



SOUTH WALES CAVING CLUB
CLWB OGOFEYDD DEHEUDIR CYMRU



1-10 POWELL STREET, PENWYLLT, PEN-Y-CAE, SWANSEA SA9 1GQ

TEL: 01639 730613

www.swcc.org.uk

ANNUAL GENERAL MEETING

9.00 a.m. the 4th of May 2013

to be held at the

MINERS' WELFARE HALL, ABERCRAF

Contents

Page 3.	Agenda
Page 6.	Minutes of AGM 2012
Page 21.	Officers' Reports to the AGM 2013
Page 33.	Minutes of EGM 16 th February 2013
Page 39.	Overview of Constitutional review
Page 41.	Suggested Key Amendments to constitution.
Page 43.	Proposed Revised Constitution.
Page 50.	Existing Constitution
Page 56.	Auditors Report to the 2013 AGM.

It should be noted that whilst all Club Members may attend the AGM, **only** Full Members, Honorary Members and both parties of a Joint Membership are entitled to vote. All **voting** participants are requested **kindly to sign in at the start of the meeting.**

Notes:

SOUTH WALES CAVING CLUB CLWB OGOFEYDD DEHEUDIR CYMRU

Notice of Annual General Meeting

The 2013 Annual General Meeting of the South Wales Caving Club (Clwb Ogofreydd Deheudir Cymru) will take place on Saturday the 4th of May commencing at 9.00 a.m., in the Miners' Welfare Hall, Abercraf.

AGENDA

1. Apologies for absence

2. Chairman's welcome and comments on 2012/2013

3. Minutes of the AGM of the 5th May 2012 (page 6)

Suggested Proposals:

- a) That the Minutes of the 2012 AGM be taken as read
- b) That, subject to any corrections, the Minutes of the 2012 AGM are signed as an accurate record.

4. Matters arising from the Minutes (not in this Agenda)

5. Officers' Reports to the 2013 AGM (page 21)

- a) *Secretary*
- b) *Treasurer*
- c) *Warden*
- d) *Conservation Officer*
- e) *Training Officer*
- f) *Assistant Secretary*
- g) *Records Officer*
- h) *Fixed Aids Officer*
- i) *Equipment Officer*
- j) *Rescue Liaison Officer*
- k) *Communications Officer*
- l) *Editor*

Suggested Proposals:

- a) That the Officers' Reports be taken as read, and that the Officers answer any questions from the Meeting.
- b) That the Officers' Reports be accepted *en bloc*.

6. Minutes of the EGM 16th February 2013 (page 33)

Suggested Proposals:

- a) That the Minutes of the 2013 EGM be taken as read
- b) That, subject to any corrections, the Minutes of the 2013 EGM are signed as an accurate record.

7. Auditor's Report to 2013 AGM (page 56)

Suggested Proposal:

That the Auditor's Report be accepted and the Club's thanks be recorded for her work during 2012/2013.

8. Constitutional Review (page 39)

See recommendations made by the President at page 39 of this document.

9. Subscriptions and Hut Fees for 2013/14 (page 24-25)

See recommendations in the Treasurer's report.

10. Election of Officers

In accordance with the constitution the following positions shall be elected.

10.1 President: No Nominations received.

10.2 Vice-Presidents: for which nominations are accepted from the floor.

10.3 Chairman

10.4 Secretary

10.5 Treasurer

10.6 Warden

10.7 Conservation Officer

10.8 Training Officer

10.9 Records Officer

10.10 Equipment Officer

10.11 Editor

10.12 Rescue Liaison Officer

10.13 Four ordinary Members

11. Appointment of Auditor

12. Status of Trustees

13. Any Other Business

14. Time and venue for the 2014 AGM

The Constitution requires that the AGM be held on the Saturday preceding the first Monday in May. This implies that the AGM will be held on Saturday 3rd May 2014. The venue will be decided later.

SOUTH WALES CAVING CLUB

CLWB OGOFEYDD DEHEUDIR CYMRU

Minutes of the Annual General Meeting held at the Miner's Welfare Hall, Abercraf, at 9.00 a.m. on Saturday the 5th of May 2012.

1. Apologies for absence

12/A1. A. Maddocks, K Maddocks, L. Hawes, J. Day, G Evans, P. Cardy, L. Cardy, H. Meredith, B. Buxton, N. Davies, A. Amatt, S. Amatt, A. Hallihan, S. Vaughan, K. Groves, M. Groves, L. Das Neves, C. Vivian, L. Williams, J. Hutchinson, C. Hutchinson.

There were 55 voting Members and 1 Provisional Member signed in – see archived sheets.

2. The Chairman's welcome and comments on 2011/2012

12/A2. The Chairman thanked everyone and welcomed those present and went on to say:

It is my great pleasure as your chairman to welcome you here this morning to the 2011 / 2012 SWCC AGM. AGMs are an important opportunity for any organisation to reflect on the year past and consider where they need, want or could be in the future. In the logical order of things, I would therefore like to begin with the reflection and in particular to pay tribute to, those club members who have sadly passed away this year.

John Hartwell, Bonnie Cottier and Jenny Peat.

All of us will have different memories of these people, some of them we will have known well, others hardly at all but I think a common quality that all of these people brought to the club is their positive, can do, attitude, their self reliance and their passion for the outdoors. We will miss them all.

(The Chairman then requested one minute of silence.)

I would now like to move us on to a brief review of 2011 / 2012 which I want to do in the context of the very clear mandate which the 2011 AGM gave us, namely to run and develop the club with a greater focus on, and encouragement of, matters speleological. The committee have used this mandate to underpin it's planning, running and development of the club within the necessarily wider framework of legal compliance, financial constraints, and other, sometimes conflicting, poorly defined and ever shifting requirements. The following is therefore offered as tangible evidence of delivery against that mandate:

The start of the year was dominated by the completion of the purchase of the land around the entrance to OFD1. This was a land mark purchase, not only for the club

but also for British caving, and was successfully completed in June 2011 after much work by Fred Levett, Clark Friend and Tony Baker, to who I know we all extend our grateful thanks. We have sought to facilitate, and make easier, wider opportunities for participation in caving for all members. Specifically we have:

- Run a provisional members weekend for those new to caving and / or the club. This year's event was organised by Lizy Das Neves, was well attended and we had some very positive feedback.
- Ever mindful that those new to caving often struggled after their first introductory trips to make progress we have re-developed and publicised the monthly club meets programme, including trips outside of the Swansea Valley! Each meet has had a clearly identified person responsible for the arranging the trip and these have been publicised on the club web site and in the Newsheet.
- Run a 2 week club expo during August 2011 to France to explore the non Berger caves in the Vercour region.
- Run a 1 week club trip during April 2012 to the Cantabria area of Spain to explore some of Europe's finest caves.
- Reviewed and revised the access arrangements to OFD1.

We have sought to provide some real practical financial support to member's caving projects by introducing a bursary scheme. This is open to all full members for such activities and projects related, but not limited to: digging, diving, surveying, photography, scientific and indeed almost any other caving related activities. We have undertaken a critical review, and update, of the club's stock of caving equipment and made some significant investments. Specifically we have:

- Initiated a full rope replacement programme, including a more formal, inspection programme
- The club's stock of hangers replenished.
- The club SRT training kits have been replaced
- A stock of caving first aid kits, including tackle sacks, has been purchased
- A stock of new helmets and lights has been purchased for use by those wishing to try caving.

We supported Hidden Earth this year and entered a club stand. This initiative was led by Claire Vivien whose efforts were rewarded when we won best club stand. We undertook to raise funds to support caving and the purchase of OFD by organising a big party in October 2011, aka Ogof Fest. This was one of the biggest parties held at SWCC for a quite a few years. Many members put in a huge effort into organising what turned out to be a very successful event, complete with pig roast, auction, a well stocked bar and a live band.

SWCC is very fortunate in owning one of the oldest, biggest and most atmospheric, caving headquarters in the country but ownership comes at a price. Our headquarters, love it as we all do, is, at one and the same time, both our biggest asset and our biggest liability. In line with the mandate from the 2011 AGM the club scaled back it's expenditure on the development of the cottages this year whilst continuing with on going maintenance and bringing the cottages into full statutory compliance with fire, electrical and gas regulations.

Regrettably operational costs, which are largely outside of our control, have continued to rise steeply and we need to consider how best we want to meet that challenge to ensure that we don't live beyond our means. Among the many options to consider are: increased hut fees, improved debt collection, increasing utilisation or possible abandonment of some areas. Completion of the work in cottages 3 and 4 is scheduled for working week 2012. The ceiling in the lobby area (cottage 8) has been identified as being in need of serious attention but deferred until at least 2013 and of course the roof remains a constant, and very recent, worry every time we have a storm. Maybe, as with the boiler, it is time for us to take some bold steps. We remain, as ever, indebted to the cottage warden, the working week crew, local members and indeed all those who give so generously of their time and labour to maintain the cottages throughout the year. All of the above, and much more, has only been achieved by the time and effort put in by this years committee and many other members who have helped during the year. I would therefore like to thank all of them for their time, hard work and support during this year. I mentioned at the beginning that AGMs were an opportunity, not only to reflect on the past but also to look to the future and for an organisation to consider where they needed, wanted, or could be in the future? SWCC has a history, ethos and traditions of which it can be justifiably proud. However organisations that stand still are inevitably doomed to become extinct. I believe that our biggest need for the future is quite simple. To ensure that we do not stagnate and that we strike the right balance between a natural desire for the safe and the status quo, with the responsibility to ensure that the club continues to develop. This may mean some difficult decisions, particularly around how we make the best possible use of, our assets. To do this we need to continue to attract new members who are willing to contribute to the club, constantly re-evaluate what we offer and how we operate, and ensure that all committee posts are periodically refreshed to ensure a steady supply of new ideas and energy. In conclusion:

We made no new huge discoveries in 2011 / 2012 - which was obviously a disappointment - but our caving, exploration, and digging ethos remain strong which must give us hope for the future. As a club we remain, solvent, active and I believe,

as I hope you do, that we can be proud of our achievements during 2011 / 2012 and be confident of our future. Thank you.

3. Minutes of the 30th April 2011 AGM

12/A3a. The Chairman invited the proposal that the minutes of the 2011 AGM might be taken as read. Proposed by P.Dobson and Seconded by A. Richardson.

Majority For, 0 Against, 1 Abstentions – Carried

12/A3b. The Chairman then invited the proposal that the minutes be signed as an accurate record with any identified corrections inserted. Proposed by Fred Levett and Seconded by P. Dobson.

Majority For, 0 Against, 1 Abstentions - Carried

12/A3c. Corrections to the 2011 Minutes:

There were no corrections.

4. Matters arising from the 2011 AGM Minutes

12/A4. There were no matters arising.

5. Officers' Reports to the 2012 AGM

12/A5. Questions to Officers

The Chairman invited questions to each officer's report.

Secretary..... J. Harvey enquired as to the process of registering the Club's ownership of Tunnel Top Entrance. G. Vaughan responded that there were no immediate plans to register our ownership but that Declarations were being collected to assist with the future registration of the Club's ownership.

Treasurer..... C. Pepper pointed out the error in date at the top of page 24 fifth line, 2019 should read 2009. A. Freem responded that this had been done on purpose to ensure that the report had been read fully.

Warden No Questions

Training Officer.... It was pointed out that 'Claire' was missing an 'I'.

Assistant Secretary.....No Questions

Records Officer..... No Questions

Fixed Aids Officer..... No Questions

Rescue Liaison Officer..... No Questions

Communications Officer.... No Questions

Editor..... No Questions

Conservation Officer..... No Questions

Equipment Officer.....A. Dobson pointed out that we need more short lengths of rope in the rope store in order to tackle shorter pitches.

12/A5a. The Chairman invited the proposal that the reports be taken as read. Proposed by T. Baker and Seconded by J. Lister.

Majority For, 0 Against, 2 Abstentions - Carried

12/A5b. The Chairman then invited the proposal to take the Officers' Reports *en bloc*. Proposed by F. Levett and Seconded by I. Williams.

Majority For, 0 Against, 2 Abstentions - Carried

6. New Committee Post - SWCC Estate Manager

12/A6. The Chairman outlined the need for the new post and gave details of the other co-opted positions which currently existed on the committee. In broad terms it was intended to divide the roles of Warden and Estates Manager into distinct areas.

B. Woodley pointed out that with respect to day to day contact with outside organisations that the CCW may possibly be outside of the role. E. Little affirmed that clarification was needed in this respect. F. Levett said that he thought it would be good for the Club to give the position a try. T. Baker asked if the committee had a person in mind. G. Vaughan pointed out that it would be down to next year's committee to carry out the co-option. K. Goodhead was worried by para. 3 and wanted the Warden's view. B. Clipstone said that there had always been a distinction between the Warden's role and say that work undertaken during Working Week. He thought it was a good idea to have a delegated person responsible for ensuring that things like gas and fire inspections were carried out. A. Freem pointed out that there was also a cross over with the Treasurers role. The Chairman re-assured the meeting that the role would need time to 'bed in'. What was needed from this forum was a ratification of the committee's decision to introduce the role. J Rowland proposed that 'The AGM give the committee the option to co-opt an Estate Manager if they needed'. Seconded K. Goodhead.

Majority For, 0 Against, 1 Abstentions - Carried

7. Auditors Report to the 2011 AGM

12/A7. The Treasurer summarised the background to this item. In effect one bank statement had been missing at the date of the 2011 AGM but that this had now been received and Ken Maddocks had signed of the 2011 accounts.

8. Auditors Report to the 2012 AGM

12/A8. The Chairman read out the report from Ken Maddocks certifying that the accounts were acceptable. The Chairman invited the proposal that the Auditors Report be accepted and that the Club's thanks be recorded for the work done during 2011/2012. Proposed A. Richardson and Seconded I Williams.

Majority For, 0 Against, 1 Abstentions - Carried

9. Subscriptions and Hut Fees for 2012/13

12/A9. A. Freem suggested that there were two significant factors to be considered by the AGM. Last year hut fees were set by the AGM and the committee were afforded the option to review those fees in October if they saw fit. The Treasurer advised that as the books were balancing well in October 2011 it was felt that there was no change needed. He went on to point out that confusion over who should pay how much and for what service was a key element. He stated that we had lost around £200 in the last week alone because of confusion. This needed to be addressed. Shower fees and day visitor fees were down on last year. The Treasurer advocated that simplicity was needed. He went on to state that the notional surplus made this year was undone by a single utility bill received after the accounts had been closed. The Treasurer's recommendation was a 4, 5, 6 model.

J. Rowland asked what reciprocals pay. A Freem responded 'Members rates'. T. Baker pointed out that the student rate should be available to pre-booked student groups only. A. Freem agreed that bookings needed clear parameters. B. Jopling pointed out that foreign visitors had always traditionally been offered Members rates and pointed out that the current proposal will be a change to the established protocol. A Freem questioned to what value the foreign caver concession was made. B. Clipstone stated that the established practice changed when visiting foreign cavers had more disposable income than many Members. T. Baker pointed out that visiting group sizes were now larger and he felt that there was no longer a good reason to offer the concession. A. Dobson pointed out that compared with the cost of foreign travel, hut fees represented a very small element of a foreign cavers visit to our Club. V. Aho pointed out that as a foreign visitor she had been made to feel very welcome by the concession but that paying the full price would not have been an obstacle. P. Hobson stated that Kiwi clubs charged member rates to foreign visitors. F. Levett suggested that what was important was for visitors to be clear about what the fees were. A. Dobson pointed out that the differential advantage to Members was steadily decreasing. The Chairman brought the discussion to a conclusion. A. Freem proposed that hut fees for the coming year be set at £4 for Members, £5 for Students and £6 for Guests. Seconded A. Richardson.

Majority For, 0 Against, 2 Abstentions - Carried

A. Richardson proposed that the new rates did not apply until Monday evening 7th May. Seconded G. Edwards (who was also duty officer this weekend).

Majority For, 1 Against, 1 Abstentions - Carried

A. Freem continued. Per night or per 24 hour was another problem. He pointed out that basically the system required honesty and goodwill in order to work. The ethos of wanting to pay the correct hut fee was an important issue but it was becoming less prevalent. T. Baker pointed out that the rule had always been part of 24 hours. Once you put a sleeping bag on a bunk you are no longer a day visitor. C. Pepper pointed out that actually it costs more to cook than to sleep. He suggested that if somebody cooks they should pay full rate. H Lomas said there was a need for simplicity. A Freem pointed out that the current system simply does not work. B. Jopling pointed out that other clubs had abandoned day visitor rates. P. Francis pointed out that the Duty Officer can only work from the hut sheets and the information entered on them. P Hobson suggested having a different rate for people who stayed up to five hours. H. Lomas said that people should be encouraged to stay at the HQ and not vice versa. A Freem stated that ethos was the key and B. Stephens asked how should the Club solve that issue. A Freem retorted that the Club needed to become a community again. The Chairman drew the discussion to a close. A Freem proposed that the Club adopt a system of one 'overnight' fee and one 'day' fee. Seconded by A. Richardson. G. Vaughan suggested that the solution to this problem was not one best reached by fifty people in a matter of ten minutes or so. It may be best to look long and hard at how this problem can be solved. A Freem withdrew his proposal. C. Pepper proposed that next year's committee be instructed to investigate the issues that had been discussed and come back to next year's AGM with proposals. Seconded by B. Jopling.

Majority For, 1 Against, 4 Abstentions – Carried

A. Freem continued on the subject of subscriptions. He proposed that they stay the same. P. Hobson asked if we could reduce subs by sending information out electronically. C. Friend pointed out that inflation does not stop at the cattle grid. B. Stevens pointed out that hut fees were up by 25% which was much more than inflation. C. Friend suggested that it was preferential to increase little and often rather than infrequently and in large increments. D. Edwards Seconded A. Freem's proposal that subscriptions stay the same. A. Freem confirmed that last year's fees were £38 for Member and £45 for Joint Member. He suggested that not increasing Membership fees would help to attract new Members and retain old ones.

Majority For, 2 Against, 1 Abstentions - Carried

10. Policy Document

12/A10. The Chairman pointed out that it was Club policy to review the Club Policy Document at each AGM. There had been no changes made to the Club Policy Document this year. T. Baker proposed that Club Policy Document be ratified by this year's AGM. Seconded J Lister.

Majority For, 0 Against, 2 Abstentions - Carried

11. Proposed Constitutional Amendments

12/A11.1. It was suggested that with respect to the suggested wording at 11.1 the two proposed amendments be taken separately. It was pointed out that there were two modifications, one in the first four lines concerning service of AGM notice by e-mail and a second concerning the number of nominations required for the position of President. C. Friend asked if the two parts could be taken separately. The Chairman invited discussion on the wording up to and including the fourth line of the proposed amendment. E. Little pointed out that e-mail does not always work. This view was echoed by S. Goodhead. C. Friend suggested that the agenda could be mirrored onto the website. PCW stated that there needed to be a hard copy agenda circulated to the Membership. C. Pepper pointed out that a large number of letters were lost each year by Royal Mail. J. Lister asked about the procedure for EGM's. B. Stephens stated that he thought the idea was a good idea. B. Jopling retorted that the Members didn't get much in hard copy in any rate. G. Vaughan clarified for the avoidance of doubt and concern that no Member would receive AGM notices by e-mail unless they positively requested to do so. Agenda by e-mail would run alongside agenda by post and would not replace it. It would require an 'opt in' as opposed to an 'opt out'. K. Goodhead raised the matter of accepting newsheets electronically, would those signed up to that system automatically be registered for AGM notice by e-mail. G. Vaughan stated that the two were separate systems. Registration for AGM notice by e-mail would be a matter for the Club Secretary, registration for newsletters was a matter for the Club Newsheet Editor. G. Vaughan proposed that the wording of 11.1 up to and including the fourth line be adopted. Seconded T. Baker.

44 For, 2 Against, 8 Abstentions - Carried

The Chairman then invited discussion on the remainder of the wording of section 11.1. B. Jopling stated that he could not understand the reason for the amendment. He believed that if somebody was worth being President it would be a simple matter to gain six signatures. G. Vaughan pointed out that there was only one nomination for President this year. He believed that the situation where there was only one candidate for a post showed a general level of apathy within the club. He stated that the reason why the amendment was put forward was to promote contest in Club elections.

P. Collings Wells stated that we should not lower our standards for the nomination of President. P. Hobson stated that the position was a special one. C. Friend stated that the planned reduction in proposers for President was a bad idea. D. Edwards pointed out that Peter Harvey was president for years and every year six signatures came up to propose him. G. Vaughan pointed out that most of the proposers came from the ranks of the committee who strived behind the scenes to enable a candidate each year. Six signatures did not necessarily represent the current level of popularity within the club. To a large extent it had become a custom that was followed from year to year.

K. Goodhead suggested that a job description may bring about more candidates. G. Vaughan stated that the proposal had been designed to stimulate more candidates for the position of President and a healthy election each year. G. Vaughan proposed that the remainder of the wording of section 11.1 be adopted. Seconded K. Goodhead.

11 For, 25 Against, 10 Abstentions - Defeated

12/A11.2. The Chairman asked for discussion on the second proposed constitutional amendment. B. Radcliffe said that this amendment was a bad idea. Abstentions clearly counted as a vote against and should be counted as such. M. Day stated that this was not the case. Abstention meant not voting either way. T. Baker stated that he thought the proposal was a good thing as it would encourage people to exercise their vote. F. Levett stated that the committee had not helped matters by not including the existing wording with the proposal. He pointed out that what had not been pointed out so far in the discussion was that the majority required to elect a president had been reduced from two thirds to a simple majority. The Chairman acknowledged that this was correct. F. Levett asked what exactly this proposal was getting at. B. Clipstone stated that there were two issues. The committee had also discussed the possibility of an election for President failing to collect two thirds majority. It had been felt that a failure to elect a president because of the need for two thirds of the vote would be un-helpful. F. Levett point out that there are in fact two issues in this amendment. B. Jopling proposed that the wording at 11.2 be rejected and that the committee reconsider the wording for next year's AGM if they so wish. Seconded by I Williams.

Majority For, 0 Against, 0 Abstentions – Carried.

The discussion on constitutional amendments was concluded.

12. Proposed Honorary Member – Tony Baker

12/A12. F. Levett rose. Speaking in support of the proposal and without mentioning the many contributions that Tony had made to the Club over the years he went on to describe Tony's contribution to the role of Club Editor, Avid digger, past Chairman, and his management of the purchase of OFD 1. T. Baker left the room for the vote.

54 For, 0 Against, 1 Abstentions – Carried.

13. Election of Officers

12/A13.1. President

There was only one nomination received for election as President:

Jem Rowland

Proposed by: C. Friend, A. Richardson, C. Vivian, A. Freem, L. Das Neves, R. Radcliffe.

The result of a show of hands was:

Unanimous For, 0 No, 0 Abstentions

As a result of this Jem Rowland was elected as President of SWCC.

Jem rose to thank the Club. He stated that SWCC was a fantastic Club and that he was honoured to follow in the footsteps of such past Presidents as F.J.North, Aubrey Glennie, Peter Harvey and of course Fred Levett.

12/A13.2. Vice Presidents

The following were proposed:

M. Day

Proposed: D. Edwards Seconded: T. Baker

Majority For, 0 Against, 0 Abstentions – Elected

F. Levett

Proposed: J. Rowland Seconded: C. Friend

Majority For, 0 Against, 0 Abstentions – Elected

The 4 Trustees were proposed and seconded *en bloc*.

Les Hawes

John Lister

Alison Maddocks

Clark Friend

Proposed: A. Dobson Seconded: V. Alkins

Majority For, 0 Against, 1 Abstentions – Elected

12/A13.3. Chairman

Proposed: K. Goodhead

Paul Meredith

Seconded: B. Clipstone

Elected

12/A13.4. Secretary

Proposed: C. Pepper

Gary Vaughan

Seconded: V. Alkins

Elected

12/A13.5. Treasurer

Proposed: V. Alkins

Andy Freem

Seconded: A. Richardson

Elected

12/A13.6. Warden

Proposed: B. Jopling

Brian Clipstone

Seconded: A. Freem

Elected

12/A13.7. Conservation Officer

Proposed: A. Freem

Bernie Woodley

Seconded: B. Clipstone

Elected

12/A13.8. Training Officer

Gareth Edwards

Proposed: B. Clipstone Seconded: B. Jopling
Elected

12/A13.9. Records Officer **Allan Richardson**
Proposed: C. Pepper Seconded: P. Hobson
Elected

12/A13.10. Equipment Officer **Piers Hallihan**
Proposed: A. Dobson Seconded: P Hobson
Elected

12/A13.11. Editor **Kryisia Groves**
Proposed: A. Richardson Seconded: J. Lister
Elected

12/A13.12. Cave Rescue Liaison Officer **P. Hobson**
Proposed: B. Clipstone Seconded: A. Richardson
Elected

12/A13.13. The Chairman then asked for nominations for Four Ordinary Members. Following the proposal of six candidates were proposed:

Claire Vivian
(Proposed: C. Friend Seconded: P. Hobson) Elected

Peter Collings-Wells
(Proposed: K. Goodhead Seconded: J. Lister) Elected

Annabel Hallihan
(Proposed: L. Davies Seconded: P. Collings-Wells)

Les Davies
(Proposed: C. Friend Seconded: K. Goodhead) Elected

Chris Grimmet
(Proposed: P. Collings-Wells Seconded: T. Baker) Elected

Dave Dobson
(Proposed: G. Vaughan Seconded: T. Lister)

14. Appointment of Auditor

12/A14. The Chairman informed the AGM that after many years of fulfilling the role Ken Maddocks had indicated that he would like a break. G. Vaughan proposed a vote of thanks for Ken's outstanding contribution to the Club. This was met with applause. C. Friend asked if the new auditor should be external. The Chairman indicated that the cost of hiring a professional would be in the order of £1000. A Freem pointed out the the role is 'honorary' and that there needs to be an understanding of the way in which caving Club's work. Janine Graham was proposed as Auditor by T. Baker and Seconded by C. Friend.

Majority For; 0 Against; 1 Abstentions – Carried

15. Any Other Business

12/A15.1. Mary Hazelton’s Dragon

D. Dobson asked as to the health of Mary Hazelton’s Dragon. F. Levett said that for the first time in many years the dragon had exercised it’s right to attend the AGM and it was duly displayed for all to see.

12/A15.2. Club Internet Access

B. Jopling asked if the Chairman could outline the situation with regards internet access at the Club. The Chairman replied that as a result of a recent committee decision there was now a broadband internet service available in the Library for connection of to up to two PC’s. F. Levett asked who may use it. The Chairman replied, ‘Members’. He went on to explain that it was deliberately in the library so as not to annoy Members using the Long Common Room’. K. Goodhead asked if the Club should consider WIFI. A. Freem pointed out that the available service was not particularly good. The Club was on the end of a very long line. The Chairman went on to explain that the committee had been asked to consider WIFI at the Club but had felt that WIFI was not in keeping with the ethos of the Club. The committee had felt that a hard wire connection only available in the Library was a more appropriate option. B. Stevens said that he liked the Club being internet free. B. Jopling stated that a previous AGM had rejected the idea of internet access at the Club and that it had been inappropriate of the committee to act against that decision. There was confusion in the AGM as to whether a previous AGM had in fact rejected the idea of internet access. J. Rowland pointed out that there was a rule in place about electronic forms of entertainment at the HQ. P. Hobson pointed out that on occasions officers of the Club needed to do jobs at the HQ which were facilitated by internet access. T. Baker stated that the Club needed to be aware of social changes. K. Goodhead said that there was a need to attract new younger Members. It may be a choice between having people who’s heads were buried in computer screens or not having any Members at all. B. Clipstone stated that the internet access in the Library was nothing to do with the Club and it cost the Club nothing. It was no different to the 3G internet access which already existed at the Club and which the Club were powerless to do anything about. P. Dobson stated that it would be silly to take away a facility which already existed. He also stated that as technology was moving so fast it would only be a very short space of time before the 3G network was very much better and internet access at the Club was freely available throughout the building.

B. Jopling made a formal proposal asking ‘does the AGM approve of the installation of the internet by the Club’. Seconded P. Quill. B. Jopling went on to say that this did not include internet access by individuals, we can’t stop individuals. G. Vaughan stated that to be clear, the Club had not arranged internet access to the library. The committee had approved permission for a small user group to provide themselves

with internet access in the library. The user group paid for it and the Club had no hand in it's installation. B. Jopling was upset that the committee had approved this application without consulting the Membership. The chairman returned to the proposal. G. Vaughan clarified the wording proposed was 'that the AGM approves the installation of internet at the club.' B. Jopling corrected the Secretary, his proposal was 'that the AGM approves the installation of internet by the club.' B. Jopling stated that we can't stop individuals accessing the internet by their smart phones and who would want to do that in any event. The final recorded wording of the proposal was agreed 'Does this meeting approve the installation of internet by the Club.'

18 For; 19 Against; 8 Abstentions – Disapproved

G. Vaughan asked the meeting what action it would like the incoming committee to take bearing in mind the previous vote. No suggestions were forthcoming. D. Edwards asked if internet access was currently available. It was confirmed that yes it was. A. Freem explained that it was finance neutral. It was similar to other user groups which existed in the club such as those housed in cottage zero. T. Lewingdon asked who was responsible for the download of inappropriate material? It was stated that the club had signed no contract.

D. Dobson confirmed that he was the current licensee. If anybody wanted to download porn they would be there for months. The Chairman stated that the committee had heard the view of the AGM and would take that view into consideration when looking at the issue of internet access.

12/A15.3. Land around OFD 1

P. Quill asked what was happening with the new land. B. Woodley replied that last year's committee had started to investigate a number of options but that it was very much under consideration. A. Freem suggested that working week could deal with some of the preliminary issues which had arisen. P. Francis suggested that the land could be coppiced to provide fuel.

12/A15.4. Key Issue and the Duty Officer System

D. Edwards suggested that there was an issue to do with the issuing of cave keys and that this was in turn linked to the Duty Officer system. E. Little stated that historically Club Members were allocated a day to be duty officer. P. Quill suggested that it simply needed one person to be on the case. F. Levett suggested that the Club needed to be forward looking. A new and radical system was needed. The system as we know it is finished. K. Goodhead stated that local Members were becoming increasingly relied upon. H. Lomas suggested that Members did not like dealing with the money. V. Aho suggested that if duty officer was compulsory for all Members who visited from great distance may be dissuaded from attending the HQ or even may consider resigning Membership. I Williams recalled that in the distant past Members paid the treasurer directly. P. Francis stated that this had been a problem

for forty years. We should simply raise the subs by £10 per head and then offer a £10 reduction for those who take a turn at D.O. C. Friend pointed out that the whole structure of society had changed. People now held different values to those of forty years ago. B. Stevens re-iterated that the system at present simply did not work. I. Williams pointed to an incident where he had been taking young scouts caving in OFD and had to wait 1.5 hours for somebody to arrive at the Club with a key. A Freem stated that different clubs raise funds through different processes. Craven for example raise funds through their winch meet. SWCC however were heavily dependent on retrieving money collected through the D.O. system. M. Day recalled that access to cave keys used to be through committee members. He believed that current communication on keys was not at all clear. P. Quill suggested having telephone numbers on the door of the HQ.

G. Edwards stated that basically there were two types of weekend, the first when there were lots of Members around and key access was not a problem. The second when there is hardly any Members around and key access is difficult. E. Little suggested that she was happy to have her telephone number on the door of the HQ. B. Jopling pointed out that people did not want to sit at the Club on their own on quiet weekends. K. Goodhead stated that the D.O. was subject to different workloads on different weekends. E. Little stated that the D.O. system was an important system. T. Baker re-iterated that busy weekends were not a problem. The Club needed to resolve what happened to money and keys on quiet weekends. The Chairman drew the discussion to a close and asked for an informal show of hands as to whether the AGM felt that the banning of Club Members for failure to do D.O. was an appropriate enticement. There was a general show of hands against the banning of Members and the Chairman recorded that there was currently no appetite within the Club to use this level of enforcement in support of the D.O. system.

12/A15.5. Benches in Gents Showers

C. Friend asked when we were likely to see benches in gents showers. J. Lister advised that he was soon to bring some oak benches to the Club for that very purpose.

12/A15.6. Attracting New Members

J. White asked what was being done to attract new Members. The Chairman reported that the Club had a programme of Provisional Member weekends and a meets program under way. A. Freem also pointed out that outreaching to university clubs was something that the committee had also started to look into. The Chairman asked for any confidential feelings of disengagement with the Club to be fed back to him. P. Hobson stated that things had changed. People were now having parties away from the Club. P. Dobson stated that parties were often held jointly between several Members. B. Jopling stated that generally there were fewer people prepared to help out. He went on to propose a vote of thanks to the likes of Lel Davies and Iain Miller, Mick and Judy Day, Annie and Simon Amatt and Elsie Little who put in huge effort behind the scenes.

12/A15.7. Digging Week 2013

T. Baker pointed out that digging week this year was in the August bank holiday week.

12/A15.8. Working Week 2013

A. Richardson pointed out that working week this year was 3rd – 9th June.

12/A15.9. Votes of Thanks

D. Edwards proposed a vote of thanks to P. Meredith for his chairing of the meeting.

16. Time and Venue for 2013 AGM

12/A16. The 2013 AGM will be held on Saturday the 4th of May. It was Proposed by G. Vaughan and Seconded by A. Freem, that it be at 9.00 a.m., at a venue to be advised (suggested to be at the Miners' Welfare, Abercraf). The Committee would confirm the venue at a later date.

Majority For; 3 Against; 0 Abstentions – Carried

12/A16.1. There being no further business, the Chairman thanked everyone for attending and closed the meeting.

Gary Vaughan, Hon Sec SWCC 18.05.2012

Officers' Reports to the 2013 AGM

SECRETARY'S REPORT

The year May 2012 to May 2013 has seen the sad departure of SWCC members current and past. Gillian Mackrill died in tragic circumstances whilst cycling in France. Gordon Clissold and Bill Birchenough will be remembered by long standing members. Cave exploration by members continues but as has been the trend for a while effort expended is large while returns have been modest. Technological advances have been slow to make an impact in this area. A well attended summer trip to the Ardeche was blessed with un-characteristically hot weather. A return trip to the Gorner Glacier was hampered by heavy snow fall. A program of club meets to various regions within the UK is slowly gaining momentum.

The year of 2012 has seen the emergence of cave video as an alternative art form to cave photography and there would appear to be a trend of growing interest in the making of video records of various types of activities. 2012 also saw what hopefully is the first of a number of young persons weekends, specifically arranged to get young people caving and active within SWCC.

As secretary I have dealt with a number of minor matters. Under the direct advice of the club solicitor the Club has served a notice to quit on its tenant grazier. This followed exchanges in correspondence over a number of months requesting copies of the signed tenancy agreement from the tenant. None were forthcoming and in order to protect the club's best interests against the possibility of a sitting tenant, the club was left with no option but to serve notice to quit.

The matter of a wayleave agreement for Western Power was negotiated to a satisfactory conclusion.

The log book of the club again went missing this year. Measures have been put in place to retain the current log book but there is a probability that data has been lost. In my view the creation of some sort of club on-line log book would be an asset to the club allowing members to add to it and digest its contents from the comfort of home.

The club continues to be divided on the issue of cottage improvement and this after numerous AGM and EGM discussions.

The demographic distribution of the club continues to slip one way despite efforts by the committee to improve the situation. The time has come to consider radical solutions if the club is to have future credibility as an active caving club. Others will speak on this subject.

There is strong evidence of continuing apathy within the club. This is highlighted by the lack of a presidential proposal this year, the on-going battle to convince the members of the club to support the duty officer system, the lack of caving and exploratory entries into the club logbook and a general lack of members prepared to contest committee posts. The answers lie with the grass root membership and not with the committee. Unless the members of the club are prepared to contribute to the success and future of the club then I fear that the club will continue to decline in standing.

Gary Vaughan April 2013.

TREASURER'S REPORT

A superficial glance at this year's accounts might lead to the conclusion that there is health and stability in the Club's assets. A small increase of £2733 (6%) is satisfactory in that has kept up with UK inflation (approx 3.5%). However this meagre growth was the disappointing result of considerable effort from some very determined members to attract greater member participation rates, encourage increased use of the accommodation by visitors, keep expenses in check and gather income from other sources. A more

detailed analysis shows volatility in income and expenditure that is a symptom of potential frailty in the long term.

The financial decisions agreed in last year's AGM had the following objectives:

- 1/ to boost membership by freezing subscriptions - membership and subscription income has dropped
- 2/ to raise membership occupancy and club participation by keeping hut fees relatively low - membership residence fell, albeit slightly, in spite of efforts of enthusiastic organisers to encourage participation
- 3/ to increase the use of the HQ from visiting clubs and hence the income from this source - both income and use of by visitors fell marginally
- 4/ to encourage use by student groups - this was one of the few growth outcomes of the 2012-13 financial year

It is this treasurers' opinion that a crucial objective for future years is to convert these student visitors into prospective and eventually full members. That would reverse the demographic aging of the club and increase the financial security of its future.

Other events and trends

- Western Power was beaten into submission to donate £3,500 for pylon way-leave.
- The irony is that a 70% increase in fuel expenditure has returned much of this money to energy companies. Only around 15% of the increase in fuel costs can be definitely attributed to price change. Managing bad weather and profligate use must be contenders to explain the rest. Such a rate of increase is unsustainable. We have to ask difficult questions about all aspects of our expectations related to heating and energy related design and maintenance. This issue has the potential to suck dry any financial growth. Some efforts have been made to make users aware and supportive of fuel and energy conservation, not without criticism from members less aware of the high proportion of visitors who need direct guidance on these aspects.

I can only continue to urge members, when resident, not to demand the heating they might expect at home and also to support the Club with actions of simple energy management, whilst encouraging our non-club visitors to do the same.

- There has been no use of the camping area by the Army this year with a considerable negative impact on our income.
- Although the first part of the year was marked by variable duty officer attendance, with remedial action required by the treasurer, the latter part of the year has shown a marked improvement and it may well be less of an issue in 2013-14.
- There were no claims for travelling expenses submitted by committee members during the year.

- **Subscriptions**

The future financial and social health of the Club lies with increasing membership and increasing occupancy rates, rather than huge increases in fees. SWCC has only 12 members below the age of 30, of

which only 4 are not children of older members. It must attract new younger members and the obvious source is cavers from visiting universities and the younger community.

I wish to propose, for discussion and vote at the AGM, a new membership category. Students (i.e. holders of a student identity card) should be offered a nominal student membership rate of £10 per year. This offer would allow them personal and un-booked access to the club and electronic club communications. The improved cave access this entails would also be a big selling point. I suggest student membership would require conversion to full membership following the cessation of student status. I would encourage this offer to be actively marketed particularly at CHECC. Leaflets and application forms should be readily available at the club and all members need to be part of the promotion process, when resident at the HQ with student groups. An attractive and appropriate range of activities and meets calendar are part of this 'offer'. The hope will be that this will lead to a steady growth in the number of students who opt to stay as young Club members so sustaining SWCC in the future.

There is little evidence that reasonable changes existing subscriptions in either direction result in a significant membership impact but clearly long term financial security requires annual re-assessment.

Differentials between Full, retired and joint membership are rooted in the history of the club and the perceptions of wealth. Percentage change tends to exaggerate these differentials as shown in the chart below. Amounts have been rounded to create simplicity rather than exact equity in rates of change. The 150% constitutional rule on joint members applies.

- **Option A The current rates** . Members may vote that rates to remain the same, a decrease in real income
- **Option B circa 5% rise**. Since there was no increase last year, this is to counter 2 year's inflation
- **Option C circa 10% rise** to further address concern for raising the assets (for e.g. roof work)

Each £5.00 increase would raise approximately £1500 additional income for the club. So even Option C fees would provide around only an additional £1200 - useful but far from roof raising!

CHART 1 increases based on percentage

Membership type	Payments received before June 30th (£5 discount)	Payments received after July 1st
	Option A / Option B / Option C	Option A / Option B / Option C
Full	£38.00 / 40.00 / 42.00	£43.00 / £45.00 / 47.00
Joint	£57.00 / 60.00 / 63.00	£60.00 / £63.00 / 66.00
65 yr. Retired	£20.00 / 21 .00 / 22.00	£25.00 / £26.00 / 27.00
65 yr Retired (one or both) joint	£30.00 / 32.00 / 33.00	£38.00 / £40.00 / 42.00
BCA insurance active cover per person	An additional	£ 17.00
Or -BCA insurance non-cover per person	An additional	£ 6.00
Or- BCA f/t student or u 18	An additional	£ 8.00

The values above do not attempt to limit cost increases for younger (non-student) members and to acknowledge that retired and joint members have received positive discrimination in the past but may not now be the most financially disadvantaged in the community. Chart 2 below shows two levels of adjustment for these with Option A showing existing subscriptions.

Chart 2 based on differential rebalancing

Membership type	Payments received before June 30th (£5 discount) Option A / Option B / Option C	Payments received after July 1st Option A / Option B / Option C
Full	£38.00 / 40.00 / 42.00	£43.00 / £45.00 / 47.00
Joint	£57.00 / 60.00 / 63.00	£62.00 / £65.00 / 68.00
65 yr. Retired	£20.00 / 24.00 / 28.00	£25.00 / £29.00 / 33.00
65 yr Retired (one or both) joint	£30.00 / 36.00 / 42.00	£35.00 / £41.00 / 47.00
BCA insurance active cover per person	An additional	£ 17.00
Or -BCA insurance non-cover per person	An additional	£ 6.00
Or- BCA f/t student or u 18	An additional	£ 8.00

The AGM may wish to choose initially which chart and then at which level in each chart fees should be set for the next financial year.

Hut Fees

Hut fees are our most important source of income and we must set and collect them with the greatest of care.

Whole number payment (as adopted by the £4/5/6 model of last year) has been easily understood, appreciated and managed, but has the downside that increases require relatively large jumps that may have a disproportionately negative effect on occupancy numbers.

The student accommodation rate should be maintained as a financial attraction to encourage group bookings. Should the AGM agree to student SWCC membership, subsequent residence at the lower (normal members) rate creates a further financial attraction to join.

To provide a basis for AGM discussion but not to limit the options, 2 proposals are summarised below:

- **Proposal A** no change in fees
- **Proposal B** residence fees rise by £1 across the whole range

<i>Proposal A</i>	<i>Proposal B</i>	<i>A/ Approx increase in income</i>	<i>B/ Approx increase in income</i>
<i>Members per night £4.00</i>	<i>Members per night £5.00</i>	<i>£0</i>	<i>£ 1700</i>
<i>Guests per night £ £6.00</i>	<i>Guests per night £7.00</i>	<i>£0</i>	<i>£ 1300</i>
<i>Students per night £5.00</i>	<i>Students per night £6.00</i>	<i>£0</i>	<i>£ 700</i>
<p><i>Additional Notes</i></p> <ul style="list-style-type: none"> • <i>There should be no separate camping fee (as for 2012)</i> • <i>The shower boxes are returning a reasonable income and it is recommended that the £1.00 donation system is continued.</i> • <i>Child rates are 50% adult rates</i> 			

The Treasurer's role

Having completed three years as treasurer I will not be standing for this post in the coming year. However I will be willing to support the induction of the future treasurer and to join/take on a monitoring role that has been ably supplied to me by Bob Radcliffe and Sue Goodhead.

I also wish to acknowledge and thank those excellent duty officers, past treasurers, account signatories, the membership secretary and other members of the committee for their support during my time in this office.

Income and Expenditure Account for the year ending 31st January 2013

	Note	<u>2013</u> £	<u>2013</u> £	<u>2012</u> £
<u>Income</u>				
Subscriptions		8,749		9,033
Donations		469		367
Hut Fees	(1)	15,356		14,453
Shower Boxes		633		295
Lockers		135		185
Interest		5		11
Sales	(2)	785		1,726
Social Events	(3)	631		1,015
Grazing Land		629		592
Other Income	(4)	<u>3,886</u>		<u>1,977</u>
			31,277	29,654
<u>Expenditure</u>				
Headquarters	(5)	21,748		18,726
Secretarial (includes News Sheet)		2,678		1,155
Newsletter		2,295		3,072
Equipment	(6)	814		1,748
Items for Sale	(2)	53		1,823
Training		0		0
Library		226		733
British Caving Association	(7)	55		327
Expenditure from social fund	(3)	0		0
Taxation	(8)	0		0
Rescue	(9)	0		0
Other Expenditure	(4)	<u>676</u>		<u>957</u>
			28,544	28,541
<u>Surplus/(Deficit) for the year</u>			<u>2,733</u>	1,113

Balance Sheet at 31st January 2013

	Note	<u>2013</u> £	<u>2013</u> £	<u>2012</u> £
<u>Assets</u>				
Barclays Bank Current Account		38,144		35,511
Barclays Bank Deposit Accounts		<u>10,638</u>		<u>10,633</u>
Cash At Bank			48,782	
BCA Insurance premiums due from members			3,053	2,958
<u>Liabilities</u>				
Corporation Tax			0	0
			<u>51,835</u>	<u>0</u>
<u>Club Funds</u>				
Club Funds at 1st February 2012			49,102	47,989
Surplus/(Deficit) for the year			2,733	1,113
			<u>51,835</u>	<u>49,102</u>
Club Funds at 31st January 2013				

Notes to the Accounts

(1) Hut Fees

Takings in the year may be broken down as follows:

	<u>Nights</u> <u>2013</u>	<u>2012</u>	<u>Fees</u> <u>2013</u> £	<u>2012</u> £
Club Members	1,778	1,816	5,613	4,874
Guests	1,139	1,386	5,716	6,131
Students	743	533	3,707	2,042
Children	162	170	320	252
Army	-	385	-	1,155
	3,822	4,290	15,356	14,453

(2) Sales

	<u>2013</u> £	<u>2012</u> £
Income		
Surveys	360	277
Books	100	660
Posters	2	23
Mugs/Batteries	98	89
T-shirts and Badges	226	649
	785	1,726
Expenditure		
T-Shirts	-	1,286
Books	53	302
OFD Surveys	-	235
	53	1,823

(3) Social Events

	<u>2013</u> £	<u>2012</u> £
Income		
Ceilidh	-45	148
Easter & Working Week	205	60
Bonfire Night	254	671
Mining Trip	118	-
Mining Trip Hostel Deposits 2013 & 2014	-180	-
New Year's Eve	279	430
	631	1,015
Expenditure		
	-	-
	-	-
Social Events net surplus (deficit) in the year	631	1,015
Social Events Fund balance brought forward	2,112	1,097
Social Events Fund balance at 31st January 2013	2,743	2,112

(4) Other

	<u>2013</u> £	<u>2012</u> £
Income		
Western Power Distribution Wayleave	3,520	-
OFD1 Donations	-	-100
Deposits for Keys	10	10
OFD1 Land (LR fee cheque expired)	280	1,914
Sale of surplus materials and scrap	76	153
	3,886	1,977

Expenditure	Bank Charges	-	13
	Charity donation	-	200
	Gate for OFD1 land	120	-
	Lock and Key Access	10	89
	Burglar Alarm Maintenance	155	-
	Bursary Grants	391	655
		<u>676</u>	<u>957</u>
(5) <u>Headquarters</u>		<u>2013</u>	<u>2012</u>
		£	£
	Gas	5,555	3,618
	Electric	1,931	1,776
	Telephone	275	256
	Repairs and Development	8,733	9,071
	Cleaning	1,976	1,331
	Insurance	2,677	2,673
	Penwyllt Water Users Association	600	-
		<u>21,748</u>	<u>18,725</u>
(6) <u>Equipment</u>		<u>2013</u>	<u>2012</u>
		£	£
	Battery packs	25	-
	Fixed Aids	-	338
	Lamps	-	116
	Rope	646	894
	Marquee Parts	22	-
	Tackle Sacks/Helmets	-	300
	Equipment Store Shelving	121	-
	Digging Materials	-	100
		<u>814</u>	<u>1,748</u>
(7) <u>British Caving Association</u>		<u>2013</u>	<u>2012</u>
		£	£
	Club Subscription	-75	-75
	Access Body Insurance	-50	-50
	Members Subscriptions/Insurance Paid for 2013	-3,053	-3,029
	Received from members for 2012	3,028	2,531
	Received from members for 2013	-	71
	Debtor Movement	95	225
	Net surplus (deficit) for the year	<u>-55</u>	<u>-327</u>
(8) <u>Taxation</u>		<u>2013</u>	<u>2012</u>
		£	£
	Tax on interest earned on cash	-	-
		<u>-</u>	<u>-</u>
(9) <u>Rescue</u>		<u>2013</u>	<u>2012</u>
		£	£
	Rent received for No. 2 Powell Street	-	250
	Donations to rescue	-	-250
		<u>-</u>	<u>-</u>

A.S.Freem March 2013.

COTTAGE WARDENS REPORT

At the working week last year, work continued on the Drying room and Changing room area.

The new locker room walls were rendered and the outside wall was cleaned and pointed and the other walls painted. The old locker room was divided into two rooms, Tackle and Archive, the Tackle room was fitted out with new racking and rope hangers and the boiler room converted for storage of large tools and dry building supplies.

The floors of the changing room, drying room and the stairs etc was covered with vinyl flooring. Also new benches were put in the changing room.

Two of the porches had the wooden fascias replaced with brown plastic boards. Various other small jobs were completed, plus as usual lots of painting jobs.

I would like to thank all those who turned up and worked including the Soup Dragons, without the support of the willing helpers we could not do as much as we do.

This year we will be replacing the gent's toilet floor as it is past its sell by date, layout as pasted by the EGM.

Other jobs include levelling the gardens lower down for more camping space.

The track entering our property has lots of potholes and work hopefully will be done on it. Plus lots of other small jobs. And of course lots of painting.

Brian Clipstone.

19.03.13

Cottage Warden.

Fixed Aids Officer's Report

The majority of the fixed aids have, once again, only required inspection and maintenance this year, at the time of writing not all have been visited, but all should have before the AGM.

The nuts on the stainless steel through bolts used to secure fixed aids have been found to have a slight tendency to work loose, these are being replaced with 'nylock' type nuts to resolve this problem. So far the all of the OFD 1 traverse lines have been done, with any others to be sorted when they are next inspected.

There has unfortunately been some vandalism to both Cwm Dwr and Top Entrance gates this year, this damage being repaired by various members, one padlock required replacing (funded by CCW), thanks to all involved.

Dave Dobson 29/03/2013

Assistant Secretary's Report

Membership

Membership this year stands at 300. Since the last AGM, we have had 26 provisional members with 10 continuing to become full members. 14 are still on the books as provisional members, meaning 2 people became provisional but then dropped out.

Subscriptions

The subscription system is working well, with early-bird payments making some difference. As seen in previous years, there are some difficulties however.

BCA

With BCA payments needing to be made in January each year, and subscriptions being paid from May, ALL registered members at the turn of the year MUST pay either caving or non-caving insurance. If a member wishes to cease membership the following year, they must inform the Assistant Secretary before the 15th December the year before cessation in order to avoid the members having to pay for BCA insurance the following year needlessly.

Payments

This year, unattributed payments have increased, causing difficulties for both myself and the Treasurer. In order to aid the accuracy of the books, can all payments for Subscriptions or BCA be made directly to the Assistant Secretary by cheque, postal order or cash only. It is no longer feasible to receive payment through the hut sheets, BACs or bank transfer, and payments made in this way will not be accepted.

Summary

This has been a good year for SWCC, with 300 members. The Provisional weekend' s have seen an increase in participation and conversion to full membership, and is therefore worth keeping. BCA and Subscriptions still contain the same problematic elements as previous year, so hopefully some minor changes and clarification will begin to resolve these issues.

I would also like to take this opportunity to thank Andy Freem and Claire Vivian for all their help and advice over the past couple of years.

Les (Lel) Davies March 2013

SWCC Equipment Officers Report for 2012 AGM

2012/13 saw the completion of the stores re-vamp. We now have just under a kilometre (or 2/3 of a mile, depending on your age) of rope all less than 2 years old and in lengths suitable for just about every trip (10m – 100m). Multiple ropes in the same length also means there's less conflict if there are multiple expeditions out at the same time.

The store has been moved back upstairs, out of the broom cupboard, and fully re-fitted, making plenty of space for all the new kit purchased over the last two years.

The new style signout sheets are (mostly) working well, allowing us to build up a picture of what sort of punishment our ropes go through which will help plan rope replacement more easily. Just a note to that, if you're planning on taking ropes on away trips, it would be helpful if you put an estimated date of return on the sheet so I don't panic when a rope disappears for 2 or 3 months.

The ropes are due an annual inspection which I hope to get done before the AGM.

Less effective is the new battery log book. I am aware that some of the batteries are knocking on a bit and I had hoped for some help from the diggers and bolters in recording usage and charging of all the batteries so we can try and identify any weak ones with a view to replacing them. So far, according to the logs, lots of drills and batteries have been signed out and returned but apparently never used or charged!

I am still willing to stand again and continue the role although, with the bulk of the hard work done and the task now more of a management one, it would be a good year to hand over to someone who'd like to take it on, or possibly for a new ordinary member to "shadow" me and learn the ropes (if you'll pardon the pun)

Piers Hallihan

Equipment Officer

Records Officer's Report

Over the past year the Library has continued to expand with the usual donations, purchases and exchanges. Binding of various journal runs has also continued as has maintenance of the existing collection.

The Archive group meets on an occasional basis and the Archivists are busy recording items, the first area to be looked at in detail was the fire safe, the contents of which have been recorded as part of the archiving process.

Despite this, Mary Hazelton's Dragon continues to slumber relatively unmolested in the fire safe.

I am willing to stand again as Records Officer.

Allan Richardson

Communications / Webmaster Officer's Report

I have enjoyed helping to keep everyone connected and informed this year, and I hope that you find our website and e-News bulletins useful and fun.

Communications for our club has many voices and directions - a two way street from club to members and back (but a Club is its members - discuss!), and also out to the rest of the caving world and the public in general. It is important for club cohesion, especially in our more hectic lifestyles, and for attracting new members and informing the rest of humanity why on earth we love being inside the mountains so much!

Please get in touch if you have any views about how this is working / not working for you or how the website or e-News can be improved.

Budding Journalists ~ don't forget to send in a brief summary and a couple of pictures of any club-related trip or event, so it can be shared and admired by everyone. I'm especially hoping that younger and teenage members will carry on the great stuff we saw at the Young Members weekend last year and tell us all about it through the e-News and Journal. You are our future!

e-News and communication changes. As you are hopefully aware (if I have been doing my job properly), this year has seen a change of strategy in how we communicate. The paper NewsSheet published several times a year is now no more, and in its place is a more glossy and professional e-News that should find its way into your in-boxes every couple of weeks or so. The annual club Newsletter is being renamed SWCC Journal and we plan to publish this twice a year, full of pictures, reports and articles, posted out to members in the Spring and Autumn - Kryisia will probably say more about this in her report.

Importantly this means that I need to be sure I have everyone's **up-to-date email address** - this means you! If you have not been receiving regular e-News bulletins this year then either: a) I don't have your email address or b) they are hiding in your spam box either online or on your computer. Please get in touch if you are in any doubt - it is now the only way we will be contacting everybody outside of the Journals. (Anyone who is not on email at all or has no access to the internet, please get in touch and we will try to sort something out for you).

So thanks to everyone who has contributed this year - there's loads going on this summer, from caving trips, expeditions, ceilidhs, working week, even just hanging out at the club - keep taking pictures and videos and sending them in!

I am happy to stand again if re-elected, but I may make this my last year, so as I don't overstay my welcome. To that end I need to have an assistant / shadow this year - someone who has some website skills and can put one word in front of another along with an enthusiasm to take our club communications to greater heights in the future. Get in touch if that person is you, and I can begin to show you the ropes.

Peter Collings-Wells March 2013 communications@swcc.org.uk
www.swcc.org.uk

SOUTH WALES CAVING CLUB

CLWB OGOFEYDD DEHEUDIR CYMRU

Minutes of the Extraordinary General Meeting held at the Miner's Welfare Hall, Abercraf, at 9.00 a.m. on Saturday the 16th of February 2013.

1.0 Introduction and Apologies for absence

13/E1. The Chairman commenced the meeting at 9.04am and asked that all members attending record their name on the sheet provided. Fire procedures were explained and members were asked to refrain from drinking, smoking and knitting. There were clearly more than twenty four members present and at least five elected committee members so the meeting appeared to be quorate. Apologies for absence were offered from F. Levett, P. Quill, A. Peskit, K Maddocks, H. Etien, T. Moore, C. Michelle, J. Heathcote

There were 56 voting Members signed in – see archived sheets.

2.0 Outline of the Briefing Paper

A. Freem gave a preliminary overview of the club finances for the year 2012 – 2013. The accounts had only just been closed but figures were extremely preliminary and liable to adjustment. It was reported that assets were in the order of £50k. This was £2k up on the previous year. Major income for the year had been Subs £7.2k, Hut fees guests £17.3k, Hut fees members £7k, Student Hut Fees £3.7k. The treasurer pointed out the need for a vibrant social life to the club. He pointed out that although the club assets were up on last year this was only a very marginal increase which would have been a deficit if not for the work of G. Vaughan in securing £3k of compensation from Western Power. The majority of hut fees arose from major social events such as Ogof Fest. Expenditure was slightly up at £22k. Gas bills were up by £2k to £5.5k. Repairs to cottages were down £2k at £8.8k. The treasurer went on to suggest that the club needed to attract more sustained use and the Chairman then invited questions. I. Miller asked if the increase in fuel bills was down to usage or cost. A. Freem replied 'both.' G. Ambalino asked how much working week cost the club. A. Freem replied £5.5k - £6k. B. Jopling asked if the Chairman was certain that the meeting had been called in a constitutional fashion, specifically had the committee voted on the EGM agenda? T. Baker asked if the Chairman could check the constitution. Pause. Chairman reads aloud from the club constitution. The chairman reported that the agenda had not been voted on due to lack of time but the constitution did not demand that the agenda be voted on by the committee. To put the matter beyond doubt a show of hands was requested. The vote was clearly indicative that those attending the meeting considered the meeting to have been called correctly and that issue was deemed concluded.

3.0 Debate of the No 8 floor issue, as described in the Briefing Paper and debate

G. Christian recalled that the floor had been repaired some 10 years ago. The floor had been a mess at that time. P. Dobson pointed out that movement of the floor was producing leakage from plumbing joints. B. Jopling reported that a group of members had inspected the floor very recently and had concluded that the floor had not failed and could be propped up if necessary and that the floor boards needed replacing. P. Cardy reported that inferior grade chipboard had been used and that this had failed under the toilets where water had dripped. B. Jopling also reported that the ceiling of the lobby was not properly fixed and hence movement was exaggerated. A. Dobson asked how much extra work it would be to replace the joists. The Hut warden B. Clipstone reported that in other rooms within the cottage there had been no alternative but to strip everything out and replace all of the joists. This was not the first room in the cottage to suffer from rotted floor joists. P. Cardy suggested it would be cheaper to replace the floor joists from below.

4.0 Vote: The motion is: Do we accept the fact that the No 8 floor joists have failed?

The Chairman drew debate to a close and the matter was put to the vote. Vote recorded as 45 in favour, 1 against and 3 abstentions. Carried. The club is agreed that the floor joists have failed.

The Chairman then asked the meeting for further debate as to what the club proposes we do about the above result.

I. Miller pointed out that all of the options offered force the club into doing certain improvement works. The EGM was not being offered a repair only option. J. Rowland pointed out that the proposals could be amended in the meeting. P. Hobson pointed out that option 1 the minimal option was a cost of £0 over and above the basic refurbishment cost of £5k. B. Jopling asked for confirmation from the Chairman that amendments could be made to each proposal within the meeting. The chairman confirmed that they could. P. Francis was concerned about the expense in the light of a downward trend in use. A. Freem pointed out that his report could be read either way. J. Rowland enquired as to the situation with respect to the roof fighting fund.

J. Rowland also asked what plans the committee had to deal with the growing inevitability of the replacement of the roof. The chairman advised that there were currently no plans in place.

The Chairman set out three options, do nothing, prop the floor, replace the floor. P. Cardy pointed out that if the committee believed the floor to be in imminent danger of collapse the floor should have already been propped.

5.0 Vote: The motion is: Do we wish to replace the No. 8 Floor?

The Chairman drew debate to a close and the matter was put to the vote. Vote recorded as 50 in favour, 0 against and 3 abstentions. Carried. The club is agreed to replace the floor in No. 8. (Time 9.39am.)

6.0 Debate on Options

The Chairman then threw the meeting open for debate on the five options.

J. Rowland proposed that the word 'replace' be removed from option 1. This was seconded by H. Jopling. The amendment was put to the vote. Vote recorded as 41 in favour, 1 against and 10 abstentions. Carried.

A. Maddocks asked if by 'refurbish' it was implied that the club could not make safe. P. Cardy replied to this suggestion with the analogy of 'Triggers Broom' (the basic thrust of which was that both the head or the handle could be replaced many times but the broom still remained a broom). J. Rowland then proposed that the word 'replace' be removed from options 2, 3 and 4. A. Garmin asked if this would bring the cost down. H. Dare pointed out that sometimes a refurbishment could cost more than a replacement. S. Moore spoke against the suggested amendment and suggested that options be narrowed down before final tweaks were made to the final adopted option. J. Rowland withdrew his suggested amendment.

The Chairman then read out two members letters, one from Christina Michelle and one from Dr John Heathcote. Each letter offered a differing opinion on the matter under debate.

J. Lister pointed out an error with option 4. There was a mistake with respect to the need to remove a chimney. J. Rowland suggested that actually what was needed was to introduce some sort of unisex facility in cottage No. 8. He suggested the urinal could be screened off and a cubicle with a wash basin be provided. B. Jopling pointed out that the club was unique in having separate married quarters and separate ladies quarters. In his view this was a good thing as it provided security to certain areas. D. Edwards re-iterated that ladies required privacy. J. Day stated that in her view serious issues arose with respect to child protection and the need for CRB checks. In her view a doorway through would be a retrograde step. P. Francis was horrified at the idea of a connecting corridor. J. Lister pointed out that females were also capable of committing crimes of a sexual nature. T. Baker recorded that the unisex dorm was extremely popular with visiting university clubs. B. Jopling suggested that there was ample room for a ladies cubicle under the current loft hatch in No. 8.

J. Day suggested that cottage No. 3 already provided ample unisex sleeping accommodation. P. Collings Wells stated in his view there should be a ladies

demarcated toilet in No.8. H. Meredith pointed out that currently the club sleeping facilities were not being utilised to maximum effect. A doorway through would provide more flexibility and could be kept locked when not required. S. Moore suggested that it was not desirable to knock a doorway through retrospectively. B. Jopling pointed out that male students were often to be found using ladies and that to provide a doorway would just make management of the situation protracted. G. Ambellino stated that he was in favour of more flexibility. P. Hobson pointed out that in his experience married quarters was regularly used by all sorts of people.

I. Miller pointed out that each door and walkway reduces the usable footprint of each cottage floor area. P. Francis offered that space in No. 8 was critical. L. Williams suggested that by removing a staircase space could be saved but I. Miller countered this by pointing out that from his calculations the blue sky option resulted in a net reduction in usable floor space.

G. Christian pointed out that people using cubicles with basins were slower and that time was of the essence after certain evenings. B. Jopling clarified that it only needed one unisex cubicle in No. 8. The remaining three could stay as they were. L. Williams question whether in this day and age we really needed unisex cubicles. C. Friend suggested that it may be better to just make all of the units unisex. K. Goodhead said that in his view putting a door in provides more options. B. Moore asked if there was signage identifying which loos were which. P. Hobson asked if we still needed segregated sleeping accommodation. A. Maddocks enquired if the existing stairs were a liability on the club. B. Jopling replied that they were not. A. Maddocks asked who spoke on behalf of the 'Blue Sky' option. There was no clear response to this question.

The Chairman drew discussion to a conclusion and suggested that the chosen option could be refined or amended. The Secretary re-enforced the ability of the EGM to do this.

K. Goodhead proposed that option 1 includes a provision to address the requirement to make No. 8 a unisex facility. This was seconded by T. Baker. The amendment was put to the vote. Vote recorded as 42 in favour, 6 against and 5 abstentions. Carried.

A. Dobson then proposed the same amendment to option 2 namely that option 2 includes a provision to address the requirement to make No. 8 a unisex facility. This was seconded by S. Moore. The amendment was put to the vote. Vote recorded as 37 in favour, 5 against and 7 abstentions. Carried.

The Chairman summed up the current position and pointed out that the option eventually selected by the EGM would need to be made to work. P. Hall stated that younger people would be seeking mixed accommodation but also a certain degree of

privacy when it came to facilities. T. Baker pointed out that the way in which the club actually operated at present provided a great deal of flexibility. Common sense could be seen to operate on busy weekends. All that was needed was for members to have the right attitude. G. Christian reiterated that we need to look at other clubs and organisations. He suggested that in ten years time the club would have lost the skills necessary to do the work that is needed. B. Jopling stated that around the country there was a range of standards of caving clubs ranging from 'grim' to 'palatial' and it was not necessary for the club to match or better the standards set by all. He went on to say that it was denigrating the younger members to suggest that they would not be able to adequately maintain the future of the club HQ.

7.0 Vote on Options

The Chairman explained the voting system, effectively it was a 'devil take the hindmost' system of voting over four rounds.

Round One. The vote was recorded as..... Option 1 - 27, Option 2 - 7, Option 3 - 0, Option 4 - 1, Option 5 - 20.

The Chairman explained that the result of this vote is that Option 3 will be dropped for the next round of voting. He went on to suggest that as there was zero votes for option 3 the second round was superfluous as the votes for the other three options would remain as per the first round. With the general consensus of the meeting time was saved and Option 4 was also dropped.

J. Rowland suggested that votes for options 1 and 2 could be divided as they were similar in design. He wondered if we should deviate from the planned voting school and have a straight vote option 1 verses option 2 with the successful option continuing on to a final vote against option 5. G. Vaughan pointed out that such a vote would allow those supporting option 5 to skew the voting between option 1 and option 2. S. Moore stated that he could not see an issue with continuing with the planned voting arrangement. K. Goodhead asked the I. Alderman repeat a statement that had been heard in private. I. Alderman advised the meeting that he often canvassed the views of visiting clubs and that the overriding response is that the facilities offered at SWCC were by far the best in the country. The chairman moved the meeting on to the next round of voting.

Round Two. The vote was recorded as..... Option 1 - 28, Option 2 - 6, Option 5 - 21.

The Chairman explained that the result of this vote is that Option 2 will be dropped for the next round of voting.

P. Cardy stated that he really could not understand how the costs of replacing the floor exceeded £1000. P. Collings Wells stated that there did seem to be some debate

over the planned level of expenditure. The chairman moved the meeting on to the next round of voting.

Round Three. The vote was recorded as... Option 1 - 32, Option 5 – 22.

The Chairman explained that the result of this vote is that Option 5 is eliminated and the result of the EGM is to proceed with option 1. H. Meredith asked if the space in No. 8 was wide enough for the planned unisex toilet. B. Jopling suggested that as the day was so nice outside further final debate could be deferred to the AGM. C. Grimmett stated that if plans were not complete prior to the AGM that he was not prepared to manage working week. K. Goodhead stated that he was not happy with the prospect of a ladies only cubicle in No. 8.

B. Jopling suggested the cubicle carry a sign simply stating 'Private' and that this would suffice.

There being no other pressing business to consider the Chairman thanked everybody present for their contribution and a view of thanks was expressed from the floor for the Chairman's hard work in managing the meeting.

The meeting concluded at 11.14am.

G. Vaughan

Hon Sec. SWCC 26.02.13

(Proposed) Amendments as Embodied in Version 7 of

Proposed Revised SWCC Constitution

Jem Rowland, March 2013.

Background

- As President, I was asked by the Committee to undertake a ‘root and branch’ review of the Constitution, which had been amended piecemeal since the last review in 1996 which was led by Fred Levett, who has also contributed significantly to the present review.
- Checking back through General Meeting minutes revealed discrepancies between the most recently published Constitution and amendments passed at intervening AGMs.
- These amendments were inserted and checked, with the help of several past and current club officers. The definitive ‘correct’ version was made available in October 2012.
- This version, having been amended piecemeal over the intervening years, contained instances of duplication, ambiguity, and lack of clarity. There were also a few significant omissions.
- Amending this current version to resolve these issues involves numerous, if mainly minor, changes. So, for the 2013 AGM the review is restricted to resolving these issues.
- None of what I am proposing is intended to change the way in which the Club operates, except in relation to a small number of necessary aspects which are not covered by the existing Constitution.
- A further phase of review may be appropriate for consideration at the 2014 AGM, looking at some more far-reaching changes.

Summary of Changes Incorporated in the Proposed Revised Constitution

Section numbering refers to the proposed new version with the old version numbering, where applicable, in brackets.

Generally: Introduced more consistent wording for section headings, and various other minor improvements.

Section 2: List of relevant definitions, added on legal advice to assist clarity and help remove ambiguity.

Section 3 (was 2): Added wording to strengthen the links between the Constitution, Club Rules, and Policy Document. The intention is to emphasise the importance of those documents and to further promote their use for recording relevant detail for which the Constitution is not the appropriate document.

Section 4 (was 3): Generally reworded to simplify, and improve clarity without changing any of the meaning. However, note particularly:

- Section 3a (was 3c): There is currently no lower age limit specified for Provisional Membership. Minimum age of 16 now included.
- Section 4b on Honorary Members (was 3d iii) has been modified to clarify that Honorary Membership is also open to non-members (which has been the case historically), that Hon Membership is for life, that they do not pay subscriptions and that the minimum level of insurance is to be paid by the club. Point about inclusion in agenda removed – duplicated in 11f.

- Section 4e (was 3e), in conjunction with 5b, removes conflict of meaning between previous 3e and 4b over the definition and treatment of lapsed Members.

Section 5b (was 4b): Modified as mentioned above, to clarify the situation regarding lapsed members, in conjunction with (new) 4e.

Old 4e (payment of subscription by instalments) doesn't need to be in the Constitution. To be moved into the Policy Document.

Section 6 (was 5): Changed wording to clarify that President and VPs can only be elected at an AGM. The two procedural notes have been removed because they were duplicated in the section on General Meetings.

Section 7 (was 6): This section reworded for clarity. Some substantive changes:

- 7c (was 6b) now refers to Elected Officers to clarify the situation regarding a quorum in 7g (was 6f).
- 7i moved here from previous 9a because it is a Committee role and to enable clearer wording in section 8 (see below).
- 7k added to emphasise the Committee's responsibility regarding the Policy Document and to mandate certain content for the Policy Document, but reaffirms that changes need to be ratified by the AGM.

Section 8: Emphasises the right of appeal against disciplinary action taken by the Committee (under 7i) and that the General Meeting referred to does not necessarily need to be an EGM. There is no change of procedure introduced by this revision.

Section 9: This is new, introduced on legal advice. It specifies circumstances and a procedure under which an applicant who is refused membership may appeal.

Section 10 (was 8): No changes to the current intention of this section but note:

- In subsection (a) added clarification that cash (which includes cash at the bank) is under the control of the treasurer rather than the trustees.
- In subsection (d) changed in two places to say "Trustee Act 1925 as amended" to accommodate the provisions of the Trustee Act 2000 (and any future amendments to the Act).
- I had hoped to make the wording of this section less obscure but on legal advice I have left it untouched.

Section 11 (was 7): rearranged and reworded for clarity.

- In 11c(i) (was 7a(i)), added 'and auditor's report'.
- Added 11d specifying a quorum of 24 Full Members. Previously there was no quorum specified for an AGM (but 24 for an EGM).

Section 12b (was 10b):

- Replaced wording "...at least six weeks before the General Meeting called to consider it" with "...at least six weeks before the General Meeting at which it is to be considered, for inclusion in the Agenda.", which more accurately represents our normal practice.

Section 12c (was 10c):

- For simplification, removed wording: "...Committee whose decision shall be final unless altered by a General Meeting." and replaced by "Committee or by a General Meeting".

Amendments to the Constitution for Consideration by the 2013 AGM

[Note that explicit amendment proposals are put forward only in relation to changes that introduce significant clarifications or substantive changes. Amendment 12 is a 'catch-all' for the remaining minor changes.]

1. For clarification of existing practice ***it is proposed that the section on Honorary Life Members (new 4b, old 3d iii) be amended to read:***

“Honorary Life Membership:

Persons who have rendered exceptional service to the Club, whether or not they are existing Members, may be elected by a General Meeting to Honorary Life Membership. Honorary Life Members have all the rights and privileges of Full Members. They are not required to pay a subscription and premiums for the minimum level of insurance required under 4f are paid by the Club.”

2. The definition of, and process for readmission of, lapsed Members are currently inconsistent. To resolve this, ***it is proposed that the following subsections be adopted:***

Under the heading Membership, subsection 4e to read:

“Re-admission of lapsed Members.

A person whose Membership has lapsed (see Section 5b) and who wishes to rejoin is required to follow the normal application procedure but may, at the absolute discretion of the Committee, dispense with the period of Provisional Membership and the requirement for Proposers.”

AND under the heading Subscriptions, section 5b to read:

“Annual Subscriptions are payable on the day following the AGM. Any Member who is more than four months in arrears in payment of the Subscription is deemed to have allowed Membership to lapse.”

3. ***It is proposed that the old subsection 4b (below) be deleted*** from the Constitution (for transfer to the Policy Document):

“Any Members whose personal circumstances make the payment of their subscription on the due date difficult may make written application to the Committee to have such payment changed to payment by instalments. The Committee shall have absolute discretion in granting or refusing such a request.”

4. In order to emphasise the responsibilities of the Committee in relation to the Policy Document, and to prescribe certain issues that should be contained in it, ***it is proposed that the following subsection be added to the Committee Section (7):***

“The Committee is required to maintain a Policy Document whose purpose is to record formally the Club’s policies and procedures including but not limited to:

- i. financial policies and procedures,
- ii. policy on fixed aids and procedures for approving, installing, inspecting and maintaining them,
- iii. procedures for planning and approving maintenance and improvement work on the Club’s property,
- iv. policy regarding access by commercial groups to caves that are under the Club’s control.

Amendments to the Policy Document are subject to ratification by the AGM.”

5. For clarification, the appeals process following disciplinary action by the Committee has been separated from the disciplinary process. Consequently ***it is proposed that Section 8 should read:***

“APPEAL AGAINST DISCIPLINARY ACTION
An expelled or suspended Member has the right of appeal to one only General Meeting of the Club. If this is an EGM it shall be convened at a time and place to be mutually agreed by the appellant and the Committee. The Committee’s decision can be overturned only by a majority of the Members present and voting at the General Meeting. Pending appeal, the expelled or suspended Member may not visit the HQ nor use any Club facilities or equipment.”
6. Legal advice received is that a procedure should be introduced for appeal against refusal of a membership application. Consequently ***it is proposed that Section 9 be introduced, to read:***

“APPEAL AGAINST REFUSAL OF A MEMBERSHIP APPLICATION
An applicant for Full or Junior Membership whose application is refused by the Committee is entitled to reapply on one further occasion by following the normal application procedure. If the second application is also refused the applicant may appeal to one General Meeting of the Club. If this is an EGM it shall be convened at a time and place to be mutually agreed by the appellant and the Committee. The Committee’s decision can be overturned only by a majority of the Members present and voting at the General Meeting. Pending appeal, the applicant may not visit the HQ nor use any Club facilities or equipment.”
7. Currently the Trustee section (section 10a) states that assets with the exception of cash at the bank are the responsibility of the Trustees but does not make clear who is responsible for the cash (including cash at bank). Consequently ***it is proposed that the relevant subsection be amended to read:***

“The property of the Club other than cash (which shall be under the control of the Treasurer) shall be vested in no fewer than two and no more than four Trustees. They shall hold the property on trust for the Members of the Club in accordance with the lawful directions of the Committee.”
8. In Section 10(d), to accommodate the Trustee Act 2000, which amends the Trustee Act 1925, and to allow for future amending Acts, ***it is proposed that:***

The two instances of “the Trustee Act 1925” be amended to read “the Trustee Act 1925 as amended”.
9. Currently there is no requirement for the Auditor’s report to be presented to the AGM. Consequently ***it is proposed that subsection 11c(i) be amended to read:***

“receive the Officers’ Reports and the Auditor’s Report”
10. Currently there is no quorum specified for an AGM , whereas a quorum of 24 is specified for an EGM. Consequently ***it is proposed that new subsection (11d) be introduced to read:***

“The quorum for the Annual General Meeting is twenty four Full Members.”
11. To remove redundant words and improve clarity ***it is proposed that subsection 12c be amended to read:***

“Any matter not provided for in the Constitution, Policy Document or Rules may be dealt with by the Committee or a General Meeting.”
12. In order to consider minor changes which it is impractical to formulate as individual amendments, ***it is proposed that the revised Constitution be adopted in its entirety (subject to any further amendments made by this AGM).***

PROPOSED REVISED CONSTITUTION

1. NAME

The Club is called the South Wales Caving Club (Clwb Ogofeydd Deheudir Cymru).

2. DEFINITIONS

AGM:	Annual General Meeting
Club:	The South Wales Caving Club, also known as Clwb Ogofeydd Deheudir Cymru.
Committee:	The committee of the Club as specified in section 7 of this document.
Constitution:	This document.
EGM:	Extraordinary General Meeting.
HQ:	The Club's Headquarters at 1-10 Powell St., Penwyllt, SA9 1GQ
Junior Member	A person aged 16 or 17 who has been elected to Membership following a period of Provisional Membership.
Full Member:	A Member of the Club who has full voting rights at a General Meeting.
Proposer:	A Full Member of at least two years' standing who is a supporting signatory on a membership application, or a Full Member putting forward a motion at a General Meeting.
Provisional Member:	A Member who has not yet been elected to Junior or Full Membership.
Secunder:	A second Full Member supporting a motion at a General Meeting.

3. OBJECTS

The objects of the Club are:

- a) the discovery, exploration and survey of caves,
- b) scientific study and research in caves and cave entrances,
- c) the conservation of caves,
- d) the support of an effective cave rescue organisation,
- e) the furtherance of any other activities associated with caving.

The Club shall publish a policy document and a set of rules to further the above objects. This Constitution is to be read in conjunction with those documents.

4. MEMBERSHIP

There are three classes of Membership: Full Membership, Junior Membership and Provisional Membership.

a) Provisional Membership

Provisional Membership may be granted to any person aged 16 or over submitting a completed application form to the Secretary, together with the necessary subscription. Provisional Membership is normally for a maximum period of twelve months but may be extended at the discretion of the Committee.

b) Full Membership

A person over the age of eighteen who has been a Provisional Member for a minimum of six months may be elected a Full Member of the Club at the absolute discretion of the Committee, on the presentation of a signed application form also signed by two Proposers, together with the necessary Entrance Fee. The name and address of a proposed Full Member and the names of the Proposers must be displayed by a Proposer at the HQ for a period of not less than six weeks before the application will be considered by the Committee.

- i. Joint Full Membership: An established couple, for example husband and wife, partners or civil partners, shall be eligible for Joint Full Membership. An established couple wishing to join the Club as Joint Members shall apply as for Full Membership above. An established couple who are separately Full Members shall be made Joint Full Members on making written application to the Committee.
- ii. Honorary Life Membership: Persons who have rendered exceptional service to the Club, whether or not they are existing Members, may be elected by a General Meeting to Honorary Life Membership. Honorary Life Members have all the rights and privileges of Full Members. They are not required to pay a subscription and premiums for the minimum level of insurance required under 4f are paid by the Club.

c) Junior Membership

Junior Membership is open to anyone aged 16 or 17 who has been a Provisional Member for a minimum of six months. The application procedure is as for Full Members except that additionally the application must be accompanied by the written consent of the applicant's parent or guardian for him or her to join the Club. A Junior Member reaching the age of 18 becomes a Full Member subject only to Section 7i.

d) Restrictions in the Rights and Privileges of Provisional Members and Junior Members.

Provisional Members and Junior Members enjoy the normal rights of Membership except that:

- i. they may not vote at General Meetings,
- ii. they may not serve on the Committee,
- iii. they may not hold keys to the HQ, nor may they be issued with cave keys unless otherwise entitled,
- iv. other than at weekends, they may only stay at the HQ when a Full Member is present, unless authorised by the Hon. Secretary.

e) Re-admission of lapsed Members.

A person whose Membership has lapsed (see Section 5b) and who wishes to rejoin is required to follow the normal application procedure but may, at the absolute discretion of the Committee, dispense with the period of Provisional Membership and the requirement for Proposers.

f) Insurance

It is an absolute condition of membership that each Member holds an appropriate form of third party indemnity insurance approved by the Committee.

5. SUBSCRIPTIONS

- a) The Annual Subscription for Full and Junior Members is determined by the AGM. The Annual Subscription for Joint Full Members is 150% of that for Full Members. Entrance Fees are 50% of the appropriate Annual Subscription.
- b) Annual Subscriptions are payable on the day following the AGM. Any Member who is more than four months in arrears in payment of the Subscription is deemed to have allowed Membership to lapse.
- c) A person applying for Provisional Membership shall pay a fee equal to 50% of the Full Member Subscription. This payment covers Provisional Membership until acceptance as a Full or Junior Member.
- d) Persons admitted to Full, Junior or Joint Full Membership shall pay an Entrance Fee but are not liable to pay an Annual Subscription until the AGM following their admission.

6. PRESIDENT AND VICE-PRESIDENTS

An AGM may, from amongst the Membership, elect a President and any number of Vice-Presidents. The President and Vice-Presidents will hold office until the next AGM.

7. COMMITTEE

- a) The management of the Club shall be vested in a Committee of Honorary Committee Members elected or co-opted from the Club Membership.
- b) All Committee Members have full voting rights in Committee Meetings.
- c) The following Committee Members shall be elected at the AGM: Chairman, Secretary, Treasurer, Editor, Records Officer, Equipment Officer, Cave Rescue Liaison Officer, Warden, Conservation Officer and Training Officer, who are the Elected Officers of the Club, and also four Ordinary Members.
- d) The Committee shall at any time have the power to co-opt up to a total of three additional Committee Members and to fill any vacancies as and when they may occur.
- e) The Committee shall appoint from amongst its elected or co-opted Members the following additional Officers: Assistant Secretary and Fixed Aids Officer.
- f) All the Committee Members shall retire at the AGM following their election or co-option and shall be eligible for re-election.
- g) Five Committee Members including at least two Elected Officers shall form a quorum at Committee Meetings.
- h) The Members of the Committee are entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- i) The Committee may, at its discretion, suspend for a specific period or expel permanently, any Member.
- j) The Committee has the power to make, repeal and amend Rules as they from time to time consider necessary for the proper running of the Club.
- k) The Committee is required to maintain a Policy Document whose purpose is to record formally the Club's policies and procedures including but not limited to:
 - v. financial policies and procedures,
 - vi. policy on fixed aids and procedures for approving, installing, inspecting and maintaining them,
 - vii. procedures for planning and approving maintenance and improvement work on the Club's property,
 - viii. policy regarding access by commercial groups to caves that are under the Club's control.

Amendments to the Policy Document are subject to ratification by the AGM.

8. APPEAL AGAINST DISCIPLINARY ACTION

An expelled or suspended Member has the right of appeal to one only General Meeting of the Club. If this is an EGM it shall be convened at a time and place to be mutually agreed by the appellant and the Committee. The Committee's decision can be overturned only by a majority of the Members present and voting at the General Meeting. Pending appeal, the expelled or suspended Member may not visit the HQ nor use any Club facilities or equipment.

9. APPEAL AGAINST REFUSAL OF A MEMBERSHIP APPLICATION

An applicant for Full or Junior Membership whose application is refused by the Committee is entitled to reapply on one further occasion by following the normal application procedure. If the second application is also refused the applicant may appeal to one General Meeting of the Club. If this is an EGM it shall be convened at a time and place to be mutually agreed by the appellant and the Committee. The Committee's decision can be overturned only by a majority of the Members present and voting at the General Meeting. Pending appeal, the applicant may not visit the HQ nor use any Club facilities or equipment.

10. FINANCE AND PROPERTY

- a) The property of the Club other than cash (which shall be under the control of the Treasurer) shall be vested in no fewer than two and no more than four Trustees. They shall hold the property on trust for the Members of the Club in accordance with the lawful directions of the Committee.
- b) The Trustees shall deal with the property as directed by lawful resolution of the Committee and entry in the minute book shall be conclusive evidence of such resolution. The Club is entitled to sell, exchange, mortgage, lease or build upon the property.
- c) The Trustees shall be nominated by a General Meeting and shall hold office until death or resignation unless removed by a resolution of a General Meeting.
- d) The Chairman is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925 as amended. A new Trustee or new Trustees shall be nominated by resolution of a General Meeting and the Chairman shall by deed duly appoint the person or persons so nominated by the General Meeting as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 as amended, shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide with the Club or the Committee be conclusive evidence of the fact so stated.
- e) The Trustees shall be indemnified by the Members of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties and provided they act in accordance with the lawful directions

of the Committee the Trustees shall not be held liable for the acts and defaults of the Members.

- f) The Club may not make any dividend, gift, division or bonus in money to or between any of its Members.
- g) The Financial Year shall end on 31st January.

11. GENERAL MEETINGS

- a) Notice of, and the Agenda for, any General Meeting must be posted to all Members, in writing or by e-mail in a suitable electronic format, at least fourteen days before the date of the meeting.
- b) At General Meetings decisions on Constitution changes, appointments of Trustees and elections of President and Honorary Life Members may only be carried by two-thirds majority of Full Members present and voting. In all other cases decisions shall be carried by a simple majority of those present and voting. In each case the Chairman has a casting vote if required.
- c) The AGM of the Club shall be held each year on the Saturday preceding the first Monday in May in order to:
 - i. receive the Officers' Reports and the Auditor's Report,
 - ii. effect the elections as required by the Constitution,
 - iii. consider amendments to the Constitution,
 - iv. ratify and/or consider amendments to the Rules and Policy Document,
 - v. discuss and decide on any matters affecting the Club,
 - vi. appoint an Honorary Auditor for the year.
- d) The quorum for the Annual General Meeting is twenty four Full Members.
- e) An EGM shall be convened at the request of the Committee or on the requisition of twelve or more Full Members. Such a meeting shall not be held without the presence of at least ten of the Members requisitioning it, except in the case of an EGM called by the Committee when a quorum of the Committee must be present. The quorum for an EGM is twenty-four Full Members. The business to be transacted at an EGM shall be set out in the notice convening the meeting and no other business shall be dealt with at the meeting.
- f) Notice of Motion and nominations for the Offices of President, Honorary Life Members (and Trustees where a vacancy has arisen), signed by six Full Members, must be received by the Honorary Secretary at least six weeks before the relevant Meeting, to be included in the Agenda. Nominations for

Vice-Presidents may be received at the AGM and require one Proposer and one Seconder.

12.THE CONSTITUTION

- a) The Constitution may only be amended by a General Meeting.
- b) Any proposal to alter the Constitution must be sent, in writing and signed by two Full Members, to the Honorary Secretary at least six weeks before the General Meeting at which it is to be considered, for inclusion in the Agenda.
- c) Any matter not provided for in the Constitution, Policy Document or Rules may be dealt with by the Committee or a General Meeting.

13.DISSOLUTION

- a) The Club may only be dissolved at a General Meeting specifically convened to discuss the matter and if two-thirds of the votes cast are in favour of dissolution.
- b) In the event of dissolution the assets of the Club will be entrusted to a suitable body for disposal generally in accordance with the objects of the Club as laid down in the Constitution.

SOUTH WALES CAVING CLUB CONSTITUTION

AS AT MAY 2012

1. The Club shall be called the South Wales Caving Club (Clwb Ogofeydd Deheudir Cymru), hereinafter referred to as 'the Club'.

2. **OBJECTS**

The objects of the Club shall be:

- a) the discovery, exploration and survey of caves,
- b) scientific study and research in caves and cave entrances,
- c) the conservation of caves,
- d) the support of an effective cave rescue organisation,
- e) the furtherance of any other activities associated with caving.

The Club may agree and publish a policy document to further the above objects.

3. **MEMBERSHIP**

- a) Classes of Membership.

There shall be three classes of Membership: Full Membership, Junior Membership and Provisional Membership.

- b) Age Limits.

Full Members must be at least eighteen years old. No person below the age of sixteen years may become a Member of any class of Membership. A person under the age of eighteen years must obtain written consent from their Parent or Guardian to join the Club and will become a Junior Member after completing Provisional Membership requirements.

- c) Admission to Provisional Membership

Provisional Membership may be granted to any person submitting a completed application form to the Secretary, together with the necessary subscription. Provisional Membership shall normally be for a maximum period of twelve months but may be extended at the discretion of the Committee.

- d) Admission to Full Membership

- i. Proposal Procedure

Full Membership shall be open to anyone who has been a Provisional Member for a minimum of six months. A person may be elected a Full Member of the Club at the absolute discretion of the Committee, on the presentation of a signed application form which shall also be signed by two Full Members as Proposers, together with the necessary Entrance Fee. The Proposers must be Members of at least two years' standing. The name and address of a proposed Full Member and the names of the Proposers will be displayed by a Proposer at the HQ for a period of not less than six weeks

before the application will be considered by the Committee. A Junior Member reaching the age of 18 shall be admitted as a Full Member subject only to Article 9.

- ii. Joint Full Membership.
An established couple, for example, husband and wife, partners, civil partners, shall be eligible for Joint Membership. An established couple wishing to join the Club as Joint Members shall apply as in (i) above. An established couple who are separately Full Members shall be made Joint Members on making written application to the Committee.
- iii. Honorary Life Full Membership.
Persons who have rendered exceptional service to the Club may be elected to Honorary Membership at a General Meeting. Notice of nominations received for Honorary Membership must be included in the Agenda for that Meeting.
- e) Re-admission of lapsed Members.
A Lapsed Member wishing to rejoin may, at the absolute discretion of the Committee, dispense with the period of a Provisional Membership and requirement for Proposers, and be considered by the Committee on presentation of a signed application form and Entrance Fee, once their name and address has been displayed at the HQ for a period of not less than six weeks.
- f) Admission to Junior Membership
Junior Membership shall be open to anyone aged 16 or 17 who has been a Provisional Member for a minimum of six months. A person may be elected a Junior Member of the Club at the absolute discretion of the Committee, on the presentation of a signed application form which shall also be signed by two Full Members as Proposers, together with the necessary Entrance Fee. The Proposers must be Members of at least two years' standing. The name and address of a proposed Junior Member and the names of the Proposers will be displayed by a Proposer at the HQ for a period of not less than six weeks before the application will be considered by the Committee.
- g) It shall be an absolute condition of membership that a Member holds a form of third party indemnity insurance approved by the committee, appropriate to their level of involvement in our sport.
- h) Restrictions in the Rights and Privileges of Provisional Members and Junior Members.
Provisional Members and Junior Members shall enjoy the normal rights of Membership except that:
 - i. they may not vote at General Meetings,
 - ii. they may not serve on the Committee,

- iii. they may not hold keys to the Club, nor may they be issued with cave keys unless otherwise entitled,
- iv. other than at weekends, they may only stay at the HQ when a Full Member is present, unless authorised by the Hon. Secretary.

4. SUBSCRIPTIONS

- g) The Annual Subscription for Full and Junior Members shall be determined by the AGM. The Annual Subscription for Joint Full Members shall be 150% of that for Full Members. Entrance Fees shall be 50% of the appropriate Annual Subscription.
- h) Annual Subscriptions are payable on the day following the AGM. Any Member who is more than four months in arrears in payment of Subscriptions shall be deemed to have ceased Membership and shall be re-elected at the absolute discretion of the Committee.
- i) A person applying for Provisional Membership shall pay a fee equal to 50% of the Full Member's Subscription. This payment shall cover Provisional Membership until their acceptance as a Full or Junior Member.
- j) Persons admitted to Full, Junior or Joint Full Membership shall pay an Entrance Fee but shall not be liable to pay an Annual Subscription until the AGM following their admission.
- k) Any Members whose personal circumstances make the payment of their subscription on the due date difficult may make written application to the Committee to have such payment changed to payment by instalments. The Committee shall have absolute discretion in granting or refusing such a request.

5. PRESIDENT AND VICE-PRESIDENTS

The Club may elect a President and any number of Vice-Presidents at a General Meeting. The President and Vice-Presidents will hold office until the next Annual General Meeting.

- a) Notice of nominations received for President must be included in the Agenda for that General Meeting.
- b) The Vice-Presidents may be nominated at that meeting.

6. COMMITTEE

- a) The management of the Club shall be vested in a Committee of elected and co-opted Honorary Committee Members who shall be Members of the Club and shall all have full voting rights in Committee Meetings.
- b) The following Committee Members shall be elected at the Annual General Meeting of the Club: Chairman, Secretary, Treasurer, Editor, Records Officer, Equipment Officer, Cave Rescue Officer, Warden, Conservation Officer and

Training Officer who shall be the Officers of the Club, and also four Ordinary Members.

- c) The Committee shall have the power to co-opt up to three additional Committee Members and to fill any vacancies which may occur.
- d) The Committee shall appoint from amongst its elected or co-opted Members the following additional Officers: Assistant Secretary and Fixed Aids Officer.
- e) All the Committee Members shall retire at the Annual General Meeting following their election or co-option and shall be eligible for re-election.
- f) Five Committee Members including at least two elected Officers shall form a quorum at Committee Meetings.
- g) The Members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- h) The Committee shall have the power to make, repeal and amend Rules as they from time to time consider necessary for the proper running of the Club; repeals and amendments will have effect until set aside by the Committee or a General Meeting.

7. GENERAL MEETINGS

- a) The Annual General Meeting of the Club shall be held each year on the Saturday preceding the first Monday in May in order to:
 - i) receive the Officers' Reports,
 - ii) effect the elections as required by the Constitution,
 - iii) consider amendments to the Constitution, rules or policy document,
 - iv) discuss and decide on any matters affecting the Club,
 - v) appoint an Honorary Auditor for the year.
- b) An Extraordinary General Meeting shall be convened at the request of the Committee or on the requisition of twelve or more Members. Such a meeting shall not be held without the presence of at least ten of the Members requisitioning it, except in the case of an Extraordinary General Meeting called by the Committee when a quorum of the Committee must be present. The quorum for an Extraordinary General Meeting shall be twenty-four Members. The business to be transacted at an Extraordinary General Meeting shall be set out in the notice convening the meeting and no other business shall be dealt with at the meeting.
- c) Notice of Motion and nominations for the Offices of President, Honorary Life Members (and Trustees where a vacancy has arisen), signed by six Full Members, must be received by the Honorary Secretary at least six weeks before the Meeting, to be included in the Agenda. Nominations for Vice-

Presidents may be received at the Annual General Meeting. Nomination of a Vice-President shall require one proposer and one seconder.

- d) Notice of, and the Agenda for, any General Meeting must be posted to all Members, in writing or by e-mail in a suitable electronic format, at least fourteen days before the date of the meeting.
- e) At General Meetings, decisions on Constitution changes, appointments of Trustees and elections of President and Honorary Life Members may only be carried by two-thirds majority of Members present and voting. In all other cases decisions shall be carried by a simple majority of those present and voting. In each case the Chairman has a casting vote if required.
- f) Full Members, Honorary Members and both parties of a Joint Membership, shall have full voting rights at General Meetings.

8. FINANCE AND PROPERTY

- a) The property of the Club other than cash at the bank shall be vested in not less than two and no more than four Trustees. They shall hold the property upon trust for the Members of the Club in accordance with the lawful directions of the Committee.
- b) The Trustees shall deal with the property as directed by lawful resolution of the Committee and entry in the minute book shall be conclusive evidence of such resolution. The Club is entitled to sell, exchange, mortgage, lease or build upon the property.
- c) The Trustees shall be elected by a General Meeting and shall hold office until death or resignation unless removed by a resolution of a General Meeting.
- d) The Chairman is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of a General Meeting and the Chairman shall by deed duly appoint the person or persons so nominated by the General Meeting as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide with the Club or the Committee be conclusive evidence of the fact so stated.
- e) The Trustees shall be indemnified by the Members of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties, and provided they act in accordance with the lawful directions of the Committee, the Trustees shall not be held liable for the acts and defaults of the Members.
- f) The Club may not make any dividend, gift, division or bonus in money to or between any of its Members.
- g) The Financial Year shall end on 31st January.

9. DISCIPLINARY PROCEDURE

- a) The Committee may, at its discretion, expel or suspend for a specific period, any Member.
- b) A Full Member or Junior Member shall have the right of appeal to one only General Meeting of the Club. An Extraordinary General Meeting for this purpose shall be convened at a time and place to be mutually agreed by the appellant and the Committee. The Committee's decision can be overturned only by a majority of the Members present and voting at the General Meeting.
- c) Pending appeal, the expelled or suspended Member may not visit the Club nor use any Club facilities or equipment.
- d) Provisional Members shall have no such right of appeal.

10. THE CONSTITUTION

- a) The Constitution may only be amended by a General Meeting.
- b) Any proposal of alteration to the Constitution must be sent, in writing, and signed by two Full Members, to the Honorary Secretary at least six weeks before the General Meeting called to consider it.
- c) Any matter not provided for in the Constitution must be dealt with by the Committee, whose decision shall be final, unless altered by a General Meeting.

11. DISSOLUTION

- a) The Club may only be dissolved at a General Meeting specifically convened to discuss the matter and if two-thirds of the votes cast are in favour of dissolution.
- b) In the event of dissolution the assets of the Club will be entrusted to a suitable body for disposal generally in accordance with the objects of the Club as laid down in Article 2.

Incorporating all amendments up to and including the AGM May 2012.

Auditors Report to the 2013 AGM

I have audited the accounts for the financial year 12/13 and am satisfied that the transactions have been accounted for accurately and the financial statements show a true and fair view of the club's current financial position. I therefore issue an unqualified opinion.

During the audit I have not investigated and have no comment to make on other matters including, but not limited to, financial strategy, appetite for risk and the financial position of the club as a going concern, as I consider these as a matter for the members via the committee and AGM.

Notes to the committee/recommendations:

Newsletter/Newssheet variance year on year - I believe that in 2012 some of the newssheet costs were categorised as newsletter this is why the cost is higher in 2012 than 2013.

A cheque issued to the Land Registry for £280 has not cleared and has been categorised as expired. I don't know what this is for (possibly OFD land??) but someone may want to check that it doesn't need reissuing.

A credit for £119 from BP - doesn't appear to have been taken off the next bill nor the credit claimed. I understand that the company merged with another company so there may have been some confusion with our account. Again someone may want to look into this.

Mining Trip (this bit may not be for the whole committee) - the club paid for the accommodation/deposits and club members then paid the club. In this instance there has been a credit to the club. I think this needs monitoring more closely to ensure everyone pays or is paid back. Pat Hall helped Andy reconcile this bit and made a note on the accounts that this shouldn't happen next year. So just a warning this might get brought up at the AGM.

Income - I have added a tab to the treasurer's spreadsheet to record the expected income from the hut sheets. I would like to get an idea of what income we are expecting from the hut sheets versus what is banked. The analysis Andy has done matches the income banked, so I don't have a problem with that. The additional work wouldn't involve much, simply tallying up the sheets once a month and typing the figures into a spreadsheets. At the end of the year (or twice a year possibly), just reviewing the difference. It would give me more confidence that all the income is being recieved.

That's all.

Janine Graham March 2013.

SOUTH WALES CAVING CLUB

CLWB OGOFEYDD DEHEUDIR CYMRU

Minutes of the Annual General Meeting held at the Miner's Welfare Hall, Abercraf, at 9.00 a.m. on Saturday the 4th of May 2013.

1. Apologies for absence

13/A1. G. Price, C. Price, T. Lister, N. Davies, P. Francis, C. Pursell, I. Williams, D. Williams, A. Hallihan, H. Eteen, M. Groves, K. Groves, L. Williams, K. Maddocks. I. Cardy, L. Cardy,

There were 54 voting Members signed in – see archived sheets.

The chairman concluded the apologies for absence by asking everybody to join in a minute's silence to reflect on past members and in particular those who have passed away during this year, most notably: Edith Jones and Mary Galpin. The meeting observed one minute of silence.

2. The Chairman's welcome and comments on 2012/2013

13/A2. The Chairman thanked everyone and welcomed those present and went on to say: After a slow start I am delighted to be able to report that the meets program for this year has taken off and we have had a number of UK club trips open to all members to OFD, DYO, Aggy, Craig a Ffynnon. We also had our first Mums and Kids weekend on Bonfire weekend where we re-defined kiddy caving with a trip to Ogof Pasg . Outside of South Wales we have had club trips to North Wales and to Yorkshire with others to Mendip and the Forest of Dean planned. In addition to co-ordinating a number of the meets during the year Claire Vivian also ran 2 Provisional Members weekends, we hosted a Surveying course and also the CHECC (Southern) event. My thanks to Claire, who has decided to stand down from the Committee this year but is willing to take up a role outside of the committee as meets co-ordinator if asked.

Going even further a field nearly 50 members went to the Ardeche in France 2012 and although it was an un-expedition there was some spectacular caving and canoeing to be had in the sunshine. Some 12 or so members made the regular spring pilgrimage to Cantabria in Spain and the club is set to return there again for 2 weeks this summer. Very recently an exciting prospect of a potential link up with a university in Colombia has emerged with the prospect of some joint exploration and assistance with the development caving in Colombia.

Andy and Antonia Freem have also worked with Richard Frost to install a new outdoor climbing and SRT training facility in the party quarry. This is now fully operational and available for members to use.

The club's appetite for exploration remains undiminished and although big discoveries remain as elusive one of the highlights of the year was Gareth Davies' work in Pwll Dwf.

The Chairman then went on to express his gratitude and thanks to all those who have sat on the committee again this year and also all the other members who have continued to give so freely of that most precious commodity, time, to try and help keep the club safe, legal, solvent, vibrant and a welcoming and fun place to stay. In respect of the Committee I would like to say that sometimes they get it right, but inevitably sometimes they get it wrong. As individuals they have good days and they have bad days. Some of them even have jobs, families, other interests and hobbies, and generally other things going on in their lives. As individuals I am sure that they all have agendas, views and styles which at times you may well not agree with or find irritating. But at the end of the day you elected them and in addition to giving up 3 hrs on a Saturday night once a month many of them spend an inordinate amount of time trying to run the club and resolve issues on your behalf. They are club members just like everybody else and they deserve your support. If you don't like what they are doing then today is your opportunity to change things. As part of it's responsibility for the day to day management a major review of the club's documentation has been undertaken this year with a view to both updating it, simplifying it and rationalizing the information. Thus far the Constitution, Club Handbook and the DO Manual have all been reviewed, revised and updated and issued. There is now less to read and the information hopefully only appears in one place. My thanks to Jem Rowland and Chris Grimmer who did much of this work.

The chairman then went on to draw the meeting's attention to the way in which the committee had continued with the policy of greater engagement of members in the decision making process. In addition to a very open and structured debate about the future of the lobby area we have also extended the concept of sub groups and these now comprise: An Archive Group, led by Allan Richardson; A Land & Access Group led by Gary Vaughan; and most recently A Risk & Governance Group led by Andy Freem. As a result of the increasing use of electronic communication – e-mail, web site etc. - and the spiraling cost of postage - the committee undertook a review of the club's communication strategy. This resulted in a decision to drop the Newssheet and to replace the Newsletter with a new look, and soon to be published, SWCC Journal which will appear on members' doormats twice a year. This will hopefully strike an acceptable balance between keeping in touch with those members who are not e-enabled and / or do not visit the club very often and the need to minimize the time and costs of production and postage.

The chairman went on to address the issue of membership. He stated that although we may believe that our membership of circa 300 gives some cushion against falling caver numbers and the future of the club he suggested that any comfort we may feel is indeed false. Just beneath the surface there is an alarming demographic time bomb which is ticking very, very loudly. Of our 300 members it is estimated that less than 100 are active, less than 50 regularly stay at the HQ. Even more alarming is the fact that we have only 12 members under 30, and 8 of these are children of older members.

We desperately need to attract new, younger members who are willing and able to get involved and then help, guide and encourage them to run and develop the club in the way they want to. They may do a better job than we have done, they may do a worse job, it certainly won't be the same but if we are serious about the future of the club we absolutely need to address this issue, and address it now. I would strenuously encourage us all to support some proposals that Andy Freem is going to talk about later.

The chairman then addressed his final point that of risk and governance. A dry subject perhaps, but an increasingly important one. As individual cavers we mitigate against risk by taking what we consider to be reasonable precautions and by insuring ourselves against claims by non-cavers for our actions as cavers through the BCA insurance scheme. Under this policy it seems that cavers are considered as a single entity and it is therefore not possible for a caver to make a claim against another caver. The situation with respect to the club's exposure to risk is more complex. In the years since SWCC was set up as a club in 1946 the social attitudes, expectations, and the legal and regulatory framework have all changed significantly, and we now live in an increasingly litigious world. As a club SWCC mitigates against risk and damage to, or loss of, its property by ensuring legal compliance, by taking what we consider to be reasonable precautions and by taking out building and third party insurance. For practical and financial reasons this is based on a standard policy designed for commercial, non-resident, lock-up properties. The annual premium is circa £3000 pa. Despite significant efforts to clarify matters over the last 2 years, there is still considerable doubt as to whether our semi residential / hostel status would cause issues in the event of a claim. It seems that the stark reality may be, that in law, each member of the club, and more specifically members of the committee, could be open to personal litigation in the event of the club failing to cover a claim against it, with all that that implies in terms of exposure of personal assets. Although this is considered a low frequency event it is one with very high consequences and an issue for all clubs and societies. Indeed it is one of the main reasons why many have changed their legal status from that of a 'Club' to either a 'Company limited by guarantee' or to an 'Industrial and Provident Society (IPS)' a type of mutual society or co-operative. By doing so the organisation gains a legal identity with each member having a defined personal liability, set at a nominal value. This prevents individual members

being named in a claim for damages, except in a case of gross negligence. Such a change has no material effect on the day to day running of the organisation. A number of major caving clubs, most notably the Bradford and Craven Pothole clubs, whom we have spoken to, have recognized this risk and have already completed their registration as Industrial and Provident Society's (IPS).

The Committee believe that it is necessary for SWCC to be more informed of the exact nature of our position on this matter and consequently asked Andy Freem to chair a sub-group to investigate this more thoroughly and to report back firstly to the Committee and then to a general meeting. Membership of the sub-group is open to all members and anyone wishing to contribute is openly invited to contact Andy. The timescale for the report and recommendations has been set at the latest for 2014 AGM although this does not preclude an earlier delivery and a possible general meeting.

Members should be aware that we in the process of changing the club's solicitor. The change from Edwards Geldard to a more local company has not been successful and we are in the process of transferring our business to Field Seymour Parkes LLP based in Reading.

In conclusion we remain solvent and an active, if increasingly aged, club. We have a proud past and something well worth passing on, it is up to us to see that that happens. Thank you.

3. Minutes of the 4th May 2012 AGM

13/A3a. The Chairman invited the proposal that the minutes of the 2012 AGM might be taken as read. Proposed by A. Richardson and Seconded by P.K. Hallihan.

Majority For, 0 Against, 2 Abstentions – Carried

13/A3b. The Chairman then invited the proposal that the minutes be signed as an accurate record with any identified corrections inserted. Proposed by G. Vaughan and Seconded by H. Meredith.

Majority For, 0 Against, 1 Abstention - Carried

13/A3c. Corrections to the 2012 Minutes: There were no corrections.

4. Matters arising from the 2012 AGM Minutes

13/A4. There were no matters arising.

5. Officers' Reports to the 2013 AGM

13/A5a. The Chairman invited the proposal that the reports be taken as read. Proposed by P. Meredith and Seconded by G. Vaughan.

Majority For, 0 Against, 2 Abstentions - Carried

13/A5b. The Chairman then invited the proposal to accept the Officers' Reports *en bloc*. Proposed by P. Meredith and Seconded by A. Freem.

Majority For, 0 Against, 3 Abstentions - Carried

13/A5c. Questions to Officers

The Chairman then invited questions to each officer's report.

Secretary..... R. Coulson asked what the problem was with the current solicitor. PVM advised that poor service had been reported by several club officers and that this showed no signs of improving.

Treasurer..... Before inviting questions A. Freem wished to point out a printing anomaly on page 23 chart 1. Some figures had transposed. He went on to point out that last year subscriptions had not changed. By way of explanation he pointed out that chart 1 showed options based on % change and that chart 2 showed options based on fixed sum increments. He asked that the AGM indicated its preference for each option.

D. Edwards asked if the AGM made a decision what would happen next year. The treasurer stated that it would be a matter for next year's treasurer and next year's AGM although he hoped that the general feeling would carry through for several years to come. P. Collings Wells asked if it was actually the subscription prices that was holding membership levels back. The Treasurer said not and that this point would be covered later in his report. G. Edwards asked why joint members were eligible for such a large discount. A. Freem replied that the joint member rate was set by constitution. A. Freem requested a show of hands with respect to % change (chart 1) or fixed increment change (chart 2). A vote was taken. Chart 1.... 6 votes, Chart 2.....42 votes, Abstentions..... 6 votes.

A. Freem then went on to describe the three options available on chart 2, options A, B and C. A. Maddocks asked if the treasurer could explain the rationale. A. Freem stated that he could and went on to say that there were larger increases indicated for older members on the basis that they could better afford the increase. A. Freem suggested that it would be a simple matter to vote for one of the three options. A. Richardson suggested that typically AGMs vote for no change to membership fees. K. Goodhead enquired about the possibility of making a rate for students. He pointed out that a discussion on that issue was relevant to matter if rate increase. A. Freem went on to say that the club population could be influenced by policy. The decline in a club is not a linear trend and that now was the time to act least we leave it too late to recover. Hundreds of students pass through our doors and with each one there was an opportunity to attract new members and re-energise the club. There had been a change in caving over the years. University clubs are now long term

membership clubs and do not simply cater for the short life a student attends university. A. Freem suggested that we should offer a student membership for around £10 which would enable students to turn up and stay at the HQ at member rates whenever they wanted to. He suggested that anyone carrying any student card should be eligible for this reduced subscription rate. When they leave full time education and enter employment and become better off then hopefully they would retain their membership in spite of the fee increase. C. Friend questioned the math. At £5 per night student rate there was only a saving of £1 per night stayed. P. Hallihan pointed out that the £5 student rate was for pre-booked groups only. Students not pre-booked pay £6 which provides a £2 differential. K. Goodhead was concerned that overcrowding could become an issue. A. Freem stated that it would be nice to have that as a problem. C. Friend pointed out that we had hosted CHECC two and a half times and nothing had come of it. A. Freem replied that we failed to take best advantage of those opportunities but now something must be attempted. C. Vivian had done lots of work contacting lots of university clubs. The club now needed to grasp the opportunity. J. White asked if the students needed necessarily to be members of a university club to qualify. A. Freem replied no. The Chairman advised the meeting that the committee were strongly supportive of this initiative. F. Levett pointed out that a constitutional modification was on the agenda and that in theory it would be possible to make a minor amendment. J Rowland supported this view. Minor amendments to the proposed motion could be properly made from the floor of the meeting but perhaps the issue of a new class of member was more complicated than a 'minor' amendment. He suggested an EGM may be the answer to allow time for proper consideration of the required constitutional amendments. B. Jopling questioned who was eligible for this discount, would it be open to anyone with a student card? In his view it should only be available to members of university caving clubs and should not be thrown open to all student card holders in the UK. J. Rowland pointed out that each Student member would be able to bring two guests. P. Quill asked how we would be assured of insurance cover if they were not from an existing university club.

The Chairman suggested that an alternative proposal could be to make provisional membership for the year £10. T. Baker pointed out that provisional members do not have access to the caves. C. Friend pointed out the obvious dichotomy whereby provisional members would pay £22 and would not have cave access whilst student members would pay £10 and would have cave access. B. Clipstone pointed out that the setting of membership fees was not within the constitution. B. Jopling requested clarification. Was it proposed that student members would have access to caves? A. Freem stated that it was open to the meeting to decide either way. J. White suggested that the club could work towards having a form of student membership by next year. G. Edwards

pointed out that many student cavers had access to the caves already under annual permits to their university club. P. Collings Wells suggested that setting provisional membership to £10 would give us a year's grace. P. Hallihan was not convinced that the proposal required a full constitutional amendment. J. Rowland stated that a new class of membership did require a constitutional amendment. P. Quill stated that in his view the initiative was a brilliant idea. The Chairman asked for a show of hands as to whether the meeting supported the idea. The vote was overwhelmingly in favour with zero votes against and four abstentions. T. Baker then proposed that provisional membership be set at £10 for the coming year. Seconded by P.C. Wells. Voting. 50 in favour, 2 against and 2 abstentions. Carried.

J. Lister pointed out that the current constitution defined provisional membership fees as being 50% of full member rates. C. Friend suggested that it would be inappropriate to make tweaks to the constitution at will so as to fit with the previous vote. P. Hallihan pointed out that there was an overwhelming need to do move in this direction. The chairman suggested that the meeting had gone as far as it was able on this point at this time and handed the floor back to the treasurer.

A. Freem asked for a proposal from the floor with respect to chart 2, either option A, B or C. C. Friend pointed out that we do this every year and never make a change. A. Freem asked the meeting for a show of hands to indicate an appetite for change. The show of hands was overwhelmingly in favour. A. Richardson then proposed that we the club adopts option C for the coming year. Seconded by K. Goodhead. Voting 45 in favour, 1 against, 8 Abstentions. Carried. Option C is accepted.

A. Freem then addressed the matter of hut fees. These were set out in table on page 25. He advocated whole number hut fees such as £4, £5, £6. A. Freem went on to propose that the club adopt option B.... £5, £6, £7. Seconded by A. Richardson. Voting Clear majority in favour, none against and 5 Abstentions. Carried. These rate would become effective after 9th May 2013.

D. Edwards enquired if the £1 shower fees were the same as the £1 visiting fee. A. Freem confirmed that the fee of £1 per visit covered both activities. He went on to highlight that some visiting non members had also made tea after caving trips. B. Jopling enquired as to why the club was spending so much on gas and urged that the committee applied itself to reducing the club's gas bill next year.

K. Goodhead proposed a vote of thanks to the treasurer for all of his hard work. The floor responded with enthusiastic applause.

WardenD. Dobson pointed out that the two porches at the HQ had actually been re-slatted. In answer to a question as to the regime of the septic tank B. Clipstone confirmed that the tank is regularly pumped empty. A. Richardson made a request that an attempt be made to deal with a mole problem on the camping areas.

Assistant Secretary.....P. Collings Wells pointed out that e-mail addresses were to be added to the club address list. D. Edwards stated that he had a copy of a club address list and that it was brilliant. E. Little asked why there was no copy of the address list at the club.

Records Officer..... A. Richardson reported that Mary Hazelton's dragon was now languishing in a luxurious new abode deep within the club archive store room.

Fixed Aids Officer..... P. Quill suggested that the Maypole inlet ladder should be replaced.

Rescue Liaison Officer..... No Questions

Communications Officer.... No Questions

Editor..... No Questions

Conservation Officer..... No Questions

Equipment Officer.....A. Dobson recorded his thanks to P. Hallihan for ensuring the provision of more short lengths of rope in the rope store in order to tackle shorter pitches. There was applause from the floor in recognition of this.

Training Officer....B. Jopling asked if there was a report from the training officer. G. Edwards apologised and conceded that he'd been rubbish the previous year and had done very little.

B. Jopling enquired as to the lack of report from the Estates Officer. C. Grimmet reported that there was not much to report. A. Freem advised the meeting that as treasurer the role of Estates Manager had been exceedingly helpful in organising insurance, gas and electricity renewals. B. Jopling stated that in his view the Estates Manager should be an elected role. V. Allkins asked if there was an issue with the tenant. C. Grimmet replied that there had been a few problems but these had not been pressed as yet. F. Levett stated that the role needed some definitive format. This was accepted by the chairman who

assured the meeting that the following probationary year should provide a firm mandate for the role that could be outlined at the following AGM.

6. Minutes of the EGM 16th February 2013

13/A6a. The Chairman invited the proposal that the minutes of the 2013 EGM might be taken as read. Proposed by P. Meredith and Seconded by G. Vaughan

Majority For, 0 Against, 4 Abstentions – Carried

13/A6b. The Chairman then invited the proposal that the minutes be signed as an accurate record with any identified corrections inserted. Proposed by P. Meredith and Seconded by G. Vaughan.

Majority For, 0 Against, 10 Abstention - Carried

7. Auditor's Report to the 2013 AGM

13/A7. The chairman asked for a proposer for the suggested motion..... That the auditor's report be accepted and the Club's thanks be recorded for her work during 2012/13. Proposed by B. Jopling, seconded by P. Hobson. Voting, Majority for, none against, 2 Abstentions. Accepted.

D. Edwards enquired about the questions which had been printed below the auditor's report. A. Freem reported that these were not part of the auditor's reports but simply notes to assist the treasurer.

8. Constitutional Review

13/A8. The Chairman opened the debate by pointing out that J. Rowland had carried out a root and branch review of the existing constitution. J. Rowland then took the floor. He reported that there had been two problems. Firstly due to administrative slips since 1996 what was believed to be the current constitution did not in fact include all of the amendments made through the intervening years. 1996 was key as that had been the date of the last review carried out by F. Levett. J. Rowland had therefore taken the 1996 Constitution as the baseline and proceeded to work through each and every general meeting to track all of the changes. This review had resulted in the version of the constitution appended to the 2013 Notice of AGM.

The second phase of the operation had started in October and included an objective study of all of the duplications and gaps. The constitution currently proposed was effectively a tidied up version of the existing constitution. There had been two main areas of change. Firstly the Policy Document is now tied into the constitution. Secondly the revised version introduces a procedure for appeal on refusal of membership. Page 39-40 itemised a list of significant changes. Questions were invited.

J. Lister suggested that the fee for provisional membership should be set by the AGM. R. Radcliffe stated that when full membership was achieved a proportion of the full membership fee became payable.

J. Lister proposed an amendment to the revised constitution such that section 5c should read.....

‘A person applying for Provisional Membership shall pay a fee to be set each year at the AGM. This payment covers Provisional membership until acceptance as a Full or Junior Member.’

The motion was seconded by J. Rowland. K. Diffey enquired as to whether the definition to be amended included the entrance fee. P. Hallihan enquired as to whether the amendment should be extended to include joint membership. These further amendments were not adopted and the original motion was put to a vote.

Vote recorded as 49 in favour, 2 against and 3 Abstentions. Carried.

I. Miller asked as to section 8. How would an expelled member call an EGM. It was agreed that in that event responsibility for calling the EGM would fall to the committee.

B. Jopling then proposed that the revised constitution as set out in the agenda be accepted subject to the amendment of J. Lister’s already voted upon. This was seconded by T. Baker. The vote was recorded as 53 in favour with none against and one abstention. Carried.

B. Jopling proposed a vote of thanks to J. Rowland. Seconded by D. Edwards. This was met with enthusiastic applause. S. Goodhead stated that all of the AGM minutes from 1970 onwards were now held in the club library.

9. Subscriptions and Hut Fees for 2013/14

13/A9. A. Freem proposed that Provisional membership be set at £10.

Seconded by T. Baker. Voting. Majority for, 1 against, 1 abstention. Carried.

I. Miller asked how much a provisional member will pay upon being made a full member. B. Moore suggested that they would pay the entrance fee which was set out in clause 5a of the constitution as 50% of the annual membership fee. A. Freem stated that we need club ambassadors to work hard now to entice new young members. L. Davies asked what would happen to existing provisional members. It was agreed that nothing would change retrospectively and they would continue along the same route to full membership.

R. Radcliffe expressed concern over the voting rights of any new class of student members.

10. Election of Officers

13/A10.1. President

The chairman apologised that there was no nomination for President. J. Rowland thanked everybody who had helped him through the year. P. Hallihan did not understand why there was not going to be a President. T. Baker pointed to clause 11f. The chairman confirmed that the club will be without a President for the coming year.

13/A10.2. Vice Presidents

The following were proposed:

The 4 Trustees were proposed and seconded *en bloc*.

Les Hawes

John Lister

Alison Maddocks

Clark Friend Proposed: A. Dobson Seconded: A Richardson

Majority For, 1 Against, 7 Abstentions – Elected

M. Day Proposed: D. Edwards Seconded: P. Hobson

Majority For, 0 Against, 6 Abstentions – Elected

F. Levett Proposed: J. Lister Seconded: T. Baker

Majority For, 0 Against, 3 Abstentions – Elected

13/A10.3. Chairman

Proposed: V. Allkins

Paul Meredith

Seconded: J. Day

Elected

13/A10.4. Secretary

Proposed: V. Allkins

Gary Vaughan

Seconded: T. Baker

Elected

13/A10.5. Treasurer

A. Freem, who had intended to stand down this time, spoke to the meeting. He described the role as needing honesty and hard work. It was a demanding job. What was not needed was a degree in accountancy or advanced mathematics. In the absence of a possible successor to Andy Freem, C. Michel and R. Coulson offered their help in the coming year. With the help offered, A. Freem agreed to continue. D. Edwards expressed his thanks for the two offers of assistance.

Treasurer

Andy Freem

Proposed: B. Jopling

Seconded: K. Diffey

Elected

13/A10.6. Warden

Proposed: V. Allkins

Brian Clipstone

Seconded: A. Richardson

Elected

and responsibilities. The club was now owner of a large estate and there was a need for all four trustees to act in concert and at short notice. The provision for retirement of a trustee was not a simple matter. A trustee could elect to resign him or herself, a trustee may die in office or as a last resort the General Meeting of the club could vote a trustee off. J. Lister suggested that the time had come to consider whether a trustee's term of office should be for a fixed period or to cease at a fixed age, or by re-election after a fixed period of time. He pointed out that it was extremely difficult to remove a non-functioning trustee.

J. Rowland suggested that trustees should retire at a certain age. He advocated that the club take legal advice over what was a complicated area of law.

B. Jopling suggested that the club should consider changing its status. The rescue team for example was a registered charity and as such did not require trustees. A. Freem confirmed that a sub committee were looking into this very issue in the coming year.

13. Any Other Business

13/A13.1. Policy Document

P. Dobson proposed that as no changes had been made in the preceding year, the club's Policy Document be ratified. Seconded by C. Friend.

Vote recorded as Majority in favour, none against and five abstentions. Carried.

J. Rowland pointed out that the policy document will require modification over the coming year.

13/A13.2. Playing of Games

D. Edwards asked if the new young members would play games. The point was taken and it was agreed to try and promote the playing of classical post pub caving activities!

13/A13.3. Additional club officers

P. Collings Wells asked for clarification on the various other roles within the club. The chairman confirmed that the permit secretary had stepped down and that H. Meredith was to take over the role. Hut bookings would continue to be administered by K. Goodhead, Claire Vivian would act as Meets Secretary, A. Hallihan was happy to continue to administer publications and E. Little was doing a fine job as D.O. Tzarina.

13/A13.4. AGM Notification

The chairman raised the issue of cost of the AGM notice. In its current format the AGM agenda and minutes for 2013 cost circa £850 (circa £3 for each of our 300 members) to produce and send out to our members, 55 of whom attended the 2012 AGM. He proposed that we seek to reduce this by over 50% to

around £300 by adopting the following as a way of working for all future General meetings:

- The notice of, and the Agenda for, General Meetings will continue to be posted to members in accordance with the constitution and also posted on the web site. The Agenda shall include instructions on how to obtain a copy of the minutes of the previous General Meeting.
 - The minutes of any previous General Meeting will be posted on the SWCC web site and members will be able to log in to read or download them.
 - On being notified of a General Meeting, members may request a hard copy of the minutes of any previous General Meeting from the secretary and these will be posted by surface mail.
 - A limited number of hard copies (circa 50) of the minutes of any previous General Meeting will be made available at each General Meeting
- B. Jopling asked if we could circulate the full document as a PDF and could the shortened notice of AGM and agenda also include nominations for President etc. The motion was seconded by K. Goodhead. Voting was recorded as Majority in favour , none against and none abstaining. Carried.

14. Time and Venue for 2014 AGM

13/A14. The 2014 AGM will be held on Saturday the 3rd of May. It was Proposed by T. Baker and Seconded by F. Levett, that it be at 9.00 a.m., at a venue to be advised (suggested to be at the Miners' Welfare, Abercraf). The Committee would confirm the venue at a later date.

Majority For; 2 Against; 0 Abstentions – Carried

13/A15. There being no further business, the Chairman thanked everyone for attending and closed the meeting.