

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 6 DEC 16 AT 7.30PM

Directors Present:

Stuart Ford	Commodore (Cmdr)	Chairman
Rupert Smith	Vice Commodore (VC)	
Nick Blackburn	Rear Commodore (Piddinghoe) (RCP)	
Jim Skinner	Rear Commodore (Newhaven) (RCN)	
George Cork	Rear Commodore (Seaford) (RCS)	
Terry Jones	Hon Treasurer (Tres)	
Chris Turner	Director - Bosun (Bos'n)	
Simon Suter	Director - Training (Trg)	
Bill Giles	Hon Secretary (Sec)	Secretary

Absence notified:

Chris Turner	Director - Bosun (Bos'n)
Carissa Wood	Director - Sailing Sec

Pre-meeting: the Committee was briefed by Ian Johnson on the ideas from his Working Group for the New Seaford Clubhouse Project and the plans for the public discussion period.

ITEM 1 - MINUTES OF PREVIOUS MEETING

1. The minutes of the previous meeting held on 10 Oct 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

#### 1. Director Appointments.

1. Carissa Wood had notified Cmdr that due to family and work commitments she was obliged to stand down from the committee forthwith. Terry Jones (who has previously been Sailing Sec and is a current director) offered to stand as Sailing Sec. The meeting concurred.
  2. Terry's appointment means that there is a vacancy for the post of Hon Treasurer. Terry said that, with the Cmdr, he would see to the end of year and for the annual report if necessary.
  3. We had been without a Social Director for some time and Gilly Jones, who has been part of the social committee) has offered to stand. Her appointment as 'Director - Social' was proposed by Sec and seconded by VCdr, all concurred.
  4. Sec to notify Companies House of the retirement of Carissa and appointment of Gilly.
2. Galley. The Cmdr (assisted by Sec) briefed the committee on the meeting that they had had with Louise Lawrence on the future of the franchise post the notice of ceasing and possible renewal of the MOUs in mid-Feb 17. (See confidential briefing note attached.)
3. Club Financial Management Policy The Cdr is still working on the with an aim to provide it for the next meeting.

### ITEM 4 - MEMBERSHIP MATTERS

1. Terry said that membership reminders would go out between Christmas and New Year and committee members were asked to review (along with the Welcome Letter) soon so that we could capture defects.
2. He wanted everyone to fill in a new membership form as the current database was becoming out of date.
3. He also said that we should encourage everyone to use BACS payments not Paypal as this cost 3% whereas BACS was free. In 2016 we had paid Paypal several hundred pounds.
4. Gilly said that she was trying to source car stickers.

#### ITEM 5 - TREASURER'S MATTERS

1. Cmdr said that he was unhappy at the cost of broadband and the telephone. It was noted that the BB was much used by Galley customers which was of no real benefit to the Club. Although it was sometimes useful to members both during the day and the evening. Cmdr to ask Richard Beale (webmaster) to investigate costs and to make recommendations.

#### ITEM 6 - SAILING MATTERS

1. (From VCdr) The Bos'n was keen to get moving on the new engine for orange RIB. Both Cmdr and Sec are going to the London Boat Show and will seek prices for a 40hp outboard there to be compared with prices obtained locally. Sec said that he had been to a briefing on the Wind Farm recently and the operators (Rampion Offshore Wind - ROW) intend to launch a support fund for local activities and sports during 2017. This might be a source of help to buy the engine which is not needed until the start of the Seaford sailing programme.

#### ITEM 7 - TRAINING MATTERS

1. Fleet Review. Trg Dir is reviewing our fleet needs and will come up with a future needs policy, including prices.
2. Open Day. It was proposed that the Open Day was held next on 22 Apr 17.
3. Push the Boat Out Day. Proposed for 20 May 17.
4. Sailability. We were doing some small activities with disabled people and we need to look seriously again at this but it does take someone who is not otherwise engaged in Club management. It is a useful adjunct to club activities and well thought of by funders.

#### ITEM 8 - PIDDINGHOE MATTERS

1. RCP reported:
  1. With the new Berthmaster he was identifying donated and abandoned boats to dispose of by selling or dumping.
  2. More bank work was needed after the initial phase of reinforcing the deteriorating wooden shuttering.
  3. The sides of the first slipway were falling in and needed enhancing.

4. There was increasing interest in the new sport of Paddleboarding. RCP to liaise with Ian Johnson who was interested in this and also to ensure that board hire fees were collected.
5. It was suggested that there should be more social events at the Pond (Gilly and Nick.)
6. There were continuing issues on bin emptying at the Pond.
7. Piddinghoe Rebuild Project: RCN updated the Committee so far. It was formally agreed to spend up to £3k on a necessary site survey which would be done in the early New Year. He was also seeking prices for an architect and a quantity surveyor for the next meeting. Outline Project Plans were distributed with various tasks for committee members to progress towards the next stage of the project proposal at end-Feb 17.

#### ITEM 9 - SEAFORD MATTERS

1. RCS reinforced the need for Sundays to be members days.
2. He also said that the toilets were often blocked. RCS and Trg to investigate.
3. RCS said that the heating in the heating of the Club was too high and doors and windows were being left open. It was noted that there was a frequent smell of cooking in the Clubhouse. It seems that the extractor fan over the fryer is overdue cleaning and this may be the cause.
4. RCS said that if there was work planned for the Clubhouse please let him know.

#### ITEM 10 - NEWHAVEN MATTERS

1. NTR

#### ITEM 11 - VICE COMMODORE'S MATTERS

1. See under Sailing matters, although he did mention fleet dinners like that run by the Squib and keelboat sailors.

#### ITEM 12 - SECRETARY'S MATTERS

1. NTR.

ITEM 13 - AOB

1. Complaints Policy. Cmdr said that we do not have a complaints policy and he would consider creating one. However, it was noted that the Club had never felt the need for one before this year.

ITEM 14 - ARRANGEMENTS FOR NEXT MEETING

1. The next meeting will be on 10 Jan 17 at 7.30pm at the Seaford Clubhouse.

Bill Giles  
Hon Secretary  
NSSC Ltd

10 Jan 17

Appendix 1: Actions list

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				
6/12/16	3.1.4	Sec	Report C Wood retirement and G Jones appointment to Companies House	Note: done - closed
6/12/16	4.1 to 4	Men Sec	Distribute membership forms and Welcome Letter for approval and encourage use of BACS	
6/12/16	4.1.5	Social	Source car stickers	
6/12/16	5.1	Cmdr	Review broadband and telephone contracts with R Beale	
6/12/16	7.2&3	Trg	Open day 22 Apr & Push the Boat Out 20 May	
6/12/16	7.4	Trg	Seek Sailability organiser	
6/12/16	8.1	RCP	Review boats abandoned and donated	
6/12/16	8.2&3	RCP & Trg	Review bank reinforcement and first slipway with Simon	
6/12/16	8.4	RCP	Review Paddleboarding and rental with Ian Johnson	
6/12/16	8.5	RCP & Social	Consider social programme for Pond	
6/12/16	8.6	RCP & Cmdr	Look into food storage, purchase and preparation at Pond	
6/12/16	8.7	RCP	Bin emptying review	
6/12/16	8.8	RCN	Agreed £3k for Piddinghoe survey	
6/12/16	8.8	RCN	Seek quotes from architect and q. surveyor	

**Newhaven & Seaford Sailing Club Ltd**  
 Marine Parade, Seaford, East Sussex, BN25 2QR  
[www.NSSC.org.uk](http://www.NSSC.org.uk) email [companysecretarynssc@nssc.org.uk](mailto:companysecretarynssc@nssc.org.uk)

Date of Meeting	Para Number	Director	Action	Progress
6/12/16	9.1	RCS	Seek members only on Sundays	
6/12/16	9.2	RCS & Trg	Look into blocked toilets	
6/12/16	9.3	RCS	Look into heating controls with Bos'n	
6/12/16	9.3	RCS	Review extractor fans over fryer	
6/12/16	13.1	Cmdr	Complaints procedure	
<b>ITEMS FROM PREVIOUS MEETINGS</b>				
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	
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	ONGOING Still with RCP
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

**Newhaven & Seaford Sailing Club Ltd**  
 Marine Parade, Seaford, East Sussex, BN25 2QR  
[www.NSSC.org.uk](http://www.NSSC.org.uk) email [companysecretarynssc@nssc.org.uk](mailto:companysecretarynssc@nssc.org.uk)

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
			<b>CLOSED ITEMS</b>	
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	