

Mendip Caving Group.

Management Meeting Minutes 19th April 2023

Links

Minutes of previous meetings:-

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

Trustees Present

Bill Chadwick

Ben Cooper

Jason Kirby (joined late, after agenda item 1)

Brian Snell

Tom Harrison

Mark Edwards

Tim Francis

Trustees Absent

Jackie Murch

Dan Matthews - apologies sent

Jonathan Roberts

Since 1st April 2023, quorum for a trustees meeting is 'at least half' so the meeting was quorate.

Agenda:

1. Approve draft Management Meeting Minutes 02-2023 on the website

<https://www.mendipcavinggroup.org.uk/app/download/12016331/02+2023+Manage+Meeting+Minutes.pdf> . **Vote result: 5 Yes, 1 abstain (JK not yet present)**

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

Action	Who	NOTES
C/F 1. Fire Wardens	JK	ACTION: JK will arrange online training for, Jackie Murch and Mark Edwards. The cost will be £43 each ONGOING
C/F 3. Front Door/lock issues	JK	ACTION: JK to facilitate Wess Doors visit next weekend to assess. Estimate to follow. Given up on quote from M3. If expensive, consider doing it ourselves.
C/F 4 Driveway	JK	Very bad recently. Plan is to hire a digger and do some work on French drains ourselves, across the gateway and diverting to the layby. May also need a further drain nearer the cottage. Need estimate for digger hire, pipes and ballast. Brian S and Jason K to liaise regarding previous works. Priority is to divert road run-off away. Also consider installing a gulley by the path to the side of the building leading to the existing silt trap. ACTION: JK - draw up a site plan showing drains etc. ACTION: JK to circulate proposals for 1) path gullies and 2) gateway. BS offers to help. Let's pick a date.
C/F 6 Investment transfer	TH/BCp	ACTION: Transfer £9K into investments, three x £3K (one now done)
C/F 7 Library PC Update for Win 10	BS/BCh	ACTION: Brian Snell volunteered. ACTION: BCh to take a gifted Win 10 Laptop to Cottage and set it to work the Access System. BS to then fix up the desktop for Win 10.

C/F 7 Move access system database to MCG One-Drive	BCh/TH	ACTION: BCh and TH – TH is now an admin for our Microsoft account.
C/F 8 Cottage transfer progress report	BCh	No news
C/F 9 Investment transfer progress report	BCp	ACTION: BCp, Still three transfers from six, to complete, no major blocking issues.

Membership Changes:

1. New Probationary Member approvals:

Tom Cassidy, Hannah Blunt, Gregg Hawkins and Callum Bisley

Vote result: Unanimous Yes

2. New full Member approvals:

None

3. Transfers to Associate:

None

New Agenda Items:

1. We reviewed, amended and then voted to adopt, the draft rule changes compiled by BCh consequential to our 2023 AGM. Primary changes are to membership fees, introduction of a day fee and minor changes to the under 18s section. The updated rules are here:
https://www.mendipcavinggroup.org.uk/app/download/11376517/CIO_rules_19th_apr_2023.pdf

Vote result: Unanimous Yes

2. We held a short review of the 2023 AGM Minutes and concurred they were adequate (approval will be at the 2024 AGM).
3. BCh confirmed that the constitution update from the 2023 AGM (to include under 18 membership and to slightly reduce the trustee meeting quorum) has been submitted to the Charity Commission and that Dave Lossi has been removed as a charity trustee. Jackie Murch has been added as a trustee of the old charity.
4. We were out of time to discuss 2024 70th anniversary plans, but noted the AGM sentiment to have both a formal dinner, in an appropriately private function space, and a summer gathering/party.
5. We had no further ideas about filling the missing Librarian/Recorder post.
6. Web-site. Dave Lossi has amended the user registration details to be for BCh, using our Nordrach postal address. BCh and TH can both update the web-site. We promised to change the web-site's Member's Area password post AGM but now plan to do this with DM's first email of 'News'. **ACTION:** DM+BCh
7. Web-site logo. We discussed what to do about the use of an unapproved logo on our web-site. TH volunteered to try and modernise one of the existing, approved logos.
ACTION: TH

AOB:

1. We discussed an email from Steve Porter about him volunteering to administer Gift Aid on behalf of MCG. TH stated he was happy to work with Steve Porter on this. Gift aid claims might be especially relevant for larger donations/bequests, and less so for small cash amounts.
2. Cottage Usage Guideline document is out of date TH offered to update it.
ACTION: TH/BCh
3. Check CaveFest have properly re-imbursed MCG for use of our facilities. Post meeting note: MCG have been paid £150, £100 for bed nights and £50 as a donation for cottage use.

Minutes by Bill Chadwick - MCG Secretary, 26th April 2023