

LDWA East Lancs Group

Minutes of the Meeting Held at 8pm on Tuesday 4th April 2017

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

Present:

Paul Wadsworth (PW)	Chair
Alison Wadsworth (AEW)	Secretary
Paul Allen (PA)	Treasurer
David Walsh (DW)	Walks Secretary
Viv Lee (VL)	Social and Events Secretary
Hilary Scott (HS)	IT Secretary
Norman Thomas	Ordinary Committee Member
Alma Walsh (AW)	Ordinary Committee Member
Ken Noble (KN)	Ordinary Committee Member
Peter Steckles (PS)	Ordinary Committee Member
John Picton	Ordinary Committee Member
Caroline Tennant (CT)	Nick Halford
Barbara Shelton	Paul Raine
Dave Sheppard	Phil Chapman
Peter Balshaw	

Apologies:

None

The Group was quorate and the meeting opened at 8.06pm and closed at 9.50pm.

1. Minutes of the Last Meeting:

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

2. Matters Arising:

Action 16.16 In total 28 people attended the two CPR courses held on 24th September and 1st October.

and April update: The following action is outstanding:

- 16.17:**
- The Group would make a £100 donation to the Fire Service Benevolent Fund, The Secretary will arrange for a cheque to be made and handed over as soon as possible.

Action: Ongoing

- 17.07:** The Chair displayed a slide from June 2016 showing the Group's anticipated spend for the year ahead as £2,300. The actual spend was £2,600. If large one off items are excluded then if spend is replicated, it is anticipated that the Group's annual expenditure would be approximately £1,300 per annum. This would only be possible if the Group's challenge events returned to pre-2016 levels of profit. The Events Secretary to bring a breakdown of the the Two Crosses income, expenditure and profit to the April meeting, to allow the Group to discuss its finances and set its expenditure levels for the year ahead.

April update: The Chair provided a list of expenditure made during the 2015-16 accounting year split as follows:

- Routine spend £1,447
- Coach subsidy £ 75

- o Purchase of assets £ 844
- o Donations £ 400
- Total** **£2,766**

Further to the reported Two Crosses profit of £1,277 it was agreed that a spend within a few hundred pounds of this figure could be budgeted for.

The group then approved the following items of expenditure for the 2016-17 accounting year:

- Purchase of beers, wines and soft drinks for the Two Crosses/100 Party to be held in June 2017 (Social Secretary and Treasurer to action)
- £5.00 subsidy to Marshals attending the Christmas meal in December 2017 (Secretary and Treasurer to action)
- Rental for equipment storage space
- Walk Recce expenses will continue to be paid as per previously agreed rules
- Donation of £25 to the National Trust (Treasurer to action)
- Donation of £45 to Mountain Rescue (Treasurer to action)
- Purchase of the following assets:
 - o 2 soup kettles (Events Secretary to action)
 - o 25 soup bowls (Events Secretary to action)
 - o 6 aprons plus embroidery (Secretary to action)
 - o 2 large teapots (Events Secretary to action)
 - o A4 Weather Writers for use at Checkpoints (Norman Thomas to obtain options and prices)
 - o Miscellaneous donations to be individually agreed and approved
 - o Miscellaneous gifts as required to be individually agreed and approved

It was also agreed to stop funding sandwiches at Group meetings thereby saving £25 per meeting.

Action: ongoing

	Agenda Items:
3.	Chair and Secretary's Update:
3.1	Nothing new to report.
4.	Treasurer's Update:
4.1	The Treasurer gave a verbal update on the group's financial position.
4.2	Action 17.12: The Treasurer noted that the outstanding balances for the North Yorks Moors accommodation had increased since the time of booking, leaving a shortfall. Viv Lee to investigate further and report back. Action: ongoing
5.	Walks Secretary's Update:
5.1	Nothing new to report.
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	Two Crosses: Caroline provided a full income and expenditure breakdown for the 2017 Two Crosses Event which showed a profit of £1,277.12, with expenditure of £4.50 per entrant on consumables. An overview of the Event showed:

	<ul style="list-style-type: none"> • 192 advance entries and 49 on the day entries • 27 non-starters • 214 starters • 1 retiree • Fastest times 25 miles – 3 hours 50 minutes, 17 miles – 2 hours 28 minutes.
	Caroline thanked all the marshals for making the event such a success and the Group thanked Viv and Caroline for all their hard work.
	<p>Action 17.13: The date for the 2018 Two Crosses Event and costs will be agreed at May's meeting. Caroline will assess the costs for using SI.</p> <p>3.1 Action: Ongoing</p>
	<p>Action 17.14: Jumbles Sailing Club have informed Viv that they cannot provide bar staff for the Two Crosses/100 party. An alternative venue is therefore required. Anyone who knows of any suitable venue should contact the Secretary who with the Events Secretary will assess and agree the alternative venue. Action: Ongoing</p>
	<p>Unfortunately, a complaint was sent to the Chair and Secretary following the event from an entrant who suffered an accident in Redisher Wood and sustained head and facial injuries. The Entrant complained that a marshal refused to allow her to retire at checkpoint 7. The Chair and Secretary have contacted the walkers who were with the complainant and marshals at the checkpoint and at the finish and have been provided with detailed statements.</p> <p>The findings of this investigation were discussed with the Group and the following actions were agreed at the meeting:</p> <ol style="list-style-type: none"> 1. Our Event Operations Manual will be extended to include a procedure for marshals to deal with and look out for distressed and/or injured entrants. This will include not only providing encouragement for continuing with ongoing route details, but also providing details of all possible options for retiring, but more importantly will now include a confirmation from the entrant of their final decision. The entrant's decision will then be acted upon. 2. Our Event Operations Manual will reinforce the offer of the limited first aid provision that exists at all checkpoints to all injured or distressed entrants. 3. Our Event Operations Manual will state that more than one marshal will deal with any distressed or injured entrant. 4. The event organisers will positively promote and publicise the contents of the Event Operations Manual to all marshals prior to each event. 5. We have reviewed from a health and safety perspective the route through Redisher Wood, and even though, to the best of our knowledge, this is the first recorded incident in 32 years we have decided to look into alternative routes to avoid this descent. 6. The nine hour time limit was reviewed to determine if it should be extended to ten hours to reduce the time pressure on entrants, but in the spirit of the Two Crosses being an outdoor challenge event and after considering the results from previous years it was not considered to be appropriate. 7. The National Committee of the LDWA will be informed of this incident via the completion of the LDWA Incident Form. <p>Action 17.15: The Chair and Secretary will email the complainant with the outcome of the investigation and the actions agreed by the Group. The complainant also asked for her entry to the Red Rose 50 to be refunded and this will be actioned as a good will gesture.</p> <p>Action: Ongoing</p>
7.2	<p>Red Rose 50:</p> <ul style="list-style-type: none"> • A Red Rose 50 Co-ordinators meeting was held before the Group meeting. • Staffing lists are slowly filling up. Volunteers are still required for the RR50 and the

	Marshals Walk, please contact Viv Lee if you can assist.
8	IT Secretary's Update:
8.1	The Group's web site is up to date, nothing further to report.
9.	Any Other Business
9.1	Member's Open Forum: <ul style="list-style-type: none"> • Norman was welcomed back to the fold after his recent heart scare. • Barbara updated everyone following husband David's recent hospital admission. Hopefully he will be discharged shortly. The best wishes of the Group was passed to Barbara and David.

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**Ken Noble was thanked for his informative and enjoyable presentation on
'Walking the Tour du Mont Blanc – Part One'.**

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Date and Time of Next Meeting

**8pm, Tuesday 2nd May 2017 at the
Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.
The meeting will be followed by a presentation by
Ken Noble on Walking the Tour du Mont Blanc, Part Two.**

ALL WELCOME