



**HEART OF ENGLAND – LONG DISTANCE WALKERS ASSOCIATION**  
**Minutes of Committee Meeting 16 Via MS TEAMS internet engagement**  
**at 7.00 pm on 20/03/2024.**

**In attendance:**

Clive Wainwright (CW) Chair \* *minutes taker*  
 David Hood (DH) Group Secretary  
 Michael Buckley (MB) Membership  
 Secsecretary  
 Robin Richmond (RR) Data Officer

Neil Bromley (NB) Deputy Chair  
 Yvonne Court (YC) Treasurer  
 Graham Jones (GJ) Walks Secretary

**Apologies:-** non required

**Circulation**

All above plus Group Membership (and via web site)

Legend - Abbreviations:- MMM = Malvern Midsummer Marathon Event

[https://www.sientries.co.uk/event.php?elid=Y&event\\_id=13037](https://www.sientries.co.uk/event.php?elid=Y&event_id=13037)

BCC = Birmingham Canal Canter Event

[https://www.sientries.co.uk/event.php?elid=Y&event\\_id=12458](https://www.sientries.co.uk/event.php?elid=Y&event_id=12458)

ACWA = A Coventry Way Association <https://www.acoventryway.org.uk/>

Item	Description	Action/date
16	*	
<b>16.1.</b>	<b>Introductions &amp; apologies</b>	
16.1.1.	There were no apologies.	Note
<b>16.2.</b>	<b>Approval of previous minutes 15 (28th Feb 2024)</b>	
16.2.1.	The minutes were accepted as an accurate record of the meeting. For the record MB - unfortunately was not able to access the last MS Teams meeting through IT or a link issue, although in attendance in the background for this meeting.	Note
16.2.2.	Proposed by NB	Note
16.2.3.	Seconded by MB	Note
<b>16.3.</b>	<b>Matters arising (internal or external with Committee)</b>	
16.3.1.	MMM - Committee review of Planning Schedule update. Issues:- <ul style="list-style-type: none"> <li>● Route development has been undertaken by NB &amp; now with slight adjustment by 'Thrift Wood' and then MB to advise authorities or parties about event &amp; routing</li> <li>● GPX file(s) to be generated for the benefit of electronic support of route. NB close to finishing on route description text for both lengths of walks also.</li> <li>● Catering &amp; volunteers to be thought through with Chris Stockton in light of Dave Powell not being available for the day &amp; HQ catering.</li> <li>● DH has issued spreadsheet schedule through 'Dropbox' delivery to committee for live Web access</li> </ul>	Committee + All note NB MB NB

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	<p>amendment by all &amp; also has a volunteer list for the event. Noting all to adhere to challenges required or state adjustment if thought required. Conversation required with Dave Powell on any potential transport support for the day before &amp; kit availability for pick up.</p> <ul style="list-style-type: none"> <li>• YC &amp; husband Bob have offered a van for transport on the day = Thank You</li> <li>• Various signage for the day to be developed.</li> </ul> <p>Marshals walk - potential walk day earmarked for the 15/16th June still to be confirmed.</p>	<p>DH</p> <p>YC</p> <p>DH</p>
16.3.2.	<p>BCC update progressing well &amp; entrites to SI going well also. Noting Christine Stockton has issued past example letters to Rupert on how to contact local authorities for event, e.g. Council, Police &amp; River Trust for acknowledgement of holding the event.</p> <p>Rupert to be invited to the next meeting if he wishes to attend or available.</p>	<p>DH + All note</p> <p>DH</p>
16.3.3	<p>The Coventry Way event &amp; running the event for the future.. DH/CW attended an evening meeting (12th March) with ACWA (Anne Wade as interface) to discuss matters further (inclusive of RR HoE generated policy document as support outline for questions). Focused points being Insurance &amp; Finances. Discussion took place &amp; outcome as a whole:- HoE Local Group has decided it does not wish to support the Challenge Event in 2024 due to the uncertainty and potential risks that the ACWA proposal presents at the moment. However, it is committed to working with ACWA to explore ways of prolonging the event's existence from 2025 for as long as is realistically possible. A fundamental meeting on all aspects (contractual, finance &amp; insurance) would be sought post this year's event to review any future amalgamation to achieve transparency as an 'open book' policy between parties. But please note No commitments have been made for a 2025 event without the prior agreement of Heart of England Local Group (LDWA).</p>	<p>DH/CW+ Committee All note</p>
<b>16.4.</b>	<b>Chairs report (with deputy input)</b>	CW/NB
16.4.1	Focus on communication & running Group going forward.	Note
<b>16.5.</b>	<b>Treasurer's report</b>	YC
16.5.1.	Interim accounts given see appendix 16.12.1.	YC
16.5.2	<p>The bank balance stands at £7,308.72 as at 19/03/24. Credits received this Mar24 BCC £267.50, MMM £330.00 This includes credits to date for BCC £1,025.00. Credits for to date for MMM £605.00 and debits to date of £1,114.94. Balance £(509.94).</p>	Note
16.5.3	YC to contact Chris Stockton for name of contact achieving 'Bond' agreement on MMM	YC
<b>16.6.</b>	<b>Group Secretary report</b>	DH
16.6.1	DH had issued out a reminder of rules on etiquette on 'Whats App' Group for those who are listed in Group.	Note

Item	Description	Action/date
<b>16.7.</b>	<b>Membership Secretary report</b>	MB
16.7.1.	MB gave present statistics = 32 new members & of those 7No do not wish to be contacted by email. Total membership through seasonal time change/SI collection now at 449 members.	Note
16.7.2	MB still struggling under membership email address to get access to SI entries - working with the NEC to solve matters. DH to also give support on access for MB on the issue.	MB/DH Note
<b>16.8.</b>	<b>Walk Secretary report</b>	GJ
16.8.1.	GJ will address the membership through email again as a request for any members wishing to put on walks for the Autumn programme - noting always gratefully received.	GJ All Note
16.8.2	NEC update on 'LDWA Registration Template for Social Walks, Trips Away and Other Group Events' form. Work development taken place through emails by RR/GJ to central NEC with Pearl Barnes & post Local Groups weekend will now be taken forward with Karen Pickersgill? Noting all support work by RR/GJ gratefully received by NEC for the work undertaken. Subject to above we still await the final outcome, but note when established we can upload to our web site for permanent access for walk leaders in the future.	Note  GJ  All note
<b>16.9.</b>	<b>Publicity &amp; Property Officer report</b>	Vacant
16.9.1.	Position vacant - a bonus if an individual is available for the position (support to be mentioned through the website).	All Note DH
<b>16.10.</b>	<b>Data Protection Officer report</b>	RR
16.10.1	For Committee:- Requirements for the 2023 GDPR declaration (01 January 2023 – 31 December 2023) are: 1. Confirm compliance for 2023 in accordance with the attached checklist; 2. Confirm deletion of any personal data held at the time of the 2022 declaration in accordance with the checklist; 3. Confirm oldest date of any personal data now held for 2023 (NEW); and 4. Please reply to RR by email for audit purposes.	RR Note Committee review  As checklist & document issued 15/3/24
16.10.2	RR mentioned to YC if any advice or knowledge required please contact Chris Stockton or himself so no doubt exists on 16.10.1 addressing points.	YC
<b>16.11.</b>	<b>Any other business</b>	
16.11.1	CW mentioned various issues needed to be amended on our current web site so it is up to date. DH to review, especially opening welcome page mentioning MMM & current time status.	DH
16.11.2	MB mentioned various issues which were discussed at the NEC AGM from members nationally to the NEC committee &	

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	these were aired as an internal discussion with HoE committee members.	No action required
16.11.3	GJ mentioned CW as Chair's email address was wrong on HoE web site, requires modification	DH
	Meeting closed at 9.10pm – next meeting date, 17th April 2024 - using MS Teams. DH to send a link. 7:00 pm start time.	DH
<b>16.12.</b>	<b>Appendices</b>	
16.12.1	Interim accounts	Note
	<a href="#">Heart of England LDWA - LDWA - Heart of England Local Group</a>	

Appendix 16.12.1

**Heart of England Intrim Account to 19/03/24**

<b>BANK</b>		
Bank balance 16/02/24	£ 6,711.22	
Credit since 16/02/24	£ 597.50	BCC & MMM entries
<b>Sub total credit</b>	<b>£ 7,308.72</b>	
Debit since 16/02/24	£ -	
<b>BANK BALANCE 19/03/24</b>	<b><u>£ 7,308.72</u></b>	
<b>CASH</b>		
Cash held 16/02/24	£ 158.95	
Cash income since 16/02/24	£ -	
Cash debit since 16/02/24	£ -	
<b>CASH BALANCE HELD 19/03/24</b>	<b><u>£ 158.95</u></b>	
<b>TOTAL GROUP BANK AND CASH BALANCE 19/03/24</b>	<b><u><u>£ 7,467.67</u></u></b>	