

LONG DISTANCE WALKERS ASSOCIATION - BEDS BUCKS NORTHANTS GROUP
MINUTES OF COMMITTEE MEETING
THURSDAY 25TH FEBRUARY 2021 - BY ZOOM

Present: Terry Brown (Chairman), Gill Bunker (Secretary), Roy Carter, Norman Corrin, Peter Engledow (Treasurer), Mike Hyland (Events Co-ordinator), Mary Knight, Alan Leadbetter (Membership), Sara Waldron (Social Walks)

1.	APOLOGIES None	ACTION
2.	NOTES OF CATCH UP MEETING 17TH DECEMBER 2020	
	2020 Accounts: Peter has sent these to the LDWA Treasurer as required.	
	Triple Challenge: (i) Lynn needs to order the badges. Agreed to order 300, approx cost £300. (ii) Alan has designed the certificate. He will check with Merrian re OU printing.	Alan/ Lynn
	LGRs meeting November 2020 – No notes received yet.	
	Dave & Lynn are happy to organise the 2021 AGM	
3.	REPORTS	
(a)	Chairman - Terry Brown	
	Since the last meeting I have: <ul style="list-style-type: none"> • Kept a watching brief on the impact of Covid-19 pandemic on our activities, mainly from NEC communications. • Worked with Gill on immediate queries and issues. • Attended the Essex & Herts AGM. • Circulated the updated NEC Data Protection guidance to relevant BBN folk. – this is on the agenda. 	
	Terry will be attending the LDWA AGM on 7th March.	
(b)	Secretary - Gill Bunker	
	So far, so good. It's not been particularly onerous. <ul style="list-style-type: none"> • Tuesday News: One done every week so far (and I haven't had to make anything up yet). • Header for April Strider sent to Julie Cribb, NEC Local Groups. • I was one-third of the organising team for the BBN/EH Zoom Quiz on 12th February. • Emails from NEC - circulated/responded as necessary. • Failed emails (emails not being delivered) – 2 BBN members contacted. Both sorted. • Emails to Spam – response from members reported to LDWA IT team – their DIY fix sent to all who responded, and included in TN. • Virtual Hundred: Put two members (via TN) in contact with another who was seeking walking companions on FB. • LDWA Walks Database: GPX files asked for. Only two people responded. When group walks recommence, I'll ask again. 	

	• Admin Permissions and generic email addresses updated.																																																																												
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	Nothing to report. The bank account is the same as last time - as at AGM.																																																																												
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(d)	Membership - Alan Leadbetter																																																																												
	As of the 21st February we have a total 825 members made up of 441 primary and 384 associate. Dec new members = 5, Jan new members = 2																																																																												
	Alan will let Gill have new members' names for "Welcome" in Spring Newsletter.	Alan/Gill																																																																											
	New Member Welcome – Norman Corrin																																																																												
	<ul style="list-style-type: none"> • Alan has sent me the listing for new members for January and February. I've either spoken to them all or emailed the information email with next of kin details document. • Has anyone had the chance to review if they need updating. • Gill, Jackie and I successfully hosted a quiz between BBN and Essex Herts. We won! • I've attended the Essex Herts AGM and London Group quiz night. 																																																																												

	<ul style="list-style-type: none"> • I've also registered for the National AGM which I'll be attending virtually. Thank goodness there's no Tee Shirt round this year! • Posted a Valentines Venture on the BBN Facebook page for which we had about half a dozen entries. I have a hug or a kiss available for the winner. 	
	Terry said she had looked at the "welcome letter" and thought it was fine, but how about adding a sentence explaining how new members can access the members' area of the LDWA website to affiliate to other groups etc?	Norman
(e)	Challenge Walk Co-Ordinator - Mike Hyland	
	Will be dealt with under the individual events (Item 7).	
(f)	Social Walks - Sara Waldron Will be dealt with under Social Walks (Item 9).	
(g)	Merchandising - Peter Engledow	
	Peter said all OK. He has done an item for the Newsletter – to raise the profile.	
(h)	Equipment - Lynn Yorston	
	I don't think anything has changed since my last report. But if anyone knows different, please let me know. I will send an up to date list to Gill for the web if anyone contacts me after this meeting.	
(i)	Website & Social Media - Gill Bunker	
	All BBN Tuesday News/Newsletters now moved to folder under <i>News</i> All CAK information added and updated as required. Ready to input P&M Anytime info as required.	
	BBN Facebook Members are keeping it going during lockdown with photos and comments.	
(j)	Newsletter - Gill Bunker Deadline Friday 12th March.	
(k)	Local Groups Representative - Terry Brown (2020)	
	Still no notes from the Local Groups meeting last November.	
	The 2021 meeting may be virtual. We will agree who attends nearer the time.	
4.	INSURANCE ISSUES – INCIDENT REPORTS RISK ASSESSMENTS/WALK REGISTERS	
	There have been no reportable incidents.	
	Risk Assessments: Terry suggested a standard group template for BBN challenge walks. It was agreed this was a good idea. To be followed up. It was noted that Roy had used colour coding to indicate risk levels on the CAK Risk Assessment (as used on the LDWA template in the Toolkit).	
5.	LDWA	
(a)	Generic Email Addresses – Gill Bunker	

	<p>Query: Emails sent to an officer's generic email address, why do replies come from officer's personal email address? LDWA IT response had been circulated.</p>	
	<p><i>The reason for this is because we use forwarders. This service passes or forwards on an email received on an ldwa email address to a person's private address. The ldwa email address is a virtual email address there is no email account behind it. The reason we use forwarders is to reduce the costs with the hosting service. We have over 200 virtual email address if all of these were actual accounts it would be a significant cost to the LDWA.</i></p> <p><i>When someone replies to an email forwarded to their private address. The reply goes out through their private email account and the envelope around the email contains all the details of their private address. So the recipient sees the details of the originator of the email.</i></p> <p><i>There are ways to change what is presented to the recipient but it depends on which email client is being used, and using a dedicated account for the forwarding address such as Gmail.</i></p>	
(b)	<p>Data Protection - Terry Brown Updated Data Protection policy and new user guide.</p>	
	<p>Terry had circulated the latest LDWA Data protection guidance to:</p> <ul style="list-style-type: none"> • Merrian as historical challenge records keeper. • Mike as current challenge event manager • Alan as membership lead. • Sara as social walks lead <p>She said the guidance explains the responsibilities of the LDWA regarding data protection and how they expect local groups to fulfil their duties. Attention was drawn to the following privacy notices:</p>	
	<p><u>Challenge Event Registration</u> <i>This privacy notice must be used for all challenge events including anytime or the annual 100 mile events where personal data is processed.</i></p> <p><i>I understand that the personal information submitted on this entry form will be held by the event organisers and retained securely for up to seven years after the event is held for the purposes of managing this event only.</i></p> <p><i>I accept that photographs are likely to be taken at the event, which may be featured in Strider magazine, group newsletters, on LDWA websites and on LDWA social media. I understand this will be held in perpetuity and I have the right to request deletion where it is physically possible for the LDWA to do so.</i></p> <p><i>I understand that my personal data may be published immediately and may be held in perpetuity for the purposes of providing a record of the event. I have the right to request that all my personal data be anonymised or removed where it is possible for the LDWA to do so.</i></p> <p><i>Please see the Data Protection and Privacy User Guide on www.ldwa.org.uk for more information."</i></p> <p><u>Social Walk Registration</u> <i>This privacy notice must be used for all social walks where personal data is collected.</i></p> <p><i>I understand that the personal information submitted for this social walk will be held by the organisers and retained securely on the LDWA website for up to seven years after the walk has taken place.</i></p> <p><i>Non members consent to supplying contact details to facilitate a follow up to check whether you wish to become a member if the LDWA.</i></p>	

	<i>The purpose of holding this information is to satisfy the requirements of the LDWA public liability insurance policy. I accept that photographs are likely to be taken during the walk, which may be featured in Strider magazine, group newsletters, on LDWA websites and on LDWA social media. I understand this will be held in perpetuity and I have the right to request deletion where it is physically possible for the LDWA to do so. Please see the Data Protection and Privacy User Guide on www.ldwa.org.uk for more information.</i>	
	Terry has referred a minor “copy and paste” issue in the document to Stuart Bain (spotted by Merrian).	
	It was agreed the appropriate paragraphs will be included on the group walks register.	Sara/ Gill
	Mike will ensure the challenge walk paragraphs are included on the SiEntries information for each event.	Mike
	Link to be included on website showing these paragraphs to give walkers the opportunity to read them.	Gill
	Terry to query the 7 year retention period for non-members’ details.	Terry
	Terry as Chair has to make an annual data protection declaration return for the group, confirming the group are complying with key data protection requirements.	
6.	LDWA HUNDREDS – Mary Knight	
(a)	2021 Virtual Y 100 Sir Fynwy	
	Terry suggested sending a letter to the Y 100 Sir Fynwy committee expressing BBN’s sadness at the cancellation of the event after all their work.	Terry/ Gill
(b)	2022 Trans Pennine BBN will be at CP2.	
(c)	2023 Elephant Bear & Bull No further information.	
(d)	2024 Speyside No further information.	
7.	BBN Challenge Events	
(a)	Chiltern Anytime Kanter – Roy Carter	
	As reported at the BBN AGM in November 2020: <ul style="list-style-type: none"> • The Long, Medium and Short routes have been designed and walked by organisers • Grid References and Q&A have been identified, listed, with just a few adjustments to reconcile • The flyer is prepared with NEC disclaimer and almost ready to publish • The badges have been designed and 300 ordered and received, costing £277.20 (reusable) • The cost of entry is £5.00 and only for LDWA members • Certificates are to be designed and whether they should be sent to entrants by post or by email • Risk Assessment to meet LDWA Covid-19 restrictions to be done (no official form yet) <p>08/12/20: Received reimbursement of £64.80 which was the deposit paid to book Pitstone Memorial Hall for 7th March 2021 before the pandemic struck. I thanked</p>	

	<p>the Trustees and Hall Manager for their decision in returning our deposit.</p> <p>20/12/20: Lockdown. Volunteers Dave, Merrian, Frank, Gill, Rachel, Anjanee & Adam could not begin checks on the Kanter's 13, 18 & 26 mile routes.</p> <p><u>BBN Committee to agree</u> a date to begin checking routes before CAK starts. Mike has begun checking the short and medium routes since he is "local". (But he and I designed them; it will need endorsements from volunteers).</p> <p>23/12/20: Grid References and Questions document for all 3 routes now complete. 23/12/20: The Risk Assessments for all 3 routes have been completed too. 30/12/20: The CAK Certificate has been designed and agreed upon. <u>BBN Committee to decide</u> whether they are posted or emailed to entrants</p> <p>02/02/21: Decided the initial date range for CAK is 7th March to 30th May 2021. Dates have been submitted to Strider & SiEntries and into Flyer & CAK documents on the proviso it may change. <u>To agree BBN Committee, LDWA & Boris</u> a date range for the entire event.</p>	
	<p>It was agreed the event cannot open until NEC confirmation is received. Hopefully volunteers can begin route checking after 29th March.</p>	<p>Roy/ Mike</p>
	<p>The end day to be extended to Monday 31st May. Terry to check with Lynn and Dave regarding a week's overlap with the Pick & Mix Anytime opening.</p>	<p>Terry</p>
	<p>Certificates in pdf format to be sent by email. Badges to be posted to entrants who request one.</p>	<p>Roy</p>
<p>(b)</p>	<p>Pick & Mix Anytime – Lynn & Dave Yorston</p>	
	<p>As everything is still in lock down, we have made the decision to hold this year's event as an ANYTIME CHALLENGE from 24th May until 31st August 2021 for LDWA members only. As of today, 19th Feb 2021, the powers that be have not eased any restrictions and the school are still non-committal as to whether they wish to host our event anyway. In setting these dates, we have tried to prevent an overlap with the Chiltern Kanter so as not to have two BBN events in the same area at the same time. We have already rewritten the routes to start within the public car park in Great Missenden and have altered several routes to take account of path closures due to HS2. Our anytime challenge risk assessments have been submitted to LDWA and have been fully approved for these dates.</p> <p>PLAN OF ATTACK</p> <ul style="list-style-type: none"> • We suggest that the BBN committee approve the reimbursement of those people who deferred their SiEntries until this year less the £2.00 each expenses. This will then give us a clear playing field to start again. However, this will involve the committee sending SiEntries enough funds to carry it out. Mike should be able to give a basic sum to cover this but we think it amounts to approx £300. A deadline of 30th March should be set for this to be completed. • We re-register the event with SiEntries as an ANYTIME CHALLENGE and add it to their diary as from 1st April 2021. • We will publish the routes, instructions and risk assessments on the BBN website as from 17th May and open registration with SiEntries on 24th May. Anyone who wishes to walk the event must read the documents and print their routes own as required. • Once completed, the walker will email Mike with their achievement and a 	

	<p>certificate will be emailed back to them. If requested, a badge will then be posted free of charge.</p> <ul style="list-style-type: none"> We will prepare and send accounts for the anytime challenge in early September. <p>We hope these plans are acceptable to you all. As stated earlier, we have adjusted our dates to allow the Chiltern Kanter to be very nearly completed before we start. We do not think it a good idea to allow the two events to compete with each other. Also, we had to show the risk assessments with a start and finish date for approval.</p>	
	<p>Lynn and Dave's plans were noted. Mike said there were 46 entrants for the cancelled event – It was agreed to refund all entrants – some are non-LDWA members so cannot enter the Anytime event. Mike will contact SiEntries to ascertain the amount/procedure for the refunds, and then confirm to Peter.</p>	Mike/ Peter
(c)	Shillington Shuffle 21st November 2021 – Merrian Lancaster	
	Mike said the event is on SiEntries in demo mode. It was agreed entries will open on 1st July, subject to any further Covid restrictions	Mike
(d)	Hannington Hike 6th March 2022 – Alan Leadbetter	
	<p>Old Grammarians HQ booked for Sunday 6th March 2022, waiting to hear from Broughton and Hannington about halls for checkpoints (if you can use inside checkpoints by then). Last year's routes will be used if I cannot go and recce the new routes. Will try to open entries at the end of November. Might need help sorting out risk assessment.</p>	
(e)	Wendover Gap Anytime Challenge – Lynn and Dave Yorston	
	This is still removed from our website as no Covid-19 risk assessments exist.	
(f)	Triple Challenge – Alan Leadbetter (Hannington Hike, Chiltern Kanter, Pick & Mix)	
	I have designed the layout for the certificate and Lynn/Dave and Roy, All approve. Might need tweaking before going to print.	
	Already discussed under item 2.	
8.	BBN Group Events	
(a)	Midsummer Meanders 19th June 2021 – Sara Waldron	
	In view of the continuing uncertainty regarding hall bookings and hosting events inside, it was agreed to hold this over until 2022, but a social event will be arranged for this coming summer. The MM sub-committee to plan.	Terry/ Sara/Gill/ Mary
(b)	Marsden Moor W/e 8th/9th May 2021 – Dave Findel-Hawkins	
	As it currently stands, B&Bs and hotels are not going to be open until 17th May. So it probably isn't feasible to go ahead with the Marsden Moor weekend.	
	Gill to mention the cancellation/postponement of both the Midsummer Meanders and the Marsden Moor w/e in the News.	Gill
(c)	Terry suggested another Zoom Quiz.	Norman/

	Date agreed: Friday 23rd April – St. George’s Day.	Gill
(d)	Roy suggested a BBN trip for the 2021 August Bank Holiday weekend – following the success of the Hathersage weekend last year. This was agreed. Roy is looking at the Alpha brochure – an Alpha hotel was used on the Isle of Wight trip in 2019.	Roy
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9.	BBN GENERAL	
(a)	2021 BBN AGM - Lynn & Dave Yorston	
	The 2021 AGM is still on hold. We cannot contact either the hall or the pub until restrictions are relaxed. If last year’s plans are upheld, it will be held at Ellesborough Village Hall and Parish Rooms, Butlers Cross HP17 0TX and The Russell Arms opposite.	Lynn & Dave
(b)	Future Walks Programme	
	Sara thought now was the right time to start asking for walk leaders again. She will do a paragraph for the Tuesday News asking for volunteers.	Sara/Gill
	Phil Hastings had mentioned shorter, slower walks to Norman who had brought it to the committee. It was agreed that Gill would contact Phil saying that if he wanted to put on a shorter slower walk we would be happy to advertise it.	Gill
(c)	2022 Celebrating LDWA 50th Anniversary	
	We think more information will come from the NEC fairly soon. Suggestions at the meeting were: A 50 mile walk; the Northampton Round; a Midsummer Meanders Special.	
	Member Alison Howat has suggested a canal walk.	
(d)	Slow Ways – Chris Bent	
	No report from ‘Slow Ways’. Given their statement about not launching until lockdown is lifted, I don't expect anything for a couple more months, but will continue to monitor.	
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10.	DONATIONS/PROJECTS	
(a)	Donations	
	(i) Requests received from Charities/Charity walking events	
	It was noted that officers are receiving email requests from charities. Terry said there are so many charities and it is impossible to support them all, so in fairness we do not support any. It was agreed that any donations made by BBN should reflect the activities of the group/LDWA, for example replacing stiles with kissing gates, improving bench provision, supporting Yorkshire Three Peaks remedial path works. It was agreed that we would be happy to advertise any organised charity walk in our area that followed “the LDWA challenge event format”, but only if it did not clash with a BBN walk or event.	
	(ii) Member Suggestions:	

	(a) rRIPPLE: Ed Kendrick had suggested we support the Donate-a-Gate scheme by North Bucks rRIPPLE (ramblers Repairing & Improving Public Paths for Leisure & Exercise). £250 covers the cost of a gate and includes a plaque commemorating the donor. It was agreed to donate £250. There is a list of possible locations on their website. Our preferred location to be agreed via email.	All/ Peter
	(b) Patterdale Mountain Rescue Team volunteer: Following a suggestion from Norman, a donation of £50 was agreed to the appeal fund to help the volunteer who suffered life changing injuries after falling during a rescue earlier in February,.	Peter
	(iii) Transparency: It was agreed the committee must keep the membership informed about whom donations are made to and the amount given, and must ask for members' suggestions for future donations.	Terry/ Gill
(b)	Projects:	
	(a) Greensand Ridge Walk Benches – Roy Carter	
	The pandemic has resulted in Greensand Country reprioritising their projects. I am contacting the project leader about the status and should be able to report at the committee meeting, what they say.	
	Roy has received an email from Jon Balaam confirming he is in contact with Central Beds who are assisting with contacting landowners and stats checking. JB is costing supplies and finalising the budget, and is hoping that the project will be completed by June. There may be scope for putting more benches in. It was noted the bench at Everton has disappeared. We will need an invoice/statement of some kind before passing over payment.	Roy
	(b) First Aid course To be followed up as soon as we can.	Future
	(c) Banners / Laminated signs To be followed up when events resume.	Future
11.	AOB Sara suggested that future committee meetings should be via Zoom – to save time, travel and petrol.	
12.	DATE OF NEXT COMMITTEE MEETING Thursday 13th May at 7.30 pm	