing the **Signing Rules** and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.*

On taking a vote, the Resolution was passed unanimously.

Prop: D Brockway; Sec: D Findel-Hawkins

**(d) Membership:** Dave's report had been circulated before the meeting:

We currently have 182 members including our five free members. I emailed all those who had paid for multiple years that they had already paid for 2014. Seventy one members have now paid for multiple years.  
We have 20 new members since the last newsletter. There are 39 members still to pay for 2014 (they have until the end of March). There are 294 Primary members (including family) in the BBN area.

There were no questions following Dave's report.

**(e) Social Walks –** Dee's report had been circulated before the meeting:

After BBN offered such a wonderful variety of top quality social walks to celebrate its 30th anniversary in 2013, I worried slightly that anything to follow would prove an anti-climax.....NOT SO! The programme for April to August is complete, and as usual contains the usual two Thursday walks each month and at least three (yes 3!) weekend social walks. In addition, on 20th July, thanks largely to Nigel's organisational skills in providing transport, food and leaders, we will give our members the opportunity to walk the 40 mile linear Greensand Ridge Trail in one day as a social led walk. A chance to walk another way marked trail in our region, the 76 mile North Beds Heritage trail, will be offered over two weekends at the end of August/start of September. Roy Carter is kindly organising transport and leadership to allow us to walk the trail in 4 one-day linear sections.

Thanks to Gordon for co-ordinating the Thursday programme and to Gill and Merrian for proof-reading and, I am sure, correcting my inevitable mistakes, and for inputting the information onto the web, from which the information will be extracted for inclusion in Strider and in our newsletter.

As always, I am now starting on the programme for the final four months of 2014. Please contact me asap to book a date to lead a walk, with the usual final details required by 10th May please. Any help required will be gladly given.

One final thought. Both our longer trail walks this summer are in Bedfordshire. Perhaps one of our members would be familiar with and care to organise a similar venture walking a trail in Bucks or Northants? Just a thought, but so often in this club, simple thoughts become exciting adventures!

Dee confirmed further details about the North Beds Heritage Trail walks would follow but the first weekend would appear in April Strider. She said her other outstanding question about the Norfolk weekend had already been covered.

**(f) Merchandising/Equipment:** Lynn's report had been circulated before the meeting:

Nothing to report regarding merchandise.  
We now have 8 new 12.5 litre water carriers. These are going to be so much easier to deal with. Eventually they will be stored by DFH but we are keeping 4 back for the P&M. The old 25 litre ones should now have been disposed of.

Merrian had purchased two large pump flasks at a cost of £15 each – this was agreed by the committee.

**Request to purchase equipment to do minor hedge trimming/clearing.** This was thought to be useful and was agreed. Prop: M Lancaster; Sec: G Shaughnessy. Merrian will seek advice from Brian Harwood on the best equipment to purchase and any health and safety implications.

**(g) Website:** Merrian's report:

- Gill & I have added lots of photos

**(h) Newsletter:** Gill's report had been circulated before the meeting:

Not a lot to say about the Newsletter – I will get the February issue out asap after the committee meeting – I don't have any contributions from members at all this time (apart from jokes!) – there will just be the usual items from the officers plus the new programme.  
It is getting harder to get folk to contribute anything – understandable as photos and walks reports are going straight on our website – which is great. All the stuff which used to go in the Newsletter - challenge walk reports and results, minutes, programme etc. is now on the website - together with Merrian's excellent Updates. I do feel the Newsletter is rapidly becoming outdated as a means of communication with members. Do we really need/want a "Review" rather than a "Newsletter"? I know from talking to folk a lot don't read most of it anyway, particularly if they read it on-screen.

There was some discussion regarding the Newsletter and it was agreed that it was still a useful tool for communicating with the membership.

**(i) Local Group Representative:** Merrian's report:

- LGR meeting 15th-17th November 2013. Minutes circulated to BBN email list.
- Need representative for next meeting.
- Questionnaire circulated to gather feedback on future meetings.

We need someone to represent the group at the next LGRs meeting. It was confirmed that the BBN representative's expenses will be paid.

*(Since the meeting: Dave confirms the next LGRs meeting will take place at Sherwood Forest YHA, Edwinstowe, Notts, on 14th-16th November 2014.)*

**(j) Other Committee Members: Gordon and Alan**

Nothing to report.

#### **4. Insurance Issues – Incident Reports**

No incidents have been reported.

**Health and safety issues – Request from Brian Harwood for clarification on a few points:**

*1. Accident/Incident reporting. Or rather lack of it. Last 3 (?) meetings have ignored the accidents we all know have happened. There was a minor one (?) on Stage 4 of the JBT last week.  
Do we all know and understand the procedures ?*

*2 Accident reporting to local ROW authority so network can be improved, eg Barton Steps, also Tebworth stiles on the Saunter route where there are landowner issues.*

*3. a) Protocol of led/social walks.*

*b) Duties of leader/backmarker.*

*c) Amend Norm's form (completed by each leader ?) to ask "Accidents: Yes/No"*

It was confirmed that these points had previously been discussed at the 26th September 2013 committee meeting - see Minutes Item 4.

Referring to Brian's points:

1. It was confirmed that the committee know and understand the procedures. Guidelines on Accident and Incident Reporting and the new Incident Report Form are in the LDWA Library. It was agreed that a copy of the *Guidance on Accident and Incident Reporting* (from the LDWA Library) will be included in the Newsletter to ensure that all members are aware of the guidelines.

Dee stressed, and this was endorsed by the meeting, that we do not want to deter members from offering to lead walks.

2. It was agreed to ask Brian if he would write something for the Newsletter outlining the reasons for reporting incidents.
3. (a) and (b) It was agreed the protocol is covered by Ken Falconer's report "*Showing the Way*" in the LDWA Library and again this will be included in the Newsletter.  
(c) It was agreed the form did not need to be amended.

**Non-published walks, recces, etc:** Merrian said that when receiving a walk for the group, the leader should email details to any committee member and this would give them third party liability cover under the LDWA policy.

**Michael Mooney's health and safety doc:** Merrian has sent this to the National Executive but has had no response yet.

## 5. LDWA

**LDWA AGM 2014:** Dave F-H (National Committee), Merrian, Norman, Ian and Steve Smith plan to attend. There are no items to be raised on behalf of the BBN.

## 6. LDWA 100s

**(a) 2014 100: South Wales:** Norman's report had been circulated before the meeting:

Our Checkpoint is Number 4. It's a marquee at Brynffynon Hotel at Llanwonno at 33.20 miles and opens from 1820 to 0130 Sunday morning. There are 9 helpers so far who are:  
Dave Findel-Hawkins, Merrian Lancaster, Norman Corrin, Gary Upstone, Dave Yorston, Lynn Yorston, Mike Hyland, Sandra Hyland, Alan Leadbetter.

David Morgan, the Organiser & Chairman, has sent me an email of the procedures they will be following on the day reference opening and closing and dealing with early arrivals.

Electricity and Lighting for the marquee will be provided along with the following equipment:

1. We will supply you with plastic 2L jugs to serve squash and water.
2. We will supply you with water containers containing sufficient water for the duration of your checkpoint opening times.
3. We will supply you with tables to display the food.
4. We will supply your checkpoint with electricity and lighting.
5. We will supply you with some chairs.

They want us to provide the following:

1. Bring a First Aid Kit for your checkpoint.
2. Clippers to clip entrants' tallies.
3. Any additional seating to assist entrants. Our supply of seating is likely to be limited.
4. Pasting type tables for food to be displayed.
5. Don't forget the laptop!

MENU: Squash, full fat Coca Cola and lemonade; Mini scotch eggs, sausage rolls, bread pudding, apples, jelly babies and fun sized chocolate bars.

David has said that if any of the helpers want to use the marquee for sleeping in it will be left there until later on the Sunday.

I'll be putting an article in the February Newsletter asking for volunteers to help on the checkpoint.

Lynn is very concerned that the organisers intend to serve meat foodstuffs such as mini scotch eggs and sausage rolls at an outdoor CP with no refrigeration facilities. Merrian will refer these concerns to the organisers.

**(b) 2015 100: East Lancs:** BBN have CP 2 in a village hall – Norman has no further information.

**(c) 2016 100: Dorset:** Merrian thinks BBN will be at CP1. Dave and Lynn are CPing on the marshals' walk and Dave and Merrian are manning the last CP on the main event.

## **7. BBN Challenge Events**

### **(a) Pick and Mix: Lynn Yorston**

We only have about 60 entries so far - Unfortunately, it seems to clash a lot more than expected but that's life. There is still 8 weeks to go and the event will go ahead anyway - weather permitting. Dave will sort out helpers. We need lots of people at the start and car parking, but they would mostly then be able to walk the event as well.

### **(b) Shillington Shuffle: Gordon Shaughnessy**

Gordon said he is currently working on the route description – he is changing the route slightly to avoid crossing the Barton-Hitchin road several times.

## **8. Donations**

Ian said that Brian Harwood had suggested free entry to the Shillington Shuffle for all BBN members. This was not agreed, but Lynn confirmed that the badge would be included in the entry fee.

It was agreed that BBN will pay from group funds for the main course of the 2014 AGM meal at The Wheel PH, Naphill for all BBN members who attend the AGM. This is a roast dinner which costs approximately £10. Prop: D Brockway; Sec: G Bunker

It was agreed to donate £150 to Ramblers RIPPLE. Prop: M Lancaster; Sec: G Shaughnessy

Lynn said she planned to give tea and coffee donations at the start of the P&M to local Brownies who are fundraising for a new hall.

## **9. AOB**

**(i) Dates of next committee meetings:** Thursday 5th June (Lynn's) and Thursday 25th September (Merrian's). (Note: both meeting dates have been changed from earlier provisional dates).

**(ii) First aiders on events –** It was agreed that it is not necessary to have a trained first aider on our events – however several members who regularly help on events are first response trained. All BBN checkpoints have a first aid kit available. It was confirmed that “first aid kit” is to be included in the required equipment on all BBN event entry forms.

**(iii) Confirmation of AGM reporting period –** As the BBN financial year runs from 1st October to 30th September of each year it was agreed that the reporting period for all officers' reports should also be for this 12 month period.

The meeting closed at 10.20 pm

### **Future committee meetings:**

**Thursday 5th June 2014 (Lynn's)**

**Thursday 25th September 2014 (Merrian's).**

### **2014 AGM**

**Sunday 30th November 2014 - Naphill**