



Staunton Harold Sailing Club

Minutes of Sept 11th, 2023, Committee Meeting

Lesley and Andy Foskett, Di Pepperdine, Sam Jones, Paul Williamson, Tim Gray, Ann Nugent, Richard Barnett, Paul Munro, Nick Williams.		
	1. Apologies	
	Charles Saunders, Howard Jones, Amy Pepperdine, Nick Kindon, George Crammond, Terry Forbes, Nick waters, Leonie Titley, Simon Forbes, Greg Wilson, Luke Harmer, Thorsten Kampmann, Mark Harden	
	2. Minutes from last meeting	
	The minutes of the meeting in Aug were made available to the committee and approved. The meeting was virtual using zoom. Minutes approved. Sept meeting chaired by Paul Williamson	INFO
	3. Health and Safety	
	H&S annual meeting and site walk-round to be arranged. - 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--DONE.</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-done</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-DONE</p>	CLOSE

2098	First aid box location needs to be less than 1.2m to the grab handle —TF will sort-back where originally was for now. Ongoing project	TF
2099	Solo Paddlers-VHF radios and aquapac pouches purchased. Need to decide where we are going to keep them and how to charge them - Ongoing	NW/TF
2100	We should have a think about recommending or mandating appropriate winter clothing as is done by many other clubs M&P group ONGOING	MnP
2097	2 nd shutter roller in had sudden free flow-need to check friction is adequate-TG/TF happy to look 16 th first to decide action needed/any immediate action needed-checked by TF and TG no current concern	Close
2041	4. Commodore's Report, Management & Planning Sub-Committee	
	<p>The New Member's session went really well yesterday with about 20 people attending. Thanks very much to Ann for hosting and to Lesley for providing a prompt sheet. People expressed interest in SHST, becoming a sup instructor and helping with the bar.</p> <p>As Nick W pointed out we had a small Q& A session for the CIC, the few questions were all straight forward. I am hopeful that we have done enough up-front work so that the EGM should run smoothly and would hope that any violent objections would already have been raised. Don't forget that if you can't make the AGM then please cast your vote by proxy before Monday 18th September.</p> <p>We held an M & P meeting last week and have drawn up a short list of people to ask to either remain in post/ on the committee, join the committee or fill a role of 2023/2024. A few of us are in the process of asking these people (quite positive so far).</p> <p>OOD training: I am conscious that we need to provide some training before the duty rota is made available, so I will produce a few dates that I am available and share these with Howard to get something in the diary as soon as possible. I will work on potential content that I can share with Howard when he returns from his holiday. My current thoughts are to do 2 Zoom sessions followed up by 2 sessions at the club where we give people the chance to have a go. When I did OOD last Saturday I used this as an opportunity to discuss the role with the AOD who I think will now have a go at OOD in the future.</p> <p>I have spoken to a few people about potential reservations about doing OOD and one common reason is entering race results in Sailwave. I have a couple of thoughts about this; firstly, it would be a good topic for a winter Zoom talk, secondly to take the problem away. We could offer (as a last resort) for the race team to photograph the results and e-mail/what's app them to a team of us who could enter the results from home. -Practical session on sailwave and google sign up-encourage buddy pairings-often 2 learners to promote development.</p>	Comm Report
2083	<p>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:</p> <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. NT have been chased and they've chased their solicitors. Appears to be solicitors working very slowly rather than any hazard to transferring the lease, so happy to go ahead with the EGM. 2. Financials: Nick K has done a great job and got the CIC bank account set up with 	CIC

	<p>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). Circulated to the Committee on 7th Sept - please let me know of organisations I've missed. HMRC have finally responded to the letter stating our position on Corporation Tax (based on RYA advice) - but just apologised for the delay!</p> <p>3. Byelaws & 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.</p> <p>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 Byelaws. A CIC Directors meeting can then formally approve this. EGM will be Monday 18th Sept (zoom) with a live Q&A on Sunday 10th Sept. Ann has sent the notice to all members and Lesley/Andy have put it on the website along with the latest Byelaws & Rules. CIC Director's meeting to be held after the 18th of Sept and before the end of Sept.</p> <p>PS EGM Q&A held on Sunday. Around half a dozen non-Committee members. Good discussion and all seemed in favour of the direction we're going.</p> <p>AN will remind all re proxy vote option.</p> <p>PPS HMRC have written back to Nick K and confirmed that the change to a CIC counts as "corporate reorganisation" and therefore there is no Corporation Tax issue for changing.</p>	
2093	<p>Meeting held on 4th September. Minutes attached plus updated Capex list - FOR DISCUSSION. - agreed to expenses and capex proposals</p> <p>Discussed all 2023 agreed and potential projects.</p> <p>Discussion opened on accessible parking and location...future proofing, showing inclusivity, supporting SHST, supporting others with mobility difficulties-small group but those here keen to do something. Hence TF to discuss further with MH</p> <p>We presume making sure a closer to sailing area is not a possible solution.</p> <p>Current thinking RHS of carpark as we look from the club with a 'legal' slope to the ST road.</p>	MDC
	<p>5. Environmental report</p>	
	<p>Invasive species and paddlers (GW) covered in induction/paperwork. —posters suggested to reinforce awareness--AN</p> <p>Notes from Environment Group for SHSC Committee meeting – 11 September 2023</p> <p>Richard Barnett, Nick Williams and Steve Boud had a face-to-face meeting on Saturday 19 August. Items discussed included:</p> <p><u>Feedback to membership in next Staunton Herald-October</u></p> <p>Items to include:</p> <ul style="list-style-type: none"> - the use of plastic grass at the Club. - plant survey. - bat boxes <p><u>Recycling:</u></p> <p>The new bins are being used well. Stuart taking about half a bin load of cans away each week.</p>	INFO

	<p>Question of best thing to do with old black bins. These are still in use, particularly outside. Some plastic bottles and cans still being put in these. Label as General Waste only---<u>YES</u></p> <p><u>Environment Group membership:</u></p> <p>Existing group still trying to recruit one or two additional Steering Group members, a couple of people have been approached. Thanks to Ann for mentioning this to SUP member.</p> <p><u>Bat boxes:</u> There are 3 types of bats seen regularly around the club according to NT. £15@ Ideally recommended to have 10 (need to agree purchase of 7)</p> <p><u>Bird boxes</u> need to go up in Feb.</p> <p>COMMITTEE felt best to ask members to make and 'name 'your bat box'—herald and Facebook. Env group to make sure NW/TF aware and in support.</p> <p>Nick Williams has established that these are best put-up early autumn, so we are hoping to put up 3 donated ones in the next few weeks plus a few extra if Committee agrees funding. Nick has costings.</p> <p><u>National Trust Surveys</u></p> <p>Vicky Naylor has provided various species lists for the Staunton Harold Trust site which Steve Boud can use to develop interpretative information for SHSC members.</p> <p><u>Future meetings:</u></p> <p>Meeting between Vicky (National Trust Ranger) and Environment Group provisionally arranged for week beginning 25 September. -few answers needed to feed back-soil on carpark/painting sup container/development of wild area.-MH and TF</p> <p><u>Next Environment Group meeting – Saturday 7 October.</u></p>	
	<p>6. Secretary's Report</p>	
	<p>NEW - NT padlock code has been changed. NT have asked to keep this private and for us to use the club padlock. This was included in August Herald - CLOSED</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. I asked for another quote but no reply, will chase - INFO.</p> <p>NEW - state of fence and posts has been raised with NT and is on their repair list. No idea how soon it will be fixed, but importance of security raised with them - INFO.</p> <p>NEW - condolence letter sent to Dave Beighton - CLOSED</p>	<p>INFO</p>
	<p>7. Treasurer's Report</p>	
	<p>Treasurer's report 9th Sept 2023</p> <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): £5046.49 Membership fees total: £56685.80</p> <p>Selected highlights: Payments: Supawipe: £754.80 Kater4: £211.10 RYA books: £4.95 (postage only) Dove's garage: £561.33</p>	<p>INFO</p>

	<p>Forbes West: £7259.81 + £3301.55 + £1306.24</p> <p>Receipts: SHST: £80</p>	
	8. Membership Report	
	<p>4 new memberships = 8 members 1 SUP and one upgrade to joint 2 Training Membership 1 Sailing Family</p> <p>Thank you to Ann and Paul for the New Members event on the 10th.</p>	INFO
2101	Contact all persons with road bases re immobilisation and plot maintenance	DP
	9. Rear Commodore (Sailing), Sailing Sub-Committee & Duties	
	<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. Ongoing aiming asap</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—not as yet done.</p> <p>Discussion re one start and flags-use all 3 flags for now-inform OOD in planned gmail above (LF)-DONE</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 what's app group to allow change of plans and volunteers to manage-DONE.</p> <p>Have the DYS, Laser and Comet/Solo open coming up in the next couple of months - Lesley requested the NORs before Thursday so they can be uploaded to the website before holidays, these are in progress.</p> <p>Calendar for next year still underway - have now got SailJuice dates and the Winter series discussions have started between us, Burton, Notts and Ogston.-will check with Carsington</p> <p>I won't be able to make the whole meeting this evening but can dial in for my bit if someone gives us a warning or could go towards the beginning. Laser Training day pre open? happening. SJ will chat to Nathan-LF will add sign up and QR code</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 Comm
2104	Can we relook at the number box on the committee boat and rationalise. Use and spares	TG
	<p>AOD Galley 1 needed Dec 17th Full team needed boxing day</p>	DUTY INFO
	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 -agreed AN to action with Greg	SUP INFO

2105	Rules evening also planned for later in the year-Thursday evening early September—AN will chase for a Thursday in September-Sept 13 th with free food agreed	AN
	10. Boat and Dinghy Bosuns' Report	
	All PB's in order at present though small water leak reported on boat 7 around the transom engine mounting bolts. Slow telltale on Boat 2 resolved. I have asked Adie about converting a console carrot boat (4 or 5) to left hand drive so it can be used for PB training. To be investigated on his next visit. Petrol stocks are high now.	BOSUN INFO
2106	CS will write info for the herald re starting boat 6 and the sea hog DONE	Close
	As the spare L2000 is not required do we still wish to sell it? Defer sale until after Oct 23 in 2024 8 New Oppie trolleys order direct from manufacturer in Swadlincote; £150 each. One Oppie cover purchased for trial. 6 sets of Oppie toe straps ordered plus ancillary bits and pieces. PM missing Optibat main sheet	BOAT BOSUN INFO
	11. Rear Commodore (Building & Maintenance) Bar and Galley	
	External noticeboard now to be decided by us and NT no recommendations. -us to action-in hand SUP container needs painting-paint available- on capex list NT aware of fence and gate repairs- NT aware Need to get a digger and fill in the sandpit and seed-TF ideally pre-end August working party- DONE Blocked drain ladies changing room-AD has cleared again-grass post mow-notice!! Wash your boots please	INFO
	12 Principal of sailing school, Training and Sailing subcommittee	
	<p><u>Dinghy</u></p> <ul style="list-style-type: none"> ○ Adult course - another course completed today - 5 graduates with Training membership heavily promoted. ○ Junior course - the 2 'orientation sessions' ran as planned on Friday evenings and proved successful. <p><u>Power</u></p> <ul style="list-style-type: none"> ○ The 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 waitlist & 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. ● Rearranged for late October - more interest now being shown. <p><u>Inspection</u></p> <ul style="list-style-type: none"> ● This went ahead as planned on the 9th of September and thanks to all who helped with the preparation and those who attended on the day. 	INFO

	<ul style="list-style-type: none"> The inspector was very complementary and only a couple of minor items for our actions log; We have 12 months to replace a toe strap on a Vision (number 5) and we need to follow through on our plan to 'refresh' the Optibat fleet. 	
	Comment from AN from a DI v positive on our training	
	12. Youth Sailing, Junior Squad and On Board	
	DYS 16th Dec-NOR sorted	INFO
2089	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. Resolved over time as Fridays changed and power boat communications/training—probably we need to look at this as an annual thing under H&S.-NW	CLOSE
	13. Rear Commodore Social & Social Sub-Committee	
	Bonfire night Nov 4 th 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. Christmas meal Dec 10 th .	INFO
	14. Marketing	
	Info to be circulated following new members session. Notice boards being changed. Herald info needed please	INFO
	15. Sailability	
	We have renewed our insurance again our major outgoing in the main funded by Mowability. Sessions are all very well subscribed for the remaining dates. We continue to attract new families and volunteers a few from our club sup members. We are in the process of reducing our fleet we have a couple of boats on the market, one I'm 95% sure will be going to Scotland on the 24th. We are keen to get the 2024 calendar dates set to ensure they fit in with the other activities sailing courses, powerboat courses and avoiding open meetings so would appreciate early visibility of the calendar.	INFO
	16. Events this month (before next meeting)	
	Barts Bash-Paperwork sorted OOD Steve G aware. DYS-NOR done OOD Alistair L informed. Solo Comet Open- awaiting NOR-now in hand. ILCA training and open-awaiting info re training and NOR-SJ/NS	All
	17. Events Last Month	
	Aug Bank holiday-AN will advertise sail/sup fun 11-3	INFO
	18. AOB	
	19. Next Meeting	
	The next meeting of the full committee will be Monday October 9th at 7pm-	<i>2108 next</i>

Signed on behalf of SHSC Committee:

Meeting finished Sept 11th at 2045