

Mendip Caving Group

Management Meeting Minutes - May 2025

Meeting held virtually on the 19th of May.

Trustees present:

Bill Chadwick
Jason Kirby
Dan Matthews
Tim Francis
Brian Snell
Mike Ormond

Trustees absent:

Kay Matthews
Tom Harrison
Jonathan Roberts
Ben Cooper
Mark Edwards

Delegates:

Ed Ford (tackle)

Agenda:

1. We voted with 5 for and one abstention, to approve the draft Management Meeting Minutes Feb-2025 on the website
https://www.mendipcavinggroup.org.uk/app/download/12491277/MCG_Feb_25_management_mtg_minutes.pdf
2. **Membership changes**
 1. New probationary Members Approvals:
None
 2. New U18 Member approvals:
None
 3. New Full Member approvals:
None
 4. New Affiliate Member Approvals:
None
3. **Carry Forwards (C/F) from the previous meeting**

Action	Who	NOTES
C/F 1 Fire Wardens	JK	ACTION: JK to provide onsite training for Ed Ford, Mike Moxon and Mark Edwards. Fire brigade grab bag to be

		provided by JK. JK to call for an inspection by the Fire Brigade before the end of September. ONGOING
C/F 2 Investment transfer	TH & BCp	ACTION: BCp & TH to transfer £12K into four further investment funds. 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 + ONGOING. The Land Registry have given a date of 27th May for a response to our application to clean up the register.
C/F 4 Treasurer to work with S Porter re Gift Aid	TH & SP	ACTION: ONGOING
C/F 5 Full cottage bookings.	All	ACTION: ONGOING. This meeting edited up the proposed rules for exclusive use bookings for circulation to the remaining trustees for comment – see addendum. At the AGM, the trustees agreed to present the rules to the membership by the end of June.
C/F 6 Roof woodwork	JK & BS	ACTION: There is a bit more work still to repair but it is not urgent.
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 Closure of Old Charity	BCh, TH	ACTION: TH to confirm when the new Nat West bank account is ready for use and all the bank accounts bound to the old charity have been closed. When that is done, the old charity can be closed. All trustees have been asked for signatures by the Nat West.
C/F 10 Alarms and Fire Extinguishers	JK	ACTION: JK to phone and email DS securities to try and get them to email or post bills directly to the treasurer rather than to Nordrach cottage.

4. New Agenda Items:

- 1) Review proposed rules re exclusive use cottage bookings. The rules as edited up at the meeting, are shown in the addendum below. We need to review and vote these in at a trustee meeting in June. We need to provide a second drying room key in the tackle shed or consider installing an electronic lock for the drying room, operated by the any class of tag - **ACTION JK**.
- 2) Delegation report from Ed Ford and Mark Edwards regarding management of the tackle store – none provided. We now have keys for Ogof Craig a Ffynon and Aggen Allwedd.
- 3) A.O.B.
 - a) Consider what to do about the reported use of Class A controlled drugs on the MCG premises. We discussed this topic at some length. As the use of such drugs is illegal, we saw no need to add a rule about not using them at MCG (BEC have such a rule, but Wessex do not appear to). We observed that we have no rules about smoking indoors (against the law) or excessive alcohol consumption. We agreed for **BCh** to send a reminder to members, by email and to Facebook, along the lines of

“We would like to remind members that the use of ‘Controlled substances’ is illegal and should not be undertaken at the MCG premises. We also refer members to their duty, recorded in the constitution, to further the purposes of the CIO. Persons found using ‘Controlled substances’ at the cottage may be at risk of losing their membership.”

- b) Consider a request for further obscuring the toilet windows. JK has procured some film and will apply it to the windows soon. We have tested the obscurity of the glass and found it to be on the poor side.
- c) Consider updating (making more flexible) the requirements for becoming an Upper Flood leader specifically, the minimum of five trips shown at the end of this page <https://www.mendipcavinggroup.org.uk/uf-warden-info/> . We agreed the revised words, for two paragraphs, shown in italics below. BCh to update the website.

Prospective wardens should participate in a minimum of three training trips and demonstrate knowledge of the expectations above. These trips should be accomplished in a time frame of not more than 18 months, with at least two different established wardens, one of whom must be a MCG member.

On completion of each trip, applicants should fill in the form provided by the MCG noting the accompanying warden. Once the form is completed, it should then be submitted to the MCG trustees who will consider the appointment as a leader.

- d) We unanimously voted in Matty Dredge and Mike Ormond as Upper Flood leaders.

Bill Chadwick May 21st 2025

Addendum

Proposed rules for exclusive use booking.

- 9. Exclusive use of Nordrach cottage
 - 1) Our constitution states that the trustees may restrict members access to the CIO premises, to enable the premises to be used by a youth organisation whose safeguarding rules would prohibit the simultaneous presence of persons outside of their organisation. Such bookings help fulfil our charitable remit and provide welcome income for MCG. Remember that these rules, as well as enabling the safeguarding of our guests, also help protect members from false accusations.
 - 2) On no more than three occasions per calendar year, the trustees may permit a whole cottage (exclusive use) booking, of up to one week. Such bookings will:
 - a) be well separated through the year
 - b) not be accepted for extended, public holiday weekends or members weekends.
 - 3) Because of the safe-guarding needs of such groups, MCG members will be unable to access the cottage between the arrival and departure of the group (but may access the outbuildings and wash down area).
 - 4) The leaders of an exclusive use group are empowered to exclude MCG members from the MCG cottage, during their booking.
 - 5) The trustees will use their best endeavours to communicate the dates and times, of any exclusive booking to the full MCG membership in a timely manner, giving at least one month's notice and repeating the notice one week before the booking. Such notice is to be given by email, directly to members and be posted on MCG social media.

6) Exclusive use bookings will not be accepted for youth organisations that are not formally constituted.

7) By way of further definition, a youth organisation is “an organisation that works with children and young people, where the majority of the children are aged 11 to 18 years and are registered with their appropriate regulatory body.” Included categories are:

- Charities registered with the Charities Commission
- Not-for-profit companies (including CICs) registered with Companies House
- Schools
- Local authority youth services
- Uniformed organisations
- Sports clubs