

MCG AGM 04/09/2021 10.00am

Nordrach Cottage

Zoom and Cottage meeting

1. Appointment of Chair – Tim Francis

2. Members present and apologies:-

Present at the cottage:- Tim Francis, Nicola Pearce, Mark Edwards, Joan Goddard, Tom Harrison, Fiona Kempston, Roy Kempston Kempston, Steve Porter, Steve Church, Jason Kirby, Justin Harris, Mike Moxon, Ben Cooper, Bill Chadwick (13 voting members, 1 probationary member) Signed record of those present – see APPENDIX 1

Present on Zoom:- Keith Knight, Brian Snell, Hayley Clark, Leigh Slomer (Left the meeting at 12.00), Jonathan Roberts, Ed Waters (6 voting members)

Apologies: Charles Alison, James Major, Jeremy Gilson, Doug Harris, Dan Matthews, Graham Price

3. Review of 2020 Actions

Ref	Action	2021 update
64.3.2.1	Pearl Mine Lid costs	Completed
64.5.8	Newsletter email/printing	Completed. Most will receive emails. Those members who request a copy by post will receive one.
64.10.4	Website archive needs case sensitivity fixing.	Consider moving to IONOS our current website host. ACTION. Report back to next AGM
65 10.2	Archiving old docs electronically	Ongoing
65 10.3 a	Yahoo Groups	Completed. Yahoo Groups closed and replaced with Google Groups.
66.1	Covid funds tracking	The meeting liked the work the treasurer has done on this. The same approach will be followed in subsequent accounts.
66.2	Rationalising bank accounts	Almost complete ACTION. Report back to next AGM
66.5	CROW	Ed: Caves like UF, and in fact all caves with special access and conservation issues, may need a Section 26 Application. We need to be ready to act quickly: ACTION: Committee to liaise with Graham Price. Possible info from Dave Rose, BCA CROW co-ordinator. Report back to next AGM

4. Vote to agree 2020 AGM minutes are a correct record

18 for, 0 against, 0 abstentions. Motion carried

5. Committee Reports All Reports attached to these minutes, APPENDIX 2
The minutes below are limited to comments arising from each report.

Secretary's Report. Bill Chadwick

Ref	Who	Comments
5.1	Jonathan Roberts	Thanks to the Secretary and the Committee for their work in difficult times during Covid.

Treasurers Report Tom Harrison

Ref	Who	Comments
5.2	Jonathan Roberts	Thanks to the Committee.
5.3	Brian Snell	Gas costs? Tom Harrison – the last bill was £1,239. Costs in general are rising.
5.4	Bill Chadwick	We may need to review bed night and membership costs
5.5	Roy Kempston	Raising accommodation costs: Roy stated he is happy with day fees but said that those that stay at the cottage contribute more anyway than those who don't, so perhaps the bigger burden should be on membership fees.
5.6	Bill Chadwick	ACTION: Committee to review all club fees
5.7	Tim Francis	There is a lot of club money in cash. This would be better invested to make the cash "work harder". ACTION: Committee to review investments.
5.8	Tom Harrison	We may need to keep a reasonable cash reserve for the next few months as we have received some considerable COVID grant – and there may be a small, but unlikely, chance that some may be refundable.

Investment Report: Ben Cooper

Ref	Who	Comments
5.9	Ben Cooper	Good market recovery in 2021 compared with 2020 which had been poor.
5.10	Tom Harrison	Would like to close the Santander Acc as this is the least secure account requiring only 1 signature. It also receives the investment dividends. Could these dividends be paid into a different account
5.11	Bill Chadwick Tom Harrison	ACTION: Work together to achieve the Santander account closure

Caving Sec Report: Mark Edwards

Ref	Who	Comments
5.12	Mark Edwards	More help for the Tues Group please. Last week there were 9 newbies with Mark being the only experienced caver
5.13	Tom Harrison	There are now 135 members – an indication of Mark's success and his need for assistance.

Cottage Warden Report: JC

Ref	Who	Comments
5.14	Jason Kirby	Jason outlined the seriousness driveway problems in his report. As this would be a capital project (Circa £10,000, he asked for AGM approval . This was deferred to an AOB
5.15	Brian Snell	With climate change the problem is likely to get worse, and as the cottage is our biggest asset we need to protect it
5.16	Steve Church	The current 13A exterior sockets (primarily for car charging are metered). This will enable the Committee to establish a scale of charges if they wish to.

Editors Report: Richard

Ref	Who	Comments
5.17	Bill Chadwick	Thanks to Richard for his 3 publications. They were very well received
5.18	Bill Chadwick	Richard had to resign the post at short notice as he got a new job.

Social Sec Report: NP

Ref	Who	Comments
5.19	Tom Harrison	More online social events please. They work well and the speakers have been good.

Tackle Masters report: Dan Matthews

Ref	Who	Comments
5.20	Bill Chadwick	Colour coding is not very easy. Numbering and letters were easier ACTION: Dan Matthews to change the labelling of ropes

Librarians Report: David Lossl

Ref	Who	Comments
5.21	David Lossl	Organising the library will be a long Job! Thanks to Joan for her help. The Safe and desk will be replaced with a square shelving unit on wheels with a removable top for laying out surveys and big documents. The additional storage will also be used for the many surveys that are scattered in the library

6. Election of Honorary Officers, 2021-2022

Post	Proposer	Seconder
Treasurer Tom Harrison	Bill Chadwick	Nicola Pierce
Librarian David Lossl	Bill Chadwick	Michael Perryman
Caving Sec Mark Edwards	Bill Chadwick	Dan Matthews
Secretary Bill Chadwick	Jason Kirby	Dan Matthews
Cottage Warden Jason Kirby	Bill Chadwick	Dan Matthews
Tackle Master Dan Matthews	Bill Chadwick	Jason Kirby
Social Sec Nicola Pierce	Bill Chadwick	David Cooke
Editor	No nominations	

Ref	Who	Comments
6.1	Proposed: Tim Francis. 2 nd David Lossl	<p>PROPOSAL: We vote en-bloc for all posts Motion passes unanimously</p> <p>PROPOSAL: Posts for the Committee are approved (en-bloc) Motion carried unanimously</p>

Election on Non Committee posts for 2021-2022

1.

CONSERVATION AND ACCESS

Ref	Who	Comments
7.1	Proposed: Hayley Clarke 2 nd Ben Cooper	<p>Hayley is willing to stand. PROPOSAL: Hayley Clarke is elected as Conservation and Access Officer Motion carried unanimously</p>
7.2	Bill chadwick	Willing to fill in at the next meeting as Hayley can't make it

RESCUE WARDEN: No nominations

Ref	Who	Comments
7.3	Ed Waters	Under new MCR Insurance arrangements, you must be a member of MCR to take part in rescue practices. It could open the club to liability issues if we make our own arrangements for training and practices.
7.4	Ben Cooper	UF and some digs may need specialised club knowledge
7.5	Ed Waters	MCR will quickly assess, and call for specialised help,

		if needed
7.6	Proposed: Tom Harrison. 2 nd . Bill Chadwick	PROPOSAL: Keep the role of Rescue Warden open until the Committee has a chance to confer with MCR, then review closing the post next AGM. Motion carried unanimously

Examiners

Ref	Who	Comments
7.7	Linda Milne and Pete Bennett	PROPOSAL: Linda and Pete are accepted as Examiners for 2021-2022 Motion carried unanimously

8. Conversion of MCG to a CIO

Ref	Who	Comments
8.1	Bill Chadwick	A summary of where we were was given by Bill
8.2	Bill Chadwick	Reduce the current reasons for granting a reduced rate personal subscription for a member to “If they are experiencing financial hardship” This phrase encompasses the other 2 regarding students and moving overseas
8.3	Hayley Clarke	What are the guidelines for granting a reduced rate
8.4	Bill Chadwick	There are no guidelines, and each application would be assessed by the committee.
8.5	Tom Harrison	There have only been 4 claims in the past 10 years
8.6	Proposed: Ben Cooper 2 nd : Tim Francis	PROPOSAL: Members may request the charity trustees for a reduced-rate personal subscription if they are experiencing financial hardship. Motion carried unanimously
8.7	Proposed: Roy Kempston 2 nd : Jason Kirby	PROPOSAL: Accept the terms and conditions detailed in the draft Constitution of the MCG as a CIO and to authorise the MCG committee to apply to the Charity Commission for registration as a Charitable Incorporated Organisation on the basis of the draft CIO Constitution Motion carried unanimously

9. Reviewing the eligibility of under 18s for membership.

Ref	Who	Comments
9.1	Nicola Pearce	Nicky would like to remove the phrase “over 18” from the new CIO document so that it reads: <i>9. 1(a) Eligibility Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated their agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause. Only individual members are permitted, no corporate bodies or unincorporated organisations may be members</i>
9.1	Ed Waters	Avoid the use of competence and stick to age.(Following discussion on age and competence)
9.2	Tom Harrison	Lots of BCA guidance available which has been researched by the Committee
9.3	Ben Cooper	Do we have enough information on the consequences of allowing under 18 membership?.
9.4	Ed Waters	It might be worth reviewing Jenny Plumb report on Child protection (She was an MCG Youth Officer). Report Attached Appendix 2
9.5	Justin Harris	BCA provide free insurance for under 18s
9.6	Tim Francis	ACTION: Send the under 18s question back to the Committee for further consideration of implications
9.7	Proposed: Nicola Pearce 2 nd : Mike Moxon	PROPOSAL: As stated in 9.1 above For – 7 Against - 7 Abstentions -5 Motion denied (4/5th majority need for a constitution change)
9.8	Proposed Ben Cooper 2 nd Tim Francis	PROPOSAL: The Committee set up a working party to work out a constitution change that would allow under 18’s to join the CIO, and to present all necessary and clear information to an EGM 16 – for 1 – against 2- abstentions Motion Passed ACTION: As Above

10. Dogs in the cottage

Ref	Who	Comments
10.1	Tim Francis	Dogs should not be left alone at the cottage. A sentiment repeated by others at the meeting.
10.2	Hayley Clarke	Would prefer no dogs in the bunkroom or kitchen
10.3	Nicola Pierce and others	Many dogs go with their owners to the bunkrooms for the night
10.4	David Lossi	Committee discussion had suggested that it is important for dog owners to respect other requests, e.g. someone may be allergic to pet hair
10.5	Bill Chadwick	The CIO enables the committee to make rules, and this may be the occasion to create a simple rule about dogs not being left alone, and being respectful of other member's needs. ACTION: Committee to consider creating such a rule

11. AOB

Awards

Ref	Award	Recipient
11.1	Knibbs Trophy	Award for Literary Contribution is given to: RICHARD CAREY
11.2	Digging Trophy	Award for digging is awarded to: MIKE MOXON

Flooding on the Driveway and remedial works Jason Kirby

Ref	Who	Comments
11.3	Ed Waters	No planning should be required
11.4	Ben Cooper	£10,000 is a considerable capital sum, especially if MCG decided to extend the cottage sideways in the future and dig up the new drive.
11.5	Roy Kempston	There was an active dig to the right of the gate. This might need checking out.
11.6	Keith Knight	There is a large soak-away next to the gas tank
11.7	Jonathan	Raised questions about where the water will be re directed.
11.8	Bill Chadwick	Leaf fall issue – purchase a leaf blower
11.9	Keith	Questions about protecting the library wall from a rise in driveway level
11.10	Joan Goddard	Questions about feasibility of preventing water flowing off the main road onto the drive should be considered
11.11	Jason Kirby	The French Drains proposed should solve the problems.
11.12	Proposed: Jason Kirby 2 nd . David Lossi	PROPOSAL: Jason Kirby is given authority to proceed with remedial work on the driveway, getting 3 quotes to present to the Committee for approval. 16 – For, 1 – Against, 0 – Abstentions Motion carried ACTION: Jason Kirby to carry out as above

Blackmoor Swallet Log TIM FRANCIS

Ref	Who	Comments
11.13	Tim Francis	Members are not filling in records for Waterwheel and Blackmoor Swallet/Stainby's. This has become much more of an issue since the keys for these caves have been moved to the shed. The Log is currently still in the main building with the UF key. These records are required by the landowner.
11.14	Bill Chadwick	Tag the keys with a note saying something like "Trips must be recorded in the Log" Keep a separate log for Blackmoor Swallet/Stainby's and Waterwheel in the Tackle Store. ACTION: The members felt that this should be put back to the Committee to be resolved in the light of the comments above.

12. Date, venue and mode of next AGM

Ref	Who	Comments
12.1	Tom Harrison	Full and examined accounts would not be available until mid May. If the AGM was earlier it would need to be based on draft accounts only. (The Members found draft accounts acceptable)
12.2	Proposed: Tim Francis. 2 nd . David Lossl	The Hunters has poor wifi, and would therefore not be suitable for a meeting with Zoom ACTION Next AGM Sat 2 nd April commencing 10am. Venue: The Cottage. Mixed mode with Zoom

Meeting Closed at 12.25

Minutes David Lossl

Appendix 1

67th	MCB AGM
Name	Signature
Fiona Kempston	F Kempston (Associate)
Roy Kempston	Roy Kempston (Full)
STEVE PORTER	Steve (Full)
Nicola Pearce	
Jason Kirby	
David Lossel	David Lossel (full)
Tim Francis	Tim Francis (Full)
JOAN GODDARD.	Joan Goddard. (Full)
Steve Church	
R MARK EDWARDS	R Mark Edwards.
JUSTIN HARTIS	
MIMI MAXON	
Bill Chadwick	W A Chadwick
Ben Cooper	

MENDIP CAVING GROUP

VULNERABLE PERSONS PROTECTION POLICY

1.0 INTRODUCTION

The Mendip Caving Group recognises that whilst it is not predominantly a young persons group, it has a duty of care towards all children and young persons and indeed vulnerable adults who may participate in group activities and or stay at the group premises at Nordrach Cottage, Charterhouse on Mendip, from time to time. On such occasions the welfare of children, young persons and vulnerable adults are of paramount importance.

1.1 POLICY STATEMENT:

The Mendip Caving Group is committed to ensuring that children (under 16s) and young persons (16 -18) and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the group and when staying at the group premises.

We will endeavour to achieve this by:

- Ensuring that MCG members are aware of the duty of care placed upon them.
- Ensuring that whilst MCG members are only occasionally to be involved with children that they are aware of the recommended practices and are alert to the risks to which children and young persons are exposed and the ways in which these can be minimised.
- Ensuring that whilst MCG members are only occasionally to be involved with children during their group activities they are mindful of the risk they face.
- Highlighting that the safety of participants and cave conservation are of paramount importance when engaged in cave and mine activities.
- Sharing this information with MCG guests on caving trips and staying at the group headquarters.
- Ensuring that vulnerable adults are accompanied by their guardian/carer. It is not the role of the Mendip Caving Group to determine if an individual is at risk or experiences abuse. The identification, assessment, protection and care of vulnerable adults is that of their carer.
- Nominating a Child Protection Officer to offer advice to group members and to ensure that any allegations are dealt with correctly.

2.1 POLICY OBJECTIVE:

- To ensure that where possible all facilities and activities associated with the Mendip Caving Group are managed in such a way as to limit the risk to children, young people and vulnerable adults

Appendix 2 Contd.

- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a caring organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.
- If there is a child abuse incident it should be reported to the Child Protection Officer who will be responsible for ensuring the matter is handled correctly
- If there is a vulnerable adult abuse incident it should be reported to his/her carer who will be responsible for ensuring the matter is handled correctly
- This Policy will be reviewed as and when the committee consider it necessary.

2.0 DECLARATION:

Mendip Caving Group is fully committed to safeguarding the well-being of vulnerable persons by protecting them from physical, sexual and emotional harm or neglect.

All Mendip Caving Group members should read the Vulnerable Persons Protection Policy and guidance notes. Having read the Policy they should be proactive in ensuring a safer environment for children and young persons and vulnerable adults who are sometimes involved with the Groups caving activities and who may stay at the group's premises from time to time.

Any breaches in Policy will be dealt with in an appropriate manner by the MCG Committee.

As agreed by the Committee on:

Signed: Mike Richardson
Secretary

VULNERABLE PERSONS PROTECTION POLICY
GUIDANCE NOTES FOR MEMBERS

Introduction

The Protection of Children Act 1999 places a duty of care upon ALL ADULTS regarding the abuse of children (under 16) and young persons (16-18). Whilst we (the MCG) do not actively promote the involvement of children in our normal caving activities there are occasional times when they do participate in group activities or stay at Nordrach Cottage.

Examples of children/young people involved with the MCG:

- as guests of MCG members
- Scout Groups, Guide groups, or other groups using the cottage.
- family beginners trips

Guidance information

The following guidance information has been prepared to help members reduce the risk to vulnerable persons, and themselves when participating in MCG activities or staying at the group premises:

1. At least 2 responsible adults present at all times when around children.
2. During caving trips be aware that children are more susceptible to hypothermia, dehydration, 'exhaustion- exposure' syndrome than adults. The journey to and from the cave can present a particular risk in bad weather.
3. Be aware that children can outwardly be confident and comfortable but inwardly quite the opposite. Any serious requests to return to the surface should be dealt with quickly. Beware of 'bravado' as this may lead to attempting manoeuvres beyond their capability.
4. Be vigilant in circumstances when young persons are staying overnight.
5. Adults should not change or shower at the same time using the same facilities.
6. Inform parents of any injuries as soon as possible, make a record of the incident and advise the MCG Child Protection Officer.
7. In a caving situation if physical contact is required adults should ask permission and explain the reason. Ideally have another adult with you as a witness.
8. Do not use inappropriate and unnecessary physical contact. The belay belt is useful.
9. Beware over zealous volunteers for activities involving children.
10. Do not take any one under 18 and or vulnerable adults caving without their parent, guardian or carer present.

Appendix 2 Contd.

WHAT TO DO IN THE EVENT OF A COMPLAINT

If someone suspects that abuse has taken place, or has had an incident disclosed to them, they should report this to the Child Protection officer and or carer as appropriate who will:

- Ensure that a record of the incident is made. What took place, who was involved, when and where the incident occurred.
- Ensure that Social Services Dept or Family unit of the local Police Force are informed.
- Ensure that parents or carers are informed following advice from the social services dept.
- Ensure that confidentiality is maintained

Note: Do not 'grill' the the person involved in the incident. will ensure only the necessary information is recorded.

**MENDIP CAVING GROUP
PROCEDURES IN PLACE TO SUPPORT CHILD PROTECTION**

1. Members at the 2010 AGM, will asked to agree to raising the age of membership to anyone over the age of 18. and the rewording of the “Note” to

1.1 Persons aged under 18 years may be sponsored by a member and in the company of their parent(s); legal guardian and or carer may attend caving meets and or stay at the cottage as their guests.

2. When Scout groups, guide groups or other groups of mainly children are using the cottage facilities as guests then members must sleep in the room indicated by the group leader. This will be in a room with the staff or a separate room entirely. Members should be mindful of the presence of children and, for example, not use the changing rooms at the same time. It is advisable to knock on the changing room door and await a reply before entering and avoid going into the dorms other than the one occupied by members. Discipline issues should be raised with the group leader. Be careful to set a good example!

3. Ensuring that vulnerable adults are accompanied by their guardian/carer. It is not the role of the Mendip Caving Group to determine if an individual is at risk or experiences abuse. The identification, assessment, protection and care of vulnerable adults is that of their carer.

ROLE OF THE CHILD PROTECTION OFFICER

1. Become familiar with the background information by reading the documents held in the Child Protection Policy File:
 - British Caving Association Child Protection Policy and Guidance Notes
 - Child Protection in Sport Unit, Club Guidelines (www.theCPSU.org.uk)
2. Ensure that all new members are made aware of the groups CPP.
3. Be the first point of contact should an incident of child abuse occur. He or she will ensure that appropriate agencies are made aware of any allegations made. If an incident occurs it is advised to retain a record of what happened, the time, the date and the persons involved, including the details of the person/agency it was reported to. It is not the responsibility of any member of the MCG or the CPO to make judgements of any kind. The information should be passed directly to the authorities to deal with. Appropriate agencies are: Family support unit of local police force, Social Services, NSPCC. Take due care at all times as the accusation may be false.

References:

1. BCA Child Protection Policy and Guidance Notes produced by David Judson
2. National Society for the Prevention of Cruelty to Children Web site (Child Protection in Sport Unit).
www.nspcc.org.uk/Inform/cpsu/HelpAndAdvice/Organisations/ClubGuidelines
3. The various documents and websites listed in the BCA guidance notes mostly do not apply to the MCG, which is not involved in regular activities with children.
For example:
 - they are aimed at organisation who deal with children on a regular basis e.g Schools, Sports Centres
 - they are aimed at professional organisations/people, e.g. child welfare
 - they are aimed at organisations who employ people
 - they direct you back to the NSPCC information
 - they detail responsibilities for the registering names of people who are unsuitable to work with children (The POCA Act 1999).