



Staunton Harold Sailing Club

Minutes of Aug 14th, 2023, Committee Meeting

Lesley and Andy Foskett, Terry Forbes, Di Pepperdine, Sam Jones, Nick Waters, Howard Jones, Paul Williamson, Leonie Titley, Tim Gray, Ann Nugent, Charles Saunders, Richard Barnett, Simon Forbes,

	1. Apologies	
	Paul Munro, Greg Wilson, Thorsten Kampmann, Luke Harmer, Amy Pepperdine, Nick Kindon George Crammond, Nick Williams, Mark Harden,	
	2. Minutes from last meeting	
	The minutes of the meeting in July were made available to the committee and approved. The meeting was virtual using zoom. Minutes approved. Aug meeting chaired by Paul Williamson	INFO
	3. Health and Safety	
	H&S annual meeting and site walk-round to be arranged; probably in July/August need to fit around holidays). - ON-GOING-including woodland area behind trailers	INFO
2091	<p>SUP safety and safety boat cover</p> <p>The key things we think need to be done are that all Sup users should attend or read and confirm that they have read the induction material--Di and Greg will liaise re how to manage this. Greg will write a paragraph for Di to distribute to new paddle boarders.-ongoing Website adapted to imply consent to guidance is required. Di & LF will amend paddlers welcome email to incorporate statement re induction and guidelines</p> <p>Information should also be displayed in the clubhousenew SUP noticeboard.-ongoing-see marketing</p> <p>The ood and safety crews need to be aware of Sup safety and water closing times. -notice done NEED TO ALSO PUT A NOTE ON THE PBs. ----action Charles.</p> <p>We think it would be a good idea to write a "what's changed "type document and send it by email to the duty teams (not by duty man as this might not get read Can we confirm content please: -- suggested---agreed-LF will send</p> <p>-please contact your team directly BEFORE (well in advance of) the day to ensure availability and brief re timings. Many are new members and need guidance re times, role, expectations.</p> <p>-check what else is on the calendar event wise</p> <p>-please ensure safety is made available throughout the sailing day to allow cruising and paddle boarding freedom</p> <p>-ensure a safety boat takes a slow circuit of the lake perimeter at the end of the day to check no one is still on the water</p> <p>-one start use all 3 flags</p> <p>-please note water closing times-safety should be offered until then</p>	<p>LF</p> <p>DP</p>

2098	First aid box location needs to be less than 1.2m to the grab handle—TF will sort	TF
2099	<u>Solo paddlers-</u> -handheld VHF comms for <u>solo</u> paddlers in the clubhouse. —agreed buy 4 with floats (NW)and ways to carry them/lanyard-ideally also capture name of who takes the radios/check in with safety team VHF radios selected; need to agree where to keep them, how to charge them. -TF will sort electrics-there is an extension block below the sign on area	NW/TF
2100	We should have a think about recommending or mandating appropriate winter clothing as is done by many other clubs.? For MnP group	MnP
2097	2nd shutter roller in had sudden free flow-need to check friction is adequate-TG/TF happy to look 16th first to decide action needed/any immediate action needed	TF
2041	4. Commodore's Report, Management & Planning Sub-Committee	
	Nothing to report. However, the club continues to be very active and is running smoothly and I would like to thank you all again for all of the hard work to make this happen.	Comm Report
2083	Community Interest Company. The new company (Staunton Harold Sailing Club CIC) has been successfully registered. Filing document is attached which includes the Articles, statement on the purpose of the Club and the initial Directors (this is available to the public). The new club only has seven members, no assets or rights to sail or use the club facilities, so the next steps will be to transfer everything across: <ol style="list-style-type: none"> 1. NT Lease: Solicitors are making progress towards a transfer document, rent deposit deed and licence to assign. NT are looking at a Deed of Waiver for the clause that prevents us sub-letting; then we can apply to reassign the lease to the CIC. This seems sensible, as it presumably preserves everything in the current lease. Rachel Walker (NT) said she'd seen a draft, so it looks as if it is progressing. As expected, they are having to get agreement from STW, but seem optimistic that this will be ok. Their credit control are asking for a year's rent deposit, held until the lease expires (26th May 2026). We will see if our solicitor can manage a shorter term, but this is affordable. 2. Financials: Nick K has done a great job and got the CIC bank account set up with Virgin. When we're ready we should be able to transfer all the DDs straight across to the new account. We will probably set up a second account with another bank to get fscs protection for the club money. Nick K has sent the letter to HMRC explaining that we are just restructuring and proposing no impact on Corporation Tax; no reply yet. He has produced a list of all DDs so we can write to suppliers and arrange payments from the new bank account. We will expand this to include other organisations that we may need to notify (eg licensing). I just need to add in the IT suppliers (thanks for the info, Andy) and will circulate round the committee. 3. Bye-laws & Rules: Aiming for minimal change from today's Constitution & Rules, mainly taking out elements now in the Articles. Circulated to the Committee on 20th April. No comments received, so either they are i) perfect or ii) people haven't quite got round to reading them yet.... They will need to be circulated to members with the agenda for the EGM. 4. EGM: We will hold a Club EGM, where the Club agrees to transfer Club assets to the CIC. We can then ask members to recommend approval of the CIC Committee and CIC Bye-laws. A CIC Directors meeting 	CIC

	can then formally approve this. EGM will be Monday 18th Sept (zoom) with a live Q&A on Sunday 10th Sept. We need to publicise this, issue, and agenda with copies of the club documentation. CIC Director's meeting to be held after the 18th of Sept and before the end of Sept.	
2093	NEW - Capex. List agreed and progress being made - FOR DISCUSSION. Revised will be circulated	MDC
	5. Environmental report	
	<p>Invasive species and paddlers (GW) covered in induction/paperwork. —posters suggested to reinforce awareness--AN</p> <p>Richard Barnett, Nick Williams, and Steve Boud had a Zoom meeting on Monday 7 August. Items discussed were:</p> <p>Plastic grass:</p> <p>The group strongly welcome the Committee's decision to prevent further use of plastic grass on the Club site but feel that further consideration on this issue may be needed.</p> <p>Nick Williams has done some research on both the position of other organisations in relation to plastic grass and environmentally friendly ways of disposal of plastic grass. He's had an email discussion with Joe Penhaul Smith in relation to this and it seems that any form of "recycling" of plastic grass is either technically difficult or cost prohibitive. Most plastic grass is disposed of in landfill. Environmental groups are happy to assist if people would like to remove their plastic grass. Yes, this creates landfill but avoids disintegration risks; Env group will draft words for the herald.</p> <p>Recycling bins:</p> <p>Richard has discussed this with Terry. He'd had a look at the amount of waste produced and was happy for us to continue to use volunteers to take this away at present. He's kindly going to take the small amount of cardboard from behind the bar and dispose of it at work. Richard can take it when Terry's not available. Terry is happy for the Club to go ahead and buy 3 bins, these will be ordered through Terry's company. Quote for bins £318-committee agreed.</p> <p>Stuart Mansfield is currently taking cans for recycling. The environment group will look at the possibility of selling these for recycling. Nick Williams is currently taking plastic bottles away.</p> <p>Grass under road bases?</p> <p>Richard discussed this with Mark Harden who confirmed that the Committee had previously said individual members would be responsible for maintaining their road base space as they wished, in the same way that they are responsible for maintaining boat spaces. This was part of the rationale for Mark moving the road bases from under the trees to along the fence line. However, neither Mark nor I can recall seeing any information from the Committee to tell members who have road bases stored separately about this responsibility. Has anything been sent out? ---Ann will action in the herald to mow all your spots/Mowability-including road base spaces-also correct as they should be immobilised-plus direct emails to road base 'owners'</p> <p>Water source heat pump:</p> <p>Richard has had brief conversations with both Paul and Terry about this. Both agreed that drawing up a full business plan for this is not a job specifically for the environment group as none of us have the technical expertise and, again, both agreed that the next step is to get more technical information about the possibilities and compare this with the option of purely using solar panels. Nick Williams and Richard have both said we would be happy to join a small working group looking at this or other options for sustainable heating as appropriate.</p> <p>Plant survey:</p>	INFO

	Aileen has carried out an “informal survey” of wild plants between the goose fence and the water’s edge. This has been completed and has identified 60 different species of wild plants. The group agree that this would be good information to share more widely with both the membership and the National Trust. Aileen is going to discuss the best way forward with Steve Boud and Ann as appropriate. Links with discussion on willows/small trees-NT advice.	
2101	DP will personally contact all road base owners re mowing and immobilising	DP
	6. Secretary’s Report	
	<p>NEW - NT meeting held on 20th July and minutes circulated to the Committee - INFO</p> <p>NEW - NT padlock code has been changed. I will ask for the new code but anticipate that they expect club members to use the club padlock. Need to include this in the next Herald - AN</p> <p>NEW - we are looking at trimming the trees overhanging the boat park (boathouse end). We've had a quote from a member who is a tree surgeon; NT were concerned about taking off large branches and want us just to reduce the trees. Happy for us to remove a few smaller trees. We'll get another quote for this; probably able to use some club labour to help - INFO.</p> <p>NEW - Committee. As ever, the club couldn't function without a hard-working committee, so many thanks for everyone’s efforts. A couple of committee members are not able to continue next year, so we just wanted to check whether everyone else is happy to continue, so we can try and identify any successors ahead of November's AGM? If you could let Paul, Lesley or I know, that would be great - INFO</p>	INFO
	7. Treasurer’s Report	
	<p>Memberships fees: Q1 (Oct 1st to Dec 31st 2022): £4126.64 Q2 (Jan1st to Mar31st 2023): £42068.21 Q3 (Apr1st to June 30th): £5444.46 Q4 (July 1st to date): £3203.62 Membership fees total: £54,842.93</p> <p>Selected highlights: Payments: Supawipe: £936.00 Kater4: £349.26+£251.69 RYA books: £1023.16 AC outboards (service+ maintenance): £1140 Junior wetsuits: £214.99 Feva dinghy: £925 Radio license: £75 Receipts: SHST: £100</p>	INFO
	8. Membership Report	
	<p>ADD TO HERALD RE UPDATING KEYS OR BUYING A KEY-Herald Ann.</p> <p>New members events—maybe September--? Sunday 11 am 10th September (Ann and Paul) plus circulate top tips ...</p> <p>15 new memberships = 20 members 4 SUP = 9 members 7 Sailing = 3 Individual, 2 Student, 2 Jnr Training Membership, 4 Supporter (all for same Jnr)</p> <p>2 Memberships awaiting payment.</p> <p>RYA Census completed and submitted. Current membership is 453.</p> <p>Training Members from previous courses have been invited to upgrade to full membership.</p>	INFO

2102	3 boats identified as abandoned. I will contact members/former members. The approach I'm inclined to offer is: can the club dispose of the boat. This way we have control and hopefully don't have the hassle we've had in the past. Please could the committee confirm this is ok. -agreed and NW will write/take control-if plastic boat we should ask the member to remove due to disposal costs.	DP
	9. Rear Commodore (Sailing), Sailing Sub-Committee & Duties	
	<p>Nothing to add this month - I've been away for 3 of the weeks!</p> <p>As mentioned last time, 2024 calendar is in progress so please send over any thoughts, would be good to think about big socials as they always take some getting right.</p> <p>No Boxing day Bash on dutyman for 2023—please can we add....added to calendar and SJ will tell GC re duty slots</p> <p>Discussion re one start and flags-use all 3 flags for now-inform OOD in planned gmail above (LF)</p> <p>SUNSET series. Starts wed 13th September We need to state start times-1,2,3 5pm then 4,5,6 4pm Open to all but need to join whats app group to allow change of plans and volunteers to manage</p>	INFO
2103	<p>Laser rules re replica/kit etc. ACTION SAM—for the sailing committee-ongoing</p> <p>Wed is 1/2 duty, but 24 races so likely people may be offering >1 duty pa here. Can we agree 2 duty allowances as regards results for this series —committee agree Current Club Sis says 1 on wed/morning and 2 in other series so this would need amending ACTION SAM-agreed sensible and will action. -Ongoing</p>	Sailing committee
2104	Can we relook at the number box on the committee boat and rationalise. Use and spares	TG
	Minimal duty gaps-ODD 23/8, driver 21/10, AOD & galley 17/12 plus boxing day duties	DUTY INFO
	<p>Nothing major SUP related to report. I've been away for a spell, so have not been involved much over recent weeks. Still lots of interest in beginner courses and a good conversion rate of new members from these courses. Some issues with club equipment not being taken care of by hirers - I'll address this directly with SUP members through the chat group. Request for support with SUP matters received a very good response, and I will be trying to get people together for an informal meeting over the next few weeks. I'd like to propose that we consider inviting a SUP only member to join the committee to further represent the views of SUP members (especially given my own difficulty in attending committee meetings regularly).</p>	SUP INFO
2105	Rules evening also planned for later in the year-Thursday evening early September—AN will chase for a Thursday in September	AN
	10. Boat and Dinghy Bosuns' Report	
	<p>All power boats in working order at present and plenty of petrol in stock. The Seahog has been persuaded to start and run after the steering and transom repairs. The forward/reverse inhibitor switches would appear to be temperamental, but wobbling the throttle while turning the key got it going. Boat 6 had been reported not able to restart when hot/warm - found this could be achieved by pressing the "throttle only" button on the side of the engine cowl and opening the throttle to about half - it then fired up - will write a note for Staunton Herald. Will make enquires of Adie about swapping one of the "console carrots" to left hand drive to enable it's use for PB training (RYA requirements) - will depend on the cable lengths being adequate I think.</p>	BOSUN INFO
2106	CS will write info for the herald re starting boat 6 and the sea hog	CS
	I looked at the Optibats last week with Paul M and wonder whether it is worth spending a bit of money to smarten them up-yes. Basically, they are sound and do the job of teaching children to sail.	BOAT BOSUN INFO

	<p>One Opti bat rudder has suffered damage (wear and tear) and I am endeavouring to make a component to affect a repair. I cannot purchase the damaged component and a replacement rudder would be the only option (cost approx £100.00 plus carriage from Latvia). Agreed, Work is currently continuing in the "Mancave". Vision mast repaired and other general maintenance.</p> <p>As the spare L2000 is not required do we still wish to sell it? Defer sale until after Oct 23 in 2024</p>	
<p>11. Rear Commodore (Building & Maintenance) Bar and Galley</p>		
	<p>External noticeboard now to be decided by us and NT no recommendations.</p> <p>SUP container needs painting-paint available NT aware of fence and gate repairs</p> <p>Need to get a digger and fill in the sandpit and seed-TF ideally pre-end August working party</p>	<p>INFO</p>
<p>12 Principal of sailing school, Training and Sailing subcommittee</p>		
	<p><u>Dinghy</u></p> <ul style="list-style-type: none"> ○ Adult course completed early August - 7 sailors took part and all have been approached to take out a 'Training Membership', which hopefully will increase recruitment to full membership ○ Junior course completed yesterday - 11 juniors took part and again all have been approached to take up 'Training Membership' plus Supporter membership. I'm running 2 'orientation sessions' on Friday evenings to help the move to sailing in a social setting. ○ Final adult course of the year starts in early September. ○ Final Discover sailing session Friday 18th August. I am short of helms. If anyone is around and would like to help, please drop me a line. <p><u>Power</u></p> <ul style="list-style-type: none"> ○ Second PB2 course of the year was completed in July as planned. This included some direct assessments, so we have 11 new PB2ers. ○ Final PB2 course of the year is fully booked, running in late September. ○ One day 'Safety boat' course date set for 29th October. Bookings coming in via wait list / word of mouth. <p><u>Instructor Training Day</u></p> <ul style="list-style-type: none"> ● An opportunity to get the DIs, AIs, PBIs and helpers together in one place to chat, explore best practice and be brought up to date on all things RYA. ● Date set for 26th August and invites sent. <p><u>Inspection</u></p> <ul style="list-style-type: none"> ● Scheduled for the 9th of September. ● In the past I found working with Nick W, Lesley and Charles puts us in a good place, so I'll repeat. ● Russ and Mark H lined up to attend on the day. 	<p>INFO</p>

	<ul style="list-style-type: none"> Lesley has run a FA course to pick up stragglers. 	
	12. Youth Sailing, Junior Squad and On Board	
	<p>Juniors are coming down on Friday nights to sail (and look like they are having fun) but over the holiday we've not had any organised activities.</p> <p>Leonie-DYS event - 16th Sept (I'm just beginning to look at this- thanks Ann for initial input) We need to start the process of looking for people to take over junior admin and hopefully DYS rep. -check entry fees are FOC with DYS I cannot devote the appropriate time and energy that both roles deserve. Great that Paul and his team are supporting some of our youth sailors to begin the route to AI and DI.</p> <p>Luke--Post holidays we perhaps need an expression of interest from members to see who is willing and able to support future junior activities. Maybe a Friday social at the end of the summer that could ask juniors and parents & carers the types of activities they would like to do for next year?</p> <p>Initial thought from PM to identify 4/6 Saturdays well in advance supported by all the other opportunities. LT concern is resources.</p>	INFO
2089	<p>Discussion re responsibility to recommend not sailing/stopping if conditions are not appropriate. Ideas discussed—responsibility, flags, guidance. capsized guidance. Maybe we could prepare something to circulate to the rostered team. LT/NW/PM discussion re this. Ongoing</p>	??
	13. Rear Commodore Social & Social Sub-Committee	
	<p>Bonfire night Nov 4th need someone to adopt this-Nigel/Di----need costs and advertising please. Firework team sorted. Need to check licence numbers ,499 limit. NW will sort licence.</p> <p>Christmas meal Dec 10th.</p>	INFO
	14. Marketing	
	<p>Can I pop a post on the members FB / Herald re the 'temporary bins'. YES Thank you to Simon, Debi and John for the daily reports on the Scorpion Nationals and huge congratulations for their phenomenal results!!</p> <p>Activity - ongoing coverage of our travelling sailors, this will be copied across to the website and Instagram.</p> <p>Currently liaising with Naan Van which we anticipate our first visit from this Wednesday - giving more to our members!</p> <p>Staunton Herald in draft - working with all of the sub committees - if you have not given me your updates, please can I have your summaries asap. Thank you</p> <p>FB/ Instagram/ Website Posts / Posters - currently drafting the Laser/ Laser Training Day, DYS, Comet/ Solo and Scorpion Open Events</p> <p>Club House Boards - Looking to switch General Board to a SUP board and combine General notices with the For Sale Board</p> <p>Events Are there any plans for a September Quiz Note we will need to start thinking about Bonfire Night - maximum numbers, and promotion - note that I can support but am away for this event (Amy birthday so we will be up North), so can not lead this.</p>	INFO
	15. Sailability	

	No new news from Sailabilty , sessions are pretty much fully booked to the end of the year now , still spaces left on our end of year celebration of achievements.	INFO
	16. Events this month (before next meeting)	
	Adult course-in hand, Barts Bash-sorted Aug Bank holiday-AN will advertise sail/sup fun 11-3	All
	17. Events Last Month	
	Tri open 15/16 July –cancelled too windy. SHST session 23/7-successful Ongoing adult training and PB course and junior course all completed	INFO
	18. AOB	
2095	Chains for SB 1 & 2 and new chain/padlock for another small gate to be secured- club key lock	Closed
2107	David Beighton-sadly his wife has died v suddenly. NW will send comms on behalf of the club	NW
	19. Next Meeting	
	The next meeting of the full committee will be Monday September 11th at 7pm-	<i>2108 next</i>

Signed on behalf of SHSC Committee:

Meeting finished Aug 14th at 2100