

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 18th June 2018

DRAFT

The meeting commenced at:20.00 hours

Summary of Actions

Item No	Item	Who	When
1433.2	Matters Arising/First Aid Courses	Paula Office	Immediate
1433.3 (ii)	Matters Arising/Barco/Readers	House	July
1433.7	Matters Arising/Barco Bank Charges	House	July
1433.9	Matters Arising/Admiral Vacancy/Draft letter	SL to TK	July
1436.4	GDPR/Review after renewals	TL/Board	November/December
1436.5	GDPR/Trial request	TK	At any time
1440.6	MMC/MMC to discuss mud berths	MMC	July
1442.6	Barco/Open hours proposal	HF	July
1443.2	House/Bar Price List	HF	July
1458.9	Confidential Correspondence	TL	Immediate

Present:	Terry Kinch	TK	Commodore (Chair)
	Kevin Headon	KH	Vice Commodore, Training Principal
	Graham Roberts	GR	Rear Commodore
	Kevin Knight	KK	Director, Safety Boat Manager
	Neil Prescott	NP	Director, Moorings & Maintenance Committee
	Helen Foster	HF	Director, Chair, House Committee (arrived at 20.35)
	Laurence Woodhams	LW	Director
	David Carroll	DC	Director
	Sue Large	SL	Director
	Tim Leigh	TL	Ex-officio, Secretary
Apologies:	David Nunn	DN	Rear Commodore, Hon. Treasurer
	Miles Mayall	MM	Director
	Ann Macey	AM	Director, House Committee
	Ian Bush	IB	Director, House Committee
	Mark Sharp	MS	Director
	Jenni Bignell	JB	Ex-officio, Assistant Secretary
Absent:	David Terry	DT	Rear Commodore, Sailability Committee
	David Skinner	DS	Director, Moorings & Maintenance Committee

Number Item

1432 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

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

Against: 0; Abstention: KK, LW.

1433 MATTERS ARISING

1433.1 AGM Minutes to be agreed

To be discussed on Agenda.

1433.2 First Aid Courses – DT to arrange for staff

DT absent. No date has been provided.

Action: Paula in Office to contact DT

1433.3 Barco report on two tier pricing

1433.3(i) KH reported the Epos system has gone in with two tier pricing and that some training had taken place. LW stated that it is now easy to see that the correct Members or Non-members price is now being charged.

1433.3 (ii) NP asked about membership cards provision. TL advised a card has been found that works with the till, the current readers, and works with the entry system. We are awaiting quotes for a variety of quantities and then they will be softly introduced.

Action: House to ensure reader is installed as soon as possible

1433.4 Barco - Beer Delivery v Counter

SL reported that the House meeting was postponed and has been rearranged for 20th June. This matter will be discussed at that meeting.

1433.5 Barco Review on trials and proposals for savings – House to report

1433.5 (i) TK stated that when Barco was launched the intention was to open all hours to increase the usage and awareness, and there are now times noted when this does not work. Natalie, Steward, is to report back with possible different charging options.

1433.5 (ii) LW recorded a strong objection to closing even during an unprofitable time due to the short-term nature, and would rather invest in making the bar work.

1433.6 Diving & Rowing

1433.6 (i) TK reported a meeting has been scheduled for 19.00 on 4th July with Tom Voice from BSAC to discuss their future within the Club. Chris West will also discuss regarding the non-BSAC side of diving.

1433.6 (ii) The Rowing section have not been contacted.

1433.7 Barco Bank Charges

No report was available. LW noted the change of banks a year ago. TL noted we are still on free banking but not for credit card processing and it is to this that the charge is believed to relate.

Action: HF to report to Board

1433.8 House & Art Exhibition

TL reported that an artist wishes to exhibit on 20th July. House was to make a recommendation level of help offered by SYC. (See later under House Report).

1433.9 Admiral Vacancy

SL reported that she has not yet written the letter to the Duke and Duchess of Sussex. TK requested that a draft be sent to him for approval.

Action: SL

1434 AGM MINUTES

TK noted that there were no action points from the Minutes and therefore he was content for them to be put forward for approval at the next AGM. All agreed.

1435 BARCO Business Plan

TK stated that he is awaiting feedback from NS, Steward.

1436 GDPR UPDATE

1436.1 TL reported that a document was provided to the Board. Privacy notices are now on membership application forms and paperwork. All previous paperwork has been destroyed. Legitimate Interest Assessments for information that is held have been undertaken. TK considered that this can now run as reasonable action has been undertaken.

1436.2 KK asked what happens if people haven't replied at renewal time and TK considered this fell under Legitimate Interest.

1436.3 NP asked if the data retention policy is now laid down, and TL stated it is in our privacy policy notices.

1436.4 NP asked how we would respond to subject access request if someone asks what is held. TL confirmed we would provide a copy of all data held on an individual, but we would have 28 days to respond.

Action: Review after renewals in November/December

1436.5 LW stated that on first subject access request there should be a policy in place for TL to bring before some Directors. TL suggested that a request be made by a Director in the forthcoming months as a trial.

Action: A Director to trial subject access, TK to request someone to do this

1437 CHAMP WORKBOAT

1437.1 KK reported that the Cheverton Champ has fallen into a state of disrepair over the last two years and Max Munck has submitted a quote for refurbishment works.

1437.2 LW recalled that Marco surveyed the boat in the last 4-5 years and authorisation for work was given for the gearbox and deck. KK confirmed it was still in service from then until last year when it came out of the water and noted it was used in its time by training and dinghy sections and the Boatswain. Keelboat section would also like to use it in the future.

1437.3 LW and NP noted that the mechanical part of the quote was £4,800 and £1,700 would be as a contingency for other professional works. A replacement cost for the same would be circa £10,000. This work however would only have a 3-month warranty. Consideration was given to come back with a firm quote for a replacement engine but KH stated that as an ex ships lifeboat engine it has had little usage and has been well maintained.

1437.4 NP asked why the previous engine seized and it was considered it was purely age and not through abuse although some damage may have been caused by suffering over heating at some stage. NP preferred to look on the market for a suitable replacement rather than spend money on an old boat and KH stated that he had looked and the only one he found was £12,000. NP further recommended an overheat alarm be fitted to any replacement engine. This was agreed by those present as a sensible precaution.

1437.5 KH clarified that Max Munck has produced an estimate and not a quote.

Proposal for release of funds of £6,500 for the refurbishment and re-engine of club craft Cheverton Champ.

Proposed by Kevin Knight; Seconded by: Kevin Headon

In favour: 8; Against: 0 Abstention: HF

1438 SLIPWAY INVESTIGATION

- 1438.1 TK stated that two years ago the Boatswain reported a possible cracking to the slipway and that he now feels that there are more visible signs of cracking in a different section of the slipway.
- 1438.2 MMC are considering the situation but in case further investigation is required TK proposed a funds release of £5,000 for the anticipated work and to obtain up to date advice. The purpose is to avoid any partial collapse of the slipway.
- 1438.3 LW considered that the cracking is on the edge of the slab and a fill with concrete would be preferable to spending money on a survey. A firm who is known to us could be approached and asked to come back with a sensible price for filling with concrete.
- 1438.4 TK decided to go to the known contractors (PHB), have a hole cut and see what is happening, but release the funds as requested. This is considered urgent and must be looked at to ensure a hoist accident does not occur.

Proposed: Terry Kinch (Commodore); No Seconder required.

In favour: Unanimous; Against: 0; Abstention: 0.

1439 SDP REPORT

- 1439.1 TK reported that concern was raised that Adur DC Legal Department had not produced much but this has been rectified.
- 1439.2 Derek Copeman feels that the design team are all on schedule with the technical design.
- 1439.3 The Planning application has been submitted and verified and a single objection has been lodged for obstruction of view.
- 1439.4 LW asked if any other comments or requests for information had been received, and TK reported that all comments have been positive. Two Councillors have shown interest and one met with TL. West Sussex Highways have requested further information but this relates to the land that will eventually be Adur DC land. TL has advised that a traffic safety audit and recommendations have been undertaken for SYC land and the flood defence part and although we have made suggestions these need to be mirrored by Adur DC planning proposal also, but this has been delayed by the Environment Agency at the current time.
- 1439.5 LW requested that Adur DC submit their proposal to SYC prior to submission for approval to ensure it complies with our application. TL stated that there is a clause in the Heads of Terms that provides for this.
- 1439.6 TL reported that a VAT scheme is close to being submitted and we are in active dialogue with HSBC about an advance having already spoken to Natwest Bank to cover any potential shortfall.
- 1439.7 LW recalled that Southwick had a charge held by HSBC and asked what has happened about its release. TL reported that he wrote to them a year ago and has not had a response possibly due to the business manager being based in Lanarkshire. TL is currently providing HSBC with all information and has requested that their officer needs to visit the premises.

1440 MMC REPORT

- 1440.1 GR reported that Ben and Paula will undertake a 3-day Health and Safety training course in the autumn, this following recent reported accidents/incidents in the boat yard.
- 1440.2 GR confirmed that there is nothing to report on Southwick Moorings Development although prices should be received soon. The development requires phasing into three parts and more information will be available at the July Board meeting.

- 1440.3 GR reported that discussion has been held around not replacing the west slip in any form with the new development. This will mean that large boats can no longer be handled. LW queried the financial aspect as the west slip has a good income. TL confirmed that the income has been £15,000 and expenditure has been £6,000 over the last 4 year period.
- 1440.4 TK considered that it would be inappropriate to put the west slip facility onto the main slipway as the activity should not be alongside sailing activity and launches, recoveries etc. There is nowhere to put the west slip during the building project but if it is required after that it would need to go at the far end of the boat yard which would then be a very expensive operation to install.
- 1440.5 LW asked about the strategy for availability for lay-up and letting of moorings in Shoreham over the rebuild period. He noted that a programme is in force and GR stated that the strategy is being formulated. The Club's income needs to be maintained as far as possible without impinging on the project. The new charges are also in place.
- 1440.6 LW reported that anyone requesting a mud berth is being told they are not available and a waiting list is in place. TL confirmed that this depends on the boat that is being requested, and that the plan currently is that when construction is underway access will be available round to the jetties. This consideration is questionable and it is possible that the construction will go to the quayside and make the jetties unavailable for the construction period, and those boats will need to be rehoused elsewhere. Caution is therefore being utilised.
Action: MMC to discuss

1441 BMC REPORT

No report.

1442 BARCO REPORT

- 1442.1 HF reported that the House meeting was postponed and therefore they have not met prior to the Board meeting.
- 1442.2 HF met with NS, Steward, and will discuss bank charges etc at House meeting on Wednesday.
- 1442.3 The figures were not ready for June when HF met with NS so these are not available.
- 1442.4 HF reported that the cost for linen was too high and a lot is being returned to Gochers. Consideration is being given to adding the cost of linen as an extra to hiring the venue with an approximate cost of £25.
- 1442.5 NS has considered opening times but it was felt that they did not wish to close the club on set nights. This would give out the wrong message. NS will sort out set days and times to close the bar. TK reported that he has discussed this point with NS and that any changes must be brought back to the Board for consideration.
- 1442.6 LW stated that pricing was delegated to House committee but cannot remember whether opening hours were also delegated to House. HF stated that discussion would be held in House committee and a proposal would be brought back to Board for approval.
Action: HF
- 1442.7 Commodores Party: HF reported that feedback on the food and buffet was brilliant which prompted an enquiry about a wedding reception.
- 1442.8 HF took a lot of photographs at the recent wedding held in the restaurant to use for promotion purposes.

1442.9 NS and HF decided that the Midsummer Madness event on 22nd June should be cancelled, but instead it is proposed that this would run on the evening of Open Day on 11th August and therefore be open to non-members who could buy tickets on that day. LW asked if the licence permits SYC to promote such an event and TL considered if this is an extension of the Open Day as a continuation of a permission, then it is a club activity on Open Day.

1442.10 NP considered a lot of burden would be put upon volunteers for both Open Day and an evening event. HF was aware but they felt they could make it worthwhile. Further discussion will be held at House meeting regarding staff and volunteers for the event.

1443 HOUSE REPORT & COMMENTS BOOK

1443.1 HF did not have the Comments Book to hand having arrived late. There were a number of positive comments in the book and nothing bad. There have been a few grumbles at the bar regarding bar prices. SL stated that NS had reported she has increased the prices twice but suppliers have also increased prices resulting in additional price increases, ie suppliers' increase and a price increase to sort out all the bar prices because many were running at a loss. TK noted the prices are still 20% cheaper than the main market.

1443.2 LW requested that a current bar price list for members and non-members be made available for perusal. TL reported it should be displayed in the bar. LW wished to visit other establishments to compare prices.

Action: HF to ask NS

1443.3 HF was asked if the art exhibition on the 20th July was a private or public function. HF reported that the artist contacted SYC to use the venue, that she is advertising the exhibition, and the bar takings are for the club.

1443.4 DC asked if hours of opening and closing are being considered for the evenings, what about lunch times. HF reported that lunch times have been looked at and NS is using the lunch period to do the other work that is required within the club.

1443.5 KH noted the activities at Southwick do not finish until 21.30 and when they get back to the bar it is closed. TK has spoken with NS about closing off the losses and not about shutting. If an activity is being run and it is known that people will be coming in, then the bar should be kept open.

1443.6 NP said that the opening times of the bar and food serving times still need to be more prominently displayed.

1444 FINANCE & TREASURY

DN was absent and no report was available.

1445 ROYAL ESCAPE RACE

DT was absent.

1446 KEELBOATS

DT was absent.

1447 DINGHIES

DT was absent.

1448 SAILABILITY

DT was absent.

1449 DIVING & ROWING

DT was absent

1450 SAILING THROUGH HISTORY

DS was absent.

1451 STAFFING

No report was available.

1452 MARKETING

TK reported that the first group meeting will be on 4th July.

1453 ADMINISTRATION

Nothing to report.

1454 TRAINING

1454.1 KH reported that training is progressing well and weekend courses recently have been full. The RYA inspection took place on Sunday which went to plan.

1454.2 Women on the Water starts on Thursday 21st June and 11 ladies are signed up. This is being entirely staffed by ladies.

1455 YOUTH

1455.1 June is traditionally a quiet month for the Youth team due to A levels. They finish this week and will then start looking towards Cowes in August.

1455.2 A match race evening was held with some very close racing which was good fun and considered a success. Marketing is required to encourage members to get involved.

1456 NEW MEMBERS & VOLUNTEERS

1456.1 KH noted that the numbers of members are slightly up from last year. Cadets have re-joined which has swelled the numbers a little.

1456.2 NP asked what the effect is of people wanting to use the yard and thereby becoming members and whether this lulls the club into a false sense of security. When the yard becomes more restricted in the next couple of years, membership will tail off again.

1456.3 TK noted that the new facilities should attract more members as the yard and clubhouse will encourage people to join. NP noted his concern about fishing boats, power boats, and those who do not care about the appearance of the yard. The yard needs to be marketed for turning around sailing boats and maintenance.

1456.4 TL noted that reports are being considered from the new Harbour Assist to show the trends and types of usership.

1457 NEW MEMBERS LISTING

Proposal for the new member's listing for June to be adopted:

Proposed: KH; Second: TK; In favour: Unanimous

1458 CORRESPONDENCE

Confidential Minutes are separately documented.

1459 ANY OTHER BUSINESS

1459.1 (i) LW stated that the Commodore of Shoreham Sailing Club, Sophie Mackley, was at the Commodore's evening. They are going through the same Environment Agency experience and a pooling of information was considered.

1459.1 (ii) LW asked that the yacht club resources may be shared, and TK expressed his desire to work with them to help them overcome their difficulties. The office will be the point of contact in this respect.

1459.2 SL reported an incident on Sunday at lunch time with someone being aggressive and rude to two members of staff. TK is aware and has spoken with TL and NS to provide a way forward.

There being no further business, the meeting closed at: 22.20 hrs

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

Terry Kinch Commodore

18 June 2018

Date of Next Meeting: Monday 16th July 20.00 hours
Monday 20th August 20.00 hours