

Actions from 2017 LGW	Responsible	Outcome
S Wales categories of Walks – to be circulated for consideration by other groups	Julie C	To be included in next Strider and further consideration given to a standard format David M gave an update on S Wales progress. Note comments about duty of care on walks. <b>Ongoing</b>
Suggestion to include a note for new members about contacting their walk organisers for advice about pace.	Steph C	Completed
Add a note in Strider and on the website about new members checking for pace	Julie C	Completed
Is there a role for the events coordinator to monitor dates for new events?	Tim	For consideration. <b>Ongoing</b>
Information needed to ensure Local Groups are compliant with new Data Protection Regulations	Christopher H	Completed
NEC to consider how access to members personal information should be controlled	NEC	Completed
Suggestion that perhaps there should be no waymarking on 100s or challenge events. 100 Coordinator and Events Secretary to consider.	Dave M / AW / TG	For consideration - Propose for H&S only and sensitive areas <b>Revised rules</b>
Register of walkers on social events. Agreed that we need clarity from the insurers and a checklist for groups to follow.	Sandy	Completed <b>On agenda</b>
NEC to communicate any new processes around insurance and register of walkers	NEC / Sandy / Julie	Completed <b>On agenda</b>
<b>Visitors and guests</b> covered for first 3 times only – thereafter they need to join. NEC need to agree how this should be monitored	NEC	Completed <b>Applies to single groups only – not to try and coordinate nationally</b>
NEC to check whether some key documents about the LDWA 100 are accessible by all members for information	NEC	Guidelines already there New rules will be circulated <b>On agenda</b>
Cinque Ports 100 Volunteers. Request to be circulated to Groups	Julie C	Completed
Points raised in connection with 100s to be considered by 100 Coordinator and NEC	Dave M / AW / NEC	See DM email <b>On agenda</b>
Pacing advertised on main publicity materials causing some concern. Felt that it should be removed and left to local groups' to decide	David H	Considered for next reprint
Publicity article from Essex and Herts to be circulated with permission	Julie C	Completed
Comments about Strider to be forwarded to Editor for response	Julie C / Graham S	Completed

Information on the new website to be circulated as soon as possible	Adam D	Ongoing A lot of background work has taken place and as this impacts on users information and guidelines will be circulated.
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<b>1</b>	<b>9.15</b>	<b>Actions from last time</b> See notes above	
<b>2</b>	<b>9.30</b>	<b>Governance</b>	
	a)	<i>Data protection</i>	Christopher
		<p>Christopher handed out a Data Protection guidelines sheet for Local Group Officers and talked the group through it. He will be writing to ALL groups soon and will be referring to this checklist. This will be included in the Weekend Report Pack as well as a User Guide for Officers that will be sent to all group Chairs and Secretaries. Care must be taken with the disposal of data.</p> <p>Every group must have a designated Data Protection Officer who can access members' details, though this role can be combined with any other role. This is to show that as an organisation we have a system in place at National and Local level.</p> <p>Guidelines on using bulk email without being able to access personal details to be circulated to all groups.</p> <p>Any information downloaded from SiEntries (and other systems) should be destroyed after the event. Christopher to check on exact details.</p> <p>Annual confirmation – the designated officer in every group will be contacted to confirm the 4 points indicated to ensure LDWA is compliant with the legal requirements.</p>	<p>ALL to note</p> <p>ALL to implement CH to be advised</p> <p>AD</p> <p>CH</p> <p>ALL to note</p>
	c)	<i>Safeguarding Policy</i>	David M
		<p>Flowchart circulated for information to reflect the recent updates in the current legal position. David M talked through it.</p> <p>David M is the Safeguarding Officer for LDWA at a national level. The Chair of each Local Group should be the Safeguarding Officer at a local level (unless the Chair is implicated in an incident). All documents are in the LDWA Library. Any queries and any incidents should be reported to NEC as soon as possible if an incident occurs.</p> <p>Bullying would be handled under the Grievance Procedure.</p>	<p>DM to notify ALL to action</p>
<b>3</b>	<b>9.50</b>	<b>Finance and insurance</b>	
	a)	<i>Register of walkers for social events</i>	Sandy Gee (proxy)

		<p>Guidelines on a register of walkers at social events from the LDWA Insurers are now available and a summary was circulated. The Insurers have confirmed that for continued cover this is now a requirement. David M explained how this will work in practice. This needs to be put in place with immediate effect.</p> <p>Name and membership number to be collected for members. Additional information for visitors and guests. For Health and Safety information use ICE cards</p> <p>Make the form landscape for practical purposes</p> <p>Is it possible to send out ICE cards to every member for putting in their rucksack.</p> <p>Need a tick box which also states I do/do not wish to be contacted in the future.</p> <p>Email to be sent out from NEC outlining requirements</p>	<p>ALL to action</p> <p>ALL to action</p> <p>SG</p> <p>DM</p> <p>SG</p> <p>DM</p>
	b)	<i>Visitors and guests</i>	NEC
		(Dealt with under a) above)	
	c)	<i>NEC budget and future needs</i>	
		<p>David M outlined the proposed future plans for the association which will go beyond the current NEC members and support the ability to make difficult decisions in the future. There is a long term plan which will need to be financed and a sub-group is in place to try and raise the necessary funding over a 5 year period without needing to raise subscription levels. The plans include both efficiency savings and increasing revenue streams.</p> <p>More details will be available in the new year and David will be writing to local group Chairs and Secretaries.</p>	DM
<b>4</b>	<b>10.20</b>	<b>LDWA 100s</b>	
	a)	<i>100 Rules</i>	Alan
		<p>Alan first of all thanked everyone who had ever been involved in a 100 event in any role for helping to make our flagship event so successful over the years. Being new in the role he reviewed the Kent Cinque Ports with new eyes in order to identify where positive revisions could be made. There is a 100 Review Group which has discussed and come to a consensus on many issues. He outlined the revisions that will be made to the 100 rules. These revisions will be highlighted to future 100 organisers. The process is ongoing to try and standardise as much as possible and support organisers. The revised rules are live on the Hadrian Hundred website.</p>	AW
	b)	<i>2019 Hadrian 100</i>	Bill (proxy)
		Julie read out the progress report which will be in the weekend report pack	
	<b>10.45</b>	<b>COFFEE</b>	

		The group proposed a vote of thanks to Hannah for all of her hard work in the kitchen.	
<b>5</b>	<b>11.00</b>	<b>Marketing and Publicity</b>	
	a)	<i>Logo</i>	David M
		<p>David M outlined his aspirations for the future of LDWA and the members. We want to ensure that our 5 key areas and activities are still happening for everyone to enjoy in the next 10-20 years. However, we all must appreciate that we are approaching a demographic time bomb and therefore there are some difficult decisions to be made soon in order to ensure and enhance our future.</p> <p>One of the cases for change is the logo, which has been under discussion for some years. However, now is the time for decision and in the December Strider all members will be given the opportunity to vote for a new logo.</p> <p>The group were shown the two logos that will be the subject of the vote. The result will be announced at the AGM in March.</p> <p>Everyone was asked to go back to their groups and spread the word about the case for change and the rationale for the new logo design.</p> <p>Once the decision has been made then house style guidelines, as well as various templates, will be produced and circulated to groups.</p> <p>Electronic versions will be uploaded to the website for groups to discuss.</p> <p>The group acknowledged the amount of work that NEC has put in to getting the association to this point.</p>	DM
<b>6</b>		<b>AOCB</b>	
	a)	<i>Strider</i>	
		<p>Graham was asked about the reasons for the changes that have been made to Strider over the past year, in particular the removal of The Back Marker feature</p> <p>Graham outlined his rationale.</p> <p>There is some work going on behind the scenes to ensure we are as environmentally friendly as possible in relation to the publication and the wrapping.</p>	
	b)	<i>Social Media</i>	
		<p>Nicky Wood asked for opinions about Facebook groups being open or closed to attract new members.</p> <p>David M outlined the S Wales group's approach. Open pages can be used to publicise the groups' activities. More guidelines will be produced as part of the development of the Toolkit.</p>	
	c)	<i>National Trust Charging Policy</i>	

		NT have now decided that charges will not be made for walking on NT land for events. Charges will only be made where we make use of services provided by NT for toilets, car parks, checkpoints and similar.	
	c)	<i>Managing and maintaining Long Distance Paths</i>	
		<p>Christopher outlined some issues with the use of Long Distance Paths (NOT National Trails). These included impassable fields, closed off footpaths, insurmountable stiles, etc.</p> <p>He asked if the association and in particular the local groups could have a role to play in reporting such issues? Should we develop a system for reporting issues? Also, how active could we be in maintenance of LDPs, e.g. litter picking, clearing undergrowth, etc. Should local groups use surplus funds from challenge events to support the maintenance of LDPs, e.g. repair of stiles, gates, etc?</p> <p>Mary Dee – issues should be reported preferably with details of proposed use.</p> <p>Terry Bound – do we have any relationship with the NFU which may help resolve issues with access across farming land, especially using Rights of Way? (We don't currently but consideration should be given to forming one. Explore with Ramblers)</p> <p>Anne Brown – check routes are in the Definitive map as well as the OS maps. Farmers have a duty of care for walkers on their land.</p> <p>Anne Brown – would not recommend giving surplus funds to councils for path repairs etc as it is their responsibility in the first place to ensure safe access.</p> <p>Keith Bailey – Staffs group arrange working parties with their council to maintain local paths.</p> <p>Nicky Wood – what insurance cover is there for working on paths. Public liability will be in place for any official LDWA activity. Some areas will be covered under the local council which the group is working with. Personal harm will be an individual's responsibility.</p>	DM
	d)	<i>Volunteer awards</i>	
		The Association is made up entirely of volunteers and depends on them nationally and locally for its existence. The December Strider will be launching a scheme to recognise and reward volunteers. The first of these awards will be given at the 2019 AGM.	
	e)	<i>Membership</i>	
		<p>Strider is due out on 21<sup>st</sup> November. Please notify Steph if your issue does not arrive.</p> <p>Membership is likely to fall slightly on 1 January and 1 March because of the financial and membership year.</p> <p>Some August Striders are available to take home for local use.</p>	
<b>7</b>	<b>12.25</b>	<b>Date and venue for 2019. YHA Sherwood, 15-17 November 2019</b>	

<b>8</b>	<b>12.27</b>	<b>Evaluation Sheet</b> Please complete and leave or return via post or email. Thank you	
<b>10</b>	<b>12.28</b>	<b>Claim Form</b> Please complete and leave with receipts or post or email after your return home. Mileage rate 45p per mile.	
<b>11</b>	<b>12.30</b>	<b>Thanks and Close</b>	
		<p>Vote of thanks to Elaine Oddie for chairing the meeting.</p> <p>David gave a vote of thanks to everyone for their continued work in keeping the Local Groups running so successfully.</p> <p>Elaine proposed a vote of thanks to Julie for organising a useful and productive weekend.</p>	