

Newhaven & Seaford Sailing Club Ltd

Marine Parade, Seaford, East Sussex, BN25 2QR

www.NSSC.org.uk email Hon_Sec_NSSC

MINUTES OF A MEETING OF NEWHAVEN AND SEAFORD SAILING CLUB LTD

HELD AT THE SEAFORD CLUBHOUSE ON 10 MAY 16 AT 7.30PM

Directors Present:

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

Vacant Positions:

Rear Commodore (Newhaven)

Hon Sailing Sec

[Note * by name indicates action point - see at the end.]

ITEM 1 - MINUTES OF PREVIOUS MEETING

1. The minutes of the previous meeting held on 12 Apr 16 were agreed as a true record.

ITEM 2 - MATTERS ARISING AND COMPLETED ACTIONS

2. See list at Annex A

ITEM 3 - COMMODORE'S MATTERS

3. There had been a good turnout for the "Meet the Commodore & Town Hall Meeting" on 5 May. A considerable number attended and were well engaged with helping the Club go forward. Stuart* had gathered lots of information which would be distributed to the committee shortly and then on to the members via the newsletter and website.

ITEM 3a - GALLEY PROGRESS - CONFIDENTIAL

5 -----

Newhaven & Seaford Sailing Club Ltd

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4. There was a long conversation on Galley matters. Concern had been expressed about a variety of issues which would be taken up with Louise.

ITEM 4 - MEMBERSHIP MATTERS

5. Membership was progressing well with 260 members joined or rejoined this year, this was around 10% up on last year. We look forward to more members on Open Day.

6. A social member had asked if he could sail his model boat at Piddinghoe. this was agreed. NFA.

ITEM 5 - TREASURER'S MATTERS

6. Terry* had been working with both Ian Johnson and Rob Sims to effect a smooth handover of the accounts and treasurers matters. There were two issues which needed to be sorted especially. One of these are the high return investment bonds of either £20K or £30K which Michael Veale had taken out and the other is the long standing bond (maybe £5K). Terry was also checking what controls there are on the HSBC accounts.

7. Stuart* said that he was working on the Financial Control Policy. But in the interim the following rules were to be adopted:

1. Not receipt - no payment unless by committee agreement.
2. All directors expenses to be signed off by Stuart. Rupert would sign off the Commodore's.
3. Directors should be paid as anyone else for instructional work. Simon could authorise instructor expenses.
4. Mileage expenses for towing to away events would be OK but not between our sites.
5. Agreed - Bill, Terry and Rupert would be signatories: also agreed that one signatory could authorise payments up to £1000 and two signatories up to £20k, beyond that there would need to be agreement at a Directors meeting.

ITEM 5a -SUPPORT DONATION FROM SEAFORD TOWN COUNCIL

8. Terry has an application form to apply for a grant of up to £500 from Seaford Town Council - we discussed whether this could be for buoyancy aids or possible to buy some new marks. It had been intended to ask for money for cadet buoyancy aids but these were in

Newhaven & Seaford Sailing Club Ltd

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good order so we could look at prices for new buoys for the Seaford site. In addition Chris* would look at the safety equipment in and on Ark such as life rings with dan buoys etc. Terry* to progress application on Chris's advice.

ITEM 5b - SUPPORT DONATIONS FROM ELSEWHERE

9. There was some discussion on a £300 grant from Newhaven Town Council. The question was posed whether similar grants were available from other town councils. {Sec's note: I looked into grants from Lewes District Council but they are not generally small grants. Such as CAB and U3A receive large grants as a 'community partner'. There are also grants for specific purposes (eg Bluebell Railway).} Will seek advice from Lewes Town Council. Bill*

ITEM 5c - BOOKING FORM AND CHARGES - DISTRIBUTION OF FEES

10. The scale of fees for the Club hire was OK'ed. However, there was general concern about the hire to non-members. It was agreed that the small amount raised and the few of them the risk was not worth it. Therefore club hire was to be only for members although it was accepted that community groups would be OK. Stuart* to advise Galley.

11. There was an old cash register in the office. Did we need it? although it was not much use at the Pond, it was agreed to retain it for now. NFA

ITEM 6 - SAILING MATTERS

12. The season had started well and efforts were being made to get new sailors into sea sailing. Sailing Committee reports:

- a. Personal handicaps trial will be started shortly.
- b. Use of Ark up to RO when used for rescue.
- c. People need to be reminded to dress properly to use RIB
- d. Open Day - push for adults as cadets is full
- e. Not enough skilled duties
- f. Mud at Pond will be dealt with as Noel's project
- g. When racing cancelled at S'ford and transferred to Pidd then the results will only count if there are sufficient takers.
- h. Website page under way just for results
- i. Arrangements made for beginners races on the sea.
- j. Race training marks required for the sea.

ITEM 6a - ARRANGEMENTS FOR CADET WEEK

13. This was in the hands of the cadet committee but there were assurances that the arrangements were progressing.

ITEM 6b - ARRANGEMENTS FOR SAILING WEEK

14. Currently being worked on.

ITEM 6c - BART'S BASH 2016

15. No details as yet.

ITEM 7 - TRAINING MATTERS

16. Recruitment for courses was going well for both powerboating and dinghy sailing. Nick said that there was more interest in the windsurfing which he was coordinating. Nick also asked for money for 6 new windsurfer sails (£1080+VAT). Proposed by Nick, seconded by Stuart: all agreed. Nick* to progress

17. There appeared to be issues with race training with the New Varios with limited places and limitations placed on such as Laser Radial joining in. Simon* to investigate and sort.

18. Ed Hall is our RYA Principal but he is not always available and we need to reconsider the position. Simon*.

ITEM 8 - PIDDINGHOE MATTERS

19. Piddinghoe was in good order and the grass was looking good. Noel West was looking into measures to avoid the swamp of last Winter. there was a need for a chest freezer in preparation for Cadet Week. We had received a donation of £80 towards Pond facilities and this was available. Proposed by Bill Seconded by Steve that a total of £160 be put to buying a chest freezer for the Pond galley. All agreed - Steve* to action.

20. Bill requested that the Air Cadets of Newhaven be allowed to use the Pond on 2 Thursday evenings in June for canning, recruitment and BBQ for free as a charity. All agreed - subject to avoiding WOW. Bill* to advise ATC and supervise activity.

ITEM 9 - SEAFORD MATTERS

21. There was a requirement for some maintenance on the front of the building and also the drain on the Galley dishwasher plumbing. To be progressed by Nick*.

Newhaven & Seaford Sailing Club Ltd

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22. Kay Young has asked for the hire of the clubhouse for a charity. Agreed that she could, after the Laser Open has finished, but she needed to complete the hire form. Terry*/Nick*

23. We had previously agreed that the Hari Krishna movement who were herding bullocks from Hastings along the coast could keep them overnight at the Seaford Clubhouse. The monks would camp at the campsite next door and there would be a herdsman with the animals overnight. Nick*

ITEM 10 - NEWHAVEN MATTERS

24. Nothing to report.

ITEM 11 - VICE COMMODORE'S MATTERS

25. Nothing to report.

ITEM 11a - NEW ENGINE FOR ORANGE RIB (Chris)

26. The orange RIB engine was 15 years old and getting spares for it was becoming more frequent and more difficult. We should look for a replacement. The cost would be in the order of £6,000, which over a 15 year life is not expensive, especially if the old engine can be sold. However, we need to see if we can get a small grant for this. Ian Johnson was successful in getting grants and Chris* will liaise with him for ideas to progress.

ITEM 12 - SECRETARY'S MATTERS

27. We need a secure cupboard for keeping the deeds to our properties and for the old financial and other records which are to be transferred by Bill* and Terry*. Proposed by Bill, seconded by Stuart that a second hand secure cabinet be bought for £224. All agreed. Bill* to buy.

28. Behavioural matters: a session was held on the behavioural issues brought to the attention of the committee. See separate report (confidential). It was agreed that Terry* would investigate the allegations made by Mike Woollard and report back to the next committee meeting.

ITEM 12a - SEAFORD GALLEY - PROTECTING NAME

29. It was reported that the previous Galley operator has started a cafe called the Galley in Seaford despite formally agreeing that the name of the enterprise was ours. However,

Newhaven & Seaford Sailing Club Ltd

Marine Parade, Seaford, East Sussex, BN25 2QR

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it was not practical to try to impose the condition on him due to the potential legal cost. Nevertheless it was agreed that we should register the name "The Galley (Seaford) Ltd". The cost was minimal and Bill* authorised to go ahead.

ITEM 13 - AOB

30. There being no further business the meeting closed at 1030pm.

ITEM 14 - ARRANGEMENTS FOR NEXT MEETING

31. The Secretary would be away on 14 Jun when the next meeting is due and suggested delaying the meeting until 21 Jun however, there was a consensus to stick to the due date. The next meeting will therefore be on 14 Jun at 7.30pm at the Seaford Clubhouse.

Bill Giles
Secretary NSSC

20 May 16

Appendix 1: Actions list

Newhaven & Seaford Sailing Club Ltd
 Marine Parade, Seaford, East Sussex, BN25 2QR
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ACTIONS FROM MEETING

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	2	Stuart	Town hall meeting on 5 May	This went well with over 40 people attending. The results of the discussions would be correlated and published by the Commodore shortly. CLOSED
12/4/16	3	Bill	Distribute previous minutes	This was done but for the March one which was inadvertently sent out in the Mac format. Now done. CLOSED
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	12	Stuart	Write financial management plan	Superseded by para 7 of 10/5/16 CLOSED
12/4/16	13	Terry	Arrange controls of purchases from TP and Simpsons	Done. CLOSED
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	15	Terry	Confirm that we hold Directors Insurance	Confirmed that this is in place. CLOSED
12/4/16	16	Bill	Work on CASC proposals	Note that HMRC has acknowledged our withdrawal from CASC. Still working on alternatives. ONGOING

Newhaven & Seaford Sailing Club Ltd
 Marine Parade, Seaford, East Sussex, BN25 2QR
www.NSSC.org.uk email Hon_Sec_NSSC

Date of Meeting	Para Number	Director	Action	Progress
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	21	Simon	Continue to maintain and publicise RAs	All RAs completed and published in hard copy on the relevant sites. To also be published on the website and save to Dropbox. CLOSED
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	24	Rupert	Work on increasing Seaford sailing participation	Discussed at Sailing Committee and work in progress under way. CLOSED
12/4/16	24	Terry	Work on duty plans	Continuing effort. CLOSED
12/4/16	24 & 27	Terry	Provide a safety lookout after racing on Sundays.	About to be started. CLOSED
12/4/16	28	All	Read and consider plans for duties	Feedback to Terry. CLOSED
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	31	Bill	Admin Diary to become standard agenda item	CLOSED
12/4/16	32	Bill	Resolve spouse status for life membership holders	CLOSED - associate with para 17.
12/4/16	33	Chris	Confirm commitment and availability of support for Raft Race	Kevin and Karen plus RIB arranged. Item CLOSED

Newhaven & Seaford Sailing Club Ltd
 Marine Parade, Seaford, East Sussex, BN25 2QR
www.NSSC.org.uk email Hon_Sec_NSSC

Date of Meeting	Para Number	Director	Action	Progress
12/4/16	34	Nick	Monitor repairs to compound fence	ONGOING
12/4/16	35	Carissa, Steve	Progress 'Push the Boat Out Day'	Great success. CLOSED
12/4/16	36	Simon	Develop the interactive calendar	Done. CLOSED
12/4/16	37	All	Seek RYA official stamp	Found. CLOSED
12/4/16	38	Steve	Develop the opportunities and parties at Piddinghoe.	Ongoing as opportunities occur. CLOSED
12/4/16	39	Simon	Training fleet management - Work with CMB to sell Lasers	ONGOING
12/4/16	39	Simon	Training fleet management - review need for Sport 14s etc	ONGOING
12/4/16	40	Simon	Renew buoyancy aids	We have sufficient serviceable ones. CLOSED
12/4/16	41	Stuart & Carissa	Galley issues	See minuted item.

ITEMS FROM MEETING ON 10 MAY 16

Newhaven & Seaford Sailing Club Ltd
 Marine Parade, Seaford, East Sussex, BN25 2QR
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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 the Laser Open activity.	
10/5/16	23	Nick	Liaise with monks over using	

15

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Newhaven & Seaford Sailing Club Ltd
 Marine Parade, Seaford, East Sussex, BN25 2QR
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Date of Meeting	Para Number	Director	Action	Progress
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