

**LONG DISTANCE WALKERS ASSOCIATION - BEDS BUCKS NORTHANTS GROUP**  
**MINUTES OF COMMITTEE MEETING**  
**THURSDAY 12TH OCTOBER 2023 7.30 PM - BY ZOOM**

**Present: 8** Terry Brown (Chair), Gill Bunker (Secretary), Chris Burns, Roy Carter, Nick Emery, Peter Engledow (Treasurer), Mike Hyland, Sara Waldron

<b>1.</b>	<b>Apologies:</b> Sarah Feal	<b>ACTION</b>
<b>2.</b>	<b>Minutes of Previous Committee Meeting (20th July 2023)</b>	
	The Minutes were approved.	
	<b>Matters Arising:</b>	
	<b>Item 2 Generic Risk Assessment for BBN Events</b> Terry has this pretty much sorted. To be discussed under AOB.	<b>Terry</b>
	<b>Item 2 Event Food Safety</b> Level 1 course advertised in TN but no takers.	
	<b>Item 3(c) Monies received from 2022 T-P and 2023 EBB Hundreds</b> A £20 payment to each marshal for each Hundred was agreed by email in July following the meeting.	
	<b>Item 4(c) Walk with NEC</b> Terry is leading the walk on 22nd October.	<b>Terry</b>
<b>3.</b>	<b>Reports</b>	
<b>(a)</b>	<b>Chair Terry Brown</b>	
	<p>Since July's Committee meeting I have:</p> <ul style="list-style-type: none"> <li>Responded to Karen Pickersgill's request to organise a social walk that the NEC can join on Sunday 22nd following their meeting held locally on 21st October. I have reced the walk which will start from Woburn.</li> <li>Supported the Bedford Treasure Quest walkers on the Walks and River Cruise event on 3rd Sept.</li> <li>Written to members about the forthcoming Chair and Treasurer vacancies.</li> <li>Dealt with the usual general LDWA NEC and BBN correspondence and queries.</li> </ul>	
<b>(b)</b>	<b>Secretary Gill Bunker</b>	
	<ul style="list-style-type: none"> <li><b>Tuesday News</b> circulated regularly keeping members updated.</li> <li><b>Emails from NEC</b> circulated and responded to as necessary.</li> <li><b>BBN40 Ruby Doo/Cruise</b> - 2 reports from Dee sent to Strider with photos.</li> <li>Para to Strider ref Ridgeway's 50th birthday. (Editor asked for contributions.) Not heard anything yet. Not sent any photos yet.</li> <li><b>LDP footpath closures.</b> Liaised with Iain Connell, the LDWA LDP Officer, ref three problems.</li> <li><b>BBN membership</b> as at 9th October 2023: Primary 529 + Associate 465 Total = 994 37 new Primary members since 20th July committee meeting.</li> <li><b>New members</b> Details sent to Dee each week.</li> </ul>	
	<b>New Member Contact Dee Brockway</b>	
	As a general comment, many of the new members are runners with some saying their reason for joining the LDWA was to enable them to enter challenge events at	

	an earlier date. I reiterate it is a very worthwhile exercise as nearly everyone I talk to seems genuinely pleased to be personally contacted.							
(c)	TREASURERS REPORT – PETER ENGLEDDOW 9/10/2023							
	BANK ACCOUNT BALANCE £4707.51 BALANCE AS AT 20/7/2023 £5563.03							
	<b>SUMMARY</b> The figures below are for the full year 1/10/22 to 30/9/23.  Despite a good time being had by all we still have a few bob left in the kitty, although please bear in mind there is still bills of approx. £520 to settle re the following;  Green Sand Walk (£79.04) Ruby Doo (309.68) Kanter (£131.04)							
	<b>Miscellaneous Income for the year</b>  BBN Income: Miscellaneous Income From 01/10/22 to 30/09/23							
	Date	Reference	N	Details	A	Expense	Income	Balance
	01/10/22			Balance brought forward				0.00
	16/01/23	REC 000008		Trans Pennine Surplus Payment			300.00	-300.00
	22/06/23	REC 000064		EBB Donation			500.00	-800.00
	30/09/23			Trf to 'Shareholders' funds: Profit and loss				-800.00
	<b>Miscellaneous Expenditure for the year</b>  BBN Expenses: Miscellaneous Expenses From 01/10/22 to 30/09/23							
	Date	Reference	N	Details	A	Expense	Income	Balance
	01/10/22			Balance brought forward				0.00
	13/01/23	PAY 000009		Merrian Lancaster re Xmas walk		15.22		15.22
	02/03/23	PAY 000015		M Knight Argos Flask		35.00		
	13/03/23	PAY 000021		Sara Waldron re First Aid		96.83		147.05
	21/04/23	PAY 000029		Sara Waldron re First Aid		7.49		154.54
	22/06/23	PAY 000032		Terry B First Aid		9.43		163.97
	21/09/23	PAY 000052		PYMMWENN Printing - Tally Cards		79.02		242.99
	30/09/23			Trf to 'Shareholders' funds: Profit and loss				242.99

## Merchandising Expenditure for the year

BBN  
Expenses: Merchandising  
From 01/10/22 to 30/09/23

Date	Reference	N	Details	A	Expense	Income	Balance
01/10/22			Balance brought forward				0.00
14/03/23	PAY 000022		Metrosigns re Tea Shirts		437.76		
21/03/23	PAY 000024		Giraffe International re Buffs		357.60		795.36
03/04/23	PAY 000026		Tolley Badges		244.13		1,039.49
30/09/23			Trf to 'Shareholders' funds: Profit and loss				<u>1,039.49</u>

BBN  
Profit And Loss Account  
For the year ended 30 September 2023

							2023 £
Income			2022 First Aid Course			60.00	
			2022 Sundon Saunter			1,931.41	
			2023 Chiltern Kanter			2,150.43	
			2023 Cruise			400.00	
			2023 Greensand Way			200.00	
			2023 MK Boundary Walk			160.00	
			2023 Night Walk			55.00	
			2023 Pick n Mix			1,368.19	
			2023 Steppingley Step			685.00	
			Miscellaneous Income			<u>800.00</u>	
							7,810.03
Expenses			2022 AGM			(265.00)	
			2022 First Aid			(912.00)	
			2022 LDWA Groups			(45.00)	
			2022 Sundon Saunter			(1,167.53)	
			2023 AGM			(140.00)	
			2023 Canal Trip			(915.50)	
			2023 Chiltern Kanter			(1,100.06)	
			2023 Greensand Ridge Walk			(672.06)	
			2023 MK Boundary Walk			(435.00)	
			2023 Night Walk			(195.00)	
			2023 Pick n Mix			(585.25)	
			2024 Hannington Hike			(562.00)	
			Donations			(50.00)	
			Marshall's Expenses			(326.50)	
			Merchandising			(1,039.49)	
			Miscellaneous Expenses			(242.99)	
			Zoom Licence			<u>(143.88)</u>	
							(8,797.26)
Net loss							<u>(987.23)</u>

Peter said the Hundred marshals' payments have been made. The cancelled night walk refunds are still to be done.

**Peter**

New LG constitution – the draft received from the NEC in August focuses heavily on financial matters. We may need to appoint a named independent financial examiner. This could involve disproportionate financial costs. We need to check what is meant by “independent”. Could it be a non-committee/general LDWA

	member? The NEC will be discussing feedback from LGs at their meeting on 21st October and the draft will also be discussed at the LGs meeting in November. Peter to establish what is meant by “independent”.	<b>Peter</b>
	As all financial transactions are now made online, it was agreed that the three current “ <i>Cheque Signatories</i> ” on the committee would now to be referred to as “ <i>Payment Authorisers</i> ”. Peter to refer to this in his AGM report.	<b>Peter</b>
<b>(d)</b>	<b>Challenge Walk Co-Ordinator <i>Mike Hyland</i></b>	
	<b>Steppingley Step</b> :- Flyer is done and on websites (BBN and LDWA), also in Strider. Event is open on SiEntries with 236 entries so far as of Sunday 8th October. So there are 14 places left until waiting list is in operation. <b>Hannington Hike</b> :- Flyer is done and on websites (BBN and LDWA), also in Strider. Is set up on SiEntries ready to go live on 1st December 2023. <b>Pick And Mix</b> :- Flyer is done and on websites (BBN and LDWA), will go into December Strider. Also is set up on SiEntries ready to go live on 1st April 2024.	
	Mike confirmed the Steppingley Step is now full, with a waiting list.	
<b>(e)</b>	<b>Social Walks <i>Sara Waldron</i></b>	
	The last quarter has seen a marked fall off in walk leaders coming forward. This has led to gaps in the programme both at weekends and Thursdays. I have continued to talk to people on walks about leading and, with Gill, put reminders in the Tuesday News. Some areas offer reimbursement to leaders - we had Norfolk's newsletter circulated. I'm not convinced that this would bring more leaders forward as we don't cover such huge distances, but maybe it's worth a try.	
	Sara said the number of walks is picking up a little and she hopes this will improve in the New Year.	
	<b>Outer Aylesbury Ring – Trevor Jones</b> Only one of the four planned walks was held due to lack of interest. Trevor asked for feedback, members were asked and their responses was reported to Trevor. Sara will contact Trevor to ask if he is considering offering the OAR again in the Spring, possibly linear walks with minibus travel one way, with a contribution from walkers and the group paying the balance.	<b>Sara</b>
	<b>Dogs on Walks</b> The Ramblers' advice circulated by Sara has been added to the BBN website.	
<b>(f)</b>	<b>Merchandising <i>Peter Engledow</i></b> Nothing further to report.	
<b>(g)</b>	<b>Equipment <i>Dave Findel-Hawkins</i></b>	
	Merrian is now looking after the emergency phone.	
	Replacement of fold-up chair broken on GRW. Dave FH to be asked.	<b>Gill</b>
<b>(h)</b>	<b>Website &amp; Social Media <i>Gill Bunker</i></b>	
	<b>Website:</b> Kept updated with news, photos from group walks and events, challenge event info/route descriptions/finishing times etc. <b>Facebook:</b> 333 members. <b>WhatsApp:</b> 25 participants.	
	Check whether Dee includes reference to FB and WhatsApp in her New Member Welcome chat/email?	<b>Gill</b>
<b>(i)</b>	<b>Local Groups Rep <i>Peter Engledow</i></b>	
	LGs meeting, Dorchester, 10th/12th November. Peter is attending. No further information received yet.	
	Items for meeting – clarification of “ <i>Independent</i> ” financial examiner? Possible use of dual distances, miles/kms, for LDWA group walks/events?	<b>Peter</b>

<b>(j)</b>	<b>Walks Database Sarah Feal</b>	
	I've received one GPX file in the last quarter from Nick.	
	Nick said he would send GPX files from walks he went on (subject to the leader's agreement).	<b>Nick</b>
<b>4.</b>	<b>LDWA Matters</b>	
<b>(a)</b>	<b>Insurance Issues – Incident Reports</b>	
	There have been no reportable incidents.	
<b>(b)</b>	<b>Revised LGs Constitution</b> The NEC had circulated a draft for discussion. Terry has sent BBN's feedback.	
<b>5.</b>	<b>LDWA Hundreds Mary Knight</b>	
	I have not received any information following my last Hundred update, so there is nothing to add or change at present.	
<b>6.</b>	<b>BBN Challenge Events</b>	
	<b>Event Tally Cards - Lynn &amp; Dave Yorston</b>	
	We have purchased new event tally cards. These have the emergency telephone number printed on them.	
<b>(a)</b>	<b>Steppingley Step 2023 (19th November 2023)</b> <b>Dave Findel-Hawkins</b>	
	All checkpoints have confirmed booking. Still to pay for Ampthill Scout hut and Flitton Church hall. Request for marshals has met with enough response that I think we have sufficient. Medium route has been checked and route description updated. Long route loop to be checked before marshals' walk. Section only used on short route probably will not to checked before marshals' walk	
	Mike confirmed the event is full, currently with 2 on the waiting list. He has emailed all entrants to let them know there is a waiting list and asked that if they decide not to do the event they withdraw so their place can be passed on.	
	Information ref the marshals' walk on 29th October awaited. Terry can provide some support if required.	<b>DFH</b>
	<b>Merrian Lancaster</b>	
	All in hand for the bits I look after on Step Step.	
	<b>Dave &amp; Lynn Yorston</b>	
	The hire fee for Barton-le-Clay Village Hall has been paid. We have been unable to reserve the hall for 2024. Barton Hall now has a church group who have been allowed to book right through each and every Sunday. There is a new booking secretary who did not seem to know we had used the hall that Sunday for the past 30 years or so.	
<b>(b)</b>	<b>Hannington Hike 2024 (3rd March 2024) Alan Leadbetter</b>	
	All is going well. Mike has done the SiEntries to go live for members on 1st December and then for all on 1st January. I would like someone to check the long route description for me to see if it is alright, the main part to check is from Hannington Village Hall (checkpoint 2) to the finish.	

	Will start to ask for marshals after the Steppingley Step, will need 3 checkpoint managers and about 20 marshals.	
	Gill to ask Alan ref the checking of the long route and include request in TN.	Gill
<b>(c)</b>	<b>Pick &amp; Mix 2024 (2nd June 2024) Lynn &amp; Dave Yorston</b>	
	The same venue has been booked for 2nd June 2024. Nothing more to report, We will be asking for volunteers early in the New Year. Hope to see you all then.	
<b>(d)</b>	<b>Chiltern Kanter 2025 (2nd March 2025) Roy Carter</b>	
	The next Chiltern Kanter is being organised for Sunday 2nd March 2025. The headquarters for the Kanter could be at the established venue of Pitstone Memorial Hall but I've the idea that it could be at the stately home of Ashridge House.	
<b>(e)</b>	<b>Proposed "Three Counties" Anytime Event (Joe Leonard)</b>	
	Terry has been in touch with Joe. He hopes to have the RD ready shortly, plans to advertise the event in April Strider, and possibly lead it as a group walk in early 2024.	
	Matters to be confirmed – Insurance; use of SiEntries; badge; certificate; section that is not a Right of Way; diversion needed for section known to flood; initial route check and continued checking/updating; add " <i>route last checked on [date]</i> "; general admin; possible Zoom to be arranged.	Terry
<b>7.</b>	<b>BBN Group Events</b>	
<b>(a)</b>	<b>Celebration of the BBN's 40th Anniversary 2023</b>	
	Ruby Doo 22nd July. Very successful, well attended, good feedback.	
	Walks & River Cruise 3rd September. Again, very successful, well attended, good feedback.	
	Night Walk (Knightley/Grafton Way) Cancelled due to extreme weather warning. Chris to ask Chris Bent if he has plans to reschedule the walk in a similar format. If so, it was agreed a proper support system must be in place. Possibly do it as a day walk?	Chris
	BBN40 Costs: Peter will work out the total expenditure on all celebratory events and include this in his AGM report.	Peter
<b>(b)</b>	<b>BBN Holiday 2023 Criccieth Roy Carter</b>	
	Roy reported on an enjoyable holiday. His report is <a href="#">here</a>	
	2024: Roy is looking into a destination for next year and will report to the AGM.	Roy
<b>8.</b>	<b>Financial Matters/Projects/Donations</b>	
<b>(a)</b>	<b>Adoption of formal procedure for members to claim travel expenses</b>	
	Claim Form Peter has drafted a claim form and will circulate it for approval in time to be used by Steppingley Step marshals.	Peter
	Payment of expenses to walk leaders (mentioned in Sara's report) Agreed this was something to be considered at a later date.	
<b>(b)</b>	<b>Donations</b>	
	There had been a member suggestion of a donation to The End Point Walk – two LDWA members Alan Warrington and David Morgan walked from Lands End to Ness Point, the most westerly and easterly points of England, raising	

	money for the British Heart Foundation. A donation of £50 was agreed by email in August.	
	No other suggestions have been received. A request to members asking for any ideas for the committee to consider to be included in the TN, also mentioning BBN's criteria for donations.	<b>Gill</b>
<b>9.</b>	<b>AGM: Sunday 26th November 2023 (Great Doddington) Alan Leadbetter</b>	
	Great Doddington Memorial Hall booked and deposit paid. The Stags Head booked for 24, with 12.30pm seating, meal to start about 12.45. The menu has been circulated in the TN and is on the website.	<b>Alan</b>
	<b>Agenda</b> A draft had been circulated to the committee. This can be amended/ updated as necessary. It was agreed that Terry's report will be an overview of BBN's year.	<b>Terry</b>
	<b>Committee Positions</b> <b>Vacant Chair post: Still to be filled.</b> <b>Vacant Treasurer post:</b> A nomination, with seconder, of Francoise Bannister has been received. <b>Secretary:</b> Gill is willing to stand again. All present were happy to be nominated as committee members for next year.	<b>Gill</b>
	Agreed a £10 payment would be given to all who had a meal and attended the AGM.	<b>Peter</b>
	Alan is going to ask the pub about the optional service charge. It has been agreed by email that the group would pay the service charge for the food.	
	Gill to check with Alan re provision of refreshments at the hall.	<b>Gill</b>
	Next year's AGM will be in Bucks. Gill to check with Alan.	<b>Gill</b>
<b>10.</b>	<b>AOB</b>	
<b>(a)</b>	<b>Generic Risk Assessment</b>	
	Terry had been working on a generic risk assessment for BBN events, based on the LDWA template. She briefly outlined her thoughts and went through the draft so far. Approved by the committee.	<b>Terry</b>
<b>11.</b>	<b>Date of next committee meeting:</b>	
	Provisionally arranged for Thursday 25th January 2024 7.30 pm by Zoom	