



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

**Present:**

Rob Dunkley, Ruth Cross, Tony Everard, Clive de La Fuente, Paula Beveridge, Simon Bickers, Stewart Elder, Ivor McDonnell, Mike Playle

**Apologies:**

Nicola Wilkinson, Mike Pipes, Larissa Barker, Keith Lancaster, Rachel McDonnell, Robin Razzel, Graham Smith

1. Apologies noted and recorded above.
2. Approval of the minutes of the last meeting held on Tuesday 7<sup>th</sup> February 2017: These were proposed by Stewart Elder and seconded by Rob 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 add club Development Committee to the agenda for the next meeting for the Commodore to lead on.**

**3.2** Secretary wrote to all Committee chairs who are responsible for carrying out risk assessments with an updated version of the club RA guide. This removed numerical assessments of risk and replaced it with a risk status matrix with guidance on how to reduce risk to an acceptable level. Clive de La Fuente challenged the guidance by expressing concern that one numbering system had been replaced by another and this was not what was originally asked for. The Secretary explained that the guidance was done in accordance with good risk management practice and was the product of some hours of research to arrive at a solution suitable for the club. However, when challenged by Clive de la Fuente, the Secretary admitted that he hadn't consulted RYA guidance for appropriate practice for sailing clubs. Since the RYA had raised the issue in the first place it seemed sensible to follow the RYA lead in managing risk assessments. The Secretary, however, wondered how effective risk management could be undertaken if the level of risk exposure wasn't described and then the level it had been reduced to shown, if necessary, by mitigating action. Ivor McDonnell explained that scoring risk assessments is not an exact science and difficult to justify. Therefore, any form of quantifying risks was subject to interpretation. The Secretary also pointed out that the guide had been updated to ensure all forms of risk that the club was exposed to could be catered for. Mike Playle explained that the RA was for Health and Safety only. The Secretary, explained that he had inherited the RA guide and wasn't aware of any stipulation restricting the RA to health and safety only. Clive de La Fuente also pointed out that he had not seen the guide before, which was echoed by Mike Playle. The Secretary expressed surprise and concern that this implied RAs had

been carried out without recourse to the club policy for completing RAs. The Secretary advised GC members that the club had renewed its insurance in the (Secretary's) knowledge that a full and encompassing risk policy was in place to protect the club. Mike Playle opined that commercial risk was separate and should be assessed separately. The Secretary pointed out that the guide covered all types of risk. Paula Beveridge pointed out that this was exactly what the Finance and Governance Committee was designed to address but the GC had rejected the proposal. Paula Beveridge recognised the need to introduce a separate Commercial Risk Assessment to complement the existing ones. This did not resolve the matter of the Risk Assessment process. It was suggested that since the existing club policy had been ignored it seemed pointless to persist with maintaining a policy that was not necessarily authoritatively authored or reviewed. Instead, it made sense to use the RYA policy for RAs instead.

The Secretary agreed that this would be a sensible approach but needed a motion to withdraw the club policy and replace it with the RYA policy. This was proposed by Rob Dunkley and seconded by Ivor McDonnell.

Paula Beveridge proposed introducing a commercial risk assessment, this was seconded by Stewart Elder.

Both motions were passed unanimously.

**Action: Secretary to mark the club RA policy as withdrawn and to annotate existing RA forms with the url for the RYA guidance for RAs.**

**Action: Paula Beveridge to create a Commercial RA guide.**

**3.3** The Commodore welcomed Ruth Cross into the role of Membership Secretary as well as reminding the General Committee that the post of Sailing Secretary was still vacant although Simon King would act as interim Sailing Secretary on a minimum support basis until a replacement was found. An updated list is at Appendix 1.

**3.4** The Optimist trailers have been ordered by Pete Betts.

**Action: Clive de la Fuente to confirm the receipt of 4 Optimist Trailers.**

**3.5** The idea of a Dinner/Dance to mark the occasion of the hand-over of Commodore was warmly received at the AGM. [The Social Committee are progressing this idea and already have a choice of venues in mind.]

**3.6** The AGM had unanimously agreed all 4 proposals put forward that gave Social Members voting rights but limited to the Committee they sat on and that no Social Committee member could sit on the General Committee, vote at an AGM and that any sub-committee must have a majority of full members to be quorate.

**Action: Secretary to update Club Rules reflecting the wishes of the membership.**

**Action: Secretary to update club regulations regarding composition of sub-committees reflecting the wishes of the membership.**

**3.7** The Treasurer advised that the amended Finance and Money Handling policy had been updated and sent to the Secretary.

**Action: Secretary to distribute the Finance and Money Handling Policy to General Committee Members and to record it as a formal club policy. [See Appendix 2]**

3.8 Stewart Elder explained that on reflection he decided that a sign restricting access to the Race Office would have no effect so had decided not to carry out the action and deemed the matter closed. [Secretary's note: This may need to be revisited in order to provide assurance to insurers that we are taking appropriate steps to guard against misuse.]

**Action: Review at next Maintenance and General Committee Meetings**

3.9 Fund Raising by Caitlin Jones in memory of Greg O'Brian was briefed at the AGM – the Sunday morning race on the day of the London Marathon would be a paid entry (voluntary) and the proceeds going to Caitlin's fund raising.

4. **Treasurers Report.** The Treasurers report included reference to our CASC responsibilities in that to retain CASC status we had to be able to demonstrate 50% participation where participation was 12 separate days in a 12 month period [that could be reduced on a non-linear sliding scale where clubs did not operate for a full 12 months and where members joined/left part way during the year. *Hollowell would qualify for 11 participating days based on a 3 March to 31 Dec season.*]

We need to revisit how we would prove our CASC status. Clive de la Fuente pointed out that the minutes of the reciprocal meeting of 2016 made reference to our CASC status which suggested that we would be able to demonstrate the required level of participation and wondered why this was being revisited now. Irrespective of this, we have a new group of officers and with the impending change of Commodore, the current group would need to be confident that the next submission of forms guaranteeing that we can adhere to our CASC status should be properly informed. There was also the question of what would happen should we be unable to meet our participation threshold as there appeared to be no mechanism for voluntary withdrawing from the scheme. Whilst there was speculation as to how this might happen it was agreed that we should seek authoritative advice.

**Action: Paula Beveridge to engage with Anthony Stevens to get an informed opinion on the consequences of not being able to meet our CASC obligations.**

[Regarding Clive's point it should be noted that the minutes of the reciprocal meeting of 2016 include the assurances of the outgoing Commodore, Secretary and Treasurer as articulated by the ex Commodore in a note ahead of the meeting. It may be necessary to ask those former officers of the club to give an insight into how they arrived at this position so that we would have confidence in continuing with our CASC status.]

5. **Membership Secretary's Report.** The new Membership Secretary gave her first report with a review of membership renewals and new members. To date 123 subscriptions had been renewed, amounting to 193 members. This excludes those paying by direct debit. We are on track to reach 200 by Open Day which is consistent with 2016.

Amongst the subscriptions are 13 new members who are listed at Appendix 3. Admitting the new members was proposed by Stewart Elder and seconded by Rob Dunkley and unanimously approved.

6. **Social Secretary's Report.** Rob Dunkley gave the Social Committee report in Robin Razzel's absence. He advised that Robin would act as the General Committee rep for the Social Committee

and would be attending future meetings. He also explained that a new web page for purely Social events would be appearing on the club website. There had also been a request from the local Masons 'lodge' to use the club for a social event. This was entirely proper as long as at least one club member was in attendance.

- 7. Maintenance Chair Report.** Playle informed the meeting that the long awaited road scrapings had been sourced and asked that the £2,000 to purchase them for road improvements in the 2016 budget, be added to the 2017 budget. As there was room in the 2017 budget this was not consider contentious. Mike Playle proposed and Simon Bickers seconded the addition of 32,000 to the club maintenance budget for the purpose of improving roads and creating a new hard standing. This was unanimously approved.

**Action: Secretary to updated 2017 budget with £2,000 for road scrapings to improve roads and build a hard standing.**

- 8. Training Principal's Report.** Clive de la Fuente expressed his frustration with the Naseby Lodge projector which only worked intermittently. He asked that it be replaced with the one held in the clubhouse whilst a full test could be carried out on the Naseby Lodge machine. If the Naseby Lodge machine was found to be defective he would intend to procure a new one but manage this within the Training Committee as the cost would be within their remit to approve.

**Action: Clive de la Fuente to advise the serviceability of the Naseby Lodge projector.**

- 9. Review of Policies.** The Secretary advised that there were in excess of 40 policies/returns, most of which required an annual review. The earlier discussion regarding the club risk policy exposed the potential lack of awareness of the policies and responsibility for reviewing them. The Secretary suggested that quality rather than quantity should be the focus in that only those policies deemed essential for the safe running of the club whilst the others, returns excepted, could be reduced to a less frequent review. This would ensure more attention was paid to those policies that were vital to the running of the club and reduce the burden on club officials. There was also the prospect of more active review of policies leading to a simpler and more focused administration. The Secretary agreed to propose a new policy review protocol for the next meeting. Clive de la Fuente pointed out that the Adventure Activities Licence was no longer required and could be removed from the list of policies

**Action: Secretary to review policies and returns and recommend a revised review timetable and protocol.**

**Action: Secretary to mark the Adventure Activities Licence as no longer required.**

- 10. 5 Year Lease Review.** The Secretary pointed out that the anniversary of the 5 yearly lease review fell this year. He asked if anyone had been involved in the previous review and to provide guidance regarding how it should be approached. There was no knowledge of a lease review amongst the current General Committee. The Secretary agreed to enquire about the process and report back to the next meeting.

**Action: Secretary to investigate the process for undertaking a five year lease review and what could be expected from both AW and HSC.**

- 11. Risk Assessments.** All Committee Chairs were reminded of their responsibility to have undertaken an annual risk assessment review. Stewart Elder agreed to lead on the Social Committees

responsibility in view of the fact that the committee had only been re-established. He also agreed to review the outstanding Sailing Committee risk review on behalf of the Sailing Secretary.

**Action: Secretary to send word copies of the Sailing and Social risk assessments to Stewart Elder.**

- 12. Plans for this Year.** Stewart Elder informed the General Committee that our website needed to be upgraded to be https compliant for the purpose of:
- a. **Remaining uppermost in Google searches.**
  - b. **Meeting preferences for operating the link to web collect.**
  - c. **To prevent warning signs appearing when users browse the Hollowell SC site.**

Stewart explained that in excess of 2000 links would need to be updated and that whilst he was not seeking a formal proposal was asking the General Committee permission to proceed as a small amount of investment was need to secure some skills to make the changes. There was no objection and Stewart was approved to proceed.

- 13. Open Day.** An action log for Open Day is at Appendix 4.

- 14. Date of Next Meeting.**

The next meeting will be held on Wednesday 21<sup>st</sup> June 2017 at 1930 in the clubhouse.

The meeting closed at 2150.

Simon Bickers  
Secretary  
HSC

Appendices:

1. 2017 Club Officials List
2. Financial Authorities Policy
3. New Members
4. Open Day Action Log

## 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	Simon King (Interim)	tba
Membership Secretary	Ruth Cross	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	<a href="mailto:wuffa4028@gmail.com">wuffa4028@gmail.com</a>
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	Committee
Maintenance Manager	Mike Playle	<a href="mailto:wuffa4028@gmail.com">wuffa4028@gmail.com</a>	Maintenance
Tea Bar Manager	Rachel McDonnell	<a href="mailto:rachelivor@outlook.com">rachelivor@outlook.com</a>	Social
Bosun	Peter Betts	pbetts.1111@btinternet.com	Maintenance
Bar Manager	Jo Bradley	<a href="mailto:jopalaces@live.co.uk">jopalaces@live.co.uk</a>	Social
Duty Coordinator	Stewart Elder	dutyman@hollowellsc.org.uk	Membership
Social Secretary	Robin Razzell	rarazzell@gmail.com	Social
House Manager	Mike Pipes	mikepipesuk@gmail.com	Maintenance

### 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	<a href="mailto:tim.joint@googlemail.com">tim.joint@googlemail.com</a>	Sailing
Publicity Officer	VACANCY		Membership
Webcollect Administrator	Nicola Wilkinson	webcollect@hollowellsc.org.uk	Membership
Webmaster	Stewart Elder	dutyman@hollowellsc.org.uk	Membership
E-News Editor	Ruth Cross	<a href="mailto:editor@hollowellsc.org.uk">editor@hollowellsc.org.uk</a>	Membership
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 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	

## Appendix 2

### **Financial Authorities**

**Last Updated 16/02/2017**

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-authorised.
  - c. Prizes

- i. Prizes are purchased by the **Prize Co-ordinator**. Receipts are directly submitted to the treasurer for refunds. These are self-authorised.
- 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-authorised 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.**

### **Appendix 3 - New Members**

<b>First_name</b>	<b>Surname</b>	<b>Membership</b>
Neil	Barrett	Family
Sophie	Barrett	
Talisha	Bryan	Junior
Alistair	Crawford	Family
Jennifer	Crawford	
Jessica	Crawford	
George	Davis	Single
Christine	Fincham-Nichols	Social
Dawn	Kemp	Family
Freya	Kemp	
Hannah	Kemp	
Stephen	Kemp	
Harry	Sturley	Young Adult

**Appendix 4 – Open Day Action Log**

Ser No	Action	Who	By	Status
1	Banners for 2017 to reuse those for 2016.	Rob Dunkley		Open
2	Contact radio Northampton to include HSC on the Saturday Treasure Hunt and get invite for Commodore to be interviewed.	Rob Dunkley		Open
3	Publicity to start beginning of April	Ruth Cross		Open
4	Signs to be checked and renovated by maintenance team	Mike Playle		Open
5	Contact Ice Cream Vendor	Rob Dunkley		Open
6	Invite Laser performance	Simon King		Open
7	Invite P&B (non-exclusive)	Rob Dunkley		Open
8	Model Boating Display	Simon King		Open
9	Arrange catering	Robin Raszzel		Open
10	Arrange BBQ (Phil Ireson)	Robin Razzell		Open