

**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 18<sup>TH</sup> FEBRUARY 2019 AT 7PM

Directors Present:

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	
Bill Wates	Rear Commodore (Newhaven)	

Apologies:

Simon Suter	Director - Training
Noel West	Director

Non-board attendees: None

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

MINUTES OF PREVIOUS MEETING

The minutes of the board's meeting held on 8<sup>th</sup> January 2019 were approved at the meeting as 1.0.

MATTERS ARISING AND COMPLETED ACTIONS

See Actions table at end.

HEALTH AND SAFETY ISSUES

No health and safety issues were reported for either site.

OPEN DAY

Nick Blackburn reported that planning was well under-way. He already has 4 "meet and greet" people lined-up, and manning the galley has been completed. It was agreed that potential new members complete the temporary membership forms (with £25 deposit) and that they'd be followed-up later to complete their on-line applications. Flyers are being arranged. Simon Suter needs to ensure that the first new batch of buoyancy aids are procured before Open Day.

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DIRECTOR VACANCIES

By 21<sup>st</sup> February there will be four board vacancies. The Commodore resigned in January 2019. Rear-comm (Seaford) resigned in December 2018. Steve Quinn is no longer a director because of his non-attendance at board meetings for six months (under clause 30.1 of the articles). By Thursday 21<sup>st</sup> February 2019 Ed Hall will no longer be a director due to six-month non-attendance at board meetings (under the same clause of the articles).

The board has the right to co-opt members to the board. Soundings will be taken of the following members to assess their willingness to become a director: Andy Hamilton, David Hitchins, Jonty Freeman and Toby Rolleston.

It was agreed that the role of President stay open (Steve Clapham resigning in December 2018) until an obvious candidate emerges.

GALLEY LIAISON



Report From Galley  
Liaison Meeting.pdf

Penelope Duncan presented the report ( ) but no discussion was required.

PIDDINGHOE/SEAFORD SAILING PROGRAMME

Penelope Duncan proposed that the Piddinghoe racing season be extended (from 2020) with Seaford racing starting two weeks later than currently. This would allow for an extra short Piddinghoe series to be completed. The proposal was agreed.

The rationale is that the Piddinghoe season is usually going through a spring boost in late February while Seaford start-up in late March is usually very slow. Also, a later Seaford start would allow more time for Seaford safety-boat maintenance.

It was agreed that Terry convene a sailing committee meeting to plan this in detail.

CADET OVERFLOW

It was reported that the “Cadet Tuesdays” were virtually full. It was agreed that Simon Suter convene a Training Sub-Group meeting to plan how to satisfy demand that was bound to arise from Open Day.

MEMBERSHIP REPORT

Terry Jones presented the Membership Report, showing healthy numbers in January. The mem-



MEMBERSHIP  
REPORT FEBRUARY 2

bership report is here: , but is not a public document because it contains named

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individuals with reasons for not-renewing. Ian and Terry will try to get together a report of month-by-month membership take-up compared with previous year(s).

For winter memberships, the fees will be increased from £25 to £30 for each half of the winter season, and the application form will stress the requirement that winter visiting members do duties.

DUTIES



Sailing Club Duties  
2019 Policy.pdf

Terry Jones presented his paper on duties ( ) which received comments and will be re-worked before being published.

TREASURER'S REPORT

Ian Johnson presented draft 2018 P&L and January 2019 P&L. The reports are here:



Copy of Monthly P&L 2018 - Dec 18 fii  
Copy of Monthly P&L 2019 - Jan 19(31  
Finance report feb 19.pdf

. The P&Ls are not made public because of financial confidentiality. Ian reported that there is likely to be a profit for 2018 after depreciation has been taken into account and that might allow us to reduce depreciation even further.

Revenue from winter series at the pond is poor, largely because people are just not paying for teas and coffees. Better signage will help here, as will reminders in bulletin, Facebook page and Mainsheet that hot beverages are not free.

Terry Jones expressed concern that £250 had been spent on New Year's Eve disco (with no associated revenue), while funding sailing prizes had been cut to a minimum. The treasurer reported that the NYE party was a very successful event, that the social expenditure was within budget and that the 2018 finance forecast had improved between the prize-giving event and the NYE party.

NOEL WEST REPORT



Noel West Report  
to Board for Feb Me

Noel's report ( ) was read out. This is not being made public because its content covers the Piddinghoe track issue. A board-level e-mail vote had been taken after the last board meeting to agree the purchase of a new outboard (approx £700) to replace the broken green one.

SECRETARY'S REPORT



Secretary Report  
Feb 19.pdf

The secretary's report ( ) was considered. This is not made public because of the discussion of two confidential matters. The decisions made have been documented here,



secretary report Feb  
19 confidential min

which is also confidential.

The John Merrick boats need to be returned to the club (see action below).

The Gig Club have asked permission to rent part of the car park and place a container there to house a gig. It was decided that while our relationship with the gig club is in its first, experimental, year (and going fairly well so far) that this would be a step too far. It can be considered again when the first year is up.

TGSL REPORT



TGSL Report Feb  
19.pdf

The TGSL report ( , not made public due to financial confidentiality reasons) was



TGSL confidential  
minute.pdf

considered. The decisions made have been documented here, which is also confidential.

PIDDINGHOE TRACK

Because this case is still live, the discussions cannot be made public. They are included in a confidential



Confidential  
Minute ref Piddingh

minute:

BILL WATES' REPORT



Bill Wates Feb 19  
Board Report.pdf

Bill Wates presented his report:

The board unanimously approved a vote of thanks to those mentioned in Bill's report who had worked on the Seaford Sea Safety Boat programme.

It was agreed that the board subsidise (perhaps to 50%) a PB2 Instructor course for Geraldine and Jo provided a better rate for the course can be found than the current suggested quote of £800 for the two of them. It was noted that once qualified they would be able to claim the £50 per day expenses when training, which might help mitigate their personal contribution towards the cost of the Instructor course. Subsidising the course would require a commitment from Geraldine and Jo to be available for a yet-to-be-determined number of PB2 courses.

It was agreed that Geraldine and Jo should be trained as PB2 instructors purely because more instructors are required rather than because the board sees any requirement for women-only courses, nor endorses the principle of women-only courses.

It was agreed that Bill Wates challenge the belief that fire alarms and emergency lighting are required for the Seaford clubhouse.

#### TRAINING REPORT

Simon Suter's training report was presented and noted.

#### AOB

Duncan Barrows reported that Dexter (Newhaven Sea Cadets) is likely to request NSSC to provide a safety boat for the Newhaven Regatta in 2019. The board agreed to this in principle, but we need to understand who is benefitting. If it is to support a charitable event then our decision would be different to the situation where the organisers are attempting to make money from the event or using the free offer of a safety boat to reduce their entry fees for the regatta. NSSC is a non-profit organisation and shouldn't be cross-subsidising other organisations.

Terry Jones reported that Andy Hamilton had a catamaran that he wanted to donate to the club. The board was happy to take-on responsibility (berthing, insurance etc) for it.

Ian Johnson reported that our current contract with EDF (energy supplier) was coming to an end. In the absence of anyone wanting to investigate a better supplier, it was agreed that the contract roll-over.

Nick Blackburn can get a good deal with a colleague to seal and re-plaster the westerly internal front wall of the Galley. It was agreed that he proceed.

#### ARRANGEMENTS FOR NEXT MEETING

The next meeting will be Monday 18<sup>th</sup> March at 7pm at Seaford clubhouse.

Richard Beal  
Secretary NSSC

V0.1: initial draft for comment, 20/02/19.

V1.0: approved by board, 18/03/19

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ACTIONS FROM MEETING

Date of Meeting	Director	Action	Progress
24/7/18	Richard Beal	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 18/2: Action passed from Zoe to Richard Beal
13/11/18	Nick Blackburn	Talk to Ashley about running family weekends in 2019.	11/12: Liaise with Andy Hamilton 8/1: In progress 18/2: Action moved from Zoe to Nick.
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 18/2: In progress
13/11/18	Richard Beal	Publish whistle-blowing policy on the website.  18/2: Having done a review, Richard Beal believes that our set of policies and procedures covering bye-laws, codes-of-conduct, whistle-blowing, complaints, articles etc all need reviewing and dove-tailing properly.	11/12: In progress 8/1: Cannot be done until a Welfare Officer is appointed (outside the board) to manage whistleblowing reports. Action now moved to Ian Johnson to think about who could do this. 18/2: Action reverts to Richard Beal as per description.
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. 18/2: Minuted in this set of minutes. Closed.

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Date of Meeting	Director	Action	Progress
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. 18/2: That director will cease to be so on 21 <sup>st</sup> February 2019.
8/1/19	Noel West	Liaise with Adele over sailing Week	18/2: In progress
8/1/19	Richard Beal	Get Craig's e-mail and club calendar details to Adele.	Complete. Closed
8/1/19	Ian Johnson	Get Adele the list of directors, their contact details, and what they do.	Complete. Closed
8/1/19	Richard Beal	Draft changes to the byelaws to allow social members to have berths for cadets in the family.	18/2: See separate action about overall policies/procedures review.
8/1/19	Nick Blackburn	Review preparations for Open Day and report back with areas where help is required.	18/2: In progress.
8/1/19	Ian Johnson	Dig out RO/ARO/skipper responsibilities and pass to Bill	Complete. Closed
8/1/19	All	Let Bill Wates know of any calls on the three sea safety boats this season.	Complete. Closed
8/1/19	Noel West	Negotiate a deal on TGSL coffee machines	Complete. Closed
8/1/19	Richard Beal	Re-schedule all board meetings to third Monday of each month.	Complete. Closed
18/2/19	Simon Suter	Ensure first batch of buoyancy aids are purchased before Open Day	New action

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Date of Meeting	Director	Action	Progress
18/2/19	Terry Jones	Get 100 copies of prospectus printed ready for Open Day	New action
18/2/19	Richard Beal	Take soundings from Andy Hamilton ref his joining the board	New action
18/2/19	Ian Johnson	Take soundings from David Hitchins ref his joining the board	New action
18/2/19	Bill Wates	Take soundings from Toby Rollestone and Jonty Freeman ref them joining the board	New action
18/2/19	Terry Jones	Convene a Sailing Committee to adjust end of winter season, and start of summer season.	New action.
18/2/19	Simon Suter	Convene a meeting of the Training Sub-committee to develop a plan to manage Cadet Tuesday overflow and new cadets from Open Day	New action.
18/2/19	Ian Johnson & Terry Jones	Work together to produce regular reports on year-by-year monthly comparison of memberships taken-up.	New action.
18/2/19	Ian Johnson & Terry Jones	Revise the winter season membership form to increase the cost (£30 per half season), and stress requirement to do duties	New action.
18/2/19	Nick Blackburn	Erect a prominent sign at Piddinghoe stressing the accurate cost of hot beverages and the importance of paying them.	New action.
18/2/19	Terry Jones	Include in a bulletin the accurate cost of hot beverages and the importance of paying them.	New action.

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Date of Meeting	Director	Action	Progress
18/2/19	Richard Beal	Do a Facebook post and publicise in Mainsheet stressing the accurate cost of hot beverages and the importance of paying them.	New action.
18/2/19	Richard Beal	Write two letters to two members expelling one and giving final warning to another.	New action.
18/2/19	Terry Jones	Chase Sarah Cager for caravan berth fees	New action.
18/2/19	Richard Beal	Liaise with Andy Hamilton about return of John Merrick toppers	New action.
18/2/19	Bill Wates	Challenge need for fire alarms and emergency lighting at Seaford	New action.
18/2/19	Bill Wates	Work with Simon to get a good rate for PB2 Instructor courses	New action.
18/02/19	Ian Johnson	Check insurance status of using our safety boats for other organisations' events (such as Newhaven Regatta and Raft race) plus the addition of the cat from Andy Hamilton.	New action.
18/02/19	Richard Beal	Get set of keys back from Zoe, and remove her from Languard call-out list.	New action.
18/02/19	Nick Blackburn	Arrange for getting Galley wall plastered	New action.