



South Wales Outdoor Activity Providers Group

Notice of an ANNUAL GENERAL MEETING (the 17th Full Meeting of Members) to be held on Wednesday 27th November 2019 commencing at 6.30pm at Pontneddfechan Village Hall

Please note: all attendees will be required to register on entry, for voting purposes

Refreshments will be available on arrival.

AGENDA

- 1. Matters Arising from the 2018 AGM** (minutes attached)
- 2. Overview of SWOAPG's recent and planned activity**
- 3. Annual Report and Accounts** (attached)
- 4. Amendment to Terms of Reference** (draft attached showing proposed revisions)
to increase size and amend requirements of Steering Group
- 5. Election of Steering Group Members, Director and Chairperson** (nominations attached)
- 6. 2020 Membership Fees**
to be increased in line with inflation only, as agreed at 2018 EGM: £78 Full Membership, £26 Associate Membership
- 7. Amendments to Access Rules and Advice for Dinas and Mellte** (drafts attached showing proposed revisions)
to incorporate changes introduced in the last year
- 8. Presentations on items of interest to Members:**
 - a. Effects of Ash Dieback on our Woodlands (Paul Dann, NRW)
 - b. Update on the Waterfall Country Project (James Lawrence, BBNPA)
- 9. Discussions on SWOAPG's role in current access issues:**
 - a. Access to Loonies' Leap: whether SWOAPG should launch proceedings to restore access for gorge-walking groups along the lane from the Village Hall
 - b. Welsh Government Access Reform: whether Members agree that this is a high-priority action for SWOAPG and would be prepared to put any additional funding towards this if necessary (either through donations or increased membership fees).
 - c. River Wye Glasbury-Hay: what role SWOAPG should play in Wye & Usk Foundation is "access agreement"
- 10. Q&A**

16th Full Meeting – 27th November 2018, Rock UK Summit Centre

Attendance

Simon Ablett, Live2Flow	Rhys Green, Green Ideas	Emyr Rees, UWC Atlantic College (Chair)
Chris Allen, WLA	Jane Hughes, Wye Valley Canoes	Mike Smith, Parkwood Outdoors Dolygaer
Zoe Anthony, Miskin	Damian James, Gower Activity Centres	Mark Soanes, Call of the Wild Ltd
Stuart Burns, Gower Activity Centres	David Jones, Rock UK Summit Centre	Mick Standing, Black Mountain Activities
Jeff Calligan, Mountain and River Activities Ltd	Will Kilner, Adventures with Will	Ieuan Starks, School Camp Ltd
Paul Dann, NRW	Roger Lee, Hampshire and Cass Foundation Mountain Centre	Dave Thomas, Call of the Wild Ltd
Richard Davies, Outeractive	Simon Neenan, UWC Atlantic College	Nick Winder, Tirabad Residential Educational Centre
Stephen Davies, School Camp Ltd	Chris Pierce, Oxfordshire Outdoors	Matt Woodfield, Outdoor Matters
Kelvin Doble, Wye Valley Canoes	Steve Rayner, Steve Rayner Outdoor Pursuits (SWOAPG Coordinator)	Stuart Wyley, Wye Canoes Ltd
Mike Fawcett, Longtown Outdoor Learning Centre		
Simon Fenton, Gower Adventures		
Lee Garbett, Quest Adventure Activities Ltd		

1. Welcome and Apologies

Emyr Rees opened the meeting, welcomed attendees, introduced Steering Group Members and Paul Dann from NRW; and thanked Rock UK for hosting the AGM.

Apologies had been received from:

Richard Carpenter, Outward Bound Trust	Kevin Hannam-Bowen	Clive Richley, Proactive Adventure
Carl Durham, Black Mountain Activities	Richard Hill	Antonia Salter
Steffan Davies, Hawk Adventures	Paul Kenwright, PGL	Richard Tyler, BBNPA
Paul Donovan, Escape Routes	Katie Lloyd, Princes' Trust	Kevin Walker
Michael Downey, Life Changing Activities	James McLean, AtoZ Expeditions	Dianne Worrall, Way2Go
	Andy Meek, Storey Arms OEC	Fred Wright, Interactivities
	Jethro Moore, Adventure Beyond	

2. Matters Arising from November 2017 AGM and April 2018 Emergency General Meeting

Emyr Rees reported on the following items:

- AALS Review: the HSE has decided to adopt an industry-run scheme and will be working-up details over the next 3 years (in the meantime the current scheme will continue).
- Membership Fees & System (approved at the EGM): we have introduced the new fees and online membership system and the Steering Group has reviewed their operation.
- Transition to Company Status (approved at the EGM): The Company is now registered with Companies House and HMRC, has a new bank account and 4 Directors. To all intents and purposes the Company is now fully operational, although the Coordinator still has work to do to tidy up processes and develop our new website. The final part of the company formation is to close-down the 'old' Unincorporated Association, which will happen later in the meeting.

- d. River Wye Glasbury-Hay conflict: the EGM asked us to press the canoeing NGBs to get involved in the conflict around Geoff Maynard's 'toll' on the river. We did this, and Canoe Wales is actively involved in the situation. A brief meeting will be held with interested Members immediately following the AGM, to discuss responses to Powys CC's recently-announced consultation exercise.

3. Overview of Activity, Last Year and Next Year

Emyr Rees described the following achievements and activities on behalf of the Steering Group:

- Membership System: the Coordinator has spent a lot of his time over the last 6 months putting the membership system together – and then using it send out e-mail alerts and manage events. We chose a system called PaySubsOnline because it seemed to do everything we wanted. We know it's not perfect – but it's inexpensive (there's no licence fee for the software, but we pay a small fee for each payment taken through the system) AND it has made the Coordinator's life a lot easier (which saves us money in the long-run). Emyr encouraged attendees if they hadn't already registered as a member, to please do so! There's a membership class for everyone –details are on our website. He added that PaySubsOnline is changing its name to LoveAdmin in December.
- Waterfalls Area: we've continued to work very closely with Brecon Beacons National Park Authority and Natural Resources Wales to operate the gorge-walking Concordat and maintain good relations with the local community. Members will be aware of the access issues we've had over the last year at Loonies' Leap, firstly with the gunpowder works restrictions and more recently with the threatened closure of the access road – we've worked closely with BBNPA and NRW to provide the best possible information to members about these.

On 17th June we organised a free activity day for Pontneddfechan residents, with

- gorge-walking by Call of the Wild and Urdd Gobaith Cymru (thanks to Mark Soanes and Rhys Pinner);
- climbing by RipnRock (thanks to Dave Hanham-Haines);
- birds of prey display by Mountain & River Activities (thanks to Jeff Calligan); and
- geological walk-and-talks by Alan Bowring (thanks to BBNPA).

Since we introduced our new membership arrangements, we've needed to take some steps to identify those Providers who are 'entitled' to use the gorge under the Concordat. We've sent regular updated lists to NRW & BBNPA and published these on our website – and sent out vehicle ID cards, which wardens have told us have been very useful for them to see who's in the gorge. This year has mostly been 'self-policing', but for 2019 the land managers are planning to do some 'spot check' events on site, AND they have asked us whether we can look into a method of identifying groups when they're actually IN the gorges. This was to be addressed by a discussion with Members later in the meeting.

- Paddlesport: the Coordinator had Steve met recently with Richard Ball of BBNPA and agreed that the Brecon Beacons Reservoir Passport Scheme should continue as it is, but is still working on arranging a meeting with relevant Dwr Cymru Welsh Water managers to discuss extending the scheme and/or SWOAPG taking responsibility for it.

Powys County Council has just announced that it will be launching a consultation exercise in December/January on the future management of canoeing from Glasbury to Hay – and they see SWOAPG (and our members) as key contributors to this. There will therefore be a separate meeting immediately after the AGM for all Providers with an interest in this. Also, Geoff Maynard of Llanthomas fishery has followed-through on his plan to charge a 'toll' and has been sending invoices to Wye Valley Canoes (but no other operators) since April. Wye Valley Canoes has refused to pay and Mr Maynard is now threatening court action, arguing that canoeists are trespassing on his land and he has the right to charge an 'admission fee'. IF he succeeds in this there would be massive implications for all providers (and all canoeists on all rivers). Canoe Wales is advising Wye Valley Canoes as best they can – and Jane Hughes is here to say more about what we can all do for her, at the separate meeting later on.

- Representing Members' Interests: the Coordinator and Steering Group members continue to represent SWOAPG at various national and local forums to ensure that the interests of Outdoor Activity Providers are properly represented, including:
 - Wales Adventure Tourism Organisation;
 - Outdoor Alliance;
 - National Access Forum Wales;
 - Southeast and Mid-Wales Tourism Forums;
 - Brecon Beacons Local Access Forum;

- Valleys Landscape Park Task Force; and
- Waterfalls Area Safety Group.

We also made a submission in October to the Welsh Government consultation 'Brexit and our Land', calling for recreational access to be recognised as a 'public good'.

- **Workshops:** we've run several workshops this year and are always interested in ideas for what else Providers would like us to offer:
 - Gorges Code of Conduct Training, May, Sep, Oct 2018
 - Mellte rescue workshop Jun 2018
 - Caving workshop Jun 2018
 - Geology workshop postponed (due to heavy rain!)
 - Volunteering day Cwm Porth Oct 2018
- **Vale of Glamorgan Coastal Activities Study:** WATO – with SWOAPG as one of its delivery partners – successfully bid for a feasibility study project with Vale of Glamorgan council, to look at the scope for more outdoor activities on the Vale of Glamorgan coast. The study will look at the potential for various sites being developed for outdoor activities – and the scope for providers delivering activities at those sites. It will also include a 'showcase event' in the spring, where Providers (and the public) will be able to see activities in action. This should also bring some more funds into SWOAPG, since we'll be claiming from WATO more than we'll be paying the Coordinator for his work on this!

4. Presentation of Accounts 2016-17

Emyr explained that copies of the Annual Report and Accounts were included in the pack handed out on arrival and had been published on our website, with a link sent to Members on Sunday; and that he didn't intend to go through the Annual Report since he had covered most of it by his presentation.

Ieuan Starks presented the accounts, noting that the Steering Group had told Members at the last AGM that we were concerned about our future funding; and at the EGM in April that Visit Wales had withdrawn funding and we could run out of money by Jun 2018. He reminded Members that at the end of the Association's Financial Year in March 2018, our bank balance was reducing rapidly and that the EGM in April had agreed to introduce Membership Subscription Fees, which the Steering Group would review in October (£75 for Full Members; £25 for Associate Members; and Free for Youth Members, Supporters, Subscribers and Additional Staff of Corporate Members).

As a result – helped by the BBNPA grant to support SWOAPG's Strategic Development – at the end of October 2018 things look much healthier:

Income & Revenue	£ 7,799
Visit Wales Funding	£ 7,799
Expenditure	£ 10,636
Co-ordinator fees	£ 9,373
Workshop costs	£ 235
Administration	£ 1028
Income less Expenditure	£ -2,837
Opening balance	£ 4,675
Closing balance	£ 1,838

A. April 2017-March 2018

Income & Revenue	£ 8,983
BBNPA Funding	£ 2,683
Membership Fees	£ 5,925
Workshop Fees	£ 375
Expenditure	£ 5,022
Co-ordinator fees	£ 4,426
Workshop costs	£ 200
Payment Processing Fees	£ 251
Administration	£ 146
Income less Expenditure	£ 3,961
Opening balance	£ 1,838
Closing balance	£ 5,798

B. April-October 2018

Ieuan stated that we currently had:

- 71 Full Members
- 17 Associate Members
- 28 Additional Staff of Corporate Members
- 20 Supporters
- 44 Subscribers
- 150+ 'former members'

leuan then explained that our annual spend on the Coordinator was approximately £7,800 (based on the last 3½ year average); membership income so far this year was £5,925; and we could expect additional 'project' funding of around £2,400 (based on the last 3½ year average) – so the Steering Group was confident that we'll manage without changing things as long as we're careful.

5. Approval of new Terms of Reference

Emyr explained that new Terms of Reference were required because of our transition to Company status. Although the Company is already governed by Articles of Association agreed at the April 2017 EGM, the Terms of Reference add detail, describing membership categories and the roles of the Steering Group, Board of Directors and key personnel. Copies of the new Terms of Reference were included in the meeting packs and had been published online and a link sent to members on Sunday evening.

Members present voted unanimously to approve the new Terms of Reference.

6. Election of Steering Group, Directors and Chairperson

Emyr thanked Simon Neenan and Matt Woodfield who were standing down as Steering Group members this year (Matt after 2 years as Chair and 3 years as Coordinator). He also explained that Steve Rayner felt it was not appropriate for the Coordinator to also be a Director and Steering Group Member, so had withdrawn from these two roles.

Two nominations had been received for the 3 Steering Group vacancies: Stephen Davies (School Camp Ltd) and Roger Lee (Hampshire & Cass Foundation Mountain Centre) – both were elected unanimously by the meeting.

Two nominations had also been received for Directors: Mark Soanes (who was already co-opted but needed to be confirmed by election) and Stephen Davies – both were elected unanimously by the meeting.

Emyr confirmed that he had agreed to continue in his position as Chairperson

7. Formal Dissolution of SWOAPG as an Unincorporated Association

Emyr explained that, now that the new company was operational and all funds had been transferred from the old Unincorporated Association, we now needed to formally dissolve this and close down its old bank account. This was approved unanimously by the meeting.

8. Approval of 2019 Membership Fees

Emyr stated that, since our financial situation has stabilised and our membership numbers are healthy, the Steering Group had concluded that the membership fees set in April were 'correct' and did not wish to increase them. They had also considered whether to introduce 'tiered' fees for e.g. different sized businesses; or different fees for non-profit organisations – but believed that this would add unnecessary complexity and would be difficult to make 'fair' – so were proposing to stick with the current 'simple' structure. Although the EGM had agreed that there would be an annual inflationary increase, the Steering Group did not wish to impose this in 2019, so proposed that fees for April 2019 to March 2020 should be the same as 2018-19 (£75 Full members, £25 Associate Members). This was approved unanimously by the meeting.

9. Q&A with Steering Group & Coordinator

Steve Rayner asked a question of attendees "how would you feel about us introducing armbands for group leader identification in the gorge?"; and suggested some ideas for how this might work and what it might cost. There followed a lengthy discussion on the subject, during which the following points and concerns were raised:

- Concerns were raised that any system could be abused and would be pointless if not 'policed'
- It is not SWOAPG's role to 'police' the Concordat arrangement
- Paul Dann confirmed that NRW and BBNPA wanted an easy means of identifying groups in the gorge, which would be of benefit to Members as well as to them (by clearly showing who were legitimate gorge users) – and that their wardens would intend to 'challenge' users without ID
- Better signage was suggested as an alternative deterrent to 'rogue providers'
- ID cards for group leaders and/or marked-up buoyancy aids were suggested as an alternative to printed armbands

The meeting voted against the introduction of printed armbands but tasked the Steering Group to consider the introduction of ID cards and to recommend new signage to NRW.

There were no further questions raised by Members.



South Wales Outdoor Activity Providers Group

Annual Report 2019

Preface

The South Wales Outdoor Activity Providers Group (SWOAPG) was incorporated as a (not-for-profit) Company Limited by Guarantee on 31 July 2018 (registered No 11492917, registered address Bryn Bolgoed, Libanus, Brecon LD3 8EP). It was formerly operated as an Unincorporated Association.

Registered companies are generally required to produce an annual report and submit this to both Members and Companies House. However, by virtue of its small turnover and assets, SWOAPG is designated as a 'micro-enterprise' and does not therefore need to produce an annual report (and is subject to simplified accounting requirements).

Nevertheless, the Directors have decided to produce this brief report for the benefit of Members.

This report formally covers the period 1 August 2018 to 31 July 2019 but also addresses the period 1 August 2019-31 October 2019.

Key Personnel

A Steering Group comprising the following Members has overseen SWOAPG's operations relating to representation of outdoor activity providers and delivery of environmentally sustainable outdoor activities:

Jeff Calligan, Mountain & River Activities
Simon Fenton, Gower Adventures (from Oct 2018)
CJ Griffiths, Brecon Adventures (from Oct 2019)
Stephen Parsons (nee Davies), School Camp Ltd (from Nov 2018)
Richard Carpenter, Outward Bound Trust (to Mar 2019)
Will Kilner, Adventures with Will
Roger Lee, Hampshire & Cass Foundation Mountain Centre (from Nov 2018)

Katie Lloyd, Princes Trust
Jethro Moore, Adventure Beyond
Simon Neenan, Atlantic College (to Nov 2018)
Steve Rayner, Independent (to Oct 2018)
Emyr Rees, Atlantic College (Chair)
Mark Soanes, Call of the Wild
Ieuan Starks, School Camp Ltd (Treasurer)
Nick Winder, Tirabad REC
Matt Woodfield (to Nov 2018)

The following Directors have managed the Company's business operations, ensuring that SWOAPG operates in accordance with law and good governance practice:

Jeff Calligan, Mountain & River Activities
Stephen Parsons (nee Davies), School Camp Ltd (from Nov 2018)
Steve Rayner, Independent (to Oct 2018)

Emyr Rees, Atlantic College (Chair)
Mark Soanes, Call of the Wild (from Oct 2018)
Ieuan Starks, School Camp Ltd (Treasurer)

Throughout the period, Steve Rayner has been engaged as a consultant to fulfil the duties of Coordinator and Company Secretary, responsible for delivering SWOAPG's day-to-day business.

Performance Review

The aim of SWOAPG is to provide representation on behalf of all Outdoor Activity Providers active in the Brecon Beacons and South Wales area; and provide a focal point for projects and initiatives relating to the delivery of environmentally sustainable Outdoor Activities in these areas.

During this period the Coordinator and Steering Group members have undertaken or arranged the following activities in support of this aim:

- an Annual General Meeting in November 2018, providing opportunities for Providers to share information and concerns relating to outdoor activities in the Area;
- ongoing liaison with Brecon Beacons National Park Authority (BBNPA) and Natural Resources Wales concerning the Concordat for Gorge Walking in the Waterfalls Area; with

- Powys County Council concerning canoeing access from Glasbury to Hay; and with BBNPA and Dŵr Cymru concerning the Reservoir Passport Scheme;
- representation at meetings of THE Institute for Outdoor Learning, Wales Adventure Tourism Organisation (WATO), the Outdoor Alliance; National Access Forum Wales; Brecon Beacons Local Access Forum; Brecon Beacons, Swansea Bay & Mid-Wales Tourism groups; the Waterfalls Area Safety Group; etc.;
 - submissions to Welsh Government consultations on 'Brexit and our Land', calling for recreational access to be recognised as a 'public good' (October 2018); and 'Sustainable Farming and our Land', calling for access improvements to be included in any post-Brexit farm payment scheme;
 - training and networking workshops for Members:
 - May 2019 Caving workshop;
 - Sep & Oct 2018, Jul & Nov 2019 Gorges Code of Conduct;
 - Jun 2019 Mellte rescue workshop; and
 - Jun 2019 Gower climbing workshop;
 - a Residents' Activity day, supported free-of-charge by Providers, in May 2019; and
 - circulation to Members of important 'alerts' and other information on matters affecting outdoor activity provision and access in the Area.

Since August 2018 SWOAPG has completed its transition from an Unincorporated Association to a (not-for-profit) Company Limited by Guarantee, supported by a BBNPA Sustainable Development grant (worth £6,400 over 12 months – match-funded by volunteer donations of time and resources), which enabled the Coordinator to undertake the necessary work including new arrangements for identification of gorge-walking groups operating in Waterfall Country.

At October 2019 SWOAPG had 265 Members¹ (increased from 180 in September 2018) generated over £6,000 of income. If this level of income can be sustained, it should be sufficient to maintain a base level of service in future years by the Coordinator, particularly if supplemented by other sources of income (noting that our average expenditure over the last 3 years has exceeded £6,000, although this has included self-funded project work). Future funding therefore remains a risk that the Directors will continue to monitor closely.

In September 2018, SWOAPG was a partner in a successful bid by WATO to conduct a feasibility study into the development of outdoor activities in the Vale of Glamorgan. This project commenced in November 2018 and completed in Summer 2019, generating £670 additional net income for SWOAPG.

Financial Accounts

A statement of accounts is attached covering both the Unincorporated Association for the periods 1 April 2015 to 31 July 2018 and the Company for the period 1 August 2018 to 31 July 2019.

These accounts are not required to be audited (since SWOAPG is a 'micro-enterprise') but they have been prepared by the Coordinator and verified by the Treasurer in accordance with Companies House guidelines. The accounts for 2018/19 have been submitted to Companies House and HMRC (together with a tax return) following the Company's first full year of trading.

Directors' Approval

I confirm that this report has been approved by the Directors prior to publication.

A handwritten signature in black ink, appearing to read 'Steve Rayner', is written over a light blue rectangular background.

Steve Rayner OBE, Coordinator / Company Secretary, 26 November 2019.

¹ 75 Full Members (£75), 15 Associate Members (£25), 78 Additional Staff of Full Members, 1 Youth Member, 30 Supporters, 66 Subscribers (all Free).

South Wales Outdoor Activity Providers Group

Annual Accounts

As at 31 July 2019

	Notes	1/8/18- 31/7/19	2 1/4/18- 31/7/18	1 1/4/17- 31/3/18	2016/17	2015/16
Income & Revenue		£ 12,397.80	£ 8,254.96	£ 7,799.00	£ 7,495.36	£ 9,629.81
Visit Wales Funding				£ 7,799.00	£ 4,828.27	£ 6,429.81
BBNPA Funding	3	£ 4,120.04	£ 2,279.96			
Membership fees received	4	£ 6,090.00	£ 5,625.00			
Workshop fees received	4	£ 570.00	£ 350.00		£ 650.00	£ 240.00
Project fees received	5	£ 1,617.55			£ 2,017.09	£ 2,960.00
Bank interest		£ 0.21				
Expenditure		£ 9,166.44	£ 3,923.71	£ 10,636.24	£ 7,128.67	£ 11,896.19
Co-ordinator fees		£ 6,039.00	£ 3,448.50	£ 9,372.94	£ 5,972.55	£ 8,312.39
Travel		£ 144.00	£ 67.50			
Membership costs	6	£ 645.09				
Workshop costs	4	£ 187.00	£ 100.00	£ 235.00	£ 450.00	£ 615.00
Project costs	5	£ 947.95			£ 360.00	£ 1,054.81
Payment processing fees	4	£ 253.75	£ 239.99			
Administration / Miscellaneous	7	£ 949.65	£ 67.72	£ 1,028.30	£ 346.12	£ 1,913.99
Income less Expenditure		£ 3,231.36	£ 4,331.25	-£ 2,837.24	£ 366.69	-£ 2,266.38
Depreciation	7	£ 86.09				
Operating Profits		£ 3,145.27				
Annual Investment Allowance (AIA)	8	£ 860.93				
Trading Profits		£ 2,370.43	<i>exc. Depreciation</i>			
Corporate Tax		£ 450.38	<i>19% of Trading Profits</i>			
Net Profit		£ 1,833.96	<i>after tax & depreciation</i>			

Assets		£ 9,314.20	£ 6,980.39	£ 1,837.68	£ 4,674.92	£ 4,308.23
Fixed Assets	9	£ 774.84	£ -	£ -	£ -	£ -
Current Assets	10	£ 7,915.06	£ 6,321.93	£ 1,837.68	£ 4,674.92	£ 4,308.23
Prepayments and accrued income	11	£ 624.30	£ 658.46	£ -	£ -	£ -
Capital, Reserves and Liabilities		£ 9,314.20	-£ 811.46	£ -	£ -	£ -
Reserves	12a	£ 3,145.27	£ -	£ -	£ -	£ -
Capital received	12b	£ 6,168.93				
Provisions for liabilities		£ -	£ -	£ -	£ -	£ -
Creditors (amounts falling due within 1yr)	13	£ -	-£ 811.46	£ -	£ -	£ -
Creditors (amounts falling due after 1yr)		£ -	£ -	£ -	£ -	£ -
Accruals and deferred income		£ -	£ -	£ -	£ -	£ -
Net Increase from Previous Period		£ 3,145.27	£ 4,331.25	-£ 2,837.24	£ 366.69	-£ 2,266.38

Notes to the Accounts

- Accounts to 31/3/18 are for end of Financial Year of the Unincorporated Association, 12 month comparison with previous years
- Accounts to 31/7/18 are up to Incorporation Date of Company Limited by Guarantee
- Sustainable Development Grant awarded Apr 2018 by Brecon Beacons National Park Authority to fund SWOAPG development.
Total grant value £6400 paid by Apr 2019
- Membership and Workshop fees introduced Apr 2019. Online management system incurs c.4% processing fee for all payments.
Workshop providers paid £50 per workshop towards expenses.
- 2018/19 Project Fees & Costs: Glamorgan Coastal Project
- Membership costs include membership cards etc.
- Administration in 2017/18 included printing; meeting mileage; website and insurance.
Administration in 2018/19 includes donation, website, postage, Companies House registration & filing, telephone, insurance
- 100% AIA claimed for ID card printer = £860.93: Pool c/f = £0
- ID card printer purchased from BBNPA capital grant element

10. Current Assets:		at 31/7/19	at 31/7/18	at 30/4/18	2016/17	2015/16
Net Balance:		£ 7,915.06	£ 6,321.93	£ 1,837.68	£ 4,674.92	£ 4,308.23
NatWest current account	14	£ -	£ 5,902.26	£ 1,837.68	£ 4,674.92	£ 4,308.23
Lloyds Current account	15	£ 5,713.83				
Lloyds Instant Online account	15	£ 2,000.21				
PayPal business account	16	£ 201.02	£ 419.67			
GoCardless account	16	£ -	£ -			

- Accrued income: invoices for membership or grant payments made to BBNPA / WATO but not yet received at accounting date
- 2018/19 Operating Profit recorded as Reserves
- 12b. Capital introduced from previous incarnation of SWOAPG as an unincorporated organisation (current assets less liabilities),
- Creditors: invoices received from Coordinator but not yet paid at accounting date
- Funds transferred from NatWest Association Account to Lloyds Company Account 8 Oct
- Lloyds Company Account opened Sep 2018, Instant Online saving account Apr 2019
- PayPal and GoCardless Accounts receive funds from Members paid via online membership system

For the year ending 31 July 2019 the company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions.



South Wales Outdoor Activity Providers Group

Terms of Reference (November ~~2018~~2019)

Authority

Agreed by the Board of Directors on ~~16-XX~~ November ~~2018~~2019.

[To be] approved by Members in General Meeting on 27 November ~~2018~~2019.

Context

In July 2018 South Wales Outdoor Activity Providers Group (SWOAPG) was registered as a Company Limited by Guarantee (Company No 11492917). This means that it has no shareholders (and is therefore designated a 'not-for-profit' social enterprise) and its Members each have a limited liability of only £1 in the event of the Company being wound-up.

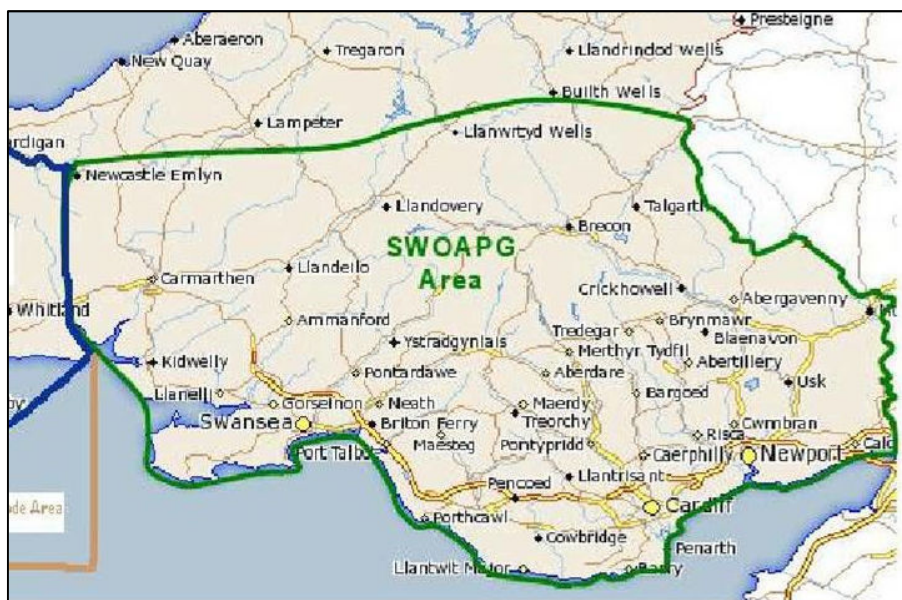
Since July 2018 the Company has taken on the activities, assets and Members of the Unincorporated Association known by the same name, which [will be] wound-up at its last Annual General Meeting (also the first Annual General Meeting of the Company) on 27 November 2018.

The Company is governed by Articles of Association that were approved by the Members of the Unincorporated Association at an Emergency General Meeting on 19 April 2018.

This document sets out operating guidelines for the Group which take the effect of 'rules' as defined in clause 62 of the Articles of Association. Where appropriate, extracts from the Articles of Association are included here, coloured blue. In the event of any conflict, the Articles of Association take precedence over this document.

Aim

The aim of SWOAPG is to provide representation on behalf of all Outdoor Activity Providers¹ active in the Brecon Beacons and South Wales area; and provide a focal point for projects and initiatives relating to the delivery of environmentally sustainable Outdoor Activities in these areas (defined by this map²).



¹ "Providers" means persons and organisations who provide outdoor activities in the Area for the benefit of the public or their own members, whether for profit or not-for-profit

² Area agreed by SWOAPG and WATO members, October 2010. Members can be based in this area or based outside and operating in this area. In addition, we may accept requests for membership from providers delivering in or on the margins of our boundary.

Our objectives are to:

- a) provide a focal point for projects and initiatives relating to the delivery of environmentally-sustainable outdoor activities in the Area;
- b) provide a forum for Providers and external bodies to share information, good practice and concerns relating to outdoor activities in the Area;
- c) advocate, negotiate, implement and maintain arrangements for continued and improved access for outdoor activities in the Area;
- d) maintain the Concordat for Gorge Walking in the Waterfalls Area in liaison with the Brecon Beacons National Park Authority (BBNPA) and Natural Resources Wales (NRW)
- e) encourage Providers to become Members;
- f) represent Providers to external bodies and forums and act as a point of focus for such bodies and forums to engage with Providers;
- g) liaise with and influence relevant external bodies in the Area, including BBNPA, NRW and the National Trust (NT);
- h) provide training and networking opportunities for Providers;
- i) provide relevant and timely information for Providers on matters affecting outdoor activity provision and access in the Area;
- j) provide support for Members, including routes to advice and consultation where appropriate; and
- k) encourage environmentally-responsible behaviour by Providers including promoting an Environmental Charter and facilitating environmental improvement projects.

SWOAPG is not:

- a) a forum for ‘criticising’ different companies – SWOAPG is non-judgemental;
- b) a profit-making organisation – any funds raised will be reinvested to the benefit of members;
- c) a rule-maker or dictator of how people run their organisations;
- d) ‘The Outdoor Activity Police’; or
- e) a Provider of Marketing – only providing access to external Marketing opportunities.

Members

Any individual or organisation involved in the delivery of outdoor activities in our Area is eligible to join, subject to clauses 7-10, 13 & 14 of the Articles of Association, in the appropriate category:

Category	Benefits	Subscription fee
Full Corporate Member (for Outdoor Activity Providers who are constituted organisations, including clubs, whether operating for-profit or not-for-profit)	<ul style="list-style-type: none"> voting rights access to activities provided via the Waterfalls Country Activity Access Concordat between SWOAPG & NRW (only available to Full Members) access to external marketing opportunities (e.g. listing on SWOAPG website – <u>only available to Full Members</u>) 	Agreed annually
Full Individual Member (for Outdoor Activity Providers aged 18+ who are freelancers, sole traders or partnerships)	<ul style="list-style-type: none"> priority access to SWOAPG training / workshops representation & liaison with external bodies information relating to activity provision within the Brecon Beacons and South Wales e-mail alerts 	
Associate Corporate Member (for Provider organisations who do not need all benefits)	<ul style="list-style-type: none"> voting rights priority access to SWOAPG training / workshops representation & liaison with external bodies information relating to activity provision within the Brecon Beacons and South Wales 	
Associate Individual Member (for individual Providers aged 18+ who do not need all benefits)	<ul style="list-style-type: none"> e-mail alerts 	

Category	Benefits	Subscription fee
Youth Member (for Outdoor Activity Providers e.g. freelancers aged under 18)	<ul style="list-style-type: none"> • “Associate” with no voting rights • priority access to SWOAPG training / workshops • representation & liaison with external bodies • information relating to activity provision within the Brecon Beacons and South Wales • e-mail alerts 	No fee
Supporter (for organisations and individuals who support the aims and objectives, but are not Outdoor Activity Providers)	<ul style="list-style-type: none"> • “Associate” with no voting rights • access to SWOAPG training / workshops • information relating to activity provision within the Brecon Beacons and South Wales • e-mail alerts 	
Subscriber	<ul style="list-style-type: none"> • “Associate” with no voting rights • e-mail alerts only (urgent and relevant e-mails) 	

Termination of Membership

Further to clause 13 of the Articles of Association, any member who wishes to terminate their membership should do so by putting their request in writing (letter or email) to the SWOAPG Co-ordinator who will confirm the request in writing.

Should a member be in breach of these Terms of Reference then in the first instance the member will be contacted by the Chairperson to discuss the breach. Should there not be a satisfactory resolution then the matter will be taken to the Steering Group for a decision on action to be taken which may result in a Special Resolution for expulsion of the Member being proposed to a General Meeting. Any such decisions will be provided in writing (letter or email) to the member by the SWOAPG Chairperson.

Responsibility and Accountability

Members

Members are responsible, in General Meeting, for:

- electing and removing Directors, Steering Group Members and the Chairperson;
- appointment and remuneration of auditors;
- agreeing amendments to the Articles of Association and these Terms of Reference; and
- any other business referred for consideration in General Meeting.

Arrangements for General Meetings are set out in clauses 15-14 of the Articles of Association.

Members are responsible, individually, for:

- ensuring that SWOAPG has up-to-date details about them and/or their organisation or business;
- paying membership subscriptions and fees for services upon request; and
- behaving in accordance with the SWOAPG Environmental Charter and Codes of Conduct; and in a professional manner that brings neither them, their organisation or business, other Providers, SWOAPG or the outdoor activity sector into disrepute.

In between meetings other Group correspondence and consultation will be by email, via the SWOAPG website or SWOAPG Social Media Networks.

Steering Group

The SWOAPG Steering Group comprises up to ~~12~~ **16** individuals (who may be Directors, Individual Members or nominated representatives of Corporate Members) and is:

- responsible for ensuring that SWOAPG operates in a way that meets its aims and objectives and the wishes of Members; deciding when to consult Members on operational matters; and agreeing the Coordinator’s workload and priorities; and
- accountable to Members for strategies, policies and practices affecting provision of outdoor activities in our area.

The Steering Group includes, ex-officio, all Company Directors. The Coordinator (who is also the Company Secretary) also attends meetings of the Steering Group if required for the purposes of taking minutes and advising the group.

The Steering Group should be as representative as possible of the outdoor activity sector in our operating area, so when new Members are appointed a balance should ideally be achieved:

- a) from a range of business / organisation types including Large Private Businesses; Small Private Businesses; Freelancers; Education Centres; Charitable Trusts; the Military; Voluntary Organisations; and Clubs; and
- b) covering our entire geographical area, encompassing Brecon Beacons; Powys; Carmarthenshire; Swansea & Gower; Neath Port Talbot; Bridgend; Vale of Glamorgan; Rhondda Cynon Taff; Merthyr Tydfil; Caerphilly; Cardiff; Blaenau Gwent; Torfaen; Newport; and Monmouthshire.

Members are elected to (and removed from) the Steering Group in the same manner as if they were Directors being elected to (or removed from) the Board, as provided in clauses 37, 38, 40 and 54 of the Articles of Association.

The Steering Group acts as a role model for the wider membership. Anyone seeking membership of the Steering Group should therefore be expected to demonstrate to the satisfaction of Members their suitability for the role including their adherence to and observation of the requirements of our Environmental Charter; the NRW Concordat for activities in Waterfall Country; and any other policies and agreements that SWOAPG should adopt in the future.

The Steering Group conducts its business in the same manner as the Board of Directors, as set out below (based on clauses 41-44 and 46-48 of the Articles of Association):

- The Steering Group may meet together for business, adjourn and otherwise regulate their meetings as they think fit and questions arising at any meeting shall be decided by a majority of votes – except for any decisions that are properly the responsibility of the Board of Directors, in which case the a majority of the votes of the Directors present shall also be required.
- In the case of an equality of votes the Chairperson shall have a second or casting vote.
- A Steering Group Member may, and the Secretary shall on the instruction of the Steering Group, summon a meeting of the Steering Group at any reasonable time. A meeting of the Steering Group may be held either in person or by suitable electronic means agreed by the Steering Group Members in which all Steering Group Members may communicate with all other Steering Group Members.
- The quorum necessary for the transaction of business of the Steering Group shall be 3 Steering Group Members – except that for the transaction of business that is properly the responsibility of the Board of Directors, the quorum shall be 3 Directors.
- The Chairperson or in their absence some other Steering Group Member nominated by the Steering Group shall preside as Chairperson of the meeting, but if neither the Chairperson nor such other Steering Group Member (if any) be present within fifteen minutes after the time appointed for holding the meeting, the Steering Group shall elect one of their number to be Chairperson.
- The Steering Group shall cause proper minutes to be made of the proceedings of all meetings...and of all business transacted at such meetings. All such minutes shall be open to inspection by any Member of the Company during the Company's normal working hours and by any other person authorised by the Company in General Meeting.
- A resolution in writing signed by all Steering Group Members for the time being who are entitled to vote shall be valid and have the same effect as if it had been passed at a meeting of the Steering Group and may consist of several documents (including electronic documents) in like form signed (in verifiable form) by one or more Steering Group Members.

In between meetings other Group correspondence and consultation will be by email, via the SWOAPG website or SWOAPG Social Media Networks.

The Steering Group may devolve appropriate work to working groups or individuals who in turn shall provide regular feedback on progress.

Board of Directors

The Board of Directors comprises 3-12 Steering Group Members who choose to become Directors and is:

- responsible for ensuring that SWOAPG operates in accordance with law and good governance practice and for day-to-day management of the Coordinator's activities; and
- accountable to Companies House, HMRC and Members for the proper operation of the Company.

The Directors' legal responsibilities override any requirements placed upon them by Members or the Steering Group.

The Coordinator (who is also the Company Secretary) attends meetings of the Board if required for the purposes of taking minutes and advising the Board.

Arrangements for the appointment and removal of Directors and for the conduct of their business is set out in clauses 35-55 of the Articles of Association.

Chairperson

One of the Directors is elected at each Annual General Meeting to serve as the Chairperson, to preside at all General Meetings and meetings of the Board of Directors. The Chairperson is:

- responsible for ensuring the proper operation of the Board of Directors and the Steering Group; and
- accountable for this to the Board of Directors, the Steering Group and Members.

Coordinator

The Coordinator is engaged by the Board of Directors through a contract for services, renewed at appropriate intervals using a process determined by the Board. The Coordinator is a self-employed contractor and not, therefore, an employee of the Company – and is neither a Director nor a Steering Group member³. The Coordinator is:

- responsible for operating day-to-day business in accordance with strategies, policies, practices and priorities agreed by the Board of Directors, the Steering Group and Members;
- responsible for fulfilling all the duties of the Company Secretary as set out in the Articles of Association; and
- accountable to the Board of Directors for day-to-day operations.

Financial Management

The Board of Directors will nominate one Director to act as Treasurer, responsible for ensuring proper financial management of the Company (including arrangements for auditing of the accounts if required).

The Coordinator or the Treasurer will maintain books of account as required by clauses 57-60 of the Articles of Association.

The Coordinator and at least 1 Director (usually both the Treasurer and Chairperson) will be authorised by the Board of Directors as signatories to the Company's bank accounts (and other legal documents in accordance with clause 53 of the Articles of Association).

Transfers of funds between the Company's bank accounts (including merchant accounts e.g. PayPal and GoCardless) and 'routine' refunds of Members' payments (e.g. when events are cancelled) may be made by any one of the signatories. If 2 Directors are authorised as signatories, all payments to the Coordinator may only be initiated by one Director and authorised by another. All other payments made by the Company may be initiated by any of the signatories but must be authorised by another Director.

³ The Articles of Association permit the Secretary to be a Director, but the Board of Directors has agreed with the Coordinator that a clear separation of duties is desirable and that the Coordinator should not, therefore be a Director or Steering Group member but will normally be present to provide administrative support at all meetings.



South Wales Outdoor Activity Providers Group

Election of Steering Group Members, Directors and Chairperson at the Annual General Meeting 29 November 2019

Retiring Members

Emyr Rees will be retiring as a Director and Chairperson but will remain as a member of the Steering Group.

The longest-standing four members of the Steering Group will be retiring as required by our Terms of Reference (one-third of members must retire each year) but they are all seeking re-election: Jethro Moore Will Kilner, Mark Soanes and Nick Winder.

Nominations for Election

The Directors and Steering Group are proposing Stephen Parsons to be our new Chair. Stephen is an existing Director and Steering Group Member.

The following Members have been nominated for election to the Steering Group / Board of Directors:

Name / Business	Sector	Geographical Area(s)	Nomination Statement
Simon Fenton , Gower Adventures	Small Private Business / Freelancer	Brecon Beacons / Swansea & Gower / Neath Port Talbot	<i>Existing Steering Group Member (recently co-opted) seeking formal election to Steering Group</i> I would like the opportunity to network with other Providers and help develop outdoor activities in South Wales. I have a background of outdoor education.
CJ Griffiths , Brecon Adventures Ltd	Small Private Business / Freelancer	Brecon Beacons / Powys / Rhondda Cynon Taff / Merthyr Tydfil / Cardiff	<i>Existing Steering Group Member (recently co-opted) seeking formal election to Steering Group and Board of Directors</i> I have had an interest in Outdoor Activities within South Wales for around 12 years and over the course, have seen the good work that SWOAPG has done and continues to do. In the last couple of years, I have become a full-time freelancer, eventually setting up a small business within the area. I have been aiming to work as much locally as possible, and therefore have a vested interest in ensuring that Activity Providers within South Wales look after their surroundings, have good relations with each other and invest in existing and future campaigns, and hope I can add to achieving that.
Will Kilner , Adventures with Will	Small Private Business	Brecon Beacons / Powys / Carmarthenshire / Swansea & Gower / Cardiff / Blaenau Gwent / Torfaen / Newport / Monmouthshire	<i>Existing Steering Group Member seeking re-election to Steering Group</i> I would like to continue to support the work of the Steering Group and the Sector. I have a broad knowledge of most activities and areas.

Name / Business	Sector	Geographical Area(s)	Nomination Statement
Neil McMullen , Blue Ocean Activities	Small Private Business	Brecon Beacons	<i>New nomination</i> As a business owner I would like to have the opportunity to provide constructive input or be involved in any decision-making process. I am a provider of Outdoor Activities in the local area with over 12 years' experience and also 10 years' experience as a business advisor for SME's within South Wales
Jethro Moore , Adventure Beyond	Small Private Business	Not specified – based in Carmarthenshire	<i>Existing Steering Group Member seeking re-election to Steering Group</i> As one of the founder members of SWOAPG I feel I have good knowledge to share with the group. Being one of the furthest West I also represent the far corners of the group. As a member of Pembrokeshire Outdoor Charter Group, I can share info cross areas. As a Canoe Wales board member, I am also able to bring some info from the NGB.
Mark Soanes , Call of the Wild Adventure Activities Ltd	Large Private Business	Brecon Beacons / Powys / Swansea & Gower / Neath Port Talbot	<i>Existing Steering Group Member & Director seeking re-election to Steering Group</i> I have 21 years' experience in the industry covering many aspects of the sector including schools/education and adventure holidays together with the corporate market. In addition to delivery as a business we have 2 bunkhouses and a café so can relate to issues pertinent to all aspects of industry. Similarly, as we operate across South Wales, I have a wide-ranging knowledge of the locality and have built up a strong network of connections with local authorities and stakeholders who influence delivery of activities in this region. To this end I am a committee member of Swansea Bay Tourism Association and Vice Chair of Brecon Beacons Tourism Association representing the views of outdoor activity providers. I was also one of the original members of the SWOAPG Steering Group.
Nick Winder , Tyr Abad REC	Education Centre / Charitable Trust	Brecon Beacons / Powys	<i>Existing Steering Group Member seeking re-election to Steering Group</i> I am a member of AHOEC and have experience of similar representation for the last 25 years

Existing Steering Group Member Representation (for Information)

Name / Business	Sector
Jeff Calligan , Mountain & River Activities Ltd	Small Private Business
Roger Lee , Trewern Outdoor Centre	Education Centre / Charitable Trust
Katie Lloyd , Princes Trust Cymru	Charitable Trust
Stephen Parsons	Freelancer
Steve Rayner (Coordinator)	Small Private Business / Freelancer / Voluntary Organisation / Club
Emyr Rees , Atlantic Outdoors	Education Centre / Charitable Trust
Ieuan Starks , School Camp Ltd	Small Private Business

Dinas Area Access Rules for Outdoor Activity Providers

NB all Providers using the Dinas Area under these arrangements MUST:

- **agree formally to operate gorge walking in the Area in accordance with the terms of the NRW Activity Access Concordat and Code of Conduct and agree that SWOAPG may sign the Concordat with NRW on their behalf;**
- **have a current employee who has attended a SWOAPG Code of Conduct Training Session for the Sychryd Gorge and undertake to ensure that this training is passed on to all other relevant staff as required; and**
- **maintain public liability insurance of at least £5 million covering all adventurous activities provided in the Area.**

With the ~~increase in~~continuing popularity of Dinas as a venue for a variety of Outdoor Activities, particularly Gorge Walking, the impact on the local community ~~has continued to grow and~~ remains a challenge for us to resolve. Use of this site is important to a wide range of Providers and whilst ~~we have handled~~ the Gorge Code of Conduct and Concordat ~~well help~~, the problems ~~we cause~~continue to be raised with high ~~v~~visitor numbers ~~remain unresolved~~.

~~We were asked in 2008 to look at how to reduce the impact and a variety of requests have been circulated to Outdoor Activity Providers in 2008, 2009 and 2010 to take some care in planning their visits to the area, with a varied degree of success.~~

~~Guidelines were drawn from the actions that were suggested by all attendees at the full SWOAPG Meeting on 29th November, 2011. However, by August 2012, with many issues still unresolved due to the unfortunate actions of a small number of providers and renewed pressure from the local community, the Guidelines were replaced with these Rules.~~

These rules have been created by SWOAPG ~~and~~ in partnership with Natural Resources Wales (NRW) and BBNPA and will be reviewed and agreed annually by the membership. The rules form part of the requirements of the land owners (NRW) and BBNPA to show that SWOAPG members are conducting themselves in a professional, environmentally sustainable way and making all possible efforts to minimise impact and disturbance to the local community and visitors to the site ~~and area and area~~. Any breach of these rules will be dealt with by the land owner (NRW) through the Enforcement Policy.

1. Parking & Traffic

- a. **Avoid parking in Residential area** at all times. - much of this parking is for elderly residents who need easy access to their homes. This then also prevents noise,

disruption and 'changing in the street'

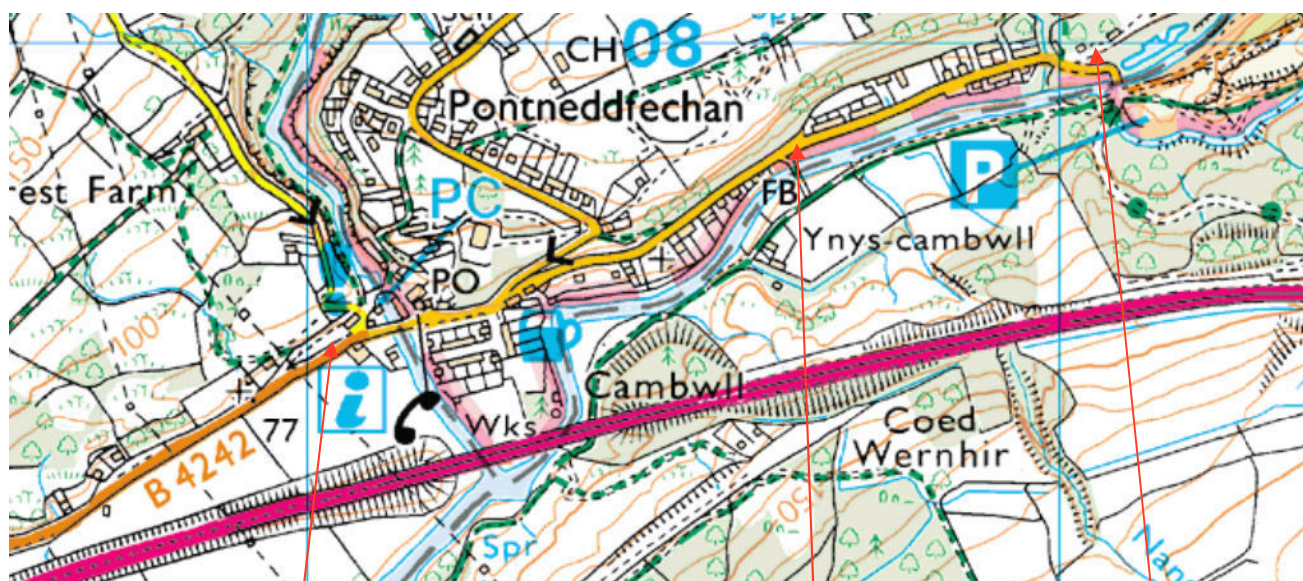
~~b. Arrange a meeting place for Gorge Clients and then bring the minimum vehicles to the Dinas main car park~~The Angel Inn car park is not for public use, it is private property for customer use only. However, the owner has given permission for activity providers to meet their clients in the car park early morning but must vacate by 10.00am.

~~b.~~

c. Coaches should enter Pontneddfechan and may use Coed y Rhaidyr (the 'triangle' by the Village Hall) only to drop-off and pick-up clients. Arrange a pick-up time with coaches so that they wait in the village for no more than 30 minutes. For longer-term parking or waiting, direct coaches to park or wait at a point 'beyond' the traffic lights in Glyn Neath.

Suggested Alternative Parking

Please adhere to any local parking restrictions and/or any parking schemes in place at alternative parking sites.



1. Beyond
Angel Inn

2. Where
there are no
Residences

3. Book
Village Hall
for Car Park

2. Changing

- In the main car park, ensure your groups use the Changing Screens in the Dell next to the main car park.
- In the Village Hall car park, **no changing is permitted**. Either use the Village Hall for changing or send your group to the changing screens in the Main Car Park. If

using the Village Hall, do not hang activity clothing or equipment on the fence around the children's playground.

- c. **Avoid changing in front of residents' houses at all times.**
- d. **Brief groups properly** to reduce/prevent numbers of 'pants on trees'.

2. Toilets

- a. Use Toilet facilities at The Angel Inn **Public Toilets** or book the **Village Hall** to use all their facilities.

3. Numbers

- a. **The Maximum Number of Participants in the Sychryd Gorge is 25** per Organisation at any one time.

4. Identification of Groups

- a. Gorge-walking groups must display valid SWOAPG ID cards prominently (so that the side showing the business / organisation name is visible) whenever operating in the gorges: (i) in each vehicle parked in the vicinity of the gorge; and (ii) on each Group Leader in the gorge – for example attached to the leaders' bodies, bags or buoyancy aids.
- b. Wherever practicable, group members should have the business / organisation name clearly marked on the outside of their buoyancy aids.

4.5. Other

- a. Keep **noise levels to a minimum** and avoid bad language, particularly close to residential areas. Remember that noise carries in these areas. Avoid briefing your group in the Village Hall car park close to houses.
- b. **No Litter** and pick up any litter you do find. Take all rubbish (and clothing!) home with you.
- c. **Check the Changing Area** for litter and forgotten equipment once you group has finished changing. Carrying black bags and protective gloves will help with this.

Advice

- **Park efficiently** in the main car park, avoid wasting space
- **Arrange a meeting place** for clients and then bring the minimum number of vehicles to the Dinas main car park
- The main Dinas car park is nearly always full after 11am on a Summer weekend. If arriving after 11am, **consider the use of another venue** or drop off your group and park the vehicle in a suitable place away from the main car park, adhering to Rule 1. Parking & Traffic

- Encourage clients to **car share** from their point of departure
- Consider **Centre Bus Sharing** if possible
- Consider the **use of other sites or alternative Activities** to prevent over-use of the Gorge and Area
- Set up your own '**Acceptable behaviour contract**' for your Groups
- NRW have issued a letter to clarify the issues relating to **sub-contracting** in relation to gorge walking (Appendix 1)
- Until such time as legal access has been established along the lane from the Village Hall to Loonies' Leap, please respect the owners' wishes and do not this lane with gorge-walking groups (instead, use only the route over the hill from Dina Rock to access or return from Loonies' Leap – do not use the river-left path or the bed of the river).

Enforcement Policy

Should a Provider break any of the rules and there is no doubt about who they are, then:

First Transgression of the year –

NRW will write to the provider with a warning that they are known to have broken the rules and should take steps to prevent this from happening again.

Second Transgression of the Year-

NRW will contact the provider and inform them that they will need to submit an improvement plan within 14 days if they wish to continue to use the gorge under the concordat.

Third transgression of the year –

SWOAPG will no longer recognise the provider as signed up to the concordat and will inform NRW of this. NRW will send the provider details of the alternative access arrangement for use of the gorge outside of the concordat.

Village Hall

Use of the Village Hall as follows

- Hall can be hired for **c.£2010** per hour

- Lunches or Packed Lunches ~~£4.50 each~~ on application
- Hall car park can be used if hall booked

Book with:

~~Dilys Jenkins — 01639 721057 or Lynette — 01639 721498~~ Sian Williams,
sianwills1@hotmail.co.uk

Some Providers have used the Hall numerous times very successfully, so it is ~~very~~ worth considering, especially as it solves parking problems for you when you book. The Hall has a large meeting/dining/activity room, a kitchen with a small dining space, gents and ladies toilets and showers, though the shower facilities are limited.

Appendix 1



Dear Provider,

I have been asked by the South Wales Outdoor Activity Providers Group (SWOAPG) to give some clarification on the issue of subcontracting in relation to Gorge Walking.

Subcontracting-in an instructor from another provider or a freelancer in order to use the subcontractor's group number allowance in the gorge and therefore exceed the session limit is against the rules.

Passing on part of a larger booking is allowed as long as the booking is fully transferred to another organisation.

This means that the following points must be met:

- The booking, payment arrangements and invoice must be passed over to the receiving organisation
- The group must be briefed separately
- The group must be managed separately within the gorge
- The group must be insured separately and hold the consent/medical forms for the individuals within its group
- For under 18's both companies must hold a valid AALA licence
- Each company must use its own safety equipment, unless this is hired.

I am aware that some organisations go to great lengths in order to stay within the rules, such as offering alternative activities for part of a group or splitting the group into sessions and using climbing, caving or walking as an alternative.

I hope that this provides some clarification.

Yours Sincerely

Paul Dann

Local Area Manager

For and on behalf of Forest District Manager
Ffôn/Tel 0300 068 0278

Ebost/Email paul.dann@naturalresourceswales.gov.uk

www.cyfoethnaturiolcymru.gov.uk www.naturalresourceswales.gov.uk

Natural Resources Wales, Llanfair Road, Llandovery, SA20 0AL

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg
Correspondence welcomed in Welsh and English

Mellte River Gorge Access Rules for Outdoor Activity Providers

*****For Ggroups undertaking a full descent of the river to finish in the Dinas Rock area please must also adhere to the Access Rules and Code of Conduct for Dinas Area*****

NB all Providers using the Mellte Gorge under these arrangements MUST:

- **agree formally to operate gorge walking in accordance with the terms of the NRW Activity Access Concordat and Code of Conduct and agree that SWOAPG may sign the Concordat with NRW on their behalf;**
- **have a current employee who has attended a SWOAPG Code of Conduct Training Session for the Mellte Gorge and undertake to ensure that this training is passed on to all other relevant staff as required;**
- **maintain public liability insurance of at least £5 million covering all adventurous activities provided in the Area; and**
- **either hold an AALS licence for the activity or provide details of a suitable Technical Advisor who has witnessed the Provider in evidencing satisfactory policies and procedures and in the safe delivery of Gorge Walking activity at the site.**

As the demand on our natural resources grows with the increasing demand for adrenaline, adventure and educational activities, we find ourselves as activity providers, to be both re-active and pro-active to the situation we face in our river gorges in South Wales.

The Mellte is one of the most environmentally sensitive places in South Wales due to its diverse micro-climate and the richness of the eco-systems within it. In addition, the extreme beauty, remoteness and scenery of the area makes this very popular with visitors, hill walkers, photographers and a range of outdoor enthusiasts.

Although this area is less populated and it would appear that the presence of a local community is not as prevalent as at Dinas Rock, we do still need to be very mindful of our impact on the local residents, shops and landowners in the area and also on the members of the public who come to this area to experience the wildlife, scenery and waterfalls.

In line with the access requirements for Dinas Rock and the Sychryd Gorge, we have put in place a Code of Conduct for the Mellte River, specific training requirements for leaders and also a set of rules to follow to ensure that activity providers work in a sustainable way to both preserve our natural resources and also meet the business / educational needs of our providers

This set of rules is for the River Mellte from the upstream footbridge at Clun Gwyn to the confluence with the Sychryd at Dinas Rock. Where groups are undertaking a full descent of

For groups undertaking a full descent of the river to finish in the Dinas Rock area please also adhere to the Rules for Dinas Area 1

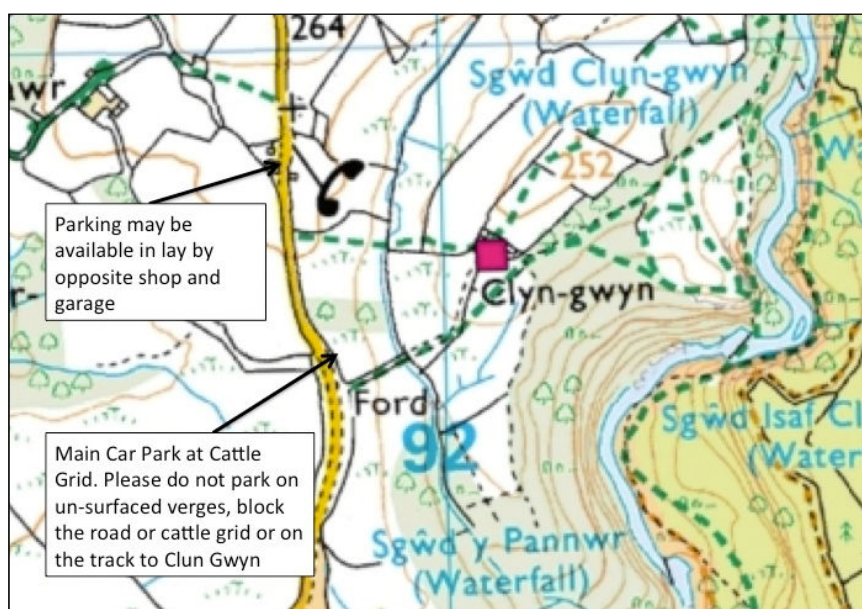
Mellte Access Rules – TO BE agreed by membership at Annual General Meeting 27 Nov 2019

the river to finish at in the Dinas Rock area, ~~then~~ the access rules and; Ceode of Ceonduct (and related training) must also-need to be adhered to.

1. Parking & Traffic

- a. **Avoid irresponsible parking** at all times – parking spaces at Clun Gwyn Cattle Grid are limited and will be especially busy on weekends and summer months.
- b. **No parking on double yellow lines or on un-surfaced verges.**
- b.c. At weekends, bank holidays and when the area is seen to be busy, follow the advisory one-way system to help reduce the congestion around Cwm Porth (and use your discretion at other times).

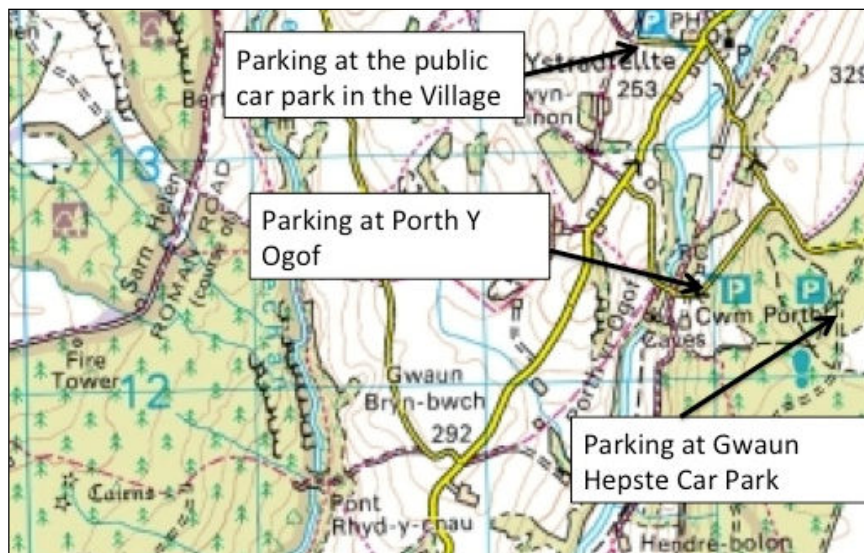
Suggested Parking



Suggested Alternative Parking

~~For groups undertaking a full descent of the river to finish in the Dinas Rock area please also adhere to the Rules for Dinas Area~~ 2

Melltte Access Rules – TO BE agreed by membership at Annual General Meeting 27 Nov 2019



Cwm Porth Advisory One-Way System



2. Changing

- a. In the Clun Gwyn car park, ensure your groups change sensitively using vehicles or shelters to change behind. Please remember that visitors to the site do not expect to see public nudity. Where possible arrive at the site already changed or use the **Changing Screens** in Porth Yr Ogof car park or the Dell next to the main car park at Dinas Rock.

~~**For groups undertaking a full descent of the river to finish in the Dinas Rock area please also adhere to the Rules for Dinas Area**~~ 3

Mellte Access Rules – TO BE agreed by membership at Annual General Meeting 27 Nov 2019

- b. In the Village Hall car park, **no changing is permitted**. Either use the Village Hall for changing or send your group to the changing screens in the Dinas Rock Main Car Park.
- c. **Avoid changing in front of the shop and residents' houses at all times**
- d. **Brief groups properly** to ensure changing takes place in designated places at all times

3. Toilets

- a. Do not use the car parks as toilets. Use toilet facilities at Porth Yr Ogof, The Angel Inn **Public Toilets** or **book the Village Hall** to use all their facilities.

4. Numbers

- a. **Maximum Numbers** – The maximum group size is 16 plus staff with a maximum total number per organisation per day of 48 plus staff

The numbers and group sizes will be reviewed on an annual basis allowing/utilizing data gathered from monitoring points on the site to inform decision making.

Monitoring points will be established in areas that are of concern to **GCWNRW**. It is therefore essential that the gorge-walking code be followed so that the environmental condition of the site is improved.

5. Identification of Groups

- a. **Gorge-walking groups must display valid SWOAPG ID cards** prominently (so that the side showing the business / organisation name is visible) whenever operating in the gorges: (i) in each vehicle parked in the vicinity of the gorge; and (ii) on each Group Leader in the gorge – for example attached to the leaders' bodies, bags or buoyancy aids.
- b. Wherever practicable, group members should have the business / organisation name clearly marked on the outside of their buoyancy aids.

6. Other

- a. keep **noise levels to a minimum** and avoid bad language. Remember that noise carries in these areas and this is an area of beauty enjoyed by many people including families and children.
- b. **No Litter** - pick up yours and any other litter you find. Take all rubbish (and clothing) home with you.
- c. **Check all of the car parks and changing areas** for litter and forgotten equipment once your Group has finished changing. Carrying black bags and protective gloves will help with this.

~~For groups undertaking a full descent of the river to finish in the Dinas Rock area please also adhere to the Rules for Dinas Area~~ 4

Should a Provider break any of the rules and there is no doubt about who they are, then:

~~First Transgression of the year—~~

~~NRW will write to the provider with a warning that they are known to have broken the rules and should take steps to prevent this from happening again.~~

~~Second Transgression of the Year—~~

~~NRW will contact the provider and inform them that they will need to submit an improvement plan within 14 days if they wish to continue to use the gorge under the concordat.~~

~~Third transgression of the year—~~

~~SWOAPG will no longer recognise the provider as signed up to the concordat and will inform NRW of this. NRW will send the provider details of the alternative access arrangement for use of the gorge outside of the concordat.~~

Advice

The main Clun Gwyn car park is nearly always full after 11.00am on a summer weekend. If arriving after 11.00, **consider another venue** or drop your group off and park the vehicle at one of the suggested alternative parking areas.

Arrange a **meeting place** for Gorge Clients and then bring the minimum vehicles to the parking area and also the car park at the Dinas end of the gorge (if undertaking full descent)

Park efficiently in the Car Parks, avoid wasting parking space

Encourage clients to **car share** from their point of departure

Consider Centre Bus Sharing if possible

Consider the **use of other sites or alternative Activities** to prevent over-use of the Gorge and Area

Set up your own '**Acceptable behaviour contract**' for your Groups

Enforcement Policy

Should a Provider break any of the rules and there is no doubt about who they are, then:

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Mellte Access Rules – TO BE agreed by membership at Annual General Meeting 27 Nov 2019

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Village Hall

Use of the Village Hall as follows

- Hall can be hired for c.£2010 per hour
- Lunches or Packed Lunches £4.50 each on application
- Hall car park can be used if hall booked

Book with:-

~~Lynette~~ 01639 721498 ~~Sian Williams~~, sianwills1@hotmail.co.uk

~~For groups undertaking a full descent of the river to finish in the Dinas Rock area please also adhere to the Rules for Dinas Area~~ 6

Mellte Access Rules – TO BE agreed by membership at Annual General Meeting 27 Nov 2019