



**Minutes of BCA Council Meeting held on Sunday 05 June 2016
at The Hunters' Lodge Inn, Priddy**

Present:

Andy Eavis (AE)	Chairman / UIS Rep. *
Simon Brooks (SB)	Secretary *
Nigel Ball (NB)	Training Officer *
Les Williams (LW)	Publications & Information Officer *
Nick Williams (NW)	Equipment & Techniques Officer / Insurance Manager *
Andrew Hinde (AH)	Conservation & Access Officer *
Bob Mehew (BM)	Legal & Insurance Officer / Rope-Testing *
David Cooke (DC)	IT Working Party / Cave-Registry / Web Services / Webmaster / Club Rep. *
Jenny Potts (JP)	Publication Sales / DCA Rep. *
Martell Baines (MB)	CNCC Rep. *
Dave Tyson (DT)	Cambrian CC Rep. *
Jonathan Williams (JW)	CDG Rep. *
Stephan Natynczuk (SN)	ACI Rep. *
Tony 'Badger' Radmall (TR)	ASCT Rep. *
Faye Litherland (FL)	Club Rep. *
Pete Hall (PH)	Individual Member Rep. *
Robin Weare (RW)	News Editor
Rostam Namaghi (RN)	Youth & Development
<i>Dennis Boyd (DB)</i>	<i>observer</i>
<i>Damian Weare (DW)</i>	<i>observer & minute taker</i>

* = voting member

The meeting commenced at 15.10

1. Chairman's Welcome

AE welcomed members to this Council Meeting.

2. Apologies for absence

Apologies were received from: Idris Williams, Bernie Woodley, David Gibson, David Jean, John Gunn, Steve Holding, Tim Allen, Ged Campion and Matt Wire.

3. Minutes of the last Council Meeting on 09 April 2016 (previously circulated)

Proposal: *to accept the Minutes from 09 April 2016 as a true record*

Prop: TR, Sec: BM *agreed unanimously*

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

None

Action Log Review

Action 36 (Manual of Operations): Ongoing

Action 83 (Asset Register): Ongoing

Action 116 (Weil's Disease Card): First Batch printed, second batch close. Action Closed

Action 150 (Joel C): Ongoing

Action 151 (Social Media): Ongoing - a initial protocol has been agreed between Hellie Adams and DW, but we need discussion with DC. DC: a crucial part will be ensuring appropriate content.

Action 155 (Signatures): Ongoing

Action 157 (Auto-Enrolment Pension Scheme): Ongoing

Action 163 (UKCaving Advertising): Action Closed

Action 166 (Advertise Administrative Assistant to Exec.): Action Closed

Action 167 (TC to produce section for Handbooks on Media): Ongoing – SN has sent company’s social media policy to Graham Mollard for consideration.

Action 172 (Form of words expressing the benefits of caving to Government Bodies): Ongoing

Action 173 (Seek NE’s financial support with conservation documentation): AH – completed, but unsuccessful.

Action 174 (Liaise with Descent over “infomercial” content): Ongoing - some progress with content in the current Descent – still to produce an agreement.

RW: In item 11 on p19 the sum of £20k was incorrect, resulting from quickly adding up a row of figures. The accumulated Training deficit is actually £12, 521 with apologies to anyone who was misled by the original figure.

5. Appointment of non-elected Positions:

a. Working Group Convenors:

Proposal: *that David Cooke be appointed as IT Working Group Convenor*

Proposal: *that David Cooke be appointed as Cave Registry Convenor*

Prop: LW Sec: TR *agreed unanimously*

b. Council Appointments

Proposal: *That the following annual appointments be made for 2016:*

- | | |
|---------------------------------|----------------|
| i. Media-Liaison | Andy Eavis |
| ii. UIS Rep. | Andy Eavis |
| iii. FSE Rep. | Ged Champion |
| iv. British Caving Library Rep. | Jenny Potts |
| v. Youth & Development | Rostam Namaghi |

Prop: LW Sec: TR *agreed unanimously*

c. Committee Appointments

NB: The Act involves both children and vulnerable persons. Maybe we should have an alternative title for the post of Child-Protection Officer?

BM: Not wishing to do the job full time, but happy to hold the post temporarily until a replacement can be found.

Proposal: *That the following Committee Appointments be ratified by Council:*

- | | |
|------------------------------------|---------------|
| i. Acting Child Protection Officer | Bob Mehew |
| ii. Newsletter | Robin Weare |
| iii. Webmaster | David Cooke |
| iv. Web Services | David Cooke |
| v. Rope-Tester | Bob Mehew |
| vi. Insurance Manager | Nick Williams |
| vii. CRoW-Liaison Officer | Tim Allen |

Prop: LW Sec: TR *agreed unanimously*

LW: What about website content? We used to have a Handbook Editor but the role switched to updating the website instead. Do we now need a replacement for DW as Handbook Editor?

DW: Had seen it as the role of the Secretary, but maybe there should be a person responsible for ‘Information’?

6. Advice to Access-Controlling Bodies (ACBs)

AH: The Advice to ACBs is nearly complete, pending receipt of a section on insurance which is waiting for a response from the Insurers. When this response is received, can Executive please consider the document prior to publication, rather than having to wait for the next Council Meeting?

DW: The role of Executive is to deal with issues that cannot wait for the next Council Meeting or that Council has considered and has decided to remit to Executive. Therefore this meeting can quite properly decide that. However, is always cautious of rushing due process. Is it necessary to publish before the next Council Meeting?

BM: Meeting has seen the majority of the document, but it is just awaiting some advice from insurers.

DW: Have we seen the majority? It does not seem to have been previously circulated?

Action 175: AH to distribute the initial draft of the Advice to ACBs to Council by email with a deadline of a week for a response before Executive considers it. Executive can then also consider the final section on insurance when complete.

AH: Has also been working on a draft educational strategy on caves. This is not complete, but would like Council to be aware that there is a draft in progress. It is looking likely that we will soon run into difficulty with questions such as “What is a policy?”, “What is a strategy” and “Which policy from NCA are we bound by?” This will be distributed to Council members by e-mail for information.

7. Approval of draft article on BCA’s Award Schemes.

DW: Phil Baker, Chair of the CIC Panel, has put together an article for Descent outlining the BCA Award Schemes. He has requested BCA’s approval to publish it in the Panel’s name. He was advised to take it to the next Training Committee meeting for approval and we could then approve it too for inclusion in the next issue of Descent. Unfortunately DW has forgotten to share the draft with Council prior to today’s meeting.

NB: It was not presented to the last Training Committee meeting and NB hasn’t seen it either.

Action 176: NB to liaise with Phil Baker over the proposed Descent article, ensuring passage through the next Training Committee meeting and then bringing it to the October Council Meeting for final approval.

8. Should we collect data on members’ ages?

DW: Tim Allen has asked Council to consider whether we might be willing to ask members for their ages at the 2017 membership renewal. He would like to have a better understanding of the age profile of our membership and how it might change in the future.

DC: If you collect the data through the renewal process, it will take ages before we receive any trends. Is there a purpose for needing this information? We will need a purpose under Data Protection legislation if we are going to collect it.

DW: We don’t necessarily need dates of birth, just the age.

DC: We should collect the year of birth, as this is less intrusive and meets our need.

MB: The Equality Act 2010 might affect us, in which case we probably ought to be collecting this already.

BM: Whatever we choose to collect, we need to be able to justify it, both legally and more generally to our membership secretaries and their club members.

DW: We are interested in the age profile of our members.

RN: If this is the case, we may well end up with a false picture because one age group may be more likely to respond than another.

DC: Would also tend to add gender at the same time.

Action 177: SB to liaise with Glenn Jones over whether it is practical to collect data on members' ages and return to the October meeting for a final decision.

9. Dates & Venues for BCA Council Meetings for 2016-8

The following dates and venues were agreed for meetings in 2016-18:

- 01 October 2016, 07 January 2017, 25 March 2017, 11 June 2017
- AGM: to be held at the Castleton Rotary Centre on 11 June 2017
- 11 June 2017 (to coincide with AGM), 07 October 2017, 06 January 2018, 14 March 2018

10. Any Other Business

10.1 3rd Party Insurance to include employees

NW: Can we please spend about £500 to ensure there is no gap in our insurance for Clubs who make use of volunteers, as it seems these are viewed as “employees” by the underwriters?

Proposal: *that about £500 be allocated to amending our Public-Liability insurance policy to include coverage for club employees.*

Prop: NW Sec: JP *agreed unanimously*

10.2 Acting Treasurer

Proposal: *that Robin Weare be appointed Acting Treasurer to serve the remaining year of Paul Ibberson’s 3-year term.*

Prop: LW Sec: JP *agreed unanimously*

10.3 Bank Mandates:

Proposal: *That the signatories to the (HSBC) Main and No1 accounts be Andy Eavis, Robin Weare, Simon Brooks and Nick Williams. That the signatories to the (HSBC) Training account be Andy Eavis, Robin Weare, Simon Brooks and Nigel Ball. That Robin Weare be added to the HSBC BIB online service and Damian Weare removed. That the Barclays Deposit Account signatories be changed to: Robin Weare, Simon Brooks and Nick Williams.*

Prop: RW Sec: DC *agreed unanimously*

RW: Changing the mandates may take some time. Are we happy for Paul and Damian to continue to sign cheques on BCA's behalf if so authorised by RW until the bank mandates have been changed?

[This was agreed by the meeting.]

10.4 Membership Cards – Cave Conservation Code

DW: AH and DW have received a request from Chris Binding to, among other things, include the 6 bullet points from the new Cave Conservation Code on the reverse of the 2017 BCA membership card.

Action 178: AH to liaise with GJ over whether or not it is feasible to print the Conservation Code on the reverse of the 2017 membership cards.

10.5 QMC - Code of Practice for Professional Cavers

NB: Graham Mollard is developing a Code of Practice for Professional Cavers and would like to meet with various solicitors to discuss the content. Is BCA willing to pay for his expenses and time in this?

SN: Why does a Code of Practice need legal input?

NW: It is an outline contract that is being developed, rather than a Code of Practice.

JP: Is Graham seeking payment for his time?

NB: Assumes not, but is not clear what GM is seeking.

[Note: The meeting agreed this in principle, but left it subject to final approval at the October meeting once full details were available and provided the proposed cost was not too high.]

10.6 2016 Budget Update

RW: Has been looking closely at the 2016 budget and since it was set Council has chosen to spend money on various additional items, including a Clerk to Executive, the Minimal Impact Caving Guidelines, CRoW and additional spending on the Training Committee. For Council's information it is not now looking as if we will do no better than break even this year.

The meeting closed at 16:00

Action Log (as at June 2016)

No.	Action by ...	Details of Action
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36	SB	Put together a Manual of Operations
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October 2011

83	PI	Produce an Asset Register and liaise with NW/EP over the total replacement value of our insured equipment.
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March 2015

150	HB, NB	To liaise with Joel Corrigan to find a way to support future events financially.
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151	HB, SB, DC	To investigate using social media more effectively.
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June 2015

155	RW	To amend signatories on BCA's accounts.
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October 2015

157	NW, RW	To set up new auto-enrolment pension fund for BCA's employees. Update Jan '16: Not required until 2017. Will be actioned in mid-2016.
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January 2016

167	NB	Training Committee to produce a section for the LCMLA and CIC Handbooks on how to deal with the media.
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172	TA	to produce a draft form of words to express the benefits of caving in terms that will appeal to Government Bodies.
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April 2016

174 **LW and AE** to liaise with *Descent* about BCA providing “infomercial” content.

June 2016

- 175 **AH, AE, SB, RW** Distribute the initial draft of the Advice to ACBs to Council by email with a deadline of a week for a response before Executive considers it. Executive can then also consider the final section on insurance when complete.
- 176 **NB** Liaise with Phil Baker over the proposed *Descent* article, ensuring passage through the next Training Committee meeting and then bringing it to the October Council Meeting for final approval.
- 177 **SB** Liaise with Glenn Jones over whether it is practical to collect data on members' ages and return to the October meeting for a final decision.
- 178 **AH** Liaise with GJ over whether or not it is feasible to print the Conservation Code on the reverse of the 2017 membership cards.