



**HOLLOWELL SAILING CLUB**  
**MINUTES OF THE GENERAL COMMITTEE MEETING**  
**Thursday 10 March 2016 at 7.30pm in the Clubhouse**

**Present:**

Rob Dunkley (Chair), Clive de la Fuente, Graham Smith, Tony Everard, Mike Playle, Stewart Elder, Simon King, Kevin McAllister, Simon Bickers (secretary)

**In attendance:**

Paula Beveridge (see item 7.1)

**Apologies:**

Nicola Wilkinson, Mike Pipes, Larissa Barker, Ivor McDonnell, Rachel McDonnell, Anthony Stevens, Elaine Coulson, Brian Atkins, David Harris, Keith Lancaster, Paul Mallard, Peter Betts, Jo Bradley

1. Approval of the minutes of the last meeting held on Wednesday 10<sup>th</sup> February 2016. The minutes were proposed by Tony Everard and seconded by Clive de la Fuente.

2. Matters arising from the minutes of the last meeting:

2.1 50<sup>th</sup> anniversary promotional material has been produced by Bob Potterton. Car stickers are available on a first come first served basis whilst polo tops and t-shirts (Blue and white) along with caps are available for sale in the club house. The items are keenly priced and include a small mark-up to cover administration and wastage. The Gen Committee commented favorably on the quality and pricing of the items. Payment will be made through the Tea Bar with purchases recorded in the Tea Bar receipt book. (Sec note: Tea Bar manager to be actioned to include instructions in Tea Bar SOPs).

**Action: Simon Bickers to advise Tea Bar Manager of arrangements for recording sales of 50<sup>th</sup> anniversary items.**

2.2 Anglian Water Lease Amendments: The Gen Committee acknowledged that £1500 for the changes required was considered excessive. Simon Bickers in capacity of Secretary to discuss history with Anthony Stevens (outgoing secretary) with a view to understanding the basis for the amendment charge and to review opportunities to reduce the cost.

**Action: Simon Bickers to discuss the lease changes history with Anthony Stevens.**

2.3 Water level penalty clause. Efforts would be made, subject to 2.2 above, to review the lease condition where AW have no liability for the absence of water with a replacement clause that introduces penalties where water levels fall below an acceptable level for effective sailing. This would be raised at the AW User Group meeting.

**Action: Simon Bickers and/or Rob Dunkley to raise the issue of water level rebates at the next AW User Group.**

2.4 Membership Policy Documents. Membership policy has been forwarded to Mike Pipes for inclusion in the Members Handbook. Action Closed.

2.5 Club House Extension Application. The success of the proposed clubhouse extension application will be established in April 2016. In the meantime a meeting with Daventry DC to discuss the proposals is outstanding. The matter carried forward to the next meeting.

**Action: Nicola Wilkinson to update the committee on discussions with Daventry DC and the outcome of the grant application.**

2.6 Annual Inter Club Cransley Tiller and Spar Event. The Sailing Committee has continued to support their decision not to run the Tiller and Spar at Hollowell. However, they are open to new proposals put forward by Cransley and Banbury SCs. The Sailing Secretary will be discussing proposals at the April AW series where all 3 clubs will be represented.

**Action: Simon King to update the Gen Committee with any new proposals regarding the running of the Tiller and Spar inert club event.**

2.7 Rowing Machines. The Scullers have moved the rowing machines and been advised to tidy them away as agreed in the terms of use agreement. Action Closed.

2.8 Abingdon Park Model Yacht Club. APMYC are now playing a full part in the club activities. APMYC have attended the Sailing Committee and have changed their Tues session from AM to PM without impacting Tuesday sailing arrangements. APMYC will be taking a full part in both the Open Day and 50<sup>th</sup> anniversary Fun Day.

2.9 Bio Security Measures. Mike Playle has revised the Bio Security measures and passed details to Simon King. Simon King acknowledged that interpreting the regulations was complicated and confusing. Seeking guidance from other AW user locations it is clear there is comprehensive effort being made to apply bio security measures. The key actions needed are to revisit our bio security policy and ensure it demonstrates that we are making every effort to eliminate/minimise the risk of spreading infestation, that a standard NoR needs to be produced the sufficiently covers our bio security policy, event entry forms are constructed to demonstrate that all, but visitors especially, have complied with bio security measures and that the Sailing Instructions are also updated to reference our bio security policy. In particular the policy must include instructions on washing down bats both on arrival and leaving the site. For this reason, the forthcoming Windsurfer Open that has historically relied on entry forms and NoR produced by the event organisers will no longer be sufficient to meet with our bio security requirements. As a minimum, a Hollowell sponsored entry form referencing bio security policy will have to be used at the event. Mike Playle pointed out that with multiple, documents referencing bio security it was important to maintain a single version of the truth. It was agreed that this should be the policy and that associated documents should reference the policy and only expand beyond that if there was a compelling need (e.g. entry forms showing that entrant have complied with bio security measures).

**Actions:**

**Mike Playle to make further revisions to the policy to reflect any changes to reflect wash down requirements.**

**Simon King to produce a standard NoR to be used for all open meetings.**

**Simon King to produce a standard Open Meeting entry form template referencing bio security policy and any additional text to enable signatories to demonstrate that they have complied with our policy.**

**Mike Playle to advise Windsurfer Open organisers that a Hollowell authored entry form will have to be used going forward from 2016.**

2.10 Additional Hartley 12. The proposed additional Hartley 12 has been purchased. Action Closed.

2.11 Anniversary Dinner. The dress code has been circulated and whilst formal is encouraged and in the main has been wholly endorsed the Gen Committee recognise that this is not necessarily comfortable for all and that as a minimum smart wear is deemed acceptable. Only a few remaining places remain (circa 10) and it is acknowledged that it is unlikely that these will not be filled. In addition to the planned entertainment a film and photo

montage is in production and well advanced.

2.12 Christmas end of Year Party. Ravensthorpe Village Hall has been booked.

2.13 Election of Honorary Member. Peter Jordan was duly elected as an Honorary member at the AGM and was delighted to accept.

### 3 Club Risk Register

The updated risk register had not been circulated prior to the meeting so will be carried forward for discussion at the next meeting.

**Action: Simon Bickers to circulate the risk register in advance of the next meeting.**

### 4 Change of Signatories to reflect new Club Officers.

4.1 **HSBC Bank Accounts.** Following election of new officers it was necessary to enable these officers to access club funds contained within the following HSBC bank accounts

Sort code 40-35-04  
Account 50445045 Main current account  
Account 80445320 Tea bar account  
Account 81018159 Bar Account

This is to enable them to fulfil their obligations as officers of the club. This was also the time to clarify the status of other club officers/ committee members. Therefore, it was proposed to add Rob Dunkley as Commodore, Simon Bickers as Secretary to those authorised to access the HSBC accounts below. It was also proposed that Clive de la Fuente retained access to the accounts above and that Kevin McAllister undertake a new role as bank account administrator and in doing so be retained as a signatory.

4.2 In order that the We Collect facility could be fully operated and reconciled against the bank account it was proposed that Nicola Wilkinson as Web Collect Administrator and Elaine Coulson as membership secretary both had read only access to permit reconciliation with membership subscriptions and payments for training, open meetings, social events and other income payments received via web collect.

4.3 The proposals described in 4.1 and 4.2 above were proposed by Rob Dunkley and seconded by Simon Bickers. The motion was passed unanimously.

4.4 The Gen Committee agreed that in accordance with the bank's mandate the following will be entered into the minutes of this meeting following approval by the General Committee:

We certify that the following resolutions were passed at a meeting of the Hollowell Sailing Club General Committee duly convened and held on Thursday 10<sup>th</sup> March 2016 for signatories on the HSBC and Yorkshire Bank accounts to be as outlined follows:

A bank account or accounts be continued with HSBC Bank plc (the 'Bank') and the Bank is authorised to: (i) Pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Society/Club/Association with the following conditions: (ii) Any one of the listed signatories up to £500 (five hundred pounds) and any two thereafter; (iii) Deliver any item held on behalf of the Society/Club/Association by the Bank in safe keeping against the written receipt of the 'Signatory'; and (iv) Accept the 'Signatory' as fully empowered to act on behalf of the Society/ Club/Association in any other transaction with the Bank (including closing the account(s)); and (v) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand; (vi) That the Secretary from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Society/Club/Association, and that the Bank may rely upon such lists. (vii) That these resolutions remain in force until cancelled by notice in writing to the Bank, signed by the Chair

Person or Secretary from time to time acting or claiming to act on behalf of the Society/Club/Association, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.' (viii) That the Society/Club/Association accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions as amended from time to time together with any terms and conditions in respect of specific products and services requested by the Society/Club/Association from time to time.

**Action: Kevin McAllister as account administrator to organize the HSBC paperwork to facilitate change of signatories.**

4.5 **Investec Bank Plc.** It is proposed that Rob Dunkley as Commodore and Simon Bickers as Club Secretary be added to this investment account authorised signatories for the following account:

Account Hollowell Sailing Club  
Client No. 36/636MN455/01  
Investment FTSE 100 Kick-out Deposit Plan 45  
Commenced 5 April 2015  
Invested Fund £40,860.00  
FTSE 05/04/15 6961.80  
FTSE 25/02/16 5962.30

These two Officers will replace Kevin McAllister and Nicola Wilkinson. On agreement of this proposal, a letter will need to be forwarded to Investec advising of this change.

4.6 The change to the Investec Account signatories was proposed by Rob Dunkley and seconded by Simon Bickers. The motion was passed unanimously.

**Action: Simon Bickers to write to Investec, using the form at Appendix 1 to facilitate change of signatories.**

4.7 **GoCardless Account.** GoCardless is a Bacs (Bacs Payment Schemes Ltd)<sup>1</sup> approved bureau 1 and a Financial Conduct Authority (FCA) authorised institution which manages automated payments at a 1% transaction fee up to a maximum of £2 per transaction. In 2016 the fees are being passed on to club members whereas prior to this any Yorkshire Bank fees had been covered by the Club (approx. £180 per year). The total fees due are similar whether processed via Yorkshire Bank or GoCardless, however in the latter almost all the administrative process is taken care of requiring no special in-house expertise and administration risk to the Club. In response, Simon Bickers proposed that GoCardless be used from 2016 as the direct debit scheme and that Nicola Wilkinson be the Authorised HSC Contact as part of the WebCollect Administration role. This was seconded by Rob Dunkley and passed unanimously.

**Action: Nicola Wilkinson and Kevin McAllister to update club policies to describe the use of GoCardless for DD collection and that costs of collection will be included in the subscription rate where 'offline' recurring is selected as payment type.**

4.8 **Yorkshire Bank Account.** The current and deposit accounts were opened by Steve Broadbent as a means of facilitating direct debit receipts from membership subscriptions. Following the decision at 4.7 above, from 2016 direct debits will no longer be processed via Yorkshire Bank and therefore there is no longer any need for the remaining open account.

Sort code 05-06-33  
Account 41107731  
Account 41105984 (closed) Registration

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<sup>1</sup> Bacs is the organisation with responsibility for the schemes behind clearing and settlement of UK automated payment methods direct debit and the provision of managed services for third parties.

4.9 It was proposed by Kevin McAllister and seconded by Simon Bickers that the two Yorkshire Bank accounts be closed.

**Action: Kevin McAllister to arrange for the cancellation of the remaining Yorkshire Bank account.**

4.10 **CASC Registration.** As a CASC, Hollowell SC may claim Gift Aid on qualifying donations, claim mandatory 80% rates relief and up to 20% discretionary rates relief from Daventry District Council. It is not eligible for VAT relief on purchases of goods and services. In April 2015 changes were made regarding eligibility and all registered CASCs are required to consider whether they meet the new eligibility rules and if they don't meet these to make changes by 1 April 2016. Those clubs which won't make the changes must write to HMRC explaining this and providing HMRC is satisfied of compliance prior to the new rules the club will be deregistered at no charge. If the club has not met the rules for many years then HMRC will backdate the deregistration and a charge may apply. Anthony Stevens, Kevin McAllister and Nicola Wilkinson have reviewed the new conditions. HSC meets the criteria in regard to (i) increases in exemptions and (ii) the new income limit condition. We believe the club also meets the new requirement that CASCs have 50% participating members, having reviewed the examples laid out in point 2.21.4 of the guidance notes. In particular 50% of the individuals must participate on 12 or more days of the year (known as the 'threshold') in eligible club-related activities. Clubs are required to keep records to allow them to work out whether this requirement has been met and HSC currently does so in keeping members registers, training records, work party records and minutes of meetings all of which identify eligible aspects as well as RYA monthly participation reports. We believe the club also meets the new requirements regarding reimbursement of travel and subsistence expenses which are occasionally relevant when transporting craft for repair and maintenance or collecting new craft etc. We believe the club meets the requirements regarding payment of players (not relevant in our case) and membership fees which must not represent a 'significant obstacle'. The CASC Variation Form must be completed and signed by two existing club officials (Nicola Wilkinson & Kevin McAllister) and the two new authorised officials (Simon Bickers and Mike Pipes). A letter must be attached to the form which is included below.

4.11 It was proposed by Simon Bickers and seconded by Rob Dunkley that two authorised signatories be added to the CASC registration (Account 00044) to replace that of Steve Broadbent are Simon Bickers, Club Secretary and Mike Pipes, Trustee. This was unanimously agreed.

**Action: Simon Bickers to write to HMRC advising of CASC compliance and advising of change of signatories using form at Appendix 2.**

## 5. Plans for 2016.

5.1 It was acknowledged that plans are in place for 2016, especially in terms of anniversary celebrations. At the AGM, Gerry Burnham had suggested a number of ideas that had been well received. Simon King will contact Gerry to progress the ideas further before bringing back to the relevant committee.

**Action: Simon King to contact Gerry Burnham to discuss his proposals further.**

5.2 The lack of a marketing member has impacted our footprint on Yachts and Yachting. Whilst we seek a permanent member to undertake this role, Committee members will undertake this role on an ad hoc basis. To assist we need access to Y&Y to add event information. As Robin Buxton holds the user ID and password, Stewart Elder agreed to recover this from Robin and share with committee Members.

**Action: Stewart Elder to secure Yachts and Yachting user name and password for Hollowell activity.**

6. Open Day Publicity.

6.1 Banners. Rob Dunkley explained that whilst membership was healthy it was on the decline. He proposed that we improve our local marketing and to do so produce publicity banners/posters that could be used to publicise the club and specifically the open day. It was also suggested that the banners/posters should incorporate reference to the 50<sup>th</sup> anniversary. Rob explained that banners/posters could be procured for £35 each. The banners would depend on appropriate artwork being made available. Stewart Elder volunteered to work with Rob to produce a banner design. A show of hands approved the expenditure of £175 for 5 banners/posters to be used to advertise Hollowell SC.

**Action: Rob Dunkley and Stewart Elder to produce up to 5 banners/posters to advertise Hollowell SC. The banners/posters should reflect the 50 years of sailing at HSC.**

6.2 Local Press. Rob Dunkley agreed to contact local press and radio to publicise HSC events.

**Action: Rob Dunkley to contact local press outlets to publicise HSC events for 2016.**

7 Any Other Business

7.1 Paula Beveridge had attended the meeting in her capacity as volunteer for the vacant Treasures post. Following extensive questioning and having been proposed by Rob Dunkley and seconded by Simon Bickers, the Gen Committee unanimously approved the election of Paula to the post of Treasurer. This election also carries with it the obligation under item 4.1 to add Paula Beveridge to the following:

Signatory for the 3 HSBC accounts

7.2 On the back of the election of Paula Beveridge, Kevin McAllister agreed to undertake a 2 month handover to help Paula assume her new responsibilities.

The meeting closed at 2100.



Appendix 2

Hollowell Sailing Club  
Hollowell Reservoir  
Hollowell  
Northamptonshire  
NN6 8RN

8 March 2016

HM Revenue & Customs  
Charities Correspondence SO708  
P O Box 205  
BOOTLE  
L69 9AZ

Dear Sir or Madam

Ref: CASC Variation Form - Hollowell Sailing Club

The two new authorised officials are known to Hollowell Sailing Club but have not yet been notified to the HMRC.

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NAME:  
POSITION:

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NAME:  
POSITION: