



**HOLLOWELL SAILING CLUB**  
**MINUTES OF THE GENERAL COMMITTEE MEETING**  
**Held on Tues 6<sup>th</sup> Feb 2018 at 7.30pm in the Clubhouse**

Attendance	James Avery ( Secretary) Clive de la Fuente ( Training Principal) Graham Smith ( Youth Fleet Captain & incoming Sailing Secretary) Mike Playle ( Maintenance manager) Ruth Cross ( Membership Secretary) Stewart Elder ( Webmaster) John Cottington ( Fleet Captain) Mike Pipes ( House Manager) Andrew Rudkin ( Hollowell Scullers Representative)
Apologies	Larissa Barker (Youth Training Coordinator) Rob Dunkley (Commodore) Alison Linnell ( incoming Training Principal) Robin Razzell ( Social Secretary) Nicola Wilkinson ( WebCollect Administrator) Ivor McDonnel ( Youth Fleet Captain)

Ref	Item	Notes	Action	Responsibility (updates at 28/2/2018)
1.	Apologies	The meeting opened at 730. With apologies received from the Commodore. Clive de laFuente (CF) chaired the meeting.		
2	Approval of the minutes of the last meeting held on Wednesday 14th November 2017	Minutes of the meeting having been circulated prior to the meeting were approved without correction. Proposed CF Seconded Stewart Elder (SE) <b>The proposal was agreed by all attendees</b>	Signed minutes to file	Secretary
3.	Matters arising from minutes of the last meeting	The following actions were reviewed from the previous meeting :		
3.1	<i>Commercial Risk Assessment Guide</i>	This item and action was deferred due to the absence of the Treasurer Paula Beveridge (PB) due to a family bereavement.	Secretary and commodore to establish progress in this area with PB	Secretary
3.2	<i>CASC Working group status (JA)</i>	Status confirmed ( <i>Community Amateur Sports Club</i> ) and declaration for 2018/19 Secretary and Training Principal have agreed a way forward for participation submission which will be progressed this year.	Secretary to update future General Committee meetings with progress	Secretary



3.3	<i>HSBC Primary Account Holder and account status (CF PB)</i>	This item and action was deferred due to the absence of the Treasurer Paula Beveridge (PB) due to a family bereavement.	Secretary and commodore to establish progress in this area with PB	Secretary
3.4	<i>General Data Protection Regulations (GDPR) (JA)</i>	Policy being produced to be compliant with GDPR regulations by due date. Committee and wider club members will be required to adhere to the policy in respect to use and general management of identifiable information. The RYA and Webcollect are beginning to issue guidance in this area which will be incorporated to the club policy.	Secretary to review guidance and produce draft policy for consideration ( Secretary to act as data protection officer for 2018)	Secretary
4	Sub-committee reports and proposals	<p><b>a)Membership report Ruth Cross (RC)</b>  <b>Membership Secretary</b>  A Report was presented by Ruth outlining the current membership position  112 renewals have been made thus far relating to 179 individuals. 7 new members were noted  With one correction ' T de le Fuente' as opposed to 'N de le Fuente'  Mike Pipes Proposed and Mike Playle seconded approval of new members for 2018 ( see 4a below)  <b>The proposal was agreed by all attendees</b></p> <p>Mike Playle outlined the recent communication from David Blackburn (Harbourmaster) of his intention not to renew membership for 2018 and retire from his position. David has decided to make this decision on health grounds and wished members well. Mike Playle outlined the many decades of dedicated service David had provided to the club and included Harbourmaster, construction of boathouses, play equipment, Naseby changing room refurbishment, Production of a Club Calendar amongst many other activities. With such dedicated and distinguished service Mike Playle proposed David and Janet Blackburn should be made honorary members of the Hollowell Sailing Club. <b>This proposition was seconded by Mike Pipes and agreed by all attendees</b></p>	Secretary to write to D Blackburn to confer honorary membership to David and Janet and inform WebCollect administrator of honorary status	Secretary & Mem Secretary <b>(Complete and actioned)</b>
	b) Finance	This item and action was deferred due to the absence of the Treasurer Paula Beveridge (PB) . <i>Post meeting note: Accounts have been audited by Dave Mason and a copy is attached with these minutes.</i>	Secretary to contact Treasurer and establish status of accounts prior to AGM circulation	Secretary



<p>c)Maintenance.</p>	<p>Mike Playle provided a verbal report on the current Club maintenance status:  All equipment had been brought in from the lake for examination and necessary repair  All Changing rooms had been repainted  Laurels removed from grounds. Caution is being taken on disposal due to potential cyanide exposure with a plan to chip the cuttings as a safe alternative  Play equipment check will be undertaken by Mike Playle given David Blackburns retirement.</p> <p>Club entrance door modification, having been planned and previously approved for works by the general committee to improve disabled access had progressed to quotations from contractors. Two quotes had been received with the preferred option outlined in respect to specification and price.  This work will provide 1m wide flat access with automated door hold and will be will be supplied with thermal break to prevent condensation. Mike Playle proposes going ahead with doors at the earliest opportunity and to avoid days in which the club would be in use.  <b>Stewart Elder proposed acceptance of the quotation and initiation of work</b>  <b>Clive de la Fuente Seconded the proposal</b>  <b>Which was agreed by all attendees</b></p>	<p>Attach quotations</p>	<p>Maintenance manager to action works</p>
<p>d)Sailing.</p>	<p>Graham Smith provided a report in the absence of Simon King who is currently competing in the Clipper Race.</p> <p>2018 Sailing programme discussed and is understood to be well received by members. An additional check is necessary to establish potential clash of meeting dates, events both club and open events and training programmes.</p> <p>The Sailing Calendar for 2018 was formally APPROVED by the committee.</p> <p>Personal handicaps have been reviewed on the basis of last year's results. These will be approved by the sailing cttee and later published on the club notice board.</p> <p>Potential sailing programme clashes were identified in relation to rowing activities although 2017 had worked well. Andrew Rudkin</p>	<p>Secretary and Webmaster to check diaries</p> <p>Provide scullers programme 2018 to secretary and webmaster</p>	<p>Calendar reviewed and meetings adjusted accordingly</p> <p>Andrew Rudkin</p>



		<p>(Representative of Hollowell Scullers ) agreed to provide the intended programme to enable addition to the club calendar. It was noted that notification is required for insurance purposes. The Scullers current plan is to continue with Saturday AM and Wednesday evening from April but dropping Sunday due to limited attendance. Andrew noted occasional Stowe School running term time rowing practice which Andrew had supervised in the past. The committee requested that all future events of this type be requested in advance due to club rules, lease and insurance requirements.</p> <p>There were no further items from the sailing committee and it was noted that Graham would kindly provide the Sailing Secretary report to the AGM</p>		
	e)Training	<p>CF reported he is currently handing over training principal responsibilities to Alison Linnell due to taking up the role of commodore for 2018.</p> <p>The training programme for 2018 is available and four members will undertake a Powerboat Instructor courses early in the year. Two club members will undertake a dinghy instructor course.</p>		
	f)Social.	<p>Apologies were received from the social secretary with a promised report and plan for 2018 following their next meeting in February.</p> <p>Stewart Elder (SE) reported 18 People had signed up to Bute holiday which is not an official Hollowell activity but attended by members. This holiday will see club members attend Bute Sailing Club in which former member Alistair McMillan's father is commodore. It is intended to undertake dinghy cruising and potentially a number of races 11-18<sup>th</sup> August.</p>		
5.	Officers and Committee Posts 2018	<p>Having been circulated prior to the meeting the club officers listing for 2018 was presented by CF</p> <p>The following amendments were made: Paula Beveridge to fulfil the role of Book Keeper and Abbie Caldwell proposed to become Treasurer in 2018</p> <p>Also Webcollect administrator Nicola Wilkinson to be added to the voting members of the General Committee.</p>		



		<p>Training coordinator for Sailboard was confirmed as Mike Playle.</p> <p>Boat Sales post to be discussed with Ian Brett and whether he is to continue with this role.</p> <p>The process for removal of abandoned craft would remain unchanged and members continue to be responsible for all aspects of selling their own craft. Graham Smith is happy to assist members with online adverts should this be required.</p>		
6.	Equality Policy ( Ruth Cross)	<p>The membership secretary presented the previously circulated Equality Policy. The policy outlines the commitment of HSC to promote open and equitable access to the sport of sailing. Policy monitoring and implementation is to be adopted in all committees of the club.</p> <p><b>Adoption of the policy was proposed by the Ruth Cross and seconded by Stewart Elder</b></p> <p><b>All attendees approved adoption</b></p>	Upload of policy to club website and addition to core policy log	Webmaster Secretary
7.	Proposal to Purchase 3 Toppers (GS)	<p>Graham Smith presented the previously circulated proposal to approve purchase of Topper Dinghies. Expenditure having been approved by the 2018 budget setting process. The Recommendation to purchase 1 x Ex Display Topper, 5.3 and 4.2 sails with cover and trolley plus 2 x Used Topper for the sum of £5,400 was proposed by Graham and seconded by Clive de la Fuente. All attendees approved adoption.</p> <p>In the event that Graham cannot obtain two suitable used Toppers he could purchase a second new one from Topper, without exceeding the budget.</p>	Sailing Secretary to arrange purchase	Graham Smith  Purchase of 1 topper complete
8.	Financial accounts	This item was deferred due to the absence of the Treasurer.	Accounts to be reviewed outside of the meeting and circulated to members	Commodore Secretary
9.	Rent review ( CF)	<p>CF outlined that the Anglian Water review process was complete</p> <p>Craft fees confirmed as £31.60 plus £1449.36 Rent pa</p> <p>This represents an uplift of £150 on the previous sum</p>		Annual invoice received from savils £7,715.28 (244 craft)



10.	Hollowell Scullers 5 year renewal process JA, Andrew Rudkin	Andrew Rudkin was in attendance as the new representative of Hollowell Scullers. The 5-year agreement being due for renewal in June 2018. Andrew advised of a number of changes to roles within the Scullers group. Both HSC Gen Cttee and Hollowell Scullers would undertake a review of the agreement in March and April and submit a proposal for any possible amendments to the General Committee. This would include revision to fees payable.	Undertake review of agreement	Commodore & Secretary
11.	AP Model Yacht Club agreement	Having undertaken a successful first year affiliation with HSC it was proposed by Clive de la Fuente and Seconded by Mike Playle that the agreement be extended to a 5 year period as per Hollowell Scullers. <b>All attendees approved adoption</b> It was noted that APMYC members had and continued to make a valuable contribution to the club in relation to duties and support for the annual open day.	Inform APMYC Liaison Officer of change	Secretary
12.	AGM preparations ( Note member proposal for discussion and response )	Reports and agenda confirmed for the AGM  A members proposal was noted which is featured in the agenda. The sailing committee will likely be tasked with addressing the outcome of the proposal. Arrangements for tea bar will be discussed with the Tea bar manager.		Secretary
13.	Policy schedule (Secretary)	JA Presented the policy schedule showing listing of all approved policies and review dates. CF agreed to review intervals for update and Secretary to circulate to responsible officers for required review.		Secretary CF has reviewed schedule updates and amended
14.	Rule changes	No rule changes were proposed for 2018		
15.	Annual RYA Return changes	The secretary outlined that RYA participation returns had been amended to only now require 'on board' participation. The training principal had been informed of the change and has access to the RYA principal webpage to undertake this		Training principal



16.	Any other business  <i>Bids – monies received and planned applications</i>	<p>a)The Secretary confirmed one bid for funding had been successful and received £750 from Persimmon homes to support a Topper dinghy purchase. A second bid to support disability access to the club had been shortlisted for award. Results are to be announced at the RYA Dinghy show for which JA and SE would attend. Committees are asked to consider future bids to support their planning.</p> <p>b) CF reported receipt of an email from Bury Lakes SC asking for permission to visit the club to sail. The committee approved initial discussion on planning for such an event which would need to be supervised by a committee member.</p> <p>c) Graham Smith asked for permission to store a RIB at the club which was used to support Youth Sailing activities. The RIB would be subject to a craft fee and stored in a location way from immediate sight due to security. The RIB would not be routinely used for Hollowell activities although may be called into service for large events. The committee members approved storage of the RIB at the club under these conditions.</p>		
17.	Date of next meeting Tue 6th March 2018	Next meeting agenda planned items: Confirm committee, approve financial signatories, Club Risk Register, Plans for coming year; Public Open Day;		
The chair concluded the meeting at 2100hrs having completed the agenda and no further business being proposed.				



**Attachments to agenda :**

1. Minutes of last Meeting
2. Club officers 2018 Meeting TOR & meeting dates
3. Equality Policy
4. Proposal to Purchase 3 Toppers

**Reports presented to the General Committee Meeting**

4a Membership Report

Membership Report to the General committee meeting 6 February 2018.

**1. Renewals**

Single	50
Single Retired	12
Family	28 covering 91 members
Family Retired	4 covering 8 members
Young Adult	3
Social with a junior	5
Junior	6
Social	0
Social retired	4
<b>Total</b>	<b>112 (179 members)</b>

**2. New members to approve**

Peter Schultheiss Family  
Natasha de la Fuente Family (with Clive)  
Peter GS Jackson Single Retired  
Peter Shepherd Single  
Joanna Brinkman Social + junior  
William Brinkman Junior

Ruth Cross Membership secretary