

## THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

### MINUTES of the meeting held on 29 SEPT 2022 at TSSC.

**PRESENT:** Phil Gamlen (in the Chair), Mike Smith, Eddie Fearnside, Merrin Froggett, Graham Whittall, Annabelle Le Page.

**APOLOGIES FOR ABSENCE:** Trevor Birbeck, Kay Marriott, John Knopp, Rob Wyatt.

#### 1. Conflicts of interest

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

#### 2. Minutes of 08 AUG 2022

Approved without alteration.

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

- a) **Fencing** – JK drew up a proposal to completely replace the existing perimeter fence and include within the replacement; the trolley path and outdoor toilet. It has been put out to tender to 4 local fencing contractors. 2 written quotes have been received of £3400 and £6800. A third is expected of £3K - £3.5K (confirmed as £3122). Fourth is awaited.
- b) **Cleaning** – The cleaner has started and done two monthly cleans, July (2 hours) and August (3 hours), the latter following heavy usage of the club in August. The results have been well received by members.
- c) **YW Lease registration** – The application to register the new lease has now been submitted to the Land Registry at a fee of £45. MF thanked Kay Marriott for assistance with this and the certification of documents.
- d) **Pontoon Update** - The pontoon has arrived and the Bosun team have started construction. Some further information is needed to complete this which hopefully will be 10th – 14th October. The existence or arrangement of ground tackle for the pontoon in the water and method of securing it on land are to be confirmed. Action **JK**.

#### 4. RYA Inspection 14<sup>th</sup> September update and helmets

RW and JK were present at the inspection, PG was unfortunately unable to attend. Of the four actions to complete three have been sorted, and small changes to the SOPs are in hand. The RYA requires that individual authors of club policies/SOPs are named though many are co-authored or have evolved over time. There are a few further minor observations and suggested changes on the SOPs which are not on the inspection report and can be resolved when first update is done. Basic tool kits were mandated for the safety boats, and these have been purchased and installed. Instructor training and monitoring records need logging. There is a strong recommendation that helmets should be worn for Youth Training. It was decided that helmets will be mandatory for The Youth Level 1 scheme and remain discretionary otherwise. The purchase of new helmets was approved; ten at ~£27/each. Action **RW**.

#### 5. Divers Update

Nothing further from the dive team.

#### 6. End of Year Events

- a. **Working Party** – The traditional end of season workday is not needed largely due to the excellent work of the Bosuns Team, the new cleaning arrangement and as club owned boats

are now largely robust enough to remain on berths. Painting of floors in the lady's changing room and west end of the Robinson Building to be carried out before winter, **PG** to schedule. Loose tyres need to be brought into the compound.

- b. **Prize Giving/Social Event** – It was decided to plan for a combined event with buffet supper in November. Trevor Thurlow has offered to give an illustrated talk on his Round The World Race experience. **MS** to obtain Trevor's availability. Probably to be held on a Wednesday evening. To consult possible venues including, Reubens at Leeming, The Buck at Thornton Watlass and The Countrymans's community pub at Hunton, action **MF**. The club will fund the buffet.

## 7. Safeguarding and Welfare

Kay met with Louise Wyatt for a handover. She has applied to register her role with the RYA and access their training but had no response despite chasing them. Kay's details have been added to the RYA poster in the club. There have been no concerns raised. Kay has a list of instructors and bosuns as it is anticipated that these people should have DBS checks through the RYA because of their frontline role in training. Small changes may be required to align the club's policies with the RYA guidance.

## 8. Sailing and Training Programme for 2023

**ALP** is to arrange a meeting of the SPG to work on the plan and detail for the sailing and training programme in 2023. **ALP** will lead on training. Syd Nye is keen to offer SBFT (Safety Boat Familiarisation Training) sessions early in the season. **MS** notes new members join up until mid-summer and then require SBFT so that monthly sessions would be helpful.

There have now been two of the Saturday sessions for Carmel College who are very keen despite autumnal cold and windy weather. **ALP** anticipates that they will want more next year but earlier in the season. The availability of instructors continues to be a problem; Bob Scorer wishes to do less; Tim Wilson is still involved but not going on the water. Jacob Hyde is interested in becoming as assistant instructor.

Trevor Bradley is going to lead on the sailing programme. His aspirations are not yet known. The committee favoured continuing with weekly racing. Participation in racing dropped right off in August so it was suggested that racing is up to the end of July, then there is a break in August for casual sailing and the racing season recommences with the Commodore's Cup in September. To continue to grow participation in racing it needs to be well publicised and promoted as a fun thing to do. The racers' WhatsApp group is proving useful and positive.

## 9. 2023 AGM

To be held online in the first or second week of February. Interest in joining the committee has been expressed by Trevor Bradley, Ruth Pink and James Proctor. **PG/MF** to progress the necessary nominations.

## 10. Accounts

The Treasurer's report was circulated prior to the meeting. Opening balance at start of year £38,504.75, Current Balance £ 40,451.04. All bills paid and all transfers of CGSC memberships and course fees made. Projected expenditure for remainder of the year of £ 300. Versa Dock purchased. The income from training for Carmel College will show in next year's accounts. No questions were raised.

- a. **Budget 2023 and Fees** – YW fees are increasing £600 after being stable for many years. Electricity will increase £800-1000 and water rates are expected to increase. The

accountant's fee is artificially low and could be adjusted this year. The club continues to invest in many improvements. Income and Memberships were high in the last two years and we should allow for a 5% fallback. Our budget should be increased from £9750 to circa £11,000.

Membership fees should reflect the increased expenditure and be incrementally raised. MS provided a tabulation of options for consideration. The committee considered an across the board ~5% increase was necessary, but that the membership fee for 75yrs+ which is currently 50% of adult membership should be restructured towards 75%. The committee agreed a 20% increase of the fee for this category of membership. These new fees were approved\*.

- b. Accountants** – The accountant's fee of £500 could rise to £1000 this year. Our accounts do not have to be formally audited. **EF** is to explore options.

### 11. Any Other Business

- a. **Clubhouse Key** – PG thanked MS for researching and managing the change to the digital lock system. Pass cards and key fobs are available and not expensive, MS is investigating their suitability. Fobs currently on offer at £1 each. 100 people can use the app. Continuing to use a gate padlock would mean that keys still had to be issued. A digital padlock is available currently at £150 and it was decided to review and appropriate to purchase this and 150 fobs/cards. Action **MS**.
- b. **Dry Robes** – There have been some very cold students on the Autumn courses. ALP recommended that some dry robes should be available for comfort/safety and so that they can continue to participate in land based training. PG suggested that the college consider providing these for their own use. **ALP** to contact Carmel College.
- c. **Race Results Calculation** – Jonathan Davies has offered an old laptop to the club for use in race results calculation. The committee considered that there would be storage, practical and operational difficulties with this and that the current level of race participation didn't demand this option. Action **PG** to inform Jonathan
- d. **Committee Meetings Winter 2022-23** – Committee meetings will be on-line for the winter period, hosted by MS on Teams.

### 12. DONM – Committee will be polled for the w/c 31<sup>st</sup> October, action **MF**.

\*See attached Membership fees Projections.

Ref	Actions from this meeting	Owner
29/09/22	Pontoon - ground tackle for the pontoon in the water and method of securing it on land.	JK
	Purchase helmets.	RW
	Schedule floor painting party.	PG
	Prize Giving/Social - Obtain Trevor Thurlow's availability	MS
	- Scope venues	MF
	SPG meeting to work up the 2023 sailing/racing programme	ALP
	AGM nominations	PG/MF
	Examination of the accounts - options	EF
	Digital padlock and fobs/cards purchasing.	MS
	Carmel College re dry robes.	ALP
	Notify JD re decision on his PC for the Race Officer	PG

