

## THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

### MINUTES of the meeting held on 2nd July 2024 at TSSC.

**PRESENT:** Kay Marriott (in the Chair), Mike Smith, Phil Gamlen, Ruth Pink, John Knopp, Merrin Froggett, Trevor Bradley, Simon Whitby, James Proctor.

**APOLOGIES FOR ABSENCE:** Graham Whittall.

#### 1. Conflicts of interest

None were declared by any of the Management Committee / Directors.

#### 2. Minutes of 30<sup>th</sup> April 2024

Approved without alteration.

#### 3. Actions arising from the last meeting

- a) **Biosecurity**– Contractors for YW will install a wall mounted recoiling hose on the back of the annexe taking a source off the annexe's supply. Date TBC. Signage has been supplied for the wash area. It is not known if YW test the reservoir with regards to the safety of water sports participants. **Action: MF** to question YW.
- b) **Bosun Recruitment** – Bob Scorer is understood to be stepping away from being nominated Dinghy Bosun so there is time for a transfer of knowledge. David Anderson is the most likely successor. JP has already talked with DA about being an assistant DI. **Action: JP** to talk to DA re Bosun role.
- c) **Hunton Primary School** – 12<sup>th</sup> July, 12.30-2.20pm. 10 children and 2 staff are expected, one child having special educational needs. **Action: JK** is leading on this and getting the necessary DIs and helpers.

#### 4. RYA Annual Inspection

This took place on 28<sup>th</sup> May. Present: Phil Gamlen (PI), James Proctor (CI), Erica Caswell (RYA/YDSC). PHG describes the inspection is a continuous learning experience especially with someone like Erica Caswell who is very keen to share her experience. Over recent years we have improved a lot: fleet of boats in good order, club handbook is an excellent compendium of all necessary policies and guides, the Robinson Building is exceptionally well organized. Commercial centres pay £1000 for inspections. Four actions were flagged:

- 1) Cat A – Recording of the monitoring of tuition by the CI.
- 2) Cat B – Produce club specific programmes for Level 1/2 and Youth Stage 1/2/3 courses.
- 3) Cat C - Obtain copies of the qualifications of CGSC instructors who deliver tuition for TSSC.
- 4) Cat C - Keep a record of induction & training of CGSC instructors who deliver tuition for TSSC.

The IR1 Information Sheet (RYA) was updated removing Malcolm Cummings as PB Chief Instructor, adding CI and Primary Contact: James Proctor

Update on the actions:

- 1) Now logged in SCM
- 2) Within 3 months have timed programmes (though these will always be fluid due to weather).  
**Action: JP**
- 3) This fell through a gap when records were transferred from Rob Wyatt and is resolved.
- 4) As above

**Action: JP** to provide the evidence of actions taken to be sent to the RYA/Inspector via online form by **PHG/PD**.

Other matters arose but were not on the report:

- 1) Recording of accidents/near misses – the book in the entrance is tatty and has few entries. Members to be made aware of the need to record incidents, provide a better means of doing so and set up a formal review process. **Action: SW**. In the meantime, the best place to record incidents is the Day Book in the Robinson Building which Syd Nye monitors weekly. On-water incidents should be recorded by the safety boat team if on duty. Awareness these issues to be highlighted when in SailTime when appropriate.
- 2) Decommission elasticated buoyancy jackets. **Action: Bosuns**

## 5. Training

- a) Phil Davies is willing to take on the PI role and needs completion of handover and RYA to be informed. **Action: PHG/PD**. PD to be instructed on Sailing Club Manager, **Action: JP**.
- b) PB2 Courses – David Anderson and Jonathan Davey await training. **Action: JP**.
- c) First Aid Course Feedback – Four people attended from TSSC (KM, ALP, GW & JP) plus 1 from YDSC. Course was expertly delivered. Ellie Meadows is willing to do more. Actions: JK to schedule another course for members, **KM** to write a brief for next SailTime.

## 6. Open Day 2024 – Review

Over 40 members participated. The ‘Come and See Us’ approach and publicity worked well and avoided the many complications of a ‘Try Sailing’ event. There would have been a good outcome in terms of new memberships had 3:4 interested parties not in the end taken membership via CGSC whose rates are advantageous to those who are entitled. The new kayaks were well tried and are being booked. The SUP tutor was excellent and could be booked again outside an Open Day event but there is no call for training at an advanced level. Provision of a cakes etc was good and it was the right decision not to cater lunches. TB did a great job as Beach Master - this should be an essential role at such events. Thanks to committee, DIs, bosuns and safety boat for their contributions to the success of the day.

## 7. 2000 Class Event – Review

6 boats (5 visiting) participated in a weekend of tightly competitive racing. 3 club 2000’s were sadly not used. There were 3 visiting campervans and two tents. KM did a great job with catering. The oven capacity is a concern in terms of catering for larger events. TB was pleased with the event and the club received a lot of compliments. It was agreed that we are prepared to offer this again. Thanks to Syd Nye, Phil Davies and safety boat crews, also David Oldacres for emergency shower repairs.

## 8. Safety Officer Report

Having had time to consider what is in place SW advises making a formal review ‘a little more robust’ in terms of recording and strategy and to include dry-side health and safety. This to be added to the handbook, **Action: SW**. To consider purchase of a HSE incident reporting book and how this would be used, **Action: SW**.

JK and the bosuns already annually review the dinghy training, recreational sailing and associated equipment. JK presented a proposed annual review plan which should be considered fully at the next committee meeting. **Action: add to agenda MF**

GW has been thinking about installing a boot wash using either a shower base or Belfast sink. SW explained that problems can arise when using something not designed for a purpose and advised that a boot brush station is a safer and appropriate choice. **Action: SW:** identify suitable example.

#### 9. Report from meeting with CGSC new Commodore

See separate note.

#### 10. Painting Party Update

GW's report was circulated prior to the meeting. Good progress is being made when weather allows.

#### 11. Safeguarding and Welfare

Nothing to report.

#### 12. Model Yachts Development

Item deferred.

#### 13. Camping dates

Camping should not coincide with junior courses so the camping dates for this year will be 24<sup>th</sup> August to 1<sup>st</sup> September. **Actions: MS** to add to events programme and announce in the weekly bulletin. **MF** to inform Yorkshire Water.

#### 14. Treasurer's Report

a) **Accounts:** The accounts and reports were circulated ahead of the meeting:

Overall cash balance £ 50,042

Cash balances remain healthy - they are up £10k on this time last year.

The profit and loss account shows a similarly healthy position in comparison to last year, but should be read with caution. Neither the insurance (c.£2k) nor the rent (c. £3k) have been paid yet. If these are factored in, then the profit to date is c£6k compared to £5k at this time last year.

The Laser 2000 event brought in £143 net of expenses. Surplus tea/coffee/sugar supplies have been gifted to the Tuck Shop.

Aysgarth School has paid for their sessions (£20/child/session) increased from £19 last year.

The accountants say that they have filed at Companies House.

#### 15. A.O.B.

a) Carmel College has three Fusions which they pay berths for. We have the keys and are permitted to use them for training. We still do not have instructor capacity to offer weekend sessions.

b) Safety boat cover has not been available for all racing sessions. TB asked re advisability of racing when the racers wish to without safety boat cover. It was decided that this is ok if all have agreed to participate on that basis and the conditions are suitable. In the event of someone needing rescue the race to be abandoned and all present to give assistance. SB cover is mandatory for training, not for racing.

c) 'Near miss' recording – there was concern when a club member of advanced years went out to sail in conditions thought to be challenging despite advice being given to the contrary on a day when there was no cover. SW advised that in such circumstances a record is made that 'The advice given to the member at the time was ...' and that SB crews record similarly if they have instructed someone does not leave the water when advised to do so.

d) The ladies shower needs to be replaced, or further repaired. **Action: MF** to inform House Bosun.

#### 16. DONM - MF to poll for end July/early August. Commodore's Day (18/08) planning is needed.

<b>Ref</b>	<b>Actions from this meeting</b>	<b>Owner</b>
02/07/24	Yorkshire Water re testing water quality	<b>MF</b>
	Talk to David Anderson re Bosun role	<b>JP</b>
	Hunton Primary School visit instructors, helpers, SB co-ordination	<b>JK</b>
	Provide evidence of resolved actions from RYA inspection	<b>JP</b>
	Inform RYA of the resolved actions	<b>PI or CI</b>
	Incident/near miss reporting process and HSE report book	<b>SW</b>
	Decommission elasticated buoyancy jackets	<b>Bosuns</b>
	Notify RYA of PI role change	<b>PHG/PD</b>
	Instruct PD on use of Sailing Club Manager	<b>JP</b>
	Schedule PB2 course/s	<b>JP</b>
	SailTime re First Aid training	<b>KM</b>
	Annual dry side safety review plan	<b>SW</b>
	Table annual review in next agenda	<b>MF</b>
	Boot cleaning station example to MF	<b>SW</b>
	Update event programme with camping dates and weekly bulletin	<b>MS</b>
	Inform YW of camping dates	<b>MF</b>
	Inform House Bosun of ladies' shower continued malfunction	<b>MF</b>
	DONM	<b>MF</b>