

APPENDIX 4

Keeping a Grip of Things.

With so many different people and clubs involved, it was essential to have good communications and to maintain firm control of finances and activities. The following brief notes of how this was done may be useful for organising other expeditions.

1. Cash.
 - (a) A Current Bank Account was established.
 - (b) A Deposit Account was used to accrue interest on cash between receipts and payments.
 - (c) An Account Book was kept as a separate and more up-to-date check on the Bank Account.
2. Records.
 - (a) A Filing System was used to retain correspondence and useful information.
 - (b) A Diary of events was kept.
 - (c) A simple database of personal details was kept.
 - (d) A Hardbacked A4 Notebook was used with pages allocated to contain the Accounts, Diary, Personal records, etc. This was carried everywhere as the main data source.
3. Communications.
 - (a) Regular meetings were held to discuss ideas, etc.
 - (b) Practice meets were organised.
 - (c) Newsletters were circulated regularly.
 - (d) A Tally Board was used to track trips underground.
 - (e) A Camp Notice Board was used to relay messages.
 - (f) A Telephone was used from the entrance to Camp1. which was regularly manned from a tent on the grassy ledge nearby. Contact with Base Camp was by runner as C.B. radios would not work because of the trees.
4. Tackle.
 - (a) A Tacklemaster was appointed.
 - (b) All ropes were labelled with pitch name and length.
 - (c) A Stores Book was used to track equipment movements.