

**LDWA East Lancs Group**

**Minutes of the Meeting Held on Tuesday 5<sup>th</sup> July 2016**  
**at the Beaumont Arms, Armadale Road, Bolton, BL3 4XB**

**Present:**

Paul Wadsworth (PW)	Chair
Alison Wadsworth (AEW)	Secretary
David Walsh (DW)	Walks Secretary
Hilary Scott (HS)	IT Secretary
Viv Lee (VL)	Social and Events Secretary
Norman Thomas	Ordinary Committee Member
Alma Walsh (AW)	Ordinary Committee Member
Ken Noble	Ordinary Committee Member
Steve Clark	Sue Boardman
Paul Raines	Caroline Tennant (CT)
Nick Halford	

**Apologies:**

Paul Allen (PA)	Treasurer
John Picton	Ordinary Committee Member
Peter Steckles (PS)	Ordinary Committee Member
Gordon Stone	Publicity Officer
Barbara Shelton	

**The Group was quorate and the meeting opened at 21:10 and closed at 21:50.**

**1. Minutes of the Last Meeting:**

The Minutes were accepted as a true record of June's meeting.

**2. Matters Arising:**

**Action 16.06:** The LDWA's Data Protection Officer, Chris Hedley, is trying to arrange a meeting with two to three local groups at the same meeting. The Secretary will contact Chris to confirm a date. **Action: Ongoing.**

**Action 16.14:** PW and AEW would assess the value of assets held at the Scout Hut and obtain an insurance quotation for the cost of appropriate cover. Andy Griffin has been contacted for information about the construction of and security arrangements at the Scout Hut. Chair to contact Andy Griffin directly. **Action: Ongoing, awaiting AG information.**

**Action 16.16 and 16.17:** (16.16) Following recent discussions it was felt that the Group would benefit from Walk Leaders and Marshalls undergoing a first aid course including instruction on resuscitation. Viv Lee was assessing suitable options. Kath Page to send the Secretary contact details of a suitable training provider.

(16.17) Norman Thomas has attended a resuscitation course provided by an ex member of the Fire Service and will investigate its options. NT confirmed that the cost of such a course is £200 plus expenses (the instructor lives in Scunthorpe). Action: The Secretary will assess the cost of such a course with information from 16.16 and 16.17 and update the Group at a subsequent meeting. G Stone and Mountain Rescue are also to provide information.

**July Update:** The Secretary had contacted Bolton Fire and Rescue Service who are offering free resuscitation courses to eligible community groups in conjunction with British Heart Foundation. Viv Lee would then be prepared to provide a first aid training course for marshalls and walk leaders. This combined package would be a more cost effective option. **Action:** The Secretary to bring further details to August's meeting.

**Action 16.21:** More requests had been received for GPX files for the Two Crosses routes. PW has completed and forwarded to Caroline Tennant for next year's event. **Action: Closed.**

**Action 16.24:** PW has given VL and CT an Operating manual for the Two Crosses and they have updated this by collecting further information from other marshalls. The manual will then be stored electronically (but not visible to all) on the web site. VL and CT to check the contents of the Manual with the Marshalls and forward to HS for storage on the secure server once agreed.

**July update:** Some amendments had been made. CT to send to HS for inclusion on the web site. **Action: Ongoing.**

**Action 16.25:** The next Group Representatives' weekend will be held in November 2017 at Stratford. The Chair and Secretary are happy to attend and represent the Group. The Secretary to inform Group of the cost of the weekend and seek funding.

July update: Ongoing

**Action 16.26:** An email had been received from Graham Smith, Secretary of the Kent LDWA Group asking for East Lancs to undertake the breakfast stop at the 2018 100. **The** Secretary to email Graham informing him of the Group's agreement to host the breakfast stop. **Action: Closed**

**Action 16.27:** There is now an easier method of checking whether an individual is a current member of the LDWA which will be useful for entry checks at our challenge events. The Chair to liaise with Caroline Tennant to implement if required. **Action: Ongoing**

**Action 16.28:** Permission is required from the National Trust before challenge events can be held on its land. A donation of £25 was made by the Group for the Two Crosses Event in March 2016. The NT is trialling a project until September 2017 which may result in fees in the region of £50-100 being applied. CT to notify the the Group of the 2017 costs as a minor route change could avoid fees. **Action: Ongoing**

**Action 16.29:** In order to update the Group's bank accounts and enable electronic banking the Treasurer required a mandate from the Group. The Secretary to forward a mandate to the Treasurer. **Action: Closed**

**Action 16.30:** Some concern was expressed at the Group acting as a Travel Agent and any liability that might apply in the event of a holiday monies being lost and whether it might be better for a Group member to book properties on a credit card and then reclaim this amount from the Treasurer. The Chair and Secretary to try and obtain any additional information on any impact on the Group and review this at a later meeting. **Action: Ongoing**

**Action 16.31:** New functionality allowing the Group website to display the Facebook and/or Twitter logos is now available. This allows people to directly access the Group's Facebook page from a logo button. Facebook was agreed by the Group, but not Twitter.

New functionality allowing the Group website to show a map of local events which can be centred on a defined location has now been implemented. The Group agreed that the centre should be the Doffcocker Pub as the Group's monthly meeting place, and

that only East Lancs walks will be displayed. HS to update website for 8.2 & 8.3.

**Action: Closed**

**Action 16.32:** New functionality is now available on the LDWA server whereby Group bulk emails can be displayed on the website. As part of this new functionality there is the option to remove any bulk emails that are older than 3 months in order to reduce the storage burden on the server. HS had forwarded the email regarding this to the Chair / Walks Secretary and for them to review the details and the impact. The best option can then be discussed and implemented. **Action:** The Chair to review the information and bring back any recommendations to a later meeting.

**Action 16.33:** The Chair has handwritten minutes covering a significant number of years of early Group meetings. Discussions were held as to whether these should be scanned electronically and preserved. The Chair has handwritten minutes covering a significant number of years of early Group meetings. Discussions were held as to whether these should be scanned electronically and preserved. **Action 16.33:** The Chair and Secretary to assess the volume of records and bring to the October meeting.

**Action 16.34:** HS raised restarting in 2017 the six mile summer evening walks that had proved very popular in previous years and confirmed she would be happy to organise this. **Action 16.34:** Agreed in principal but to be reviewed by the Group in September after July and August's evening walks.

### **Agenda Items:**

#### **3. Chair and Secretary's Update:**

- 3.1 The Chair thanked Hilary for an enjoyable 6 mile walk and confirmed that Norman Thomas would be leading a 5 mile walk from the Bay Horse Pub, Babylon Lane, Heath Charnock starting at 7pm before August's meeting. All welcome.
- 3.2 The Chair confirmed that the Group's bank account signatories had been updated with Paul Allen - Treasurer, Dave Walsh - Walks Secretary, Ken Noble - Ordinary Committee Member and the Chair all able to sign any of the cheque books. Two signatures are still required.
- 3.3 In order to set up electronic banking the Treasurer required a mandate from the Group giving the Treasurer permission to access and action all bank accounts electronically. It was suggested that one of the three other signatories be authorised by the Group to have view only access to the accounts. The Group voted the Chair to have such access. **Action 16.35:** The Secretary to forward a mandate to the Treasurer with confirmation being provided by the Treasurer when electronic banking has been set up.

#### **4. Treasurer's Update:**

- 4.1 Carried over in the Treasurer's absence.

#### **5. Walk Secretary's Update:**

- 5.1 The Walks Secretary's had emailed the Group asking for walk leaders for the January to April 2017 walks programme but had had no response. Some volunteers came forward at the meeting.
- 5.2 Kath Page has agreed to lead the Red Rose 50 walk as two 25 mile Sunday walks. Discussions took place as to whether the RR50 route could also be split into shorter walks suitable for the Wednesday programme to accommodate more Group members. Further

discussions were taking place as to whether this was possible.

**6. Social Secretary's Update:**

6.1 Full details of all social events can be found on the website.

**7. Events Secretary's Update:**

7.1 CT was asked to provide an update on the condition of the Laurel Centre for the next meeting. **Action 16.36:** CT to provide.

7.2 Red Rose 50 route description completed.

**8. IT Secretary's Update:**

8.1 All actions completed. No further update.

**9. Any Other Business**

9.1 Norman Thomas announced he was retiring from those of the Group's 'Anytime Challenge' long distance walks for which he is point of contact apart from the Breath of Fresh Air. A letter from the National Group asking for up to date contact details for these was passed to the Secretary, who would respond and who also agreed to be the new point of contact. **Action 16.37:** The Secretary to respond as agreed.

**Date of Next Meeting: Tuesday 2<sup>nd</sup> August 2016**

**7pm - 5 mile Social Walk led by Norman Thomas**

**from**

**The Bay Horse, Babylon Lane, Heath Charnock, PR6 9ER**

**Followed by a short Group Meeting at 9pm**

**Sandwiches will be provided.**

**ALL WELCOME**