

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 8TH JANUARY 2019 AT 7PM

Directors Present:

Zoe McCaig	Commodore	Chairman
Simon Suter	Director - Training	
Duncan Barrows	Director	
Nick Blackburn	Rear Commodore (Piddinghoe)	
Ian Johnson	Hon Treasurer	
Penelope Duncan	Director	
Richard Beal	Hon Secretary	Secretary
Terry Jones	Hon Sailing Secretary	
Noel West	Director	
Bill Wates	Rear Commodore (Newhaven)	

Apologies: None

Non-board attendees: Adele Long (part-time)

Vacant Positions: Rear-Comm Seaford, 1 x Ordinary Board Member

MINUTES OF PREVIOUS MEETING

The minutes of the board's meeting held on 8th December 2018 were approved at the meeting as 1.0.

SOCIAL

Adele Long kindly attended the board meeting representing the new social committee. Following the success of the New Year's Eve party the board unanimously agreed a vote of thanks to the committee for their work. The Social Committee are holding regular monthly meetings. Future events:

- 16th Feb: Keelboat Lunch: in hand
- 1st March: Race Night: in hand
- 29th March: Bingo Night: in hand
- 31st March: Commissioning Lunch: in hand
- 15th June: event (Barn Dance?) after Endurance race at Piddinghoe: Adele to come back if she needs help.

Noel will liaise with Adele over Sailing Week Social activities. Richard will get Craig's e-mail and calendar details to Adele. Ian will get Adele the list of directors, their contact details, and what they do.

MATTERS ARISING AND COMPLETED ACTIONS

See Actions table at end.

COMMODORE'S ISSUES

A confidential report was received from the Commodore. An appropriate action was recorded



Confidential Report
from Zoe McCaig pl

and is included with the report:

TRAINING REPORT

It was agreed that Simon purchase buoyancy aids and mast floats from Simpson's. No other



Simon Suter Report
Jan 19.pdf

items from Simon's report (here:) were discussed and should be re-raised at future meetings.

NOEL WEST REPORT

It was agreed that we procure two Rigiflexes from Simpson's (see confidential quotes:



Noel West Report
Jan 19.pdf).

It was agreed that future contracts and MOUs contain wording about indexation as per Noel's suggestion: "NSSC reserves the right to increase the agreed sum in line with inflation. This will be reviewed on 1st January each year, using the CPI index as a guide."

It was agreed that Noel set-up a brainstorming session in April to review club direction of travel.

MEMBERSHIP REPORT

It was agreed in principle that social members be allowed (at membership secretary's discretion) to have berths for cadets in their families. Byelaw changes are required.

OPEN DAY

Nick Blackburn is running this.

BILL WATES' REPORT



Bill Wates Report
Jan 19.pdf

Bill's report () was noted, with actions recorded.

SECRETARY'S REPORT

On behalf of the secretary, Duncan Barrows gave a confidential report on the progress of the RA



Confidential report
on Pidd track.pdf

claims for the track at Piddinghoe:

It was agreed that Board meetings be moved to the third Monday of each month to allow finance reports for the previous month to be available, and to avoid Cadet Tuesdays.

TGSL REPORT

It was reported that a recent Employment Tribunal claim had failed.

It was agreed that Noel West continue to negotiate the termination of the old TGSL coffee machine contract with Allied and the finance company.

TREASURER'S REPORT

2018 books are still being prepared. The Treasurer's Report (confidential) is here:



Ian Johnson Report
Jan 19.pdf

HEALTH AND SAFETY ISSUES

No health and safety issues were reported for either site.

ARRANGEMENTS FOR NEXT MEETING

The next meeting will be Monday 18th February at 7pm at Seaford clubhouse.

Richard Beal
Secretary NSSC

V0.1: initial draft for comment, 16/01/19.

V1.0: approved at board meeting 18/02/19.

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ACTIONS FROM MEETING

Date of Meeting	Director	Action	Progress
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. 09/10: In progress 13/11: Zoe has chased Sam Rowe. In progress. 11/12: In progress 8/1: In progress
13/11/18	Zoe McCaig	Talk to Ashley about running family weekends in 2019.	11/12: Liaise with Andy Hamilton 8/1: In progress
13/11/18	Simon Suter	Seek out a PB2 instructor trainer	11/12: Pencilled-in for 14 th to 17 th Jan 19. Self-funding. 8/1: Cannot be done because boats will not be available. We can live with the instructors we have for the time being. Closed
13/11/18	Richard Beal	Put an agenda item for December board meeting to cover RO/ARO capability and number of safety boats required for each race.	11/12: Course available in Feb at Eastbourne. 8/1: Closed
13/11/18	Simon Suter	Document doing the RYA returns, to help the board find someone to do it.	11/12: In progress 8/1: In progress
13/11/18	Richard Beal	Convene a get-together on Friday30/11 to try to engage social event helpers	11/12: Complete, now get Adele along to our January board meeting. 8/1: Completed. Closed.
13/11/18	Ian Johnson	Publish whistle-blowing policy on the website	11/12: In progress 8/1: Cannot be done until a Welfare Officer is appointed

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Date of Meeting	Director	Action	Progress
			(outside the board) to manage whistleblowing reports. Action now moved to Ian Johnson to think about who could do this.
11/12/18	Terry Jones	Take a straw poll about moving cadet evenings to Tuesday.	8/1: Done, cadet night moved. Closed.
11/12/18	Richard Beal	Write to Steve Quinn informing him that he is no longer a director under 30.1 of our articles.	8/1: To be minuted instead.
11/12/18	Zoe McCaig	Speak to a director about their responsibility to attend board meetings.	8/1: The board decided to do nothing about this and allow time to pass.
11/12/18	Richard Beal	Handover RA Application file to Duncan Barrows	8/1: Complete. Closed
11/12/18	Richard Beal	Handover coffee machine info to Noel West	8/1: Complete. Closed
11/12/18	Noel West	Circulate his comments on the training meeting minutes	8/1: Complete. Closed.
8/1/19	Noel West	Liaise with Adele over sailing Week	New action
8/1/19	Richard Beal	Get Craig's e-mail and club calendar details to Adele.	New action
8/1/19	Ian Johnson	Get Adele the list of directors, their contact details, and what they do.	New action
8/1/19	Richard Beal	Draft changes to the byelaws to allow social	New action

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Date of Meeting	Director	Action	Progress
		members to have berths for cadets in the family.	
8/1/19	Nick Blackburn	Review preparations for Open Day and report back with areas where help is required.	New action
8/1/19	Ian Johnson	Dig out RO/ARO/skipper responsibilities and pass to Bill	New action
8/1/19	All	Let Bill Wates know of any calls on the three sea safety boats this season.	New action
8/1/19	Noel West	Negotiate a deal on TGSL coffee machines	New action
8/1/19	Richard Beal	Re-schedule all board meetings to third Monday of each month.	New action