

## THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

### MINUTES of the meeting held on 10 NOV 2022 online.

**PRESENT:** Phil Gamlen (in the Chair), Mike Smith, , Merrin Froggett, John Knopp, Kay Marriott, Graham Whittall, Rob Wyatt, Annabelle Le Page, Phil Cosson.

**APOLOGIES FOR ABSENCE:** Trevor Birbeck, Eddie Fearnside.

#### 1. Conflicts of interest

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

#### 2. Minutes of 29 SEPT 2022

Approved without alteration.

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

- a) **Pontoon Update** – Full instructions have now been obtained and the team will complete assembly and need to agree on the ground tackle for it. **JK**.
- b) **Clubhouse Lock System** – Feedback mixed. Locking has been more problematic than unlocking. There is a 20 second delay before it completes the locking to avoid locking users in. Working ok manually. Those with the app must pair it with the lock using the activation code. Battery is showing 70%, it can be changed from outside with an Allen key without compromising the lock. **MS** to purchase back up battery.
- c) **Clubhouse works** – TV cabinet is under construction. PHG has the floor paint for the Ladies changing room floor and plans to Carry out the work next week (**PHG**).
- d) **Site gate** - On 2<sup>nd</sup> November Fly Fell Fishing Club were unable to open the gate for a delivery of fish. Our key padlock had bypassed theirs. The Water Treatment Works had been unable to let them in because their silver padlock (recently added including the thin chain) was not on that day actually engaged in the ring. MF removed the additional padlock we had had to insert and enabled YW to re-site their padlock and remove the thin chain. FFFC had already carried the fish to the water before the gate could be opened. New members are still being issued keys to the gate lock which is problematic with some keys. Our combination lock is not welded to the chain, but it is the best option going forward and has the benefit that the code could be given out in a situation like the FFFC one. **MF** to set up information sharing between gate lock holders for emergency access situations. **PHG** to raise the matter of YW keys with Lisa Harrowsmith
- e) **SailTime Feedback** – MS was thanked for the excellent recent issue.

#### 4. Safeguarding

KM is registered as SG&WO, has now done the Safe and Fun Training and can therefore begin the Welfare Officer course. After that **KM** plans to make safeguarding a live issue and get club members to buy into it. **KM** to look at some NYCC training that might be appropriate for members and free to use. No concerns have been reported to the SG&WO.

#### 5. Prize Giving and Social Event

30<sup>th</sup> November at The Countryman's Inn, Hunton.

So far 18 booked, 14 for the meal and 4 without. The club to pay for Trevor's meal as presenter. Extra table needed for the trophies. MS has a screen, ALP has a back-up, **MF** has a projector and will get it to Trevor to test. Numbers and menu to be confirmed with the venue, **MF**.

Email members re a cut-off date for booking food, **MS**.

## 6. Sailing and Training Programme for 2023

The SPG are meeting on 17<sup>th</sup> November. Working on continuing with weekly weekend and Wednesday evening racing but taking a break from racing in August. The SPG will discuss ways to help those new to sailing onto the water, particularly on Saturdays.

Delivering a training programme for Carmel College has been problematic in 2022, due to availability of both SIs and appropriately qualified Safety Boat crew. Their late season training was significantly thwarted by foul weather. This is a big commitment for TSSC with little likelihood of a specific benefit other than fees income. Income was not significant this year as only three sessions were possible and is not critical to the budget for 2023. The SPG will consider if trainers might be better deployed on TSSC member training. Carmel College have put out feelers with Scaling Dam SC in 2022 and Scaling would be keen to take the work on.

Syd Nye is keen to provide Safety Boat Familiarisation training on Saturdays early next season and this would be an opportunity to encourage informal Saturday sailing for which there is a demand.

## 7. Accounts

We ended the year on budget. Opening balance £ 38.5K, closing balance £ 40.1K. This year included purchase of the defibrillator and VersaDock Pontoon. Membership held up well, very little income from schools. Income £ 21,605.34, expenditure £ 19,963. Planned budget was £8.9K, expenditure was £8.9K.

ALP is holding a £10 donation that needs to go to Barts Bash, **MS** to action.

- a. **Budget and fees 2023** – The budget will be increased from '21-22's amount of £9.7K to £11.7K allowing for estimated increases of £450 for rent, £450 insurance, £1000 utilities. PG suggests that the accounts should show a line item for improvement and development of the Club future, action **RW**. **RW** sending out budget for **Committee** to check that all significant items are included.
- b. **Accountants** – Colin Hutson accountancy last year was £250 + VAT but his costs for next year are forecast to be £900-1000 + VAT. RW has approached C&GB Associates at Thirsk who have been recommended. Their projected fee of £360 includes VAT and filing with Companies House. The Committee all agreed to recommend the appointment of C&GB Associates at the AGM. They offer an electronic accountancy system for an extra £60/annum; the incoming treasurer to consider this option. **RW** to discuss with Ruth Pink.
- c. **External Funding** – It was agreed that there should be a more systematic and regular assessment of possible sources of external funding for the Club as part of the Treasurer's role. **RW/RP** With this activity should be a maintained list of projects developed by the **Committee** that can be put forward as appropriate.

## 8. AGM 2023

- a. **Date** – To be held in the week commencing 6<sup>th</sup> February. **MF** to poll committee for availability. Membership needs notice at least 8 weeks ahead of date, action **MS**. **PG** will carry out a quick review of the Rules and Articles (**MS** to assist); any necessary changes to be notified to members before 26<sup>th</sup> December. A January SailTime to include Committee Reports.
- b. **AGM Plan** – See attached TSSC AGM Agenda 2023 Draft and Plan. Emphasise continuous improvements and developments.

## 9. Site works

- a. **Club Compound Fencing** – The committee considered JK’s alternative plan for enclosing a smaller amount of land and approved this. It does extend the trailer park by 3mts, and weed/nettle control will be needed on this. **JK** to ask Brian Throup (Operations at YW) re biosecurity restrictions on the use of herbicides. **PG** to ask Lisa Harrowsmith (YW) re the fencing contractors doing their fence improvements on site to see if we can combine tasks. **JK** to check proposed fence line with the BYN proposals PDFs received from Lisa on 9<sup>th</sup> November.  
In the meantime, secure the compound gate which has a broken hinge and enable the other side to be the opening one. **(JK/Bosuns)**.
- b. **Track Improvements** – YW have agreed to provide a new gravel track to meet the club’s concrete path to improve disabled accessibility and access for emergency vehicles. The cost is being picked up in the Beyond Nature initiative. This will cross the boggy area where a culvert will be inserted. Church’s contractors are doing this. **JK** to ask if the same contractor could revive the track extension from the club parking area to the compound east gate, and scrape back the encroaching grass from the tarmac road YW have proposed dumping the scrapings in the quarry. We have no objections to this. **JK** to ask Brian Throup if we can dispose of Mustang Sally et al underneath.
- c. **Beyond Nature** – Lisa Harrowsmith has updated the BYN plan and maps. Committee to review the new document once **PHG** has circulated it and send **PHG** comments for forwarding to Lisa.

#### 10. Early Season Workday 2023

A list of jobs to be drawn up **(JK/Bosuns)** so that members come prepared. Needs to include reducing nettles and marram grass in the trailer park. Some trailers/trolleys remain unmarked by owners, it was suggested that they could perhaps be moved out of the park and only be allowed back in if marked. This would have to take place over a weekend or at a time agreed by any members who couldn’t attend in that window.

#### 11. Any Other Business

- a. **Cleaning** – Cleaning done on 31<sup>st</sup> Oct, 3 hours, to be last of season unless significant further use made of clubhouse. To start again end March. **MF** to inform Emma (cleaner).
- b. **YW Lease registration** – Delayed as we were required to submit a certified ID of the company TSSC in addition to the certified ID for MF as club secretary. The registration once acquired lasts the lifetime of the lease.
- c. **WhatsApp** – investigate extending the group to all members so people can link up to do casual sailing with buddies **(MS/KM)**. The club should have a communicated and understood social media policy, **KM** to consider.
- d. **Divers** – A subgroup needs to design and spec tackle for anchoring buoys and the VersaDock pontoon. **(JK)** SPG to consider if the new buoys should be recovered and serviced at the end of each season or be permanently moored. **(ALP/JK)**

12. **DONM** – Committee will be polled for the w/c 9<sup>th</sup> January 2023, action **MF**.

13.

Ref	Actions from this meeting	Owner
10/11/22	Decide on ground tackle for pontoon	<b>JK</b>
	Back-up battery for clubhouse lock	<b>MS</b>
	Paint female changing room floor w/c 21.11.22	<b>PHG + help</b>

	Information sharing between gate lock holders	<b>MF</b>
	Raise matter of YW keys with Lisa Harrowsmith	<b>PHG</b>
	Safeguarding action plan and NYCC training resources	<b>KM</b>
	Projector to Trevor Thurlow	<b>MF</b>
	Slide screen for 30 <sup>th</sup> Nov	<b>MS/ALP</b>
	Email members re a cut-off date for booking food for 30 <sup>th</sup> Nov	<b>MS</b>
	Confirm numbers and menu with venue	<b>MF</b>
	Bart's Bash donation to be submitted	<b>MS</b>
	Line item for infrastructure spending in '22-23	<b>RW</b>
	Check 2023 budget for missing items	<b>RW/Comm</b>
	Discuss new proposed accountant's electronic system with Ruth	<b>RW</b>
	Systematic review of external funding sources & maintained list of projects	<b>RW/RP</b>
	AGM – MF poll committee availability	<b>PHG</b>
	Notify members of AGM 8 wks ahead	<b>MS</b>
	January SailTime containing Committee reports	<b>MS/Comm</b>
	Revision of Rules and Articles	<b>PHG/MS</b>
	Operations at YW re biosecurity and weed suppression	<b>JK</b>
	Lisa Harrowsmith (YW) re the fencing contractors	<b>PHG</b>
	Check proposed fence line with the revised BYN proposals	<b>JK</b>
	Secure the compound gate	<b>JK/Bosuns</b>
	Ask if Church's would extend our track when on site for YW work	<b>JK</b>
	Brian Throup re disposing of redundant boats under soil deposit	<b>JK</b>
	Circulate BYN and respond with committee comments to Lisa H'smith	<b>PHG/All</b>
	Jobs list for early season workday	<b>JK/Bosuns</b>
	Liaise with cleaner re 2023 start	<b>MF</b>
	WhatsApp group extension	<b>MS/KM</b>
	Design and spec anchors for buoys etc	<b>JK</b>
	Decide on permanent or seasonal buoys	<b>ALP/SPG/JK</b>