

Mendip Caving Group

Special Management Meeting Minutes - July 2025

Meeting held on Saturday 5th July.

Trustees Present Physically:

Bill Chadwick
Jason Kirby
Dan Matthews
Tim Francis
Ben Cooper
Mark Edwards

Trustees Present Virtually:

Tom Harrison

Trustees Absent:

Brian Snell
Mike Ormond
Kay Matthews
Jonathan Roberts

This was a special meeting of the trustees called to approve the appointment of the signatories for a new Nat West bank account for the MCG. The signatories are to be Ben Cooper, Tom Harrison, Tim Francis and Bill Chadwick.

Agenda:

1. We voted unanimously to approve the appointment of the signatories and signing rules for the new Nat West bank account as below.

3. Resolution

This Resolution must be passed at a **meeting** of:

- the Charity Trustees of the CIO.

It was resolved that a banking relationship will be maintained with National Westminster Bank plc (the **Bank**) in accordance with this mandate and that:

- the individuals identified as **authorised signatories** may, in accordance with the **signing rules**:
 - o sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit
 - o sign, accept or endorse bills of exchange
 - o request and give counter-indemnities for the issue of **guarantees** (including bonds, indemnities and undertakings)
- **Authorised signatories** identified in the **signing rules** for unlimited amounts may, in accordance with the **signing rules**:
 - o sign facility agreements for overdrafts or the issue of guarantees
 - o sign agreements for BACS, Autopay, Bankline and other payment methods including electronic and internet-based systems
- any **authorised signatory** may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same **signing rules** and **authorised signatories**; closing accounts; or other banking services or products
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions
- this mandate will continue until the CIO gives the Bank a replacement mandate or the CIO passes a resolution changing the **signing rules** and/or adding or removing an **authorised signatory** by completing and returning the Change of Signing Authority form in which case this mandate will continue as amended

4. Signing rules for the accounts specified in section 2

The Bank may act on the instructions, on behalf of the CIO, of:

One authorised signatory

☐

for unlimited amounts

☐

If unlimited is selected, do not add a value in the box below

OR

for amounts up to and including

£

Two authorised signatories

☒

for unlimited amounts

☒

OR

for amounts up to and including

£

If unlimited is not selected, an additional signing rule must be added below to specify who may give instructions for unlimited amounts

Only complete the box below if **additional** or **different** signing rules are required.

Signing rules can use the designation given to an authorised signatory in the current mandate and/or section 5 of this form. This designation could be their official position (e.g. Charity Trustee/Member) or by category (e.g. "Category A" or "Category B").

Example 1

Any three authorised signatories if the amount exceeds £xxxx

Example 2

Any two authorised signatories if the amount exceeds £xxxx

Example 3

- Any one authorised signatory for amounts up to and including £xxxx
- One authorised signatory from "Category A" and one authorised signatory from "Category B" for unlimited amounts

Do not identify individuals here by name as these details are collected in section 5



2. We unanimously voted not to authorise the use of a debit card for the new Nat West bank account according to the details below. This was because we were not sure if debit card expenditure could be arranged so that the authority of two signatories was needed for every use.

Debit Card

1. Authority

This authority must be passed at a Meeting of the relevant management committee of the Business/Organisation who holds the Bank Account cards are being requested for ("Customer").

It was authorised that:

- the Cardholders (who are also Authorised Signatories to the bank account) are authorised to request and be issued with Debit Card(s) and/or Debit Card details (including replacement cards, card details and security details) for use in relation to the operation and the giving instructions in relation to the bank account
- the Signing Rules contained in the mandate provided to operate the bank account be supplemented (but not replaced) by the additional Card Transaction Authorisation Rules which will apply to the operation of the bank account using a Debit Card or Debit Card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended
- the Customer agrees to the [Business account terms](#)
- the Customer agrees that all transactions authorised by a duly authorised Debit Card should be debited to the bank account and that the Customer accepts liability for any unarranged overdraft resulting from any such transactions
- the Customer agrees that Cardholders may use their Debit Card to order cheque books and statements and to obtain details of the balance on an account
- the Bank may continue to rely upon this Authority until it is revoked in writing by a suitably authorised notice to the Bank.

W. A. Chadwick

Bill Chadwick MCG secretary – 6th July 2025