

**CLWB HWYLIO LLYN
BREINIG SAILING CLUB**

**Draft
Minutes**

Meeting Title **Meeting No. 4 2019 Season**

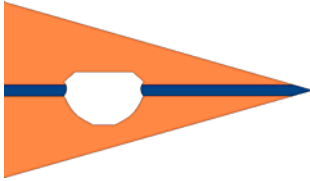
Meeting Location Clwb Hwyllo Llyn Brenig Sailing Club Ref Number 4/2019

Date of Meeting 29/09/19 Start Time 15:00 End Time 17:50

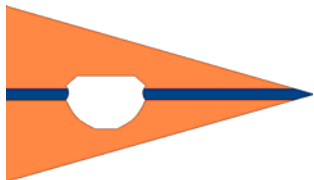
Attendees Andrew Roberts (AR) chair, Steve Kitchen (SK), Peter Davies (PD), Tim Dolder (TD), Jack Dolder (JD), Richard Jones (RJ), Peter Jacobs (PJ), Phil Watson (PW), Julie Lloyd (JL), Kevin Ringer (KR), Ben Morris (BM), Matt Seddon (MS), Brian Johnson (BJ)

Minutes prepared by Brian Johnson (Secretary)

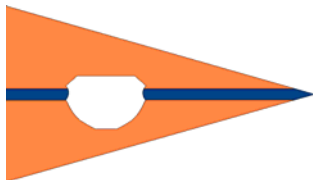
Minutes Ref	Minutes/Actions	Action by
1.0	Apologies: Apologies were received from Paul Oliver	
2.0	Minutes of last meeting	
2.1	The minutes of the meeting held on 09/06/19 were approved.	
3.0	<u>Matters Arising from the Previous Minutes</u>	
3.1	Item 4.3 Capsize incident on 31 May – Nothing further has been heard from Welsh Water on this.	
3.2	Item 4.4 RYA Census – TD has completed the census return and sent this back to RYA.	
3.3	Item 5.3 Phone/ Internet connection – SK is still reviewing this. Welsh Water are putting in a new fibre connection, so LBSC may possibly be able to coordinate a new connection with Welsh Water.	SK
3.4	Item 6.1 Sea Cadets - AR confirmed he had advised the sea cadets that we were unable to assist with their event.	
3.5	Item 6.2 Welsh Water Events - We have not heard anything further from Welsh Water regarding the operation of their events. It is assumed that these are being operated from the centre.	
3.6	Item 8.1 RYA Inspection - PW confirmed that the inspection has not happened yet, but he would be making the necessary arrangements. The Pico hatches needed replacing and this has been done.	PW
3.7	Item 13.1 Formal Complaint – The RYA have responded and no further action is required by LBSC.	
3.8	Item 13.2 Training Principle – PW reported that the changeover with Jill Dolder was in hand and he would sort things out directly with her.	PW



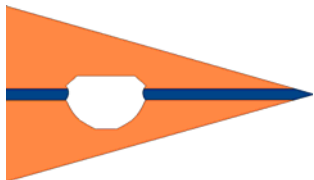
3.9	Item 13.4 Septic Tank – RJ confirmed that the septic tank had been emptied.	
<u>Agenda Items</u>		
4.0	<u>Policy & Development</u>	
4.1	<p>Discussion of RYA recommendations for clubs to become incorporated - This item was initially deferred until later in the meeting when all attendees would be present.</p> <p>BJ had previously circulated the information document from the RYA. Their main reasons for recommending incorporation relate to legal liability, as follows.</p> <ul style="list-style-type: none"> • Unincorporated clubs are not, in law, considered to have their own legal identity, thus the club cannot own property, enter into contracts or employ staff in its own name. • Anyone suing an unincorporated club in relation to such matters must do so in the name of representative individuals and this usually means the officers, committee members or trustees. • In addition, the individual members of an unincorporated club can be held personally liable to meet the debts of the club. Such debts may arise out of contractual disputes and employment disputes, or even personal injury claims if for some reason the club’s insurance provision is inadequate. <p>For unincorporated clubs, BM said that in the event clubs were sued then wealthy individual club members could be targeted. The club’s insurance provision was discussed. SK said there was currently a secondary policy in place to indemnify club officers up to a limit of £250K. The cost of the policy was £385 pa. It was agreed that if the club remains unincorporated we would need to be sure that the insurance provision for club officers was adequate. It was questioned whether a limit of £250K was high enough. SK agreed to take this up with the insurers.</p> <p>The club’s current CASC (Community Amateur Sports Club) status was discussed. This gives the club benefits such as exemption from paying council tax. CASC status would be lost in the event the club became incorporated and we would have to re-apply, with no guarantee of automatic approval.</p> <p>As a limited company the club would need to submit annual accounts. SK said this was onerous for the treasurer. The club would probably need to engage a professional accountant (BM said likely fee costs for this would be around £450 + VAT). The club would need to pay corporation tax unless CASC status was re-gained.</p>	SK



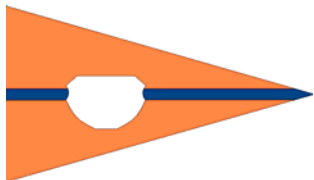
<p>4.2</p> <p>4.3</p>	<p>As a limited company the club would probably incur bank charges. In the event the club became a limited company the constitution would need to be re-written. BJ said he had been advised that in order to gain limited company status we should engage solicitors to do this, as there were things which could go wrong in the event we decided to proceed without the use of solicitors (approx. fee costs £2000 + VAT). It was agreed that a further committee meeting would be held on 3 November to discuss incorporation status further.</p> <p>Club trustee appointments - BJ confirmed this still needs to be done, but he is awaiting a suitable appointment document.</p> <p>Lease renewal – This is currently with Welsh Water (WW) and we are awaiting their response. SK had confirmed details of membership income to WW as the basis for rent costs to be worked out. BJ is to chase up Llywelyn Jones who is the WW estates officer and copy in Nick Kite.</p>	<p>All</p> <p>BJ</p> <p>BJ</p>
<p>5.0</p>	<p><u>Finance</u></p>	
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>SK reported that there was approx. £22K in the reserve savings account and £7K in the current account. He was assuming that approx. £2K would need to be held in reserve to cover the cost of servicing the safety boats. We are still awaiting an electricity bill. SK will send in an accurate meter reading as the bills were currently being based on estimated readings. SK said the club was not expecting any high-cost repair items for the current year.</p> <p>Unpaid membership fees from Michael Britland – Mr Britland had written in to say that he had been having health problems which meant he was unable to sail. He has offered the club his Otter dinghy in lieu of unpaid fees. It was agreed that we would take up his offer. The dinghy was not really suitable as a club boat and would need to be sold. Any excess monies from the sale would be returned to Mr Britland.</p> <p>SK reported he is also chasing other unpaid fees.</p> <p>Leisure 17 – There is a similar situation with a Leisure 17 cruiser. The club is to proceed with the sale of this boat.</p> <p>Topper Sport 14 – This boat is on site, but does not appear to belong to a club member. It was proposed that we post a notice on the boat to say that unless it was removed from site it would be taken into possession by the club and sold to recoup costs.</p> <p>Phantom – This boat is on site and is owned by Ian Blease Dudley who has also not paid his fees.</p> <p>Boat Stickers for 2020 – There was a discussion of changing the system for boat registration, as the current system of number tags on trailers was not really working. It was agreed that boat stickers</p>	<p>SK</p> <p>SK</p> <p>??</p>



5.7	would be a better option and SK agreed to organise stickers ready for the coming season. Membership fees for 2020 – SK circulated suggested fee costs for discussion. There had been no cost increases for 5 years and he proposed a 5% fee increase. SK said the fee costs would need to be higher in the event the club became incorporated and he provided a second set of fee costs for this. The way that the fee costs were presented was discussed e.g. Adult Membership - £164, to be reduced by £25 if renewed by 28 Feb. This could be presented as Adult membership - £139, but with an additional £25 charge for members who did not renew before 28 Feb. It was agreed that a decision on membership fees would be deferred until the next committee meeting on 3 Nov.	All
6.0	<u>Programme & Events</u>	
6.1	AGM – The AGM is already scheduled for 24 Nov at 1:00pm at the clubhouse. It was agreed that discussion of agenda items and officer vacancies would be deferred until the meeting on 3 Nov.	All
7.0	<u>Club Boats & Equipment</u>	
7.1	PAT testing – This was recently carried out and had been arranged by Paul Marfleet.	
7.2	Humber RIB – This boat was in for repair as the reverse gear was not working.	PD
7.3	Mooring arrangements – PD explained his proposal to use webbing slings instead of shackles in order to reduce the wear which was occurring on the shackles.	PD
7.4	PD said he had been refused fuel when trying to fill containers at a petrol filling station. He said the club would need to buy 20 litre metal fuel cans, as plastic containers were only legal for amounts up to 5 litres. There is a possibility that we could obtain fuel from Welsh Water at the centre and this needs to be investigated further.	??
7.5	New Training Boats – The options for new training boats were discussed. The use of Fusions would be a possible option. SK said these were made on Deeside and we might be able to get hold of one for testing. This is a plastic boat which has standard laser/ pico fittings. As we will be applying for grant monies SK agreed to obtain quotes for several boat types.	SK
8.0	<u>Training</u>	
8.1	Principle Training Officer – PW reported that a handover of paperwork was required for the change in Principle Training Officer.	PW/Jill



9.0	Membership & Duty Rota	
9.1	<p>Falling membership and duty problems – This issue was discussed and the following points were made.</p> <ul style="list-style-type: none"> • Three duties are not considered to be desirable. • There are serial offenders who do not turn up for duties. • The summer months are the worst problem times for filling duty slots. • The galley income is likely to be reduced due to the reduction in manned galley duties. • TD said he thought that if the club had a further 7 or 8 members this would probably cover the vacant duty slots. • We may need to reduce the months when full duty crews are available and switch to a “self-help basis” for duties at other times. • PJ said that the scouts want to be allowed to put on four weekend events rather than the current number of three. PJ agreed to discuss with the scouts the possibility of them providing duties e.g. for rescue and galley. Also, would they be willing to provide duty members outside the days when they were on site for events? Another option might be for them to provide rescue cover for the racing and general activities on the days when they are holding their events. 	PJ
10.0	Building M&D	
10.1	<p>Club Development and Grant Availability – The grant situation with Brenig Windfarm and Cadwyn Clwyd was discussed. We have been advised that grant applications are being capped at £50K. There are two grant categories, up to £10K and £10K to £50K. Application forms have been received from Cadwyn Clwyd. The closing date is 11 November. The grant situation with the Clocaenog Windfarm is not yet clear, as it is not yet in operation. BJ said that, in view of the fact that grant applications were to be capped at £50K, it seemed pointless to be commissioning a feasibility study for a major club redevelopment. Some grant monies for a study had already been promised and we could apply to Cadwyn Clwyd for match funding to achieve the £8K required for the cost of a study. However this was no longer appropriate if there was no possibility that funding would be available for a subsequent large-scale development.</p>	
10.2	<p>It was agreed that we should be looking instead at smaller grant applications. Possible options might be new training boats and a replacement engine for the Humber. Future options for works</p>	



10.3	required to the clubhouse might be: replacement windows, a replacement staircase, external re-painting. More wetsuits for adults are also required. The possibility of electric outboard engines was discussed and JD agreed to look into the feasibility of this.	JD
11.0	<u>Grounds M&D</u>	
11.1	No issues.	
12.0	<u>Communication & IT</u>	
12.1	Use of radios by cruiser sailors – this had been requested for safety reasons by cruiser sailors. There were no objections to this. However, on Sundays radios need to be available for duty crews. It was queried whether we had a current license from Ofcom for the use of the radios. AR said he thought John Price had applied for a license and would contact him to check this.	AR
12.2	The club needs to research future IT options. SK is reviewing this (matters arising item 3.3).PJ also agreed to look into options.	SK/PJ
12.3	Upgrading for the website was discussed, as sections of the website are currently out of date. It was agreed this was not an easy matter. PW said he would look at re-vamping the website over the winter period. Ideally we need the ability to be able to refresh the website on a regular basis.	PW
13.0	<u>AOB</u>	
13.1	KR queried whether it would be possible to have designated training days for the benefit of inexperienced sailors. It was agreed this was a good idea and PD said he would discuss this with Paul Oliver and would look at putting this into next year's programme. Possibly dates might be the third week in May and at the end of July.	PD/PO
13.2	The competent helms/ two boat rule was discussed and how this could be better coordinated. The possibility of setting up a Facebook or WhatsApp group was discussed. TD said he would be willing to set up a WhatsApp group and KR agreed to be involved.	TD/KR
14.0	<u>Date and Time of next meeting</u>	
	<u>Sunday 3 November 4:00pm at the clubhouse</u>	All