

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 10 June 2019

DRAFT

Item No	Item	When to do
1661.1	Barco/Business Plan/Add to Agenda for July	TL
1661.9	Barco/Fobs and cards go live on 01 August	SL/Office
1666.4(iii)	AOB/Confidential Minutes/Provide paper copy	JB
1666.6	AOB/Bar uniform	SL
1666.8(ii)	AOB/Dinghy equipment storage in future	SDP

The meeting commenced at: 20.00 hours

Present: Terry Kinch TK Commodore, (Chair)
Kevin Headon KH Vice Commodore, Training Principal
Graham Roberts GR Rear Commodore, 'Dry' Committee
David Terry DT Rear Commodore, "Wet" Committees
David Nunn DN Rear Commodore, Hon. Treasurer
Kevin Knight KK Director, Safety Boat Manager
Sue Large SL Director, Acting Chair, House Committee
David Carroll DC Director, Sailability & Dinghy Committee
Des Silverson DSi Director, Dinghy Committee
Adam Thompson AT Director, Sailing Captain
Mark Sharp MS Director

Tim Leigh TL Ex-officio, Secretary
Jenni Bignell JB Ex-officio, Assistant Secretary

Apologies: David Skinner DS Director, Moorings Maintenance Committee
Helen Foster HF Director, House Committee
Ann Macey AM Director, House Committee
Ian Bush IB Director, House Committee
John Pryke JP Director, Dinghy Captain

Number Item

1656 MINUTES OF PREVIOUS MEETING

Agreed as a true summary.

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

Against: 0; Abstention: AT, KK

1657 MATTERS ARISING

1657.1 Structure Plan

In April an SYC Structure Plan was circulated and Directors were requested to report back with recommendations. The item was held over and was now noted as being on the Agenda.

1657.2 Review of Events

In April DC requested a review of events and activity in the bar and restaurant. DC has now attended a House Committee meeting which proved useful. Item closed.

1657.3 Swing gate to be padlocked

A hole was re-drilled and new padlock fitted. Item closed.

- 1657.4 MMC to discuss protocol for locking gates
GR reported there were insufficient people at MMC to have discussion and the item has been deferred to next MMC meeting.
- 1657.5 Security settings for barrier to be improved
DSi reported that the barrier stays down and the eye is not compromised enabling it to be unnecessarily raised. Item closed.
- 1657.6 Boat left on A pontoon
TL said Charlie Withers moves the boat each time he is requested. To remove it permanently would be a separate debate. TK felt this is sufficient.

1658 MAJOR PROJECTS UPDATE

1658.1 Southwick

- 1658.1(i) MS reported that he put several alternatives to Shoreham Port for consideration. In the last few days SPA have said they are going to remain with the proposal for Walcon that was negotiated a few months ago. Mackley will dredge eastern arm within next week. The Port are willing and happy to offer assistance and support as requested if we wish to go down our own route. MS will now put together a more detailed comparison of SYC procuring and doing our own pontoons v SYC joining SPA and Walcon.
- 1658.1(ii) MS will meet with Mackley for costs on piling and will obtain costs from another piling company. MS will then put together a project plan with options and recommendations.
- 1658.1(iii) The drive behind MS' investigations was to consider if an independent route would make savings. MS still thinks it is possible, but it is open minded. The plan remains for works to start around September/October whichever route is followed.
- 1658.1(iv) TK said that the risk matrix has been done and it would be useful to use when looking at all considerations.
- 1658.1(v) MS noted that following the Walcon route still has items and elements that fall on our responsibility.

1658.2 Shoreham Development

- 1658.2(i) TK reported that the works completed are:
- All pre-construction work;
 - All temporary works completed apart from clay bund which is in design;
 - 108 piles installed;
 - Sonic integrity testing of piles complete;
 - Shuttering in progress (Ground beams) – concrete for ground beams due on 11th June;
 - Piling matt removed and readied for infill;
 - Pile wast removed from site as PH values too high. No cost impact.
- 1658.2(ii) Works in Progress/Planned over next month:
- Ground beams to be completed;
 - West slip piling, infill and river wall construction;
 - Preparation for Ground Floor slab;
 - Service routing.
- 1658.2(iii) Difficulties incurred:
- Members breaking into site over the weekend has caused safety and security concerns. Fencing is now being fitted with tamper proof clasps;
 - No Health and Safety issues were noted.
- 1658.2(iv) Logistics Meetings held weekly:
- Contractor car parking remains an issue and will be raised again at the weekly logistics meeting;

- Members parking in front of site entrance gates an issue, new signage being placed;
 - Weekly logisitics meetings going well, good working relationship forming between SYC and W Stirland;
 - Confirmation of Verbal Instruction register not started as required but now working better.
- 1658.2(v) Planning/MMO/EA:
- All currently applicable conditions met and discharged;
 - MMO have requested further pictures of Low Tide foreshore for site as they are concerned about machine movements on the river side of the jetties.
- 1658.2(vi) Timeline:
- Currently on schedule.
- 1658.2(vii) Budget:
- Currently on budget.
- 1658.2(viii) Consultants:
- Separate funds release for extraordinary funding but all other fees in line with agreed fund quotations.
- 1658.2(ix) GR noted that some members are accessing the boat on the three jetties by crawling along the fence. It was confirmed that Stirland will extend the fencing and access must only be by dinghy or across the mud. GR expressed concern about the Club's liability and it was considered that any risk would be the member's own.

1659.1 Shoreham Development Project – Funds Release

- 1659.1(i) Funds Release re Delta Green
SDP proposed that a contract be agreed at Main Committee with Delta Green (MEP Consultants) to take their services through RIBA stages 5, 6 & 7 (construction, fitout and handover).
- 1659.1(ii) Derek Copeman, Chair of SDP, considers that Delta Green should be on board to give a specialist opinion about whether contractors have met their requirements. TK considered this appropriate and recommends it is agreed.
- 1659.1(iii) AT asked how many additional consultancy costs that were not expected will become apparent. TK considered that all scope analysis had previously been undertaken and is hopeful that these will be the last. DN noted that relevant questions have been asked and the budget numbers for the future are as detailed as possible. AT believed that everything was approved with a fixed price contract, and most consultants were included to end of build apart from Delta Green whose services SDP were not sure would be required beyond stage 4.
- 1659.1(iv) TL noted that when SDP looked at original contracts with RLF the advice was that all had quoted through the contract to handover, but we should only contract with any of them through to end of technical design. RLF advised that every bit of detail should have been included in the technical design. SYC had hoped to save fees for unnecessary consultants moving forward.
- 1659.1(v) TK said the Board could decide not to retain Delta Green and take responsibility for the management of the mechanical and electrical installations within the club's remit but currently SDP are unaware of anyone who is prepared to take this responsibility.
- 1659.1(vi) Delta Green have proposed a fee of £10,400 including VAT and SDP propose that the funds are released to allow their stage payments to be met over the next 55 weeks.
Proposed: Commodore; Seconded: David Nunn;
In favour: 7; Against: 1 (AT); Abstention: 2 (DC, DSi)

1659.2 Funds Release re RLF

- 1659.2(i) SDP propose that a fee of £8,800 (inc VAT) is released immediately to pay RLF (Construction Consultants) for the Value Engineering process which has so far resulted in budget savings of circa £200,000.
- 1659.2(ii) TK reported that this was previously unbudgeted and considered that VE should have been in the original scope of works. The cost from the tender figures to the VE figures has come down by £200,000 and therefore, in his opinion, this is money well spent.
- 1659.2(iii) AT asked if the VE work had been done on a fixed price contract. TK advised that the tenders were prepared against our specifications and a pre-tender estimate was prepared by RLF to show what should be expected. Two tenders received were within 4-5% of their estimate and we were required to bring the figure down. The fee is retrospective and to pay for the saving that has been made.
- 1659.2(iii) KK asked why it has now been raised and TK advised that their bill has been received. It was originally raised in January and following discussion SYC left it for Derek Copeman to guide on a reasonable solution. Derek Copeman considers this is a reasonable fee structure for what they did.
- 1659.2(iv) MS asked if there is scope for future additional VE in the project. TK said it is ongoing and various things are in discussion. DSI asked if that will incur another cost, and TL reported that RLF have confirmed that everything will be incorporated in the monthly meetings and there will be no additional charge.
- 1659.2(v) SL asked for confirmation of when we were first made aware and TK advised it was following the first VE meeting in Brighton in December 2018.
- 1659.2(vi) SDP propose that a fee of £8,800 (inc VAT) is released immediately to pay RLF (Construction Consultants) for the Value Engineering process as stated above.
Proposed: Commodore; Seconded: David Nunn;
In favour: 8 Against: 1 AT ; Abstention: 1 DSI

1659.3 Funds Release re BHA fees

- 1659.3(i) SDP propose that Main Committee agree funds to settle invoices from BHA (Architectural firm) for Derek Copeman who has attended weekly meetings in London and Brighton for the past 15 months. A sum of £6,000 inc VAT is requested from BHA for this commitment to date.
- 1659.3(ii) TK reported that the expenses have been budgeted for in the contract and already approved. The cost was not known before.
- 1659.3(iii) SDP proposal that BHA are paid £6,000 inc VAT as outlined above.
Proposed: Commodore; Seconded: David Nunn;
In favour: Unanimous

1659.4 Funds release re BHA Interior Design Images

- 1659.4(i) BHA further produced a number of interior design images which normally cost around £1,000 each. BHA are asking SYC to cover the cost of producing these for a 'without profit' fee of around £600 per image, giving an overall cost of £9,000 (inc VAT).
- 1659.4(ii) This should have been part of the pre-application funds releases but we have been asking for a long time. Retrospective funds released.

Proposed: Commodore; Seconded: David Nunn;
In favour:7; Against: 0; Abstention: 3 DC MS, AT

1659.5 Funds release re Metermacs costs

- 1659.5(i) SDP propose a retrospective funds release of £5,100 to cover the excess over budget of works to disconnect Metermacs prior to construction.
- 1659.5(ii) A late decision was taken when it became evident that access and power to the jetties south of the clubhouse could not be retained. The sum required fell outside the pre-approved funds from Main Committee.
- 1659.5(iii) The figures concerned were:
a) £2,600 re-routing connection of power supplies in order to keep services to berth holders on other side of site;
b) £1,200 for an incident with electrical installations just before contract started where there was a degree of culpability between Stirlands and SYC for power for offices;
c) Redistribution of power elsewhere where it was taken out in order to facilitate services.
- 1659.5(iv) TK considered that the Committee were entitled to see the breakdown but Sureline are a long term supplier and they need paying.
- 1659.5(v) KK asked if the Boatswains did the re-routing and TK stated they put in the conduits but not the cable installation. TK did not have the required information to hand but will find out.
- 1659.5(vi) AT said that there is no access to the jetties and asked if this has caused issue with those berth holders. TK said that all berth holders were talked to before work started and were given options. The boats that remained have agreed to stay during construction on the terms that are agreed and paying their full fees.
- 1659.5(vii) TL reported that one boat has left and TK confirmed we would work with berth holders if they wish to move.
- 1659.5(viii) TL stated that original discussion with the consultants requested a 2 metre strip to be left around the site for access and to retain power. It was not until W Stirland entered into contract (a year later) that they successfully argued against that element because construction was too close to the waters edge. In April 2019 the Club were advised that we could not have that access.
- 1659.5(ix) MMC, SDP and berth holders have been in discussion but AT considered that the Board members should have known and that members should also know.
- 1659.5(x) DSi and TK showed concern as to whether this was an unrealistic figure and if a different company would have been more cost effective. TK is still considering.
- The proposal for payment was made with the undertaking that a full breakdown would be provided next month:
Commodore; Seconded: David Nunn;
In favour: 9 Against: 1 AT ; Abstention: 0

1659.6 In summary the overall funds release approval for all items, including Vat, is £39,300.

1660 Organisation Chart

1660.1 TK reviewed the Organisation Chart and noted that no comments had been received. TK considered this should be put on hold for the foreseeable future.

1660.2 DN noted that this does not mean that the organisation is perfect.

1661 BARCO – Business Plan

- 1661.1 GR reported that the Business Development Plan v2 has been deferred to the July meeting.
Action: TL to add to Agenda for July
- 1661.2 DN briefly reviewed the figures produced for Barco and invited questions. SL noted there has been an issue with Fullers not providing the correct discount. This is an ongoing investigation as NS is chasing Fullers resulting in a possible refund of circa £1,700.
- 1661.3 DSi noted a previous breakdown of members and non-members. DN said the daily list builds up weekly and monthly and includes the breakdown. DSi is welcome to have sight.
- 1661.4 DN reported that non-members' income during May was only 4%, reducing from 21% in March and 9% in April. AT asked whether the number of non-members visiting the bar has gone down, or whether the till system is being used properly. DN considered that any responses could only be theoretical at this stage.
- 1661.5 DSi stated that two large wakes were held during May with member prices being charged. Bar takings should have been high. DN encouraged DSi speak with DC to consider that question.
- 1661.6 MS considered that without proper use of fobs etc at the bar, this is the best we can do.
- 1661.7 TK noted that the fobs should have been implemented already and that analysis of sales would be clearer if this had been done. SL said that she understood that the bar is set up and were awaiting the new cards.
- 1661.8 DN reminded all Board members that they are also corporate directors of Barco and that he had stated last year that the margins on the drinks prices must be right. A 60% margin, or thereabouts, is what is required.
- 1661.9 AT requested the immediate use of membership cards or fobs for purchasing drinks. TK noted that this decision was made a year ago and that members will be advised that this is the case through In the Wind and the website.
Action: Policy to be implemented from 1st August with due notice being given. Staff to be instructed accordingly.
- 1661.10 DC felt that we need to review prices but not throw us out of line with other businesses. DN observed that about a year ago our prices met the margin criteria. This has changed and it is not all due to supplier price increases. NS is going through the worksheets. DC has two people who would look at the business without cost. DN suggested that NS produces her work to show prices which will give a good indication of what we can achieve before anyone else is invited in.
- 1661.11 DC asked if spot checks are done on stock that is being held. It was considered this should be asked of NS but DN confirmed that monthly stock checks are undertaken.
- 1661.12 DC considered that the club do not make money on Mondays – Thursdays. TK stated that this was discussed recently and hours of opening were considered at that time. The option was agreed that Barco would investigate ways of improving margins. This had been achieved but there has now been a slip.
- 1661.13 It was felt that Barco was set up for members to be able to use the bar when they wished. The club should control when the bar was open and not the finances.

1662 FINANCE REPORT

Budget Process 2019/20

- 1662.1 DN stated that budget proposals are required and noted that MMC have submitted theirs. DN advised that he will be away for 2 weeks and requested early submissions, in any event before the end of June.
- 1662.2(i) GR noted that currently when members take a boat out of the water, they have to book when they are going back in. He considered a charging proposal which would allow for what happens when the return is cancelled or changed as these can cause a lot of problems. Some cancel for good reason and some for no good reason and with the yard becoming more constrained, someone cancelling could have a deleterious effect on a boat requiring the cradles.
- 1662.2(ii) MMC suggested that if someone comes out of the water for 48 hours whilst investigating and need to change their launch date they may do so, but after that if they cancel their launch they forfeit the fee and then have to pay for a further launch.
- 1662.2(iii) GR said that the amendment or cancellation should be within one or two weeks of a launch.
- 1662.2(iv) TK expressed vehement opposition to the proposal which would not allow, for instance, for inclement weather for painting. A further consideration was requested regarding what happens if the yard rather than the member fails to meet a date.
- 1662.2(v) TK suggested that a small administration fee for cancellation within 24 hours could be taken, but considered that to take an entire boat movement charge for 14 days notice period when not in control of nature was unacceptable.
- 1662.2(vi) GR noted that the item was brought to Main Board as no other Directors attended the MMC meeting. He requested suggestions.
- 1662.2(vii) TL reported that there are knock on effects with the movement of bigger boats and lack of cradles. DN thought that in these circumstances that certain cradles should be considered very specifically and exceptionally.
- 1662.2(viii) TL considered this was a way to deal with people who do not get on with their work. TK suggested that the Boatswains Department should confirm the bookings within 72 hours.
- 1662.2(ix) MS felt this is a matter of communication and management. MMC will consider further.

1663 NEW MEMBERS' LISTING

- 1663.1 KH reported an influx of new cadets from Family & Cadets evenings.
- 1663.2 KH also referred to a paper that was submitted showing the breakdown of ages and potential shareholders.
- 1663.3 AT asked if a record of why members joined was being compiled. KH noted it had been previously considered. DN reported that relevant CASC information is being progressed and a members list will be sent round to all Section Heads to understand primary activities and other interests.
- 1663.4 JB noted that one probationary member on the list currently has a Lien pt 2 on his boat which is due to expire in August. He is trying to sell his boat and it was decided that he should remain on extended probationary period for the timebeing.

Proposal for the new member's listing for June to be adopted:
Proposed KH. Seconded: TK
In favour: Unanimous Against: 0; Abstention: 0

1664 SAILING SECTION

1664.1 AT expressed frustration that the East and West marks have still not been launched by the Boatswains Department. AT stressed that as a Sailing Club the marks are required and felt it is harming the principle of the club which is more important than other things.

1664.2 GR reported that the Boatswains are aware and have been awaiting the right opportunities. DN suggested that this be scheduled like a boat launch.

1664.3 KK reported that the marks are being taken out tomorrow but TK felt there is a principle to consider for future things.

1665 CORRESPONDENCE

1665.1(i) SV has written in and a copy of the letter together with a reply in email format from TK was distributed to all Board members.

1665.1(ii) SV has written again and thanked TK for his response and raised further comments about Director's reflecting on minutes.

1665.1(iii) DN reported that the May minutes were posted before TK had signed them off.

1665.1(iv) SL said the matter was raised with her and she had not recalled they were in the Minutes, and it is how the Minutes are read that is of importance.

1665.1(v) DN said that everyone should ensure they read their own pertinent Minutes.

1665.1(vi) TL asked if SV will get a response outlining the view of the Board. TK confirmed he will write to him personally and apologise for any concerns.

1656.2(i) Miles Mayall sent in an email which TL read to the Board concerning incoming rallies. His concerns centred around publicity and practical assistance upon arrival for our visitors.

1656.2(ii) TK referred to the recent St Valery visit and considered the club missed a trick. House and Sailing Sections did not liaise together and this needs to be rectified for future rallies.

1656.3 DN reported that Melanie Newport had recently witnessed a spectacular view of 20 dolphins with their young and has volunteered to be a dolphin watch co-ordinator. She will contact Brighton Dolphin Project. The Telegraph are also covering a video taken by Lauren Willis from Skitter. Melanie Newport, Lauren Willis and Jo Gilham will be contacted to take this forward.

1656.4 TK thanked SL for the report on Cyber Crime. SL suggested that the link on the report is worth checking through.

1666 ANY OTHER BUSINESS

1666.1 JB reminded Directors that Open Day has moved to Sunday 4th August and advised that SL is now co-ordinating the event. A request was made for Directors to help run stalls and assist in any possible way.

1666.2 TL reported that time-lapse footage from the construction site has been downloaded from the camera and is being spliced into one film. Once this is received it is anticipated that SV will upload it to the website. TL said we are also actively looking at putting up a webcam.

- 1666.3(i) SL asked whether we are considering having a name for the new building and perhaps we could look through the archives or have a competition.
- 1666.3(ii) DN noted that the individual rooms could be called something and wondered if we could get sponsorship for naming.
- 1666.4(i) AT noted that Confidential Minutes are not circulated to all Board members and asked how they can be signed off if Directors do not know what is said. TL said that historically the confidential minutes leaked into the public domain and subsequently confidential minutes were not now distributed.
- 1666.4(ii) TK said that a change in future policy can be suggested. If any Director wishes to go back over confidential minutes they may request to go into the office to either see or listen to them as they are all recorded.
- 1666.4(iii) It was suggested that one paper copy of confidential minutes be brought to the Board meeting to be available prior to voting on the accuracy of the Minutes. JB will hold the copy.
Action: JB
- 1666.4(iv) MS said there was a confidential minute at the last meeting which had a matter arising. TK said it has not been concluded and therefore he cannot give the final detail to report upon. Action has been taken and it is looking positive.
- 1666.5 DSi asked about progress about Flag Officers discussing control of slipways at weekends. It was confirmed that this matter is ongoing.
- 1666.6 DSi said that NS had said that new uniform had been purchased and was being worn, but he had not seen it. SL will find out and get back to him.
Action: SL
- 1666.7 TK requested that car parking must be kept at a good level of co-operation between members and contractors.
- 1666.8(i) DC said he had emptied the dinghy store at the end of April into the External Training Room as he understood that the workforce wanted to use the dinghy store. He now understands that the items need to be moved back due to a booking and requested help on Thursday this week.
- 1666.8(ii) DC asked what is going to happen in the longer term with the dinghy store equipment and stores.
Action: SDP to consider storage arrangements post hand over of this building
- 1666.8(iii) TL reported that all the plastic sheds behind the stores are going to be moved out as we can re-use those before they are let to any members. They will probably vacate about April next year and the club will have first call. A longer term solution will be approximately a year later.
- 1666.9 DC considered there is a dearth of Directors who represent the club at club nights and asked if lanyards can be used to identify the Directors rather than badges. TK said that Directors have had a lot of discussion about this about when they are on and off duty. Different Directors have different pastimes and different interests and other elements may be more appealing to them. DC said this was more of an encouragement rather than a directive.

There being no further business, the meeting closed at: 22.17 hrs

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

Terry Kinch, Commodore

15 07 2019

Date of Next Meeting:

Monday 15th July 2019 20.00 hours

Monday 16th September 20.00 hours