

Mendip Caving Group.

Committee Meeting Agenda March 2022

Links

Minutes of previous meetings

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

Committee Members

Bill Chadwick

David Lossel

Nicky Pearce

Mark Edwards

Jason Kirby

Dan Matthews

Editor – position vacant

Apologies

Tom Harrison

Attachments:- New members checklist (Also in Appendix 1)

Agenda

1. Approve draft Committee Meeting Minutes 03 (Feb 2022)

<https://www.mendipcavinggroup.org.uk/app/download/11651699/03+2022+Committee++Minutes.pdf>.

Matters arising – Bill to send Jason a list of lapsed members so that Jason can update the door entry system.

The Minutes were approved unanimously as a correct record.

2. Carry Forwards (C/F) from the previous meeting:-

Action	Who	NOTES
C/F 1. Fire Warden Training	JK	Ongoing
C/F 2. Progress with new Calendar/form for bed booking	BC	Ongoing
C/F 3. What value are we getting from gas inspections?	JK	On further investigation, there is only one company carrying out inspections. This will therefore continue and this item has been resolved with no further action needed.
C/F 5. Day visitor fee	JK	The committee felt that this would be a good item to refer to the AGM
C/F 6. Promotion of club weekends	DL	Who takes responsibility for this will need to be resolved after the AGM
C/F 7. Rope Labelling	DM	Completed
C/F 8. Under 18s	BC	Ongoing
C/F 10. Review New Members Log	ME	Amendments from the meeting are in the form attached (Appendix 1)
C/F 11. Review New Members guide	TH	Click here to view Ongoing when Tom returns

C/F 13. Review Guest overnight fees		BEC & Wessex charge £7.50 visitors fees. Should we follow suit. Review and decide at the next Committee meeting
C/F 14. Move the heat sensor linked to the Boost button to the members lounge	JK	Russ has pointed out that moving the sensor to the lounge would mean that it would turn the heating off in the rest of the cottage when the log fire is lit. It would be better to turn down the thermostat instead from its current 21 deg. Jason has turned it down to 17 deg, and will monitor cottage comfort.
C/F 15. Singing River Mine access	DL	DL has heard that the willingness of the land owners to allow access hinges on the charitable donation, and that access could be lost if we try to change this. We therefore need to find a way of making the administration that has been put in place work.
C/F 16. Large KeySafe for visiting groups	JK	After some discussion about how to make the SR Mine key accessible to visiting groups who book the key, it was decided to put a new combination lock on the box next to the UF key box. ACTION Jason to sort.
C/F 17. Emergency Access Keysafe	JK	Completed
C/F 18. Door signs	DL	Completed.
C/F AGM Dinner – invitation to other clubs	DL	Invites sent to Wessex, BEC and Shepton

New Agenda Items

1. Consider the outcome of the recent CIO trustees meeting proposing the appointment of some custodian trustees at the upcoming AGM and how the day-today running of the MCG might be affected, if at all. For reference, Jonathan Roberts writes “My view is that I would only get involved if asked to assist with something significant / pretty fundamental. Being a custodian should normally be nothing to do with routine or supervisory processes (nor has it been up till now) and I wouldn’t want to be involved generally in the charity’s operational meetings.”

There was some discussion about the technicality, time and input to recent Trustee meetings. Bill offered reassurance that it should be back to business as usual once the AGM is over as the new CIO will be up and running, so the details of the small print should have been finalised.

2. New Probationary Member approvals.
3. New full Member approvals. – Dave Cook (Appendix 2)

For – 6

Against – 0

Abstentions - 0

4. Identify agenda items for the AGM, any progress on finding a Social Secretary
Bill has sent out the agenda to all members.
Hopefully we will have a nomination at the AGM for social sec
(Nicky left the meeting)
5. Update on AGM Dinner – DL.
76 members opened the mailchimp. 46 have not opened it -even after a resend.
22 have signed up for the dinner so far.

8 people want to use the minibus so far.

6. New emergency key safe – who will have the codes?

ACTION: These are being collated by Jason who will circulate to the Committee

7. Consider approval of new MCG logo prepared by DL.



Vote to adopt the new logo

For – 5

Against – 0

Abstentions – 0

AOB

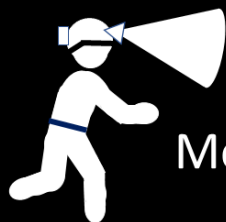
1. Worn key barrel on the front door. JK. Some members are not able to get in as the key barrel is getting very worn. The cost of a new barrel plus the production and issue of 130 new keys would be very expensive. It would probably be more economical to replace the front door which will mean new keys, but would be far more heat efficient. **ACTION:** present this to the AGM as it will be costly.
2. Drying Room Heater. ME said that the heater seems to be coming on randomly. **ACTION:** Jason will adjust the timer from 8 to 4 hours, and check that the timer is working properly over the AGM weekend.

Meeting finished at 21.50

Agenda issued by Bill Chadwick MCG Secretary – 13th March 2022.
Minutes, David Loss 16th March 2022

Rolling Appendix – Actions from 2021 AGM

64.10.4	Website archive needs case sensitivity fixing.	Consider moving to IONOS our current website host. ACTION. Report back to next AGM
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
5.20	Bill Chadwick	Colour coding is not very easy. Numbering and letters were easier ACTION: Dan Matthews to change the labelling of ropes
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
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
9.6	Tim Francis	ACTION: Send the under 18s question back to the Committee for further consideration of implications
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



Mendip Caving Group

Probationary members log

This is a skills/knowledge list, not a qualification. Completing this list does not imply any level of expertise. Always cave safely within your limits of competence.

Name	Date
	Answers
1. Cottage	
Where are cottage cleaning materials	
How does the heating work	
Where is firewood stored	
Where are keys for the wood store/drying room and tackle store	
Where are lamps and portable devices charged	
Where is the water isolation tap for the outside washdown.	
In the event of a FIRE, Where is the GAS isolation tap.	
Where is the dirty gear wash down	
Section 1 signed off by a full Member	
	Answers
2. Keeping gear clean	
Why is it important to wash down ropes	
Why is it important to wash down ladders and metal gear	
Why should batteries be removed from club helmets	
Where should dirty gear not be washed	
If gear is defective or worn what should you do	
Section 2 signed off by a full Member	
3. The club committee	
List the committee members and their roles:-	
When is the AGM held	
Who should you report any concerns to about safety, membership or any other club issue	

4. The website	
Where are all meeting minutes available to read	
Where are trip reports recorded online.	
Where is the book to record trip reports manually.	
Where on the website can you find a link to club history	
5. Club History	
When was the MCG founded	
Where did most of the founding members live	
What is the most significant cave on Mendip that has been opened up by MCG	
6. Using Kit	
Tick each skill when you have demonstrated to a full member that you have learnt the skill:-	
Tie a Bowline knot	
Tie a Figure of 8 knot	
Belay and abseil with an Italian Hitch	
Learn how to clean and coil ropes	
Learn how to clean and coil ladders	
Learn how spreaders are used	
Learn how to use slings on pitches, and as an emergency sit-harness	
Know how to stuff kit bags	
Learn about emergency rations	
Who is responsible for keeping kit clean	
7. Demonstrate safe rigging and belaying on a ladder pitch in a cave	
Accompanied by a Full Member, you will need to go on a trip which has a ladder pitch. You will need to demonstrate that you can rig a ladder safely, and belay people on the pitch safely. The full member will need to sign off this section. Swildons and Sludge Pit are ideal for this.	
Trip location	
Date	
Full Members name	
Full Members signature	
7. Personal gear. To become a full member you will be expected to own the following items of gear. (Tick each item you own) :-	
Helmet	
Lamp	
Undersuit	
Oversuit	
Wellies	
Gloves	
At least one long sling	
At least 2 HMS carabiners (These are large, pear shaped, locking carabiners)	

8. Going on trips (Tick when you are confident with each point)	
Use of Call Out Cards or other Call Outs	
Use of the Tackle Log	
Understand Cave Conservation	
Know how to call out the emergency services	
Know where to look online for Cave Access details	
Understand CSCC permits and where are they stored	
Read the Cave Access page in the Club Website	
9. Understanding the club	
Answer in the spaces given	
Who uses the club	
Who cleans the club	
Who maintains the club	
Who decides club policy	
Can you bring friends to the club	
Why are there donation boxes	
What is the WIFI code	
What is the purpose of BCA insurance (details on the club website. Paragraph 3 is key)	
10. Caving Log	
To become a full member you should have completed at least 10 trips in at least 4 caves	
1 Cave/Date	
2 Cave/Date	
3 Cave/Date	
4 Cave/Date	
5 Cave/Date	
6 Cave/Date	
7 Cave/Date	
8 Cave/Date	
9 Cave/Date	
10 Cave/Date	
11. Members weekend	
To become a full member you should have attended at least one day on a members weekend	
Date attended	

12. Full Membership	
You will need 2 Full Members to sign you off so that you New Members Log can be submitted to Committee for full membership approval	
Full Members Name	Date
Signed	
Full Members Name	Date
Signed	

Committee Approval: Once sections 1 to 12 are signed off pass this log to the Committee for approval for full membership.
Date of committee approval:
Club Secretary's signature:

APPENDIX 2

Mendip Caving Group
Probationary members log

This is a skills/knowledge list, not a qualification. Completing this list does not imply any level of expertise. Always cave safely within your limits of competence.

Name	Date	Tick
DAVID COOK	15/3/22	
1. Cottage		
Where are cottage cleaning materials		✓
How does the heating work		✓
Where is firewood stored		✓
Where are keys for the wood store/drying room and badge store		✓
Where are lamps and portable devices charged		✓
Where is the water stop tap		✓
Where is the gas stop tap		✓
Where is the dirty gear wash down		✓
Section 1 signed off by a full Member		
Name: Jason H	Signed: J	
2. Keeping gear clean		
Why is it important to wash down ropes		✓
Why is it important to wash down ladders and metal gear		✓
Why should batteries be removed from club helmets		✓
Where should dirty gear not be washed		✓
If gear is defective or worn what should you do		✓
Section 2 signed off by a full Member		
Name: Jason H	Signed: J	
3. The club committee		
Find out who is on the committee		✓
When is the AGM held		✓
Who should you report any concerns to about safety, membership or any other club issue		✓
Section 3 signed off by a full Member		
Name: Jason H	Signed: J	
4. The website		
Where are minutes of meetings, AGMs and EGMs available to read		✓
Where are online trip reports entered		✓
Where on the website can you find a link to archive data		✓
Section 4 signed off by a full Member		
Name: Jason H	Signed: J	
5. Club History		
When was the MCG founded		✓
Where did most of the founding members live		✓
What is the most significant cave on Mendip that has been opened up by MCG		✓
Section 5 signed off by a full Member		
Name: Jason H	Signed: J	

10. Caving Log
To become a full member you should have completed at least 10 trips

Cave/Date	Notes
1 Cave/Date: STAINSLY	APRIL - AUG 2020
2 Cave/Date: HEDD / COAL SHANK	
3 Cave/Date: REEDS	
4 Cave/Date: UPPER FORD	
5 Cave/Date: SWILDONS	
6 Cave/Date: SWILDONS BLACK HOLE	
7 Cave/Date: DRAUMON	
8 Cave/Date: ROAD TO BATH	
9 Cave/Date: EASTINATEL	
10 Cave/Date: SUDLEY PIT	

Section 10 signed off by a full Member
Name: [Signature] Signed: [Signature]

11. Members weekend
To become a full member you should have attended at least one members weekend
Date attended: 4/16 - 17 March 21

12. Full Membership
Become familiar enough to lead and rig a trip in Goatchurch Cavern and to Sump 1 in Swildons

Section 12 signed off by 2 Full Members

Name	Date
R M EDWARDS	4/3/22
Signed: R M Edwards	
Name: BILL CHAPWICK	15/3/22
Signed:	

Committee Approval: Once sections 1 to 12 are signed off pass this log to the Committee for approval for full membership.

Date of committee approval: 16/3/22

Club Secretary's signature: R M Edwards