

ARUN YACHT CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 23RD SEPTEMBER 2009

Present : Nick Clare (NC) Commodore
Barry Partridge (BP) Vice Commodore
Michael Marston (MM) Treasurer/Company Secretary
Ron Goldsmith (RG) Committee Member – House
David Lindsay (DL) Committee Member – Social
Nick Rusbridge (NR) Committee Member / Training Principal
Sue Jenkins (SJ)

The meeting started at 7.30 p.m.

- 1 **Apologies** for absence were received from Dick Holden, Rear Commodore Sailing and Paul Hughes, Committee Member – Insurance. **Action**
- 2 **Approval** of the Minutes of Management Committee Meeting held on Wednesday 26th August 2009. Following minor amendment it was proposed by DL and seconded by BP that the Minutes be approved. Agreed by all.
- 3 **Matters arising :**
 - **CCTV.** NC reported that a specialist Company would be visiting the Club at the weekend following the Meeting to give a quotation. NC
 - **Scrubbing piles.** NC confirmed that the Harbour Master will contact the Club prior to the scrubbing piles being used.
 - **Bar/galley loss.** This subject will be deferred until after the AGM when the new Committee will be in place. DL
 - **Quiz Night.** DL confirmed that this will now take place on Friday 30th October and will not be promoted as a Club event. DL has advised the organisers that this will not be a political event and will be regarded as a private function.
 - **Wharf reserve fund.** MM questioned this and RG explained that it had been put in place when Arun Yacht Club had taken over the running of the North Piles some years ago. The income from this had been put in a separate account for repairs. It was agreed by all that this money is now put in general funds. MM
 - **Tax levy.** It was agreed by all that no charge is made to Life Members, but they are to be asked to make a small donation to the Club to cover the costs of administration, postage, etc. MM
 - **Training.** NR reported that the Training Committee will discuss the Training budget at their next Meeting (the day following the Management Meeting). He stated that he does not propose to raise Cadet fees for the forthcoming year. NR
 - **Fevas.** NR reported that the event in September had been postponed and will be programmed at a future date. NR
 - **Volunteer from HMP Ford.** SJ advised the Committee after contacting Community Services that it was unlikely that the Club would have an assistant from Ford in the near future as they had changed their rules on unpaid workers. SJ will keep in touch with Ford Prison. SJ
- 4 **Treasurer' Report.**
 - Income for the year is down 3%.

- Subscriptions were down 13%, mooring income down 6%, but bar sales were up and the loss in this Department had been reduced. **Action**
- Training income was up, but so were the costs.
- Cadet Weeks had been profitable.
- NR stated that Training income and costs must be reviewed in detail in the near future. Treasurer/NR
- Debtors. MMM will write off one outstanding debt for £341 from 2007 as the member sold his boat and disappeared, but that there were no other significant debts at the end of the financial year.
- AGM Timetable. MM reported that the Auditors have received AYC's records and that the initial paperwork has been circulated ahead of time.
- Auditors. MM urged great caution if seeking an alternative Auditor and advised that a change may bring a greater level of scrutiny from the Revenue.
- Bookkeeper. MM similarly urged caution when the Club had received such good service from the current bookkeeper at a relatively inexpensive cost. All agreed that Karen was doing a very good job and was to be congratulated.

5 **AGM 2009.**

- It was noted that the paperwork had been circulated in good time.
- NC had produced a paper for amendments in the Mems and Arts, which he circulated to the Committee for their consideration.
- **It was agreed** by all that they needed more time to consider the proposals, but NC advised them that a decision needs to be made before the cut-off date for circulating the Agenda for the AGM (20th October at the very latest).
- DL is to revisit the subject of Associate Membership in advance of the AGM.
- The position of a Hon. Membership Secretary was discussed and it was agreed that the proposal for this appointment should come from the auditorium, as there is no provision for this post in the Mems and Arts. ALL
- MM stated that a Board of Directors Meeting is required before the AGM, which is recorded in the AGM Timetable. Following discussion of final date for circulation of paperwork, and taking into consideration that this has to be printed in advance, **it was agreed** by all to hold the Board Meeting on Monday 19th October, followed by a Management Committee Meeting. All

6 **Child Protection Policy**

- It was proposed by NC and seconded by MM that NR is appointed the Arun Yacht Club's Officer in charge of CRB checks. **Agreed by all.** NR
- NR will follow the timetable as required by Law. He stated that he would take a cautious approach at the outset and list all Instructors, Volunteers and Employees who have contact with children.
- **It was agreed** by all that as Tony Peterson and SJ have contact with children during Cadet Weeks and other Training that their CRB check will be paid for by AYC.
- It was noted by all that the Club will be in receipt of information which must be treated with total confidentiality.

7 **Fire Inspection.**

- SJ reported that a Fire Inspection had been carried out in all areas of the Club, including the Training Room, on Wednesday 16th September.
- All updates to equipment have been implemented.
- A Certificate of Inspection had been received, which will be displayed in the

Clubhouse.

- DL asked SJ to supply him with a copy of the report for the galley.

BP
DL/SJ

8 **Club Room Interior Design.**

- NC reported that a questionnaire had been circulated with the latest Edition of Scuttlebutt for members to register their choice of design.
- A Club member is willing to take on the task of overseeing the decoration, when a decision is taken.

9 **Sub Committee Reports.**

9.i Sailing Report. (Received in DH's absence).

- DH reported that the year's programme to the end of the summer had gone to plan.
- RS500 National Championships, RS 400 Training Day and the WSSYA Regatta had all been most successful proving that AYC is an excellent venue for sailing events and that there is the expertise to run such events very well.
- The draft Programme for 2010 is well advanced, but will not be published until the end of the year.

9.ii Training

- An Instructors' debriefing session had been held – NR to make short notes from this Meeting and circulated to Committee Members.
- This report to include administration of courses, equipment, etc.
- It was reported that Emma and Martin Keen have resigned from the Training Committee.

NR

Training report submitted electronically by NR :

Training Report for MC 23rd September 2009

With scheduled on-the-water training complete, NR reported a handful of courses left to deliver in 2009, including a safety boat refresher course (well supported), an RNLi sea safety talk (currently being promoted) and a cruiser Man Overboard practical session (looks like being cancelled as no uptake)

This week we will have an instructors debrief (to learn from this year for next) and a Training Committee meeting (where we will finalise the 2010 programme and confirm our pricing structure for 2010). NR currently favours a fixed fee sailing supplement to replace pay-as-you-sail sailing.

CRBs and the ISA

Following much media attention, NR had called the RYA and browsed to gain an understanding of what, if anything, is about to change. My understanding, through talking with the RYA and others, is:

- The Vetting and Barring Scheme (VBS) will be a partnership of the Criminal Records Bureau (CRB), the Independent Safeguarding Authority

(ISA) and Access NI

Action

- The ISA will maintain a single barred list, replacing 3 current lists.
- Both employees and volunteers are subject to the same terms (the difference will be that volunteers will be free to volunteers while employees will have to pay £64)
- The new VBS will launch on 12 October 2009, with individuals being able to become ISA-registered from 26 July 2010 (by hard copy and online)
- All ISA-registered individuals will be subject to continuous monitoring, and any legitimate body will be able to check online to check the status of individuals
- All ISA registrations will be transferable
- On 12 October , the 3 old lists will be replaced by the 2 new ones, but applications for CRB checks will basically carry on as before
- From 28 June 2010, there will be a new ISA application form (specimen available in Jan 2010)
- From 26 July 2010, all new entrants will be able to become ISA-registered
- From November 2010, it will be a legal requirement for entrants to be ISA-registered

NR is working towards inviting instructors and volunteers to confirm their interest for 2010 and to enhanced CRB check everyone.

NR

The RYA will be issuing guidance to its centres/clubs in due course.

CRBs

Just to confirm, a CRB check does not have a date limit. There are however a snapshot in time, meaning that as they get older they get more unreliable. It is up to the body concerned to assess the risk associated with the age of a CRB check.

CRBs are also in practical terms transferable; the same 3 databases are checked regardless of the sponsoring body. Again, it is for the new employer to assess to what extent an existing CRB check is considered acceptable.

NR proposes to set a standard of renewing a CRB check after 3 years. NR would also like agreement to pay for enhanced CRB checks for any staff who are likely to come into regular contact with children next year. The Committee and Training Committee need to discuss who might be involved.

9.iii House, Volunteers and Working Parties.

- BP reported that repair work to the car park approaching the new gates had been repaired with gravel on one side and tarmac on the other.

- There will be a working party for the North pontoons to be held on 3rd October. **Action**
- BP requested permission to hire a pump to flood the sinkers. **Agreed.** **BP**

9.iv Social

- DL reported that there have been relatively few formal Club activities since the last Meeting.
- Rallies to AYC. On Saturday 12th September three Clubs ran rallies to AYC with approximately 90 people having supper that evening. One group was not expected.
- DL congratulated Angela and her team and Tony AYC Bar Steward for dealing with catering for the forty extra people who turned up on the night. This was a particularly impressive feat as it was on the first day of the WSSYA Regatta.
- Curry Evening. This took place on 19th September and was most successful, being attended by approximately 60 people.
- Galley. Angela will be on holiday for two weeks from 2nd October. Tony and Rosie Sutcliffe will take over the weekends during her absence.

9.v Moorings and Berthing

- It was reported that three moorings had been let in the past month – two larger vessels and a Hurley 22. Berthing Agreements had been issued, and one returned.
- It was noted that there are five moorings un-let – one for ca 26 ft. and the other four 23 ft. or less.
- A final cost of £53,081.10 (inc. VAT) has been agreed with Marinetek and the deposit has been paid. Delivery is expected during November/December and this will be taken into consideration when arranging Crane-out.
- **Crane-out.** This is now on 15th November.
- BP has arranged the cranes, and the price per lift is expected to be £80 (depending on number of boats lifted).
- A list will be put up in the Clubhouse over the weekend.
- There will be limited space in the car park as the new pontoons will be stored there.
- RG stated that it is unlikely that boats not moored at AYC will be lifted.
- A reserve list will be displayed.
- RG noted that it could be possible to lift other boats later in the year (as was organised in 2008) when the pontoons have been put in place and there is a crane on site.

9.vi Development

- NC informed the Management Committee that the Harbour Board had approved the Arun Yacht Club Development proposal at their Board Meeting held on Monday 20th September.
- There were provisions to this Approval, one of which is a bond of £10,000 to be held by the Harbour Board until the work is completed.
- MM questioned the position with DEFRA and other authorities.
- The Development Committee is to meet on 2nd October to discuss the Approval and Provision.

Dev.Com.

9.vii New Gates

Action

- Following receipt of three quotations for the work to mechanise the new gates for ease of access, it was proposed by NC and seconded by DL that the quotation from Wakefield Security is accepted. **Agreed by all.**
- MM was instructed by the Committee to go ahead and arrange for the work to be done.

MM

9.viii Website

- NR asked SJ to contact Richard Keen to ascertain whether he is still interested in running the website.
- NC said that he would be willing to manage it if no one could be found via the Club's group e-mail.

9.ix Promotion

- Following an approach from a local Tourist magazine it was agreed not to advertise with them.
- PBO. Following a phone call from PBO SJ to contact them to find out cost options and discounts and report back to the Management Committee via e-mail.
- Pinnacle publication. SJ and BP to put together information for this publication and report back as soon as possible.

SJ

BP/SJ

9.x Secretary's Report.

It was agreed by all to elect the following new members : Roger Button, Peter Barleycorn and Emily Barleycorn (cadet), Nick Baker and Nat Loxley.

SJ to make sure all application form are correctly filled in before being submitted.

SJ

It was agreed to accept Nick Baker's mooring application for an Oldenburgh 17 for a period of two months only.

10 **Any other business**

1. MM confirmed that the Club's annual Insurance dues had been paid before the end of August 2009.
2. Projector. DL asked for instruction on working this. It was reported that the TV is supported by Freeview, and that presentations can be given using the screen with wireless computers.
3. NR requested a 'spring clean' of all the Club's electronic aids such as the TV, music system etc. **Agreed by all.** To be arranged.
4. NR reported that next year's sailing and training programme is very busy, often with two events taking place on one day. He requested that a watching brief is kept of the RIB fleet and advised that it might be necessary to purchase another in the future.
5. PH reported receiving an invoice from the Harbour Board for his dinghy. It was confirmed by MM that Harbour dues had been paid as part of the AYC dinghy invoice and that an invoice for dinghy dues was yet to be received from the Harbour Master. SJ to contact the Harbour Master and investigate the situation.

DL/NR

SJ

11 **Date of next Scuttlebutt** : 1st December 2009

12 **Date of next Meeting** : to incorporate Arun Yacht Club Board Meeting : Monday 19th October 2009.

NB. AGM Sunday 22nd November at 3.00 p.m.

Pre-AGM Meeting – Sunday 22nd November at 2.30 p.m.

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N. Clare, Commodore