

COUNCIL OF NORTHERN CAVING CLUBS

British Caving Association

Draft Minutes of Committee Meeting 13th October 2018, YSS Hut, Helwith Bridge

Note: Meeting scheduled to be at Hellifield Village Institute, but due to a tree blowing over and damaging the venue, the location was changed on Friday night and clubs notified.

Attendees in order of signature on attendance sheets:

Name	Club	CNCC officer/ co-opted role?	Committee voting?
Matt Ewles	York CC /Northern Pennine Club	Secretary, taking minutes	
Gary Douthwaite	York University CPC	Webmaster	Yes
Peter Hambly	Northern Pennine Club		Yes
Ian Cross	Bradford Pothole Club		Yes
Sam Lieberman	Red Rose Cave and Pothole Club		Yes
Stuart Whitmey	Earby Pothole Club		Yes
Pete Monk	Northern Boggarts		Yes
Pete Bann	Northern Boggarts	Treasurer	
Ray Duffy	Red Rose Cave and Pothole Club		
Lee Paskin	Ingleborough Hall		
Pat Halliwell	Craven Pothole Club		Yes
Ric Halliwell	Craven Pothole Club	Eastern Dales meets	
Alan Speight	Yorkshire Subterranean Society		Yes
Andrew Hinde	Gritstone Club	Chair	
Tim Allen	N/A	Access Officer	
Alan Jeffreys	Grampian Speleological Group		Yes
Andy Gordon	Kendal Caving Club		Yes
Rachel Ashton	Kendal Caving Club		
Victor Wain	White Rose Pothole Club		Yes
Kay Easton	Bradford Pothole Club	Conservation Officer	
Lyndon Easterbrook	ULSA		Yes

Numbering of sections in these minutes relates to agenda item numbering.

12 out of 14 Committee clubs present (Absent: SUSS and Burnley Caving Club).

The meeting opened at 9:35am with a welcome from the Chair and thanks to the YSS for hosting the meeting at such short notice.

(1) Apologies for absence

Maz Holloway (Training Officer)

Tony Brown (Bowland meets)

John Holloway (ULSA, Lyndon Easterbrook representing instead)

Simon Wilson (Anchor Coordinator and E&T Representative)

Antonia Headlam-Morley (on behalf of SUSS)

(2) Acceptance of June Committee meeting minutes

No issues raised; proceeded directly to a vote.

Acceptance of minutes:

Proposed: Pete Monk

Seconded: Ian Cross

Votes: 9 votes for, 1 abstention

Note: Only 10 voting reps at this point; Kendal/White Rose had not yet arrived.

Action: Matt Ewles to issue the final minutes.

(3) Matters arising from the June Committee meeting

Each action item from the agenda was discussed in order.

Individual(s)	Action item
Matt E.	Issue January meeting minutes as final. Action complete.
Matt E.	Table for discussion at October meeting the policy to follow over apparently defunct clubs and inactive clubs. Action complete - Separate agenda item later in meeting.
Sam L.	Use contacts to achieve response from Swaledale as to its future CNCC involvement. Not heard anything back from them. Vote later in meeting to accept actions to remove them as full member club due to no-response. Action complete.
Andrew H.	Verify whether the training grant is being reduced to a maximum of £150/day, as this could impact the costs of future CNCC courses. Andrew confirmed that he had spoken to the BCA Training Officer (TO) at the October meeting and is not sure where this £150/day limit has come from. The BCA TO suggested that £250/day was a

	<p>more realistic amount, but it was always at the TO's discretion. Definitive clarification is needed, but for now Andrew suggested we simply go ahead and ask for whatever funding we require. Gary Douthwaite suggested that if the BCA TO has said £250, we should treat this as a definitive amount for now until we hear anything to the contrary. Pete Monk asked whether, if we run a first aid course, we can claim all the money back and not charge attendees; Andrew suggested that there may be some expectation for a contribution from training attendees, but Tim Allen added that these are guidelines rather than rules. Action complete.</p>
Alan J.	<p>Follow up on getting details of Scottish caves to add to CNCC website (names, grid references, access details as a minimum). Alan handed over a paper document with several descriptions for Scottish caves which can go onto the CNCC website; document also provided electronically after the meeting. Action complete.</p> <p>ACTION: Matt Ewles to format these for publication on website.</p>
All	<p>Seek to get more people to engage with CNCC. Andrew Hinde invited Lee Paskin to the meeting to discuss matters at Barbondale (see Access Officer report discussion). Several other potential new attendees couldn't make this date but are hopeful for January. Andrew expressed a wish to get more people attending from a greater variety of caving backgrounds involved; not just clubs. Action ongoing.</p>
Matt E.	<p>Talk further with donor of NECAFE; and explain that the anonymity and name are felt to be problematic. Matt Ewles explained that owing to the variety of opinions on this matter, the potential complexities, the time required for the CNCC to administer this, the risks, and the anonymity of the donor, he now felt it was not feasible for the CNCC to be involved and we may be best letting this one drop. General agreement from all in the room. Stuart Whitmey suggested a formal thank you.</p> <p>Action: Matt Ewles to thank NECAFE donor but explain that this is not something we are able to take forward.</p>
Matt E.	<p>Present copies of "Caves and Karst in the Northern Dales vol 2" to landowners for Jenga Pot and Excalibur Pot. Matt explained that the one for Jenga Pot may not get delivered, in which case it will be returned to stock at the January meeting.</p>

Chris C/Tim A.	Liaise over presentation of copies of "Caves and Karst in the Northern Dales vol 2" to landowners in Wharfedale. Ongoing.
Matt E.	Consulting Maz H. as necessary, provide Pete B. necessary information to pay for room hire and determine which cheques needed to be returned to participants entitled to free place on course. There was a little confusion exactly what this agenda item was about; Pete Bann confirmed that as the Treasurer, he needed better information provided to him about what needs to be paid in/out of the account; this had been lacking for some recent training courses, although it was acknowledged that this was due to unforeseen circumstances. No further action.
Tim A.	Continue polite enquires of BCA as to those items for which CNCC can seek reimbursement. Further discussions later in meeting. Action complete.
Andrew H./Simon W.	Liaise over removal of unnecessary anchors at low levels in Yordas Cave. Matt Ewles said that Simon had been to see these anchors; they are old DMM anchors, probably put in during early days of the CNCC Technical Group anchor installation (this was confirmed by Alan Speight). One was elongated suggesting it had been unsuccessfully pulled. These are to be left in place and used for anchor-puller training/testing in future if required. Action complete.
Kay E./Matt E.	Continue to liaise over GDPR requirements with respect to CNCC conservation volunteers. Ongoing.
Tim A.	Pass archived access material to Matt E. for sorting. Done at this meeting. Action complete.

The White Rose Pothole Club and Kendal Caving Club representatives arrived during the above discussions. There are now 12 voting clubs.

(4) Reports

Chairman's report:

No comments.

Secretary's report:

There was a broad discussion regarding the proposed CNCC display for Hidden Earth:

- Gary Douthwaite suggested that the cost of free-standing pull-up banners are around £100 each, all in (including printing), from the same company that prints our newsletters. We would ideally want to purchase two.
- Tim Allen suggested we could investigate table-top display boards. Alan Speight offered use of the boards that the YSS own (12x roughly A1 sized slot-together fabric covered boards). Tim Allen suggested dividing the display into separate sections (e.g. promoting caving, conservation etc) which can be separately taken to events.
- Matt Ewles asked whether the Committee felt that exceeding the £500 Treasurer's cap (if necessary) would be worthwhile. Tim Allen and Alan Jeffreys both felt it would be a very worthwhile investment, and Matt said he would try to cost things up for the January meeting, although if display boards can be borrowed rather than purchased it was unlikely to exceed £500.

Action: Matt Ewles and Gary Douthwaite to investigate costs of CNCC display for presentation to the January Committee meeting.

Andrew Hinde suggested we progress to the Access Officer report next, to enable our guest, Lee Paskin, who has come along to discuss Barbondale, to get away without having to sit through the entire meeting.

Access Officer's report:

Tim Allen worked through the items in his report:

- The Online Booking System is nearly ready to go. Pete Monk raised a question about whether the system was open to all. Tim clarified that it is open to all individuals and not related to clubs. Tim hopes that this will encourage greater use than the existing paper system particularly thanks to the flexibility it offers for last minute bookings and changes.
- Pete enquired about there being a risk of individual users 'misbehaving', and would there be any comeback on the CNCC for the behaviour of individuals using the online system? Andrew Hinde felt not; because we make no promises to police individuals or enforce any rules. Furthermore, all users will have submitted their details as part of the registration process, so we will know who has made what bookings. It was argued that those out to cause trouble wouldn't use the system anyway.
- Tim has had successful meetings with the representatives of Langcliffe Estate. They are happy to accept open access on CRoW land. Some of the caves in their area (e.g. Swan Dyke and Snatchers) are not on access land and they want an agreement. They initially wanted £600 for solicitors to draw this up, but we refused. Tim worked with them to put together a six-point Memorandum of Understanding (MoU) instead, which they are broadly happy with and which is awaiting finalisation.

- Tim asked whether he could sign this off, or does it need to be ratified by the Committee first? Alan Speight proposed that we give Tim authority to do this (this proposal was never seconded, so not voted upon); however, Pete Monk disagreed, suggesting that the CNCC Committee should have sight of this before final sign off; It was agreed that just email circulation would be sufficient.

Action: Tim to finalise MoU with Langcliffe Estate representatives and circulate to CNCC Committee for period of consultation; does not need to wait until next meeting but clubs should be given a reasonable amount of time to feed comments back.

- Re: Barbondale, a Craven Pothole Club member reported the gamekeeper refusing access to the area around Crystal Cave. Tim has since spoken to the land agent. Once the shooting season is over a further meeting will be held. The area in question is on access land and is used by outdoor groups (including Ingleborough Hall) for outdoor recreation. An arrangement to allow this to continue is desirable.
- Ric Halliwell commented that a Craven Pothole Club member is using the gorge below Barkin Gill for leading recreational outdoor groups. Lee added that the area below Low Fell (near Barbon Manor) is also used by groups with young children for educational stream walks.
- There was agreement that Barbondale is an amazing resource for outdoor education; we do not want to lose access.
- Lee Paskin introduced himself as the Manager of Outdoor Learning at Ingleborough Hall. Barbondale is an important area for them. They always had open access there until Barbon Manor started keeping birds for shooting and some restrictions were introduced. Kay Shuttleworth Estates then asked to see evidence of insurance and argued that 'organised groups' should not be using access land. A compromise was struck to avoid visiting during September/October to avoid disturbing the birds.
- Lee also expressed concerns that the Estate may not be aware that cavers and outdoor groups may be in the area, and off the public footpaths during shooting, and that this was a safety risk. Patrick Holmes from Ingham and Yorke (land agents) has been very engaging, and Lee is keen to work with him to a resolution and has offered help to install fencing around the main gorge area used by many groups.
- The current understanding is that they can return on 1st November, although this is purely an unwritten agreement.
- Lee commented that shooting is big business, often attracting £1000's per gun, therefore the uneasiness of the gamekeepers was not too surprising.
- Andrew asked whether Lee had any influence over other groups using the area. Lee suggested that he may be able to persuade others to work with the land agents, but

did not want to do their job for them by enforcing restrictions, and would not wish to report groups who did not follow rules. If a reasonable solution could be reached, he could circulate it, but was concerned other groups would be less reasonable. Others are already using Barbondale less responsibly (e.g. wild campers).

- Lee would like, if possible, to retain access during the five days of the week when shooting doesn't happen in September/October (Monday/Tuesday/Friday/Saturday and Sunday).
- The most sensitive area for cavers is Crystal Cave and Dog Hole, however, birds may also be moved to near Short Gill Pot/Cave too.
- Andrew Hinde suggested that offering to circulate an advisory notice to avoid the area on Wednesdays/Thursdays during September and October would be a simple way forward, although Tim was keen for the planned meeting in November before progressing anything further.

Action: Tim to continue discussions; keep Lee involved/in-the-loop.

- Regarding Kingsdale: The new tenant farmers have reported lots of fallen drystone walls. They spotted cavers climbing the wall on the usual route of approach to Keld Head, unaware of this usual route, and confronted the cavers, who may have been less than pleasant in response. After sending a goodwill gesture, the CDG have repaired relations here.
- Caves and Karst books: About half of the money from an anonymous benefactor (£250 of £500) has been used to purchase Caves and Karst books for distribution to local landowners; most now distributed. The donor did not want the remainder to simply 'go into the bank'. It could be used to buy more books or put towards other projects. Pat Halliwell suggested we can simply ringfence it for use on a suitable project; possibly the upcoming CNCC display.

Treasurer's report:

Pete confirmed that he is happy with the current financial situation:

- £3900 reimbursement for the cost of anchors is in our accounts now from BCA. Tim Allen noted that it was not a unanimous decision by the BCA, with some being of the belief that they should not be funded in full as they are not available to all regions.
- Tim commented that both the CNCC and BCA have a lot of money; Andrew Hinde appealed for anyone with a proposal to spend it to come forward.
- Ric and Pat Halliwell confirmed they were happy to audit the accounts for the AGM.

Conservation Officer's report:

- Kay Easton has taken over the Project Management of the Stories in Stone project and submitted a report yesterday.
- Roaring Hole has been cleaned up (by NPC).
- Slab Cave (Casterton Fell) has been covered (note; a different Slab Cave from the one on Park Fell that was covered by CNCC conservation volunteers about 3 years ago).
- Cavers have been invited to come and help remove an invasive species from deep water near to Harddrawkin Pot; CNCC volunteers may be able to help.
- Andrew Hinde said he has an upcoming meeting with the administrator of the Stories in Stone project; hopefully this will provide more clarity about the future of the project and the budget projections for the final 14 months.
- Any other ideas for conservation projects are welcome.
- Tim Allen confirmed that some entrance works at Rift Pot (near Marble Steps) were being discussed.

Training officer's report:

- Tim Allen stood in for Maz Holloway (CNCC Training Officer) at the recent BCA Training Committee meeting; however, the meeting ended up just being Tim and the BCA Training Officer, Nigel Atkins. Maz was able to join a further meeting the following week.
- Tim believed that the QMC splitting from the BCA Training Committee was broadly seen as a good thing; however, it has created some uncertainty about the role of the BCA Training Officer.
- One of Nigel's aims is to get recreational caving training under a coaching scheme to ensure greater consistency. However, concerns have been expressed about whether this could lead to qualifications for recreational cavers.
- Alan Jeffreys cited previous situations where we have pushed back against qualifications over-spilling from commercial into recreational caving.

- Andrew Hinde queried how it would be possible to create a structured scheme for recreational cavers without it sounding like a qualification. Even just creating 'levels of proficiency' is suggestive of there being different qualified levels of caving.
- Andrew asked how we should instruct our Training Officer to vote.
- Pat Halliwell emphasised that in some areas, for example first aid, a structured training with a qualification or certification at the end was desirable; with emphasis that this is not a qualification in caving. Andrew expressed some concerns that there was perhaps an over-emphasis on SRT, meaning areas such as first aid risk getting overlooked. It was raised that CNCC Conservation volunteers need certification in some areas, however, it has been previously suggested this should come from the BCA's Conservation and Access budget.
- Sam Lieberman suggested that a way forward here would be to work through the questions in Maz's report:

Q1: Surveying (perhaps including manual instruments as well as electronic)
 First aid
 Equipment (e.g. Stihl saw, winch)
 Expedition skills
 Dry stone walling

Action; Any additional training requirements that anyone feels the BCA should fund, please feedback directly to Maz (CNCC Training Officer).

- Rachel Ashton questioned, given the money availability, and how all clubs have different training needs, should clubs just be going directly to the BCA for funding. Matt Ewles said that there is nothing stopping them from doing so. Andy Gordon said that the Kendal CC value what Nigel puts in to make SRT training available; not all clubs have the facility or manpower to deliver SRT training to new members. Alan Speight emphasised availability of the YSS facility for anyone wanting SRT practice.

Q2: There was broad agreement that Maz should draft a position statement for circulation to the CNCC Committee. This should firmly push back against anything that could be misconstrued as a qualification for recreational caving.

- Matt Ewles commented that the university clubs were often on a knife-edge; all it would take would be for some health and safety 'jobsworth' within a university to start asking questions about qualifications to cause issues. The best way to prevent such issues would be to ensure no such qualifications exist for recreational cavers. As soon as such qualifications exist (particularly if endorsed by BCA), there is a risk that university caving clubs may, misguidedly, start demanding them under 'health and safety' requirements, as qualifications are commonplace in other sports.

Action; Maz to put together a position statement for review by CNCC Committee; push back against any kind of recreational caving qualification or anything that could potentially be misinterpreted as a qualification scheme.

Webmaster report:

Nothing further to report; Ray Duffy congratulated Gary on a good job.

Anchor Coordinator report:

Alan Speight asked whether all topos for IC anchored caves were now on the CNCC website; Gary Douthwaite confirmed this to be the case.

BCA representative report

- Andrew Hinde emphasised that there was a lot to get through and he would prefer to avoid a rerun of the BCA meeting here. He urged Tim Allen and try to focus on areas of CNCC interest and where a CNCC decision was needed.
- Tim briefed the room on the CNCC proposals for regional funding, emphasising that the aim here was to open funding up to areas outside of the traditional conservation and access areas. Tim said that the payments to the CNCC were quite low compared to other regions over recent years, although Matt Ewles emphasised that this was not likely to be the case this year thanks to the £3900 anchor refund.
- Tim asked Pete Bann (Treasurer) whether he would like to be involved in the 'politics' side of CNCC finances. Pete confirmed that he is happy to administer the CNCC finances (payments, claims etc) however, all the other responsibilities, such as being part of the BCA Finance Committee was unexpected when he took up the role. Matt Ewles explained to everyone that the existence of a Finance Committee within the BCA was a surprise to him too, as no information about it exists anywhere on the BCA website. Therefore, in volunteering to be CNCC Treasurer, Pete has found himself involved in more than he expected.
- Tim asked whether Pete wanted to be involved in the Finance Committee (which is now officially a BCA Working Group). Pete confirmed yes, from the point of view of ensuring transparency and for information purposes, but he did not want to get involved in 'politics'. Tim asked whether the CNCC could request for him to be co-opted onto the Finance Committee (in addition to Pete) to help drive forward changes on behalf of the CNCC. A proposal was therefore introduced:

Proposal: The CNCC request that Tim Allen is co-opted to the BCA Finance Committee Working Group, in addition to Pete Bann, to represent the CNCC's best interests.

Proposed: Sam Lieberman

Seconded: Ian Cross

Votes: 12 for (unanimous)

Action: Matt Ewles to submit this request to the BCA on behalf of CNCC.

- David Rose has been invited to London to represent cavers for the Glover Review. Andrew Hinde emphasised the importance of getting caver representation into all relevant Government/National Body discussions to avoid cavers being overlooked.
- Ray Duffy commented that when CRoW started, RRCPC/BPC/CPC submitted lots of information and offered representation for cavers then, but this was ignored.
- Pat Halliwell queried the free BCA membership for under 18's; does this include insurance? Tim confirmed that it does and that some notes would be added to the membership renewal form.
- Regarding the draft BCA safeguarding guidelines (see supplementary documents on CNCC meetings page); Ric Halliwell said a Craven member had looked over them and said that they were not very good. Peter Hambly agreed. Matt Ewles suggested that anyone with any comments should pass them either directly to the BCA, or to him to pass onto the BCA as a 'job lot' on behalf of CNCC Committee clubs.

Action: All Committee Clubs review BCA draft safeguarding policy and feed comments either directly to BCA or to CNCC Secretary; Matt to compile comments that he receives and forward onto BCA for consideration.

- Tim said that Jane Allen is now the BCA Publicity Officer and she is keen to see a revamp of the BCA website; Constructive feedback welcome.
- The BCA Youth and Development Group is now a Standing Committee, meaning we can have a regional representative. David Botcherby was suggested as someone who is young, who already attends BCA and CNCC meetings, and who often represents a CNCC Committee Club, and would be an excellent choice.

Action: Matt Ewles to contact David to see if he is interested or seek alternatives.

- Regarding the BCA Vision and Reform initiative; The CNCC has been sent a questionnaire. Matt Ewles said that he was all for reform within the BCA but that he did not understand the relevance of the questionnaire. Andrew Hinde recommended no involvement until a properly convened working group is put together. Tim Allen suggested however that if we get involved in this from an early stage we can help put together their terms of reference.
- Matt Ewles presented his thoughts on the BCA. He said that the BCA was like a stalled juggernaut, with people pushing it in all different directions, but it was just too big and heavy to be moved. He said that he had spent three evenings going over the BCA constitution over summer; it was extremely complicated, and he struggled

to fully understand it all. He had made numerous suggestions but so far, no feedback had been received.

- Matt felt that the complexity of the BCA, with working committees, standing committees, two house system etc. made it too complicated for most cavers to understand, and discouraged new people taking on key roles. He said that offers of website help from Gary Douthwaite had previously been rejected; it was hard for new people to get involved. Matt suggested that because of this, it would be impossible for an Officer to push for the necessary changes and modernisation. One way forward would be for a Regional Council, to put forward proposals for change. Matt questioned whether the CNCC should take a leading role in doing this?
- Rachel Ashton suggested that an organogram would be an excellent way to help explain BCA structure and make it more understandable. Matt agreed.
- It was agreed that CNCC Officers could put forward some suggestions to the January CNCC meeting for how they feel the BCA should change, to see if this is something the CNCC could get behind.

Action: Andrew, Matt, Tim, anyone else interested, arrange a meeting to discuss what changes we feel are necessary in the BCA and bring these to January Committee meeting.

It was proposed that the reports should be accepted:

Proposed: Stuart Whitmey

Seconded: Peter Hambly

Votes: 11 for (unanimous; the White Rose representative had left at this point so we were down to 11 voting representatives)

(5) Policy over defunct and inactive clubs

Matt summarised this policy; no issues raised.

Proposal to accept contents of this agenda item as presented:

Proposed: Pat Halliwell

Seconded: Pete Monk

Votes: 11 for (unanimous)

(6) Metal steps installed in Kingsdale Master Cave

- It was raised that since this item was scheduled for discussion, the installer has tried, and failed to remove the steps, possibly using a car jack.

- Pat Halliwell asked whether this was on the flood escape route; yes; however, Matt Ewles clarified that CRO did not endorse these or instruct for their installation. Ray Duffy commented that equally CRO have not condemned them or requested their removal either.
- Lyndon Easterbrook suggested that surely this matter was already covered in our fixed aids policy; we cannot endorse them. Matt Ewles said that this was more a conservation matter; they were not stainless steel and risk rust streaks developing on the cave wall below them over time.

Proposal: The CNCC supports removal of these metal steps on conservation grounds and will offer support to remove them if possible.

Proposed: Pete Monk

Seconded: Lyndon Easterbrook

Votes: 11 for (unanimous)

Action: Matt Ewles to contact the installer to inform them that the CNCC wishes for these to be removed and separately discuss with Simon Wilson.

(9) Date and time of next meeting

Committee meeting Saturday 19th January 2019, Hellifield Village Institute, 9:30am

(10) Any Other Business

- Gary Douthwaite said that the picture across the top of the newsletter will now change with each issue; he welcomes any submissions (landscape format).
- Tim Allen said that the BCA AGM in June 2019 will be in The Dales. Does the CNCC want any involvement in helping to organise it? Tim suggested we offer to organise a suitable venue for the meeting (~50 people) but leave the BCA to organise the 'party' side of things. Ray Duffy suggested Barbon Village Hall; good campsite nearby.
- Alan Jeffreys raised that the Cerberus Caving Club library (Mendip) had flooded and they were keen to restock their books and journals; contributions welcome.

Meeting closed at 12.20pm

Summary of specific action items that should be complete by the next meeting:

Individual(s)	Action item
Matt E.	Issue June meeting minutes as final.
Matt E.	Format Alan J's Scottish cave descriptions for website.
All	Seek to get more people involved in the CNCC.
Matt E.	Thank NECAFE donor but explain that this is not something we are able to take forward.
Matt E.	Present copies of "Caves and Karst in the Northern Dales vol 2" to landowners for Jenga Pot and Excalibur Pot.
Kay E./Gary D.	Continue to liaise over GDPR requirements with respect to CNCC conservation volunteers.
Matt E./Gary D.	Investigate costs of CNCC display for presentation to the January Committee meeting.
Tim A.	Finalise MoU with Langcliffe Estate representatives and circulate to CNCC Committee for period of consultation; does not need to wait until next meeting but clubs should be given a reasonable amount of time to feed comments back.
Tim A.	Continue Barbondale discussions; keep Lee Paskin involved.
All	Feed back to Maz H. on any additional training requirements that anyone feels the BCA should fund.
Maz H.	Put together a position statement for review by CNCC Committee; push back against any kind of recreational caving qualification.
Matt E.	Submit request to the BCA on behalf of CNCC for Tim A. to be co-opted onto the BCA Finance Committee.
All	Review BCA draft safeguarding policy and feed comments either directly to BCA or to CNCC Secretary; Matt to compile comments that he receives and forward onto BCA for consideration.
Matt E	Contact David B. to see if he is interested in being the CNCC representative for the BCA Youth and Development standing committee.
Andrew H./ Matt E./ Tim A.	Arrange a meeting to discuss what changes we feel are necessary in the BCA and bring these to January Committee meeting.
Matt E.	Contact the installer of the KMC steps to inform them that the CNCC wishes for these to be removed and separately discuss with Simon Wilson for advice.