

LONG DISTANCE WALKERS ASSOCIATION - BEDS BUCKS NORTHANTS GROUP
MINUTES OF COMMITTEE MEETING
THURSDAY 25TH JANUARY 2024 7.30 PM - BY ZOOM

Present: 10 Francoise Bannister (Treasurer), Terry Brown, Gill Bunker (Secretary), Chris Burns, Roy Carter, Nick Emery, Pete Engledow, Sarah Feal (Chair), Mike Hyland, Sara Waldron

1.	Apologies: None	ACTION
2.	Minutes of Previous Committee Meeting (12th October 2023) and Matters Arising	
	The Minutes were approved.	
	Matters Arising:	
	<ul style="list-style-type: none"> • Item 3(g) Broken chair Dave F-H thinks it is possible repair the chair • Item 3(k) New Member Welcome Dee has updated the welcome email to include mention of FB and WhatsApp 	
3.	Matters Arising from AGM (26th November 2023)	
	Various matters arising are on the Agenda and will be discussed during the meeting.	
4.	Committee Positions	
(a)	<u>Handovers</u> (i) Chair - Terry Brown to Sarah Feal. They met on 20th January for the handover. Terry will play “buddy” role until Sarah is established. They will arrange a further meeting regarding Safeguarding, which is the Chair’s responsibility. (ii) Treasurer – Pete Engledow to Francoise Bannister Pete and Francoise met on 23rd January for the handover. There are some issues with Metro Bank which remain to be sorted. (See Treasurer’s report.)	
(b)	<u>Allocation of Committee Roles</u> The following were confirmed: (i) Social Walks: Sara Waldron <i>This will be Sara’s 5th year in post</i> (ii) Challenge Walk Co-ordinator: Mike Hyland (iii) Merchandising: Pete Engledow (iv) Walks Database: Terry Brown (v) Website & Social Media: Gill Bunker Terry Brown will act as back up. (vi) Local Groups Rep: Pete Engledow (vii) Payment Authorisers: Francoise Bannister, Gill Bunker and Pete Engledow (See Treasurer’s report)	
(c)	<u>Non Committee Roles - Noted at the meeting</u> (i) Equipment Holder: Dave Findel-Hawkins (ii) Hundred Co-Ordinator: Dave Findel-Hawkins (iii) Hundred CP Co-Ordinator: Mary Knight (iv) AGM Co-Ordinator: Alan Leadbetter	

	(v) New Member Welcome: Dee Brockway	
5.	Financial decisions by Email and WhatsApp since last committee meeting. Noted	
	<ul style="list-style-type: none"> • BBN to pay service charge for AGM meal. This was £45.50 • Dave F-H to purchase 2 medium sized teapots £20 each, plus VAT and delivery • Dave F-H to purchase 100 BBN mugs for £225 inc VAT/carriage. Agreed the mugs would be sold for £2 each • Pete to renew Zoom licence £143.88 	
6.	Reports	
(i)	Chair - Sarah Feal Nothing to report as new in role. There is an issue with email forwarders to Sarah's email. Terry will forward Chair emails until the problem is fixed.	Gill
(ii)	Secretary/New Members - Gill Bunker	
	<ul style="list-style-type: none"> • Tuesday News circulated regularly; NEC Email circulated/responded to as necessary. • New members Details sent to Dee each week. • BBN membership as at 21st January 2024: Primary 546 + Associate 496 Total = 1042 25 new Primary members since 12th October committee meeting. • Good reports/photos of BBN in December Strider • 2023 AGM Minutes forwarded as required to Pearl Barnes, Local Groups Officer, on 7th December 2023. 	
	New Member Welcome - Dee Brockway	
	This is worthwhile. Just had a long conversation with a new member who seemed nervous and unsure about 'how it all worked' but wanted to meet new friends and walk. I hope they now feels more confident to join us.	
(iii)	Treasurer - Pete Engledow 24/1/2024	
	BANK ACCOUNT BALANCE £4524.18 BALANCE AS AT 9/10/2023 £4707.51 SUMMARY The figures below are for the period 1/10/23 to 19/1/2024 Finances remain sound and I do not recommend any change to how we operate for the time being. Financial decisions by Email and WhatsApp since last committee meeting <ul style="list-style-type: none"> • BBN to pay service charge for AGM meal. This was £45.50 • Dave F-H to purchase 2 medium sized teapots £20 each, plus VAT and delivery • Dave F-H to purchase 100 BBN mugs for £225 inc VAT/carriage. Agreed the mugs would be sold for £2 each • Pete to renew Zoom licence £143.88 • Chiltern Kanter 25, deposit for hall £169 	

	<p>A few issues have arisen with Metro whilst getting Francoise signed up. At present we have the following account signatories:</p> <p>Terry Gill Pete Norman Francoise (new)</p> <p>Metro have changed their system, and we may only have 3 on the panel now, unless we move to a paid bank account (no thanks). With the committee permission I would like to remove Terry and Norman from the panel, but I will need a formal signed resolution for Metro. I have some wording but will await confirmation.</p> <p>It is possible to adjust the account to have any 2 to sign together on the account but that would mean that all online transactional facilities would be removed; we would be back to issuing cheques. I personally would not recommend this as I feel it would be waste of time resources as well as cost of postage etc etc. Far better in my opinion to have a regular review of the bank account through this forum as well as the usual preapproval emails that we have at present.</p>	
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Miscellaneous Income for the period

BBN

Income: Miscellaneous Income

From 01/10/23 to 30/09/24

Date	Reference	N	Details	A	Expense	Income	Balance
01/10/23			Balance brought forward				0.00
30/09/24			Trf to 'Shareholders' funds: Profit and loss a				0.00

Miscellaneous Expenditure for the period

BBN

Expenses: Miscellaneous Expenses

From 01/10/23 to 30/09/24

Date	Reference	N	Details	A	Expense	Income	Balance
01/10/23			Balance brought forward				0.00
23/10/23	PAY 000056		Dunelm re 2 x Stockpots		50.00		50.00
29/12/23	PAY 000068		Merrian Wine and Pies for Group Walk		18.54		68.54
30/09/24			Trf to 'Shareholders' funds: Profit and loss a				68.54

Merchandising Expenditure for the period

BBN

Expenses: Merchandising

From 01/10/23 to 30/09/24

Date	Reference	N	Details	A	Expense	Income	Balance
01/10/23			Balance brought forward				0.00
29/12/23	PAY 000067		Merchandising - Mugs		225.00		225.00
30/09/24			Trf to 'Shareholders' funds: Profit and loss a				225.00

BBN

Profit And Loss Account

For the year ended 30 September 2024

			2024 £	2023 £
Income	2022 First Aid Course	-	80.00	
	2022 Sundon Saunter	-	1,931.41	
	2023 Chiltern Kanter	-	2,150.43	
	2023 Cruise	-	400.00	
	2023 Greensand Ridge Walk	-	200.00	
	2023 MK Boundary Walk	-	180.00	
	2023 Night Walk	-	55.00	
	2023 Pick n Mix	-	1,388.19	
	2023 Steppingley Step	1,780.74	885.00	
	2024 Hannington Hike	788.50	-	
	Merchandising	50.00	-	
	Miscellaneous Income	-	800.00	
			2,619.24	7,810.03
Expenses	2022 AGM	-	(285.00)	
	2022 First Aid	-	(912.00)	
	2022 LDWA Groups	-	(45.00)	
	2022 Sundon Saunter	-	(1,167.53)	
	2023 AGM	(275.50)	(140.00)	
	2023 Canal Trip	-	(915.50)	
	2023 Chiltern Kanter	(131.04)	(1,100.08)	
	2023 Greensand Ridge Walk	(79.04)	(672.08)	
	2023 MK Boundary Walk	-	(435.00)	
	2023 Night Walk	-	(195.00)	
	2023 Pick n Mix	-	(585.25)	
	2023 Ruby Do	(309.68)	-	
	2023 Step Step	(1,495.61)	-	
	2024 Hannington Hike	-	(582.00)	
	Donations	-	(50.00)	
	Marshalling Expenses	(74.28)	-	
	Marshalls Expenses	-	(328.50)	
	Merchandising	(225.00)	(1,039.49)	

BBN
Profit And Loss Account
For the year ended 30 September 2024

	2024	2023
Miscellaneous Expenses	(68.54)	(242.99)
Zoom Licence	(143.88)	(143.88)
	(2,802.57)	(8,797.28)
Net loss	(183.33)	(987.23)

	Agreed that Francoise, Pete and Gill would be the payment authorisers. Pete will supply the wording for the required resolution.	Pete
	We are not sure if our current practice of authorisation by email would be compliant with the wording of the proposed new constitution.	
	Pete will check what other local groups are doing about authorising payments.	Pete
	We will look at alternatives. Francoise knows of a bank that would allow authorisation as per the proposed new constitution. Terry will forward details of the Lloyds Bank Treasurers Account as used by her bellringing group.	Terry
	In the meantime, we will carry on with email authorisation until a decision is made.	
(iv)	Challenge Walk - Co-Ordinator Mike Hyland	
	Hannington Hike :- Event is active, Entries ar 25th January 177 with two cancellations. Pick And Mix :- Flyer done and on websites (BBN and LDWA), also in Strider. Set up SiEntries ready to go live on 1st April 2024. Shillington Shuffle :- Flyer is done, just might need slight adjustment, then ready to go on websites (BBN and LDWA) in the next couple of months, then to go on SiEntries in demo mode ready to check to go live on 1st September 2024.	
	Chris asked about the problem of the two walkers who came to the Steppingley Step, having asked about entering the day before and saying "they had not received the email". It was agreed there must be an absolute cut-off point, as advised by Merrian/ Dave Yorston, that must be strictly adhered to and after that no entries must be accepted.	Mike
(v)	Social Walks - Sara Waldron	
	There's been a slow start to the year with people offering walks - possibly because much of our patch is under water & what isn't is in deep mud! However the walks are beginning to trickle in now. If anyone has any ideas for getting more people involved in leading please let me know.	Sara
	Outer Aylesbury Ring Sara said she is in contact with Trevor Jones. Trevor has offered to do the OAR as a series of 6/7 circular loops from car parks, with one walk per month or every 4/5 weeks. Agreed to be a good idea.	
	Cancelled Night Walk The agreed £5 refunds are still to be made. Pete has the participants' names.	Pete/ Francoise
	We need to confirm with Chris Bent whether he wants to put another night walk on the programme. If so, more support will be needed. Near Midsummer would be ideal. Gill to check the position regarding the credit for the cancelled minibus.	Gill

(vi)	Merchandising - Pete Engledow Nothing to report. Pete is hopeful he will have more time to commit to this in the future.	
(vii)	Equipment - Dave Findel-Hawkins I have purchased 2 new medium size teapots and 100 BBN mugs. Sara is going to purchase replacement for used first aid on Step Step. Have obtained a Valleys Hundred badge for our tablecloth as it was one we didn't have. The tablecloth is also missing some old BBN event badges which it would be nice to source but I had no response to request in Tuesday news. The updated equipment list is on the website.	
	<u>First Aid Kits</u> After the incident on the Steppingley Step Sara is purchasing new dressings plus spares and 8 new wound dressing packs to be divided between the First Aid bags. Approx costs £22. Sara and Terry to update the list of contents in the packs on the website and the laminated list of contents in each bag.	Sara/ Terry
(viii)	Website & Social Media - Gill Bunker Website: Kept updated with news, photos from group walks and events, challenge event info/route descriptions/finishing times etc. Facebook: 339 members. WhatsApp: 27 members (both as at 21st January). WhatsApp participants have been reminded that posts should relate to LDWA/BBN/walking matters.	
(ix)	Local Groups Rep - Pete Engledow Pete said the next meeting will be in the East Lancs area, but there is no confirmed date yet.	
(x)	Walks Database - Terry Brown New in post. Nothing to report	
7.	LDWA Matters	
(i)	Insurance Issues – Incident Reports There had been one reportable incident. A participant on the 2023 Steppingley Step gashed his head on an overhanging branch, continued on the event after first aid at a checkpoint, but went to A&E afterwards. An Incident Report Form had been sent to John Elrick, the LDWA Treasurer as required. No further communication received. Very useful that, thanks to Merrian, there was an Incident Report Form in the CP folder which allowed Terry and the participant to complete all the necessary paperwork at the event.	
(ii)	LDWA Insurance Various emails had been received from the NEC and circulated to the committee. Non-members are not covered by LDWA insurance on challenge events and group walks. Mike has confirmed this on SiEntries and this information has been added to the event page on the BBN website for each of our challenge events.	

	Non-members helping on challenge events are not covered by LDWA PA insurance unless they are assigned an official role.	Event Orgs & CP Mngrs
	Regarding the most recent NEC emails of 20th and 21st January, we await clarification of what is "must do" with reference to LDWA insurance cover, what is considered best practice and what the NEC would prefer local groups to do. The NEC are meeting on 27th January.	
	It was noted that the Toolkit has not been updated with the new requirements.	
	After today's group walk, Gill has several queries relating to the new Walks Register which she will refer to the NEC before their meeting on 27th January.	Gill
(iii)	New Constitution	
	Sarah, Gill and Terry will form a sub-committee to progress the new BBN constitution, which will be based on the NEC's revised model constitution for LDWA local groups. They will report back to committee with a draft constitution for approval. This will then be presented to the AGM for approval.	Sarah/ Gill/ Terry
8.	LDWA Hundreds - Dave Findel-Hawkins	
	Speyside. Due to change in route we are still CP4 but it now an outdoor checkpoint at Ballcorach. It's at 25.5 miles and opens from Sat 15.30-21.45. Still waiting on Graham Smith to provide details of food and drink. No new details on any other Hundreds.	Dave F-H/ Mary Knight
9.	BBN Challenge Events	
(i)	Generic Risk Assessment - Terry Brown Terry is finalising this.	Terry
(ii)	Steppingley Step 2023 (19th November 2023) Dave Findel-Hawkins (Lead) See Dave's report p.9/10.	
(iii)	Hannington Hike 2024 (3rd March 2024) Alan Leadbetter Alan has everything well in hand. He is seeking a few more marshals,	
(iv)	Pick & Mix 2024 (2nd June 2024) Lynn & Dave Yorston All is in hand so nothing new to report. During the early spring we will contact members directly for help in the day. We already have an ongoing helpers list.	
(v)	Shillington Shuffle 2024 (17th November 2024) Dave Findel-Hawkins (Lead) Date will be 17th Nov. No change expected to routes or checkpoints. Marshals' walk 27th Oct. Barton booked. Pirton booked. CP managers have taken responsibility for booking their own checkpoints. Dave Yorston is again looking after finance.	
(vi)	Chiltern Kanter 2025 (2nd March 2025) Roy Carter The next Chiltern Kanter has been set for Sunday 3rd March 2025. Headquarters for the Kanter has been arranged at Pitstone Memorial Hall and a 50% deposit paid to hire the venue. Ideas to use the stately home of Ashridge House for the Kanter has come to nothing but another idea to use Ashlyns School in Berkhamsted as a Checkpoint remains ongoing. There could be a departure from having Ivinghoe Beacon as the focus for all walking routes and moving the Certificate to include the Natural History Museum in Tring as centre stage.	

(vii)	Three Counties Tread Anytime Challenge (Joe Leonard)	
	Terry is in contact with Joe. Joe had been busy with exams, but now has more time, He is in touch with Dave F-H reference route checking.	
10.	BBN Group Events	
(i)	BBN Holiday to Ilfracombe Roy Carter	
	The BBN holiday this year has been arranged at the Imperial Hotel in Ilfracombe for the weekend of Friday 30th August to Monday 2nd September 2024. It is the weekend that follows the August Bank Holiday. I have reserved 19 places at the hotel and 17 places have been booked, so 2 remain open to book. More spaces can be reserved at the hotel or members could elect to find accommodation elsewhere and still come on the BBN Holiday. Plans are being prepared on where to walk and the South West Coast Path would be a big draw.	
	Roy is concerned about the need to recce beforehand, which will be difficult for him. Further information is awaited from the NEC.	
11.	Financial Matters/Projects/Donations	
(i)	Travel expenses	
	Some feedback has been received since the scheme was introduced. Terry will collate comments and report back to the committee.	
	In the meantime it was agreed that BBN challenge event route planners would be offered the sum of £25, in addition to any travel expenses claimed for the day of the event, to reflect the number of trips they have to make to ensure the route description is correct. It was agreed this would be backdated to the start of the scheme on the 1st October 2023.	
(ii)	Donations	
	£100 had been donated to the Air Ambulance and £100 to the LDWA following the Steppingley Step. Following a member's suggestion that a further donation be made to the North Bucks rRIPPLE, it was proposed at the AGM that we look to Beds and Northants for future donations. Gill has been in touch with members in both Beds and Northants, but to date there have been no suggestions for a future donation. It was agreed to leave the making of any donation/s until we see how the travel expenses scheme is working,.	
(iii)	Greensand Ridge Benches Terry will chase progress and report back.	Terry
12.	AGM 2024 Sunday 24th November 2024 Alan Leadbetter	
	Likely to be at Lavendon Village Hall. Details to be confirmed.	Alan
13.	AOB None	
14.	Dates of next committee meetings:	
	Thursday 23rd May 2024	
	Thursday 10th October 2024	

Steppingley Step 2023

The 2023 Steppingley Step was very much a team effort. As you can see from the report below many take responsibility for a role and do everything required.

Entries

Once again SiEntries was used to manage the entry process with Mike H in control. We had a limit of 250 as that has proven to be a manageable total. Entries opened on 1st Sept for LDWA members only. Non-members could enter from 2nd Oct and we were full by 12th Oct at which time a waiting list was started. By the closing date of 17th Nov there had been 30 entrants accepted off the waiting list with just 6 not offered places. 22 on the waiting list were offered places but didn't take up the offer.

Route

The routes were going to be the same as 2019 but on a recce on the 15th October I discovered that a footpath used on the long route was closed for 6 months for bridge repairs. I contacted Central Beds Council to see whether the footpath would be closed on the day of the event but the person responsible never replied to my emails. This meant I had to find an alternative route still using the Ampthill checkpoint and still being about the same distance. I eventually came up with an alternative using a lot of the new Katherine's Walk just in time for the Marshals' walk. Roy spotted I still don't know my left from right but that was the only issue. There have been no negative comments about the change.

Checkpoints

We used the same checkpoints as 2019. Westoning Village Hall with Terry B in charge assisted by Mile H, Frank J, Sara W, Peter & Mooi S, Val T, Anne A & Brenda M. Ampthill Scout Hut with Mary K in charge assisted by Dennis K, Alan L, Gordon S, Francoise B & Chris B. Flitton Church Hall with Gill B in charge with Jackie B, Beryl & Mike B, Val H & Norman C. The checkpoint leaders did their own food menus and ordering.

One runner arrived at CP1 with a head wound which was patched up by Sara W and despite being advised to go straight to A&E continued to finish before then going to A&E. The required incident report was completed by Terry B.

HQ

By the time I arrived the hall had already been opened and the tables and chairs put out. Thanks Alan L, Roy C.

The parking team were the same as 2022 (Alan L, Brian L, Phil V, Mike H & Roy C) and despite the late opening of Arnold Academy it seem to go as smoothly as ever. It was stated in the entry details that the hall/registration would open at 07.30.

Despite this we had a large number already in the entrance area well before and so we opened at 07.20. Karen E, Sandra H & Liz S dispensed tea/coffee & biscuits. At 08.00 the majority were sent on their way. The last entrants left the hall shortly after 09.00.

Karen E had bought all the requirements for the vegetable stew and along with Sandra did all the prep and serving. Phil V with his new marigolds did most of the washing up ably assisted by Roy C. I'd bought everything else and Lynn Y and I kept the pudding table stocked and left the entrants to help themselves. Alison R, having done the medium route, cleared & cleaned tables. Others returned after checkpoint duties to assist in various ways.

The last walkers arrive around 18.00 to be shortly followed by the sweep team of Alan L. A great team effort meant everything was clean and tidy well before official closing so the last marshals left at around 6.45.

Tracking/Results

The HQ admin team was Graham Missing, Dave Yorston and Merrian Lancaster with help from Chris Burns who booked people in before she went to CP2, Lynn Yorston, who took the start times on the door and Roy Carter, who wrote names on certificates.

For analysis of results see separate file on website [Steppingley Step](#)

Finance

Income	2472
Expenditure	
Food	683
Halls	553
Sundries	60
Donations	
Air Ambulance	100
LDWA	100
Surplus	970