

Mendip Caving Group.

Committee Agenda 07/2021

Links

Minutes of meeting 15/06/201

<https://www.mendipcavinggroup.org.uk/committee-meeting-minutes/>

Committee Present

Bill Chadwick

David Loss

Nicky Pearce

Mark Edwards

Jason Kirby

Dan Matthews

Tom Harrison

Editor – position vacant

Apologies

None

Apologies

Please email Bill Secretary@mendipcavinggroup.org.uk

Agenda

1. Approve draft Committee Meeting Minutes 15/06/2021: Unanimously approved
2. Carry Forwards (C/F) from the previous meeting:-

Action	Who	NOTES
C/F 1. Update on car charging points	JK	Jason has arranged for the installation of car charging points outside on the library wall with Steve Church. They will have their own meters for calculating cost per use, and will have an isolating switch inside the cottage to prevent use when members are not at the cottage.
C/F 2. Curtains – are the new cost options available?	NP	The Committee decision is that available curtain patterns in fire proof materials are not popular, therefore Jason/Nicky are authorised to purchase plain colour fabric blinds from a supplier like IKEA.
C/F 3. Fern Mine Capping and costs – have CSCC billed us for costs yet?		No response yet so ongoing
C/F 4. Banking arrangements	TH	Tom outlined the benefits of migrating the current account to Barclays or Lloyds as they are more flexible on signatories and online authorisation. Proposal Change the HSBC signatories on the HSBC Current and Savings accounts to:- BC, TH, DM, DL. (DL replaces AH as he is no longer on the Committee) For – 7 Against – 0 Abstentions – 0 MOTION CARRIED

C/F 5. Tom – any update on possible finance for the benches from local businesses?	TH	Benches delivered.
C/F 6. Access System management – written guide on the process? Progress?		Ongoing. Needs to be done at the hut.
C/F 7. Google Groups Admin		Jason offered to be an additional admin.
C/F 8. Any update on the search for a new Editor?	BC	Suggest leave till September. TH to do one off New Letter.
C/F 9. Garden wall Screening: Hedge or fence		Who would plant/maintain? TH happy to plant cuttings he has grown. Members would hopefully be happy to maintain. If a hedge became burdensome at any time in the future a chainsaw would provide a quick remedy.
C/F 10. Jason Is there a Marquee in the loft?	JC	Yes
C/F 11. Work weekend 16 th October 2021. How will this be advertised?	JC	With AGM paperwork
C/F 12. Committee Members Role Descriptions – please check and amend your role description .by the August Committee meeting	DL	Download your role description here https://www.mendipcavinggroup.org.uk/committee-role-descriptions/ Any amendments by the August committee meeting
C/F 13. BCA Insurance: Do members friends, as well as prospective members, need to be recorded on the BCA record sheet? Tom kindly offered to check	TH	All non-members (Visitors who are not BCA registered, prospective members and members friends/family) will need to register each trip they do, if the trip is in any way designated as an MCG associated trip. Full details in Appendix 2

New Agenda Items

Action	Who	NOTES
1. Approve James Major as an UF Warden (Form attached, Appendix 1 below)		Motion unanimously approved
2. Consider what if any, Covid security measures should be retained post 19 th July	BC	See Appendix 2 below for full details
3. Formally admit new members Carly Hynam and Chris Binding.		Motion unanimously approved
4. Ready 2020 accounts for submission to Charity Commission.	TH	In progress with the Examiners in readiness for the AGM deadline 04/09/2021

A.O.B.

1. New fixed ropes needed in UF – Bypass Inlet and Plank inlet. Jason/Mark/Dan to liaise and organise.
2. Proposal : New oversuits purely for prospective members use. Up to £400 approved to be spent by ME. The suits to be labelled property of MCG by Warmbac

For – 7

Against – 0

Abstentions – 0

3. Editor. Tom is working on the next edition. It was noted that the Role Description of the Editor should include liaising information between FB and Google groups.
4. Cottage booking system: scrap the current online booking form to be replaced with a Google Form that will immediately update the online diary without the need for admin intervention (TH to explore). Visitor bookings will remain as they are as they need to be vetted for approval.
5. Guest Bookings. Jason needs to know at least 1 week before they arrive so that he can organise a Fire Safety Check. This should be possible to automate (TH)
6. Fire Wardens: Online training course available, JC to approach ME, Mike Moxam and Dave Major,

Appendix 1

Upper Flood Trainee Warden Log

Trainee Name <i>James Major</i>		
Trip Description	Date	Warden leading
Port Pu passage + revertend	13/3	D Lossel
To Plank inlet, Shake 'n' Vac, Threadneedle st + wall st. Lad back from Threadneedle st to entrance	17/7	D Lossel
Departure lounge + back. Lad on way in.	13/9	D Lossel
To Dig on Aulom way. Explore of East + South Passages + caverns to revertend. Back to dig for Bang + out (Bang trip)	5/10	Paul/Ben
Plank inlet + Departure plot + climbing	6/4	D Lossel
Port pier + west passage	30/6	Nav Spaight

Requirements

1. Complete 5 trips, leading at least one trip.
2. Understand how to assess a group for appropriate gear.
3. Be aware of fatigue and chill in groups and know when to turn back
4. Understand how to lead a trip with conservation of the cave as the main objective.
5. Understand some of the cave history, and have explored some of the non tourist parts of the cave.
6. Be aware of what needs to be taken on a trip in a kit bag.

Trainee has met the criteria above and is recommended as an Upper Flood Warden to be ratified by the Committee, verified by 2 UF Wardens

Warden 1 *David Lossel* Signature *[Signature]* Date *1/6/21*

Warden 2 *Lee Sait* Signature *[Signature]* Date *30/6/21*

Appendix 2

MCG Cottage Access July 2021

The committee have recently reviewed the way in which members can access our facilities taking regard of the relaxation of the government's pandemic restrictions and guidance from the 19th July.

The government guidance here

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

states that whilst most restrictions have been lifted, Covid cases are still high and we should remain cautious and respectful of others.

We still have an obligation to support venue check-in, see here

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

So, from the 19th July, please observe the following:

1. There are no limits on the number of day visitors.
2. There is no longer any limit on the number of members or guests who may stay overnight.
3. We will shortly make available an online member's overnight stay calendar with read/write access for the entire membership. We envisage that reservations will be automatically added to the calendar using a very simple online form. This will be available on the member's only area of our web site. Out of respect to your fellow members, we urge that you all make reservations using this new system. Most of you will want to know how busy or otherwise our accommodation will be before you stay. Of course, you may still just turn up without making a reservation, but folk with reserved places will have priority over walk-ins. This is perhaps just a modern take on the old procedure of pre-booking a bed on the paper sheets in the cottage (we may look at individual bunk reservations in the future).
4. Please be respectful of others who might want to socially distance, increase ventilation etc. whilst at the cottage. We will retain and maintain the enhanced hand washing facilities etc. introduced earlier in the pandemic.
5. To support venue check-in please do one, or more, of the following when you, or your guests, attend the cottage:
 - a. Swipe your card key or fob
 - b. Check-in using the NHS app QR code we have displayed
 - c. Check-in using a new MCG QR code displayed at the cottage – this will invite you and your non-member guests, to record their name and telephone number
 - d. As a last resort (e.g. for guests with no internet connected device), please write the date and the name and phone number of each visitor on a slip of paper and post it into the hut fees box opening in the lounge.

We cannot use a simple paper sheet for a name and phone number log as leaving it visible to everyone would contravene GDPR regulations. The names and phone

numbers obtained from the MCG form will be treated in accordance with the guidance here <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/maintaining-records-of-staff-customers-and-visitors-for-contact-tracing-purposes/>

6. To comply with the conditions of our Public Liability insurance provided through the British Caving Association, we are required by the BCA, to record details of all guests joining an MCG caving trip. The details required are name, address, venue and date. This applies equally to prospective members, children of members and friends. These "guests" may only make four MCG trips before enrolling as members of the BCA. Observe that as the MCG does not admit under 18 members, the parent or guardian of any under 18's must ensure that youngsters join the BCA before making their fifth or further trip with MCG. We will very shortly, have yet another online form available, again via a QR code in the cottage and as link on our website, for the recording of "guest" trips. Once again, this automation helps us comply with GDPR regulations. The data gathered during the year has to be submitted to the BCA at annual renewal time.

Bill Chadwick MCG Secretary – 22nd July 2021