

**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 11<sup>th</sup> SEPTEMBER 2018 AT 7PM

Directors Present:

Zoe McCaig	Commodore	Chairman
George Cork	Rear Commodore (Seaford)	
Ian Johnson	Hon Treasurer	
Simon Suter	Director - Training	
Duncan Barrows	Director	
Richard Beal	Hon Secretary	Secretary

Apologies:

Terry Jones	Hon Sailing Secretary
Nick Blackburn	Rear Commodore (Piddinghoe)
Penelope Duncan	Director
Noel West	Director
Bill Wates	Rear Commodore (Newhaven)

Non-board attendees:

Jo Whitehead  
Colin Cryer

Vacant Positions:

None

ITEM 1 - MINUTES OF PREVIOUS MEETING

The minutes of the board's meeting held on 21<sup>st</sup> August 2018 had 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.

Prop guards for sea Ribs: RYA consider competent skippers to be the better way to go. Simpson Marine consider a likely 3-8% power loss and additional strain on engine. Decision was taken not to proceed with the proposal.

Social programme: Zoe is progressing individual events rather than appointing a social secretary at this stage. Penny is arranging a laying-up lunch. Craig and Sam will organize a couple of events. Dick will continue to do quizzes. Cadet events (like bowling, Laser quest and quiz) are being arranged.



Noel West

Outboard security: Noel's report (see <sup>September Report.p</sup>) states that trackers for outboards are not considered feasible. "Distressing" the appearance of outboards was rejected because of the impact on resale value.

### ITEM 3: COMMODORE'S ISSUES

Nothing specific reported.

### ITEM 4: Safety boat beaching



Sea safety report  
draft 2 for board 20

A report by Bill Wates was presented by Jo Whitehead. It is here:

Simon expressed his thanks for the support that this report brings to the situation. Ian reported that there should not be insurance issues with what we do unless we demonstrate negligence. Although outside the scope of this report, there was much discussion surrounding the role, and empowerment, of ROs. No specific actions arose from this. The board endorsed the flowchart.

Decisions taken:

1. Jo should relay the board's thanks to the other members of the sub-group
2. The sub-group should proceed with the Skippers' Handbook
3. Identification of the core group of skippers should proceed in parallel to address the risk that this cohort not be large enough to satisfy the requirements of the racing programme.
4. The sub-group should investigate feasibility of getting RYA training for skippers
5. A representative of the sub-group should report back to each board meeting.

### ITEM 5: NSSC 2017 ACCOUNTS

These were approved unanimously.

### ITEM 6: FINANCE REPORT

Because of the preparation of last year's accounts, the book-keepers have not yet produced their August finance report. Ian will circulate P&L when available.

### ITEM 7: MANAGING THE BOOKS

Colin Cryer reported on the difficulties resolving debits and credits to the bank account. Especially with relation to credits, members are urged to put as much explicit text as possible in the reference field of BACS transfers (and follow-up with an e-mail), or to use the Webcollect "magic number". Expense forms should accompany all receipts where members have spent their own money on club business. Something needs to go in Mainsheet.

Colin was thanked for his contribution towards keeping the accounts in order.

### ITEM 8: TGSL REPORT



TGSL report.pdf

See report here (only available to board members):

The board passed a vote of thanks to Penelope Duncan and Lynda Goncalvez for their management of personnel issues during the transition to Mana Foods.

**ITEM 9: REPORT ON GALLEY FRANCHISEE PROGRESS**

It was reported that while it was early days, the galley was running well with no major issues.

**ITEM 10: PARK RUN**

Zoe reported on the proposal by the Park Run organisers to use the clubhouse environment for the start and finish of their runs. They'll start in March on Saturdays at 9am. They'll require access through the east gate for organiser vehicle. It was agreed that Zoe progress arrangements with them, having confirmed with Penelope Duncan why she wanted the Park Run raised at the board meeting.

**ITEM 11: OUTBOARD SERVICE AND MAINTENANCE**

It was agreed that Bill Wates present his paper again to the board with following changes:

1. A schedule for 40bhp servicing schedule that dovetails better with its use (start April to end October). Consider a mid-season service to supplement the major service.
2. Amend the Piddinghoe proposal to recognize that they're already serviced by Simpsons. Show how you want to change that schedule and the difference in costs.

**ITEM 13: AOB:**

**LEWES GIG CLUB**

We have been approached by this new club because they want to store their boat at Piddinghoe and use the pond for occasional training. It was agreed that Ian should progress his financial proposal to them for corporate membership.

**DRINK AND DRUG POLICY**

It was agreed that Andy Walker's draft policy be circulated to the board for approval.

**DISCIPLINARY ISSUE**

It was agreed that Zoe and George have a word with a member about their drinking habit. Richard will draft a letter to be given to the member.

**EGRETS' WAY:**

The Egrets' Way people have been in contact again about using the riverside path for their cycle path. It was agreed that Zoe and Ian meet with them.

**WEBCOLLECT:**

George to meet Ian and Terry to work through Webcollect issues, especially related to missing e-mails about camping.

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**SAILING WEEK:**

A sailing committee meeting is required to fix sailing week and cadet week dates for 2019.

**ARRANGEMENTS FOR NEXT MEETING**

The next meeting will be Tuesday 9<sup>th</sup> October at 7pm at Seaford clubhouse.

Richard Beal  
Secretary NSSC

V0.1: initial draft for comment, 12/09/2018

V0.2: second draft incorporating Noel West report, 06/10/2018

V1.0: approved at board meeting 9/10/18 with no changes from 0.2

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 11/09: Complete
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. 11/09: Complaints procedure also needed.	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 11/09: Zoe has spoken to Ian who (with Damien) will expedite.
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. 11/09: Complete
12/06/18	Ian Johnson	At the EM to members on 2017 accounts, ensure that the “before and after” effects	24/7: Awaits EGM

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Date of Meeting	Director	Action	Progress
		of the agreed depreciation changes are highlighted	11/09: Awaits completion of GM on 29/9.
24/7/18	Zoe McCaig	Chase Ian Mcrae for DBS approvals	21/8: In progress 11/09: Ian to check which DBS checks have been completed.
24/7/18	George Cork	Get quote for CCTV for Seaford site.	21/8: Proceed to produce a paper proposal. 11/09: Now on long-term hold. Removed from actions.
21/8/18	Noel West	Investigate trackers for outboards	11/09: Not feasible. Complete.
21/8/18	Terry Jones	Constitute a Membership sub-group and report back to next board meeting. In particular, address issues surrounding paddleboarders, kayakers.	11/09: In progress.
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.	11/09: In progress.
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.	11/09: Complete
21/8/18	Bill Wates	Draft a note to all safety boat skippers reminding them of key actions to take upon engine failure.	11/09: Complete (see follow-up action ref publicizing)

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Date of Meeting	Director	Action	Progress
21/8/18	Bill Wates	Make a proposal for a service contract for all outboards.	11/09: Complete. See follow-up action.
21/8/18	Bill Wates	Review thresholds for spending approvals with Ian Johnson and ensure all concerned understand them	11/09: In progress.
21/8/18	Bill Wates	Obtain technical data on effect of prop guards on RIB performance.	11/09: Complete.
21/8/18	Bill Wates	Proceed with detailed proposal for production of a trailer cradle for Ark, having obtained Noel's views.	11/09: In progress. Mike Rosier and Rupert Smith being consulted and costs estimated.
21/8/18	Zoe McCaig	Investigate possibilities of getting a social secretary from amongst the membership.	11/09: In progress.
21/8/18	Richard Beal & Ian Johnson	Devise a format for regular contract reviews with Teresa	11/09: In progress.
21/8/18	Zoe McCaig	Take soundings on this year's Sailing and Cadet Weeks to feed into planning for next year.	11/09: In progress
21/8/18	Bill Wates	Review asbestos management plan with Teresa.	11/09: Complete
21/8/18	Terry Jones	Put something in a bulletin to see if anyone is interested in doing the Recorder role.	11/09: Complete
11/09/18	Richard Beal	Publicise in Mainsheet advice to skippers ref engine failure.	New action.
11/09/18	Ian Johnson	Circulate latest expense form to board members.	New action

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Date of Meeting	Director	Action	Progress
11/09/18	Bill Wates	Report back monthly on “sea Safety” sub-group progress.	New action.
11/09/18	Richard Beal	Provide advice in Mainsheet about how to do credits to NSSC bank account, and correct use of expense fomrs.	New action.
11/09/18	Richard Beal	Circulate drink/drug policy to board members	New action.
11/09/18	Zoe McCaig	Address the drinking habit of a member and present them with a warning letter.	New action
11/09/18	Zoe/Ian	Meet with Egrets’ Way people	New action
11/09/18	Terry Jones	Fix date for sailing week and cadet week for 2019	New action