

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 11th April 2023 on Teams.

PRESENT: Phil Gamlen (in the Chair), , Mike Smith, Trevor Birbeck (TBK), John Knopp, Merrin Froggett, Kay Marriott, Graham Whittall, Trevor Bradley (TBY), Ruth Pink.

1. **Apologies for absence:** James Proctor, Phil Cosson (received after meeting).

2. Conflicts of interest

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

3. Minutes of 01 March 2023

Approved without alteration.

4. Matters arising from the last meeting

- a) **Early Season workdays** – the two days were very well attended thanks to regular mailings by MS and Kay's 'free' lunch. There was a good atmosphere. 20 members/family attended on the first day, 21 on the second and lots of tasks were completed. Martin Pickersgill has offered to continue fitting window trim; **PHG** to purchase trim and adhesive/brown sealant. Eddie Fearnside has arranged to bring a digger to remove marram grass and other growth from the grasscrete in the boat park on March 18th. **MS** to send further reminders to members for assistance and boat moving.
- b) **Site works update** – The fencing has been completed since the previous meeting. A persistent attack on nettles will be needed in the trailer park through the season. Some of the unlabelled trailers were identified and marked. Others are now to be disposed of. **JK** to provide images of unmarked trailers and **MS** to send to members with a deadline for labelling after which disposal will commence. **MS** to consider means of communication with the few members without email addresses.
- c) **Clubhouse repairs** – The plastering is done; the ceiling was painted today and the lights are being reinstalled this week.
- d) **Sailing Club Manager** – This is in place for training and has been populated by JP. **JP** is to arrange a meeting with TBY, JK, PHG, Mark Meadows and Rob Wyatt to demonstrate the programme. RW continues as CI until a succession is achieved. **PHG** to explore succession with JP.
- e) **Xero System for accounting** – The cost for us to use Xero would be £7 per month for the first 6 months rising to £14 per month thereafter. The advantage of using it is that invoices are attached to payments electronically, and the reconciled year end accounts can be produced at the press of a button. Consequently, it significantly reduces the accountant's charge. Purchase approved. **RP** to progress.

5. Safeguarding and Welfare

While there has been continual discussion of the issue in Committee meetings it has proved hard to grasp the dimensions of the issue; what should be the priorities, and hence what action is required. It is important to get Safeguarding and Welfare right as an institution affiliated to the RYA, and because it is the right thing to do for us and the young people/vulnerable adults we work with. KM

wants the TSSC approach to Safeguarding to be meaningful, not onerous, and to be strong in the club's culture. The three elements are children (everyone under 18 years of age), vulnerable adults and social media. The documents presented at the meeting for approval only relate to children. Most of these policies and procedures are standard practice or adapted templates from the RYA. The main issues for TSSC to consider at this meeting are:

- a) **Safeguarding Policy** – it is clear who needs to have formal DBS checks but less clear what volunteers (including trainers) need to do in terms of self-declaration. The RYA procedure has all volunteers doing a self-declaration and providing two references, they believe that this will act as a deterrent. KM's opinion, based on related experience in her professional life, is that it would not deter people who do engage in behaviours which pose a risk (they are usually well practised in deception) and she is concerned that these requirements may deter the volunteers that we do want. YDSC request self-declaration for those not eligible for DBS checks but do not require references. If an incident occurred however, whether we had followed our governing body's advice would be a material consideration in judging whether TSSC had taken reasonable care to fulfil our duty of care. It was agreed that we should include self-declaration for volunteering roles which are not eligible for a DBS check (probably because they are only volunteering occasionally / are always supervised). MS suggested a tick box for new members and renewals, to the effect that the person would be willing to self-declare if they took on a role that required it. The Safeguarding policy was approved in principle on this basis but subject to additional wording to be drafted and circulated by **KM/MS**.

JK noted that instructors sign a relevant self-declaration every year for the RYA as part of their statement of fitness to practice.

- b) **Procedure: Good Practice Guide** – The guide includes the statement that 'There should always be at least one adult of the same gender as any children present on site' which was recommended by Louise Wyatt. This is not an RYA recommendation. We would have to be sure of meeting the requirement if we are to include it.

Present practice is as follows;

- JK always has CGSC mothers devise a rota so that this is covered.
- Schools' requirements are that they bring their own staff.
- On TSSC course booking forms it states that a child's parent/guardian or another person nominated 'in loco parentis' by the parent/guardian, must be on site.

Due to the above practices this aspect of safeguarding is achieved and there is no need for our procedures to deal with parents or others collecting children.

MS to send **KM** a booking form to examine the wording.

With removal of the 'same gender adult' statement the guide was approved.

- c) **The following documents were approved without alteration:**

- I. Code of conduct
- II. Guidance on recognising abuse
- III. Safeguarding referral form
- IV. DBS Policy
- V. Policy on recruitment of ex-offenders
- VI. Safeguarding procedures
- VII. Booking & parental consent form

- d) **Policy statement on Storage of information from DBS checks** – this information will be retained in electronic form by the SG+W Officer and will be passworded. It will not be stored on the club G Drive. The policy was approved.

- e) **DBS checks** - With the necessary policies and procedures now in place KM has registered as the Business Unit Admin and can administer DBS checks for TSSC via the RYA. **JK** offered to be the test case for **KM** to process a DBS check.
- f) **Replacing published policies** – **KM** to send MS the new documents for the website/G Drive. **MS** to archive old versions.
- g) **TSSC Handbook** - will need to be updated with the new documents.
- h) **Outstanding Matters** – **KM** to draft a Social Media policy; Vulnerable Adults policy/procedures; Welfare Officer job description and adopt the RYA code of conduct.
- i) **The way forward** – **KM** will draft letters for new and existing members on SG+Welfare, introducing documents relevant to all members (safeguarding policy, code of conduct & safeguarding procedures) and a covering note. These to be attached to the electronic membership acceptance welcome pack (action **MS**). Policies/procedures hard copies to be available in the clubhouse, action **KM**.
- j) **Status** - Once these implementation actions are taken TSSC will fulfil all the 'essentials' in the RYA Safeguarding self-assessment checklist.

6. Sailing and Training Programme

Disappointing turnout for the first two Kick Start sessions. Better weather may encourage more. There have been a lot of new members who are new to sailing so should also plan for their needs, not necessarily racing. Recently more memberships have been for SUP. Simon Whitby should be able to represent SUP members needs and promote SUP activities through SPG.

7. Treasurer's Report

Accounts: Accounts 2023/24 - Opening balance at start of year £ 40,147.09, Income £12,849.24, Expenditure £10,133.58. Closing Balance £42,862.75.

Reimbursement of travel was requested for taking tyres for disposal. To be paid at HMRC rate of 45p/mile the rate paid to instructors.

8. Options for the toilet block

The block is not believed to have been disconnected from power and water supplies and these will need to be taken over. The door is boarded but wasn't locked as there were no keys. **GW** to investigate the access and the situation inside.

It was agreed to keep one toilet cubicle not least to help mitigate Safeguarding risks when children are using the changing rooms. Converting the other cubicle to storage for kayaks and SUPs was considered as these are difficult to secure on an open boat berth. Alternatives could be a locked cage or a container, but YW have previously disapproved suggestion of a container.

The toilets were originally built for reservoir construction workers, and use by members of the Public at the reservoir was informal, and uncontrolled. YW closed them as the organisation does not wish to provide a public service with the legal obligations that would follow.

9. Duty Rotas update

Slow take up so far, but not concerned. **MF/KM** will cover SB and RO duties for the first Sunday racing event (23rd April) if no others come forward.

10. AOB

- a. **Consideration of an alternative mid-week racing night** – A request has been made to consider changing the racing evening from Wednesday to Thursday as some racers have conflicts on Wednesdays. The programme has been published and duty rota set up to

support it. It is helpful that racing follows the CGSC and schools' sessions on Wednesdays so that the SB can be left ready. It was agreed that racing should continue as planned this season and a poll of members preferences would be taken for next season. **TBY** to speak to those affected and suggest that if they wish they can run additional racing on Thursdays. It won't be possible to support this with a rostered SB cover but there is no reason why they could not organise informal SB cover for Thursday for themselves.

- b. Gate padlocks** – The club key operated padlock has been restored. Padlocks are now marked with coloured tape, TSSC key and combination locks in green, the farmer's in white. **JK** will mark the YW ones in red. **JK** plans to remove the two locks that have now been out of the loop for a while.
- c. Race watch** – TBY proposed that an Optima race watch should be purchased for the RO to use. This will lead to more accurate recording of times for the calculation of results. It would also accustom trainee sailors and ROs in the use of a race watch and the importance of timing for a good race start. **TBY** to obtain the watch and mark/tag it for security. Race flags have been inspected and are serviceable. PHG has provided two flag holder tubes that can be pushed into the ground.
- d. Committee emails** – There is email redirection for committee post holders e.g. secretary@thornton-steward-sailingclub.co.uk etc, so that individuals' personal email addresses are not given out in the public domain for example on website links. New ones can be added. **MF** to send out a list with the minutes. It is not possible to send out emails using these redirection addresses.

11. DONM

Next meeting to be held in the week commencing 22nd May. It was agreed that meetings will normally be on Teams so that people can access documents more easily.

MF to poll committee for the date.

Ref	Actions from this meeting	Owner
--/--/22	Purchase window trim materials	PHG
	Reminders to members re grasscrete clearance day	MS
	Provide images of unmarked trailers to MS	JK
	Communicate the above and a disposal deadline to members	MS
	Arrange a meeting re using Sailing Club Manager with relevant persons	JP
	Explore Chief Trainer succession with JP	PHG
	Purchase Xero and move accounts over	RP
	Draft wording re self-declarations for new members and renewals	MS/KM
	Send KM the existing course booking form for wording check	MS
	SG+WO to process a DBS check test case	KM
	Send MS the new SG+W documents for the website/G Drive.	KM
	Remove old versions. (Archive?)	MS
	Replace website/G Drive SG+W policies	MS
	Update TSSC Handbook with the new SG+W documents	MF/PHG?
	Draft Social Media policy and Vulnerable Adults policy/procedures & Welfare Officer job description and code of conduct	KM
	Letters/induction for new and existing members re SG+W	KM
	Attach the above to electronic membership acceptance welcome pack	MS
	SG + W Policies/procedures hard copies to be available in the clubhouse	KM
	Investigate toilet block access and the situation inside	GW
	Back-up SB and RO duties for the first Sunday racing event (23rd April)	MF/KM

	Speak to individuals re race night decision and plan	TBY
	Mark YW gate padlocks. Remove redundant padlocks	JK
	Obtain a race watch and mark/tag	TBY
	Send out list of committee email redirection addresses	MF
	Poll committee for the DONM	MF