

# **Mendip Caving Group.**

## **Management Meeting Minutes 05/2022**

### **Links**

Minutes of previous meetings <https://www.mendipcavinggroup.org.uk/committee-meeting-minutes/>

### **Management Trustees**

Bill Chadwick  
David Lossi  
Jackie Murch  
Mark Edwards  
Jason Kirby  
Dan Matthews  
Dave Cook

### **Custodian Trustees**

Ben Cooper (Investment Administrator)  
Brian Snell

### **Apologies**

Jonathan Roberts  
Tim Francis  
Tom Harrison

### **Agenda**

1. Approve draft Committee Meeting Minutes 03/2022 they can be found here  
<https://www.mendipcavinggroup.org.uk/app/download/11683048/03+2022+Committee++Minutes+%28%29.pdf>

The meeting approved the minutes as recorded.

2. Co-opt Jackie Murch into office as Social Secretary (form for charity commission trustee data has been received by the secretary).

For 9

Against 0

Abstentions 0

3. Consider outcome of CSCC AGM. A new C&A access officer Wayne Starsmore, has been elected. MCG supported a proposal for a joint tenure by Wayne and Graham Price, but that was voted down by the club reps as most had been instructed to vote for Wayne. MCG abstained in the final election as some MCG members supported Graham and others Wayne. Wayne was elected by a considerable margin of the votes. CSCC's BCA rep was directed to vote against future legal spending on CROW. Tome Harrison volunteered and has been elected as CSCC treasurer. There was a lot of debate about the new Singing River Mine access system. Thanks to Hayley for representing MCG (myself and Tom observed). New key code for Fairy Caves Quarry car park has been added to the member's area of our website.

Bill outlined the elements in item 3.

4. Confirm investment account signatories – Ben writes

*“I have the forms back for transferring the assets – I just need to confirm who the signatories are going to be. Will it be the original custodians who are now all trustees, ie me, Brian, Jonathan and Tim?”*

The signatories were changed to: Tim Francis, Brian Snell, Jonathan Roberts, Tim Francis and Ben Cooper

This is a change from the signatories approved in item 4, Minutes of the Trustees Inaugural Meeting – 16th Feb 2022

5. Confirm Mike Moxon is to take over as key holder / leader for Loxton Cavern from Tim Francis – Doug Harris is our other Loxton leader.

6. Donation to Wells Museum – Joan writes

*“Dear David and Bill,*

*While I was looking for a logbook to help me with an article about the wooden cottage, I noticed that Logbooks 1 and 2 are rather tatty so I constructed a box to keep them in (and some other oversize scrapbooks). Among the items I found a letter from the Stride Brothers to Mrs Young, who was the wife of Fred Young, farmer at Lower Farm, through which access to Longwood was made. Fred Young was a good friend to MCG. Lower Farm is now called Longwood Grange. This letter is dated 1945 and has a survey. The text is similar to an article in UBSS Proceedings Vol 6(1) pp 14-22 (1946-1948).*

*I took the liberty of showing it to the Curator of Wells and Mendip Museum, David Walker, as the museum contains much of the local cave archive because its first curator was H.E.Balch. David W would be happy to accept it if MCG would like to donate it to the museum.*

*I will put the item back in the bottom shelf of the corner cupboard in the library (in the large box covered in sticky-backed plastic!) so you can see it for yourselves. I thought you might want to discuss it at a Committee Meeting.*

*Best wishes, Joan”*

**ACTION** The meeting decided that the DL should photocopy the documents, and that the originals should be donated to the Curator of Wells and Mendip Museum.

7. AGM minutes progress – draft from Dave marked up and returned to Dave by Bill on the 13<sup>th</sup> April. Web site CIO Rules have been updated to clarify reduced fee for member’s children only applies to under 18s.

The final minutes are now available [Mendip Caving Group - Committee Meeting Minutes](#)

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

Action	Who	NOTES
C/F 1. Fire Wardens	JK	<b>ACTION</b> Jason will arrange online training for David Lossi, Jackie Murch and Mark Edwards. The cost for all 3 will be £43

CF 2. Progress with new Calendar/form for bed booking	BC	Ongoing
C/F 3. What value are we getting from gas inspections?	JK	<b>ACTION</b> : Jason to call the 2 companies concerned and find out exactly what services each is providing - Ongoing
C/F 4. Smart Meter	TH	The fitters did not show on the fitting date. Various issues with smart meters were discussed: Poor internet connection may mean readings are not regularly uploaded. If the smart meter is faulty it is difficult to prove that any suspected billing errors. <b>ACTION</b> The consensus of the meeting was that Jason should cancel the smart meter installation.
C/F 5. Day visitor fee	JK	To be monitored as covid restrictions ease and bed bookings hopefully increase. Also we need to see what happens to renewal numbers. ONGOING <b>ACTION</b> DL to review the donation boxes are in the right place, and will renew the signage
C/F 6. Promotion of club weekends	DL	Item closed
C/F 7 Review New Members Log	ME	The revised log V10 can be viewed here <a href="#">Mendip Caving Group - Probationary Members Log</a> Item Closed
C/F 8. Review New Member's guide	TH	<a href="#">Mendip Caving Group - New Members Guide</a> ONGOING
C/F 9. Cottage access for lapsed members needs to be disabled		Jason has completed this. Item Closed
C/F 10. Energy – Porch light does it need to be on all night every day? boost buttons still needed? Vehicle power charges confirm 30p per unit. Some discussion about the possibility of any insurance requirements re lighting – inconclusive. Make the members aware of the need to conserve energy.		Are instructions for vehicle charge payment displayed?  The charge will be 30p per unit. <b>ACTION</b> Bill to add this to the CIO Rules  Members are advised to take before and after pics of the meter in case others have used the power supply with incorrect readings.  Payment can be made by Sum Up or BACS <b>ACTION</b> DL to create appropriate signage.
C/F 11 <b>ACTION</b> : Jason will move the heat sensor linked to the Boost button to the member's lounge. At the moment it is in the hall where the temp is lower.	0.0	Completed. ITEM CLOSED
C/F 12. Singing River Mine. Any more updates	ME	

## Membership changes

1. New Probationary Member approvals: None
2. New full Member approvals: Paul Quinton (Log attached – APPENDIX 1).

For – 5

Abstentions - 4

Against – 0

## AOB

1. David Cook proposed that we invite Gwent members to one of our club weekends. The meeting approved the idea  
ACTION Dave Cook to expedite
2. Jackie Murch proposed the June club weekend is postponed to Friday 10<sup>th</sup> June as coincides with the Jubilee Weekend and lots of people have other plans. It is being proposed that it would be good to join in the Wessex Challenge on Sat 11<sup>th</sup> July and that would be our member's weekend social event. (Does this date need confirming for the Wessex Challenge?)  
ACTION: Jackie Murch – members will need to be quickly informed of the date change.
3. Front Door/lock issues – ACTION: Jason to seek quotes for a new front door, ideally with a maglock that can be operated with the electronic fob making a key unnecessary.  
ACTION: Jason to activate the remote door activation system that is available on the system we have.

## Remaining AGM 2021 Rolling Agenda Items

66.5	CROW	<p>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:</p> <p><b>ACTION:</b> Committee to liaise with Graham Price. Possible info from Dave Rose, BCA CROW co-ordinator. Report back to next AGM</p>
9.6	Tim Francis	<p><b>ACTION:</b> Send the under 18s question back to the Committee for further consideration of implications</p>
9.8	Proposed Ben Cooper 2nd Tim Francis	<p><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</p> <p>16 – for 1 – against 2- abstentions</p> <p>Motion Passed</p> <p><b>ACTION:</b> As Above</p>



# APPENDIX 1



## 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
PAUL QUINTON		
<b>1. Cottage</b>		
Where are cottage cleaning materials	UNDER STAIRS	✓
How does the heating work	BOOST IN HALLWAY	✓
Where is firewood stored	OUTSIDE BY HUT SHED	✓
Where are keys for the wood store/drying room and tackle store	KITCHEN CUPBOARD	✓
Where are lamps and portable devices charged	LAMP CHARGING AREA.	✓
Where is the water stop tap	UNDER SINK	✓
Where is the gas stop tap	OUTSIDE	✓
Where is the dirty gear wash down	OUTSIDE BY DRYING ROOM	✓
<b>Section 1 signed off by a full Member</b> <i>R. Mark Edwards</i>		
Name	Signed	
<i>R. Mark Edwards</i>	<i>R. Mark Edwards</i>	
<b>2. Keeping gear clean</b>		
Why is it important to wash down ropes	GRIT DAMAGES GORE	✓
Why is it important to wash down ladders and metal gear	PREVENT CORROSION	✓
Why should batteries be removed from club helmets	PREVENT DAMAGE FROM LEAK	✓
Where should dirty gear not be washed	IN HOUSE / HUT.	✓
If gear is defective or worn what should you do	NOTIFY TACKLE MASTER	✓
<b>Section 2 signed off by a full Member</b>		
Name	Signed	
<i>R. Mark Edwards</i>	<i>R. Mark Edwards</i>	
<b>3. The club committee</b>		
Find out who is on the committee	DAN (TACKLE) MARK (CHIEF) TOM (TREASURER)	✓
When is the AGM held	21/4/22	✓
Who should you report any concerns to about safety, membership or any other club issue		
When is the AGM held	21/4/22	
<b>Section 3 signed off by a full Member</b>		
Name	Signed	
<i>R. Mark Edwards</i>	<i>R. Mark Edwards</i>	
<b>4. The website</b>		
Where are minutes of meetings, AGMs and EGMs available to read	Meeting Section	✓
Where are online trip reports entered	MCG LOG.	✓
Where on the website can you find a link to archive data	Archive Section	✓
<b>Section 4 signed off by a full Member</b>		
Name	Signed	
<i>R. Mark Edwards</i>	<i>R. Mark Edwards</i>	
<b>5. Club History</b>		
When was the MCG founded	1954	✓
Where did most of the founding members live	LONDON	✓
What is the most significant cave on Mendip that has been opened up by MCG		✓
<b>Section 5 signed off by a full Member</b>		
Name	Signed	
<i>R. Mark Edwards</i>	<i>R. Mark Edwards</i>	

↓ UNDER FLOOD  
SWALLOW



Name		PAUL QUINTON
<b>6. Using Kit</b>		
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 rig the ladder pitch in Swildons		
Learn how to belay someone on a pitch safely		
Learn how to use slings on pitches, and as an emergency sit-harness		
Know how to stuff kit bags		✓
Emergency rations		✓
Who is responsible for keeping kit clean	me	✓
<b>Section 6 signed off by a full Member</b>		
Name	Signed	
<b>7. Personal gear. To become a full member you will be expected to have the following :-</b>		
Helmet	✓	
Lamp	✓	
Undersuit	✓	
Oversuit	✓	
Wellies	✓	
Gloves	✓	
At least one long sling	✓	
At least 2 HMS carabiners (These are large, pear shaped, locking carabiners)	✓	
<b>Section 7 signed off by a full Member</b> R Mark Edwards		
Name	Signed	
<b>8. Going on trips</b>		
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	CSCC website	✓
What are CSCC permits and where are they stored	CCC	✓
Read the Cave Access page in the Club Website		✓
<b>Section 8 signed off by a full Member</b>		
Name	Signed R Mark Edwards	
<b>9. Understanding the club</b>		
Who uses the club	Caves, Scouts, etc	✓
Who cleans the club	We do	✓
Who maintains the club	We do	✓
Who decides club policy	Committee	✓
Can you bring friends to the club	Yes	✓
Why are there donation boxes	Run the hut + we are a Charity	✓
What is the WIFI code	donations welcome	✓
Understand the purpose of BCA insurance (details on the club website. Paragraph 3 is key)		✓
<b>Section 9 signed off by a full Member</b> R Mark Edwards		
Name	Signed	



Name		PAUL QUINTON	
10. Caving Log			
To become a full member you should have completed at least 10 trips			
1 Cave/Date	SWILDON'S HOLE	20/7/21	
2 Cave/Date	GOATCHURCH	3/8/21	
3 Cave/Date	SWILDON'S HOLE	10/8/21	
4 Cave/Date	GOATCHURCH	24/8/21	
5 Cave/Date	PIERRE'S POT	24/8/21	
6 Cave/Date	SWILDON'S HOLE	31/8/21	
7 Cave/Date	GB	7/9/21	
8 Cave/Date	SWILDON'S HOLE TO SUMP 2	14/9/21	
9 Cave/Date	LONGWOOD SWALLET	21/9/21	
10 Cave/Date	PEARL MINE	23/10/21	
Section 10 signed off by a full Member			
Name	Signed R Mark Edwards,		
11. Members weekend			
To become a full member you should have attended at least one members weekend			
Date attended	5/3/22		
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	R M EDWARDS	Date	12/4/22
Signed	R Mark Edwards		
Name	BECKY VIALS	Date	12/4/22
Signed	Becky		

SWILDONS HOLE 26/11  
 DRUNKARDS HOLE 2/12  
 SWILDONS HOLE MVA SUMP 30/12  
 GB 1/1  
 SWILDONS 22/1  
 EAST WATER 5/1  
 GB 5/1  
 SWILDONS 12/1

**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:

Monday 13<sup>th</sup> May 2022

Club Secretary's signature:

Caving R Mark Edwards.