



Minutes for Council Meeting

5th of May 2025 at 7pm

Held via Zoom

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

1.0 Apologies for Absence

David Jean, Stephan Natynczuk, Mike Higgins.

2.0 Persons present

Aidan Kuhlmann, Rostam Namaghi, Jenny Potts, Chris Bolton, Jess Brock, Linda Wilson, Tony Radmall, Victoria Kocher, Zac Woodford, Richard Vooght, John Gunn, Isaac Neale, Chris Boardman, Todd Rye.

No quorum number required.

3.0 Current Composition of the BCA Council

	Position	Name	Initials	Vote
BCA Executive	Chair (2024-27)	Rostam Namaghi	RN	N
	Treasurer (2024-27)	Chris Bolton	CJB	Y
	Secretary (2024-27)	Aidan Kuhlmann	AK	Y
Individual Members Representatives	Position 1 (2023-2025)	Jess Brock	JB	Y
	Position 2 (2024-2026)	Andy Eavis	AE	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	Todd Rye	TRY	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	Victoria Kocher	VK	N
	Training & Equipment	Steve Gray	SG	N
	Youth & Development	Isaac Neale	IN	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 Champion	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 Previous Meeting Attendance & Report Submissions

	Position	Initials	16/07 Report?		10/09 Report?		29/10 Report?		17/12 Report?		28/01 Report?		15/03 Report?		06/05 Report?		
BCA Executive	Chair	RN	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Treasurer	CJB	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Secretary	AK	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Members Representatives	Position 1	JB	N	N/A	Y	N/A	Y	N/A	Y	N/A	N	N/A	N	N/A	Y	N/A	
	Position 2	AE	N	N/A	N	N/A	Y	N/A	N	N/A	N	N/A	N	N/A	N	N/A	
Group Member Representatives	Position 1	AG	N	N/A	Y	N/A	N	N/A									
	Position 2	JP	Y	N/A													
Regional Council Representatives	Ogofa Cymru	AR	Y	N	Y	Y	Y	N	N	N	Y	Y	N	Y	N	N	
	CNCC	TRY	N/A	N/A	Y	Y											
	CSCC	LJW	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	DCA	MH	Y	N	Y	N	Y	N	Y	Y	Y	Y	Y	Y	N	Y	
	DCUC	DJ	N	N	Y	N	N	N	N	N	N	N	Y	N	N	N	
Constituent Body Representatives	ACI	SN	Y	N	N	N	Y	N	Y	N	N	N	Y	N	N	N	
	BCRA	JG	Y	N	Y	N	Y	N	N	N	Y	N	N	N	Y	N	
	BCRC	EP	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
	CDG	CC	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
	CHECC	TP	N	N	Y	N	Y	N	Y	N	N	N	Y	Y	N	N	
	NAMHO	SH	Y	N	Y	N	Y	N	Y	N	Y	N	N	N	N	N	
	NCSASU	TR	Y	N	N	N	Y	N	Y	N	Y	N	Y	N	Y	N	
	WP CST	RV	N	N	Y	N	N	Y	N	N	N	N	Y	N	Y	N	
Working Group Convenors	C&A	VK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y	N	Y	Y	Y	N	
	T&E	SG	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	
	Y&D	IN	N/A	N/A	N/A	N/A	Y	N/A	Y	Y	N	N	Y	Y	Y	N	
	(Dormant)	CRoW	N/A	N/A													
		IT	N/A	N/A													
		P&I	ZW	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	
		QMC	GP	N	Y	N	N	N	Y	N	Y	Y	Y	N	Y	N	N
	(Dormant)	Radon		N/A	N/A	N/A	N/A										
	(Dormant)	CoG		N/A	N/A	N/A	N/A										
	Other Positions	FSE Rep	AR	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y	N	Y
Insurance		JW	N	N	N	Y	N	Y	N	N	N	N	Y	Y	N	N	
(Vacant)		Newsletter	N/A	N/A													
		Safeguarding	CBD	N	N	Y	N	N	N	N	N	N	Y	N	N	N	
		UIS Rep.	GC	Y	Y	N	Y	N	Y	Y	N	N	N	Y	N	N	
		BCL Rep.	JP	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	Y	Y	N
		Membership	KE	N/A	Y	N/A	Y										

Note that Regional Council & Constituent body representatives are not required to submit reports and doing so is entirely at the representatives' discretion. Furthermore, Individual and Group Member representatives do not submit reports.

5.0 Acceptance of previous meeting's minutes

CDB made AK aware of a few minor corrections before the meeting that were accepted by AK and the minutes with these corrections were voted on by Council.

Motion to accept the minutes, as amended, of the previous Council meeting

Proposer: Jenny Potts

Seconder: Aidan Kuhlmann

For: AK, CJB, JP, RV, LJW, JB

Against: None

Abstentions: TRY

JP asked why the Matters Arising was towards the end of the agenda. AK replied that it had been this way for many months and RN elaborated that this was because such items are at first usually discussed within Officer's Reports due to the frequency of meetings over the last year.

6.0 Officer Reports

6.1 Executive

6.1.1 Chair (Rostam Namaghi)

I'd like to use this report to highlight themes for the upcoming AGM.

I am proud of the steps we've taken to make this National Governing Body more professional and I strongly believe the use of employees is central to creating a responsive and transparent organisation. It will also free up volunteer time to allow it to be spent pursuing the things we are passionate about rather than pushing paper.

The next step in this is examining how the BCA is incorporated. Myself and the executive will, after the AGM be looking at whether changing to a company limited by guarantee might be a sensible option. This will likely have significant constitutional implications and careful consideration over 1-2 years will be necessary.

I'm proud of the organisation and our ability to find enthusiastic volunteers, this is something we have struggled with for years and I want to emphasise that it takes time to learn how to get things done. We are beginning to deliver on things and be proactive, and I very much look forward to supporting and working with you all.

It would be remiss of me not to give an update on the UIS bid. Work continues and the snippets of video I've seen look very good. We have a passionate team, and I think it reflects well on our recruitment efforts previously.

I also recently attended a BCRA council meeting where we had a long discussion regarding recruitment - I am in the process of drafting a paper for them to consider.

Very much looking forward to seeing you all at the AGM.

RN added that he believes the most important element of the report is the fact that aspects of the organisation will need to be overhauled, particularly in relation to incorporation. RN stressed that this process would not be railroaded and that it will be a process that takes a few years with several chances to review the process as incremental changes are made.

6.1.2 Treasurer (Chris Bolton)

The 2024 annual accounts have been certified and are attached as Appendix 1. Also attached is Appendix 2 which provides a more detailed breakdown for Council and which I will talk through.

The BCA staff payroll has been transferred from Conformance to David Howard Ltd. This will cost about an extra £300 per year.

The drafting of H&S processes identified the need for a review of safety at the British Caving Library, for the benefit of both our staff and volunteers and the library contents. Testing of electrical equipment was arranged by Jenny P and paid for by BCA at a cost of £140.

There has been no other unexpected expenditure.

The application of Dual Control to bank payments has been slightly more troublesome than expected as a result of some 'features' that are not explained in the documentation, such as the need for the second authorisation to be made the same day.

I have produced the first draft of a Business Risk Assessment for circulation to an ad hoc working group. The primary objective is to review the target level of reserves that BCA should hold, to inform the review of membership fees, but it may also identify non-financial measures that should be considered.

The transition of BCA's IT infrastructure is continuing, making it more secure, although with an inevitable burden in learning to make best use of it. Costs increased temporarily while old and new systems ran in parallel. This is now tapering down; the Amazon service is now only used for backup not as a web server, saving about £450 per year.

CJB added that he had completed the corporation tax return, gained a new contract for a staff member's phone, saving the BCA £400 per annum, held a meeting of the Finance Committee where all regional claims were approved, excepting the CSCC's which was provisionally approved awaiting an audit. Furthermore, discussions have been had with David Gibson regarding the removal of BCRA items from the old IT server and the work is ongoing, but complicated.

CJB informed council that attached to the agenda were two versions of the accounts: a summary to be presented at the AGM and a detailed version with comments and annotations. CJB added that in the 2022 accounts an accrual for the rope test rig, was budgeted in 2022 but didn't happen. On the basis that it would be repaired in 2023 an accrual was made. CJB stated that he had carried it forward to 2024, but John Sheehy informed him that accruals must be done in the year that they're made, after which they end. Consequently, while the deficit is unchanged, the amount of money available has increased by the corresponding sum of £1,500.

CJB added that he has worked hard to make sure the expenditure is better organised under the headings in the accounts and that the deficit detailed in the accounts matches the deficit made in that year. On this point CJB elaborated the previous heading of 'Association' has been broken down into more useful subheadings.

Finally, CJB thanked AK and LJW for their inputs on the Business Risk Assessment he was undertaking and would come to Council in due course.

6.1.3 Secretary (Aidan Kuhlmann)

It has been a quiet period for me, with a reduction in the usual array of communications received. Although, the usual baseline administrative work has continued.

My work across the period has been reduced by being on a climbing trip during the period, with large parts of my time having been dedicated to preparing for this.

Nevertheless, I responded to: an enquiry from a novice caver enquiring about funding pools for making a film about caving; I also assisted a parish council interest group who were interested in caving techniques in an attempt to solve a problem they were experiencing that was unrelated to caving; an enquiry by a BCA member to see if we could assist them regarding data analysis of their membership; and I have continued to communicate with our counterparts at SU1 as we're working together to share knowledge and support each other however we can.

I have been involved in further discussions regarding exploring the approval of anchoring in different rock types. The hope of this is that when tests are eventually conducted regional Councils may be confident in approving the use of BCA anchors in other non-limestone rocks.

Finally, I am continuing my work to improve the transparency and professionalism of the BCA. I am currently working on the final updates to the Manual of Operations, which I intend to be brought forward at the Council Meeting following the AGM, alongside working to encourage better reporting of the activities of working groups and producing some materials to assist BCA Officers. My next goal after this will be to collaborate with BCA staff and volunteers to update key areas of the BCA website.

RN added that the Council meeting following the AGM will be 3-4 weeks following the AGM because it is no longer possible to have one immediately following the AGM as the identity of newly elected officers will not be known until after the online voting period has ended.

6.2 Regional Council & Representative Body Reports (Optional)

6.2.1 DCA (Mike Higgins)

Little to report since the last meeting, I'm afraid. We are still without a Project Officer and work on major projects has accordingly stalled. Our strategy is to try and recruit a new Equipment Officer to enable Pete Knight to move back to his preferred role as Project Officer, but our efforts have not been met with success. Some work has been done, however, on repairs to shaft lids at Knotlow and on the gates to Redhurst Swallet and the back entrance to Devonshire Mine, thanks to assistance from cavers outside of DCA.

The Peak District Cave Exploration Prize competition will be run again this year and the "most new cave from a previously unknown entrance" has been dropped due to lack of entries and replaced by a category for mines which can now qualify in certain circumstances. The title is therefore now the "Peak District Cave & Mine Exploration Prize". The usual range of prizes will be available.

RN asked about what projects the DCA were undertaking and added that knowing the projects might help everyone help the DCA to find a new projects officer.

VK responded that there is some gating work that needs to be undertaken, alongside some projects in conjunction with Natural England. VK elaborated they currently having someone filling the roles of both Equipment Officer and Projects Officer and that they were looking for a new Equipment Officer, rather than a Projects Officer so that Pete Knight may return to his usual role as Projects Officer.

6.2.2 CNCC (Todd Rye)

Following our AGM on the 22nd March, there have been a few new faces added to the roster of elected officers, Kath Davis as treasurer, James Alderson as access officer, and Todd Rye as chair. Moves have been made to better represent independent (non-club affiliated) cavers by giving the individual cavers rep a vote on the council, and this will be addressed more by a working group going forward as well.

Anchoring of caves continues, and topo audits are under way as well. Overall, the work remains the same as before, improving access and safety for cavers.

The great wheels of the training program continue to turn as well, with a good number of cavers signing up to learn and progress their skills.

As this is my first report shortly after election, I hope to have a more detailed report next time round!

TRY added that there had been some graffiti scratching on the Walls in Yordas, but that this was being dealt with by their Conservation Team.

6.2.3 CSCC (Linda Wilson)

The next CSCC meeting is the AGM due to take place on Friday 9th May 2025 at 7.00pm and will be held online using Zoom. A link to join the meeting will be circulated closer to the date and be available on the website. The meeting is open to all cavers. If you would like to be added to the circulation list for both this and the CSCC newsletter you can subscribe to this list from a link on the CSCC website:
https://csc.org.uk/wiki/information/mailling_list.

Contributions to the newsletter are always welcome if you have anything you would like us to publicise.

Access & Conservation matters:

Cheddar Gorge: The access agreement has been delayed as the Land Agents have decided to pass this to Longleat's solicitors for comment.

Lionel's Hole, Burrington: A boulder fall has been inspected and made safe.

Goatchurch: Chalk graffiti arrows have been removed.

Welsh's Green Swallet: The parking information in the CSCC Access Guide has been amended to read "Park in the layby in front of the waterworks. DO NOT block the gates as access is required by BW at all times. Further parking is available down the road, on the verge on the right just after Milton Manor. Approach the cave along the bridleway opposite the waterworks compound. Do not stray from the bridleway especially during the pheasant season. The cave entrance is in a small depression to the right of the bridleway."

Surrey Stone Quarries: The Wealden Cave and Mine Society (WCMS) borrowed the CSCC jet washers to clean an area of stal floor in the one of the old stone quarries in Surrey. WCMS have also requested help with re-taping the area using the pigtail riser pins in CSCC stock. This project is ongoing.

CCC Ltd (an associate member of CSCC): 1) CCC Ltd has worked with landowner Somerset Wildlife Trust on the renewal of the Conservation Plans for GB Gruffy Field and Longwood Valley/Velvet Bottom as the expiry of current plans is approaching. The drafts were approved at the recent CCC Ltd AGM along with guidelines for digging and the warden system for Charterhouse cave. The conservation plans will shortly be put to National England for their approval. The main charges are to reflect the lowering of the age limit from 16 to 12 and the incorporation of the provisions necessitated by the closure of the permissive path through the Longwood Valley due to ash die back. 2) The CCC Ltd conservation officer has worked extensively with John Crowsley, a member of the QMC Panel on an application to allow

limited use of GB for training and assessment trips for LCMLA candidates. As a result, CCC Ltd and SWT have been able to confirm approval of this proposal for a trial period of 18 months. 3) At the request of CCC Ltd, the CSCC Equipment Officer has bolted the climb down from the Devil's Elbow route to Main Chamber in GB to allow for tips in that direction to be done as a pull-through to prevent further abrasion on the natural belay. 4) Also at the request of CCC Ltd, the re-bolting of the 4th pitch in Rhino Rift by the CSCC Equipment Officer is under way.

For anyone wishing to cave in the southern region, up to date information can be found on our access guide <https://access-guide.csccl.org.uk/>. In addition, our website can be found at <https://csccl.org.uk/wiki/>.

Events:

The sign up for the day segment of Cave the Sun closes on 18th April. There's a bit longer for the evening social, but please sign up on Eventbrite as it allows us to track numbers. Sign up guarantees you a place, tickets are then £17 on the door. Priddy Village Hall has been booked for the evening part of the event.

Facebook Event: <https://fb.me/e/4rSoq3sYh>

Rules: https://docs.google.com/document/d/18bhQs9jzUVy4-NRGPlsnS_LfOgpFO29bhhuO7xjJLs/edit?tab=t.0

EventBrite:

<https://www.eventbrite.com/e/1301558649959?aff=oddtcreator>

Discussions were had about the CSCC newsletter mailing list and LJW resolved to add several CBA officers to the list on their request.

6.3 Working Group Convenor Reports

6.3.1 Conservation & Access (Victoria Kocher)

I am working to establish contact with all the BCA regional conservation officers. I have had emails bounced back from the email for Conservation@ British Caving so we are working on that. I have been sending out individual emails from my work/personal email in the meantime.

I have received an email that includes the details for budgets for C and A from Chris. It is really helpful information. Also have been in touch with John Hine who has alerted me to Conservation work being done in Redhouse Lane Swallet. All great to hear.

The next step is to find the date of a prearranged C and A meeting to tie things together. This is information that I am searching for.

VK added that currently she was simply trying to contact everyone and that she had hoped the previous convenor could tell her when the next meeting was organised for, but she had been unable to get any information on this.

RN advised VK to simply choose a date and time that suits her for the first meeting and to email it out to each RCC. RN advised that if emails bounce, the person can always be reached later in the process, but for now to just hold a few meetings and begin the process of working out the projects and to bring things to Council so that Council can help.

6.3.2 Countryside Rights of Way (Dormant)

6.3.3 Information Technology (Vacant)

6.3.4 Publications & Information (Zac Woodford)

I've been pushing ahead with the student handbook. We have thus far received several responses from university clubs but far fewer than we would like, which has made progress slow.

We are also gearing up to be able to conduct the membership survey and have been undertaking discussions about when best to launch it.

A small group has been formed around our stall for Hidden Earth, but we have, thus far, few ideas, so any additional input would be appreciated.

AK informed ZW he had just been made aware ZW was looking for some resources which AK believes Bangor SCC may hold and informed him he will try and get them to him.

RN stressed that in relation to the membership survey that if Council has specific questions, they want answers to then they should get in contact so questions can be workshopped to support this goal.

6.3.5 Qualification Management Committee (George Plant)

No report received.

6.3.6 Radon (Dormant)

6.3.7 Training & Equipment (Steve Gray)

No report received.

6.3.8 Youth & Development (Isaac Neale)

For this report the main theme is more leads being acquired! I spoke to a lecturer in physics at Bristol university the other day, they were curious about the possibilities of LIDAR surveying in caves and especially about the possibilities of it being a student project. I am reaching out to try and move this project along further, hopefully will be able to arrange a meeting between them and the Cave Surveying Group.

Speaking to Natalie Field, the video project we are working on (promoting women in caving for a primarily non-caving audience) is likely going to be taking place in July due to life scheduling challenges. Polly Judd (Descent Youth Correspondent) and Jess Brock will also be assisting the project. It was also during this conversation that I was told about the Hades's planning of a speleological exchange with Cuba. I will be receiving more information on this in due course and investigating potential angles for Y&D involvement.

A local primary school to me has asked for people from the community to come and give presentations about their sports. I've offered to go in and do a talk about caving. Depending on time frame I may seek out getting the fake cave to Bristol to enhance the day and bake it into a larger idea about setting up a family's weekend at a Mendip club. This would of course target both the demographic deficits of under 18's and 35-45.

Giving a small financial injection to Manchester University Speleology Club (discussed in the last meeting) did provide the push to get them started again on running SRT training sessions and having proven the plan works they will be continuing the sessions when university term starts once more!

6.4 Additional Reports by Appointed Officers

6.4.1 British Caving Library (Jenny Potts)

No report received.

6.4.2 FSE Representative (Allan Richardson)

No report as such, things seem to be quiet at present, the main thing of interest is that this years French National Congress of Speleology, 7-9th June is being held in Les Eyzies, Dordogne. It should be good as it is being held in an area well known to UK cavers, with a wide range of caves available plus the prehistoric cave interest of the area.

RN added to the report the Executive's instruction to vote in favour of recognising the Hellenic Speleological Federation to restore a vote to Greece for the first time in 17 years following a split in Greek caving.

6.4.3 Insurance Manager (Josh White)

No report received.

6.4.4 Safeguarding Officer (Chris Boardman)

No report received.

6.4.5 Newsletter Editor (Vacant)

6.4.6 UIS Representative (Ged Champion)

I attended the last UIS bureau on 27th February. The next bureau meeting is 2nd May.

The main issues are:

International Congress of Speleology (ICS) 2025

The 19th ICS is being held in Belo Horizonte, Minas Gerais, Brazil between 20th and 27th July. Field trips are organized before and after the main event. For more information see volume 63-1 Page 13 of the UIS Bulletin at <http://uis-speleo.org/wp-content/uploads/2021/07/uisb631.pdf> We anticipate strong UK attendance to promote ICS 2029.

International Day of Caves and Karst

Work continues to promote the UNESCO International Day of Caves and Karst initiative (IDCK) The purpose of this is long-term conservation and sustainable management of caves and karst worldwide. Work continues to encourage national organisations and bodies to support this initiative.

Cave Rescue

The 18th European Cave Rescue Association (ECRA) meeting will be held in Wojcieszow in Poland 25 to 28th September.

Habe Prize 2025

For those wishing to submit an application for the Habe prize, promoting cave and karst protection, you will find details on following link: <http://uis-speleo.org/index.php/karst-and-cave-protection-commission/>

International Congress of Speleology (ICS) 2029

A planning group has been established to submit a comprehensive UK bid for 2029. The production of a promotion video showcasing UK is currently under way.

Romania has also submitted a bid for 2029 ICS. It is not clear yet whether the UIS bureau will accept this bid which was submitted after the official deadline. If it was accepted delegates at the ICS general assembly in Brazil would vote on which bid was the better one.

6.5 Reports by BCA Staff

6.5.1 Membership Administrator & Artificial Cave (Katie Eavis)

Membership:

New club:

No new clubs have applied since the last meeting.

Group Membership of BCA

164 groups have joined BCA for 2025.

7 groups who were 2024 members have decided not to renew for 2025.

There are no 2024 member groups who haven't yet renewed or told me they don't intend to.

Individual BCA members

6204 people have joined BCA for 2025 – this includes members joining directly and also those joining via clubs.

Insurance:

Since the last report I have replied to a few emails from clubs with insurance queries and passed a few of the more complex ones to Josh for comment, before replying.

Artificial Cave:

The cave never really has any booking through the winter but is out this weekend (26th April) at the Hope Valley Adventure Film Festival and then has 5 bookings through May.

- 7.0 Matters arising from the previous Council Meeting**
- 8.0 Items for Discussion**
- 9.0 Any Other Business**
- 10.0 Details of the Next Meeting**

Date will be circulated following the AGM 3-4 weeks after the AGM.

**BRITISH
CAVING
ASSOCIATION**

Financial Statements for the Year
Ended 31 December 2024

BRITISH CAVING ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024

	2024	2023
	£	£
INCOME		
Membership fees	113,856	115,743
Other income	6,082	4,669
Conservation & Access	0	0
Training Services	21,015	20,786
Publications & Information	0	0
Equipment & Techniques	0	0
Meetings & Conferences	0	0
Web Services	0	0
Expedition Programme	0	0
International	0	0
TOTAL INCOME	<u>140,953</u>	<u>141,198</u>
EXPENDITURE		
Membership administration	23,043	16,128
Public Liability Insurance	75,703	64,329
BCA management	3,702	9,298
Conservation & Access	0	0
Instructor Training Services	21,181	20,557
Caver Training	454	0
Publications & Information	0	0
Artificial Cave	205	0
Equipment & Techniques	0	0
Youth Development	1,383	4,273
Radon Expenditure	0	0
Web Services	4,453	2,513
Regional Caving Councils	16,598	12,452
International	0	652
TOTAL EXPENDITURE	<u>146,723</u>	<u>130,202</u>
CHARITABLE DONATIONS		
British Cave Research Association	12,000	12,000
Ghar Parau Foundation	3,004	3,000
<u>SURPLUS/ (Loss) FOR THE YEAR</u>	<u>(20,773)</u>	<u>(4,004)</u>
TAX	0	0
<u>SURPLUS/ (loss) FOR THE YEAR AFTER TAX</u>	<u>(20,773)</u>	<u>(4,004)</u>

BRITISH CAVING ASSOCIATION**BALANCE SHEET AS AT 31 DECEMBER 2024**

	2024	2023
	£	£
CURRENT ASSETS		
Stocks	0	0
Debtors and Prepayments	14,569	9590
Balances at Bank and cash in hand	189,925	197,081
	<u>204,494</u>	<u>206,671</u>
LESS: CURRENT LIABILITIES		
Creditors and Accruals payable within one	60,737	41,864
NET ASSETS	<u><u>143,757</u></u>	<u><u>164,808</u></u>

REPRESENTED BY RESERVES :

General Reserve		
Balance brought forward	84,808	88,740
Surplus/(loss) for year	(20,773)	(4,004)
Prior year corrections	(277)	71.69
	<u>63,757</u>	<u>84,808</u>
less transfer to Insurance Reserve	0	0
	<u>63,757</u>	<u>84,808</u>
Insurance Reserve	80,000	80,000
TOTAL RESERVES	<u><u>143,757</u></u>	<u><u>164,808</u></u>

Approved on behalf of the Executive Committee

R Namaghi, Chairman_____
Date**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024****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 or sale.

c) Stocks

The value of all stock has been written down to zero in previous years

2 Insurance Reserve

The Insurance Reserve is held at a level which allows a minimum of one year's premiums.

3 Prior Year Corrections

Corrections have been made for an overestimated accrual for Regional Council claims, an unused accrual for repairs to the rope test rig and an unaccrued liability to BCRA in respect of membership fees for 2024 collected on their behalf at the end of 2023.

4 Result for the year

There is a deficit for 2024 of 21k compared with a deficit of £4k in 2023. The net effect of Prior Year Corrections is approximately neutral. The budget was for a deficit of £27k

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 2024 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: **John Sheehy ACMA**

Address: **Epsom**

Dated: **7 April 2025**

BRITISH CAVING ASSOCIATION

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024

	2024 £	2023 £	Comments
Membership			
Income			
Group	44,515		
Individual	56,232		
Paid in 2023	13,110		
<i>Total</i>	<u>113,856</u>	<u>115,743</u>	A bit down on 2023
Expenditure			
Insurance Premium	76,247	64,329	Inflation, cover increased from £10M to £20M
for BCRA	(544)		Library and Hidden Earth
Employment Expenses	15,436	11,610	Increased pay, JustGo setup, more use of paid staff, items reallocated from 'BCA management'
Salaries			
Accrued 2024	1,918		
Accrued 2023	(1,351)		
JustGo/Paypal % fees	960		Previously netted off in receipts
ditto, for BCRA	283		
General Expenses	244	4,518	2023: £2138 postage & cards
Incurred 2023	289		
Paid 2025	(286)		
JustGo subs & setup	5,550		£2182 was for setup
<i>Total</i>	<u>98,747</u>	<u>80,457</u>	
<i>Surplus / (Deficit)</i>	<u>15,109</u>	<u>35,286</u>	
BCA management			
Income			
Redundant office equipment	200		Card printer
Interest received	5,976	4,669	Higher base rate during 2024
Due 2023	(3,308)		
Paid 2025	3,214		
<i>Total</i>	<u>6,082</u>	<u>4,669</u>	
Expenditure			
Secretarial & Financial	157	985	Items reallocated to more specific headings
Advertising	2,520	2,520	Descent magazine
Travel & Meetings	0	598	Zoom meetings
Subscriptions & Registration	1,025	5,195	UIS fees paid for 5 years in 2023, Bendrigg donation
<i>Total</i>	<u>3,702</u>	<u>9,298</u>	
<i>Surplus / (Deficit)</i>	<u>2,380</u>	<u>(4,629)</u>	
Conservation & Access			
<i>Surplus / (Deficit)</i>	<u>0</u>	<u>0</u>	
Training Services (QMC)			
Income			
Registration Fees	10,240	8,313	Fees increased
Logbooks	315		
Revalidation Courses	7,285	9,702	
CSR fees	1,850		
Refunds	(495)		
Debtors from 2023	305		
Debtors to 2025	(240)		
Trainer/Assessor Licences	1,755	2,771	
<i>Total</i>	<u>21,015</u>	<u>20,786</u>	
Expenditure			
Employment Expenses	7,084	8,077	
Accrued 2024	1,182		
Accrued 2023	(797)		
JustGo sub & customisation	3,430	3,831	
JustGo % fees	564		Previously netted off in receipts
LCMLA/CIC Courses	9,033	8,649	
General Expenses	685		Phone & broadband
<i>Total</i>	<u>21,181</u>	<u>20,557</u>	
<i>Surplus / (Deficit)</i>	<u>(166)</u>	<u>229</u>	Effectively neutral

Caver Training			
Expenditure			
Recreational Caver Training	270	0	
Safeguarding	24		DBS checks
Voluntary Sector Support	160	0	Elliot & Ball Awards
<i>Surplus / (Deficit)</i>	<u>(454)</u>	<u>0</u>	
Publications & Information			
<i>Surplus / (Deficit)</i>	<u>0</u>	<u>0</u>	
Equipment & Techniques			
<i>Surplus / (Deficit)</i>	<u>0</u>	<u>0</u>	
Artificial Cave			
Income	<i>Total</i>	<u>750</u>	<u>0</u>
Expenditure	<i>Total</i>	<u>955</u>	<u>0</u>
<i>Surplus / (Deficit)</i>		<u>(205)</u>	<u>0</u>
			Not previously a separate item
Youth & Development			
Expenditure			
Youth Development	1,383	4,273	
<i>Surplus / (Deficit)</i>	<u>(1,383)</u>	<u>(4,273)</u>	Transition between conveners
Radon			
<i>Surplus / (Deficit)</i>	<u>0</u>	<u>0</u>	
IT support			
Expenditure			
Website, Workspace, eVote	4,478	2,513	Overlap of new and old systems, paid support, eVote
Incurred 2023	209		
Paid 2025	(234)		
<i>Surplus / (Deficit)</i>	<u>(4,453)</u>	<u>(2,513)</u>	
Regional Caving Council Expenditure			
Expenditure (estimates)			
CNCC claims	6,890	6,560	
CSCC claims	1,080	1,188	
CSCC earlier years	3,000		Provisional amount
DCUC claims	336	674	
DCA claims	3,831	3,500	Includes claim for 2022 delay due to illness
CW/OC claims	1,461	530	
<i>Surplus / (Deficit)</i>	<u>(16,598)</u>	<u>(12,452)</u>	
British Caving Library			
Donation	12,000	12,000	
<i>Surplus / (Deficit)</i>	<u>(12,000)</u>	<u>(12,000)</u>	
Expedition Programme			
Donation (Ghar Parau Foundation)	3,000	3,000	
<i>Surplus / (Deficit)</i>	<u>(3,004)</u>	<u>(3,000)</u>	Includes expenses
International			
Expenditure			
FES subscription	0	652	Included in BCA management
<i>Surplus / (Deficit)</i>	<u>0</u>	<u>(652)</u>	
Total Income	<u>141,703</u>	<u>141,198</u>	
Total Expenditure	<u>162,476</u>	<u>145,202</u>	
Surplus/(Deficit) for the year	<u>(20,773)</u>	<u>(4,004)</u>	

A number of Prior Year Adjustments have been made, mainly relating to accruals in 2023. The major items are a debit of £2976 reflecting the unstated debt to BCRA for 2024 fees collected in 2023, £1500 to reverse an accrual for repairs to the rope test rig, which won't be done in 2024, and £1577 credit from lower than originally expected claims for 2023 from Regional Councils.