

Agenda for the 2026 AGM of MCG as CIO 1197325

1. Welcome, appointment of Chair.
2. Record of those present, indicating physical or virtual presence.
3. Short review of the 2025 AGM minutes and any actions therein.
4. Vote to agree that Minutes of the 2024 AGM available here https://mendipcavinggroup.org.uk/wp-content/uploads/2025/11/71stAGM_Minutes_2025_draft2.pdf are a true record of the meeting.

1. Presentation of 2025/2026 officer's and trustee reports. Please look here <https://mendipcavinggroup.org.uk/members-area/mcg-trustees/agma-meeting-minutes/> for the latest set of reports.

- a. Secretary – Bill Chadwick
- b. Treasurer – Tom Harrison
- c. Caving Secretary – Mark Edwards
- d. Cottage Warden – Jason Kirby
- e. Tackle Master – Ed Ford
- f. Recorder/Librarian – Mike Ormond
- g. Social Secretary – Dan Matthews
- h. Editor – Kay Matthews
- i. Investment Manager – Ben Cooper

5. Election of trustees for 2026-2027

Our CIO constitution provides for a maximum of twelve trustees. Many, but not all, of the trustees, are 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. Practically, during 2025-2026, the Custodians have helped us achieve a quorum (at least half) for trustee meetings. According to the CIO constitution one third of the trustees

must resign annually but may stand for re-election. The trustee nominations for 2026-2027, as of 12th March 2026, are as shown in the table below. The first elected dates below are the earliest of their election to the old charity or the newer CIO. For the purposes of the CIO, all elections started at its creation on the 4th January 2022.

Role	Candidate	First Elected	Resigned 2025-2026	Proposed By	Seconded By
Custodian	Brian Snell	12/03/2011	No		
Custodian	Tim Francis	30/05/2012	Yes	Tom Harrison	Kay Matthews
Custodian	Jonathan Roberts	12/03/2011	No		
Investment Administrator	Ben Cooper	12/03/2011	No		
Secretary	Bill Chadwick	07/04/2018	No		
Treasurer	Tom Harrison	26/04/2014	Yes	Kay Matthews	Jason Kirby
Cottage Warden	Jason Kirby	03/10/2020	Yes	Tom Harrison	Kay Mathews
Caving Secretary	Mark Edwards	03/10/2020	No		
Tackle Master	Ed Ford	21/08/2025	No		
Social Secretary	Dan Matthews	05/04/2024	No		
Editor	Kay Matthews	05/04/2024	Yes	Jason Kirby	Tim Francis
Librarian / Recorder	Mike Ormond	05/04/2025	No		

6. Election of Non committee posts for 2026-2027

- a. Conservation and Access Officer (represents MCG at CSCC and CCC Ltd meetings) – was Tom Harrison for 2025-2026

- b. Rescue Warden – Not currently required by Mendip Cave Rescue but the need for the position is to be kept under review

7. Election of Account Examiners for 2026-2027

The examiners for 2025-2026 are Linda Milne and Steve Porter.

8. Matters for discussion and a vote

The trustees encourage members to study the Addendum to this agenda which details a significant expenditure that is required to upgrade our premises to comply with post Grenfell fire regulations. The trustees consider that the MCG must make this investment though have not yet voted to do so (though may do before the AGM).

Any formal General Meeting motions received by the secretary.

- a. There are no proposed changes to our constitution this year.

9. Any Other Business:

- a. Award of the Knibbs literary trophy for 2026.
- b. Award of the Digging trophy for 2026.

10. Date and venue of next AGM

Addendum

Summary of work required for to provide modern levels of fire safety at the MCG

The MCG cottage was constructed in 1979 to building standards prevailing at that time.

A recent fire risk assessment carried out by our Cottage Warden Jason Kirby and MCG member Rob Davis, a retired Chief Fire Officer, has recorded that the internal doors facing on to the escape route from the upstairs rooms in the MCG cannot be relied upon to provide the required modern level of fire safety.

The Wessex Cave Club have recently had a fire safety inspection. Their report includes *“Non-compliant internal fire doors are a primary concern and require immediate remediation under the Fire Safety Act 2021/ Building Safety Act 2022.”*

The HMG ***Fire Safety Risk Assessment guide for sleeping accommodation*** (ISBN 978 185112817 4 published 2006) applies to the MCG. This states that a risk assessment must be produced to show compliance with the Regulatory Reform (Fire Safety) Order 2005, SI 2005/1541 (ISBN 0 11 072945 5 published 2005). The local fire and rescue authority (the fire and rescue service) will enforce this order, principally by means of an inspection.

The figure below is copied from the risk assessment guide referenced above. It is a close match for the MCG premises. It shows where 30-minute fire resistant doors and fire-resistant walls are needed.

Multi-storey buildings with a single stairway

In the majority of multi-storey premises, two or more stairways will be provided for escape purposes. Parts of premises that are provided with only a single stairway from upper floors or basements storeys are not usually suitable for more than 60 people. Similarly, if the ground floor of part of your premises has only a single final exit it should be limited to no more than 60 people.

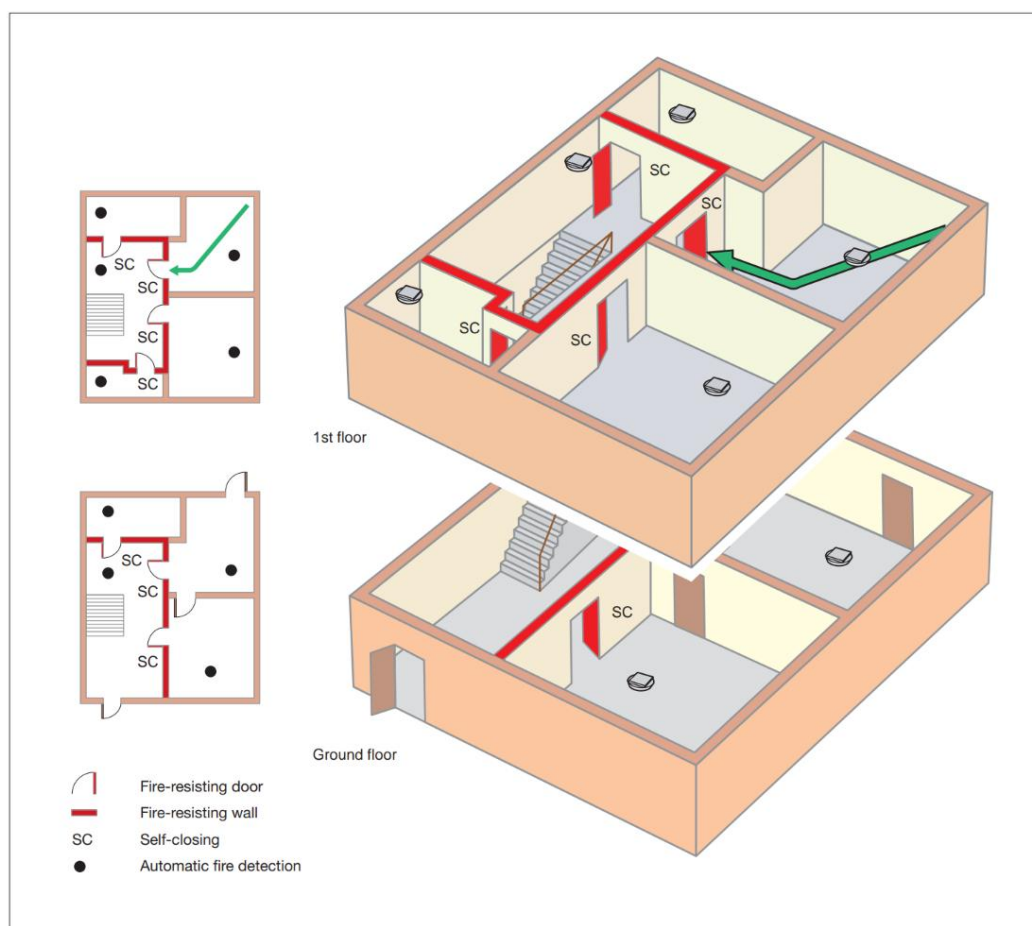
Two storey (ground and first floor – small)

If your premises have one upper storey, served by a single stairway and no floor exceeds 200m² in area, the example in Figure 49

will be generally acceptable as long as the following apply:

- The farthest point on all of your floors to the storey exit is within the overall suggested travel distance (see Table 3 on page 70).
- The upper floor should accommodate no more than 60 people.
- The stairway is a protected route, completely enclosed in 30-minute fire-resisting construction and all doors onto the corridor and stairway are self-closing fire doors.
- Access to the stairway from any room is through one fire door.
- The automatic fire detection is as suggested in Table 1 on page 70, e.g. Grade D LD2 or 3 system in a small bed and breakfast.

Figure 49: Two storey (ground and first floor – small)



Consequently, the MCG have no choice but to replace the bedroom doors, the lounge door, the library door and the door from the changing room to the hall, with 30-minute fire doors. The library door needs to be included as though, not on the escape route itself, it is adjacent to the lounge door, and the library holds a large quantity of combustible material. A 30-minute fire door on the library

together with a 30-minute door on the lounge, offer a combined 60-minute safety rating from the library to the escape route. In their assessment Jason and Rob also identified, consistent with the guide above, that extra fireproofing is needed around the stairs in our understairs cupboard. Some work may also be needed to fire-proof the X cupboard in the Six room, or perhaps it could simply be removed from use.

An inspection by the fire authority might require us to undertake further work.

Historically, it has been permitted to make alterations to existing doors to achieve compliance. However, under the Fire Safety Act 2021, Building Safety Act 2022 (introduced following the Grenfell Disaster) and Part B of the Building Regs, certification for door sets to include, door linings, ironmongery and door closers etc. is required to be readily available to demonstrate compliance.

What this means is that MCG must employ a certified professional to install and certify new fire doors and frames with intumescent seals.

The cost of this work is likely to be around £1,500 per door. We do have some funds left over from our Covid 19 grants that can be used to fund this work.

Jason believes that he can undertake the fireproofing of the understairs cupboard himself and that no certification of that work is required.

Furthermore, our buildings insurance requires that we have an up-to-date fire risk assessment and inspection.