**LONG DISTANCE WALKERS ASSOCIATION - BEDS BUCKS NORTHANTS GROUP
MINUTES OF COMMITTEE MEETING
HELD ON THURSDAY 14TH JANUARY 2016
AT 1 ABBEY WAY, BRADVILLE, MILTON KEYNES**

The meeting commenced at 7.55pm

**Present:** Gill Bunker (Newsletter/Website), Norman Corrin (Chairman), Dave Findel-Hawkins (Membership), Mary Knight (Social Walks), Peter Simon (Secretary), Alan Leadbetter (Local Groups Rep), Ian Sage (Treasurer)

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| Norman welcomed everyone to the meeting. | **ACTION** |
| **1.** | **Apologies:** Chris Bent |  |
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| **2.** | **Minutes of Previous Meeting (24th September 2015) and Matters Arising:** |  |
|  | The Minutes were approved. |  |
|  | Matters Arising: |  |
|  | Purchase of BBN badges: To be discussed later. |  |
|  | BBN attendance at National AGM: To be reported later. |  |
|  | Santa’s new suit has been purchased and tested. |  |
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| **3.** | **Reports:** |  |
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| **(a)** | **Chairman**: **Norman Corrin** |  |
|  | Norman’s report had been circulated before the meeting: |  |
|  | Thanks to Gill for hosting the meeting and welcome to Peter.I’ve done the following:New Members/Enquiries from Public:Dave has notified me of 21 new LDWA members who live within our group’s catchment area. I’ve spoken to most and emailed all with an information pack bar one couple who didn’t supply an email address. I’ve not sent this couple anything….. |  |
|  | Norman will post an information pack to the couple with no email contact. | ***Norman*** |
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| **(b)** | **Secretary: Peter Simon** |  |
| (i) | Peter said he had received a package from National Office with publicity material. Agreed this should go to Pick & Mix for display. | ***Peter*** |
| (ii) | Peter said he was experiencing problems sending emails via BCC – but those present had received emails so his system appeared to be working. |  |
| (iii) | Gill to send Peter link for LDWA Local Groups Admin login. | ***Gill*** |
| (iv) | It was confirmed that copies of all BBN committee and AGM minutes are on the BBN website. |  |
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| **(c)** | **Treasurer: Ian Sage** |  |
|  | Ian’s report had been circulated before the meeting: |  |
|  | BBN Accounts total as at 11/01/2016 7011.04Represented by: NatWest current account 3005.76 NatWest deposit account 4005.28Significant activity since last committee meeting: 1. Sundon Saunter entries and expenses gave overall surplus of £254.99
2. Donation to Central Bedfordshire for new gate at Battlesden, £250 (included in Sundon Saunter expenses)
3. Red Rose 100 checkpoint marshals’ payments
4. Entry fees from Sportident, £80

Expected expenditure:1. Donations to BOB and East Anglia Air Ambulance to be discussed |  |
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| (i) | Ian confirmed the donation for a gate at Battlesden had been allocated to the Sundon Saunter. |  |
| (ii) | Ian will send the donations of £100 to BOB and East Anglia Air Ambulance as agreed at the AGM. | ***Ian*** |
| (iii) | £80 was received from Sportident in December, but Ian does not have details of how this is made up. This information has probably gone to Mike or Dave Y. Ian will check. | ***Ian*** |
| (iv) | Peter needs to become a cheque signatory in place of Merrian. Ian will liaise with Peter. | ***Ian/Peter*** |
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| **(d)** | **Membership Secretary: Dave Findel-Hawkins** |  |
|  | Dave’s report had been circulated before the meeting: |  |
|  | We currently have 178 members including our five free members.We have four new members since the last meeting, but we have lost one who has moved to The Lakes.We have only 31 yet to pay their 2016 administration fee. |  |
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| **(e)** | **Social Walks: Mary Knight** |  |
|  | Mary’s report had been circulated before the meeting: |  |
|  | My first attempt at a walks programme is almost complete (draft attached). There are at least 2 social walks in each month from May to August inclusive, plus challenge and marshals’ walks. The Dorset 100 (Marshals’ and main event), FTAB (Marshals’ and main event) and Greensand Ridge all fall into the period of the next walks programme.I have learned:* asking people directly is very successful
* e-mail pleas much less so!
* Walk stats are easy to collect from Merrian’s updates (*will these still be provided in an update?)*

I still need to find out:* How much information I need to provide in the programme on BBN challenge walks?
* Do I need to produce 2 versions one for Strider and one for BBN newsletter (for example, with and without Greensand Ridge details)?
* Would it be more sensible to do as Gordon does and select every other weekend and ask for walk leaders for those dates as a priority to ensure walks are more evenly spaced? (it would be helpful to have a view on this as I would like to put a list of dates for the next programme in the next newsletter)
* Where do I get walk leaders e-mail addresses from to send them copy for checking of their walk details?

Gordon asked me to mention:* We now have leaders for Thursday walks fortnightly from Jan to end of Aug.
* Agrees that asking people when out on walks gets the best response.
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|  | Mary said most of her questions had been answered. |  |
| (i) | She will ask for walk leaders for the next programme in the Spring Newsletter. | ***Mary*** |
| (ii) | Dave will send Mary an up-to-date list of names and email addresses. | ***Dave*** |
| (iii) | Mary will pick up attendance numbers on walks from the BBN website/email the walk leader. | ***Mary*** |
| (iv) | There will be two Saturday walks on the April-August programme. |  |
| (v) | **Thursday Walks**: It was noted that there has been a conflict with BBN Thursday walks being held the same week as the Thames Valley mid-week walks. It was agreed that Gordon produces a full programme of popular well-supported walks - so why change anything. |  |
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| **(f)** | **Merchandising/Equipment: Lynn Yorston (Non-Committee)** |  |
|  | Lynn’s report had been circulated before the meeting: |  |
|  | * Sold 2 baseball hats at Group AGM at half price.
* Latest up to date equipment listing is on website, placed there by Merrian.
* Lynn has obtained prices from Tolleys ref ordering of new BBN group badges:
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|  |  Group badge costs 3" diameter with our logo 300 will cost 73p per badge + VAT 200 will cost 80p per badge + VAT Please let me know what you need me to order.* Also could we have a decision on the 'beware walkers' signs. We shall need 4 more than we actually hold for the P&M. I still feel we should go with the same as we already have.
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| (i) | **Badges:**It was agreed to ask Lynn to purchase 200 badges. The badges will be given to committee members to hand out. Dave will keep a record of who has been given one. | ***Lynn******All******Dave*** |
| (ii) | **Beware Walkers Signs:**It was agreed to ask Lynn to purchase the Beware Walkers signs as required. It was noted that Merrian is looking for some larger signs. | ***Lynn/Merrian*** |
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| **(g)** | **Website: Gill Bunker** |  |
|  | Gill’s report had been circulated before the meeting: |  |
|  | Not a lot to report on the website at the moment but I must say a massive thank you to Merrian for her comprehensive handover notes and going through it all with me. Terry Brown has offered to help out informally with a bit of website work, and it is sensible to have back up. As soon as I get myself organised I will liaise with her. |  |
| (i) | Gill confirmed that she is in contact with Terry regarding her offer to help with the website. | ***Gill*** |
| (ii) | Following the changes to the committee, access permissions to the LDWA website have been updated: |  |
|  | Access permissions for the Admin Groups Info website: Gill Bunker and Terry BrownAccess permissions for the LDWA Groups Admin website: Gill Bunker, Norman Corrin, Dave Findel-Hawkins, Terry Brown, Peter Simon, Mary Knight. |  |
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| **(h)** | **Newsletter: Gill Bunker** |  |
|  | Gill’s report had been circulated before the meeting: |  |
|  | The next Newsletter will be the Spring issue – which I hope to send out by mid-February. Can you let me have anything to go in the Newsletter by the end of January if possible please. I have three articles already, so have something to start work on. | ***All*** |
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| **(i)** | **Local Group Rep: Alan Leadbetter** |  |
|  | Alan’s report had been circulated before the meeting: |  |
|  | At the weekend meeting in November the topic of discussion of the Friday night was the updating and maintaining of the Long Distance Paths handbook. It was said that the local groups could help by volunteering to check the routes and paths in their area, updating information for publication on the route/path. This information would then be entered into a database by a group of team leaders, who might have to be paid for they time. Also discussed at the weekend was LDWA DATA PROTECTION AND PRIVACY POLICY. A copy is enclosed, as well as a copy of the BRIEFING NOTES ON DATA PROTECTION. |  |
| (i) | **Long Distance Paths:** |  |
|  | It was noted that the National LDWA would like local groups to be responsible for route checking/updating information for all long distance paths in their area. Further details awaited from NEC. |  |
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| (ii) | **Data Protection** |  |
|  | (a) The new paragraph re data protection to be included on event entry forms was noted. It is understood that this is to be further discussed by the NEC and we await further guidance. |  |
|  | (b) Bulk emails. The guidance regarding the holding of email addresses by local groups was noted but at present the National Database is not suitable for use for our emails. Further guidance awaited from NEC. |  |
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| **(h)** | **Other committee members**  Nothing |  |
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| **4.** | **Insurance Issues – Incident Reports** |  |
|  | No incidents to report. |  |
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| **5.** | **LDWA** |  |
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| **(a)** | **AGM 2016 Norman Corrin** |  |
|  | * I will be going to the National AGM as will several other BBN members (Ian and Pat, Dave and Merrian, Steve and Pearl).
* Ref this in my Chairman’s Chatter for the Spring newsletter I will be reminding members to use their proxy form….if they still have them!
 | ***Norman*** |
|  | Norman and Steve are organising a quiz for the Friday evening.It was noted that there are 7 candidates for 6 NEC positions. Members can vote online. |  |
|  | Norman has forwarded several suggested venues in our area for future national AGMs to the NEC but has not heard anything. |  |
| **(b)** | **Group Constitution – Norman Corrin** |  |
|  | The Group Constitution was accepted at the Group AGM. Merrian has kindly offered to address some of the anomalies raised at the AGM by Adrian Moody and Nigel Schofield with the national committee. | ***Merrian*** |
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| **6.** | **LDWA 100** |  |
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| (a) | **2016 100 – Dorset – Norman Corrin** |  |
|  | * We are at Checkpoint 1 at Crossways. It is now an indoor checkpoint. As with Red Rose we’ve been asked to provide a laptop which we will be doing.
* We’ll be serving sweet and savoury biscuits, buttered tea bread (will need to be buttered on site), bread pudding, flap jacks, fruit jellies, a variety of home made cakes and slabs of cheese for cutting into cubes.
* Deirdre would also like us to bring a laptop, some of our plastic jugs and water containers.
* Chris Pitt has said that we will be recording entrants manually at CP1. I’ll speak to him as we know the automated recording worked last year on Red Rose 100.
* Currently we have 10 helpers who are me, Dave & Merrian, Steve & Pearl, Mary Knight, Milly Bones (a local Dorset lady), Nigel Schofield, Michelle Amour & Alan Leadbetter.
* I’ll put something in the Spring newsletter asking for helpers.
 | ***Norman*** |
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| (b) | **2017 100 – North York Moors - Norman Corrin** |  |
|  | We’ve a Checkpoint at 28 miles which is a Bunkhouse in Rosedale. Merrian will be organising the group checkpoint and looking for volunteers to help. | ***Merrian*** |
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| (c) | **2018 100 – Kent - Norman Corrin** |  |
|  | We’ve been offered a checkpoint at Rye 13 miles. |  |
|  | **2019 100**. Will there be one? |  |
|  | Dave is aware of discussions being held regarding the 2019 100. |  |
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| **7.** | **BBN Challenge Events** |  |
| (a) | **Sundon Saunter 2015** |  |
|  | Dave said that all went well. The event made a good surplus. The beer was greatly enjoyed and will probably be repeated in future. |  |
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| (b) | **Pick & Mix 2016 – Lynn Yorston** |  |
|  | Currently there are 32 entries for this. Lynn thinks this is due to clashing with other events the same day. Anyone from the committee able to help with car parking at the start. Only 3 to 4 people are needed.  |  |
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| (c) | **From Here to There & Back 2016 – Alan Leadbetter** |  |
|  | Things are moving on. I am increasing the numbers to 200 and will allow runners on all routes. I will put the event on SiEntries once I have checked with the committee on the wording on data protection. I am looking at changing the middle route next year, taking out the loop and taking it up to Broughton.I will be asking for marshals so if anyone can help please let me know. |  |
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| (d) | **Steppingley Step 2016 – Dave Findel-Hawkins** |  |
|  | Takes place on 20th Nov. Closing date for entries 8th Nov (if 300 limit not reached earlier). Marshals’ walk is on 30th Oct.Sientries will be used this year.One less Cp on each route. So 26ml has 3, 18ml 2 and 12ml 1.Cp2 Ampthill booked. Cp3 Flitton reserved. Cp1, I had hoped to use Westoning Village Hall but that is already booked so I have to find an alternative.Details are on LDWA website and will be in April & August Strider. |  |
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| **8.** | **Donations/Projects** |  |
|  | No suggestions at present. |  |
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| **9.** | **Group Activities/Weekends/Social Events** |  |
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|  | **Greensand Ridge Walk - 10th July 2016 – Norman Corrin** |  |
|  | Nigel has phoned me and said that for personal reasons he will not be organising the Greensand Ridge Walk this year. He sends his apologies to the Committee for standing down from this. However in his own words:*Should you be able to find a replacement organiser then I would be able to handle the entries (aka Mike Hyland!) and print the certificates. All entrants would need to print off the registration form from the BBN website and post completed form with cheque to me.*He did provide me with the information on hall bookings so far:1. Northill Village Hall - Breakfast stop. Hall is booked, have forms to complete, no payment made.2. Parkside Hall, Ampthill - Lunch Stop. Hall is booked, need to download forms from website, no payment made.3. St Mary's Church, Woburn - Tea Stop. Contact made with 'verger' OK to use the green sward again. We paid £25 as a donation in 2014.4. Coach Hire - No contact made with company used last time, don’t expect any problems.5. Car Park in Church Street Leighton Buzzard. Nigel checked this out on the way back home after the Santa Walk. Car Park signs still indicate no charge on a Sunday. 6. Registration Form. The print room manager at the Council has very kindly agreed to amend the form with dates etc. I have increased the cost to £22 per walker. He will also have the certificate amended for the date.7. Entries. BBN members to enter by Friday 10 June. Non-BBN Members can enter at any time on a first come first served basis, but will not be allocated until 11 June. Max 40 places. If 40 places not taken up (we had 27 starters in 2014) then people can enter up to Friday 1st July - but not after. | ***Gill/*** |
|  | It was agreed to take this forward via a mini-sub-committee – Mary, Gill, and Norman. | ***Mary/Norman*** |
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| **10.** | **AOB** |  |
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| (a) | **Date and Venue of 2016 BBN AGM** |  |
|  | It was agreed that the AGM will be held at the Anchor Inn, Great Barford, Beds on 27th November 2016. | ***Peter/******Norman*** |
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| (b) | **Dates for future committee meetings** |  |
|  | It was agreed that the next committee meeting will be held on Thursday 2nd June at Ian’s house. | ***All*** |
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| (c) | **Honoraria – Proposal from Merrian Lancaster** |  |
|  | Now that I’m no longer on the committee, I feel I can make the following proposal. Most committee members incur some costs on behalf of the group. For example, printer paper, printer cartridges, petrol, copying, postage, envelopes. Most are small amounts individually, so most committee members don’t ask to be reimbursed and anyway it’s tricky to keep track of the odd stamp or a few pages of printer paper, but they add up over a year. Please would you consider giving every member of the committee an honorarium, I suggest £20 as a starter for discussion, which they can spend how they choose, or even donate to charity if they prefer? The option to claim reimbursement for anything would still be available, and certainly claims for newsletter printing or purchase of equipment, etc. should still go through the normal claim procedures. |  |
|  | This was agreed. A honorarium of £30 will be given to all committee members. | ***Ian*** |
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| (d) | **Purchase of two walkie-talkies - Proposal from Merrian** |  |
|  | Please would the committee consider purchasing two pairs of walkie-talkies, primarily one set for Thursday walks, and one set for weekend walks? When we have a large group on a walk, the walkie-talkies would enable those at the back to alert those at the front of any problems. There are several on Amazon, ranging from £15 a pair to £40 a pair. The ones pictured cost £17.50.<http://www.amazon.co.uk/s/?ie=UTF8&keywords=walkie+talkies&tag=mh0a9-21&index=aps&hvadid=2978987995&hvqmt=e&hvbmt=be&hvdev=c&ref=pd_sl_1y48m94s70_e> |  |
|  | This was thought to be a good idea and worth trialling. It was agreed to purchase one set initially, to be used on the Thursday walks, as it was felt it would be easier to get the walkie talkies to the leader via regular walkers on Thursdays. Weekend walks might be more problematic. | ***Gill*** |
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| (e) | **Purchase of Banners - Proposal from Merrian**  |  |
|  | Please would the committee consider purchasing some smaller banners for use on events? For example, “no muddy shoes in the hall”, “no dogs in the hall”, “BBN checkpoint”, “no parking”.One website, which offers various sizes and allows you to design your banner….<http://www.bannerbuzz.co.uk/outdoor-banners>In this example, the 3x2 is £6.99, postage £8.00. **Material:** High Quality PVC Flex, **Weight:**9 oz , 11 oz, 13 oz, **Color:** Gloss, Matte, Grey Back, White Back **Application:** It is suitable for indoor and outdoor printing used in billboard, display, banners and exhibition booth decoration. **Printing:**720DPI, 1080DPI, Solvent Digital Printing, Eco Solvent, UV Printing, Full Color |  |
|  | This was thought to be a useful idea. It was agreed to purchase 3 x BBN checkpoint signs, and one each of the others suggested by Merrian. | ***Gill*** |
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| (f) | **Purchase of two second-hand 3 litre pump flasks – Merrian** |  |
|  | I’ve been offered two second-hand 3 litre pump flasks. New ones can be got for £20, or £15 if lucky to find an offer, so I’d suggest £10 each, I could offer £5 each and see what the reaction is. Would the committee like me to acquire them for the group? | ***Merrian*** |
|  | These would be useful and it was agreed to ask Merrian to offer £10 each for the flasks. |  |
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| (g) | **Wendover Gap Anytime Challenge Walk** |  |
|  | Dave Y has confirmed that one person has completed the long route. |  |
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| (h) | **AGM Minutes** |  |
|  | It was confirmed that these can be sent to the LDWA Local Group Secretary as required. Gill will email them. | ***Gill*** |
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| (i) | **Audited Accounts** |  |
|  | It was confirmed that these can be sent to the LDWA Treasurer as required. Ian will scan and email the accounts. | ***Ian*** |
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| (j) | **Spare Striders** | ***Peter*** |
|  | Peter said that following the handover from Merrian he had been asked by LDWA National why BBN needed so many extra copies of Strider. It was thought Merrian had asked for them because she had found out there were unused spare copies. Peter will ask if we can have 12/13. | Steph Carter has since agreed to supply us with 12 copies. |
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| (k) | **BBN Name Badges** |  |
|  | Merrian is happy to continue producing the BBN name badges. | ***Merrian*** |
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| (l) | **Former Committee Members** |  |
|  | Thank you letters for their presentation gifts have been received from Dee and Lynn. |  |
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| (m) | **Membership List** |  |
|  | No-one else needs a copy of the Membership List. |  |
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| (n) | **“Action”**Following a suggestion by Merrian on the handover, Gill will include a “Action” column in the minutes. | ***Gill*** |
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| The meeting closed at 10.05 pm |  |
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| **The next committee meeting** will be held on Thursday 2nd June at 7.45pm atIan’s – 18 Brandreth Avenue, Dunstable, LU5 4JP |
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| **The AGM** will be held on 27th November 2016 at The Anchor Inn, Great Barford, Beds. |