



**HOLLOWELL SAILING CLUB**  
**MINUTES OF THE GENERAL COMMITTEE MEETING**  
Tuesday 14 November 2017 at 7.30pm in the Clubhouse

Present: Larissa Barker, Rob Dunkley - Chair, Ruth Cross, Clive de La Fuente, Stewart Elder, Alison Linnell, Mike Playle, Nicola Wilkinson - Minutes.

Pre-meeting: Alison Linnell was proposed by Clive de la Fuente and approved by the General Committee as incoming RYA Training Principal and, Clive standing down from this role but retaining the role of Chief Dinghy Instructor. The meeting was declared quorate<sup>1</sup>.

[Post-meeting: Clive clarified for the record that according to the Rules the Rear Commodore serves on the General Committee and is entitled to vote.]

1. Apologies: Peter Betts, Paula Beveridge, Simon Bickers, Inge Day, Tony Everard, Ivor McDonnell, Rachel McDonnell, Keith Lancaster, Robin Razzell.
2. Approval of the minutes of the last meeting held on Wednesday 21 June 2017. These were proposed by Stewart Elder, seconded by Ruth Cross and approved as a true record of the meeting.
3. Matters (actions) arising from the minutes of the last meeting.

3.1. Club Development – referred to later in the meeting (see 10.2).

3.2. Club Risk Assessments – Paula Beveridge had previously agreed to create a Commercial Risk Assessment Guide and this work was noted as outstanding.

ACTION: Paula Beveridge to present her Commercial Risk Assessment Guide at 6 February 2018 GC Meeting.

3.3. Finance & Money Handling Policy (**Appendix 1**) - The Secretary had distributed the Finance and Money Handling Policy prior to the meeting. The Policy was proposed by Stewart, seconded by Rob and approved by all present.

3.4. CASC Status - Changes in CASC requirements had prompted examination of club participation levels and Simon Bickers had convened a meeting of a sub-group in October to examine whether we meet the required levels.

ACTION: Simon Bickers to circulate the findings and conclusions from that sub-group meeting to members of the GC by 31 December 2017.

3.5. Membership Fee Increase - The Membership Secretary had previously agreed to liaise with the Treasurer and Secretary to understand implications of the anticipated Rent

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<sup>1</sup> General Committee quorum is 7 members of whom 2 officers

Review and ensure respective Membership Fee increases. Ruth reported having done so.

- 3.6. Primary HSBC Account Holder - Kevin McAllister (past Treasurer) is still the Primary HSBC Account Holder. At the meeting on 21 June 2017 it was agreed Paula would contact Kevin and change this to Simon Bickers but no action was reported.

ACTION: Clive de la Fuente to discuss primary account holder changes with Paula.

- 3.7. Bank Accounts - At the 21 June 2017 meeting Paula agreed to change the use of the three main accounts and confirm this at the next GC meeting.

ACTION: Paula to confirm changed use of the club's three HSBC current accounts to:

XX5045 Main Account

XX5320 Tea Bar, Bar & Training Account

XX8159 Maintenance Account

ACTION: A debit card with a limit of £250 to be provided to the 'holder' of the Maintenance Account. Clive to discuss this with Paula.

- 3.8. Martin Sankey - Responsible for a junior member from another family. Ruth confirmed she had contacted the junior's parents and approval had been given for Martin to be her responsible adult. The junior membership will be reviewed in 2018.
- 3.9. TEN Application - Rob reported the Temporary Event Notice had been applied for by Robin Razzell for the Christmas Party and is pending approval.
- 3.10. Car park movement of stone aggregate - Mike Playle had indicated previously that £125 would be needed to hire a machine to move the stone into the trench but in the end the work was carried out manually by volunteers.
- 3.11. Hollowell Scullers Hardstanding - It was assumed Simon Bickers had contacted the Scullers to advise them the hard-standing could be used for boat trailers unless needed by the sailing club. Mike Playle reported having recently spoken to Emma Sandercock who said she had not tested out the circular route around the boat park with the trailer this year. There was no report on other drivers of the trailer having done so.
- 3.12. Replacement CCTV - Mike Playle confirmed that purchase and installation of the new system was complete.
- 3.13. Fire Alarm - Mike Playle had sought guidance from Stuart Wileman who advised that in the event of a fire, shouting loudly in the clubhouse would suffice.
- 3.14. Loan of Club RS Feva - It was assumed that Simon Bickers had contacted Ivor McDonnell after the 21 June 2017 meeting to let him know the GC agreed to the loan for one year at a cost of £100.

ACTION: Simon to confirm this to Clive before end of December 2017.

- 3.15. Canoe Trial ended - Ruth reported that she had told people the trial had ended and no canoeing was permitted. All canoeing-related material has or is being removed from the website and Webcollect. It was agreed that the four canoes that are currently located in the canoe section would be moved to the perimeter of the boat park to allow mowing.
- 3.16. Duty Vacancies - heightened concerns over filling Thursday duty vacancies had diminished and no further action was deemed necessary at this time.
- 3.17. Honorary Membership - Stewart had previously anticipated nominating honorary membership but this was not being taken further.

#### 4. Sub-committee reports and proposals

##### 4.1. Membership

- 4.1.1. Membership - Ruth referred to her report circulated prior to the meeting reporting there to be 230 memberships comprising 399 individual members (2016: 244 & 417). There were marginal reductions in revenue from family, single retired, family retired, junior, social, and social+junior categories. There were slight increases in single, social retired, young adult and craft fee categories. Total subscription income so far was similar to the previous year at £38,497.75 (2016: £38,462).
- 4.1.2. Open Day & New Members - Ruth considered the slightly lower uptake of new membership at the public open day in May 2017 to be explained by the move to encourage visitors to explore training options before considering membership. Clive indicated that there had, however, been no increased uptake of training courses. The total number of new members for the year reflected a fall of 5% compared to 2016. Ruth proposed the list of new members, including one member who had joined in the past week, and all present approved these.
- 4.1.3. Fees for 2018 - Ruth proposed fees and discounts as below, seconded by Rob and all approved. Intended to reflect steady annual increments as well taking into consideration the impact of the five-year rental review Ruth noted the biggest change in relation to structure of boat and board fees.

Category	2018	2017
Family	182	180
Single	152	150
Young Adult	66	65
Junior	46	45
Social	45	45
Boat 1st + each additional	43	1st 45 & 2nd+ £35
Board 1st	43	45
Board 2nd + all other boards	35	35
Trailer separately parked	15	15
APMYC	45	45

4.1.4. Membership Discounts - The Early Bird Discount to remain at £5 for renewals prior to midnight on the day of the AGM and 20% discount for those reaching state retirement age before 1 January of the year of membership.

Pro-rata fees to be offered as in 2017 as follows:

1 Jan - 4 Mar 2018 : EBD -£5<sup>2</sup>  
5 Mar - 30 Jun 2018 : Full Price  
1 Jul - 31 Aug 2018 : 25%  
1 Sep - 31 Oct 2018 : 50%  
1 Nov - 31 Dec 2018 : 75%

Social + Junior Membership - one day duty obligation  
Discount of 50% duty obligation after 1 July 2017

#### 4.2. Finance

Clive referred to the Profit and Loss Account which had been circulated prior to the meeting and reported that all seemed to be well. Cash assets were in the region of £160,000 and although he noted subscription income was a little less than last year, the forecast to the year-end was not anticipated to be far off. Clive had queried a number of postings at the October 2017 Budget Meeting which had been correctly reposted and overall a net gain of £19,000 was anticipated by year end. It was noted the sum of £45k invested with Investec had matured in July 2017 and the funds are now held in the HSBC Main Account and will be the subject of future investment discussions.

#### 4.3. Maintenance

Mike Playle explained the trench in the car park has been successfully filled with rock as opposed to gravel, otherwise nothing much to say and all continues well.

#### 4.4. Sailing

Rob noted there was nothing to report from the sailing committee. The sailing programme is pending confirmation of the Laser Open Day and Stewart is making it available online and dates are confirmed.

#### 4.5. Training

4.5.1. Clive reported all was going well and presented his report which is attached as **Appendix 2**.

4.5.2. Training Prices for 2018 - Clive proposed training prices, boat hire fees and one discount option when booking RYA Level 1 & 2 together. Stewart seconded the proposal and all agreed.

#### 4.6. Social

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<sup>2</sup> Post-meeting : Ruth confirmed a correction from 5th March to 4th March as being correct date of AGM 2018 and full price runs through to 30th June rather than the 1st of July as originally stated

Rob reported that Robin Razzell and Inge Day were making plans for 2018 social programme.

## 5. Officers & Committee Roles & Responsibilities

### 5.1. Committee Member Roles & Responsibilities

Roles and responsibilities of committee members were presented in a document by Clive having benefitted from input from Simon Bickers, Paula, Ruth and Rob. This was seconded by Rob and all approved.

ACTION: Clive to make final amendments after the meeting and Stewart to make the document available on the website.

### 5.2. Committee Changes

Clive, as incoming Commodore for 2018, noted that Alison Linnell will take on the role of RYA Training Principal, Brian Atkins will step down as Asymmetric Fleet Captain and be replaced by Angie Grimes, and Robin Buxton will step into the vacant role of Publicity Officer at the AGM in March 2018. Simon Bickers will step down as Club Secretary and be replaced by James Avery from 1 January 2018. Discussions are ongoing with a prospective Sailing Secretary candidate. All nominations are subject to approval at the March 2018 AGM.

## 6. Budget 2018

The Annual Budget Meeting was held on Tuesday 10 October 2017 with most of those present in attendance. Stewart proposed the Budget, seconded by Rob and approved by all<sup>3</sup>. Clive noted the COMFYS (Colin Oaks Memorial Fund for Youth Sailing) has £17,000 available.

7. Membership Fees for 2018 - refer to fees proposed at 4.1.3 and discounts 4.1.4 above.

8. General Data Protection Regulations (GDPR)

Item	Budget 2018	Notes
Sailing - fleet training	£ 1,200	
Training - 10 buoyancy aids	£ 300	
Training - Toppers x 3	£ 9,000	COMFYS
Training - boat covers	£ 500	
Training - access steps	£ 50	
Training- Hartley Spinnaker	£ 650	COMFYS
Maintenance - Pontoon repairs	£ 3,000	Powerboat & Training
Maintenance - camping area	£ 2,000	
Maintenance - wheelchair access	£ 6,000	c/f from 2017
<b>TOTAL</b>	<b>£ 22,700</b>	

<sup>3</sup> In 2009 the General Committee determined each annual budget should take into account the sum of £6000 to be allocated to the Club Development Fund and the detail of this included in the annual accounts

Rob introduced the document prepared by Simon Bickers and circulated prior to the meeting. Clive explained that the document contained guidance on what needs to be done at some point. There was some discussion about the main points.

Simon had asked for a decision on two potential ways forward:

(a) that where personal information is collected, the provider shall be asked to give consent or not for the use of that data to enable the effective running of th club, or

(b) that where personal information is collected, the provide will be advised that the data will be used only for Legitimate Business Purposes of the Data Controller.

It was AGREED that HSC would adopt proposal (b) and that all data would only be used for the Legitimate Business purpose of running the Club. We would not be asking for consent from the membership.

ACTION: Ruth and Nicola to alter the data protection wording in the Membership form to reference not only the current Data Protection Act but also to include a reference to the incoming General Data Protection Regulations from May 2018.

ACTION: Clive and Alison to look at including relevant data protection wording in Training forms.

ACTION: Clive to discuss the way forward with outgoing and incoming Club Secretaries and to incorporate the new responsibilities of the GDPR within the committee structure and prompt development of relevant procedures.

## 9. Safeguarding policy

The Safeguarding policy document which had been circulated prior to the meeting was proposed by Ruth Cross as Welfare Officer. The proposal was seconded by Alison Linnell and approved by all present.

## 10. Any other business

10.1. Trees & Laurels - Mike Playle noted that laurels had been planted to provide a barrier between the Keeper's Lodge and the clubhouse. Rob said he had contacted John Strowbridge and there was no problem with removing them. Mike also hopes to obtain drone images of the wind-shadow created by trees on the western shoreline.

10.2. Club development - Clive described the club development plan as consisting of the ongoing year-to-year general progression of the club, as well as a longer-term strategic outlook for the club for which Clive will see if there is any appetite in due course.

## 11. Date of next meeting: Tuesday 6 February 2018

The meeting ended at 21:18 hrs

## **Finance & Money Handling Policy (Appendix 1)**

**Approved by the General Committee on Tuesday 14 November 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.

Banking Transactions: Internet banking requires a primary user. This person has no authority limits on the transactions over the account. Cheques over £500 need to be countersigned. (Authorities Treasurer, Secretary, Commodore). Internet transactions over £500, or more than £1000 in a given day need authority from the primary user. Roles authorised for transactions: Commodore, Secretary & Treasurer. Primary user: Secretary. Note: 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.

Banking Read Access: View access of the account should be given to the Webcollect Administrators in order to confirm that payments have been made.

### Other Financial Considerations

Training: 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.

Tea Bar/Bar: 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. 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. 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. 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.

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

Maintenance: 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. Self-authorised expenses are submitted by members of the maintenance team to the treasurer for payment

Fuel: Fuel is managed and purchased by the Fuel Manager. An Allstar membership is used for payment. Those with a card are: the Fuel Manager & the Commodore.

## Training Report (Appendix 2)

### Key Points

- Another excellent year for Training in the round.
- Training Income up to over £12000, Profit around £10,500.

### Highlights

- Tuesday Tasters have done very well this year again this year, all bar one slot filled.
- 46 on Dinghy week, 12 on sailboards
- BoW as successful as ever
- Jude getting into the Topper National Squad. Imogen, Felix in Topper Zone squads, on the Optimist side, Hazel into the Intermediate Squad, Zara in the zone squad and Ellen and Iris in the development squads.

### Some Statistics

- Adult PB and SB running slightly down on last year.

	2017	2016	2015	2014
L1	17	24	13	25
L2	6	5	4	11
L3	1	3	1	
BoW	12	10	11	12
PB2	17	22	20	35
SB	8	8	4	14

- Youth coaching going as well as ever with 23 children the maximum on a Sunday.
- 4 new Dinghy Instructors, and one more to come when first aid is completed.

### Changes for 2018

Clive will stand down as Principal in Mar 2018 but pleased to announce that Alison Linnell will take on the role.

On-Board: We will rebrand this in 2018 and call it Junior Start Sailing. Just one lot of Tuesday nights early in the year, with a 2 day JSS in the spring and a NEW 2 day JSS in the early autumn.

### PB2/SB

Will reduce the number of formal courses by one, but offer a Refresher Day early in the season. We hope to get some people on a PBI course in the New Year. 'Direct Assessment' will be a 'course' in WebCollect. With normal fee.

### Discount

Offer a discount on the Training prices if L1/L2 booked together.

The rest of the programme will be very similar to last year.

## Suggested Prices for 2018 - Recommendations from the Training Committee

	2013	2014/2015	2016	2017-18
Adult Dinghy	80/140	85/150	85/150	85/150 <b>If book L1</b>
Dinghy Week	60/100	65/110	70/115	70/115
On-Board	40	40	50	50
Start Sailing	40/100	40/100	50/100	50 (members and
BoW	35	40	40	40
Adult Coaching	40	40	£10 each of 4 sessions???	½ price boat hire
Tasters	£5 per head	£5 per head	£5 children, £7.50 adults	£5 children, £7.50
Youth Coaching	30	35	35	35
Sailboard taster	5	5	5	5
PB/SB	15 to cover	15 to cover books	15 to cover books	25 to cover books
Windsurfing				50 (2 day)

This year we had fee of £100 (members) if Windsurfing and Dinghy week booked at same time. This appeared to work well, and would remain next year.

Boat numbers and cost per session – No Change:

Hire boat	Boat Number	Cost per session	
		2015	2016/2017/2018
Wayfarer	H1, 2, 3, 4	£18	As 2015
Hartley Wayfarer	H28	£20	
Hartley 12.2	H20	£15	
Bahia	H5	£18	
Laser Pico	H6, 7	£10	
Laser (old)	H9	£12	
Laser (new)	H27	£15	
R S Feva	H10	£10	
RS Tera	H11, 12	£10	
Optimist	H13, 14, 15,	£10	
Topper	H17, 18, 19	£10	
Sailboards		£7	
Buoyancy aids (kept in new store)	£2		
Jackets and spray tops(kept in new store)	£2		

### RYA Inspection

Four very minor things to do:

- 1) Toolkit to be put in each Safety Boat- done
- 2) Safeguarding Policy to be re-issued – at this GC meeting
- 3) Tidy up Instructors Qualifications book. CF to do.
- 4) Produce an equality policy. CF to organise.