

LONG DISTANCE WALKERS ASSOCIATION DORSET GROUP

ANNUAL GENERAL MEETING 2018 - MINUTES



Village Hall, Winterbourne Kingston, 3pm Sunday 2 December 2018

Members present:

Jenny Athol, Julie Bardswell, Phil Bardswell, Kathy Bingham, Anne Brown, Ian Brown, Philip Brown, Richard Brown, Sandra Brown, Martin Callow, Mike Childs, Rachel Christopher, Pat Clifton, Patricia Dashwood, Hilary England, Jackie Farquharson, Deirdre Flegg, Angela Gray, David Green, Steve Hunt, Richard Lang, Tracey Lang, Alan Mattison, Steve Mayne, Wendy Mayne, Debbie Murphy, Bill Peach, Chris Pitt, Robert Powell, Brian Taylor, Ted Tupling, Colin Utting, John Widdowson, Sue Widdowson, Jan Williams

1. CHAIR'S WELCOME

Chris Pitt welcomed everyone to the 2018 AGM of Dorset LDWA Group.

2. APOLOGIES FOR ABSENCE

Peter Cowlyn, Keith Nicholson, Sue Phillips, Pete Stockley

3. AGM 2017 - APPROVAL OF MINUTES

Martin Callow pointed out that in the Treasurer's report (Item 6) "auditing" should read "inspecting".

Motion: To approve the minutes with this amendment.

Proposed: Deirdre Flegg Seconded: Bill Peach

The minutes were approved unanimously.

4. AGM 2017 - MATTERS ARISING

Item 14, bullet one (from AGM 2016) Pat Clifton instead of Anne Brown is now responsible for the group's first aid kits.

5. ELECTION OF COMMITTEE

Teresa Brooker is standing down from the Committee.

Martin Callow is standing down from the role of Group Secretary but wishes to remain on the Committee.

The agenda listed the following nominations for officers and ordinary members of the Committee that had been received by the deadline:

Officers

- Chair - Chris Pitt (Proposed: Phil Bardswell; Seconded: Robert Powell)
- Treasurer - Robert Powell (Proposed: Pat Clifton; Seconded: Martin Callow)
- Group Secretary - Pat Clifton (Proposed: Chris Pitt; Seconded: Robert Powell)

- Walks Secretary - Anne Brown (Proposed: Julie Bardswell; Seconded: Jackie Farquharson)
- Events Secretary - Julie Bardswell (Proposed: Teresa Brooker; Seconded: Jackie Farquharson)

Other Committee Members

- Phil Bardswell (Proposed: Robert Powell; Seconded: Teresa Brooker)
- Martin Callow (Proposed: Patricia Dashwood; Seconded: Keilah Towers)
- Jackie Farquharson (Proposed: Pat Clifton; Seconded: Teresa Brooker)
- Bill Peach (Proposed: Chris Pitt; Seconded: Teresa Brooker)

No other nominations were received. Chris Pitt proposed that, to save time, the AGM could vote en bloc for the above nominations. There was no objection to this, and the subsequent vote for the nominated committee officers and members of the Committee was unanimous.

6. REPORTS FROM OFFICERS

GROUP SECRETARY (Martin Callow)

Martin Callow had already sent out his report by email to all members. He drew attention to some items mentioned in the report, in particular:

- That all primary members can attend committee meetings, but it would be helpful to know in advance, for the purpose of catering, if they intend to come.
- Dorset LDWA is signed up for the Walking Partnership Scheme run by Ramblers' Holidays. If members book a holiday with Ramblers' Holidays and say they wish to nominate Dorset LDWA under the scheme, the group will then get a donation to group funds (e.g. £20 for a holiday in Europe).
- Dorset LDWA was an Affiliate Group member of the Youth Hostels Association (YHA), which enabled us to get certain discounts if staying at a youth hostel. However the Affiliate Group Scheme has been terminated, but we have been told that any bookings for arrivals up to the end of February 2019 will be honoured under the terms of the scheme.

Colin Utting said he had booked with the YHA and received the discount.

With regard to planning for the Dorset Giant Deidre Flegg mentioned the possible need to back fill the first three checkpoints with marshals from the group. Martin Callow said there were enough marshals, coming from the other LDWA groups involved, to run these checkpoints. He added however, that there would be a need for marshals from our group to open and close the checkpoints.

EVENTS SECRETARY (Chris Pitt)

Chris Pitt reported:

- The Dorset Duddle had been very successful and had been sold out (290 people booked, 244 started, 46 no shows and 20 dropping out during the event - numbers in line with previous occasions. Average time to complete 9 hours 42 minutes). Feedback from participants indicated they were generally very impressed, with the marshals on the day making the event very enjoyable.
- The Duddle West was also successful, despite the postponement. (192 people booked, 121 started and 113 finished. Average time to complete 7 hours 52 minutes). Commenting on the number of 'no shows' Chris stated that he had been away at half-term and had possibly missed taking some entrants, who had cancelled, off the list.
- The Dorset Giant opened for entrants on 1 Nov 2018 and is now sold out.

Chris Pitt thanked the helpers on both events in 2018.

WALKS SECRETARY (Anne Brown)

Anne Brown thanked all those who had lead a walk this year. She said leaders had been fantastic, leading a very varied program of walks spread across the county. Including both Re.Tired and Sunday social walks there were 62 walks in total, led by 28 members of the group, adding up to a distance of 1016miles. Dave Green led the most walks with a total of 8.

Colin Utting asked if active members of the group would be given a group buff if not present at the AGM or helping on the Dorset Giant. Chris Pitt replied that all those who wanted a buff would get one.

Richard Brown thanked Jackie Farquharson for designing and obtaining the buffs for the group.

TREASURER (Robert Powell)

Robert Powell expressed the hope that everyone interested in the group accounts had access to a copy of those for the year-ended 30 September 2018. He said that in addition, two major events had occurred a few days into the new (accounting) year and he would touch upon the unaudited outcome for the 25th Anniversary party and the Duddle West.

Robert Powell expressed his thanks to Colin Utting for his inspection and the signing off of this year's annual accounts and said that Colin Utting had kindly offered to do the same for the current year (see item 9 on the agenda).

Robert Powell continued with the following information:

- The accounts show that the group funds increased by £598 in the year, to £14,234.
- The year just ended was unusual due to the postponement of the Duddle West, causing some income and much of the expenditure for this event to fall into the current year. Had the event taken place last year, as planned, instead of an increase of £598, a decrease of £971 would have occurred in the group funds. Robert Powell stated this would have been in line with the strategy to gradually reduce the overall level of group funds. He noted that while the end of year position on the accounts for the Duddle West shows a £2,100 surplus, the actual unaudited provisional surplus for the event was £717.
- The 2018 Duddle, held as always in August, made a large surplus of £1,417.
- The group received £120 from Ramblers Holidays as a result of members mentioning the group when booking their holiday. (Robert Powell thanked those

that had done so and suggested that if members were unsure about the scheme either Sandra or Richard Brown would be pleased to point them in the right direction).

Robert Powell then went on to say that last year the AGM passed six motions that had a direct financial implication. Robert Powell went through these as follows:

a) *The purchase of a sail banner at an approximate cost of £160. The sail banner had not yet been purchased as the Committee is awaiting the outcome of the national decision on the new logo, which is an integral part of the design of the banner.*

b) *For an event or party in 2018 to celebrate the 25th anniversary of the first Dorset Group walk, at an approximate cost of £1,500. A year-end expenditure of £370 on this event did not mean much, as the party took place on the 6th October. Although not related to last year, it is more meaningful to report that the net unaudited expenditure on the party amounted to £1,076, which was well within budget.*

c) *To provide all entrants and marshals who participate in both Group challenge walks in 2018 with a free buff in recognition of the Group's 25th anniversary at an approximate cost of £590. No expenditure arose during the year-ended. However, since year-end the buffs have been purchased at a cost of £530, which is 10% under budget. The buffs are to be given to Dorset members and finishers on the Dorset Giant marshals' event and the main event.*

d) *Grant of a per capita subsidy towards breakfast for participants in a summer or winter solstice walk, subject to a maximum of £150 per solstice event. £78 was spent on the 2017 winter solstice and £68 on 2018 summer solstice.*

e) *Grant to subsidise a summer barbecue, subject to a maximum of £150 per annum. No event took place and so no expenditure arose.*

f) *Grant of a provision of £3,000 to reimburse all reasonable out of pocket costs (excluding time) incurred in supporting Group challenge or challenge marshal events. Allowable costs shall include travel to determine if premises are appropriate for a Group challenge walk or for the purpose of writing and checking the route for a challenge walk. Expenditure shall be monitored by the committee and the committee shall review the scheme as these funds become exhausted or at any other time at its discretion. Expenditure of £262 was incurred in the year-ended 30 September 2018. This amount would have been higher had the Duddle West not been postponed to the new financial year.*

g) *Grant of a provision of £1,000 to reimburse members reasonable expenses when supporting checkpoints on events not organised by the Dorset Group. Events qualifying for reimbursement shall be pre-approved by the committee. The contribution from Group funds shall have regard to any donation received from another group. Expenditure shall be monitored by the committee and the committee shall review the scheme as these funds become exhausted or at any other time at its discretion. Net expenditure of £697 was incurred in the year-ended 30 September 2018, primarily supporting the group check point in Folkestone on the Cinque Ports 100, but also for manning a checkpoint in support of the Bristol and West group on the Wye 50. Normally groups organising 100 events make a donation to each group that run a checkpoint. At the year-end nothing was received from the Kent group, although it is possible that a donation will be received once the Cinque Ports 100 accounts have been finalised.*

7. ADOPTION OF ACCOUNTS

Motion: To adopt the accounts.

Proposed: Dave Green Seconded: John Widdowson.

The motion was carried unanimously.

8. **MOTIONS**

Robert Powell made the following opening remarks:

In October we saw the 25th anniversary of the group but despite that the group didn't have its first approved constitution until three years ago. At that time the group approved that the new constitution would include that two honorary officers of the group, the chairman and the secretary, should, in general, serve for no more than three years. The intention behind this is to prevent one person being in the same position for many years. The term 'in general' is used in the constitution because it was also recognised that there is no point in a person being forced to leave a post if no one is willing to come forward in replacement, which could prove disastrous for the group.

The group's committee has discussed the matters of the honorary officers and their potential length of term in office. As a result it is now considered appropriate to propose adding the treasurer, along with the chairman and secretary, to the list of those who should serve for a limited time. The period of three years was taken from the time that officers serve on the National Committee. During 2018 new Articles of Association were approved at the national AGM, such that the period of time for serving on the National Committee has been increased from three to four years. So it is opportune, whilst proposing adding the position of treasurer to the list of honorary officers who are subject to a maximum period of time, in general, in office, to also propose amending the period of time to four years, effectively bringing this into line with the National Committee.

Robert Powell added that our constitution provides that any changes made to it are approved at the national level. Contact has been made with Dave Morgan, the National Chair, who has given the go ahead to these proposed changes to our constitution.

Robert Powell then asked if there were any questions and this led to a discussion around when this motion should take effect and whether it should apply to those already in post, or just those elected after adoption of the motion. It was decided that it should apply to the current officer holders, including the treasurer.

The following motions were proposed:

Motion 1:

That as an honorary officer of the Group, the Treasurer shall be included along with the Chair and Secretary, who should not serve for more than three successive annual terms of office such that paragraph 5.2 of the constitution would read "Generally the same person shall not serve as Chair or as Secretary or as Treasurer for more than three successive annual terms of office".

Proposed: Robert Powell Seconded: Chris Pitt

The motion was carried unanimously.

Motion 2:

That irrespective of the outcome of motion 1, that the length of office in paragraph 5.2 of the constitution shall be increased from three successive annual terms of office to four successive annual terms of office.

Proposed: Robert Powell Seconded: Chris Pitt

The motion was carried unanimously.

9. APPOINTMENT OF EXAMINER OF THE ACCOUNTS

Colin Utting kindly agreed to continue in this role.

Motion: To approve the appointment of Colin Utting as independent examiner of the accounts for the period 1 October 2018 - 30 September 2019.

Proposed: Sue Widdowson Seconded: Pat Clifton.

The motion was carried unanimously.

10. FORTHCOMING GROUP CHALLENGE WALKS

Chris Pitt and others gave the following information:

- a) **Dorset Giant** - 13-14 April 2019 (incl Marshals' Event, 16-17 March 2019)
This event is now fully booked. The event is being supported by 3 other groups and there is a list of Dorset members who have volunteered to marshal, but more help would be welcomed, particularly for the main event. Some roles have already been allocated but volunteers are invited to express a preference. The event has been competitively priced because a big surplus is undesirable. There are 27 entrants for the marshals' event to date, with some being from other groups. Entrants must complete a standard entry form. There is no charge for the marshals' event.
- b) **Dorset Doodle** - August 2019 (incl. Marshals' Event, July 2019)
This event will have the same format as in previous years. There will be an appeal for volunteers in the new year.
- c) **Group challenge events 2020**
Chris Pitt said the Cerne Giant 30/20 would run again in 2020.

11. SOCIAL WALKS PROGRAMME

Anne Brown said social walks were regularly attracting more than 20 walkers and that more leaders were needed. She appealed to all those who go on the walks to consider leading.

She would like there to be at least 3 walks each month, except those months when the group are running a challenge walk.

Anne Brown went on to describe a series of 3 new linear walks planned for 2019 (April to October). These make up The Stour Valley Way, The Leland Trail and The Liberty Trail. Anne Brown continued that Robert Powell had agreed to lead the first walk, Martin Callow will lead one of the Leland Trail walks and Dave Green one of the Liberty Trail walks. She appealed for volunteers to lead other sections and stated that minibuses will be provided from Group funds. A table was sent round for members to add their names to the section(s) they would lead.

Anne Brown stated that circular walks for May to August 2019 could be booked on the Doodle calendar, with all details to be available by mid-January for inclusion in Strider. She said there were also dates still available for January to April 2019 but it was too late for walk details to be published in Strider for these. Anne Brown encouraged leaders to try and put on a good variety of walks spread around the county, incorporating points of interest when possible. She recommended the Dorset Explorer website as a good place to start planning.

Anne Brown thanked potential leaders in advance.

12. LOCAL GROUPS MEETING 2018- VERBAL REPORT

Chris Pitt and Anne Brown attended the weekend in Chatham this year. Chris outlined the main discussions from the weekend, under the following headings:

Governance

Data protection - was discussed including the General Data Protection Regulation (GDPR).

Bulk email system - the group is complying with GDPR and restricting information appropriately.

Safeguarding policy - Deirdre Flegg is working with the National Executive Committee (NEC) on producing a draft policy, with separate sections for adults and children.

Finance and insurance

Register of walkers for social events

At the Local Groups Meeting guidelines on a register of walkers at social events, from the LDWA insurers, were available and a summary was circulated. The insurers have confirmed that for continued cover this is now a requirement and needs to be put in place with immediate effect. Names and membership numbers are to be collected for members on social walks, with additional information for visitors and guests, who will need to sign to say they accept that the group will be keeping this information.

Chris Pitt said that he and Anne Brown are designing a template for this and that records will need to be kept for 3 years. He added that for health and safety information we can use In Case of Emergency (ICE) cards.

This led to some discussion in the Dorset Group AGM. Dave Green asked what was covered by the insurance and Chris Pitt replied that it was third party only and we need records in the event of a claim being made. He added that accidents are not covered. Angela Gray asked what a walk leader should do if a guest walker declined to give the information requested or consent to its storage. There was no clear response to this. Phil Bardswell requested action to find out more information.

There was discussion regarding the purchase and use of engraved dog tags, to attach to rucksacks, for group members and there was a show of hands in the hall to approve this. It is to be discussed at the next committee meeting in January.

NEC budget and future needs

5 Year plan

Ideas had been discussed for raising money for national funds including the possibility of running national events or having a levy of £1 per entrant on challenge walks.

LDWA 100s

100 Rules were discussed at the Local Groups Meeting, with regard to the need to qualify for these events.

2019 Hadrian 100 was discussed.

There was some discussion at the Dorset Group AGM regarding kit checks, during the walk, for the 100 and other challenge walks, with the intention of preventing entrants dumping much of their kit after an initial inspection. Deirdre Flegg said this should be done at the end, while Chris Pitt suggested after the breakfast stop.

Marketing and Publicity

Strider and social media, such as Instagram, had been discussed at the Local Groups Weekend.

The National Trust's change to their charging policy was mentioned. In future they will only charge for the use of car parks or toilets.

Managing and maintaining long distance paths had been discussed, with some groups describing how they are working with local councils on this and having positive results.

Volunteer awards for those who have made an exceptional contribution to the LDWA were also discussed.

Delegates at the Local Groups Weekend were told that membership of the LDWA is now more than 10,000.

They then discussed the new Logo. Background information was given that the new logo had been discussed at last year's national AGM and a request for possible designs had been circulated, two of which had been chosen by the NEC for voting on by the membership. These were included in December 2018 edition of strider, along with a voting slip. There was no option to remain with the current logo but it was suggested that members could attach a letter to the voting slip if they wished to object.

Members at the Dorset Group AGM then discussed the new logo and the ballot for it. With regard to the ballot Julie Bardswell suggested spoiling the voting slip to provide a record of objection. Richard Brown felt the logos on offer did not relate to the LDWA's activities and stated that the process was poor, with no option to abstain. He wanted our group to give a strong message to the NEC to express our dissatisfaction. Dave Green said the NEC should implement the policy of the members and that there had been a lack of due process. John Widdowson, who will be attending the national AGM, wanted to capture the Group's reaction, so he could express it on our behalf. There was a show of hands in support of the opinion that the process for choosing the new logo was flawed. It was agreed that Chris Pitt will communicate this to Dave Morgan and the NEC as soon as possible and John Widdowson will reinforce the message at the national AGM. Sue Widdowson raised the point that, as there are only approximately 100 members at the national AGM, other members should use the proxy voting forms included in the AGM leaflet.

Date and venue for Local Groups Meeting 2019

Chris Pitt stated that our group should have representation at the next Local Groups Meeting which is to be at the YHA Sherwood, 15-17 November 2019.

13. GROUP SUPPORT FOR THE SOUTH WALES 100 (2020)

Martin Callow said the committee had agreed, on behalf of the group, to staff a checkpoint but it was too early to request volunteers, just to note in the diary.

14. DATES OF 2019 COMMITTEE MEETINGS & AGM

Martin Callow said that the next committee meeting would be Friday 11 January 2019. The rest of the committee dates and the date of the AGM will be decided then.

15. AOB

Richard Brown thanked the chair and committee members for all their hard work.

Chris Pitt thanked Martin Callow for his hard work as Group Secretary and presented him with a personalised mug.