

Mendip Caving Group.
Committee Meeting 21/12/2020

Meeting started at 8.00 pm

Present

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

Apologies

Nicky Pearce

Minutes of Last Meeting

Proposed as correct and confirmed by vote

Matters Arising

Deferred as this was an emergency meeting focusing of a review of cottage access re Covid regs

Agenda Items

Cottage use review

Proposal 1: 2 households in Tiers 1 & 2 to use the cottage for overnight accommodation.

Vote: For 7, Against 0. Proposal carried

Proposal 2: To enable as wide a range of members to use the cottage as possible, allow single household bookings, if required, from Sunday night to Thursday night. (This does not exclude 2 household bookings from Sunday night to Thursday night)

Vote: For 5, Against 1, Abstain 0. Proposal carried

Cottage Works – Update from Jason

Project 1 (Priority) Tackle store:

Keypad access transfer from old store

Steve Church to sort electrics.

Metal mesh liner for security

New cages for helmets/lamps accessed by Fobs to record access

Project 2. Outside entrance area

Raise the area, probably using Decking, with a ramp at the end for disabled access. Current area is uneven, has puddles and traps leaves and mud which gets into the cottage.

The decking could be moveable sections to allow access to the drain cover, and to sweep away accumulated leaves.

Project 3. Log Burner

Check flue liner

Reinstate baffle plate

Add firebricks to the back of the stove

Remove the outside coal bunker as not used and causing damp.

Add ventilation through the brickwork to ensure sufficient trickle ventilation after new doors and windows fitted – this will be needed for the log burner, and it will help prevent damp and mould.

Library – David lossl

Proposal. Tidy up the spreadsheet book list to make it easily searchable. Place the spreadsheet on a Cloud based platform so that it accessible to members via a link in the Website Members Area. Before making the Spreadsheet available to members identify valuable/rare books to keep in a locked cupboard.

Vote: For 7, Against 0. Proposal carried

Action points for the next committee meeting

Action	Who	NOTES
c/f ALL- Officer roles- write up Job Description -	ALL	Treasurers role received. Remaining roles to be done
c/f David- Out of date documents-	DL	DL has started to look through these docs.
c/f Bulk upload to website for newsletters to investigate- consider external hosting-	BC	Bill to explore
c/f 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	Ongoing
c/f Battery maintenance and review using AA for new helmets	DM	Dan to make of use of helmets, access procedures and battery r/echarge procedures clear via /notices in the Tackle Store, and posts on club media.
c/f Get up to date Mattress quote and buy	BC	Current supplier no longer

		supplying. Bill to explore new sources
c/f The location of the BCA log will need to be made prominent, and members updated on the requirement to complete the log	DL	Log to be kept in the library in the same folder as the New Member Logs. Members to be informed on the need to log any of their guests, including family, to ensure compliance with BCA guidelines for their insurance cover
c/f Cleaning reminder to members via a Bulletin	DL	
c/f Xmas whiskey for the neighbours	TH	
Notice to member about Cottage Access from 2/12/20	BC	
Membership subs fee reduction notice	BC	Submit to Committee before sending
New windows/doors	JC	Inform members when cottage will need to close for fitting after xmas
Sport England Grant (Shoer/toilet)	TH	Progress report
Covid Lockdown relief	TH	Progress report
Tackle store security mesh	JC	Progress Report
Bulletin to update members	DL	
Update Members about revised cottage access	BC	
Progress report on new Tackle store	JC	
Progress report on outside entrance area	JC	
Progress report on Log Burner	JC	
Progress report on Library book list access to members	DL	
Progress report on identifying/making secure valuable/rare books	DL	

ACTION POINTS FOR THE NEXT COMMITTEE MEETING

Acion	Who	NOTES
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	JK	Approved – JK can update the Committee next meeting
5kg CO2 fire extinguisher for battery charging area- JK	JK	Purchase approved, Jason to action
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 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 2. Lamp use instructions need copying/laminating and placed in Charging area 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
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 Lossl 21/12/2020. Meeting Closed at 9.15pm