

**COMMITTEE MEETING**

**Wednesday, 4 July 2018**  
**Holiday Inn - Eastleigh**

**Minutes**

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| <p><b>Present:</b> Stephen Cocks - Chair<br/>Neil Elder - Treasurer<br/>Steve Nicholas - Walk Co-Ordinator<br/>Terry Jones - Area Representative<br/>David Morris - Area Representative<br/>Mandy Norris - Secretary</p> <p><b>Apologies:</b> Carol Ransome - Membership Secretary</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                          |
| 1.                                                                                                                                                                                                                                                                                     | <p><b>Welcome</b></p> <p>Stephen Cocks opened the meeting by thanking everyone for attending and confirmed that Carol Ransome offered apologies as she is unable to attend.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                          |
| 2.                                                                                                                                                                                                                                                                                     | <p><b>Previous Meeting &amp; Matters Arising</b></p> <p>The minutes from the meeting of 11 April 2018 were agreed as accurate.</p> <p><u>Business Cards</u><br/>David agreed to review and update the wording of the draft design of the business cards and arrange for printing.</p> <p><u>In Case of Emergency (ICE) Form</u><br/>Stephen agreed to post a notice on the Group FB page and website recommending members to use the Ramblers ICE form (including a link where it could be accessed).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>David Morris</p> <p>Stephen Cocks</p> |
| 3.                                                                                                                                                                                                                                                                                     | <p><b>Treasurers Report</b></p> <p>Neil reported that, as agreed at the last meeting, £500.00 has now been returned to the Ramblers from the Group current account which leaves a balance of £283.99. It was clarified that £80.00 transferred into the account during the year by Ramblers Worldwide Holidays relates to a holiday taken by a member of the Group.</p> <p>There is currently £325.19 in the surplus account. £230.00 is owed to Stephen as he paid the deposit to the restaurant for the Lyme Regis trip. Stephen agreed to set up a transfer for this sum which will be authorised by Neil. This will leave a balance of £95.19 in the surplus account.</p> <p>It was unanimously agreed by the Committee that the Group does not require its basic allocation of funding of £264.29 for the financial year beginning 1 October 2018 as there are sufficient funds in the current account for predicted expenditure for that period. Neil to confirm this to the Ramblers Treasurer.</p> | <p>Stephen Cocks</p> <p>Neil Elder</p>   |

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| 4. | <p><b>Membership Secretary's Report</b></p> <p>Stephen reported on behalf of Carol that membership of the Group remains stable, at just over 170 people.</p> <p>Carol has now circulated an updated Walk Leader's form, having removed all members' names, to ensure the Group is compliant with the EU General Data Protection Regulation (GDPR) legislation which came into force in May 2018. It is recommended that Walk Leaders use the form to log new walkers' names and telephone numbers at the beginning of the walk in case people get lost on the walk and destroy the list at the end of the walk. There is no longer a requirement to submit the completed list to Carol at the end of a walk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| 5. | <p><b>Walk Co-Ordinator's Report</b></p> <p>Steve reported that the walks calendar is looking good and thanks were given to Elaine for putting on two evening walks.</p> <p>Steve has pinned to the top of the Group's Facebook page a Walking Schedule of provisional and confirmed walks so that Walk Leaders are able to plan ahead and members know what's coming up prior to formal publication on the Group's website.</p> <p>Steve confirmed that completed consent forms are being requested from Walk Leaders prior to publication of walks in order to comply with GDPR legislation. These will need to be refreshed approximately every two years. Steve agreed to pin a copy of the form to the Planning FB page so that Walk Leaders can access it easily.</p>                                                                                                                                                                                                                                                                                                                                                                    | Steve<br>Nicholas |
| 6. | <p><b>Area Representatives' Report</b></p> <p>Terry and David said there was nothing new to report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |
| 7. | <p><b>Chairman's Report</b></p> <p><u>Weekend Breaks</u><br/>Stephen said that 31 people attended the Lyme Regis trip and feedback was good. Approximately 20 people have expressed interest in the Warminster weekend in August and about the same number have expressed interest in the Test Way weekend walks.</p> <p><u>Group Website</u><br/>Stephen confirmed that the transfer of the Group Website went smoothly and is now complete. Information has been given to TR regarding the transfer of the domain from him to the Ramblers and Stephen agreed to chase progress on this.</p> <p><u>GDPR Compliance</u><br/>Stephen said that the Ramblers has now published a Toolkit of Activities regarding GDPR compliance. It is still unclear of the impact of GDPR on the Group's Facebook page in relation to publication of names and photographs of members. It was agreed to wait until clarification was available prior to any changes being made.</p> <p>Members of the Committee agreed that they gave GDPR consent for minutes of the Committee Meeting and AGM to be published in the Members Zone of the Group website.</p> | Stephen<br>Cocks  |

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| 8. | <p><b>Any Other Business</b></p> <p><u>Christmas Party</u><br/>Mandy tabled information about prices, menus and availability of seven venues which were recommended by members for the proposed Christmas Party. Following detailed discussion, it was unanimously agreed to reserve 40 places at the Botleigh Grange Hotel in Hedge End on 8 December, keeping the Holiday Inn in Winchester in reserve until the provisional reservation was confirmed.</p> <p>Mandy agreed to confirm the provisional reservation with the hotel, draft wording for a notice and menu for the Group's Facebook page and website, and confirm numbers and arrange for the deposit of £10 per person to be paid to the hotel within two weeks. Mandy also agreed to set up a spreadsheet to record those attending and their menu choices which needed to be given to the hotel, along with full payment, by the beginning of November.</p> <p>Stephen agreed to give Mandy access to the Group's Secretary e-mail account so that members could respond to that account with their menu choices.</p> <p>Neil said he would keep Mandy informed of funds transferred into the Group bank account so that she knew who paid.</p> | <p>Mandy Norris</p> <p>Stephen Cocks</p> <p>Neil Elder</p> |
| 9. | <p><b>Next Meeting</b></p> <p>Stephen agreed to publish potential dates for the next Committee Meeting, due to take place in September.</p> <p>Stephen said he will explore the availability of Shawford Parish Hall for the AGM on 3 November.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Stephen Cocks</p> <p>Stephen Cocks</p>                  |