

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 20 November 2019 at the Old Black Swan, Bedale.

PRESENT: Phil Gamlen (in the Chair), Nick Hatch, Annabelle Le Page, Eddie Fearnside, David Oldacres, Mike Smith, Jonathan Stephenson, Rob Wyatt and John Knopp.

APOLOGIES FOR ABSENCE - were received from Malcolm Cummins.

Conflicts of interest - None were declared by any of the Management Committee / Directors.

1. **MINUTES OF MEETING HELD ON 23 October 2019** were accepted as a correct record and a copy signed by Phil.

2. MATTERS ARISING

2.1 Model Boat enthusiasts – They had stated that (a) their boats do not have internal combustion engines (b) they want TSSC membership cards to be able to show to the fishermen, if challenged, (c) they would be happy with a membership fee in the range of £20 to £50 p.a. and (d) all of them are members of the Model Boat Society and have their own insurance (it was not clear whether their insurance was included in that membership or a condition thereof).

Rob – to review TSSC insurances to see if the Model Boats would be covered.

Nick – to write to Stuart Ramsey, the Model Boat leader, offering a specific new category of membership of TSSC at £30 p.a.

2.2 Jonathan – to complete the application form for Nick to register him at Companies House as a Director of the club.

2.3 CGSC have voting rights at an AGM equivalent to 2 or 3 Family Memberships. Each Family Membership is entitled to 1 vote not 2 (clause 22 of the Articles).

2.4 Tim Wilson is to receive the RYA Volunteer Award for his outstanding contribution to TSSC.

3. HEALTH & SAFETY AND SAFEGUARDING

4.1 Jonathan reported that DBS checks should be obtained via the RYA (foc for volunteers) for all TSSC instructors and those in regular contact with children. A self-declaration form can be used in the short-term. Instructor records and membership records to be updated once each DBS is approved.

Jonathan – to liaise with Mike re policies on our website stating “draft” if appropriate.

Jonathan – to store at his home safeguarding confidential material to keep it secure.

Jonathan – to develop and enact a Safeguarding Communications Plan for the Club membership

Phil – to ensure Safeguarding is expressly mentioned at the AGM

A reference to the Safeguarding policy is to be displayed on the clubhouse notice board.

4.2 The extent, content, and consistency of the wide range of SOPs, Guidance, Rules, and Policies applying to both TSSC and CGSC activities has been a growing concern and some individual reviews have started.

John Knopp – to pull together a review of the current materials available (including Kay Anstay’s folder) and propose a plan for the Committee to address this issue.

4. TREASURER'S REPORT

Rob reported that the new bank signatories (Phil, Rob and Nick) had now been set up. He now has access to the on-line accounts to pay bills.

The Annual Accounts should be ready next week. The total cash balances at the year-end were £22,292 and at 14/11/19 were £24,027.

Rob - to produce and report ongoing club finances against budgets.

Phil/Rob – to introduce a slot to present the Budget as part of the Finance Report at the AGM

The Asset Register is to be provided to Rob by the external accountant.

5. MEMBERSHIP REPORT

It was agreed that there would be no joining fee for 2020.

Mike said he now has access to PayPal. The meeting agreed that it was to be used.

Mike asked for content for the Newsletter ASAP.

Mike to give Jonathan access to our Facebook account.

Mike – to add on-line payment to the Junior Club booking page.

Mike – to purchase a contactless payment machine.

It was agreed that while the Club would be advertising Open Day and courses as usual, we should hold back on a big membership drive until the Infrastructure Project is nearing completion.

6. COMMUNICATIONS REPORT

Mike- to issue the next Newsletter on 09 DEC19 and is seeking content material as scheduled, together with recent photos of the Committee Members

Mike – reminded the Committee that we need to formally ask Ken and Gillan to delete/destroy any GDPR sensitive information that they may have about the Club and its members

7. SECRETARY'S & CHAIRMAN'S REPORTS

Nick said Trevor Birkbeck had been nominated for the Committee.

Nick to update the RYA affiliation data.

8. SAILING PLANNING GROUP (SPG)

Annabelle's program was discussed. The draft calendar is available on-line, and should be issued formally in the second week of December.

"Kick Start" will not be formal 'training', viz it will be a Committee led activity and not covered by the RTC

Further work is required to develop a plan to boost the Social/Cruising sailing activities at the Club. Trophies are to be presented at the AGM. Details are tbc. The Committee noted the kind donation of Cups etc by Trevor Birkbeck for future use as Trophies.

Phil – to write an thank Trevor

Nominations for the current committee are to go into the Newsletter.

9. PREMISES AND BOSUN'S STANDING ITEM

Rob said the replacement of the existing Commander Power boat needs a full options study by the SPG, and it would be unhelpful to rush into a purchase without thinking through the Club

requirements and the various ways this might be met. Financing should look at possible grant options e.g. Sport England; Richmond MAD equivalent?

John K referred to a letter from the Army dated 6/11/19 stating the funds had been approved for the new pathway / slipway.

Dave and Eddie - to develop thoughts for the water heaters situation.

Dave – to monitor the weather and decide when to the water off and drain the systems.

10. ANY OTHER BUSINESS

AGM - Nick to send out last year's agenda for comparison.

Next meeting to concentrate on 26/02/20 AGM preparation.

Instructors – the meeting agreed that (a) Chief Instructor, Sailing would be transferred from Rob to John P and (b) Rob to remain as Principle Instructor.

11. DATE OF NEXT MEETING

Wednesday 18 December 2019 at 7:00 pm in the Old Black Swan, Bedale.

PH Handley
18 DEC 19 -
