

LDWA East Lancs Group

Minutes of the Meeting Held at 8pm on Tuesday 6th September 2016

at the Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.

Present:

Paul Wadsworth (PW)	Chair
Alison Wadsworth (AEW)	Secretary
Hilary Scott (HS)	IT Secretary
Viv Lee (VL)	Social and Events Secretary
Ken Noble (KN)	Ordinary Committee Member
John Picton (JP)	Ordinary Committee Member
Peter Steckles (PS)	Ordinary Committee Member
Gordon Stone (GS)	Publicity Officer
Caroline Tennant	Barbara Shelton
Julie Spencer	Nick Halford
Steve Clark	Sue Boardman
Tony Clark	Mike Busby
Ian Hamilton	

Apologies:

Paul Allen (PA)	Treasurer
David Walsh (DW)	Walks Secretary
Alma Walsh (AW)	Ordinary Committee Member

The Group was quorate and the meeting opened at 20:05 and closed at 20:40.

1. Minutes of the Last Meeting:

The Minutes were accepted as a true record of August's meeting.

2. Matters Arising:

Action 16.06: The LDWA's Data Protection Officer, Chris Hedley, is trying to arrange a meeting with two to three local groups at the same meeting. The Secretary will contact Chris to confirm a date.

September update: Chris Hedley has decided not to hold meetings with local groups but will send any relevant information to the Chair and Secretary for dissemination to the Group and action where appropriate. **Action: ongoing**

Action 16.14: PW and AEW would assess the value of assets held at the Scout Hut and obtain an insurance quotation for the cost of appropriate cover. Andy Griffin has been contacted for information about the construction of and security arrangements at the Scout Hut. Chair to contact Andy Griffin directly. Ongoing awaiting AG information.

September update: Andy Griffin had provided details of the Scout Hut's construction and security arrangements. The Chair would try to obtain insurance quotes to cover the Group's assets for the October meeting. **Action: Ongoing.**

Action 16.16 and 16.17: (16.16) Following recent discussions it was felt that the Group would benefit from Walk Leaders and Marshalls undergoing a first aid course including instruction on resuscitation. Viv Lee was assessing suitable options. Kath Page to send the Secretary contact details of a suitable training provider.

(16.17) Norman Thomas has attended a resuscitation course provided by an ex

member of the Fire Service and will investigate its options. NT confirmed that the cost of such a course is £200 plus expenses (the instructor lives in Scunthorpe). Action: The Secretary will assess the cost of such a course with information from 16.16 and 16.17 and update the Group at a subsequent meeting. G Stone and Mountain Rescue are also to provide information.

Bolton Fire and Rescue Service have agreed to hold CPR and basic first aid training sessions on Saturday 24th September and Saturday 1st October at Horwich Fire Station. Commencing at 10.00am each session will last two and a half hours and will comprise a short video and then hands on practice on a resuscitation dummy. Each session holds up to 15 people and are provided free of charge. Viv Lee will attend the training and assess any gaps to then provide a further first aid course for group members.

If anyone is interested in CPR training please contact the Secretary with availability. All Group members are encouraged to take up this offer especially marshals and walk leaders.

September update: To date 28 out of 30 places have been filled across the two dates. **Action: Ongoing**

**Action
16.24:**

PW has given VL and CT an Operating manual for the Two Crosses and they have updated this by collecting further information from other marshalls. The manual will then be stored electronically (but not visible to all) on the web site. VL and CT have checked the contents of the completed Manual and sent to HS for storage on the secure server. HS to add this to the web site.

September update: HS confirmed the manual is filed on the web site. **Action: Closed**

**Action
16.25:**

The next Group Representatives' weekend will be held in November 2017 at Stratford. The Chair and Secretary are happy to attend and represent the Group. The Secretary to inform Group of the cost of the weekend and seek funding.

September update: The Group Representative's weekend will be held 18-20 September at a cost of £40 for the first delegate and £80 for the second delegate. The Group agreed to fund the Chair and Secretary to attend at a cost of £120. **Action: Closed**

**Action
16.28:**

Permission is required from the National Trust before challenge events can be held on its land. A donation of £25 was made by the Group for the Two Crosses Event in March 2016. The NT is trialling a project until September 2017 which may result in fees in the region of £50-100 being applied. CT to notify the Group of the 2017 costs as a minor route change could avoid fees.

September update: The Group will be updated once the outcome of this Project is known. **Action: Ongoing**

**Action
16.30:**

Some concern was expressed at the Group acting as a Travel Agent and any liability that might apply in the event of a holiday monies being lost and whether it might be better for a Group member to book properties on a credit card and then reclaim this amount from the Treasurer. The Chair and Secretary to try and obtain any additional information on any impact on the Group and review this at a later meeting.

September update: Ongoing

**Action
16.33:**

The Chair has handwritten minutes covering a significant number of years of early Group meetings. Discussions were held as to whether these should be scanned electronically and preserved. The Chair has handwritten minutes covering a significant number of years of early Group meetings. Discussions were held as to whether these should be scanned electronically and preserved. **Action 16.33:** The Chair and Secretary to assess the volume of records and bring to the October meeting.

Action 16.35: In order to set up electronic banking the Treasurer required a mandate from the Group giving the Treasurer permission to access and action all bank accounts electronically. It was suggested that one of the three other signatories be authorised by the Group to have view only access to the accounts. The Group voted the Chair to have such access. All relevant documents have been signed and the Treasurer will submit to the bank and confirm when electronic banking has been set up.

September update: The Treasurer confirmed he has electronic access to the Group's bank accounts but the Chair has not received view only access. **Action: Ongoing**

Action 16.36: CT was asked to provide an update on the condition of the Laurel Centre for the next meeting. **Action 16.36:** CT to provide.

August update: VL informed the Group that she had contacted the Laurel Centre and reported that the roof needed replacing but no central funding was available. The Laurel Centre had been advised to fundraise to pay for this. An electrical safety inspection is also required within the next 12 months. Given the current state of the roof and the electrics, the Group expressed concern about the viability of using the Laurel Centre. **Action:** To discuss further at September's meeting and agree a course of action.

3.1 **September update:** VL had spoke to the Laurel Centre who confirmed that a building assessment had taken place and the electrical system would be upgraded next month to make it waterproof. No funding was available to repair the roof. The Group agreed to continue to use the Laurel Centre for the 2017 Two Crosses. **Action: Closed**

Action 16.38: Correspondence had been received from the Dorset 100 thanking those members of the Group who had assisted at the breakfast stop. A cheque for £300 was included. It was agreed that VL would liaise with the Treasurer to split this between the marshals who had driven to the event.

3.2 **September update: Closed**

Action 16.39: The Group agreed to make a £50 donation to the Jumbles Sailing Club for the use of the club house for the recent Two Crosses/100 party. The Treasurer to action.

4. **September update: Closed**

Action 16.40: See Action 16.36 above. Discussions were held about the potential of using Tottington High School as a base for the Two Crosses. VL to check and feedback to the September meeting.

4.1 **September update:** The Chair had been in contact with the third party company which manages school bookings. There is a possibility that Tottington High School could be used as a base for the Two Crosses Event. Further updates to follow.

Action 16.41: VL and HS confirmed that surplus equipment from the RR100 had been given to the Dorset 100 who would then pass this on to future 100's. Four first aid kits will be removed from the Group Asset Register. The Secretary to update the Asset Register.

4.2 **September update: Closed**

Agenda Items:

3. Chair and Secretary's Update:

3.1 Information had been received that the West Pennine Way will be officially opened on Sunday 25th September 2016. For further information please contact the Secretary.

3.2 A hard copy of the Dorset 100 official report had been passed to the Walks Secretary for circulation amongst any interested members at future walks. The report is also available on the Dorset 100 website.

- 3.3 October's meeting would be the last meeting before the Group's AGM. The Chair reminded all officers who wished to stand for re-election or members wishing to stand for one of the committee roles that a proposer and seconder were required to be sent to the Secretary before the AGM or would be accepted at the AGM.
- 3.4 The Chair asked Julie Spencer to contact the Treasurer to arrange to audit the Group's accounts prior to the AGM.
- 4. Treasurer's Update:**
- 4.1 A verbal update was provided in the Treasurer's absence which included a financial update and confirmation that new cheque books were now being used with the updated signatories
- 5. Walks Secretary's Update:**
- 5.1 A verbal update was provided in the Walks Secretary's absence confirming that:
- The January to April 2017 walk programme had been filled.
 - The website was up to date,
 - All walks were well supported.
- 6. Social Secretary's Update:**
- 6.1 Full details of all social events can be found on the website.
- 7. Events Secretary's Update:**
- 7.1 No Two Crosses entries had been received as yet. **Action 16.42:** Caroline Tennant was to send a copy of the Two Crosses Entry Form to Hilary Scott and Gordon Stone.
- 7.2 The Events Secretary updated the Group about the Red Rose 50. All checkpoint leads have been identified. John Watson was currently typing up a process manual for this event.
- 7.3 A RR50 Marshalls Event will be held for East Lancs members only on Saturday 5th August 2017 starting from Jumbles Sailing Club. There will be a car providing support at each checkpoint as per the actual route. Any members interested in entering should contact Viv Lee.
- 7.4 A committee is to be established for the RR50 Event and an initial meeting will be arranged before the October meeting. **Action 16.43:** The Secretary to convene the meeting.
- 8 IT Secretary's Update:**
- 8.1 All actions completed. No further update.
- 9. Any Other Business**
- 9.1 Norman Thomas is arranging the annual Christmas party. Further details to follow.
- 9.2 VL proposed that the Group make a donation to the Laurel Centre to assist with its essential repairs. The group agreed to make a £100 donation. **Action 16.44:** The Treasurer to make the donation.
- 9.3 VL raised having further business cards printed and stated that Don Watson was able to produce suitable artwork and competitive quotes. If anyone has one of the original business cards please pass it to Viv. It was suggested that any artwork produced could be used on

club aprons.

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The meeting concluded with a presentation by Gordon Stone on his experience walking the GR10.

Gordon was thanked for an interesting presentation.

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Date and Time of Next Meeting

**8pm, Tuesday 4th October 2016 at the
Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.**

Sandwiches will be provided.

ALL WELCOME

REMINDER: The Group's AGM will be held on Tuesday 1st November 2016