**ITEM 3. OFFICERS’ REPORTS**

1. **Chairman – Terry Brown**

It’s been another successful year for the Group. I’m only going to give a brief overview of the year’s activities because specific reports giving more detail have been prepared by those who have been directly involved.

The first thing to say is that I am immensely grateful for the support and patience of the excellent BBN Committee whilst I’ve been finding my feet as Group Chairman!

Communications - we have made a big effort to provide members with information, updates and news through our Secretary, Peter Simon’s weekly emails and on the BBN website and Facebook Page which Gill Bunker looks after. Thanks to Peter and Gill for this very important work. Gill has also produced 3 excellent newsletters and the majority of members now access this via the website which has reduced our costs. Thanks to everyone who contributed articles and items for the newsletters and to Gill for doing such a good editing and production job. We also have to thank Gill for taking minutes at our Committee meetings and the AGM and for helping to upload the new walks programme for publishing on the LDWA website and in Strider. Gill - you are a marvel!

Walks and Challenge Events - we have put on the usual programme of Social and Challenge walks. We’ve also had a few extra walks this year which have been branded as ‘pop up walks’. Mary Knight has very ably coordinated the programme of, generally, twice a month Thursday and weekend social walks. We’ve visited lots of different places in our 3 counties and enjoyed some walks that have also included a social element, such as a pub meal or the fabulous Chiltern Brewery visit. Thanks to Mary and everyone who has led a walk in the last year.

Atrocious winter weather put paid to a weekend Group walk in December and the Pick and Mix Challenge in March had to be postponed to another go in June. It’s situations like this that shows the benefits of using SI Entries to manage our event entrants. It meant that, together with our Website and Facebook page, we could communicate with entrants easily and efficiently about the walk postponement and the new date. Thanks to organisers Dave and Lynn Yorston, Mike and Sandra Hyland, who coped admirably with the postponement and re-running of the event, and to all the other marshals and helpers.

On the other hand the Hannington Hike took place on a very hot day in July and entrants were grateful for an extra water stop. Many thanks to Alan Leadbetter for organising this event, and for going beyond the call of duty to clear paths of excess vegetation, and to all the marshals and other helpers.

The recent Sundon Saunter and last November’s Shillington Shuffle were as popular as ever and both had reasonable weather which kept mud to a minimum. Thanks to organisers Dave and Lynn Yorston, Mike and Sandra Hyland, Merrian Lancaster, Dave Findel-Hawkins, David Sedgley and all the other route planners, marshals and helpers.

LDWA 100 mile challenge event – we didn’t run a Group checkpoint on this year’s Cinque Ports Hundred but Merrian and Dave looked after their traditional ‘checkpoint before the end’ and several members helped out at other Groups’ checkpoints. Congratulations to all BBN members and Associates who completed the marshals or the main walk; and to those who had to retire - well done for having a go!

Other Group Activities – our thanks go to Committee Member, Roy Carter, for organising a Group walking weekend to the Peak District. This was a successful trip and very much enjoyed by those who went despite the rather mixed weather. Roy led the walks and everyone organised their own accommodation – a formula which seemed to work very well.

Finance matters – Peter Engledow took over as Treasurer at last year’s AGM and has set up a new, more convenient, account with the Metro Bank. Peter’s report shows that we are in a healthy financial position; we need more ideas on how we could make use of our funds. Suggestions for projects, Group activities, purchases or donations are welcome. Many thanks to Peter for getting up to speed with our finances and looking after things so well.

Data protection and privacy rules – during the year we’ve had to get to grips the new General Data and Privacy Regulations (GDPR). Fortunately the National LDWA has produced some guidance notes on how we must comply as a Group and in our activities, such as challenge walks. Our BBN Group members’ contact personal information, including name, membership number, date of birth, email address, postal address, is now kept in a secure, national database which only those BBN Officers and Committee Members who have a business need are able to access via a login procedure. All our email communications are done using the National bulk email system. We aren’t allowed to email out to members from our own contact lists anymore or indeed have such lists. We have reviewed our personal data use and retention practices and are making sure that we are fully compliant with LDWA requirements. Undoubtedly, the guidance will evolve as all Groups get used to the requirements and develop future best practice.

Thanks to Committee Member Dave Findel-Hawkins, who looks after our membership information and keeps an eye out for new members assigned to our Group and those who leave.

Some Members have other non-Committee roles. For example, Lynn and Dave Yorston keep an up to date list of all the various items of equipment that belong to the Group. It is an essential job and we are very grateful to them for doing it. Thanks also to those people who keep Group equipment safely in their garages, sheds and lofts!

All of the current Officers and Committee members are willing to stand for another year, except Norman Corrin, who has decided it’s time for a rest! Norman has served for over 20 years on the Committee in various roles including a 4 year stint as Chairman. He organised our hosting of the LDWA AGM a few years ago, has been our BBN manned LDWA Hundred checkpoint coordinator, organised and marshalled BBN Challenge events, engaged new members by sending them a welcome pack and looked after BBN logoed clothing, mugs and buffs. His contribution has been outstanding and I’d like to thank him on behalf of the Group for all his work over the years. He isn’t going away and will still help out on events and lead walks.

And finally thanks to everyone who has taken an active part in the Group this year by turning up on walks, entering Challenge events and by coming to the AGM.

**(b) Secretary – Peter Simon**

BBN news updates are sent every week except when there is no news to report. There was some news in all but four weeks over the last twelve months.

There were 697 recipients as of 13/11/2018. The number of recipients is expected to continue to climb until January as new members join, and subsequently to fall as non-renewals are deleted from the mailing list. For the record, the number of recipients peaked in January at 686 and fell to 617 as of 06/03/2018. BBN news updates now go out to all primary and associate members following the abolition of the £1 annual subscription. Last November, before the change, only 136 subscription paid members received the updates.

12 extra copies of each Strider received from national LDWA. These are now distributed to Committee members at each Committee meeting. They have discretion to place them wherever they see fit.

Received and responded to emails.

Few phone enquiries.

Unwanted e-mails are increasingly rare - spam filters and unsubscribing seem to be working.

**(c) Treasurer – Peter Engledow**

1. The Accounts have been prepared for 1 October 2017 to 30 September 2018. Total balance on bank has fallen from £7248.07 to £6924.65 during the 12 month period.

2 The accounts have been checked and found to be in order. They will be signed if approved by the AGM.

3 SI entries continues to be a very effective method of accepting event entries, making my job easier and, I am sure, leading to higher numbers of entries to events.

4 Donations made during the year were;

• NSPCC £100

• Isabel Monopoly Walk £50

• Beds Walking Festival £60

• Warwicks & Northants Air Ambulance £100

5 Membership income now ceased.

6 Printing and Postage costs reducing again to £207.

7 Merchandise. Not reflected in the figures are sales of £150 which will be reported in next year’s accounts.

8 Equipment Purchase was a one of purchase of a crest flag.

9 Minor costs under Miscellaneous were;

• Local group costs £35

• Gifts and cards £19.95

• Bott wine for IS £8.29

• Chiltern Brewery Walk £100 (recovered under receipts)

10 Pick n Mix 18 surplus £681.44.

11 Hannington Hike 19 loss £260.46, although some receipts still to be reconciled

 at year end

12 SS 17 surplus £713.44 although part reported last year

13 Given the healthy state of our bank balance I do not feel that it is necessary to

 reintroduce the annual membership fee.

14 As always, suggestions for how we use our funds are always welcomed by the

 committee.

15 Unless there are any questions, we now need a motion passed to accept the

 accounts so that they may be signed off.

**INCOME 2018 2017**

MEMBERSHIP £ 7.00 £ 108.00

MERCHANDISE £ 25.00 £ 246.50

INTEREST £ 0.68 £ 0.55

MISCELLANEOUS £ 330.00 £ 157.78

SS 16 £ 1,431.66

CHILTERN KANTER 17 £ 1,575.14

HERE TO THERE 17 £ 841.00

SS 17 £ 1,503.92 £ 873.18

PICK N MIX 18 £ 1,218.63 £ 97.60

HANNINGTON HIKE 18 £ 944.95

SS 18 £ 796.80

 **£ 4,826.98 £ 5,331.41**

**EXPENDITURE**

PRINT & POST £ 207.90 £ 258.01

MERCHANDISE £ 466.80 £ 333.27

EQUIPMENT £ 302.75 £ 30.00

DONATIONS £ 310.00 £ 170.00

AGM £ 210.00 £ 62.00

MISCELLANEOUS £ 173.24 £ 951.98

SS 16 £ 1,292.99

CHILTERN KANTER 17 £ 1,005.69

HERE TO THERE 17 £ 815.42

CHRISTMAS WALK £ 23.50

PICK N MIX 18 £ 537.14

SS 17 £ 1,663.66

HANNINGTON HIKE 18 £ 1,205.41

CHILTERN KANTER 19 £ 50.00

 **£ 5,150.40 £ 4,919.36**

**SURPLUS/DEFICIT FOR YEAR £ (323.42)
OPENING BALANCE £ 7,248.07**

**CLOSING BALANCE £ 6,924.65**

**(d) Membership – Dave Findel-Hawkins**

At the last AGM it was agreed to stop collecting the £1 membership/administration fee, so we no longer maintain a list of core members. Anyone on the LDWA database that elects BBN as its Primary group or as an Associate member is considered to be a BBN member. This change has meant the Membership Secretary has little to do but someone needs to be named in this role to have access to the LDWA membership lists.

At the start of the year we moved from emailing just our core members to emailing all BBN members. This change appears to have gone smoothly. Not everyone chooses the option to receive local group emails.

This year we also took the step of asking those who wanted to continue to receive the Newsletter in hard copy format to opt in. 21 members have notified me they wish to continue to receive a hard copy. This has reduced printing/postage costs. The newsletter is available online to all members.

I regular supply Norman Corrin with details of any new BBN Primary members so he can welcome them to the group.

Membership at end of September: 421 Primary members

 338 Associate members

**(f) Equipment – Lynn Yorston**

As far as I have been informed, the equipment list is fully up to date and can be viewed on our website. I shall send Peter and Gill a new list if any updates are highlighted at this AGM

The three weeks’ notice of equipment being required seems to have worked. It is all kept in attics and we need that time to assemble and pack the goodies ready for collection. **The collection, cleaning and prompt return of all equipment is the responsibility of the event organiser.**

I am willing to still store the goodies as noted and shall continue co-ordinating the equipment list if the committee so wishes.

**(g) Webmaster – Gill Bunker**

* Lots of photos/links added after group walks and events; thanks particularly to Merrian and Dave for photos of Thursday walks.
* BBN challenge walk information, route descriptions and results added as requested by the event organisers.
* Latest News kept up to date.
* I’ve altered the Menus that appear on the Home Page to differentiate between *Future Events* (which defaults from the LDWA website and can’t be altered) and BBN’s own challenge events which each have their own page on the BBN website (and where information can be added as required by the event organiser).
* Terry and I are sharing the input of group walks onto the LDWA website and this is working well.
* **Facebook** 134 members. Works really well for the group. Norman, Gill and Daniel Jamin are Admins and Moderators.

**(h) Newsletter – Gill Bunker**

* Three Newsletters this year.
* Good and varied supply of articles from members – thank you to all contributors.
* The Summer and Autumn Newsletters were the first ones posted only to those members who had asked for a hard copy and, as Dave has reported earlier, 21 members have continued to receive a hard copy. This is a substantial drop in the number being posted and there has been a corresponding decrease in printing and postage costs. The newsletter is available online to all members.

**(i) Local Groups Representative – Peter Simon**

The 2018 local group representatives meeting was held November 16-18 at the Medway youth hostel. Here are my subjective takeaways from the sessions.

* **Insurance** - This is by far the most important issue raised at the meeting. The LDWA is covered by an insurance policy for third-party damages - for example, if a farmer sues the LDWA for damages to livestock. The LDWA's insurance policy now requires that we keep a record of the name and membership number of every member who participates in a social walk or challenge event. Non-members are permitted to join Group social walks up to three times and would be required to provide contact details. The forms must be kept for three years and then destroyed. This policy is to go into immediate effect. Damage claims are exceedingly rare but, if uninsured, could ruin the Association.
* **Data protection** **-** Chris Hedley has issued a page of guidance that summarises the responsibilities of LDWA Group officers with respect to GDPR compliance.
* **Safeguarding** - David Morgan presented guidance on how to report incidents of abuse of children and vulnerable adults, to keep the LDWA in compliance with legislative and procedural requirements.
* **NEC budget and future needs -** Updating the LDWA Website will require the expense of money that the NEC does not have. The NEC is looking for ways to cut costs in order to pay for improvements without having to make significant increases in the annual subscription.
* **Logo** - As discussed in August *Strider*, the NEC is planning to drop the Walking Man logo. Two new logos have been designed and members will vote early next year to adopt one or the other. Maintaining the old logo is not an option.
* **100s** - There was a long discussion, with no firm recommendations, about what should constitute a qualifying event.