

Mendip Caving Group.

Management Meeting Minutes November 2023

Meeting held 14th November 2023.

Trustees:

Bill Chadwick
Jackie Murch
Jason Kirby
Dan Matthews
Tom Harrison
Mark Edwards - apologies
Ben Cooper - apologies
Brian Snell
Jonathan Roberts (part time)
Tim Francis - apologies
Matty Dredge

All those not marked as apologies were present, though JR left before the end of the meeting. We were also joined by Linda Milne when discussing the 70th dinner.

Agenda:

1. Approve draft Management Meeting Minutes 09-2023 on the website
https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG_Sept_23_management_mtg_minutes.pdf Approved unanimously with the proviso that Mark Edwards be marked as not present.

2. Membership changes

1. New Probationary Member approvals:

Angie Bual. Proposed by Mark Edwards, seconded by Robin Harris
Approved by unanimous vote.

2. New Full Member approvals:

None

3. New Affiliate Member Approval:

None

3. 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 2 Driveway	JK/TH	ACTION: Mostly done, some waste left to remove/recycle. Approval to spend £300 on fresh gravel. ONGOING more gravel needed to avoid mud which was bad in November.

C/F 3 Investment transfer	TH/BCp	ACTION: Transfer £15K into investments. One lot of £3K done. further 3K invested with Rathbone. ONGOING
C/F 4 Library PC Update	BS/BCh	ACTION: BS to return to cottage. ONGOING
C/F 5 Cottage transfer progress report	BCh	ACTION: S Porter chased the solicitor 13 th November. ONGOING Still ongoing, may need to resubmit.
C/F 6 Investment transfer progress report	BCp	ACTION: ONGOING one transfer left to do out of six
C/F 7 Treasurer to work with S Porter re Gift Aid	TH	ACTION: ONGOING
C/F 8 Complete updates to Cottage Usage Guideline Doc	TH/BCh	ACTION: BCh has passed his comments to TH. TH to print for cottage and update web-site
C/F 9 Full cottage bookings.		Possibly only accept full cottage booking with youths requiring safeguarding. Consider updating CIO rules.
C/F 10 Assemble a team to produce a club history display for the 70 th dinner.		ACTION: All. Consider asking J Goddard and M Moxon for help. We discussed table/display stand material for the 70 th dinner at some length. J Murch has asked M Moxon for help. We propose to update the 60 th document to bring it up to date for our 70 th . A Model of Netherwood cottage may be available for display at the dinner BS to try and locate it. We should be able to find some feedback from previous AGM dinner tables to show at the 70 th . 50 th and 60 th dinners had photo albums, consider adding one for the 70 th . We propose displaying a copy of Tim F's Upper Flood document and some printed copies of MCG news, new and old. ACTION: Linda to confirm if venue will provide projector (could use MCG's as standby) + screen (at least 2m x 2m), or a large screen TV/Monitor. ACTION: TH & JM volunteered to produce a printed 70 th journal with printed copies available for a donation.
C/F 11 Assemble a team to run some activities for the 70 th .		ACTION: All. Suggestions include: A cave entrance quiz (as R Carey has done in the past), A daytime cave / dig walk, Dig visit(s). Potential for a Land of Hope and Glory trip in Wookey – Mike Moxon to be asked to make request for the Friday evening or Sunday. ACTION: TH to ask C Binding if a Wild Wookey Experience might be made available at reasonable cost.

4. New Agenda Items:

1. Xmas dinner 2023. We agreed to keep the cost at £20, as last year (since we made a decent profit in 2022). Pre-payment to MCG bank and email to JMurch to reserve a place. 30 places available. £200 advance to J Murch - unanimous vote approved this (JR had left the meeting by this time).
2. 70th Clothing. 38 T shirts were purchased and are available at the hut for £10 each (small profit to MCG). Approx 50% sold so far. Just two orders have been placed for other items. If this does not pick up, it may be best for members to deal with APC workwear directly. **ACTION:** BCh to ask for printed catalogue for display in lounge. **ACTION:** TH to post example garments on Facebook, also a poster in cottage with QR code to the APC web site.
3. 70th Dinner. Current members and lapsed members, from a list produced by Tom Harrison have been sent details of the dinner and the booking link. 27 places booked so far, mostly by folk wanting the hotel booking details. We need to encourage more folk to sign up soon to get a better idea of numbers. B Snell has another list of older members who should be invited **ACTION:** BS to progress older member invites. Deadline for booking with menu choices, is confirmed as 4 weeks prior to the dinner. We need to invite Mary Cox – free of charge **ACTION:** JK to invite. Martyn Farr is confirmed as the after-dinner speaker. **ACTION:** BCh to add a simple website reservation form for one/two places (with cottage transport poll) plus instructions for solo full booking and a list of folk booked

(just names). We already have a Facebook event, **ACTION:** JM to re-post that. We will resend details about the dinner in the new year and with the membership renewal. **ACTION:** TH to put poster in the cottage which will include a QR code link to the dinner page on our website. We discussed other club's reciprocal dinner invites (normally 3) - we thought we could use raffle proceeds to subsidise those so should offer them in the normal way. It was suggested that we approach some local business for sponsored raffle prizes – suggestions included Butcombe, Cheddar Ales, Thatchers, Wild Wookey, show cave ticket, hotel night.... For the dinner people are to use BACS Payment ref surname_70d. TH confirmed payment by cheque will be OK for dinner and 2024 subs.

4. Full hut bookings. We agreed to defer any rule changes in this area for discussion at the 2024 AGM.
5. Purchasing by trustees. Tackle master M Dredge has asked for some clarification on spending and authorisation. A simple clarification to expenditure rule 9 was approved by a vote of all present (-JR). MD will propose a budget for tackle update when needs have been established.
5. AOB
 - a. MD – Tackle update – MD asked do we need the cages used for helmet storage? Explanation was they are to help with collecting hire charges and to reduce ease of access to members. We agreed to keep them. **ACTION:** DM to liaise with MD about WiFi in the tackle store and its webcam (free online account). There are some items, e.g., cement, in the store that should not be there – **ACTION:** MD to move these to old shed. We approved MD to purchase a new metal numbering/lettering punch set (old set is lost). Some ropes have been retired. MD needs some feedback about what SRT and lifeline ropes we need. **ACTION:** DM to hand over online 'gear log' to MD. There is a master password/key code document that TH and BCh can provide on request. Some old ropes have been moved to the old shed for digging, with identification removed. Heated rope knife to be purchased, cost up to £70, approved by all present - JR.
 - b. TH - What to do about broken SumUp. TH suggested an alternative is to use QR codes within a glazed frame (to avoid spoofing with a sticker) – disadvantage is that smart phone needed. Those present voted unanimously to give this a trial before purchasing a replacement SumUp. **ACTION:** TH to produce frame with QR codes for paying for bed nights (still via SumUp).
 - c. TH – Website refresh TH showed us work on new Web Site using WordPress – looking very good. **ACTION:** TH to show BCh, BS and DM how to edit it.
 - d. **ACTION:** JK reported external cottage rendering is beginning to fail, he will obtain information about replacing the rendering with a more modern material incorporating some insulation. Likely to be a significant capital expenditure.
 - e. **ACTION:** JK reported minor roof woodwork repairs are needed BS agreed to help.