

MINUTES OF A MEETING THE BOARD OF DIRECTORS OF
NEWHAVEN AND SEAFORD SAILING CLUB LTD
HELD AT THE SEAFORD CLUBHOUSE ON 13 JUN 17 AT 7.30PM

Directors Present:

Stuart Ford	Commodore (Cmdr)	(Arrived at 2000hrs)
Rupert Smith	Vice Commodore (VC)	Chairman
Jim Skinner	Rear Commodore (Newhaven) (RCN)	
Terry Jones	Hon Sailing Sec (SailSec)	
Simon Suter	Director - Training (Trg)	
Bill Giles	Hon Secretary (Sec)	Secretary

Absence notified:

Steve Clapham	President
Nick Blackburn	Rear Commodore (Piddinghoe) (RCP)

ITEM 1 - GALLEY UPDATE

1. Sec updated the Committee on Galley progress since the last meeting. Despite some staff leaving we are currently recruiting well and the new assistant chef is due to start but is currently away dealing with family matters. The public are returning and making full use of the facilities, whereas member attendance is patchy although the recent quiz night went well. The glass washer has recently failed and a new one ordered, this will be paid for by TGSL against the outstanding stock transfer. Similarly the fat trap cleaning will be paid for by TGSL against the stock. Takings during May were in line with projections at about £16.6k. Expenditure on staff and supplies were also in line with projections. The rent and loan repayment were made on time for the second month.

ITEM 2 & 3 - PREVIOUS MINUTES & MATTERS ARISING

2. RCN said that work had been costed to upgrade the Piddinghoe showers at around £6k and this would be transferrable to the new building when erected. Proposed by RCN and seconded by Sec to proceed with the equipment cost up to £6k and the labour a further £4k. It was noted that the cost of the new engine for orange RIB with £5k and the sale price of the old engine £800, this had not been received yet and V.Comm would chase up the purchaser.
3. The meeting concurred that the minutes were a true record of the meeting of 9 May.

ITEM 4 - HEALTH AND SAFETY.

4. Peter Braithwaite has volunteered to do ground maintenance at Seaford and needs the protective equipment that we have provided in the past. George Cork is briefing him. TrgDir will show him the health and safety risk assessments for the activity and provide the required training to be able to handle the equipment.

5. There have been no accidents reported in the last month.

ITEM 5 - COMMODORE'S MATTERS

6. In the absence of the Rear Commodore Piddinghoe the issue of camping was discussed.. It had been found that we were apparently not insured for camping and the Commodore is currently talking to our insurers. Furthermore the secretary is discussing with a local council the matter of planning control with the respect of the limit of 28 days per year. It is understood that RCP is monitoring the consumption of those 28 days.

7. Rear Commodore Newhaven is planning to hold a workshop involving those interested in Piddinghoe development and will be arranging that shortly. We are definitely short of shower/changing rooms and ideas are being developed to alleviate the problem.

ITEM 6 - MEMBERSHIP MATTERS

8. Membership figures up to today showed about 350 memberships in total. This is well in line with last year's and better than further back. This is in stark contrast to the national trend and other local sailing clubs where falling membership is deeply concerning.

ITEM 7 - TREASURER'S MATTERS

9. The figures for the year to date in respect of income and expenditure look healthy and it is pleasing that the income from membership fees is well up on last year despite concerns that raising the membership dues might discourage people from joining or rejoining. The outboard is still being shown as an operating expense but should be a capital expense if it's going to be written off over five years. It should not be in the P&L accounts in that case. Check with Book Keeper.

10. The rental for the galley and bar from Louise Lawrence still needs to be fully resolved, however she is currently paying us £95 per month and although this does not cover the entire rent which had been agreed by the previous commodore the shortfall was explained well in Mainsheet earlier in the year. We continue to seek ways to recover any money owed. The accounts up to end-May are attached.

ITEM 8 - SAILING MATTERS

12. Topper Open: Sailing Secretary has bought several coffee mugs for competitors. We have a full complement of members to manage the race and look forward to good weather. On 17 June it is the Federation cup at Pevensy Bay sailing club. Rear Commodore Newhaven said that he may be able to find the old risk assessment which we had previously used for the top open meeting.

13. The recent powerboat racing weekend went well and the organisers would like to use our facilities again next year.

14. We are seeking a coordinator for sailing week who should work with TGSL with regard to the catering arrangements.

ITEM 9 - TRAINING MATTERS

15. A safety boat course had been arranged for the weekend of 17/18 June but there have been no takers. The need for these courses and how they were paid for was discussed. It was agreed that there should be a charge like now for Level 2 courses but safety boat course it should be free.

16. Several further courses are planned for the autumn, such as PB level 2, radio, navigation, powerboat instructor, etc. Another level 2 course was planned for dinghy training at the end of July as well as radio.

17. It was requested that the boson remove the orange RIB when it was not needed in the water. (V.Comm with Chris Turner.)

18. A cadet training week was discussed but it was decided that it was not practical this year. The idea might be considered again next year.

19. The training director also added that Piddinghoe was busy with community groups and tasters for those.

20. The need for train people at Piddinghoe for rescue duties was discussed and the secretary said that he would try to find the syllabus for the pond rescue course which he ran some years ago.

ITEM 10 - PIDDINGHOE'S MATTERS

21. In the absence of RCP the issue of camping was discussed.. It had been found that we were not apparently insured for camping and the Commodore is currently talking to our insurers. Furthermore Sec is discussing with the local council the matter of planning control with the respect of the limit of 28 days per year to confirm this limit. It is understood that RCP is monitoring the consumption of those 28 days.

22. RCN is planning to hold a workshop involving those interested in Piddinghoe development and will be arranging that shortly. We are definitely short of showers and changing rooms and ideas are being developed to alleviate the problem.

ITEM 11 - SEAFORD MATTERS

23. It was mooted that Lawrence Venus be elected as rear Commodore Seaford but he would prefer to be a director with responsibility for assisting with the development of the new clubhouse. It was also felt by the committee that it would be appropriate for a director to be directly involved in the clubhouse development. The appointment was proposed by V.Comm and Seconded by SailingSec, carried.

ITEM 12 - NEWHAVEN MATTERS

19. NTR (TrgDir is point of contact for PB race).

ITEM 13 - SOCIAL MATTERS

20. The recent quiz night went down well and it is planned to do one every month. The summer party is planned for 8 July. Details of this will be published shortly. The matter of the annual dinner dance and prize giving was discussed and it was felt that we should try to hold it in house. However it would be useful to have a rehearsal and it was suggested that we hold a casual sit down meal for the prize-giving on the Friday of sailing week and secretary would discuss this with the TGSL manager and MD.

ITEM 14 - V.COMM MATTERS

21. See under sailing matters

ITEM 15 - SECRETARY'S MATTERS

22. A new version of the responsibilities of directors had been created, based on good practice elsewhere. A copy was distributed earlier (copy attached), several directors had signed. Remainder needed by next meeting.

23. It was noted that it has been some while since the club strategy had been updated and perhaps we should have a informal meeting to discuss this further so that we could see where we would be in maybe five years time.

24. In the absence of the Club President the articles of association were not discussed but this needs to be proceeded with given the difficulties and inadequacies of them as they stand.

25. The Sec raised the transparency agenda which he had distributed earlier. But this was out of time tonight. Perhaps the matter should be discussed in an open forum in due course along with the draft complaints procedure.

ITEM 16 - AOB

24. Flag etiquette. It was noted that we were flying random flags and ensigns from the flagpole and yardarm. If we are to be flying flags daily they need to come down at night and we should arrange it so that the galley staff can remove them easily from deck level and use Inglefield clips so that the process is simplified. Secretary will arrange this.

ITEM 17 - ARRANGEMENTS FOR NEXT MEETING

25. The next meeting will be on 11 Jul 17 at 7.30pm at the Seaford Clubhouse.

Bill Giles
Hon Secretary
NSSC Ltd

19 Jun 17

Attached:
Accounts up to end-May
Directors Responsibilities

NEWHAVEN AND SEAFORD SAILING CLUB - DIRECTORS RESPONSIBILITIES

DECLARATION BY DIRECTOR

It is necessary to ensure that people elected or appointed to be a director of NSSC are fit and proper persons to:

Manage a limited company

Ensuring that the Club is managed in a fit and proper manner

Care for the Club's money and property in a correct manner

Be responsible for the health and safety of club members and visitors

Maintain the confidentiality of sensitive information

Care for the safeguarding of children in the care of the Club

I declare that:

I have never been refused clearance for a Criminal Records Bureau or Disclosure and Barring Service check. (Directors may be required to undertake a DBS check)

I do not have any unspent criminal convictions (other than for minor motoring offences)

I am not an undischarged bankrupt or under a Debt Relief Order

I am not banned or disqualified from being a company director

I also understand that my duties as a director include:

1. Act within powers: You must act in accordance with NSSC's constitution, and only exercise your powers for the purposes for which they were given.
2. Promote the success of the Club: You must act in the way you consider, in good faith, would be most likely to promote the success of the company for the benefit of its members as a whole.
3. Exercise independent judgment: You must exercise independent judgment and make your own decisions.
4. Exercise reasonable care, skill and diligence: You must exercise the same care, skill and diligence that would be exercised by a reasonably diligent person.
5. Avoid conflicts of interest (a "conflict situation"): You must avoid a situation in which you have, or could have, an interest that conflicts, or may conflict, with the interests of the Club. This applies in particular to the exploitation of any property, information or opportunity, regardless of whether the company could take advantage of it.
6. Not accept benefits from third parties: You must not accept a benefit from a third party given because you are a director or because you do (or do not do) anything as a director.
7. Declare interests in proposed or existing transactions or arrangements with the Club:

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

If you are in any way, directly or indirectly, interested in a transaction or arrangement with the Club, you must declare the nature and extent of that interest to the other directors. In the case of a proposed transaction you must do this before it is entered into. In the case of an existing transaction you must do this as soon as reasonably practicable.

8. Treat other directors, members and employees with respect. You must treat others how you would expect to be treated. NSSC is a 'family friendly' club and everyone is expected to act in that fashion.

Signed:..... Date: