

LONG DISTANCE WALKERS ASSOCIATION - BEDS BUCKS & NORTHANTS GROUP
MINUTES OF COMMITTEE MEETING
THURSDAY 10TH OCTOBER 2024 - BY ZOOM

Present: 6 Francoise Bannister (Treasurer), Gill Bunker (Secretary), Chris Burns, Roy Carter, Sarah Feal (Chair), Sara Waldron

1.	Apologies: Terry Brown, Nick Emery, Pete Engledow & Mike Hyland	ACTION
2.	Minutes of Previous Committee Meeting (23rd May 2024)	
	The Minutes were accepted as a true record.	
	Matters Arising: All matters arising had already been dealt with or were on the agenda for discussion during the meeting.	
3.	Reports	
(i)	Chair – Sarah Feal	
	Sarah said her main effort had been the drafting of the new BBN constitution and then referring it to the NEC. The draft had been approved by the NEC and had now been circulated to the membership. She had been looking into the NEC document: <i>Local Group Social Walks – Future Policy and Approach</i>. She had responded to various correspondence with members and the NEC. She had undertaken a site visit to The Griffin at Toddington, together with Alan and Terry, with a view to the pub being used for the 2025 AGM. She commented that it seemed an ideal venue.	
(ii)	Secretary/New Members - Gill Bunker	
	• Tuesday News circulated regularly to keep members updated • NEC Emails circulated/responded to as necessary • New members Details sent to Dee each week. • BBN membership as at 1st October Primary 529 + Associate 478 Total = 1007 18 new Primary members since 23rd May committee meeting.	
	New Member Welcome Dee continues to welcome our new Primary members with a phone call and/or an email.	
(iii)	Treasurer – Francoise Bannister	
	Bank account balance (30/09/2024): £6,143.44 Balance at beginning of financial year (1/10/2023): £4,707.51 Summary After receiving £500 from NEC for Speyside 100, payment to all marshals on that event has been made. It has been agreed that to ensure that all donations to the LDWA NEC from BBN events are made in the same way, the Treasurer will pay the “entry fee differential”. This is not applicable to the Pick & Mix event. I received an email from Zoom: Price is increased to £129.90 +VAT per year/user, i.e an increase of £10 a year (excl Tax). Our Zoom Account Number 5000227474	

	is set to renew effective 10/28/2024. There are other alternatives that are significantly cheaper suitable for our use, in particular: • Microsoft Teams, £3.30/month/user, which I already have used as participant • Zoho Meeting, £2.66/month/user, which has good review Financial decisions by Email/WhatsApp since 23rd May committee meeting. The money received from NEC for manning the BBN checkpoint of the Speyside 100 miles event will be shared equally among all marshals. BBN will refund the deposit for one unused double room initially reserved for the group weekend. Flowers & card will be sent to Chris Burns. A Wedding gift (champagne & card) will be made to Karen and Phil. Account summary for the period 1/10/2023 to 30/09/2024 See p 7&8.	
	Discussions following Francoise's report	
	£500 payment from the NEC: One Speyside marshal has not yet received their money. Francoise will contact them again.	Francoise
	Zoom: It was agreed to cancel BBN's Zoom licence and change to Microsoft Teams.(Francoise confirmed that the cost "per user" referred to the BBN account, ie one user, not to everyone attending a meeting.)	Francoise
	Metro Account: We think this is still open, although containing no funds. Gill to check with Pete.	Gill
	Independent Examiner: Francoise said the accounts for the year had been verified by Dave Yorston and were correct.	
(iv)	Challenge Walk Co-Ordinator - Mike Hyland	
	Shillington Shuffle 2024:- Event all up and running and went live on 1st September for LDWA members then for all from 21st October. As from the 3rd October the event was full so there is now a waiting list. An email has now been sent to mention that 'If you can't make it' please let us know so we can use the people on the list. Chiltern Kanter 2025:- Flyer is done, and is on websites (BBN and LDWA), went into August Strider and is on SiEntries to go live on the 1st December for LDWA members then for all from 2nd January 2025. Pick And Mix 2025:- Flyer is done, and is on websites (BBN and LDWA), will be in the next issue of Strider and is on SiEntries in demo mode to check out, will go live on the 1st March 2025 for LDWA members then for all from 1st April 2025.	
(v)	Social Walks - Sara Waldron	
	It has been a difficult few months for recruiting walk leaders. There are some gaps in the programme which I have been unable to fill. Of note Trevor Jones led 6 walks completing the Outer Aylesbury Ring and Steve Clark has offered 5 walks on the programme this year. We're hoping that the leader of the year mug might offer a little incentive in future years. I have been thinking about how we put the programme together and looking back over the last few years. When we put on a linked series of walks such as the Northampton Round or the Outer Aylesbury Ring we get a lot of buy-in from the members with people keen to make sure they can get to all the linked walks. Going forward I'd like to ask the committee their opinion on trying to do at least 2 long distance paths per year. This may need some financial support from the committee	

	for minibus hire. It's startling just how many long distance paths go through our "patch". In the first instance I've been discussing doing the North Beds Heritage Trail with Roy Carter. He suggests that it could be done as 4 walks with 2 of the sections using public transport from Bedford and the other 2 needing a minibus. If we go ahead they would be good for Thursday walks as there are fewer buses at weekends. Roy & I are interested in the Jurassic Way (88miles, Banbury to Stamford) but there are so many other options that it would be good to see what others would like to do before spending time working out logistics. I have also been working on the First Aid Kits with Terry – please see her report for full details.	
	The walking of the North Beds Heritage Trail and the Jurassic Way were both thought to be excellent ideas. The use of minibuses was agreed, and these would be subsidised, Once more work has been done on the routes, decisions can be made about possible leaders, etc.	
(vi)	Equipment - Dave Findel-Hawkins	
	Terry Brown is currently updating and storing first aid kits. £48 of merchandise sold since Sept 2023. Not yet passed to treasurer.	
(vii)	Website & Social Media - Gill Bunker	
	Website: Kept updated with news, photos from group walks and events, and our challenge event info etc. Facebook: 383 members. WhatsApp: 30 members (both as at 1st October).	
(viii)	Walks Database - Terry Brown	
	Since the last meeting I have uploaded 7GPX files and I'm still following up with a couple more. Several leaders don't have the wherewithal to record or send GPX files. It is possible to upload walk reports and photos.	
4.	LDWA Matters	
(i)	Insurance Issues – Incident Reports There have been no reportable incidents.	
(ii)	NEC/Local Groups Zoom Meetings - Gill Bunker	
	I attended this meeting on 10th September which was interesting and worthwhile. Madeleine Watson LDWA LG circulated a prompt and comprehensive Report after the meeting which I forwarded to committee members (22nd September). General roundup: • Group Walks. The emphasis is to strike a balance between the time and effort it takes to organise a walk and the safety aspect. • The NEC are talking of a "safety checklist" rather than a risk assessment. • Completion of a walks register is intended to be best practice but is not mandatory from an insurance point of view. • The templates in the Toolkit will be simplified. • Recces are covered by insurance. • Trips away when a recce is not possible. There doesn't seem to be a problem about this - the current proposal is that the walk leader should use maps, guidebooks, any local knowledge and online tools to help identify any safety issues which may affect the group's safety.	

	• Emphasis that there will be autonomy to local groups to determine how to implement the proposals, as long as they stick to “best practice”. • Walk Leader Support and Development Still an ongoing project, so there was little discussion about this, except it was stressed that as well as helping novice walk leaders, it would also be a chance for seasoned leaders to share their knowledge and advice about leading. Entirely voluntary. • The £500 payment from the NEC for groups who run a CP on the Hundred – there was very little surplus after the Speyside 100 which has led to this new scheme. The next meeting is on 12th November when the NEC are hoping to come back with updated proposals which will take account of comments at the 10th September meeting and feedback afterwards. I am happy to attend the next meeting and report back.	Gill
(iii)	New Constitution - Sarah Feal	
	Sarah said the draft constitution had been circulated to members on the 1st October asking for any comments. Feedback had been received from one member. Sarah and Francoise will consider this and refer an amended version to the NEC for their approval in time for the AGM.	Sarah/ Francoise
5.	LDWA Hundreds - Flower of Suffolk 24-26 May 2025 – Mary Knight	
	:I will start to enlist volunteers and coordinate a team in the New Year.	
6.	BBN Challenge Events	
(i)	Generic Risk Assessment - Terry Brown.	
	I still haven't progressed the challenge walk risk assessment. I'm interested to see how the LDWA social walk check list guidance is presented because that's exactly what I'm trying to achieve for our challenge walks RA.	Terry
	It was agreed that it was sensible to wait for further guidance from the NEC so assessments/checklists can be standardised.	
(ii)	Pick & Mix 2024 (2nd June 2024) - Lynn & Dave Yorston - See event report p.9.	
(iii)	Shillington Shuffle 2024 (17th November 2024) - Dave Findel-Hawkins (Lead)	
	All routes have been checked and route descriptions updated. No major changes from 2021. Long route returns to previous footpath leaving Pirton that was closed last time for a housing development. All marshals' roles allocated. We have a few new marshals which will cover for those unable to help this year. Checkpoint leads have booked halls and will be purchasing their food. We expect to have a meeting prior to event to ensure sufficient variety. Karen purchasing food for HQ vegetable stew. I'm purchasing rest. Marshals' walk on 27th Oct. Once again unsupported.	
	Mike: Update on entries for SS as of 9th Oct:- have had 24 on the waiting list. One has pulled out and that place has been filled, so 23 more left. I will re-send email 'If you can't make it' in a couple of weeks, and also put it in Tuesday News.	Mike/ TNews
	Shillington Shuffle accounting - Dave & Lynn Yorston	
	The HQ at Barton is fully booked and paid for. We have access from 06.30 on the day and must vacate by 19.30	

	The extra parking at the Arnold Academy is in hand. The deposit for Pirton hall has been paid with the balance due by the end of this month. Meppershall hall is fully paid. We have reimbursed Terry Brown a small payment regarding the hall at Lilley. We assume that this was just a holding fee and we await further info from Terry herself.	Terry
(iv)	Chiltern Kanter 2025 (2nd March 2025) - Roy Carter	
	The next Chiltern Kanter is being organised for Sunday 2nd March 2025. The headquarters of the Kanter will be the established venue of Pitstone Memorial Hall with only one single Checkpoint at Wigginton Village Main Hall. The single Checkpoint will cover the 13 mile route (visiting once); the 18 mile route (visiting twice) and the 26 mile route (visiting thrice). All routes are established. The three routes cover many of the footpaths on previous Kanters but the real difference here is that, we Do Not climb Ivinghoe Beacon. Shocking. Instead the focus is centred around Tring Museum and we'll gauge feedback from members about the change. The grid references and questions for the Kanter are formed and will be available after Christmas when a call for helpers at Pitstone & Wigginton will be sent out. The badges and certificates are being prepared. Parking for 50 or so cars is still available around the Pitstone Hall and I've an email agreement with the Museum opposite to extend parking onto their land. The Chiltern Kanter will become live and open to book in SiEntries on 1st Dec 2024. There is still a lot to do with arrangements before the event. The Chiltern Kanter Marshals' walk will be on Sunday 9th February 2025.	
	Roy confirmed that the HQ hall at Pitstone has been booked. He will look into hiring both rooms at Wigginton Village Hall. Unfortunately Tring Museum is under repair and shrouded at the moment.	Roy
(v)	Pick & Mix (1st June 2025) - Lynn & Dave Yorston	
	All is in hand including HQ being booked, so nothing new to report. During the early spring we will check the routes. We will then contact members directly for help on the day. We already have an ongoing helpers list.	
(vi)	Joe's Three Counties Tread Anytime Challenge - Terry Brown	
	I did catch up with Joe after the 100 – since then I know that he's now had some feedback from DFH and M about the route description – it needed quite lot of work. Joe is now working in Bedford so maybe doesn't have as much spare time? I'll try and send him an email for an update.	Terry
7.	BBN Group Events	
(i)	Ilfracombe Trio 2024 and 2025 Trip - Roy Carter	
	See Roy's report p.10. Next year's weekend is planned for Weymouth, 29th August to 1st September, taking in the Dorset Coast Path.	
8.	Financial Matters/Projects/Donations	
(i)	Walk Leader of the Year Award - Terry Brown	
	I have got a prototype ceramic mug produced but the text wasn't put on as I designed it and we agreed to change the text round a bit. Do we go with calendar year? Do we announce the winner at the AGM and present the mug there? Do we want to put the winner's name on the mug? The mugs cost about £8.00.	

	It was agreed that the award would cover the AGM year, with the year shown as 2024, etc and the winner's name would be on the mug. The winner to be announced, and hopefully the presentation made, at the AGM.	Terry
(ii)	First Aid Kits - Terry Brown & Sara Waldron	
	See report p.11. All suggestions in the report were agreed.	
	With reference to the Note about the first aid kits that is to be included with the existing event notes, it was agreed that it should be stressed that the "nominated person" should not be deemed to be the nominated first aider.	Terry/ Sara
	Hopefully. following an event, the contents of each kit can be checked and then all kits returned to Dave F-H so he has them ready to be supplied to CPs with any other kit needed for the next event.	
(iii)	Member Suggested Donation – Strawberry Hill Nature Reserve (Steve Clark)	
	The Wildlife Trust for Beds, Cambs & Northants appeal to purchase the freehold of the remainder of the Strawberry Hill NR site. A donation of £50 was agreed,	Francoise
(iv)	Travel Expenses Update	
	Sarah will update the Travel Expenses information for the website now that the scheme has run for the first year.	Sarah
(v)	Greensand Ridge Benches - Terry Brown	
	I chased up Jon Balaam about the benches. He reckoned that 5 out of the 6 original benches have been replaced and the Clophill one is still outstanding, But when we did the Timberland Trail we found that the Millbrook one was still an old one. I've asked Jon to check this out. He has 2 more benches earmarked for new sites but I think we need them for Clophill and Millbrook.	Terry
	Response from Jon Balaam 10th Oct 2024: <i>"I haven't been able to check as yet – from memory the Millbrook one was also considered to be ok and not in need of immediate replacement at the time, but obviously time has passed. I'll get someone to have a look, but it sounds like this should be prioritised, which I'm more than happy to do."</i>	
9.	AGM 2024 Lavendon Village Hall Sunday 24th November	
	Pete and Nick have both indicated they will be standing down at the AGM. We have proposers and seconders for the 8 remaining members who will be standing and also for Jim Blakelock and Dee Brockway who have both indicated their willingness to stand.	
	It had been suggested that the group could pay for the meal of the AGM organiser. The committee felt that this might not sit well with other members who organise group events, so this was not agreed.	
	It was agreed to increase the contribution towards the cost of the AGM lunch for members who attend the AGM from £10 to £15.	Francoise
10.	AOB None	
11.	Date of next committee meeting: Provisionally Thursday 13th February 2025	

Item 3(iii) Treasurer's Report - Account summary for the period 1/10/2023 to 30/09/2024

BBN_New

Profit And Loss Account

For the year ended 30 September 2024

2024

£

Income	Hannington Hike-2024	2,463.80	
	Knightley-Grafton-2024	65.00	
	Merchandising	3.00	
	Pick and Mix-2024	1,340.00	
	Shillington Shuffle-2024	875.00	
	Speyside-2024	500.00	
	Steppingley Step-2023	1,780.74	
			7,027.54
			<u>7,027.54</u>
Expenses	AGM	(275.50)	
	Chiltern Kanter 2025	(169.00)	
	Chiltern Kanter-2023	(131.04)	
	Donation	(175.00)	
	Greensand Ridge Walk-2023	(79.04)	
	Hannington hike-2024	(887.27)	
	Knightley-Grafton-2024	(30.00)	
	Marshalling expenses	(320.69)	
	Merchandising	(225.00)	
	Miscellaneous	(278.18)	
	Night Walk-2023	(45.00)	
	Pick'n'Mix-2024	(568.18)	
	Ruby Do-2023	(309.68)	
	Speyside-2024	(440.00)	
	Steppingley Step-2023	(1,495.61)	
	Wine and Mince Pie	(18.54)	
	Zoom licence	(143.88)	
			(5,591.61)
Net profit			<u><u>1,435.93</u></u>

BBN_New

Profit And Loss Account

For the year ended 30 September 2024

2024

£

Income	Hannington Hike-2024	2,463.80	
	Knightley-Grafton-2024	35.00	
	Merchandising	3.00	
	Pick and Mix-2024	690.00	
	Steppingley Step-2023	1,780.74	
			4,972.54
			<u>4,972.54</u>
Expenses	AGM	(275.50)	
	Chiltern Kanter 2025	(169.00)	
	Chiltern Kanter-2023	(131.04)	
	Greensand Ridge Walk-2023	(79.04)	
	Hannington hike-2024	(912.27)	
	Knightley-Grafton-2024	(30.00)	
	Marshalling expenses	(141.08)	
	Merchandising	(225.00)	
	Miscellaneous	(163.53)	
	Night Walk-2023	(45.00)	
	Ruby Do-2023	(309.68)	
	Steppingley Step-2023	(1,520.61)	
	Wine and Mince Pie	(18.54)	
	Zoom licence	(143.88)	
			(4,164.17)
Net profit			<u><u>808.37</u></u>

BBN_New

Expenses: Miscellaneous

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

Date	Reference	N	Details	A	Expense	Income	Balance
01/10/23			Balance brought forward				0.00
02/02/24	PAY 000018		Sara Waldon Re First Aid		5.95		
02/02/24	PAY 000019		Sara Waldon Re First Aid		22.63		28.58
11/03/24	PAY 000020		David Findel Hawkins Re Coffee Pots		60.00		
11/03/24	PAY 000024		Teresa Brown Re T-Shirt		74.95		163.53
09/07/24	PAY 000050		Gill Bunker Re Chris Burns Flowers		38.00		201.53
12/08/24	PAY 000051		Roy Carter Re Ilfracombe room cancellation		50.00		
12/08/24	PAY 000052		Teresa Brown Re Karen & Phil Wedding		26.65		278.18
30/09/24			Trf to 'Profit and loss account: Brought forward'				<u>278.18</u>

Pick & Mix – Sunday 2nd June 2024

After a record high rainfall for winter and spring, the weather was kind to us on the day. For the second year running, we were in the Wendover Memorial Hall. The routes were as 2023 with the exception of the 4.5 mile Orange route which was reversed and became 5 miles long. Apart from the increased devastation from HS2 works on the red route, our only problem seems to have been a water leak near the end of the 6 mile Yellow route which managed to wet all the passing feet.

As before, we offered a 10 mile, two 8 mile, a 6 mile route and the reversed 5 mile route that all took different paths leaving the town. We also kept the wheelchair and buggy friendly 2 mile interest walk around the town. All these routes were well attended and greatly appreciated with the variety of paths, canal towpath, hills and wooded terrain.

We managed to take a photo showing the youngest walker at 10 yrs old and the oldest at 94 both sitting at the same table enjoying the refreshments after completing their chosen distance. Well done to the walker who covered the furthest distance of 39 miles in 6 loops. All credit to everyone for completing their chosen routes.

For the first time, we had a fund raising table for Air Ambulance with the sale of hand made 'bucket' hats and a few second hand walking books.

Many thanks to all who helped us: Merrian Lancaster, Dave Findel-Hawkins, Gordon Shaughnessy, Karen Earwicker, Phil Vidler, Alan Leadbetter, Terry Brown and Alison Roberts

In total 128 walkers covered a total of 2517 miles in 332 loops/

Statistics

Walkers booked in	144
Non-starters	13
Withdrawn	6
Total out walking	128

Loops walked

18	completed	1 loop
48	completed	2 loop
38	completed	3 loops
18	completed	4 loops
4	completed	5 loops
2	completed	6 loops

Number times loops were walked

94	completions of 10 mile RED loop
62	completions of 8 mile GREEN loop
56	completions of 8 mile BLUE loop
54	completions of 6 mile YELLOW loop
59	completions of 5 mile ORANGE loop
7	completions of 2 mile Interest walk

Distances walked

2	Walked	6 miles	2	walked	22 miles
8	walked	8 miles	4	walked	23 miles
8	walked	10 miles	5	walked	24 miles
2	walked	11 miles	14	walked	26 miles
3	walked	13 miles	4	walked	27 miles
5	walked	14 miles	7	walked	29 miles
15	walked	15 miles	1	walked	30 miles
6	walked	16 miles	2	walked	31 miles
17	walked	18 miles	4	walked	32 miles
5	walked	19 miles	3	walked	37 miles
3	walked	20 miles	1	walked	39 miles
7	walked	21 miles			

AGENDA Item 7(i) Group Activities: BBN Holiday - Ilfracombe, Devon

The BBN holiday this year was centred in Ilfracombe at the Imperial Hotel, close to the harbour and opposite the twin-coned Landmark Theatre which looks more like a Power Station. Not quite in keeping with the Victorian buildings surrounding the area. Arrangements again were planned through Alfa Travel Self Drive holidays and members booked rooms through Alfa earlier this year. 17x LDWA members booked into the hotel with the luxury of us being together for breakfast and dinner at times we wanted to eat – 7:30am & 7:00pm. The hotel went out of their way to help us.

Friday afternoons walk began, like all good walks should, at the Rest & Be Thankful Inn in Wheddon Cross, Somerset. Members were travelling from all over the country and this village + car park was on route to Ilfracombe. The nearby attraction of the highest point on Exmoor at Dunkery Beacon was our target. The walk climbed trickily through valley woodland on public and then permissive paths (nav error) to Dunkery Bridge for a group photograph. The Beacon was reached easily where we met Anne & Rachel who'd walked from a nearby car-park close to the 1703ft summit. The walk back was on open moorland with good views of the north Devon coast but only hazy views of the Welsh coastline across the Bristol Channel. As we entered Wheddon Cross we came across a local auction of farm equipment at the opposite end of the spectrum to Sotherby's. Being auctioned were rusty chains, third-hand chainsaws, buckets and old metal gates and more. We dared not raise our hands or wave although it was rumoured Jill may have got a cow. Driving to Ilfracombe was entertaining on Devon B roads although parking there wasn't at all easy. But we knew the difficulties of parking prior to arrival since the hotel only had seven parking bays.

Saturday began with breakfast at 7:30 before taking the 09:30 bus to Combe Martin. The plan was to walk up Great Hangman, the highest point on the entire South West Coast Path and descend back into Combe Martin for lunch and then walk back to Ilfracombe on the Coast Path. This we did but not on all paths I'd planned because we were helped in the morning by a local walker who knew better, more interesting footpaths through the Silver mines. The mines are recognised as England's richest deposits during the Middle Ages, significantly contributing to the Crown's revenues to fund military campaigns and economic initiatives. All interesting for us on the walk. He departed at lunchtime and left us to follow the SW Coast Path back to Ilfracombe. There was a maritime festival that day in Ilfracombe harbour and we could hear sea chants on approaching the Verity statue created by Damien Hirst in the harbour.

Sunday began with breakfast at 7:30 before walking out the hotel, westward towards Bull Point and Woolacombe as our target. It was not the best of weather with rain in air walking over Tunnels Beaches through to Lee Bay but then gradually improved. The coast is notorious for shipwrecks around Bull Point with its lighthouse and at Morte Point, some dolphins were seen. The South West Coast Path then heads south to Woolacombe and on arrival the sun began shining and it was getting warm. We all had a well earned break here before making our way towards Ossaborough to reach Cycleway 27, which uses the old railway bed from Barnstaple to Ilfracombe. It was time to let everyone walk at their own pace from here back to the hotel.

The Monday walk started at Withypool car park back across the border in Somerset. The plan was to walk to Tarr Steps, an ancient clapper bridge across the River Barle and then return along the riverside. A reduced number of us set out on the Exe Valley Way and onto the Two Moors Way to reach the old bridge for photographs. Once crossed it began to rain but within a few steps of the Tarr Farm Inn, so we took advantage to rest there. We had been warned there was a footpath closure along the Two Moors Way on the River Barle section. Luckily, after setting off from the pub we found the diversion and it went in our direction towards Withypool on a path higher up. So, without descending again we stayed high and took the road into Withypool. There was nothing better to round off the weekend than sitting in the Withypool cafe for teas and scones before journeying back home later in the day. Can I thank everyone on the BBN holiday for making it so enjoyable to lead.

The plan for next year's weekend is in Weymouth on 29th August to 1st September.

Report for 10 October 2024 BBN Committee Meeting

BBN First Aid Kits update and suggested further actions

Sara Waldron and I have recently completed a review of the 4 BBN First Aid Kits. The following improvements and additions have been made:

- New items added in the light of recent experiences - tick removers, large adhesive dressings.
- Strong plastic zip wallets bought to store the various bits of basic first aid information, note cards, pencils etc – so these are now separated from the actual first aid materials which should make everything easier.
- A reusable, laminated sheet has been produced for used items to be ticked off at the time and which can be referred to before and after the event and spares sorted out as necessary.
- An LDWA Accident & Incident report form has been added to the plastic wallet – so this will be readily to hand if needed for a first aid incident.
- A strong plastic box bought to store spare items pending their use.

Suggested further actions

Because the kits have been totally revamped and improved over the last year, we suggest that first aid kit awareness is specifically raised with event organisers, HQ/check point managers and marshals so everyone knows what's in the kits, how to record used items and action to take if there is an accident or incident. Also, that the kits should be well managed and maintained. This isn't intended to be onerous, prescriptive or bureaucratic but as good practice for the Group.

Ways to achieve this - for discussion, agreement or otherwise:

1. Responsibility for the kits and spares – we suggest that a person(s) in BBN should be specifically responsible for ensuring the kits are correctly stocked/re-stocked, with all items 'in-date' and for suggesting possible new items in the light of experience. This could be the 'kit keeper', currently DFH, but not necessarily so. Sara and/or myself would be happy to take this on.
2. We recommend that a specific note about the first aid kits and the possible interface with accident/incident procedures should be included in the organiser's event notes for HQ/check point managers and marshals, in a similar way to kitchen/food safety notes. I'm offering to do this note and liaise with current event organisers/checkpoint managers about this.
3. So that first aid incidents can be quickly and efficiently dealt with at an event - we believe it would be good practice for someone (could be the HQ/check point manager or marshals) to be a nominated 'person in charge' of the first aid kit and its use. That person should be familiar with the first aid kits – contents, used item recording and whether an LDWA incident/accident form is necessary.
4. Kit items are very likely to become out of 'use by date' before they can be used. Rather than throw them away, suitable items could be put out at AGMs/challenge event HQs to be given away, free of charge, providing they are labelled accordingly – this is currently done in the Dorset group.

Terry Brown
18 September 2024