

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 21st AUGUST 2018 AT 7PM

Directors Present:

Zoe McCaig	Commodore	Chairman
Ed Hall	Vice Commodore	
George Cork	Rear Commodore (Seaford)	
Terry Jones	Hon Sailing Secretary	
Simon Suter	Director - Training	
Penelope Duncan	Director	
Noel West	Director	
Bill Wates	Rear Commodore (Newhaven)	
Duncan Barrows	Director	
Richard Beal	Hon Secretary	Secretary

Apologies:

Ian Johnson	Hon Treasurer
Nick Blackburn	Rear Commodore (Piddinghoe)

Vacant Positions:

None

ITEM 1 - MINUTES OF PREVIOUS MEETING

The minutes of the board's meeting held on 24th July 2018 been issued as 0.2 which were approved at the meeting as 1.0.

ITEM 2 - MATTERS ARISING AND COMPLETED ACTIONS

See Actions table at end.

ITEM 3 – SAFETY BOATS BEACHING



Ark beaching
Report.doc

Rear-Comm Newhaven (Bill Wates) presented a report (enclosed here: [Ark beaching Report.doc](#)). The proposals in the paper were agreed (see action table) except for the proposal that PB2 courses be suspended. It was decided that these are perfectly valid as for what they are, are RYA approved, and are a good money earner. The problem comes with what is needed in addition to PB2 to become a competent sea safety skipper. It was agreed that no freshly-qualified PB2 skip-pers be allowed to be a sea safety-boat helm until the sub-group reports back.

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ITEM 4 – TGSL REPORT

An e-mail vote on amending the “members only” rules on Sunday mornings had been held since the previous board meeting. The proposal that public were allowed in until noon was carried.



TGSL report.docx

A report from TGSL directors was reviewed. Here is the report:

It was agreed that Penelope continue with her liaison role, but that Ian and Richard come-up with an agenda for a more formal contract review.



TGSL year end
accounts 2017.pdf

TGSL 2017 accounts are now available: . These are available to the public from Companies House website.

ITEM 5: FINANCE REPORT

Board members were urged to study the July finance reports which had been circulated. They are available to directors upon request.

ITEM 6: KAYAK AND PADDLEBOARDERS BERTHING AND MEMBERSHIP

It was agreed that a Membership sub-group be constituted under Terry.

ITEM 7: INSTRUCTORS FOR CHILDREN’S SESSIONS

Penelope reported that there was a shortage of instructors on 1st September. Additional volunteers were suggested and Penelope requested to get back to the board urgently if insufficient were still available.

ITEM 8: GALLEY SUNDAY OPENING TO PUBLIC

It was agreed that the contract be followed to the letter with respect to public-opening and members-only periods, and that board members could not over-ride them on an ad-hoc basis. Penelope would reinforce this with Teresa at the liaison meetings, especially with respect to members’ priority rules.

ITEM 9: SAILING WEEK / CADET WEEK 2019

While these events were seen as successful, Zoe would take soundings on learning-points from this year’s events to feed into next year.

ITEM 10: AOB:

It was agreed that each Director should submit a report concerning activity concerned with their area of responsibility. This should also include any items that require voting on by the board. Wherever possible proposals for decision-making at the board should be written-up and circulated at least a week before the board meeting at which they are to be reviewed.

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Noel and Bill would work to get the cycle-stands erected at Seaford.

Noel is working on funding for three new Rigiflexes for Piddinghoe (and taking note of offer of a free one through Ed).

Noel is arranging for a plaque to be erected near the Seaford defibrillator.

Terry reminded the board that Laurence will be retiring from the Recorder role.

It was agreed that metal tags for trailers were not required at the moment.

ITEM 4: ARRANGEMENTS FOR NEXT MEETING

The next meeting will be Tuesday 11th September at 7pm at Seaford clubhouse.

Richard Beal
Secretary NSSC

V0.1: initial draft for comment, 26/08/2018

V0.2: incorporates comments on issue 0.1 (clarifying directors' reports)

V1.0: approved at Board Meeting 11/09/2018

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. 24/7: In progress 21/8: In progress
08/05/18	Zoe McCaig	Manage Damien and Ian to produce draft Whistleblowing Policy, Safeguarding Procedure and Safeguarding Code-of-conduct by 22 nd May	22/5: Draft Code of conduct issued. Remainder in progress. 12/6: Zoe to chase by next meeting 24/7: In progress 21/8: In progress
08/05/18	George Cork	Replace padlock and alarm codes.	22/5: In progress. George and Terry to be contact points. 12/6: padlock changed. Now getting alarm codes changed. George to add Steve Q to call-out list. 24/7: Just have Terry and George on call-out list 21/8: Check with Languard why not get call-outs. Add Richard to call-out list.
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	24/7: Awaits EGM
12/06/18	Simon Suter	Bring green outboard up to correct safety level	24/7: Get prop-guard and meshing done before cadet week.

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Date of Meeting	Director	Action	Progress
			21/8: Complete
12/06/18	Simon Suter	Get the training committee to devise a plan to get the cadets who could not get into Cadet Mondays into training	24/7: In progress 21/8: Complete
24/7/18	Zoe McCaig	Chase Ian Mcrae for DBS approvals	21/8: In progress
24/7/18	George Cork	Get quote for CCTV for Seaford site.	21/8: Proceed to produce a paper proposal.
24/7/18	Nick Blackburn	Address over-grown berths at Piddinghoe	21/8: Complete
21/8/18	Noel West	Investigate trackers for outboards	New action
21/8/18	Terry Jones	Constitute a Membership sub-group and report back to next board meeting. In particular, address issues surrounding paddleboarders, kayakers.	New action
21/8/18	Simon Suter	Constitute a Training sub-group (ensure Noel West be included) and report back to next board meeting. Address issue of payments to trainers.	New action
21/8/18	Bill Wates	Constitute a sub-group (inviting Geraldine Anscombe and Jo Whitehead) to address supply of competent sea safety boat skippers for 2019.	New action
21/8/18	Bill Wates	Draft a note to all safety boat skippers reminding	New action

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Date of Meeting	Director	Action	Progress
		them of key actions to take upon engine failure.	
21/8/18	Bill Wates	Make a proposal for a service contract for all outboards.	New action.
21/8/18	Bill Wates	Review thresholds for spending approvals with Ian Johnson and ensure all concerned understand them	New action
21/8/18	Bill Wates	Obtain technical data on effect of prop guards on RIB performance.	New action
21/8/18	Bill Wates	Proceed with detailed proposal for production of a trailer cradle for Ark, having obtained Noel's views.	New action
21/8/18	Zoe McCaig	Investigate possibilities of getting a social secretary from amongst the membership.	New action
21/8/18	Richard Beal & Ian Johnson	Devise a format for regular contract reviews with Teresa	New action
21/8/18	Zoe McCaig	Take soundings on this year's Sailing and Cadet Weeks to feed into planning for next year.	New action
21/8/18	Bill Wates	Review asbestos management plan with Teresa.	New action
21/8/18	Terry Jones	Put something in a bulletin to see if anyone is interested in doing the Recorder role.	New action