

LONG DISTANCE WALKERS ASSOCIATION - DORSET GROUP

COMMITTEE MEETING

Venue: Wareham Parish Hall Time: 7.00 pm Friday 2 February 2018

Present:

Committee members:

Chris Pitt (CP) (Chair)

Martin Callow (MC) (Group Secretary)

Julie Bardswell (JB)

Phil Bardswell (PB)

Teresa Brooker (TB)

Anne Brown (AB)

Bill Peach (BP)

Robert Powell (RP)

1. Chairman's welcome

2. Apologies for absence

There were none.

3. Approval of minutes of meeting 20 October 2017

The draft minutes of the meeting were approved by the committee, and signed by the Chair.

4. Matters arising

There were none.

5. Matters arising from the minutes of AGM Sunday 26 November 2017

JB pointed out that, under the Treasurer's report (item 6) the sentence "She also thanked John Widdowson for auditing the Dorset 100 accounts" should read "She also thanked John Widdowson for inspecting the Dorset 100 accounts." JB will bring this up under "Approval of minutes" at the next AGM.

6. Financial update

RP thanked JB for their handover. RP said he had received donations to the Group, which had been paid into the Group account, as follows:

- Cornwall & Devon Group. £100. For help on the Wellington Boot.
- North Yorks Group. £140. For help on the North Yorks Moors 100.

It was agreed that the donations should be divided equally amongst the volunteers who had helped on the respective events.

Action: RP

The Group AGM held on 26 November 2017 had elected Robert Powell as Treasurer. The signatories to the Group bank account with Santander were discussed.

The existing signatories were:

Chairman Chris Pitt
Treasurer Julie Bardswell
Official William Peach

As a result it was unanimously agreed that Robert Powell be notified to Santander as a new authorised signatory for the account, and that Julie Bardswell be removed as an authorised signatory.

Action: RP

RP said the balance of Group account as at 22 January was £14,113.

RP said that he had opened a gmail account for the Group Treasurer - dorset.ldwa.treasurer@gmail.com It was agreed that RP be listed as Group Treasurer under "Committee Members" on the website, with that email address.

Action: PB

7. Expenses claims

RP said that, as a result of the AGM decisions, helpers on events would be able to claim expenses. He said that he had drafted a claim form and guidance. It was agreed that 20p per mile will be the rate for travel claims in the claim form. JB said that full receipts should be submitted for other claims and that this should be stressed in bold in the guidance. In the guidance, it was agreed to delete the word "accommodation" and change "meals" to "checkpoint food".

Action: RP

It was agreed that expenses can be claimed for helping on behalf of the Group on the Cinque Ports 100 (main event and marshals' event) (only drivers can claim for shared cars). It was agreed that Deirdre Flegg and MC can claim travel expenses for their visit to Folkestone on 29 March to survey the checkpoint the Group are managing on the Cinque Ports 100.

8. Social walks planning and programme

AB said that she now had a full programme of walks up until August 2018. She said that there was a possibility of hiring a minibus for the Langport 2 Day Walking Festival 16-17 June, the expenditure for which was approved. She would assess whether there was sufficient interest.

Action: AB

AB had introduced a form to collect emergency contact details from guests on walks. The form could be improved with a proper logo.

AB thanked BP for their handover and also thanks MC for updating the website while she was on holiday. AB had introduced an online system to book dates to lead social walks. It was agreed to be flexible and leaders can email details direct to AB if preferred.

9. Cinque Ports 100

MC said he was working with Deirdre Flegg on planning for the Group's checkpoint [St Eanswythe's School] at Folkestone on the Cinque Ports 100. They would be visiting the school on 29 March with Neal O'Rourke, one of the organisers. MC said he now had good cover on the day for the three shifts.

10. Group events

a) Doddle West 18 March 2018 (incl Marshals' Event)

- i. Entries. PB said that as at 2 February the entry limit of 200 had been reached and that there was one person on the waiting list. He said it is likely that there will be a budget surplus.
 - ii. Route description and checking. PB said the route description had gone through several iterations. PB said that MC had submitted comments on the last section. He said that, if it was necessary to use the alternative route before Burton Bradstock, in case of cliff falls, a marshal will need to be stationed at the golf course.
 - iii. Checkpoint issues. PB said that he was considering booking the Memorial Hall in Charmouth as a hall for the start. PB, TB and MC had visited the halls at Burton Bradstock, Portesham and Poundbury on 1 February. PB said there were a number of issues at the Brownsword Hall in Poundbury. TB said she would send the food menu to PB.

Action: TB
 - iv. Location of volunteers. BP said that some volunteers had not yet confirmed. He said that the coach leaving times will be 0715, 0720 and 0730. PB said he would check whether these times were consistent with what is on the website.

Action: PB
- MC asked why there were three pairs of sweepers to cover a 26 mile event. It was agreed it might be necessary to reduce the number of sweepers to two pairs if marshals are required elsewhere.
- v. Risk assessment. The risk assessment had been circulated to the committee. PB said signage will be necessary to warn people about the potentially slippery steps at Brownsword Hall, boots/shoes will need to be removed before entry, and a "meet & greet" marshal stationed at the bottom of the steps.

MC was asked to contact Peter Cowlyn about whether he would be responsible for the transport of retirements, with hire of a vehicle for him to drive.

Action: MC
 - vi. Design of buff. This was in hand.

Action: TB
 - vii. Marshals' Event. MC said he had 21 entries. He said that a minibus is being hired from Atlas Private Hire. A few people will need to be transported in private cars. MC said he will need four small tarpaulins.

b) Dorset Duddle 19 August 2018 (incl. Marshals' Event)

CP said he was in process of putting the event onto Slentries, and will be walking the route in order to update the route description. He said that raffle tickets could be used to schedule entrants onto buses. BP said that all the halls had been booked. CP said that he was considering moving the Durlston checkpoint. He said that a retirement vehicle would be needed.

c) Dorset Giant 13-14 April 2019

- i. Working group. MC said that he had no response from outside the committee to an appeal to join a working group. He therefore proposed that the committee run the event directly. This was agreed. It was agreed to have one extra committee meeting devoted solely to Dorset Giant planning. It was agreed that MC ask Deirdre Flegg if she could attend the meeting.

Action: MC

- ii. Checkpoint bookings. RP said that all the checkpoints had been booked. There had been an issue at Loders with a prior booking but they had agreed to move their date. Booking clerks will need to be reminded about the bookings nearer the time.

Action: RP

MC said that although the Wey Valley School had been booked and CP had finalised the accommodation with the caretaker, MC had had difficulty in obtaining the charges from the school's Finance Officer, Rob Cole, which are needed for budgeting purposes. He said he would again try to get these figures from Rob Cole.

Action: MC

- iii. Route checking and updating route description. MC noted that he will be sending an email asking for volunteers to help update the route description, to those who helped in this way on the 100.

Action: MC

11. Publicity

PB said he had been asked for a few sentences in the April *Strider* about the Group anniversary, and full articles in the August and December *Strider*. PB agreed to take the lead on flyers for the Dorset Giant. CP noted his regular tweets about Group events and walks.

12. Anniversary party 2018

JB said that Cerne Abbas village hall had been booked from 4pm on Saturday 6 October 2018 to 10am Sunday 7 October. The start time for the party and food was discussed. It was agreed that a background projection of old Group photos will be displayed at the party.

13. AGM venue options

A number of locations had been suggested to MC. MC had investigated the village hall and The Fox at Ansty and made provisional bookings there, also at Stoborough village hall, but he had been unable to contact the pub at Stoborough. RP said that he had visited the newly reopened Rivers Arms pub at Cheselbourne and determined that it was not suitable for an AGM meal. AB said that the Old Inn at Holt had a large menu - it was available on 2 December but not 25 November. The village hall at Holt seats up to 120 people and the Group could book the morning and afternoon at £30 each. It was agreed to provisionally book the village hall and the Old Inn at Holt.

Action: AB

It was agreed to cancel the provisional booking made at Stoborough village hall but leave the provisional bookings at Ansty open, until AB had confirmed the bookings at Holt.

[Post-meeting note: Further research identified Winterborne Kingston pub and village hall on 2 December as the best options, and AB has booked these venues. MC has cancelled the bookings at Ansty and Stoborough.]

14. Dates of committee meetings and AGM 2018

It was agreed to continue to meet at Wareham parish room. The following dates were agreed for committee meetings:-

Friday 1 June
Friday 29 June (Dorset Giant meeting)
Friday 17 August
Friday 26 October
Wednesday 7 November

MC said he would book the dates with Wareham parish hall.

Action: MC

[Post-meeting note: the above dates have been booked at Wareham parish hall, except Wednesday 7 November (location to be confirmed).]

15. Any other business

- RP suggested that the constitution of the Group needed to be amended with regard to the maximum terms of office of officers, to bring it into line with national LDWA changes. It was agreed to have this on the agenda at the next meeting.

Action: MC

- AB said that Pat Clifton had taken over responsibility for the Group first aid kits, and Pat had commented that the kits needed updating. It was agreed that Pat should update the boxes. The cost of updating the First Aid kits was agreed.
- It was commented that the 2020 Group challenge walks should be on the agenda at the next meeting.

Action: MC