

LONG DISTANCE WALKERS ASSOCIATION
DORSET GROUP
COMMITTEE MEETING

Winterborne Kingston Village Hall, Thursday 31 Oct 2019 7.00 pm

Present:

Committee Members:

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

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 15 Aug 2019

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

4. Matters arising from meeting 15 Aug 2019

There was some discussion regarding the difficulty of getting volunteers to take on more prominent roles, such as checkpoint leadership, in challenge events and also the need to recruit more committee members. It was thought some members are not reading the committee meeting minutes. PC suggested a more direct approach via email, appealing for help.

BP said he would continue to help on challenge events, as before, despite standing down from the committee.

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 21 October 2019 shows a balance of £11,168.37.

The £200 group retention held by agreement with SiEntries Limited for refunds to entrants on any Dorset LDWA challenge event was automatically refunded to the group, less £7.48 in respect of the net of entrant income and associated charges including VAT. The net refund of £192.52 is included in the balance shown above.

- ii. John Elrick, the LDWA national treasurer, has acknowledged receipt of our group accounts for the year ended 30 September 2018.

- iii. The cost of the summer BBQ held on 14 July is confirmed as £141.69.
- iv. The cost of transport for leg two of the Leland Trail held on 25 August was £45. There was no cost of transport to the group for the Liberty Trail North held on 1 September. The cost of transport for the Liberty Trail South held on 6 October was £60.
- v. A late claim for travel expenses has been paid in respect of The Dorset Giant 2019. Whilst the outturn for the event, as reported last time, remains unchanged, the revised amount paid in respect of the event challenge expense payments increases to £389.86 at an average of £1.65 per paid entrant.
- vi. **The outturn in respect of the Dorset Duddle 2019**, including the Marshals' event, was as follows.

Total income:	£4,001.77
Total expenditure:	£2,456.07
Event surplus:	£1,545.70

It was noted that the surplus was £127 greater than last year (2018) due to a relatively low amount spent on food this year. This was because the group were using up food stocks, left over from the Dorset Giant.

For the main event, held on 18 August, there were 278 paid entrants, with 230 starting on the day. 182 entrants booked the coach transfer from Swanage to Weymouth.

vii. LDWA Dorset Group Accounts (draft) 1 Oct 2018 to 30 Sept 2019

The group accounts for the year ended 30 September 2019 have been submitted to Colin Utting, as the independent examiner of the accounts. These show:

Opening balance	£14,234.93
Total income	£9,113.02
Total expenditure	£12,179.58
Balance at the year-end	£11,168.37
Overall decrease	£3,066.56

The breakdown for individual events was as follows:

The Duddle West 2018

Total income	£2,911.99
Total expenditure	£2,218.50
Surplus	£693.49

The Dorset Giant 2019

Total income	£4,250.08
Total expenditure	£3,958.65
Surplus	£291.43

The Dorset Doodle 2019 as above (vi)

The treasurer's report continued with the following information:

The year ended was unusual as nearly all expenditure in respect of the postponed Doodle West was incurred in the year reported here, whereas nearly all the income was received in the previous financial year.

Outcomes from motions approved at AGM 2017

The committee must report to the AGM in 2019 on the success and financial implications of the motions approved at that the 2017 AGM. The outcomes to be reported to this year's AGM are as follows:

a) The purchase of a sail banner at an approximate cost of £160.

Purchase is subject to the outcome of the AGM motions on a new group logo.

b) For an event or party in 2018 to celebrate the 25th anniversary of the first Group walk at an approximate cost of £1,500.

Net expenditure on the party held on 6 October 2018 amounted to £1,052.23.

c) 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.

£58.45 was spent on the 2018 winter solstice, and £70.10 in respect of the 2019 summer solstice.

d) Grant to subsidise a summer barbecue, subject to a maximum of £150 per annum.

The event took place on 14 July 2019 at a cost of £141.69.

e) Grant of a provision of £3,000 to reimburse all reasonable out of pocket costs (excluding time) incurred in supporting Group challenge or challenge marshals' 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 £742.60 was incurred in the year ended 30 September 2019. The cumulative total spent in respect of the past two financial years is £1,004.24.

f) 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.

No expenditure was incurred in the year ended 30 September 2019. However, income of £250 was received from the Kent group in respect of the group check point in Folkestone on the Cinque Ports 100 in May 2018. The cumulative net total spent in respect of the past two financial years is £446.33.

On discussing the accounts the committee raised 2 points:

- RP noted that in 2020 the motion regarding the intention to decrease the balance of the group's funds, would need to be renewed.
- AB asked if we were still accepting suggestions from group members for ways in which funds may be used, such as subsidising the purchase of group T-shirts or sweatshirts. It was agreed that any ideas would be welcomed and discussed by the committee.

6. Group Challenge events

a) Dorset Duddle 23 Aug 2020

Following feedback from the 2019 event, it was noted that for the event secretary working from 7am to 10pm, was possibly too long. CP said that the event secretary needed to be present at the start and that someone familiar with the technology was needed to use Pacer and print the certificates, at the end.

It was agreed to keep the budget and the entry and coach fees for the 2020 event the same as that for 2019.

BP agreed to book the halls at Lulworth and All Saints, Swanage.

Action: BP

AB agreed to lead on the marshals' event, which will be Sunday 26 Jul 2020.

b) Cerne Giant 22 Mar 2020

It was agreed that there is need to discuss with volunteers the hours they could be expected to work, with particular regard to the start and finish of the event.

There was feedback (from MC) and discussions on the planning as follows:

- catering

AB and RP agreed to lead on this and will meet to make plans. They expect to keep the cooking to a minimum.

Action: AB and RP

- parking

Colin Utting has agreed to lead on parking on the day.

MC has confirmed that we can use the car park at the doctors' surgery in Cerne Abbas. We are also planning to use the car park opposite the village hall and the Giant View car park.

There was some discussion regarding the number and position of the marshals needed to direct entrants to the most appropriate spaces and to help them to park closely together, in order to avoid wasting space. In addition CP will look into supplying entrants with a map/postcode(s) of parking sites. Marshals will also need to be available to help the runners, who will be arriving an hour later. MC is to discuss the details with Colin Utting. It was noted that entrants parking at the surgery would need to be supplied with directions to the start.

Action CP and MC

- transport

It was agreed there will not be much requirement for transport as those manning checkpoints will be asked to pick up any food and equipment they require from HQ before the start.

BP agreed to be in charge of picking up retirees.

- equipment

Mike Childs has agreed to be in charge of equipment. The need for another volunteer to shadow him, in order to learn what is involved, was raised.

- volunteers

MC said he had 26 volunteers so far and will ask at the AGM for a few more.

- route

AB, MC and Ian Brown have checked much of the 20 mile route. RP and MC will check the rest of the 20 mile route and the 30mile route.

AB has logged a few issues with Dorset County Council. These included a tree across the path near to the start, which is expected not to be a problem by the time of the event. In addition, a farmer had installed a permanent electric fence across a right of way through one of his fields, effectively blocking part of the route. AB said a diversion would need to be agreed with the farmer and the route description amended. RP and MC agreed to contact the farmer.

Action RP and MC

- marshals' event

Ian Brown has agreed to run the marshals' event and walk on the main event, for which he will not be charged. Mike Childs, Deirdre Flegg, Hilary England and Rachel Christopher have agreed to help him. The date of the marshals' event will be 1 Mar 2020 and entrants will be required to help on the main event. Ian Brown will send an email (via the Walk Secretary) giving details and asking who would like to enter.

- publicity/possible advertising to Duke of Edinburgh groups

MC expressed the hope that PB will handle the publicity, as usual, although it is anticipated that not much will be needed. CP stated that no fliers would be required as the event would be in Strider and on Facebook and Twitter.

AB suggested the event could be promoted to local schools involved in the Duke of Edinburgh award scheme. There was some discussion regarding the issues this might raise.

It was agreed that up to 20 places could be offered, with the charge to entrants being the same as that for LDWA members. AB agreed to contact a number of schools, in turn and see how they respond.

Action AB

c) Route for the Dorset Giant 2022

Prior to the meeting PB had proposed a new route for this event and it was agreed that, in principle, this is a good idea. It was planned that a more detailed discussion should take place next year. CP will email PB to that affect.

Action CP

d) Catering for future events

It was agreed that ideally the group should have a team of people able to lead on catering for events, who could take it in turn to do so. This issue is to be raised at the AGM.

e) Equipment management for future events/inventory

AB expressed her frustration with trying to keep the equipment inventory up to date, as she gets very little response to her emails asking members to let her know what they have stored in their homes.

7. The AGM

Discussions took place under the following headings:

- **final arrangements for walk/lunch and confirmation of start time**

Dave Green will leading a 7.5mile walk from the Kingcombe Centre, Toller Porcorum in the morning starting at 9.00, with the intention of being back by 12.00, so that walkers can get changed before the buffet lunch at 13.00. The official start time for the AGM is 14.00.

CP has agreed to let the venue know the final number for lunch on 15 Nov 2019.

RP agreed to email all primary members, via the secretary, in order to draw up a list of those requiring lunch.

Action: RP

- **invitation to NEC member**

CP said he had provided the NEC with the information they were requesting, but despite this there has been no clear leadership or plan from them regarding whether one of their number would be attending the Dorset group AGM. AB has spoken to David Holland who appeared to know nothing about any plans to attend and will not be coming himself.

CP said that it appears unlikely that any member of the NEC will be present at the Dorset group AGM but if he hears from them, he will request a paper outlining what they wish to discuss, so this can be circulated to members at least 7 days before the AGM.

- **nominations and motions**

The closing date for nominations and motions, to be submitted to the group secretary for consideration at the AGM, is 3 Nov 2019.

Nominations received to date:

Officers:

- Chair - Chris Pitt (Proposed: Martin Callow; Seconded: Pat Clifton)
- Treasurer - Robert Powell (Proposed: Anne Brown; Seconded: Chris Pitt)
- Group Secretary - Pat Clifton (Proposed: Robert Powell; Seconded: Bill Peach)
- Walks Secretary - Anne Brown (Proposed: Tracey Lang; Seconded: Richard Lang)

Other Committee Members

- Phil Bardswell (Proposed: Chris Pitt; Seconded: Bill Peach)
- Martin Callow (Proposed: Patricia Dashwood; Seconded: Keith Nicholson)
- Ian Brown (Proposed: Pat Clifton; Seconded: Martin Callow)

Motions received to date:

a) from the committee

RB said that following discussions with PB and AB about the wording of two motions with regard to the replacement of the group logo, he will make amendment(s) and submit the motions in time for their inclusion in the agenda for the AGM.

Action: RP

b) from other members of the group

None received to date.

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

Wiltshire 50 - MC said he agreed with the Wiltshire group that our group will run a checkpoint at Hindon, which is 33 miles into the route and open to entrants 7pm to 3am.

Wellington Boot - BP said he has enough volunteers.

South Wales 100 event in 2020 - CP said there are 8 volunteers so far.

100 event in 2022 - it was decided to hold discussion on this until future meetings.

The committee agreed to discuss the payment of expenses, for those helping at approved events, at the next committee meeting in January.

9. First aid training

CP reported that he had been in touch with a company called 1st Response Training, who were willing to provide first aid training tailored to our needs. The cost will be £150 for a 2 hour session, training up to 16 people per session.

10. Social walks planning and programme

AB reported that there are 19 walks planned for the period Nov 2019 to Apr 2020.

She said that there had been a few last minute alterations to recent walks, but these had not caused any problems. By contrast the movement forward, by 2 weeks, of the deadline for entries to be submitted to Strider had left the group very short of time. AB said some of the linear walks over the summer had not proved to be very popular and she would ask members at the AGM why this was so.

With regard to the future AB said that if we get large numbers coming on walks, she might consider arranging 2 walks, of differing lengths, on the same date.

11. Insurance for dogs on social walks

AB said that this subject had been raised by Mike Childs following comments on Facebook. CP said the comments related to dogs on challenge events.

AB had printed a copy of the guidance covering dogs on social walks from the LDWA website. There was some discussion about who takes responsibility for the behaviour of dogs on social walks because the guidance states "It is the responsibility of the leader to make certain the dog owner keeps it under close control, especially on farmland, and on a short lead near livestock". The guidance also states that walk leaders must, at the start of the walk, exclude dogs not covered by liability insurance and remind owners of their responsibilities, with regard to not alarming others and cleaning up after their dogs,. The committee agreed that this guidance goes too far in its expectations of the walk leader and that it is unfair to expect them to take responsibility for dogs on their walk(s). CP said they would raise this issue for discussion at the Local Groups meeting.

12. Local Groups Representatives weekend 2019 (16 - 17 Nov 2019 in Sherwood)

CP and AB have agreed to attend this.

Topics they have identified for discussion so far are:

- Communication from NEC
- Dogs on social walks
- Encouraging younger people to become involved with the LDWA

13. Date of next committee meeting 9 Jan 2020

Confirmed by the committee.

14. Any other business

- RP said that he had completed the risk assessment for All Saints Church Hall, Swanage, which he would provide electronically to CP, along with a rough hand-draw plan of the venue. CP agreed to incorporate this plan into the electronic copy of the risk assessment.

Action: RP and CP

- RP raised the possibility of changing the location of the committee meetings. There was some discussion of possible venues and RP and AB agreed to locate some options, which could be discussed at the next committee meeting.

Action: RP and AB

- CP proposed a vote of thanks to Bill Peach and Julie Bardswell for their many years of service on the committee.