

LDWA East Lancs Group

Minutes of the Meeting Held on Tuesday 2nd August 2016
at The Bay Horse, Babylon Lane, Heath Charnock, PR6 9ER

Present:

Paul Wadsworth (PW)	Chair
Alison Wadsworth (AEW)	Secretary
Paul Allen (PA)	Treasurer
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
John Picton	Ordinary Committee Member
Peter Steckles (PS)	Ordinary Committee Member
Gordon Stone (GS)	Publicity Officer
Paul Raine	Barbara Shelton
Julie Spencer	

Apologies:

Caroline Tennant

The Group was quorate and the meeting opened at 20:55 and closed at 21:40.

1. Minutes of the Last Meeting:

The Minutes were accepted as a true record of July'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.

August update: 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.

August update: 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.

August Update: Bolton Fire and Rescue Service have provisionally agreed to hold CPR and basic first aid training sessions on the first three Saturdays in September at Horwich Fire Station. Commencing at 10.30am each session will last two and a half hours and will comprise a short video and then hands on practice on a resuscitation duummy. Each session holds up to 15 people and are provided free of charge. Viv Lee will attend the training and assess any gaps to then provide a further first aid course for group members.

Action: If anyone is interested in CPR training please contact the Secretary with availability. All Group members are encouraged to take up this offer especially marshals and walk leaders.

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 have checked the contents of the completed Manual and sent to HS for storage on the secure server.

August update: HS to add this to 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.

August update: Ongoing

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. August update: CT has been provided with access to check membership status.

Action: Closed

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.

August update: Ongoing

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 beeing 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.

August update: Ongoing

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 all bulk emails older than 3 months will be removed in order to reduce the storage burden on the server.

August update: It was agreed that bulk emails will NOT be displayed on the website and it was accepted (by DW & PW) that the removal of older emails was of no consequence. **Action: Closed**

Action 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.
August update: As there are a limited number of walk leaders and given the effort required next year to organise and marshll both the Two Crosses and the new Red Rose events it was agreed not to proceed with this idea at this time. **Action: Closed**
- Action 16.35:** 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:** All relevant documents have been signed and the Treasurer will submit to the bank and confirm when electronic banking has been set up.
- Action 16.36:** CT was asked to provide an update on the condition of the Laurel Centre for the next meeting. **Action 16.36:** CT to provide.
August update: VL informed the Group that she had contacted the Laurel Centre and reported that the roof needed replacing but no central funding was available. The Laurel Centre had been advised to fundraise to pay for this. An electrical safety inspection is also required within the next 12 months. Given the current state of the roof and the electrics, the Group expressed concern about the viability of using the Laurel Centre. **Action:** To discuss further at September's meeting and agree a course of action.
- Action 16.37:** 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.
August update: The web site has been updated as agreed. **Action: Closed**

Agenda Items:

3. Chair and Secretary's Update:

- 3.1 The Chair thanked Norman for an enjoyable 5 mile walk and confirmed that September's meeting would be held back at the Doffcocker Inn, Chorley Old Road, Bolton starting at 8pm. All welcome.
- 3.2 Correspondence had been received from the Dorest 100 thanking those members of the Group who had assisted at the breakfast stop. A cheque for £300 was included. **Action 16.38:** It was agreed that VL would liase with the Treasurer to split this between the marshals who had driven to the event.
- 3.3 Correspondence has been received from Julia Greenwood asking for support for the One Foot in the Gargrave Challenge Event to be held by West Yorkshire on Saturday 10th September 2016. Full details on the LDWA web site.

4. Treasurer's Update:

- 4.1 The Treasurere confirmed that signatories had been changed on the Group's bank accounts to Paul Allen, Paul Wadsworth, David Walsh and Ken Noble and that new cheque books were now being used.

4.2 The Treasurer provided a financial update to the Group.

5. Walks Secretary's Update:

5.1 The Walks Secretary' confirmed that the January to April 2017 walk programme had been filled.

5.2 Current walks were well attended with the Lancashire Trail proving very popular.

6. Social Secretary's Update:

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

6.2 The Group agreed to make a £50 donation to the Jumbles Sailing Club for the use of the club house for the recent Two Crosses/100 party. **Action 16.39:** The Treasurer to action.

7. Events Secretary's Update:

7.1 See Action 16.36 above. Discussions were held about the potential of using Tottington High School as a base for the Two Crosses. **Action 16.40:** VL to check and feedback to the September meeting.

7.2 The Events Secretary had contacted the Commander of the Holcombe Firing Range to inform about the RR50. As this takes place on public footpaths no permission was required but it was requested that entrants keep noise to a minimum. VL to send a route description for their information.

8. IT Secretary's Update:

8.1 All actions completed. No further update.

9. Any Other Business

9.1 VL and HS confirmed that surplus equipment from the RR100 had been given to the Dorset 100 who would then pass this on to future 100's. Four first aid kits will be removed from the Group Asset Register. **Action 16.41:** The Secretary to update the Asset Register.

Date and Time of Next Meeting

**8pm, Tuesday 6th September 2016 at the
Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.**

**The meeting will conclude with a presentation by
Gordon Stone on his experiences walking the GR10.**

Sandwiches will be provided.

ALL WELCOME