

# **Mendip Caving Group.**

## **Committee Minutes 10/11/2021**

### **Links**

Minutes of previous meetings

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

Notes on last meeting attached at the end of this document **Appendix 3**

In addition there are follow up actions for the Committee from the 2021 AGM: **Appendix 4**

Obviously it will take several meetings to cover all of these items, but I don't want them to get lost or forgotten about, so this may be a rolling appendix.

### **Committee Members**

Bill Chadwick

David Lossl

Nicky Pearce

Mark Edwards

Jason Kirby

Dan Matthews

Tom Harrison

Editor – position vacant

### **Apologies**

None

### **Agenda**

#### **Items Carry Forwards (C/F) from the previous meeting:-**

<b>Action</b>	<b>Who</b>	<b>NOTES</b>
C/F 1. Committee Members Role Descriptions – please check and amend your role description .by the August Committee meeting	DL	Updated with Toms input in Appendix 1
C/F 2. BCA Insurance: Update on new process in place,	TH/ME	TH provided an update on the BCA recording info process -which has been added to the website. <a href="https://www.mendipcavinggroup.org.uk/bca-insurance/">https://www.mendipcavinggroup.org.uk/bca-insurance/</a>
C/F 6. Fire Wardens	JK	JK to organise training for 4 Fire wardens at a cost of £50
CF 3. Progress with new Calendar/form for bed booking	BC	Tom had some problems trying to get the Google form to automatically populate the Google diary, Bill will also have a look to see if he can help
CF 4. Review under 18's consent form.	BC	Completed
CF 5. Google Groups – make it searchable.	BC	ACTION: BC to do this as a trial. Any update
CF 6. Set up a MCG Zoom Account	BC	We have 2 more paid for months. Dec meeting – trial Skype (which is free) Any problems, have a Zoom meeting booked in and ready to migrate to
CF What value are we getting from gas inspections?	JK	ACTION: Jason to call the 2 companies concerned and find out exactly what services each is providing

## New Agenda Items:

1. Set the MCG membership fees for 2022. Observe that BCA PL insurance is increasing by £3, we will have to pass that on to our members. Discuss cost of heating and other services in relation to the number of bed nights and the number of day visitors. Discuss overall tone for renewal notice.

TH

This year we had £34K in grants.

Income so far this year is only £1,400 plus Membership fees of £3,800 . A total income of £5,200

Historically income has averaged about £8,000.

WE might need to raise membership fees should bed night income not recover in the longer term.

Costs of heating discussed. A meter on the tank would be useful to see consumption over a period of time.

Russ may be able to advise.

JK Consider a £1 charge for day visitors.

DL Membership dynamics are changing, as new members are tending to be local, and have less need to overnight at the cottage. The importance of promoting club weekends with a full list of trips and the Social is therefore important.

NP We need to provide and advertise more advanced trips at club weekends to encourage attendance from members who have done the basic starter caves.

2. Under 18s. Confirm that the preferred approach is to separate out caving activities from the provision of overnight accommodation. If that is affirmed, then we might go 'Green' for caving, but stay 'Amber' for accommodation. That approach should be more readily acceptable by our members.
- 3.

This proposal was readily accepted by the Committee

4. New Probationary Members who need to be formally approved by the committee at this meeting:

Steven	Dowden
Stephen	Hawkins
Reuben	Dicken
Aaron	Phillips
Paul	Quinton
Jordon	Treacey

Approved by the Committee with no dissent.

Door entry Cards and Fobs now £6. TH amended the website accordingly during the meeting.

DL and JK to provide keys and Fobs to new members, and to update the entry system for new full members. All Committee members will now receive new member applications. TH amended the website accordingly during the meeting

5. Confirm Candidate(s) for conversion to Full Membership – we need to see completed paperwork.

Becky Vials has now completed her paperwork. DL will circulate to the Committee so that her full membership can be approved

6. Confirm that Bob Templeman is converted to an Associate Member – He has been told that he will lose his GM vote

Confirmed

7. CIO conversion progress report.  
All info now in

#### AOB

1. Norton St Philip Scout Group have a whole cottage booking for March 2022. Whole Cottage bookings should be limited to 3 per year.
2. Blackmoor Swallet log – DL to place a copy for recording no UF trips in the Tackle Store.
3. Rope labelling- Dan to relabel the ropes ASAP.

# **Appendix 1**

## **MCG Editor Role Nov 2021**

A good knowledge of Microsoft Word or similar desktop publishing software.

To be an active member of the committee and assist with general management of the MCG.

To produce a regular newsletter keeping members up-to-date with local news, trips, digging reports, cave access arrangements and caving developments.

To encourage members to submit articles of interest for publication by promoting the newsletter personally, and through the MCG Facebook and Google Groups.

A willingness to chase members for written reports/photos of their trips or digs.

If someone is talking about their trip or dig session, try and get them to write something down about it.

We print approximately 35 newsletters to send to a few of the older non email members, our neighbours, Chris Howes at Descent and other clubs. A full list is available. Lots of printing options available but Fosseway in Radstock is very reasonable. I send newsletters in A4 windowed envelopes with a mail merged covering letter and can help with that or share my setup if required. Alternatively used printed labels instead.

Depending on available content, you could produce 3/4 newsletters a year plus bulletins or new sheets for anything urgent in between editions!

It's not necessarily the editor who has to write everything for the newsletter, in fact you can often fill an edition without having to write much or anything at all.

Once a newsletter is produced it is usually sent out by email to all the members. Email address can be obtained from Secretary or Treasurer.

Use Facebook and Google Groups for ideas about topics that people might write about and approach them!

The modern editor is also a communicator for the group, helping to share items across our forums and to the website. If something is on Google and not Facebook or vice versa, the editor can help to share these posts.

## Appendix 2

### Adapted from the British Caving Association Consent form 08/2021: Consent Form: children and vulnerable adults

Confidentiality and data protection: the information given on this form will be shared with:

- a) The club's committee member(s) responsible for supervising the activities
- b) The specific adults who are providing the activities
- c) Only if necessary, other agencies such as the BCA national council or local authorities, if safeguarding action or medical treatment are required

Name of child or vulnerable adult:.....

Age: ..... Date of birth:.....

State any medical conditions they have, and any medication they take:

.....  
.....

State any dietary requirements: .....

State any special needs, and in the case of vulnerable adults, their vulnerability:

.....  
.....

Please describe how much caving they have already done, if any, and give the names of the caves visited if you know them.

.....  
.....

**Supervision** – please tick one of the three statements below.

The first two options imply that you, or a close friend, will look after your child whilst they are caving or in club buildings. In this event, the club will not vet adults using a DBS check.

- ☐ Either myself or another adult member of my family will be present to supervise and care for our child or vulnerable adult
- ☐ I am entrusting the care of my child or vulnerable relative, to a long-term family friend who will act on my behalf. The name of that adult is:

.....

#### **Accommodation**

If staying overnight, I have been informed about the nature of the accommodation and the likely sleeping arrangements.

#### **Medical consent**

In the event of illness or an accident requiring emergency hospital treatment, I authorise the adult named above, or a club member if the club is taking care of my child/relative, to sign on my behalf any written form of consent required by the hospital authorities.

Signed: ..... Date:.....

### **Appendix 3** **MCG - Notes on the Committee Meeting on 03/10/2021**

The meeting was a little disjointed because of Zoom problems.

It certainly made the point that we need an MCG Zoom account.

Some Committee members probably missed parts of the meeting, including myself.

The following are summary notes rather than full minutes because of the disruption.

Josh White joined us, the BCA Youth Officer. The Key points he made were: -

1. The BCA recognise 3 levels of under 18 participation at Caving Clubs (for caving):
  - a) Red – No under 18s
  - b) Amber – Under 18s can cave with a club on a parental consent basis with either a parent or 'long term family friend accompanying the Minor '. This means there is no requirement for a nominated Child Protection officer or DBS checks for anyone.
  - c) Green – There is a nominated Child Protection officer who is DBS checked.
2. A Child Protection officer would be there to assess the suitability of those taking any Minors caving. This would include their relatability to minors and the suitability of the trip.
3. No one who takes Minors would need specific Cave Leader or other qualifications.
4. A Child Protection officer would not need to accompany all trips. Their role is to promote a climate, ethos and understanding in which Minors can cave safely.

This is a summary of the discussion from BC

5. *We could introduce a Junior membership class for Under 18s*
6. *We would acquire BCA PL insurance on behalf of Under 18s - this would obviate the admin burden of counting four trips and then having to check that parents have acquired BCA PL for their child*
7. *We could charge Juniors an MCG membership fee, perhaps a bit less than the normal fee*
8. *We might grant an AGM vote to Juniors over 16*
9. *We might permit one Junior member to stand for election to the committee (as a trustee), the role of Treasurer or Secretary would be reserved for Full members - of course a 16-18 Junior would need to be elected into post at an AGM in the normal way. Alternatively, we might create a new 'Youth Representative' post on the committee.*
10. *We stick with our existing 'Amber' scheme of under 18s only being present at the cottage or on an MCG trip, with either a parent or 'long term family friend'. This means that we do not need a nominated Child Protection officer or DBS checks for anyone.*
11. *We continue using the existing under 18s consent form - one form for each 'long term family' friend. The forms should probably include a validity period.*
12. *We should update our cottage accommodation booking form to include a check box for 'Under 18s in group'*
13. *We should ensure/require that bookings including under 18s specify a bunk room, the accompanying adult must use the same room and theoretically be present in the cottage all the time that the U18 is (and stay near/with them on any MCG trip)*
14. *The bookings calendar should clearly show when under 18s will be staying and in which room*

15. Under 18s should only use the new changing room

16. We might consider giving Full members the right to request the removal of Under 18s from the lounge after say 9PM.

*Do please take another look at the BCA documents here*

*<https://british-caving.org.uk/about-bca/safeguarding/> which cover the safeguarding issues for trips and accommodation in quite a simple way.*

Post meeting thoughts from DL- Is there possibility that a majority of members might object to under 18 membership because the club weekend evenings are of a more adult nature, and that even with accompanying parents, adult members won't want to be inhibited by the presence of minors? If we go "Amber" I would anticipate that the majority of under 18 members would be local and would therefore be unlikely to need to stay at the club. I would propose that under 18s are restricted to Sundays on club weekends but could be residential on non-club weekends. We could also have an under-18s trips evening on a weekday which could be weekly, fortnightly or monthly basis.



## Appendix 4. Follow up actions for the Committee from the 2021 AGM:-

64.10.4	Website archive needs case sensitivity fixing.	Consider moving to IONOS our current website host. <b>ACTION. Report back to next AGM</b>
66.2	Rationalising bank accounts	Almost complete <b>ACTION. Report back to next AGM</b>
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: <b>ACTION: Committee to liaise with Graham Price. Possible info from Dave Rose, BCA CROW co-ordinator. Report back to next AGM</b>
5.20	Bill Chadwick	Colour coding is not very easy. Numbering and letters were easier <b>ACTION: Dan Matthews to change the labelling of ropes</b>
7.6	Proposed: Tom Harrison. 2 <sup>nd</sup> . Bill Chadwick	<b>PROPOSAL:</b> Keep the role of Rescue Warden open until the Committee has a chance to confer with MCR, then review closing the post next AGM. <b>Motion carried unanimously</b>
8.7	Proposed: Roy Kempston 2 <sup>nd</sup> : Jason Kirby	<b>PROPOSAL:</b> 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 <b>Motion carried unanimously</b>
9.6	Tim Francis	<b>ACTION: Send the under 18s question back to the Committee for further consideration of implications</b>
9.8	Proposed Ben Cooper 2 <sup>nd</sup> Tim Francis	<b>PROPOSAL:</b> 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 <b>ACTION: As Above</b>

10.5	Bill Chadwick	<p>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.</p> <p><b>ACTION: Committee to consider creating such a rule</b></p>
11.12	Proposed: Jason Kirby 2nd. David Lossl	<p>PROPOSAL: Jason Kirby is given authority to proceed with remedial work on the driveway, getting 3 quotes to present to the Committee for approval.</p> <p>16 – For, 1 – Against, 0 – Abstentions</p> <p>Motion carried</p> <p><b>ACTION: Jason Kirby to carry out as above</b></p>
11.13	Tim Francis	<p>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.</p>
11.14	Bill Chadwick	<p>Tag the keys with a note saying something like "Trips must be recorded in the Log"</p> <p>Keep a separate log for Blackmoor Swallet/Stainby's and Waterwheel in the Tackle Store.</p> <p><b>ACTION: The members felt that this should be put back to the Committee to be resolved in the light of the comments above.</b></p>
<p>Proposed: Tim Francis. 2<sup>nd</sup>. David Lossl</p>		<p>The Hunters has poor wifi, and would therefore not be suitable for a meeting with Zoom</p> <p><b>ACTION</b></p> <p><b>Next AGM Sat 2<sup>nd</sup> April commencing 10am.</b></p> <p><b>Venue: The Cottage.</b></p> <p><b>Mixed mode with Zoom</b></p>