

# BRITISH CAVING ASSOCIATION



The BCA National Council Meeting, Saturday 17 June 2006 at Alvechurch Church Hall,  
Alvechurch

## MINUTES

### Present:

|                                    |                    |
|------------------------------------|--------------------|
| BCA Chairman                       | Mick Day           |
| BCA Treasurer                      | Jonathan Roberts   |
| BCA Secretary                      | Paula Grgich-Warke |
| BCA Cons. & Access Officer         | Elsie Little       |
| CCC Chairman / Rep.                | Sue Mabbett        |
| DCA Rep. / NCA Trustee             | Jenny Potts        |
| NAMHO Rep.                         | Steve Holding      |
| Pengelly Rep. / DCUC Rep.          | David Jean         |
| Coun. of High. Ed. Cav. Clubs Rep. | Chris Jewell       |
| Club Rep. (Orpheus C.C.)           | Boyd Potts         |
| Club Rep.(Cwmbran C.C.)            | Owen Clarke        |
| BCA Insurance Manager /NCA Trustee | Nick Williams      |

### 1. CHAIRMAN'S WELCOME & ADDRESS

### 2. APOLOGIES FOR ABSENCE

Bob Mehew, David Judson, Andy Pryke, Glenn Jones, David Cooke, Emma Porter, Idris Williams, Steve King, Chris Broome, Pat Hall, Alan Finch

### 3. APPLICATIONS FOR CLUB MEMBERSHIP - None received

### 4. MINUTES OF THE ANNUAL GENERAL MEETING OF 25 MARCH 2006 - A draft was circulated and should be reviewed prior to the 2007 AGM. This draft will also be posted on the web page.

### 5. MATTERS ARISING FROM THE ANNUAL GENERAL MEETING OF 25 MARCH 2006 - None

### 6. MINUTES OF THE NATIONAL COUNCIL MEETING OF 25 MARCH 2006 - NW requested that an email or notice stating the date of the next meeting be circulated as soon as possible following the meetings. This will be done along with posting on the web page and updates in Descent calendar. *The minutes were signed as true & correct record.*

### 7. MATTERS ARISING FROM THE NATIONAL COUNCIL MEETING OF 25 MARCH 2006 - No Other matters arising

## OFFICERS' REPORTS

### 8. CHAIRMAN - BCA has received its final grant from UK Sport, with a requirement to complete documentation to accept this grant. It is still uncertain as to whether or not funding will be available in the future from this source. Therefore, the organisation will likely have to be self-sustaining. CCPR has stepped in to assist in supporting our concerns about the lack of funding for the training scheme. Should we choose to work with CCPR, a representative from BCA will be required to attend meetings in London, and there is no guarantee of funding after the review. CCPR is willing to provide a letter to the ministers regarding how lack of funding could negatively impact our training scheme. NW expressed concerns that a

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# BRITISH CAVING ASSOCIATION



maximum of effort might yield little return. MD will draft a letter expressing this concern, but will look towards working with CCPR in the future. JR supported whatever efforts we can make to secure funding from outside sources.

9. **SECRETARY** - PGW has stepped down from her post, effective 6 October 2006, due to ongoing health problems. She offered her apologies and willingness to continue assisting BCA in the future, perhaps in a role of lesser demand.
10. **TREASURER** - Account status was reviewed. All NCA accounts have been closed. NW has confirmed that bank will accept cheques made out to NCA. Lack of expenditure during 2005 has resulting in large surplus of funds. This does suggest that the insurance scheme can be self-sufficient. Outstanding invoicing for web hosting has not been completed for 2005.

*MOTION: JR Proposed that NW is provided access to update the web page in order to assist LW. The motion was by 2<sup>nd</sup> JP. Motion passed unanimously.*

## 11. CONSERVATION OFFICER

- a) UK Cave Conservation Emergency Fund draft Constitution - The constitution is currently being rewritten as part of BCRA. In order to do this, BCA needs to make a formal proposal to the BCRA AGM agenda that this is to be updated and corrected as proposed. PGW will discuss with JP to facilitate.
  - b) Geocache in Winnats Head Cave -JP would like support from BCA to speak to geocachers about avoiding caves for placement of geocache. JP will deal with the specific one in Winnats Head, but asked EL to notify the group formally that this is against BCA policy of encouraging any competitive activity due to the potential consequences for access & conservation
  - c) Funds for CSCC expenses/claims - CSCC has enquired if BCA would consider providing funding to regions with major expenses due to access situations, large conservation efforts, etc. JR referenced meeting November 2004 meeting that noted grant money could be provided in exceptional circumstances. EL will work directly with JR in order to obtain and distribute the funding appropriately. JP & EL both commented that it is an important matter of PR for BCA to be supporting these issues.
12. **TRAINING OFFICER** - A written report was received and has been included as an addendum. Those present were in general agreement with changes to the LCMLA scheme to include a module on Gorge Walking. A draft module is in preparation, and this is supported by BCA.
  13. **EQUIPMENT OFFICER** - no report received - JP stated that we need a formal proposal to change the number of years for revalidation of bolting and inspecting. She will follow up with DCA.
  14. **EDITOR** - no report received. JP expressed concern that newsletter had not been distributed, questioned if NW is to provide the membership list to Pagefast. NW has not been notified by editor of need for list. Previously agreed schedule of publication has not been adhered to and MD will look into this.
  15. **PUBLICATIONS & INFORMATION OFFICER** -no report received - NW questioned status of handbook. JP to follow up with DJ & Roy to make sure they are printed and distributed. Updated version of "So you want to go caving" was to go to print in April as per LW. JP will follow up with LW to ensure printing has been completed.

# BRITISH CAVING ASSOCIATION



16. **LEGAL & INSURANCE OFFICER** – no report received – An update about fire regulations for clubs is included in the newsletter. These changes are effective 1 October 2006. This was also communicated in Descent magazine, and will be covered in the new handbook.
17. **INSURANCE MANAGER** – The insurance scheme is running well with no claims and all costs covered. Most questions over cover seem to have been addressed. NW is working through administration problems to make sure we are up to date and indeed everyone is covered.

Administration of the membership database is ongoing since Lynne stepped down. NW is working with his secretary to complete the outstanding membership issues which should be fully corrected by the end of July. NW has set a target of August where those who have not yet received their cards should contact him to investigate. NW is having her secretary keep a time sheet of what she is doing and will bill back to BCA. NW to begin invoicing for the associate members (clarify this with JP) what she wanted about application/renewals.

Recruitment of Administrator – All applications were reviewed by NW, PGW, MD & PH. NW established a point system based on certain qualifications, and selected candidates from this list. Those who scored above 20 were written to and told that they would be contacted further if necessary. Those scoring under 20 were thanked for their application but told they were unsuccessful at this time. It was felt that Glenn Jones was the most suitable candidate based on his IT experience, understanding of BCA, and commitment to the process. The contract has been reviewed to ensure it meets all current legal requirements. NW will remain the “line manager” for the post, but ultimately the incumbent will report directly to the council. Glenn is the current CNCC representative, and the potential conflict of interest was discussed. It was felt that section 10.3 of the constitution does not apply in this case as the two roles are separate, although to be served by the same individual.

**MOTION:** *NW proposed that Glenn Jones be appointed as new administrator for BCA. PGW 2<sup>nd</sup>. Motion passed unanimously.*

**MOTION:** *SM proposes that clause 10.3 of the constitution is excepted for up to one year for employment of Glenn Jones as the administrator. This will be reevaluated in a year. NW 2<sup>nd</sup>. Motion passed unanimously.*

SM suggested that GJ remains a member of council for the next year, and recommended a clause to the contract to address this issue

18. **CONVENOR, RADON WORKING PARTY** – No report received
19. **NATIONAL CAVE REGISTRY CO-ORDINATOR** – No report received
20. **WEBMASTER** – No report received
21. **WEB SERVICES UPDATE** – Invoicing for web services has not been forthcoming. DJ noted that Pengelly hasn't been billed, and this is causing budgeting problems for the next financial year. JP will contact LW to obtain this information and assist in the billing ASAP.
22. **INTERNATIONAL REPRESENTATIVE** – No report received
- Jed Champion who is our representative on the FSCE is requesting support for travel expenses to international meetings. He is eligible for BCA support for travel expenses up to £250 which can be submitted to JR with receipts for refund.

**MOTION:** *NW proposed that Jed Champion should be granted a budget of £250 in travel expenses for expenses associated with attending two meetings on behalf of the BCA in 2006. OC 2<sup>nd</sup>. Passed unanimously.*



## OTHER

### 23. ANY OTHER BUSINESS

- a. **Membership update and card/certificate distribution** – see report from Insurance manager
- b. **Appointment of new membership secretary/administrator** - see report from Insurance manager
- c. **Draft PR & Media contact protocol (Bob Mehew)** – This document was reviewed. PGW will follow up with BM to finalise. Recommendations for further information included easily referenced statistics, stock answers and easy contacts to make sure the correct person is being interviewed. A final version will be made available on the web page in the Officer's Only area with an abbreviated/limited version accessible publicly as a download.
- d. **Youth and Development (Chris Jewell, CNECC)** – CJ explained the proposal to promote caving and to remove barriers that keep people from caving. The target audience includes university clubs, students and the general public who may access information from show caves, outdoor pursuits centres or the internet. NW suggested that CJ solicit financial support from vendors, suppliers, etc. in exchange for their logo on promotional materials. SM advocated including mine exploration rather than focusing on caving only. A budget was approved in January therefore CJ will arrange for funds to be made available from JR. CJ will circulate documents for comment prior to their distribution.

### 24. DATE, TIME & PLACE OF NEXT MEETING

7 October, 2006 at 10:30 am, Alvechurch Church Hall, Alvechurch

Meeting adjourned at 13:40

Paula Grgich-Warke, Rock House, Station Hill, Chudleigh DEVON TQ13 0EE  
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### Training Officers Report - See item 12 Above.

There has lately been a lot of discussion regarding gorge walking in the Outdoor Activity Industry. This activity currently has no National Governing Body and there is no means of identifying, by qualification, the suitability of leaders in the activity.

Since there are many similarities between the skills needed for this and caving and many of the practitioners are also involved in caving, a draft syllabus has been drawn for a "bolt on" additional module to the local cave leader assessment. This would, hopefully, have the effect of increasing the scope and take up of the scheme.

Another matter which has also provoked discussion is the revalidation procedure of the LCMLA. Currently this involves a Standard Revalidation at 3, 9, 15, and so on years after gaining the award. This involves little more than a paper exercise in checking logbooks, etc. There is also at 6, 12, 18 and so on years after gaining the award a Leadership Development Revalidation. This can be achieved by attending a workshop or undergoing further training or assessment. In practice this system is very complicated and it is proposed to replace the whole process by attendance at a workshop at 5 yearly intervals

Idris Williams BCA Training Office

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