

## THORNTON STEWARD SAILING CLUB - MANAGEMENT COMMITTEE

### MINUTES of the meeting held on 30th April 2024 on Teams.

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

**APOLOGIES FOR ABSENCE:** Kay Marriott, Phil Gamlen.

#### 1. Conflicts of interest

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

#### 2. Minutes of 12th March 2024

Approved without alteration.

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

- a) **Yorkshire Water Biosecurity scheduled visit** – Biosecurity staff are visiting the club on 3<sup>rd</sup> May. MF attending.
- b) **Spring Workday outcomes** – 24 members attended and achieved a great deal. The trailer park ground was cleared, levelled and strimmed. Old buoys were cut up and disposed of. A trailer load of redundant gear was removed to the recycling centre. Two gas water heaters were moved from the entrance into the loft, the margin around the clubhouse was weeded and gravel laid, patio weeded and paths edged, gutters cleaned, there was general cleaning of the clubhouse inside and out and touching up of interior painting and club boats were rigged. The kitchen and cupboards/contents were sorted and cleaned. Martin Pickersgill is going to continue applying trim to the external window frames. **Action: PHG** to source window materials.  
**GW** has started setting up a painting work group. There is also some guttering work to be done. **Action: MS** to set up a WhatsApp group for the painters.  
**TB** explored having the option of having the trailer park scraped, laid with terran membrane and gravelled which would in future require almost no maintenance. There would be an issue with getting the usual gravel lorries in but there is access to a smaller 5 ton lorry. Cost would be £3-5k. It was decided to test how effective regular strimming is this year. **Action: SW** to lead on regular strimming.
- c) **CGSC meeting with YW re pontoon** – Maj Anselm Allen met with YW at TSSC. NYW has accepted that a more robust system for getting a pontoon out is needed but remain reluctant to have any permanent fixture and will not allow any attachments to the concrete platform near the club and water in area. They have conceded that we can scope and get approval for a fixed pully system that is embedded in some way into the concrete lattice area, which can be broken into if needed. Maj Allen will scope what that might look like and the costs and approach NYW for agreement in principle. The aim is for the Army, to pick up all the costs to enable disabled service personnel the ability to use the club.

#### 4. Open Day 11th May

- a) The aim is principally a day to get members active. Controlled advertising to the local population should generate some visitors who can observe the club in action but not go on the water unless booked for one of the SUP courses. An experience on the water for prospective members can be organised on a 1-to-1 basis subsequently.
- b) Visitors to be received and signed in at the clubhouse. Details to be recorded on a note pad for follow-up.
- c) The day's timetable of activities will be displayed.

- d) Dogs must be on leads in the compound and around the reservoir now that sheep/lambs are present.
- e) Syd is providing SB Fam introduction/refresher sessions. If not many takers he may need volunteer crew for SB operation on the day.
- f) Pontoon to be put out.
- g) Two safety boats to be ready on the pontoon. The second SB needs helm and crew.
- h) Club boats to be rigged up and available for demo to the west of the slip, and for members to try: Laser, Oppy, Mirror, Wanderer, Topper, Fusion. Bob Scorer and Martha Mohan are attending as helpers. Members to be encouraged to demo their own boats
- i) SUP 2-hour courses are well booked.
- j) SW to propose/lead some activities for SUP members.
- k) Members to be invited to sail a short course at 11.30/2.30pm. Other sailing activities?
- l) Members to be asked to bring baking to be sold as refreshments.
- m) Kitchen to be attended though members can help themselves.  
**Actions:** MF to do a duty rota. MS publicity and information to members. SW Members SUP activities.

## 5. 2000 Class Event

This is now available for booking (TSSC and 2000 websites) though non have done so yet. **Action: TB** will survey the interest at the first 2000 series event.

## 6. Sailing Programme

No changes to the sailing programme. 2-3 people have inquired about the L1-2 courses (1-2, 8-9 June). Course participants should be advised to buy dinghy boots and gloves. The Improvers Course is May 28-30.

## 7. TSSC Handbook/SOP updating

Contacts in the event of an incident need updating. **Action: MF.**

## 8. Bosun and Safety Officer recruitment

Bosun Bob Scorer is looking to wind down after this season and a new bosun will be needed. Bob has a lot of dinghy knowledge re rigging/repairs etc and this needs to be passed on. Simon Whitby has agreed to take the role of Safety Officer and has started looking at the handbook/SOPs. JK proposes that there is a formalised safety review at the end or beginning of each season that can be documented. **Action: JK** to propose a reviewing process that involves the safety officer, training principal, SG&WO, Bosun, etc.

## 9. Treasurer's Report

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

Overall balance £49,645

### Business snapshot

- cash balances and balance sheet remain healthy
- increase in subscription is the increase in the RYA affiliation fee
- increase in IT is the payment for sailing club manager
- increase in accountancy fees - timing issue
- increase in heat light power - misleading as there are accruals and previous EON were billing quarterly - the run rate was £100 pm last year - we should see a reduction.

### **Profit & Loss**

- memberships plus boat berths now back on par
- course income is up
- donations - down but a timing issue (showing negative as payment for pub was after year end)
- CGSC income down - but that is just netted off against payment out to CGSC in expenses

### **Expenses**

- repairs and maintenance down as a lot of work was done last year

**Action:** RP to remind accountants to file at Companies House by 31<sup>st</sup> July for the year ending 31<sup>st</sup> Oct 2023.

- b) **Committee spend allowance** – The amount that can be spent for the club by committee members and bosuns without needing committee approval was left unchanged at £250. Below this level (excepting minor items) a note on the committee WhatsApp is advised.
- c) **Sit on Kayaks** – JP had previously suggested the purchase of a sit on kayak, particularly thinking of days when the conditions do not support sailing. Discussion on the Committee WhatsApp had been favourable. Two kayaks to be purchased. Two models of kayak were compared, and one was selected. Cost inc delivery £538. To be available for free use at the Open Day and hire thereafter. **Action:** MS to purchase, delivery direct to TSSC.

### **10. Membership Secretary's Report**

More memberships than at this time last year: 94 memberships which is 174 people (including some honorary, social, junior etc.)

### **11. SG&WO Report**

There have not been any Safeguarding matters raised/reported since the last committee meeting. At the first of the season's schools/colleges sessions a junior member and his dad were using the club.

**Action:** KM will speak to them, and going forward, other club members who present on Wednesday afternoons, about correct protocol re safeguarding.

A club member (David Gibson) acting as safety boat crew, did a self-declaration. **Action:** KM will assess whether their level and frequency of involvement qualifies them for a DBS check.

### **12. Yorkshire Water (YW) Beyond Nature Plan**

The committee considered the YW BYN plan and agreed the following comments to be submitted:

1. The hedge planting and fencing down near the treatment works and the farm don't affect us.
2. We are happy with gapping up and fencing the line of the old hedge to the west of the reservoir.
3. We are happy with the plan for three groups of the described trees in the southwest corner. There is still ample space for the heli-landing area as long as the planting is kept close to the corner.
4. We have some concern with the 4 proposed clumps of trees on the west side of the reservoir. We wonder if some of the clumps proposed for here could be moved further north, i.e. above the pipe bringing overflow from the treatment works back to the reservoir) as the wind rarely comes from that aspect (NW-NNW). All tree clumps to be kept well below the skyline.

Fencing work is likely to occur in August/September and planting work in the winter.

**Action:** MF to write to YW with the comments.

### **13. AOB**

- a) **RYA Annual Inspection** – The RYA have requested that our inspection takes place during the course at the end of May. This is actually a CGSC course but using all the same instructors, equipment and protocols etc. **Action:** PHG to check this is acceptable to the inspector (Erica Caswell YDSC)

- b) **Hunton Primary School** – Hunton PS have requested a repeat of the session they had last year of a taster sail. This was done in double handers and the safety boat with the fundamental aim that they don't get wet. **Actions: JK** to research a date that fits round the school/college programme. **MF:** to liaise with HPS.
- c) Phil Davies to look into the role of Training Principal with a view to taking this on. **Actions: PD** to discuss with PHG. **JK:** forward the RYA role description to PD.

**14. DONM** – early July. **Action: MF** to poll for availability

<b>Ref</b>	<b>Actions from this meeting</b>	<b>Owner</b>
30/04/24	Source window trim materials	<b>PHG</b>
	Set up a WhatsApp group for the painters	<b>MS</b>
	Open day duty rota	<b>MF</b>
	Open Day publicity	<b>MS</b>
	Open Day SUP members activity	<b>SW</b>
	2000 event: survey likely attendance	<b>TB</b>
	Safety: suggestion of annual review process	<b>JK</b>
	Remind accountants of accounts filing date	<b>RP</b>
	Sit on kayaks ordering	<b>MS</b>
	Club members present on schools/colleges day - protocol	<b>KM</b>
	SB crew on schools/colleges day – declaration/DBS	<b>KM</b>
	Beyond Nature plan – comments to YW	<b>MF</b>
	RYA annual inspection – May 28 <sup>th</sup> – check with inspector re TSSC/CGSC	<b>PHG</b>
	Hunton PS - date	<b>JK</b>
	Hunton PS – liaison with school	<b>MF</b>
	Consult PHG re Training Principal Role.	<b>PD</b>
	DONM	<b>MF</b>