

**Mendip Caving Group.**  
**Committee Meeting 01/12/2020**

**Present**

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

**Apologies**

None

**Minutes of Committee Meeting 01/12/2020**

Proposed as correct and confirmed by vote

**Matters Arising from Committee Meeting 26/10/2020**

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c/f David- Out of date documents-	DL	DL has started to look through these docs.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
Jason- Shed door warped	JK	To be sorted
Additional Phone has been provided and splitter supplied	JK	COMPLETED
Dan Matthews, Mike Moxon, Mark Edwards to do fire warden assessment so they can test	JK	COMPLETED – Rob Davies is now club Fire Warden. He is experienced in the Fire Service and needs no additional training. Additional Fire Wardens not needed.
5kg CO2 fire extinguisher for battery charging area- JK	JK	COMPLETED
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 money has been spent arising from Covid.	TH	Ongoing
Battery maintenance and review using AA batteries for new helmets	DM	Dan to make of use of helmets, access procedures and battery recharge procedures clear via notices in the Tackle Store, and posts on club media.

Buy firewood	JK	COMPLETED
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
The committee approved that Jason signs an agreement with the window company ASAP to get things rolling	JK	COMPLETED - Windows will be installed after xmas. Cottage will have to closed to members during the window fitting period. Jason to confirm dates and publicise asap
Student access to wash-down, but not the cottage	BC	COMPLETED
BC and TH to confirm the current situation regarding Members in Covid Tiers 2&3 visiting the cottage	BC/TH	COMPLETED
Add a Covid Tier Status question to the Booking Form	DL	COMPLETED
c/f Cleaning reminder to members via a Bulletin	DL	
c/f Xmas whiskey for the neighbours	TH	

### **Minutes of Emergency Committee Meeting 02/11/2020**

Proposed as correct and confirmed by vote

### **Matters Arising from Emergency Committee Meeting 02/11/2020**

Yahoo Group prospective closure– Bill has set up the 2 proposed replacement groups on Google Groups - one for general chat, and one for caving specific chat. Some email invites have bounced, and there seem to be a few technical issues to be overcome to make joining easy. Bill is continuing to explore this

## Agenda Items

1) Review actions from last routine meeting

COMPLETED

2) Review actions from emergency meeting

COMPLETED

3) Consider re-opening of cottage accommodation post 2nd Dec.

The Committee have looked at the guidance and the consensus is that:

- a. Tackle Store – open to access Kit, but only one person at a time to access the cottage..
- b. All visits to pre book via the existing online cottage access booking form.
- c. Accommodation – Government guidelines indicate only one family plus their designated “bubble” to stay at the cottage on any night. The members of a bubble are fixed, and cannot be swapped to new people on different days.
- d. Window installation – the hut will need to be closed after Xmas while the windows are fitted. Jason to update on when, and for how long.
- e. Access to the Cottage may change as the Covid Tier changes. DL to post the Covid Tier on the website homepage.

4) Consider re-opening access to tackle our store.

Covered in item 3)

5) Discuss what to do about membership renewal rates for 2021 and how best to make our constitution's offer of help to the financially distressed. Also discuss the tone to adopt with the renewal notice.

The Constitution states that fees can be reduced for members who are suffering financial hardship.

It was pointed out that partial waiver of fees is only to cover financial hardship.

The club is for the benefit of all, and fixed costs have continued and need paying for.

Tom pointed out that BCA insurance fees still have to be paid, so the BCA element of renewal will have to be a minimum payment (Currently £17.00)

The Committee felt that application for partial waiver of fees should be as private as possible, and should minimise any embarrassment members may feel.

Members could contact Tom direct, or could talk to any Committee member in confidence, who will communicate that information only with Tom.

Bill will draft a notice about the waiver of fees in the renewal notice to members. This will be circulated to the Committee before sending.

6) Mark E asks that we consider spending some money to somehow make the log burning stove we have work properly or replace it if necessary (I think it is flue trouble, not stove trouble)

The new widows will improve cottage insulation

We will probably get much more heat out of a smaller but more efficient log burner.

Log burners can be expensive, so as a first step, we could look for a used log burner.

Having sown the spark of an idea, we will leave it smouldering for a bit to see what difference the new windows make as a starter.

7) Tom H asks that we consider applying for a lottery grant to improve our facilities. I believe we have already applied for another council grant.

The grant is offered by Sport England. It is lottery funded and is called the "back to play" grant. Tom is applying for a showers/toilet improvement grant (Using the old tackle store to create facilities for women).

Tom is also applying for a further £2,000 lockdown relief.

#### **AOB**

Jason asked for approval to spend £157 on steel mesh to line the new kit store to make it secure. The motion was unanimously approved

DL to send a MailChimp Bulletin making Committee announcements on Cottage access, Notice of the discretionary subs payments, A link to these Draft Minutes. Notice about the BCA log for insurance purposes.

### 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
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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/charge 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	

Minutes: David Loss 01/12/2020