

**LDWA East Lancs Group**

**Minutes of the Meeting Held at 8pm on Tuesday 7<sup>th</sup> March 2017**  
**at the Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.**

**Present:**

Paul Wadsworth (PW)	Chair
Alison Wadsworth (AEW)	Secretary
David Walsh (DW)	Walks Secretary
Viv Lee (VL)	Social and Events Secretary
Hilary Scott (HS)	IT Secretary
Alma Walsh (AW)	Ordinary Committee Member
Ken Noble (KN)	Ordinary Committee Member
Peter Steckles (PS)	Ordinary Committee Member
John Picton	Ordinary Committee Member
Gordon Stone	Publicity Officer
Caroline Tennant (CT)	Nick Halford
Barbara Shelton	Paul Raine
Tony Clark	Peter Balshaw
Kate Hughes	
<b>Apologies:</b>	
Paul Allen (PA)	Treasurer
Norman Thomas	Ordinary Committee Member

**The Group was quorate and the meeting opened at 8.03pm and closed at 9.45pm.**

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

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

**2. Matters Arising:**

**Action 16.16** In total 28 people attended the two CPR courses held on 24<sup>th</sup> September and 1<sup>st</sup> October.

**and 16.17:** March update: The following actions were agreed:

- The Group would make a £100 donation to the Fire Service Benevolent Fund, which the Fire Service has requested is made in person at one of its fundraising events but has no dates as yet. The Secretary to chase and make arrangements for a cheque to be handed over as soon as possible.
- The Treasurer has made a £50 donation to the British Heart Foundation.
- Viv Lee brought disposable gloves to the February meeting for Group members.
- Viv will add disposable face shields and gloves to the first aid kits for the Group's challenge events.

**Action: 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 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.

February update: The Chair, Secretary, Treasurer and Social Secretary met in January 2017 to discuss when this started, the process that has been followed, how monies

are reported in the accounts, the impact of the Group's bank accounts and the risks and issues faced by the Group and those attending the holidays. A summary of the findings is as follows:

- Feedback from other groups shows that some have similar arrangements, whilst others had discontinued the practice due to fall outs. However the Group is not acting as a travel agent;
- The group's bank accounts were not fully transparent in that monies contained and reported within the accounts included contributions to these holidays and so there had been some over reporting of the Group's financial accounts;
- This process had only been used for holiday bookings made for the Dorset (2016) and North Yorkshire (2017) 100s, and Ghyll Head 2016 and 2017;
- The Treasurer and Social Secretary provided a breakdown of monies spent and monies received and the Chair could confirm that Group funds had not been used to subsidise holidays.

**The Group voted on the proposal that it should continue to facilitate the booking process. This was carried by a substantial majority subject to the following actions:**

- The Treasurer and Chair will meet before the April meeting to agree a mechanism to enable the separate reporting of holiday bookings and the flow of monies;
- A number of risks to the individual and the Group were identified in using the Group bank accounts. The Secretary has produced 'Booking Guidelines' (attached) which should be read by members and guests booking such holidays. The gist of these is to confirm that the total responsibility for the holiday and the booking lies with those taking part and at no time and in no event will the Group be financially responsible for such bookings;
- No holiday payment will be made by the Group until sufficient cleared monies have been received to cover it.

March update:

- The Treasurer has provided full details of the holidays booked which enables a clear separation of the monies owned by the Group and those held for holiday bookings.
- Viv Lee to ensure that any person booking onto holidays is aware of the Group's agreed Booking Guidelines.
- Hilary Scott to put the Booking Guidelines onto the Group's web site, which is open to all.

**Action: Closed**

**Action 17.01:** Entrants to all challenge events are advised to bring a mug. The LDWA's Environmental Policy advises against providing disposable cups except in case of emergency. This has been discussed with Viv Lee and it was agreed at the December meeting that disposable cups would no longer be provided on either of our challenge events. Plastic reusable mugs with the Group's logo will be ordered at a cost of £150 for 100 and would be available for entrants to buy for £2 at the events.

The Secretary to order 100 mugs once the Group's logo has been updated.

January update: The Secretary to contact Gordon Stone who has agreed to revise the Group's logo. The logo will be brought to February's meeting for approval and sign off and then mugs will be ordered.

3.1 February update: In Gordon's absence, no revised logo was discussed. The Group agreed to purchase customised mugs rather than just plain mugs. The Secretary to action.

3.2 March update: On further investigation the cost of ordering would be £320 for 100 customised mugs plus a one off fee of £40 for setting up the design. It was agreed to drop the idea of providing customised mugs. The Group further agreed to provide

limited access to disposable cups.

### **3.3 Action: Closed**

- Action 17.05:** Viv Lee is organising two Sunday walks covering the Red Rose 50 route. The first is on 2<sup>nd</sup> April. Anyone interested in attending these walks should contact Viv so that suitable coach arrangements can be made. Viv to provide quotations for the coaches so that the Group can discuss and agree the size of coach to be booked / cost to individuals / potential Group subsidy.  
January update: Viv confirmed that she will not be asking the Group to subsidise the cost of a coach. If there is insufficient interest expressed by early March then cars will be used instead.  
Dave Walsh to send an email to all primary and associate members regarding the walk.  
The Secretary to inform other Group secretaries of this also.  
February update: To date 16 people were walking the first leg on 2<sup>nd</sup> April and 15 people the second leg on 18<sup>th</sup> June. Please let Viv know as soon as possible if you want to join.  
March update: Viv Lee confirmed that there would be enough interest to book a 22 seater coach and she will contact Chris Langabeer for coach contact details.  
**Action: Closed**
- 17.07:** The Chair displayed a slide from June 2016 showing the Group's anticipated spend for the year ahead as £2,300. The actual spend was £2,600. If large one off items are excluded then if spend is replicated, it is anticipated that the Group's annual expenditure would be approximately £1,300 per annum. This would only be possible if the Group's challenge events returned to pre-2016 levels of profit.  
The Events Secretary to bring a breakdown of the the Two Crosses income, expenditure and profit to the April meeting, to allow the Group to discuss its finances and set its expenditure levels for the year ahead.  
March update: Agreed action for April's meeting.  
**Action: ongoing**
- 17.08** The Chair to chase Sue Gettings and Any Griffin to arrange access to the Scout Hut prior and after the event.  
March update: Viv Lee has arranged access to the Scout Hut for the Two Crosses equipment. This will be moved on Thursday 16th March and stored at the Laurel Centre.  
**Action: Closed**
- 17.09** The Secretary to contact Gordon Stone asking him for a further 10 A4 posters.  
March update: These had been provided and had been distributed for display at various sites, including the LDWA's AGM.  
**Action: Closed**
- 17.10** Viv reported that Norman Thomas has suffered a small heart attack and is undergoing further tests. The Group sends Norman its best wishes and the Treasurer will send a get well card and gift on behalf of the Group.  
March update: Viv had received an good news update, Norman is undergoing further tests but is not thought to have had a heart attack.  
**Action: Closed**
- 17.11:** The Secretary apologised for the lack of sandwiches at the meeting but this was due to a mistake by the Doffcocker. The Doffcocker has received a request to book the room we use every week and so wants to move the Group meetings into the smaller upstairs room. Whilst this would be possible for most meetings it would be cramped and not ideal for presentations.  
**Action:** If Group members know of another venue which can seat us in comfort please let the Secretary know. (Provision of sandwiches preferred but not essential).

March update: For the foreseeable future the Doffcocker will continue to let the Group use the Billiards Room for its meetings.

**Action: Closed**

	<b>Agenda Items:</b>
<b>3.</b>	<b>Chair and Secretary's Update:</b>
3.1	The Chair noted that Gail Elrick NEC Chair had sent out her regular update and also that that information from the Local group reps weekend, held in November 2016, had been put in the national web site under 'Useful Info / Library'.
<b>4.</b>	<b>Treasurer's Update:</b>
4.1	In the Treasurer's absence, the Chair gave a verbal update on the group's financial position, including adjustments after holiday monies had been removed.
<b>5.</b>	<b>Walks Secretary's Update:</b>
5.1	The Walks Secretary requested two volunteers for the September to December 2017 Walks Programme. This was filled at the meeting and thanks given to all walk leaders.
5.2	Walks continue to be well supported, with Wednesday walks regularly attracting 20+ walkers and Sunday walks up to 20 walkers.
<b>6</b>	<b>Social Secretary's Update:</b>
6.1	Full details of all social events can be found on the website.
6.2	Viv was thanked at the meeting for all her hard work in booking the recent Keswick holiday.
<b>7.</b>	<b>Events Secretary's Update:</b>
7.1	<p><b>Two Crosses:</b></p> <ul style="list-style-type: none"> <li>• 144 entries have been received to date for the Two Crosses.</li> <li>• Caroline reported that all necessary permissions had either been received or were in progress with no issues anticipated. She confirmed that the licence fee charged by the National Trust for permission to use a small section of its land was confirmed at 4p and not £1.00 as originally stated.</li> <li>• Caroline had contacted 'Fix My Street' and the National Trust has arranged for the newly erected gate near the maggot farm to be opened for the duration of the Two Crosses.</li> <li>• Food and equipment was being delivered to checkpoint co-ordinators. No actions had been identified as outstanding.</li> <li>• The Two Crosses Marshal's Walk will take place at 8.30am on Wednesday, 15<sup>th</sup> March 2017.</li> </ul>
7.2	<p><b>.Red Rose 50:</b></p> <ul style="list-style-type: none"> <li>• 102 RR50 entries have been received to date.</li> <li>• Staffing lists are slowly filling up. Volunteers please contact Viv lee.</li> <li>• There will be a Red Rose 50 Co-ordinators meeting before the next Group meeting (Tuesday 3<sup>rd</sup> April) at 7.30pm</li> </ul>
<b>8</b>	<b>IT Secretary's Update:</b>
8.1	The Group's web site is up to date, nothing further to report.

<b>9.</b>	<b>Any Other Business</b>
<b>9.1</b>	<b>Member's Open Forum:</b>
	Geoff Halliwell and Louise Lagan have recently got engaged. Congratulations to them both.
<b>9.2</b>	Hilary Scott raised awareness of the work that the Anderton Centre does in promoting outdoor pursuits with children.

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**Kate Hughes was thanked for her informative and enjoyable presentation on  
'Walking the Kungsleden- Sweden: Abisko to Nikkalouka'.**

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**Date and Time of Next Meeting**

**8pm, Tuesday 4<sup>th</sup> April 2017 at the  
Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.  
The meeting will be followed by a presentation by  
Ken Noble on Walking the Tour du Mont Blanc, Part One.**

Sandwiches will be provided.

**ALL WELCOME**