

THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

MINUTES of the meeting held on 25th May 2023 on Teams.

PRESENT: Phil Gamlen (in the Chair), Mike Smith, , John Knopp, Merrin Froggett, Kay Marriott, Graham Whittall, Trevor Bradley.

APOLOGIES FOR ABSENCE: Trevor Birbeck, Ruth Pink

1. Conflicts of interest

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

2. Minutes of 11 April 2023

Approved without alteration.

3. Actions arising from the last meeting

- a) **Trailers** – Some of the unidentified trailers have now been claimed. JK to separate out the unmarked ones and send photos of them to MS. MS to message the membership giving a two week notice of a specific date when unclaimed ones will be disposed of or can be passed to new users if requested. **JK** to ask Syd Nye if the scrap metal collector might remove them.
- b) **Grounds maintenance** – The wasp nest is not active and can be removed. Flamethrower treatment of nettles and thistles was partially effective but is expensive. Trailer park nettles need strimming. Compound nettles can be mown. Lawn mower is not working and is being looked at under warranty.
- c) **Buoys** – The Engineers have not got access currently to the metal stakes that were to be used for weights, JK looking at alternatives. We have the new buoys, numbers and ropes. Old anchors can't be lifted until new equipment is ready. The current plan is that TSSC will make the anchors, given other demands on the Engineers time. **JK** to investigate SS/galvanised/plastic eyes to be set into the concrete anchors.
- d) **Pontoon** – Also requires 2' lengths of stakes as above which will be driven 9" deep.
- e) **Buildings** – Cracks in the supporting wall of the groundworks at the SE corner have been noted and will be monitored. The natural myxomatosis cycle of 18 months may be the only means of effective rabbit control.
- f) **Required certifications** – Electrical: certificate ends in August. Dave Oldacres is asking a contact who may do it. Fire equipment: **PHG** to contact last year's contractor re frequency of certification required.

4. Safeguarding and Welfare

- a) **DBS checks** - DBS checks had to be pushed through rapidly and KM is grateful for peoples' co-operation. 10 are completed, 3 still in progress. KM is creating a data base of checks done, outcome, duration and ID verification which will be accessible on a need to know basis. This to be stored on TSSC G Drive with password protection. The club secretary will have the password for back-up. KM requested authority to act as a central administrative point to hold the paper DBS certificates so that when schools etc are required to see these it does not depend on individuals bringing them in. To be kept in a locked safe box. Spare key to go to the club secretary. The committee approved these requests. Action **KM**.
- b) **TSSC Child Welfare/Safeguarding Procedures** - KM has reconsidered the recommendation for instructors to repeat the Safe + Fun' course every 3 years (this is not an RYA recommendation

and has cost implications). Instead, the SG&WO will deliver in-house refresher training. The committee approved the alteration. Action **KM**.

- c) **Self-Declarations** – KM provided wording on the requirement for self-declaration form to be completed by appropriate volunteers which MS has incorporated on the website in the information given to new members and renewals.
- d) **Social Media Policy** – This policy will replace the interim WhatsApp guidance previously approved. The committee asked for clarification on the section heading '*Rules / guidance for use of Club WhatsApp Group*'. This is to be altered to *guidance*. Clarity was sought for the statement '*Any photographs posted in the Group should be general – e.g. showing activities on the water and should not feature any child/ren in such a way that they can be identified.*' As has happened recently, members can post photos of their own children and identify them by first name, but not photographs including others' children.
- e) **Practice Observed** - KM has been impressed by the awareness demonstrated by instructors on Wednesday afternoon Schools sessions, and their practice in dealing with SG and Welfare matters.

5. Sailing and Training Programme

- a) **Sailing Programme** - It was agreed there would be no Open Day in 2023.
- b) Key one-day events are:
 - Commodore's Cup 27th August
 - Laser/Fusion Championship 10th Sept
 - Bart's Bash 17th SeptAttendance at early season racing has suffered because of low winds and cold weather.
- c) **Training** - The RYA May course was impacted by Public Holidays, undersubscribed, and therefore cancelled. There are 5, possibly more interested in the June course. TBY has struggled to get someone to take ownership of it, but is hopeful of James Proctor stepping in.
- d) **Instructor Bench Strength** – James Proctor and Mark Meadows looked at the definition of ADI's. Three club members helping on Wednesday afternoons were identified as performing this role and demonstrating the required basic sailing skills and they have been certified as ADI's: Graham Whittall, Kay Marriott, Merrin Froggett.
Rob Wyatt continues to withdraw from the CI role due to health issues. There is no obvious succession. Mark Meadows was invited but declined. James Proctor is not available due to work commitments. A solution to the succession for Chief Instructor is not obvious, and the succession for Senior Dinghy Instructors continues to be a concern.
We have a number of DI's and they can be supported by the ADI's so succession at this level is not currently an issue.
- e) **RYA Annual Inspection** – This is due by October. TBY to discuss with Rob Wyatt. **MF** to let TBY and JK know the name/contact details of the inspector.
- f) **Youth Training Courses** – The latest dates for the youth training courses are on the bookings website (Bookwhen). **MS** to send JK a pointer to this.
 - 4-Day courses for beginners to sailing:
Course 1- 01/08,02/08,03/08,04/08
Course 2 - 15/08,16/08,17/08,18/08
 - 3 day Youth Improvers course:
30/10 - 31/06 - 10/11
- g) **Sailing Club Manager for Training** – James Proctor is sending links to SPG members so that they can use it for course administration. The SG&WO should be involved to know if DBS information could be stored on it.

6. YW Toilet Block

Testing shows that these units are too small for practical storage of paddleboards and kayaks. Additional changing space is a priority especially for safeguarding when children/youths are present. Bob Scorer and GW have fixed the sink taps and hand dryer. The leak in the left side toilet is still being investigated. **GW** to progress changing benches, clothes hooks and bag racks. In winter the stop tap which is outside needs to be turned off and the pipes drained down. GW has recently installed new mortice locks. PHG asked that **GW** look at the possibility of fitting push button locks for ease of securing personal property. The lighting tubes are flickering and dim. **GW** to investigate replacement with LED lighting.

7. Accounts

RP provided a financial report, summary of income and expenditure and a variance report which were accepted. Paypal costs are increased but with it we take more money upfront in memberships and hire bookings. Stripe is an alternative but has complications. **MF** to check if invoicing of schools for Wednesdays has been actioned.

8. Duty Rotas

Safety Boat is covered for the next two sessions. There are helms and crews (but not necessarily both) signed up to mid-June. Syd Nye continues to provide Safety Boat training. There are no RO's henceforth. **MS** to send out reminders. It is getting close to having to allocate duties.

9. A.O.B

- a) **Sail Time** – Next SailTime to be published in June to advertise key events coming up, progress on the YW toilets, safeguarding, racing news, camping dates etc. **MS** to send out a list of topics to be covered and dates.
- b) **DONM** – MF to poll for w/c 17th July. To be held at TSSC clubhouse.

Ref	Actions from this meeting	Owner
25/05/23	Ask re scrap metal collector	JK
	Investigate eyes to be set into the concrete anchors	JK
	Contact last year's electrical testing contractor	PHG
	Action agreed storage of DBS data and certificates	KM
	Amend the TSSC Child Welfare/Safeguarding Procedures	KM
	Inform TBY and JK of the name/contact details of the RYA inspector	MF
	Send JK link to Youth courses information on Bookwhen	MS
	YW Toilets - changing benches, clothes hooks and bag racks	GW
	YW – consider push button locks consider	GW
	YW - replacement with LED lighting	GW
	Check invoicing of schools for Wednesdays has been actioned	MF
	Duties reminders	MS
	Sail Time - list of topics to be covered and dates	MS
	Availability for next meeting	MF