

CONFIDENTIAL

Newhaven & Seaford Sailing Club Ltd

Marine Parade, Seaford, East Sussex, BN25 2QR

www.NSSC.org.uk email companysecretarynssc@nssc.org.uk

Note that these minutes have been edited to remove material which the committee regards as confidential and not for general release. Members may ask the Secretary about the matters discussed and information will be released on a need to know basis.

MINUTES OF A MEETING THE BOARD OF DIRECTORS OF NEWHAVEN AND SEAFORD SAILING CLUB LTD HELD AT THE SEAFORD CLUBHOUSE ON 10 OCT 16 AT 7.30PM

Directors Present:

Stuart Ford	Commodore (Cdr)	Chairman
Nick Blackburn	Rear Commodore (Piddinghoe) (RCP)	
Jim Skinner	Rear Commodore (Newhaven) (RCN)	
George Cork	Rear Commodore (Seaford) (RCS)	
Terry Jones	Hon Treasurer (Tres)	
Carissa Wood	Director - Public Relations Officer (PR)	
Simon Suter	Director - Training (Trg)	
Bill Giles	Hon Secretary (Sec)	Secretary

Vacant Positions:

Hon Sailing Sec (SSec)

Absence notified:

Chris Turner	Director - Bosun (Bos'n)
Carissa Wood	Director - proposed Sailing Sec
Rupert Smith	Vice Commodore (VC)

In attendance for cadet briefing only Zoe McCaig Cadet Coordinator

CADET BRIEFING

Zoe (CdtC) gave a cadet brief as follows:

1. We have had full capacity of cadets for 10 wks with 80 to 90 cadets
2. Cadet committee was looking for more events and competitive opportunities for development.
3. Cadet committee was looking for more opportunities to get cadets into sea sailing.

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NSSC Management Meeting Minutes 10 Oct 16 - Open Version

V2.0 (FINAL For Publication)

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4. We need to replace the Toppers on a rolling basis as some of them are actually past the end of their useful lives.
5. There is a new RYA initiative to get more girls into racing and we want to be part of that.
6. We need to get more parental involvement into the cadet set up and in wider club affairs.
7. Two individuals have made bids to the John Merricks Sailing Trust. There was concern that this might jeopardise any Club bid on that source of money, but it seems not. But Cdr emphasised that all bids for such funds should come through the main committee.
8. It was necessary to ensure that people paid for boat his. RCP, RCS and CdtC could all accept money. There needs be notices telling people what to do.
9. There was a further discussion on duties at the Pond.

Zoe was appraised of the opportunity to join the main committee at director level, she said that she would consider the matter and decide before the next meeting. At this point Zoe left the meeting.

ITEM 1 - MINUTES OF PREVIOUS MEETING

1. The minutes of the previous meeting held on 13 Sep 16 were agreed as a true record subject to the following corrections:
 - a. The Sec's email address in the heading was corrected.
 - b. The date of the previous meeting was actually 19 Jul 16.
 - c. There were two Para 22's and the paragraph numbering was corrected.
 - d. The new Para 23 was redrafted.

ITEM 2 - MATTERS ARISING AND COMPLETED ACTIONS

2. See list at Annex A

ITEM 3 - COMMODORE'S MATTERS

3. Cadet Discipline Matter. A meeting had been arranged between the CdtC, the Cdr and the cadet and his parents for 11 Oct and a successful outcome was expected. Cdr would report to the committee at the next meeting.

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4. Appointment of Sailing Sec. The Club has been without a Sailing Sec for a while which is not a satisfactory situation. Carissa Wood (currently a director anyway) had volunteered for the job. After discussion Cdr proposed and Sec seconded the appointment of Carissa Wood as Hon Sailing Sec. The meeting voted 4 for for with two abstentions. (The Bos'n had indicated also that he supported this appointment.) Carried - this does not require any action on Companies House by Sec.

5. Club Financial Management Policy The Cdr is still working on the with an aim to provide it for the next meeting.

6. Your Club, Your Say. Next one planned for early Nov. Stuart will distributed list and will send out a soft copy. All points to be covered by Nov meeting.

ITEM 4 - MEMBERSHIP MATTERS

7. Berth Occupancy. A long term member was reducing his practical involvement in boating and was intending to become a social member. However, he has a boat to sell and requested that he could retain this while the boat was sold. Agreed.

8. Excused Duties. We need a policy on excusing people from duties. Treasurer progressing.

ITEM 5 - TREASURER'S MATTERS

9. Marina Berthing. The price for our berths for next year was to be £2,083 but we could obtain a 3% discount (to £2,016) by paying promptly. Agreed - Treasurer will liaise with the Marina.

10. Winter Storage. Terry would also liaise with the Marina regarding winter storage with a plan to lift out after Remembrance Day (13 Nov) in consultation with Bos'n and Paddy Turner who does wreath laying (Sec: Paddy confirms that he will do it.).

11. Finance Update. A finance update was distributed which shows us to be in a healthy position (See attached sheet). Essentially we are showing an advance of £31,731 at the end of Q3 compared to last year however, it needs to be noted that there were some one off payments for the sale of a Laser (~£3k) and sale of bar stock (~£4k) and we owe business rates after withdrawing from CASC (~£5.2k). Also some £1.6k was carried over from 2015 membership fees, and also membership fees paid early in 2016 will be carried into 2017. So the net advance

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is some £17.2k accounted mainly by increased membership, income from Galley rent and financial constraint. It was noted that the rent for the bar was in arrears and this matter would be discussed at the meeting called for 18 Oct.

12. Finance Update Queries. The following were queried for Treas:

1. Powerboat income seemed incorrect.
2. Need to separate income from club hire and Galley and Bar rents.
3. Business rates not paid after we with drew from CASC (Sec: I have contacted LDC on 18 Oct to remind them to bill us.)
4. Terry claiming refund from overpayment to Harts Accountants for audit bill.
5. Arrange meeting between Cdr, Tres and Helen Mc.

13. Future Spend Plans. We still need to budget for expenditure but there are two items which are proposed : a new outboard motor for one of the safety boats (c£5k) and purchase of Toppers, with the help of a lottery grant, (c£4k). Both these for action in 2017. The spend plan for new clubhouses is dealt with elsewhere.

14. Lottery Bids. Discussed a lottery or other bid for 6 Toppers, Sec had got prices and he and Trg will proceed with a bid for £10k for next year. We need to continue with this annually to ensure that we replace our fleet over a 4 or 5 year period and not wait for a crisis after 20 years! Cdr was adamant that all lottery bids were coordinated through him whilst looking for a member to manage this activity.

ITEM 6 - SAILING MATTERS

14. In the absence of VC there was no sailing report.

ITEM 7 - TRAINING MATTERS

15. Family Courses. We have started a new initiative which has been successful - family courses - so that we teach adults and their children on parallel courses.

16. RYA Inspection. This took place on Sat 8 Oct. There were minor issues raised which are easily sorted. There were some defects on Toppers (toe straps, sheet horses etc) which are easily rectified. The killcords on our powerboats were showing 'end of season' wear and rust. They also need to be composed of plastic covered cord and not all ours were. In one case there was someone not wearing a

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KC around the leg. (Just how many times have we got to tell people?). In addition one of the kill cords was attached to the RIB ignition key. If the driver falls overboard does the KC get pulled out? Does the driver get dragged along by his leg? Does the key break off in the lock? The First Aid kits are a bit light on major trauma aids (triangular bandages etc).

17. Dinghy Instructors Course. One is planned in coordination with RYA Sam Rowe.

18. Windsurf Courses. RCP discussed for '17.

19. Ready Made Sailing. Trg and Sec working on this.

ITEM 8 - PIDDINGHOE MATTERS

20. RCP working on his plan for the working party planned for 30th. Including reinforcing the banks and stopping the Island disappearing. Also sorting out temporary berths for the winter series to save the grass and improving the third slipway.

21. Duty points were discussed for a Saturday Duty for Pond supervisor.

22. RCP had been in touch with the fishing club about water quality. They test twice monthly and would alert us if there were any issues.

23. Duncan Barrow has offered to be the Piddinghoe Berthmaster. (Needs to be put on the website - details to Richard Beale).

24. The issue with the ATC canoe racking has been sorted.

25. In agreement with Trg, RCP plans to sell the Taz's.

Piddinghoe Rebuild Project:

26. We have made a bid for a substantial amount of money from East Sussex CC to rebuild the Piddinghoe Clubhouse and the result will be announced on 18 Nov.

27. RCN, as project leader, is drafting a bill of requirements for the new building and identifying deficiencies with the present one.

28. In addition we need to justify why Piddinghoe has priority over Seaford.

29. Putative date for a stakeholders meeting on 21 Oct.

ITEM 9 - SEAFORD MATTERS

30. Cdr to discuss work party requirements with RCS.

ITEM 10 - NEWHAVEN MATTERS

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31. Refer to berthing and winter layup under Treasurer.

ITEM 11 - VICE COMMODORE'S MATTERS

32. See under Sailing matters.

ITEM 11a - NEW ENGINE FOR ORANGE RIB (Bos'n)

33. See under Treasurer.

ITEM 12 - SECRETARY'S MATTERS

34. NTR.

ITEM 13 - AOB

35. Prize Giving Dinner. It was agreed that the Golf Club was too expensive and that we should hold it in house. VCdr to cancel booking and rearrange with Galley.

36. Member Discipline Matter - CONFIDENTIAL, Not for public release.

ITEM 14 - ARRANGEMENTS FOR NEXT MEETING

37. The next meeting will be on 8 Nov at 7.30pm at the Seaford Clubhouse.

Bill Giles
Hon Secretary
NSSC Ltd

23 Oct 16

Appendix 1: Actions list

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Attachment 1

Actions from Previous Meeting: (If any Director has completed any of the action(s) agreed at the last meeting please provide the Sec with a short written report so that the matter can be minuted and skimmed over at the next meeting)

Date of Meeting	Para Number	Director	Action	Progress
NEW ITEMS FROM MEETING 10/10				
10/10/16	3	Comm	To report on outcome of cadet disciplinary meeting	
10/10/16	4	Sec	Advise webmaster of the appointment of C Wood as Sailing Sec	
10/10/16	6	Stuart	Town hall meeting on 5 May	Directors to feed back to Stuart ready for meeting in Nov.
10/10/16	12	Treasurer	Look into finance queries	
ITEMS FROM PREVIOUS MEETINGS				
12/4/16	12	Stuart	Write financial management plan	Stuart progressing for Nov meeting
19/7/16	9	Stuart & Chris & Simon	Review sludge pump (budget £500+/- 10% -	ONGOING - agreed £600 for new pump - RCP
			Review balcony doors -	ONGOING Still with RCP
			ONGOING	
12/4/16	6	All	Create & maintain subgroups	Still await agendas and minutes from sailing cite - ONGOING
12/4/16	7	All	Create tasks and targets for next year	19/7 meeting - ongoing
12/4/16	14	Terry	Coordinate budget requests	To be progressed for 2017 ONGOING
14/6/16	7	Terry and Stuart	Review investment strategy	ONGOING
12/4/16	39	Simon	Training fleet management - Work with CMB to sell Lasers	19/7 - one Laser sold the other ongoing
12/4/16	39	Simon	Training fleet management - review need for Sport 14s etc	TBD - ONGOING
12/4/16	16	Bill	Work on CASC proposals	Proposals made to Directors. Need to be updated with new data after rate revaluation - ONGOING
12/4/16	23	Bill	Work on 'Code of Conduct'	Still to be progressed

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Date of Meeting	Para Number	Director	Action	Progress
12/4/16	17	Bill	Work on revised Articles	Ongoing - ONGOING
14/6/16	19	Simon and Carissa	Liaise over DBS checks	ONGOING
19/7/16	2	Simon & Carissa	Instructors list to include DBS and qualifications	ONGOING
13/9/16	8	Rupert/Chris	Prepare bid for new outboard for rescue boat	Awaiting visit to London Boat Show for offers - ONGOING
13/9/16	11	Bill/Simon	Progress "ready made sailing"	ONGOING
13/9/16	21	Stuart/Carissa	Determine who is CPO	Stuart to discuss with Carolyn Turner ONGOING
			CLOSED ITEMS FROM LAST MEETING	
12/4/16	19	Stuart	Progressing 'New Clubhouse' project.	19/7 - New Club House to be discussed in greater depth but priority might be Piddinghoe over Seaford and sub group to be formed to move forward. Note Ian Johnson for Seaford Project and Jim Skinner for Piddinghoe. Closed and now separate items
14/6/16	8	Stuart	Review member allegations	Report at meeting on 10 Oct, agreed closed. Edited out
19/7/16	13	Stuart	Discipline issue continues with Stuart	Closed - Stuart and Zoe to meet with cadet and parents on 11 Oct.
19/7/16	9	Stuart & Chris & Simon	Return ride-on mower from Plumpton George Cork now Berthmaster Seaford DONE Review cleaning of changing rooms DONE	Closed - done Closed Howard Minto doing Closed - Galley doing
14/6/16	17	Rear Comm Seaford	Do we need dummy security cameras?	Agreed No - closed
14/6/16	6	All	All complaints about the Galley to be put to Carissa who will lead a group with one other director and other members to progress	Closed - separate meeting
12/4/16	6	All	Create & maintain subgroups	19/7 meeting - ongoing. Found we have two Pond User Groups - Simon and Nick to coordinate. Simon working on Trg Cttee. Closed
12/4/16	24 & 27	Terry	Provide a safety lookout after racing on Sundays.	ONGOING WITH DUTYMAN AND SAILING CTTEE CLOSED for 2016

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13/9/16	13	Nick	Sort out Pidd berthing	Appointment of Duncan Barrow - RCP to send his details to webmaster CLOSED
13/9/16	8	Rupert/Chris	Prepare bid for new racing marks after seeking sponsorship	Devolved to Sailing Committee - CLOSED
13/9/16	14	Nick	Boat hire at Pidd to be sorted	Refer to item 13/9/11 para 11. CLOSED
13/9/16	15	Jim/Stuart	Liaise over new Pidd clubhouse	Sub-committee set up and now running CLOSED
13/9/16	17	Jim/Terry	Investigate savings from early payment of Marina fees.	Done - CLOSED
13/9/16	22	Stuart/Jim	Galley ongoing	CLOSED