



**HEART OF ENGLAND – LONG DISTANCE WALKERS ASSOCIATION**  
**Minutes of Committee Meeting 17 Via MS TEAMS internet engagement**  
**at 7.00 pm on 24/04/2024.**

**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

**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   |
|--------------|---|---|
| 17           | * rescheduled meeting from 17th April.  |   |
| <b>17.1.</b> | <b>Introductions &amp; apologies</b>  |   |
| 17.1.1.      | There were no apologies.  | Note  |
| <b>17.2.</b> | <b>Approval of previous minutes 16 (20th Mar 2024)</b>  |   |
| 17.2.1.      | The minutes were accepted as an accurate record of the meeting.   | Note  |
| 17.2.2.      | Proposed by GJ  | Note  |
| 17.2.3.      | Seconded by RR  | Note  |
| <b>17.3.</b> | <b>Matters arising (internal or external with Committee)</b>  |   |
| 17.3.1.      | MMM - Committee review of Planning Schedule update.<br>Issues:- <ul style="list-style-type: none"> <li>● Route development has been achieved for both distance routes inclusive of description. NB to send directly to MB.</li> <li>● GPX file(s) have been generated for the benefit of electronic support of route(s) NB to send directly to MB.</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. Noting cold delivery food items only available on the day for the event.</li> <li>● DH spreadsheet schedule through 'Dropbox' delivery to committee for live Web access amendment undertaken on night with an update review. Input ongoing for May review again by all. Committee members to note job</li> </ul> | Committee +<br>All note<br>NB<br><br>NB<br><br>rota MB<br><br>All |

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|              | <p>roles in the interim period to be adhered to as scheduled.</p> <ul style="list-style-type: none"> <li>• YC &amp; husband Bob have offered a van for transport on the day = Thank You, should be available for the Friday the night before event day.</li> <li>• Various signage for the day to be developed.</li> <li>• Water carriers to be picked up from Dave Powell's house a week prior for NB to undertake the chlorination process.</li> </ul> <p>Marshals walk for both distances - confirmed walk day being the 15 June.</p>   | <p>YC</p> <p>DH</p> <p>CW,DH &amp; NB</p> |
| 17.3.2.      | BCC update progressing well & entrites to SI going well also. Rupert to be invited to the next meeting if he wishes to attend or able.   | DH +<br>All note<br>DH                    |
| 17.3.3       | <p>The Coventry Way event &amp; running the event for the future:- Strategy discussion on going forward took place. No agreement in place by committee members with their individual views.</p> <p>Fundamental meeting on all aspects (contractual, finance &amp; management) arranged with ACWA for 4th June. Suggested <b>ALL</b> 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.</p> <p>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> | DH/CW+<br>Committee<br><b>All note</b>    |
| 17.3.4       | 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 & had spoken to Ian Kelsey for advice who had expressed to join our committee support team on a regular basis with help on IT issues & the website for alterations.   | DH +<br>note                              |
| 17.3.5       | GJ mentioned CW as Chair's email address was wrong on HoE website, requires modification NEC change to be undertaken.  | DH  |
|              |  |   |
| <b>17.4.</b> | <b>Chairs report (with deputy input)</b>   | CW/NB                                     |
| 17.4.1       | Focus on communication & running Group going forward.  | Note                                      |
| 17.4.2       | Praise given to all committee members work & update of website site to date  | Note                                      |
|              |  |   |
| <b>17.5.</b> | <b>Treasurer's report</b>  | YC  |
| 17.5.1.      | Interim accounts given see appendix 17.12.1.   | YC  |
| 17.5.2       | <p>The bank balance stands at £7,206.22 as at 19/04/24. Credits received 19th March 24 BCC £187.50, MMM £500.00. Balance includes:</p> <p>Credits to date for BCC £1,212.50 and debits to date of £740.00. Balance £472.50.</p> <p>Credits for to date for MMM £1,105.00 and debits to date of £1,164.94. Balance £(59.94).</p>  | Note                                      |
| 17.5.3       | YC to contact Chris Stockton for name of contact achieving   | YC  |

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|               | 'Bond' agreement on MMM & continue dialogue.  |  |
| <b>17.6.</b>  | <b>Group Secretary report</b>   | DH   |
| 17.6.1        | DH outlined for GDPR reasons the website needs limited access by committee members by numbers, suggested as being DH, GJ & MB only.   | DH + Note  |
| <b>17.7.</b>  | <b>Membership Secretary report</b>  | MB   |
| 17.7.1.       | MB - 19 additional members joined since last update all wishing to be contacted by email. A general issue is obtaining a 'Strider' copy with first joining. NB will talk with NEC to obtain more distribution copies to alleviate any shortfall with welcoming new members.   | MB   |
| 17.7.2        | 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>17.8.</b>  | <b>Walk Secretary report</b>  | GJ   |
| 17.8.1.       | GJ - No new update, 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. Noting next deadline for formal publishing to 'Strider' likely to be mid June. Autumn/winter schedule walks would be useful.   | GJ All note  |
| 17.8.2        | NEC update 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>17.9.</b>  | <b>Publicity &amp; Property Officer report</b>  | Vacant   |
| 17.9.1.       | Position vacant - a bonus if an individual is available for the position (support to be mentioned through the website).   | All Note DH  |
| <b>17.10.</b> | <b>Data Protection Officer report</b>   | RR   |
| 17.10.1       | For Committee:-<br>Requirements for the 2023 GDPR declaration (01 January 2023 – 31 December 2023) are:<br><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> Feedback from committee by RR, CW had replied all other committee members still to make a return. | RR<br>Note<br>Committee review<br><br>As checklist & document issued 15/3/24 |
| 17.10.2       | RR has offered his services to the NEC as temporary help on GDPR until an equivalent appointment is confirmed by them.  | Note   |
|               |   |  |
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|               |   |  |

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| <b>17.11.</b> | <b>Any other business</b>  |             |
|               | CW to send new HoE logo to NB for pursuit with a supplier to obtain a 'Sale' board(4/5No. off) for future Groups utilisation on events. Background colour & pricing acknowledged to be at NB discretion in purchase. | CW +NB      |
|               |  |             |
|               | Meeting closed at 9.32pm – next meeting date, 22nd May 2024 - using MS Teams. DH to send a link. 7:00 pm start time.   | DH          |
|               |  |             |
| <b>17.12.</b> | <b>Appendices</b>  |             |
| 17.12.1       | Interim accounts   | Note        |
|               |  |             |
|               |  |             |
|               | <a href="#">Heart of England LDWA - LDWA - Heart of England Local Group</a>  |             |
|               |  |             |

## Appendix 17.12.1

**Heart of England Intrim Account to 19/04/24**

| <b>BANK</b>                                       |                                 |                   |
|---|---------------------------------|-------------------|
| Bank balance 19/03/24                             | £ 7,308.72                      |                   |
| Credit since 19/03/24                             | £ 687.50                        | BCC & MMM entries |
| <b>Sub total credit</b>                           | <b>£ 7,996.22</b>               |                   |
| <br>  |                                 |                   |
| Debit since 19/03/24                              | £ 790.00                        |                   |
| <br>  |                                 |                   |
| <b>BANK BALANCE 19/03/24</b>                      | <b><u>£ 7,206.22</u></b>        |                   |
| <br>  |                                 |                   |
| <b>CASH</b>                                       |                                 |                   |
| Cash held 16/02/24                                | £ 158.95                        |                   |
| Cash income since 16/02/24                        | £ -                             |                   |
| Cash debit since 16/02/24                         | £ -                             |                   |
| <br>  |                                 |                   |
| <b>CASH BALANCE HELD 19/04/24</b>                 | <b><u>£ 158.95</u></b>          |                   |
| <br>  |                                 |                   |
| <b>TOTAL GROUP BANK AND CASH BALANCE 19/04/24</b> | <b><u><u>£ 7,365.17</u></u></b> |                   |