



**HEART OF ENGLAND – LONG DISTANCE WALKERS ASSOCIATION**  
**Minutes of Committee Meeting 18 Via MS TEAMS internet engagement**  
**at 7.00 pm on 22/05/2024.**

**In attendance:**

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

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

**Apologies:-** Ian Kelsey (IK) (IT Support)

**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  |
|--------------|--|--|
| 18           | *  |  |
| <b>18.1.</b> | <b>Introductions &amp; apologies</b>   |  |
| 18.1.1.      | As above.  | Note   |
| <b>18.2.</b> | <b>Approval of previous minutes 17 (24th Apr 2024)</b>   |  |
| 18.2.1.      | The minutes were accepted as an accurate record of the meeting.  | Note   |
| 18.2.2.      | Proposed by GJ   | Note   |
| 18.2.3.      | Seconded by RR   | Note   |
|              |  |  |
| <b>18.3.</b> | <b>Matters arising (internal or external with Committee)</b>   |  |
| 18.3.1.      | <p>MMM - Committee review of Planning Schedule update.</p> <p>Issues:-</p> <ul style="list-style-type: none"> <li>Route development - realigned to old route as original to cover end to end of hills, but making route event longer (27.7 &amp; 15 miles). NB to check &amp; revise route description accordingly, noting start time &amp; position. Clarity to entries required - In description &amp; for send out inclusive of car parking information.</li> <li>GPX file(s) are to be updated by NB &amp; sent to MB/DH for any issue of entries who require.</li> <li>Catering &amp; volunteers - progressing feedback from CP parties needed by 7th June, equipment review also required then can be picked up from Dave Powells</li> </ul> | <p>Committee + All note</p> <p>NB</p> <p>NB</p> <p>DH/MB interaction</p> |

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|              | <p>house (liaison Chris Stockton &amp; DH). Noting Mick Clayton (MC) may well be utilised for the week days prior to event for deliveries to &amp; from Dave Powell's House to NB if access on Friday night beforehand is not available at school.</p> <ul style="list-style-type: none"> <li>● DH spreadsheet schedule again reviewed, inclusive of car parking arrangement next to Chase school HQ. Committee members to note job roles &amp; to adhere to as scheduled.</li> <li>● Any transport issues - subject to final week MC &amp; YC, close communication required by all.</li> <li>● Various signage for the day to be developed. In hand with DH</li> <li>● Water carriers to be picked up from Dave Powell's house a week prior for NB to undertake the chlorination process. Likely to be Sunday 16th June, CW to advise.</li> <li>● Sale Boards - receipt imminent following postage delivery of stray package, but final quality logo available now for long term purchase of HoE badges etc. Thanks to NB &amp; YC for the achievement of purchase.</li> </ul> | <p>with Chris Stockton<br/>All note &amp; NB</p> <p>All Note</p> <p>DH</p> <p>CW-DH &amp; NB</p> <p>Note</p> |
| 18.3.2.      | <p>BCC - RC conveyed progressing well, management planning now to be developed, liaison with Dave Powell also required. Noting correspondence from entries starting to filter through on queries for information or requests. CW mentioned to RC any issues of support required, committee members always here, together with prompting volunteer support for the event. DH to send to RC the latest logo information , so consideration to badge or event T-shirt production could be thought through.</p>   | <p>All note</p> <p>DH/RC</p>   |
| 18.3.3       | <p>The Coventry Way event &amp; running the event for the future:- Strategy discussion took place &amp; committee members aired their opinions again. Noting reserve funding and our requirements as a HoE Group. Fundamental meeting on all aspects (contractual, finance &amp; management) arranged with ACWA for 4th June. Suggested <b>ALL</b> (if possible) HoE Committee members as individuals to attend to express their views &amp; hear ACWA reasons for their request of any future amalgamation, also to achieve transparency as an 'open book' policy between parties with two way communication face to face. Present status for a 2025 event by HoE Group as lead ownership in abeyance without the prior agreement of Heart of England Local Group (LDWA).</p>  | <p>DH/CW+ Committee<br/><b>All note</b></p>  |
| 18.3.4       | <p>CW mentioned various issues needed to be amended on our current web site so it is up to date. DH stated he was currently reviewing items &amp; had spoken to Ian Kelsey with help on IT issues &amp; the website for alterations will be ongoing.</p>  | <p>DH + note</p>   |
|              |   |  |
| <b>18.4.</b> | <b>Chairs report (with deputy input)</b>  | CW/NB  |
| 18.4.1       | <p>Focus on communication &amp; running Group going forward, website focus to be up to date. BCC to be mentioned on the</p>   | <p>Note<br/>DH/IK</p>  |

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|              | website opening page similar to MMM now.   |                               |
| 18.4.2       | For the record, post AGM statement for the running of the 'Forest Marathon' by Dave Powell, he informs us this is <b>no</b> longer going to take place in the year.  | <b>All note</b>               |
|              |  |                               |
| <b>18.5.</b> | <b>Treasurer's report</b>  | YC                            |
| 18.5.1.      | Interim accounts given see appendix 18.12.1.   | YC                            |
| 18.5.2       | The bank balance stands at £7,079.92 as at 17/05/24.<br>Credits received 17th May 24 BCC £287.50, MMM £560.00.<br>Balance includes:<br>Credits to date for BCC £1,500.00 and debits to date of £740.00. Balance £760.00.<br>Credits for to date for MMM £1,665.00 and debits to date of £1,164.94. Balance £500.06<br>5 Banners were purchased with the HofE logo. Total cost £973.80 inc. VAT | Note                          |
|              |  |                               |
| <b>18.6.</b> | <b>Group Secretary report</b>  | DH                            |
| 18.6.1       | DH - No present issues, focused & engaged with the current MMM event running smoothly & correspondence as it arises.   | DH +<br>Note                  |
|              |  |                               |
| <b>18.7.</b> | <b>Membership Secretary report</b>   | MB                            |
| 18.7.1.      | MB - No present update as 18.6.1 working on MMM for another successful event to take place.<br>MB to generate volunteers itinerary listing schedule close to the event date, for clarity of everyone's knowledge.  | MB with<br>Chris<br>Stockton  |
| 18.7.2       | SI entries - working with the NEC to solve matters of email address.<br>DH to also give support on access for MB on the issue.<br>Our latest logo to be applied to this site.  | MB/DH<br>Note<br><br>MB/DH/IK |
|              |  |                               |
| <b>18.8.</b> | <b>Walk Secretary report</b>   | GJ                            |
| 18.8.1.      | GJ - Nothing really to report, members keep looking at the website & as usual any person wishing to undertake a Social walk for the group gratefully received. Support always given by GJ for leadership. The next deadline for formal publishing to 'Strider' is to be 9th June. Autumn/winter schedule walks would be useful.  | GJ<br>All note                |
| 18.8.2       | No NEC update to date received on 'LDWA Registration Template for Social Walks, Trips Away and Other Group Events' form still in abeyance, await NEC to advise further.  | All note                      |
|              |  |                               |
| <b>18.9.</b> | <b>Publicity &amp; Property Officer report</b>   | Vacant                        |
| 18.9.1.      | Position vacant - a bonus if an individual is available for the position (mentioned through the website).  | All Note                      |
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| Item          | Description  | Action/date   |
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| <b>18.10.</b> | <b>Data Protection Officer report</b>  | RR  |
| 18.10.1       | <p>For Committee:-<br/> Requirements for the 2023 GDPR declaration (01 January 2023 – 31 December 2023) are:</p> <ol style="list-style-type: none"> <li>1. Confirm compliance for 2023 in accordance with the attached checklist;</li> <li>2. Confirm deletion of any personal data held at the time of the 2022 declaration in accordance with the checklist;</li> <li>3. Confirm oldest date of any personal data now held for 2023 (NEW); and</li> <li>4. Please reply to RR by email for audit purposes.</li> </ol> <p>Feedback from committee by RR, had a couple of returns, please as remainder of committee members endeavour to make a return when you can. Annual NEC submission required.</p> | RR<br>Note<br>Committee review<br><br>As checklist & document issued<br>15/3/24 |
|               |  |   |
| <b>18.11.</b> | <b>Any other business</b>  |   |
|               | Nothing advised or arising.  | Note  |
|               |  |   |
|               | Meeting closed at 8.50pm – next meeting date, 26th June 2024 - using MS Teams. DH to send a link. 7:00 pm start time.  | DH  |
|               |  |   |
| <b>18.12.</b> | <b>Appendices</b>  |   |
| 18.12.1       | Interim accounts   | Note  |
|               |  |   |
|               |  |   |
|               | <a href="#">Heart of England LDWA - LDWA - Heart of England Local Group</a>  |   |
|               |  |   |

Appendix 18.12.1

Heart of England Intrim Account to 17/05/24

| BANK                                       |                          |                   |
|--|--------------------------|-------------------|
| Bank balance 19/04/24                      | £ 7,206.22               |                   |
| Credit since 19/04/24                      | £ 847.50                 | BCC & MMM entries |
| Sub total credit                           | £ 8,053.72               |                   |
| <br>                                       |                          |                   |
| Debit since 19/04/24                       | £ 973.80                 | HofE Banners      |
| <br>                                       |                          |                   |
| BANK BALANCE 17/05/24                      | <u>£ 7,079.92</u>        |                   |
| <br>                                       |                          |                   |
| CASH                                       |                          |                   |
| Cash held 16/02/24                         | £ 158.95                 |                   |
| Cash income since 16/02/24                 | £ -                      |                   |
| Cash debit since 16/02/24                  | £ -                      |                   |
| <br>                                       |                          |                   |
| CASH BALANCE HELD 17/05/24                 | <u>£ 158.95</u>          |                   |
| <br>                                       |                          |                   |
| TOTAL GROUP BANK AND CASH BALANCE 19/04/24 | <u><u>£ 7,238.87</u></u> |                   |