

**SUSSEX YACHT CLUB  
MINUTES OF THE MEETING OF THE MAIN COMMITTEE  
Held Monday 16 December 2019**

**DRAFT**

Item No	Item		When to do
1728.1	Honorary Members List	Office	Immediate

**The meeting commenced at: 19.28 hours**

<b>Present:</b> Terry Kinch	TK	Commodore, (Chair)
David Nunn	DN	Rear Commodore, Hon. Treasurer
David Terry	DT	Rear Commodore, "Wet" Committees
Kevin Knight	KK	Director, Safety Boat Manager
Sue Large	SL	Director, Acting Chair, House Committee
Des Silverson	DSi	Director, Dinghy Committee
Ian Bush	IB	Director, House Committee
David Carroll	DC	Director, Sailability & Dinghy Committee
Adam Thompson	AT	Director
David Skinner	DS	Director, Moorings Maintenance Committee
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary
Agnes Bristow	AB	Ex-officio, Assistant Secretary
Zoe Fry	ZF	Director Elect
Alan Fry	AF	Director Elect
Tim Stevenson	TS	Director Elect
Nicky Besag	NB	Director Elect
Russell Morrice	RM	Director Elect

<b>Apologies:</b> Kevin Headon	KH	Vice Commodore, Training Principal
Ann Macey	AM	Director, House Committee
Mark Sharp	MS	Director
John Pryke	JP	Director, Dinghy Captain
Simon Oates	SO	Director Elect

**Number Item**

1722 TK introduced Agnes to the Board members and explained that JB will be leaving.

1723 The Commodore reminded those present that the meeting was recorded and the necessity for confidentiality and good conduct was reaffirmed.

**1724 MINUTES OF PREVIOUS MEETING**

1724.1 SL asked TK about 1720.8 regarding booking form procedure was not undertaken. TK advised that he had looked at the procedure and all booking forms in the office. The approval section is not used on the form, but it is noted on the spreadsheet. TK felt that the booking had been made in the normal way. TK asked for the approved column to be changed on the spreadsheet to the initials of the approver.

Agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at last meeting;

Against: 0 Abstention: 1 DS

1725 **MATTERS ARISING**

1725.1 None that were not covered in agenda

1726 **Major Projects**

1726.1 Shoreham Development

1726.1 (i) TL said the roof has been delayed due to high winds recently. Lighter winds give hope that roofing sheets will be on by end of week.

1726.1 (ii) A meeting had taken place recently with the window suppliers. They advised that the weather meant they did not want to bring windows onto site over xmas period as they could be damaged and may not arrive until first week of New Year.

1726.1 (iii) TL advised the Tata roofing system (thin metal cladding) is susceptible to damage. Will arrive when it is due to be installed so no storage issues.

1726.1 (iv) TL advised that they expect to be watertight by Xmas with boarding over windows. Some contractors will come back on 2<sup>nd</sup> instead of 6<sup>th</sup> January. As soon as building is watertight contractors will start first fix. There is currently a potential four week delay that they hope to make up.

1726.1 (v) TL advised that there were no health and safety issues, accidents or injuries. TL advised that there had been 7 visits from building control at various stages and all had been reported as ok.

1726.1 (vi) TL advised that from a financial point of view there was nothing new and still within budget, on programme (barring 4 weeks already notified), and a few minor issues revolving around electrical aspects of the building. An Interior designer has been brought in for guidance.

DN observed that whilst TL said the contract is within its budget, the overall budget is at the worse end of the scale of construction costs. There are plans to improve on that as we go. The VE on the project is ongoing. Currently circa £7k - £8k outside. DN stated that his impression of what is committed on consultants is acceptable. AT asked if the loan is now to be used. DN said potentially but not certain. DN noted that the Finance Committee are able to ask more questions at the meeting on Wednesday this week.

1726.1 (vii) TK noted two security issues on site. Some people had combination to site; one group was Worthing Rowing Club and they recently used the site to extract their sculls and left the site open. An official saw it and reported it. Combinations now changed.

Recently some youths were spotted skateboarding on the first floor, early evening, and were warned by people in the kitchen. The site has been made more secure.

RM asked who is exposed risk wise if people make access. TK said his understanding of H&S says that if they circumvent adequate security measures and sustain injury then they are liable for their own safety and welfare. If security is not adequate and there are unsafe conditions on site, the contractor would hold first liability and SYC would hold second.

1726.2 Southwick Project

1726.2 (i) KK reported in the absence of MS. KK explained the two obvious phases. By March a workforce will be put together. KK advised that there have been no

major issues and that the western jetty and the northern part parallel to the shore have been demolished ahead of schedule. All dinghies have been relocated onto an area of landfill site. It was advised that Dinghy racing can continue. Final demolition will start tomorrow. Four boats to be moved and then last bit of jetty will be demolished.

- 1726.2 (ii) It was advised that the first delivery of the new jetty modular parts, which will be ready for building, will be after Christmas so it is not left in insecure circumstances.
- 1726.2 (iii) KK advised that there were a couple of concrete plinths to be put in which would be done by end of the week.
- 1726.2 (iv) DT asked if we have been granted vehicle access on to the green for moving boats. KK has confirmed there is uneven vehicular access and MS has a key.
- 1726.2 (v) TK confirmed the neighbours are in agreement with our plans.
- 1726.2 (vi) TK stated that MS, Ben and KK are going out to Spain to see the manufacturers and have face to face contact on a 36 hour visit to receive guidance on construction of the modular components.
- 1726.2 (vii) DS wished to record that he was pleased and heartened to hear that a team of volunteers will be undertaking some work, as in days gone by.

## 1727 Finance

### 1727.1 Adoption of Audited Accounts

- 1727.1 (i) DN noted that the club's audited accounts have been circulated and also Barco unaudited accounts. A vote is required to adopt them. No questions were received. The accounts will be the same as those published for the members at the AGM.

Proposal for adoption of audited and unaudited accounts  
Proposed: DN; Seconded: DC  
Favour: Unanimous.

### 1727.2 Shoreham Development Architect – fees variation £5k

TK noted that the architects have a clause in the contract which limited the time of their involvement they are now claiming for extended fees. Now been agreed to £5k variation to the end of contract and confirmed this falls within our overall financial structure.

### 1727.3 Shoreham Development Interior Designer £1,750

- 1727.3 (i) The SDP Committee voted unanimously to bring in an interior designer to ensure that costs are properly considered with professional assistance. There had been interviews with 2 or 3 interior designers were interviewed and Tommy has been appointed who has already shown that he has good ideas. The feeling is that he will save more than he costs the club.
- 1727.3 (ii) It was confirmed that the assistance of the interior designer falls within the overall consultancy expenditure. AT stated he is happy that the saving will be more than the expenditure and TK felt that it has probably already saved £20k. The general feeling was that it is important to ensure that costs are upheld.
- 1727.3 (iii) IB asked if House will have any input with the interior design. TK confirmed that he would be happy for House to attend SDP.

1728 **Annual General Meeting**

1728.1 **Honorary Members Listing**

1728.1 (i) TK noted a couple of minor changes to the listing. It was advised that John Davis had passed away recently and over the past year we have lost at least one more.

1728.1 (ii) AT asked who is George Green and TL stated that he does not know however he is there because he predates anybody's memory, so he is permitted to stay. TK advised that a description should be added such as 'Long Serving Honorable Member'.

**Action Office**

Proposal to adopt the proposed Honorary Members Listing :TK

Proposed: Commodore; In favour: Unanimous

1729 **Website**

1729.1 Update on website – TK reported that following the last meeting SV was contacted as agreed and subsequently spoke to MS and TK about concerns that he felt should be added to the tender documents. This has not yet progressed. TK stalled matters and thanked everyone to date and stated it will be put back on track shortly. Thanks were passed to SL for all her hard work. RM asked if there is a revised timetable for tender. TK said it is no more than a month behind schedule.

1730 **New Members Listing**

1730.1 Proposal for the adoption of new member's list. AT asked about Jon Constantine and JB confirmed that he had been in touch and would not be renewing as he had moved to Antigua.

Proposal to adopt the proposed New Members Listing :TK

Proposed: Commodore; In favour: Unanimous

1731 **Correspondence**

1731.1 None received.

1732 **Any Other Business**

1732.1 SL asked if anyone would like to help set up for NYE during the day, please come along to help.

There being no further business, the meeting closed at: 20.04 hrs

I agree the above to be a true summary of the meeting.

  
\_\_\_\_\_  
Terry Kinch, Commodore

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16.12.2019

**Date of Next Meeting:**

Monday 20<sup>th</sup> January 2020 19.30 hours

Monday 17<sup>th</sup> February 2020 at 19.30 hours