

Minutes for meeting 4 June 2020 Committee Pre-Virtual Social Chat

1, Attendees Bill (BC), Tanya (TS), David (DL), Tom (TH) & Nicola Pearce (NP)

2, Caving Restart

Further discussion. Nothing really changed. Need to prepare cottage for reopening. Close Kitchen. Keep Tackle store closed? – no decision. Jason is working to get supplies. Paper towels, hand sanitizer, wipes, signage etc.

Bill will make statement at Virtual Social.

Need to check with other clubs.

3, Action Points from 17 May 2020 Meeting

Action 1 – Statement to members. Reiterate Cottage Closed, and tackle store is disabled and to Check with Committee. Discussing strategy for reopening. – BC – Email List, Facebook, and Yahoo

Action 2 – DL - Booking System. - Complete

Action 3 – All – Discuss reopening plans via email – Cottage & Kit, Booking etc. Lead by NP & DL - Complete

Action 4 – JC – Look into sanitising cottage supplies - Ongoing

4, Action Points from 23 April 2020 Meeting

Action 1 - DL to dispose of old Printer.

Action 2 – BC/DL to advertise scanner functionality.

Action 3 – New Sign for Tackle Store – DL

Action 4 – Sign for SRT rope store to ensure only SRT rope is put there - DM

Action 5 – DL to update email addresses (Complete)

Action 6 – DL to add a note of thanks to Jason for fixing the loo and Mark and Jason for the new log store in the bulletin. (complete)

Action 7 - TH to finish updating New Members Guide

Action 8 – DL to confirm rules for BCA guest/new cavers (Complete)

Action 9 - TH is to ask Wendy Williams how literally these BCA rules should be followed and how other clubs do it.

Action 10 – DM to buy new lights

Action 11 - New cottage Warden to look at Shed door options and liase with Brian, Keith etc

Action 12 – Someone (BC?) to arrange UF Leaders meeting to discuss questions from DL, Leader assessment and any other matters.

Action 13. TH to locate Officer Roles. (Complete – everyone who has one to forward to TH)

Action 14. Someone (DL?) Advertise role of Conservation Rep / CCC Rep

Action 15. New librarian to use SSD or memory stick to back up data (TS will look at)

Action 16 - BC & New Cottage Warden need to determine how often we need to conduct a Fire Risk Assessment. (JC – ongoing)

Action 17 - DL to make a list of the out of date documents on the web site with a view to deletions and updates.

Action 18 – Someone (BC?) to advertise that volunteers required to go through newsletters to help with redaction of personal details.

Action 19 - NP to update child protection policy.

Action 20 - BC to liaise with the Cottage warden about a date for changing the key-safe number.

3. To Discuss (Matters not covered sufficiently from APs above):

1. Mattresses – **Onhold – £50 vs £120, more expensive are wipable. Review before cottage. Reopening – AP BC**
2. SRT Scaffold Tower – **Ongoing. Issues over planning permission, we don't think this is an issue. BCA Public Liability – DM – not an issue if built according to BCA guidelines. Drop test required once a year. – Draft a proposal**
3. CIO Constitution – **Ongoing**
4. MCG Update/Bulletin. – **Complete**
5. AGM Dinner – **On Hold**

Rebooked for September.

6. Logs – ongoing – JC – Mark Edwards can supply.

Still need more logs.

7. Charterhouse Permits – **On hold review in Autumn in time for renewal.**

Need to decide process of Charterhouse permits as we probably don't need to send out 120 out if they are not all used. We should retain signed copies of annual Charterhouse permits, Graham Price says for 7 years.

8. Tackle Store and New Shower - **Ongoing**

We need to progress the remaining work on the new shed. Both doors are in a poor way (warped) and may need replacing. Shower proposal may not meet building regs.

9. Shower – Ongoing Discussed above

A quotation for around £1200 has been obtained for shower cubicle partition and doors. Russ has looked at what is proposed – personally he thinks the cubicles would be a bit narrow but would be happy to fit them if the committee agree to proceed. ACTION Doug H to laise with Russ Porter and explore the possible use of second hand parts.

4. AOB

Last Meeting Meeting Minutes for Reference

MCG Committee meeting minutes 23 April 2020

Present: Bill Chadwick, Nicky Pearce, Dave LossI, Dan Mathews and Tom Harrison.

10. Printer - **Ongoing**

The old printer has been replaced, but still needs to be disposed of. DL offered to do this. BC advised that the new printer has an HP app that can be used with the camera on your device in place of a scanner. TH asked if we could advertise this functionality for members to print surveys etc.

ACTION 1 - DL to dispose of old Printer.

11. Mattresses – **Onhold – Review before cottage Reopening**

Both mattresses have been slept on and the differences were negligible so the committee agreed to purchase the replacements from 'The Sleep People' for £52.50 + VAT. This should take place closer to 'reopening' of the cottage.

12. SRT Rope Storage - **Ongoing**

We discussed the SRT rope storage issue. We agreed that anyone could injure themselves on any kit that we have in the store if used incorrectly. It was noted out that we have a sign off system for ladder and line that then gives full membership and access to the tackle. However, it was also pointed out that we do not sign people off for SRT anymore as no one is 'qualified' to do this. NP suggested that with an SRT tower we would have the means to assess competency, but we still have a problem with who makes this assessment. DL pointed out that sometimes people are given the code to put rope away etc. so the current system is flawed anyway.

All equipment should only be used by members who are competent in using it. Therefore, access should not be restricted to a limited number of full members when we don't really have a system in place to sign people off as competent. It was therefore decided that the lock be removed from the SRT store, but a sign to be put up on the tackle room store to warn of risks and SRT rope store should be marked to ensure SRT rope is only put in it.

Action 3 – New Sign for Tackle Store – DL

Action 4 – Sign for SRT rope store to ensure only SRT rope is put there - DM

13. SRT Scaffold Tower – **Ongoing**

With regard to the erection of an SRT scaffold tower, the committee agreed that whether to proceed or not should be the subject of an AGM vote as there are conflicting opinions amongst the membership.

14. Card Reader Payment Device - **Ongoing**

Card reader and iPad at cottage and successfully used. Need to ensure that data is correctly recorded. BC potentially long term might look at an App to assist with this. Jason C will install arm in kitchen to mount device.

15. Gift Aid – **Ongoing**

Only a few gift aid forms received. TH will attempt to reclaim some money.

16. CIO Constitution - **Ongoing**

Jon Roberts giving up signatoryship and TH will take over as signatory. Everything else is still ongoing.

17. MCG Update/Bulletin. - **Ongoing**

Dave L has now sent out two monthly MCG Bulletins by email. DL is putting together another with words about current situation which TH. DL will send a note out for some content, he also proposes to get some more club tshirt/sweatshirts and hoodies. TH suggested there are other designs made previously, by Russ. So DL will contact to get some info.

DM joined the meeting.

18. AGM Dinner – **On Hold**

Rebooked for September.

19. Committee Changes -**Ongoing**

Doug Harris has formally resigned, Jason Cardwell is taking over. Tanya Sparey is to replace Miranda Litchfield as Librarian. Both changes were due to be voted upon at the AGM, however in the interim, both Doug and Tanya need to be co-opted. All 5 Committee members present voted unanimously

Action 5 – DL to update email addresses for new committee members

20. Logs – ongoing / Log Store - **Closed**

Still need more logs. Doug H has offered to supply some. Mark Edwards and Jason Kirby have completed log store.

21. Toilets - **Closed**

Jason Kirby has offered to replace the flush mechanism on the toilet with the sink – for a fast fill and two-level flush. Cost approx. £20. Offer accepted by the committee.

Action 6 – DL to add a note of thanks to Jason for fixing the loo and Mark and Jason for the new log store in the bulletin.

22. New Members Process - **Closed**

Dave L has worked on a new full membership process involving both caving competences as well as use of the MCG cottage, Tackle Store, MCG History, MCG Purpose etc. Probationary members are to have a paper check list that must have all sections signed off by a full member before voting in as a full member by the committee. New members guide to be completed.

Action 7 - TH to finish updating New Members Guide

23. BCA Insurance for guest cavers - **Ongoing**

For the BCA we must record the Names and Addresses of people caving as MCG Guests and inform BCA annually of all guest trips - we need to find a practical way of doing that. Guest BCA insurance can only be used for 17 days. To comply with this, we propose that new cavers will have to join the BCA and MCG before their second trip with MCG.

Action 8 – DL to confirm rules for BCA guest/new cavers

Action 9 - TH is to ask Wendy Williams how literally these BCA rules should be followed and how other clubs do it.

24. Charterhouse Permits – **On hold review in Autumn in time for renewal.**

Need to decide process of Charterhouse permits as we probably don't need to send out 120 out if they are not all used. We should retain signed copies of annual Charterhouse permits, Graham Price says for 7 years.

25. Lights - **Onhold**

It was agreed that Dan M should buy three new Petzl lights for our beginners' helmets (using primary cells). No point until lockdown over.

Action 10 – DM to buy new lights

26. Tackle Store and New Shower - **Ongoing**

We need to progress the remaining work on the new shed. Both doors are in a poor way (warped) and may need replacing. Shower proposal may not meet building regs.

Action 11 - New cottage Warden to look at Shed door options and liase with Brian, Keith etc

27. Upper Flood Leaders - **Ongoing**

DL has got some trainee leaders and training has commenced. Discussion about where not to go. Lower age limit for an Upper Flood leader, BC can't find one. Not sure when last UF leaders meeting was held.

Action 12 – Someone (BC?) to arrange UF Leaders meeting to discuss questions from DL, Leader assessment and any other matters.

Previous Matters outstanding:

28. Shower – Ongoing Discussed above

A quotation for around £1200 has been obtained for shower cubicle partition and doors. Russ has looked at what is proposed – personally he thinks the cubicles would be a bit narrow but would be

happy to fit them if the committee agree to proceed. ACTION Doug H to laise with Russ Porter and explore the possible use of second hand parts.

29. VAT for Charitys - **Closed**

Completed, we only pay 5% on Gas, so nothing further we can do.

30. Officer Role Descriptions - **Ongoing**

We need to try and find the Officer role descriptions that were produced. TH thinks he knows where they might be.

Action 13. TH to locate Officer Roles.

31. CCC Rep/ Access and Conservation Rep - **Ongoing**

MCG must attend the next meeting of the Charterhouse Caving Company – to ensure we remain as key holders. Need a new rep. Someone Local.

Action 14. Someone (DL?) Advertise role

32. Long Term Storage of Data - **Ongoing**

We need a long-term, large-volume archive for MCG documents and photos. Professional DropBox turned out to be £21 per month for 3 users – too expensive we think. We now propose to fall back on memory sticks in our fire safe. The job of putting redacted copies of the Newsletter on line publicly on our web site is ongoing. Charlie Allison has managed to download all the photos from our Yahoo group before Yahoo deleted them. Since its hard drive failure, there are no club documents held on the library PC.

Action 15. New librarian to use SSD or memory stick to be used to back up data

33. New (second hand) Furniture - **Ongoing**

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. Jason Kirby might have a lead.

34. Fire Risk Assessment – **Ongoing**

Action 16 - BC & New Cottage Warden need to determine how often we need to conduct a Fire Risk Assessment.

35. Old Documentation/ Newsletter Archive - **Ongoing**

Twenty Years of Newsletters redacted so far.

Action 17 - DL to make a list of the out of date documents on the web site with a view to deletions and updates.

Action 18 – Someone (BC?) to advertise that volunteers required to go through newsletters to help with redaction of personal details.

36. Protection Policy Review - **Ongoing**

Nicky had offered to write/update our **protection** policy as she has some experience in the matter.

Action 19 - NP to update protection policy.

37. Key Safe Change **Ongoing**

The keysafe is the normal way for guest groups to get access to the cottage.

Action 20 - BC to liaise with the Cottage warden about a date for changing the key-safe number.