

LDWA East Lancs Group

Minutes of the Meeting Held at 8pm on Tuesday 2nd October 2018
at the Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.

Present:

Paul Wadsworth (PW)	Chair
Alison Wadsworth (AEW)	Secretary
Paul Allen (PA)	Treasurer
Viv Lee (VL)	Events and Social Secretary
Hilary Scott (HS)	IT Secretary
Ken Noble (KN)	Ordinary Committee Member
Gordon Stone (GS)	Ordinary Committee Member
Peter Steckles (PS)	Ordinary Committee Member
Karen Nash	Bob Nash
Caroline Tennant (CT)	Nick Halford
Steve Clarke	Sue Boardman
Michael Bushby (MB)	Roger Jackson (RJ)
Jane Hill	Paul Raine

Apologies:

David Walsh (DW)	Alma Walsh (AW)
Barbara Shelton	

The Group was quorate and the meeting opened at 8.05pm and closed at 10.10pm.

1. Minutes of the Last Meeting:

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

2. Matters Arising:

18.08 Mike Bushby has volunteered to produce a flyer to advertise membership of the Group. 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.

Anyone with good photographs of local landmarks/landscapes (e.g. Darwen Tower, Pendle Hill etc) to email them to MB or the Secretary for inclusion in the poster. Also waiting for the final new logo to be included.

October update: MB had not received any photographs but will complete the flyer.

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 correct Red Rose has been agreed. The Secretary and Caroline to identify suitable images/drawings of Lonk sheep to update the Group's logo in discussion with the graphic designer. It was noted that the design needed a full stop after the A in L.D.W.A.

Nick Halford's wife has produced drawings of a Lonk sheep for review by the graphic designer.

October update: NH tabled three drawings of Lonk sheep, one was chosen by the Group. CT to liaise with the graphic designer to produce the Group's logo.

Action: Ongoing

18.11 All officers are advised to read the three recently published GDPR documents (Policy, User Guide and Briefing Notes). When the Secretary is asked to confirm EL

Group compliance then each Officer will first be asked to confirm their compliance to their obligations as detailed in the documents.

The NEC Data Manager, in answers to questions posed by the Chair, has stated that further guidance related to insurance requirements will be issued during September. This will be considered prior to any further action.

October Update: Still awaiting further advice/guidance from the NEC.

Action: Outstanding

- 18.12** It was agreed that the Secretary would purchase about five waterproof clipboards, (order number dependent on the most economic purchase quantity).

October update: Five A4 portrait waterproof clipboards have been purchased by the Group and have been added to the Asset Register and have been passed to regular walkers present at the meeting.

Action: Closed

- 18.13** **Action 18.13:** The Secretary to ask the NEC Data Manager as to whether a Walk Register is required on a recce of a Group Walk in order to receive the LDWA insurance cover.

October Update: Still awaiting further advice/guidance from the NEC.

Action: Outstanding

Agenda Items:

3. Chair and Secretary's Update:

- 3.1 It was noted that the Group's AGM will be held at the Doffcocker Inn on Tuesday 7th November 2017 at 8pm. The format of the AGM would be a short 5-6 minute presentation by each Officer to include a question on something contained within the report. Prizes are available.
It was noted that:

- 3.1.1 In line with the Group's agreed Constitution all Officers and Committee Members step down but can stand for a further term.

- 3.1.2 **The Chair and Secretary will not be standing for a further term** due to personal and family reasons.

Confirmation has been received from the NEC that the posts of Chair and Secretary need to be filled by different people. Failure to appoint a replacement Chair and Secretary will mean that steps will be taken by the NEC to dissolve the Group and dispose of its assets.

Any body wishing to understand more about the Chair and Secretary roles to contact Paul or Alison via email or phone.

- 3.1.3 In order to better comply with data protection guidelines Viv Lee is stepping down as Events Secretary. Caroline Tennant has agreed to stand and was proposed by Alison Wadsworth and seconded by Nick Halford.

- 3.1.4 Paul Wadsworth agreed to stand as an Ordinary Committee Member, this was proposed by Alison Wadsworth and seconded by Hilary Scott.

- 3.1.5 The Chair also confirmed that Norman Thomas and John Pickton will not be standing for a further term as Ordinary Committee Members.

- 3.2 All other Officers present agreed to stand for a further term, this was accepted by the meeting attendees.

- 3.3 Other nominations for any of the Officer or Ordinary Committee Member roles should be sent to the Secretary, with a proposer and seconder, to be received by Tuesday 23rd October 2018.

- 3.4 Any motions to be raised at the AGM should be with the Secretary by 16th October .

- 3.5 Julie Spencer has agreed to act as the Group's external auditor.
- 3.6 A hotpot supper or vegetarian alternative will be available please email the Secretary with your preference before the AGM to assist with catering numbers.
- 3.7 As the Chair and Secretary are stepping down they will not be attending the Group Reps Weekend to be held at Medway YHA, Kent Friday 16- Sunday 18 November 2018. The Group has already agreed to fund a room and board, travelling expenses are paid for by the NEC. Any Committee Member who would like to attend and feedback to the Group at the December meeting should inform the Secretary by Friday 5th October 2018.
- 3.8 The CPR course run by the Fire and Rescue Service on 8th September unfortunately had to be abandoned part way through due to an emergency call. Date options for a rescheduled course are awaited.

4. Treasurer's Update:

- 4.1 The Treasurer gave a summary update on the Group's financial position.
- 4.2 The Treasurer also discussed a hoax email that had been received by the Northumberland Group and confirmed that he had received similar emails from the same email address.
It was suggested that the Group's website only contain email address in the following format: nameATemailaddress as most hoax emails originate from automated searches which look for the @ symbol. A note will advise readers to replace 'AT' with '@'.
Action18.14: the IT Secretary to update the website accordingly.
Action: Ongoing

5. Event Secretary's Update:

5.1 Red Rose 50

- Gordon Stone, Red Rose 50 Co-ordinator provided a presentation on the recent RR50. This comprehensive report included the results of the questionnaires completed by some entrants, email comments from entrants and marshals and on the day observations and stimulated a constructive debate.
- Overall the 2018 RR50 was a great success with positive feedback received.
- It was felt to be inappropriate to hold a vote on whether to hold a further event either in 2019 or 2020 until a new Chair had been appointed as he/she would be ultimately responsible for the event. A vote would be held at the 4th December 2018 meeting.
- Further to the Red Rose 50 in 2017 it was agreed that a Red Rose 50 sub-committee was required to be filled in order to ensure a successful 2018 event. A committee with the following roles was duly created and delivered the 2018 event.
 - RR50 Co-ordinator
 - RR50 Secretary
 - Route Master
 - Entries Secretary
 - Checkpoint Coordinator
 - Catering Manager
 - Equipment Manager

- Staffing Coordinator

A number of the members of this committee are now retiring from their roles and must be replaced before any further Red Rose 50 events can be considered. if you would be willing and able to fulfil one of these roles then please contact The Secretary.

As well as the above committee members the Group IT Secretary would provide website services, the Group Treasurer would provide financial services and one or both of the Group Secretary or Chair would have to be involved for Group Assurance purposes.

5.2 Two Crosses

The Two Crosses Event is live on SI, 12 entries received to date.

6 Walks Secretary's Update:

- 6.1 In the Walks Secretary's absence the Chair confirmed that the January to April 2019 Walks Programme was full and that all walks are on the website.

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.

- 7.2 Norman Thomas is organising the Christmas Meal, further details to follow. The Group voted to make a contribution of £5.00 per event to marshals attending the meal. For marshals who assisted at both the Two Crosses and the RR50 this would be a £10 donation.

8. IT Secretary's Update:

- 8.1 The IT Secretary reported that the website is up to date.

9. Any Other Business

- 9.1 None

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CONTINUED BELOW
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Date and Time of the Annual General Meeting
8pm, on Tuesday, 6th November 2018
at the Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD

**A hotpot supper or vegetarian alternative will be provided, please confirm your attendance
with menu choice to the Secretary by Thursday 1st November 2018.**

ALL WELCOME