

LONG DISTANCE WALKERS ASSOCIATION - DORSET GROUP

COMMITTEE MEETING

Venue: Wareham Parish Hall Time: 7.00 pm Friday 29 June 2018

Present:

Committee members:

Chris Pitt (CP) (Chair)
Martin Callow (MC) (Group Secretary)
Julie Bardswell (JB)
Phil Bardswell (PB)
Anne Brown (AB)
Pat Clifton (PC)
Jacqueline Farquharson (JF)
Bill Peach (BP)
Robert Powell (RP)

Other members:

Deirdre Flegg (DF)

This meeting was entirely devoted to Dorset Giant planning.

1. Chairman's welcome

2. Apologies for absence

Teresa Brooker (TB).

3. Project management and team leaders

CP agreed to take on overall project management of the event, and management on the day. It was agreed to decide on team leaders under specific headings.

4. Budget

RP agreed to lead on the budget for the event. He had circulated a draft budget. There had been queries about the entry fees. RP said the intention is to break even and it was agreed that the number of 200 entrants is the break-even point. CP said he would check this figure.

Action: CP

CP said that the Group should be budgeting for a 5-7% surplus. JB said that the charges should have been decided earlier.

5. HQ and checkpoint organisation

(a) HQ organisation. CP said that this heading breaks down into two tasks -

- i. **HQ admin**
JB agreed to lead on HQ admin (registration and checking-in). RP and JF will support.
- ii. **Front of house**
AB agreed to lead on front of house, including toilets and showers.

Other points were made as follows:-

- It was decided not to offer overnight sleeping on the Friday night. This will include campervans. However sleeping will be available for marshals.
- CP detailed the rooms at the Wey Valley School which had been booked. There was discussion about allocation of rooms to specific functions.
- DF described the organisation on previous Giants and that early checkpoint boxes had been prepared on the Friday night, with the rest on Saturday.

- (b) **Checkpoint organisation**. RP agreed to lead on checkpoint organisation including bookings, follow-up with village halls, and risk assessments. Previous risk assessments will need to be revisited. It was mentioned that there is a risk assessment for Lodgers from the 100. DF suggested going back to Frampton village hall and booking the smaller room for the marshals' event.

Action: RP

6. **Entries**

CP said he will lead on this, including setting-up and certificates. Postal bookings will be allowed. It was agreed to have a rolling start between 0830 and 1000, which will make the overall finishing time 24hrs.

7. **Organisation of volunteers**

MC said he will lead on this. MC will send out a request for volunteers by the end of August, including volunteers for the marshals' event.

Action: MC

MC said that Bristol & West Group had agreed to manage Lodgers [although they will need marshals from Dorset to supplement], while Cornwall & Devon Group was happy to manage Toller Porcorum, as on previous Giants. The lead for Frampton, which would be the evening meal location, and has the facilities for cooking, was discussed. JB agreed to approach Sue Widdowson about managing this checkpoint.

Action: JB

Leads on other specific checkpoints were agreed as follows:-

- Abbotsbury - BP
- Charminster - MC
- Max Gate - BP

8. **Catering**

DF offered to lead on catering, including checkpoint catering, and this was accepted with thanks. PC agreed to support DF. Other points were made as follows:-

- CP mentioned special diets. DF said she will need to know the numbers of vegetarians and vegans.
- CP mentioned that the Group had been donated 20 boxes of packet soup left over from the Wye Forest 50, which will still be in date. CP agreed to give DF a sample packet so that she can see what had been supplied.

Action: CP

- It was agreed that it will not be mandatory to carry a mug but entrants will be requested to carry one.

9. Route and route description

MC was already leading a team for this. He outlined how the route had been divided up for the purpose of checking the route description and the route on the ground, and the checking was currently being carried out by various volunteers. Among other things the route description will be updated with the standard abbreviations for gate types (as used on the 100). Other points were made as follows:-

- The exact location of the start at Wey Valley School was discussed, and it was agreed to start from the front.
- It may be necessary to have an alternative to Max Gate. PB will investigate the feasibility of Came Park and look at this together with RP.

• Action: PB

- RP agreed to look at the end of the route, as it is in the section he is checking, with a view to changing it to the start of the 100 route (in reverse), which was deemed to be more attractive.

Action: RP

- DF noted that in the past three people had done a 3-day walk of the route using B&Bs, nearer the time, which acted as a further overall route check.
- MC agreed to notify landowners (where appropriate), police and DCC.

Action: MC

10. Transport

Peter Cowlyn had already agreed with CP to drive a minibus for retirements, etc. Peter Cowlyn had confirmed that he had the required licence and that he is within age to drive it. The Group will arrange the minibus hire but Peter Cowlyn will need to pick up the minibus on the day, and be available from 1800. It was noted that the Group will need an additional driver.

11. Organisation of equipment

It was agreed that DF would ask Mike Childs if he is prepared to lead on this function.

Action: DF

Other points were made as follows:-

- AB would retain responsibility for updating the inventory of equipment. AB said she needed the required permissions to update the file on Dropbox.
• Action: CP
- CP said he will need to purchase a further two scanners which will be charged to the Group not the event.
• Action: CP
- BP said that the Group needed more Space blankets. He will purchase.
Action: BP
- It was agreed that DF will buy a new urn.
Action: DF
- AB said that the water containers will need be sterilised.

12. Risk assessment

Leads for this were agreed as follows:-

- (a) Overall risk assessment - PB.
- (b) HQ and checkpoints- RP. CP pointed out that there was already a risk assessment for the Wey Valley School.
- (c) Route - MC.

13. Kit check

Entrants will be required to sign that they have the required kit at the start. There will be a kit check somewhere on the route.

14. Publicity

PB will lead on publicity. He will put up a web page for the event. He will arrange for 100 leaflets to be printed.

Action: PB

15. Marshals' event

BP agreed to lead on this event. The Upwey & Broadway Memorial Hall had already been booked as the HQ for the event. It was agreed to have a checkpoint after Charminster but this could be somewhere other than Max Gate. BP would look into this.

Action: BP

MC will lead on volunteers to help on the marshals' event.

16. Any other business

- PACER. CP said that PACER would be used as the recording software.
- Certificates. DF said she would look at whether she has a Giant certificate from a previous event.
Action: DF
- Badges. There would be a badge for each entrant with a limit of 200.
- Tallies. CP would deal with.
- Triple Challenge records. It was mentioned that Annette Merchant of Cornwall & Devon Group is still in charge of the records. It was not thought necessary for MC to contact her at this stage.
- First aid kits. PC agreed to identify how many first aid kits will be required and make them up or upgrade them accordingly.
Action: PC
- First aiders. CP said that a competent first aider would be needed at Frampton. It was agreed to wait and see which volunteers come forward and identify a suitable person.
- Sweepers. CP said that sweepers will be required to either enter the marshals' event or recce their section of the route.
- Drinks stop. CP said that a drinks stop may be required between Abbotsbury and Loders, possibly at Chilcombe.

17. Date of next committee meeting: Friday 17 August

The meeting concluded at 2110.