

# Mendip Caving Group.

## Management Meeting Minutes July 2024

Meeting held 17<sup>th</sup> July 2024.

### **Trustees Present:**

Bill Chadwick  
Jason Kirby  
Kay Matthews  
Tom Harrison  
Brian Snell  
Dan Matthews  
Tim Francis  
Ben Cooper

### **Trustees Absent (apologies received):**

Jackie Murch  
Jonathan Roberts  
Mark Edwards  
Matty Dredge

### **Agenda:**

1. The draft Management Meeting Minutes 05-2024 on the website

[https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG\\_May\\_24\\_management\\_mtg\\_minutes.pdf](https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG_May_24_management_mtg_minutes.pdf)

were approved by an affirmative vote from BCh, JK, KM, TH, BS and DM. BCp and TF abstained as they were not present at the May meeting.

### **2. Membership changes**

1. New Probationary Members

Steven Hawkins	proposed by Mark Edwards, seconded by Becky Vials
Zac Clarke	proposed by Mark Edwards, seconded by Jason Kirby
Keir Inga Spreckley	proposed by Mark Edwards, seconded by Matty Dredge

All were voted in unanimously by the trustees present.

2. New Full Member approvals:

None advised to the secretary

3. New Affiliate Member Approvals:

None advised to the secretary

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

Action	Who	NOTES
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C/F 1 Fire Wardens	JK	<b>ACTION:</b> 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	<b>ACTION:</b> BCp & TH to transfer £12K into four further investment funds, including Rathbones when ready. ONGOING: TH and BCp will try to get this done in July
C/F 3 Cottage transfer progress report	BCh	<b>ACTION:</b> ONGOING Approved for 'expedition' by the land registry on 5 <sup>th</sup> July 2024
C/F 4 Treasurer to work with S Porter re Gift Aid	TH & SP	<b>ACTION:</b> ONGOING
C/F 5 Full cottage bookings.	TF & BCh	<b>ACTION:</b> ONGOING. The May trustee's meeting suggested TF and BCh work together to draft a new rule about full cottage bookings and report back to the trustees. BCh to send draft words to TF. 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	Some work completed (under budget) – thanks Brian and Jason. There is a bit more work still to do.
C/F 7 Obtain quotes for replacing cottage rendering	JK	<b>ACTION:</b> 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	<b>ACTION:</b> 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 / BCh	<b>ACTION:</b> TH. ONGOING New 8" Samsung tablet procured and working with sumup device. Will be sited near the lectern. BCh has ordered a £15 mount for the tablet and has made a small shelf for the sumup. BS said to take care with fixing due to electric cables.
C/F 10 Affiliate membership	BCh	<b>ACTION:</b> BCh To ask people if they want to join as affiliates with the 70 <sup>th</sup> bulletin announcement which will be sent to all members and all 70 <sup>th</sup> 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.

#### 4. New Agenda Items:

1. Approve expenditure for one more Fenix lamp for a newly donated club helmet. After some debate it was decided to first check the quantity (5?) and quality of the existing club lights and helmets.
2. We briefly discussed the financial outcome of the 70<sup>th</sup> dinner. The total spend was £5432.95, this was covered by donations of £400, ticket sales of £4733 and raffle proceeds of £844. So, the dinner has more than broken even as intended, though we do not look to have paid the mini-bus bill yet. **ACTION:** JK is going to chase for the invoice for that (it should be covered by the excess funds above).
3. We discussed printing and circulation (electronic and printed) of the 70<sup>th</sup> publication produced by TH and MCG News 389 which has been prepared by KM. We will send free of charge printed copies of both publications to the exchange list, as refreshed in 2022. The list will be checked for the inclusion of our neighbours Mr Brown, Mary Cox and Nordrach Lodge. We will publish the 70<sup>th</sup> journal online as a PDF at the beginning of August. At publication time, we will invite members to apply, by mid-August, for a printed copy of either or both items at the price of £5 each. Printed copies can be picked up at the cottage for free or sent by post at the further cost of £3. Request for printed copies will be received by TH who will organise the printing and any mailing. Printing cost is

expected to be around £4 to £5 per copy (the quote for fifty copies of 50 double-sided pages was £189, MCG News 389 is 41 pages).

4. A sign explaining that we don't have a TV licence and people should not watch BBC material from a mains powered device whilst at the MCG cottage is now displayed in the lounge. Can we please vote to add the words below to the CIO rules. These words will be repeated in the covering email for the next MCG news.

*“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.”*

The rule addition was passed by unanimous vote of the trustees present. BCh will update the rules.

5. Any Other Business.
  - a. Our Tackle Master Matty Dredge has tendered his resignation but it has yet to be actioned
  - b. Charity Commission reports for 2023 have been submitted
  - c. A business rates enquiry form has been submitted
  - d. A notice that we do not need a TV License has been submitted
  - e. Soap dispensers need cleaning to avoid leaking (perhaps remove one of the two in the changing room)
  - f. Janitorial supplies need a refresh
  - g. More dormer wood work repairs needed JK and BS will provide estimated cost for our next meeting.

*Bill Chadwick July 2024*