



DERBYSHIRE CAVING ASSOCIATION

Minutes of Annual General Meeting, 10 am, 19th. February 2005 Monyash Village Hall

Present:

Clubs:

Masson Caving Group C.Broome [CB], J.Highfield [JH] (+ Obs. D.Webb [DW])
Orpheus Caving Club B. Potts [BP], D.Jones [DJ], P.Lydon [PL]
Rolls Royce Caving Club V.Holbrook [VH]
Technical Speleological Gr. W.Sheldon [WS]

Individual Members:

R.S.Dearman [RSD], S.Gibbs [SG], T.Gibbs [TG], T.Jackson [TJ], W.Jennison [WJ], J.Potts [JP], K.Slatcher [KS], (W.Sheldon)

1. INTRODUCTION & QUORUM:

Established that, with 4 clubs represented and 6 individual members present, the meeting was quorate.

2. APOLOGIES:

- 2.1 Apologies received from: Mike Pilling, Kev West, Adam Evans, Heather Lomas (OCC), Iain Barker, Pete Mellors, Mick Earle (Wild Track), Dave Cowley, Nigel Atkins.
2.2 RSD asked the meeting to note that he would have to be absent for a short time around midday and asked that Terry Jackson Chair the meeting during this time. This was agreed.

3. APPROVE THE MINUTES OF THE 2004 DCA AGM:

Previously circulated and taken as read.

"That the Minutes of the 2004 DCA AGM be accepted as a correct record." Prop. T.Jackson, sec. B.Potts. *Agreed unanimously.*

4. MATTERS ARISING FROM THE 2004 DCA AGM MINUTES: None.

5. ELECTION OF MEMBERS:

- 5.1 Individual Members: Phil Booth, Adam Evans, Peter Martin, Karen Slatcher. Prop. T.Jackson, sec. B.Potts *"That all be accepted."* *Agreed unanimously.*
5.2 Associate Member: Thornbridge Outdoors. Prop. J.Potts, sec. T.Jackson. *"That they be accepted."* *Agreed unanimously.*

6. TO APPROVE THE DCA ANNUAL REPORT:

JP stated that not all reports had been sent to her in time for the complete Annual Report to be printed so it would be sent out later. The Equipment Officer had been working away from home and so had not been able to provide a report but his work was referred to later in the meeting (under item 6.5.d).

6.1 CHAIRMAN:

RSD apologised that, due to working away from home for several weeks, it had not been possible for him to produce a written report in time for the meeting but he would supply one to be included in the printed Annual Report. He thanked all those who had contributed to the work of DCA.

6.2 SECRETARY: (Written report tabled.)

- a. JP drew members' attention to the gradual decline in the number of member clubs and increase in the number of individual members and possible reasons for this were put forward by RSD. The decline in the number of clubs appeared to be a national trend as was also the increasing number of non-club cavers active.
b. DW suggested that a section on monitoring SSSIs might be added to the DCA Handbook and possibly also to the DCA "flyer".
c. DW expressed concern at the increasing amount of email "spam" to access@theDCA.org.uk. This was felt to be a general trend and an increasing nuisance for all internet users but it was possible to protect links via the DCA website to prevent "harvesting" of email addresses. JP stated that she ensured that block emails to members could not be "harvested" by spammers.
d. *"That the Secretary's report be accepted."* Prop. T.Jackson, sec. W.Sheldon. *Agreed unanimously.*

6.3 TREASURER: (Written report and accounts tabled.)

- a. JP asked members to note that the Accounts were presented subject to audit.
b. JP clarified the the Cave Discovery Fund payment to Orpheus C.C. for their 1st. Sept. 2004 application in relation to Owl Hole did not appear in the accounts because it had to be ratified at 27th. November Council meeting before payment could be made.
c. JP reported that the Hamps/Manifold publication was nearing completion and would be offered at a pre-publication price to members as soon as a definite publication date was agreed.
d. *"That the Treasurer's report and accounts be accepted."* Prop. P. Lydon, sec. T.Jackson. *Agreed unanimously.*
e. RSD suggested that we should now drop the "Bolt Fund Records" from the general report to the AGM since DCA was no longer actively raising money for Eco-anchor installation. JP agreed but noted that it was still useful to keep a record of the total spent on anchor installation since the start of the programme in 1992.
f. BP proposed a *Vote of thanks to the Treasurer for all her work on DCA finances.* *Agreed unanimously.*
g. JP gave a brief update on the accounts since 1st. October 2004: We had approximately £6325 in the accounts at present with a further £1826 due to be paid in shortly by English Nature, making a total of over £8150. Approximately £3000 of this was insurance premiums held pending payment over to Perkins Slade. She felt the financial situation was very healthy and this was due in large part to the work done for English Nature by DCA teams under Dave Webb's direction.

6.4 CONSERVATION OFFICER: (Written report tabled.)

- a. DW noted that the conservation profile was being raised in the caving world. This was particularly so in the Peak District.
b. DW reported that the Knotlow Pollution Log. was still being kept and an explanation for the pollution was still being sought.
c. DW reported that he now had a CD on Cave Conservation available for sale to members.
d. RSD called for a *Vote of thanks to Dave Webb and all those who had helped in conservation works this year.* *Agreed unanimously.*
e. *"That the Conservation Officer's report be accepted."* Prop. J.Potts, sec. C.Broome. *Agreed unanimously.*

6.5 ACCESS OFFICER: (Not present but written report tabled.)

- a. TJ reported that the Pennine Bridleway works by the gateway to P.8. seemed to be "on hold", possibly due to a dispute over land ownership. The grand opening of the Pennine Bridleway had not yet happened and it was suggested this might be held up awaiting legislation on the use of 4x4 vehicles. He would continue to keep a watching brief.
b. Noted that the "bridge" on the way to Giants was not intrusive and appeared to be satisfactory.
c. JP suggested that a "positive" notice inside the gated entrances to some sites, e.g. Ashford Marble Mine, Devonshire, etc. might have an effect in reducing vandalism and poor behaviour by instructed parties. She and DW would look into this.
d. RSD noted that there had been an inspection of the Lathkill Head Garden Path Shaft by himself and Dave Cowley using the new bolt testing gear on permanent loan to DCA from NCA.
e. RSD noted that the conservation tape in Ashford Marble Mine needed replacing. It was agreed that we should not attempt to tape off areas which some thought might be unsafe as this could have liability implications.
f. *"That the Access Officer's report be accepted."* Prop. B.Potts, sec. T.Jackson. *Agreed unanimously.*
g. JP noted that she had been told by a BMC officer at a recent meeting that parts of Stoney Middleton Dale were being bought by BMC and that this might include the Streaks Pot and Layby Pot areas. She was maintaining contact with BMC and had also informed Iain Barker and John Beck.

- 6.6 **LEGAL & INSURANCE OFFICER:** (Not present but written report tabled.)
a. RSD noted that there was a potential for problems to arise, given that BCA was running the national caving insurance scheme. DCA would need to keep a close watch on the situation.
b. *"That the Legal & Insurance Officer's report be accepted."* Prop. T.Gibbs, sec. T.Jackson. *Agreed unanimously.*
- 6.7 **PUBLICATIONS OFFICER:** (Written report tabled.)
a. RSD noted that he has put pressure on S.Townsend to complete work on the new "Caves of the Peak District".
b. PL suggested that "The Derbyshire Caver" could be put on the DCA website without affecting its over-the-counter sales. After discussion this was agreed. PL would work on producing the next in pdf format which would allow this.
c. *"That the Publications Officer's report be accepted."* Prop. B.Potts, sec. C.Broome. *Agreed unanimously.*
- 6.8 **TRAINING OFFICER: (NOT PRESENT BUT WRITTEN REPORT TABLED.)**
a. DW noted that he was working on including conservation awareness in training programmes.
b. *"That the Training Officer's report be accepted."* Prop. B.Potts, sec. D.Jones. *Agreed unanimously.*

At this point R.S.Dearman left the meeting and T.Jackson took over as Chairman

7. **ELECTION OF OFFICERS:**

- a. JP noted that all the existing officers had been nominated for a further year, either by Masson Caving Group or by Iain Barker or by both. There were no other nominations.

"That the existing officers be re-elected for the coming year." Prop. B.Potts, sec. W.Sheldon. *Agreed unanimously.*

- b. The following Officers were declared elected unopposed for 2005/2006:

Chairman:	R.S.Dearman	Training Officer:	N.Atkins
Secretary:	J.E.Potts	Equipment Officer:	D.Cowley
Treasurer:	J.E Potts	Legal & Insurance Officer:	P.Mellors
Conservation & Access Officer:	J.Taylor	Publications Officer:	P.Lydon
Access Officer:	I.Barker	Cave Registry Secretary:	J.Beck
Conservation Officer:	D.Webb	Assistant Secretary:	C.Broome

8. **ELECTION OF THREE ORDINARY MEMBERS TO CAVE DISCOVERY FUND GRANTS PANEL:**

- a. JP noted that the Chairman and a representative of the Conservation & Access Officer were members of the panel; the Treasurer was a member ex-officio. In answer to a query by DW, it was accepted that this was sufficient to protect conservation interests as it was open to the Conservation & Access Officer to nominate the Conservation Officer to attend Panel meetings, as had happened at the last meeting.

- b. *"That the existing three members be re-elected for the coming year."* Prop. W.Jennison, sec. C.Broome. *Agreed unanimously.*

The following were declared elected unopposed for 2005/2006: T.Jackson, B.Potts, I.Barker.

9. **CONSTITUTIONAL AMENDMENTS:**

Noted that voting on amendments would take place under the existing constitutional rules for a General Meeting: i.e. multiple votes for clubs, one vote for each individual member, no vote for officers and a single-house system.

- 9.1 Amendment to proposal: *"That the new 2.3 be re-numbered 2.1 and existing 2.1 and 2.2 renumbered."* Prop. W.Jennison and accepted by JP.

Add new 2.1 and renumber existing 2.1 and 2.2 as 2.2 and 2.3.

2.1 Derbyshire Caving Association is a Regional Caving Council in membership of the British Caving Association, hereinafter referred to as BCA.

Prop. W.Jennison, sec. J.Potts. *Agreed unanimously.*

- 9.2 Amendment to proposal: *"That an additional third sentence be added: A representative of the club applying may be required to attend the Council Meeting at which the application is to be considered."* Prop. C.Broome, sec. B.Potts. *Agreed unanimously.*

Delete existing 3.4 and replace with:

3.4 Clubs applying for full membership shall be sponsored by an existing Club Member of not less than 12 months standing within the Association or by the Council of BCA. Clubs not sponsored by BCA Council shall have provisional membership status until their membership of BCA is confirmed. A representative of the club applying may be required to attend the Council Meeting at which the application is to be considered.

Prop. B.Potts, sec. P.Lydon. *Agreed unanimously.*

At this point R.S.Dearman returned and resumed the Chair.

- 9.3 **Delete existing 3.6 and replace with:**

3.6 Applications for Individual Membership must be accompanied by the correct entry fee and subscription, which will be returned if the applicant is not elected. Club and Associate Member applicants shall have provisional membership status until their payment of subscription to BCA is confirmed.

Prop. J.Potts, sec. T.Gibbs. *Agreed unanimously.*

- 9.4 **Delete existing section 4.1. and replace with:**

4.1 Club and Associate Members shall not be required to pay a subscription direct to DCA. DCA will expect to receive from BCA a sum sufficient to cover the approved expenditure on services for these members.

Prop. J.Potts, sec. K.Slatcher. *Agreed unanimously.*

- 9.5 **Amend existing section 4.4 by addition of the word "Individual".**

4.4 Any Individual Member joining the Association after 30th. September shall be deemed to have paid the subscription for the following year.

Prop. J.Potts, sec. W.Jennison. *Agreed unanimously.*

- 9.6 **Delete existing section 5.1.a. and replace with:**

5.1.a The following Officers shall be elected by nomination and majority vote at each Annual General Meeting: Chairman, Secretary, Treasurer, Legal & Insurance Officer, Conservation & Access Officer, Access Officer, Conservation Officer, Training Officer, Equipment Officer, Publications Officer, Cave Registry Secretary, Assistant Secretary. Any elected Officer may co-opt an Assistant or Liaison Officer to assist in his work, provided that such appointments are made known to the Association. Any additional officers who may be deemed necessary for the efficient running of the Association may be co-opted at General Meetings to act for the remainder of the year.

Prop. J.Potts, sec. D.Jones. *Agreed unanimously.*

- 9.7 Amendment to proposal: *"That the words: ... from an officer of their club ... be added after the words ... written authorisation."* Prop. B.Potts, sec. D.Jones.

Accepted by J.Potts.

Delete existing section 6.1 and replace with:

6.1 Each member club may send a voting representative to Council Meetings. Nominated representatives must present written authorisation from an officer of their Club at or before the beginning of each meeting. Individual Members may attend Council Meetings. Associate Members and observers are welcome at Council Meetings but may not vote.

Prop. J.Potts, sec. T.Gibbs. *Agreed unanimously.*

- 9.8 **Delete existing section 6.3 and replace with:**

6.3 In the event that a vote is taken at a Council Meeting, a simple majority of those entitled to vote shall be sufficient for a motion to be passed. Of those present: each Elected Officer (see 5.1.a) shall have one vote, each club representative shall have one vote and each Individual Member shall have one vote. No person shall represent more than one club. No person may vote both as an Individual Member and as an Elected Officer. A person holding more than one post as an Elected Officer shall have only one vote. The Chairman or Presiding Officer shall have no vote except a casting vote.

Prop. J.Potts, sec. T.Gibbs. *Agreed unanimously.*

- 9.9 There was some discussion on whether this might disadvantage clubs in relation to individual members. JP emphasised that this proposal referred to General Meetings at which a 2-house system would operate, as detailed in proposed clause 7.1.b.

Delete existing sections 7.1.a. and replace with:

7.1.a Each Member Club may send one voting representative to General Meetings. Nominated representatives must present written authorisation from their Club at or before the beginning of each meeting. Each Club representative and each Individual Member has one vote.
Prop. J.Potts, sec. T.Gibbs. *Agreed unanimously.*

9.10 Delete existing section 7.1.b and replace with:

7.1.b Voting shall be conducted in two "Houses", one for the class of Club Representatives, the other for the class of Individual Members. A motion not affecting the Constitution shall be taken as succeeding if a simple majority of votes cast by those present and voting for the motion is obtained in each House, otherwise the motion shall fall.
Prop. J.Potts, sec. T.Gibbs. *Agreed unanimously.*

9.11 Amend 7.3 by deleting the 2nd. sentence.

7.3 No one person may act as a representative of more than one club for the purposes of voting.
Prop. J.Potts, sec. B.Potts. *Agreed unanimously.*

9.12 There was discussion on what number was realistic for a quorum at a general meeting. JP noted that attendance at meetings was generally low although support for DCA, evidenced by payment of subscriptions and increased communications between DCA, its officers and its members was now better than it had ever been. There was a feeling that a quorum of two clubs and two individual members was too low for credibility and it was noted that a Council Meeting required 4 officers present to be quorate.

Amendment to proposal: "*That the quorum require that four clubs and four individuals be present.*" Prop. C.Broome, sec. B.Potts.

There were 21 votes for; 1 vote against. *Agreed by majority vote.*

Delete existing section 7.4. and replace with:

7.4 A quorum for General Meetings shall consist of four Club representatives and four Individual Members. The rules stated above (see 7.3) shall apply also for the purposes of establishing a quorum.

Prop. T.Gibbs, sec. D.Jones. *Agreed unanimously.*

9.13 Amend 8 by replacing the 2nd. sentence with: 8..... *The financial year of the Association shall run from 1st. January to 31st. December in any one calendar year.*

8. Proper books of accounts shall be kept by all Officers of the Association and the Treasurer shall submit audited accounts annually. The financial year of the Association shall run from 1st. January to 31st. December in any one calendar year.

Prop. J.Potts, sec. T.Jackson. *Agreed unanimously.*

9.14. Suggested this proposal should read "... *if at least 70% ...*". JP accepted this.

Delete existing section 10.3. and replace with:

10.3 Voting shall be conducted in two "Houses" (see 7.1.b). A proposed Constitutional amendment shall be taken as succeeding if at least 70% of the votes cast by those present and voting in each House are in favour of the proposal, otherwise the motion shall fall.

Prop. J.Potts, sec. D.Jones. *Agreed unanimously.*

10. **NCA SGM / BCA AGM - 12. MARCH 2005: Outline of business affecting DCA.**

Copies of the agendas for the NCA AGM, BCA AGM and NCA SGM were tabled. JP noted that DCA's proposal relating to Club Individual Members of non-BCA-insured clubs was on the BCA AGM agenda. JP reminded those present that all member clubs of NCA and BCA, i.e. all DCA Member Clubs, were entitled to send a voting representative and BCA Individual Members were also able to attend and vote at the BCA AGM.

11 **APPOINTMENT OF DELEGATES/REPRESENTATIVES TO NCA SGM / BCA AGM AND BCA COMMITTEES:**

11.1 Delegates for the NCA SGM / BCA AGM on Sat., 12th. March 2005: J.Potts appointed. RSDearman would also attend if possible.

11.2 BCA Council Rep.: J.Potts appointed.

11.3 Special Committees: Relevant DCA Officers were appointed to attend the various BCA Committees or liaise with the relevant BCA officer:

BCA Conservation & Access: D.Webb or J.Taylor or I.Barker.

BCA Training: N.Atkins. (J.Potts could act as substitute if he could not attend.)

BCA Equipment: D.Cowley. (R.S.Dearman or J.Potts could act as substitute if he could not attend.)

BCA Legal & Insurance: P.T.Mellors.

11.4 Other BCA Working groups, etc.: The following would attend meetings or liaise with BCA appointee or group:

Structure Working Group: J.Potts.

Radon Working Party: P.T.Mellors.

National Cave Register Co-ordinating Committee: John Beck.

12. **APPOINTMENT OF DELEGATES/REPRESENTATIVES TO OTHER ORGANISATIONS:**

12.1 SSSI Regional Liaison Group, Derbys. & Underground Conservation Forum: D.Webb.

12.2 Peak Instructed Caving Affiliation: D.Webb, J.Potts.

12.3 Derbyshire & Peak Park Sport & Recreation Forum: J.Potts.

12.4 Other local liaison groups:

a. Derbyshire Dales Outdoor Recreation Group: J.Potts;

b. High Peak Outdoor Recreation Development Group: T.Jackson.

c. Peak District National Park Recreation Forum: J.Potts.

13 **DATE, TIME AND VENUE OF MEETINGS FOR THE YEAR:**

13.1 DCA AGM 2006: Saturday, 25 February 2006, Monyash Village Hall at 10.am.

13.2 DCA Council Meetings: Mid-April, Mid-July & Late October - JP to book. All meetings at Monyash Village Hall, Saturdays at 10am.

14. **ANY OTHER BUSINESS:**

14.1 J.Potts proposed a donation from DCA to the Charity set up in memory of D.Edwards. *£100 donation agreed.* JP would organise this.

14.2 J.Potts asked members to note the contribution to the success of DCA's publications made by Roy Paulson over many years.

"That RSD be asked to write a letter of appreciation to R.Paulson for all his work and to offer him Honorary Membership of DCA."

Prop. J.Potts, sec. T.Gibbs. *Agreed unanimously.*

14.3 BP asked members to note that the new CRoW Access Areas were now shown on the latest O.S. maps of the Peak District.

14.4 *A vote of thanks was proposed to D.Webb for all his work on cave conservation this year. Agreed unanimously.*

14.5 CB asked members to note that the charity he was associated with: Bonsall links with Chernobyl Children, was arranging for visiting children to be taken into some Peak District caves.

There being no further business the meeting closed at 15.32.

J.E.Potts, Recorder.

APPENDED TO THESE MINUTES AND FORMING PART OF THEM ARE THE DCA ANNUAL REPORT FOR 2004 & THE DCA ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR 2003/2004.