



**Geologists' Association - South Wales Group**  
**Cymdeithas Y Daearegwyr - Grŵp De Cymru**

*Registered Charity Number 1054303*

## **50 YEAR ARCHIVES 1960-2010 - RULES, SAFETY, INSURANCE**

This section includes a summary of the Rules (including Charity Commission matters), Safety procedures, and Insurance matters between 1960 and 2010.

**Taken from Welsh Geological Quarterly, volume 3**

**THE GEOLOGISTS' ASSOCIATION: SOUTH WALES GROUP.**

The Group was formed in 1959 as a direct result of the interest shown by the teachers of geology from Welsh schools attending refresher courses at the University Colleges at Aberystwyth, Cardiff and Swansea. It was designed to further the study of geology/with particular reference to Wales, and to provide a link between the amateur, the student, the teacher and the professional geologist. At present all four groups are strongly represented in the membership of 160 or so. The members are drawn from a catchment area extending from Pembrokeshire to Gloucester.

The Group's session coincides with the academic year. Ordinary Meetings are held monthly from September to March, the Annual General Meeting in March or April, and up to six Field Meetings — including one week-end excursion — between April and September.

The Ordinary Meetings take place alternately at Cardiff and Swansea in the Geology Departments of the University Colleges. They are held at 11.00 a.m. on Saturday — usually the third of the month.

# RULES

It was not until the mid 1970s, when the Group was 15 years old, during the chairmanship of D. Emlyn Evans (8th Chairman, 1974-76), that the first Rules of the Group were drawn up.

First raised at the committee meeting on 2 February 1976, a Rules and Standing orders sub committee was appointed on 9 June 1976 to consider these further, comprising the Chairman, Treasurer, Secretary, DE Evans, AG Thomas.

After further deliberations, the draft Rules were presented at the AGM on 19 March 1977 where, after discussion, a number of amendments were agreed. Finally, on Saturday 15 October 1977, the committee made the final alterations.

Then, on Saturday 22 October 1977 at 11.00 at a Special General Meeting in the department of geology University College Cardiff, preceding the Ordinary meeting, Chairman Dr Rodney A. Gayer;

"The proposed RULES of the Group - namely the set presented to the 18th AGM for discussion together with subsequent amendments - were presented by the Chairman. After brief discussion the RULES were adopted nem con. A copy of the RULES would be sent to each Ordinary and Honorary member upon election."

A set of Standing Orders was also drawn up, adopted at some point during the 1976-77 session.

# GEOLOGISTS' ASSOCIATION SOUTH WALES GROUP

## **RULES**

- 1 The Society shall be called the  
**GEOLOGISTS' ASSOCIATION, SOUTH WALES GROUP:**
- 2 The objects of the GROUP shall be  
to promote the understanding of Geology and to extend  
knowledge of the science by demonstration and publi-  
cation:
- 3 The GROUP shall consist of *Ordinary, Honorary* and  
*Student* members;  
*Ordinary* and *Honorary* members shall have the right of  
attending and voting at all meetings of the GROUP, of  
proposing candidates for election to the COMMITTEE, of  
serving if elected on the COMMITTEE or in any office of  
the GROUP, and of receiving a copy of the circulars of  
the GROUP at such prices as the COMMITTEE may from time  
to time determine:
- 4 *Ordinary* and *Student* members shall pay a subscription  
due annually on the first day of September;  
*Ordinary* members shall pay a full subscription;  
*Student* members shall be persons pursuing fulltime  
education;  
*Honorary* members shall be nominated by the committee;  
For members who are old age pensioners the annual subs-  
cription may be waived:
- 5 The management of the GROUP shall be vested in a  
COMMITTEE consisting of  
a CHAIRMAN, VICE-CHAIRMAN, TREASURER, SECRETARY, FIELD  
MEETINGS SECRETARY and EDITOR, the above elected to  
serve for two years, the election of TREASURER and FIELD  
MEETINGS SECRETARY not being made in the same year as  
the election of SECRETARY and EDITOR;  
*Ordinary* and *Honorary* members numbering FIVE, each

elected to serve for TWO years, of whom not less than TWO would not have been members of the COMMITTEE during the preceding year;

University student members numbering TWO, of whom ONE shall be from University College Cardiff and of whom ONE shall be from University College of Swansea, each elected to serve for ONE year and who shall have the full voting rights of the GROUP;

the above members to be elected at appropriate Annual General Meetings;

Co-opted members whose number in any ONE year shall not exceed TWO;

Past chairmen who, following their chairmanship, shall serve as EX-OFFICIO VICE-CHAIRMEN for a period not exceeding FIVE years:

- 6 Before the Annual General Meeting there shall be issued to each *Ordinary* and *Honorary* member of the GROUP a circular which shall contain the names of such members as may be nominated by the COMMITTEE to serve on the COMMITTEE during the following year;  
Additional nominations may be made by *Ordinary* and *Honorary* members provided that each candidate be supported by not less than TWO *Ordinary* and *Honorary* members and that such nominations are received by the SECRETARY not less than TWENTY-ONE days before the date of the Annual General Meeting;
- 7 Minutes shall be kept of the Annual and Special General Meetings of the GROUP;
- 8 The COMMITTEE shall, upon a requisition signed by not less than TEN *Ordinary* and *Honorary* members of the GROUP, convene a Special General Meeting of the GROUP; A notice of the date and object of such Special General Meeting shall be sent to each member of the GROUP not

less than SEVEN days before such meeting; and no business shall be considered at such meeting except that for which it was convened:

- 9 The accounts of the GROUP shall be made up to the last day of February in each year and audited by two members of the GROUP not at that time members of the COMMITTEE and shall be presented at the Annual General Meeting:
- 10 In the event of the dissolution of the GROUP such property or effects shall be disposed of by gift; Such gift shall be for the benefit of geology and not for the benefit of any individual; The disposal shall be determined by the vote of a Special General Meeting:
- 11 No rule shall be altered except by a majority of the votes of the *Ordinary* and *Honorary* members present at the Special General Meeting convened for that purpose:
- 12 A copy of these rules shall be sent to each *Ordinary* and *Honorary* member upon election.

22 October 1977

[NB This is the only copy of the 1977 standing orders found in the paperwork – it is not known if this is the final version.]

**GEOLOGISTS ASSOCIATION, SOUTH WALES GROUP**

STANDING ORDERS [DRAFT]

1. The composition of the *Committee* shall be as laid down in the *Rules* of the *Group*.
2. The Committee during any one year shall meet on not less than *three* occasions at times to be decided by the Committee Officers.
3. Notice of each meeting together with an agenda shall be sent out in advance by *seven* days.
4. In the absence of the Chairman and Vice-Chairman the Committee shall be chaired by an officer or member elected by the Committee.
5. For each Committee meeting there shall be a quorum which shall be not less than *half* of the Committee membership.
6. Minutes of each Committee meeting shall be kept.
7. The procedure at Committee meetings shall be governed by Standing Orders.
8. For the suspension of Standing Orders during a Committee meeting there must be a majority vote of not less than *two thirds* of the membership present.
9. Special meetings of Committee shall be called by not less than *four* Committee members whose names shall appear on the summoning notice together with the stated reason for the meeting.
10. No minutes shall be read at a special meeting and no other business than that stated on the agenda shall be transacted.

AJ THOMAS (Hon. Secretary]  
February 1977



These Rules and Standing orders remained in place until early 1993, when it was considered at the committee meeting on 4 February 1993 that changes were needed to the structure of the committee: secretary Geraint Owen was to prepare a paper proposing a new structure for the Group's committee, to be circulated in advance of the next committee meeting.

On 26 March, the paper was circulated, outlining some proposals for revising the structure of the committee, principally to share responsibilities and duties. This paper, and the subsequent deliberations and decisions, can be found in the computer .pdf file

## **H COMMITTEE AGENDAS and MINUTES 1960-2010**

(not included in the www archive)

Finally, at a Special General Meeting on Saturday 19th March 1994 at 10.30 am in the Department of Geology, University of Wales College of Cardiff, Chairman Michael G Bassett:

It was proposed that Rule 5 be altered to read (changes in **bold**):

"The management of the GROUP shall be vested in a COMMITTEE consisting of a CHAIRMAN, VICE-CHAIRMAN, TREASURER, SECRETARY, FIELD MEETINGS SECRETARY and EDITOR, the above elected to serve for two years, the election of TREASURER and FIELD MEETINGS SECRETARY not being made in the same year as the election of SECRETARY and EDITOR; Ordinary and Honorary members numbering **SIX**, each elected to serve for **THREE** years, of whom not less than TWO would not have been members of the COMMITTEE during the preceding year; a **Student Member** elected to serve for ONE year who shall have the full voting rights of the GROUP; the above members to be elected at appropriate Annual General Meetings; Co-opted members whose number in any ONE year shall not exceed TWO; Past chairmen who, following their chairmanship, shall serve as EX-OFFICIO VICE-CHAIRMEN for a period not exceeding FIVE years".

Acceptance of the changes was proposed by Alan G Thomas, seconded by Roland Parsons and approved unanimously.

GEOLOGISTS' ASSOCIATION - SOUTH WALES GROUP

RULES

- 1 The Society shall be called the **GEOLOGISTS' ASSOCIATION, SOUTH WALES GROUP**:
- 2 The objects of the GROUP shall be to promote the understanding of Geology and to extend knowledge of the science by demonstration and publication:
- 3 The GROUP shall consist of **Ordinary, Honorary** and **Student** members; **Ordinary** and **Honorary** members shall have the right of attending and voting at all meetings of the GROUP, of proposing candidates for election to the COMMITTEE, of serving if elected on the COMMITTEE or in any office of the GROUP, and of receiving a copy of the circulars of the GROUP at such prices as the COMMITTEE may from time to time determine:
- 4 **Ordinary** and **Student** members shall pay a subscription due annually on the first day of September; **Ordinary** members shall pay a full subscription; **Student** members shall be persons pursuing fulltime education; **Honorary** members shall be nominated by the committee; For members who are old age pensioners the annual subscription may be waived:
- 5 The management of the GROUP shall be vested in a COMMITTEE consisting of a CHAIRMAN, VICE-CHAIRMAN, TREASURER, SECRETARY, FIELD MEETINGS SECRETARY and EDITOR, the above elected to serve for two years, the election of TREASURER and FIELD MEETINGS SECRETARY not being made in the same year as the election of SECRETARY and EDITOR; Ordinary and Honorary members numbering SIX, each elected to serve for THREE years, of whom not less than TWO would not have been members of the COMMITTEE during the preceding year; a Student Member elected to serve for ONE year who shall have the full voting rights of the GROUP; the above members to be elected at appropriate Annual General Meetings; Co-opted members whose number in any ONE year shall not exceed TWO; Past chairmen who, following their chairmanship, shall serve as EX-OFFICIO VICE-CHAIRMEN for a period not exceeding FIVE years:
- 6 Before the Annual General Meeting there shall be issued to each **Ordinary** and **Honorary** member of the GROUP a circular which shall contain the names of such members as may be nominated by the COMMITTEE to serve on the COMMITTEE during the following year; Additional nominations may be made by **Ordinary** and **Honorary** members provided that each candidate be supported by not less than TWO **Ordinary** and **Honorary** members and that such nominations are received by the SECRETARY not less than TWENTY-ONE days before the date of the Annual General Meeting:
- 7 Minutes shall be kept of the Annual and Special General Meetings of the GROUP:
- 8 The COMMITTEE shall, upon a requisition signed by not less than TEN **Ordinary** and **Honorary** members of the GROUP, convene a Special General Meeting of the GROUP; A notice of the date and object of such Special General Meeting shall be sent to each member of the GROUP not less than SEVEN days before such meeting; and no business shall be considered at such meeting except that for which it was convened:
- 9 The accounts of the GROUP shall be made up to the last day of February in each year and audited by two members of the GROUP not at that time members of the COMMITTEE and shall be presented at the Annual General Meeting:
- 10 In the event of the dissolution of the GROUP such property or effects shall be disposed of by gift; Such gift shall be for the benefit of geology and not for the benefit of any individual; The disposal shall be determined by the vote of a Special General Meeting:
- 11 No rule shall be altered except by a majority of the votes of the **Ordinary** and **Honorary** members present at the Special General Meeting convened for that purpose:
- 12 A copy of these rules shall be sent to each *Ordinary* and *Honorary* member upon election.

Shortly after, following **new Charity legislation**, it was agreed at the committee meeting on November 15 1994 that Vice Chairman Lynda Garfield and Secretary Geraint Owen would draft changes to the Rules.

This was done; the draft revised Rules aimed to satisfy the Charity Commission and charity legislation, to clear up some anomalies in the existing Rules, and to combine the existing Rules and Standing Orders.

Again, the subsequent deliberations and decisions can be found in the computer file

## **H COMMITTEE AGENDAS and MINUTES 1960-2010**

(not included in the www archive)


Then, at the following thirty-sixth **ANNUAL GENERAL MEETING** held on Saturday 25th March 1995 at 10.40 am in the Department of Earth Sciences, University of Wales Cardiff, chairman Peter Hodges:

### **"CHARITY STATUS"**

The Meeting approved in principle the Committee's action in applying for Charity Status. The application will involve major revisions to the Rules: proposed revisions will be circulated to all members for comment before a formal application is made. In response to a question it was confirmed that there is at present no cost to the Group in applying for Charity Status.

After further deliberations and decisions, the draft revised Rules were submitted in the autumn of 1995 to the Charity Commission for comment. Although the Commission made a couple of comments, it was decided by the committee not to accept these.

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H. 11.11.95

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Charity Commission, Woodfield House, Tangier, Taunton, Somerset, TA1 4BL

Direct Line 01823 34 } 5442  
GTN 1389 }  
Fax 01823 34 } 5003  
GTN 1389 }

Dr Hodges  
29 Cefn Coed  
Bridgend  
Mid Glamorgan  
CF31 4PH

Our Ref: AF/3032970/18942/RCS  
Your Ref: -  
Date 14 November 1995

Dear Dr Hodges

**GEOLOGISTS ASSOCIATION - SOUTH WALES GROUP**

Thank you for sending in the completed form RE96a "Registration of Charities Questionnaire", copies of the governing instrument, accounts, other enclosures, which we received on 3 November 1995.

I am satisfied that the Geologists Association - South Wales is established for charitable purposes but we would prefer the following wording to be used in place of clause 2:


"to advance the education of the public through the promotion and research of Geology, with particular reference to the area of South Wales"

I would also point out that you may find that having 13 trustees could become unwieldy in the management of the Association. We would recommend a number of between 3 and 9.

I therefore enclose form RE1 for completion. Could you return this to me together with two copies of the amended constitution and the minutes of the meeting at which the new constitution was formally adopted.

I look forward to hearing from you in due course.

Yours sincerely



Andrew Fisk

Enc

not taken up

When replying, please quote our reference.  
For general information enquiries telephone 01823 345000

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Then, at a SPECIAL GENERAL MEETING held on Saturday 16th March 1996 at 10.30 am in the Department of Geography, University of Wales Swansea, Chairman Peter Hodges:

## **GEOLOGISTS' ASSOCIATION SOUTH WALES GROUP**

### **MINUTES of a SPECIAL GENERAL MEETING**

held on **Saturday 16th March 1996** at 10.45 am  
in the Department of Geography,  
University of Wales Swansea.

**PRESENT:** 37 members.

The meeting was held to consider a proposal from the Committee, comprising 2 parts:

1. that the **Rules** of the Group be amended by deleting them in their entirety and substituting the Rules attached as from the close of the thirty-seventh Annual General Meeting; and
2. that the Group make a formal application to the **Charity Commission** for registered charity status.

The proposal was explained by the Vice-Chairman, Lynda Garfield, and seconded by Alan G Thomas. A vote was held and the proposal was **AGREED UNANIMOUSLY**.

The Special General Meeting closed at 10.50 am.

Geraint Owen (Secretary)

Lynda Garfield (President)

# RULES

*Adopted 16 March 1996*

## 1. Title

The Society is called the **Geologists' Association - South Wales Group / Cymdeithas y Daearegwyr - Grwp De Cymru** ("the Group")

## 2. Objects

The objects of the Group are to advance the education of the public through the promotion and research of geology.

## 3. Powers

In furtherance of the objects but not otherwise the Group may:

- (i) arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars, field meetings, training courses and other activities.
- (ii) promote and organise cooperation locally, nationally and internationally, and bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals.
- (iii) promote and carry out, or assist in promoting and carrying out, research, surveys and investigations, and publish the results.
- (iv) collect and disseminate information on all matters relating to the objects and exchange such information with other bodies having similar objects whether in this country or overseas.
- (v) raise funds and invite and receive contributions provided that in raising funds the group shall conform to any relevant requirement of the law.
- (vi) invest the monies of the Group not immediately required for the objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- (vii) employ and pay officers and other persons (who shall not be members of the Committee) and parties whose services are required for carrying out any of the objects of the Group.
- (viii) establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- (ix) buy, take on lease or in exchange any property necessary for the achievement of the objects and maintain and equip it for use.
- (x) sell, let, mortgage or dispose of or turn to account all or any of the property or assets of the Group, subject to such consents as may be required by law.
- (xi) appoint and constitute such advisory committees as the Committee may think fit.
- (xii) do all such other lawful things as are necessary for the achievement of the objects.

## 4. Members

There shall be Ordinary, Honorary and Student members.

Honorary members shall be nominated by the Committee.

Student members shall be persons pursuing full-time education.

All members shall have the right of attending all meetings of the Group.

All members aged 18 and over shall have the right of voting at all meetings, of proposing candidates for election to the Committee, of serving if elected on the Committee or in any office of the Group.

A copy of these Rules shall be sent to every member on joining.

**5. Subscriptions**

Ordinary and Student members shall pay such subscriptions as the Committee shall from time to time determine, due annually on the first day of September.

**6. Committee**

The management of the Group shall be vested in a Committee consisting of:

a President, Vice President, Treasurer, Secretary, Membership Secretary, Programme Secretary, and Editor, each elected to serve for two years, the election of Treasurer and Programme Secretary not to be made in the same year as the election of Secretary, Editor and Membership Secretary,

Ordinary and Honorary members numbering six, each elected to serve for three years; two of these members shall retire at the Annual General Meeting each year but shall be eligible for re-election,

a Student member elected to serve for one year,

co-opted members whose number in any one year shall not exceed two,

past Presidents who, following the expiry of their term of office, shall serve as ex-officio Vice Presidents for a period not exceeding two years.

A member of the Committee shall cease to hold office if s/he is disqualified from acting as a member of the Committee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).

A Committee member shall cease to be a member of the Committee if s/he resigns in writing to the Secretary (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

No member of the Committee shall acquire any interest in property belonging to the Group (otherwise than as a trustee for the Group) or receive remuneration (other than reasonable out of pocket expenses) or be interested (otherwise than as a member of the Committee) in any contract entered into by the Committee.

**7. Meetings and Proceedings of the Committee**

The Committee in any one year shall meet on not less than three occasions at times to be decided by the Committee.

Notice of each Committee meeting with an agenda shall be sent out at least seven days in advance.

In the absence of the President and Vice President, the Committee shall be chaired by an Officer or member elected by the Committee.

For each Committee meeting there shall be a quorum which shall be not less than half of the Committee membership.

Minutes shall be kept of each Committee meeting.

Special meetings of the Committee shall be called by not less than three Committee members whose names shall appear on the summoning notice together with the stated reason for the meeting.

No minutes shall be read at a special meeting and no other business than that stated on the agenda shall be transacted.

**8. Annual General Meetings**

The Annual General Meeting shall be held within three months of the end of each financial year.

Every Annual General Meeting shall be called by the Committee. The Secretary shall give at least 21 days' notice of the Annual General Meeting to all members of the Group.

The Committee shall present to each Annual General Meeting a report and audited accounts of the Group for the preceding year.

The notice of an Annual General Meeting shall include the names of such members as may be nominated by the Committee to serve on the Committee during the following year. Additional nominations for election to the Committee may be made by eligible members of the Group provided that each candidate is supported by not less than two eligible members and that such nominations are received by the Secretary not less than fourteen days before the date of the Annual General Meeting.

**9. Special General Meetings**

The Committee shall, either itself or upon a requisition signed by not less than ten members of the Group eligible to vote, convene a Special General Meeting of the Group.

A notice of the date and object of such Special General Meeting shall be sent to each member of the Group not less than seven days before such meeting, and no business shall be considered at such meeting except that for which it was convened.

**10. Procedure at General Meetings**

All members of the Group shall be entitled to attend and members aged 18 and over entitled to vote.

The quorum at a General Meeting shall be 15 members with voting rights.

All questions arising at any meeting shall be decided by a simple majority of those present. No person shall have more than one vote, but in the case of an equality of votes the President or the person chairing the meeting shall have a second or casting vote.

Minutes shall be kept of all Annual General and Special General Meetings of the Group.

**11. Annual Report**

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

**12. Annual return**

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commission.

**13. Accounts**

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to -:

- (i) the keeping of accounting records for the organisation,
- (ii) the preparation of annual statements of account for the organisation,
- (iii) the auditing or independent examination of the statements of account of the organisation,
- (iv) the transmission of the statements of account of the organisation to the Charity Commissioners.

The funds of the Group, including all donations, contributions and bequests, shall be paid into accounts operated by the Committee in the name of the Group at such

banks as the Committee shall from time to time decide. All cheques drawn on the accounts must be signed by at least two members of the Committee.

The funds belonging to the Group shall be applied only in furthering the objects.

The accounts of the Group shall be made up to the last day of February in each year.

#### **14. Amendments to the Rules**

The Rules may be amended by a two-thirds majority of the members present and voting at an Annual or a Special General Meeting, providing that fourteen days notice of the proposed amendment has been sent to all members and provided also that nothing therein contained shall authorise any amendment which shall have the effect of the Group ceasing to be a charity at law.

No amendment may be made to clause 1 (Title), clause 2 (Objects), clause 15 (Dissolution) or this clause without the prior consent in writing of the Charity Commission.

A copy shall promptly be sent to the Charity Commission of any amendment made under this clause.

#### **15. Dissolution**

If it is decided that it is necessary or advisable to dissolve the Group, a meeting shall be called of all members of the Group, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting then the Committee shall have the power to realise any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Group as the members of the Group may determine, or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Group must be sent to the Charity Commission.

*Adopted by Special General Meeting 16 March 1996*



The subsequent application to the Charity Commission for Registered Charity status was accepted.

c/o 16 Penffordd  
Penyryn  
near Cardiff  
CF4 5TJ  
28 March 1996

To Charity Commission (Andrew Task)  
Taunton

Your Ref AF/303 2970/18962/RCS

Dear A. Task


Please find enclosed the completed application for registration as a charity from the Geologists Association - South Wales.

Further to your letter of 14 November 1995, and as discussed by phone with you, the committee has decided to keep 13 trustees as this works for us. Also, we have dropped the reference to South Wales in the objects as this is not very relevant in a geological context (as discussed with you).

Yours sincerely  
Lynda Gasfield  
President

The Group was entered into the Central Register of Charities, registered charity number 1054303.

in as 38-1 M-96  
02-04-96



Charity Commission, Woodfield House, Tangier, Taunton, Somerset TA1 4BL  
General Enquiries 01823 345000 Direct Line 01823 3415074  
GTN 1389

DR G OWEN  
DEPARTMENT OF GEOGRAPHY  
UNIVERSITY OF WALES SWANSEA  
SINGLETON PARK  
SWANSEA  
SA2 8PP

Fax 01823 341589  
Our Ref: DHJ/1054303/  
Your Ref:  
Date : 4 Apr 1996

Dear Dr Owen

CHARITY : GEOLOGISTS ASSOCIATION SOUTH WALES GROUP CYMDEITHAS  
Y DAEAREGWYR GRŵP DE CYMRU

REGISTERED CHARITY NUMBER: 1054303

I am writing to confirm that the charity named above has been entered in the Central Register of Charities.

The green wallet accompanying this letter contains a number of leaflets which each of the charity trustees should read carefully so that they are fully aware of and understand their duties and responsibilities.

Also enclosed is a print-out showing this charity's entry in the Central Register including the date of registration. Please let me know if there are any inaccuracies in your entry. Charity trustees have a legal obligation, under section 3(7) of the Charities Act 1993, to keep us informed of any changes to this register entry or to their charity's trusts, and supply us with details of the changes.

All charities having an annual income of over £10,000 will receive an annual mailing from us requesting a copy of their accounts. Although charities with an income of less than £10,000 but more than £1000 will not receive a mailing from us, they will still be required to prepare and submit an annual return and an annual report. Further details of charity accounts can be found in leaflet CC51, enclosed in the wallet.


Please note that with effect from 1 December 1995 all registered charities with an annual income of over £10,000 must include on any documents appealing for funds and on a range of financial documents including cheques, invoices and receipts, a statement that the charity is a registered charity.

Yours faithfully,

Ann Marshaker  
David Hughes-Jones

RE 500

When replying, please quote our reference

 Printed on Recycled Paper

NB CC Register Index print not included here on account of several errors – see below for corrected version.

David Hughes-Jones  
Charity Commission  
Woodfield House  
Tangier  
TAUNTON  
Somerset TA1 4BL

Your Ref: DHJ/1054303

17 September 1996

Dear Mr Hughes-Jones

Thank-you for your letter of 4 April notifying us that the Geologists' Association South Wales Group has been entered in the Central Register of Charities.

At a recent Committee Meeting a couple of minor errors in the print-out were drawn to my attention.

1. The Rules adopted on 16 March 1996 give the title of the Society as "Geologists' Association - South Wales Group / Cymdeithas y Dacaregwyr - Grwp De Cymru." Please note the apostrophe in Geologists', the hyphen between Geologists' Association and South Wales Group, and a similar hyphen in the Welsh version. There is a circumflex in "Grwp", although I am aware that some word processors (mine included) cannot cope with this!
2. The Object stated in the Rules is "to advance the education of the public through the promotion and research of geology." This differs slightly from the wording on the print-out.
3. The telephone number you were given is actually a fax number: my telephone number is 01792-295141.

I enclose a marked-up copy of the print-out.

Yours sincerely

Geraint Owen.



Charity Commission, Woodfield House, Tangier, Taunton, Somerset, TA1 4BL

Direct Line 01823 34 } 5449  
GTN 1389 }  
Fax 01823 34 } 5003  
GTN 1389 }

Dr G Owen  
Department of Geography  
University of Wales Swansea  
Singleton Park  
Swansea  
SA2 8PP

Our Ref: ELG/1054303/DF695/RME

Your Ref:

Date: 26 September 1996

Dear Dr Owen

**GEOLOGISTS' ASSOCIATION - SOUTH WALES GROUP**

Thank you for your letter of 17 September 1996, which pointed out several errors in the Central Register details for the above charity.

I confirm that our records have now been amended accordingly. I enclose a new screen print out for your information.

If you have any further queries, please do not hesitate to contact me at the above address.

Yours sincerely

Emma Gamlin

*When replying, please quote our reference.*

*For general information enquiries telephone 01823 345000*

*More Information about the Charity Commission is available at our World Wide Web Site,  
find us at <http://www.charity-commission.gov.uk>*

Registered Number	1054303	Main Name	GEOLOGISTS' ASSOCIATION-SOUTH WALES GROUP CYMDEITHAS Y DAEAREGWYR- GRWP DE CYMRU		
Old Name	GEOLOGISTS ASSOCIATION SOUTH WALES GROUP CYMDEITHAS Y DAEAREGWYR GRWP DE CYMRU				
Date of Registration	03/04/1996			Date of Last Amendment	25/09/1996
Governing Instrument	RULES ADOPTED 16 MARCH 1996				
Area of Benefit	NOT DEFINED				
Civil Area(s);	County		District		Place
1	WALES				
Registration Status	REGISTERED			Charity Category	STANDARD
Charity Type(s);	SERVICE PROVIDER				
Object Codes	Description				
822.00	TO ADVANCE THE EDUCATION OF THE PUBLIC THROUGH THE PROMOTION AND RESEARCH OF GEOLOGY				
Income	2508	Accounts to be Submitted	Y	Financial Year of Last Accounts	1995
				Financial Year Ends	28/02
Correspondent;	Name	DR G OWEN	Address	DEPARTMENT OF GEOGRAPHY	
	Status	SECRETARY		UNIVERSITY OF WALES SWANSEA	
	Telephone Number	01792 295141		SINGLETON PARK	
				SWANSEA	
			Postcode	SA2 8PP	
Inland Revenue Reference					
Bank Details;	Name	LLOYDS BANK PLC	Address	PO BOX 95	
	Branch	QUEEN STREET		31 QUEEN STREET	
	Sort Code	309691		CARDIFF	
	Account Number	1548038			
	Account Name	GEOLOGISTS ASSOCIATION SOUTH WALES GROUP			
			Postcode	CF1 4LP	

The Group operated under these Rules for the following 14 years, to 2010, and beyond.  
Each year it submitted the required Annual Return to the Charity Commission (see unscanned documents in section P of the lever arch files).

# SAFETY

Safety has been a topic of concern for the Group, especially the committee, for many years. At least as early as 1977, if not earlier, the committee decided to make enquiries concerning the legal obligations of the Group during field excursions, and the purchase of safety equipment.

Concern became more focussed during the late 1990s, amongst wider concern about safety and policies especially for field visits, within an increasingly litigious society.

So, around 1998 the Group expressed concern about a safety policy for running field trips. Following further deliberations, in May 1999 several measures were discussed. After more deliberations, on 1 February 2001 the Group adopted a **Fieldwork Safety Policy** and **Fieldwork Safety Code.**, with the particular aim of averting and minimising risk on field meetings. There was to be continued monitoring of its effectiveness.

It was decided that the Safety Code should be printed on a summer field meetings programme card. This would emphasise the potential risk of fieldwork and the need for people to take responsibility for their own safety. This procedure would also ensure that all members received the safety advice. So, in 2001, the first summer membership card was issued, with a summary of the Fieldwork Safety Code included on it.

Also, the Group printed the Safety Policy and Code as a flier, distributed to all participants at the start of each field meeting and read out, with further safety advice specific to that venue identified by the field leader. A field meetings attendance book was started and signed by each participant at the start of each field meeting to ensure that the Group knew who was present. A responsible person, preferably a committee member, was to be designated as a back marker for each field meeting. And (following problems with children on at least one field meeting), children under the age of 14 were to be accompanied by an adult, responsible for their behaviour, since raised to 16.

In the autumn of 2001, following Health and Safety Commission advice, which had recently stressed that safety matters should be the concern of all trustees, and recommended that charities appoint an individual with special responsibility for such matters, it was agreed to consider this, and to review safety matters annually (a legal requirement from at least 2001).

Since then, safety matters and the Policy and Code have indeed been reviewed annually: in the autumn, the year's field visits and other events are reviewed and any problems, and potential problems, are noted; in the spring, the Policy and Code are reviewed and any action needed for the summer field visits is noted. Arising from these, from time to time, amendments to the Policy, the Code, the field meetings attendance book and other procedures have been made.

For the most part, the Safety record has been excellent, and the system has worked well.

One matter that has caused particular concern has been the need, or otherwise (because there are few volunteers if at all for this), for a trained first aider on field visits and for a Group first aid kit.

All deliberations and decisions, and they are numerous, can be found in the computer file

## **H COMMITTEE AGENDAS and MINUTES 1960-2010**

(not included in the www archive)

The Fieldwork Safety Policy item 7 was amended on 18 May 2009 to

**"Children under the age of 16 must be accompanied by an adult, who will be responsible for their behaviour."**

# FIELDWORK SAFETY POLICY

*Adopted by the Committee, 1 February 2001*

**The Committee will endeavour to ensure that these guidelines are followed for all field meetings organised by the Group.**

## **Planning and preparation:**

1. **Field meeting leaders** will be sent a copy of this safety policy when they are invited to lead a field meeting, and will be encouraged to consider specific safety issues to be announced at the start of the field meeting.
2. A basic **safety code** (the first half of the code overleaf) will be printed on the summer field meetings **programme card**, which will be sent to **all** members.

## **Procedures at field meetings:**

3. A responsible person, preferably a committee member, will be identified at the start of each field meeting as the **field meeting co-ordinator**. Their role will be to liaise with the field meeting leader, to look after the field meetings attendance book and to act as, or designate another responsible person to act as, a back marker
4. The safety code (overleaf) will be distributed as a flier to all participants (including non-members) **at the start of each field meeting**. The safety guidelines will be read out by the field meeting co-ordinator, who will then introduce the field meeting leader, asking him or her to outline any further safety advice specific to that venue.
5. A field meetings **attendance book** will be signed by each participant at the start of each field meeting. Anyone leaving a field meeting before its termination must inform the field meeting co-ordinator and sign the book. Any safety issues that arise during a field meeting, such as safety incidents, or potential problems that need attention, can be recorded in the attendance book.
6. A **back-marker** will be designated at each field meeting and will be expected to inform the field meeting co-ordinator as soon as anyone appears to be missing.
7. **Children** under the age of 14 must be accompanied by an adult, who will be responsible for their behaviour.

## **Ongoing safety monitoring and improvement:**

8. Group members should be encouraged to obtain and bring their own **safety equipment** - safety helmets, goggles if hammers are to be used, reflective jackets and steel-toed boots. The group will, however, continue to provide such equipment where it is required.
9. The Committee will endeavour to ensure that each field meeting is attended by someone with **first-aid** training, equipped with an emergency **first-aid kit** and a **mobile phone**.
10. The effectiveness and appropriateness of the Safety Policy and Code will be regularly **monitored** by the committee.

01/02/2001

# FIELDWORK SAFETY CODE

Participants should be aware that geological fieldwork is a **potentially hazardous** pastime.

All participants in field meetings organised by the Geologists' Association South Wales Group are expected to take **all reasonable precautions** to ensure the safety of themselves and other participants, and to behave in a responsible manner at all times.

**All participants must follow the Fieldwork Safety Code, as well as any further instructions given before or during a field meeting.**

## **Please read these instructions carefully**

- A **field meeting coordinator** will be identified at the start of each field meeting. Any safety issues that arise during the meeting **must be reported** to that person.
- All participants must sign the **field meetings attendance book** at the start of each field meeting, which will be held by the field meeting coordinator. Anyone leaving before the termination of the meeting **must** inform the fieldwork coordinator and sign the attendance book **when they depart**.
- **Children** under the age of 14 **must** be accompanied by an adult, who will be responsible for their behaviour.
- All participants should be **dressed appropriately**, including sensible footwear and warm, waterproof clothing, and taking into account likely weather conditions.

**On all field meetings participants should be aware of the following:**

- ◆ Beware of slippery or loose rocks, scree and slopes. Never climb rock faces.
- ◆ Keep away from the edges of cliffs and other steep drops. Never stand under overhangs or on them.
- ◆ Do not throw stones.
- ◆ Always wear a safety helmet in quarries or near cliffs. Do not interfere with machinery.
- ◆ Be aware of traffic when near roads.
- ◆ Do not hammer rocks more than is necessary, and always wear goggles when hammering rocks.
- ◆ Be aware of other people around you and consider their safety as well as your own.
- ◆ Do not enter caves or mines unless under proper supervision.
- ◆ Do not drift away from the group. **Obey all instructions given to you.**

# Field Meetings Attendance Book

**Date:**

**Venue:**

**Leader:**

**Number present:**

**Co-ordinator:**

**Co-ordinator's signature and time at end of meeting:**

**All participants must complete their name, address (if not a member of the GA South Wales Group) and signature below at the start of the field meeting.**

**Your signature indicates that you have read the Group's Fieldwork Safety Code and will follow the instructions given to you.**

<b>Name (IN CAPITALS)</b>	<b>Signature</b>	<b>Address &amp; phone number (if <u>not</u> a member)</b>	<b>Signature and time if leaving before end</b>

**Co-ordinator's comments:**

## 42.4.4/51.1.1

Geologists Association - South Wales Group

Cymdeithas y Daearegwyr - Grŵp De Cymru

# FIELDWORK SAFETY POLICY

*Adopted by the Committee, 1 February 2001, amended 18 May 2009*

**The Committee will endeavour to ensure that these guidelines are followed for all field meetings organised by the Group.**

### **Planning and preparation:**

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01/02/2001//18/05/2009



# FIELDWORK SAFETY CODE

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Please read these instructions carefully


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  - ◆ Do not throw stones.
  - ◆ Always wear a safety helmet in quarries or near cliffs. Do not interfere with machinery.
  - ◆ Be aware of traffic when near roads.
  - ◆ Do not hammer rocks more than is necessary, and always wear goggles when hammering rocks.
  - ◆ Be aware of other people around you and consider their safety as well as your own.
  - ◆ Do not enter caves or mines unless under proper supervision.
  - ◆ Do not drift away from the group. **Obey all instructions given to you.**

# INSURANCE

In 1992, amongst wider concern about the need for insurance, the Group, after investigation, took out its first insurance cover in November, through a broker, providing £1million public liability cover for a premium of £150 from 2 February 1993. Field trip fees would more or less cover the premium.

In autumn 1995 the national GA in London arranged an umbrella scheme for Local and Affiliated Groups through the Zurich Insurance company. At a cost of £25pa for public liability cover, the Group joined this scheme. Over the following years, various queries about exactly what was covered, who was covered and where, were all raised.

This insurance scheme has been used continually since then, annual premiums paid, cover from 1 August to the following 31 July. Over the years, the documentation has increased; the most important document has been the "TO WHOM IT MAY CONCERN" letter - example for 2009-2010:



**The Geologists' Association**

Burlington House  
Piccadilly  
London  
W1J 0DU

**JULY 2009**


**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

**SOUTH WALES LOCAL GROUP  
Zurich Insurance  
Policy No. XAO 122015-4493**

Please accept this letter as confirmation that the above society hold a combined Ancillary Policy with the Zurich Municipal Insurance Company with a limit of indemnity of £5,000,000 the Policy number is Zurich Insurance Policy No. XAO 122015-4493 and all premiums are paid to the next renewal, which is 30<sup>th</sup> July 2010.

Yours sincerely,



Sarah Stafford (Mrs)  
Executive Secretary

Registration Charity No: 233199  
Tel: 020 7434 9298 Fax: 020 7287 0280 Email: Geol.Assoc@btinternet.com  
www.geologistsassociation.org.uk