

Mendip Caving Group.

Committee Meeting 26/10/2020

Present

Bill Chadwick
David Lossi
Richard Carey
Nicky Pearce
Mark Edwards
Jason Kirby

Apologies

Dan Matthews

Minutes of Last Meeting

Proposed as correct and confirmed by vote

Matters Arising

Action	Who	NOTES
Updated guidance on hut use with latest Covid guidance	BC	Completed
Update Home page	DL	Completed
To put items back in the kitchen like pre Covid	DL/ AH	Completed
ALL- Officer roles- write up Job Description -	ALL	Treasurers role received. Remaining roles to be done
David- Out of date documents-	DL	All these files are now on the website, but hidden. DL to work through and pass on for checking where necessary, eg, Fire Alarm Guide to Jason.
Bulk upload to website for newsletters to investigate- consider external hosting-	BC	Bill to explore
Jason- Shed door warped	JK	To be sorted
Additional Phone has been provided and splitter supplied	JK	Purchased, Just needs installing
Dan Matthews, Mike Moxon, Mark Edwards to do fire warden assessment so they can test		Approved
All other written elements of fire risk are now up to date	NP/JK	Completed
Illuminated Fire exit sign back door mains with battery backup JK		Completed
5kg CO2 fire extinguisher for battery charging area- JK	JK	Purchase approved, Jason to action
Fire door strip to be installed	JK	No Longer necessary, as confirmed on last inspection.
JK to provide list of items to be completed over the month of October by members	JK/NP	

Request from diggers for scaffolding purchase to be put to AGM	BC	Tom/Bill to establish quantity/cost and then come back to the Committee for approval
Tom to record and access how Covid spends have been spent	TH	Largely done. Point made that the £25K does not need to be spent on items directly related to Covid – but the Committee reiterated that we should try to spend it locally where possible.
Battery maintenance and review using AA for new helmets	DM	1. Battery charger currently in X cupboard. Needs to be in charging area (DL) 2. Lamp use instructions need copying/laminating and placed in Charging area (DL) 3. Have a plastic tub in the helmet cage marked Charged Lamps. Anyone using a lamp TAKES OUT the battery and puts in on charge during their trip, and uses a charged battery from the box. On return from the trip leave the depleted battery in the lamp and put the charged battery in the box
mail Mendip Inn	NP	Completed. Nicky noted that there had been no response of thanks
Email Ed and Tom re winner	NP	Completed
Buy firewood	JK	To be done
Get up to date Mattress quote and buy	BC	Bill to chase
Buy Lounge furniture	JK	Done

Agenda Items

1, Committee approval for new member application - Justin Harris, and full member upgrade for Nick Thorn and Wilf Harrison.

Approved.

It was noted that new member applications can be approved by Mark on receipt of a completed application form, without waiting for full Committee approval.

2. The Bulletin - will it still be needed? if it is will it be monthly or an irregular communication? Who will edit if it continues?

The Bulletin will just be used for occasional Club updates and passing on administrative details that affects all club members eg Covid info

3. Committee Role Descriptions. There is still only one on the website - Caving Sec. Can we set a deadline date for the rest?

Treasurer Role description received for Tom. Can Committee Members get a role description to DL before the next Committee Meeting

3. BCA Insurance. We are now compliant with the BCA regs for prospective members (4 trips covered for free)- but Jason has been raised the point that members may not realise that if they take friends or family the same regs apply. Do we need to make members aware of this and get them to record their guest trips on the same log as prospective members?

Family and friends of Members need to record trips.

Under 18s have free insurance, so recording if under 18 on the BCA log will need to be added.

The location of the BCA log will need to be made prominent, and members updated on the requirement to complete the log (DL)

4. The Committee decided to make Members Weekends "members Only". Mark raised the point, does this exclude prospective members as he intends to start contacting and arranging trips for prospective member enquiries, and our standard email invites them along to club weekends.

Prospective members can come along for the day, but cannot stay the night on Members Weekends.

5. Double glazing quotes

Jason obtained 3 Quotes, the cheapest was by a local company nr Radstock who did the upstairs windows for £5,488. The committee approved that Jason signs an agreement with the company ASAP to get things rolling. New windows/doors should be in by January latest.

Windows:-

Tackle room

Changing room

Toilets

Lounge

Kitchen

Doors:-

Kitchen door

Side door to wash area

6. Fire risk assessment, purchase of further mattresses

Covered in Matters arising

7. Actions from the AGM - Student accommodation, CIO work restart

With regard to Covid

The Committee felt that help with student visits should be limited to allowing access to the wash-down area. No access to the cottage will be permitted. (BC to inform)

8. What do we do about Covid Tier's and our booking system? Should we exclude Tier 2 & 3 from visiting the cottage?

BC and TH to clarify the current situation.

It is felt that Tier 2 and 3 Members should probably not visit the club.

DL to add a Tier Status question the Booking Form.

A.O.B.

1. Cleaning - The Cottage does not seem to be cleaned carefully enough on 2 counts. A. the general level of mud downstairs and in the sinks. B The low level of surface cleaning would indicate that the "deep Cleaning" for Covid is probably not being observed. A reminder about the need for careful cleaning to go out in the next Bulletin (DL)
2. Cottage Keys - No keys left, 10 to be cut (JK). Only 5 Fobs. 10 to be ordered (BC)
3. Cash Flow - Tom observed we will about £2,000 down per year because of fewer bed-nights, and this is likely to continue for some time. Bill proposed that we ring fence £6,000 (£2,000 per year for 3 years) to cover this shortfall. It means that we can spend £2,000 per year if needed to cover cottage essentials such as utility bills and maintenance.
4. Relationship with neighbours - Tom and Jason have had friendly discussions, and the Committee approved the purchase of bottles of whiskey for a Christmas present, re establishing a goodwill tradition that had lapsed (TH)

ACTION POINTS FOR THE NEXT COMMITTEE MEETING

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Buy firewood	JK	To be done
Get up to date Mattress quote and buy	BC	Bill to chase

The location of the BCA log will need to be made prominent, and members updated on the requirement to complete the log	DL	Via Bulletin
The committee approved that Jason signs an agreement with the company ASAP to get things rolling	JK	
Student access to wash-down, but not the cottage	BC	
BC and TH to confirm the current situation regarding Members in Covid Tiers 2&3 visiting the cottage	BC/TH	
Add a Covid Tier Status question to the Booking Form	DL	Done
Cleaning reminder to members via a Bulletin	DL	
Xmas whiskey for the neighbours	TH	

Minutes: David Lossi 27/10/2020