

## THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

### MINUTES of the meeting held on 01 November 2023 on Teams.

**PRESENT:** Phil Gamlen (in the Chair), Mike Smith, Trevor Birbeck, John Knopp, Merrin Froggett, Trevor Bradley, Kay Marriott, Graham Whittall, James Proctor.

**APOLOGIES FOR ABSENCE:** Ruth Pink

#### 1. Conflicts of interest

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

#### 2. Minutes of 20 September 2023

Approved without alteration.

#### 3. Actions arising from the last meeting

- a) **Scouts group** – Scouts still considering this. It would be for 2025 if anything. To do Watersports other than sailing (canoe, kayak, SUP) storage is needed. Would they be willing to help with the cost? **JP** to continue as the link person.
- b) **Model boats** – Bosuns are to be thanked for the storage arrangement (Action: **MF**). Two boats have been purchased (£490). A training/demo session is planned for 5<sup>th</sup> November. There is a tick box on the membership for those who have received training and bookings will be restricted to these people. **RP** has added the boats to the club insurance. **MF** to check which days racing sessions will be scheduled for events diary.
- c) **Social event and prize giving** – the date was moved from 18<sup>th</sup> Nov to 2<sup>nd</sup> Dec to accommodate the speaker, Simon Horsfield. Booking and menu choices are live. **TBY** to check for AV equipment requirements and menu choice (for **KM**) and the theme (for **MS**). Petrol expenses should be offered and a free meal.
- d) **Unidentified income** - £150 was the group membership for Unit 1, Royal Military Police.

#### 4. Sailing Programme - Review of 2023 and considerations for 2024

Trevor's thoughts are that too many dates were available for skills development/sprint races and race officer training resulting in thin take-up and that these should be reduced to a couple of sessions of each in April 2024. Some members did train who might be more active next year. Some racing regulars were absent this year through injury and family commitments who it is hoped will be more involved next year. **SPG** have not met since the start of the 2023. The season's racing results calculations are almost completed.

**TBY** has been contacted about **TSSC** hosting the **NE & Yorkshire Youth Traveller Series**. Up to 50 boats attend these events and that is agreed to be beyond our capacity. The **YW** lease places a limit of 30 craft on the water.

**TBY** asked if we would consider hosting a **2000 Class northern (Latitude)** series event. An estimated 8-12 boats would participate. Most clubs charge around £30/boat fee. It would require camping for two nights. The committee supported this. **PHG** to request permission from **YW** for camping.

#### 5. Training - 2024

**TSSC:** **TBY** reported that one of the two planned **RYA** level 1+2 courses was cancelled in May. The one in June went ahead. If this is reflective of demand, then perhaps just one adults' course could be held over two weekends in June, and anyone else wanting to train could be considered for spare

places in the CGSC summer courses. JK would want to consider this on an individual basis as these are primarily junior/youth courses.

**CGSC:** CGSC plan to run four RYA level 1+2 courses, four weekdays each, one in May half term holiday, three on alternate weeks of the schools' summer holiday and a Youth Improvers course in the October half term.

JK also hopes to stage a DI course if there are army personnel wishing/available to participate.

Action: **JK/TBY/JP** to agree dates and **TBY** to forward to MS for the events diary prior to membership renewals in January.

**Schools/Colleges:** Wensleydale and Aysgarth Schools are expected to have similar requirements in 2024. We still are unable to meet the trainer availability necessary for Carmel College's six weekends of training. It is believed that they were not successful in accessing this anywhere else.

**Instructor training:** The committee congratulated Trevor Bradley on passing his RYA DI course. He still needs to do First Aid training.

**First Aid:** We still need to find a willing trainer who can deliver the RYA FA course. Ellie Meadows (partner of Mark Meadows) delivered the last course we had. Action: **JK** to enquire with Ellie and source a supplier of RYA FA Instructor training that Syd could attend. **MF:** to formally notify Syd that the committee approved funding for him to train. JK understands that we could borrow resus dummies from Aysgarth School for this.

**Defibrillator:** MF has not yet had a reply from the Yorks Ambulance Service re the possibility of defib training and will chase this up (Action: **MF**)

## 6. Accounts

RP circulated detailed reports (P&L, balance, business snapshot and commentary) of the accounts prior to the meeting again noting that comparison with 2022 is difficult due to moving to Xero but we will soon have a base year for comparison going forward. No questions were raised. PHG noted that we are getting a level and accuracy of financial reporting than ever before. Accounts need to be signed off by the accountants and made available to members before the AGM. **MF** to check that RP is aware of this.

## 7. AGM

Due to be held on 07 Feb 2024 on Teams. MS has already informed the membership of the date and will be sending reminders.

**Timeline:** Members are entitled to request items be added to the AGM agenda no later than 6 weeks prior to the AGM i.e. by 27 December 2023. If the committee agrees to add these items, they will be included on the agenda which must be issued to members 30 clear days ahead of the meeting, i.e. by 7th January 2024.

**Committee:** Apart from PHG who is retiring, all other committee members are willing to continue. PHG has consulted Jonathan Davey who is not averse to being chair but cannot look at it for a couple of years. **PHG** to consult with Phil Davies. **PHG** remains willing to review the club Memorandum of Association and Rules next year which would therefore be matters for the 2025 AGM.

**Other content:** Other suggested content in the Chair's report is Safety Boat Training, volunteers, lone sailing, and model boats.

## 8. Safeguarding

There have not been any Safeguarding matters raised/reported since the last committee meeting. Practices observed at two courses was very pleasing. KM has been gaining familiarity with the course administration process and will now complete the organisers' proforma (Action: **KM**). Everyone on

the instructors list had been DBS checked apart from Roger Ansty who has not been active but has recently re-certified as a power boat instructor. **KM** to DBS check Roger.

There was discussion of the topical issue of misuse of images of children. Our policy allows images to be taken of groups of children in activities for club and training purposes. Consent is requested on booking forms and memberships. **KM** to look into the time period these should be retained. There was discussion of the recent filming for a GCSE Sports qualification of a student on a course. Other children were participating in the activity in the background, but this is covered within the consents taken.

## 9. AOB

- a. **Open Day 2024** – There wasn't an open day in 2023 and we should consider one for next year. The Strategic objectives are to increase activity on the water, showcase what the club has to offer and raise awareness of the club in the local population. JP suggested that open days should be to attract new members, but previous open days aimed at this did not result in take up and involved a huge effort. It was agreed that the focus should be on members e.g. learning what is available, learn to rig and try out club boats single/double handers and possibly other classes of boats, discover the Robinson Building, model boats, SUPs etc. A food offering is always good as a 'gathering' means.  
This led to a discussion about publicity and how the club could benefit from a member who has interest/expertise in this field. JP reported that some clubs operate a 'refer' a friend membership scheme.
- b. **SUPs** – JK reported that SUP activity is under the umbrella of either BCU or BSUPA. BSUPA has a Level 1 course, 2-2.5 hours. There are two providers in our area at Harrogate and Scarborough. The nearest, Harrogate provider would be interested in running some courses for TSSC and would bring boards. The normal personal charge is £40pp. Group size maximum is 6. It was agreed that **JK** should task Simon Whitby to progress take this forward. Otherwise, it costs £250 to train an instructor for this level of course.
- c. **Sailing Club Manager Trial** – James is impressed so far with SCM which he has been using since the early season as a central resource for training. It is specifically designed to support the usual functions of a sailing club +/- a website. **KM** asked about data processing responsibilities and will investigate if as a club we should be registered with the Information Commissioners Office. PHG encouraged all committee members to use the TSSC Google Drive as a repository of important information as we no longer keep paper records for the club (Action: **All**).
- d. **Clubhouse water supply**: There was discussion about balancing the needs of members who use the club through winter and the need to avoid a repeat of the burst pipe suffered last winter. It was agreed that the water be turned off before Christmas until early March, but that members could turn it on temporarily if needed (e.g. for toilets/showering or treatment of hypothermia). Actions: **MF** to notify the house bosun, **GW/TBY** to agree a notice for members on what to do and their responsibility if using the water supply.
- e. **Bosuns** – JP asked if the service the boat bosuns give to the club could be recognised in some way. This led to a lengthy discussion of volunteer roles in general and the recognition. Last year Syd Nye was tasked to provide extra SB familiarisation training sessions in 2022 and this was recognised. He has given similar support to the club in 2023. It was agreed have this matter as an agenda item at the next meeting.
- f. **Cleaning** – The cleaner is doing an end of season clean on 7<sup>th</sup> November.

**10. DONM – MF** to poll availability for a meeting which needs to be in the first week of January (not after 13<sup>th</sup> December as first thought).

<b>Ref</b>	<b>Actions from this meeting</b>	<b>Owner</b>
01/11/23	Act as link person with Scouts Group.	<b>JP</b>
	Formally thank Bosuns for model boat storage	<b>MF</b>
	Model boat race days for events diary	<b>MF</b>
	Check speaker's meal and AV requirements	<b>TBY</b>
	Request camping permission for a 2000 class event	<b>PHG</b>
	Agree course dates for 2024 for events diary and inform MS	<b>JK/TBY/JP</b>
	Ask Ellie Meadows re FA course	<b>JK</b>
	Source a RYA FA Instructor course	<b>JK</b>
	Formally inform Syd Nye that the club will fund FAI course	<b>MF</b>
	Progress with YAS re defib training	<b>MF</b>
	Check that RP will have accounts signed off for AGM	<b>MF</b>
	Consult Phil Davies re succession	<b>PHG</b>
	Review of MOA and Rules in 2024 for 2025 AGM	<b>PHG</b>
	Course leaders' proforma	<b>KM</b>
	DBS Roger Ansty	<b>KM</b>
	Storage time for consents	<b>KM</b>
	Engage Simon Whitby with SUP training proposition	<b>JK</b>
	Should the club register with the ICO?	<b>KM</b>
	Request that house bosun turns water off	<b>MF</b>
	Instructions for members using clubhouse in winter re water	<b>GW/TBY</b>
	Poll availability for next meeting	<b>MF</b>