



BRITISH CAVING ASSOCIATION

Annual General Meeting, 9th June 2019

OFFICERS' REPORTS

Item 5: Chairman's Report

It has been a year since I took on this role and generally speaking it has been mostly enjoyable, but a considerable amount of work as well.

I note that a massive amount of work has been carried out on behalf of BCA and the wider caving community during this time by a fairly small number of volunteers, a generally thankless task mostly carried out behind the scenes.

The individual reports here detail some of this work, but there are actually hundreds, if not thousands of man hours involved in running all the various aspects of BCA, mostly by volunteers, who give their time freely to help keep the caving institutions running, for the benefit of members and the wider caving community as well.

I realise that many people won't know who these volunteers are, nor what they actually do, but I would like to thank them personally for all their work and commitment.

For those that don't know, Nick Williams (BCA Secretary) had to stand down during last year for personal reasons, after many years of service to BCA. Nick was around at the formation of BCA and before that was involved in NCA and also BCRA. Over the years he has supported BCA and put in a massive amount of work in his various roles. BCA will be the poorer for his leaving. On behalf of the caving community, and especially for BCA I wish to thank him for all the years service he has given and to wish him well for the future. Thank you Nick.

I also note that two long standing officers of BCA are retiring at this AGM so I feel it's only right to take this opportunity to offer our thanks to them.

I wish to single out Robin Weare at this point for the massive amount of work he has put in behind the scenes keeping the work of the Executive up to date.

I don't think I know anybody else that has worked so conscientiously and diligently to carry out the various roles he has found himself "volunteered" for during my tenure. In my opinion, all the members of BCA owe him a huge debt of gratitude. Thank you very much Robin for all your work, I hope you can now enjoy your retirement (from BCA that is).

I also want to thank Andrew Hinde for the work he has put in over many years as the Conservation and Access Officer. This is an important role and Andrew has done his best to keep BCA on top of the many challenges that have come his way. Thank you Andrew I wish you well in your "retirement".

I note there is a lot of business presented to this AGM, I hope we can work through it all as efficiently as possible.

Les Williams

Item 6: Acting Secretary's Report

BCA has a good record of doing what is needed for British Caving. The main purpose and focus of BCA has been, and surely is, to maintain access to our caves and mines by providing the members with the benefit of third party public liability insurance which provides financial comfort to the landowners who are good enough to allow us access to the caves on their land. BCA also provides the funding which allow BCRA to run the British Caving Library and which provides the bulk of the expedition grants distributed by the Ghar Parau Foundation. That we are

able to do this through two well run and caving specific charities provides tax benefits which would not be available otherwise. BCA also funds the bolting programme and operates the scheme which provides professional qualifications to those who introduce so many to our sport.

My first involvement with BCA council came when I agreed to represent Cambrian at a single meeting. I soon found myself volunteering to resurrect the newsletter, thinking that after a relatively short period it would be taken on by another and I would be allowed to walk away.

Well before what proved to be a relatively long period ended, I found myself agreeing to assist and then take over from the retiring Treasurer (just until a proper replacement could be found). That took a while but I did eventually manage to pass on the newsletter whilst regularly agreeing to extend my temporary term as Treasurer. With an end to that in sight I unexpectedly found myself filling the Secretary's role as well and continued both for a few months. It is with relief that I finally find myself approaching the end of my involvement.

In a little over 3 years I edited 13 editions of the newsletter but wrote my only editorial for the final edition. It ended with

Whilst editing the newsletter I have realised what a huge contribution has been made over an extended period by a very few individuals who have ensured that the administration of British caving runs smoothly. That those few work quietly behind the scenes and ask nothing of the 5,000 odd members who enjoy the fruits of their efforts and often abuse them online is very much to their credit. On behalf of the silent majority I offer them our thanks.

What I wrote then is no less relevant today. To be Treasurer or Secretary or to take the lead in IT matters requires a huge commitment of time and patience and to be Secretary also requires a very thick skin. I have nothing but admiration for those who took on these posts before me and for those who do so in the future.

These posts are administrative and largely carried out beneath the radar. Indeed, if no-one notices the activities of these officers it is a clear sign of their efficiency. It is frustrating, however, and occasionally soul destroying to find oneself obliged by sheer professionalism to work hard to implement a policy which one believes to be detrimental to British caving.

None of the most recent incumbents has undertaken the Secretarial role because they wanted to do it. In each case it has been approached with a sense of duty and a realisation that although it was likely to be thankless and onerous it was a necessary responsibility which someone had to take on.

In recent years these positions have been made much more onerous and stressful by a very small number of members, some of them Council members, who appear to have sought to use BCA to pursue their personal objectives and at this AGM we will be appointing the 5th person to hold the Secretary's post in three years. This level of attrition is unsustainable and we are fortunate to have a nominee who is keen to take the role. I do hope that the individuals to whom I refer take note and do not give him cause to regret his decision.

I will add that the role of the Executive is often made more difficult by council members and committees who narrowly focus on the areas of concern to them without considering the wider implications.

Secretarial Matters

The Secretarial assistant had resigned by the time I took on the duties of Secretary. In my opinion that experiment was a failure and contributed greatly to the backlog of day to day administration I inherited. No replacement appointment has been made and the backlog has been eliminated.

In the last few months some long standing projects have been brought to fruition and some very long standing anomalies have been put right. Any member interested in the detail should read my reports to Council which are available on the BCA website.

Current matters have been dealt with to the best of my ability and as expeditiously as possible.

Club Membership

On the advice of our insurers Council decided to discontinue the option of taking club membership without all members of the club also being members. The relatively few clubs to have taken this option have been informed. The membership pages have been revised to reflect the new situation and current advice.

Policies

There are several proposals for the adoption of new policies. The draft policies have all been carefully considered by Council and are deemed to be necessary either by law or good practice.

The policies relating to Safeguarding have also been vetted at a workshop attended by our Safeguarding Officer and organised by NSPCC. As part of the exercise Council has commissioned the Safeguarding Officer and the incoming Secretary to review the existing Disciplinary and Complaints procedures in time for any recommended changes to be considered at the 2020 AGM.

The detailed work behind the Equality & Diversity Policy was done by George Plant & Louise Baddeley, the other policies were the work of Chris Boardman and we should be grateful to each of them for their efforts.

Standing Committee Terms of Reference

When BCA was formed the standing committees were effectively transferred from NCA with the then existing terms of reference. These terms of reference were never formally adopted and the proposals under this head seek to correct that omission whilst bringing them up to date.

AGM Weekend

I am more than grateful to those who have been so helpful in organising activities for the Saturday. YSS members have pre-rigged a fine selection of local caves, BCRA members have organised a water tracing workshop and QMC members have agreed to offer SRT training using the YSS indoor facility. That all concerned said yes without hesitation when I approached them took a huge burden off my shoulders.

Counsel's Advice re access for under 18s

Noting the comments in the report from the Youth & Development Officer I add what follows in the hope that it will assist members to reach a better understanding.

My verbal report to the January Council Meeting under "matters arising" was summarised as follows in the minutes:

RW provided an update on the Charterhouse legal question. He had spoken with WB and consulted the CSCC Chair who had confirmed that we may approach Charterhouse. He had then consulted Charterhouse for approval of BCA involvement. It was confirmed that the Charterhouse AGM required the directors to wait for BCA to obtain a legal opinion before moving on. RW had prepared a brief for Counsel which was slightly redrafted by a solicitor (working pro bono) and had then sought a Barrister who was prepared to accept the brief under the public access scheme. After some price related negotiation Counsel was instructed. Counsel's advice arrived earlier this week and is currently under consideration.

To add a little background:

This was one of many matters which devolved on me when I agreed to take over the duties of the Secretary at the October council meeting. Within a few days of that meeting I had dealt with a host of urgent matters and gone on a pre planned holiday. On my return I e-mailed Will to request a briefing. He provided a copy of a document which he and my predecessor had prepared. In a subsequent e-mail I asked

What is the aim of this? Is it to gain access to Charterhouse caves? to clarify a legal point? or something else?

Will replied

Gain access to the charterhouse (and other caves) for under 18s whilst clarifying that there is no issue with letting U18s in.

I reviewed the document which had been provided and concluded that it was likely to be unsuitable so referred it to a practicing solicitor. His response was

it's so badly written as not to form a useful basis for any sort of advice. It is confused, confusing, and runs far too many questions together.

Not wishing to denigrate what was obviously a genuine attempt to produce a usable document I did not share that with Will but proceeded to prepare a revised document.

I reviewed it with the Charterhouse legal advisor who confirmed that it included all the questions they needed answered and then e-mailed my draft to Will, Rostam and Les, inviting comment. I took account

of comments received and prepared a revised draft which was reviewed by the solicitor who made some minor revisions. I then set about finding a barrister as described above.

The advice was received on 9th January and was immediately shared with Will, Rostam & Les.

It had been intended to publish Counsel's advice and his permission to do so was requested. On receipt of his reply, and having fully considered the substance of the advice, the members of the Executive provisionally decided that it would not be in the best interest of BCA and British caving for it to be published.

My report to the April Council meeting included:

As was mentioned at the last council meeting the requested advice had been received a few days earlier. The advice itself and further advice from Counsel concerning publication has since been considered by the Executive. The further advice concerning publication includes:

As to distribution, my understanding is that the intellectual property in the text of the advice itself remains with myself, albeit of course the actual substantive advice is yours to share as you wish. Sharing the actual document with your members who are landowners seems like a sensible option, although I would certainly do so with the caveat that it is general only - feel free to do so.

If I may offer a word of warning against wide-scale distribution and explain why I would ask that it not be made available online? I have found from experience that when people read legal information online, they (i) overly focus on the elements that accord with their own beliefs, and (ii) presume that it has specific application to their own situation

With that advice, and having now fully considered the content, the Executive provisionally decided and now recommends that the document itself should not be made public, and that it should be made available only to interested landowners on request and on receipt of a formal undertaking that it not be published, quoted from or distributed to anyone except themselves and their legal advisers.

In order to progress the specific matter which necessitated this advice it has been made available to the Chair and the legal adviser of one landowner on that basis.

In general terms the advice is that

- Waivers made by or on behalf of under 18s can be effective
- There is no distinction between married and unmarried minors
- There is no applicable element of Human Rights law

The instructions to Counsel included that, if he considered that an indemnity waiver would be effective, he should draft an appropriate wording. He has done so. It is proposed that this wording should be made available to landowners or access bodies on request.

The minutes of the council meeting include "A vote was taken on whether to support the Executive recommendation not to publish the legal advice: 20 votes in support (unanimous)"

The Y & D report includes "When members of the Youth and Development group asked to see the questions sent to the solicitor by Robin Weare, we were ignored"

Not recalling such a request I have carefully reviewed the correspondence. As mentioned above the draft of the brief was copied to Rostam & Will. I now see that I received an e-mail from Will on 20th December which I may possibly have misinterpreted. It read

Any chance of sending the drafts sent to the solicitor to the Y&D please?

Do we get results before meeting or is it a surprise?

Only reason I ask is that we are relying on this legal advice before we start other actions.

I replied to Will that day with a copy to Rostam

Counsel's opinion will come to me, hopefully decently ahead of the Council meeting as promised. I'll then be forwarding it to Rostam in the expectation that it will be included in the Y&D report.

Will replied:

Brill thanks. I'm a little nervous about the counsel opinion, obviously if it is negative my position becomes untenable.

I did not take that as indicating that I had misinterpreted the question. Rostam did not reply.

This matter had been drifting for a long time when I got involved. I put in a huge amount of time when I was pretty busy with other matters, pulled a few favours and got it done. A simple thank you would have been nice.

Robin Weare

Item 6.1: Insurance Manager's Report

Liability Renewal:

Update certificates on BCA website completed.

Child abuse policy to be forwarded to underwriters following acceptance at the June AGM.

Low claim rebates:

2016 rebate due, value £2,400 due to be received June 2019, then all past low claims rebates will have received.

Expedition policy:

Following approval by Council in April 2019 this has been launched on 1st June

Instructor insurance:

This is a policy taken out by Caving instructors to cover themselves. Briggs the underwriter decided at no notice not to renew existing policies as they were too exposed to sport. Our brokers thought they had a solution but it fell through so as yet this matter is unresolved which is not good news. However in the last few days they think they have a solution, situation ongoing. In the meantime a cheaper alternative has been taken up by some. **Action HJJ**

Personal accident (Death and disability) insurance: is one of those policies which is very expensive to take out as an individual (especially as a caver) but much cheaper as a group. I asked Howdens to look at a policy for BCA members to go on top of the liability policy already in place as a member benefit. They have advised there is a policy available at a cost of £2.50 for a caver and £0.34 for a non-caver which in the event of death or disability due to a caving event would pay out £50k. Given our current membership the cost would be some £13,000, less than our surplus in each of the last 2 years.

As well as Death the following expenses would be covered:

Accident Medical Expenses: £2,500

Coma Benefit: £50 per full 24 hours up to a maximum of 104 weeks

Convalescence: £200 or £100 for Insured Persons above the age of 70

Counselling: £250 up to a maximum of £5,000 per Insured Person

Funeral Expenses: £10,000

Hospitalisation: £50 per full 24 hours up to a maximum of 52 weeks.

Paralysis: Up to £50,000

If our members don't have such cover that would respond in the event of a caving incident this is a significant and cheap member benefit.

The pay-out could be increased to £100k at double the cost, total cost to BCA of some £26k.

Proposal: to take out this policy as a member benefit. This decision needs to be made by the late summer BCA Council meeting as it could affect subscriptions, unless we decide to pay from reserves or the budget shows another surplus.

Mostly positive feedback so far from clubs that have discussed it.

Minera quarry access

Landlord requested £10m liability cover plus an endorsement to the BCA policy. Ongoing

Howard Jones

Item 6.2: Safeguarding Officer's Report

I'm abroad so I am unable to attend the AGM. I am hopeful though that the AGM will adopt the safeguarding policy, bullying policy and recruitment policy. The recruitment policy is copied directly from the government's template and is purely there to give BCA the ability to carry out DBS checks when these are required. Members are very welcome to contact me if they have any questions or suggestions.

Chris Boardman

Item 7: Acting Treasurer's Report

See Appendix for 2018 Accounts

Howard Jones

Item 8: Conservation & Access Officer's Report

Report to October 2018 Council meeting

Natural England consultation on SSSI bye laws.

The Conservation and Access committee have produced and submitted a response to this consultation which may be found in the appendix. The main objective of this exercise is to have the BCA recognised as an appropriate consultee in relation to Sites of Special Scientific Interest. We alerted NE to some areas where their proposals might infringe on "normal caving activity" if taken literally. But in general there was support for the bye laws in their attempt to deal with repeated low level anti- social behaviour on designated sites.

Minimal Impact Caving Guidelines Leaflets.

I have ordered another print run of 2000 leaflets at a cost of £212.00 plus VAT. Unfortunately they did not arrive in time for Hidden Earth. They will hopefully be ready for distribution at the Council Meeting for anyone who would like to take some back to their regional club huts and hostelrys.

Andrew Hinde
C&A Convenor September 2018.

Report to Jan 2019 Council Meeting

Nothing to report.

Report to April 2019 Council Meeting

C&A Standing Committee Terms of Reference

The C&A committee has agreed (via e mail discussions) a draft of its Terms of Reference as required by the BCA Manual of Operations. This is with the BCA Secretary and will be put to the AGM. It is reproduced here.

- To produce guidelines and promotional materials to encourage conservation of underground environments;
- to assist regional councils when requested;
- to campaign nationally to encourage conservation and improved access in line with BCA policy and constitution; and
- to undertake other conservation or access related work as may be agreed by the committee.

C&A Standing Committee Standing Orders.

The C&A committee will shortly begin the process of adding to the standing orders for standing committees (approved by the 2012 AGM.) This project will be led by the next C&A Convenor with assistance from the C&A Committee. It may even be ready by the time of the AGM in June (It does not require ratification from an AGM)

Team Access meeting.

The BCA C&A Committee were represented at this meeting by Louise Baddeley and Tim Allen. Their report follows.

Report on the 'Team Access Meeting' hosted by British Canoeing at their offices at the National Water Sports centre, Nottingham.

This invitation came about through the work of the BCA CRoW group in developing relationships with other similar outdoor organisations. It is hoped that these meetings will take over where the Access Forum run by the Sports & Recreation Alliance left off some years ago.

The meeting included attendees from British Canoeing, BMC, Ramblers, British Horse Society, Sport & Recreation Alliance, Wildlife & Countryside Link. Attending for BCA were Tim Allen (standing in for Andrew Hinde) and Louise Baddeley.

The aim of the meeting was; to share current priorities; to expose common threats and opportunities; to identify potential for future joint work; to share experience and knowledge.

Each NGO introduced their organisation and spoke of current priorities and projects. BCA was made very welcome but it was clear we were the minnow organisation amongst much larger friends. We were the only volunteer representatives present and consequently our limited resources meant we were unable to offer much scope in return. Representatives of all the other organisations were professionals in their fields. Our aim was to listen and learn and continue to develop relationships which can only benefit British Caving going forward.

The first session focused on the Agricultural Bill and was presented by Dan Pescod of WCL. With the UK leaving the EU Common Agricultural Policy the Agriculture Bill is intended to replace it. We are promised a greener Brexit with payments to farmers and landowners in future being for 'public goods' which include access to the countryside. At the heart of the Bill is ELMS, the Environment Land Management System which the government will develop to deliver the new approach. At present the Bill is in the long grass awaiting the report stage and the outcomes of Brexit itself. For the last year some of those present had spent their entire time lobbying, consulting and working on proposals towards the new Bill. One of the big sticking points was how to value public access in terms of payments. British Caving can clearly benefit here but we are reliant on much better resourced organisations to press the case. The second agenda item was on the Environmental Bill which was again presented by Dan. The Bill will set out environmental standards to replace those used to make policy in the EU. The government's stated ambition is to leave the natural world in a better condition than it found it in. The Bill will supposedly place into law the long term ambition of the 25 year environmental plan. The Bill seemed to be a long way off yet. It may well improve protections to the underground environment but equally could enhance threats to access. One to watch. It was very noticeable that all the other organisation were 'greening'. The BMC will be plastic free by the end of the year. British Canoeing have tied their new access campaign into cleaning up our waterways, with all organisations striding to be more environmentally friendly.

The third item was a briefing by Ryan McCulloch of the SRA on Brexit and Sport. His briefing focused on the difficulties sports and activities might face in the event of a no deal. It was pretty depressing with no good news at all. Louise has since posted on Ukcaving details of the likely problems which could affect cavers (ahead of March 29th). Copied below.

The final item introduced British Canoeing's new access campaign titled Clear Access Clear Waters. This is a new initiative which links access to waterways with cleaning up the waterways. It is an impressive strategy with big names, glossy brochures and plenty of lobbying. Even so there are conflicts with other users and the likelihood of success is difficult to gauge. The discussion looked at campaigning ideas and advice from round the table which was very useful and also how best to train, encourage and mobilize volunteers.

As volunteers ourselves, Louise and I both felt it well worth the effort to attend. The group hope to schedule further meetings later in the year and invite other organisations. I hope BCA C&A will continue to engage with the group.

Tim Allen
27th February 2019

Appendix 1

Informative post on Ukcaving aimed at disseminating the SRA advice ahead of 29th March.

I apologise for introducing the B-word to what I'm sure is an otherwise lovely carefree evening for everyone...

Last Wednesday me and Badlad attended a meeting in Nottingham with the aim of elucidating how Brexit may effect outdoor sports, on behalf of the BCA Conservation and Access Officer. This was well attended

by other governing bodies including the Ramblers, British Canoeing, the BMC, the Sport and Recreation Alliance and Wildlife and Countryside Link as well as the BCA. Aside from discussing and bemoaning other aspects of Brexit and British politics in general during the course of the meeting, one of the main discussions focused on how Brexit might affect travel to EU countries to carry out our sports. As I'm sure many cavers will be travelling to Europe in the coming months (whether this is to cave, climb, ski or just lie on a beach) I thought it might be useful to provide a summary of the discussion, which was headed by a representative of the Sports and Recreation Alliance.

The following applies from 29th March in the case of a no-deal Brexit:

To travel to EU countries you must have a passport valid for 6 months or more from the date of your return. If you do not have this when leaving the UK you will not be allowed to leave the country.

Pre-planned internal European flights by UK airlines may not operate, even if you have bought a ticket. E.g. a British Airways flight from Frankfurt to Madrid will not operate.

Pre-planned internal UK flights by European airlines may not operate, even if you have bought a ticket. E.g. a Ryanair flight from Glasgow to London will not operate.

In order to drive a UK car in an EU country, you will be required to apply to the home office for a 'green card' to prove you have valid insurance. It may already be too late to do this due to the application time required, if you plan on driving immediately after the 29th March. E.g. taking the ferry or Eurostar to Calais with your own car.

Your freedom to transport sporting equipment across the border from UK to EU countries will depend on the countries you are travelling to - it is advisable to check the import rules of any countries you are travelling to before you travel.

Sporting insurance may vary country to country requiring you to take out multiple policies if you plan on crossing country borders between EU countries during a trip. E.g. a ski trip crossing borders between France and Switzerland may require two insurance policies to ensure you're covered at all times during your trip.

In the case of a deal being accepted ready for EU withdrawal on 29th March

There will be a transition period so nothing will change immediately. However over time some of the above stipulations may come to apply, especially the rules about driving in the EU, transporting sporting equipment, and insurance.

This information was given by the Sport and Recreation Alliance and I have done my best to report it accurately. However if you are planning on travelling to Europe on or after 29th March it is probably worth going to their website to get more info. They have also created a podcast: <https://www.buzzsprout.com/241221/929407-episode-2-brexit>

Additionally, we all know what a shambles British politics is at the minute, so all of this is completely subject to change depending on deal/no deal/no brexit/general election etc etc etc.

...and lets just not think about the Irish border...

Louise Baddeley - SUSS/BCA

I have nothing further to report

Andrew Hinde

Item 8.1: CRoW Working Group Convenor's Report

The past 12 months have been a frustrating time for a campaign with any political content, thanks to Brexit and its immense fallout.

I have recently been able to discuss the issue of CROW Act access for cavers with a senior Labour MP who is involved with environmental matters, and he has kindly agreed to table parliamentary questions on our behalf. We will be drafting these soon, though it may prove wise to wait until the autumn as parliament will soon be rising for the summer recess.

When the Tories have chosen their new leader, we will make a renewed effort to make our case known to whomever is appointed Environment Secretary, initially via their special adviser. Other than this, there is nothing to report.

David Rose

Item 9: Equipment & Techniques Officer's Report

I would be the first to admit that progress on the E&T front has been modest over the last year, but I believe that the progress that has been made has been useful, and I do not think there have been any urgent issues falling under our remit that have not been addressed.

Notable projects or items from the last year that the E&T group have covered include endorsing the reimbursement of the CNCC for IC anchor costs, testing a new Climbing Technology anchor with a view to potentially endorsing it under the BCA anchor scheme, and contributing to the report on lifelining equipment written by the rope-test officer and QMC.

Additionally, members of the group have provided a CHECC training session (Andrew Atkinson) and preparation of a report on loose anchors and resin shrinkage (Simon Wilson). It is pleasing to see that regional anchor installation has continued relatively smoothly (to my knowledge), most notably by the CNCC and the DCA.

Mark Sims

Item 9.1 Rope Testing Officer's Report

No work was undertaken during 2018 and no samples were submitted for testing. No progress was made with the instrumented Bradford Pothole Club's Rope Test Rig. However, in late 2018 a request was made to conduct some work on two set ups used within the LCMLA and CIC world, based upon a pulley and ascender combination and a Stop device. A day's work in early January revealed some surprises and a short report was written by early February, making some recommendations for BCA to promulgate warning cavers about the pulley and ascender combination. A longer report was then written by the end of March making some other recommendations to E&T, QMC and Training Committees. I await publication of the warning message and consideration of the longer report.

Bob Mehew

Item 10: Training Officer's Report

BCA Training Officer

The BCA Training Officers terms of reference and duties have been looked at and are presented below.

BCA Training Committee

This is looking very healthy and we have no problems to report at all. The membership is strong and we have a team of very experienced and dedicated volunteers.

Access for BCA Trainers and assessors

As BCA Training Officer I have applied for cave permits for use in the CIC scheme and I have obtained them for LC/MLA training and assessment too. All good.

BCA Training Grants and how they are awarded

TC members expressed concerns about giving out grants after events had taken place. There were also concerns raised about funding first aid training. I had put an idea together about running first aid workshops for cavers that did not require any BCA grants. These would also have a follow up day so that those interested could complete the full 16-hour first aid qualification.

It was agreed that all training grant applications be sent to the regional training officers who would look after training events in their regions. Any clubs and organisations falling outside regions with a training officer could apply directly to the BCA training officer.

The training committee was concerned that if training events had a small uptake at the beginning, cancelling them due to low numbers is never a good thing. Dave Baines and myself came up with a framework for approved personnel to run events so that they do not need to be cancelled. This is based on training committee members who are willing to run events for 1 person upwards for a low fee. Any event that needs someone outside training committee to run will be offered the same conditions. The costing ideas were looked at, discussed and adjusted slightly to fit with a good compromise. Ratios were also agreed at 1 to 4 for technical training and 1 to 6 for workshop type events. Other ratios will be agreed on new topics coming in.

This new system came into place on June 1st 2019.

BCA Coaching Guidelines

Over the last 12 months as BCA training officer, I have shared the DCA scheme with caving clubs in other areas with a view of moving this forward nationally. There has been positive feedback. It is a coaching scheme for cavers and concentrates on training the trainers as well as club members through workshops and training courses run by club members themselves assisted and mentored by a BCA trainer and assessor. What we do in TC is support BCA members and up date them on current training practices. Any developments in this scheme are direct results from feedback by BCA members using it. We will run workshops later this year to start opening the doors nationally to cavers who wish to train other cavers.

BCA TRAINING OFFICER

Terms of Reference

BCA Training Officers Duties 2017:

The post is a voluntary position and is filled by election every three years.

The Training Officer sits on BCA Council, the QMC and reports the work of the Training Committee to Council.

Normally LCMLA and CIC candidates have little reason to contact the Training Officer other than to lodge an appeal. *The training officer is a member of QMC and is a good source of experience in this area, however appeals should be sent directly to QMC.*

To deal with applications for exemptions from formal assessment, to arbitrate and make decisions regarding reassessments, technical and procedural queries and to resolve disputes relating to individual candidates. *Again, the training officer is a member of QMC and is a good source of experience in this area, however disputes regarding the awards should be sent directly to QMC.*

To oversee the disciplinary process but play no part in the investigation stage. *QMC now handles this process where the training officer is able to assist and offer experience.*

The Training Officer is responsible for ensuring the training schemes are maintained and generally promote the development of training in all areas of caving in the BCA. QMC now handles everything to do with the award schemes. *The training officer will continue to promote the development of training in all areas of caving in the BCA.*

The training officer is the contact for all training activities of the BCA. For any enquiries relating to specific topics, the BCA training officer will direct these to the appropriate contacts. *This will take some time and many cavers don't even know what QMC is at the moment. The web site has now been changed to show the contact details for all officers.*

To authorise all award certificates and sign all Cave Instructor Certificates before they are issued. *QMC now handles this.*

To operate as Line Manager for the Training Administrator. *BCA is the line manager for the Training Administrator.*

To liaise and build relationships with the recreational side of caver training and support the work of the BCA training committee.

NOTE: If BCA wish to have the training officer involved in QMC, I suggest the Training Officer works closely with BCA Executive and the Convenor of QMC to agree together what they can and would like to take on.

BCA TRAINING OFFICER Terms of Reference

BCA Training Officers Duties June 2019:

The post is a voluntary position and is filled by election every three years.

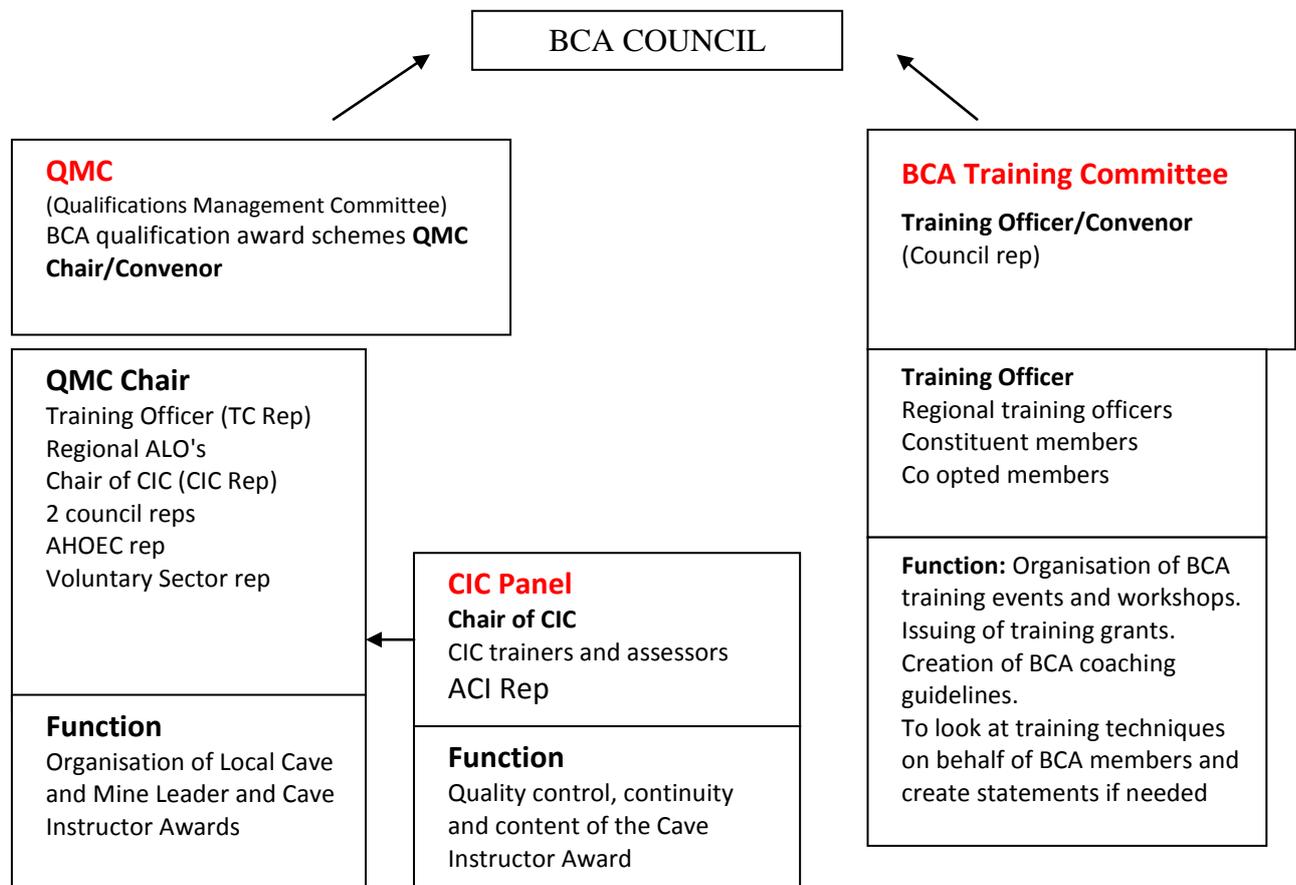
The Training Officer sits on BCA Council, the QMC and reports the work of the Training Committee to Council.

The Training Officer as a member of the QMC reports the work of the Training Committee to the QMC and reports the work of the QMC to the Training Committee.

The training officer is the contact for all training activities of the BCA. For any enquiries relating to specific topics, such as Equipment, Insurance, QMC etc - the BCA training officer will direct these to the appropriate contacts.

To liaise and build relationships with caver training nationally and support the work of the BCA training committee.

BCA Training set up as at April 1st 2019



Nigel Atkins

Item 11: Youth & Development Officer's Report

We've had an eventful year since the last AGM, with another club – Swansea Speleological Society, brought into the fold, not to mention the BCA making membership free for under 18s. I've tried to keep it brief and each topic is expanded upon in each section. If it's all a bit long please make sure to read the other projects section – it details what's coming and the volunteers we're looking for.

1. Swansea Speleological Society
2. Forgiving Debts
3. Under 18 Membership made free
4. Vision and Constitutional Reform Group
5. Charterhouse Caving Company

Swansea Speleological Society

Many members of the Y&D team were in attendance at CHECC and a member of Aberystwyth Caving Club became excited at the prospect of being able to develop a club in Swansea, where he was currently studying. The offers of help, explanation of how to go about it and most importantly: the realisation that others had done it really successfully (Lancaster University SS), spurred him on and we began the fairly long process of support.

A constitution was written and appropriately modified, in consultation between us, the caving club and the Athletics Guild of Trinity St David's. It was written allowing the club is to accept any student from Swansea. They were then able to sign up enough members to become a club and went through a refreshers season. They have stalls booked for next year as well.

In addition to the constitution, risk assessments and other paperwork was provided. Brief discussions regarding qualifications and insurance were provided – the BCA's position being 'there are no qualifications suitable for student caving clubs' and that 'BCA membership provides the insurance necessitated by the Athletics Guild'.

Equipment was sought at low cost where possible and in the interests of expediency an emergency kit loan was provided. We estimated their current capacity for trips (as limited by leaders and transport), what equipment needed for classic fresher trips in the area and provided that in time to take them caving during the second term. We've had extensive discussions regarding what further support is needed and the club is in a very good place to expand and thrive.

Forgiving Debts

The loans given to Swansea and Lancaster by the BCA total £3050. These were forgiven by council in April so as not to hinder the growth and consolidation of these two caving clubs. We have successfully restored student caving to the two prime target areas and this initial outlay by the BCA has increased the membership by approximately 1%. It should be noted that Lancaster were the third largest attendees at Northern CHECC this year. This is only the initial result and we will continue to provide support to member clubs.

CHECC have introduced an emergency kit loan scheme as well, modelled on the kit loan scheme that has worked so well in getting kit out quickly to keen cavers. Student caving is in a very healthy place and has a very well connected network.

Under 18 Membership Made Free

We were asked by members of the SWCC a series of questions regarding insurance of under 18s and it emerged that one of the driving issues behind the questions was limits on the temporary insurance and getting serial trips. It seemed such a ridiculous bureaucratic hurdle to be limiting children going caving and a cost analysis was performed. There was no increase in policy cost, and the revenue lost according to the membership database was in the region of £500 a year.

This means that if an under 18 exceeds the temporary insurance cover they can become a member of BCA and carry on caving. It should help remove an extra cost to any scout groups or under 18s in normal clubs and should be viewed as part of a large strategy to help all youth caving.

Vision and Constitutional Reform Group

We were asked to contribute to the Vision and Constitutional reform group. We have done so by providing 3 members to sit on the committee and have produced a 3000 word report following Hellie's questionnaire (I have since circulated this openly online). For those who haven't had the opportunity to read it I have included an excerpt below:

'That said, it has achieved a significant sample size and some very robust trends have emerged:

- The BCA should do more on access.*
- BCA should be attracting new people to caving.*
- Caving needs more young people.*
- Caving should be promoted more.*
- BCA membership is widely taken up for the primary reason of insurance.*
- We do not communicate well with our members.*
- Our website is outdated.*

- *On-line voting would help engagement.*
- *Clubs would like more support.'*

We took lessons on board from this too, Y&D need to improve our communication with the membership. Part of our poor communication is compliance with a mode of operation in the BCA – i.e. trying to ruffle the least feathers. Whilst noble, it has significantly led to an erosion of trust in BCA over the next issue.

Charterhouse Caving Company Ltd and access for young people

by Will Burn

During my last two years as a DIM I have been working on an issue brought about by the actions of Charterhouse Caving Company Ltd, which administers access to caves as an Access Controlling Body. The CCC Ltd made the decision to completely ban under 18s from the caves on their land, justifying this with legal posts by Bob Mehew on UKCaving pertaining mainly to the ability of an U18 to sign waivers (Insisting that U18s can't sign waivers and that even if they could that this would be somehow contrary to the Human Rights Act)

The Youth and Development Group, for whom I was acting in this issue, was advised by a reader in law (with specific experience in landowner liability) at Sheffield Hallam University that this was ridiculous. Unfortunately this advice was not from an insured practising solicitor and so the BCA sought legal advice on the issue.

At the time, Charterhouse refused initially to justify their decision, and so I contacted the landowner, the Somerset Wildlife Trust, directly. The SWT did not have any knowledge of a ban on under 18s to this nature reserve or any potential reasons for them.

I had been working on the question for the solicitor with Nick Williams for a year before he resigned. Robin Weare consequently became acting secretary of the BCA. He discarded the work we had done, and wrote his own questions to the solicitor in consultation with the directors of CCC Ltd. When members of the Youth and Development group asked to see the questions sent to the solicitor by Robin Weare, we were ignored.

We want to take the opportunity, in the spirit of transparency, and to dispel any notions of foul play, to ask that the Acting Secretary Robin Weare release to council members the questions he sent to the solicitor on behalf of the BCA.

The legal advice was received and shared with me, the executive, and the directors only at CCC Ltd. The executive decided not to share it with other council members, including the access and conservation officer, and decided not to share it with the (club) membership of CCC Ltd.

We want to take the opportunity, in the spirit of transparency, and to dispel any notions of foul play, to ask the BCA executive to share with council members the legal advice obtained on behalf of and for the BCA, informative as it is. Whilst the executive insists that the legal advice can't be shared for copyright reasons, if it is the case that the BCA cannot read the legal advice it bought, it should request a full refund of the members money spent on this issue.

I read the legal advice and it is my understanding that there are no legal justifications for a ban on young people from caves. There is very unlikely to be any additional liability arising from the use of caves by young people for the landowner, or for a Limited Liability company such as Charterhouse CC Ltd. The legal advice confirmed that there is no legal basis for a distinction between under 16s and 16-18 year olds.

As a consequence of the legal advice obtained, CCC have 'reverted' to the previous access position of not allowing under 16s. This clearly ignores the legal advice. They also implemented a clause insisting that all under 18s be accompanied by two adults **each**. They don't have the co-operation of cavers (12 permits handed out a year– there are far more trips than that) and shouldn't be trusted to discuss access with the landowners unsupervised.

So in summary the position of the BCA executive is that it continues to allow an Access Controlling Body, on behalf of cavers around the country, to actively discriminate against cavers on the basis of age, and has allowed this for several years. This is untenable. The BCA cannot claim to have any sort of equality policy, and it cannot claim to represent all British cavers whilst it allows organisations to use its name to practise active discrimination.

One of the guiding principles of the BCA is laid down in section 4.7 of the constitution and is as follows:

4.7. That the Association will make its services available to all sections of the sporting community. There will be no discrimination on grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.

The Charterhouse Caving Company Ltd have been actively working against this principle, by attempting to force the BCA, through spurious legal arguments, to accept discrimination on the basis of age. Charterhouse Caving Company is a member of the BCA and is bound by this constitution. Section 11.2 states

11.2. Notwithstanding Sub Section 11.1, any member deemed to be acting against the interests of the Association may be suspended and subsequently expelled from the Association. Any suspended or expelled member shall have a right of appeal against an order of expulsion or suspension. Such an appeal shall be heard at the next General Meeting of the Association. The member must be sent a written notification of suspension and/or of expulsion to the last known address. Any member so suspended shall not be entitled to use any of the Association's facilities, including any certificates or awards or receive any grants or other funds, save for the repayment of expenses properly incurred in executing the Association's business.

We must soon decide, based on the wilful inaction of Charterhouse Caving Company Ltd, whether the Company is acting against the interests of the BCA and its members, and whether the Company should be suspended or expelled from the organisation and stripped of its status as a recognised Access Controlling Body.

Other Projects

We are putting together a comprehensive pack for clubs on how to help and support young cavers in clubs and the support available to them from BCA. Over the last few weeks I've been in contact with several clubs regarding what to do about a group of keen under 18s and what the legality is in membership and taking them on trips. So, this pack is desperately needed. We have a budget to produce these materials and go out and meet the members in person. **We need Graphic Designers and people to write press releases.** We have also put together awards for recognizing cavers contributions to youth caving. There are also a couple of projects we are working with the scouts on but these are being delayed owing to time pressures. **We need event organisers for a BCA under 18s event.**

Rostam Namaghi

Item 12: Acting Publication & Information Officer's Report

Following the resignation of the P&I Officer I was asked by Executive to take on the responsibilities of this role as I had previous experience of it.

I convened a meeting of the P&I Committee in early April where a lot of things were discussed, and hopefully moved forward. There is still a lot of work to be done, but I'm confident that the various volunteers are committed to doing their best for BCA.

Les Williams

Item 12.1 Webmaster's Report

Website The Google Analytics service gives an idea of how much the website is being used. For the main BCA website, for the calendar year 2018 as a monthly average in the format 2018 (2017/2016/2015) there were 12306 (9604/5980/5986) page views, 2161 (1970/1796/2055) sessions and 1398 (1225/1154/1436) individual users. The average user viewed 5.69 (4.87/3.33/2.91) pages and stayed for 2:21 (2:42/2:41/2:19) minutes. The top pages were: Welcome, Training LCMLA Scheme, Training Downloads, Membership, Training, PL Insurance, Contact BCA, Membership DIMs, LCMLA Courses, CIC Scheme, LCMLA Workshops, Member Clubs, Documents, News & Events, National Council Meetings.

So in summary the website is being used and usage is increasing. Users are viewing more pages on average and have been improving their reading speed. It could be argued that users of the training scheme are making more use of the website than our members.

BCA Online. I must thank Wendy Williams and David Gibson for their help in running BCA Online. BCA Online allows members to login under their own membership number and amongst other things check their details are correct. The software performs many checks to make sure errors are not imported into the database. Errors that are spotted are fed back to the Membership Administrator. This neatly fulfils several obligations we have to our members under the General Data Protection Regulations (GDPR) and the Privacy and Electronic Communications Regulations (PECR).

Newsletter. The BCA Online mailing list has been used to distribute the BCA Newsletter to members since 2015. As well as being emailed to those members who have signed up to receive it, the Newsletter is emailed to the clubs with a request to pass on to their members. It is also publicly available on the website. Of the 5862(5868) current members 4042(4305) have provided email addresses, 543(480) of them opted for the Newsletter and 375(337) have registered with BCA Online.

	Oct 2015	Apr 2016	Jun 2017	Jun 2018	June 2019
Provided email address	63%	68%	72%	73%	69%
Opted for Newsletter	8%	8%	10%	8%	9%
Registered with BCA Online	2%	4%	5%	6%	6%

Facebook. BCA instigated a Facebook page in 2017. It has been well received and currently has 991 likes and 1047 followers. My thanks to Mary Wilde, Gary Douthwaite and Jane Allen for helping with postings and responding to messages.

P&I Officer Resignation. The P&I Officer elected at the last AGM criticised the website, wanting some ill-defined change. The P&I Officer, like all BCA Officers are free to log in to the website and make whatever updates and changes they desire. The P&I Officer chose not to make use of that facility.

I'm willing to listen to any proposals but there are some essential steps to follow. It starts with talking to the elected Webmaster who the BCA Council has given the responsibility of looking after the website. At no point did the P&I Officer try to contact me. There needs to be a description of the changes wanted and there needs to be a meeting of the P&I Committee to discuss them. Neither of those things happened. What did happen was that the P&I Officer unilaterally commissioned a replacement website, the first of which I knew about was during the January Council meeting. I told that meeting how the P&I Officer had behaved. She was, quite rightly, embarrassed and resigned.

Voluntary organisations like BCA rely on team work and communication. I hope this time around the incoming P&I Officer will respect that.

Website Changes. The main website (british-caving.org.uk) is designed in such a way that Council members can login and update it. This is to avoid the bottleneck problem seen with many websites where only the webmaster can update it. I would like to thank those who keep their sections of the website up to date.

In order to get a handle on the aforementioned website criticism I instigated a survey of Council members. The results of this I have presented to the P&I Committee and BCA Council. There are no clear outcomes or agreement. There is a general dislike of the background image. The menu structure could be improved. The rest was mostly esthetics which of course is entirely subjective.

My main concern with the demo replacement website was the intention to delete the software that delivers the website ([Dokuwiki](http://dokuwiki.org)) and replace it with an inferior home spun version, in the process losing the general ability of Council members to create or amend any of the pages themselves. I actually quite liked the new layout. I spent an evening recreating the demo replacement website using the existing website software which can be seen at <http://british-caving.org.uk/wiki4> and the original demo <http://british-caving.org.uk.77-68-41-30.cfxhosting.co.uk>. I did this to show the Dokuwiki software could be used for a new look whilst retaining all the current benefits. I think this new look with the existing software could well be the way forward.

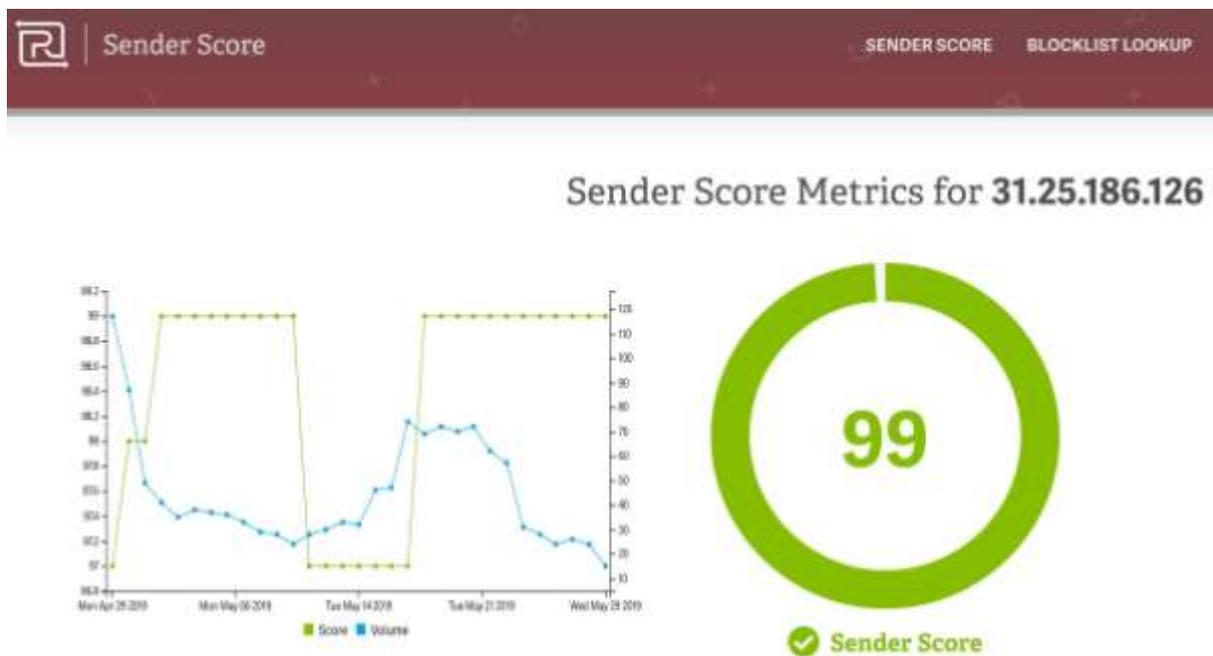
David Cooke

Item 12.2 Web Services Report

Web Services aim to provide cheap web hosting for BCA members with the features that they need. See <http://british-caving.org.uk/webservices>

Domains Hosted. There are currently 75 domains registered through BCA Web Services with 59 websites hosted. The BCA funds 16 of those websites including the Regional Councils, BCRA, BCRA's Special Interest Groups, Cave Registry Data Archive, Caving Library and some of the cave rescue organisations.

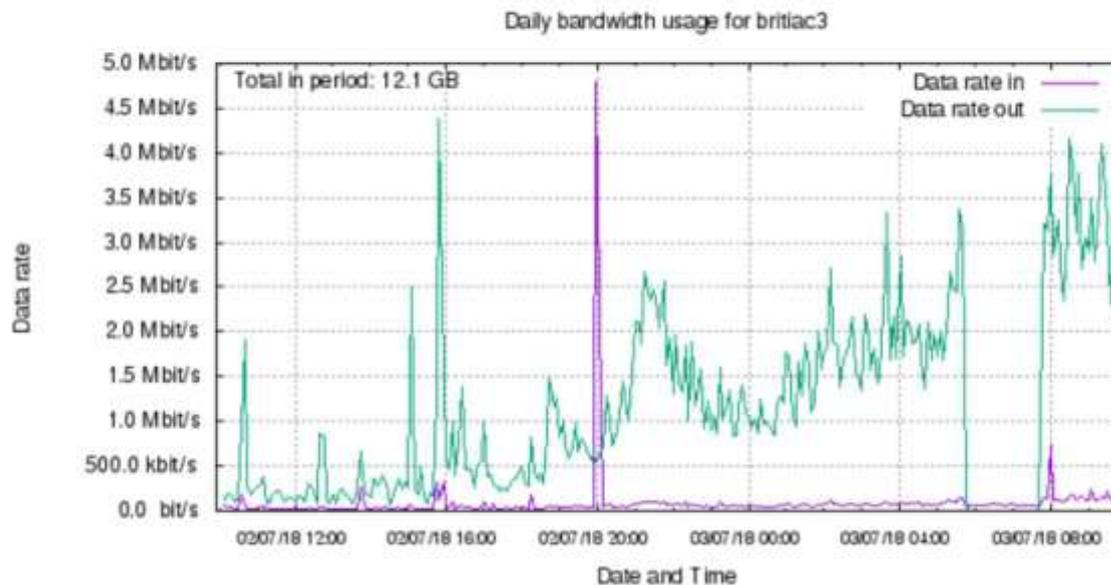
Security and Reputation. The BCA server consistently does well for security and email sending reputation as you can see below. Qualys SSL Lab and Sender Score are the industry recognized leaders.



Thai Cave Rescue. The day the Thai Cave rescue first made the news was an interesting day for the BCA web server. Below you can see how the load on the server started going up and up as more and more people visited the British Cave Rescue Council (BCRC) site. On the very left hand side is the normal load of about 0.2Mb/s for the 50 odd hosted domains. It reached a peak of over 7Mb/s (not shown) for the BCRC site alone! Not surprisingly it took the server down. I temporarily purchased another server that

day and moved the BCRC site to it. That allowed the other 49 domains to recover. Fortunately the dedicated BCRC server was then able to handle the demand and stayed up through the remainder of the rescue. The cost of the temporary server was £50 covered by the BCA effectively donating that amount to BCRC.

Bandwidth Graphs



Thanks. The general work of keeping the web server up and running, supporting the clubs and organisations that we host and doing the financial book keeping continues quietly in the background. I would like to thank David Gibson, Angus Sawyer, Matt Voysey, Matt Wire and Les Williams for their help with the server and Katie Eavis for her help with the book keeping and banking.

David Cooke

Item 12.3 Newsletter Editor's Report

Since the last AGM, I have brought out two issues. I am intending to publish the next one in June, after the AGM. I am of the view that three issues a year is quite sufficient.

PLEASE let me have contributions as soon as possible. No contributions = no newsletter. Thanks to all those who have contributed in the last year.

David Rose

Item 13: Membership Administrator's Report

Membership as at 31.5.19

695 DIMs (Caving): 416 (Caving DIMs with BCRA): 213 (Non Caving DIMs): 5
(Non Caving DIMs with BCRA): 61

170 Groups

5291 CIMs (Caving): 4309 (Non Caving): 837 (CDG Members): 145

Applications for Group membership

There are 2 Clubs who wish to be approved for Membership of BCA at this Meeting

UK Mine Exploration

Originally we were keen mountain walkers. We would often come across old workings and every now and then we would find an old adit or shaft that was open. Sooner or later our urge to enter got the better of us. We never ever ventured in very far as we knew we were ill prepared. As we wanted to venture down this alley of sport we started to research the sport, brought ourselves some safety equipment and taught ourselves to read surveys. We realise now the way we got into mine exploration wasn't the best route into the sport, however, what's done is done, but if we could take people on trips and give them some proper training, we are hoping to encourage people to do it properly and conscientiously, which in turn will promote safety and make people aware of the dangers underground activities, something we didn't have access to.

Carbis Bay Crew

The Carbis Bay Crew was formed around 10 years ago, as a group of like minded individuals who were interested in exploring and maintaining the underground and overground Cornwall Mining Heritage. The Founders of the Club are still Members. The Club has some element of exploration, preservation or surveying ongoing most days usually in groups of 2 - 4 Members. It is fairly routine to be asked to help search for missing pets in Mine Shafts, along with recovery of dead pets found during surveying. Occasionally, Members have supported Cornwall Fire and Rescue when requested. The Club has now grown to 36 Members who also undertake mine related work for the Community.

Our Reason for joining BCA

The Carbis Bay Crew has matured to the point that we seek to be part of the wider Caving & Mining Exploration Community. We wish to share our experience and knowledge, and to glean knowledge from other groups, to enhance the overall experience and knowledge base of the BCA in whatever way we can

Wendy Williams

Item 14: Qualifications Management Committee Report

With the resignation of Phil Baker as chair of QMC towards the end of 2018, I took on this role, assisted by Gethin Thomas, who has been elected deputy. Much change is afoot at present and I am grateful to the committed and active members of this working group. QMC comprises of: Area Liaison Officers for the LCMLA scheme from each region, representatives from the CIC panel, reps from AHOEC and the voluntary sector, BCA's training officer and representation from BCA Council. We are also indebted to Mary Wilde, who as the administrator, makes a huge contribution.

Tasks which have been on our agenda over the past year have included:

- Finalising detail of the terms of reference for QMC.
- Researching and implementing a suitable data management system to support the overall management of the BCA award schemes. We are currently in the set up phase, where we need to satisfy ourselves that 'GO' membership is fit for our purpose.
- Liaising with the various CIC holders who have offered to write resources to accompany our award schemes; these are to be available on the BCA website and available to all within the caving community. Guidance on level 1 rope-work is currently available, and other documents are nearing completion. These include: Geology, Hazards and Risk Assessment and Level 2 rope-work
- A Tyrolean 'stand-alone' module, available to LCMLA and CIC award holders has been launched and well received.
- Establishing a consistent and effective method of sampling for radon across the regions and advising award holders, so that they are able to comply with the regulations which were published by HSE in January 2018. This is work on-going and a 'wider' working party is to be established.
- Liaising with equipment manufacturers and advising award holders of recent developments and best practice.

Item 15: Cave Registry Co-ordinator's Report

The Cave Registry Data Archive (<http://cave-registry.org.uk>) hosted by the BCA has continued to grow and is now a substantial 28GB in size. The Archive is the place to keep your survey data safe. Not only is the data kept secure and safe but the archive provides version control tools to help manage and coordinate larger projects. The Archive will accept data from UK cavers for any project, large or small, either here or overseas, where there is a significant UK caver involvement. My thanks to Andrew Atkinson for his tireless work on the Archive.

The Devon Cave Registry came online during the year. It is online at <https://dcuc.org.uk/registry>. It is the fourth registry to use the same software that Matt Voysey developed for the Mendip Cave Registry & Archive. With the addition of the Devon registry the all the major caving regions now have registries although the coverage of Yorkshire is to be completed. The rest are:

- Mendip Cave Registry <https://www.mcra.org.uk/registry>
- Cambrian Cave Registry <http://www.cambriancavingcouncil.org.uk/registry>
- Derbyshire Cave Registry <https://registry.thedca.org.uk>
- Scottish Cave Registry <https://registry.gsg.org.uk>
- Northern Caves (Three Counties System and the North-West) <https://northerncaves.co.uk/caves/>

BCRA SIGs underwent a bit of a revival with the relatively recently formed Cave Archeology Group the new Cave Biology Group and now active talk about forming a Cave Hydrology Group. The Cave Registry Data Archive, which BCA maintains and funds, already holds copies of some cave biological data including the renowned Hazelton Database. I have extended an offer to host hydrology data as well should the group come into existence.

David Cooke

Item 16: IT Report

The IT Working Party (ITWP) exists to provide expertise to BCA on IT matters. It also provides IT support. The ITWP is comprised of a small group of techies and a representative from the Executive. The following are items that the ITWP have been involved in.

Golden Age of Caving. In December 2017 there was a successful and very enjoyable weekend of caving talks and films hosted by the Royal Geographic Society in London organised by Andy Eavis. The ITWP was involved in a minor way to make those talks available online as of November 2018. They are available on the micro-site created for the event at <http://www.rgs.gharparau.org.uk/talks> and are well worth a look.

Online Ballot. I have liaised with Will Burn during the year. I committed to putting in place the necessary software to provide an in-house electronic voting system. Work on this has commenced. It is designed to work with the procedures in the current Constitution. I expect it will be able to accommodate any future changes to the Constitution. The political aspects of this, identifying and implementing any changes to the Constitution, remains Will's responsibility to lead.

Despite reports to the contrary the BCA Online database of members is perfectly good enough to use for a ballot. Reports are regularly run to spot duplicates, multiple memberships, name changes, etc, etc. The Membership Administrator spends a fair bit of time chasing these up. DIM postal addresses are checked for validity. We rely on the clubs for accurate CIM postal addresses. All members who supply an email address can check their detail with BCA Online at any time.

GDPR. The General Data Protection Regulation has now been superseded by the Data Protection Act 2018. Consent to process members personal data was gained from them as part of the 2018 renewal process. The renewal forms included a paragraph on data protection and also drew the members' attention to the Privacy Notice. There is more work to do internally, particularly with respect to Training. GDPR compliance should be seen as an on-going process that will need periodically reviewing. Responsibility

for GDPR has been passed to a group comprising representatives from the Executive, Membership, Training and ITWP.

Training Admin Software. The GoMembership software was extensively evaluated from a technical point of view including issues such as support levels, ability to customise, access to our data in the event of a disaster, integration with our existing system, etc, etc. Subsequently the GoMembership software has been adopted. We are in the setup phase which requires significant IT input. A demo system has been setup for training and configuration purposes. We need to decide upon the best way to bend the software to BCA's particular requirements. There are on-going consultation meetings with GoMembership to help us through the process. The hard graft was/is being done by Gethin Thomas, Mary Wilde, Robin Weare and I.

Software Development. The work on enhancing BCA Online and the Membership System continues. The BCA-Online software that I've developed for BCA has been open-sourced. It is available on GitHub. This is the best way to manage software development with a team of volunteer programmers. If you are a programmer and keen to be involved please get in touch.

Membership Renewal. Quite a bit of time was taken up working on the 2019 membership renewal process. The procedures, software and forms have been updated to implement the new under 18 membership rate and further updated for GDPR.

Remote Access to Meetings with Video Conferencing. The ITWP has not been involved in this project.

David Cooke

Item 17: Vision & Constitution Working Group Convenor's Report

The vision group is now up and running having had two meetings since the last AGM, both via electronic medium, and is making good head way.

I have given a talk / interactive workshop at the 2018 Hidden Earth where we let people write on the walls around the venue (I did cover them with paper!) as well as presenting a survey the group had produced, we had over 300 responses to this and a copy of the survey summary is attached in the appendix of this report. It should be noted that this is just what we received from the channels we used which would very likely not have reached all BCA members. This first stage of the vision project has been all about opening up to both ideas and a dialogue with our membership as in order for BCA to create a new vision and move forward we need it to represent cavers, the vision group recognise that we need talk to and listen to them.

The most significant thing to mention is that cavers really don't know how much about what the BCA does, and in that we are selling ourselves short on all the amazing work that goes on already.

We had some key points come out, and from this we plan to draft documents and create Vision Statements to go for more consultations during the year, with an expectation to present at the 2020 AGM. We hope to have a one sentence 'mission statement to summarise the BCA aim, then more detail on key areas identified from our initial consultation

- Vision for 'access'
- Vision for 'promotion, publicity and increasing participation'
- Vision for 'operational working of BCA groups and bodies'
- Vision for 'membership structure'.
- Vision for 'BCA website / web systems'
- Vision for 'support for clubs'
- Vision for cave and mine conservation

The first year has gone ok and we hope that we are now moving firmly in the right direction to making BCA a body that cavers will want to be part of and to helping the sport develop further.

Hellie Adams

Appendix

Preliminary Report of the British Caving Association Vision Questionnaire

Compiled by Rostam Namaghi

Aims & Introduction

A questionnaire was created by Helen Adams on behalf of the BCA Vision and Constitutional Reform Group. Its purpose was to inform the working group on what the membership thought about the BCA and whether any improvements could be made.

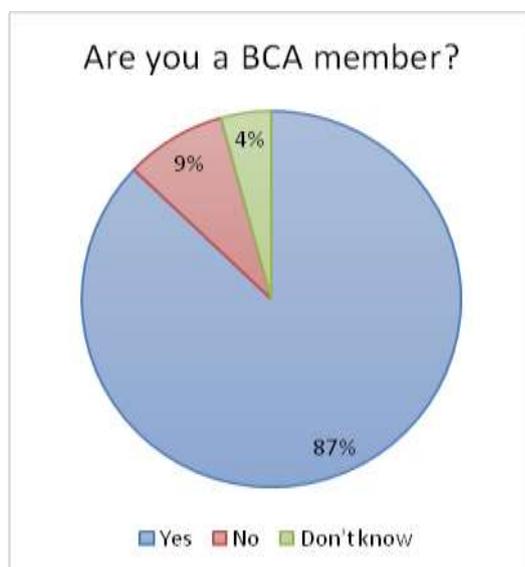
Method

The survey was initially distributed as a request to email, advertised in both the BCA newsletter and on UK Caving. Owing to the cumbersome nature of returning the survey in this format, a Google form was created and widely distributed. A post was put up on UK Caving, Facebook (and was subsequently shared to many groups) and Aditnow. Data collection was open from the 02/02/19 to the 01/03/19 and 314 responses were obtained, only 10 of which were inappropriate and removed from the data analysis. Data was automatically collected and stored in a .csv file and initial analysis was done with Microsoft Excel.

Results

Please note that where specific numbers have been omitted this is due to the relatively small dataset and the ease with which respondents could be identified if the numbers were included.

Demographics

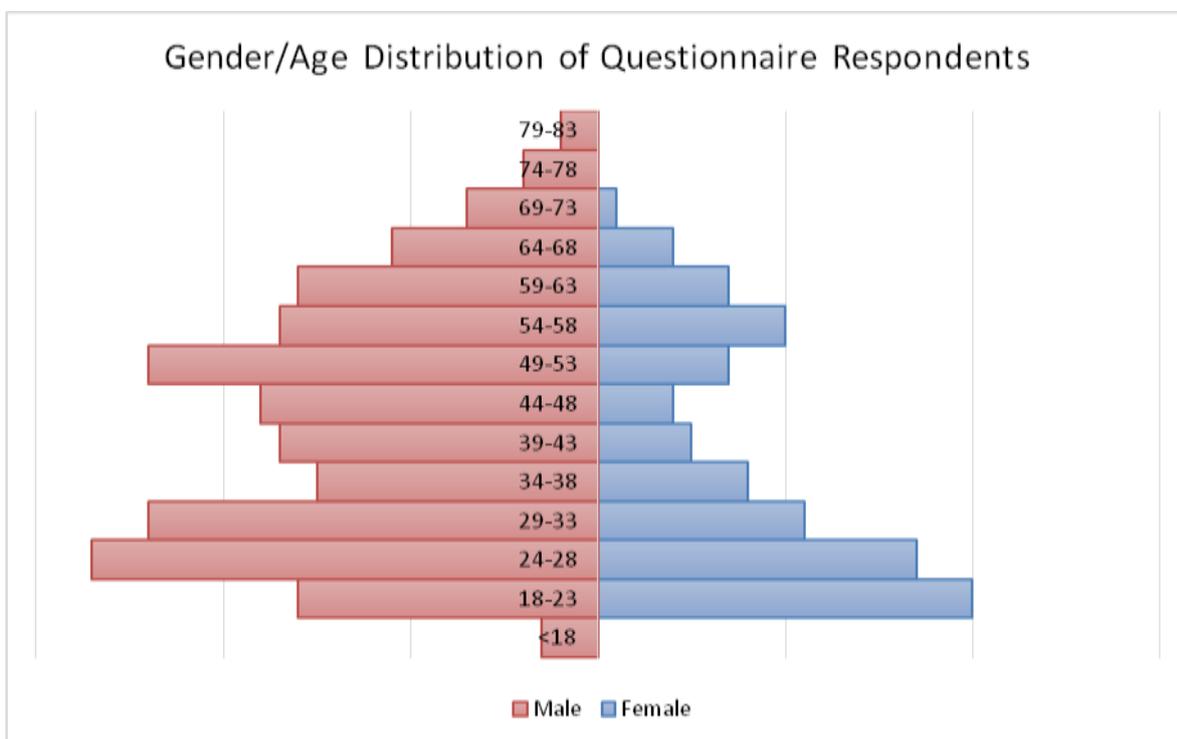
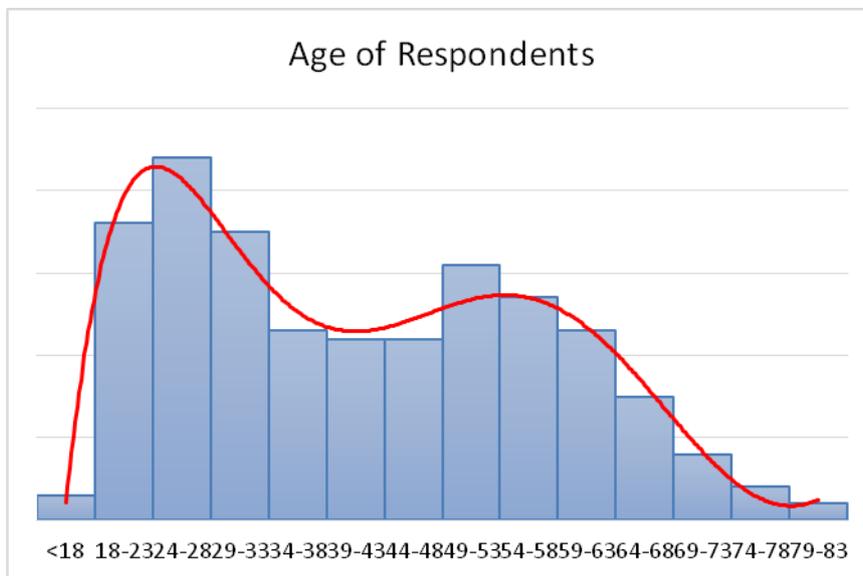


303 Respondents answered whether they are a BCA member with the vast majority (263) replying yes (see figure 1.1). If an estimate of the total population being around 6000 cavers is used, this would equate to 5% of the total.

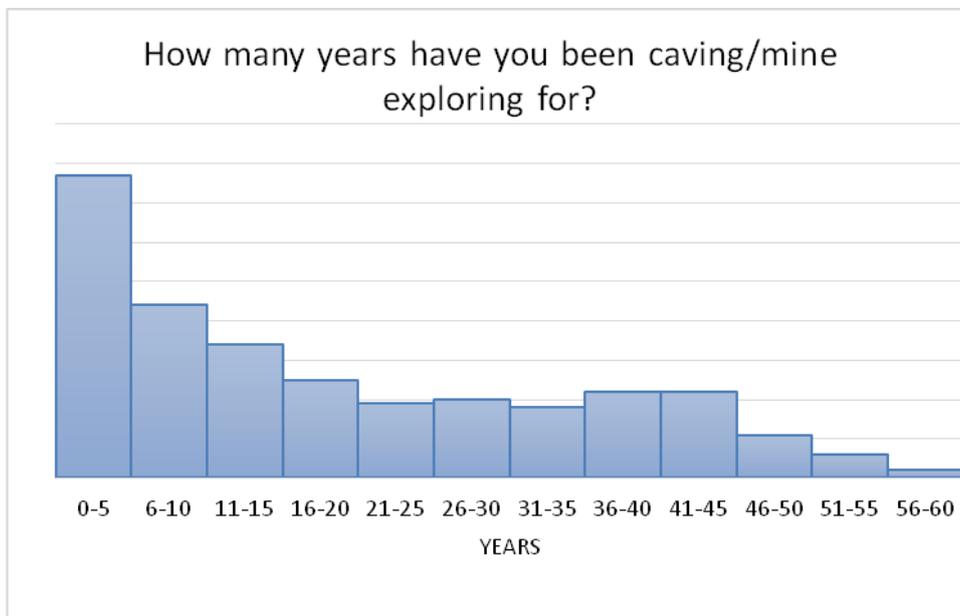
With 302 respondents listing their gender, 67% identified as Male and 32% as Female, with <1% writing in their gender and 2 not wishing to disclose.

299 respondents filled out their age with the mean value being 41.5 years old. Polynomial distribution reveals 2 peaks, one at 24 and another (smaller peak) at 54.

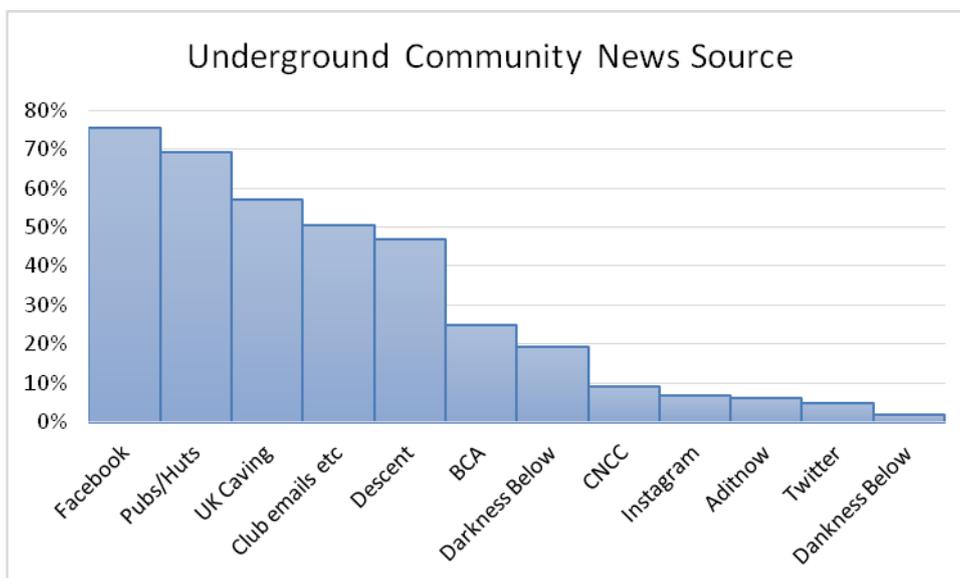
A population pyramid has also been included to illustrate these results.



A further question ‘How many years have you been caving/mine exploring for?’ was also asked. 300 responses were received. 26% have been caving for 5 or fewer years. The mean average was 19.7 years, with the median being 15. See below for further results.

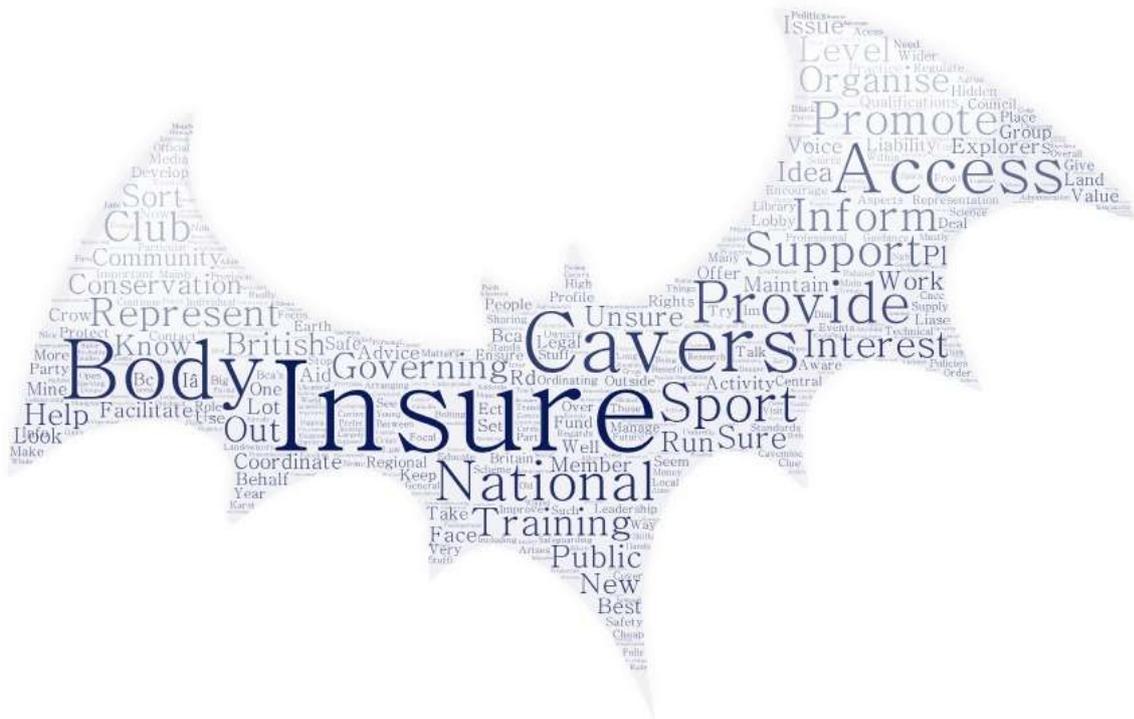


A further question ‘How do you find out what's going on in the underground community?’ was asked. Options included (in the following order): Descent, UK Caving, Darkness Below, The BCA Newsletter, A club, newsletter/email, Facebook, The BCA Website, Twitter, Instagram, Chatting in pubs/huts, Aditnow. Extra options were added as a write in, and Aditnow was only included as an option after 200 responses had already been received, although there were 11 write ins of the website. 10 responses that were generated in the space of 5 minutes solely referring to Dankness Below as their only news source were deleted. Despite this the spoof site still features in 2% of responses.



What is the BCA's role in British Caving?

This was a free text answer. A word cloud was generated from the most frequently used terms after punctuation and common words (such as it, and, etc) were eliminated. Once a word was identified in a response it was counted, any further uses of that term in the response were ignored. There were 284 responses.



Prominent themes identified were:

- Provision of insurance (80 responses)
- Access (47 responses)
- Don't know/Unsure (32 responses)
- Training (24 responses)
- Support (22 responses)
- Promotion (21 responses)

The following examples are not scientifically selected, they are included to reflect the author's reading of the themes identified by word frequency:

'To provide the official viewpoint of cavers to interested bodies, help sort out and provide answers/policies to all aspects of caving including, training, access, insurance, youth, conservation, publicity and media.'

'Be a positive and proactive front for caving. Instead, it's outdated and run by people with no clue who prefer their own personal agenda than improving.'

'It should provide leadership on important issues, e.g. access, conservation, training, and represent the sport to the outside world.'

'Unsure'

'Administering insurance, leadership qualifications, lobbying for access at a national level, maintaining a national caving library.'

'Providing power for cavers to collectively negotiate shared issues like land access, insurance, cave preservation and conservation, digging rights, and cave safety/rescue with each other and external stakeholders. Providing forum for equal dissemination of information about cave locations/surveys, access arrangements, cave science and history. Promoting communication between caving clubs and recruitment of younger cavers to the sport'

'Managing Training, Insurance, Handling Access Disputes, Promoting caving in Great Britain'

'The only relevance I know of is the insurance'

'It is the sports governing body and champions/represents the cause of caving in the wider sense. It provides insurance cover and supports important popular national events such as Hidden Earth. BCA can help with funding and supports special interest groups. BCA is dependent upon hard working volunteers to function. It already does a great deal with relatively few physical resources and limited monies.'

'Trying to justify it's existence.'

‘Make them self more visible. Help/promote uni clubs. Support British expeditions abroad and exploration within the UK. As far as I'm concerned CHECC, ghar parau and ukcaving support cavers more than the BCA! Not to mention they are completely invisible in the North where majority of caves actually exist!’

‘Not sure. Maybe support clubs somehow, organise training or legal advise. The clubs are key for getting into caving and social things. Whilst it is nice that all the club's are different, there must be some things that could be standardised or or supported in some way.’

‘my impression of caving as it was ~20yrs ago is that it was very diverse in terms of people's backgrounds. as it currently stands the 2 main ways to get into caving are to join a university club or to be lucky enough to be the child of a caver. this is problematic because it leaves out the demographic of people who don't go to university which is to the determent of the sport. reaching out to people in their teens and 20s who don't go to university seems like a pretty good start.’

‘Taking a more prominent stance and promoting "good news" stories about caving in the national press.’

What would make it more relevant to you?

The same process was again repeated for this question. There were 224 responses, including 15 that stated they had answered this in the previous question.



Clubs (22 responses)

Access (19 responses)

Community (13 responses)

Better Website (11 responses)

Social Media (9 responses)

On-line voting (9 responses)

Example responses include:

‘To make it easier to participate. I cannot travel long distances, and the meetings I have attended appear to have been designed more to stop things happening than to make things happen.’

Introduce on-line voting. Internet forum for discussion of issues so that on-line voting is based on information.'

'I think it is relevant, and I'm not sure its relevance is an issue. I think the bureaucratic way things seem to be done and the apparent resistance to progress and positive change (perhaps best illustrated by the CRoW issue, when the majority of the membership clearly held one view, but any action seemed to take an age) are probably the worst aspects currently.'

'Bring it up to date, to encourage young people into caving.'

'If it was more involved with actual caving and caving clubs. A social media presence would help.'

'If there was more communication/ better front end information - e.g. up to date website, newsletter etc. More information for general membership - e.g. what is going on and what is the status of the crow access negotiations.'

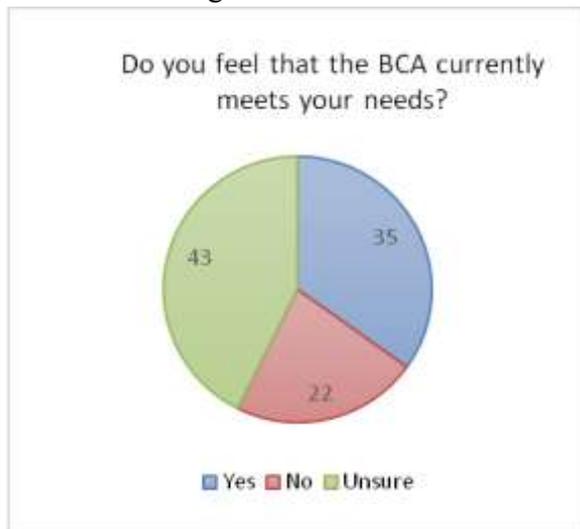
'Provide information on improving caving skills such as navigation and leading - being new to caving these are areas I would like to work on independently as well as with my fellow cavers. Additionally, information about clubs, caves and club huts around the UK would be extremely useful when planning on visiting new areas.'

'It doesn't need to be more relevant to me, it needs to appeal to younger people. Cavers my age don't really need anything from BCA.'

'Literally anything. I stopped paying because as a student I couldn't see what they were doing and how it benefits me. It seems like they do very little to be honest.'

'If it offered worldwide expedition insurance similar to the French model.'

If they had some way of consulting/talking to the membership. Something along the lines of electronic voting.'



Meeting members needs

299 people responded to this question, with no clear majority in answer between Yes, No and Unsure. No other responses could be written in.

Is there anything else that should be included in BCA's new vision?

The same process for the other 3 word clouds was repeated. There were 170 responses to this question.

- Clubs would like more support.

The BCA should do more on access. Access featured highly in all free text responses, being the highest referred to topic in two and second highest in the other two. Sentiment analysis is strongly recommended as there appears to be a large appetite for the BCA to intervene on access issues but it remains difficult to quantify in this analysis. Further exploration of this topic would be fruitful so as to determine attitudes towards Access Controlling Bodies and regional agreements. A current core value of the BCA's constitution is that it cannot interfere with local access agreements, evidence would currently suggest that this should change.

Given the opaque nature of the BCA bureaucracy, i.e. the third most common response to what the BCA does was 'don't know/unsure' and the commonest response to 'Do you feel the BCA meets your needs?' was unsure (43%) it would be advisable to obtain people's opinions on the situation once it was explained to them.

BCA should be attracting new people to caving and Caving needs more young people are two intimately related topics. Youth was mentioned as the 4th most common topic in what we could be doing and 3rd most in what should be in the new vision. This was the focus of many of the comments regarding helping clubs although further analysis is needed to quantify this.

Caving should be promoted more. There was a large number of responses to all free text questions (approximately 10% in each category) regarding promotion or the manner in which it should be done. This was regarding caving in general and the BCA, the two were not separated out.

BCA membership is widely taken up for the primary reason of insurance. This is supported by the fact that 28.6% mention insurance in response to being asked what the BCA's role is, the highest single response. This is unsurprising given many access agreements rely on BCA insurance. As stated above, many people don't know what the BCA does other than insurance and several comments were made querying what the BCA does with its money. This leads to the next point:

We do not communicate well with our members. The fact that 21 people ended their responses with question marks when asked what BCA's role is, is damning enough in itself. Only 25% of people state that they get their news from the BCA in any form and the 5th most prominent topic for improvement mentioned use of social media. Strongly linked is the BCA's website:

Our website is outdated. This was the 4th most common suggested topic of improvement and was to a relative degree split over several questions due to vague questionnaire design. For example significant mention was made in response to 'What could the BCA be doing to help cavers?' with 11 responses mentioning the website. The quote '*A better website. They current BCA website is difficult to navigate and poorly developed.*' appears to be representative of responses although sentiment analysis would be fruitful in quantifying this.

On-line voting would help engagement. The 5th most common topic for improvement. A specific question to see if this would be popular with the wider membership would be advised given it has been consistently raised by a diverse set of sources (large timestamp intervals, both sexes, variety of ages).

Clubs would like more support. Helping clubs and the caving community feature heavily across all free text questions. More work is needed in analysing the data we have in order to draw out what exactly is being asked. A separate set of questions on this issue may yield more useful and specific suggestions. It is however clear

It should be mentioned that respondents recognize widely that training is delivered by BCA, and is significantly mentioned in something that could be improved. It was not included in the clear themes because a superficial reading of the comments revealed varying opinions, including a significant number from award holders. Given the situation QMC, the Training committee and the BCA have had over the last few years, it is unsurprising that this generated mixed views and high frequency of mention.

The CNCC were frequently touted as being an example to follow although all the reviews mentioning the CNCC came during a narrow period of approximately 48 hours. None appear to be duplicate and there are no other reasons to doubt the validity of the data.

Recommendations

- The themes listed in the discussion should be the initial basis of discussion the Vision and Constitutional Reform group.
- Further analysis of the data set is advised, sentiment analysis should prove useful in quantifying opinion.
- Further questions on specific topics should help clarify things.
- The BCA should implement changes and track its progress in identified areas immediately, many of these issues do not need to wait for constitutional reform. These include:
 - Planning a comprehensive media campaign to improve the image of caving to the general public.
 - Publicise the Youth and Development team’s success with Swansea and Lancaster, making people aware what help is available from BCA. Also publicise things like making membership free for under 18s.
 - Put together a pack to help clubs advertise effectively and clarify the legality of taking under 18s underground.
 - Explain to cavers how the BCA works and what it does.
 - Revamp the website and put together a strategy for developing online voting. This would need a serious and genuine commitment.
 - Give press releases regarding BCA’s involvement with access for the sake of transparency and dispel the myth of inaction and caving politics. An update on CRoW and the issues with Charterhouse Caving Company for example.

Item 18: International Representative’s Report

Over the last year, the main things the UIS have been working on have been setting up more and strengthening more regional organisations like Europe, Central America and Asia Pacific.

In addition, the National Year of Caves and Karst is progressing. It’s now likely that a UIS International Year of Caves and Karst will be arranged for 2021 to coincide with the International Congress being held in Lyon France. This will not necessarily be recognised by UNESCO but following on from this a full UNESCO recognised and supported Year of Caves and Karst would be planned for 2025.

The next annual bureau meeting of UIS will coincide with the Asian meeting in the Philippines and will be particularly involved with the International Congress 2021.

International cave conservation matters are now a very high priority in the UIS, and these will be discussed at some length. Working with the International Show Caves Association will continue to try and develop tourist caves in the most acceptable manner possible.

Limestone quarrying is a major problem worldwide and accelerated by world demand for cement and concrete. The UIS will be continuing and increasing its work to try and get countries to consider caves and karst landscapes in this connection.

Good international cave publicity is very helpful, particularly things like the Thai Cave Rescue where caves and caving are shown to be important. Hopefully only good publicity will come from the current rescue in the Yorkshire Dales. Certainly, I will do my best in this connection.

For a full international calendar of cave and speleological meetings, please look on the website <http://www.UIS-speleo.org/> and there is also a connection on the BCA website to the UIS calendar.

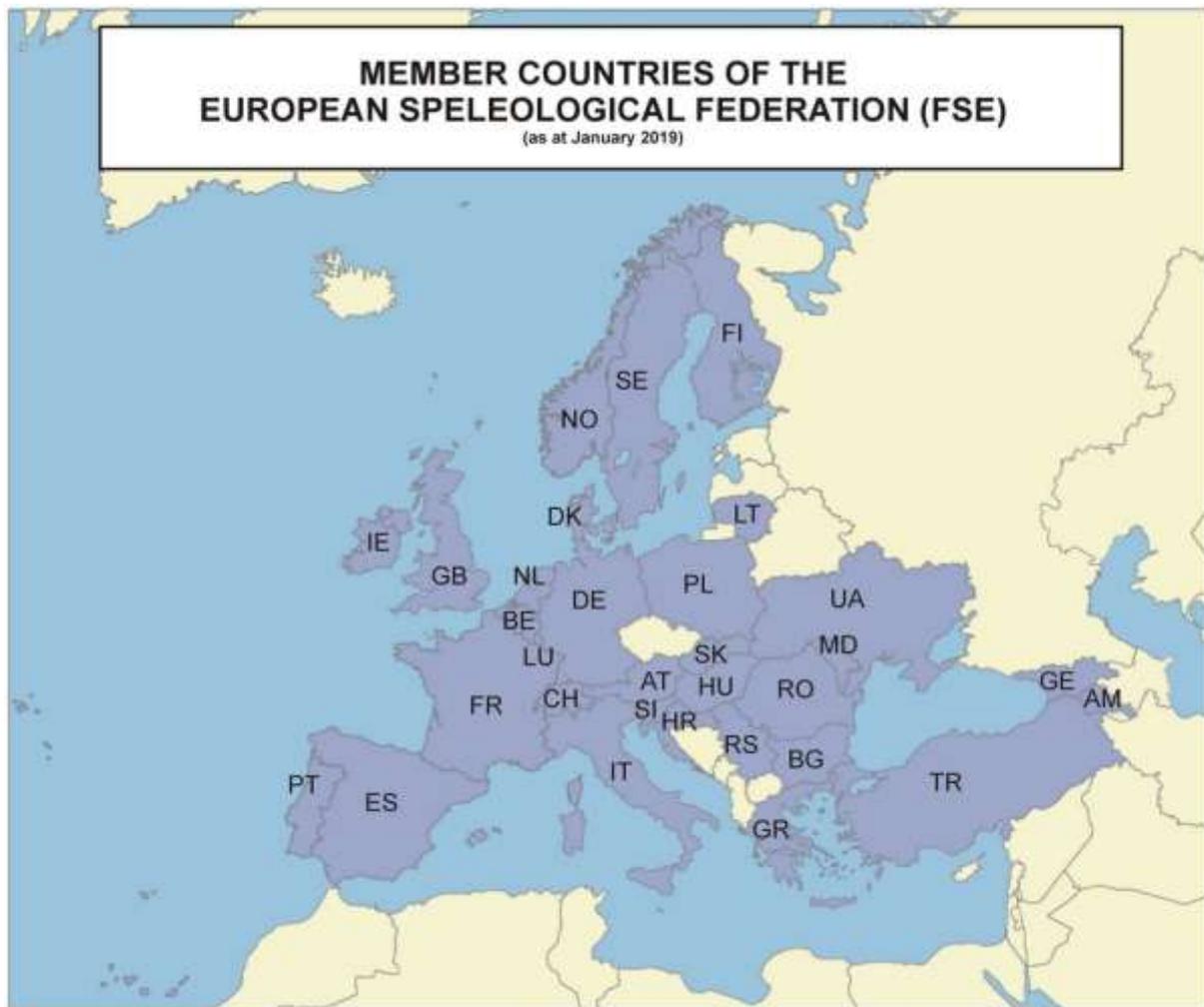
All being well, I plan to visit the Philippines in September and represent the British Caving Association.

Andy Eavis

Item 18.1: FSE Representative’s Report

FSE Membership

The FSE comprises a membership of 31 countries. Georgia & Armenia have recently joined. Last year Turkey withdrew due to political turmoil and Albania dropped out due to non-payment.



Information & Publicity.

The FSE Facebook page, updated regularly by Henk Goutier (Netherlands), is continuously visited by thousands of cavers and non-cavers thus representing an excellent outreach for European speleology. URL: <https://www.facebook.com/eurospeleo>. Also, with the help of our partners of the WikiCaves organisation keep the FSE website updated on a regular basis. The FSE newsletter is published on a regular basis thanks to the hard work of Michael Laummans (Germany). The June edition is attached. The FSE has also published a Privacy Policy which was adopted unanimously by the last General Assembly Meeting (GAM).

Last General Assembly Meeting of the FSE(GAM) 2018

The GAM for last year was held on 25th August. The Speleological Society of Ebensee together with the Austrian Speleological Association and their partners hosted the GAM in Salzkammergut, Upper Austria. This was the 12th Eurospeleo Forum organised in Europe. The meeting was attended by 20 countries which represents a good turnout. Full details of the meeting and decisions can be found in the GAM minutes on the FSE web site.

French National Congress

The French national Federation (FFS) will be holding their national congress in La Ciotat, Southern France, this year from 8th -10th June. The FSE has felt it necessary to try and engage with the FFS more robustly to get a representative from France to join the bureau given that they are the largest community of cavers in Europe. Henk Goutier will attend on behalf of the FSE and his spoken French is very good.

The work of the ECPC commission

The FSE, through the European Cave Protection Commission (ECPC) is now a member of the Board of the European Environmental Bureau (EEB) in Brussels and thus directly involved in the EEB decision making working with EU commissioners and the different directorates within the EU. The ECPC has

direct input into two working groups, 'Bio-diversity' and 'Water'. FSE will be actively supporting the International year of Caves & Karst 2021 an initiative led by the UIS. A current topic receiving much attention and debate internationally has been the International Organization for Standardization (ISO). A technical committee has been established to 'classify' or 're-classify' Karst nomenclature, for details see EuroSpeleo Newsletter from July 2018 (page 4) available in French and English at the FSE website. ECPC has recommended that all FSE member countries contact their national ISO delegate to become involved/influence the work of this Committee. An Action Team of the European Cave Protection Commission (ECPC) has been formed to assist FSE members with all related questions.

The European Cave Rescue Commission

The post of chairperson for the ECRC is now held by Ms. Antonia Vlaykova from the Bulgarian Federation of Speleology (BFS). UK cavers are actively involved in this commission and the Thailand rescue work has helped consolidate work of the ECRC.

The International Caving Expeditions database (ICE db)

Treasurer Henk Goutier maintains the contact with WikiCaves. The ICE db is steadily growing. The idea is to provide all speleologists with data and contact information about caving areas world-wide. This is done in collaboration with the UIS. All reports of EuroSpeleo Projects are now also available on the WikiCaves website. WikiCaves currently provides major translation assistance e.g. for the FSE Newsletter

Role of FSE Vice delegate to the BCA.

I have recently had discussions with Nick Williams (FSE vice delegate to the BCA) and following his resignation from the BCA council he feels this might be the appropriate time for a new vice delegate to be elected if that were appropriate. I have always managed to attend all the 'foreign' meetings, so Nick never had to step in. The agreement was he would attend the council meetings and represent any FSE issues as vice delegate at that forum leaving me to work with partners abroad.

Eurospeleo Projects

Considerable work is invested in maintaining the system of sponsoring European projects, such as the EuroSpeleo Projects (ESP), the EuroSpeleo Forums (ESF), as well as the EuroSpeleo Protection Label (ESPL). Sacid-Korda's from Barcelona are now the FSE's official rope sponsor. Also, Aventure Verticale (AV) have reduced their contract which has resulted in substantial changes to FSE guidelines and the applications for ESPs, ESFs and the ESPLs. The new guidelines can be found on the FSE website.

Work continues to encourage more applications from the UK.

Timetable of Eurospeleo events & General Assembly Meetings over next 3 years that involve the FSE.

ES Forum 2019 will be in Dryanovo, Bulgaria, 26-29th September. Details can be found in FSE newsletter attached. (Unfortunately, this might clash with Hidden Earth. I've spoken to both parties, but neither will budge)!

ES Forum 2020 will be in Burgos, northern Spain, August.

ES Forum 2021 will take place at the UIS Congress in Lyon, France. This will celebrate 'The international year of the cave.'

Ged Campion

Item 19: Media Liaison Report

Over the last year since July 2018 the caving media has been dominated by the cave rescue in Thailand. At least 50% of all the media enquiries have been in connection with this. There are clearly a lot of books being produced, articles being written, and films been made.

I worked closely with British Cave Rescue Council, particular Emma Porter and Peter Dennis who were overwhelmed with media activity. Many enquires were passed onto the British Cave Rescue Council and the British Cave Diving Group. I handled a general enquiry role over a short period and then everything was passed onto others.

Continuing spin from the rescue has generally been positive, although the Vern Unsworth, Elon Musk debacle is, I think a little unfortunate and is still rumbling on. All other enquires were passed on to the relevant people.

Many enquires came in by telephone and news organisations need quick responses, people like Sky News, BBC and other news channels, preferred means of contact is still the telephone. They generally interview the first person they can get hold of which in some cases is a little worrying.

Other notable enquires where from the Guinness Book of Records wanting to know if the Thai Rescue was the largest cave rescue ever, I passed them onto the BCRC, but I think they ultimately dropped it.

Picking out a few other enquiries:

CNN were interested in the biggest cave chamber in the world, and this was passed to Richard Walters who has recently done a lot of laser scanning around the world.

The Anglo-Omani magazine wanted an article which I wrote myself and was published last November.

A psychology research worker was interested in post expedition psychology which was passed to the Ghar Parau Foundation.

A Scottish film maker was looking at the mental health benefits of adventure and was passed onto Steph Dwyer.

Penguin books are producing a book called "Underland" by Rob McFarland they had a number of enquires, this was handled by Dave Rose.

Recently the Thai hype has calmed down and media enquiries have been at a more normal level.

A TV journalist interested in transgender women in sport contacted me, in particular with reference to competitive sports. Currently caving is not a competitive sport and I told her this and I think she was satisfied.

A small number of magazines have approached reference general caving articles, they have all been passed onto other appropriate people.

Currently there are a number of films and publications being published in connection with the Thai Cave Rescue, notably a book by Dave Rose, this I think will be the definite account of the rescue. So much biased information has been produced that an accurate account is much needed.

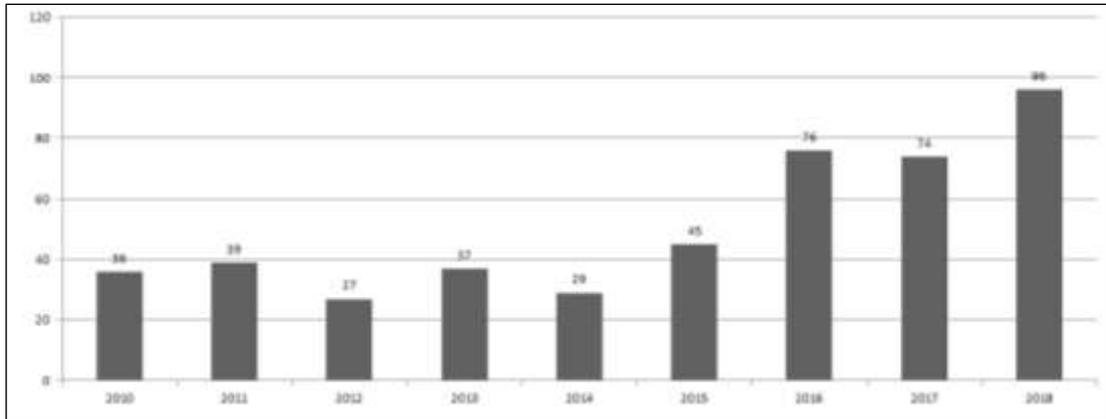
As I am writing this a new of a rescue in the Yorkshire Dales has come through. I have collated information and am expecting but not hoping for a media barrage!!

At the end of my report in April, I said I would definitely like to stand down. Since then, I have been approached by a number of people suggesting that since I pass on most of the enquires, and rightly or wrongly, I am often approached by the media anyway, I should continue as Media Officer and pass on the enquires to the people I see appropriate. If the BCA want me to do this then I am prepared to continue for another year.

Andy Eavis

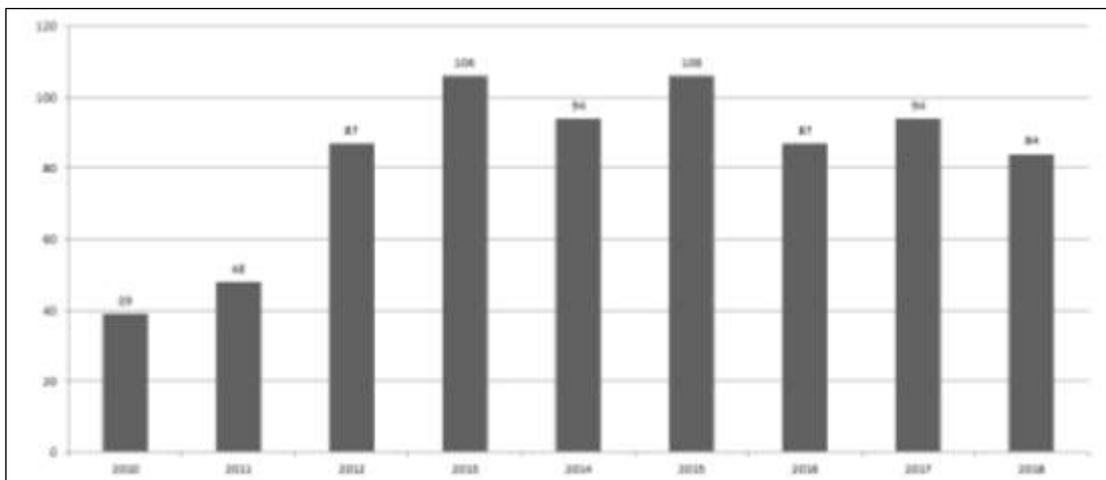
Item 20: British Caving Library Report

Visits and Enquiries



Visits: The rise in visits reflects the increase in use by researchers, volunteers and meetings.

Enquiries: The number of enquiries was down in 2018. There were fewer requiring research too (research 30 copies 54). However, the nature of several research requests were time consuming and interesting. We have been promised reports as a result of several enquiry requests. Our help was acknowledged in the expedition report ‘Namibia 2015’ from the Gloucestershire Speleological Society.



We also receive enquiries from abroad and, most recently, from the N. Yorks. Police Cold Case Investigation Team.

Progress: This year we have been lucky to have a number of volunteers working with us and, thanks to the additional grant from BCA, in July 2018 we were able to expand into a second room, which is dedicated to housing surveys and maps. Volunteers helped with furniture moving to set up the room and 2 more PCs have been donated so that we can have a working IT setup in the room linked to the main Library WiFi system.

We now have several local caver volunteers who are making significant inroads into cataloguing the vast collection of Peak District surveys and maps left to BCRA by John Beck. This will take some time to complete but there is now definite progress. A volunteer has also catalogued all the surveys and maps

donated by Eldon P.C.; other volunteers are helping to catalogue both the existing backlog and new acquisitions of foreign and UK journals.

Again, our thanks go to Martin Lavery who created and maintains the Library On-line Catalogue and Bibliography, which relies on us emailing him our catalogue spreadsheets of both old and new material. We are now working out how to integrate the survey and map information into the on-line catalogue.

We currently have a volunteer looking at the current status of the British Caving Library (BCL) Website with a view to considering its future development. Another volunteer is investigating the current Library IT setup, much of which has been donated, with a view to making it more efficient.

With the extra space created by the move of survey material out of the main Library room, we are now able to offer facilities for meetings of up to about 12 people with access to WiFi, printing/scanning, digital projection, etc. The Library is regularly used for meetings by the BCA Training Committee; it also hosted a Therion Training Course put on by BCRA Cave Survey Group in November and will be hosting another course by the Group again this year. We have recently taken over BCA equipment used to host video-conferencing at Nick Williams' office and hope to be able to offer a Peak District "hub" at the Library for the use of BCA and other caving organisations.

Donations and Bequests: As always, duplicate copies of items are made available to other caving libraries wanting them, or else they go into our "Lucky Dip" at caving events in return for donations. A total of £368.50 was donated to the Library in 2018 in return for duplicate copies and also for work done and research carried out - this money is being spent on publications for the Library.

Jenny Potts

Item 21: Reports from Constituent Bodies, Regional Councils etc

21.1 Radon Working Group

During the April (2019) BCA Council meeting a working group was formally set up to update the BCAs Radon Underground document following an update to the Ionising Radiation Regulations 2017 (IRR17) which came into effect on the 1st of January 2018.

A group of appropriately experienced and interested parties are being pulled together to revise the document.

We are currently planning to conduct some sampling of Radon in a number of cave and mines across the UK supported by BCA, Association of Heads of Outdoor Education Centers and the Ministry of Defense (adventure training wing), the data from which will be made available and used to help re-draft guidance.

Gethin Thomas

Appendix

2018 Accounts

**BRITISH
CAVING
ASSOCIATION**

Financial Statements for the Year
Ended 31 December 2018

**BRITISH CAVING ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2018**

	2018	2017
	£	£
INCOME		
Subscriptions	97,681	102,260
Association	2,219	2,785
Training Services	22,918	21,808
Publications & Information	0	0
Meetings & Conferences	0	2,350
Web Services	1,389	1,553
TOTAL INCOME	<u>124,207</u>	<u>130,756</u>
EXPENDITURE		
Subscription	45,097	51,867
Association	10,394	11,599
Conservation & Access	1,868	221
Training Services	22,101	19,669
Caver Training	2,652	1,190
Publications & Information	0	0
Equipment & Techniques	1,453	2,982
Youth Development	1,542	120
Meetings & Conferences	0	2,524
Web Services	1,982	1,724
Regional Caving Councils	2,682	3,364
International	339	216
TOTAL EXPENDITURE	<u>90,110</u>	<u>95,476</u>
CHARITABLE DONATIONS		
British Cave Research Association for British Caving Library	10,000	10,000
Ghar Parau Foundation for Expedition Programme	5,000	5,000
<u>SURPLUS FOR THE YEAR</u>	<u>19,097</u>	<u>20,280</u>
TAX	0	-193
<u>SURPLUS FOR THE YEAR AFTER TAX</u>	<u>19,097</u>	<u>20,473</u>

BRITISH CAVING ASSOCIATION**BALANCE SHEET AS AT 31 DECEMBER 2018**

	2018	2017
	£	£
CURRENT ASSETS		
Debtors and Prepayments	6,942	3,100
Balances at Bank and cash in hand	281,905	266,758
	<u>288,847</u>	<u>269,858</u>
LESS: CURRENT LIABILITIES		
Creditors and Accruals payable within one year	34,511	34,619
NET ASSETS	<u><u>254,336</u></u>	<u><u>235,239</u></u>
REPRESENTED BY RESERVES :		
General Reserve		
Balance brought forward	155,239	134,766
Surplus for year	19,097	20,473
	<u>174,336</u>	<u>155,239</u>
less transfer to Insurance Reserve	<u>0</u>	<u>0</u>
	174,336	155,239
Insurance Reserve	80,000	80,000
TOTAL RESERVES	<u><u>254,336</u></u>	<u><u>235,239</u></u>

Approved on behalf of the Executive Committee

L Williams, Chairman_____
Date**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018****1 Accounting Policies****a) Basis of Accounting**

The accounts have been prepared under historical cost accounting rules

b) Equipment

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

2 Insurance Reserve

The Insurance Reserve is held at a level which allows a minimum of two years premiums

3 Insurance no claim rebates

We are expecting low claims refunds for 2015 to 2018 to be received in 2019, estimated at £4,662. This is included as a reduction in 2018 insurance charge.

4 Result for the year

There is a surplus for the year of £19,097 compared with a surplus in 2017 of £20,473

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 2018 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 examine the accounts and state whether particular matters have come to my attention.

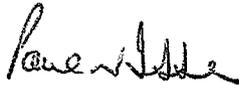
Basis of independent examiner's report

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:

Paul Ibberson

Address:

4 Kilmory Fold, Glossop, Derbyshire SK13 7PH

Dated:

6 May 2019

BRITISH CAVING ASSOCIATION

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
31 DECEMBER 2018

	2018	2017
	£	£
Subscriptions		
<i>Income</i>		
Subscriptions	97,681	102,260
<i>Total</i>	<u>97,681</u>	<u>102,260</u>
<i>Expenditure</i>		
Insurance Premium	34,557	38,722
Employment Expenses	6,959	9,494
General Expenses	3,515	3,651
Travel	66	0
<i>Total</i>	<u>45,097</u>	<u>51,867</u>
<i>Surplus / (Deficit)</i>	<u>52,584</u>	<u>50,393</u>
Association		
<i>Income</i>		
Interest received	2,219	2,665
Broker Commission	0	0
Donations, Sundry	0	120
<i>Total</i>	<u>2,219</u>	<u>2,785</u>
<i>Expenditure</i>		
Secretarial & Financial	753	1,127
Advertising	3,024	3,024
Travel & Meetings	3,147	2,575
Subscriptions	1,043	1,050
Insurance	505	495
Constitutional Ballot	0	1,511
Donations	1,000	0
Webex & Sundries	842	1,817
<i>Total</i>	<u>10,314</u>	<u>11,599</u>
<i>Surplus / (Deficit)</i>	<u>(8,095)</u>	<u>(8,814)</u>
Conservation & Access		
<i>Income</i>		
<i>Total</i>	<u>0</u>	<u>0</u>
<i>Expenditure</i>		
Publications	170	0
Legal opinion	1,530	0
CRoW	168	221
<i>Total</i>	<u>1,868</u>	<u>221</u>
<i>Surplus / (Deficit)</i>	<u>(1,868)</u>	<u>(221)</u>

Training Services**Income**

Registration Fees	9,295	9,460
Revalidation Courses	10,875	9,593
Trainer/Assessor Fees	2,748	2,755
<i>Total</i>	<u>22,918</u>	<u>21,808</u>

Expenditure

Employment Expenses	9,447	7,574
General Expenses	3,420	3,160
Travel	832	1,804
LCMLA/CIC Courses	8,402	7,131
<i>Total</i>	<u>22,101</u>	<u>19,669</u>

Surplus / (Deficit) 817 2,139

Caver Training**Income**

<i>Total</i>	<u>0</u>	<u>0</u>
--------------	----------	----------

Expenditure

Recreational Caver Training	2,652	1,125
Voluntary Sector Support	0	65
<i>Total</i>	<u>2,652</u>	<u>1,190</u>

Surplus / (Deficit) (2,652) (1,190)

Publications & Information**Income**

Publication Sales	0	0
Advertising	0	0
<i>Total</i>	<u>0</u>	<u>0</u>

Expenditure

Free Leaflets	0	0
Newsletter	0	0
Publications	0	0
<i>Total</i>	<u>0</u>	<u>0</u>

Surplus / (Deficit) 0 0

Equipment & Techniques**Income**

Total	<u>0</u>	<u>0</u>
-------	----------	----------

Expenditure

Secretarial	0	0
-------------	---	---

Travel	0	0
--------	---	---

Anchor programme	1,453	2,944
------------------	-------	-------

Rope-Test programme	0	38
---------------------	---	----

Total	<u>1,453</u>	<u>2,982</u>
-------	--------------	--------------

Surplus / (Deficit)	<u>(1,453)</u>	<u>(2,982)</u>
---------------------	----------------	----------------

Youth Development**Income**

Total	<u>0</u>	<u>0</u>
-------	----------	----------

Expenditure

Youth Development	1,542	120
-------------------	-------	-----

Total	<u>1,542</u>	<u>120</u>
-------	--------------	------------

Surplus / (Deficit)	<u>(1,542)</u>	<u>(120)</u>
---------------------	----------------	--------------

Meetings & Conferences**Income**

AGM Weekend	0	2,350
-------------	---	-------

Total	<u>0</u>	<u>2,350</u>
-------	----------	--------------

Expenditure

AGM Weekend	0	2,464
-------------	---	-------

Artificial Cave	0	60
-----------------	---	----

Total	<u>0</u>	<u>2,524</u>
-------	----------	--------------

Surplus / (Deficit)	<u>0</u>	<u>(174)</u>
---------------------	----------	--------------

Web Services**Income**

Web Services	1,389	1,553
--------------	-------	-------

Total	<u>1,389</u>	<u>1,553</u>
-------	--------------	--------------

Expenditure

Web Services	2,062	1,724
--------------	-------	-------

Total	<u>2,062</u>	<u>1,724</u>
-------	--------------	--------------

Surplus / (Deficit)	<u>(673)</u>	<u>(171)</u>
---------------------	--------------	--------------

Regional Caving Council Expenditure

Income	Total	<u>0</u>	<u>0</u>
Expenditure			
CCC claims		688	235
CNCC claims		500	481
CSCC claims		903	1,064
DCA claims		458	1,534
DCUC claims		133	50
	Total	<u>2,682</u>	<u>3,364</u>
	Surplus / (Deficit)	<u>(2,682)</u>	<u>(3,364)</u>

British Caving Library

Income	Total	<u>0</u>	<u>0</u>
Expenditure			
Grant		10,000	10,000
	Total	<u>10,000</u>	<u>10,000</u>
	Surplus / (Deficit)	<u>(10,000)</u>	<u>(10,000)</u>

Expedition Programme

Income	Total	<u>0</u>	<u>0</u>
Expenditure			
Grants		5,000	5,000
	Total	<u>5,000</u>	<u>5,000</u>
	Surplus / (Deficit)	<u>(5,000)</u>	<u>(5,000)</u>

International

Income	Total	<u>0</u>	<u>0</u>
Expenditure			
Travel to meetings		339	216
	Total	<u>339</u>	<u>216</u>
	Surplus / (Deficit)	<u>(339)</u>	<u>(216)</u>

Total Income	<u>124,207</u>	<u>130,756</u>
Total Expenditure	<u>105,110</u>	<u>110,476</u>
Surplus/(Deficit) for the year	<u>19,097</u>	<u>20,280</u>
Tax prior years	<u>0</u>	<u>(193)</u>
	<u>0</u>	<u>(193)</u>
Total Surplus / (Deficit) after Tax	<u>19,097</u>	<u>20,473</u>