



HOLLOWELL SAILING CLUB
MINUTES OF THE GENERAL COMMITTEE MEETING
Tuesday 7th February 2017 at 7.30pm in the Clubhouse

Present:

Rob Dunkley, Ruth Cross, Tony Everard, Simon King, Graham Smith, Clive de La Fuente, Paula Beveridge, Simon Bickers, Stewart Elder,

Apologies:

Mike Playle, Nicola Wilkinson, Mike Pipes, Larissa Barker, Keith Lancaster, David Harris, Nicola Wilkinson, Pete Betts, Rachel McDonnell, Ivor McDonnell, Jo Bradley, John Cottingham

1. Apologies noted and recorded above. The General Committee were aware of Mike Pipes situation and send their best wishes and for a speedy recovery.
2. Approval of the minutes of the last meeting held on Wednesday 9th November 2016: These were proposed by Clive de la Fuente and seconded by Rib Dunkley as a true record of the meeting.
3. **Matters arising from the minutes of the last meeting:**

3.1 Sub Committee chairs to nominate representatives to sit on the Club Development Committee. (Simon King, Elaine Coulton, Social Committee).

No action has been taken since the last meeting so the matter will be carried forward to the next meeting.

Action: SB to ensure the matter is discussed at the next committee meeting.

3.2 Simon Bickers to arrange for update of club documentation to ensure consistency as per Appendix 6 to the minutes of the June GC Meeting.

Training material has been updated to make sure that reference to ages of children is in line with club rules. (Post meeting note – a review of on-line and paper booking forms identified a minor anomaly which has now been addressed).

3.3 Lifting hoist.

Mike Playle to arrange for lifting hoist to be certified.

The engine hoist has been certified and subsequently used to remove engines from power boats.

Simon Bickers to check with insurance our level of cover for off-site storage and implications of bringing the lifting hoist back into use.

Our insurers have been given a copy of the lifting hoist test certificate and are satisfied that we are properly covered to use the hoist.

3.4 Secretary to write to all Committee Chairs to advise them to amend Risk Assessments and

provide guidance on how to complete them in respect to risk scoring.

This matter remains outstanding and will be carried forward to the next meeting.

Action: Secretary to write to all Committee Chairs to advise them to amend Risk Assessments and provide guidance on how to complete them in respect to risk scoring.

3.5 Ruth Cross and Clive de la Fuente are to arrange for a quarterly reminder on the danger of head injury in the e-news.

Ruth and Clive reported that the first reference to head injury risk had been published in the e-news and a second reminder was planned.

3.6 Clive de la Fuente is to complete Training Plans by 1 Dec and issue to Simon Bickers for printing and distribution.

The annual programme has been completed and issued. 50 copies have been printed with 5 so far distributed to members. Soft copies are available via the club website. 2 A3 copies are being printed for posting on the notice board and lodging in the race office.

3.7 Investment Budget

Simon Bickers to update budget and re-issue.

The 2017 budget summary has been updated to include a £500 allowance for improving wheelchair access.

Stewart Elder to remove Topper masts from craft up for sale and re-issue the sales adverts.

The masts recovered from the surplus Toppers have been refurbished and sails attached.

3.8 Treasurer to adjust the accounts to make sure that funds have been distributed as requested by the General Committee.

Paula Beveridge explained that she has shown the re-allocation of funds in the accounts that will be presented later. The actual transfer to the respective bank accounts has still to be actioned.

Action: Treasurer to ensure that distribution of funds is completed by transferring funds from the general bank account to the individual fund accounts.

4. Proposals for 2017 Committee for recommendation to AGM.

Rob Dunkley explained that the Sailing Secretary and Membership Secretary posts were vacant. Nicola Wilkinson had offered to fill the role of Membership Secretary. [Secretary's note: Nicola Wilkinson has requested that the role remain vacant and the GC continue to make efforts recruit a new Membership Secretary before she steps in to fill the role]. However, no volunteer had been found to take over as Sailing Secretary. Rob also explained that he only intended to serve 2 years as Commodore; Simon Bickers advised that he (SB) had been filling the role as Vice Commodore as a deputy to Rob but had not intended to stand for Commodore. He offered to stand down as Vice Commodore if this was the wish of the General Committee. Simon Bickers was requested to continue in the VC role until such time as a replacement for Rob Dunkley could be found who would

then fill the role as Vice Commodore until the 2018 AGM.

The fleet captains were reviewed and other than Mike Playle taking over as Sailboard Fleet Captain, no changes are required to the list presented to the General Committee. Simon Bickers advised that he would be looking to hand-over Laser Fleet Captain later in the year but would continue in this role until a replacement has been found.

The remaining 7 voting members were reviewed. In the absence of a functioning Chair of the Social Committee, although it is hoped that this will be resolved later in the year, there was a need to recommend a new member. Simon Bickers proposed adding Ruth Cross in her capacity of Child Protection Officer. The complete list of General Committee members, as shown in Appendix 1 was proposed by Rob Dunkley and seconded by Stuart Elder. The motion was passed unanimously.

Action: Secretary to update the Officers, General and other Committees list for publication with the AGM agenda.

It was noted that the Youth Squad leader is Henry Avery until a new leader is elected later in the year.

Action: Secretary to update committee members list to show Henry Avery as Youth Squad Leader.

5. Committee Reports. (Individual reports are attached where received).

5.1 Membership Committee. No report was provided. However, Simon Bickers and Ruth Cross reported that 82 members have renewed, a further 18 have renewed by DD and will be confirmed on payment of the first installment, and a further 8 are orders awaiting payment. Together this accounts for 44% of members from 2016.

5.2 Finance Report. Paula Beveridge presented her first annual accounts, subject to auditing. There was a discussion regarding the year on year variances. In particular boat and general maintenance were highlighted as being down on last year. There was no obvious reason for the reduction in boat maintenance although this might be due to a miss-posting. Whilst the cash position was deemed healthy, it was not considered sufficient to fund long term major investment unless in conjunction with a grant without threatening club viability. The General Committee agreed that any future investment should be done with the benefit of a grant from an external body. The pre audited accounts are attached.

5.3 Maintenance.

5.3.1 Mike Playle provided Simon Bickers with the following maintenance report which was read out.

Boats. As per usual practice all buoys, boats and boathouses were removed from the lake in early January. Except for those renewed last year all the boat moorings have been hauled out for examination and replacement where unduly worn. All boats were pressure washed. To provide an undercover workspace for the committee boat two of the three Jeanneau hulls have spent the winter inverted outside. To enable this to happen the engines have been craned off and stored on the engine rack. This has been the first ever use of the engine hoist which was acquired for just this purpose. Removing engines has allowed us to

invert the hulls with the bonus of access to do a good job of cleaning the bottoms - which will make for faster boats and reduced fuel consumption.

Boathouses have received some new ropes and two new floats.

The Committee Boat mast has been reconstructed following the Commodore's demolition attempt and a new air horn fitted. The flag halliards have been reworked so that the mid point knot does not obstruct the hoist, flags can be left in place on the halliards and toggle and loop fixings are standardised. The boat will be provided with a hand pump to get rid of bilge water.

Stainless steel fuel cans have been procured. These have a pouring spout with an integral strainer. As we anticipate that these cans will not contaminate the fuel with rust and paint there will be no need to fill tanks via the strainer funnels and then wonder what to do with the remnant in the funnel. Beware – it will be necessary to open the air bleed screw when using the pouring spout. Power boat instructors are being updated on this.

Wash Basin Taps. We are now on our third type of experimental tap. The objective is to find taps that operate consistently and that are not too difficult for a small child to press down.

Grounds. The Saturday work parties have cleared lots of scrub and opened up a useful area for trailer storage which will help us keep the grass clear for mowing.

General. The Thursday people, as usual, continue to work their way through a multitude of tasks which keep the club clean, bright and functional.

We sincerely hope that Mike Pipes will return to preside over the routine. He is sorely missed. His daffodils will be poking their heads up soon as a reminder.

5.3.2 A complaint had been received from our neighbour, John Strowbridge, regarding tyres that had been left in the hedges/fences bounding our respective land. He asked that they be removed. Stewart Elder explained that these tyres had appeared some years ago and were difficult to dispose of. However, it was understood that these were an eyesore for our neighbour and they would be collected and stored elsewhere on the site whilst disposal arrangements were investigated.

Action: Stewart Elder to ask the Thursday Work Party to arrange for the collection of the tyres and to relocate them elsewhere on the site.

5.3.3 Clive de la Fuente pointed out that the Optimist Trailers that had been included in the budget had yet to be purchased. He agreed to ask Pete Betts to order them.

Action: Clive de la Fuente to arrange for the ordering of 4 Optimist Trailers

5.4 Sailing. As this was a quiet time for sailing the report was minimal. Simon King advised that he had sent HSC race results to the RYA for the annual PY survey. He also explained that he had taken the opportunity to use the RYA tools to determine a local PY for Hollowell. Although this caused some significant changes to handicaps, when re-run through the race results for 2016 there was no material impact on the winners with the major movement being in the mid-fleet. There was no intention to deviate from our use of national PY handicaps, but the matter would be discussed at the forthcoming sailing committee.

Simon reported that he had met with Mark Hope and continued the handover of sailwave management and race recording. He also advised colleagues that the Laser Open had been moved back to traditional week-end and that the various calendars had been updated. Simon Bickers pointed out that the printed programmes would be out of date.

5.5 Training. As with Sailing there was little to report. However Clive de la Fuente advised that Carol Halliday would be taking over from David Gray as Chief Powerboat Instructor. He advised that a PC had been procured for the Training Room and needs to be configured to work with the projector. He also explained that Training Courses were on web collect and that paper forms were also available to avail manual booking. He was expecting to convert the 6 DIs that took their course the previous winter into fully qualified DIs once their various actions necessary to enable them to function as fully qualified DIs were completed. He also expects to have 4 AIs by the start of next season.

Clive also pointed out that we has an opportunity to market our On-Board offering to local schools. He is intending to make a major push for this during the coming year.

5.6 Social. No social report was available. A meeting of the Social Committee is planned for 16 Feb. Rob Dunkley suggested that the success of the 2016 Dinner/Dance should not be overlooked as just a one-off event. He suggested an annual event or at least a Dinner to mark the occasion of the hand-over of Commodore-ship. It was suggested this be discussed with the wider membership and the upcoming AGM was an ideal opportunity.

Action: Simon Bickers to add the idea of a periodical Dinner/Dance as a discussion item for the upcoming AGM.

6. Social Member Voting Rights. Nicola Wilkinson and Mike Playle raised the point that the Club benefits from the active involvement of retired members some of whom no longer feel able to sail yet wish to retain an association and do so as Social Members. These members are prepared to play a full part in the running of the club and in some cases are ideal candidates to be appointed to sub-committees where their expertise can benefit the club's activities.

However, club rules does not permit Social Members a vote on any committee of the club and in doing so does dilute the contribution that Social members make when making a contribution through committees and might prevent them from being appointed to those positions that make best use of their skills. Nicola Wilkinson proposed and seconded by mike Playle that a rule change to award a Social member a vote when they are part of a constituted committee. The general committee felt that whilst this had merit and would encourage more members to take part in club activities, there was some concern that fundamental agreements need to reflect the will of full members. Simon Bickers proposed an amendment that limited the use of the vote solely to the committee that the social member was on and that no committee should have a greater number of Social members than full members with an entitlement to vote. A second amendment was added that the appointment of Social members to committees excluded the General Committee where membership was limited to full members only.

Simon Bickers advised that his understanding of the rules prevented the General Committee implementing this change without the approval of the membership at an AGM (it is considered that this is not covered by changes to Byelaws and Regulations stipulated in our rules).

Rob Dunkley proposed, Simon King seconded that the amended motion, to be presented to the AGM be:

That a Social Member appointed to a committee shall have a vote, but the exercise of that vote be limited to that committee and furthermore the Social member would not be eligible to stand as a voting member on the General Committee or vote at an AGM.

The motion was approved unanimously.

Action: Secretary to include the proposal in the papers presented to the AGM

7. **Financial authorities.** A proposal had been tabled that suggested that the General Committee was obliged, by our relationship with HSBC, to evidence certain resolution regarding the management of our finances. It was pointed out (SB, PB) that a review of our arrangements with HSBC made no reference to having to demonstrate such undertakings. On this point alone it was suggested that the proposal be withdrawn. However, it did raise the matter of financial controls and confirmation of which officers and members were involved in handling club funds.

To address the matter of managing our financial affairs, the Treasurer had produced a set of basic policy principles regarding the management of our financials. These principles are described at Appendix 2. Paula Beveridge proposed that we accept this document as our financial management policy; it was seconded by Simon Bickers. The motion was agreed unanimously.

The Treasurer agreed to make some amendments to the policy before bringing back to the next GC meeting where the intention would be to finally ratify the policy and incorporate it into the regulations of the club.

Action: Treasurer to amend the financial authority policy and present it to the next General Committee meeting for incorporation into our regulations.

8. **Protecting club administrative and maintenance equipment.** Simon Bickers, Stewart Elder and Rob Dunkley explained that a family member of one of the Hollowell Scullers has habitually made use of the race office PC. The content viewed could be inappropriate and under our child protection responsibilities it was incumbent upon us to take action not only to protect club equipment but to make sure that club equipment was not being misused, Ruth Cross advised that since we had advised and discussed the matter with the parents and the secretary of the Scullers we had discharged our child protection responsibilities.

It was agreed that we should make it clear that club administrative equipment was not for general use. Stewart Elder volunteered to produce a sign that stated that entry to and use of the Race Office should be on official club business only.

Action: Stewart Elder to produce a sign for displaying on the race office door and inside that access to the race office is for official club business only.

9. **Fund Raising in memory of Greg O'Brian.** Tony Everard informed the General Committee that Caitlin Jones was running the London Marathon and asked if we could dedicate a race as a fund raising event to support Caitlin as she raises money for MacMillan in memory of Greg O'Brian. The 'Sail for Cancer' event was suggested but it was pointed out that this is a National event for an RYA sponsored charity. Instead it was suggested that the first race on the day of the marathon, 23 April, be a 'donation' race with all proceeds going to Caitlin. This was proposed by Stewart Elder and Seconded by Rob Dunkley. It was agreed unanimously.

Action: Tony Everard to arrange for members to be made aware that the first race on 23/04 be one where members will be asked to donate to Caitlin Jones fund raising effort.

10. **Trees.** Rob Dunkley reported back on his meeting with Anglian Water regarding the planting of

new saplings. It turns out that our understanding that the cricket bat willows had been harvested at our request was over optimistic. Instead this was part of an estate tree planting regime that necessitated the re-planting following harvesting. All AW land is subject to this initiative and Hollwell is no different. Rob expects there to be little room for AW to move on this matter as it is part of their corporate strategy. However, the AW rep promised to enquire and see what accommodation could be made.

11. Date of Next Meeting.

The next meeting will be the AGM on Sunday 3rd March followed by GC Meeting on Tuesday 7th March.

The meeting closed at 2120.

Simon Bickers
Secretary
HSC

Appendices:

1. List of Committee Members
2. Financial Authorities Policy

Appendix 1 List of Committee Members

OFFICERS:

Role	Name	e-mail
Commodore	Rob Dunkley	dunkley_robert@yahoo.co.uk
Vice Commodore (Interim)	Simon Bickers	secretary@hollowellsc.org.uk
RYA Principal	Clive de la Fuente	principal@hollowellsc.org.uk
Secretary	Simon Bickers	secretary@hollowellsc.org.uk
Treasurer	Paula Beveridge	treasurer@hollowellsc.org.uk
Sailing Secretary	Vacant	
Membership Secretary	Vacant	membership@hollowellsc.org.uk

FLEET CAPTAINS:

Role	Name	e-mail
Laser	Simon Bickers	simonbickershsc@gmail.com
Handicap Asymmetric Dble hander	Brian Atkins	brian@effectivetraining.co.uk
Handicap Symmetric Dble hander	David Harris	david12string@btinternet.com
Handicap Single hander	John Cottington	johncottington8@gmail.com>
Solo	Keith Lancaster	khlanaster@btinternet.com
Sailboard	Mike Playle	wuffa4028@gmail.com
Youth Training Coordinator	Larissa Barker	larissahsc@hotmail.com
Youth Fleet Captains	Ivor McDonnell Graham Smith	rachelivor@outlook.com graham.smith@gmx.co.uk

Other General Committee voting members

Role	Name	e-mail
Maintenance Manager	Mike Playle	wuffa4028@gmail.com
Tea Bar Manager	Rachel McDonnell	rachelivor@outlook.com
Bosun	Peter Betts	pbetts.1111@btinternet.com
Bar Manager	Jo Bradley	jopalaces@live.co.uk
Duty Coordinator	Stewart Elder	dutyman@hollowellsc.org.uk
CPO	Ruth Cross	cross.ruth@gmail.com
House Manager	Mike Pipes	mikepipesuk@gmail.com

SUBCOMMITTEES & OTHERS:

Role	Name	e-mail	Committee
Rear Commodore	Nicola Wilkinson	nicola.wilkinson4@gmail.com	General
Chief Instructor (Powerboat)	Carol Halliday	duncandcarol@dchalliday.freemove.co.uk	Training
Chief Instructor (Dinghy)	Clive de la Fuente	principal@hollowellsc.org.uk	Training
Training Coord (Powerboats)	Carol Halliday	duncandcarol@dchalliday.freemove.co.uk	Training
Training Coord (Adult Bookings)	Andrea King	andrea.r.king@gmail.com	Training
Training Coord (Juniors)	Jenny Sturt	jenny.sturt@btinternet.com	Training
Training Coord (Sailboard)	Paul Mallard	stutteredtightpoint@yahoo.co.uk	Training
Tasters Coordinator	Steve Jolly	stephenajolly@hotmail.com	Training
OnBoard Coordinator	Jenny Sturt	jenny.sturt@btinternet.com	Training
Child Protection Officer	Ruth Cross	cross.ruth@gmail.com	Sailing
Prizes Secretary	Nicky Frost	nicky.frost@yahoo.co.uk	Sailing
Race Results Officer	Mark Hope	markhope@talktalk.net	Sailing
Youth Squad Leader	Henry Avery	NA	Sailing
Hollowell Scullers Liaison Officer	Tim Joint	tim.joint@googlemail.com	Sailing
Publicity Officer	VACANCY	webcollect@hollowellsc.org.uk	Membership
Webcollect Administrator	Nicola Wilkinson	dutyman@hollowellsc.org.uk	Membership
Webmaster	Stewart Elder	editor@hollowellsc.org.uk	Membership
E-News Editor	Ruth Cross	cross.ruth@gmail.com	Membership
Social Secretary	TBC		Social
Tea Bar Purchasing	Mary Mallard	stutteredtightpoint@yahoo.co.uk	Social
Banking Officer	Christine Elder	dutyman@hollowellsc.org.uk	Social
First Aid Supplies Monitor	Olivia Montgommery	olivia.monty@virginmedia.com	Maintenance
Chief Powerboat Engineer	Derek Bunting	derekbunting@hotmail.com	Maintenance
Harbourmaster	David Blackburn	dblackbourn345@btinternet.com	Maintenance
Fuel Coordinator	Phil Ireson	philpireson@btinternet.com	Maintenance
Thursday Work Party Coordinator	Mike Pipes	mikepipesuk@gmail.com	Maintenance
Grounds Manager	Mike Pipes	mikepipesuk@gmail.com	Maintenance
IT Hardware Officer	Dave Holyoak	itsupport@hollowellsc.org.uk	Maintenance
Boat Sales	Ian Brett	brettharbour@hotmail.com	

Trustees:

Charles Brett	charlesabrett@gmail.com
Martin Hudson	martin_d_hudson@hotmail.com
Mike Playle	wuffa@talktalk.net
Mike Pipes	mikepipesuk@gmail.com
Larissa Barker	larissahsc@hotmail.com

Honorary Members:

Ian & Joyce Hall, Roy Richardson, Simon Cray, Len Humphries, Monty Vann, Barbara Oakes, Peter Jordan Charles Brett	
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Appendix 2

Financial Authorities

This document covers the authorities given to different members of the club to ensure its functioning. The aim of this document is to protect the club, its members and the participants in the financial processes of mismanagement and fraud or the accusation of.

1) Banking Transactions.

- a. Internet banking requires a primary user. This person has no authority limits on the transactions over the account.
- b. Cheques over £500 need to be countersigned. (Authorities Treasurer, Secretary, Commodore)
- c. Internet transactions over £500, or more than £1000 in a given day need authority from the primary user.
- d. Roles authorised for transactions
 - i. **Commodore**
 - ii. **Secretary**
 - iii. **Treasurer**
- e. Primary user
 - i. **Secretary.**
 - ii. (The treasurer should not have this authority as they carry out the day to day transactions and giving them primary user access would negate any over-sight.

2) Banking Read Access

- a. View access of the account should be given to the **Webcollect Administrators** in order to confirm that payments have been made.

3) Other Financial Considerations

- a. Training
 - i. **Training co-ordinators** are responsible for ensuring cheques and cash for training are banked in a suitable time period and the treasurer and web-collect administrators notified.
- b. Tea Bar/Bar
 - i. The tea bar operates through an honesty box philosophy. Club members make payments for teabar meals, beverages, equipment, boat hire and other sundries. Members on Tea Bar Duty re-imburse themselves from the tea bar for expenses incurred completing the duty, the receipt is submitted into the tea bar box. Other minor sundry refunds are made to members for expenses incurred supporting the club, receipts being submitted into the box. It is expected that members enter a receipt or documentation of the transaction for anything except food and beverages purchased through the tea bar/bar. The bar has a similar honesty box.

- ii. At the end of each session the Tea Bar Duty member cashes up, filling in a pink chit and putting money into the safe. A float of £20 - £30 is left in both the tea bar money box and bar money box.
 - iii. The takings placed in the safe are cashed into the bank by the **Banking Officer** and the treasurer supplied with the details of the banking based on the pink chits submitted.
 - iv. The **Bar Manager, Tea Bar Manager** and **Tea Bar Purchaser** maintain the stock levels in these facilities. They submit receipts directly to the treasurer for refunds. These are self-authorized.
- c. Prizes
 - i. Prizes are purchased by the **Prize Co-ordinator**. Receipts are directly submitted to the treasurer for refunds. These are self-authorized.
- d. Maintenance
 - i. The **House Manager** is provided periodically and upon request with £500, (This is held in a non-club bank account.) This money is used to support a cash float and for paying for purchasing goods and services required by the maintenance teams. The house manager manages the expenses incurred by the maintenance team members and then submits the authorised expense sheets and receipts monthly to the treasurer.
 - ii. Self-authorized expenses are submitted by members of the maintenance team to the treasurer for payment
- e. Fuel
 - i. Fuel is managed and purchased by the Fuel Manager. An Allstar membership is used for payment. Those with the card are
 1. **The Fuel Manager**
 2. **The Commodore.**