



**Minutes of BCA Council Meeting held on Sunday, 16<sup>th</sup> June 2013  
at The Rotary Centre, Castleton**

**Present:**

Andy Eavis (AE)	Chairman / UIS Rep.
Paul Ibberson (PI)	Treasurer
Damian Weare (DW)	Secretary / Handbook Editor
David Judson (DJu)	Legal & Insurance Officer
Les Williams (LW)	Publications & Information Officer / Webmaster / 2016 Co-ordinator
Nigel Ball (GM)	Training Officer
Nick Williams (NW)	Equipment & Techniques Officer / Insurance Manager
David Cooke (DC)	IT Working Party / Cave-Registry / Web Services / Club Rep.
Jenny Potts (JP)	Publication Sales / DCA Rep.
Bob Mehew (BM)	Rope-Testing
Dave Checkley (DCh)	BCRA Rep.
Helen Brooke (HB)	CHECC Rep.
Stephan Natynczuk (SN)	ACI Rep.
Bernie Woodley (BW)	Individual Member Rep.
Owen Clarke (OC)	Club Rep.
Henry Rockcliff (HR)	Individual Member Rep.
Ben Heaney (BH)	Newsletter Editor
Chris Jewell (CJ)	Media-Liaison Rep.
Matthew Wire (MW)	Individual Member Rep.
Boyd Potts (BP)	Club Rep.
[Robin Weare (RW)	Observer]
[Wayne Sheldon (WS)	Observer]

The meeting commenced at 15:05.

**1. Chairman's Welcome**

AE welcomed members to this Council Meeting.

**2. Apologies for absence**

Apologies were received from: Alan Finch, Clark Friend, David Jean, Glenn Jones, CNCC, Steve Holding Ged Campion, Mark Williams and Emma Porter. [Post-Meeting Note: An apology had also been received from Mick Day]

**3. Minutes of the last Council Meeting on 16<sup>th</sup> March 2013 (previously circulated)**

Proposal: *to accept the Minutes from 16<sup>th</sup> March 2013 as a true record*

Prop: BW, Sec: LW *agreed unanimously*

**4. Matters Arising for the Minutes of the last Council Meeting**

None

**Review of Action Log**

**Action 36 (Manual of Operations):** Ongoing

**Action 54 (SUI Liaison):** Ongoing

**Action 83 (Asset Register):** Ongoing

**Action 97 (T/As as Individuals):** Ongoing

**Action 104 (Ask at TC for C-P Officer):** Ongoing

**Action 109 (Membership Review):** Ongoing

**Action 112 (Try Caving Lights):** Ongoing

**Action 113 (Adopt a Club Scheme):** HB: Will be aiming for a launch in time for CHECC in November.

**Action 115 (Summary of Landowner Insurance Benefits):** Ongoing

**Action 121 (Revise Regional Funding document):** Ongoing

**Action 124 (Access & Commercial Caving statement):** Ongoing

**Action 125 (C-P Policy):** superseded by AGM's ratification.

**Action 126 (Update AGM Page on Website):** Complete

## 5. Appointment of non-elected Positions:

### a. Working Group Convenors:

Proposal: *that Les Williams be appointed as 2016 Working Group Convenor and David Cooke as IT and Cave Registry Convenor.*

Prop: DW Sec: NB *agreed unanimously*

Proposal: *to set up a Working Group with the sole term of reference being to investigate the current position regarding access to caves on CRoW land in England. The Working Group shall be led by JP and shall provide an interim report by October.*

Prop: LW Sec: NB *agreed unanimously*

### b. Council Appointments

Proposal: *That the following annual appointments be made for 2013:*

- |                                 |              |
|---------------------------------|--------------|
| i. Media-Liaison                | Chris Jewell |
| ii. UIS Rep.                    | Andy Eavis   |
| iii. FSE Rep.                   | Ged Campion  |
| iv. British Caving Library Rep. | Jenny Potts  |
| v. Radon Information Advisor    | Clark Friend |
| vi. Youth & Development         | Helen Brooke |

Prop: BP Sec: LW *agreed unanimously*

### Committee Appointments

Proposal: *That the following Committee Appointments be ratified by Council:*

- |                             |              |
|-----------------------------|--------------|
| i. Child Protection Officer | David Judson |
| ii. Handbook Editor         | Damian Weare |
| iii. Newsletter             | Ben Heaney   |
| iv. Publication Sales       | Jenny Potts  |
| v. Webmaster                | Les Williams |
| vi. Web Services            | David Cooke  |
| vii. Rope-Tester            | Bob Mehew    |

Prop: LW Sec: CJ *agreed unanimously*

## 6. CNCC Proposal

JP: In March 2012 Council decided to reject NW's offer to resign. Therefore it seems reasonable to assume, unless something has changed in the interim, that Section 3 is not acceptable to Council.

CJ: Wonders what "Protocol" refers to in Item 4.

BM: Assumes it refers to the IPTD, but this is covered by the document just accepted by the AGM.

*After some discussion it was agreed that BCA's response to the CNCC proposal was as follows:*

Point 1: Council accepts this.

Points 2: Council considers that NW has already apologised and has previously rejected his offer of resignation.

Point 3: This is not relevant given point 2 above.

Points 4 & 5: Feels that these points are encompassed by the document agreed by the AGM.

JP: It is worth noting that DCA was the other party to this original IPTD document, and it has already accepted the new document in full.

## 7. Dates for BCA Council Meetings for 2013-2014

The following dates and venues were agreed for meetings in 2013-14: Saturday 5<sup>th</sup> October 2013 (Pinvin); 11<sup>th</sup> January 2014 (Pinvin); 29<sup>th</sup> March 2014 (Pinvin); 14<sup>th</sup>-15<sup>th</sup> June 2014 (to follow on from the AGM - venue to be confirmed).

## 8. AOB

NB: Some time ago there was a rewrite of the professional training schemes. Training Committee would like to enquire about releasing finance to rewrite the LCMLA and CIC Handbooks.

NW: This would be best done by subcontracting someone.

NB: We also need money to employ someone to produce a coaching module.

HB: What is the annual surplus from professional Training?

BM: The surplus is in the region of £17k since BCA's inception.

Proposal: *that NB and Executive liaise to decide on funding for the LCMLA & CIC Handbook rewrites and production of a coaching module and, if felt necessary, to implement before the next Council Meeting.*

Prop: NB Sec: SN *agreed unanimously*

### **Regional Funding**

PI: Looks like this year's Regional Funding budget is more than likely to be exceeded. When discussed last time the principle of paying mileage was broadly accepted. It is actually quite difficult to specify what the limits should be and will probably result in being down to the different regions to make the decision.

RW: Cambrian was one of the Regions that don't pay travel expenses. If they are going to be paid, then you surely cannot limit them. If the project is deemed suitable for funding, and travel expenses are allowable, then you potentially have a blank-cheque situation. Some rough figures suggest CCC's travel expenses would broadly double the current C&A costs. Cambrian would find it hard in the future to refuse travel, if other Regions were allowed to do it. That will also affect the £500 ceiling. It is a can of worms. People should not be out of pocket, but people have generally been happy to give their time in the past.

CJ: If you are doing C&A work, you are doing a few miles. Long journeys should not be paid for.

NW: Should you not set an annual fixed budget for it and it is up to the Regional Councils to decide how to spend it?

RW: There is also the question of the rate. We recently had someone who was horrified at not receiving 65p.

DC: Most of this has been discussed before and the views are available. It is the Finance Committee that can change this.

DCh: What sort of figures are we looking at?

PI: DCA's claims for C&A work was £1578 (including the Handbook/Rigging Guide).

JP: Is Cambrian paying expenses for access work at caves run by Management Committees?

RW: No expenses are paid at all.

BM: If you required a budget submission at the start of the year, then the other Regions can then note whether or not they wish to object etc. This is possibly the fairest way as things have been laid out in advance.

BP: DCA has seen 4 major repairs on gates in the last two months, such as vandalism, safety of mineshaft, gate damaged and owner felt it was a danger to children.

**Action 129: PI to formulate a proposal on handling Regional C&A travel expenses. (to supersede Action 121)**

### **Try Caving Website**

LW: Whatever we do should go via the IT Working Party.

DC: We are a voluntary organisation and a lot of us do not get paid for it. We need to balance the importance of the site being up and running now against harming the voluntary principle.

HR: Is there a danger that people are being scared off by being asked to volunteer for the whole package instead of small parts. Maybe it would work better with someone to manage it and a selection of volunteers.

CJ: There is probably not a lot of content to do. Some already exists on the current site and the majority comes from caving clubs.

NW: HB is thinking in terms of a fixed price, which is good, and it seems we are not really likely to make it happen otherwise.

MW: What are we actually going to get for our money? The current site is effectively a poster and not much else. Setting up a content-management site is not hard these days. It is really important that the end product can be taken on by someone else in the future and altered.

Proposal: *That HB, in conjunction with the IT Working Party, be allocated up to £500 to improve the Try Caving website.*

Prop: JP Sec: NW *agreed nem con*

### **Direct Electronic Communication**

DC: Has largely written a content-management programme for work and is happy to adapt it to suit our needs.

NW: This will mean a fundamental change to the way we handle our membership data and needs handling with caution.

AE: There may be real issues with Clubs not actually wanting us to contact their members directly.

LW: In which case, they should do their job correctly.

**Action 130: MW to prepare a preliminary report for the next Council Meeting on potential forms of direct electronic communication.**

*The meeting closed at 16:40*

## **Action Log (as at June 2013)**

### **No. Action by ... Details of Action**

36 **DW** Put together a Manual of Operations

54 **NW & DJu** Liaise with SUI with a view to helping them streamline their insurance situation.

### **October 2011**

83 **PI** Produce an Asset Register and liaise with NW/EP over the total replacement value of our insured equipment.

### **March 2012**

97 **NB** Liaise with NW and Training Committee with a view to implementing Council's wish that T/As work for BCA as individuals.

### **June 2012**

104 **DJu & NB** NB to ask TC for potential Child-Protection Officer. DJu to consider other offers.

### **October 2012**

109 **AE, PI and DW** Review our current subscription structure in conjunction with other key personnel and report to Council.

112 **HB** Produce a costed proposal for the new 'Try Caving' lights.

113 **HB** Produce a formal proposal to send to Clubs about the 'Adopt a Club' scheme.

115 **DJu** Put together a summary for landowners of the insurance benefits relating to BCA access agreements.

### **January 2013**

124 **AE, PI and DW** Prepare a statement on access and commercial caving for the next Council Meeting.

### **June 2013**

127 **DW** Write to Richard Johnson thanking him for his work as Independent Examiner.

128 **Council** Consider the reporting year for our AGM.

129 **PI** Formulate a proposal on handling Regional C&A travel expenses.

130 **MW** Prepare a preliminary report for the next Council Meeting on potential forms of direct electronic communication.