



**Minutes of BCA Annual General Meeting held on Saturday 9th June 2012
at Alvechurch Church Hall, Alvechurch**

Present:

Andy Eavis (AE)	Chairman / UIS Rep. / Individual Member
Paul Ibberson (PI)	Treasurer / Individual Member
Damian Weare (DW)	Secretary / Handbook Editor / Individual Member
Mick Day (MD)	President / Individual Member
David Judson (DJu)	Legal & Insurance Officer / Individual Member
Elsie Little (EL)	Conservation & Access Officer / Individual Member
Les Williams (LW)	Publications & Information Officer / Webmaster / Wessex CC Rep. / Individual Member
Nigel Ball (GM)	Acting Training Officer / Individual Member
Nick Williams (NW)	Equipment & Techniques Officer / Insurance Manager / Individual Member
Clark Friend (CF)	Radon Working-Party Convenor / Individual Member
David Cooke (DC)	IT Working Party / Cave-Registry / Web Services / Cheddar CC Rep. / Individual Member
Jenny Potts (JP)	Publication Sales / DCA Rep. / Individual Member
Bob Mehew (BM)	Rope-Test Officer / Individual Member
Dave Checkley (DCh)	BCRA Rep. / Individual Member
Mark Williams (MW)	CSCC Rep. / Individual Member
Steve Holding (SH)	NAMHO Rep. / Individual Member
Emma Porter (EP)	BCRC Rep. / Individual Member
Helen Brooke (HB)	CHECC Rep.
Stephan Natynczuk (SN)	ACI Rep. / Individual Member
Faye Litherland (FLi)	BEC Rep. / Individual Member
Bernie Woodley (BW)	SWCC Rep. / Individual Member
Mike McCombe (MM)	Cambrian Rep. / Individual Member
Bob Dearman (BD)	Eldon PC Rep. / Individual Member
Owen Clarke (OC)	Cwmbran CC Rep. / Individual Member
Arthur Champion (AC)	Craven PC Rep. / Individual Member
Chris Gibbs (CG)	Individual Member
Dave Gough (DG)	Individual Member

The meeting commenced at 10:35.

1. Chairman's Welcome

AE welcomed members to this Annual General Meeting and thanked MD for chairing the two previous Council Meetings in his absence.

2. Apologies for absence

Apologies were received from Chris Jewell, Ged Campion, Mike Clayton, David Jean, Alan Finch, Glenn Jones and Boyd Potts.

3. Applications for Club Membership

No applications had been received since the March Council Meeting.

4. Minutes of the 2011 Annual General Meeting (previously circulated)

4.1 Proposal: *That the Minutes from 11th June 2011 be taken as read*

Prop: LW, Sec: FL *agreed unanimously*

4.2 Proposal: *That the Minutes from 11th June 2011 be accepted as a true record*

Prop: LW, Sec: FL *agreed unanimously*

5. Matters Arising for the Minutes of the last Council Meeting

None

6. Chairman's Report

The last year within BCA, and particularly within Council, has been an interesting time. There has been considerable debate on a number of matters. Much of this has been very constructive, but I should re-emphasise that we are here to make British caving easier, more accessible, more enjoyable and above all safer. That should be our major motive. Rivalry between different groups can be constructive, but can also be a destructive waste of time.

I am very grateful for the hard work put in by many individuals, as almost everybody works on a purely voluntary basis. In fact the amount of unpaid work is huge.

I am sure I echo the views of the rest of Council when I say how pleased I am that Paul Ibberson agreed to take up the post of Treasurer, and although I know he has had a frustrating first year, he has worked very hard and done an excellent job.

Damian's Manual of Operations has moved on and we should all be very grateful to him for putting in all this work.

I must apologise for my absence from the last two meetings and thank Mick Day most sincerely for standing in. In January the absence was planned, as I had a long-term commitment going to Australia. For the March meeting, however, I was unexpectedly struck down with cerebral malaria and spent two weeks in intensive care. Again I am thankful to Damian who wrote up my notes.

This may be the last AGM of this type. I have booked the Rotary Centre in Castleton, Derbyshire for the weekend of 14th-16th June 2013. I am proposing that we have the AGM over this weekend with the exact details of the weekend's events to be worked out later. However it will certainly involve an informal party in conjunction with the meeting.

Thank you once again to all who work on behalf of British caving. Please keep up the very good work and don't forget that we are here to serve British caves and cavers.

Andy Eavis

Proposal: ***that the Chairman's Report be accepted***

Prop: JP, Sec: SN agreed unanimously

7. Secretary's Report

Manual of Operations: *My main area of work this year has been progressing with the Manual of Operations. This is now partly complete and, as Council members will know all too well, certain sections have resulted in considerable debate. The drafting and redrafting that have resulted from this has led to a much improved final version, which is being presented for the Meeting's approval under Item 25.*

The next year will hopefully see the remaining sections completed and, all being well, by the end of next year's AGM we will have a complete Manual of Operations.

Other Work: *General administration tasks have continued during the year, hopefully reasonably efficiently. I should like to take this opportunity to echo Andy's thanks to all who work on BCA's behalf. Your work has saved Executive any number of potential headaches!*

Damian Weare

Proposal: ***that the Secretary's Report be accepted***

Prop: JP, Sec: DCh agreed unanimously

8. Treasurer's Report

It has been an interesting first year in office and before dealing with the numbers side of the job, I'd first like to thank all those who have cheerfully put up with my dumb questions and the blank look sometimes resulting from their responses! Special thanks are due to my predecessor for his continued assistance in the face of the difficult nature of any attempt to deal with financial institutions these days.

At the time of compiling this report, the 2011 Accounts are in for review. A draft copy is appended to the Minutes and I hope to have the review complete before the AGM. The process has not been helped by the late unavailability of the incumbent auditor, although I have to say that preparing the Accounts has taken longer than I had envisaged. A new auditor has been installed and lessons have been learned for the next time. I do not expect significant change to the draft figures and will comment on these now, with the proviso that any minor amendments will be identified at the AGM.

Subscription income is up on the previous year, although this has been partly offset by a reduction in interest received. The latter is not a great return on the total value of the funds on deposit, but in the current climate the level of either risk or term necessary to improve the return makes growing that income stream problematic. Over the next 12 months I will continue to look for safe ways to maximise the revenue generated from the cash reserve.

Expenditure relating to Subscriptions is up mainly as a result of general expenses, but also an increased credit to BCRA, whilst Association costs have reduced with no ballot expenditure in the year. Training Services is in line with 2010 levels and has once more returned a small surplus.

Publications costs have reduced when compared to the previous year, but E&T expenses have increased significantly given the heavy focus on the anchor programme. Meetings expenditure includes costs associated with the purchase and maintenance of the trailer for the artificial cave, much of which is of a non-recurring nature. Web Services income has increased, but so have costs. The result is a small shortfall due to the continued running of an additional server; once migration from this is complete, the shortfall should be eradicated.

Funding of Expeditions (via the Ghar Parau Foundation) and the British Caving Library has continued at the same level as previous years, whilst Regional Council costs have been funded at a slightly lower level. On this latter point, there is a further late claim outstanding which is sufficiently material that I believe it needs to be approved by Council rather than Finance Committee. Minutes of the funding round have been prepared and will be available for the AGM. A proposal will also be put to Council to add a time limit on Regional Council funding submissions to avoid late “surprises” in future.

Overall, the position for the year is that the Association recorded a surplus of £7,045, upon which £552 of tax is payable, thus leaving a net addition to reserves of £6,493. Given the increased insurance premium effective from 1 January 2012, I intend to reclassify £8,000 of the accumulated General Reserve to the Sinking Fund to broadly maintain the principle of 1 year's premium plus 2 excesses going forward.

Paul Ibberson

PI: There is one change to the draft Accounts that resulted from a late change in Independent Examiner. The new Examiner refused to charge a fee and the annual surplus has increased slightly from the original Draft version as a result. The accounts have now been signed off by the Examiner, who was very happy. He did however highlight three key points, two of which were items PI had already noted. Firstly he suggested implementing an accounting package, which PI had already reported to Council that he intended to do. Secondly the Examiner pointed out that there is currently no reconciliation of the membership records with the amount shown in the Income and Expenditure account. This is something PI is aware of, but at the moment he has not managed to fully reconcile this.

BM: This is not something we have ever managed to achieve in the past.

DC: While Treasurer DC never formally did it either. DC was always happy it was close, but narrowing down to the last few pence was very difficult.

BM: The problem arises because there are notional transfers in and out without an actual cash transfer. This will always cause problems and nailing it down, actually to the last few hundred pounds, was always very difficult.

PI: From 2013 PI will look to improve on this.

PI: The Examiner also picked up on the interest rate we receive. An increased rate usually requires either greater risk, or longer-term deposits. We can't accept greater risk, but could potentially tie up our money longer. PI intends to look at this this year.

DC: Always tried to split our reserves so they were not with one bank.

PI: In general our cash position is very healthy and we are in a good position to move forward. There are a few small bits of the BCRA-BCA charge-recharge that will result in a small change into next year. Various issues have combined to make this year quite difficult, but we have learnt from it to take forward. Next year things will be much smoother and less last-minute.

DJu: Why has there been such a change in the “Meetings & Conferences” expenditure between 2010 and 2011?

PI: This relates to the cost of the trailer and other one-off items for the Artificial Cave. The other big change from 2010 has been the expenditure on the anchor programme. However in general we are not far away from the original budget.

Regional Funding

PI: Has also had a discussion about RCC funding. Appreciates that there is always a time lag in the funding, but the claims ought to appear in the correct year's accounts. As a result it may be that the 2012 Accounts will deal with Regional funding for 2011 and 2012.

BM: That could be difficult because the amount paid should be based on *audited* Regional Accounts.

PI: Maybe we need to look at Regions giving estimated amounts in advance.

BM: What might be acceptable would be to ask Regions for a budget.

PI: Has recently received a claim from CSCC for £2,500 relating to 2009 and 2010. This does not appear to tie in with the guidelines for Regional Funding. £750 of the claim was fine and has been paid. However there is a further £1.5k that should be in these accounts.

LW: Does it make your life difficult?

PI: Has a fairly harsh view on this. If any Treasurer does not know that they have £2.5k of expenditure from the previous two years, there is something wrong.

LW: When dealing with volunteers, there are always going to be difficulties.

JP: DCA switched so that their accounting year ends on 31st December. Have all other Regions? All Regions really should have an idea within a couple of months following the end of year. The Finance Committee did agree it was happy for RCCs to claim in arrears.

BM: We can, of course, decide on our own position. Would suggest that we could alter our rules to accept late claims, but require budgets.

DC: There is a requirement in the Regional Funding document that we are made aware of future funding. However this has not always been followed.

JP: It is extremely difficult to produce a budget for a Region because you never know what it likely to happen.

MM: Appreciates that Cambrian's accounts may not be as complicated at some other Regions, but Cambrian have had to dip into reserves in the past while waiting for BCA to pay them. Anything that would alter this, would have Cambrian's support.

PI: Thinks CSCC's funding should be approved, but feels they need to tighten up in the future.

LW: The reason for these retrospective claims is that we now have a new Treasurer who is on the ball. That is why the claims are now appearing after some difficulties in the past.

Proposal: ***that the 2011 Accounts be adopted.***

Prop: BM, Sec: JP *agreed unanimously*

Proposal: ***that the Treasurer's Report be accepted***

Prop: BM, Sec: LW *agreed unanimously*

9. Conservation & Access Report

This has been a year in which any business across the regions has been carried out by telephone conversations rather than meetings. Thankfully there is a very fine network of conservation workers round the kingdom and our Regional Bodies maintain a lively conservation programme that reflects the diversity of the regions and reaffirms constantly the relationships with the authorities locally with whom we must work.

Much of my time has been taken up in regular chivvying of the Forestry Commission with whom we have been negotiating a general access agreement. This is felt to be important as a step towards forming such agreements with the other major landowning interests, but in England it seems to have fallen to a standstill because of internal pressures within the Forestry Commission. In Wales, I feel sure the verbal agreement made will come to a satisfactory full conclusion as soon as the legal department of Forestry Commission of Wales produces the paperwork. I wait impatiently!

Also there has been need to watch legislative changes as the Government has produced consultation after consultation, some of which may have an influence on cave and mine exploration. This is virtually a full-time employment since the move towards devolution means the legislation can be different in each area.

It is my opinion that the changes to Rights of Way that are proposed will not have any real bearing on our activities. Similarly the review of CROW would seem to be likely to result only in boundary modifications rather than changes to permitted activities. There is, however, a rumour, which I believe to be without foundation, that Wales may follow the example of Scotland and become more free, leading the way for England to follow suit.

The re-organisation of the Agencies tasked with watching over the environment into a single body seems to have slowed pace around the country but it is essential we maintain firm working relationships and trust in each area in anticipation of the change.

Shale gas exploration is still of concern although there is no sign of threat to any areas yet in which we have an interest. Our brethren on the continent are more concerned and continue to vigorously lobby the European Parliament for restraint. It is imperative we watch for any proposed developments around Britain that may effect water courses or cause fracturing of the strata that may influence underground sites.

And finally, now that I have my time back at my own disposal it is my intention to continue the paper exercise of updating

the Conservation Codes that date from our days as the NCA.

Elsie Little

EL: Agreement has been reached with the Forestry Commission in Wales but, frustratingly, we await the documentation. In England things are likely to have to wait for the reorganisation of the Forestry Commission.

Proposal: ***that the Conservation & Access Officer's Report be accepted***

Prop: DJu, Sec: DC agreed unanimously

10. **Equipment & Techniques Report**

All present will be aware that matters on the Equipment and Techniques Committee in the past year have been overshadowed by the continuing disagreement on the content and presentation of the anchor placement training document. However, to dwell on this would be to ignore the fact that much useful progress has been made on other topics in the past year. In particular, a sustained effort by several members of the Committee has allowed us to finally identify and qualify a replacement for the DMM Eco Anchor, thus bringing to an end several years of stasis where there were no bolts to place. I am confident that the discussions in which the selection of the new anchor was made were based on sound evidence which was robustly evaluated by the Committee and will stand external scrutiny if necessary.

Nick Williams

a. **Rope-Test Report**

46 samples of rope supplied by cavers were tested during 2011. The most notable rope supplied was a length which had been cored (the sheath had worn through) owing to rubbing on either a rock nose or a carabiner possibly exacerbated by the presence of grit on the rope. This sample led to a short article in Descent (p28, Issue 221).

In addition, a further 44 samples were tested of ropes containing knots left in rope left in a cave over several years. My thanks go to Imperial College Caving Club for supplying the ropes from their expedition work. 21 samples were made up to contain one existing knot and one newly tied knot and 23 samples were made up containing two newly tied knots. The results gave no evidence of preferential breaking in the existing knot. This result is consistent with a French claim that loading on ropes in normal use is quite low (see p4 of the FFS paper on Cows Tail - a translation is available on the BCA web site).

Work has continued to develop an instrumented rope test rig using the Bradford Pothole Club's rig. My thanks go to the BPC for permitting free access to the rig. Theoretical work has shown that more parameters needed to be monitored. Instrumentation was being developed during the year to achieve this need. (Recent work in 2012 has shown that the new instrumentation does provide the required information to produce consistent data from the load cells measuring force.)

A lecture was given at Hidden Earth in September on the instrumented rope test rig work and also on the effect of a range of sheath defects as a follow up to the cored rope sample.

A follow up to the NCA Long Term Rope Test was funded by BCA and a rope purchased. Lengths of the rope were issued early in 2012 for usage at low levels. The aim of this work is to see what reduction in performance occurs with usage levels of up to 200.

Following on from some work done in 2011 on an 11mm diameter 30 plus year old rope which had been left in a cave for over 20 years, BCA agreed to fund an experiment looking at the use of rope as a fixed hand line in caves. A rope has been purchased. (The samples have now been installed in caves across the UK in 2012.)

Bob Mehew

Proposal: ***that the Equipment & Techniques Reports be accepted.***

Prop: SN Sec: LW agreed unanimously

11. **Acting Training Officer's Report** (written report previously circulated)

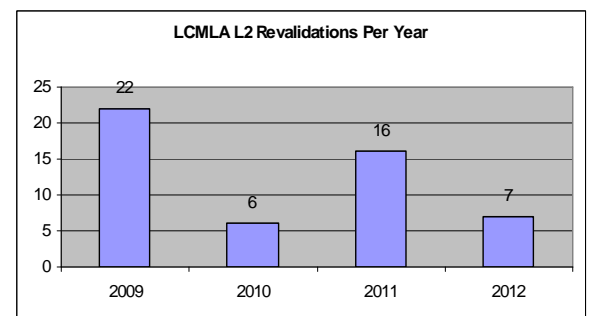
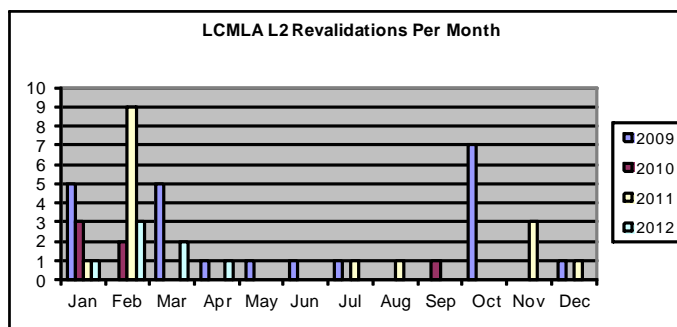
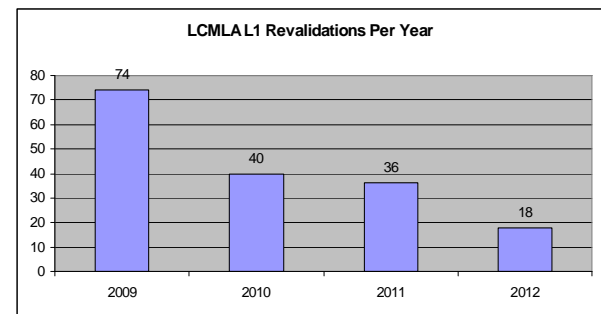
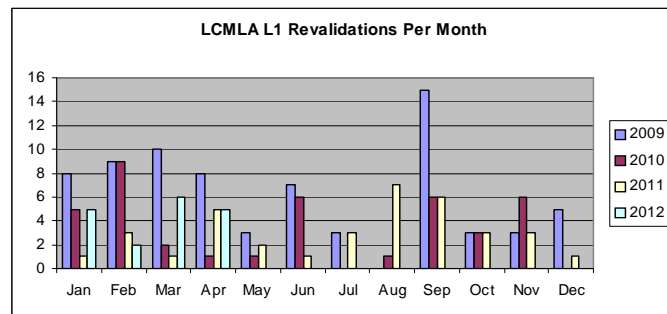
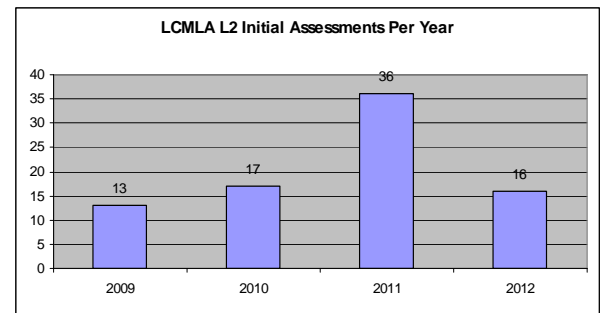
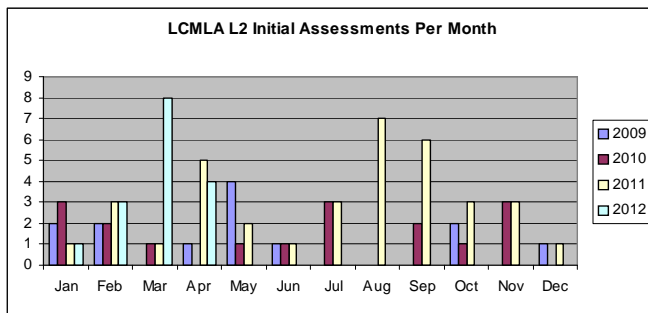
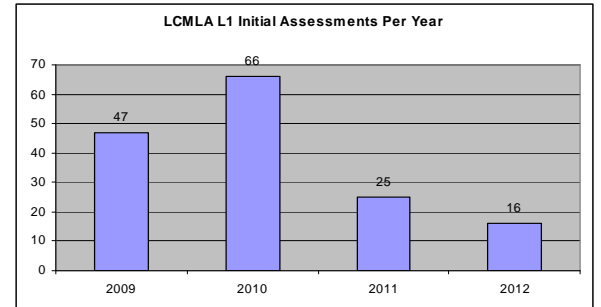
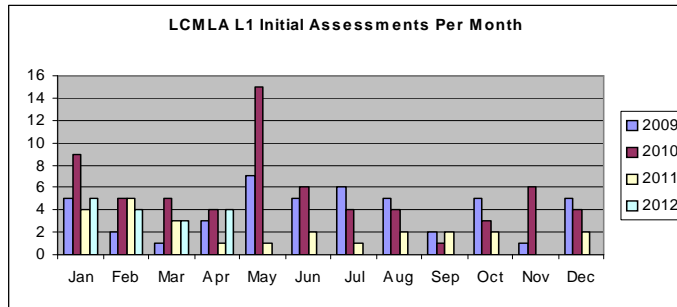
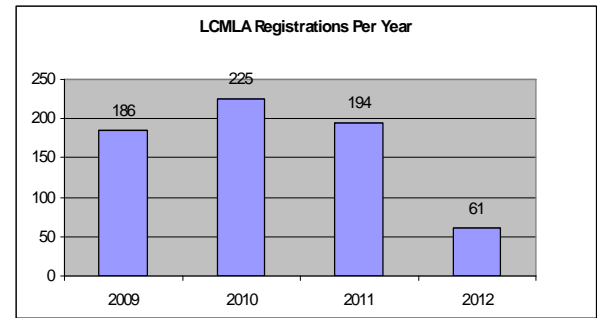
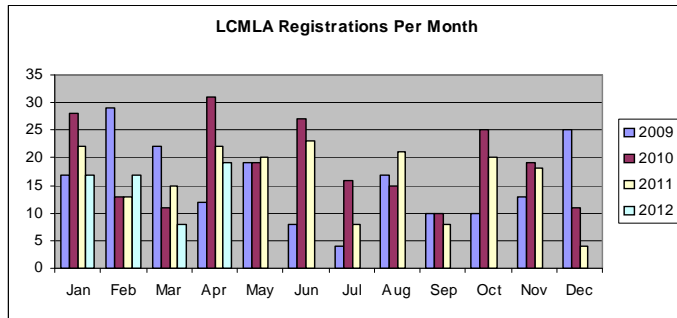
It is now approximately six months since I took on the role of Acting Training Officer after the stepping down of the previous Training Officer and I can report that this has been a busy period for me while I have got up to speed with the requirements of the post.

Both the LCML and CIC schemes have been ticking over steadily during the last twelve months with people continuing to register and taking assessments within both schemes.

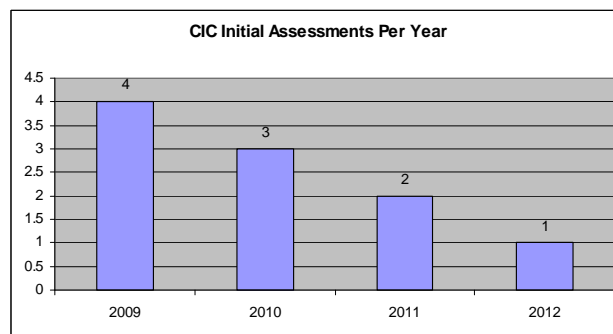
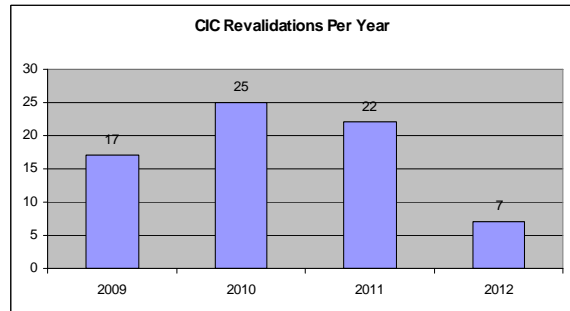
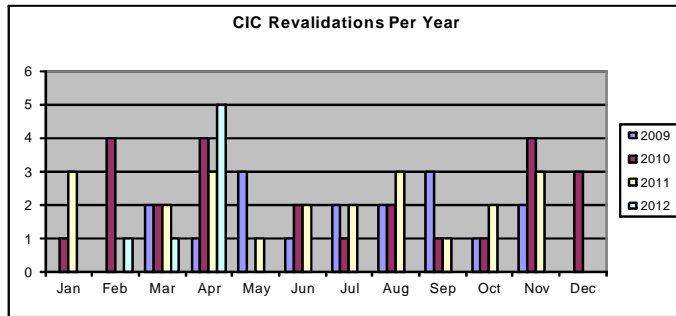
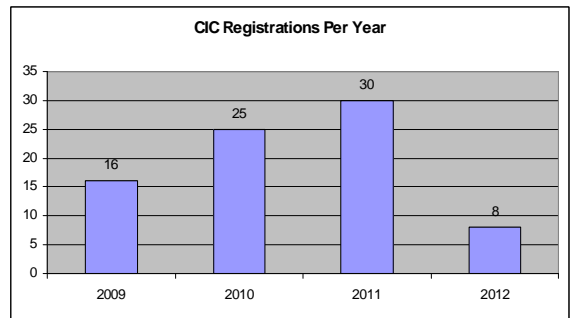
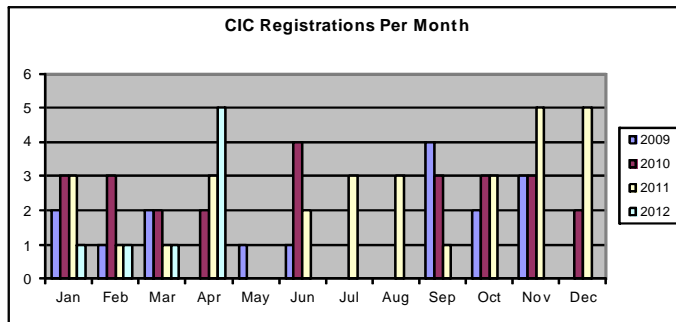
The graphs below give details of the last year's data alongside that of previous years so as to offer comparisons. When reading these, please remember that we are only half-way through 2012, whereas the data for other years is for complete years.

LCMLA and CIC Training Statistics: these statistics are taken from January 2009 to the end of April 2012.

Registrations and revalidations reflect the month in which the payment was banked rather than the month in which they took place.



There are a further 85 leaders due to revalidate in 2012. Overall there are 757 active leaders on the database. There are 402 trainees who registered between 2010 and 2012 who have not yet progressed to assessment. Between the 1980s and 2010 over 2,000 people registered and completed their training but did not progress to assessment. There are over 5,500 people registered on the database including over 1,500 that registered and did not even progress to training.



There are 369 people registered on the CIC database, 79 of whom are active CICs and 68 are trainees.

Revalidations

The table shows revalidation profits for 2009 to 2011.

I am pleased to announce that the re-write of the CIC syllabus is now complete and we hope to release this very shortly.

We continue to monitor the situation regarding AALS and will report back to Council what happens in the forthcoming months.

Training Grants have been awarded to DCA, CHECC and Cambrian during the last six months.

Training Committee has supported me with my intention to design a series of caver training modules on a variety of topics, which will be available to recreational cavers, either as individuals or through caving clubs.

I am disappointed by the fact that I have been totally unsuccessful in making contact with the S.U.I. Training Officer in recent months in an attempt to discuss recognition of S.U.I. and B.C.A. awards with each other. I have sent a number of e-mails and the only response I have had is to confirm that the recipient of the email is in fact, the S.U.I. Training Officer.

It is pleasing to report that Training Committee has recently had renewed communications from some constituent members. This will hopefully lead to the development of training opportunities for their members.

Nigel Ball

	LCMLA	CIC
2009	£1,887.00	£420.00
2010	£459.97	£225.00
2011	£4.60	£609.00

NB: Has noted that the role of Acting Training Officer is very different to simply being a member of the Training Committee! It is nice to see the Cave Diving Group coming on board. Over the year Training Grants have been issued to DCA, CHECC and Cambrian. However Cambrian have said they no longer need the grant. Training Committee is now waiting for acceptance of the Radon Booklet, prior to publication of the CIC Handbook. This is so that the Radon Booklet can be included on the CD.

NW: Are CDG looking at updating their Training Manual?

NB: Is not aware of this. Believes they are looking for some support with a forthcoming training camp.

Proposal: *that the Acting Training Officer's Report be accepted.*

Prop: JP, Sec: DCh agreed unanimously

12. Publications & Information Report

It's been a fairly quiet year but quite a bit of work has gone on behind the scenes.

The main work has been with the Radon book update and thanks are due to all those involved in its production. Hopefully it will be approved at the Council meeting following the AGM and published online as soon after as possible.

Other publications released during the year include the excellent Weather booklet and the Manchester Hole Hydrology booklet, both produced by the Training Committee and packed full of information relevant to cavers. These are available for free download from the BCA Web Site and it is intended to make hard copies available soon via print-on-demand.

The Newsletter Editor's post will become vacant at this meeting. Unfortunately so far no volunteer has been found to compile this BCA publication.

The BCA Handbook has been regularly updated online and is also available as a free web download.

Many thanks to all the volunteers who help provide these publications and web services.

Les Williams

LW: It's really good to see the Organisation publishing. Most of this has come from the Training Committee and we will also hopefully be publishing the Radon document shortly. Thanks to anyone who has contributed to any of these projects.

a. Webmaster's Report

Content on the website has mostly been kept up to date by the Secretary. Thanks are due to him for this sterling work.

We are currently going through a review with the IT Working Group to consider how information is presented on the web as part of its remit to look at all aspects of BCA's IT services.

Hopefully this will result in a more useful web presence, with much more emphasis on offering member services via the web.

Les Williams

b. Web Services Report

The BCA Web Server performed well during the year with virtually no down-time. We have 72 domains registered through BCA Web Services, of which 57 have websites hosted by us. The BCA funds 15 of these website including the Regional Councils, BCRA, BCRA's Special Interest Groups, the Caving Library and some of the Cave Rescue Organisations.

During the year I finished moving all of the invoicing onto an automated system which means the invoicing remains manageable. The banking is now done at Great Hucklow by Katie Eavis and many thanks to her for all her help.

The main outstanding issue is the transferring of the remainder of the websites to our Memset server and finishing with the Fasthost server, thus reducing costs considerably. After much searching I have at last found a suitable volunteer to help in the form of Matt Voysey. With his help the transfers should soon be complete.

David Cooke

DJu: Will we make a small surplus from Web Services?

LW: If we manage to move from two servers to one, we will be making a surplus.

DC: 15 of the sites we host are BCA, or BCA-funded ones, so we in effect have these hosted for nothing.

NW: Where are they hosted?

DC: On a virtual server.

NW: In the future we may wish to have our own server.

BM: We should be publicising ourselves more, so that we host more and more sites.

PI: Income has increased, but unfortunately so have costs.

LW: If we factor in the costs of the 15 BCA sites, then we are making a surplus. The paying Organisations are effectively subsidising BCA.

BM: Should the costs to them go down as we host more sites, or should we continue to charge and make a surplus? We

need to decide whether we are aiming to break even, or make money.

DC: The fee we charge is very competitive.

HB: Which sites do we host? Do we host CHECC?

DC: The “free” ones are: RCCs, BCRA, BCRA SIGs, some of the CROs, Caving Library, Cave Registry, Audio Archive, and a number of Constituent Bodies. We also host sites for, among others, Wessex CC, MNRC, Cheddar CC and Gloucester SS. We do not host the CHECC site.

AE: Are there problems with payments?

DC: It is all done by an automated system. Some are better at paying than others. The system is probably raising a couple of new invoices per week, plus several reminders. Without the automated system, the workload for managing the system would be substantial.

c. **Newsletter Editor’s Report**

I would firstly like to apologise for my absence at the AGM today but I have work commitments.

As I announced last year at the 2011 AGM, I will be standing down as editor today. I have recently taken on the role of Equipment Officer for the British Cave Rescue Council and with this and other commitments, cannot devote the time needed to the newsletter role. I am afraid that I was not able to produce the number of newsletters per year that was expected of me and I hope the next editor can find the material and time to improve on my rate of publications!

I am returning the BCA’s copy of Adobe Acrobat 6.0 at the meeting today.

I would like to thank all those who have contributed to the previous editions that I have edited and wish all the best for the next editor. I can supply the files on disc for the previous editions that I edited if this will be a help in the future.

Mike Clayton

LW: Thank you to MC for the work he has done.

d. **Handbook Editor’s Report**

The 2012 Handbook was delivered on time to members in July 2011. The online version has been updated several times since.

Work on the 2013 Handbook is well underway I am extremely grateful to all who have so efficiently provided me with updates this year. It has helped the process no end. As a result I am reasonably confident that it will be posted to members in the middle of July.

Damian Weare

DW: Unfortunately “the middle of July” might now be late July due to circumstances outside DW’s control.

Proposal: ***that the Publications & Information Reports be accepted.***

Prop: JP Sec: BM agreed unanimously

13. **Legal & Insurance Report**

Broadly it has been a quiet year across both the legal and insurance agendas. Mercifully governmental activities seem to have calmed down across areas of direct concern to us, perhaps the call for ‘austerity’ has taken over even there?

Insurance Policies: *Despite the relative instability of the wider world our policies have continued in tact and with only modest premium increases. In the case of the main Liability Policy this has been thanks to the long-term agreement signed up to with Zurich Commercial in 2008-9. Our cover has now been raised from £2M to £5M for 2012 following increasing concerns within our membership, something that I was not personally in favour of.*

Legal / Access / Conservation Issues: *The recent awakening of government to the recommendations of the Stakeholder Working Group’s report “Stepping Forward” made to Natural England in March 2010 (NECRO35.ed.1.pdf) has led to a DEFRA consultation paper. This covers a wide package of proposals towards the tidying-up of legislation and connected procedures for improvement and rationalisation of the Public Rights of Way network across England – Improvements to the Policy and Legal Framework for Public Rights of Way. This is the latest of many attempts to ‘sort’ this area of concern to many since the 1949 National Parks and Access to the Countryside Act. I still have considerable doubt as to whether or not any perceivable change will result, but it seems likely to be several years before we will know the final outcome. Whilst we must maintain a watchful eye, and concerns expressed to the appropriate Local Access Fora if necessary, it seems more likely that access for caving will be improved rather than restricted. This is for England only, and it appears that Wales and Scotland are wisely waiting to see what results before they embark on possible change.*

Consolidation of the responsibilities of Natural England (NE) and the Environmental Agency (EA) (in the main) into a single governmental body for England seem to have slowed down, but still remain on the agenda.

The possibility of The United States of Europe coming into being would appear to be a long way off but might be worth thinking about (see Sunday Times 20th May 2012).

Publications: *Underground Britain, Legal & Insurance Issues, BCRA CSS12, has continued to be updated in line with the ever-changing legal and governmental framework (see 3 above). The Radon in Caves element of this Third Edition is now almost ready to be published separately online and will also be included in the printed version later this year.*

David Judson

Proposal: ***that the Legal & Insurance Officer's Report be accepted.***

Prop: DCh, Sec: LW agreed unanimously

Other Reports

15. Membership Administrator's Report

Membership to 24th May 2012

DIMs (Caving): 368 (Non-caving): 37 (DIMs incl. BCRA: 167, CIM Plus: 9)

Honorary (BCRA): 7 (BCA): 1

CIMs (Caving): 3635 (Student): 405 (Non-caving): 942

Clubs: 150

Associates: 9

Access: 7

Glenn Jones

LW: How do these figures compare with last year's?

DC: The figures have been published in a previous Council Meeting report.

[Post-Meeting Note: The following is taken from the January 2012 Membership Administrator's Report to Council:]

Membership Trends: *The table below shows membership trends since BCA's formation. It is important to note that data for 2004 and 2005 is presented in a different format to that currently employed, but I believe the figures for those years are accurate enough for comparison. There is no reliable data for 2006.*

880 new membership numbers were issued during 2011: 11,391 – 12,271.

	2004	2005	2006	2007	2008	2009	2010	2011
<i>DIMs</i>	93	185		437	432	397	487*	505*
<i>CIMs</i>	3,523	3,909		4,965	5,216	5,115	5,296	5,435
<i>Clubs</i>	89	140		153	152	160	166	189

**Including 21 CIM Plus members in 2010 and 12 in 2011*

Proposal: ***that the Membership Administrator's Report be accepted.***

Prop: BM, Sec: FL agreed unanimously

16. Insurance Manager's Report

So far as the Public Liability Policy is concerned, I have nothing to add to what David Judson has said in his report. There is a strong case to be made that no news is good news when it come to insurance!

I think there is an opportunity for rationalisation of the 'all risks' policy (which covers BCA, BCRA and Hidden Earth equipment as well as providing employer's liability and other 'business' insurance) but this will require some effort to get a clear view of the equipment and other liabilities which need to be covered. The resulting saving is likely to be in the region of £100 - 200 at max, but it may well result in a reduction of the administrative burden which would be a good thing. I am unlikely to have time to do this myself.

We have also seen a small but steady stream of income from Sports Financial Services' sales of life assurance through the endorsement arrangement which we have with them.

Travel insurance continues to generate a regular stream of enquiries (2 - 3 per month). Thus far I have been able to get satisfactory responses from three providers (Snowcard, Dogtag and PJ Hayman) that exploratory caving is covered and so I inform enquirers that they need to contact these providers and make their own choice, but there is clearly an

opportunity here for an income stream from a more formal endorsement of a nominated provider. We also have an offer which would allow us to provide cover as a membership benefit which might add a few pounds to the membership fee. Again, unless a particular opportunity is presented to me it's unlikely that I will have time to do much with this in the coming year.

Nick Williams

DJu: The Travel Insurance endorsement is a good suggestion, but we do need to find someone to push this forward.

HB: SUSS have an arrangement with Dogtag and they receive a discount code for their members to use.

NW: Had a useful conversation with them prior to the Mulu expedition.

NW: It is important to ensure we have a policy available in the future that includes exploratory caving. In the past we have offered insurance ourselves, but this is no longer possible. In any arrangements we make, we need to be very careful to ensure we are not liable in any way.

BM: Where are we with the Public-Liability Policy?

NW: This is the last year of our fixed agreement. We will need to revisit this later in the year, as we cannot talk to them until shortly before the renewal. The discussion about travel insurance as a member benefit actually originated with our brokers. It is likely to cost something in the region of £4-£5 per member for world-wide insurance, which is excellent value, but there will be a considerable number of people who will not wish to have it. Where there would be mileage is in agreeing an opt-in policy for several tens of pounds.

Proposal: ***that the Insurance Manager's Report be accepted.***

Prop: BM, Sec: LW agreed unanimously

17. Radon Working Party Convenor's Report (written report previously circulated)

This past year 2011/12 has again returned no enquiries from either individuals or external bodies regarding radon problems. This tends to support the concept I raised earlier that when we put out publicity people think about radon and when then are no articles or other activity things go quiet. BCA now has to make a decision on how much it wishes to push the radon issue forward versus doing things quietly in the background. This topic will be one for both the AGM and the subsequent Council to discuss and formulate some policy over this.

It does not seem possible, but the Radon booklet has taken effectively a year to progress further. The major achievement is that the booklet has been progressed through the HPA and the HSE and a proofed copy is now ready to be presented to the Council. However, I do not want this to become a ping-pong match between Members of Council to make very minor alterations. There are aspects that have come through from the old booklet so these should cause no irritation as they are established. There is new wording that has gone through the Government agencies which means that they have agreed to what we have prepared and are not expecting any changes. Bob Mehew is to be thanked for all of his efforts in steering the booklet through the agencies and for all of his efforts in the production of this booklet.

I warned last year that I have been Radon Convenor now for some considerable time. I have now decided that it is time to stand down and let somebody else take the next steps. I have enjoyed the experience and would like to leave before the job becomes a chore. With the second edition of the booklet on its way to production there should be time for a new person to settle in to the job and get a feeling for it before (hopefully) the next round of hoops to jump through emerges.

Clark Friend

CF: Would like to thank BM for his hard work.

Proposal: ***that the Radon Working Party Convenor's Report be accepted.***

Prop: HB, Sec: JP agreed unanimously

18. Cave Registry Coordinator's Report

The main achievement this year has been to get the Cave Survey Data Archive online (www.caveregistry.org.uk). It now contains an impressive set of survey data and notes for the Cheddar catchment, DYOR catchment, Neath catchment, County Clare and the caves of Leck Fell and the Three Counties System. The archive helps the teams working on current survey projects but the main advantage is to the caving community because the data is preserved and cannot be lost to future generations, as has happened so frequently in the past. Holders of survey data not yet in the archive are encouraged to place it there. My thanks go to Andrew Atkinson who has taken responsibility of managing the archive.

The National Speleological Sites List project is continuing in the background. I'll shortly have finished the necessary software. I have established contacts in all the Regions who will assist in gathering the data.

The Regional cave registry websites continue to improve. Highlights include a major update of the Cambrian Registry entries, and a new website for the caves of North Wales, run by Cris Ebbs

(www.sites.google.com/site/cavesofnortheastwales) and scans of log books (Eric Hensler, Willie Stanton and Wessex Cave Club) being made available on the Mendip Cave Registry and Archive website.

David Cooke

LW: We have lost lots of survey data in the past and this is a real shame. With the new Archive it is possible to hide the data from others, so everyone should be encouraged to put theirs up. That way it is saved for future generations.

Proposal: ***that the Cave Registry Coordinator's Report be accepted.***

Prop: HB Sec: DCh agreed unanimously

19. IT Working Party

During the year the IT Working Party has come into being. The first priorities identified were checking our backup procedures and registering (notifying) for the Data Protection Act. I have circulated the Notification Form I propose to submit. The meeting needs to decide who the appropriate person to sign it is. I would suggest Chairman, or Secretary, or me (but I'm not an Officer).

I have conducted a survey of our backup procedures which seem adequate but could do with streamlining and enhancing. Work continues on this.

One of the purposes of the IT Working Party is to provide a resources of expertise for BCA projects. If you have a project, don't forget that help and advice is available.

David Cooke

DC: Feels it is marginal as to whether or not we actually need to be registered for Data Protection. Notes that there is an annual fee of £35.

EP: With employees, feels we really should be registered.

BM: Should we put our house in order first before registering?

DC: The most important part is that we register. We already do the vast majority of what it required, just in a bit of an ad-hoc way. We will now need to decide on the Working Party's next task. This is likely to be the website. It is DC's intention to try to avoid calling large meetings.

Proposal: ***that the IT Working Party Coordinator's Report be accepted.***

Prop: CF Sec: LW agreed unanimously

20. Y&D Officer

No report submitted.

21. International Representative's Report

I chair the yearly International Union of Speleology (UIS) Meetings. The 2011 Meeting was in Brno on 13th April prior to last year's BCA AGM. That meeting was checking and assessing the personnel and facilities for the 2013 Congress from 21st-28th July, in and around Brno.

During the last year the UIS has been very active on the internet strengthening the position of the Commissions and regional organisations.

There is always quite a lot of international politics going on and 2011/12 is no exception. Several interesting issues will be concluded at the forthcoming Bureau meeting in Mexico on 26th May. This meeting on the Yucatan peninsula is hosted by the Mexican Speleological Society in conjunction with, the Federation of Latin American Speleological countries (FEALC). As well as the caving conference, it will also host the UIS Bureau members.

In addition to the aforementioned politics the main agenda item will be Brno 2013 which promises to be a spectacular caving event with an emphasis on caving, but with the usual good, strong science.

I will update BCA Council on the progress towards Brno 2013 as it develops. There will be an unprecedented opportunity for cavers to explore, dig, dive etc., before, during and after the Congress.

In January, while I was in Australia, I had various meetings with Australian cavers to help persuade them to put in a bid to host the 2017 International Congress. This has now been firmed up and Australia has formally applied to host the Congress after the Czech Republic. This bid will almost certainly be successful and the Congress will provide an excellent opportunity/excuse for British cavers to visit Australasia. Again I will update BCA Council on the developments in this respect as they unfold.

Andy Eavis

a) **FSE Report**

Since the last report to BCA AGM there have been 3 meetings of the FSE, one in Barcelona on 2nd July 2011 & one in Marbella on 27th September 2011. The General Assembly Meeting (GAM) was also held in Marbella on 28th September and the last FSE Bureau meeting took place in Sloup, Moravia in the Czech Republic on 21st April during the 2012 Czech Speleoforum. The main issues this year are as follows:

- 1) The FSE Treasurer has resigned, so interim arrangements were made re financial reporting until a new treasurer is elected at the General Assembly Meeting in Muotathal on 29th September at the 13th Swiss National Congress of Speleology*
- 2) Two new members have now joined the existing 24: Moldova and Ukraine.*
- 3) The provisional General Assembly Meeting (GAM) agenda has been finalized and a report on the International Caving Expedition database will also be finalised soon. Volunteers will be sought to help with the update of the database.*
- 4) The European Cave Protection Committee's work and budget was reviewed. Elsie Little continues to be copied into developments/policy.*
- 5) The Shale-Gas Working Group has sent a letter to the European Commission. No reply has been received. The letter will be sent again by registered post mail.*

Euro-Speleo Forums: The 2012 Euro Speleo Forum is to take place from 29th Sept-1st Oct at the 13th Swiss National Congress of Speleology, Muotathal, Switzerland. The Hidden Earth team has kindly agreed to run Hidden Earth on an alternative weekend.

The 2013 Euro Speleo Forum will be the 50th anniversary of the FFS and will take place in mid-May in Millau, France. BCA is to provide a history of UK caving to be put on poster.

Regarding the Forums for 2014 and 2015, a request has been sent for interested countries to reply before 30th June. The FSE bureau encourages every national organisation to propose their national events in 2014 or 2015 that could be open at a European level.

The 2016 European Congress is to be held in the UK. Oliver Vidal, the organiser of Vecors 2008, is available for information about the previous European Congress if required.

Speleo-TV Project: A working group has been set up with Elina Saarinen from Finland its co-ordinator. The group consists of 7 people from 5 countries. The project will be launched at next EuroSpeleo Forum in Switzerland and a contest has been organised from May to July for the best presentation trailer.

EuroSpeleo Magazine: Mihaela Micula from Romania has been officially nominated as chief editor of the FSE magazine for 2012-2016. The magazine working group consists of 15 people from 7 countries and the first issue should be ready in the coming months.

Creation of the "EuroSpeleo Explorations" FSE collection: The Bureau has decided to create a new publication collection based on the model of "Spelunca Memoires" in order to help the clubs/committees to publish and broadcast their speleological quality results. This collection name will be owned by the FSE, and the edition will remain the property of the authors.

An FSE workgroup in charge of the monographs (books) selection will be created. The application form will be then submitted to the FSE delegates for comments.

Ged Campion

DJu: The Report states that BCA is to provide a history of UK Caving to put on a poster. Is this in-hand?

DW: The Report is actually incorrect. We are being asked to provide a history of our National Organisation, rather than of UK Caving. This is because of the 50th Anniversary of the FFS. The deadline for submission is a year in advance. AE is working on finding someone to produce it.

Proposal: ***that the International Representatives' Reports be accepted.***

Prop: JP, Sec: EP agreed unanimously

20. **Media-Liaison Officer's Report**

This new role has existed for 2 years now and is largely a reactive one – though there is scope to be pro-active when required. I am happy to continue in the role though if there another individual in BCA who wished to take this on then I would be happy to hear from them.

Over the past year I have received numerous contacts from organisations in the Media. Below is a short sample list.

- *Provided a quote for BBC regarding the Three Counties connection and gave a short interview on BBC Radio Cumbria on the same topic*
- *E-mail from BBC who wanted to follow/go on the Vietnam exped.*
- *Phone calls from several other media organisations interested in following/filming expeditions. One with a particular scientific angle, the other more general (who Andy Eavis also spoke to).*
- *Fielded calls from journalists about the Welsh Mining accident.*
- *Been approached by a company trying to promote the 'Cave of Forgotten Dreams' film who wanted to borrow the artificial cave – pointed them towards Katie.*
- *Received a call from a journalist about the Long Churn rescue.*
- *BBC looking for an underground site to use for filming on a story about drought.*

Chris Jewell

Proposal: ***that the Media-Liaison Officer's Reports be accepted.***

Prop: SN, Sec: HB agreed unanimously

21. British Caving Library

Now that all material from Matlock has been merged with material collected from Roy Paulson's house and elsewhere, we are well on with the complete re-cataloguing of the collection. As material is catalogued, the data is passed to Martin Lavery and used to continue building the online catalogue. We hope to encourage volunteers to come and help with the work.

We are now in touch with other UK caving libraries and, as we find duplicate copies of items, we are donating them to these other libraries to complete their collections. In turn other libraries are exchanging with us to complete our collection of past material. We also regularly receive donations from cavers, ex-cavers or their relatives which increase our holdings of past material. We would encourage all caving clubs to send their current publications to the British Caving Library to ensure that we have complete and up-to-date collections covering the whole country.

Use of the Library is steadily increasing with both callers in person and enquiries by email. We are working to increase further the use of the library by creating interest through the website and the Library Facebook pages maintained by our Librarian, Mary Wilde, and are also considering how we might attract non-caving organisations and individuals to make use of our collections. We have in mind the Peak National Park, Natural England, and even possibly local schools. The Library website, maintained by John Gardner, has an Audio Archive which is expanding rapidly and creating great interest. We are also beginning to host other archive material, including an embryonic online BCRA archives website.

The Library Steering Group will this summer be considering the 5-year Library Business Plan, drawn up originally in 2009, to identify how far we have met our original objectives and looking at how we can update the plan as the Library goes forward with the support of BCA and BCRA. We hope to bring the updated plan to the October BCA Council Meeting.

Jenny Potts

JP: We need more volunteers to help with recataloguing. All of the books are now catalogued, but journals are now the priority. The only catalogue in existence when the Library acquired the collection was on paper and it was dated 2003. Further content was then that did not exist in this paper version. It is now a matter of prioritising what to catalogue next.

Proposal: ***that the British Caving Library Report be accepted.***

Prop: BD, Sec: MD agreed unanimously

21. Reports from BCRA, Regional Councils etc

BCRA

DCh: This year one of the things BCRA is starting to liaise with CHECC. There was also an excellent science section at Hidden Earth. The Field Meetings are always very well attended with between 40 and 60 people generally. The Library is making real progress thanks to JP, Boyd Potts and others. The exchange programme is now back up and running. We receive publications from something like 46 Countries and until recently sent journals ourselves to around 4 of these. We now send journals to all 46. The Symposiums have gone well. An Archaeology Special Interest Group has been started up, which is a real step forward. The Audio Archive continues to attract about 40 plays each day. If anyone knows anyone with a good tale to tell, please record it. The Library keeps receiving donations, including a number today. Unfortunately BCRA has not yet raised the money needed for the Simpson Archive to be digitised and available online. This is a terrific resource and it is hopeful that money will come from

the Heritage Lottery Fund.

JP: Material from the Simpson Archives can be accessed at the moment by going to the British Geological Survey near Nottingham. However you do need to know exactly what you want.

DCA

JP: DCA has had a very successful year. We have sold the first 1,000 copies of Caves of the Peak District and have just commissioned a reprint. The reopening of Boulder Pot has also made a double page in Descent.

BCRC

EP: BCRC recently held its AGM and there has been a change of Officers: Brian 'Jopo' Jopling stood down as Equipment Officer and Mike Clayton has taken over; John Cordingley been replaced by Chris Jewell as Diving Officer; and EP is now Assistant Secretary. The BCRC Conference is from 12th-14th October. There have been some attempts this year to create a Constitution for a European Cave Rescue Commission. The draft is currently being rewritten. A number of BCRC representatives attended the Queen's Jubilee Concert.

CHECC

HB: CHECC had its 10th anniversary in November with a few hardy souls, such as Chris Jewell, having attended all 10 events. There has been a change of Committee which has brightened things up nicely. Ben Wright has become a very pro-active Training Officer and things are developing nicely. CHECC 2012 will be on Mendip.

Cambrian CC

MM: Cambrian continue to receive a grant of around £5k annually from the Welsh Government. This goes into Rescue, Training and Expeditions. If anyone has a welsh connection and would like expedition funding, please get in touch.

22. Election of Officers

22.1 Chairman: Andy Eavis (Prop: FL Sec: LW) *elected unopposed*.

22.2 Training Officer: Nigel Ball *elected unopposed*.

22.3 2 Club Representatives: Boyd Potts Prop: Orpheus Sec: BEC *and* Owen Clarke Prop: BEC Sec: Wessex *elected unopposed*

22.4 2 Individual Member Representatives: Faye Litherland *elected unopposed* leaving 1 position vacant

23. Other Matters

24. Manual of Operations Part 1

Proposal: *that the Manual of Operations Part 1 be accepted as presented*.

Prop: MW Sec: MM *agreed unanimously*

25. Appointment of Independent Examiner

PI: Has no hesitation in taking up Richard Johnson's offer again next year. Feels he did an excellent job this year.

Proposal: *that Richard Johnson be appointed as Independent Examiner for the 2012 Accounts*.

Prop: PI Sec: NW *agreed unanimously*

26. Date of 2013 AGM

AE: Had hoped for an AGM weekend this year. However finding a suitable venue was not possible. The Rotary Club in Castleton is, however, booked for the weekend of 16th June next year. There is camping available. The exact arrangements are not yet finalised, but it is intended that there will be a Cave Science event on the Saturday, a party on Saturday evening and the AGM and Council Meeting on the Sunday.

FL: Could provide a Hog Roast.

HB: Will there be a caving trip on Saturday?

DCh: The normal format for the Cave Science events is for a short talk in the morning, followed by a more practical, underground-based session in the afternoon.

Proposal: *that the 2013 AGM be held on Sunday, 16th June at 10:30am at the Rotary Club, Castleton*.

Prop: DCh Sec: LW *agreed unanimously*

27. Any Other Business

Nothing

Meeting ended: 12:35

Appendix 1: Draft Accounts

Appendix 2: Manual of Operations: Part 1

Manual of Operations: Part 1

for consideration by the 2012 Annual General Meeting



This is the first part of BCA's proposed Manual of Operations, which is intended to outline all BCA's standard operating procedures. The whole document is being presented to the 2012 AGM for approval.

BCA Manual of Operations – DRAFT

1. Standing Committees

1.1 Overview

Standing Committees are dealt with under Section 7 of the Constitution.

A Standing Committee is set up by an Annual General Meeting which shall specify its terms of reference.

BCA currently has 5 Standing Committees:

- Conservation & Access
- Equipment & Techniques
- Legal & Insurance
- Training
- Publications & Information

Standing Committees are open to a representative from each of BCA's Constituent Bodies and Regional Councils. In addition they are free to co-opt such experts as they see fit.

Within the constraints of the standard operating procedures laid out below, each Standing Committee is free to regulate its own business.

1.2 Standing Orders for Standing Committees

The purpose of these Standing Orders is to allow all Standing Committees working as part of BCA to regulate much of their own business whilst also ensuring BCA's interests are safeguarded.

1.3 Notice of Meetings and Agenda

Notice of any meeting of a Standing Committee should be sent to each committee member and members of National Council at least two weeks before the meeting. The Agenda, including the date, time and venue, together with details of all items to be discussed and any relevant supporting papers should also be circulated at least one week before.

As a general rule, an Agenda should contain sections for reports from convenors or others with specific duties, specific headings for items of importance and the arrangements for the next meeting as well as items concerning apologies for absence, previous minutes and any other business.

Templates for an Agenda and Minutes are available to assist Standing Committee convenors.

1.5 Venue for Meetings

Meetings should be arranged by general agreement of members of the committee at a mutually convenient venue suitable for the purpose of the committee. The Doodle website may be useful for arranging a convenient date.

1.6 Frequency and Timing

Committees may meet as business demands but this shall generally be at least once a year.

Where possible, it is suggested that the dates of meetings be agreed for a twelve month period in advance.

Meetings shall be timed to allow the distribution of papers for consideration by National Council such that all members of the National Council receive the papers at least one week before a National Council Meeting. In practice this probably means aiming to meet about one month before a Council Meeting.

1.7 Committee Membership & Voting Procedures

As well as the Standing Committee Convenor, who shall hold the casting vote at Standing Committees, each Constituent Body and Regional Council is entitled to a seat, and a vote, at a Standing Committee. The Constituent Body and Regional Council Representatives shall be confirmed by their Body annually.

Other Committee members may be co-opted by the Standing Committee, either to fulfil specific roles, or because they bring special skills. These co-opted members are full members of the Standing Committee and also hold a vote. The Standing Committee Convenor should inform Council of any new co-options by way of their next written report.

Any casting vote by the Convenor will normally be in favour of a status quo.

1.8 Recording of Meetings

Minutes of meetings should include:

- details of those present
- apologies for absence
- any matters raised from previous minutes
- reports to the Committee (which should be attached to the minutes)
- details of discussions on specific issues, points raised and decisions taken including, where appropriate, records of votes for and votes against.
- a means of indicating actions to be taken outside of the meeting, such as an "Action Log".

Minutes and other papers should be distributed as soon as practical after meetings. In the interests of effective communication within BCA, it is considered good practice to distribute Draft Minutes before they are accepted by the next meeting, rather than waiting for Approved Minutes. However Draft Minutes should be agreed by at least two other members of the Committee, and at least one of Executive prior to publication.

Once checked, Draft Minutes should be sent to:

- all members of the Committee
- anybody who is listed as an attendee, but who would not otherwise receive a copy
- the BCA Secretary (who will then distribute them to all National Council Members)
- any other interested parties

A copy of all Draft Minutes should also be added to the relevant section of the BCA website, ensuring that any Draft Minutes are clearly marked as such, both in the document itself and on the website.

Only in the event of significant changes being made at the following Meeting, should approved Minutes also be distributed, although they should always be updated on the BCA Website.

1.9 Reporting to National Council

See National Council.

2. BCA Council

BCA Council is governed by Section 6 of the BCA Constitution.

For more information on BCA Council, see the following:

2.1 Annual Appointments

2.1.1 The following posts are appointed annually by Council. This is usually done in the Council Meeting following the AGM.

- Media-Liaison Officer
- UIS Representative
- FSE Representative
- British Caving Library Representative

2.1.2 Additionally Council ratifies the following appointments annually, based on a recommendation from the Committee shown. This is usually done in the Council Meeting following the AGM. These appointments are:

- Child-Protection Officer (L&I Committee)
- Handbook Editor (P&I Committee)
- Newsletter Editor (P&I Committee)
- Publications Sales (P&I Committee)
- Rope-Test Officer (E&T Committee)
- Webmaster (P&I Committee)
- Web Services Officer (P&I Committee)

2.1.3 Finally Council must confirm the continued operation of Working Groups at the Council Meeting following the AGM. This is typically done by appointing a convenor of each Working Group. See “Working Groups” for more information.

2.2 Council Members

2.2.1 Council is made up of the following voting Officers and Representatives:

Executive (3): Chairman (Andy Eavis), Treasurer (Paul Ibberson), Secretary (Damian Weare)

Standing-Committee Chairmen(5): Conservation & Access Officer (Elsie Little), Equipment & Techniques Officer (Nick Williams), Legal & Insurance Officer (David Judson), Publications & Information Officer (Les Williams), Acting Training Officer (Nigel Ball)

Regional Council Reps (5): Cambrian CC (Mike McCombe), CNCC (Glenn Jones), CSCC (Mark Williams), DCA (Jenny Potts) and DCUC (David Jean).

Constituent Body Reps (8): ACI (Stephan Natynczuk), ASCT (Idris Williams), BCRA (Dave Checkley), BCRC (Emma Porter), CDG (David Brock), CHECC (James Collings), NAMHO (Steve Holding), WPCST (Alan Finch)

Club Representatives (4): Boyd Potts, Owen Clark, Emma Porter & Bernie Woodley

Individual Member Representatives (4): Mick Day, David Cooke, Chris Jewell, Faye Litherland

2.2.2 In addition the following members are invited to meetings and encouraged to take part in all discussions, but do not hold a formal vote:

Working Party Convenors (3): Cave Registry (David Cooke), IT (David Cooke) Radon (Clark Friend), Youth & Development (James Collings)

Appointed Others (15): President (Mick Day), Rope-Test Officer (Bob Mehew), Newsletter Editor (Mike Clayton), Handbook Editor (Damian Weare), Webmaster (Les Williams), Web Services Officer (David Cooke), Insurance Manager (Nick Williams), Library Rep (Dave Checkley), UIS Rep (Andy Eavis), FSE Rep (Ged Campion), Media-Liaison Officer (Chris Jewell), Child-Protection Officer (David Judson), Publication Sales (Jenny Potts), Membership Administrator (Glenn Jones), Training Administrator (Mary Wilde)

2.2.3 It should be noted that, although an individual is free to represent more than one Group, no one individual is entitled to more than one vote.

2.3 Meeting Procedures

2.3.1 Council meets four times a year, typically in January, March, June and October with the dates for the year set by the June meeting.

Full meetings are held in January, March and October. The June meeting is traditionally a short one that follows the AGM (after a short break).

This schedule has evolved around the need to meet Constitutional Requirements for the AGM, as well as avoiding "difficult" times of the year, such as August (holidays), December (Christmas) and September (Hidden Earth).

2.3.2 Timeline

1 month before: Secretary to request Reports and Agenda items by e-mail.

2 weeks before: Council Members to submit additional Agenda Items to Secretary, including details of any potentially large items to be raised under the Standing Items (for details see "Written Reports" section below). Secretary to distribute the Agenda and Draft Minutes of Last Meeting to Council Members by e-mail.

1 week before: Council Members to submit Written Reports to Secretary. Secretary to collate and then distribute Reports to Council Members by e-mail.

1 month after: Secretary to publish Draft Minutes (for details see "Meeting Minutes" section below).

2.3.3 Venue

Meetings are generally held at the Baptist Church Hall, Alvechurch. Details can be found [here](#). As an alternative the Red Lion pub next door has a meeting room available upstairs. Contact details can be found [here](#).

2.3.4 Agenda Items

A sample Agenda with standing items can be found [here](#). The Agenda is typically published two weeks prior to the meeting and Council Members should, where possible, inform the Secretary in advance this if they wish to raise something that is not a standing item. This will then usually be added as an item under AOB before distribution. It should be noted, though, that although this does not prevent matters being raised at the meeting itself, the meeting is more likely to defer judgement until a future meeting if the various Representatives have not had time to refer back to their organisations. See the role of the representatives for more information.

The June meeting is shorter and typically makes Council's annual appointments, and sets the meeting dates for the year ahead. If necessary, it will also formally record a resolution needed to change bank mandates. A

sample Agenda for the June meeting can be found here. Urgent items that cannot reasonably be held off until October can also be dealt with. As above, ideally these will have been notified two weeks in advance of the meeting.

2.3.5 Written Reports

To ensure the efficient running of the meeting, and most importantly, to allow representatives to be fully prepared for the decisions they may be required to make, Officers and appointees are expected to provide written reports 7 days prior to the meeting. These are collated and distributed by the Secretary.

Reports should typically include:

- an update on progress since the last report;
- proposals for Council's consideration, including the necessary background and any recommendations of the Committee;
- details of any new co-opted members of the Committee

as well as anything that may:

- constitute a material change to the Terms of Reference and business of the committee;
- involve other Association Committees or members;
- have legal implications for the Association;
- have financial implications for the Association beyond those already agreed;
- involve the Association in a change to established policies or require the Association to agree a new policy or procedure.

Should any of these latter points be included, then it is expected that papers shall be sent to the Secretary a minimum of two weeks before the date of the meeting to allow representatives sufficient time for consultation. In this situation the attendance of the Convenor or other committee member would generally be required at the National Council Meeting.

Should this process not be followed, then the Chairman may well decide to postpone discussion of the item until the following meeting.

Committees will be formally advised of decisions reached or policies instituted or amended via the Minutes of the relevant National Council Meeting.

2.3.6 Applications for Club Membership:

The Membership Administrator is empowered to provisionally accept new Club Members provided they meet our criteria for a properly constituted Club. The Club will then become a Member once we have received their membership fee, but this is provisional pending acceptance by the next Council Meeting (or AGM, whichever comes first). At each meeting the Membership Administrator should make Council (or the AGM) aware of clubs that have been provisionally accepted since the previous meeting so that any concerns can be raised. Council (or the AGM) should then vote on whether or not to accept the Club as a full BCA Member Club.

2.3.7 Procedure for Accepting Reports:

Once the meeting has finished discussing the contents of an Officer's Report, and is happy with everything reported that has not discussed, the Chairman should ask if everyone present is happy to accept the remaining items of the report? Anyone with anything further to add should raise it at that point. If not, then the Chairman will move to the next Report. In the interests of a smooth meeting, it is not necessary to formally propose and second each acceptance. It is important to note that in accepting a Report, Council is indicating its agreement with everything mentioned that has not been separately discussed.

2.3.8 Meeting Minutes

Minutes of meetings should include:

- details of those present
- apologies for absence
- any matters arising from previous minutes
- reports to Council from Executive, Officers and appointees (which should be attached to the minutes)
- details of discussions on specific issues, points raised and decisions taken including, where appropriate, records of votes for and votes against.
- a means of indicating actions to be taken outside of the meeting, such as an "Action Log".

Minutes and other papers should be distributed as soon as practical after meetings. In the interests of effective communication, it is considered good practice to distribute Draft Minutes, before they are accepted by the next meeting, rather than waiting for fully Approved Minutes. Before publication the full Draft Minutes should be agreed by each of the Executive. However, in the event that this is not possible within one month of the meeting, the Secretary should ask another Council Member, or Members, to check them before publishing.

On publishing Draft Minutes the Secretary should send them to:

- all members of National Council.
- any other person or organisation the Secretary or another Council Member feels may have an interest. Currently this includes: the Secretaries of the Regional Councils and Constituent Bodies, plus the FODCCAG Secretary.

A copy of all Draft Minutes should also be added to the relevant section of the BCA website, ensuring that any Draft Minutes are clearly marked as such, both in the document itself and on the website.

Only in the event of significant changes being made at the following Meeting, should approved Minutes also be distributed as above, although they should always be updated on the BCA Website.

2.3.9 Voting Procedures

Voting is by simple majority of those present and eligible to vote with no minimum number necessary for the meeting to be quorate. The Chairman shall hold the casting vote. The "Council Members" page gives a list of those eligible to vote. Although an individual is free to represent more than one Group, nobody is entitled to more than one vote.

3. Executive

3.1 Overview

BCA Executive is governed by Section 6.14 of the Constitution.

3.2 Members

The Constitution states that the Executive is made up of: Chairman, Treasurer and Secretary but that Council may then add further Members, as may be deemed necessary.

3.3 Role

The Executive's main role is to manage the affairs of the Association between Council Meetings. In practice this means:

- assisting with, and advising on, the running of Standing Committees and Working Groups, as needed;
- facilitating efficient working of the Association by acting as a 'filter' through which proposed changes are initially run;
- making any urgent decisions, and subsequent actions, that may become necessary for the good of the Association;
- calling an Emergency General Meeting, should the situation require it.

3.4 Method of Working

By its very nature, the work of the Executive is varied and, therefore, dealt with by the appropriate means at the time. This includes: face-to-face meetings; phone calls; e-mail; and, probably in the future, web conferencing.

When decisions or advice involve the work of a Standing Committee or Working Party, Executive will normally consult as many specialists (usually members of the appropriate Standing Committee or Working Party) as possible, given the required timescale for decision making. The final decision will then normally be made following the advice of the Standing Committee Convenor. It is extremely unlikely that a decision involving a Standing Committee would ever need to be taken by the Executive only.

3.5 Decision Making

Decision making is almost exclusively by discussion and mutual agreement. However, in the event that a vote becomes necessary, the Secretary and Treasurer shall have one vote each, and the Chairman the casting vote.

3.6 Procedure for Absence

In the event of one of more Members of the Executive being away and out of contact, the remaining Member, or Members, should aim to deal only with the most urgent, or non-controversial business. Should something urgent arise, then no one single member of Executive should deal with it on their own. Instead they should liaise with at least two other appropriate Council Members first, and make their decision on the basis of this. It is recommended that a record of these discussions be kept.

5.2 Complaints Procedure

5.2.1 General Principles

- Complaints should be treated seriously and investigated.
- Complaints should be resolved as quickly as reasonably practical given the volunteer nature of the organisation.
- Anyone involved in a complaint (either as the person being complained about, or the person making the complaint) should be given the opportunity to state their case.
- Written records of all actions, including details of the investigation carried out, should be kept and copied to one or more of BCA Executive.
- Any complaint of a potentially criminal nature should **bypass the process below** and be immediately passed onto the Police. One or more members of BCA Executive shall also be informed as soon as possible. All responsibility for BCA's response will then rest with them.

5.2.2 The Procedure

Stage 1 (Informal Complaint)

Initially an informal complaint should be made to an appropriate person in BCA, such as the relevant Officer or, if the complainant is unwilling, or unable to approach that person, then to one of BCA Executive. The emphasis at this stage is on dealing with the complaint as efficiently and informally as possible.

Stage 2 (Formal Written Complaint)

If the complaint cannot be dealt with satisfactorily at Stage 1, then a formal complaint should be made in writing to the appropriate person in BCA. This will normally be acknowledged in writing within 14 days and the recipient should immediately inform one or more of BCA Executive of the complaint and their intended course of action. In most situations it is anticipated that the complainant will receive a formal written response within 3 weeks of initially making the complaint.

Stage 3 (BCA Council)

Should the complainant be unsatisfied with the outcome of Stage 2, then they should write to the Secretary explaining their complaint. The Secretary will normally acknowledge receipt within 14 days, and include an invitation to attend the next Council Meeting, where the complaint will be discussed. If the complainant is unable to attend, they can opt to have the complaint considered in their absence, or for discussion to be postponed until the next Council Meeting. It will normally be expected that complainants will present their complaint within this timescale, or else their complaint will be rejected. Following the Council Meeting the Secretary will normally write within 14 days to formally advise of Council's decision and the mechanism for appealing.

Stage 4 (Appeal to Appeals Panel)

If the complainant is unsatisfied with the outcome of Stage 3, then they have the right to appeal to an Appeals Panel. The Appeals Panel will be convened by a Chair, who will have been appointed by BCA Executive prior to the Council Meeting at stage 3. The Chair will normally acknowledge receipt of the appeal within 14 days, and will seek to arrange a mutually convenient date for the Appeals Panel. The Panel will normally consist of people chosen by the Chair from nominations from the Regional Councils and Constituent Bodies. The Chair will then normally write within 14 days of the Appeals Panel to formally advise of the Panel's decision.

5.6 Disciplinary Procedure

In respect of employees of BCA, it should be noted that where the disciplinary matter relates to an employee's work or where the BCA may be brought into disrepute by the actions of the employee, then the matter will be handled in accordance with current employment legislation and their contract of employment rather than this process

5.6.1 Procedure for Award Holders

5.6.1.1 General Principles:

- No disciplinary action will be taken until the matter in question has been investigated.
- At every stage individuals will have the opportunity to state their case, either themselves or through a representative.
- There is always a right to appeal against any disciplinary penalty and this appeal will be held by a panel that is independent of the original decision makers.

5.6.1.2 Procedure

5.6.1.2.1 A Potential Disciplinary Matter

Once it has become clear that an Award Holder (currently LCMLA, CIC or Anchor Installer) may have acted against BCA's interests, one or more of BCA Executive will be informed. Executive will then consult with the appropriate Officer (currently Training or Equipment & Techniques) to ascertain whether or not the matter may be related to the Award they hold. If the Officer is unavailable within an appropriate timescale, then Executive should consult with another experienced member of the Committee for judgement.

If the matter IS deemed to relate to the Award held, then this Policy should be followed. If not, then the individual will be treated according to the non-Award holder Policy.

BCA Executive will now appoint someone, usually the appropriate Officer, to investigate the circumstances and determine whether or not the matter should be treated as a formal disciplinary matter.

5.6.1.2.2 A Formal Disciplinary Matter

Any formal disciplinary matter will be heard by a Disciplinary Panel. This Panel will usually be either the appropriate Standing Committee or National Council, depending on the nature of the matter. However, if the matter is sufficiently urgent, it will be dealt with by BCA Executive following their normal Method of Working.

From the outset Executive will appoint a Chair of the Appeals Panel who must ensure they are not involved in any way in the Disciplinary Panel.

When the arrangements for the Disciplinary Panel have been finalised, the individual will be written to at their last known address advising them of the complaint made against them, the time, date and location of the Disciplinary Panel, and inviting them to state their case, either in writing, in person or both. They will also be given the option of appointing someone else to represent them. A period of 30 days shall usually be given between this and the formal hearing, although in some cases, particularly those relating to safety, this may be reduced.

Following the Disciplinary Panel, the individual will be written to again, usually within 14 days of the hearing, outlining the outcome of the process and giving the opportunity for appeal.

5.6.1.2.3 The Appeals Process

An appeal will be dealt with by an Appeals Panel. This will be convened by the Chair of the Appeals Panel and will normally consist of people chosen by the Chair from nominations made by the Regional Councils and Constituent Bodies. None shall have been involved in the original Disciplinary Panel.

The Chair will seek to arrange a mutually convenient date and location for the Appeal, and then write to the individual formally advising them of the appeal and inviting them to state their case, either in writing, in person or both. They will also be given the option of appointing someone else to represent them. Until the Appeal the original disciplinary action will stand.

Following the appeal, the individual will be written to again outlining the outcome of the process. This will usually be within 14 days of the hearing.

5.6.1.3 Sanctions

Every disciplinary case should be considered individually. After determining the seriousness of the conduct, the Disciplinary Panel should consider any aggravating or mitigating factors before deciding on the appropriate sanction. Available sanctions include:

- words of advice.
- a verbal warning.
- a written warning.
- suspension of membership and/or certificates or awards for a fixed period.
- expulsion from BCA and/or removal of certificates or awards.

5.6.1.4 Notes

In the case of suspension of membership, this may also include the temporary removal of membership benefits, such as insurance.

When a decision involves removing or suspending an individual's leadership or instructing award, it is important to understand that this will probably have a serious impact on their professional well-being, quite likely including an immediate loss of income. This should be borne in mind as part of the decision-making process, but needs to be balanced against the need to maintain confidence in BCA's award schemes.

5.6.2 Procedure for non-Award-Holding Individuals, Group and Associate Members

5.6.2.1 General Principles:

- No disciplinary action will be taken until the matter in question has been investigated.
- At every stage individuals, groups or associate members will have the opportunity to state their case, either themselves or through a representative.
- There is always a right to appeal against any disciplinary penalty and this appeal will be held by a panel that is independent of the original decision makers.

5.6.2.2 Procedure

5.6.2.1 A Potential Disciplinary Matter

Once it has become clear that an individual or group may have acted against BCA's interests, the following process should generally be followed:

One or more of BCA Executive will be informed who will initially check to ensure they are not a BCA Award Holder, in which case they are treated according to the Award-Holder Policy. BCA Executive will then appoint someone to investigate the circumstances and determine whether or not the matter should be treated as a formal disciplinary matter.

5.6.2.2 A Formal Disciplinary Matter

Any formal disciplinary matter will be heard by a Disciplinary Panel. This Panel will usually be either the appropriate Standing Committee or National Council depending on the nature of the matter. However, if the matter is sufficiently urgent, it will be dealt with by BCA Executive following their normal Method of Working.

From the outset Executive will appoint a Chair of the Appeals Panel who must ensure they are not involved in any way in the Disciplinary Panel.

When the arrangements for the Disciplinary Panel have been finalised, the individual, group or associate member will be written to at their last known address advising them of the complaint made against them, the time, date and location of the Disciplinary Panel, and inviting them to state their case, either in writing, in person or both. They will also be given the option of appointing someone else to represent them. A period of 30 days shall usually be given between this and the formal hearing, although in some cases, particularly those relating to safety, this may be reduced.

Following the Disciplinary Panel, the individual, group or associate member will be written to again, usually within 14 days of the hearing, outlining the outcome of the process and giving the opportunity for appeal.

5.6.2.3 The Appeals Process

An appeal will be dealt with by an Appeals Panel. This will be convened by the Chair of the Appeals Panel and will normally consist of people chosen by the Chair from nominations made by the Regional Councils and Constituent Bodies. None shall have been involved in the original Disciplinary Panel.

The Chair will seek to arrange a mutually convenient date and location for the Appeal, and then write to the individual, group or associate member formally advising them of the appeal and inviting them to state their case, either in writing, in person or both. They will also be given the option of appointing someone else to represent them. Until the Appeal the original disciplinary action will stand.

Following the appeal, the individual, group or associate will be written to again outlining the outcome of the process. This will usually be within 14 days of the hearing.

5.6.3 Sanctions

Every disciplinary case should be considered individually. After determining the seriousness of the conduct, the Disciplinary Panel should consider any aggravating or mitigating factors before deciding on the appropriate sanction. Available sanctions include:

- words of advice
- a verbal warning
- a written warning
- suspension of membership and/or certificates or awards for a fixed period
- expulsion from BCA and/or removal of certificates or awards.

5.6.4 Notes

1. In the case of suspension of membership, this may also include the temporary removal of membership benefits, such as insurance.
2. In the case of a club being suspended or expelled, any Club Individual Members from that club will be written to and offered either: a pro-rata refund; the option of transferring their membership to a DIM (on payment of the appropriate fee); or the chance to switch their main club affiliation to another member club they are a member of. In the event of a successful appeal BCA will subsequently refund any additional membership fees paid by an individual as a result of the above.

5.9 Logo Use

Sub-Section 11.5 of the Constitution bans use of the BCA logo without the permission of Council.

The following organisations have been given this permission:

- Sports Financial Services Ltd.
- Jardine Lloyd Thompson
- Entre-Prises Ltd.
- all Constituent Bodies
- all Regional Councils

A "Member-Club" Logo was also created in June 2010 for use by all paid-up member clubs. This is available [here](#).

An "Approved Provider" Logo was created in March 2012 for use by all approved LCMLA or CIC Trainer/Assessors. This is available [here](#).

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5.10 Membership

BCA Membership is split into 3 categories: Individuals, Honorary, Groups and Associates.

5.10.1 Individuals

Individual Members join annually as either:

- Club Individual Members (CIMs)
- Club Individual Members Plus (CIM Plus)
- Direct Individual Members (DIMs)

Individual Members are represented on Council by four Individual Member Representatives.

All Individual Members (with the exception of the President and BCRA's Honorary Members) pay an annual fee. The individual membership process is handled by the Membership Administrator. Information on this process is on the Membership Processes pages.

5.10.2 Honorary Members

The Constitution allows for the election of a President. There are also a small number of BCRA Honorary Members. These members do not pay a fee, but their membership is handled in the normal way by the Membership Administrator.

5.10.3 Groups

There are 4 sub-categories of Group Members. Each Group Member has one vote in the Group Member "House" at General Meetings.

Clubs : Clubs join annually and pay a basic membership fee. They can then elect to "top this up" with various additional benefits, such as Speleology and BCRA Membership. The Club membership process is handled by the Membership Administrator. Information on this is on the Membership Processes pages.

Club Members are represented on Council by four Group Member Representatives.

Regional Councils : Regional Councils have their own Constitutions and run their own affairs. They carry out certain functions on behalf of BCA and are entitled to send a representative to Council, and all of Council's Standing Committees. They do not pay a fee to BCA and receive costs from BCA for much of their work. The BCA website has a full list of Regional Councils.

Constituent Bodies: Constituent Bodies have their own Constitutions and run their own affairs. They carry out certain functions on behalf of BCA and are entitled to send a representative to Council, and all of Council's Standing Committees. They do not pay a fee to BCA. The BCA website has a full list of Constituent Bodies.

Access-Controlling Bodies: Access-Controlling Bodies join annually and usually pay a basic membership fee. The membership process is handled by the Membership Administrator. Some Access-Controlling Bodies are funded by BCA via their Regional Council. Arrangements for this are detailed in the Finance Committee's Regional Council Funding document.

5.10.4 Associates

Associate Membership is available for those Groups who are interested in BCA's activities and/or wish to support its aims and objectives, but who are not caving, mining-history clubs, or access-controlling bodies.

Typically this includes: outdoor-activity service providers, commercial organisations and other "corporate" bodies.

Associates join annually and pay a basic membership fee, which includes all BCA's publications. The Associate membership process is handled by the Membership Administrator. Information on this is on the Membership Processes pages.

Associate Members are not entitled to vote at General Meetings.

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5.11 Policies & Statements

5.11.1 Making or Amending Policy

BCA Policy is used to guide BCA in all its operations and, as such, is very important. Any new policy or changes to existing policy must, therefore, be ratified by the AGM, and only then following extensive consultation to ensure that the planned policy does not conflict with the complex layers of BCA's work.

The following is a suggested process that will help ensure successful Policy development:

1. **Definition of Purpose:** A clear definition of the purpose of the change, agreed by Council.
2. **Responsible Author:** A single named author should be appointed by Council, whose job it will be to consult as widely as possible.
3. **Draft prepared by Author:**
4. **Draft Circulated:** The Draft should be circulated as widely as possible, initially to BCA Executive, and then to all Council, Constituent Bodies, Regional Councils, Standing Committees and Working Groups with date for reply. This will usually be at least 6 weeks later.
5. **Further Drafts circulated as appropriate:** This should follow the process above.
6. **Ratification at Council:** The full document should be sent to the Secretary - and then circulated as for Draft Minutes at least 2 weeks prior to the Council meeting, and ideally more, to allow consultation.
7. **Ratification at AGM:**

6. General Meetings

Section 8 of the Constitution provides for three types of General Meeting:

6.1 Annual General Meetings

The Constitution requires that the Annual General Meeting (AGM) be held annually in June (or as soon as reasonable thereafter).

6.1.1 Timeline

At least 18 weeks before: Secretary to publish time, date and place of meeting. This is a Constitutional requirement. Current practice involves posting a card to all members (except CIMS) from the previous year as well as any new members in the current year. The card includes time, date and place, as well as a request for nominations and agenda items together with the deadline date. An example is available [here](#).

Midnight on Day of Council Meeting Preceding AGM: Deadline for receipt of nominations for posts by Secretary, as well as any items to be raised at the AGM. This is a Constitutional requirement.

At least 6 weeks before: Secretary to circulate Agenda to members. Current practice involves posting a copy to all members (except CIMS). This is a Constitutional requirement.

Two weeks before: Officers, Working-Group Chairmen etc to forward written reports to Secretary.

At least 7 days before: Secretary to publish online the Reports document for the meeting, together with any other supporting documentation.

1 month after: Secretary to publish Draft Minutes online following the process below.

6.1.2 Agenda Items

Section 8.13 of the Constitution lists the purposes of an AGM. It is good practice to adhere to the content and the order of these in writing the Agenda. The 2011 Agenda is available as an example of current practice.

6.1.3 Written Reports

These should be prepared and forwarded to the Secretary at least 14 days prior to the AGM. This ensures timely publication and, therefore, communication with members. Reports should be included from:

- Chairman
- Treasurer
- Secretary
- Standing Committee Chairmen (including reports on the work of annual appointees from each Committee)
- Working Party Convenors
- Council appointees whose work does not come under a Standing-Committee or Working-Party heading
- Any other individual or group specifically requested to do so by either Council or an AGM. Currently this is the British Caving Library.

The reports should include a summary of the work completed this year, together with any particular successes or difficulties that have been encountered. They should also give an indication of work planned for the coming 12 months. It is important to remember that reports are written for the general membership rather than Council Members and, therefore, need to assume a less in-depth knowledge of BCA's workings.

They should also cover the whole of the previous year, rather than simply the period since the last Council meeting.

6.1.4 Attendance

Anyone may attend the AGM, although the Chairman has the right to exclude anyone if the meeting so decides.

6.1.5 Voting Procedures

Voting is split into two Houses: Individual Members and Group Members.

Individual Vote: All current individual members, including honorary members, are entitled to vote in the Individual round of voting, except the Chairman and Recorder of the meeting.

Group Vote: Each group member is entitled to send one voting delegate, who shall have been authorised to do so in writing by that group. No individual shall vote on behalf of more than one group member.

The quorum is 10 individual members and 5 persons eligible to vote on behalf of group members.

Any motion NOT affecting the Constitution shall be taken as having succeeded if a majority of those eligible to vote in both houses support it. For a motion affecting the Constitution then a 70% majority is required in both houses.

6.1.6 Meeting Minutes

Minutes of meetings should be prepared by the recorder (who is appointed by the Council meeting preceding the AGM). The Minutes should include:

- details of those present
- apologies for absence
- any matters arising from previous minutes
- reports to Council from Executive, Officers and appointees (which should be attached to the minutes)
- details of discussions on specific issues, points raised and decisions taken including, where appropriate, records of votes for and votes against.
- a means of indicating actions to be taken outside of the meeting, such as an "Action Log".

Minutes and other papers should be distributed as soon as practical after meetings. In the interests of effective communication, it is considered good practice to distribute Draft Minutes, before they are accepted by the next meeting, rather than waiting a full year for fully Approved Minutes. Before publication, the Draft Minutes should be agreed by each of BCA Executive. However, in the event that this is not possible within one month of the meeting, the Secretary should ask another Council Member, or Members, to check them before publishing.

On publishing Draft Minutes the Secretary should send them to:

- all members of National Council
- anyone listed in the attendance list for that meeting.
- any other person or organisation the Secretary or another Council Member feels may have an interest. Currently this includes: the Secretaries of the Regional Councils and Constituent Bodies, plus the FODCCAG Secretary.

A copy of all Draft Minutes should also be added to the relevant section of the BCA website, ensuring that any Draft Minutes are clearly marked as such, both in the document itself and on the website.

Only in the event of significant changes being made at the following Meeting, should approved Minutes also be distributed as above, although they should always be updated on the BCA Website.

6.2 Special General Meetings

A Special General Meeting (SGM) can be called by:

- BCA Executive
- BCA Council
- 20 or more members eligible to vote

An Agenda should be prepared and circulated no less than 12 weeks before the meeting, and this shall be constrained to the matter or matters put in the original request for a meeting. Apart from this, arrangements are the same as for Annual General Meetings.

6.3 Emergency General Meetings

An Emergency General Meeting (EGM) can be called by any 2 members of BCA Executive.

An Agenda should be prepared and circulated no less than 2 weeks before the meeting, and only the subject giving rise to the emergency may be discussed. Apart from this, arrangements are the same as for Annual General Meetings.

7. Working Groups

7.1 Overview

Working Groups are dealt with by 6.10 of the Constitution. They are set up by BCA Council, which should determine their terms of reference.

Working Groups should report to Council in writing at each meeting.

Their continued operation and Convenors, together with a review of their remit, shall take place annually at the June Council meeting (directly following the AGM).

Current Working Groups are:

- IT Working Group
- National Cave Registry
- Radon Working Group
- Youth & Development

7.2 IT Working Group

Convenor: David Cooke

Reports to: Council & Annual General Meetings

Terms of Reference:

- to manage and coordinate BCA's IT infrastructure.
- to commission and implement IT projects as deemed desirable for BCA.
- to provide a resource of expertise available to BCA.

**BRITISH
CAVING
ASSOCIATION**

Financial Statements for the Year
Ended 31 December 2011

BRITISH CAVING ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2011

	2011	2010
	£	£
INCOME		
Subscriptions	95,384	92,058
Association	2,644	3,144
Training Services	18,150	18,224
Publications & Information	293	561
Web Services	1,348	921
TOTAL INCOME	<u>117,819</u>	<u>114,908</u>
EXPENDITURE		
Subscription	49,645	47,301
Association	4,007	5,729
Conservation & Access	0	154
Training Services	17,585	17,838
Caver Training	240	1,015
Publications & Information	7,691	10,151
Equipment & Techniques	4,732	1,301
Youth Development	0	394
Meetings & Conferences	5,356	500
Web Services	1,985	1,560
Regional Caving Councils	3,870	5,048
British Caving Library	10,000	10,000
Expedition Programme	5,000	5,000
International	303	613
TOTAL EXPENDITURE	<u>110,414</u>	<u>106,604</u>
<u>SURPLUS FOR THE YEAR</u>	<u>7,405</u>	<u>8,304</u>
TAX	552	649
<u>SURPLUS FOR THE YEAR AFTER TAX</u>	<u>6,853</u>	<u>7,655</u>

BRITISH CAVING ASSOCIATION

BALANCE SHEET AS AT 31 DECEMBER 2011

	2011	2010
	£	£
CURRENT ASSETS		
Stocks	322	483
Debtors and Prepayments	408	784
Balances at Bank and cash in hand	180,012	170,601
	<u>180,742</u>	<u>171,868</u>
LESS: CURRENT LIABILITIES		
Creditors and Accruals payable within one year	18,914	16,893
NET ASSETS	<u><u>161,828</u></u>	<u><u>154,975</u></u>
REPRESENTED BY RESERVES :		
General Reserve		
Balance brought forward	102,975	95,320
Surplus for year	<u>6,853</u>	<u>7,655</u>
	109,828	102,975
less transfer to Sinking Fund	<u>8,000</u>	<u>0</u>
	101,828	102,975
Sinking Fund - insurance policy excess	60,000	52,000
TOTAL RESERVES	<u><u>161,828</u></u>	<u><u>154,975</u></u>

Approved on behalf of the Executive Committee on

A Eavis, Chairman

Date

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

1 Accounting Policies

a) Basis of Accounting

The accounts have been prepared in accordance with applicable accounting standards and under historical cost accounting rules.

b) Equipment

Equipment is charged in the accounts in the year of purchase.

c) Stocks

Stocks are valued at the lower of cost and net realisable value.

2 Additional Notes

- a) BCA is required to cover part of the insurance policy excess itself, in order to make membership attractive. This is the purpose of the 'sinking fund'. The sinking fund should be able to cope with paying the excess for two claims and a doubling of the premium in one year. With an increased premium due to be paid for 2012, the value of the sinking fund reserve has been increased to £60,000.

INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF THE BRITISH CAVING ASSOCIATION

I report on the accounts of the association for the year ended 31 December 2011 which are set out on pages 2 & 3.

Respective
responsibilities of
executive committee
and examiner

As members of the association's executive committee you are responsible for the preparation of the accounts; it is my responsibility to state whether particular matters have come to my attention.

Basis of independent
examiner's report

The examination includes a review of the accounting records kept by the association and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as executive committee members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep proper accounting records or to prepare accounts which accord with the accounting records have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Richard Johnson

Address:

Burrs Cottage, Great Hucklow, Buxton, Derbyshire SK17 8RF

Dated:

8th June 2012

BRITISH CAVING ASSOCIATION

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
31 DECEMBER 2011

	2011	2010
	£	£
Subscriptions		
<i>Income</i>		
Subscriptions	95,384	92,058
<i>Total</i>	<u>95,384</u>	<u>92,058</u>
<i>Expenditure</i>		
Premium	31,835	31,835
Employment Expenses	7,908	7,110
General Expenses	4,690	3,563
Travel	0	48
BCRA Subscriptions	5,212	4,745
<i>Total</i>	<u>49,645</u>	<u>47,301</u>
<i>Surplus / (Deficit)</i>	<u>45,739</u>	<u>44,757</u>
Association		
<i>Income</i>		
Interest received	2,162	2,704
Donations, Sundry	482	440
<i>Total</i>	<u>2,644</u>	<u>3,144</u>
<i>Expenditure</i>		
Secretarial	573	599
Financial	0	385
Travel	2,273	1,391
Subscriptions	508	439
Insurance	653	284
Ballot	0	2,631
<i>Total</i>	<u>4,007</u>	<u>5,729</u>
<i>Surplus / (Deficit)</i>	<u>(1,363)</u>	<u>(2,585)</u>
Conservation & Access		
<i>Income</i>	<i>Total</i> <u>0</u>	<u>0</u>
<i>Expenditure</i>		
Travel	0	154
<i>Total</i>	<u>0</u>	<u>154</u>
<i>Surplus / (Deficit)</i>	<u>0</u>	<u>(154)</u>

Training Services**Income**

LCMLA / CIC Schemes	18,025	18,194
Publications	125	30
<i>Total</i>	<u>18,150</u>	<u>18,224</u>

Expenditure

Employment Expenses	7,671	6,849
General Expenses	2,273	2,832
Travel	2,301	2,748
LCMLA/CIC Training	5,016	4,247
Refunds, Adj, Unpaid	163	0

Stock @ 1/1/11	483	
Less Closing Stock @ 31/12/11	322	161
		<u>1,162</u>
<i>Total</i>	<u>17,585</u>	<u>17,838</u>
<i>Surplus / (Deficit)</i>	<u>565</u>	<u>386</u>

Caver Training

Income	<i>Total</i>	<u>0</u>	<u>0</u>
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Expenditure

Recreational Caver Training	240	975
Voluntary Sector Support	0	40
<i>Total</i>	<u>240</u>	<u>1,015</u>
<i>Surplus / (Deficit)</i>	<u>(240)</u>	<u>(1,015)</u>

Publications & Information**Income**

Publication Sales	133	134
Advertising	160	427
<i>Total</i>	<u>293</u>	<u>561</u>

Expenditure

Secretarial	11	0
Travel	39	0
Handbook	1,109	806
Newsletter	1,005	514
Journal	5,527	8,831
<i>Total</i>	<u>7,691</u>	<u>10,151</u>
<i>Surplus / (Deficit)</i>	<u>(7,398)</u>	<u>(9,590)</u>

Equipment & Techniques**Income***Total* 00**Expenditure**

Secretarial

99

90

Travel

488

181

Anchor programme

3,621

1,030

Rope-Test programme

524

0

Total 4,7321,301*Surplus / (Deficit)* (4,732)(1,301)**Youth Development****Income***Total* 00**Expenditure**

Youth Development

0

394

Total 0394*Surplus / (Deficit)* 0(394)**Meetings & Conferences****Income***Total* 00**Expenditure**

Outdoor Show

942

0

Artificial Cave

4,034

0

Cliff Hanger

380

500

Total 5,356500*Surplus / (Deficit)* (5,356)(500)**Web Services****Income**

Web Services

1,348

921

Total 1,348921**Expenditure**

Web Services

1,985

1,560

Total 1,9851,560*Surplus / (Deficit)* (637)(639)

Regional Caving Council Expenditure**Income***Total* 00**Expenditure**

CCC claims	845	721
CNCC claims	691	486
CSCC claims	754	1,552
DCA claims	1,383	1,060
DCUC claims	197	1,229
<i>Total</i>	<u>3,870</u>	<u>5,048</u>

Surplus / (Deficit) (3,870)(5,048)**British Caving Library****Income***Total* 00**Expenditure**

Grant	10,000	10,000
<i>Total</i>	<u>10,000</u>	<u>10,000</u>

Surplus / (Deficit) (10,000)(10,000)**Expedition Programme****Income***Total* 00**Expenditure**

Grants to Expeditions	5,000	5,000
<i>Total</i>	<u>5,000</u>	<u>5,000</u>

Surplus / (Deficit) (5,000)(5,000)**International****Income***Total* 00**Expenditure**

Grants to Reps.	303	613
<i>Total</i>	<u>303</u>	<u>613</u>

Surplus / (Deficit) (303)(613)*Total Income*117,819114,908*Total Expenditure*110,414106,604*Surplus/(Deficit) for the year*7,4058,304*Tax Current Year*552649552649*Total Surplus / (Deficit) less Tax*6,8537,655