

Mendip Caving Group

Management Meeting Minutes - June 2025

Meeting held virtually 30th June.

Trustees Present:

Bill Chadwick
Jason Kirby
Brian Snell
Mike Ormond
Kay Matthews
Mark Edwards

Trustees Absent:

Dan Matthews
Tim Francis
Tom Harrison
Jonathan Roberts
Ben Cooper
We voted

Delegates:

Ed Ford (tackle)

Agenda:

1. We voted to approve the minutes of our last meeting on our web site here
https://www.mendipcavinggroup.org.uk/app/download/12091247/MCG_May_25_management_mtg_minutes.pdf KM and ME abstained as they were not present at the meeting.

2. Membership changes

1. New probationary Members Approvals:

Christina Wiltshire approved by a unanimous vote

2. New U18 Member approvals:

None

3. New Full Member approvals:

Jeremy Gilson (returning), Dave Wiltshire (forms reviewed) both approved by a unanimous vote.
ME to check if the form needs any updating.

4. New Affiliate Member Approvals:

None

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

Action	Who	NOTES
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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 book an inspection by the Fire Brigade before the end of September. The plan is to prepare as best we can for the inspection and then see what if any, deficiencies are reported. JK warns that we may have to replace internal fire doors at some considerable expense.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. BCh made an electronic progress enquiry on 24 th June – its ongoing.
C/F 4 Treasurer to work with S Porter re Gift Aid	TH & SP	ACTION: ONGOING
C/F 5 Roof woodwork	JK & BS	ACTION: There is a bit more work still to repair but it is not urgent.
C/F 6 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 7 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 8 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 9 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.
C/F 10	JK	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.

4. New Agenda Items:

- 1) We voted unanimously to adopt the exclusive use cottage booking rules shown in the addendum below. During the feedback period, there has been some comment about the use of a toilet/shower during an exclusive use booking. We decided to leave that matter for now and see if there are further, similar, requests from other members. We observed that we have an exclusive use booking for October and that such a booking should pay for all 30 beds.
- 2) A.O.B.
 - a) Matty Dredge is going to represent MCG at a meeting re the new Cheddar cave access agreement on 7th July.
 - b) Joan Goddard has passed MO library details – book and journals holding list. **Action TH and MO** to get the book list at least, on to the new web site

- c) JK asks if TH can add a cleaning supplies and maintenance report form to the new web site (that would email JK automatically).
- d) KM is nearly there with the next News letter – a little more material would be good. Publication will now likely be after the summer holiday season.

Bill Chadwick June 30th 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 stay.
 - 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