

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 14th December 2020
Virtual Meeting Via Microsoft Teams

DRAFT

Item No	Item	Actioned By	When to do
1845.1 (ii)	Marketing Group/Website - ongoing	TK/DC	January
1877.1	Issue re dredging on MMC Agenda	TL	Immediately
1879.1	Implement Revision to Dog Rule	TL/Office	Immediately
1880.1	Appointment of director responsible for E&D	NB/KH/TL	January

The meeting commenced at: 19.30 hrs

Present:

Kevin Headon	KH	Commodore, Training Principal (Chair)
Terry Kinch	TK	Vice Commodore
David Nunn	DN	Rear Commodore, Hon. Treasurer
Des Silverson	DS	Director, Dinghy Committee
Sue Large	SL	Director, Acting Chair House Committee
Kevin Knight	KK	Director, Safety Boat Manager
Nicola Besag	NB	Director
Simon Oates	SO	Director
Russell Morrice	RM	Director
Tim Leigh	TL	Ex-officio, Secretary
Agnes Bristow	AB	Ex-officio, Assistant Secretary
Derek Copeman	DC	Vice Commodore Elect
Robin Stevenson	RS	Rear Commodore Elect
Mark Sharp	MS	Rear Commodore Elect
Stefan Bishop	SB	Director Elect
Pat Hill	PH	Director Elect
David Lee	DL	Director Elect

Apologies: John Pryke JP Director

Absent: Ann Macey AM Director, House Committee

Number Item

1867 The Commodore started the meeting and asked for any apologies. DS advised JP gave his apologies.

1868 STATEMENT ON MEETING ETIQUETTE

1868.1 The Commodore addressed meeting etiquette and conduct with which the meeting should adhere. KH emphasised the need for discussed to be focussed and controlled to avoid uninvited discussion which had taken place at the previous two meetings and would preferably be addressed outside of the board meeting. KH advised all participants read papers beforehand, cameras stay on and microphones muted, raise a hand (virtually or physically) to speak and the chair will invite them in turn to contribute. Should anyone wish to leave the meeting, to advise at the start (RS and NB to leave by 21:00). KH reminded those present that meetings were recorded to assist with minutes but advised they were not for public view as confidential matters may have been discussed.

1868.2 SL queried whether confidential minutes regarding staffing and salaries and KH advised that they could contain any discussion not within the public domain e.g. commercial facts or matters concerning an individual to stay confidential unless happy to be referenced by name.

1869 **STATEMENT - DIRECTORS**

The following statement and discussion are recorded within the Confidential Minutes

1870 **MINUTES OF PREVIOUS MEETING**

1870.1 Minutes of November 2020 Meeting

Agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present

Against: 0; Abstention:

1871 **MATTERS ARISING**

1871.1 The Commodore addressed each matter arising not covered within the agenda in turn.

1871.2 DC advised there was nothing significant to comment regarding the marketing group but invited others to contribute. SO and PH offered to assist.

1871.3 It was advised the article for ITW has been published and AB advised that there had been mixed reactions, some supporting SYC's stance and some understanding but renewed membership reluctantly and some who wished to cancel with a view to potentially rejoining in 2021.

1871.4 The Health and Safety Check is in progress with contact being made with Ben Coe, senior boatswain, with a view for work starting in the New Year.

1871.5 It was confirmed the status of Littlehampton Yacht Club and Arun Yacht Club had been completed along with amendments to wording had also been completed.

1871.6 The topic of Equality and Diversity was to be discussed later in the meeting.

1871.7 TL advised Barbara Rudkin's Life Membership had been issued and she had been notified. TL advised Barbara was very happy to be included and linked to the club and hope to visit when permitted.

1872 **NEW MEMBERS LISTING – December**

1872.1 New Members Listing for December

The Commodore referred to the new members list prepared by AB. KH commented there were few new members and referenced reasons for resignations being boat related and moving away.

Proposal: Adoption of new members list for December

Proposed: Commodore; In favour: Unanimous.

Against: 0; Abstention: 0

1872.2 Renewals Update and Lapse List

1872.2 (i) The names of members who were due to lapse were provided to the board. TL advised that the main purpose of the list being disclosed to the board was to notify them should any names on the list be

familiar and AB had contacted all names on the list in line with the procedure outlined by the board.

- 1872.2 (ii) AB updated the board that the majority of members on the list were those who had made no contact regarding renewing membership despite multiple attempts to contact them. AB confirmed that some members had been left off the list who had made the office aware they wished to renew, e.g., groups where invoices needed to be recalculated due to decrease in membership. AB also advised that since publishing the list some members had already settled their membership.

1873 **AGM - Election**

1873.1 TL provided a summary of the election which will take place for the AGM which required an update following the start of the meeting. TL advised there were now more vacancies than nominees so all directors elect will be elected, and no election for director need take place. TL advised the Treasurer's position is separate therefore technically the nomination is valid, and the person nominated proceed with the role if they so wished to continue until they formally withdraw.

1873.2 TL advised that feedback from the electronic voting trial was mostly positive and SL provided constructive comments regarding voting on mobile and on computer which has now been addressed along with change of guidance notes. TL advised the vote was accurate.

1873.3 SL queried the role of treasurer as the nominated person would likely not stand and it was advised that there could not be nominations for the role past the date. KH advised he could not appoint a treasurer but would approach a director who has undertaken the role before to chair finance committee and DN offered his assistance not as an officer.

1873.4 RS questioned whether the treasurer elect could still stand, and TL confirmed that they were aware the nomination is valid until they formally withdraw which they could do at any time and had not yet done so.

1874 **AUDITED ACCOUNTS**

1874.1 DN summarised the audited accounts, already circulated to the board, and proposed they be adopted at the AGM. DN advised that both the audited accounts for SYC and unaudited accounts for SYC Operations are complete.

1874.2 DN advised the accounts were clear and no questions were raised by the auditors.

1874.3 DN asked if there were any questions regarding the principle rather than detail as DN would like to prepare responses to these in advance of the AGM; there were none.

Proposal: Adoption of Accounts for Sussex Yacht Club and Sussex Yacht Club Operations.

Proposed: DN; Seconded: KH; In favour: Unanimous.

Against: 0; Abstention: 0

1875 **FINANCE – Treasurer Update**

1875.1 DN provided an update with regard to finance. DN advised that the estimated October figures for SYC Operations had come in at a loss and it was essential that costs be covered whatever the trading position. DN advised the treasurer elect

had been taking an interest in obtaining the figures from the Steward which are essential for Chris Gooch in the office to produce the accounts. There is now a gap in the management control that will need addressing.

1875.2 TL reminded all standing directors that were required to complete and return the declaration forms do so immediately.

1875.3 DN advised that the Steward required assistance with finance planning and reporting and queried whether SL had anyone in mind for this role.

1876 **PERCY LUDGATE TROPHY**

The following is recorded within the Confidential Minutes

1877 **MOORINGS AND MAINTENANCE COMMITTEE**

1877.1 Southwick Project Update

1877.1 (i) KK provided an update for the Southwick Project. KK advised that this week the racking for dinghy store had been put in place with thanks to John Mills, the piles had been cut down and caps had been ordered and dredging was still outstanding, as KK was not able to do this alone, but hoped to finish this week. KK advised that he was working alongside Paula Fox in the office to reassess the positions of boats.

1877.1 (ii) RS advised he had not had any feedback recently bar issues with power and previously queries regarding resources about dredging.

1877.1. (iii) SO offered his availability to KK this week

1877.1 (iv) TK asked for an update regarding the gates and cameras and KK advised the cameras had been installed with good resolution which will help to resolve issues but advised that gates were outstanding as he had no response from John Mills and TK advised he would be in contact with him shortly so will chase.

1877.1 (v) DN commented that as a berthholder, with his boat being towards the outside, he had concerns regarding depth and dredging and with some boats which will be moving from the yard to their mooring to make room making the pontoons more crowded. DN was advised this will be brought up at the next MMC and will work with Paula Fox to ensure all had enough depth.

1877.1 (vi) DS advised that he was present when the new CCTV was installed and noted that it was impressive and also offered his help to KK.

1877.1 (vii) SO commented on dredging and advised that the issue lay with canal depth and queried whether the port could assist with maintaining a certain static level. KK advised that he had been in discussion with Julian at the port who had gone through the process with him which KK would be able to explain, however they would not be able to assist.

1877.1 (viii) TK requested this item be added to the agenda for MMC.

Action: TL; When: Immediately;

1877.2 HR Review Update

1877.2 (i) SO provided an update regarding the HR Review. It was advised the review had been submitted to TK and TL which will then come back to Main Committee for information. Any comments would then go back to MMC. It was noted that this process had not been done before which was long overdue and a work in progress and a place to expand.

1878 **SDP PROJECT**

1878.1 TK provided a brief update and advised that no agreement had been made with Stirlands regarding the external works and negotiations with them and DC and RLF over final costs were ongoing and the board will be advised once a final figure had been agreed. TK advised tomorrow commissioning will take place with a view to taking possession on Friday however temporary access will need to be constructed and will be the only single means of escape. Snagging will need to take place and works to the North side of the building. Risks assessments will be done for specific functions along with a tiering assessment to see what events can be held with a view to inviting people into the building. DC advised he had nothing to add.

1878.2 SB queried the accounts and financial position which appeared solid and without much risk and asked DN what the current situation was. DN advised that the board was given a full review quarterly with the last one provided as at the end of September; this should keep the Directors fully informed. DN advised that the cash flow forecast shows a clear position leaving approx. £200,000 in the bank. This may be revised depending on the finishing position with the contractors for the new clubhouse. Hopefully a clearer picture will be available in January reflecting figures given by TK and DC for the outcome of the situation. SB commended all for their efforts and delivery.

1878.3 SL queried whether there was a date when the bar may open. TK advised that no date could be given and provided possession was given on Friday, temporary access was to be constructed over the weekend to let few members in and TK complete a risk assessment for numbers limited in the building and areas of use. TK advised there was a possibility of invite only events to the bar and restaurant however we would not be able to cope with a sudden influx of people. TK advised drinks may happen in the first part of the New Year. TK was asked what may prevent possession being taken on Friday and for fire precautions to be explained and he advised when the North side of the building was completed and the ramp constructed, there would only be one single means of escape therefore will be a limitation on numbers allowed in the building and limits on the use until all means of escape can be used. RLF would only accept the building in a fit condition and should they not deem it suitable it will not be handed over and liability for short fallings will be accepted.

1878.4 DC added clarification on the single means of escape and that the external staircase would not be erected when possession is taken. We will be organising erection of the staircase as a secondary means of escape and advised the building materials were on site.

1878.5 TK extended an invitation for those interested to attend SDP meetings.

1879 **NEW CLUBHOUSE**

1879.1 Dog Rule – Revised

SL referred to the document which had been circulated prior to the meeting regarding the revision to the rule regarding dogs. Questions were invited of which there were none. TK confirmed he would second SL's proposal.

Proposal: Revision to Rules regarding Dogs

Proposed: SL; Seconded: TK; In favour: Unanimous.

Against: DS; Abstention: 0

Action: TL/Office; When: Immediately

1879.2 Partial Bar Opening Provision

1879.2 (i) SL advised on the potential of the bar opening and referred to the statement circulated prior to the meeting. Any questions were invited.

1879.2 (ii) DN advised that figures as provided by the steward were agreeable, but definition was needed along with margins but DN was happy to discuss this outside of the meeting.

1879.2 (iii) SO noted thanks to SL and queried the comparison of profit and loss for SYC Operations for October and whether this was a reasonable financial position and what could be done differently. DN advised that it had been a low-level period which could be used to plan forward. It was noted the guideline was covering costs and a positive gross margin and more volume was needed to attain this.

1879.2 (iv) MS responded to SO and advised a negative result was not acceptable or necessary. MS commented he ran a business in the same industry which had managed to perform and produce a profit. DN advised he was not condoning the result and emphasised that it could not continue.

1879.2 (v) KH advised SL that he was available to attend the next house meeting.

1880 **EQUALITY AND DIVERSITY**

1880.1 NB advised for the need for the club to be modernised in this area, advised key points had been recognised from the Equality Act and she had reviewed the policies in place. NB had identified the policies relating to staff and members and where there was evidence that SYC were achieving, e.g. accommodating disabilities re sailability, and where updates were needed, e.g. confirming a responsible named person (potentially TL) who would regularly monitor and report to board, a statement on the website etc. NB advised SYC and other neighbouring yacht clubs had no obvious E & D statement however the RYA, working alongside UK Sport were increasing their statements regarding equality as charities would take this seriously. Any questions were invited.

1880.2 TK thanked NB for her neat and concise presentation and advised that this was a positive direction. TK suggested that it would be beneficial for a nominated director to take the role of the named person to lead motions to the board and NB compared that the NHS appoint a senior director to this role, and she would be happy to work with that person. DL offered his assistance.

Action: NB/KH/TL; When: January

1880.3 DC questioned TL as to whether the insurance of the directors was joint and several (which it is as the nominated person would be open to liability).

1881 ON THE WATER – Events Update

1881.1 RS provided an update regarding racing this year of which there had been little opportunity. He advised they hoped to run the Christmas Cracker. RS advised that a poll had been taken regarding a winter series being organised, and the response had been negative due to time of year and temperature.

1881.2 RS advised that there was hope for a Prizegiving however there was concern over numbers due to Covid and another poll could be taken.

1881.3 RS advised fixtures had been done and a meeting was due to take place with BMYC and SHYC with regard a regatta which was not in the fixtures, but he will report back with the outcome.

1881.4 RS left the meeting.

1882 CORRESPONDENCE

1882.1 HMS Shoreham – Update

KH advised that HMS Shoreham was due back next year after period away on service.

1882.2 SPA Leisure Safety Meeting Minutes

It was advised that TK, TL and DS were in attendance.

1883 ANY OTHER BUSINESS

1883.1 Potential Clubhouse Tours

1883.1 (i) TL advised of potential clubhouse tours taking place after potential handover on Friday 18th December. TL advised that a temporary ramp/access was to be erected on Saturday 19th December and assuming this has been completed the Commodore invited directors to attend a private tour at 13:00 for 1 hour. TL advised clean shoes worn and all will be required to wear masks, use hand gel on entering and temperatures be taken and that those wishing to attend arrive promptly as access to the building/tour will not be provided ensuring numbers are controlled. DC, TK and KH will be present.

1883.1 (ii) TL advised that any directors elect will be given the opportunity for a tour under the same restrictions from 14:00 and KH will remain in the building. TL advised after 15:00 the building will be locked and vacated for the weekend.

1883.1 (iii) TL advised that as this was dependent on handover going smoothly along with there being adequate access, TL will contact all invited once it was confirmed and also confirmed this invitation was not extended to partners and Covid guidelines will be observed.

1883.1 (iv) KH added this would be an opportunity to hand out Christmas bottles and cards and as mentioned on the agenda document, KH wished to buy all a drink in the new clubhouse (when permitted to open).

1883.2 SL questioned the library of books which had been contributed by members and collated by Ian Bush. SL advised that she had been told that the boatswains had instructions to dispose of them. TL advised that it had been a board decision to discard the books located below the trophy cabinet as what initially started as books relating to sailing had evolved to an unofficial collection of books on miscellaneous topics and novels which had been taken to charity shops. TL advised there was no provision for a library within the new clubhouse. DL commented that it would be positive to have a library of sailing books.

1883.3 SB commented the number of resignations was concerning as they were generally not Covid related and involved reputable people. SB expressed concern of the outcome of these resignations and KK echoed the same concerns. KH advised that he would be happy to meet to discuss the points raised and a future approach.

1883.4 DS advised that he hoped that the John Bull and the Cooler will be able to go ahead.

1883.5 AB requested that any submissions for In the Wind please be forwarded by the end of the week.

1883.6 DN advised that he had found a document on the Sport England website which assisted with a plan of improvement for sports clubs, assessing where the club is at present with a projection of the level at which to aim, with a pathway forward. DN advised that he had sent this to KH and TL already. It was advised that the document assesses difficult management areas and discussion had taken place with RM with regard a small group to prep for induction.

1883.7 DL offered his help and support.

There being no further business, the meeting closed at: 21:15hrs

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



Kevin Headon, Commodore

14.12.2020

Date of Next Meeting: Monday 18th January 2021 at 19.30 hours via teams
Monday 15th February 2021 at 19.30 hours via teams