

LONG DISTANCE WALKERS ASSOCIATION - DORSET GROUP

COMMITTEE MEETING

Venue: Wareham Parish Hall Time: 7.00 pm Friday 17 August 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)

Pat Clifton (PC)

Jacqueline Farquharson (JF)

Bill Peach (BP)

Robert Powell (RP)

1. Chairman's welcome

2. Apologies for absence

There were none.

3. Approval of minutes of meeting 1 June & 29 June 2018

The draft minutes of the meeting of 1 June were approved by the committee, and signed by the Chair.

It was pointed out that the draft minutes for the meeting of 29 June at Item 8 Catering third bullet should read:

- It was agreed entrants should carry a mug but they will not be disqualified if they do not have one.

MC said he would amend the minutes and resubmit them for approval at the next meeting.

Action: MC

4. Matters arising from meeting 1 June

There were none.

5. Financial update

RP reported as follows:

- The Group bank account statement for the three months ending 23 July shows a balance of £16,533.87. Having regard to cheques uncashed at that date, cheques written since and taking account of income received, the bank account balance as at 14 August was £14,373.15.

- The balance at 23 July includes income of £60 received during the last quarter from RWH Travel Limited in respect of our members booking Ramblers Holidays, making £120 received this financial year so far.
- With this year's Duddle taking place on Sunday 19 August, income received for the event of £3,190 has corresponding expenditure of £2,064 (includes marshals' event) as of 14 August. RP will report to the next committee meeting on the expenditure incurred and anticipated surplus in respect of the event.

Action: RP

- Since the postponement of the Duddle West further income from entrants has been received via SiEntries as well as some refunds made. As at 14 August £2,704 income has been received with corresponding expenditure of £733 (includes marshals' event).
- Following the Cinque Ports 100, expense claims paid in respect of manning the group checkpoint at Folkestone amounted to £767, including recce of checkpoint prior to the event. Of this sum £80 was in respect of food that the group provided for the checkpoint, including food for group checkpoint helpers. No income from the Kent group has yet been received.
- A cheque for £116.80 has been received from the Bristol & West Group in respect of the group manning a checkpoint at the Wye Forest 50. One claim for travel expenses of £45.60 has been received.
- The 2017 AGM approved a per capita subsidy towards breakfast for participants in a summer or winter solstice walk, subject to a maximum of £150 per solstice event. £77.90 was paid in respect of the winter solstice and £68.10 in respect of the summer solstice.
- Approval was granted by the committee for payment of train fares in respect of the linear walk on 30 June, following which £49 was paid.
- Group First Aid supplies have been bolstered during the year and as at 14 August £192 has been expended.

JB queried the expenses for manning the group checkpoint at Folkestone on the Cinque Ports 100, and JF asked for a breakdown of the payments.

Action: RP

It was agreed to pay travel expenses for those in the Dorset Group who will be helping to marshal the Hadrian 100 in 2019, either on the marshals' event or the main event, but the names of those members who wish to claim should be submitted via the Group Secretary before the events.

6. Amendments to constitution (in light of national changes)

RP agreed to propose these motions at the AGM:-

Motion 1:

That as an Honorary Officer of the Group, the Treasurer shall be included along with the Chair and Secretary, who should not serve for more than three successive annual terms of office such that paragraph 5.2 of the constitution would read "Generally the same person shall not serve as Chair or as Secretary or as Treasurer for more than three successive annual terms of office".

Motion 2:

That irrespective of the outcome of motion 1, that the length of office in paragraph 5.2 of the constitution shall be increased from three successive annual terms of office to four successive annual terms of office.

7. Social walks planning and programme

AB said that there had been a good variety of different walks and new leaders. AB spoke about the linear walk series proposed in 2019 - Stour Valley Way /Leland Trail /Liberty Trail. AB said that so far it had been decided RP would lead the first walk on the Stour Valley Way, the start and finish of the Leland Trail walks would be worked out by MC, and the Liberty Trail ones by Dave Green. AB asked for approval for expenditure on the hire of a single 16-seater minibus per walk. This was agreed. There was a discussion about the about the procedure for members booking seats on the minibuses. It was agreed to be flexible about whether to have more than one minibus per walk, and also that the leader for each walk would book the relevant minibus(es) in conjunction with AB.

8. Group challenge events

a) Dorset Duddle - August 2018 (incl. Marshals' Event)

- Entries. CP said that entries were 291 as at 17 August.
- Route description and checking. CP had walked the route. CP mentioned that an entrant was doing a "double Duddle" by walking from Swanage to Weymouth the day before.
- Checkpoint issues. A risk assessment of Lulworth village hall had not been done. RP said he would do this on the day. CP emphasised that the closing times of checkpoints is fixed and there would be no exceptions.
- Risk assessment. The (overall) risk assessment had been updated by CP but that there were few more changes which MC had agreed to do.

Action: MC

- Marshals' event. CP thanked all those who had helped on the event.

b) Duddle West - October 2018

- Entries. CP said that there were 200 entries as at 17 August and that the event was now full. 11 people were on the waiting list.
- Route description updating. PB said that the route description still needed to be checked again and asked if anyone could help with this. MC, JF, and CP agreed to help.

Action: CP, PB, JF, MC

- Location of volunteers. BP said that volunteers' cars would be used for transporting retirements.
- Design of buff. TB said that she did not feel able to complete the design due to lack of clarity about the requirement. JF agreed to take the lead in negotiating with a company to produce the buff and RP would supply details of the company he had been in contact

with. The logo would be “Dorset LDWA 25 Years”.

Action: RP, JF

c) Dorset Giant - April 2019

- Entries. It was pointed out that the date for when entries open was incorrect, on one of the website listings. MC agreed to correct.

Action: MC

- Location of volunteers. It was decided that MC would send out the request for volunteers in October not August.

Action: MC

- Transport. AB said she would ask Ian Brown to lead on this. MC said that Pete Stockley had agreed to be a reserve driver for retirements etc.
[Post-meeting note: Ian Brown does not wish to lead on transport.]

- Risk assessment. PB said he had produced a high level risk assessment. MC said he had comments to send to PB. MC still had to produce route risk assessment.

Action: MC

RP said he was not keen to produce all the individual risk assessments for checkpoints due to the distances from his home. It was agreed that RP would continue to coordinate the checkpoint risk assessments, but that others would actually carry them out.

- Marshals' event. It was agreed to book a smaller room at Lodgers, if available, for this event.

Action: RP

CP said that the marshals' event should start earlier (mass start) to accommodate checkpoint closing times. It was agreed the start time for the event would be 07.45 AM. AB agreed to amend the website.

Action: AB

d) Event planning

- Event cancellation. RP said that he was concerned about issues to do with wind conditions not being in the risk assessment for the Dorset Duddle and in general when an event should be cancelled. CP said that there had to be a point when an event should be cancelled. CP said 72 hours before an event the weather forecast is checked and if the conditions are expected to be bad the weather forecast is then constantly monitored. At 48 hours before an event the Group need to be ready to make the call as to whether the event should go ahead. On the Duddle specifically, CP said that an alternative route should be available in case of bad weather. CP said he would circulate his brief on Dorset Duddle weather and all should comment.

Action: CP, All

- Generic event planning issues. There was a general discussion about planning for events. MC agreed to circulate possible dates for an extra meeting in early January, which would be both a further meeting for planning for the Dorset Giant and also dealing with general event planning issues. CP reminded the meeting of the existence of a Group event handbook that he and Deirdre Flegg had produced and would circulate a link to this.

Action: MC, CP

9. Accident reporting

It was agreed in accordance with national guidelines, that RP as Group Treasurer would continue to report to national committee if an accident occurred on a walk or event. Accident reports would be via the walk leader (for social walks) or the event first aider (for events). PC would insert accident report forms in individual first aid kits.

Action: PC

10. Publicity

PB had taken delivery of a printing for the Dorset Giant flyers. These were distributed to be taken to various events.

11. Anniversary party 2018

JB said that she would circulate the invitations via MC in September.

Action: JB, MC

JB said that there would be a quiz at the party.

12. Local Groups Weekend

MC said that the committee had agreed that CP and AB would attend. The committee agreed that the Group would fund those costs on accommodation that are not covered by the national association. CP and AB would put forward two items for discussion at the weekend:

- Separating the level of permissions in the LDWA admin software for sending bulk emails from allowing access to membership records.
- Event cancellation.

13. Any other business

- MC had had a request from the organisers of the Transpennine 100 in 2021, for the Dorset Group to run a checkpoint on the event. In view of the travelling distances and the fact that the event is still three years ahead, it was agreed that MC would write to the organisers to say that the Group would not run a checkpoint but that individual members would be likely to volunteer to support the main and/or the marshals' event.

Action: MC

- TB said that some Group food stored in her garage had been eaten by mice.
- AB said that she would be unable to attend the next committee meeting in October.

14. Date of next committee meeting: Friday 26 October at 7pm.