

Mendip Caving Group Committee Minutes

14.9.20

Present David, Bill, Jason, Andy, Nicky and Dan

Apologies Tom, Tanya

Agenda

From the last minutes

Clarity on what Dave was suggesting= which was that when a proposal is being made, the actual wording is agreed to allow clarity on what was being asked and time to reflect before making a decisions. Then a proposal and a seconded and then the vote

1. Approve August committee meeting minutes- **unanimous**
2. Review actions from Previous minutes.

David to publish 9/7 minutes to website	completed
Bill to summarise important points for members area	Superseeded
Bill to request Wardens to book as day visitors inc. guests in notes	completed
Dan- 3 small tackle Bags	completed
From 9/7/20 All other previous actions complete	completed
Dan- New caving Lights	completed
: Jason- Shed door warped	ongoing
Bill- Upper flood issues to be resolved with Dave Lossl	No concern
ALL- Officer roles- write up Job Description -	ongoing
David- Out of date documents-	ongoing
Bulk upload to website for newsletters to investigate- consider external hosting-	ongoing
Tom to purchase Somerset Underground for library 2 copies	completed
Re Furniture, JK to update cost with modular armless option and check quality	completed
Additional Phone has been provided and splitter supplied	Partially completed
Tanya to add box under library desk for quarantine	completed
David to update Covid guidance	Completed, ongoing as required
Bill to share draft AGM/EGM Agenda	completed
Nicky to update change date of Mendip Inn for AGM dinner	Cancelled due to Covid updates
Dan Matthews, Mike Moxen, Mark Edwards to do fire warden assessment so they can test	ongoing
All other written elements of fire risk are now up to date	Needs updating again due to new Covid rules
Illuminated Fire exit sign back door mains with battery backup JK	Ongoing

5kg CO2 fire extinguisher for battery charging area- JK	ongoing
Fire door strip to be bought	completed
Fire door strip to be installed	Ongoing
JK to provide list of items to be completed over the month of October by members	ongoing
Request from diggers for scaffolding purchase to be put to AGM	
Tom to record and access how Covid spends have been spent	

3. Confirm/ update Cottage use guidelines

Due to legislation changes of 14th September this has resulted in new changes, many which supersedes what was going to be discussed. So following the government guidance it:

Proposed to limit 6 overnight (this includes both bunk beds/ camping and campervans) and 8 day visitors, on the understanding that 2 groups (day and overnight) do not meet. BC proposed, DL seconded- unanimous

How this would work in practise was discussed and resulted in the following points:

- This allows those staying over, to get priority over the lounge and kitchen.
- There is still need to book to use the facilities.
- Priority will be given in a mix to those who live the furthest/ and use the hut least. Those who live locally who want to stay overnights will put on the reserve list.
- Re Booking, if someone who has booked they need to give a cancellation of at least 48 hrs, to allow those on the reserve list in. The no shows will be expected to pay.
- Reserve traditionally members weekend, for members only.
- Where a room has a booking, then people need to refer to booking calendar to see who is present and to seek agreement about sharing/ household bubble.
- Update guidance - BC
- Update home page- DL

4. **Consider workability of kitchen arrangements:** The suggestion to help minimise possibility of cross contamination in the kitchen by separating the crockery/ cutlery etc was sound though has not worked as in practise as items are all put back generally into one cupboard as there is confusion on whose washing up it was. Resulting in the next person going into every cupboard to find a mug. It was agreed to put the kitchen back as was pre Covid.

5. **-Should we be wearing masks.**- the guidance says in communal spaces yes, though in areas where there is drinking and eating- no. This was felt to be confusing and while we could emphasis it is good practise to wear masks would be difficult to police. It was felt that by restricting the number of people using the hut overnight to 6 it is hoped that this will ensure good social distancing to remove the need for masks.

6. **Should we emphasise caving over socialising-** it was felt by the restriction of numbers to 6 over night and the increase of 8 to day trippers, this will naturally happen.

7. **Feedback about being open.** It was noted that we have had mixed feedback about getting the hut reopen. Some have been very positive others less so.

8. **Consider whether to recommence novice trips and how to quarantine novice kit**
It was felt it was important to recommence novice trips, though it was noted:

- it would need to be well within their capabilities
- guidance about caving re Covid
- isolate kit for 72 hours
- raise awareness that a cave is not quarantined.
- Keep record 4 trips and then must pay BCA.
- Must record details for track and trace.

9. **Review charging process for new club lamps-** There are 15 batteries for 3 lights- takes responsibility for charging (timer needed) helmets (for agenda next time tackle security) DM to undertake regular checks/ maintenance (committee as well) Run from primaries, can get inserts to bring AA batteries

10. **AGM/EGM running details and agenda** as they are. Allowed, social distance. (AGM pre register) (how to vote- check with Tom. Voting by show of hands- in practise we have not, to do as on request. With Tanya's resignation, there is a vacancy for librarian (ME and RC have shown some interest). BC to advertise the role. Committee wanted to minute their thanks for the all the efforts Tanya has given the club.

11. **Dinner uptake and plans.-** cancelled due to latest Government guidance.
Proposed Due to Various requests to change the date of the AGM re Covid and a desire to support local business to not ask for the deposit of £100 back. BC/Np- agreed unanimous.
Np to email Mendip Inn

12. **Annual Awards**

1. (Knibbs,- literature contributions **Christopher Pearce**
2. Digging **Mike Moxon**
3. Trip reports (emailed Ed and Tom for response- NP)-**Tanya**

13. **Firewood supply-**buy bulk logs into shed- JK

14. **Lawn mowing-** it was agreed to reimburse fuel cost for lawn mower and to Minute the committee thanks to Wilf and James for undertaking the mowing on behalf of the club.

15. **Progress report on soft furnishings.**

1. Shall we buy the cheaper/softer mattresses for the remainder, it was agreed yes to replace the remaining old mattresses with the cheaper/ softer one, giving a mix - propose bc/jk. unanimous
2. Furniture - 225 for single (+25% discount). Improving seating for 12. 6 of each - grey/ blue Proposed to buy seating for 12, 6 of each colour. DL, second DM. JL to action, (not more than £2700.

16. Ream of paper to be bought to cover printing covid signs.(BC)

17. Review ring fencing of Covid grant, it was agreed that we should spend the Covid grant on a mixture of repairs and improvements. Priorities were seen as mattress, doors, chairs, windows, shower, loo and Outdoor tackle sorted, probably with a cage infrastructure for security..

18. Details of next virtual social, include notice board photo identification (organise with Tom, team).**Not sure what this means. I have liaised with Tom and agreed we will organise the next social as a team.**

19. **Job Descriptions** - it was suggested that the committee members asked their predecessor if they have a copy.-.

20. **Donations** -.Recently some significant donations have been received by members of the committee, it was agreed these should be raised at committee meetings for discussion. If anyone had any concerns this should be raised with secretary who would discuss with the committee, to agree. Recently received a donation of archaeological/ mineral wealth and several items of brand new SRT gear.

21. Next meeting= 6week time.

Acion	Who	Completed
Updated guidance on hut use with latest Covid guidance	BC	
Update Home page	DL	
To put items back in the kitchen like pre Covid	DL/ AH	
ALL- Officer roles- write up Job Description -	ALL	
David- Out of date documents-	DL	
Bulk upload to website for newsletters to investigate- consider external hosting-	BC	
: Jason- Shed door warped	JK	
Additional Phone has been provided and splitter supplied	JK	
Dan Matthews, Mike Moxen, Mark Edwards to do fire warden assessment so they can test		
All other written elements of fire risk are now up to date	NP/ JK	
Illuminated Fire exit sign back door mains with battery backup JK		
5kg CO2 fire extinguisher for battery charging area- JK	JK	
Fire door strip to be installed	JK	
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 to record and access how Covid spends have been spent	TH	
Battery maintenance and review using AA for new helmets	DM	
Email Mendip Inn	NP	
Email Ed and Tom re winner	NP	
Buy firewood	JK	
Get up to date Mattress quote and buy	BC	
Buy Lounge furniture	JK	
Last minutes		
: Jason- Shed door warped	ongoing	
ALL- Officer roles- write up Job Description -	ongoing	
David- Out of date documents-	ongoing	
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Dan Matthews, Mike Moxen, Mark Edwards to do fire warden assessment so they can test	ongoing	
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battery backup JK		
5kg CO2 fire extinguisher for battery charging area-JK	ongoing	
Fire door strip to be installed	Ongoing	
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Request from diggers for scaffolding purchase to be put to AGM		
Tom to record and access how Covid spends have been spent		

Next meeting 26.10.20