

Dorset LDWA committee meeting minutes

Dorset LDWA committee meeting minutes (draft) 16 May 2019

LONG DISTANCE WALKERS ASSOCIATION  
DORSET GROUP  
COMMITTEE MEETING

Winterborne Kingston Village Hall, Thursday 16 May 2019 6.30pm

Present:

Committee members:

Chris Pitt (CP) (Chair)  
Robert Powell (RP) (Treasurer)  
Pat Clifton (PC) (Group Secretary)  
Martin Callow (MC)  
Julie Bardswell (JB)  
Phil Bardswell (PB)  
Bill Peach (BP)

Non-committee member:

Deirdre Flegg

1. Chairman's welcome

CP welcomed everyone to the meeting.

2. Apologies for absence

Anne Brown

3. Approval of minutes of the meeting 21 Feb 2019

The minutes were approved and a printed copy signed by the chairman (CP).

4. Matters arising from the meeting 21 Feb 2019

National AGM 2018 - a proposal was made that the group should formally thank John Widdowson for representing our views and raising our concerns at the National AGM 2018. CP agreed to do this.

Action: CP

5. Financial update

RP had distributed, by email, a copy of the treasurer's report to the committee members prior to the meeting. It contained the following information:

The Group bank account statement for the period ending 22 April shows a balance of £13,526.97. Having regard to cheques uncashed at that date, cheques written since and taking account of income received since, the bank account balance as at 13 May was £11,717.62.

The group also has a £200 retention, held by agreement with SiEntries Limited, for refunds to entrants on any Dorset LDWA challenge event. Therefore, the total cash assets of the group as at 13 May amount to £11,917.62.

RP also said that the Kent group has been contacted again concerning a payment from the surplus of the Cinque Ports 100 as, despite their request for bank account details 3 months ago, nothing had been received to date.

The financial update continued with the following items:

- **Doddle West Outturn**

The Doddle West held on 21 October 2018 resulted in a surplus of £693.49, which increases to £893.49 when the £200 held by SiEntries is included.

- **Payments to groups who ran a checkpoint on the Giant and to Wey Valley School for Duke of Edinburgh (DoE) purposes**

It was agreed that a payment of £100 each, should be made to three LDWA groups (Wiltshire, Bristol & West and Cornwall & Devon) for running checkpoints on the main event. The committee also agreed a donation of £200 to Wey Valley School to support their DoE activities.

Action: RP

- **Budget for the Doddle 2019**

RP presented a table of expected income and expenditure for this event which included the following figures:

Total income	£3,924.00
Total expenses	£2,603.00
Event surplus	£1,321.00

- **Budget for Cerne Giant 2020**

RP presented a table of expected income and expenditure for this event, to be held on 22 Mar 2020, which included the following figures:

Total income	£1,584.00
Total expenditure	£1,165.50
Event surplus	£418.50

- **Expenditure on transport for social walks**

RP stated that, following approval of the committee, the cost of hiring two taxis for the Hardy Annual walk on 10 Mar 2019 was £24.

The committee have also given approval for the hire of transport for the Stour Valley Way linear walks. RP stated that for leg 1 on 7 Apr this was £50 for the coach\* and £30 for the ferry. For leg 2 on 5 May the coach cost £120.

\*The coach was supplied at a reduced charge on 7 Apr due to a late pickup by the coach company.

- **Submission of group accounts to the LDWA treasurer**

RP said that an outcome of the LDWA AGM 2018 is that it would now appear incumbent for the group to submit its annual accounts, each year, to the LDWA Treasurer, no

later than 45 days after the Group Annual General Meeting. He asked the committee to concur with this requirement, starting with the year ending 30 Sept 2019. The committee agreed to this.

#### 6. LDWA Publicity - Walk of the Month proposal

The committee agreed, as in the February meeting, that there is no need for this at present and the situation will be kept under review.

CP said that to provide another form of publicity for the group, he and DF were planning to man a stall at an outdoors/wellbeing event in Dorchester on Sat 18 May.

#### 7. Group Challenge events

##### **a) Dorset Giant - matters arising:**

- Rolling starts and entrants arriving early at CP1

CP said there had been a problem at the Abbotsbury checkpoint due to many entrants arriving too early. He said that fast runners/walkers should leave later, as facilitated by the rolling start. It was agreed that entrants arriving before the checkpoint opened would be stopped approximately 100m before the checkpoint and made to wait. No food or drink will be supplied until the opening time and the marshals are to be strict about applying this rule.

PB agreed to remind entrants at check-in.

Action: PB

- Waiting for and feeding of sweepers, even if the checkpoint closing time has passed

It was noted that the members of the Wiltshire group, running checkpoint 1 at Abbotsbury, had closed down and left before the sweepers arrived. It was agreed that the need to stay open, and offer refreshments to the sweepers, should be emphasised to visiting groups in future.

- Route issues

Right of Way problems - MC agreed to keep these under review for next time the event is run (2022). He will contact Tara Hansford, at Dorset County Council, about any issues early in the planning process. It was noted that for this year's event there had been a problem with some gates being tied with twine near Toller Porcorum, which had not been fully resolved. AB had spoken to Tara Hansford and she had apologised for the oversight.

Action: MC

CP asked if it would be preferable to switch back to using Loders rather than Shipton Gorge for a checkpoint in future and it was agreed that it would be. It was also agreed that flashing lights would be placed on the night clipper-points in future, as some entrants had missed them in the dark.

- Spare funds

AB suggested, via email prior to the meeting, that the committee should consider a donation to Shipton Gorge village hall to help replace their urn, which had broken while being used for the Giant. A donation of £50 was agreed.

Action: RP

- Clash with Bath Beat

MC pointed out that there was no clash this year, so this was not an issue. It was agreed to bear this in mind for the future.

- Feedback and thanks

Following feedback from Colin Utting it was agreed that, in future, marshals manning the car park could leave when demand is low, during the last 30 mins before the start. They should put up signs when leaving. Colin Utting had also pointed out that the Mount Pleasant checkpoint had run out of food and was near to running out of water. The committee agreed that water alone would be provided at this location in future. There could also be a small amount of food to be given only to those in distress.

RP proposed that formal thanks be given to Alan Mattison for the use of his garage, as a checkpoint. CP agreed to do this.

Action: CP

- Catering

DF summed up as follows:

The catering team had managed to use up much of the stock of food left from previous events, but there was still some to be used on the Doddle. This had allowed the catering for the Giant to come in under budget. The donation of leftover food to the Salvation Army had been received very well.

In addition DF said that, for future events, there is a need for a greater number of marshals to man the outdoor checkpoints and to join the catering team at HQ.

#### **b) Dorset Doodle**

BP raised a query regarding the insurance for the church hall in Swanage, which is used as HQ for this event. CP said this referred to third party insurance, for which we were covered by the LDWA.

CP is organising the marshals' event and has booked a minibus for 28 Jul 19 to leave Swanage at 7.15am (a little earlier than on previous occasions).

It was noted that the police don't need to be informed of events directly in future. Instead MC agreed to supply a copy of the risk assessment for this year's Doodle to the Safety Advisory Group, as requested.

Action: MC

BP, organising the main event, stated that there are still a few gaps in the timetable, where more marshals are needed.

#### **c) Cerne Giant**

MC said he felt this could be run by the committee rather than a management working group. He suggested the committee needs to decide who will lead on the main roles and volunteered himself to lead on the recruitment of marshals and on the route.

JB said the entry for this event in Strider and on the website needed checking and PB agreed to do this.

Action: PB

It was agreed to hold the marshals' event on 1 Mar 20 and the main event 22 Mar 20. Entry fees were agreed as £16 for non-members and £8 for LDWA members. PB agreed to enter this information on the national website.

Action: PB

CP agreed to be the point of contact for the Cerne Giant.

#### **d) Catering for future events**

DF said that Michael Scanlon may need to be asked about future involvement in catering. RP said simple food should be provided.

JB said that catering at HQ and for the checkpoints should be separate roles in future. CP agreed but pointed out these must be co-ordinated.

PC agreed to consider co-ordinating the catering for the Duddle (only) and to discuss this with Debbie Murphy. DF agreed to give support.

Action: PC

#### **e) Equipment management for future events/inventory**

CP said he prefers to have all equipment for an event to be delivered to HQ beforehand, so that it can be allocated and delivered to the checkpoints from there. He feels this was particularly important for the Dorset Giant.

JB said everyone holding equipment needs to check the lists on Dropbox are correct.

Action: All

MC advised that we need an equipment co-ordinator for the Duddle and the Cerne Giant.

BP agreed to co-ordinate for the Duddle and it was agreed to ask AB at a future meeting if she would do the same for the Cerne Giant.

#### **f) Retiring Saxon in favour of Pacer**

It was agreed that any HQ for future events must have Wi-Fi. Pacer had been used on the Giant and worked well, so it was agreed to continue using it.

#### **g) Help at HQ at the end of all events**

It was noted that all the equipment, left over food etc comes back to HQ at the end of an event and this can be a difficult workload for the marshals at HQ to deal with. It was agreed to timetable some marshals to come to HQ at the end of an event specifically to help with this.

For the Duddle it was agreed that 2 people would be needed 6pm to 10pm to help clear up, remove rubbish etc. BP agreed to add to marshals' plan.

Action: BP

#### **8. Sail banner**

There was some discussion regarding the new national LDWA logo, the possibility of a new Dorset logo and whether we want either included on the sail banner. It was decided to

postpone the decision until after our AGM in Dec 19, when a new Dorset logo could be discussed.

#### 9. Checkpoint for Wiltshire 50

Proposed dates for this event (not yet finalised) are:

Main event 31 Oct 20 - 1 Nov 20

Marshals' event 12 Oct 20 - 13 Oct 20

MC agreed to lead on co-ordination with the Wiltshire group but expressed concern that we might be stretched to find volunteers for the 3 events (the Wiltshire 50, the South Wales 100 and the Wellington Boot) that we have agreed to support for other groups.

Action: MC

#### 10. Contents of first aid boxes

PC demonstrated the contents of a first box to the committee and there was some discussion as to how items might be used by marshals, at checkpoints or sweeping, if first aid was needed.

CP said that metal tweezers are no longer acceptable and must be replaced with disposable plastic ones. PC agreed to do this.

Action: PC

DF suggested a checkpoint training day for marshals, covering all aspects of running a checkpoint, including first aid. No decision was made on this.

#### 11. First aid training

It was agreed that many potential marshals would benefit from updating their first aid knowledge/skills. CP said he will get a quote for group members to do some appropriate training.

Action: CP

#### 12. Social walkers registers

It was agreed to continue with our present arrangements for keeping records, until any official change in policy is indicated by the NEC.

#### 13. Social walks planning and programme

PC read out the email sent by AB prior to the meeting. It covered the following:

- **Winterborne Kingston VH**, - AB had emailed Karen Ben Amour asking to book the hall from 18:15 on 16 May and to confirm the booking for 31 Oct, for which a deposit may be due.
- **Social Walks Register** - AB has not had a reply from the NEC's new Data Protection lead to her question about GDPR and collecting data from guest walkers.
- **Giant RoW problems** - covered in matters arising from the Giant.
- **Giant spare funds** - covered in matters arising from the Giant.

- **Inventory** - AB thanked those who have sent updated inventory lists and requested others to send lists to her, if they had not already done so. AB will send out a request to other members soon.

Action: AB

- **Bath Beat** - AB said the organisers have contacted us to make sure the Bath Beat and Dorset Giant do not clash in future. The committee will liaise with them when the next Dorset Giant is being planned.
- **Strider entry** - AB has sent the request for the new wording and will send a reminder with the new entries.
- **Social Walks Programme** - AB said the social walks on Sundays have been very popular, with many walks attracting over 30 walkers, which is more than ideal. AB would like to try to offer a walk most weekends but there is not sufficient enthusiasm among leaders for this, at the moment. Some new members have offered to lead walks which is promising. We have at least 20 weekend social walks between now and the end of the year.

Re:Tired walks have seen a decline in frequency, partly due to some leaders choosing not to lead under the LDWA banner (in protest to the ever increasing bureaucracy and register taking).

Linear walks this year have got off to a good start although leg 2 of the Stour Valley Way turned out to be longer than advertised - AB took full responsibility for this, due to the quoted distance on the official GPX for the route being inaccurate.

- **Homeward Bound** (item 14 on the agenda) - AB said we had a problem with Homeward Bound at the start of leg 1 of the Stour Valley Way, when they arrived 30mins late for our booking. However, their response on realising their mistake, and efforts to compensate have reassured her that this is unlikely to happen again. We are using them for leg 2 and AB is sure we can rely on them for the Duddle.

In an additional email AB said the group do not, as yet, have a location (see item 15 below) or a leader for the AGM walk this year. She appealed for a volunteer.

JB requested funding for a barbeque, to be held in their garden, after the walk to be led by PB 14 Jul 19. A maximum expenditure of £150 was approved.

#### 14. Homeward Bound

Covered by AB's email above.

#### 15. Date of the AGM, venue and arrangements

The date was confirmed as 1 Dec 19. CP said he had made a provisional booking for use of the tearooms and barn at The Kingcombe Centre run by Dorset Wildlife Trust, for lunch and the AGM. A buffet lunch could be provided for up to 40 people at £8-10 each. It was agreed to confirm this booking.

Action: CP

16. Date of the next committee meeting.

Confirmed as 15 Aug 2019.

17. Any other business

RP suggested it should be group policy to refund the entry fee for a main event to anyone who has acted as a marshal on the marshals' event. Following some discussion it was decided to postpone a decision on this until all committee members were present.

RP asked where members could obtain Dorset LDWA polo-shirts and sweat-shirts. DF said they came from a company called Stylish Stitches. It was agreed a decision on a new Dorset logo needed to be made before placing an order.