

## MCG Committee meeting minutes October 2019

Present: Bill Chadwick, Doug Harris (part time), Dan Mathews, Miranda Litchfield and Nicky Pearce.

New/Updated Matters:

1. **ACTION** Doug H to get a quote for replacement bunk mattresses from Jeremy Gilson. We need to confirm the exact mattress size required. We have a previous quote of £140 + VAT each for hostel grade sprung interior mattresses. If necessary, we may ask members to dispose of the existing mattresses one each. Tom H has previously offered to enquire if second-hand mattresses might be available from his place of work.
2. On behalf of the membership, the committee request that the cottage warden obtain a quote for dividing the existing communal shower into two cubicles (with the 3<sup>rd</sup> shower being removed) **ACTION** Doug H. Apparently, this is the modern way and a feature of most other caving huts nowadays. The cubicles need to permit private undressing and showering without stowed clothes getting wet. This change should improve the attractiveness of our accommodation to guest groups. A third, ladies only shower will be provided following the conversion of the existing Tackle Store.
3. In response to our Fire Risk Assessment, the battery charging area in the back lobby has been cleared, made fire-proof and labelled as the only area that should be used for charging batteries. The wall shelf above the cupboard has been removed and the sockets rewired into a single row (10 outlets) – many thanks Steve Church.
4. Steve Church has completed some PAT testing – **ACTION** Doug H, is there more to do? Steve has kindly offered to replace (at MCG's cost) any remaining dim and slow to start light bulbs with bright LED ones.
5. We need a long-term, large-volume online archive for MCG documents and photos. The consensus is that the use of a Cloud based service will outlive storage on CDs, DVDs, HDDs, USB Sticks etc – provided we keep paying the bill. Bill C, Andy H and Tanya S are working on redaction of the Newsletter archive (to make it suitable for public viewing). Charlie Allison has volunteered to work with the Yahoo Group photo archive. All this material will eventually be stored in the Cloud where it can be referenced from the club's web site. Chris Barrington, in his professional capacity, suggested that the most appropriate provider would be Drop Box. The committee endorse this choice. **ACTION** Bill C and Tom H will endeavour to sort out the necessary account – if payment requires the use of a credit card, that might be difficult.
6. **ACTION** Dan M is to procure new SRT rope (Petzl Club 10mm), rope slings and two replacement lifeline pulleys. Any cheque needed to pay for these can be obtained by Dan M from Tom H. The preferred supplier is A Sparrow.
7. The committee are encouraged to research what soft furnishings might be available to replace our existing lounge furniture which does not possess modern fire safety labels. Furniture of similar modular 2/3 seat, armless design is required. It needs to be easily movable and provide the same number of seats. However, one seat space may be given over to a cupboard for the storage of games etc to avoid cluttering the library. We discussed

using storage boxes under the 8 room beds for further accessible storage space – post meeting I think this may not be appropriate from a fire risk point of view.

8. **ACTION** Bill C and Doug H need to determine how often we need to conduct a Fire Risk Assessment.
9. Jason Cardwell proposes to donate a gas meter (CO<sub>2</sub>) to the club. It was suggested it be stored in the SRT cabinet with the combination lock on that being re-programmed or replaced (**ACTION** Dan M).
10. Due to the difficulty in convening Committee meetings at the MCG cottage, we plan to try a Skype meeting on a Wednesday evening. **ACTION** Bill C to investigate and set up a trial.
11. **ACTION** Nicky P is to get catering quantities for the 2019 Xmas dinner from Jackie Murch.
12. **ACTION** Nicky P is to try and obtain a talker about for next year's AGM dinner (she has a suitable contact line up). Proposed AGM dinner venues for Nicky P to check out include: Wells Golf Club, The Mendip Inn, The WellsWay and the Swan Inn in Wells. We are looking for sub £30 per head and around 50 seats. The AGM and dinner will be on the 18<sup>th</sup> April 2020.
13. Thanks to all for their hard work on the cottage at the October work weekend. A very good turn-out with much cleaning, repair and improvement work completed.

Previous Matters outstanding:

1. **ACTION** Doug to ask Russ if we can turn the heating off between say May and September.
2. Folk have asked for some racking in the drying room for kneepads etc. Doug suggested using some perforated trunking material that we have. **ACTION** Doug to see what can be done.
3. **ACTION** Dave L to make a list of the out of date documents on the web site with a view to deletions and updates.
4. DL has written down the role of the web site manager. The credentials for accessing the web hosting have been copied and placed in the Fire Safe. **ACTION** Bill to check that at least one other committee member can update the web site.
5. Nicky had offered to write/update our protection policy as she has some experience in the matter. **ACTION** Nicky P.
6. **ACTION** BC to liaise with the Doug about a date for changing the key-safe number. The key-safe is the normal way for guest groups to get access to the cottage.

