

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 01 March 2023 on Teams.

PRESENT: Phil Gamlen (in the Chair), Mike Smith, Merrin Froggett, Graham Whittall, James Proctor, John Knopp, Ruth Pink, Trevor Bradley (TBY), Trevor Birkbeck (TBK), Annabelle Le Page, Kay Marriott (joined at 9.30pm).

APOLOGIES FOR ABSENCE: None

1. Welcome

The chair welcomed new committee members James Proctor, Ruth Pink and Trevor Bradley.

2. **Conflicts of interest**

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

3. **Minutes of 12 Jan 2023**

Approved without alteration.

4. **Actions arising from the last meeting**

a) Site Works Update – Fencing

The contractor Adrian Hill is starting the work tomorrow. Round fence poles are currently unobtainable so square ones will be used, some extra cost being absorbed by the contractor.

b) Buoys and Ground Tackle – The Royal Engineers Dive Team are not together until the end of March/early April. **JK** to buy in the additional ropes/tackle needed (~£600) and with the bosuns have it ready to be laid. The new 60cm buoys are the same size as the old ones. Stick on numbers are £3/30cm or £5/37cm. **JK** to purchase the best fit. **JK** to confirm costs to **RP**.

5. **Group emails**

Emails to the committee (committee.tssc@membermojo.co.uk) can be cc'd to non-committee members by adding their email addresses. Committee members can reply to all including the additions, by clicking 'reply all'. However, because non-committee members are outside the group, they cannot reply to the full committee using this method. They would have to enter the individual email addresses of any committee they wished to reply to.

MS to send committee a full list of the current group addresses.

6. **Clubhouse repairs**

The loft space and ceiling are still too damp to proceed with repairs. **MF** to ask **DO** re plans going forward.

*Update (09/03/2023): **DO/EF** with **GW** will progress the repairs as far as possible on 18th March and both are asking contractors for plaster skimming estimates and timings, also estimates including the overboarding in case it isn't achieved in-house. **DO/EF** will source materials.*

It was decided in future winters to resort to turning off the water. **TBY** advised that with plastic piping it is not necessary to drain the system down. If a joint separates due to ice formation, any leak would be minor if it is detected when the water is turned on. This should allow for the clubhouse to be used through winter with an 'as and when' water supply. Action: **House Bosun**.

7. **Early Season Workdays**

Saturday 18th March and Sunday 26th March.

a. Tasks/Lead persons :

JK (with the Bosuns) - trailer park ground clearance and identification/removal of trailers and redundant boats

PHG - patio/compound groundwork and filling patio joints

TBK and MS - boat park berth checks and marram grass clearance

MF - clubhouse Spring Cleaning and co-ordinating changing room repairs

KM – catering and clubhouse

DO/EF/GW – changing room ceiling clearance/repairs and materials

TBY has a weed masher for use before the thistles start seeding but there may not be enough growth to do this now. There are 100 or more tyres to clear from the site and some metal reinforcing grids. Tyre disposal has to be paid for, £2/tyre at BOS is the best price so far. **TBK** has access to a large trailer that he could bring to be loaded on 26th. A skip might be useful particularly if tyres can go into it, **JK** to enquire at Bedale Skips. £150 allocated to skip/tyre removal. A soup lunch to be provided for workers on these days, action **KM**. Costs to be charged to the tuck shop fund. Any cakes etc welcome. Workday reminders to be sent to members, including to bring tools, action **MS**.

Three owners of boats in the park have not yet re-joined. **MS** to email all members to confirm boats/berths/insurance.

8. Sailing and Training Programme for 2023

a. Sailing

The proposed schedule is very similar to last year's as it is still bedding in and it is too soon to tweak it. It has been circulated to relevant persons and the minimal response is taken as approval. Racing will be suspended in the school summer holidays. Due to the organisation of most racing into series there are some unused regatta trophies. **SP Group** are to think through how these might be repurposed. **TBY** suggested that it would be good to have more noticeboard space in the clubhouse for racing and results, **JK** and **TBY** to explore options. **TBY** to check if any investment is needed in racing flags.

Martha and Tim are again going to be offering a monthly Saturday (possibly 3rd) for 'supported sailing' sessions. Safety Boat cover has been requested for this. **TBY** to discuss with Martha and Tim.

b. Duties

SB & RO

It was decided to continue to fill Safety Boat and RO duties by volunteering. Only three duties were not covered last year by this method, and due to **MS**'s diligence. In the days when duties were allocated there were more gaps.

It was decided that only one RO was needed in the booking system (action **MS**), not an assistant RO. Anyone learning to be RO may wish to assist informally.

OOD

The need for an allocated Officer of the Day (a person who leads the response to an incident) was considered. **JK**'s view is that at a racing session the RO is the OOD. The OOD acts as a point of contact and is not responsible for opening up, locking up of facilities. 'What to do in the event of an emergency' is displayed in the clubhouse but **JK/TBY/JP** will go through the SOP's and propose wording to be shown on the website when booking an RO duty slot.

Boat Hire

ALP proposed that boat hire be reduced to £5 for Wednesday evenings so that people can hire a club boat for racing more reasonably which might increase participation. MS will need to know the boat requirements on Wednesdays of Aysgarth and Wensleydale Schools. Aysgarth 1.00 – 2.30pm, Wensleydale 2.30 – 4.00pm. Aysgarth will be using the 4 TSSC Fusions and 2 of the CGSC Fusions. Rob Wyatt is communicating with Aysgarth.

c. Training

Instructors

From the pool of Power Boat Instructors only JP and Syd Nye have signed up to leading SBF (Safety Boat Familiarisation) courses. JP's view is that the size of the pool is reasonable, but willingness/availability/fitness are issues. There needs to be succession planning for the Chief Instructor. A number of newer members could be drawn into training as DI's and youths as ADI's. **SPG** were tasked to look at this.

9. Treasurer's Report

The Treasurer's Report provided by Rob Wyatt was circulated ahead of the meeting as the handover to RP has not happened yet.

Accounts 2022/23 - Opening balance at start of year £ 40,147.09.

Income £ 11,732.32

Expenditure £ 5,440.92

Closing Balance £ 46,438.79

RP to check requirement for Xero accounting systema and costs.

10. Club Management System

JP has requested that the committee consider adopting a web based sailing club management system (www.sailingclubmanager.com/) primarily for managing the training activities, data and records, examples being peoples' achievements, dates of qualifications and renewals and it helps with Regional Training Centre inspections. Authorised persons can have access and it is secure and takes care of GDPR. The full club management package costs £700-£1000/annum, and it is believed the training package only costs £360/annum.

Most elements of the full package are covered by the club's current combination of MemberMojo and BookWhen which MS has tailored to the club's needs. MS last week negotiated an upgrade to allow automated duty reminder emails. The costs of these elements and the website hosting/domain name are ~£300/annum. The necessary training records exist on the website and Google Drive but it is possible that these documents/databases may not be up-to-date and accurate. There was a committee preference on the basis of cost, avoidance of disruption and members' familiarity with the current systems to continue with what is in place. JP offered to purchase Sailing Club Manager for training purposes and general evaluation by the SPG e.g. for TBY to use for racing results. JP was thanked for his offer which was accepted. Action **JP**.

11. Safeguarding and Welfare

a. Policies and Procedures

KM joined the meeting at this point. The following have been drafted:

Safeguarding policy
Good practice guide
Guidance on recognising abuse
Code of conduct
Safeguarding procedures
Safeguarding referral form
WhatsApp group rules (to be incorporated into a social media policy)
Anti Bullying policy

Forms for courses/training/specific events are yet to be drafted. There are a couple of queries to be made to the RYA Safeguarding people before finalising all these docs, action **KM**. They will be circulated to committee members for consideration before the next meeting when hopefully they can all be adopted.

b. DBS

DBS checks are not statutory but for anyone with close contact with children the RYA strongly advises it. Checks for volunteers are free through the RYA. KM proposes that the following should have DBS:

Instructors – (**KM** to get a new list of DI's from Rob Wyatt, check for existing DBS certifications which KM needs to see and advise on the level of DBS required where gaps exist. DI's should have DBS enhanced and Senior DI's should have DBS enhanced and barred.
Martha Mohan and Tim
Bosons - Bob & Syd
KM - as SG&WO
PHG, MS, KM - as Admin for the WhatsApp Group
John Knopp

KM and **JK** to meet to go through how training is structured between TSSC and CGSC.

c. Social Media

A social media policy is to be drafted, action **KM**.

WhatsApp

This is classified as a 'chatroom' so those managing the group need an enhanced check with barred list. It was agreed that PHG, MS and KM would be moderators and have this check, action **KM**. **KM** also to research if there are specific obligations for the moderators. Dave Oldacres is currently a moderator as he started the group but PHG thinks he will be happy to step down. MS has set up a WhatsApp button on the website which is purely a way for people to contact him with membership inquiries.

Facebook

A redundant Facebook group is still in existence on which MS is Admin but not the owner and therefore cannot close it down or take it over. The owner is no longer active. **MS** to try to contact the owner and establish a way forward to block, replace or revive it.

12. AOB

- a. Yorkshire Water have handed over the toilet block. There is no increase in the rent for this. It is intended to retain one functioning toilet for TSSC only, to reduce the need for people to enter the changing rooms. The water, sewage and electricity services will need to be recommissioned for this. The other toilet could be repurposed; **committee** to consider options.
- b. GW requested an advance payment ability for tuck shop purchases as people often did not have cash. This was approved and **MS** will set up a website tuck shop credit system. **GW** to set up a logbook for purchases.

13. DONM

MF to poll committee for the first week of April.

Ref	Actions from this meeting	Owner
01/03/23	Buoys and ground tackle: confirm costs to RP, buy in and prepare	JK
	Group emails: send committee the list	MS
	Clubhouse repairs: communicate with D.Oldacres re progress/needs	MF
	Quotes for plaster skimming +/- overboarding	DO/EF
	Clubhouse repairs: enquire with potential plasterer	GW
	Winterise clubhouse: Turn water off	House Bosun
	Early Season Workdays: see list of allocations	Committee
	Trailer	TBK
	Skip investigation	JK
	Weed masher	TBY
	Reminders	MS
	Boats and Berths confirmations	MS
	Co-ordination	MF
	Changing room repairs and materials	DO/EF/GW
	Consider repurposing of unused trophies	SP Group
	Consider repurposing of clubhouse noticeboards	TBY, JK
	Check race flags	TBY
	Consult with Supportive Sailing DI's re SB requirements	TBY
	Remove assistant RO from booking system	MS
	Consider succession planning and recruitment of DI's/ADI's	SP Group
	Xero system requirement and costs	RP
	Sailing Club Manager for training	JP
	SG&W policies: to be finalised for next meeting	KM
	Enquiries with RYA	KM
	Examination of existing DBS records	KM, RW
	Understanding of structure of TSSC-CGSC training activities	KM, JK
	DBS: evidence of current DBS	KM (RW)
	Progress applications where gaps exist	KM
	Social Media: Facebook ownership	MS
	Toilet block, consider options for one booth	Committee
	Tuck shop credit payment system	MS
	Tuck shop logbook	GW
	Availability for next meeting	MF