

**LONG DISTANCE WALKERS ASSOCIATION
DORSET GROUP
COMMITTEE MEETING minutes**

Wareham Parish Hall, Friday 11 Jan 2019, 7.00pm

Present:

Committee members:

Chris Pitt (CP) (Chair)
Robert Powell (RP) (Treasurer)
Pat Clifton (PC) (Group Secretary)
Anne Brown (AB) (Walks secretary)
Martin Callow (MC)
Phil Bardswell (PB)
Bill Peach (BP)

Other members:

Deirdre Flegg (DF)

This meeting was devoted to Dorset Giant planning and deciding on the dates for committee meetings in 2019.

1. Chairman's welcome

CP informed the meeting that he had received an email from Jacqueline Farquharson to say she was stepping down from the committee.

2. Apologies for absence

Jacqueline Farquharson (JF)
Julie Bardswell (JB)

3. Event budget - update

RP distributed information regarding the budget, expenditure and income to date for the Dorset Giant 2019.

RP said that, following discussion with DF, the amount for catering on the marshals' event and the main event had been increased to a total of £2,000. This is an increase of £800 above the original budget set in June 2018.

RP stated it was possible the event could make a deficit of £175 but this estimate is subject to many variables, as yet unknown.

CP said he would be happy for the event to breakeven.

With regard to marshals' travel expenses:

- RP stated that for Dorset group members, these would be paid from group funds and were therefore not included in the event budget.
- DF asked if non-Dorset group members, travelling between checkpoints, could also claim expenses. CP said they could.
- MC asked if the same applied to non-members helping as marshals and CP confirmed that it did.
- It was agreed that all should claim on the group expenses claim form, a link to which should be included in relevant emails to volunteers.

4. HQ and checkpoint organisation and 6. Organisation of volunteers

MC produced a draft spreadsheet for the main event, which is still under development.

He said there were a number of outstanding issues.

The following items were agreed:

- There is a need to clarify if JF would be helping on the main event
- 5 people be enough for parking at HQ, as there is plenty of space at the school. Colin Utting will be in charge.
- Admin team at start to be CP, PB, JB and AB
- MC to put out self-clips Saturday morning, therefore not at HQ.

Discussion regarding checkpoints and marshals:

- MC to help set up Abbotsbury checkpoint, which is being covered by the Wiltshire group.
- DF said Hazel Bound at Toller Porcorum would not need help. Marshals will need to take £1 coins for the meter and be reimbursed - DF to let them know.
Action: DF
- Shipton Gorge checkpoint opening to be covered by Mike Childs and BP, as they would be delivering equipment. DF to ask Mike Childs.
Action: DF
- Mount Pleasant is ok.
- Frampton now has plenty of cover. Sue Widdowson will be cooking food at HQ before transporting it to Frampton.
- Mike Childs and BP will also be transporting food.
- Max Gate to be covered by Alan Mattison, Robin Britton, Mike Childs and AB in 2 shifts (7pm to 12 midnight and 12 midnight to 5pm). AB and Robin Britton to be on the early shift. The checkpoint needs 3 people at any one time. Gazebo to be provided by Alan Mattison. National Trust is not to be informed.
- DF suggested Colin Utting can help clear up, after closing Mount Pleasant.
- AB to go to HQ after shift at Max Gate, for a sleep and then help from 5 am.
- RP to help with registration at the start, before going to Frampton, and catering at the end.
- JB is in charge of registration of finishers.
- Tom Mussell and Steve Fry are to be asked to help with the catering
Action: MC
- Minibus to be at the checkpoints as they close. Also to pick up the sweepers at Shipton Gorge and take other sweepers to Frampton, in time to eat before sweeping.

Other items agreed:

- Kit check - will be stated on tally.
- Contact with other groups to go through DF from now on, unless electronic, then CP.
- RP to action all arrangements for paying checkpoints
Action: RP
- Removal of rubbish, food waste/recycling to be on DF's summary sheet(s).

5. Entries

CP said an extra 10 have been taken to replace those dropping out and there are 40 on the waiting list.

Tallies and certificates are not yet done. There will be no tallies for marshals' walk.

PB to order badges (250 needed, no mileage on badges).

Action: PB

Bufs to be given to finishers, marshals and regular Dorset members.

6. As above

7. Catering

As planned by DF

Discussion regarding provision of hot drinks at Max Gate for late arrivals. CP has gas stove if needed.

8. Route and route description

MC has nearly completed.

2 main issues logged with DCC:

- Barbed wire on top of the fence north of Punckowle has been removed, but needs rechecking.
- Gates tided together with twine after Toller Porcorum. AB to confirm when sorted.

Action: MC

Action: AB

Other issues:

- MC is trying to agree a permissive route at Hammiton Farm to avoid boggy fields - decision likely in February.
- MC to prepare route description for marshals' event.
- MC to notify landowners and isolated house owners (AB can help identify landowners if needed).

Action: MC

9. Transport

CP to hire 9 seater minibus and contact drivers (Peter Cowlyn and Pete Stockley) to give their details to the hire company. MC to try and identify 3rd driver - will approach Brian Taylor. AB willing to drive, instead of covering Max Gate, if needed.

Action: CP and MC

10. Parking

The following points were made:

- HQ has plenty of space.
- Charminster - marshals will need to park on the road/by the church.
- Shipton Gorge - has no parking for supporters.

11. Organisation of equipment

AB is updating the list of items of equipment and their locations.

CP to let her know what he has at home.

Action: CP

MC said checkpoint leaders will be supplied with items they need, including floor covering. MC suggested checkpoints ask BP or Mike Childs if anything else is needed on the day.

First aid kits - PC is to prepare and arrange delivery before marshals' and main events (to HQ on Friday evening for main event). 6 hard boxes and 4 soft packs confirmed as enough, with CP having his own kit at HQ for main event.

Action: PC

There was discussion of 'walkers on road', 'clipper point' and 'checkpoint' signs. PB recommended entrants to have reflective patches on backpacks. RP will bring 20.

12. Risk assessment

The overall risk assessment has been revised by PB and is now on Dropbox. RP asked CP if he is going to sign off the main risk assessment, updated by PB, to which CP replied that he asked everyone to read the main risk assessment on Dropbox before the marshals' event takes place. All to review.

Action: All

RP will co-ordinate risk assessments. RP thanked AB, DF, MC, Mike Childs and Patricia Dashwood for their help.

Clarification is required regarding risk assessment for Wey Valley School.

Action: RP

13. Kit check

Participants will be told there will be a kit check.

14. Publicity

No more needed

15. Marshals' event

BP is planning the marshals' event and has produced a timetable.

The following points were made:

- There will be no clipper points.
- Hot food will be served at Charminster.
- No parking for participants at Upwey Memorial Hall.

BP is to amend the closing time at Charminster to be the same as on the main event.

Action: BP

16. Dates of committee meetings for 2019

There was discussion regarding changing the venue and day of the week for committee meetings.

AB to look into possibility of using Morden or Winterborne Kingston village halls.

Action: AB

Thursday evenings proposed for committee meetings in 2019: 21 Feb, 16 May, 15 Aug and a date in Oct (probably 24 Oct) to fit in with the AGM.

Discussion regarding venue for AGM. CP to discuss with Dave Green his suggestion to use Kingcombe Wildlife Centre, with possible dates 24 Nov or 01 Dec (the latter now being the preferred date so that JB and PB can attend).

Action: CP

17. Any other business

- BP inquired if there would be a committee meeting between the marshals' and main event for the Dorset Giant. CP said we may have an informal meeting if needed. Marshals are expected to give feedback after their walk.
- Walk registers for social walks were discussed. CP said the walk leader should not be expected to take the register alone, particularly if there is a large group. RP asked if the requirement for a register had been formally mandated and CP said this was coming and the group should start now. CP will produce and circulate a check list.

Action: CP

- AB said more guidance is needed regarding visitors to the social walks and the storage of their information. CP is testing the best way of doing this and will send details when finalised.

Action: CP