



DERBYSHIRE CAVING ASSOCIATION

Open Council Meeting, 27 October 2018, 10am, Monyash Village Hall

MINUTES

Present:	Officers:	Chairman	Wayne Sheldon [WS]	
		Vice Chairman	Alan Brentnall [AB]	
		Projects Officer	Pete Knight PK]	
		Equipment Officer	Bob Dearman [BD]	
		Legal & Ins. Officer	Pete Mellors [PM]	
		Newsletter Editor	Mike Higgins [MH]	
		Conservation Officer	Christine Wilson [CW]	
		Cave Registry Secretary	Phil Wolstenholme [PW]	
		Clubs:	DCMC	(Pete Knight)
			Crewe C.P.C.	(Alan Brentnall, Charley Cooley)
			Eldon P.C.	(Bob Dearman)
Masson CG	(Mark Gratton)			
T.S.G.	(Wayne Sheldon, Phil Wolstenholme)			
Individual Members:	Charley Cooley, Scott Bradley, Mark Gratton (Alan Brentnall, Bob Dearman, Mike Higgins, Pete Knight, Pete Mellors, Phil Wolstenholme)			

1. Chairman's Welcome:

Meeting began at 10:19am. WS welcomed those present and noted several apologies for absence.

2. Apologies for absence: Establish Quorum.

2.1 **Apologies received from:** (Training Officer) Nigel Atkins, (Publications & Sales Officer / Acting Secretary) Jenny Potts, Individual Member: Shirley Burtonshaw.

2.2 **Quorum:** Quorate with 6 officers present plus Chairman. BD arrived a few minutes later

3. To Approve Minutes of the previous Council Meeting: (30 June 2018, previously circulated).

3.1 **That the Minutes of the Council Meeting of 30 June 2018 be approved.**

Prop. P. Wolstenholme, Sec. B.Dearman **Agreed**

4. Matters Arising Therefrom: (Note that some of these issues may be dealt with in Officers' Reports.)

- 4.1 **005 UCF Report to be on Open section of website, Minutes on officers' section.** (See 6.3). Ongoing.
- 4.2 **009 Review DCA Fixed Aids Policy.** (See 6.8.a.1). Discharged.
- 4.3 **010 Manifold bolts required.** (See 6.8.a.2). Ongoing.
- 4.4 **012 Identify volunteers to help with SSI monitoring.** Covered in the UCF Meeting and is in the minutes. Discharged.
- 4.5 **020 New batteries for angle grinder to be bought.** (See 6.7.1). Discharged.
- 4.6 **022 Future of A.S.S.** (See 6.7). Ongoing.
- 4.7 **023 Check replacement of materials used for Bateman's Adit gate.** (See 6.7). Discharged.
- 4.8 **025 Investigate volunteer contribution charge.** (See 6.4 and 6.4.3). Discharged.
- 4.9 **027 Scan surveys held by BCL and place on DCA website.** Ongoing.
- 4.10 **028 Cave Entrance photos for website.** (See 6.4.4. and 6.11). Ongoing.
- 4.11 **032 Scrub Scrin Shaft to be capped.** (See 6.7). Awaiting start.
- 4.12 **034 Tools needed for Project work.** (See 6.7). Discharged.
- 4.13 **035 Sell remaining CoPD copies to best advantage.** (See 6.11). Discharged.
- 4.14 **036 Investigate possible DCA funding of Radon Dosimeters.** (See 6.7). Ongoing.
- 4.15 **037 Find new secretary for DCA.** (See 9.4). Ongoing.
- 4.16 **038 Install lid on Longcliffe Shaft and place any necessary bolts.** (See 6.4.1, 6.7 and 6.8.a.5). Ongoing.
- 4.17 **039 Giants Hole, Investigate bolting downstream from Chert Hall.** (See 6.7 and 6.8.a.6). Discharged.
- 4.18 **040 Devonshire, tidy and install new shaft lid.** (See 6.7). Ongoing.
- 4.19 **041 Recruitment poster for DCA Needed.** (See 6.7). Discharged.
- 4.20 **042 MH to scan earlier newsletters for website.** (See 6.10). Ongoing.
- 4.21 **043 Ulley Activity Centre to be invited to become DCA Associate Member.** Discharged.
- 4.22 **044 Arrange to pay travel expenses to SUSS members involved in P8 cleanup.** (See 6.7). Discharged.
- 4.23 **045 Tackle bags to be brought for the use of bolt installers.** (See 6.8.a). Ongoing.

5. Election of New Members

5.1 **Individual Member:** Scott Bradley. Prop. W.Sheldon, Sec. P.Knight. **Agreed.**

6. Officers' Reports.

6.1 **Chairman.** (See report circulated prior to the meeting.)

6.1.1 **Job Descriptions.** See A.O.B.

6.1.2 **That the Chairman's Report be accepted.** Prop P.Knight, Sec. P.Wolstenholme. **Agreed**

6.2 **Secretary** (See report- written by W.Sheldon in the absence of a secretary - circulated prior to the meeting.)

6.2.1 **That the Secretary's Report be accepted.** Prop. M.Higgins, Sec. P.Wolstenholme. **Agreed**

6.3 **Treasurer / Webmaster.** (See report circulated prior to the meeting.)

6.3.1 **Domain Name:** AS is to get the Peak District Caving domain name transferred to DCA's website.

6.3.2 **That the Treasurer's Report be accepted.** Prop. M.Gration, Sec. M.Higgins. **Agreed.**

6.4 **Conservation Officer.** (See report circulated prior to the meeting.)

6.4.1 **Longcliffe.** PW confirmed that the Longcliffe lid will be completed by the end of October 2018, and that the invoice for this will be passed to Natural England (N.E.). **Action PW**

6.4.2 CW reported that new safety rules regarding N.N.R. workers and holes in the ground meant that UCF will be receiving more requests as holes open up. DCA should receive funding for any N.N.R. work separate from the funds received for work in SSSIs. Volunteers are encouraged to submit claims for mileage and materials, and record the hours worked.

6.4.3 **That DCA will raise the mileage rate for all DCA business from 25p to 45p with immediate effect**
Prop. C.Wilson, Sec. M.Gration. **Agreed.**

6.4.4 **SSSI Monitoring Forms:** CW reported that forms for certain venues (specifically: Hazelbadge Cave, Outlands Head Cave, Christmas Swallet and Tear Breeches Mine) have been removed from the website because access is either delicate or no longer available, and the presence of the forms on the SSSI Monitoring site might imply encouragement for groups to access these sites.

6.4.5 **Giant's Hole:** CW reported that N.E. had tried to contact the owner of Giant's Hole in order to place notices at the track entrance (no public access) and at the cave entrance (interpretive information) without success. N.E. agree that, as this is an SSSI, consent isn't necessary before such notices are placed, but CW agreed to ask Dan Abrahams to contact Maurice Gregory before we go ahead. **Action CW**

6.4.6 **That the Conservation Officer's Report be accepted.** Prop. P.Knight, Sec. P.Wolstenholme. **Agreed.**

6.5 **Access Officer.** (Absent and no report received but Gary has written stating his intention to resign.)

6.5.1 We need to ascertain all those who currently have a card for access to Rookery Mine at Ashford-in-the-Water. To check with Karen Slatcher. **Action: PK/WS**

6.5.2 In future, DCA plans to have Permit Officers for specific sites, coordinated by the Access Officer. Currently, the only sites concerned are Rookery Mine and The Garden Path entrance to Dreamtime in Lathkill head Cave Upper Series. The Permit Officer for Garden Path is currently PM, with BD as the key holder.

6.6 **Legal & Insurance Officer.** (See report circulated prior to the meeting.)

6.6.1 Lathkilldale North Bank: This is reported to have changed ownership. CW suggests that PM contacts Joe Allsop of N.E. to confirm who the new owner is. **Action PM**

6.6.2 **That the Legal & Insurance Officer's Report be accepted.** Prop. P.Knight, Sec. M.Gration. **Agreed.**

6.7 **Projects Officer.** (See report circulated prior to the meeting.)

6.7.1 **Angle Grinder:** PK confirmed that he will look after the drill new angle grinder, and that CW looks after the new angle grinder. It was agreed that the old De Walt grinder, whose batteries are no longer usable, should be written off.

6.7.2 **DCA Store:** PK reported that the container has been moved as part of the re-design of the car park etc at Cavendish Mill. It is still the intention to move the container to a better location, and all are encouraged to seek out a suitable site. **Action ALL**

6.7.3 **That the Projects Officer's Report be accepted.** Prop. M.Higgins, Sec. C.Wilson. **Agreed**

6.8.a **Equipment Officer.** (See report circulated prior to the meeting.)

6.8.a.1 **DCA Bolts Policy:** BD stated that DCA adheres to the BCA policy, although this only applies to P bolts and pull-through rings..

6.8.a.2 **Manifold Bolts:** BD reported that he and Pete Wagstaff had placed 4 P bolts in Riverside Sink, 4 P bolts in Darfar Pot (plus 2 deviations using non-P bolts). He said this action item couldn't be closed yet as bolts are still needed in Ladyside Pot.

6.8.a.3 **IC Anchors.** BD reported that CNCC are currently using IC anchors instead of P bolts. P bolts have been used and tested extensively and have provided very satisfactory service. IC anchors have not been subjected to the same level of testing, and SB

confirmed that the manufacturing process used to produce IC anchors would be difficult to replicate commercially. For these reasons, DCA will continue to use P bolts and will buy them direct from the supplier if necessary. Further, DCA should oppose any moves to make the use of IC anchors national policy.

That DCA will not support the IC anchor for national use. Prop. B.Dearman, Sec. C.Wilson. **Agreed.**

6.8.a.4 MG left the meeting at 12:20.

6.8.a.5 **Venues still requiring Bolts:** Giants Hole, Longcliffe, Hungerhill Swallet, Bateman's Adit.

6.8.a.6 **Giant's Hole:** CW suggested that simply replacing all spits in the traverse might encourage more led groups to use what is, after all, a notorious radon site. After discussion, it was agreed that spits would only be replaced when they became defunct, and, even then, only if absolutely necessary.

6.8.a.7 **Hungerhill Swallet:** AB agreed to supply BD with a diagram of bolts needed.

Action AB

6.8.a.8. **That the Equipment Officer's Report be accepted.** Prop. P.Knight, Sec. C.Wilson. **Agreed.**

6.8.b DCA Cave Atmosphere Monitoring report. (See report circulated prior to the meeting.)

6.8.b.1 **Mendip's Experience:** As reported in the October/November 2018 Descent, Mendip, who have similar autogenically fed systems to the Peak District, have been experiencing high levels (up to 4%) of CO2 in some of their caves. AB has received no reports of air problems in our region, and measurements taken in caves in the Peak which usually get the problem have all shown levels less than 1%. This is possibly due to atmospheric pressure being higher in our region.

6.8.b.2 **That the Cave Atmosphere Monitoring Report be accepted.** Prop. B.Dearman, Sec. P.Knight. **Agreed.**

6.9 Training Officer. (Apologies sent but see report circulated prior to the meeting.)

6.9.1 Agreed that a breakdown of the income and expenditure figures would be useful. AS to contact Nigel for these.

Action AS

6.9.2 **That the Training Officer's Report be accepted.** Prop. P.Knight, Sec.. B.Dearman **Agreed.**

6.10 Newsletter Editor. (See report circulated prior to the meeting.)

6.10.1 **That the Newsletter Editor's Report be accepted.** Prop. P.Mellors, Sec. A.Brentnall. **Agreed**

6.11 Publications & Sales Officer. (See report circulated prior to the meeting.)

6.11.1 **That the Publicity & Sales Officer Report be accepted.** Prop. B.Dearman, Sec. P.Knight. **Agreed**

6.12 Cave Registry Secretary. (See report circulated prior to the meeting.)

6.12.1 PW confirmed that entries will include caves and mines where access is not allowed. He also said that some venues are on the registry but hidden. Because of the presence of cave locations on various sites on the internet (Google Maps etc.) there was a discussion about what should be available on the registry, viewable through the public site and it was decided that for any venue deemed sensitive, the entry on the open site would be restricted to the name and the area. The registry and the DCA front page should contain information directing people to sites with information about how to cave responsibly.

Action PW,AS

6.12.2 **Cave Micro guides.** PW has yet to upload these to the site. The contents need reviewing.

Action PW,PK,AB

6.12.3 **That the Cave Registry Secretary's Report be accepted.** Prop. M.Higgins, Sec. P.Knight. **Agreed.**

7.1 BCA Matters

7.1 **Report from BCA Council Meeting, Sat. 6 October 2018.** (See report circulated prior to the meeting.)

There were no questions re. JP's report on the BCA Council Meeting. The Minutes will be posted on the BCA website.

8. Date & Venue for next Council Meeting

8.1 The **2019 AGM** has been agreed as Saturday 23rd. Feb. 2019, followed by a brief Council Meeting.

9. Any Other Business

9.1 **Oxlow anchors.** Following a DCRO exercise in Oxlow, an internal DCRO email mentioned the lack of belays for hauling in the chamber above Pitch 2. AB pointed out that it is DCRO policy not to place bolts for rescue until they are needed. DCRO will place through-bolts if required during an incident.

9.2 **Raddlepits.** According to information received from the BMC, the mineral rights for this mine may be up for sale. Possibly an opportunity for DCA to control access at this site.

9.3 **Officer Positions, Job Descriptions etc.** WS circulated various job descriptions (see addendum to these minutes), and likely vacancies at the next AGM were discussed.

9.4 **Secretary.** It was thought that the Secretary's role could be split into three: main Secretary for correspondence, delegating minutes and membership. These extra posts could be created and filled by co-opting as and when required without amending the constitution.

9.5 **Access Officer.** This post originally included the Legal & Insurance roles which PM currently takes on. When PM stands down at the AGM, these roles will be discontinued, and become the responsibility of the Access Officer and delegated if necessary, but probably no longer needed.

- 9.6 **Publication & Sales Officer.** This is a new role, which JP will be taking on.
- 9.7 **Newsletter Editor.** PW agreed to stand for this.
- 9.8 **Membership Secretary.** MH agreed to stand for this.
- 9.10 **Currently Unfilled Vacancies.** Secretary, Minutes Secretary, Access Officer - PK to advertise for these. **Action PK**
- 9.11 **Bolting Topos.** BD asked for decent interpretations of some of the sketchy topos he's received. WS said that AS can do this very efficiently.
- 9.12 **Gordon Parkin.** BD mentioned that Gordon (AKA Poison Dwarf), famous for being left abandoned for a significant length of time in Oxlow many years ago, passed away recently.
- 9.13 **Information Circulars.** These have been effectively replaced by various internet media: Email, UKCaving, Facebook and DCA Website.
- 9.14 **Access Officer Issues.** PK to sort this out Rookery Mine access between now and the AGM. **Action PK**
- 9.15 **Okeover and Chatsworth Estate Renewals.** PM agreed to provide forms etc by the AGM. **Action PM**
- 9.16 **Waterways Swallet carpark.** Discussing the Okeover issue, the current state of the parking area was discussed, and AB agreed to try to look into this **Action AB**

There being no other business the meeting finished at 14:10

**A.Brentnall,
Recorder**

Appended to these Minutes and forming part of them are the following reports:

- 6.1 Chairman.
- 6.2 Secretary
- 6.3 Treasurer / Webmaster
- 6.4 Conservation Officer
- 6.5 Access Officer
- 6.6 Legal and Insurance Officer
- 6.7 Project Officer
- 6.8.a Equipment Officer
- 6.8.b DCA Cave Atmosphere Monitoring report
- 6.9 Training Officer
- 6.10 Newsletter Editor
- 6.11 Publication and Sales Officer
- 6.12 Cave Registry Secretary
- 7.1 BCA Council Report

- 9.3 Officer Positions, Job Descriptions



DERBYSHIRE CAVING ASSOCIATION

Open Council Meeting, 27 October 2018, Officers' Reports

6.1. DCA Chairman's Report

The DCA is coming to a bit of a crisis point where we are short of officers to undertake the official positions, this could get worse next year when several of the long-standing officers plan to retire. It won't be the end of DCA, but we won't be able to function effectively as it is currently, and things may get missed.

Pete Knight has been a star in putting requests out via Facebook, UK Caving to encourage cavers to attend meetings, not necessary to undertake officer jobs but to show an interest in the organization, and what we do. If we don't sort access issues, undertake conservation work important sites that we have access to that cavers take for granted, access could be lost forever. The more volunteers we have, the easier the jobs become, everybody has a different set of skill sets.

I am in the process of getting job descriptions together for the current officer positions, this will allow us to look at the jobs, potentially merging roles together, and this will show the jobs, making it easier for assistants to be used within each job role. For example, the secretary job could be split into 3 parts - Meetings Sec, Membership Sec and General Correspondence, all of which can be done by a different person if needed. In terms of the other roles, we might fold some roles into others or eliminate some of them completely.

I am aware that several of our officers including myself are having a tough time managing the work / volunteer balance, the former pulling on each of us a lot more, due to fact it allows us to live and do our hobby. If anybody is struggling, please speak out as I would rather have you doing little rather than sitting there struggling and wanting to pack it all in all together.

Wayne Sheldon, 24th September 2018
Chairman

6.2. DCA Secretary Report

We don't have a secretary at the moment but with Jenny Potts acting secretary but recently I have told her to leave everything and the current officers will pick it up. Myself and Angus are covering the DCA secretary email address. I have been emailing out to all members; the following has been sent out during the last four months.

- DCA Council Minutes from June 2018 meeting.
- DCA Agenda and Officers Report for the forthcoming meeting
- DCA and BCA Training Calendar

Membership:

Angus has checked all the membership records against the bank account records and several individual members haven't renewed this year, so these will be chased up and asked to pay before we drop them as members.

Wayne Sheldon, 17th October 2018
Chairman

6.3. Treasurer / Webmaster Report

The current account balances and income and expenditure to date have been submitted with this report. Significant expenses since last meeting include purchase of new drill and angle grinder and call out charge for securing Herne Hill cave after vandalism. I will shortly be raising invoices for SSSI conservation work with Natural England. Income from sales of COPD continues to be stable, mainly via Moore Books and Starless River.

Account Summary 31/12/2018

Account title	Balance
Lloyds Current Account	£19,996.19
RBS Current Account	£310.24
RBS Deposit Account	£1.01
Unity Trust Current Account	£0.00
Unity Trust Deposit Account	£0.00

Profit and Loss for period covering 01/01/2018 to 17/10/2018

Income	£0.00	Expenses	£0.00
Subscriptions & Entry Fees	£271.00	General Admin	£0.00
Publications	£0.00	Post	£90.44
COPD	£605.60	Materials, printing, copying etc.	£765.27
Newsletters	£181.20	Conservation, Access etc.	£0.00
Donations	£0.00	Travel	£221.84
General Fund	£36.50	Other	£2263.50
BCA Grants	£0.00	Publications	£0.00

Training	£450.00	Newsletter	£101.29
Awards and Grants	£0.00	Training	£0.00
Other	£3,597.56	Post, telephone, email etc.	£10.00
Bank Interest	£1.66	Training events, Instruction etc.	£450.00
		SSSI Conservation Work	£0.00
		Projects 2014/2015	£24.00
Total Revenue	£5143.92	Total Expenses	£3,745.46
Net Income for period	£1,398.46		

Action Items

005 UCF Meeting reports etc. Still waiting for reports

012 Audit volunteers. Audit promoted on DCA site and pdci twitter account, see CW for further info.

022 Entrance photographs. Significant number of entrance pictures after recent publicity, mainly from a few people. List of caves requiring entrance photographs now available on web site.

DCA Webmaster Report

thedca.org.uk. The DCA web site has had few changes other than regular reports, news items and occasional software upgrades. Improved labelling of SSSI audit reports now implemented with date included in labels.

Cave Registry. Access entries can now be formatted with "Markdown", a simple, readable text mark-up language which allows headings, lists and simple tables to be entered (see Bagshawe Cavern for example).

PeakDistrictCaving.info. New entrance photographs online. Markdown formatting as described above applied to access descriptions. Minor layout changes applied. Regular site software upgrades applied.

Angus Sawyer, 17th October 2018

6.4. Conservation Officer Report

Natural England funding and conservation work funded to date

Natural England has provided funding for conservation project work in 2017-2018. To date, nearly all the £5000 has now been allocated. This funding goes toward equipment hire an/or purchase and 'payment in kind' for labour in projects linked to conservation and safe access in SSSI systems.

Many thanks to cavers that reported to us issues that needed resolving and to Pete Knight and the volunteers that worked on the projects and finally, to Dan Abrahams for securing the money for us from NE!

A resume of the project work to date using this year's Natural England funding is below: -

Longcliffe (Castleton SSSI) Shaft top and lid.

Funding was provided for the construction of the shaft top which involved encasing the protruding pipe with a square wall made of concrete blocks and jacketed with natural stone and finishing the cap with a flat slab with belay tube recesses for abseil access. The grille, that is currently being made, is a custom design intended for long term dual use: There will be an access hatch secured with a Derbyshire key system for general caving use but the grille will also be entirely removable for emergency access and rescue or to facilitate rope skills training.

Son of Longcliffe' (Castleton SSSI, Part of Longcliffe)

Work was required at this site to enable easy and safe access for caver visits, inspections and monitoring. This was achieved with the installation of a large steel staple above the grille for rigging, and various resin anchors placed above and below the grille and in the internal shaft. Via Ferrata staples were also installed at suitable points down the shaft to enable safe climbing and additionally a back-up attachment.

Many thanks to Phil Wolstenholme, John Sharp, Charlie Cooley, and all the other folk from TSG for their devotion with both the above projects.

Hillocks mine (Upper Lathkill SSSI) Wharf climbing shaft.

The pack wall on the north side of the shaft collapsed when a team of cavers were climbing it in August. An area of unstable rocks was found to be ineffectively supporting one end of an existing RSJ. Over a period of 3 weeks work commenced and involved placing warning signage on the lid, underpinning the region of instability with steel stemples and a steel grid and also reinforced concrete and stonework. Many thanks to Alan Brentnall, Roy Rodgers, Pete Dell and John Martin.

Speedwell. (Castleton SSSI) Bung ladder.

The ladder is an essential safe link between the Speedwell and Peak systems. Over recent years the ladder has been put under strain from several bouts of major flooding. The cascading flood water has made the ladder vibrate, loosened the securing brackets and caused the ladder side rails to splay and for several of the rungs to fall out. Repair work involved providing SRT access for the work to commence, removing the old ladder to repair it and then reinstalling it. Many thanks to Ade Pedley, Alan Brentnall and others and John Harrison's cooperation and floating taxi service!

Natural England National Nature Reserve voluntary work

Cavers have also been continuing to assist Natural England Derbyshire Dales National Nature Reserve staff with monitoring, advice, maintenance and repair work to mine openings requiring gates and covers to safeguard stock and the walking general public. The NNR team is responsible for the 5 NNRs in the White Peak, including Lathkill and Cressbrook NNRs. They are unable to work in or around caves and mines and recognize the importance of the voluntary work we do. As a consequence, they give 'payment in kind'

to the DCA for the hours worked on jobs and ensure materials and tools are provided and/or any money spent is reimbursed. Many thanks to the individual volunteer workers from various clubs to date, especially Adam Russell. More work may come our way again in the foreseeable future!

Tools for the job

I have purchased 2 long awaited power tools with money from the DCA's conservation fund for our conservation project work: A Bosch Drill (GBH 18 V-26 F 18V Brushless SDS-Plus Hammer Drill inc Chuck, quick charger and 2x 5Ah batteries) and Bosch grinder (GWS18-125VLi 18V Angle Grinder, 2x 5Ah batteries and quick charger). It is hoped that we shall no longer have to beg, borrow (or steal!) folk's personal tools for DCA projects!

Hamps and Manifold

The National Trust have recruited a willing volunteer to help with the monitoring and maintenance of caves in the Hamps and Manifold valley. Pete Wagstaff is helping Paul Mortimer with this work and doing some bolting.

SSSI monitoring

SSSI cave monitoring is underway for Natural England and the target for its completion is before next April if possible. As part of our caving trips in SSSI cave and mine systems in the White Peak, I have asked cavers for their help with this monitoring. Information has been disseminated via the DCA membership, on the DCA website and the UK caving forum and I think also on Facebook and twitter too. Many thanks to Wayne, Angus and Pete K for doing this for me. The SSSI website has the facility to indicate whether a site has been 'done' or is still 'pending' and completed forms sent to me are then forwarded to Dan at Natural England.

Hidden Earth and the launch of Pooles Cavern a 'British Cave Monitoring Centre'

Hidden Earth was a success again and included various conservation related talks, e.g.s: Setting up Special Interest Groups (SIG) in Cave Biology and Hydrology, photographing archaeological excavations in Greece, Caving in Chalk and Jess Eades gave another great talk on Bats abroad.

John Gunn also took the opportunity to announce that Pooles Cavern is to be 'British Cave Monitoring Centre'. The Buxton Civic Association and BCRA have made an agreement, lasting from 1 January 2018 to December 2022 and may be longer, to use Pooles cavern as a site from where cave studies of various types can take place. Data loggers have been donated by Gemini data loggers. It is hoped that learning/educational establishments and cavers with an interest in science, in addition to University students, will get involved in projects and studies of their own design.

There is a general feeling that cavers, especially students are becoming more interested in cave science and even actively so, which is great news for Conservation. This is largely due to the continued enthusiasm for cave science that exudes from John Gunn and from also having attended or read material from BCRA events and Eurospeleo Protection Symposiums.

DCA website and Cave Life of Derbyshire addition

Andrew Lewington has now finished and uploaded Derbyshire section on the Cave Life of Britain website. There is now a link for this in Conservation & Access section of the DCA website.

Access and Conservation issues

There seems to have been an increase in people interested in accessing caves and mine systems. The advent of on-line multimedia, google maps and the on-line cave registry may have enabled this phenomenon and it has not been without its problems! Whereas the majority of these explorers mean no harm there seem to be a few that are not aware of the value of the cave or mine that they are visiting, and it results in littering, graffiti and damage to gates and their fixings. One site even began receiving visits from walkers who followed Google map directions down a private road towards that cave, believing that they were on a public right of way. This one incident has been partially resolved.

Masson Hill and Lathkill areas seem to be hot spots for the increase in caving activity and potential damage. Giants Hole near Castleton is another. By regular monitoring we shall see if any mitigation is necessary and if it is, then a combination of cleanups, repair work, careful interpretation and calm caver to caver conversations, will be the preferred option!

Christine Wilson, 11th October 2018

6.5. Access Officer Report

No report submitted, Gary Noble resigned prior to the meeting.

6.6. Legal and Insurance Officer Report

Chatsworth Licenses

The 3year licenses for access to the two Lathkill sites (Garden Path and Upper Entrance) became due for renewal in March this year, along with the licence for access to the Ashford Black Marble Mine (due on 1st October). Their renewal is very much a formality and the new licenses will run until 2021. At the moment I am still awaiting receipt of the signed paperwork to confirm renewal, together with the usual accompanying letter Chatsworth send me to permit outdoor centers the use of the Marble Mine.

Lathkill Dale

In August I was made aware of a change of ownership affecting a stretch of the north bank of the dale. I was asked to furnish details of DCA's liability insurance cover and make clear how the cover would indemnify the new owner. This I did in an email to Alec Neville, an agent of the owner, at the request of John Gunn. I have not heard of problems arising in that area since then and am grateful for John Gunn's help in alerting DCA and his advice on maintaining access there.

Holme Chert Mines

The situation has settled into a permanent stand-off, with the owner of Holme Hall and Holme Mine continuing to refuse all access via the original Main Entrance. Officially, permission from Joe Oldfield is for entry to Home Bank Mine only, via one of the alternative entrances. Visitors are asked to report damage to any of these other entrances to Joe or to DCA. I understand PICA members are restricted to use of certain specific entrances to the complex for insurance reasons.

Pete Mellors, 12th October 2018

6.7. Project Officer Report

Action Register:

- 020 On Hold until required. We have a new Li-ion Bosch grinder now. Recommend selling the DeWalt or donating to the Equipment Team, as DCA Projects will not have a use for it.
- 022 Ongoing. I'll get this done during the winter when I have a bit more time.
- 023 Ongoing? Requested Treasurer check to see if we were paid. I would probably drop this now as we have a good amount of money coming in this year from NE.
- 025 Ongoing
- 032 On Hold. Long term project when time allows.
- 034 Ongoing. Remove from register.
- 036 On Hold. PICA and PHE are in discussion but no solid information yet.
- 038 Ongoing. Lid being fabricated. Anchor installation to follow over winter.
- 039 Ongoing. Winter project when radon levels have dropped.
- 040 If referring to Kirkland Shaft then Discharged. If referring to upper entrance, then Ongoing but almost completed.
- 041 Discharged.
- 044 Discharged? Offered and expenses form supplied.

Not a lot happened in this last period due to work commitments and lack of people breaking things.

The Bung Ladder in Speedwell received some attention via the TSG. Although not involved as a DCA person, I was there and can confirm that this is now (mostly) sorted and open again. We did place some DCA anchors here when the ladder was gone, and Bob has a topo for those.

A job at Hillocks raised its head recently and I've been supplying materials to Alan Brentnall for this work, which he is kindly coordinating. This is completed now and I'm sure Alan Brentnall will report on the actual work done.

I have seen the Devonshire top gate in the last few weeks and, although it is not yet fitted, it does look strong enough to keep the orcs in. Top work by the Acclimatize team there. I'll push to see if we can get a completion date for this job soon.

I got run over before I could visit Cressbrook dale to cover a hole over. Christine managed to complete this work in my absence, so I will leave her to report on it.

Today I have been contacted by a business in Matlock asking to have a cave inspected on their (commercial property) land. I shall most likely do this as a DCA job and will update on specifics at the meeting.

Pete Knight, 7th October 2018

6.8.A. Equipment Officer Report

Several bolting jobs have been completed over the last few months, firstly ten anchors were installed in Masson Mine at the request of PICA to facilitate group safety. With the help of a very dry summer anchors have also been installed in two of the Manifold Valley caves. Four anchors in Riverside Pot- Upper Entrance and six in Darfar Pot – Upper Entrance. I am organizing the production of the topos to be included in the DCA Rigging guide.

I note from the Installer database that most of the installers are due for their three yearly re-assessment. I propose to contact all current and relapsed installers to check if they are still prepared to contribute to the anchor installation programme and will subsequently organise revalidation training events on those that respond positively.

I have not, as yet, bought the tackle bags for the use of the installers and contacted the new BCA E&T Convenor over the 20kN gauge and Pelican case for the Hydrajaws. Note to self "kick up the derriere".

All the equipment is in good shape and I still have twenty-two anchors, one tube of resin and 14 nozzles in stock. I have had to purchase a 7mm SDS drill bit for cutting the retaining groove to lock the anchor permanently in position, a pack of respirators and four 16mm dia. brass wire tube brushes for cleaning out holes. I will bring the receipts to the meeting.

As you are probably aware there has been a change of BCA E&T Convenor which in the scheme of things would not cause DCA any problems. However, as I understand it, he is trying to organize the production of the CNCC IC anchor so that it is available to other regions. As I understand it the only two advantages of the IC anchor is that it can be removed by drilling down the sides and twisting out as used to happen with the Eco anchors and that it requires a smaller drill hole thus extending the number of holes that can be drilled on one battery. I personally am not of the opinion that DCA should contemplate the use of this anchor in the Peak District. Having been continuously involved in anchor testing for many years I know that the BP anchor is substantially stronger than any other anchor so far tested and that removing it is virtually impossible without subjecting it to forces well in excess of 30kN sometimes up to 65kN. The mode of failure on an axial test is always substrate failure. Even when an anchor is pulled halfway out of the hole they still held in excess of 20kN. With the drills we have coupled with the number of batteries (4) we have never had a lack of capacity. So the problem DCA may face is concerned with the continuing availability of the BP anchor. I would appreciate the views of Council on this matter as to what course of action should be taken, if any.

I informed Council that I was contemplating retirement from Equipment Officer as of the next AGM. However, at the tender age of 75 there are still several outstanding jobs I would like to complete i.e. the Crabwalk Traverse, the rest of the Manifold Caves and Hungerhill Swallet. So, with Councils permission, I would like to carry for another year unless someone has a better candidate in mind. That way I can leave the way clear and in good shape for my successor.

I would personally like to thank all the installers and the many others who have contributed in one way or another to the maintenance of the anchor programme this year. Correct anchor installation is not an easy job and without their enthusiasm and commitment caving would be a much more dangerous activity.

Bob Dearman, 12th October 2018

6.8.B. Cave Atmosphere Monitoring Report.

1. Problems reported. Again, no problems of high CO₂ have been reported, making this a record year (so far) for clean air in Derbyshire subterranean sites. Probably due to the high pressure, and low levels of ground water.
2. Measurements. Measurements have been taken at Lathkill head Cave (Upper Entrance, Waiting Room, Lathkiller Hall), Cromford Sough (entering via main entrance, exit via duck pond and sampling as far as the main collapse) and Silvereye Mine.
3. Equipment. DCA's new PS500 is working well, and DCRO now have the software and equipment which we can make use of to retrieve logged readings which can give a fuller picture, filling the gaps between manually recorded readings associated with landmarks in the cave.
4. Other Usage. The PS500 was borrowed and used by a group to monitor air quality while visiting a ganister mine. The air was reported to be perfect throughout.
5. Measurements.

Lathkill Upper	21/08/2018	20.90	0.00	Surface
Lathkill Upper	21/08/2018	20.90	0.00	Waiting Room
Lathkill Upper	21/08/2018	20.70	0.38	Lathkiller Hall
Cromford Sough	11/09/2018	20.90	0.00	Surface
Cromford Sough	11/09/2018	20.70	0.60	Just after pond junction
Cromford Sough	11/09/2018	20.30	0.16	First major shaft
Cromford Sough	11/09/2018	20.40	0.13	Branch inlet junction
Cromford Sough	11/09/2018	20.40	0.11	Shaft 2 after branch
Cromford Sough	11/09/2018	20.10	0.16	Shaft 3 after branch
Cromford Sough	11/09/2018	20.00	0.35	Before timbered section
Cromford Sough	11/09/2018	19.50	0.45	Low timbered section
Silvereye	09/10/2018	20.90	0.00	Surface
Silvereye	09/10/2018	20.70	0.04	Lower level end collapse
Silvereye	09/10/2018	20.40	0.08	Foot of raise to top level
Silvereye	09/10/2018	20.50	0.12	Top of raise to yop level
Silvereye	09/10/2018	20.50	0.06	Foot of first raise on left
Silvereye	09/10/2018	20.50	0.02	Junction with rift
Silvereye	09/10/2018	20.60	0.01	Foot of raise in far left passage
Silvereye	09/10/2018	20.50	0.05	Foot of climb in first right passage

Alan Brentnall, 10th October 2018

6.9. Training Officer Report.

Training for the Derbyshire Caving Association's Training Courses & Caving Workshops

The trainers on the technical workshops/courses are all CIC holders and members of the BCA Training committee to enable up to date information is passed on and that techniques are agreed best practice among uk cavers. Other workshops are run by carefully appointed experts in their field like Weather & Flooding (Dave Baines who has written the guidelines for the BCA) photography including Chris Howes (Descent magazine) Robbie Shone & Rob Eavis.

Funding for the Derbyshire Caving Association's Training Courses & Caving Workshops

Funding for the Derbyshire Caving Association Training Courses & Caving Workshops come from 2 sources. The BCA give award us grants for training workshops for not only DCA members for any BCA members too. This is about £25 per person. Extra funding for these and the more advanced and qualifying courses are funded by an independent sponsor in higher education that donate to the DCA charity every year and enable us to run a couple of LC/MLA training courses and a CIC course every year. Other specialist workshops like SRT master classes etc are also run with their funding. In the light of looking like DCA promoting commercial

courses (which has never been the case and will never be whilst I am the training officer) I have decided to remove anything that is funding the BCA qualification schemes and will offer these to people who make general enquiries in the future.

DCA Caver Workshops

DCA has for the last 28 years run lots of successful caver training workshops in various topics such as SRT training, SRT rigging, rescue and specialist subjects such as photography etc. Some of which have run at a loss if the numbers were short. If we make any money, the proceeds go back into the pot to cover any shortfalls. Sometimes, individual cavers are not able to attend organised club events or clubs themselves do not have anyone at the appropriate level to run training in certain topics. The DCA training workshops for these people provide valuable opportunities and I encourage everyone to support them in any way they can.

BCA Training Officer

In June this year, I was duly elected at the BCA training officer. It has taken some time to get clarification on what this role actually meant and I am to continue doing what I have been doing in DCA but at national level. The make up of the BCA training committee is the strongest I have known it for many years with input coming in from all of the regional councils and a couple of areas that don't have a regional council plus input from the university clubs, equipment and access committees. I get all sorts of questions regarding use of equipment and I am collating all the BCA statements from the past to update them and introduce into the new BCA Coaching Guidelines for Recreational Caving.

BCA Training Officer working with Petzl

This is long overdue and by the time you read this, I will have had a practical meeting/workshop with Petzl uk, BCA equipment officer and the cave rescue rep. Between us we will produce a BCA training statement on techniques.

DCA Coaching Guidelines for Cavers

The BCA training committee have been looking at the DCA scheme and have BCA's approval to create caver training guidelines for caving at national level. These will all be based on the DCA scheme that has been up and running for many years. Thanks to Kev West and Dave Elliot for their input with this.

I am in the process of producing training notes. The SRT module 3 is complete and we are currently working through Module 4. These are now being used on all the national BCA workshops.

DCA Cave Leader Workshop

This practical workshop, ideal for cavers already or are thinking about leading others underground proved to be very rewarding for the people who attended. These specialist, low cost days look at the leadership skills and knowledge required for leading parties underground.

Caving Coach Workshop (formerly the Caving Club Training Officers Workshop)

This is **THE** workshop for 'Training the Trainers', which we run every year. Many clubs already have a Club Training Officers to whom it usually falls to organize and supervise training for newly joined novice cavers. We have now opened this workshop up to allow anyone to attend who is involved with caver training. This particular DCA event was open to training officers anywhere in the UK was attended by 7 club training reps with 2 of them being out of region to look at what we can do at national level.

Almost a 1 day crash course between the LC/MLA and CIC schemes, this workshop is a brilliant opportunity for any caver wishing to share their teaching experiences whilst gaining new skills.

BCA National Caving Workshops

BCA training committee training now run National Caver Training workshops all over the UK for any individual BCA members to join in on. The autumn/Winter dates have been set up with the regional training officers and dates will go out as soon as they are confirmed.

DCA TRAINING EVENTS October 2018 **Derbyshire Caving Association Training Courses & Caving Workshops**

DCA

DCA Technical Workshops

Introduction to SRT (Single Rope Techniques) **workshop** - Derbyshire. External funded event

Date - Saturday **October 27th 2018 SOLD OUT**

Date - Saturday **February 6th 2019 NEW DATE**

If you have never done any SRT before, this workshop is the perfect introduction for you. If you want to get the best information on techniques and equipment then this day is essential to pick up modern techniques before you buy your ideal SRT set up. All SRT equipment is provided.

£30 for DCA members - £55 non DCA members.

SRT Rigging workshop - Derbyshire. External funded event

Date - Sunday **January 27th** 2019

The perfect workshop for those who are proficient using SRT and wish to improve their SRT rigging skills, pick up tips from qualified BCA instructors etc. Those attending will be expected to demonstrate full S.R.T to a high standard.

£30 for DCA members - £55 non DCA members.

SRT Master class - Derbyshire. External funded event

Date - Sunday **October 28th** 2018 **SOLD OUT**

Date - Sunday **February 24th** 2019 **NEW DATE**

These trips are a rare opportunity to look at personal SRT and get tips from one of the original developers of current SRT.

£40 for DCA members - £70 non DCA members.

SRT Introduction Training course (DCA Scheme Module 3) - Derbyshire. External funded event

Date - Saturday & Sunday **January 5th & 6th** 2019

Full low ratio SRT course for you to learn from a leading CIC instructor.

SRT Assessment (Module 3A)

Saturday **December 1st** - SOLD OUT

Saturday **January 26th** - Places available

Half day surface skills assessment of your personal SRT.

SRT Rigging Course (Module 4 part 1) - Derbyshire. External funded event

Date - Sat & Sun **November 24th & 25th** 2018 **SOLD OUT**

Date - Sat & Sun **February 23rd & 24th** 2019 **NEW DATE**

This is a 2 day training course for competent SRT cavers at the Module 3A standard. You must be familiar with a basic level of rope work and knot tying to get the most from this course.

£120 for DCA members - £160 non DCA members.

SRT Self Rescue Course (Module 4 part 2) - Derbyshire. External funded event

Date - Saturday & Sunday **January 5th & 6th** 2019

This is a 2 day training course for competent SRT cavers at the Module 3A standard.

£120 for DCA members - £160 non DCA members.

Surface Navigation Workshop - Derbyshire. External funded event

Date - Sunday **December 2nd** 2018.

This workshop is designed to introduce and improve navigation techniques useful to any outdoor enthusiast, especially cavers venturing to those more remote caves. We will look at map interpretation, compass work and micro navigation. This workshop is for anyone wishing to navigate themselves in remote areas.

£40 for DCA members - £65 non DCA members

DCA Coaching Scheme

Coaching Workshops

These workshops are designed to introduce the skills of coaching and look at the teaching of the Training Syllabus modules. These are essential workshops for experienced cavers considering registering for the Coaching Scheme. Please contact us for the criteria to attend this workshop.

Coaching Workshop - (Level 1 of the Coaching Scheme)

Date - Sunday **October 14th** 2018 Derbyshire **SOLD OUT**

Date - Sunday **January 27th** 2019 Derbyshire

A practical workshop ideal for cavers already or are thinking about leading others underground.

Taken directly from the LC/MLA scheme (LEVEL 1 MODULE 1 - CORE SKILLS)

Candidates will have to demonstrate that their caving knowledge and experience is more than adequate to lead and give guidance to others in their charge. Candidates should however be able to move fluently and competently in the caves and mines in which they intend to lead novices.

NB: *Information on the 3 levels of the Caving Coaching scheme will be given during this workshop.*

Vertical Cave Leader Workshop - Derbyshire (Level 2 of the Coaching Scheme)

Date - Sunday **October 14th** - **SOLD OUT**

Date - Saturday **February 2nd**

A practical workshop ideal for cavers already or are thinking about taking others on simple vertical (Non SRT) caving trips.
£40 for DCA members - £65 non DCA members

SRT Coaching Workshop - Derbyshire (Level 3 of the Coaching Scheme)

Date - Sunday **January 20th 2019**

A practical workshop ideal for cavers already or are thinking about teaching others SRT.
£40 for DCA members - £65 non DCA members

SRT Pitch Rigging Coaching Workshop - Derbyshire (Level 4 of the DCA Coaching Scheme)

Date - Wednesday **February 6th 2019**

A practical workshop ideal for cavers already or are thinking about teaching others SRT Pitch Rigging.
£40 for DCA members - £65 non DCA members

BCA National Workshops

SRT Intermediate workshop (DCA Scheme Module 3) - Mendip. BCA funded national event

Date - Saturday **November 10th 2018**

£30 for BCA members - £55 non BCA members.

Follow on from the basic introduction SRT course looking at re belays, deviations, aid traverse lines etc.

Weather and Flooding Workshop - Derbyshire. BCA funded national event

Date - Saturday **November 17th 2018**

£30 for BCA members - £55 non BCA members.

Essential workshop for all cavers that run their own trips or those who are embarking on the BCA qualifications route.

SRT Rigging workshop - Derbyshire. BCA funded national event

Date - Saturday **November 24th 2018**

The perfect workshop for those who are proficient using SRT and wish to improve their SRT rigging skills, pick up tips from qualified BCA instructors etc. Those attending will be expected to demonstrate full S.R.T to a high standard.

£30 for BCA members - £55 non BCA members.

SRT Self Rescue workshop - Derbyshire. BCA funded national event

Date - Sunday **November 25th 2018**

Can you help your colleagues out if they have a problem on rope? This workshop is perfect for those who are proficient in personal SRT and pitch rigging who wish to improve their SRT self-rescue skills.

£30 for BCA members - £55 non-BCA members.

SRT Self Rescue workshop - Yorkshire Dales. BCA funded national event

Date - Saturday **December 1st 2018. SOLD OUT**

Underground Navigation workshop - Yorkshire Dales or South Wales. TBC

Date - Sunday **December 9th 2018**

Can you navigate around complex cave systems? This is a brilliant underground trip for those wishing to explore new and more challenging cave systems. This day is taken directly from the CIC training scheme and is run by a CIC trainer/assessor.

£30 for BCA members - £55 non BCA members.

Good caving.

Nigel Atkins, 26th October 2018

DCA. Training officer

6.10. Newsletter Editor

Things have not gone well for The Derbyshire Caver since my last report to the Council meeting in June. I was unable to produce a Summer issue due to an almost complete lack of material; promised articles sadly failed to materialize.

I am optimistic that an Autumn issue will be published next month provided the material that I have been promised turns up!

At the end of the day, if Peak District cavers don't want to contribute then there's not much that can be done.

Hopefully, this winter will see some more progress on the index and I'll maybe scan two or three old issues for upload to the website to see how this turns out.

As always, my sincere thanks to everyone who has submitted articles or photographs for publication; I wish that there were more of you! Please help me (and DCA) out by keeping stuff coming. If you haven't previously sent anything in for publication, please think seriously about doing so.

Finally, a reminder that I shall be stepping down at the next AGM having completed 5 years in the job – doesn't time fly?

Mike Higgins, 13th October 2018

6.11. Publications Sales report

Caves of the Peak District continues to sell steadily. So far this year we have sold a total of 62 copies, only one of which was to an individual, the rest were sold at the 35% discounted trade price to 3 different commercial outlets. The total taken in sales so far this year is £813.00, and we have just over 600 copies remaining to be sold – so several years' worth at present rates.

DCA Newsletter, "The Derbyshire Caver" continues to sell in small numbers through the Smithy Cafe in Monash and Peak District Mining Museum on a sale-or-return basis. Only two issues have gone out this year, in January and May, so the income for this year is for issues 146 (Nov. 2017) and 147 (Jan. 2018) and comes to £28.70; we won't receive payment for issue 148 (May 2018) until the next issue is taken to the shops.

Following the decision to make the Newsletters from issue 148 downloadable from the DCA website, free of charge, we now have a print run of less than 50: 15 go to shops, 17 are paid subscriptions for printed copies (£10.00 for 4 issues), 9 copies go free of charge to DCA member clubs who want them for their Libraries, 5 copies go free of charge to other caving Libraries, including the British Caving Library and we always print 3 extra copies to allow for a copy for authors who are not DCA members.

Cave Conservation Audit sales for this year have been zero, but this is not a problem as we only hold a couple of copies of each and I am able to print more on demand as I have the pdfs and a suitable printer.

I am happy to continue to deal with publication sales since I have the invoicing systems sorted and the contacts to deal with our two sales outlets and most of the income is now paid by direct bank transfer straight into DCA's bank account.

Jenny Potts, 12th October 2018

6.12. Cave Registry Secretary

The Cave Registry is up-to-date and working fine, with some new data occasionally trickling in from users. The new 'Hidden' flag is working fine, and I have added a couple of very important mine sites (with some natural features) that currently have no access agreement in place – there are plans to add several more venues in this way in the near future.

The recent online request for entrance photos has been very successful, with many new sites being submitted by cavers in the last two weeks, and these are being added to the Peak District Caving website by Angus as they come in.

The Peak-Speedwell online micro-guides, formerly on the original H&H Peak District Caving website, have now been re-edited and updated where necessary (with original credits remaining but references removed) and they could do with reviewing by someone else – if anyone would like to volunteer, I can email them all over. Once cleared they will be uploaded to the site. Further related micro-guides will be updated as time allows.

Phil Wolstenholme, 11th October 2018

7.1. BCA Matters

BCA Council Meeting 6 Oct. 2018 report

Firstly, the Minutes of this Council Meeting and the accompanying very detailed Reports to Council are already available on the BCA website: british-caving.org.uk, so you can read it all for yourselves. I have here picked out specific items which I felt would be of particular interest or importance to DCA.

The meeting opened with the announcement that Nick Williams, Acting Secretary of BCA, was having to withdraw from all participation in BCA business because of personal issues. He has been an important contributor to BCA (and before that, to NCA), for many years and his contribution will be much missed.

There have been problems with issuing the Minutes of the BCA AGM in June 2018. The BCA Administrative Support Assistant became seriously ill shortly after the meeting and has had to resign her position, adding to the pressure on Nick Williams. The BCA Chairman, Les Williams, and the Treasurer, Robin Weare, are attempting to re-construct the Minutes from the partial recording of the meeting and notes taken and hope to have a draft version on the website before too long. Mary Wilde, BCA's Training Administrator and the Librarian at the British caving Library, was co-opted to take the Minutes for this Council meeting (and has produced them in an astonishingly short time!); Matt Ewles (CNCC Secretary), has agreed to take on the task for the January meeting while the search is on for an Acting Secretary to see us through to the AGM in June 2019.

There considerable discussion on subscription levels for 2019 and the level of insurance cover required, after which it was agreed that:

- Even if the insurance cover needed to rise to £10m, BCA could cover the rise from its reserves and would not need to raise the subscription levels till 2020. It was felt we should resist raising the cover to this level for as long as possible.
- To encourage membership of young cavers, BCA membership would be free for Under 18's, the crucial date being age on 1st. January, when subscriptions are due.
- As the Insurance Manager (Nick Williams), had resigned and the new insurance manager, Howard Jones, would not take over until the new year, BCA would continue with its present level of Public Liability cover of £5m for the time being but would review this next year. Special cases where a higher level of cover is required can be accommodated within this.

In response to the paper put forward by CNCC, it was agreed that the Finance Committee, consisting of the BCA Treasurer and the regional treasurers, be formally approved as a BCA Working Group. This Group would communicate by email and review the funding rules covering support for regional bodies, making a progress report in January and final recommendations no later than the April meeting.

There were a number of proposals from Jane Allen, the new Convener of the Publications and Information Standing Committee, aimed at making BCA seem more relevant to young cavers and encouraging caver participation in its decision making. In part this requires permission from all the Club Individual Members to allow their emails to be used to send BCA information electronically, in particular the BCA Newsletter, direct to each individual rather than via the club secretaries. Tied up with this is the need for a form of electronic voting for proposals put to BCA AGM's so that the whole membership can participate, rather than voting being limited solely to those present in person at the meeting - a discussion paper on this has already been circulated to BCA Council members.

The re-vamp of the Training Committee continues, with proposals for a stack of training events open to club and individual cavers. The relationship between the Training Committee and the Qualifications Management Committee, which deals with assessing Cave Leaders and Instructors, is progressing.

There are two new initiatives which are being put out to BCA members for their comments:

Safeguarding: the BCA Safeguarding Officer, Chris Boardman, has prepared draft Guidelines and a Safeguarding Policy for BCA and seeks comments from members with a view to finalizing these documents by the AGM in 2019.

Equality: This is being dealt with by Louise Baddeley, noting that BCA has an existing "Diversity" policy, but not an "Equality" policy. Louise seeks feedback on the paper with a view to reporting back to the January meeting.

I felt that this was an extremely positive meeting with very detailed papers prepared and circulated in advance - all of which are posted on the BCA website along with the Minutes of the meeting. There is a real drive to make BCA more responsive to its members and more relevant to young cavers, building on what has already been achieved.

Jenny Potts, 12th October 2018

DRAFT



DERBYSHIRE CAVING ASSOCIATION

DCA Job Descriptions, 27 October 2018

All officer should attend the three council meetings and one AGM each year.

Chairman's Responsibilities:

Meetings:

- Convenes, chairs and endeavours to ensure correct procedures and conduct at AGM, EGM,
- Convenes, chairs to ensure correct procedures and conduct at Council Meetings, and endeavours to ensure that agenda items are given due time and attention, and that discussions and any actions arising are duly recorded. **The Chair has a casting vote.**
- Appoints a deputy to conduct and chair meetings in the event of his/her notified absence, this would be the vice chairman.

Reports:

- Presents a report to the AGM (verbal or written) of the Group's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Other duties:

- Encourages promotion of the Group and fosters good relationships with other clubs and organisations.
- Endeavours to ensure the Group fulfils its responsibilities and obligations to affiliated organisations and national caving bodies and maintains good levels of communication and feedback on relevant issues to the Membership.
- Leading the Group forward and looking to the future.

Vice-Chairman's Responsibilities:

Meetings:

- In the absence of the chairman:
 - Convenes, chairs and endeavours to ensure correct procedures and conduct at AGM, EGM,
 - Convenes, chairs to ensure correct procedures and conduct at Council Meetings, and endeavours to ensure that agenda items are given due time and attention, and that discussions and any actions arising are duly recorded.**The Chair has a casting vote.**

Reports:

- Presents a written report to the AGM (verbal or written) of the activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Other duties:

- Work alongside the chairman:
 - to promote the Group and fosters good relationships with other clubs and organisations.
 - Endeavours to ensure the Group fulfils its responsibilities and obligations to affiliated organisations and national caving bodies and maintains good levels of communication and feedback on relevant issues to the Membership.
 - Leading the Group forward and looking to the future.

Secretary Responsibilities:

Reports:

- Presents a report to the AGM (verbal or written) of the Group's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Membership:

- Keep the membership lists up to date for the categories of membership we have:
 - Club
 - Individual
 - Associate Membership
- Deal with membership application queries for membership.

- Once BCA issue membership list for the year, check this against DCA membership list to see if we can get other club members.
- Ensure membership payments are made for the year from standing orders, bank transfers, cheques and cash payments. (Joint exercise with the treasurer)
- Issue receipts (liaise with treasurer)
- Chase outstanding membership payments

Correspondence:

- Deal with incoming and outgoing, day to day correspondence whether this is via post, email etc.
- Issue suitable correspondence to association members when required.
- Issue training officer correspondence to all DCA members, as and when required.

Meeting Secretary:

- Council Meetings
 - Prepare, and issue Agenda's for council meetings.
 - Request officer reports prior to the meeting, compile and issue to all members prior to the meeting.
 - Takes minutes at all council meetings. If unable to attend, delegates the task to another.
 - Maintain the action register, ensuring matter arising are populated on the agenda's and cross referenced in the minutes.
 - Distributes to all members, the minutes of the council meetings.
 - Upload agendas, officer reports, action lists, minutes to the association website.
 - Share above items by Facebook / twitter.
- General Meetings
 - Prepare, and issue Agenda's for general meetings.
 - Request officer reports prior to the meeting, compile and issue to all members prior to the meeting.
 - Takes minutes at all general meetings. If unable to attend, delegates the task to another.
 - Distributes to all members, the minutes of the general meetings.
 - Upload agendas, officer reports, action lists, minutes to the association website.
 - Share above items by Facebook / twitter.
- Information Circular:
 - Prepare, issue the information circular to members, how and by who????

Treasurer Responsibilities:

Reports:

- Presents a report to the AGM (verbal or written) of the Group's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Conservation Officer Responsibilities:

Reports:

- Presents a report to the AGM (verbal or written) of the Group's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Duties:

- Actively promote cave conservation and DCA's policy on cave conservation, as well as overseeing and identifying essential conservation work in the field.
- Applicants must be prepared to maintain Derbyshire's already enviable communication channels with statutory bodies such as Natural England, the Environment Agency, and the National Trust. These links are considered vital, as is promoting the value of conservation to cavers and caving clubs.
- Maintain the DCA's close working relationship with Natural England to implement the statutory Cave Conservation Monitoring Scheme in the Peak's seven cave SSSIs, work which is currently rewarded by an annual grant to spend on cave conservation throughout the region.
- Encourage the creation of cave conservation plans for caves within the Peak District SSSI
- Convening and chairing twice-yearly Underground Conservation Forum Meetings on behalf of DCA. Represented at meetings are cavers and organisations such as Natural England, the Environment Agency, and the National Trust. Some of the items on the agenda can include;
 - Updates on The Cave Conservation Monitoring Scheme with a representative from NE.
 - Progress on conservation publications such as plans and audits.

- Concerns and projects. (e.g. pollution issues)
- Discussion on the best way to distribute NE grant monies for caving projects within SSSIs. (DCA money can be made available for approved projects at sites outside SSSIs)
- Liaising with cavers, caving clubs, landowners and other organisations to promote the benefits of good communication and the importance of conserving our cave and mine stock.
- Attending meetings connected with conservation including
 - RIGS (Regionally Important Geological Sites)
 - PICA (Peak Instructed Caving Affiliation)
 - SSSI Cave Liaison Meetings (Called annually by Natural England)
 - DCA Council Meetings.
 - BCA C&A meetings (infrequent)
- Encouraging local conservation initiatives such as taping and clean-ups.
- Advising and liaising with cavers and Natural England on procedures for obtaining statutory SSSI consent and digging on and in SSSI sites.
- Maintaining adequate records of meetings and projects for other DCA officers.
- To work with the Access Officer to provide access to caves based upon their scientific value, vulnerability and ability to sustain regular visits. Caves and mines should be considered in the light of their value to science, not just for recreation and digging, important as these activities are.

Access Officer Responsibilities:

Reports:

- Presents a written report to the AGM (verbal or written) of the activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Other duties:

- Where access depends on the observance and renewal of formal written agreements, the Officer needs to be familiar with these agreements and be responsible for negotiating their renewal. If informal access to a caving site proves impossible to obtain, thought should be given to whether a written agreement would be warranted and what the terms might be, bearing in mind the need to keep formal written agreements to a minimum because of the bureaucracy and obligations involved. Existing agreements are listed below:
 - Chatsworth Estates – separate licences are issued for access to the Ashford Black Marble Mine and to the Garden Path and Upper Entrances of the Lathkill River cave system. These are renewable every three years.
 - Okeover Estate – an agreement permitting access to Waterways Swallet falls due for renewal at the end of September each year and carries an admin charge.
 - Natural England – an agreement permitting access to caves and old mines in the Derbys Dales National Nature Reserve (including Lathkill Dale, Cales Dale, Cressbrook Dale, and Monks Dale, among others) is updated periodically (the last time being 1998) but has no set expiry or renewal date.
- Where access at any site across the region is lost or threatened (through change of ownership, breakdown of relations, liability concerns, planning application, etc.), it falls to the Officer to make all efforts to maintain or restore access through contact with the owner, agent, statutory body, or other party with influence in the matter. In cases of concerns over liability the Officer needs to be fully conversant with the terms of the BCA Liability Insurance Policy and how these apply to both cavers and the landowner or his agent. Many owners unaware of the way the Policy can indemnify them have been persuaded by its provisions to go ahead and permit access where cavers can furnish proof of insurance cover.
- DCA operates a permit system at two of the Chatsworth sites (the ABMM and the Garden Path) in accordance with the terms of the licences. Fielding applications and issuing permits may be considered part of the Officer's role or given to someone else, but ultimately annual reports required by Chatsworth are expected to contain some indication of visiting sources and pressures over the year, and the Officer will usually be the one to submit these reports. They are likewise intended as feedback on the safe condition of each of the sites and in that sense depend on someone conducting a site inspection each year which may or may not be done by the Officer.
- As an essential member of DCA's Conservation and Access team, the Officer will have recourse to valuable help and advice where conservation concerns may impact on access, as well as where project work may be required to secure safe access to sites.
- Actively look to sort out access to hard to reach sites within the Peak District where the access officer believes a suitable access arrangement can be arranged.

Online Access Guide:

- Add and amend access information.

Assistant Access Officer (Permit Officer) Responsibilities:

The principle duties are to deal with access to the following sites:

Ashford Black Marble Mine, Ashford-in-the-Water - Permit Responsibilities:

- Key Holders
 - Maintain a list of key holders for the mine.
- Regular User Cards
 - Send out application forms for 'Regular User' cards.
 - Issue 'Regular User' cards to insured individuals and organisations.
 - Maintain a list of up to date information for 'Regular User' card holders.
 - Request copies of annual insurance certificates for 'Regular User' cards, when they are due.
- Single Use Cards
 - Send out application forms for 'Single User' cards.
 - Issue Single Use cards upon request – to be exchanged at the shop in Ashford-in-the-Water for the key they hold.
 - Collect Single Use cards from the shop when necessary.
 - Liaise with the owners of the shop, as required.
- Reporting
 - Ensure logbook in the post office is being completed and take regular copies of the log book so yearly reports can be compiled for Chatsworth Estates.

Garden Path, Lathkill Dale - Permit Responsibilities:

- Send out
 - Application forms and associated paperwork
 - Procedures;
 - Principles of Access; and
 - Conservation Rules.
- Deal with completed application forms and insurance documents.
- Send out:
 - Response Form (confirming access);
 - SSSI Cave Conservation Monitoring Scheme Info & Disclaimer;
 - Lathkill Head Monitoring Form;
 - BCA Cave Conservation Code; and
 - 'Do You Dig Caves on SSSIs' leaflet.
- Confirm to key holder that the group are cleared to collect the key.

Reports:

- Presents a written report to the AGM (verbal or written) of the activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.
- Chatsworth Estates need to see a yearly report covering access to Ashford Black Marble Mine. Compile this report on behalf of the access officer. (This could be an access officer task)

Other duties:

- Work to assist the access officer with their workload as and when.

Project Officer Responsibilities:

The role is mainly one of job facilitation and volunteer coordination, actual fabrication and building skills are not essential, as the pool of DCA volunteers has a wealth of experience. Of course, a more practical individual would be a benefit to the role, but it is not the Project Officer's job to do every DCA project themselves.

Reports:

- Presents a report to the AGM (verbal or written) of the team's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.
- Ensure progress on jobs is reported to Conservation Officer for bi-yearly Underground Conservation Forum Meeting.

DCA Container:

- To hold keys for the DCA equipment & supply container store at Cavendish Mill.
- To organise collections and drops off for project equipment at the container.
- To occasionally pass by and check on the container or organise for a local to do so.
- To maintain a stock list in the container as materials are used up or purchased.
- Ensure treasurer has up to date list for insurance purposes.

Key Duties:

- To react to jobs that come up as and when needed.
- To plan for long term projects when time and volunteers permit.
- To coordinate volunteers or nominate a project organiser to oversee jobs.

Other roles:

- To replace and service padlocks on cave/mine sites as soon as possible after a defect is reported.
- To liaise closely with the DCA Conservation and Access Officers to ensure a joined-up approach to projects.
- To write brief reports detailing tasks undertaken or requesting approval for works. This may involve completing or facilitating method statements.
- If holding the appropriate practical skills, to react to reports of issues as soon as possible, to make a situation safe or at least ensure cavers are not at risk until action can be taken.
- Use social media and forums to keep an eye out for issues in caves and mines of our area.

Equipment Officer Responsibilities:**Reports:**

- Presents a report to the AGM (verbal or written) of the team's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Installers:

- Maintain the list of installers.
- Train new installers when required.
- Ensure the installers produce topo's to show location of bolts.
- Ensure we are complying with the " Installation Procedure, Training & Documentation (IPTD).

Duties:

- Ensure equipment is kept in good condition.
- Maintain a list of projects where bolts are actively sort within the Peak District.
- Maintain the Anchor Database.
- Ensure the DCA Online Access Guide is updated with topo's or rigging purposes.
- Update the " Installation Procedure, Training & Documentation (IPTD)".
- Attend national equipment committee meeting as and when convened.

DCA Cave Atmosphere Monitoring Officer Responsibilities:**Reports:**

- Presents a report to the AGM (verbal or written) of the team's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Duties:

- Respond to reports of bad air and gases in underground locations in our area.
- Response includes investigation and measurement and reporting to the association and the caving community, including advice where appropriate.
- Maintain the database of measurements going back to 2009.
- Maintain and keep DCA's equipment for measuring gases.

Training Officer Responsibilities:

Reports:

- Presents a report to the AGM (verbal or written) of the Group's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

TO BE COMPLETED

Newsletter Editor Responsibilities:

Reports:

- Presents a report to the AGM (verbal or written) of the Group's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Duties:

- To be aware of developments in Peak District caving and mine exploration and to approach those involved with a view to writing an article for The Derbyshire Caver;
- To solicit photographs of underground and associated activities in the Peak District;
- To include in each issue where necessary details of rescues by DCRO, dives by CDG and DCA training programmes;
- To edit such articles and compile them into a 16-page issue around the end of March/April, June/July, September/October and December/January;
- To prepare two forms of each issue, one with monochrome illustrations (for hard copies) and one with colour illustrations (the online version);
- To convert both issues to .pdf format after spellchecking and send by email to the Secretary for proofreading, printing and online and mail posting.
- To never refer to The Derbyshire Caver as "the newsletter" and to encourage others not to do so.

Cave Registry Secretary Responsibilities

Reports:

- Presents a report to the AGM (verbal or written) of the Group's activities and achievements over the preceding 12-month period.
- Presents a written report to the Council Meetings of the activities and achievements over the preceding period, since the last and current council meeting.

Duties:

- Maintaining the Derbyshire Cave Registry:
 - Add new sites to the online database including name, grid reference, level, length, depth, description and access information.
 - Amend existing sites with new information when new discoveries are made information is improved or comes to light.
 - Maintain the online access guide users and inform webmaster if anybody needs removing or adding to the list.
 - Ensure somebody has responsibility for updating the bibliography section.
 - Ensure somebody has responsibility for updating the picture section.
 - Ensure somebody has responsibility for updating the survey section
- Caves of the Peak District
 - This book is published by DCA, the next version needs looking at well in advance and a team needs managing in order to get the relevant updates required.

Publication Sales Responsibilities

- Deals with enquires regarding publication sales.
- Produce customer invoices.
- Arrange distribution of publication, mainly by caver post if possible.
- Liaise with treasurer regarding payments for publications.