

<u>Agenda</u>	<u>Discussion</u>	<u>Action</u>
<b>Present</b>	Jean Harrison, Martin Hudson, Sue Dowdeswell, Jan Lelievre, Stuart Blows, Paula Czepek,	-
<b>Apologies</b>	Sue Edwards Ronnie Bunting	-
<b>Minutes of Oct 11th '17</b>	Minutes signed as correct	<b>PC RB/JL</b>
<b>Matters arising</b>	<ul style="list-style-type: none"> <li>Copies of the 'Welcome to RWG' will be given out with the new membership cards</li> <li>Everything in the 1st aid kits needs to be checked for date/condition etc all kits are to go to Ronnie Bunting or Jan Lelievre for checking when not in use and will be updated by the AGM</li> <li>The Hospice will be contacted to see how much money was raised during Round the Houses</li> </ul>	<b>JL</b>
<b>Walks Programme</b>	To date there are only 2 walks on the April programme. Members will be reminded of the February cut off date. There has been a request for shorter grade 2 walks. The committee agreed it would be helpful if a description of the terrain was included with each walk.	<b>Chairman's Chat</b>
<b>Membership</b>		
<b>Treasurers Report</b>	There are 103 members comprising of 51 single members, 25 joint members and 2 social members	
<b>Social Matters</b>	<p>Account balance £3700.88</p> <p>This includes £150 deposit for 2018 walking weekend</p> <p>Net funds £3550.88</p>	<b>Chairman's Chat</b>
<b>AOB</b>	<p>A special thanks goes to Diane Hudson for organising another successful skittles evening, Jan Lelievre, Sue Dowdeswell and Chris Sutton for an excellent 'Round the Houses' and Stuart Blows for a lovely start to the New Year with a walk followed by a carvery organised by Martin Hudson.</p> <p>Also thanks to Hilary and John Smart for the organisation of an excellent break in Dolgellau and to their leaders for making the walking holiday so memorable. Jan Lelievre gave special thanks to Stuart and Gill Blows for their help and support after her accident.</p> <p><i>Film night</i> 7th February. A form will go out to members to secure a seat at £5 per head to watch the film 'Wild'. Places need to be booked and paid for by 31st January. The bar will be open.</p> <p><i>Accident reporting</i></p> <p>The committee approved the idea of recording accidents/incidents with some amendments.</p> <ul style="list-style-type: none"> <li>It was agreed injured party as well as walk leaders should both fill out a section of the form</li> <li>The form should go to The Chairman when completed</li> <li>How and when to use the forms will be included in the 1st Aid kits</li> <li>The form will be online</li> </ul>	<p><b>SE Chairman's Chat</b></p> <p><b>RB/JL</b></p> <p><b>SB</b></p>

	<ul style="list-style-type: none"> <li>The small book within the 1st aid kits will still be used for minor incidents</li> </ul> <p>Stuart Blows will amend the form and submit to the committee.</p> <p><i>Parking in Homs Road</i> Despite Homs Road car park being free it was agreed that Wilton would remain as the meeting place for walks</p> <p><i>Walk and Leaders Records</i> The committee agreed that although the walking holiday is open to everyone, participation may be affected by cost and other factors and it is not appropriate for these walks to be added to the general records.</p> <p><i>AGM</i> 22nd March 2018 at the Ross Golf Club. Walk followed by coffee, AGM and buffet lunch. Coffee and biscuits at £1.50pp will be funded by the club, as will the cost of the room at £90. Lunch is optional and is £9pp which members will need to book and pay for in advance. Forms for the lunch will be sent out shortly.</p> <p>Nomination forms, minutes of 2017 and the agenda will be sent out to members by the end of January.</p> <p>Membership cards need to be made ready for the AGM.</p> <p>Graham Brown has kindly offered to lead the pre AGM walk.</p> <p>It will be proposed during the AGM that a flat rate of £5 membership should be for everyone, including new members. The £2 for social membership will remain the same.</p>	<p>SE</p> <p>PC</p> <p>SE</p>
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### Minutes of Meeting held on 16th April 2018

<u>Agenda</u>	<u>Discussion</u>	<u>Action</u>
<b>Present</b>	Martin Hudson, Sue Edwards, Sue Dowdeswell, Jan Lelièvre, Stuart Blows, Bryan Bunting, David Egan	
	Jean Harrison, Ronnie Bunting	
<b>Apologies</b>	Martin opened the meeting by welcoming David and Bryan.	
<b>Minutes of 12 Jan 18</b>	Minutes signed as correct	
<b>Matters arising</b>	<ul style="list-style-type: none"> <li><b>AGM.</b></li> </ul> <p>The Committee agreed all aspects of the AGM location, Ross Golf Club, were very good and are happy to use the venue for the 2019 AGM.</p> <ul style="list-style-type: none"> <li>Insurance cover information.</li> </ul> <p>The advice from RWG's insurers, Zurich Insurance and HF Insurers, is that the Group is covered for liability for accidents to members and damage to</p>	

<p><b>Walks Programme</b></p>	<p>third party property, provided due diligence can be proved e.g. recces. It was agreed that the information about walks in the Walks Programme, together with advice to walkers ( issued to all existing members in the last month and to be issued to all new members in future), is sufficient to meet the “due diligence” requirement.</p> <p><b>New Proposals</b></p> <ul style="list-style-type: none"> <li>• The Committee discussed and agreed the proposal to change the submission date and timescale for submitting walks. The group will operate a one year trial of having a deadline for walk submissions of the 15th of the month preceding the next programme. This means that circulation of details to members will be later. However members will still be able to check the advance programme on the website for an earlier summary of forthcoming walks.</li> <li>• The proposal to introduce a process for filling gaps in the Walks Programme post publication was discussed and will be adopted if the online submission form can be adapted to send these submissions direct to David Mason to issue to members. Otherwise a simple form will be placed on the website to download, complete and email direct to David.</li> <li>• The Committee agreed to change the wording on the walk submission form from “Obstacles” to “Obstacles/terrain”</li> </ul>	<p>BB Chairman’s Chat</p> <p>SB MH</p> <p>JL</p>
<p><b>Membership</b></p>	<p>88 members have renewed their membership, there are 2 new members and 5 social members and 6 members who are yet to renew their membership. 4 members have resigned.</p> <p><b>Data Protection Agreement</b> 9 members have yet to return their Data Protection forms. A reminder will be sent.</p> <p>Non email users should receive the “Chairman’s Chat” by post and this will be checked.</p>	<p>Chairman’s Chat</p> <p>MH</p>
<p><b>Treasurers Report</b></p>	<p>Account balance £4229.83 The bank balance is in a very healthy state and it was agreed Committee members would bring ideas for spending some of the balance in a beneficial way to the next meeting.</p>	<p>All</p>
<p><b>Social Matters</b></p>	<p><b>Ceilidh</b> 22 members have so far returned booking forms for the ceilidh on 4 May at Bishopswood Village Hall. A reminder will be sent.</p>	<p>Chairman’s Chat</p>
<p><b>Church Stretton Update</b></p>	<p>The planning for the Church Stretton walking holiday in October is well underway and 10 walks have been selected. Recces and selection of walk leaders will proceed in the next two months. Evening entertainments are being discussed with HF and will be confirmed one month before the holiday. Any additional holiday bookings will need to be booked directly with HF by members themselves, as the club has already filled the spaces allocated to us.</p>	<p>Chairman’s Chat</p>

<b>AOB</b>	The Committee discussed the proposal to move the annual walking holiday to take advantage of better weather conditions and longer daylight hours and it was agreed this would be a good idea if a suitable booking could be made with HF in June or September 2019.	<b>Chairman's Chat</b> <b>SB</b>
	<b>RTVD</b> The RTVD was reviewed about 5 years ago and it was decided a further review is not required at the moment.	
	<b>Website amendments</b> Information and forms on the RWG website needs to be updated/amended.	
	<ul style="list-style-type: none"> <li>Data Protection form to be added and Application form to be amended to reflect the new legislation.</li> <li>Essential Information for New Members to be amended, "fee" changed to "donation"</li> <li>Committee member details to be updated.</li> </ul>	JL JL JL
	<b>Dates for the Diary</b> Options for a Social function 11 December 2018 to be explored.	
<b>Next Meeting</b>	New Year Walk and Lunch 3 January 2019.	<b>MH/SB</b>
	AGM 28 March 2019. Venue to be booked.	
	Sue Edwards was thanked for hosting the meeting and for refreshments.	<b>SE</b>
	Monday 16 July 2018 2pm Flat 2, Cradoc House, Gloucester Road, Ross On Wye, HR9 5LR	

### Minutes of Meeting held 16th July 2018

<u><b>Agenda Present</b></u>	<u><b>Discussion</b></u>	<u><b>Action</b></u>
	Martin Hudson, Sue Edwards, Jan Lelièvre, Stuart Blows, Ronnie Bunting, David Egan	-
<b>Apologies</b>	Jean Harrison, Sue Dowdeswell	-
<b>Minutes of 16 April 18</b>	Minutes signed as correct.	-
<b>Matters arising</b>	The action point to check if the Chairman's Chat notes are sent to members who do not use the internet is carried forward. Ross Golf Club has been booked as the venue for the next AGM on 28 March 2019.	- <b>MH</b>
<b>Walks Programme</b>	The next walks programme is almost ready to be issued. There is one gap in August and 4 gaps in the September list.	- <b>RB</b>

<b>Membership</b>	The possibility of having the date for the next programme deadline on the advance programme was requested and will be considered.	-
	There are currently 104 members, 97 full time and 7 social members. We have 2 new members.	-
<b>Treasurers Report</b>	Account balance £4053.66	
<b>Social Matters</b>	Ideas to reduce the bank balance were discussed and the Committee agreed	<b>MH</b>
	<ul style="list-style-type: none"> <li>To provide a free buffet lunch for all members who attend the next AGM.</li> <li>Prizes to be awarded for the walker who has completed the most walks during the year and for the leaders who have led the most walks.</li> <li>The possibility of group membership of OS Maps online will be investigated.</li> </ul>	<b>SB</b>
		<b>MH</b> <b>SB</b>
<b>Walking Holiday Update</b>	A quiz with a light supper to be considered for the Autumn.	<b>MH &amp; SB</b>
	The possibility of holding the annual Round The Houses in Ledbury on 11 December to be researched.	<b>MH</b>
	The New Year walk and lunch is likely to be from The Walwyn Arms on 3 January 2019.	
<b>AOB</b>	A skittles evening to be considered for March 2019.	
	36 members will be attending the Church Stretton holiday. 10 walks have been selected with 2 walks on day 1, 3 walks on days 2 and 3, and 2 walks on day 4. These will cover all grades.	
	The HF holiday in Dovedale has been booked for 21 to 24 June 2019 and 36 places have been taken up by RWG members. An initial recce will be undertaken later this summer.	<b>MH</b>
<b>AOB</b>	Any other members who would like to attend either of these holidays should contact Hilary Smart. As this is a change from previous advice, it will be mentioned in Chairman's Chat.	
	Payment of expenses to those who recce the walks for walking holidays was discussed and it was agreed that fuel costs of 7p per mile and £25 per person per night (when the holiday location requires an overnight stay) should be paid, starting with recces for the Dovedale holiday. Chairman to advise organisers.	<b>MH</b>
	<ul style="list-style-type: none"> <li>The current layout of the RWG website was discussed and it was agreed the tabs need to be reorganised to include a walking holiday section and/or an events tab and to consider how it can be amended to make it more user friendly, easier to navigate and more appropriate for the members current needs. John Smart and Harry Britten-Austin to be asked to undertake this task. Harry will also be asked to update the photos on the Home page and the Membership tab.</li> <li>The suggestion to post Chairman's Chat notes on the website was discussed and it was agreed it was inappropriate as the</li> </ul>	<b>MH</b> <b>MH</b> <b>MH</b>

<b>Next Meeting</b>	<p>information is for members only and it is sent direct to members by email or post.</p> <ul style="list-style-type: none"> <li>The content of the incident reporting form has been revised following helpful comments from its first user and it will be put into a more user friendly format before being posted on the website. Copies will be placed in the first aid kits.</li> </ul>	<b>RB</b> <b>JL</b>
	<p>Following the incident in April, it was agreed that guidance and/or training for members on leading walks and dealing with incidents would be helpful and may encourage more new and existing members to lead walks. This will be researched and recommendations made.</p>	<b>JL</b>
	<ul style="list-style-type: none"> <li>The use of PDF files was discussed as they are not always appropriate. It was suggested Word should be used in future for forms, if the content can be protected to enable completion without the original being altered.</li> </ul>	<b>SB &amp; JL</b>

### Minutes of Meeting held on 5th October 2018

<u>Agenda</u>	<u>Discussion</u>	<u>Action</u>
<b>Present</b>	Jean Harrison, Martin Hudson, Sue Edwards, Jan Lelièvre, Stuart Blows, Ronnie Bunting, David Egan, Sue Dowdeswell	-
<b>Apologies</b>	None	-
<b>Minutes of 16 July 18</b>	Minutes signed as correct.	-
<b>Matters arising</b>	It was confirmed that the Chairman's Chat notes are posted or delivered to members who do not use the internet.	-
	The deadline for walk submissions is now on the draft programme on the RWG website.	-
	Ideas for prizes at the AGM are to be agreed at the next meeting on 23 January 2019.	-
	Group membership of OS Maps online would cost £100. It was agreed to trial this for one year.	<b>All</b>
	The quiz evening has been postponed until the spring and the skittles evening brought forward to 12 November 2018.	<b>SB</b>
	It was confirmed Round the Houses will be on Tuesday 11 December in Ledbury. The date will be added to the draft programme on the website.	-
	The New Year walk will be on Thursday 3 January 2019 followed by lunch at the Walwyn Arms. The date will be added to the draft programme on the website.	<b>RB</b>
	A meeting has been arranged to discuss and update the layout of the RWG website with Harry Britten-Austin and John Smart.	<b>RB</b>
	Amending the layout of the Incident Reporting form is carried forward. If possible it will be in a word format.	<b>MH</b>
	The revised draft walk leader guidance was discussed and further amendments suggested. The final version will be circulated to the committee for agreement and then posted on the website. It was proposed we hold a workshop for both new and experienced walkers to cover this, plus potentially Heartstart and map reading.	<b>RB</b>
<b>Walks Programme</b>		-
<b>Membership</b>		<b>JL &amp; MH</b>

<b>Treasurers Report</b>	A "fill in " walk has been submitted for 15 November in the current programme. There are currently only 2 walks in the draft programme for both December and January.	
<b>Social Matters</b>	There are currently 104 members, 97 full time and 7 social members.	
	Account balance £4713.41. This includes £585 for the 2018 holiday and £363 for the 2019 holiday.	
<b>Walking Holiday Update</b>	The barbecue on 26 September at the Yew Tree Inn was very enjoyable and well supported. Many thanks to Harry Britten-Austin for organising the event, to Pat and Graham Brown for the delicious salads and to the committee for providing the desserts.	
	35 members will be attending the Church Stretton holiday. 36 have booked for the Dovedale holiday in June 2019.	
	The programme and information for Church Stretton will be issued shortly after the organiser's final visit on 8 and 9 October. There will be 2 walks on both the Friday and Monday and 3 walks on both Saturday and Sunday.	
<b>AOB</b>	The committee discussed John Smart's proposal for revised contributions towards necessary expenses incurred by walking holiday organisers/ walk leaders. The amount of 11p per mile for car usage and £20 per person per night for accommodation were agreed for preparations for the June 2019 holiday. Costs will be covered within the charge made for the holiday. Further details will be posted on the internet. The scheme will be subject to annual review at the discretion of the committee. The Chairman will finalise with John and Hilary Smart.	<b>MH</b>
	If RWG decide to continue using HF venues for RWG holidays, the earlier the booking is made, the greater the choice of dates and venues. It was decided the location of the 2020 holiday would be discussed at the next meeting in January 2019.	<b>All</b>
	1.Expenditure Ideas Ideas were discussed by the committee and it was agreed:-	<b>SB</b>
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• Map reading guidance could possibly be arranged for members.</li> <li>• Payment of expenses for all recces is not appropriate.</li> <li>• A sat nav training course will not be provided.</li> <li>• Key fobs with personal ICE/next of kin details for all members to carry whilst walking would be advisable. Suitable fobs to be sourced.</li> </ul>	<b>MH</b>
	2. Committee Matters The Chairman wished Sue well for her move to Oxfordshire. Until the AGM, any post for RWG should be sent to : RWG Chairman, To include in Chairman's Chat.	
	Wednesday 23 January 2019, 2 pm, Garden Cottage, The Avenue, Ross-on-Wye,	
	Sue Edwards was thanked for hosting the meeting and for refreshments.	

