



HEART OF ENGLAND – LONG DISTANCE WALKERS ASSOCIATION
Minutes of Committee Meeting 15 Via MS TEAMS internet engagement
at 7.00 pm on 28/02/2024.

In attendance:

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

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

Circulation

All above plus Group Membership (and via web site)

Apologies:

Michael Buckley (MB) Membership Secretary

Item	Description	Action/date
15	* rescheduled meeting from 21st February.	
15.1.	Introductions & apologies	
15.1.1.	MB not at the meeting.	Note
15.2.	Approval of previous minutes 14 (24th Jan 2024)	
15.2.1.	The minutes were accepted as an accurate record of the meeting with no amendments noted.	Note
15.2.2.	Proposed by GJ	Note
15.2.3.	Seconded by DH	Note
15.3.	Matters arising (internal or external with Committee)	
15.3.1.	MMM - Committee review of Planning Schedule offered some adjustment, route development to be undertaken through DH & NB. GPX file(s) to be generated for the benefit of electronic support of route. NB offered to develop route description text. Catering & volunteers to be thought through with Chris Stockton in light of Dave Powell not being available for the day & HQ catering. DH to liaise with all and keep spreadsheet schedule current through 'Dropbox' delivery to committee. Noting all to adhere to challenges required or state adjustment if thought required. Conversation required with Dave Powell on potential transport support for the day. Marshals walk - potential walk day earmarked for the 15/16th June.	Committee + All note DH
15.3.2.	BCC is progressing well with entries already. Almost concluded venue agreements. DH has sent Ruppert a volunteer list achieved at AGM for support, however anyone else who can offer their services for the day (11th Aug) please contact anyone on the committee, all support gratefully received. Dave Powell will be available for catering.	DH + All note

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	Ruppert may produce a HoE badge or t-shirt for the event? Requested to produce a small report list update for the next meeting. Liaison with YC also will be forthcoming for finance details.	
15.3.3	The Coventry Way event & running the event for the future. Points raised & correspondence has taken place between meetings with parties involved. Committee members emphasised agreement needs to be on HoE terms from follow up of 14.6.1 issues. DH has an evening meeting date follow up for the 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 & Finances. Long term volunteer support will always be a challenge to be addressed on a year by year basis if inherited.	DH + Committee
15.4.	Chairs report (with deputy input)	CW/NB
15.4.1	Focus on communication & running Group going forward.	Note
15.5.	Treasurer's report	YC
15.5.1.	Interim accounts given see appendix 15.12.1.	YC
15.5.2	YC now has access to both HofE bank account and SiEntries. The bank balance stands at £6,711.22 as at 16/02/24. This includes credits for BCC £757.50. Credits for MMM £275.00 and debits of £1,114.94. £(839.94).	Note
15.6.	Group Secretary report	DH
15.6.1	DH stated the 'Committee members' page on the website has now been updated to reflect everyone on the committee with an individual email address to their title. Anyone presently missing from the page will be included with time, inclusive of other volunteers who offer additional support for specific roles i.e. IT or Property/events management etc. All for the ease of communication direct to the individual.	All note
15.6.2	WhatsApp group - A reminder to all the App is for meaningful communication of walking days & events. Noting no political debate or comment.	ALL NOTE
15.6.3	DH informed us the final AGM minutes & Finance records have been sent to the NEC as their requirement requires.	Note
15.7.	Membership Secretary report	MB
15.7.1.	MB - unfortunately not in attendance for this meeting, no report wording or data available.	
15.8.	Walk Secretary report	GJ
15.8.1.	GJ conveyed as a Group we have a decent amount of walks in place running up to July.	All Note
15.8.2	NEC are still in abeyance on requirement of Social Walks tasks that are required to be in place by the leader for a walk to take place. Hopefully this should be a short time for a final	Note

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	decision to be made from them. From a HoE perspective present record/register sheet to remain in place (V2) until advised otherwise. RR referred to GDPR issues he had raised with the NEC, and as no new appointment has yet to be made at head office GJ offered to mention/discuss with Pearl Barnes at forthcoming 'local groups' meeting weekend.	GJ
15.9.	Publicity & Property Officer report	Vacant
15.9.1.	Position vacant - a bonus if an individual is available for the position (support to be mentioned through the website).	All Note
15.10.	Data Protection Officer report	RR
15.10.1	Data as presently held by committee members to be reviewed again for assessment of this year's submission (reporting year end of March), however principally no change. RR for next meeting time will offer spreadsheet listing as before for the Committee to review bullet points, noting if any data has reached its expiry date based off the schedule it will be removed.	RR Note Committee review
15.11.	Any other business	
15.11.1	GJ as mentioned above (15.8.2) is attending the local groups weekend in East Lancashire with one other member as our representation.	Note
15.11.2	GJ on a personal note with his health permitting is intending to walk a mile or two on the next few HoE social walks we have (flat ones). Committee praised his effort for commitment!	Note
	Meeting closed at 8.50pm – next meeting date, 20th March 2024 - using MS Teams. DH to send a link. 7:00 pm start time.	DH
15.12.	Appendices	
15.12.1	Interim accounts	
	Heart of England LDWA - LDWA - Heart of England Local Group	

Appendix 15.12.1

Heart of England Intrim Account to 16/02/24

	BANK	
Bank balance 06/01/24	£5,893.72	
Credit since 06/01/24	£ 817.50	BCC & MMM entries
Sub total credit	£ 6,711.22	
Debit since 06/01/24	£ -	
BANK BALANCE 16/02/24	<u>£ 6,711.22</u>	
	CASH	
Cash held 06/01/24	£ 158.95	
Cash income since 06/01/24	£ -	
Cash debit since 06/01/24	£ -	
CASH BALANCE HELD 16/02/24	<u>£ 158.95</u>	
TOTAL GROUP BANK AND CASH BALANCE 16/02/24	<u><u>£ 6,870.17</u></u>	