

**Newhaven & Seaford Sailing Club Ltd**

Marine Parade, Seaford, East Sussex, BN25 2QR

[www.NSSC.org.uk](http://www.NSSC.org.uk) email [Hon\\_Sec\\_NSSC](mailto:HON_Sec_NSSC)

**AGENDA FOR A MANAGEMENT MEETING OF NEWHAVEN AND SEAFORD SAILING CLUB LTD**  
**TO BE HELD AT THE SEAFORD CLUBHOUSE ON TUESDAY 14 JUN 16 AT 7.30PM**

- Item 1 - Minutes of previous meeting
- Item 2 – Matters arising and completed actions (See Annex)
- Item 3 – Commodore’s matters (Stuart)
  - 3a. Galley progress (Stuart)
- Item 4 - Membership Matters (Stuart)
- Item 5 – Treasurer’s Matters (Terry)
  - 5a - Report on MW investigation
- Item 6 – Sailing Matters (Rupert)
- Item 7 – Training Matters (Simon)
- Item 8 – Piddinghoe Matters (Steve)
- Item 9 – Seaford Matters (Nick)
- Item 10 – Newhaven Matters (Chris)
- Item 11 – Vice Commodore’s Matters (Rupert)
- Item 12 – Secretary’s Matters (Bill)
- Item 13 – AOB (All)
- Item 14 – Arrangements for next meeting (due 12 Jul propose to bring fwd to 5th)

Bill Giles  
Secretary NSSC 23 May 16

Addressees:

Stuart Ford	Commodore	Chairman
Rupert Smith	Vice Commodore	
Terry Jones	Hon Treasurer	
Vacant	Rear Commodore Newhaven (RCN)	
Steve Quinn	Rear Commodore Piddinghoe	
Simon Suter	Director - Training	
Nick Blackburn	Rear Comm Seaford	
Chris Turner	Director - Bosun	
Bill Giles	Hon Secretary	Secretary

Apologies received from Chris and Bill.

Bill Giles  
Secretary NSSC 20 May 16

Appendix 1: Actions list

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**ACTIONS FROM PREVIOUS MEETINGS**

Items and actions arising from the meeting. If any are completed in month then tell the Bill so that they can be closed.

Date of Meeting	Para Number	Director	Action	Progress
12/4/16	6	All	Create & maintain subgroups	Ongoing
12/4/16	7	All	Create tasks and targets for next year	Ongoing
12/4/16	11	Stuart & Terry	Review banking arrangements (Ian's role and cheque signatories)	Ongoing
12/4/16	14	Terry	Coordinate budget requests	Ongoing
12/4/16	14	Bill	Take budget needs to Terry before next meeting	Ongoing
12/4/16	16	Bill	Work on CASC proposals	Note that HMRC has acknowledged our withdrawal from CASC. Still working on alternatives. ONGOING
12/4/16	17	Bill	Work on revised Articles	Bill has invited Steve Clapham to chair a Working Group on Articles revision. Target date July meeting of the committee. ONGOING
12/4/16	19	Stuart	Progressing 'New Clubhouse' project.	To be started ONGOING
12/4/16	20	Simon	Brief Steve on options for Piddinghoe	To be done ONGOING
12/4/16	23	Stuart & Bill	Deal with current behavioural issues	See minutes. Item for next meeting. ONGOING
12/4/16	23	Bill	Work on 'Code of Conduct'	ONGOING
12/4/16	29	Carissa	Produce budget for cadet needs	Buoys purchased. Other items still required.
12/4/16	31	Bill	Update Amin Diary	ONGOING
12/4/16	34	Nick	Monitor repairs to compound fence	ONGOING
12/4/16	39	Simon	Training fleet management - Work with CMB to sell Lasers	ONGOING

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Date of Meeting	Para Number	Director	Action	Progress
12/4/16	39	Simon	Training fleet management - review	ONGOING
Date of Meeting	Para Number	Director	Action	Progress
10/5/16	3	Stuart	Distribute results of 5 May meeting	Done to committee but no further as yet ONGOING
10/5/16	4	Stuart & Carissa	Write letter to Galley operator	
10/5/16	6	Terry	Treasurer's activities as per minute	
10/5/16	7	Stuart	Interim financial control measures issued, to be finalised.	
10/5/16	8	Chris	Review Ark safety equipment and other needs	
10/5/16	8	Terry	Progress Seaford TC application on Chris's advice.	
10/5/16	9	Bill	Investigate other towns policy on donations	
10/5/16	10	Stuart	Advise Galley on bookings policy for outsiders.	
10/5/16	16	Nick	Progress purchase of windsurfer training sails	
10/5/16	17	Simon	Resolve youth race training issues	
10/5/16	18	Simon	Review RYA Principal position	
10/5/16	19	Steve	Progress purchase of freezer for Piddinghoe	
10/5/16	20	Bill	Advise ATC of agreement to use Piddinghoe and to supervise the activity.	
10/5/16	21	Nick	Progress maintenance on front to Seaford Clubhouse and Galley drain issue.	
10/5/16	22	Nick & Terry	Advise Kay Young of need to supply a hire form for her charitable activity and to avoid	
10/5/16	26	Chris	Liaise with Ian Johnson about grant to buy new RIB engine	
10/5/16	27	Bill	Purchase secure filing cabinet	Done CLOSED
10/5/16	27	Bill & Terry	Transfer documents to secure cabinet	
10/5/16	28	Terry	Investigate allegations	
10/5/16	29	Bill	Register the name of the Galley	Done. Closed