

Mendip Caving Group.

Management Meeting Minutes May 2024

Meeting held 20th May 2024.

Trustees Present:

Bill Chadwick
Jackie Murch
Jason Kirby
Kay Matthews
Tom Harrison
Mark Edwards
Brian Snell
Matty Dredge
Dan Matthews (co-opted at the start of the meeting)

Trustees Apologies:

Ben Cooper
Tim Francis
Jonathan Roberts

Agenda:

1. The draft Management Meeting Minutes 03-2024 on the website were approved by all except KM who was not a trustee at the time of the meeting. **ACTION:** B Ch to update the website to remove the draft status.

https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG_Mar_24_management_mtg_minutes.pdf

2. Membership changes

1. New Probationary Member approvals:

None

2. New Full Member approvals:

Kat Rosier was voted in as a full member by all the trustees present (nine).

3. New Affiliate Member Approvals:

Helen Ingold was voted in as an affiliate member by all the trustees present (nine). **ACTION:** B Ch to direct her to application form and payment method.

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

Action	Who	NOTES
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C/F 1 Fire Wardens	JK	ACTION: Jason will arrange online training for, Jackie Murch and Mark Edwards. The cost will be £43 each ONGOING
C/F 2 Investment transfer	TH & BCp	ACTION: BCp & TH to transfer £12K into four further investment funds, including Rathbones when ready. ONGOING: TH will try to get this done in July
C/F 3 Cottage transfer progress report	BCh	ACTION: ONGOING
C/F 4 Treasurer to work with S Porter re Gift Aid	TH & SP	ACTION: ONGOING
C/F 5 Full cottage bookings.	TF & BCh	ACTION: It was suggested that TF and BCh work together to draft a new rule about full cottage bookings and report back to the trustees. If a booking request comes in in the mean-time, all the trustees will be consulted to determine whether to accept it or not.
C/F 6 Roof woodwork	JK & BS	ACTION: Some rotten woodwork needs to be replaced. JK assisted by BS to do it. JK to ask Doug Harris where UPVC soffit material used on the front dormers came from. BS and JK to try and get this done in June. Needs maintenance free solution. Use black UPVC barge boards if possible. Expenditure up to £300 approved by all trustees present.
C/F 7 Obtain quotes for replacing cottage rendering	JK	ACTION: The rendering of the cottage is beginning to fail. JK to obtain quotes for modern material replacement, perhaps including insulation. ONGOING, not urgent yet though it might be worth considering a short-term repair to the worst cracks.
C/F 8 Web Site Refresh	TH	ACTION: TH is working up an updated web site. TH to show others (BCh, KM, BS) how to update it ONGOING
C/F 9 Sum Up Machine	TH / trustees	ACTION: TH. ONGOING Not yet working. Needs work on the old tablet from the shed or a new tablet acquiring. Any offer of a working but unwanted tablet / iPad would be welcome.
C/F 10 Affiliate membership	BCh	ACTION: BCh To ask people if they want to join as affiliates with the 70 th bulletin announcement which will be sent to all members and all 70 th dinner bookers. This covering letter will include a description of our communication channels – Facebook and Google Groups. Facebook is reserved for current members only, lapsed members have recently been removed. The Google Groups is not routinely culled of lapsed members. Members only, will be reminded of the member's area password for the web site.

4. New Agenda Items:

1. Co-opt Jackie Murch as Librarian/Recorder (currently Social Secretary). 8 Votes were placed to confirm this: Tom, Brian, Jason, Jackie, Matty, Mark, Bill & Kay.
2. Co-opt Dan Matthews as Social Secretary. 8 Votes were placed to confirm this: Tom, Brian, Jason, Jackie, Matty, Mark, Bill & Kay.
3. Discuss the financial outcome of the 70th dinner. All the minibus fairs have been paid but we have not yet had the mini-bus bill presented to MCG by Blenheim Scouts. **ACTION:** JK to phone the scouts and enquire about the bill. TH did not have a financial summary of the dinner income / expenditure available yet – the feeling is that no significant profit or loss was made.
4. 70th publication being produce by TH is nearly ready. Fosseway printers will be used for printed copies to be sent to the MCG News exchange list plus copies for the MCG library and lounge.

5. KM is working on an edition of MCG news.
6. BCh has sent some words and photos about our 70th dinner to Mendip Times. The trustees present suggested that BCh send the same information to Descent (done).
7. A letter about the need for a TV license has been received at the cottage. See here <https://www.tvlicensing.co.uk> – their relevant information flyer is copied below these minutes. Their information states “*You don’t need a licence if you and your members only use devices, such as laptops, tablets or mobile phones, that are not plugged into the mains, and you each have a TV Licence for your home address.*” We observed that there is no special dispensation for a charity. So, the trustees present agreed that we should:
 - a. Not pay for a TV license for the cottage (£169.50).
 - b. Display a sign at the cottage stating that “*Whilst on the MCG premises, members and guests should not watch BBC iPlayer or live TV, from a device plugged in to the mains. Anyone watching BBC iPlayer or live TV, from a battery powered device, on the MCG premises, must have a TV license at their home address.*”
 - c. Send the instruction at b. above to members in the next routine emailing – with the publication of the 70th journal.
 - d. Add the words from b. above to the formal CIO rules (post meeting note).

Bill Chadwick May 2024

Does your community group need a TV Licence?

If you plan to watch live TV or watch or download BBC programmes on BBC iPlayer, even if it's just for a short period of time, you need to make sure you're covered by a TV Licence.



When you need a TV Licence

- You need to be covered by a TV Licence if you're plugged into the mains to watch or record programmes as they're being shown on TV or live on an online TV service, or to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer. This applies to any device you use.



When you DON'T need a TV Licence

- You don't need a licence if you and your members only use devices, such as laptops, tablets or mobile phones, that are not plugged into the mains, and you each have a TV Licence for your home address. You also don't need one if your devices are only used to view CCTV, DVDs/Blu-rays or videos.

A standard TV Licence costs £169.50. You can pay it all in one go or choose to spread the cost.

Your questions answered.



Can we buy a short-term licence to watch a one-off event?

Unfortunately not. If you only need a licence for a short time, you can buy one and then apply for a part refund once you no longer need it. Alternatively, you can spread the cost of a licence to keep payments as low as possible.



Who is responsible for paying the licence fee?

You can avoid the risk of breaking the law by making sure the premises are covered by a licence. If you or your group manage the property, it's your or your group's responsibility to make sure you're licensed.



What happens if I don't have a licence?

It is a criminal offence to watch or record live TV programmes on any channel or device, or to download or watch BBC programmes on iPlayer, without being covered by a licence. If you break the law, you risk prosecution and a fine. The maximum penalty is a £1,000* fine plus any legal costs and/or compensation you may be ordered to pay.



Do you grant discounts for charity or not-for-profit groups?

No, sorry. Concessions are set by the government and there are no discounts available for these groups.



Do I need more than one licence?

Usually, one TV Licence will cover a club or community group, if the same TV can be used by the different clubs and groups who use the licensed address. However, if part of a community centre is solely occupied by a club or group, and a TV or other device is reserved for their use only, a separate TV Licence may be needed.

*The maximum fine is £2,000 in Guernsey.

Find out more at [tvlicensing.co.uk/businessinfo](https://www.tvlicensing.co.uk/businessinfo) or call **0300 790 6112**