

Dorset LDWA committee meeting minutes

Dorset LDWA committee meeting minutes (draft) 15 Aug 2019

LONG DISTANCE WALKERS ASSOCIATION
DORSET GROUP
COMMITTEE MEETING

Winterborne Kingston Village Hall, Thursday 15 Aug 2019 7.00pm

Present:

Committee members:

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

1. Chairman's welcome

CP welcomed everyone to the meeting.

2. Apologies for absence

Julie Bardswell (JB)
Phil Bardswell (PB)

3. Approval of minutes of meeting 16 May 2019

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

4. Matters arising from meeting 16 May 2019

- RP proposed that, in line with the wishes of John Elrick (NEC Treasurer), Dorset group should submit our most recent set of accounts to the NEC. It was agreed therefore to send the accounts dated 30 Sept 2018.

Action: RP

- RP raised the point that no formal notification had been issued by the NEC to local group secretaries regarding the submission of accounts or other matters such as the taking of registers for the social walks. The committee agreed that communication from the NEC could be improved and CP suggested this matter could be raised at the next local groups meeting (see item 12 below). The committee agreed this course of action.
- PC confirmed that the metal tweezers, in the group first aid kits, had been replaced by sterile, plastic, disposable tweezers, in line with current recommendations.

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:

- i. The Group bank account statement for the period ending 22 July 2019 shows a balance of £13,260.46. Having regard to cheques uncashed at that date, cheques written since and taking account of income received since, the bank account balance as at 12 August 2019 was £11,283.21.

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 12 August 2019 amount to £11,483.21.

- ii. The balance at 22 July 2019 includes income of £40 received on 30 April 2019 from RWH Travel Limited in respect of our members booking Ramblers Holidays.
- iii. The group has received £250 from the Kent Group in respect of the checkpoint at Folkestone that the group ran on the Cinque Ports 100 in 2018. This amount is included in the balance as at 22 July 2019.
- iv. The donations in respect of the Dorset Giant 2019 agreed by the committee have been paid, and the outturn for the event in summary is as follows:

Total income £4,606.00

Expenditure:

Accommodation £1,043.00

Event Processing £355.92

Catering £1,599.47

Miscellaneous £1,316.18

Total £4,314.57

Surplus for the event £291.43

Travel expense payments £372.86 (equivalent to £1.58 per entrant)

- v. Having obtained approval from the committee RP will place the full outturn for the Dorset Giant 2019 on Dropbox for future use, alongside those of the Duddle 2018 and Duddle West 2018.

Action: RP

- vi. The committee gave approval for the hire of transport for the linear Stour Valley Way walks. The cost of the minibus for leg three held on 9 June 2019 was £100. The cost of the minibus for leg four, incorporating the start of the Leland Trail, held on 21 July 2019, was £100. The cost of the hire of transport for the Duddle Marshals' event held on 28 July 2019 was £115, albeit that the group is awaiting a claim for reimbursement for the hire.
- vii. The summer solstice walk attracted nine members and expenditure on breakfast of £70.10 was incurred (2018: £68.10), at an average of £7.79 each.

The following points were made, by members of the committee, regarding finance:

- MC said group members should be reminded, at the AGM, that Ramblers Holidays have a Walking Partnership Scheme, which makes donations to walking groups when a holiday is booked, and that our group is registered for this scheme.

Action: MC

- CP asked about the expenditure on the summer barbecue organised by Phil and Julie Bardswell on 14 July 2019. RP said £141.69 was spent and he would include this in his next report.

Action: RP

The committee discussed the refunding of entry fees, if they enter the main event, for anyone acting as a marshal on the marshals' event. It was agreed, by a majority decision that this would apply only to the person organising the marshals' event, not to those helping as marshals on the day.

6. Group challenge events

a) **Dorset Duddle**

- It was agreed to give badges to all finishers this year, along with their certificates.
- The need to keep manual records at the Lulworth checkpoint, now that electronic records are produced by scanning, was discussed. It was agreed to trial stopping manual records and clipping at Lulworth. It was observed that this may mean fewer marshals will be needed there, in future.
- MC said he had forwarded the risk assessment for the event to the Dorset Safety Advisory Group, who would notify all the agencies involved. It was noted that we should do this for all future events, along with updating the risk assessments (each time an event is run) and notifying Tara Hansford and the Dorset County Rangers. CP suggested we need a checklist for those organising events.
- RP said he would be available to help earlier in the day of the event than originally planned and that he would carry out a risk assessment of All Saints Church Hall while there.

Action: RP

b) **Cerne Giant (22 Mar 2020)**

There was some discussion of the main roles needed for this event.

- Overall lead for this event on the day - CP agreed to take on this role.
- Recruitment of marshals and the route description - MC volunteered to lead on these.
- Catering - it was agreed this should be split into 2 roles, one for the checkpoints and one for headquarters. AB and RP said they were willing to organise the food, but not spend the day cooking.
- Transport - no one yet in place. BP volunteered to be responsible for transporting retirees.
- Equipment - no one yet in place.
- Publicity - to be discussed with PB. RP confirmed that details were in Strider and that the fees quoted were suitable.
- Event secretary - CP agreed to take on this role.

- Parking - there was some discussion regarding the possible loss of hard standing at the site used previously and the possible alternatives, if this should prove to be the case. MC/RP agreed to check this with the manager of Up Cerne Ltd. CP agreed to check with the local goods yard, if necessary.

Action: MC, RP and CP

MC agreed to send out an email to ask for volunteers to help on the Cerne Giant, including people to lead on equipment and also on parking.

Action: MC

It was noted that the budget for the Cerne Giant could be affected by Brexit, particularly if food prices increase.

c) Catering for future events

It was agreed that more help was needed from the group membership with regard to catering for events. PC agreed to email the membership to ask for volunteers to take on this role.

Action: PC

d) Equipment management for future events and inventory

AB said that keeping the inventory up to date was proving difficult, because not all those storing equipment at home were responding to her emails, requesting them to list the items on Dropbox (or let her know, so she could do so).

7. Checkpoints for the Wiltshire 50, the Wellington Boot and the 2020 - 2022 100's

Wiltshire 50 - An email to the group from Andy Todd requesting help to run a checkpoint on the Wiltshire 50 was discussed. The dates of the main event have been confirmed as 31 Oct - 1 Nov 2020, with the marshals' event to take place 10 - 11 Oct 2020. MC agreed to lead on this.

Wellington Boot - BP will lead on assisting on the Wellington Boot.

South Wales 100 - CP will lead on the South Wales 100.

South Yorkshire 100 in 2021 - the committee decided not to volunteer to run a checkpoint on this event.

Warwickshire 100 in 2022 - CP agreed to contact the group and offer to run a checkpoint at about 60 - 70 miles into the route.

Action: CP

8. First aid training and training on running checkpoints

CP said he would be speaking to his contact from Bournemouth University regarding first aid training in September, when he (the first aider) had returned from annual leave.

Action: CP

There was some discussion about encouraging members to become more involved and attracting new people into helping with event planning and running the group. CP said it was important for checkpoint marshals to rotate jobs in order to get more experience and not become bored with doing the same activities each time. It was noted that the committee needs more members.

9. Social walks register

Following some rather confusing and contradictory guidance from the NEC, it was agreed that the group should continue to take registers on social walks. AB said she is now able to upload these to the LDWA system. CP agreed to update the list of regular walkers, currently in use, and provide more space on the document for visitors' details (email address/phone number) and signature.

Action: CP

10. New Dorset LDWA logo

In light of the new national logo it was agreed that this should be considered by the group, with motions, as to whether and how this should be done, for discussion at the AGM. RP agreed to draft two motions to this effect and put them to the committee at the next meeting.

Action: RP

11. Social walks planning and programme

AB made the following points:

- There are currently 13 social walks planned before 1 Jan 2020 and she will encourage an increase in this number if possible.
- Some of the linear walks had not been so well supported recently and possibly it was time to give this format a rest.
- Consideration could be given to providing 2 walks, of different distances, on the same day.
- She will soon be asking for details to be submitted of walks planned for Jan to Apr 2020.

12. The local groups meeting 2019

This is planned for 16 - 17 Nov 2019 in Sherwood and the group has two places reserved. AB and CP agreed to attend on behalf of the group. CP said they would bring up the way in which the NEC is currently communicating with the local groups, particularly the lack of formal instructions on LDWA policies. They asked for other ideas to be submitted for the agenda.

13. Details of our AGM arrangements

This has been booked for 1 Dec 2019 at the Kingcombe Centre. There will be a walk, led by Dave Green, in the morning, followed by a buffet lunch at 1pm, for which provisional booking, for 35 people, has been made. The AGM will start at 2pm, aiming to finish at approximately 4pm to avoid driving home in the dark.

CP said the NEC have requested for one of their members to attend each local group AGM, in order to talk about financing a new LDWA website. CP agreed to issue an invitation, for one of them to come to our AGM, for this purpose.

Action: CP

14. Date of the next committee meeting

The date of the next meeting was agreed as 31 Oct 2019 and the first meeting after the AGM as 9 Jan 2020. Both meetings to start at 7pm.

PC agreed to make the bookings for the Winterborne Kingston village hall.

Action: PC

15. Any other business

- The committee agreed to flag emails containing confidential information with a * in the subject line. This is so they can be identified easily and deleted as soon as no longer needed.
- AB requested funding for mince pies and mulled wine, to be provided on the walk she is leading 15 Dec 2019. The committee agreed a budget of £60.
- AB asked for the future committee meeting agendas to be put on Dropbox. PC agreed to do so.

Action: PC

- BP said that he is planning to stand down from the committee at the AGM. This led to a discussion about the committee needing more members and how members of the group might be encouraged to come forward and join us, if only for a limited time period.
- It was agreed that AB could organise an award for the group member leading most walks throughout the year, to be given at the AGM.