

# Mendip Caving Group.

## Management Meeting Minutes November 2024

Meeting held virtually on 27<sup>th</sup> November 2024.

### **Trustees Present:**

Bill Chadwick  
Jason Kirby  
Kay Matthews  
Tom Harrison (part time)  
Dan Matthews (part time)  
Tim Francis  
Ben Cooper (part time)  
Mark Edwards

### **Trustees Apologies:**

Brian Snell  
Jonathan Roberts

### **Agenda:**

1. We voted unanimously to approve the draft Management Meeting Minutes 09-2024 on the website [https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG\\_Sep\\_24\\_management\\_mtg\\_minutes.pdf](https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG_Sep_24_management_mtg_minutes.pdf)

### **2. Membership changes**

1. New Probationary Member Dave Wiltshire was voted in unanimously. He was proposed by Robin Harris and seconded by Mark Edwards

2. New Full Member approvals:

For the record, confirm that Callum Bisley's completed full membership form was accepted by several trustees on 5<sup>th</sup> October 2024.

We reviewed the Full Membership form submitted by Hannah Blunt and voted her in as a Full member unanimously.

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	<b>ACTION:</b> Ed Ford, Mike Moxon and Mark Edwards have been booked on an online Fire Warden training course at the cost of £43 each. Ed Ford has completed and passed his training. After the training, <b>JK</b> to organise a meeting re Fire Safety processes at the cottage. 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. <b>ONGOING:</b> TH and BCp will try to get this done soon.
C/F 3 Land Registry transfer of cottage title to the CIO.	BCh & SP	<b>COMPLETE + ONGOING,</b> Steve Porter believes there are unnecessary restriction(s) in the registration of the cottage to the CIO that should be removed. We need to confirm, to the land registry, that the old charity has/will be closed so that the old named trustees are no longer relevant. 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	<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 has sent 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. Material from a similar debate in 1999 is available for study.
C/F 6 Roof woodwork	JK & BS	Some work completed (under budget) – thanks Brian and Jason. <b>ACTION:</b> There is a bit more work still to do. JK and BS to provide estimate of cost after a review on 5 <sup>th</sup> /6 <sup>th</sup> October.
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. <b>ONGOING,</b> 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 <b>ONGOING</b>
C/F 9 Affiliate membership	BCh	<b>ACTION:</b> BCh To ask 70 <sup>th</sup> 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 10 Janitorial supplies.	JK	<b>ACTION: JK</b> to provide a notebook for supply requests, to hang on the cupboard door with the keys. Remove second soap dispenser from changing room.
C/F 11 Xmas Dinner	DM	Xmas dinner plans. <b>DM</b> + helpers are expecting to produce a sit-down Xmas dinner, JM to be asked about food quantities to purchase. Booking now closed. 22 diners booked as of 27 <sup>th</sup> November.

#### 4. New Agenda Items:

- 1) With regard to the closure of the old charity. Steve Porter says it is OK to do so re the Land Registry and Ben Cooper has confirmed that all our investments have been transferred to the CIO. However, we need to double check with TH that all the bank accounts have also been properly transferred. When TH confirms to BCh that those transfers are done, BCh is authorised to close the old charity.
- 2) After consulting the delegation section of the constitution, we agreed to formally enable Ed Ford to act as Tackle Master by forming a committee comprising himself and Mark Edwards (trustee and Caving Secretary). This is necessary because Ed Ford does not wish to become a trustee of the MCG charity. Mark Edwards is to liaise with the other trustees when their authority is required regarding the management of our caving equipment. There is no reason why Ed Ford can not join a trustees meeting but would have no vote himself. We observed that we cannot afford for many of the MCG Officer posts to be occupied like this and so will discuss the matter further at our 2025 AGM.

- 3) We formally accept Jackie Murch's resignation as Librarian.
- 4) In a similar to manner to Ed Ford at 2) above, we wish to formally enable Joan Goddard and Mike Moxon to jointly act as Librarian without becoming charity trustees. The Librarian committee to comprise Joan Goddard, Mike Moxon and Bill Chadwick with B Ch liaising with the trustees when their authority is required regarding the management of our library.
- 5) Any Other Business.
  - a) We discussed the potential purchase of additional land at some length. The trustees concluded that it was in the MCG's best interests to acquire more land if possible. It was pointed out that extra land might mean increased and regular, expense and maintenance.
  - b) JK is to consider using a single company for servicing our Alarm System and Fire Extinguishers rather than the two that are used at present. Quotes to be obtained. JK or Joan Goddard to ask D&S securities to please send invoices to the treasurer by email, rather than by post to the cottage.
  - c) We approved the use of a Goatchurch Survey, copyright MCG, in an on-line video to be produced by ODD TRAVELS.
  - d) We have been gifted some old caving gear to be auctioned to members with the proceeds going to MCG funds. MCG to have the size L over-suit if it does not attract a bid more than £10. Buyers will be informed that the equipment is 20 to 30 years old and is used at their own risk.
  - e) B Ch to send out membership renewals at the start of December. BCA caving insurance is £24 for 2025. Members will be reminded to acquire their own CCC Ltd permits for GB, Longwood etc. A further reminder about completing the Blackmoor log will also be included. Invites to 70<sup>th</sup> dinner attendees to join as Affiliates will be sent too.
  - f) We agreed to reimburse Kat Rosier the small short-fall from her last member's weekend catering - £7.50.
  - g) JK to procure and deliver Xmas gifts (and cards) for our neighbours Mary Cox (Chocolate Biscuits) and Mr Brown (Famous Grouse).
  - h) We voted unanimously to amend our CIO rules to set the Junior membership rate at £5 (to include next year if paid in December). It was an oversight that the subscription rate was not set when the under 18 Junior membership class was added to the constitution at our 2022 AGM. B Ch to update the rules. ME to request that our first Junior member complete our online application form which will trigger TH to apply to BCA for insurance (free for under 18s).

*Bill Chadwick November 28th 2024*