



Wiltshire LDWA Committee Meeting

Wednesday 5th January 2022 @ 1900hrs

Via Google Meet

Attendees: Andy Todd (Chair), Clive Frankham (Secretary), Phil Heneghan (Treasurer), Steve Carver (Walks Programme) and Janette Armstrong (Challenge Walks Catering Manager)

Agenda Item		Actions / Notes
1.	Welcome (Andy)	Andy welcomed everyone to his first meeting as Chair.
2.	Apologies for absence (Clive)	None.

PART 1 - COMMITTEE PLUS JANETTE ARMSTRONG

3.	Janette's role	Challenge walks catering manager.
4.	Pewsey Downsaround	
	a. Venues	The scout hut and Avebury sports and social club have been booked. Phil has still talk to the vicars of churches at Calstone Wellington and Huish.
	b. Volunteers, i.e. numbers and allocations	Phil to circulate names of volunteers ¹ . 3 are needed at CP1, CP2 and CP4. 4 are needed at CP3. Numbers required at registration and the finish are still to be determined.
	c. Responsibility for setting up the scout hut and filling the checkpoint boxes	Janette will fill checkpoint boxes. Depending on the availability of the scout hut, others may be need to help set up the venue on Saturday afternoon. Speak to John Walker regarding gaining access to the scout hut.
	d. Food	Janette will write something for the newsletter detailing the arrangements. There is wooden crockery and cutlery is still available. Janette will also circulate a plan.
	e. Phone contact with walkers	Andy's mobile will be one of the emergency phones, along with another which will remain at the scout hut. Andy will talk to Alan Voyce regarding the phones.
	f. Publicity	Phil is to send out second reminder e-mail to previous entrants.
	g. COVID-19	Introducing 'register and go' to avoid crowds.

¹ List of volunteers: Janette Armstrong, Malcolm Christie, Clive Frankham, Phil Heneghan, Paul Hopkins, James Lane, Jenny Mills, Dave Myers, Roger & Sandra Pounder, Lucy Robins, Clare Staff, Bea Therin, Andy Todd, Guy Vowles, Alan Voyce, John & Jo Walker and Norma Williams

	h. Other	Need to discuss the checkpoint opening times. Andy to update and re-circulate the business plan.
5.	Equipment	
	a. Inventory and location of existing capital and consumables	Andy to produce certificates. Phil was asked to confirm with John Walker or Adrian Crocker what is required at checkpoints, e.g. water rations, gazebos, etc ...
	b. New requirements	Boxes and first aid kits may need to be replaced. Andy will need to buy a new printer.

PART 2 - COMMITTEE ONLY

6.	Minutes of last meeting (Clive)	Agreed and signed.
7.	Matters arising (Clive)	None.
8.	Reports	
	a. Chair (Andy)	Nothing to report.
	b. Secretary's report (Clive)	The website has been updated and the first monthly newsletter published.
	c. Treasurer's report (Phil)	We have approximately £3,000 in the bank, having paid for the xmas meal.
	d. Walks Secretary's report (Steve)	See below.
9.	Walks programme	There are currently 2 Sunday walks scheduled per month but no midweek walks. Steve to appeal to members directly. Clive to include appeal in next newsletter, and submit a couple of walks by signing-up to Meetup.
10.	Walks register	Clive to check with Phil regarding the statement from the NEC clarifying their position.
11.	LDWA AGM	No action required.
12.	LDWA 50 th anniversary proposals	The committee will decide upon receipt of Bea's proposal It's likely to involve a £5 to £10 subsidy per person.
13.	Any other business	
	a. Ridgeway 40 (Phil)	Phil is happy with the arrangements.
14.	Date of next meeting	Wednesday 9 th March @ 1900hrs

Clive Frankham
Secretary of the Wiltshire LDWA

Andy Todd
Chair of the Wiltshire LDWA