

MCG Committee meeting minutes March 2019

Present: Bill Chadwick, Russ Porter, Dave Lossi, Tom Harrison, Keith Knight and Lisa Gibson (non-committee member) Miranda Litchfield sent her apologies.

Matter arising:

1. AGM Dinner. We have been dismayed by the lateness of the dinner organisation. J Murch assured BC that she will pass him menu details for the Burrington Inn meal on Sun 3rd March. Bill will forward these onto the membership by email ASAP. **ACTION** Russ is going to ask Doug Allen (BBC wildlife camera man) if he will do a talk. If that is not possible then we will pursue Miranda Litchfield's contact with a cave diver (**ACTION** J Murch / ML). Fall back speaker would be Ed Waters on Pearl Mine (**ACTION** J Murch). The Digging and Literary awards for the AGM dinner were decided but will not be announced until the AGM dinner.
2. The Library roof gully leak has dried out and is assumed to be due to snow and the accumulation of debris. Keith and Brian have a plan for reworking the roof ridge to prevent further moisture ingress. Keith has left some 'special' food for the unwanted livestock in the loft space (which had damaged some pipe insulation). The timber cladding to the sides of the front Foreman's lounge dormer window needs replacing. This will be a task for the new Cottage Warden to address.
3. Work on the new constitution is still ongoing. A draft will not be ready for the AGM. Sticking point has been trying to safeguard the membership from a rogue committee, the treasurer in particular. The meeting decided to change our online banking arrangements so that all electronic payments need authorising by two nominated signatories of which there will be four. The committee agreed that this should be sufficient protection and should be acceptable to the membership. The habit of one signatory pre-signing dual signatory blank cheques will be prohibited in the new constitution. We will add a clause that expenditure on a single item (or project) more than £10K will need majority approval by a vote amongst the trustees and the membership. When the draft constitution is ready, we will call an Extraordinary General Meeting at which it can be discussed and voted on.
4. Doug Harris is to be the new cottage warden. He is currently an associate member. The constitution permits one associate member on the committee. Next year, he will be urged to re-join as a full member – at the full membership rate.
5. **ACTION** Bill C to message NPC to continue with reciprocal hut rights (member rather than guest fee). This is to encourage NPC members to use our hut rather than another Mendip hut. Bill C also to check on a similar agreement with SWCC.
6. Fire Regulations. Keith has been directed to the government's regulations for 'Fire Precautions for Sleeping Accommodation'. John Crowsley (was/is a fireman) has the opinion that we should at least have a risk assessment against the regulation done – once a year. This could possibly be done by ourselves but it was felt a better idea to contract a 3rd party to do it. **ACTION** Keith will ask for a quotation for this from the company that services our fire-fighting appliances and the company that checks the fire alarm and also ask what the other Mendip clubs do (**ACTION** Russ also offered to ask around for an assessor). Keith expressed concern that any adverse findings might force us to stop the use of our sleeping

accommodation. Those present felt this was most unlikely. Keith has attempted to identify the relevant parts of the document. We do now have a carbon monoxide alarm in the lounge (a requirement for use of the log burning stove). The main item that we might fall down on is the locking and bolting of doors used as fire escapes. There is concern that these might need to be outward opening and operated with a crash bar. We were unsure if this would be appropriate for the front door. The regulations also require the chimney to be swept every 3 months if wood is bunt – but that may not be appropriate/applicable for occasional use such as ours. What would certainly be important is to record properly when the chimney is swept. The last part of the investigation is the need for PAT testing of electrical devices. **ACTION** Keith will check with Steve Church if this is necessary and if so how to achieve it. **ACTION** Keith stated that to improve fire safety, paints etc stored under the stairs would be moved to the old shed.

7. **ACTION** Tom Harrison is to re-arrange our internet banking to require one user to authorise all electronic payments set up by another user. The habit of pre-signing blank cheques is to cease. The new signatories will be Tom Harrison, Dave Lossi, Bill Chadwick and Dan Mathews. Tom has been provided with a signed minute from the meeting listing the new signatory names. These signatories will need to be reviewed every year after the AGM.
8. **ACTION** Officers reports for the AGM agenda need to be with Bill before the 21st March for inclusion in the aggregated agenda. If this does not happen, the officers should make their own arrangements for printing of sufficient copies of their report for use at the AGM.
9. Tom mentioned that he might have access to some mattresses (ex air traffic crew sleeping quarters) that might better comply with fire regulations than those we have currently. The committee asked him to take up the opportunity **ACTION** Tom.
10. Actions on the committee from the 2018 AGM.
 - a. Reimburse Graham Price for Pearl Mine expenses. This has not been done as he has not presented receipts. It is suggested that the entrance tube at the MCG could replace the one GP provided for Pearl.
 - b. Ongoing action to monitor library humidity
 - c. Constitution update in progress, it will update the nomination process.
 - d. We will include a GDPR notice in the 2020 renewals
 - e. Printed newsletter debate is ongoing. The committee recommends an AGM discussion. Perhaps £ extra on subs but number of issues per year is an unknown. Charge in retrospect?
11. Update Web Site docs. New cottage leaflet and others needed. **ACTION** Dave will provide a list of documents. Tom suggests using material from the new members leaflet. The hut fees have been corrected on the web site. Dave has/will update web site photos. Tom stated that he keeps documents in an MCG DropBox account.
12. **ACTION** Dave will create a member's only area on the website where we can store and access MCG documents. These documents should not include the cottage access guide (key safe number etc).

13. **ACTION** BC to liaise with the new cottage warden about a date for changing the key-safe number. The key-safe is the normal way for guest groups to get access to the cottage.
14. Regarding the website. **ACTION** DL. It should be possible for at least one other officer to update the web site. **ACTION** BC ensure that the new constitution states that at least one officer shall be responsible for the web site existence and content. **ACTION** DL to put the website admin details in a committee only online document (?DropBox).
15. To encourage contributions, the electronic log book needs to be continually promoted to the membership. **ACTION** DL to promote, BC to re-invite DL to the Yahoo Group to make his email posting work (done).
16. We are happy to accept the donation of a projector screen from Joan Goddard.
17. **ACTION** ML to introduce a 'this year' folder in the library for holding newsletters from other organisations so that they may more easily be found and read by members. To be filed, per organisation, when documents are a year old.
18. BC stated that the buildings insurance has been renewed for 2019 and includes cover for outbuildings.
19. There is an ongoing activity to redact personal information from Newsletters so they can be made public on the new web site. **ACTION** BC. Volunteers will be sought at the AGM. Can be done by annotating PDF and printing to PDF. File size is less important these days.
20. Nicky Pearce is to take over from Jackie Murch as social secretary. Jackie is happy with the change.
21. **ACTION** Keith has been asked to provide instructions for the new drying room.
22. We had a request for support from the campaign group against the expansion of Bristol Airport. The committee **ACTION** BC to tell them we have no position on the matter due to our diverse membership.
23. Tom suggested that it might be possible for officers to attend committee meetings virtually now we have adequate broadband provision at the cottage.