

Mendip Caving Group.

Committee Meeting 22/03/2021

Links

Minutes of meeting 08/02/2021

Minutes of Emergency Committee Meeting 26/02/2021

<https://www.mendipcavinggroup.org.uk/committee-meeting-minutes/>

Committee

Present

Bill Chadwick

David Lossl

Nicky Pearce

Mark Edwards

Jason Kirby

Dan Matthews

Tom Harrison

Richard Carey

Apologies

None – apart from DL who apologised for being 10 mins late – fell asleep after a day of slab laying!

Minutes

1. Approve draft Committee Meeting Minutes 08/02/2021
Proposed as correct – Bill, Seconded Jason, None against
2. Approve Emergency Committee Meeting Minutes 26/02/2021
3. Proposed as correct – David, Seconded Bill, None against
4. Actions from previous meeting

Action	Who	NOTES
c/f ALL- Officer roles- write up Job Description	All	All completed. Many thanks.
C/F Bulk upload to website for newsletters to investigate- consider external hosting-	TH	Carry forward to next meeting
C/F Check to see if giving disabled access puts us in a stronger position to get a grant for the new shower/disabled toilet	TH	Tom has applied for the grant, but no response as yet

New Agenda Items

Action	Who	NOTES
1. Discuss postponing AGM from May to a date in September (avoiding holiday season) so that several members can be physically present	BC	Postpone to 4 th Sept 2021. Mixed mode as last year (Zoom + Attendees). 30 Max in attendance according to current guidelines. Proposed: BC Seconded: JK In favour; 7 Motion Carried
<p>1. BC. Discuss cottage reopening stages with relation to https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary</p> <p>Perhaps:</p> <ul style="list-style-type: none"> a. From 29th March tackle store open for local members (distant travel is still discouraged I believe) b. From 12th April tackle store open to all members, overnight accommodation to one household. c. From 17th May, overnight accommodation available to two households (rule of six indoors), possible outdoor MCG meets for up to 30 folk d. From 21st June cottage fully reopen to unlimited number of members. <p>What about daytime access to the cottage (inc. changing and showering) between 29th March and 21st June, in addition to overnight use? We must still give a good impression to our neighbours and the local community. Should we seek CSCC input?</p>	BC/DL	<p>29th March – 12th April:</p> <ul style="list-style-type: none"> 1. Six people outside. 2. Members will need to be local to comply with travel guidelines. 3. Tackle store will be open. 4. Booking system will re-open for visits for Track and Trace, and managing numbers. 5. Toilets to be open, but other parts of the main building not to be accessed. <p>17th April – 17th May ALL members can visit the club. 1 household inside. 1 household camping/motorhome Any household to book only 1 weekend in this period. Any household – max 2 nights stay.</p> <p>17th May on Guidelines are unclear, so the BC proposed waiting for clearer info and having another meeting to see exactly how we will be able to re-open the club more fully.</p> <p>BC to prepare an update for members via Google Chat and Fb DL to send out the information to members</p>
3. JK. Shower conversion progress report	JK	The new shower/toilet will be useable from 29 th March Separating the communal shower with shower curtains/boards ongoing
4. JK. What to do about the car park		Water comes in from the road as the drive is lower. The drive slopes towards the porch. Water pooling by the porch is damaging the foundation mortar. The drive needs levelling so water drains away from the cottage The car park needs new soakaways (currently there is only 1)

		Tarmac would be prohibitively expensive. JK to look at options and report back to the committee.
5. ME: Consider photocopying capability for library.	BC	The Committee agreed to purchase a replace b&w laser printer with a standard copier function. BC to purchase.
6. ME. Consider if away MCG trips should be on members weekends or not.	ME	The committee agreed that any trips organised by Mark, or other Committee members, should ideally be organised on non-club weekends, as going away will mean fewer people for the Saturday Social and other club weekend activities
7. DL. Password Change to members area – ufswallet	DL	Bill has already posted to members that the new password is “nordrach” so this is now set as the new password.
8. DL. Member’s area reorganise	DL	The Committee were happy with the reorganisation of the website Members Area.
9. DL. Consider creation safe guarding policy document.	NP	<p>The Committee felt that the BCA Safeguarding Policy should be adopted. BCA Safeguarding Policy Link</p> <p>NP to check that there are no club specific items that need to be added/amended.</p> <p>A link to the policy link should be in the public area of the website</p> <p>TH suggested the club membership renewal notice could have a link.</p> <p>BC suggested that a link should be put on information given to visitors booking the cottage.</p> <p>NP suggested putting a hard copy of the “Good Practice” part on the club notice board.</p> <p>The Committee decided to review Safeguarding as an annual agenda item.</p> <p>NP said there were “locum In Parentis” consent forms for parents to sign if members are willing to take Minors on trips without the members being there (See appendix 1)</p> <p>Tom has provided our existing Child Protection Policy (See appendix 2)</p>

AOB

<p>1. AOB Request from TF for us to consider electric car charging. Consider:</p> <ol style="list-style-type: none"> Installing one outdoor charge point using our existing circuit Investigating increasing supply capacity Investigating if grants available to increase supply capacity How users should pay for EV charging 	JK/TH	<p>While electrical work is going on at the cottage JK will get an external socket fitted which will be a stopgap.</p> <p>Grants are available for up to 75% of the cost of putting in a proper charging point (JK and TH to investigate)</p> <p>JK will need to check that the supply to the cottage has enough capacity for a car charging unit</p>
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2. Curtains		JK and NH to liase on acquisition of curtains as they are below delivery by post cost.
3.Waste	JK	Hopefully Russ Porter will be providing a skip to get rid of the waste accumulating in the car park
4. CCLtd AGM- MCG rep	BC	Bill to ask Hayley, as conservation Officer, to attend this Zoom AGM
5. Keys	JK/DL	UF Key to stay in current spot. Drying Room and Log Store keys to be kept in the Kit Room DL to get duplicate keys cut to hang on the gas-tap as a fallback as no spares.
6. Tackle Store	DM	Dan has produced a video on how to use the new online tackle log which he will promote to members.

Minutes -DL

British Caving Association
Consent form: children and vulnerable adults

Confidentiality and data protection: the information given on this form will be shared with:

- a) The club's committee member(s) responsible for supervising the activities
- b) The specific adults who are providing the activities
- c) Only if necessary, other agencies such as the BCA national council or local authorities, if safeguarding action or medical treatment are required

Name of child or vulnerable adult:

Age: Date of birth:

State any medical conditions they have, and any medication they take:

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State any dietary requirements:

State any special needs, and in the case of vulnerable adults, what their vulnerability is:

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Please describe how much caving they have already done, if any, and give the names of the caves visited if you know them.

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Supervision – please tick one of the three statements below.

The first two options imply that you, or a close friend, will look after your child whilst they are caving or in club buildings. In this event, the club will not vet adults using a DBS check.

- ☐ Either myself or another adult member of my family will be present to supervise and care for our child or vulnerable adult
- ☐ I am entrusting the care of my child or vulnerable relative, to a long-term family friend who will act on my behalf. The name of that adult is:
.....
- ☐ I am entrusting the care of my child or vulnerable relative to the club, and I understand that the adults who are directly caring for my child will have been vetted, including a DBS check.

Accommodation

If staying overnight, I have been informed about the nature of the accommodation and the likely sleeping arrangements.

Medical consent

In the event of illness or an accident requiring emergency hospital treatment, I authorise the adult named above, or a club member if the club is taking care of my child/relative, to sign on my behalf any written form of consent required by the hospital authorities.

Signed: Date:

Appendix 2



MCG Child Protection Policy.zip