



HOLLOWELL SAILING CLUB
MINUTES OF THE GENERAL COMMITTEE MEETING
Wednesday 21st June 2017 at 7.30pm in the Clubhouse

Present:

Ruth Cross, Clive de La Fuente, Paula Beveridge, Simon Bickers, Stewart Elder, Mike Playle Nicola Wilkinson, Larissa Barker, Robin Razzel, Graham Smith, Dave Holyoak, David Harris, Mick Coulson

Apologies:

Rob Dunkley, Tony Everard, Ivor McDonnel, Keith Lancaster, Rachel McDonnel, Pete Betts

1. Apologies noted and recorded above.
2. Approval of the minutes of the last meeting held on Tuesday 7th March 2017: These were proposed by Stewart Elder and seconded by Ruth Cross as a true record of the meeting.
3. **Matters arising from the minutes of the last meeting:**
 - 3.1 Club Development Committee – No action has been taken and after confirming that this is still required, the matter has been 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 - 3.2 Club Risk Assessments – The Club Risk Assessment policy has been marked as withdrawn. Work has yet to start on the Commercial Risk Assessment, which will be circulated in advance of the next meeting.
Action: Paula Beveridge to create a Commercial RA guide.
 - 3.3 Optimist Trailers - Clive de La Fuente confirmed that the optimist trailers have been received.
 - 3.4 Changes to Rules – The Secretary confirmed that the rules had been updated to reflect the changes agreed at the AGM.
 - 3.5 The Secretary had distributed the Finance and Money Handling policy via the previous minutes. However, there was some uncertainty that this has been acknowledged so they have been reproduced and attached at Appendix 1 to these minutes,
Action: All Committee Members are to familiarize themselves the Finance and Money Handling Policy which as attached as Appendix 1.
 - 3.6 A long discussion was held regarding our CASC status. Committee Members were brought up to date with the club's current position and the substance of a discussion that the secretary had had with the RYA's Legal officer. Whilst there was no suggestion that we were unable to meet our CASC obligations there was some concern that our method of proving compliance might need

shoring up so that future officers and responsible individuals would be fully confident when signing to say that we meet our obligations. Central to this is the method of assessing and recording participation and whether or not changes may need to be made to memberships and membership records. It was proposed that a sub-group is formed and bring back a proposal to the General Committee in November.

Action: Secretary to form a Committee of 4/5 Club Members to consider the means by which we assess participation and recommend any changes to ensure we maintain our CASC status.

3.7 Budget Amendment - The budget had been updated to include an additional £2,000 for road scrapings to improve roads and build a hard standing.

3.8 Projector – A projector has been donated to replace the one in the Naseby Training Room. Clive de La Fuente confirmed that this was proving successful.

3.9 Review of Policies – The policy review was completed and details are discussed under a separate item in the agenda.

3.10 Adventure Activities Licence – The AAL has been marked as no longer required.

3.11 Lease Review – The Secretary explained that the 5 year Lease Review is slightly misleading in that it is the point at which AW apply a RPI adjustment (the RPI increase over the period since the last review) and there is no room for negotiating the current lease. The Secretary advised the meeting that the expected increase would be 11% to both the annual rent and the craft fees. This would be advised by Oct 17 when the change would take effect. Nicola Wilkinson suggested that the Membership Committee would need to take this into account at the annual subscription review.

Action: Membership Secretary to liaise with Treasurer and Secretary to understand implications of the increase in rent owing.

- 4. Treasurers Report.** Paula Beveridge took the Committee Members through the accounts which are shown at Appendix 2. There was some discussion about membership income but with nearly 40 members yet to renew as well as new joiners over the summer it was expected that membership income would be on a par with 2016. That said, there would be a reduction in the Scullers Fee owing to the fact that their contribution to maintenance costs was smaller to reflect a lower spend on maintenance in 2016. Our electricity contract is up for renewal and Paula discussed the benefit of a fixed 3 year contract over a less predictable annual contract. Paula was given support to proceed with a 3 year contract. Changes to bank access were becoming problematic as Kevin McAllister retains prime account holder authority. Paula Beveridge agreed to get this changed so that Simon Bickers assumed this role in line with the Finance and Money handling policy. Paula also pointed out that she had not received an Investec Statement. She asked if the approved individuals had been changed. Simon Bickers assured that they had and that he, as one of the approved persons, would contact Investec to get hold of a statement.

Paula Beveridge explained that she thought there were opportunities to improve control of the maintenance budget. This could be done by taking the Tea Bar and Bar bank accounts and merging these into one and converting the spare account into a maintenance account. The holder of the maintenance account would also be given a debit card with a maximum purchase value of £250 to assist management of the fund. This proposal was made by Nicola Wilkinson and Seconded by Paula Beveridge. It was carried unanimously.

Action: Paula Beveridge to contact Kevin MacAllister to arrange handover of primary bank account authorizer to Simon Bickers

Action: Simon Bickers to obtain latest copy of the Investec Statement

Action: Paula Beveridge to arrange for the re-arrangement of the 3 club bank accounts to have a separate Maintenance Account and a combined Bar/Tea Bar account as well as the main account. A debit card with maximum limit of £250 would be requested for the Maintenance Account.

5. **Membership Secretary's Report.** The Membership Secretary's report is at Attachment 1. Membership renewals are nearly complete with nearly 40 still to indicate whether they wish to renew or not. A list of new Members is included in Attachment 1. With the exception of Amelia Dibble it was proposed that the new members be elected to the club. This was proposed by Stewart Elder and Seconded by Mick Coulson and carried unanimously.

Ruth Cross explained that a member, Martin Sankey, had approached the club to ask if he could act as the responsible parent for Amelia Dibble as her parents were unable to undertake the responsibilities of a parent of a Junior. The Membership Secretary and other members of the Membership Committee had endorsed this in principle, but felt that General Committee should approve this. It was proposed that Amelia would be offered a Membership subject to a review after a year on the understanding that her parents gave consent that Martin Sankey would be treated as the responsible parent. The proposal necessitated the inclusion of Amelia's parents in the membership database in order that they could be contacted in an emergency. Simon Bickers wanted assurance that after 1 year that this arrangement would only be rescinded if it was due to a lack of participation or a change in status of her parents.

It was proposed by Nicola Wilkinson and Seconded by Robin Razzel that the club offer Amelia Dibble free membership, to be reviewed after one year, as long as she is under the guardianship of Martin Sankey and that authority is received in writing from her parents. The motion was carried on a majority.

Action: Membership Secretary to write to the parents of Amelia Dibble to ask them to authorize Martin Sankey to be in loco parentis for Amelia and to send back written confirmation of the approval.

Action: Membership Secretary to arrange for a review of Amelia Dibble's membership in June 2018.

6. **Social Secretary Report.** Robin Razzel explained that the Social Committee have been looking to arrange a late winter function originally designed to coincide with the hand-over Commodore. Looking to find an external venue that was affordable and placed little risk on the club had been difficult and nothing had been booked. A discussion ensued that recognised that it was difficult to estimate the number of guests who might want to attend and that rather than risk the deposit and cost of an off-site venue an on-site event might be more successful. Robin was asked to consider alternative options and bring a set of proposals to the next General Committee meeting.

Action: Robin Razzel to work with the Social Committee to produce different options for an early year social event.

The General Committee recognised the hard work and effort that Robin and Inge had put into the Social Calendar.

7. **Maintenance Committee Report.** Mike Playle presented the Maintenance Committee report, which is at Appendix 3. Mike explained the progress with the road laying and the additional hard-standing. During the work to place a drain across the car park, the line of the drain had not been adequately filled by the aggregate that had been procured for the site and was not suitable (in the long term) for cars. Additional aggregate has been sourced from within the budget that was suitable for the purpose. However, as it is difficult to 'shovel' a request for an additional £125 to help move the stone was requested, Graham Smith proposed and Stewart Elder seconded that £125 be made available for the hire of a machine to move the special stone aggregate. This was passed unanimously.

Action: Mike Playle to arrange the hire, for £125, of a machine to move the stone aggregate.

A long discussion took place over the purpose and use of the hard standing 'lay-by' that had been constructed. The Scullers had presumed that this was for full-time use although some members of the Gen Ctte understood it was only for temporary parking between loading and unloading. The Gen Ctte enquired why the hard standing had been constructed if the use was only temporary and took the view that it was an ideal location to store the boat trailers. It was proposed by Nicola Wilkinson and seconded by Clive de la Fuente that the HLS be advised that the hard –standing would be a permanent location for the trailers except on those occasions, such as Open Days when HSC required the space for additional parking. This was passed unanimously.

Action: Simon Bickers to write to HLS to advise them that the hard-standing could be used as a permanent location for the boat trailers but on condition that when the spaced was required for HSC purposes they would have to vacate the location for a limited period of time.

Dave Holyoak was attending the meeting to explain that the Swan CCTV system was no longer functioning despite repeated attempts to reconfigure and install it. Instead it was proposed to replace the system with a new CCTV system. A short discussion ensued where it was confirmed that a CCTV system was in the interests of the club even though it did not improve our insurance rating. Dave Holyoak proposed that we have an 8 channel system complete with 4 cameras at a cost of £380. This was to enable future scalability should this be required. We would also be able to investigate using the existing cameras although it was likely that these would not be compatible. If they were not an additional £100 was requested for 2 cameras to compliment the 4 new ones, if required. **(Item 9 on the agenda.)**

It was proposed by Stewart Elder and Seconded by Dave Harris that the club purchase an 8 channel CCTV system and 4 cameras, with a further £100 available for a further 2 cameras. The motion was carried unanimously.

Action: Mike Playle to oversee the procurement and installation of the replacement CCTV system.

The Maintenance Risk Assessment has exposed the lack of a fire Risk Assessment and the absence of a fire alarm. The General Committee asked that Mike Playle raise this at a future Maintenance Committee and return to the General Committee with a proposal.

Action: Mike Playle to raise the matter of a fire alarm in the club house at the next maintenance Committee meeting.

8. **Sailing Secretary's Report.** The Sailing Secretary's report is attached at Appendix 4. The key points are:

- a. Participation is on a par with recent years.
- b. Mike Harding has replaced Simon Bickers as Laser Fleet Captain.
- c. The Sailing Committee will review class Opens in 2018 as interest has been dwindling.
- d. APMYC are held up as an exemplar affiliate, with good attendance and a willingness to help in all aspects of the club.
- e. BBC East did a piece on the America's Cup. Particular thanks to Simon Cray and Andrew Sturt for their contribution.
- f. There was an incident concerning a capsized boat where the duty crew had failed to take action (nor had those on shore who raised the alarm and could have as well). This has led to the production of a duty officer brief to help clarify the roles of each member of the duty staff.
- g. This year's budget would include a request for a Fleet Training budget that would be distributed via the Sailing Committee.

An approach had been made to the Sailing Committee to lease the Club RS Feva for the use of 2 junior club members (Ellen Morley and Hazel McDonnell), to help develop their double hander capability. The Sailing Committee approved the idea but felt that the General Committee was an appropriate body to agree the loan. To ensure appropriate control, the loan would be for 12 months and then reviewed. Also, the craft must be insured and returned in the same or better condition. Accordingly, it was proposed by Simon King and seconded by Robin Razzel that Ivor McDonnell be offered the lease of the RS Feva and additional sails for £100 for a 12 month period on the condition that the craft is returned in the same condition it was lent. The club also reserves the right to recall it for use by the club on demand. The motion was approved unanimously.

Action: The Secretary to write to Ivor McDonnell offering the loan of the RS Feva for 1 year at a cost of £100.

Simon King also advised the General Committee that the Sailing Committee had deemed that the canoe trial had proven unviable and that it would cease. This meant that all those who had paid for a canoe subscription would have their subscription returned.

Action: Simon King and Ruth Cross to arrange for members to be told that the canoe trial had ended and that forthwith no canoeing was permitted. Subscriptions would be returned.

Stewart Elder raised the matter of duty gaps, which are illustrated at Attachment 2. Stewart impressed upon members the urgency of the matter and explained that Thursday racing would be at risk without a knowledgeable DO. Committee Members who sailed on Thursdays were encouraged to seek volunteers to undertake Thursday DO duties.

Action: All General Committee Members who sail on Thursdays to encourage others to take on their share of DO duties.

9. Training Principal's Report. The Training Principal gave his report, which is at Appendix 5, the key points being:

- a. The Rules Evening was well attended again.
- b. 10 people have signed-up for RYA1 and 2 courses with September well attended although July has a poor turnout.
- c. Back on the Water has been popular.
- d. Income from Training events looks encouraging and certainly on a par with 2016.

- e. On Board courses are picking-up after a slow start.
- f. Dinghy week is well on track to fill up with less than a dozen spaces [at time of writing].
- g. Overall, Youth training has been buoyant and very well attended and staffed.
- h. PB2/SB courses have had mixed fortunes with vacancies remaining.
- i. Tuesday tasters have been well attended and some expectation that new members will emerge from this and other training outlets.
- j. A new batch of instructors has been recruited to help ease the burden on the Sis and DIs.

- 10. Proposal to Approve Members Handbook.** The Members Handbook had not been updated following the change of subs and withdrawal off the joining fee agreed at the November 2017 Membership Committee. Nicola Wilkinson Proposed and Seconded by Ruth Cross that the changes articulated in Appendix 6 and circulated in advance be agreed and the Handbook update. The changes were approved unanimously.
- 11. Proposal to Purchase a TV Licence.** Concern was raised that members and guests could be viewing TV programmes on personal devices and that the Club might be liable for the right to view. It was pointed out that the obligation is with the user and not the provider of the internet access. Therefore, the proposal to purchase a TV licence whilst the club does not have its own TV was withdrawn.
- 12. Proposal to Vary the Periodicity of the Policy Reviews.** The Secretary had shared in advance of the meeting a revised policy review schedule to reflect the urgency and need to review policies on a case by case basis. The Secretary proposed that the changes outlined in Appendix 7 be adopted and this was seconded by Robin Razzel. The motion was carried unanimously.
- 13. Proposal to Offer Grandchildren of Members a Discount for Dinghy Week.** Nicola Wilkinson advised the meeting that there was an opportunity to reflect the discount that retired sailing members get for their membership in the charge made for non-member juniors who were grandchildren of the retired member. The conditions would be constrained to only those members who were retired but still sailing. A discussion ensued and explored the various advantages and disadvantages, following which the consensus was to maintain the current protocol that limits discounts to youth members only.
- 14. Proposal to Offer Honorary Membership to the MacMillan Family.** Stewart Elder floated the idea that to reflect the contribution that the MacMillan family has made to the club that they be offered Honorary Membership. Stewart was asked to put together a comprehensive recommendation for consideration at the next General Committee meeting.

Action: Stewart Elder to construct a proposal to offer Honorary Membership to the MacMillan family for consideration at the next General Committee meeting

- 15. Date of Next Meeting.**

The next meeting will be held on ?????? 2017 at 1930 in the clubhouse.

The meeting closed at 2150.

Simon Bickers

Secretary
HSC

Appendices:

1. Financial Authorities Policy
2. Accounts to Date
3. Maintenance Committee Report
4. Sailing Secretary's Report
5. Training Report
6. Members Handbook Changes
7. Policy Review Frequency

Attachment:

1. Membership Committee Report including New Members.
2. Duty Gaps.

Appendix 1

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-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.**

Appendix 2 – Accounts to Date

From:	Month 1, January 2017									
To:	Month 5, May 2017									Outstanding Membership DD
			PROFIT & LOSS							
						Year To Da	Prior Year	Prior Year		
	42,736.00	42,767.00	42,795.00	42,826.00	42,856.00					
Income										
Members Subscriptions	10,605.00	7,349.00	7,156.00	1,914.91	3,390.73	30,415.64	33,149.94	43,506.04	£6,629.00	
Donations	105.00	145.00	-	-	-	250.00	1,810.00	2,031.25		
Training Course Revenue	456.00	831.25	675.00	520.00	2,250.00	4,732.25	3,513.11	10,126.29		
Club Boat Hire Revenue	-	-	30.00	37.50	25.00	92.50	374.00	2,800.86		
Tea Bar Surplus	-	-	207.40	949.95	768.33	1,925.68	1,071.14	5,955.07		
Bar Surplus	-	-	60.73	327.08	172.68	93.67	281.53	1,098.33		
Open Meetings Surplus	-	-	-	415.00	-	415.00	821.92	1,785.92		
Social Event Surplus	-	-	-	117.00	-	117.00	766.71	448.76		
Rope & Burgees	-	-	-	85.95	24.85	110.80	210.65	102.61		
Sundry Income	-	-	60.00	-	-	60.00	1,034.00	2,080.00		
Clothing	-	-	79.00	3.50	3.75	86.25	400.50	1,022.60		
Total	11,166.00	8,325.25	8,268.13	3,482.73	6,635.34	37,877.45	40,114.72	67,809.79		
Expenditure										
Training Course Costs	-	200.00	55.89	826.00	387.81	1,469.70	-	1,315.00		
Rent	503.31	-	7,532.07	323.25	-	8,358.63	8,136.98	9,106.73		
Rates and Water Rates	42.00	-	-	488.69	41.00	571.69	877.99	1,900.26		
Refuse Collection	296.40	-	383.40	-	-	679.80	280.80	873.60		
Heat & Light	374.93	579.84	-	1,001.11	-	1,955.88	912.32	2,256.02		
Cleaning	144.00	144.00	144.00	144.00	144.00	720.00	461.97	1,499.97		
Insurance	425.23	425.23	425.23	425.23	425.23	2,126.15	2,031.42	5,672.55		
Telephone, Broadband & IT	121.00	191.73	194.26	-	273.70	780.69	169.00	1,356.70		
Printing, Postage & Stationery	-	-	-	30.00	-	30.00	1,501.46	1,665.29		
Clubhouse & Grounds Mainte	-	162.83	320.00	140.00	4,026.16	4,648.99	1,931.24	6,155.68		
Rescue Boat Running Costs	-	1,208.24	1,452.80	-	108.34	2,769.38	1,082.90	2,928.72		
Club Boat Maintenance	10.54	112.88	794.44	331.66	463.90	1,713.42	2,508.93	3,286.90		
Trophies & Prizes	-	-	149.48	85.00	108.10	342.58	307.50	2,389.17		
RYA Subscription	840.00	-	-	-	-	840.00	851.47	851.47		
Total	2,757.41	3,024.75	11,451.57	3,794.94	5,978.24	27,006.91	21,053.98	41,258.06		
Net Income	8,408.59	5,300.50	- 3,183.44	- 312.21	657.10	10,870.54	13,332.49	21,364.48		

Appendix 3 – Maintenance Committee Report

MAINTENANCE COMMITTEE REPORT JUNE 2017

Summarising recent actions and events :

Tracks and roads planned for two years ago have now been completed. This gives us:

- Good access to new dinghy parking spaces
- A road to take trailers up to the boundary (thus clear the grass for mowing) and remove a grassy and muddy slip hazard
- A hard standing so that the large rowing trailer does not block the car park
- Eased radii so that the rowing trailer can circulate the site and avoid a long reverse.
- Car park drainage

Gravel for the drain infill was different in shape to that used for drains in previous projects and resulted in a car grounding during the open day. Existing road material has been sieved and graded to fill in three crossing points. Budget remains to purchase granite to fill the remainder and this is intended. Peter Betts is of the opinion that shovelling this material may be beyond the capability of Wrinklies and machine hire may be necessary.

It is requested that the General Committee authorise £125 for a small machine as contingency against the Wrinklies failing to cope.

To fully utilise the digger the opportunity was taken to push back roots and debris to the edge of the site and drain a very muddy patch of grass above the Topper parking area. The newly cleared area has been seeded.

The Maintenance Risk Assessment has been transferred to the current HSE published format which removes quantification of risk.

While the machine was on site we filled in the second day by adding extra drains

Appendix 4 – Sailing Secretary’s Report

Participation

EVENT	2017	2016	2015
Mad March	25	31	25
Easter Egg Handicap	17	4	23
Rita Richardson	25	27	16
Windsurfer & Seavets	15	23	12
Solo Open	n/a	21	16
Laser Open	12	20	29
Spring Saturday	41	38	45
Spring Sunday	61	60	66
Mayhem Pursuit	16	5	25
Sail4Cancer	24	20	38
50 Lap Jubilee	n/a	40	70
Hollowell Rose Bowl	21	14	37
Thursday Evening Personal Pursuit	47	49	51
50 th Anniversary Family Fun Day	60-70	60-70	n/a

Other news

- Double hander training and Solo coaching being planned but no firm dates.
- Several new Solo sailors – one challenging Keith's dominance
- Mike Harding to take over as Laser fleet captain
- Laser Open held last weekend – only 12 boats but it was light winds
- Two Topper coaching events have been agreed to – RYA selection and Midlands Zone coaching
- APMYC very involved in HSC
- Great Family Fun Day
- BBC Northampton came down and did a short piece relating to Giles Scott's participation in the Americas Cup
- Updated the Sailing Risk register

Upcoming events

- AWS now the P&B Northamptonshire Youth Series – 24th June
- Topper & Optimist Open
- Tiller & Spar – being resurrected but no confirmation of NOR as yet
- Warwick Trophy
- 6m Midlands Champs

Safety boats

A safety boat must respond to all capsizes – this has been reinforced and DO should also brief crews

Proposals

- Fleet training subsidy (£200) to be included in next year's budget submissions
- Ivor McD would like to have a LT lease on the club FEVA for an annual fee of £100, conditions attached – sailing committee approved but felt GC also should give approval
- Committee approved that canoeing no longer an approved activity after trial period ended, enquiry from Rugby Canoe Club but nothing further to report

Appendix 5 Training Report

Training Committee report to the GC 21 June 2017

The year started off with a well attended boat prep day. Well worth getting the boats ready for the season. This was followed by a Rules Evening with a great 23 attendees.

A First aid course (12) took place for the Instructors.

For **Adult Courses** this has been a slow start. So far on L1- just 5, similarly L2 – 5 on the 3 courses so far. We have just 2 more L1 booked for the July course. Funnily enough 5 booked on L1 in Sept and 1 on L2, so might bring numbers up.

Back on the Water ...well attended this year with a total of 12 participants plus a couple of children. So far no fleet training and the asymmetric training postponed until later in the year.

On-Board

We could not attract people to the first course again. 6 on the second OB this year.

Juniors

Junior Start Sailing course was a 'lovely' course and had 8 children on it.

Dinghy week is already up to 21 attendees for the dinghy side of things and 6 more signed up for both dinghy and windsurfing!!.

Junior Sunday Mornings

As ever this has been going very well. We have around 30 names on the list for Youth Coaching (up from 18 at this time last year) and 16-20 attending on a regular basis.

We have already had Optimist Open in Feb, and have the AWS (P&B Open) this week, with two further Topper coaching events later in the year.

PowerBoating

Numbers down a bit for PB2 with 8 people being trained (lots of older children) and only a couple doing Safety Boat. There are still vacancies for the courses later in the year, as we only have 1 booking.

Tasters

Slow start but now most courses booked up. Did one Tuesday afternoon for the Boys Brigade. We are getting more requests to do non-Tuesday evening tasters. We will accommodate where we can. We have a potential for 14 Girl guides for an afternoon taster in July.

RYA inspection

Date not set yet.

Instructors

Great to have a new batch of Assistant Instructors coming through who have been a great help on things like BoW and the junior training. Also new and enthusiastic DI's and one new SI (Rachel Heggs).

Revenue

In terms of revenues Paula's report shows that we have recorded a profit of £3200 to date, on a par with this time last year. Not much in the way of outgoings later in the year so financially all is going well.

Insurance Claim

There was an insurance claim during training for damage to an Optimist. The Insurers paid in full without any problems.

Thanks to all the Instructors, Administrators and Wrinklies for keeping the show on the road.

Appendix 6 - Members Handbook Changes

PROPOSED CHANGE TO:

3. JOINING FEES

3.1. No joining fees are due for any member.

Appendix 7 - Policy Review Frequency

Reference if applicable	WEBSITE?	Title of the Policy, Registration or Procedural Document	Revision Frequency	Last Review Date	Next Review Date	Current Responsibility Assigned	Purpose and description
R1872	NO	Adventure Activities License	Removed	1 Mar 2015	No longer required	House Manager	Licence to be displayed in the Clubhouse
Version 8-1	NO	Advice for Duty Officers (contains access codes)	Annual	14 May 2014	May 2016	House Manager	Only available on application by approved DOs
	NO	Affiliated Club Agreement & Fees Hollowell Scullers	5Yr	01/02/2015	March 2016	Secretary	Agreement is valid til June 2018; a list of all registered craft is required in January of each year for submission of figures to Anglian Water; annual invoice to be prepared and delivered
	NO	Affiliated Club Agreement & Fees APMYC	5Yr	01/01/2016	December 2016	Secretary	Agreement is valid til Dec 2016; annual invoice to be prepared and delivered
	YES	Annual Programme Cover	Annual	01/11/2015	November 2016	Sailing Secretary	Instructions for duty crews and sailors
	NO	Annual Report and Accounts	Annual	01/03/2015	March 2016	Treasurer	Report on financial affairs of the club to the membership usually at the AGM
	YES	Arbitration Policy	3Yr	01/05/2010	February 2016	Sailing Secretary	Sets out process and list of arbitrators for club racing rules infringements;
	NO	Assets inventory	Annual	01/08/2016	August 2017	Secretary	Confirmation of club assets for insurance purposes in July of each year in preparation for insurance renewal in August
Version 1	YES	Biosecurity Policy	3Yr	17/11/2015	November 2016	Sailing Secretary	Compliance with Anglian Water Byelaws
	YES	Canoeing Special Terms and Conditions	Removed	01/02/2016	February 2017	Sailing Secretary	Lays out responsibilities and entitlements of members of HSC issued with canoe permits.
	NO	Child protection declaration form	Misc	TBC	TBC	Safeguarding Officer	Online version available as pdf
	NO	Club Development Plan	Misc	01/03/2015	March 2016	Commodore and Committee Chairs	The three year development plan comprises sections which are updated by each subcommittee.
	YES	Club Rules	3Yr	01/03/2016	March 2017	Secretary	HSC is an unincorporated association having a constitution in the form of a set of rules.
00044	NO	Community Amateur Sports Club	5Yr	n/a	Feb 2016	Treasurer	HMRC Tax Register; allows rates relief and gift aid claims; JAN16 variation request sent to HMRC to change authorised person from Steve Broadbent to Nicola Wilkinson
365305 726031	NO	Daventry District Rates Relief	Returns	01/01/2016	January 2017	Secretary/Treasurer	Rates relief request application submitted annually to Daventry District Council subject to CASC status
102576	NO	Duty of Care Waste Transfer Certificate	Returns	01/07/2015	June 2016	Secretary	Application required annually for controlled waste transfer note
	NO	Fire safety certificate	Returns	26/01/2016	January 2017	House Manager	Fire extinguisher annual check
tbc	NO	Gas Safety Testing	Returns	01/04/2015	April 2016	House Manager	Requirement for insurance and statutory
	YES	Insurance: Club & Officials Indemnity	Returns	01/08/2016	August 2017	Secretary	Additions to asset register to be included as and when these arise; Certificate of Employers Liability Insurance to be displayed in the clubhouse
	NO	Instructors Health Declaration form	Returns	01/03/2015	March 2016	Training Principal	
	NO	Lease with Anglian Water Services Ltd & Byelaws	Misc	01/10/2007	August 2017	Secretary	Craft rates adjusted every five years; monitor adherence to terms of lease
Version 8	YES	Members Handbook	Annual	01/11/2015	November 2016	House Manager	A helpful guide to everything about the club especially for newcomers; next update to include appendix re membership policies

Version 1	YES	Membership Policies	Annual	01/10/2015	October 2016	Secretary	Policies regarding categories, joining fees, discounts, payment terms, duty obligations, refunds, permitted dinghy classes, storage, stickers, trailers, social membership, resignation and data protection
	YES	Notice of Race (see also Sailing Instructions)	Misc	01/11/2014	November 2015	Sailing Secretary and Fleet Captains	The Notice of Race (NOR) provides details of rules, eligibility and entry, fees, qualifying series, schedule (dates, times, classes), measurements, venue, courses, penalty systems, scoring, radio communication, prizes, liability, and insurance.
	YES	Sailing Instructions (see also Notice of Race)	3Yr	01/11/2014	November 2015	Sailing Secretary and Fleet Captains	Sailing Instructions (SIs) set out the intentions of the race committee and protest committee and the obligations of competitors; they are only concerned with racing;
Version 2.1	YES	On the water safety policy	Annual	19/02/2015	November 2015	Sailing Secretary	Defines responsibilities and procedures to ensure on the water safety at HSC; Clive de la Fuente agreed to revise this document at the 3 Nov 15 Sailing Committee to include promotion of the use of helmets for prevention of injury.
	NO	electrical system testing	Returns	01/03/2013	March 2016	House Manager	Requirement for insurance and statutory
		PAT Testing	Returns	01/03/2015	March 2016	House Manager	Requirement for insurance and statutory
Version 1	YES	Powerboat Arrangements	3Yr	26/01/2012	March 2016	House Manager	How to guide for everything to do with operating the powerboats and getting them in and out of boat sheds
PLD096-LIC200706651	NOTICEBOARD	Premises Licence (Alcohol)	Returns	01/11/2015	November 2016	Secretary	Certificate to be displayed at all times on the premises. Club rules define opening hours approved by the General Committee; licenses for additional events may be required where these are held off site.
V1	YES	A Summary of Club Racing Formats and Awards	Annual	26/10/2015	October 2016	Sailing Secretary	A useful guide for Competitors and the Club Race Results Officer
Issue 5	YES	Racing at Hollowell - How to run the racing	3Yr	22/07/2015	July 2016	Sailing Secretary	Comprehensive guide for all those duty officers and race officers responsible for race management at HSC.
	NO	Risk Assessments - Sailing, Training, Membership, Maintenance, Social and 12-hr Race	Annual	01/03/2016	March 2017	Secretary	Risk assessments are carried out annually by each sub-committee to consider any changes which pose new and relevant risks The HSC guidance is no longer in use and has been replaced by RYA guidance
8100519	NO	RYA Club Affiliation	Returns	01/12/2016	December 2017	Secretary	RYA Certificate will be sent to the club secretary for display annually in the clubhouse
	NO	RYA Portsmouth Yardstick Return	Returns	01/11/2015	November 2016	Race Results Officer	The RYA Technical Coordinator for Racing requests annual returns in order to calculate Portsmouth Number for any given Class
	NO	RYA Sailability Foundation Return	Returns	01/12/2014	December 2015	Sailability Coordinator	
Version 17	YES	RYA Training Centre Operating Manual	Annual	01/03/2015	March 2016	Training Principal	
	NO	RYA Training Centre Registration	Returns	01/01/2015	January 2016	Training Principal	Registration as a recognised training centre must be agreed by one individual who meets the requirements set out by the RYA and adheres to the delivery and performance standards set out in the agreement.
Version 2	YES	Safety Boat Officer Policy	Annual	18/02/2015	March 2016	Sailing Secretary	Guidance for safety boat cover for programmed sailing times.
	YES	Child Protection Policy	3Yr	01/04/2012	March 2016	Safeguarding Officer	
	YES	Sailwave Guide to Racing Results	3Yr	04/07/1909	March 2016	Race Results Officer	Describes how to process and publish results of races and how to calculate specific results according to handicap ratings for HSC
SR8121	NO	Short Range Radio Communications Licence	Returns	n/a	n/a	Maintenance Committee	All radios at HSC are Private Mobile Radios (PMR) and licence free. If VHF radios are used then a licence is required for each and users must hold a valid VHF radio certificate. No current requirements.
9221/HOL077	NO	SmartWater Crime Prevention	Returns	01/07/2015	July 2016	House Manager	Forensic code 1625169.1
	NO	Temporary Event Notice (alcohol and music)	Returns	01/11/2016	1 Nov 2017	Secretary	A TEN is required for the annual Christmas party; apply online
		Hollowell Scullers Craft Return	Returns	01-Sep-16	01-Sep-17	Secretary	Required for AW annual charge for craft fees