

# **MCG AGM Minutes 2<sup>nd</sup> April 2022 10.00am**

## **Nordrach Cottage**

### **Zoom and Cottage meeting**

#### **Minutes for the AGM of MCG as Charity 270088**

#### **1. Appointment of Chair – Tim Francis**

#### **2. Members present and apologies:-**

**Present at the cottage:-** Tim Francis, Mark Edwards, Tom Harrison, Fiona Kempston, Roy Kempston, Steve Porter, Steve Church, Jason Kirby, Mike Moxon, Ben Cooper, Bill Chadwick, Brian Snell, Linda Milne, Kay Matthews, Denise Knibbs, Paul Quinton, Pat Walsh, Dave Cook, David Lossi, Keith Knight, Peat Bennett (19 voting members, 1 probationary member) Signed record of those present – see APPENDIX 1

**Present on Zoom:-** Chris Barrington, Becky Vials, Jonathan Roberts, Hayley Clark, (4 voting members)

**Apologies:** Jeremy Gilson, Keri Smallwood, James Hazel, Charlie Allison, Ben Cooper, Wilf Harrison, Joan Goddard, Nicola Pearce, Andrea Carey

#### **3. Vote on the motion: “That any routine AGM business be conducted at the ‘2022 MCG as CIO 1197325 AGM.’”**

For – 20

Against – 0

Abstentions- 3

#### **4. Vote on the motion: “That the trustees with the roles of Secretary, Treasurer, Librarian/Recorder, Caving Secretary, Social Secretary, Editor, Cottage Warden and Tackle Master that are elected as trustees of the CIO at the CIO AGM also be elected as committee members of the MCG as charity 270088. A list of those standing as trustees of the CIO will be found in the CIO AGM agenda.”**

For – 23

Against – 0

Abstentions- 0

#### **5. Vote on the motion: “That the committee of MCG as charity 270088 be authorised to complete the transfer of the MCG’s assets (property and investments) to the MCG CIO and that charity 270088 be closed when that has been done. The date of closure will be notified to members and recorded at the next CIO AGM”.**

For – 23

Against – 0  
Abstentions- 0

### **Minutes for the AGM of MCG as CIO 1197325**

- 1. Appointment of Chair** – Tim Francis
- 2. Record of those present**, indicating physical or virtual presence. – this is the same as the item 2 of the 270088 AGM.
- 3. Short review of the 2021 AGM minutes and any actions therein.**

Ref	Action	2022 update
64.10.4	Website archive needs case sensitivity fixing.	Bill Chadwick has now hosted the old site on free M/S hosting. <b>TOPIC CLOSED</b>
65 10.2	Archiving old docs electronically	Ongoing. Redacting issues for GDPR
66.2	Rationalising bank accounts	Banks are reviewing and changing the way they deal with charities, so this is ongoing. <b>ACTION. Report back to next AGM</b>
5.6	Bill Chadwick	<b>ACTION: Committee to review all club fees</b>
5.7	Tim Francis	There is a lot of club money in cash. This would be better invested to make the cash “work harder”. The committee have decided that any dividends from investments will be reinvested, rather than be drawn down as cash. <b>TOPIC CLOSED</b>
5.11	Bill Chadwick Tom Harrison	<b>ACTION: Work together to achieve the Santander account closure</b> (See 66.2 above)
5.20	Bill Chadwick	Rope labelling. Dan Matthews will complete this month. <b>TOPIC CLOSED</b>
9.6	Tim Francis	<b>ACTION: Send the under 18s question back to the Committee for further consideration of implications</b>

9.8	Proposed Ben Cooper 2 <sup>nd</sup> Tim Francis	<b>PROPOSAL:</b> The Committee set up a working party to work out a constitution change that would allow under 18's to join the CIO, and to present all necessary and clear information to an EGM 16 – for 1 – against 2- abstentions <b>Motion Passed</b> <b>ACTION: As Above</b>
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10.5	Bill Chadwick	The CIO enables the committee to make rules, and this may be the occasion to create a simple rule about dogs not being left alone, and being respectful of other member's needs. <b>ACTION: Committee to consider creating such a rule</b> Not as yet addressed
11.14	Bill Chadwick	Tag the keys with a note saying something like "Trips must be recorded in the Log" Keep a separate log for Blackmoor Swallet/Stainby's and Waterwheel in the Tackle Store. Actions completed and <b>TOPIC CLOSED</b>

4. **Vote to agree that Minutes of the 2021 AGM** (provided separately and available here <https://www.mendipcavinggroup.org.uk/app/download/11487533/AGM+Minutes+2021.pdf> ) are a true record of the meeting.

For – 19  
Against – 0  
Abstentions- 0

6. **Presentation of 2021/2022 officer's and trustee reports** (provided separately and available here [https://www.mendipcavinggroup.org.uk/app/download/11674791/MC\\_G\\_Officer\\_Reports\\_2022.pdf](https://www.mendipcavinggroup.org.uk/app/download/11674791/MC_G_Officer_Reports_2022.pdf) ).

6.a	Secretary Bill Chadwick	
6.b.1	Treasurer – Tom Harrison	Peat Bennett noted that SUM UP charge 1.69% while BACS is free. Encourage members to pay by BACS?

6.b.2	Tom Harrison	Which charity do we file accounts with? <b>ACTION</b> – Tom to clarify with Charities Commission
6.b.3	Tim Francis	Pearl Mine lid cost approx £1,000 – it would be a good write up for the next newsletter Manor Farm lid – this is not a cave exclusive to MCG therefore it should be a shared cost between clubs.

6.c.1	Caving Secretary – Mark Edwards	Tom Harrison suggested a programme of Club Weekend events should be published for the year – caving and social.
6.c.2	Roy Kempston	% of local members who attend club weekends? 56 out of 120 members have local postcodes Mark Edwards and others said that local members tend to join in daytime activities but tend not to spend the night
6.d.1	Cottage Warden – Jason Kirby	Jason Kirby has found it difficult to get trades to commit to give quotes for the carpark drainage. The quote he had is very expensive. He has therefore decided to do the work himself. This will require hiring a mini digger. There was no dissent to Jason's offer. <b>ACTION</b> – Jason to get approximate costings together
6.d.2	Jason Kirby	The front door manual lock is worn, as is the door itself. Changing the front door will solve the lock problem, and will further insulate the cottage. It may be possible to have a new door with only electronic entry required. <b>ACTION</b> – Jason to present costs to the committee
6.e	Tackle Master – Dan Mathews	
6.f	Recorder/Librarian – Dave Lossl	

6.g	Social Secretary – Nicola Pearce	Nicola Pearce had given her apologies and was not present. <b>ACTION</b> – David Lossl to send a letter of thanks to Nicky, as requested by the AGM.
6.h	Editor – position vacant,	no report
6.i	Investment Manager – Ben Cooper	There is now an important change in policy for the treatment of dividends, (£1,200 last year). Historically they were added to the club current accounts. They will now be reinvested. This was passed as a resolution at the last Trustees meeting.

## 5. Election of trustees for 2022-2023

The CIO has trustees rather than committee members. The CIO constitution provides for a maximum of twelve trustees. Many, but not all, of the trustees, will be involved in the day-to-day running of the MCG. All the trustees will be invited to and may join, any meeting of the trustees. Those listed in the table below with a role of Custodian are those not expected to take part in the day-to-day running of the MCG. Their expertise may be called upon by the other trustees when needed, or they may offer help if the other trustees experience particular difficulties. The first AGM of the MCG as a CIO is a special case. According to its constitution, all the named initial trustees must resign but any of them may be re-elected. The trustee nominations for 2022/2023 are shown in the table below.

Role	Candidate	Proposed By	Seconded By
Custodian	Brian Snell	Bill Chadwick	Jason Kirby
Custodian	Tim Francis	Bill Chadwick	Jason Kirby
Custodian	Jonathan Roberts	Bill Chadwick	Jason Kirby
Investment Administrator	Ben Cooper	Bill Chadwick	Jason Kirby
Secretary	Bill Chadwick	Dave Lossl	Ben Cooper
Treasurer	Tom Harrison	Bill Chadwick	Ben Cooper
Cottage Warden	Jason Kirby	Bill Chadwick	Ben Cooper
Caving Secretary	Mark Edwards	Bill Chadwick	Ben Cooper
Tackle Master	Dan Mathews	Jason Kirby	Mark Edwards
Social Secretary			
Editor	David Cook	Mark Edwards	Bill Chadwick
Librarian / Recorder	Dave Lossl	Bill Chadwick	Ben Cooper

5.1 Proposal - Tim Francis: The AGM vote en-bloc for these posts.

2<sup>nd</sup> – Jason Kirby

For – 19

Against – 0

Abstentions- 0

5.2 Proposal: the nominations for all the posts above are accepted

For – 19

Against – 0

Abstentions- 0

5.3 It was noted by Steve Porter that the charities Commission may require Trustees to provide ID

## 6. Election of Non committee posts for 2022-2023

6.a.1	Conservation and Access Officer	Represents MCG at CSCC and CCC Ltd meetings – was Hayley Clark for 2021, a new representative would be preferred. In the absence of any volunteers, Hayley kindly offered to continue for another year. Several people offered their thanks to Hayley.
6.a.2	Tim Francis	Tim raised the question of the new Singing River Mine access. Hayley said CSCC seemed unaware of the arrangements. Tim pointed out that there is lack of clarity where the £10 charity fee goes, and as a charity, we need to be clear about what happens to any money we collect for other organisations. <b>ACTION</b> – Hayley Clark to seek clarification from CSCC

6.b	Rescue Warden – Not currently required by Mendip Cave Rescue but the need for the position is to be kept under review	This post is not required by MCR, but it might be useful to have a club member who keeps up to date with rescue issues. Keith Knight raised questions about how Rescue information is disseminated from MCR. – it appears to be mainly social media. Keith also asked how the committee can keep up to date with MCR issues, and how an MCG member can join the MCR
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**7. Election of Account Examiners for 2022-2023** 2021 examiners were Linda Milne and Peat Bennett. Both have kindly offered to stand for 2022.

Proposed by Tim Francis, 2<sup>nd</sup>, Brian Snell

For – 23

Against – 0

Abstentions- 0

#### **8. Matters for discussion and a vote –**

Any formal General Meeting motions received by the secretary. – None

#### **9. Any Other Business:**

9a. Award of the Knibbs trophy for 2022 – Tim Francis was awarded the trophy for his dedication to recording caving and digging trips. .

9b. Award of the Digging trophy for 2022 – Jason Kirby was awarded the trophy for his work on restarting the Stainby's dig

9c. Paul Quinton suggested that it would be useful to post details of the club on local Facebook groups

9d. Under 18s, Bill Chadwick presented information the committee have collected re membership of the MCG by under 18s which may be found here

[https://www.mendipcavinggroup.org.uk/app/download/11428738/under18s\\_28th\\_mar\\_ch\\_2022.pdf](https://www.mendipcavinggroup.org.uk/app/download/11428738/under18s_28th_mar_ch_2022.pdf) .

Also attached in Appendix 2

The meeting concurred with the committee that there is some benefit to having under 18s members with few if any rights apart from the receipt of news-letters, joining of social media groups etc. The main purpose of admitting under 18s is to regularise the application for BCA insurance on their behalf. It is quite clear that we cannot permit under 18's to stay at the cottage without a parent / guardian.

**ACTION** The meeting asked for the committee to come back to the next AGM (or an EGM) with a draft of an amended constitution that includes a 'Junior' membership class for under 18s.





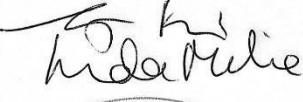

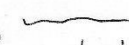
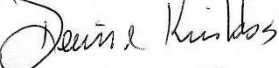
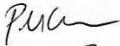




**10. Date and venue of next AGM-** Saturday 1<sup>st</sup> April 2023 at Nordrach Cottage.  
Zoom and physical presence.

Meeting closed at 12.00.

Minutes David Lossl

APPENDIX 1 – AGM 2022. Members physically present



Name	AGM 2022 PRESENT	Signature
David Lossel		
Keith Knight		
Jesse Kirby		
Brian Snell		
✓ Tim Francis KIMBA MILNE		
PEAT BENNETT		
R MARK EDWARDS		R Mark Edwards
KAY MATTHEWS		Kay 
DENISE KNIBBS		
STEPHEN PORTER		S. Porter
Bill Chadwick		W A Chadwick
Paul Quinton		Paul 
Daniel Matthews		
Tom Harrison		
PAT WALSH		P Walsh
Steve Church		
Mae Moxon		
✓ Roy Kempston		Roy Kempston
✓ Fiona Kempston		F Kempston
Dane Cook		DR Cook 10-10

## APPENDIX 2

### Notes about membership of the MCG by under 18s

Under 18s are currently not able to join the MCG. The new MCG CIO constitution says:

*Persons aged under 18 years' may attend the CIO premises and join CIO caving trips either with a parent, legal guardian or carer who is a Probationary, Full or Affiliate member of the CIO or with the recorded consent of the same, freely accepted by any CIO members involved. CIO members shall be under no obligation to supervise under 18's.*

The CIO constitution is more liberal than our old constitution in providing for under 18s to cave with members who are not their parent or legal guardian provided that parent or guardian have recorded their consent for the under 18 so to do. We have composed a suitable consent form, following BCA guidelines, which can be found here

[https://www.mendipcavinggroup.org.uk/app/download/11255810/bca\\_consent\\_form.pdf](https://www.mendipcavinggroup.org.uk/app/download/11255810/bca_consent_form.pdf) .

A primary motivator for perhaps permitting under 18s as members of the MCG, in a new membership class with few if any, rights, is to do with BCA PL insurance. FAQs about the BCA PL insurance will be found here.

[Insurance & Membership FAQs - British Caving Association \(british-caving.org.uk\)](https://www.british-caving.org.uk/Insurance%20&%20Membership%20FAQs)

FAQ 52, 53, 54, 88 and 89 are important with regard to non-members and children who cave with MCG.

BCA PL insurance covers guest / novice cavers for four trips, after which they are expected to join the BCA, either through a club or as a direct individual member. As MCG do not presently admit under 18s, the only way for under 18's who want to regularly attend MCG meets to obtain BCA PL insurance, is as BCA direct individual members. For now, MCG should require that this condition is met. For the future, administration and record keeping might be easier, if MCG could admit under 18s and apply for BCA membership on their behalf as we do for our other members. The committee observes that many members and prospective members of the MCG may wish to take their children caving, or permit them to be taken caving by other MCG members, perhaps more than four times. Some other clubs have family or junior memberships available.

Another significant issue with under 18s is safeguarding – we currently follow the safeguarding guidelines published by the BCA - [Safeguarding - British Caving Association \(british-caving.org.uk\)](https://www.british-caving.org.uk/Safeguarding)

The Wessex Cave Club admits under 18's as members. I have asked their secretary what rights they give and what restrictions they impose, on their under 18 members. Their reply is as below:

*Club rule 3.4*

*Junior Membership is available to persons under the age of 18 at the start of the Club year. These members must be accompanied by a parent or an adult in loco parentis who is a full member. It is assumed that the junior member will have access to club journals, use of tackle, keys and library via their parent or an adult in loco parentis, so there is no subscription for this class of membership. The benefits of membership are the use of the hut facilities and participation in club activities. Junior members do not have a vote. On attaining the age of 18 Junior Members automatically become Full Members but shall re-submit an application form, accepting the Club rules. There is no lower age limit for Junior Membership.*

*We do procure BCA insurance for under 18s if they opt to access this through the club, or they can become BCA DIM's and get their own.*

*It is a requirement of Wessex membership that ALL members of WCC are insured.*

The BEC have some clear and fairly restrictive rules about under 18's published on their website here

[https://beccave.org.uk/index.php?option=com\\_content&view=article&id=240:clubrules&catid=46&Itemid=547&lang=en](https://beccave.org.uk/index.php?option=com_content&view=article&id=240:clubrules&catid=46&Itemid=547&lang=en) The relevant rules are repeated below.

- *Young persons (16-18 years) and children (under 16 years) whilst on trips or taking part in social activities must be in the care of their parent/guardian.*
- *Young persons (16-18 years) may stay overnight in The Belfry, but must always be in the care of their parent/guardian and stay in the same room as that person.*
- *Children under 16 years are only permitted to sleep in The Belfry at the discretion of the Hut Warden when groups of members or guests are not present and must stay in the same room as their parent/guardian. At any other time they may only camp in a designated camping area in the care of their parent/guardian and are only permitted to enter the Belfry after 9pm at the discretion of the Hut Warden.*

Before admitting under 18s as MCG members we would have to consider, in considerable detail, what our constitution says about under 18s and what rules we would apply to them and in turn, to our trustees and members interacting with them. We might want to treat under 16s (children) differently to under 18s (young persons). We would need to consider:

- What, if any, access under 18s/16s would have to our premises and equipment with and without a parent / guardian
- Whether under 18s/16s can take part in caving trips without their parent / guardian
- Whether under 18s can stay overnight at our hut without a parent / guardian.
- Whether under 18s could stand for election as committee members or trustees. The charity commission permits some, but not exclusively, under 18 trustees for a charity or CIO. They write - *The Commission encourages charities to involve young people in their governance in whatever ways are appropriate in the circumstances, but advises against having a board made up entirely of people under 18. CIO trustees cannot be under 16.*
- We would have to actively undertake to follow the fairly onerous guidance here <https://www.gov.uk/guidance/safeguarding-duties-for-charitytrustees#policies-procedures-and-practices-you-need-to-have>

Observe that with our CIO constitution, the minimum age of an MCG committee member or trustee would be 18 years and 6 months as 6 months must be served as a Probationary member before becoming a Full member and so be eligible to stand for a committee post.

I can find no reference to a lower age limit for the use of our hut in our buildings and contents insurance documents.

At a committee meeting in October 2021, we were joined by the BCA's youth officer Josh White. The key points he made regarding caving, rather than overnight accommodation, were:

*1. The BCA recognise 3 levels of under 18 participation at Caving Clubs:*

*a) **Red** – No under 18s*

- b) *Amber* – Under 18s can cave with a club on a parental consent basis with either a parent or 'long term family friend' accompanying the minor. This means there is no requirement for a nominated Child Protection officer or DBS checks for anyone.
- c) *Green* – There is a nominated Child Protection officer who is DBS checked.
2. A Child Protection officer would be there to assess the suitability of those taking any Minors caving. This would include their reliability to minors and the suitability of the trip.

3. No one who takes Minors would need specific Cave Leader or other qualifications.

4. A Child Protection officer would not need to accompany all trips. Their role is to promote a climate, ethos and understanding in which Minors can cave safely. The MCG can be seen to operate currently according to the 'Amber' BCA level. To move to 'Green' we would have to appoint one or more Child Protection Officers who would be DBS checked via BCA free of charge. Scout leaders will have DBS checks for activities with a Scout group. We understand that a separate DBS check would be needed for such a Scout leader to also act as an MCG Child Protection Officer. Provision of overnight accommodation for under 18s not accompanied by a parent or guardian is if anything even more difficult to arrange than caving. Midsummer Norton scouts have recently made a whole hut booking and wrote:

*"From a Scouting child safeguarding perspective, we wouldn't ever be able to share accommodation with other adults who do not hold a DBS from the Scout association. Not that I question any of your members but we couldn't have a situation where an adult who we don't know could walk into a room where children are sleeping. On the other hand, your members would not be protected in case a child made an untrue allegation against them so the safe guarding works in both ways."* The same leader also wrote:

*"Your right it (our booking) excludes members from using the hut for a weekend but we have introduced 15 new young people to caving who probably wouldn't have been given the opportunity otherwise. Thank you once again for letting us use your fantastic facilities and the additional shower was ideal for the girls to use."* Whilst the income from whole hut booking for youth groups is welcome and the use of the hut by youth groups helps fulfil our charitable remit, the committee consider that it is only appropriate to permit two or three such bookings a year. Day time access to the hut by members during such a booking should be possible, but will need the co-operation of the youth group leaders.

For the MCG to provide overnight accommodation for under 18's without their parent or guardian, the Scouts claims above indicates that only MCG DBS checked members would be able to stay at the same time. That is clearly not practical. Consequently, under 18s will only be able to use our overnight accommodation when accompanied by a parent / guardian.

The current MCG rules regarding under 18s can be found here:

[https://www.mendipcavinggroup.org.uk/app/download/11376517/Initial\\_CIO\\_rules\\_9th\\_march\\_2022.pdf](https://www.mendipcavinggroup.org.uk/app/download/11376517/Initial_CIO_rules_9th_march_2022.pdf)

Bill Chadwick

MCG Secretary

28th<sup>th</sup> March 2022