

**Newhaven & Seaford Sailing Club Ltd**  
Marine Parade, Seaford, East Sussex, BN25 2QR

MINUTES OF A MEETING OF NEWHAVEN AND SEAFORD SAILING CLUB LTD  
HELD AT THE SEAFORD CLUBHOUSE ON 12<sup>th</sup> JUNE 2018 AT 7PM

Directors Present:

Zoe McCaig	Commodore	Chairman
Ed Hall	Vice Commodore	
Nick Blackburn	Rear Commodore (Piddinghoe)	
George Cork	Rear Commodore (Seaford)	
Terry Jones	Hon Sailing Secretary	
Simon Suter	Director - Training	
Penelope Duncan	Director	
Noel West	Director	
Steve Quinn	Director	
Richard Beal	Hon Secretary	Secretary

Non-directors Present (part-time):

Jo Whitehead

Apologies:

Duncan Barrows	Director
Bill Wates	Rear Commodore (Newhaven)
Ian Johnson	Hon Treasurer

Vacant Positions:

None

[Note \* by name indicates action point - see at the end.]

ITEM 1 - MINUTES OF PREVIOUS MEETING

The minutes of the board's meeting held on 22<sup>nd</sup> May had been issued as 0.1 which was approved at the meeting as 1.0.

ITEM 2 - MATTERS ARISING AND COMPLETED ACTIONS

See Actions table at end.

It was proposed by the treasurer that depreciation be significantly loaded into 2017 in order to reduce annual ongoing depreciation charge. This is likely to increase the loss in 2017 from a few hundred to £15K, but will decrease annual depreciation in the current year by approximately £1700 per month. The proposal was passed with two abstentions. Ian(\*) is to ensure that when the accounts for 2017 are presented to the members that the figures clearly show what would have been the outcome had these changes not taken place as well as the effect of making them. A confidential e-mail covering the proposed changes is available to board members upon request.

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A vote was taken on number of buoys to be bought (four or two) at the reduced price obtained by Noel West from Simpson Marine (£250 each). Six votes were in favour of two and three votes in favour of four. The reduced price might not be available if we wish to order more in the future.

ITEM 3 – GENERAL MATTERS

Simon (\*) to bring the mucky green outboard up to correct safety level.

It was proposed (Richard Beal) that the board should encourage sailing at Seaford in the same way as it is at Piddinghoe by offering boats to hire (where available) at the same rates. The proposal was passed with one vote against. Simon (\*) to get some boats to Seaford.

The training sub-committee (\*) to examine how cadets can be trained who cannot get into cadet Mondays.

George reported further cone thefts.

George reported that the Stiga mower is virtually ready for use

Terry (\*) will organize attendance at the Bexhill Fed meet, where they will provide the boats and we just need to provide the sailors.

Social events: Jo Whitehead will cut her teeth on arranging social events by co-ordinating those for sailing week, with the help of the old-hands.

Three confidential items were discussed. Minutes, as addenda to this set of minutes, are available to board members upon request.

The Hon Treasurer had previously submitted a confidential report on NSSC finances to the board via e-mail. The board was encouraged to read the report. The report is available to board members on request.

ITEM 4: AOB:

Item 4: ARRANGEMENTS FOR NEXT MEETING

The next meeting will be arranged by e-mail.

Richard Beal  
Secretary NSSC

V0.1: initial draft for comment, 19/06/2018.

V1.0: approved, 24/07/2018

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ACTIONS FROM MEETING

Date of Meeting	Director	Action	Progress
23/4/18	Ian Johnson	Produce revised 2017 NSSC financial results and present to board	8/5: Accountants progressing 22/5: Accountants progressing 12/06: Accountants progressing, based on proposal to load depreciation into 2017.
23/4/18	Ian Johnson	Transfer bank mandate to himself, Colin Cryer and Terry Jones	8/5: Bank is progressing 22/5: Bank progressing 12/06: Bank progressing
23/4/18	Ed Hall	In consultation with Rupert, obtain two quotes for new race marks	8/5: Various options and prices available. Ed to document options for next meeting. 22/5: Ed to e-mail quotes to board members 12/06: Quotes received. Action closed.
23/4/18	Simon Suter	Fit prop-guard to outstanding engine at Piddinghoe	8/5: In progress 22/5: To be done 22 <sup>nd</sup> May 2018 12/6: Prop-guards fitted. Action closed.
08/05/18	Zoe McCaig/ Bill Wates	Obtain competitive quotes for Seaford hot water	22/5: In progress 12/6: In progress. Zoe to review progress on quotes with Bill
08/05/18	Zoe McCaig	Manage Damien and Ian to produce draft Whistleblowing Policy, Safeguarding Procedure and Safeguarding Code-of-conduct by 22 <sup>nd</sup> May	22/5: Draft Code of conduct issued. Remainder in progress. 12/6: Zoe to chase by next meeting
08/05/18	George Cork	Replace padlock and alarm codes.	22/5: In progress. George and Terry to be contact points.

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Date of Meeting	Director	Action	Progress
			12/6: padlock changed. Now getting alarm codes changed. George to add Steve Q to call-out list.
08/05/18	Richard Beal	Propose some “Rules” for member attendance at board meetings	22/5: Rules to be circulated to board members 12/06: No comments received. Richard to publish rules.
08/05/18	Ed Hall	Make a proposal for Grey RIB replacement engine	22/5: Contact West marine and get opinion on engine. 12/06: Grey Rib is coming back into operation. Action closed.
08/05/18	Richard Beal	Report back on progress of GDPR implementation	22/5: Policies in place for all forms where data collected. Need to follow-up with Terry and Simon, and publicise. 12/06: Drop from board-level review. Closed.
22/05/18	Ian Johnson	Arrange for an NSSC e-mail address for Colin Cryer and circulate to board members along with code list and expense form	12/06: Colin to use “treasure@nssc.org.uk” e-mail. Closed.
22/05/18	Noel West	Seek out (and obtain a quote for) a business accountant who would be able to advise on future of TGSL	12/06: Completed. Closed.
22/5/18	Ian Johnson	Clarify queries on TGSL accounts with book-keepers.	12/06: Completed. Closed.

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Date of Meeting	Director	Action	Progress
22/5/18	Steve Quinn	Continue with day-to-day management of TGSL with short-term cost-cutting a priority	12/06: In progress. Drop as a board level action. Closed.
22/05/18	Richard Beal	Pass TGSL contracts file to Damien for review of financial implication of TGSL closure	12/06: Inescapable commitments are largely due on Peninsula, and Coffee Machine rental. This will amount to roughly £7.5K liability in mid-2018.
22/05/18	Richard Beal	Create a cash-flow projection for June 2018 to continue the one done for May	12/06: See confidential e-mail from Richard Beal to the board, available upon request. Closed
22/05/18	Zoe McCaig	Show latest TGSL financial information to Louise Easton and obtain a handover before she leaves.	12/06: Completed. Closed.
22/05/18	Ian Johnson	Inform Laurence of current situation ref trophy insurance	12/06: Completed. Closed
22/05/18	Simon Suter (Training Committee lead)	Liaise with jo West ref getting some Toppers to Seaford	12/06: In progress.
12/06/18	Ian Johnson	At the EM to members on 2017 accounts, ensure that the “before and after” effects of the agreed depreciation changes are highlighted	New action.
12/06/18	Simon Suter	Bring green outboard up to correct safety level	New action.
12/06/18	Simon Suter	Get the training committee to devise a plan to get the	New action.

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Date of Meeting	Director	Action	Progress
		cadets who could not get into Cadet Mondays into training	
12/06/18	Terry jones	Organise attendance by our sailors at Fed meet at Bexhill SC.	New action.