



Minutes for Council Meeting

Tuesday 10th September 2024 at 7pm

Held via Zoom

Agenda Item No.	Agenda Item Name
1	Apologies for Absence
2	Persons present & ascertaining quorum
3	Current Composition of the BCA Council
4	Acceptance of previous meeting's minutes
5	Officer Reports
6	Matters arising from the previous Council Meeting
7	Items for Discussion
8	Any Other Business
9	Details of the Next Meeting

1.0 Apologies for Absence

Apologies received from: Tony Radmall, Ged Campion, Katie Eavis, Jess Brock, Stephan Natynczuk.

2.0 Persons present & ascertaining quorum

Aidan Kuhlmann, Andrew Hinde, Chris Bolton, Rostam Namaghi, Steve Holding, Allan Richardson, Mike Higgins, Jenny Potts, Chris Boardman, Linda Wilson, Zac Woodford, Tom Phillips, John Gunn, Andy Eavis, Richard Vooght, Aodhán Ó Gabhann, David Jean.

Quorum of ten voting members was met.

3.0 Current Composition of the BCA Council

	Position	Name	Initials	Vote
BCA Executive	Chair (2024-27)	Rostam Namaghi	RN	N
	Secretary (2024-27)	Aidan Kuhlmann	AK	Y
	Treasurer (2024-27)	Chris Bolton	CJB	Y
Individual Members Representatives	Position 1 (2023-2025)	Jess Brock	AE	Y
	Position 2 (2024-2026)	Andy Eavis	JB	Y
Group Member Representatives	Position 1 (2023-2025)	Aodhán Ó Gabhann	AG	Y
	Position 2 (2024-2026)	Jenny Potts	JP	Y
Regional Council Representatives	Ogofa Cymru / Caving Wales	Allan Richardson	AR	Y
	CNCC	Andrew Hinde	AH	Y
	CSCC	Linda Wilson	LJW	Y
	DCA	Mike Higgins	MH	Y
	DCUC	David Jean	DJ	Y
Constituent Body Representatives	Assoc. Caving Instructors	Stephan Natynczuk	SN	Y
	BCRA	John Gunn	JG	Y
	BCRC	Emma Porter	EP	Y
	CDG	Claire Cohen	CC	Y
	CHECC	Tom Phillips	TP	Y
	NAMHO	Steve Holding	SH	Y
	National Caving Scout Active Support Unit	Tony Radmall	TR	Y
	William Pengelly CST	Richard Vooght	RV	Y
Working Group Convenors	Conservation & Access Committee	Richard Vooght	RV	N
	Equipment & Training	Steve Gray	SG	N
	Youth & Development	Jonathan Lester	JL	N
	Countryside Rights of Way			N
	IT			N
	Publications & Information	Zac Woodford	ZW	N
	Qualification Management Committee	George Plant	GP	N
	Radon			N
	Constitution & Governance			N
Other Positions	FSE Rep	Allan Richardson	AR	N
	Insurance	Josh White	JW	N
	Newsletter Editor			N
	Safeguarding Officer	Chris Boardman	CBD	N
	UIS Rep	Ged Campion	GC	N
	BCL Representative	Jenny Potts	JP	N
BCA Staff	Artificial Cave	Katie Eavis	KE	N
	Bookkeeper	Karen Lydon	KL	N
	Training Admin	Mary Wilde	MW	N
	Membership Admin	Katie Eavis	KE	N

4.0 Acceptance of previous meeting's minutes

JP commented that she thought they were an excellent set of minutes

AK thanked everyone for all the corrections that he'd received and that all the corrections had been made.

Proposal: To accept the previous council meeting's minutes as submitted to Council

Proposer: JP, Second:er: LJW

The proposal was approved unanimously.

5.0 Officer Reports

5.1 Executive

5.1.1 Chair (Rostam Namaghi)

Meeting Regional Councils and other significant Caving Organisations

I was grateful to meet up with Andrew Hinde (it was an open invite but I chose a date in holiday season which seems a touch dim in retrospect - though I had Leck Fell to myself on the Saturday!), mainly to hear about where the CNCC is as an organisation, its challenges and opportunities, and how both organisations can help each other. I found the advice very helpful, and I want to stress for any future meetings like this that I am there to listen and catch up. Please do let me know if there would be a good opportunity for me to meet up if I have not yet got round to your organisation.

Sports and Recreation Alliance quarterly meeting

We have recently rejoined the S&RA, principally as they have been a very useful source of advice about things like data protection and finances. I attended the Outdoor Divisional meeting, mainly to see if there was scope for extended engagement with similar bodies to ourselves (sadly there was limited opportunity to engage on this). There were interesting things to come from this meeting, namely over the Alliance's plan to lobby the Government. They will be writing to the Government pursuing the 'unfinished business' regarding Natural Environment White Paper, 15 minutes to Nature, CRoW Act and the Glover review. They are also developing a Parliamentary MP tracker which they will share once completed.

I believe our role in lobbying and pursuing the Association's policy over CRoW needs to be in addition to the S&RA, otherwise we are likely to be overlooked. There are MPs that would be worth lobbying, and notably Emma Hardy (MP for Hull West and Haltemprice) is known to and is Andy Eavis' MP. I believe it would be most effective to lobby Mary Creagh (lead for Natural England, MP for Coventry East) and Stephanie Peacock (Under Secretary for Culture Media and Sport, MP for Barnsley South). In any event I think there is clear scope for organising effective lobbying and it needs a co-ordinated and unified

effort. While a CRoW advisory group is useful - I believe finding a motivated volunteer to lead on this issue would be sensible.

Working Groups

I had an extensive meeting with Zac about how to develop Working Groups. We discussed multiple potential projects, current remits and reports to Council and I was left very optimistic about restoring functionality and service provision to this part of BCA. I also called Jonathon Lester to discuss Y&D, publication timelines, meetings, accessibility and again am very happy with this group's focus on recruitment. It will take some time to develop all of these groups' capabilities - the last 3 years has seen significant erosion of the volunteer base and effective groups don't appear overnight. I suspect it will take 18 months to get these groups back to a level where they can provide significant service.

I have also begun to meet with members of the former ITWG - most of whom have told me it is deceased. I do believe there is a role for voluntary IT support in the caving world and can personally see a situation where we pay for service but also offer out capability and expertise to our member organisations.

Hidden Earth, AGM and Other

There will not be a stall as we do not have the resources for it to adequately represent the association and engage members at present. I will however be making recruitment a large part of my lecture, the slightly tongue-in-cheek 'In Defense of Caving Politics'. If you want volunteers for specific projects then please do let me know as this is an extremely good opportunity.

I have made enquiries about the AGM - I am waiting to hear back (hopefully have an update for this meeting).

I also met with the President of the Hellenic Speleological Federation, Christos Pennos, while on expedition in Crete. We had a very interesting discussion about the problems facing our respective caving worlds and it did remind me how lucky we are in the UK. It reminded me that other countries wish they could get to where we are, and we can afford to be more ambitious in the long term. We are capable.

RN added that for him it has been a busy month, and in that time the Executive held a meeting with CBD in regard to safeguarding procedures and that long term structural changes to safeguarding were in the pipeline, albeit not yet ready to be implemented or brought to Council.

RN asked Council if they had any questions or comments about his report. AH asked when the letters voted on last Council Meeting were going to be sent out to recipients.

RN apologised for the delay. He has been slow on collecting the addresses of the recipients and wanted to send them all out at the same time. RN stated they will be sent at the end of the week and wished to send his apologies to anyone frustrated about the delay.

5.1.2 Treasurer (Chris Bolton)

Current position

The 2024 budget having been set largely on historical precedent, rather than planned spending, it's difficult to know whether we are on course to meet the budget or not. The main expenditure is on staff, and fixed costs such as BCRA grants and monthly insurance premiums. Staff costs are higher than in 2023 but may reflect the work to set up JustGo.

Membership income is down about £1000 compared to this time in 2023, against a budget that assumed an £800 increase.

I have accepted a request from the E&T WG for a budget of £2-3k for 2024, as no budget was originally allocated due to communications issues. I have now received all the Regional Council claims for 2023 and the delayed claim for 2022 from DCA.

Budget for 2025

To allow a more predictable pattern of spending in 2025, and thereby ensure that we make the most of available funds, I propose that before the October Council meeting, each Working Group or Regional Council should send me an estimate of their proposed activity and expenditure for 2025. Only major items need be itemised. Estimates should be divided into:

High confidence: "we expect to spend this"

Possible: "depending on what happens, we may need to spend this"

Contingency "we don't expect to need this but would like it referenced in the budget"

I will review these estimates and report the result to the December Council meeting, which will set the budget. In the event that budget requests exceed the available funds, Council will need to decide where best to spend our money and will use the activities listed in the estimates to decide what is most worthwhile.

Proposal

With a view to making total expenditure more predictable, I propose that activities that come under both Regional Councils (RCs) and Working Groups (WGs) should be budgeted under the WG. To take C&A as an example, RCs currently have an allowance for multiple smaller items but major projects have to be approved by the C&A WG.

If the WG were to manage the budget for those larger projects (with payments still made to the RC) it would allow them select projects on a UK basis and reduce the variation in costs when several regions plan large projects at the same time and conversely to ensure that where funds are available, regions can plan to use them.

HSBC Bank Mandate Resolution

The BCA's bank, HSBC, require a Mandate from the BCA which names the Officers who we have authorised to make changes, such as adding new signatories. At present, none of the Authorisers on the Mandate are currently BCA Officers. A new Mandate requires Council to pass a Resolution with a strictly defined wording, as set out in Appendix 1. The mandate will be signed by the Treasurer and the Chair.

A new Mandate also provides an opportunity to bring authorisation of payments in line with the Constitution. This requires all transactions to have two signatures unless Council has made specific exemptions; the proposals, which are more restrictive than current practice, are set out in the Resolution.

Council are requested to approve this Resolution.

CJB added that when he said he'd paid all regional grants at the AGM, it has since been realised that he had missed the CSCC. CJB informed Council he was now in contact with the CSCC over this.

Expanding on his report, CJB told Council the purpose of the first Proposal was not to stop people spending money or provide him control of exactly how the money is spent, but to improve the predictability of Conservation and Access spending. He added that currently he has no idea of how much money is actually being spent by the Working Group on behalf of the Regional Councils until they come to submit their reports to him towards the end of the year. Furthermore, the proposal was being made with no current plans of expanding the proposal to other areas of BCA spending.

MH asked to clarify that currently regional councils submit work to the Conservation & Access Working Group, and they then approve the work, after which that CJB then has to find the money. CJB responded and explained that he intends that going forward the Conservation & Access Working Group will have an annual budget which then decides where that money is spent; in contrast to the current situation where Conservation & Access approves projects & the Regional Councils then claim it back, meaning there's no knowledge of total Conservation & Access expenditure until the March of the following year. CJB added that the only current rules are that Regional Councils can't spend 50% more than last year. This isn't ideal due to the large variations between Regional Council's spending between years. The

proposal would enable better predictability in spending, something important in light of the current financial situation where we have depleted most of the spendable reserve.

RN opened the topic to other Council members and LJW spoke in favour of the proposal. RV also supported the proposal, stating that having a national budget would benefit the group and commented that it has seemed the Conservation & Access working group had found a loophole which allowed them to spend endless amounts of BCA money.

RN & CJB discussed the exact wording of the proposal and AR cautioned against making policy "on the fly". RN countered that the point of the meetings was to criticise, scrutinise, & develop proposals. CJB added that they were refining the wording to a specific proposal from the general proposal in the agenda. CJB further added that this was an issue with time constraints because he would ideally want to start requesting budgets from the Regional Councils between now and October, before the next Council meeting, not wanting to delay this process until December, if it could be helped.

AG said that he thought it was a reasonable proposal and informed Council that the SUI in Ireland had a very similar system to this in place and offered to share the documentation about it to CJB. CJB responded that unfortunately this was something that needed to be dealt with now and declined the offer.

RN added that they only intend for the proposal to control the spending on large scale projects, keen to not infringe on regional council's autonomy to undertake smaller, more regular projects.

AG questioned if regional councils would get individual budgets. CJB answered that there would be one national budget.

AH stated that the wording doesn't need to be complex and that it should just be made more concise. He commented that the operation of the working group needs looking into, informing Council the distribution list for it needs updating and who has voting rights within investigating. AH stated he wanted to make sure that when we passed this proposal things didn't operate as hoped because the group is not functioning as intended.

Proposal: The Conservation & Access Working Group shall have a budget for project expenditure and shall allocate an amount for each project it approves. Expenditure on the project by the Regional Council will then be reclaimed by the usual process. Routine and minor expenditure by Regional Councils will be as stated.

Proposer: CJB, Seconder: RN.

Passed unanimously.

RN then moved the discussion to the second proposal in the Treasurer's Report – the HSBC Bank Mandate.

CJB told Council the items that need discussion are the signing limits on the account. CJB informed Council the Constitution says that all transactions must have at least 2 signatures unless Council has previously passed a resolution to say otherwise and that he gathered these had been put into place to provide some protection against fraud. However, what currently happens is that all the signatories on the account can sign for up to £3,000.

CJB opined that most signatories don't need to be able to sign for 3,000 pounds – in general, there are only about half a dozen manual transactions a year that are over this number. E.g. the £3,000 a quarter the BCA donates to the BCRA.

CJB further informed Council the only exception to the new £500 limit proposed for persons on the bank account was for the payroll manager at Conformance who pays BCA staff salaries and has access to pay from our bank account. If we were to restrict her to £500, we'd need someone available on the day she pays salaries. We can trust her with the present £3000 limit, considering she is also trusted with running the payroll for Conformance's staff too.

RN asked if other council members had anything to add, which they did not.

Proposal: A proposal for BCA to adopt the HSBC Mandate Resolution listed in appendix 1 of the minutes.

Proposer: CJB, Seconder: RN.

12 Votes for, 1 abstention

CJB thanked all for their contributions. He added he has mandates he's preparing for other the BCA's other bank accounts, but they don't require approval by Council. He just needs to collect the needed signatures from the relevant officers.

5.1.3 Secretary (Aidan Kuhlmann)

It has been a much quieter month than last. I have responded to and directed on emails concerning insurance, one concerning scout caving, an enquiry about the UIS Int. Day of C&K from a SUL member, and two emails from researchers asking about the BCA's policies and knowledge in relation to specific medical conditions.

In addition to these ordinary tasks, I have mostly been concerned with creating the agendas and minutes for Council meetings. The Executive have also held meetings as we look towards the future. In

consequence of these I have taken on a project which I'll be working on behind the scenes and will bring to Council in due course.

For now, my focus is on ensuring Council receives the reports it ought to. To this end, in tandem with monitoring attendance to meetings, as requested by Council last meeting, and creating an individual voting record, I am going to start creating a chart of reports submitted so it is easier for BCA members, Council, and the executive to see which Officers often fail to give a report or too frequently have nothing to report.

AK added there has been a change to the formatting and fonts of agendas and minutes following a discussion with JW on UKCaving in the hopes of improving accessibility.

5.2 Working Group Convenor Reports

5.2.1 Conservation & Access (Richard Vooght)

No report received.

5.2.2 Countryside Rights of Way (Dormant)

5.2.3 Information Technology (Vacant)

5.2.4 Publications & Information (Zac Woodford)

The Pandl team remains a one person outfit, but I have begun to scope out projects that I plan to either undertake myself or to assign to volunteers. These projects are mostly associated with collecting information regarding the BCA and the community at large. I won't name the projects yet as nothing is set in stone and the briefs may be subject to change. I hope to be able to give a report on what some of them are at the next meeting.

*Thank you,
Zac*

RN mentioned that he had had discussions with ZW about the direction of the Working Group and how to build a Working Group.

AR queried if Publications and Information wanted to be known as 'Pandl' and added that the ampersand had always been used in the short title in the past to avoid the unfortunate homophone.

ZW commented that he saw no genuine issue with 'Pandl'.

5.2.5 Qualification Management Committee (George Plant)

No report received.

5.2.6 Radon (Dormant)

5.2.7 Training & Equipment (Steve Gray)

Nothing to report.

5.2.8 Youth & Development (Jonathan Lester)

Subgroup Launches and Youth Development:

- *Successfully launched all five subgroups under the Youth and Development initiative this year.*
- *Currently reviewing applicants to select members for new working groups, with announcements planned for the Hidden Earth.*

Upcoming Events:

- *Organising another science weekend to engage members with scientific aspects of caving.*
- *Planning a new humanities weekend to explore the cultural and historical significance of caving.*
- *Preparing for a larger open event for all BCA members, scheduled for the end of the year.*

York University SRT Wall Implementation:

- *The SRT (Single Rope Technique) wall at York University has been successfully implemented.*
- *This initiative provides an excellent training facility for caving skills and is expected to attract more participants.*

Future Plans:

- *As working groups are finalised, more events and training sessions will be organised.*
- *Additional equipment purchases are being planned to support these activities.*
- *Emphasis will be placed on creating pathways into caving for those outside the academic community and individuals new to caving.*
- *Exploring partnerships with local organizations and educational institutions to promote caving as an accessible activity for all.*

Ongoing Development:

- *Continuous improvement of safety protocols and training standards.*
- *Enhancing communication and outreach efforts to raise awareness of BCA initiatives and attract new members through none academic routes.*
- *Ongoing work to organise a festival style CHECC and develop CHECC further.*

RN observed that JL was not present and that most of this had been launched previously, albeit not formally to Council. He decided it would probably be better to leave most of the discussion until JL was present. He asked if others had any questions, which they did not. RN

also informed Council Y& D was working on getting other details of its work and its published minutes on the website.

5.3 Additional Reports by Appointed Officers

5.3.1 British Caving Library (Jenny Potts)

1. Further archive donations received.

Further donations have been received or are due to come shortly giving us more material on the history of British Caving during the early years of the 20th. century.

2. BSA Online Archive

The following note was posted on UKcaving on 2nd. August by "BCRA Online Archive":

"A further 35 volumes have been added to the BSA Online Archive. Much of it relates to the administration of the BSA in the early years, but there is a lot of additional speleological material. The easiest way to find a volume that is of interest is to select the link associated with the catalogue number from the hierarchical menu. There are now over 35,000 images in the collection. <https://archives.bcra.org.uk/bsa.html> "

This represents the first part of the massive collection which was transferred from BCL to the British Geological Survey (BGS) in 2009. A huge effort by a number of volunteers associated with BCL, assisted by BGS staff, has been required to make this available online and accessible to all cavers. There will be more to come over the next year.

3. Hidden Earth 2024

There will be a BCL stand at Hidden Earth with duplicated publications of all sorts available in return for donations. We shall also be selling copies of the new Peak/Speedwell System survey.

JP said she had nothing further to add. RN said that JP was doing a wonderful job and that he had visited library last month and that more people should visit.

5.3.2 FSE Representative (Allan Richardson)

Nothing to report.

AR added that since he'd submitted his report he'd received, on very short notice, a request from the FSE to provide a report for their 'Cleanup the Dark' initiative for World Cleanup Day on the 20th of September. Unfortunately, the deadline for providing a report was the day of the meeting and that he and AK had sent out the details to the Conservation & Access Committee but so far had received no response. However, if the information is ready within the next week the FSE will publish it, and otherwise they will publish it later in the future.

RN asked if we should we be compiling this on our own. AR responded that we probably ought to and that the FSE are likely to want such a report once a year going forward. AR also raised concerns regarding the reports focus on water drawn from karst sources and hoped that this was something JG would be able to assist with.

JG replied that the nature of the report depends on the exact wording, informing Council that karst water sources involve groundwater sources such as boreholes, springs, and water drawn from soughs. Therefore, to include all karst groundwater would be too big a project to undertake. While on the subject, JG informed Council of the International Association of Hydrogeologists Karst commission's MyKarst project to identify the most important karst springs globally and within this there are identified nationally important springs, and he will be the Europe coordinator of the project and giving a talk in relation to it at the BCRA symposium.

In relation to cave clean-up projects, JG stated he knew of lots of recent and ongoing work by Regional Councils and said that these efforts should be documented. Such a document would be incredibly useful to put before national bodies as examples of the positive actions of cavers.

RN explained that the FSE are marrying together the scientific and political ambitions of the project and that he's in favour of the project being pursued nationally, albeit with some delicate drafting of the scope of the project.

JG raised the additional difficulty with the project is the fact that chalk is included in a karst-based definition, but that we don't have any caves within the chalk formations, and suggested AR contact him so that he can help assist in finding a wording which avoids the project becoming too expansive in scope.

AK suggested that potential request for a yearly report to FSE on the matter could be a good project for Conservation & Access to undertake and report to the BCA to publish each year.

JG offered to print and BCA report on the topic in Caves & Karst to publish and preserve the work on the matter.

5.3.3 Insurance Manager (Josh White)

Nothing to report.

5.3.4 Safeguarding Officer (Chris Boardman)

No report received.

5.3.5 Newsletter Editor (Vacant)

5.3.6 UIS Representative (Ged Champion)

I'm away in Sri Lanka currently and it's difficult to do a full report. Just to say myself Andy Eavis, John Gunn attended Indonesian Karst

Conference in Yogyakarta so there was significant UK representation and participation. From the UIS standpoint a lot of work was done to promote the idea and reality of an international day of Caves & Karst.

5.4 Reports by Regional Council Representatives

5.4.1 NB: These are not currently required but will be happily received.

5.4.2 Ogofa Cymru/Caving Wales (Allan Richardson)

The Cambrian Caving Council AGM earlier in the year changed the name of the organisation to Caving Wales.

The purchase of Wet Sink in the Forest of Dean has been completed; it is now owned by FoDCCAG. Currently access details are as before.

5.4.3 CSCC (Linda Wilson)

The appointment of David Cooke as Chair now means that CSCC has a full complement of officers. Council meetings, held via Zoom, continue to be well attended and have been conducted both efficiently and pleasantly. Before each meeting, CSCC Communications Officer Peter Burgess (with David Cooke standing in for the last issue) has produced an informative and well-presented newsletter using Mailchimp. The latest copy can be found online here: https://csccl.org.uk/wiki/documents/newsletters/2024-08-19_csccl_newsletter_august_2024. Anyone who would like to receive a copy of the newsletter to stay in touch with our region is welcome to sign up by contacting comms@csccl.org.uk. Contributions to the newsletter are always welcome.

Our Conservation and Access Officer continues to be busy as his latest report demonstrates. Discussions are ongoing with the Longleat Estate with a view to re-opening access to the caves in Cheddar Gorge. For those wishing to cave in the southern region, I recommend checking out CSCC's access guide <https://access-guide.csccl.org.uk/> which is regularly updated. Our website can be found at <https://csccl.org.uk/wiki/>.

I was pleased to see the various letters of thanks sent by Rostam to those who have volunteered for BCA in recent years but was sorry to note the omission of David Cooke from this list. Despite issues that arose on Council during the most turbulent period BCA has ever experienced, David made a significant contribution to the association's IT over many years, he also served for 18 years on BCA Council, four of which were as Treasurer. I believe his contribution should be acknowledged, particularly in view of the welcome comments made by Rostam in his report which indicate a willingness to move on from past differences. In that spirit of reconciliation, I hope this omission can now be rectified.

Linda Wilson

CSCC BCA Rep

RN responded to the report by stating the omission of David Cooke in the letters was not an oversight since he was the only person to receive a letter previously and that what Council had done for him was the inspiration for the other letters.

LJW thanked Rostam for his work and for offering to resend the letter, stating that she was unaware that David Cooke had already received a letter.

5.5 Reports by BCA Staff

5.5.1 Membership Administrator & Artificial Cave (Katie Eavis)

BCA membership

Membership work is always quiet in the summer. Low numbers are joining BCA as individuals and via clubs. Membership is usually increases in the autumn.

Total number of members are very similar to the same time last year.

Just Go Update

The membership data all moved to JustGo in mid-July, but has needed a lot of work to get right. This is to be expected with moving this amount of data – problems have arisen due to spelling errors in names and email addresses, use of nicknames, multiple members using the same email address etc.

Work on the move has also been delayed by the school holidays (as I have been away, or am working with my kids at home) and also the political situation in Bangladesh (where the tech team implementing the new membership system are based)

Mary has helped me sort out the accounts for members who already on the system, via the training side, and also a BCA member. And I have just finished adding the 1700 members who are members of multiple caving clubs to their second, third, fourth etc caving clubs!

However, we are getting there. We should be pointing individual members to the new system to join very soon, and in September I will open it to the club administrators so they can start managing their club membership via the new system.

The more I interact with the new system the more confident I am of how well it will work for BCA, in cutting down the labour-intensive data processing currently needed and also in making the BCA more user friendly for our members – so they are able to log in and update their own details, and pay by annual subscription etc.

Social Media

I had been trying to post regularly on the BCA facebook and on UKcaving – however in the last couple of months the new membership

system has taken over all my BCA hours. I will try and start posting regularly again, as soon as I have the time.

BCA Artificial Cave

The cave has been out regularly over the summer. Feedback from events confirms people really enjoy having available and appreciate being able to use it for a low cost.

We have just paid for another year's storage for the trailer.

Update to BCA membership report, 10/09/2024

Since Thursday the 5th of September new individual members of BCA have been directed to the new membership system to join BCA. This seems to be working smoothly, and we have had no issues so far, although it is a quiet time of year when low numbers join.

Today an email has been sent to all BCA members that BCA hold an email address for, introducing the new membership system and requesting they log-in to check their details.

I have also posted this on UKCaving. I will ask Simon to add it to the news section of the BCA website and, once on the website, I will share it on the BCA Facebook.

Also, today all member clubs, access controlling bodies, associate member clubs and CDG sections have been emailed with instructions on using the new system as a group. However, I have made it clear that should any clubs feel unable to use the new system at this time they can continue to email me their membership updates and I can keep their club details up to date.

Obviously, there will be some teething issues, as we get going, and I am expecting to field a lot of emails about logging in and members details in the next few weeks.

However, it is big and exciting news for British Caving.

This move will really unify the services offered by British caving – Qualifications, BCA membership and BCRA membership.

Also, the whole system will be much more user friendly, giving members much more control over their details, membership and payments.

An excited, and equally terrified Katie.

RN acknowledged that there have been a few issues with JustGo and recognised the recent turmoil and conflict in Bangladesh, where JustGo is headquartered, and that he was reassured that things now appear to be running smoothly.

CJB added that today members should have received emails from KE and that she'd announced on UKCaving that the system is now live. He added that unfortunately the emails went to spam, but that he thinks he has identified why they went to spam and has made KE and JustGo aware of this to hopefully prevent this happening in the future.

Different council members reported a variety in having received the emails, and them having entered their spam folders.

6.0 Matters arising from the previous Council Meeting

6.1 Rostam has written a letter of Thanks to Wendy Williams

Rostam has written a letter of thanks to Wendy Williams as resolved to be done as part of Item 7.2 last Council Meeting. The complete document of all letters of thanks can be found as an appendix below.

7.0 Items for Discussion

7.1 Proposal that activities that come under both Regional Councils (RCs) and Working Groups (WGs) should be budgeted under the WG.

Proposer: Chris Bolton. More details to be found within the Treasurer' Report (5.1.2.).

For minutes see Treasurer's Report.

7.2 Regional Council Representatives to submit reports to Council?

Brought by Aidan Kuhlmann.

Preamble: I was asked by some regional council (RC) representatives when I first stepped into the role if I wanted RC reps. to submit reports to Council. At the time I was informed doing so wasn't a requirement, but it was offered as something that could be done. At the time I politely declined, not wanting to make things immediately harder than they had to be considering the busy events in the lead-up to the last Council meeting. For this agenda I have received a report from a RC rep. Would Council like RC reps. to regularly submit reports? This would be of little additional administrative burden for me in comparison to the work already being done. Personally, I'd be interested in receiving such reports because I don't often have enough time to read more than a couple of RC minutes in a month, and this would help give me a more holistic insight into the ongoing concerns of RCs which aren't being raised to Council.

AK added that he had received a general sense from regional council representatives that some wish to submit a report to Council and that he'd prefer if there was consensus on Council over doing this. He added that he doesn't believe it's something that needs to be voted on.

RN said he was reticent to impose an extra burden on volunteer time but acknowledged that regional council reports are the best records when searching through historic records, and that maybe it would be better for regional councils to submit one in depth report a year.

CJB suggested this could be an optional report, but that he'd want to make sure that any placeholder for when a report isn't received by a regional council or constituent representative isn't recorded in a way which implies they were meant to do so.

RN raised a concern over bulking out the minutes

LJW said she would be happy to write short reports and opined that writing a short report for each council meeting is a lot less onerous than having to write a big report at the end of the year when a full review would be required, instead of regularly when the items to be included in the report would be at the forefront of one's mind.

RN suggested a report from each body after their various AGMs.

LJW replied this would probably require writing a precis of each officer's report which would be onerous.

RN asked AK whether the suggestion was more of a way of allowing Regional Councils to know what was happening in other regional councils and this would provide a forum for them to detect similar problems or issues.

LJW said she doesn't mind either way and AR said he would much rather write a short report each time, than one large one once a year. Furthermore, the more recent information may be more useful to others. MH echoed the comments of LJW and AR.

8.0 Any Other Business

8.1 Questions regarding the new voting system

AH asked if there's a way for participants to immediately learn how others voted. RN explained how the information is created in a csv file which he can then export and then he could read that out.

AE asked if the votes were anonymous. RN responded that they're all tracked.

Secretary's Note: Unfortunately, it appears there is a time-limit on these CSV files that was unknown about and consequently providing an exact voting record for this meeting's minutes has become impossible. Now I am aware of this problem, I will make sure I obtain a copy immediately after the meeting so this can be done going forward. Apologies.

9.0 Details of the Next Meeting

Next Meeting to be held on Tuesday the 29th of October at 7pm through Zoom.

Appendix 1: Resolution to be passed by the National Council of the British Caving Association

In this Resolution, 'the Bank' means HSBC UK and 'the Organisation' means the British Caving Association. The Resolution authorises the Treasurer to complete a mandate form supplied by the Bank stating the following:

1) The Bank is authorised to act on the following agreements/instructions (**Instructions**) entered into or given by those persons specified by the Organisation (each a **signatory** and together **signatories**) for giving those Instructions as follows:

Instructions

- instructions to make payments on behalf of the Organisation including signing, issuing or authorising cheques, inter account transfers, standing orders, direct debits and electronic payments irrespective of whether the accounts are in credit or debit (even if the payment causes an account to be overdrawn or exceed any agreed overdrawn limit)
- any instruction to stop a payment on any account in accordance with the applicable provisions in the account terms and conditions
- any agreement(s) signed on behalf of the Organisation for or relating to electronic and/or telephone banking services of any kind whatsoever, and the Organisation acknowledges and accepts there's a power to delegate (including the power to sub-delegate) the operation of these services as set out in the terms and conditions governing these services. These services are extensive for example, they include making payments, administering accounts and applying for new products and services including credit
- enter into any agreement(s) signed on behalf of the Organisation for or relating to debit, credit, charge or any other card facilities of any kind whatsoever, and the Organisation acknowledges and accepts there's a power to delegate (including the power to sub-delegate) as set out in the terms and conditions governing these card facilities
- any agreement(s) signed on behalf of the Organisation for or relating to credit facilities of any kind whatsoever, including borrowing facilities, overdraft facilities and other transactions which have the commercial effect of borrowing
- instructions to deliver any item held on behalf of the Organisation by the Bank in safe keeping and
- any other instructions in respect of any other transactions with the Bank (including administering the accounts (detailed in Part 1 Section 2 of this mandate) and opening or closing additional account(s) or services(s).

Signing Rules

a) Specific Rules

These signing rules apply to all accounts.

Any signatory may alone sign Instructions for amounts not exceeding the limit for their role.

The limits for signing alone are as follows:

- Payroll Manager - £3000 per transaction and £3000 total per day
- All other roles - £500 per transaction and £1000 total per day

Any two signatories together may sign Instructions for any amount.

For electronic transactions, approval of a transaction by a second signatory is deemed to be the originator and approver signing together.

b) All Instructions not covered by the specific Signing Rules

For all other Instructions not specified within the specific Signing Rules above, the Bank is authorised to act on the Instructions of any two signatories **together**.

2) That any two authorisers are authorised by the Organisation to sign this mandate

3) That the following are authorised by the Organisation to provide changes to the list of signatories, and the Bank may rely on such lists:

- The authoriser roles stated below, signing together
- Authoriser role 1: Treasurer (for information only: at the current time, Chris Bolton)
- Authoriser role 2: Chair (for information only: at the current time Rostam Namaghi)

4) The resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the Organisation.