

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 17th July 2023 at TSSC.

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

APOLOGIES FOR ABSENCE: Ruth Pink

1. Conflicts of interest

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

2. Minutes of 25th May 2023

Approved without alteration.

3. Actions arising from the last meeting

- a. **Yorkshire Water Toilets** - The committee thanked GW for his work on renovation of the former Yorkshire Water toilets. Expenditure so far has been £878.64. A breakdown was sent out with the agenda. Some bare wood on the window frames needs painting and could be done at the next workday. Keypad locks to be priced for better security and so that keys don't get lost (**GW**). Publicise to members that these facilities are available for those seeking privacy but that use for safeguarding needs must always take priority, and that clothes should be put in bags and placed on the racks when there are multiple users (**MS**). Add to the cleaner's duties (**MF**) for an additional £5.
The privacy rail (**PHG**) and curtain (**MF**) need to be restored in the ladies' changing room.
- b. **Trailers** – Almost all have been claimed and labelled. The final disposal has been agreed.
- c. **Buoys** – New no.4 & 7 buoys are in place as a trial. To monitor if they rise/fall and stay in place. Ropes are ready for new anchors but need counterweights. Suitability of concrete blocks or metal for weights is being investigated (**JK**). Agreed that the model boaters can purchase and site several small buoys in the area of the reservoir to the east of the inlet tower. **PHG** to make up some concrete 5Kg anchor weights. Rope is available.
- d. **Pontoon** – Metal stakes with eyes for land anchoring of the pontoon are being made up and will be ready for hammering in this week. Two 25Kg anchors will be made up (**JK**). The pontoon should be operational for the August courses.
- e. **Electrical certificate** – This was done on 27.06.23 and found to be satisfactory. Re-inspection is advised in 5 years. There are a number of areas where we do not meet regulations which have changed since installation, but these are not unsafe. The board at the back of the meter cupboard has damp deterioration. If it breaks apart the suppliers are responsible for changing it. Ask David Oldacres about who would be responsible for the costs (**PHG**). We have very few items that should be PAT tested as most of the electrical equipment is not portable. TBY has trained to do PAT testing but doesn't have a meter. David Oldacres to be asked if he can lend one (**PHG**). Wall heater fans may need cleaning.
- f. **Fire Extinguishers and Assessment** – Completed on 26.06.23. One action needed to wall fix a bracket for a CO2 extinguisher (**PHG**). One water and one foam extinguisher to be refilled at next annual inspection.
PHG has carried out a fire safety assessment. Actions needed are signage to indicate the fire assembly area in the club car park x2 and a CO and smoke detector for the kitchen/clubroom, (**PHG**). The draft Fire Assessment to be updated following this discussion (**PHG**)

Fuel storage and handling – the fuel store is banded, there are fuel extinguishers in the Robinson Building and club. The mower fuel and other solvents in Trev's shed should be moved to the fuel store and clearly labelled (**TBK**). SOP on fuel handling to be written (**JP**).

4. Sailing & Training Programme

- a. **Sailing** - The sailing programme has held up though affected by low numbers and bad weather.
- b. **Schools** - Aysgarth sessions have finished, Wensleydale finish this week and may request some Autumn sessions. Carmel College have enquired at SDSC and couldn't be accommodated.
- c. **Youth Groups** - JP is involved with Scouts who currently use Ellerton but are keen to relocate. They have own dinghies, windsurfers, safety boats and instructors. Lack of secure storage would be a concern for them at TSSC. TSSC wish to explore the possibility of accommodating them, action **JP**, and ask if they could help with funding a solution to the storage issue.

5. Safeguarding

A more proactive notification system is required for events/schools/groups, **KM** will produce a proforma for consultation. The new Safeguarding & Welfare documents are now on the website and hard copies are in the green folder in the clubroom. There have been no referrals.

6. Accounts

- a. **Treasurer's Report** – RP's report, balance sheet and summary of profit and loss were circulated prior to the meeting.

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| Opening balance at start of year | £ 40,147.09 |
| Balance at 31.06.23 | £ 42,501.85 |

Some questions were raised which **MF** will raise with RP: The accounts show £3K less income from memberships compared to the previous year when the number of memberships is similar. The £732 CGSC membership is shown differently in Xero (not as membership income) but how is the discrepancy explained? Is income coming from the schools? What is the £1001 grant income?

- b. **Directors Liability Insurance** – **KM** to look at whether we should take insurance and if necessary, recommend a source of further advice.
- c. **Cyber Insurance** – **MS** says that this is not necessary. The website is effectively a portal and the liabilities are held by the owners of the Apps we use e.g. MemberMojo. The website could be rebuilt at little outlay.

7. Events

- a. **Commodore's Day 29th August** - It was agreed that the 'Cup' be changed to 'Day'. It coincides with camping week. To be a day of fun on the water activity for dinghies and SUPs with social elements. Perhaps combine with a BBQ and cake stand. Have plans for both good and bad weather. **PHG** to ask Andy Hind if he will take the lead, and Simon Whitby for SUP activities. **TBY** to suggest dinghy activities. **MS** to inform members.
- b. **Laser/Fusion Championship 10th September** – **TBY** to consider a format where two races are held each on lasers and Fusions with awards for each class, and combined results. **MS** to remove Fusions from availability for hire that day.

- c. **Bart's Bash 17th September** – It is too late to register this with Bart's Bash charity but one of the three races on the day will be nominated as a fund raiser.
- d. **Challenge Cup** – A proposed new event for TSSC v CGSC. **JK** to poll interest at CGSC.

8. **Model Boat Racing**

Discussions about whether the club should buy a model boat so that others can try and participate in model boat racing concluded that options for second hand/ex-demo purchases of 1-2 boats should be explored. Estimated cost per boat £200. These could be used under the guidance of David Dixon and be hired for a fee. **PHG** to speak to David.

9. **Membership**

- a. Currently 108 memberships (201 people). There were 4 more memberships at this time last year. There are 3 memberships pending.
- b. The website states that memberships taken in the last three months of the season include the following year's membership. MS uses discretion to extend this period where appropriate. When this is applied the new member still receives an email saying that they will need to renew in for the next year but MS adjusts the 'renewal' manually.
- c. There is a consistently good response to monthly emails re booking duties.
- d. There are 33 holders of PB2 and 23 of them have done 1 or more duties to date.

10. **A.O.B**

- a. **Cleaning** – Last year's cleaner has not been available so another cleaner (Ina) has been started.
- b. **Chair** – PHG intends to retire at the AGM. PHG has been Chair since the transition of the club management committee 5 years ago. It is intended that there will be flow through in the committee and leadership, to avoid ossification and to get as much member participation in running the club as possible. Committee are to think about suitable candidates. Committee should aim to involve more members in working groups to support succession.
- c. **Membership Fees** – These should continue to be raised by a moderate amount, annually to accumulate funds for both regular improvements and more strategic investments (e.g., the pathway, the pontoon). 10% was agreed to be appropriate for 2024.
- d. **DONM** – MF to poll availability for 2nd/3rd week in September.

| Ref | Actions from this meeting | Owner |
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| 17/07/23 | Keypad locks for YW toilets | GW |
| | Publicise availability of YW toilets facilities and best use | MS |
| | Add YW toilets to cleaner's duties | MF |
| | Restore privacy rail and curtain in ladies' changing room | PHG/MF |
| | Counterweights for buoys | JK |
| | Anchor weights for model boaters | PHG |
| | Land and water anchors for pontoon | JK |
| | Dave Oldacres re meter board and PAT testing/instrument | PHG |
| | Fix bracket for extinguisher | PHG |
| | Draft Fire Assessment to be updated | PHG |
| | Signs for assembly area, CO and smoke detectors | PHG |

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| | Mower fuel and solvents relocation and labelling | TBK |
| | SOP for fuel handling | JP |
| | Explore accommodation of Scouts Watersports activity | JP |
| | Proforma for notice of events | KM |
| | Questions for Treasurer | MF |
| | Consider insurance for director's liabilities | KM |
| | Consult with Andy Hind and Simon Whitby re Commodore's Day | PHG |
| | Dinghy activities for Commodore's Day | MF |
| | Commodore's Day publicity | MS |
| | Format for Laser/Fusion Championship | TBY |
| | Remove Fusions from hire | MS |
| | Guage interest at CGSC re Challenge Cup event | JK |
| | Inform David Dixon to progress model boat purchase | PHG |
| | Consideration of candidates for next Chair | All |
| | Membership fees increase for 2024 | MS |
| | Poll committee availability for next meeting | MF |