

Mendip Caving Group.

Management Meeting Minutes September 2024

Meeting held virtually on the 30th September 2024.

Trustees Present:

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

Trustees Not Present:

Ben Cooper
Jackie Murch
Jonathan Roberts
Mark Edwards
Matty Dredge (has resigned)

Agenda:

1. We reviewed and approved, by unanimous vote, the draft Management Meeting Minutes 07-2024 on the website
https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG_July_24_management_mtg_minutes.pdf

2. Membership changes

1. We voted unanimously to admit the following new Probationary Members.

Matthew Roberts	proposed by Mark Edwards, seconded by Kay Matthews
Justyn Abrahams	proposed by Mark Edwards, seconded by Greg Hawkins
Katarzyna (Kat) Bielecka	proposed by Mark Edwards, seconded by Greg Hawkins
Andrew Thompson	proposed by Mark Edwards, seconded by Jason Kirby

One member from 2023 did not rejoin earlier in the year but wants to rejoin now. The BCA may require a full years' subscription from them. In the member's circumstance, the trustees agreed that a pro-rata MCG fee could apply. **TH to check** the member has paid the expected amount. It was noted that there is a new online BCA membership system with clubs able to add and pay for new members at any time. **BCh to ensure** TH is registered as an MCG admin for this system (done),

2. New Full Member approvals:

We approved Full membership for Callum Bisley subject to satisfactory review of his completed Full Membership form, which is at the cottage, by two or more trustees on the weekend of 5th/6th October 24.

3. New Affiliate Member Approvals:

None advised to the secretary

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

Action	Who	NOTES
C/F 1 Fire Wardens	JK	ACTION: JK has passed booking details to BCh. After confirming their willingness, BCh to book their courses. Candidates are Jackie Murch, Mike Moxon and Mark Edwards. The cost will be £43 each. After the training, JK to organise a meeting re Fire Safety processes at the cottage. 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 and BCp will try to get this done soon.
C/F 3 Land Registry transfer of cottage title to the CIO.	BCh & SP	COMPLETE, though Steve Porter believes there is an unnecessary restriction that should be removed. BCh has contacted SP for more details. Out of curiosity, SP to be asked if the sale pre-emption charge in favour of JE Fry is passed to his descendants.
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: 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. ACTION: There is a bit more work still to do. JK and BS to provide estimate of cost after a review on 5 th /6 th October.
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 / BCh	COMPLETED – new machine and tablet wall mounted. However, there was an issue with it displaying google account login authentication requests (it uses the same account as the bookings calendar) this should have been resolved by adding a further device to the account. A longer USB cable is required and to tidy things up, the charge cables could be put in trunking.
C/F 10 Affiliate membership	BCh	ACTION: BCh To ask 70 th dinner attendees if they want to join as affiliates – now to be done at annual membership renewal time. Likewise explanation of communication channels (Google Group and Facebook)
C/F 11 70 th Minibus hire	JK	ACTION: BCh to chase, by email, for the invoice for the 70 th dinner minibus hire (done).
C/F 12 Janitorial supplies.	JK	ACTION: JK to provide a notebook for supply requests, to hang on the cupboard door with the keys. Remove second soap dispenser from changing room.

4. New Agenda Items:

- 1) We discussed progress on printing and distribution of the 70th journal and MCG News 389. Printing should be ready for 5/6th Oct or a few days later. Printing is in Bournemouth. TH to collect and bring to Mendip. TH to attend to postage.
- 2) We discussed if the old charity can now be closed with the Charity Commission (can be done online, 7 years of accounts to be kept). S Porter says yes with regard to the cottage title, we await confirmation from BCP regarding the investments.
- 3) Discuss library overflow storage with regard to a request from Joan Goddard:-

“To consider purchasing a tall lockable metal cupboard for overflow from the library. It could go in the 6 room next to the X-cupboard) but someone needs to take careful measurements first. There are also a lot of old MCG files which could go in it e.g. membership lists from the year dot, Shop files etc. And maybe old CCC, CSCC, and similar files.”

We did not consider it appropriate to store library overflow material in the cottage bedrooms so declined JG's request to do so.

We agreed to convene a working group to review and purge the overflow material already in the library, loft and eaves spaces, particularly old MCG bills and receipts etc > 10 years old. We suggested JG, MM, and one or two current trustees, form this group. Less printed administrative material is being accumulated now. We will add what extra shelving we can. Long term, a library extension is the only option. The trustees suggest an AGM item to consider this issue.

4) Any Other Business.

- a) Xmas dinner plans. DM + Ed & Kat are expecting to produce a sit-down Xmas dinner, JM to be asked about food quantities to purchase. Booking to commence after the November weekend, which will be Halloween themed.
- b) Our Tackle Master Matty Dredge has confirmed his resignation. BCh to ask the membership for a volunteer to fill this post.
- c) JK asks that we confirm not to accept a supply of pallets as firewood (not suitable).
- d) TF asks that we remind members to fill in the Blackmoor Log for trips to Stainsby's, UF and Waterwheel. We also have a log, asked for by CCC Ltd, for trips to Longwood August and Rhino Rift. This will be done by email and again at membership renewal time. Post meeting note folk should also be reminded to self-renew CCC permits and be reminded about the CSCC access guide. Trustees to check there is a prompt label still with the Longwood keys. Post meeting note - trustees to confirm if there is a second (in addition to the one near the UF key box) Blackmoor log in the Tackle store. BCh to add items to the Full Membership form about logs and permits.

Bill Chadwick October 3rd 2024