



HEART OF ENGLAND – LONG DISTANCE WALKERS ASSOCIATION
Minutes of Committee Meeting 14 Via MS TEAMS internet engagement
at 7.00 pm on 24/01/2024.

In attendance:

Clive Wainwright (CW) Chair * *minutes taker*
 David Hood (DH) Group Secretary
 Robin Richmond (RR) Data Officer
 Neil Bromley (NB) Deputy Chair

Christine Stockton (CS) [part Guest support]
 Michael Buckley (MB) Membership Secretary
 [later part]
 Yvonne Court (YC) Treasurer
 Anne Wade [Guest part]

Apologies:

Graham Jones (GJ) Walks Secretary

Circulation

All above plus Group Membership (and via web site)

Item	Description	Action/date
14	*	
14.1.	Introductions & apologies	
14.1.1.	GJ	Note
14.2.	Approval of previous minutes 13 (15th Nov 2023)	
14.2.1.	The minutes were accepted as an accurate record of the meeting with no amendments noted.	Note
14.2.2.	Proposed by NB	Note
14.2.3.	Seconded by DH	Note
14.3.	Matters arising (internal or external with Committee)	
14.3.1.	MMM - CS issued a Planning schedule list for this year's MMM delivery undertakings. Committee to review & offer any additional requirements or concerns on going forward for the next meeting. SI entries available from 29th January.	Committee + All note
14.3.2.	From AGM logo/badge design achieved (grey person in full central heart) to be utilised for future development & events.	All Note
14.3.3	BCC - No update available for this meeting from Rupert.	DH
14.3.4	RR has recommended/proposed some administrative changes be undertaken to the AGM for agenda issues. - noted for review + thoughts and items for website improvement. See Appendix 14.12.2 for intent.	CW/DH + Committee
14.4.	Chairs report (with deputy input)	CW/NB
14.4.1	Focus on communication & running Group going forward.	Note
14.4.2	Post AGM member Ian Kelsey has kindly offered to support the Group with any IT knowledge emphasis on our website for communication. DH to be in touch with time. (noting 13.6.4 &	All Note DH

Item	Description	Action/date
	14.3.4 for generation).	
14.5.	Treasurer's report	YC
14.5.1.	Interim accounts given see appendix 14.12.1. First meeting interaction with YC/CS - administration transfer details nearly achieved for YC to function correctly as new Treasurer. Any issues YC/CS dealing with independently through email to expedite matters.	All Note
14.5.2	YC requested access to SI entries for financial administration. MB to give access accordingly.	MB/Note
14.6.	Group Secretary report	DH
14.6.1	<p>Anne Wade had sent DH a Whatsapp asking if our group would be prepared to take on the The Coventry Way event. Through guest attendance, on clarification, she intends to continue to be the lead organiser, and is looking for two things:</p> <ol style="list-style-type: none"> 1. People from our group to act as volunteers on the event 2. If the event comes under our umbrella then it can then be covered under Idwa insurance. <p>Committee through questions had several reservations & requests to be understood & undertaken before any further commitment can be made by HOE Group. Follow up liaison to be by DH on points raised & correspondence with the NEC also sort.</p>	All Note+ Committee + DH.
14.7.	Membership Secretary report	MB
14.7.1.	We've had 15 new members join since the group AGM, 6 being family members of which 4 are from one family, and 9 individual members. Not realistic at this time of the year to quote total membership numbers as members can remain on the list until late March after not continuing to pay the annual renewal fee.	Note
14.7.2	MB advised it is very likely we will have an open evening at Kidderminster 'Go Outdoors' again on wed 19th June the week prior to the MMM taking place. Additional preferential discount to HoE members on the night given through any purchases.	All Note
14.8.	Walk Secretary report	GJ
14.8.1.	There's not much to report for walks, the schedule up to the end of April is now looking good - we certainly need more walks for the summer months though.	All Note
14.9.	Publicity & Property Officer report	Vacant
14.9.1.	Position vacant - a bonus if an individual is available for the position (support to be mentioned through the website).	All Note
14.10.	Data Protection Officer report	RR

Item	Description	Action/date
14.10.1	Data as presently held by committee members to be reviewed again for assessment of this year's submission, however principally no change, also no further guidance to do otherwise coming from the NEC for clarification.	RR Note Committee review
14.11.	Any other business	
14.11.1	No further decision on Nominations for a future Charity, mentioned in AGM agenda but no forthcoming outcome at present.	All Note
	Meeting closed at 8.55pm – next meeting date, 21st February 2024 - using MS Teams. DH to send link. 7:00 pm start time.	DH
14.12.	Appendices	
14.12.1	Interim Accounts	Note
14.12.2	Improve communications/ dialogue /engagement with members	
	Heart of England LDWA - LDWA - Heart of England Local Group	

Appendix 14.12.1

Heart of England Interim Account to 6.1.24

BANK

Bank balance 7/11/23	£ 6.833,14	
Credit since 7/11/23	£ 315,00	BCC entries; returned Ark bond
Sub total credit	£ 7.148,14	
Debit since 7/11/23	£ 1.254,42	MMM hall hire (school and burgage Hall); AGM refreshments; auditors fee; challenge event hi viz
BANK BALANCE 6/1/24	£ 5.893,72	Concurs with bank statement

CASH

Cash held 7/11/23	£ 158,95
Cash income since 7/11/23	£ -00
Cash debit since 7/11/23	£ -00
CASH BALANCE HELD 6.1.24	£ 158,95
TOTAL GROUP BANK AND CASH BALANCE 6/1/24	£ 6.052,67

Appendix 14.12.2 - **Improve communications/ dialogue /engagement with members.**
Suggestions & intent (14.3.4):

Building on the successes so far the following administrative changes are proposed:

1. Re-title the 2024 AGM document 'Agenda and Papers' and insert a page at the beginning listing the agenda items to improve clarity
2. Add an additional agenda item – Open Forum Discussion – with opportunities for members to submit questions in advance even if they are unable to attend the AGM
3. Include a statement promoting the actions that we have done/are doing to improve communications in the covering email, e.g. WhatsApp message for the 2023 AGM (see below)
4. Include all committee members' names with contact details on the website to encourage dialogue
5. Add unfilled committee posts (Publicity and Website) on the website to raise awareness of opportunities for volunteering with a wider audience than the usual suspects, and include a note that they could be non-committee posts in case this may attract a wider group of member who may be willing to volunteer
6. Add non-committee posts (currently Dave Powell)

WhatsApp Post (2023)

This year, papers for the AGM include written reports from the Committee. This provides opportunities for members attending the AGM to acquaint themselves with the committee's work before the meeting and enables those not attending to ask questions if they so wish. The Committee hopes that you will find this useful and welcomes feedback on past activities and ideas for the future.