

NCC Annual General Meeting Minutes

Date: 16th November 2023

Location: Meeting held on Zoom



Attendees:	NCC role & organisation name:
Dave Slade DS	NCC Chair
Jess Gundry JG	NCC Secretary
John Byrom JB	NCC Vice Chair <i>Safety 1st Training / Be Adventurous</i>
Jet Moore JM	NCC Committee support <i>Adventure Beyond</i>
Tom Partridge TP	NCC Guide Award admin <i>UWC Atlantic Experience</i>
Tessa Stephenson TS	NCC Admin Support
JP Eatock JP	NCC Regional rep mentor/ support <i>JPE Development LTD</i>
Ashley Hone AH	South Devon rep <i>Reach Outdoors</i>
Phil Austin (Ziggy) Zig	South Devon rep <i>Rock Solid Coasteering</i>
Jack Thompson JT	Dorset & IOW rep <i>Cumulus Outdoors</i>
Paul Taylor PT	Dorset & IOW rep <i>Land & Wave</i>
Matt Upward MU	North Devon and Somerset rep <i>St Georges House</i>
Mark Garland MG	North Devon and Somerset rep <i>Garland Mountaineering</i>
Tom Kirby TK	South West Wales rep <i>TYF</i>
Steve Daniels SD	North Wales rep
Mary Tansell MT	North Wales rep
Brian Aplin BA	Channel Islands & Guernsey rep
Attendees:	Organisation name
Paul James	
Sol Armer SA	<i>Adventure Activities Wales</i>
Derek Billings	<i>Lulworth Outdoors</i>
Simon Nurdin	<i>Weymouth Outdoor Education Centre</i>
Dan de Chazal	<i>Weymouth Outdoor Education Centre</i>
Jack Le Sueur	<i>Cumulus Outdoors</i>
Paul Hurrell	<i>Sea Kayak Dorset</i>
Alex Mortimer	<i>Land and Wave</i>
Gary Evans	<i>Gary Evans Outdoors</i>
Paul Taylor	<i>Land and Wave</i>
Mark Hicks	<i>Tenby Adventure</i>
Madeline Pfaff	<i>Lulworth Outdoors</i>
Steve Daniels	
Tom Davey	
Lorraine Lamichhane	<i>Outdoor Guernsey</i>
Jason Fenn	<i>Caerphilly Adventures</i>
Mark Richards (Baggy) MR	<i>360 Outdoors</i>
Colin Chapman	



Gareth Davies	Arete Outdoors Centre
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Agenda
1. Welcome and apologies
2. Previous minutes and matters arising
3. Feedback from national meeting
4. Incidents and near miss reporting
5. NCC Statement regarding Prevention of Future Deaths Report
6. Treasurer's report
7. Guide award update
8. Website & social media
9. Election of committee roles: Treasurer and Secretary
10. Symposium update & date of next AGM
11. Update on current projects
12. Any other current business
Date of next meeting: 15-17th November 2024

Minutes	
1. Welcomes and apologies	
<p>DS welcomed all to the meeting. Apologies from:</p> <ul style="list-style-type: none"> ● Mark Agnew - NCC Treasurer ● Dr Claire Eatock - NCC Research ● Ceri Davies - South Wales rep ● Allan Dunlop - East Scotland rep ● Lyndsay Watson - West Scotland rep ● Sophia Reed - AIM Insurance ● Stuart Burns - Gower Activity Centres ● Robin Ross - Cornwall rep ● Steve Miles - Anglesey Adventures ● Lynn Ensol - Anglesey Adventures 	
2. Previous minutes and matters arising	
<p>DS talked through the previous minutes and explained the context.</p>	
3. Feedback from national meeting	
<p>DS - Prior to the AGM there was a National Reps meeting with 17 reps from different regions. Primarily, the meeting was addressing: near misses, communications, environmental partnerships, and sewage releases.</p> <p>JP - Some providers are facing issues regarding access and environment. The NCC does have an environmental policy and this will be shared with members through the regional reps by the spring meetings.</p>	<p>Action: JP to ensure reps have copies of the NCC environmental policy.</p> <p>Reps to share the environmental policy with their regional membership.</p>



<p>TP - Informed everyone that minutes and meeting recordings for the stunt jumping workshop are available for those interested.</p> <p>DS and TP - Thanked all members that were part of this workshop.</p>	
<p>4. Incidents and near miss reporting</p>	
<p>JP - Action points regarding accidents and incidents are being collected and researched to enhance training and assessment of NCC guides. Members are encouraged to use the anonymous accident report form on the NCC website.</p>	
<p>5. NCC statement regarding Prevention of Future Deaths Report</p>	
<p>DS read the following statement:</p> <p>“Following the tragic death of Iain Farrell on 26th May 2019 an investigation was commenced into his death. The investigation concluded at the end of the inquest on 29th September 2023. As part of this, in the final parts of the inquest the NCC were called as a witness to discuss the safety advice documents that were updated in 2015. The conclusion of this inquest recorded Iain Richard Farrell died as a consequence of misadventure in circumstances where he inhaled seawater after becoming breathless during a swim whilst he was participating in a led coasteering activity. Following the conclusion of this inquest Mr Allen, coroner for the area of Dorset, produced a report; a Prevention of Future Deaths (PFD). In this report Mr Allen raised matters of concern and has requested the NCC respond to these matters.”</p> <p>DS summarises: “The NCC intends to respond to concerns brought up by Iain Farrell. The NCC has asked ROSPA, RNLI and AALA for comments, and in due course will be contacting all members of NCC. The full response will be published by 01/03/2024.”</p> <p>A link to see the PFD report can be found below. https://www.judiciary.uk/prevention-of-future-death-reports/iain-farrell-prevention-of-future-deaths-report/</p>	



<p>6. Treasurer's report</p>	
<p>JB - The report covers the 31st October 2022 to 1st November 2023.</p> <ul style="list-style-type: none"> ● 31st October 2022 cash balance = £16,832 ● Income this year = £21,180 ● Expenses this year = £11,500 ● Current cash balance = £26,500 <p>Regarding membership there is currently:</p> <ul style="list-style-type: none"> ● 488 members ● 111 companies ● 352 individual members ● 2 associate members <p>There is likely to be a increase in fees as follows:</p> <ul style="list-style-type: none"> ● £1.50 extra for individual membership ● £2.50 extra for companies <p>Currently costs are as following:</p> <ul style="list-style-type: none"> ● £10 individual ● £50 companies ● £25 associate members ● £50 award providers ● £40 guide award registration 	<p>Action:</p>
<p>7. Guide award update</p>	
<p>TP - Announced an update meeting among providers scheduled for December 7th, 2023. The discussions will cover the syllabus and safety protocols, processes for onboarding new providers, and internal and external moderation within the award. TP explained that feedback received so far has been positive.</p> <p>MU - Inquired about the possibility of making a 'Guide assistant award.'</p> <p>TP - This will be discussed by the committee and discussed at the meeting on the 7th.</p>	<p>Action:</p>
<p>8. Website / Social media</p>	
<p>JG - NCC website has a 'near miss and incident' feature for people to use. The data is anonymous . Members are encouraged to report through the website.</p> <p>JG - The NCC social media is more active than previous years thanks to Rosie from Land & Wave.</p> <p>JG - Regions are expected to have a facebook page and a whatsapp group - this should be organised through the regional reps.</p>	<p>Action:</p> <p>Regional reps: Create a Facebook page and Whatsapp group for their respective region.</p>



9. Election of committee roles: Treasurer and Secretary	
<p>DS - There were no applicants for the Treasurer and Secretary roles. Invited people who are interested in committee roles to reach out as there are opportunities.</p> <p>JB and JP - JP votes for Mark and Jess for committee roles and JB seconds this vote.</p> <p>DS - Expresses gratitude to Mark and Jess for their help and explains they will be re-elected for a further 2 years.</p>	
10. Symposium update & date of next AGM	
<p>DS - The next NCC symposium is scheduled for the 15th - 17th November 2024 in South Devon. Explains that if anyone has a workshop they wish to deliver to reach out.</p> <p>DS - The next AGM will be held on the same weekend as the symposium.</p>	
11. Update on current projects	
<p>DS - Current projects include</p> <ul style="list-style-type: none"> ● Ropework working group: the first meeting has taken place ● Safety documents: A rewrite is ongoing and will be combined with information from the PFD. ● Jumping from height: currently awaiting further research. ● Guide award: Work is ongoing and meeting for December 7th. 	
12. Any other business	
<p>JG - Thanks people for filling out the ropework google form.</p> <p>SA - Asks for more information regarding the PFD.</p> <p>JP - Explains that more meetings and discussions need to take place but once this has happened a more detailed statement will be given.</p> <hr/> <p>MU - Asks about the difference in membership between individuals and organisations.</p> <p>TP- Agrees to find out and will liaise with MA.</p>	<p>Action: TP - To liaise with Mark Agnew and set out guidance for what benefits different memberships give you.</p>



MG - Explains the biggest difference is providers are listed on the NCC website whereas individuals aren't.

SA - Suggests that only providers should be able to show the NCC logo not individuals.

MU - Asks if you need to have both company and individual membership for the guideaward.

TP - Outlined the requirements: To participate, individuals need an individual membership, an up-to-date first aid certificate, and a log of experience. TP further explained that the registration fee of £40 is a one-time payment.

Zig - Asks if there is more we can do regarding the 'surfers against sewage.'

JP - Suggests getting a sub-group together.

MR - Requested a clear definition of 'what coasteering is.'

DS - States this definition is getting worked on and will be released when it's ready.

DS - The next AGM will be held at the coasteering symposium in Devon. Symposium dates are 15th-17th November.

AGM close.