

LDWA East Lancs Group

Minutes of the Meeting Held at 8pm on Tuesday 7th August 2018

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	IT Secretary
Alma Walsh (AW)	Ordinary Committee Member
Ken Noble	Ordinary Committee Member
Gordon Stone	Caroline Tennant (CT)
Ian Hamilton	Paul Raine
Peter Balshaw	

Apologies:

Andy Griffin	Michael Bushby
Nick Halford	Roger Jackson

The Group was quorate and the meeting opened at 8.05pm and closed at 9.35pm.

1. Minutes of the Last Meeting:

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

2. Matters Arising:

Action 18.01: Local Groups must obtain name, address and emergency contact details for non-members who participate in advertised Group walks. This is to ensure that the current third party insurance provided by the Group covers non-members.

Action 18.01: The Chair and Walks Secretary to agree a pro forma for implementation in January 2018.

The Chair presented a draft Procedure entitled 'Management of Walk Safety' which had been shared with the Secretary and Walks Secretary. This Procedure adds this new requirement to current best practice and also includes sections covering the responsibilities of every walker. The aim is to provide an easy to use, best practice guide that can act as a reminder at the start of each social walk.

Comments received include:

1. Amend the section to state that whilst dogs are usually accepted on walks check with the walk leader that this is the case as there may be some exceptions, for example walks in nature reserves etc.
2. Add a section to advise new walk leaders on how to carry out recces.

The Group voted to implement the updated Procedure with the Chair trialing it on his 29th April 2018, Bronte Round walk.

CT will provide laminated copies that will be distributed to regular walk leaders.

This issue has been overtaken due to the requirement for the NEC and every local group to comply with new national General Data Protection Regulations (GDPR) and is currently on hold. Draft documents have been issued by NEC for review by Group Secretaries. NEC are to meet on 7th April, with advice, guidance and an updated Data

Protection policy being issued to all group officers and all LDWA members in May.

GDPR has to be implemented by 25th May 2018 and the NEC has sent out a global email to all members, who have opted to receive emails, regarding GDPR and its implications to the management of the Group. This needs to be reviewed carefully but one requirement is the introduction and completion of a walks register for each walk.

August update: The Chair has updated the draft Management of Walk Safety Procedure, discussed and agreed in principle at previous meetings, and this was tabled at the meeting. This Procedure builds on current best practice and also includes sections covering the responsibilities of every walker. Its aim is to provide an easy to use, best practice guide that can act as a reminder at the start of each social walk.

Local Groups must obtain the name, email address or mobile number and emergency contact details for non-members who participate in advertised Group walks. This is to ensure that the current third party insurance provided by the Group covers non-members. This information must be forwarded to the Secretary within seven days of the walk, who will then store the information in electronic format on the LDWA Server. This information must be kept for a minimum of three years.

It was noted that a Walks Register must be completed for all walks including those that take place on a Group holiday.

The Walk Register was trialed at the start of the walk on Sunday 5th August 2018 without any problems being identified.

It was agreed at the meeting that non members who do not wish to provide their details will not be allowed on the walk.

A PDF of the Walks Register will be put on the web site so Walk Leaders can download as required. Alternatively a number of officers will carry spare copies of the Register. CT offered to laminate copies of the Management of Walk Safety Procedure which will be made available on walks.

If any member has any queries or issues please contact the Secretary at secretary.eastlanacs@ldwa.org.uk

The Management of Walk Safety Procedure was formally adopted by the Group at August's meeting and will be sent out to all members separately.

Action: Closed

- 18.08** Mike Bushby has volunteered to produce a flyer to advertise membership of the Group.
August update: A draft has been sent to the Secretary which was tabled at the meeting. It was felt that the flyer needed a photograph(s) to complement the text. The Secretary to contact Michael to discuss.
Action: Ongoing
- 18.09** Caroline Tennant had discussed the Group's logo with her neighbour, a graphic designer. It was agreed that we needed to check that any symbols were Lancastrian in origin using the Lancashire red rose and Lonk breed of sheep.
The Secretary and Caroline to identify suitable images to update the Group's logo in discussion with the graphic designer.
August update: The Events Secretary and CT to try and find a suitable drawing of a Lonk sheep. It was noted that the design needed a full stop after the A in L.D.W.A.
Action: Ongoing
- 18.10** The Group agreed to book and pay for the Billiard Room in advance to ensure an appropriate meeting room for the AGM in November.
Action 18.10: The Secretary to organise the room booking and order a hot pot supper with vegetarian option.

August Update: The Billiards Room has been booked for 8pm Tuesday 6th November 2018 at a cost of £20, paid in advance. Catering to be booked once numbers are known.

Action: Closed

Agenda Items:

3. Chair and Secretary's Update:

3.1 The Chair apologised for the incorrect Agenda, the IT Secretary's presentation was made at the June 2018 meeting.

3.2 GDPR and Walk Registers

As discussed at previous meetings, under Action 18.01, the NEC has sent out a global email to all members, who have opted to receive emails, regarding GDPR and its implications to the management of the Group. This has been reviewed carefully. One clearly stated requirement is the introduction and completion of a walks register for each walk, discussed under Action 18.01.

The Chair has sent a list of queries to the NEC's Data Manager and is awaiting a response. If any member has any queries or issues please contact the Secretary at secretary.eastlanacs@ldwa.org.uk

Each LDWA group must identify an officer of the Group to take the role of Data Manager. Alison Wadsworth, Group Secretary, will be responsible for ensuring this Group is compliant with GDPR. It was noted that a penalty can be imposed in the event of a data breach and all breaches must be investigated.

Action 18.11: All officers are advised to read the 3 recently published documents (Policy, User Guide and Briefing Notes) and must sign that they are compliant with their obligations as detailed in the documents.

Action: Ongoing

3.3 The Group Reps weekend will be held at Medway, Kent in November. The Group approved the accommodation costs of attending for the Chair and Secretary. Travel costs are met by the NEC.

3.4 The annual cost of storage at St. Margaret's Church is due on 15th August 2018. The Treasurer has issued a cheque for £150 which will be forwarded to the Church.

3.5 The Chair informed the meeting that the recent Iron Man Triathlon held in Bolton donated £7,667.20 to be divided equally between Bolton Mountain Rescue and the Rivington Gardens Trust.

4. Treasurer's Update:

4.1 The Treasurer gave a verbal update on the Group's financial position.

4.2 The Treasurer confirmed that a new savings account had been set up with the Yorkshire Bank. The Chair currently has no view only access on the new account and the Treasurer will contact the Bank to resolve this issue.

4.3 The Treasurer to forward the Group's new bank account details to CT for receipt of SI monies.

5. Event Secretary's Update:

5.1 Red Rose 50

- The Red Rose 50 Committee had met before the Group meeting and plans are well advanced.

- VL reported that 113 entries have been received to date.
- Footpaths are still closed around Winter Hill, although it is hoped these will be opened before the RR50. An alternative route has already been identified.
- Members are asked to continue to promote the RR50 and remind anyone thinking of entering that the event is still taking place despite the recent fires.

5.2 Two Crosses

The Two Crosses Event is live on SI, 3 entries received to date.

6 Walks Secretary's Update:

6.1 The Walks Secretary thanked all walk leaders for filling the January to March 2019 Walks Programme so quickly.

6.2 Mike Bushby had volunteered to hold a navigation course in early Spring. This was brought forward and was held on Tuesday 31st July 2018. All who attended, enjoyed the course and found it worthwhile.

Michael is holding further courses, with an evening 8-mile walk planned for Tuesday 14th August 2018 starting at the Nick of Pendle.

The second part of the Map and Compass Training will take place on Friday 7th September 2018.

All welcome, further details have been emailed to all members.

7. Social Secretary's Update:

7.1 Full details of all social events can be found on the website, which includes:

2018

November – Real Ale Ramble

December – Ghyll Head (1 bed in a female shared room available)

New Year – Neuadd Arms, Llanwrytd Wells

2019

January – Ambleside

February – Keswick

April – South West Coast Path

May – Hadrian 100 (24 people now booked in three cottages)

2020

May – The Welsh 100

For further details or to book a place please contact the Social Secretary, Viv.

8. IT Secretary's Update:

8.1 The IT Secretary's had reported that the website was up to date.

9. Any Other Business

9.1 Member's Open Forum:

9.2 Hilary Scott would like to put on a linear walk which would require a coach. HS agreed to bring costings to the September meeting for discussions and approval.

9.3 It was noted that the East Lancs Group was formed on 21st January 1983, with its first walk being held in February 1983.

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Date and Time of Next Meeting
8pm, on Tuesday, 4th September 2018
at the Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD
Michael Bushby will be presenting 'Walking in the Julian Alps'

Sandwiches will be provided.

ALL WELCOME