

LDWA East Lancs Group

Minutes of the Meeting Held at 8pm on Tuesday 6th June 2017
at the Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.

Present:

Paul Wadsworth (PW)	Chair
Alison Wadsworth (AEW)	Secretary
Paul Allen (PA)	Treasurer
David Walsh (DW)	Walks Secretary
Viv Lee (VL)	Social and Events Secretary
Hilary Scott (HS)	IT Secretary
Ken Noble (KN)	Ordinary Committee Member
Peter Steckles (PS)	Ordinary Committee Member
Caroline Tennant (CT)	Phil Chapman
Roger Jackson	Paul Raine
John Watson	Paul Kielcy
Peter Balshaw	Gordon Stone

Apologies:

Alma Walsh (AW)	Ordinary Committee Member
John Picton	Ordinary Committee Member

The Group was quorate and the meeting opened at 8.01pm and closed at 9.55pm.

A warm welcome was extended to Paul Kielcy who was attending a meeting for the first time.

1. Minutes of the Last Meeting:

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

2. Matters Arising:

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

and 16.17: June update: The Secretary had made a £100 donation on behalf of the Group to the Fire Fighters Charity and has claimed this money from the Treasurer.

Action: Closed

17.07: At the April meeting the group approved the following items of expenditure for the 2016-17 accounting year:

-
- £5.00 subsidy to Marshals attending the Christmas meal in December 2017 (Secretary and Treasurer to action)
- Rental for equipment storage space
- Walk Recce expenses will continue to be paid as per previously agreed rules
- Miscellaneous donations to be individually agreed and approved
- Miscellaneous gifts as required to be individually agreed and approved
- It was also agreed to stop funding sandwiches at Group meetings thereby saving £25 per meeting.

June update:

- 5 A4 weather writers have been purchased at cost of £107.
- Chair and Secretary will purchase beers, wines and soft drinks for the Two

Crosses/100 Party to be held on 10th June 2017.

- The spoons misplaced after the Two Crosses have been located.
- Events Secretary to purchase 2 soup kettles and 2 large teapots
- Asset List has been brought up-to-date for recent purchases and disposals.
- Treasurer has actioned donations to Mountain Rescue (£45) and National Trust (£25)

Action: On-going

- 17.13:** The date for the 2018 Two Crosses Event and costs will be agreed at May's meeting. Caroline will assess the costs for using SI.

June update:

Caroline reported the following on the the 2018 Two Crosses Event – Sunday 18th March 2018:

- The Entry Form has been updated to comply with data protection requirements.
- Event notification sent to Strider
- S.I. Entries up and running with monies to be paid into a bank account owned by Caroline
- Link to S.I and new entry form can be found on the Group's web site.
- Event Secretary has booked the Laurel Centre for the event.
- The Two Crosses Manual has been updated with the recommendations arising from the investigation into the recent incident at the 2017 event.

3.1 Action: Closed

- 17.14:** Jumbles Sailing Club have informed Viv that they cannot provide bar staff for the Two Crosses/100 party. An alternative venue is therefore required. Anyone who knows of any suitable venue should contact the Secretary who with the Events Secretary will assess and agree the alternative venue.

4.1 June update:

4.2 St Margaret's Church, Lonsdale Road, Bolton BL1 4PW has been booked for the Hundred and Two Crosses Party.

4.3 Action: Closed

- 17.15:** A complaint was sent to the Chair and Secretary following the Two Crosses from an entrant who suffered an accident in Redisher Wood and sustained head and facial injuries.

The Chair and Secretary will email the complainant with the outcome of the investigation and the actions agreed by the Group. The complainant also asked for her entry to the Red Rose 50 to be refunded and this will be actioned as a good will gesture.

June update: The complainant has accepted the Group's findings and is happy to conclude her complaint. The Chair has produced operating procedures based on the findings from the investigation. Caroline has included these in the Operating Manual.

Action: Closed

- 17.16:** Following the recent incident and complaint, Viv and Caroline to produce an alternative descent from Peel Tower that bypasses Redisher Wood and present to to the Group for discussion and approval.

June update:

Caroline produced a revision to the route to avoid Redisher Wood. This was agreed by the Group and Caroline will update the route description, GPX files, large map and maps used to gain permission to access land for the event.

June update:

Action: Closed

- 17.17** An alternative storage space for the Group's equipment has been identified in the loft

space at St. Margaret's Church, Halliwell, Bolton.

The group agreed to give notice to Rochdale Scout's Group and the Secretary will contact the church to make arrangements to commence storage.

June update: The Secretary has served notice on the Rochdale Scout Group and will liaise with the Events Secretary to arrange the move of equipment from Rochdale to St Margaret's Church in August 2017. The Group needs to source shelving for its equipment if anyone knows of any cheap/free robust shelving please contact the Secretary.

Action: Ongoing

Agenda Items:

3. Chair and Secretary's Update:

- 3.1 Gail Elrick, NEC Chair had sent an email update of the actions of the NEC. No comments were raised by the Group.
- 3.2 An email has been received from a local company offering Group members a 20% reduction when booking a mobile home rental. Further details can be found at www.lancashiremotorhomehire.co.uk
- 3.3 Another LDWA Group has had its bank account defrauded by criminals using its published bank details. This was discussed but concluded that this Group was not at risk.

4. Treasurer's Update:

- 4.1 The Treasurer gave a verbal update on the group's financial position, noting that a number of future payments needed to be made.
- 4.2 A further holiday property booking had been made for the Kent 100 and the deposit paid for by the Treasurer on his credit card to provide some consumer protection.
- 4.3 It was agreed by the Group that a small present would be provided by the Group for members who had completed a significant number of 100s. The presentation would be made at Saturday's party.

5 Walks Secretary's Update:

- 5.1 The September to December walks programme has been submitted to Strider.
- 5.2 Walk Leaders are required for the January to April 2018 Walks Programme, new walk leaders are especially welcome. Please contact the Walks Secretary with details.
- 5.3 At April's meeting it was agreed to continue funding recce expenses for walk leaders and it was agreed to provide details of the process at a later meeting, as follows:

The Walks Sub Committee request the club membership to consider the following proposal regarding the payment of expenses to walk leaders.

- 1) Expenses may only be claimed by a person who leads more than two walks in a 12 month period. The first two walks will not be recompensed.*
- 2) Expenses will only apply to walks included in the club programme.*
- 3) Only one person per recce and one recce per walk will be eligible.*
- 4) A rate of 20p per mile up to a maximum of £20 may be claimed.*
- 5) Where public transport costs are involved a bus or train ticket must be submitted for reimbursement.*

We ask that the above proposal is accepted for a 12 month trial period.

All claims will be confidential and will be handled by Alma Walsh who will liaise with

the Treasurer to secure payment for claims. Alma will report to the club on a quarterly basis but names will not be revealed.

The Walks Secretary confirmed that the 12 month period referred to runs from October to September. The 20p per mile was agreed to still be adequate.

Action 17.18: The Secretary to type up the Payment of Expenses to Walk Leaders Process and send to the IT Secretary for inclusion on the web site.

Action: Ongoing

- 5.4 Dave and Alma have sent John Rowe a card on behalf of the Group following his retirement from long distance walking due to health reasons.
- 5.5 Dave proposed a vote of thanks to Viv for all her hard work in managing the breakfast stop at the recent North Yorkshire 100 and also for organising the holiday accommodation.

6. Social Secretary's Update:

- 6.1 The 2017 Hundred and Two Crosses Party, will be held at 7.30pm on Saturday 10th June 2017 at St Margaret's Church, Lonsdale Road, Bolton BL1 4PW. Ken Noble will make a presentation about the Group's breakfast stop.
All welcome, please confirm buffet contributions with Viv Lee asap.

- 6.2 Full details of all other social events can be found on the website.

7. IT Secretary's Update:

- 7.1 The IT Secretary thanked all walk leaders for their informative and prompt walk reports.
- 7.2 The LDWA web site has a planned outage for maintenance and upgrades on Tuesday 13th June 2017.
- 7.3 Hilary had received an email from the organisers of the North Yorks 100 passing on their thanks to all Group members who assisted with the breakfast stop. A post event bash is being held on Saturday, 24th June 2017 at 7pm, at Riverside Farm, Shipton Road, York YO30 1XJ. Please pass your name to Hilary by 10th June 2017 if you want to attend.

Also if you have any comments or observations on the event please pass these to Hilary so they can be collated and passed to the Kent 100 team.

8. Any Other Business

8.1 Member's Open Forum:

No updates.

9. Event Secretary's Update:

9.1 Two Crosses Event

Covered under Matters Arising, actions 17.13, 17.15 and 17.16.

9.2 Red Rose 50 Event

160 entries have been received to date, 130 via SI.

Staffing rota is nearly complete for the main event. Volunteers are still required for the Marshals' Event.

Some concerns have been expressed over the quantity and type of food on offer at some of the checkpoints. Details are available on the website. Please send any comments to either Viv or the Secretary for discussion at the next meeting.

Group meetings between now and September will make time to ensure that all arrangements for the marshals and main event are completed to ensure success.

Viv confirmed that the cost of hiring the Jumbles Sailing Club for 26 hours on each of the the Marshal's and the RR50 will be £520.

9.2.1 Route:

- The route has been finalised with the route description being updated by Kath Page.
- Hilary has yet to receive any documentation to add to the web site. Some debate occurred about the route at White Coppice. The Chair agreed to walk the relevant section and send comments/updates to Kath Page. There was some doubt as to the grid reference at Belmont, the Chair to contact Kath.
Action 17.19: Kath Page to update the route description and GPX file with any amendments and send to Hilary for inclusion on the web site by 30th June 2017.
- All relevant permissions have been obtained, e.g. UU, NT, Council etc.
- A large map with the route outlined will be available before the start of the event and for use by the Control Team.

9.2.2 Checkpoints and Jumbles Sailing Club:

- All deposits have been paid.
Action 17.20: Viv to give the Treasurer a list of when CP balances need to be paid.
- Jumbles Sailing Club has been booked from Saturday 6am until Sunday 8am but will be available until Sunday 10am for any late finishers and clear-up.
- For the Marshals Walk the Jumbles Sailing Club has been booked for the 26 hour period, however other CPs will be using cars instead of village halls.
- A discussion was held re moving one of the Tockholes CP on the Marshals Walk.
Action 17.21: Viv and the Chair to discuss and agree before 30th June 2017.
- Viv has produced a menu for each CP and this have been distributed for comment. Following discussions at the meeting it was agreed not to provide sandwiches at CP1 .
Action 17.22: The menu for the Red Rose 50 will be finalised at the Group meeting on 4th July 2017. Please send any comments by 30th June 2017 to the Secretary or Viv, or bring them to the meeting.
- CP details will be made available to each CP Co-ordinator and the Control Team.
- It was confirmed that no special measures e.g. floor coverings are required at any CP.
- Discussion took place regarding the impact of the 28 mile route on CP open/close times for the low number of 28 mile entrants. It was agreed to continue with the 28 mile route.
- Discussion took place regarding the potential for bad weather on the day to cause a mass transfer to the 28 mile route and the impact on CP food. This will be managed by the Control function liaising with CP leads for any required movement of food.

9.2.3 Tally

- Caroline Tennant is managing the tally design, process and production and confirmed that an emergency contact number is included.
Action 17.23: Caroline to bring a sample tally to the next meeting for discussion and agreement on how it should be used, particularly at early CPs.

9,2,4 Management:

- The Marshals Rota is nearly complete with only 2 slots to be filled.
- Registration process will be the same as for the Two Crosses'
- It was confirmed there will be no sweep on the Marshals Walk, emergency contact numbers for each walker will be obtained.
- Kath Page was confirmed as the 24 hour roving co-ordinator for the main event.
- Paperwork for the Control Team to be discussed at the next meeting, including how the monitoring of an entrant's progress will be managed.
- Discussion was held as to how an entrant's emergency contact and medical details can be printed off/downloaded from SI. To be agreed at future meetings.
- All CP Co-ordinators were asked to check the documentation given to them by Viv

and asked to send any comments by 30th June 2017 to the Secretary or Viv, or bring them to the meeting.

.....

Date and Time of Next Meeting

**8pm, Tuesday 4th July 2017 at the
Doffcocker Inn, Chorley Old Road, Bolton BL1 5QD.**

ALL WELCOME

.....