

Summary of Actions from Board Meeting on Monday, 25th July 2016

| Item No | Item | Who | When | Status |
|---------|------------------------------|------------|-----------|---------|
| 1066.1 | Volunteer Directory | SV | September | Ongoing |
| 1066.2 | Staff Group Membership | LW | September | Ongoing |
| 1066.3 | Fixtures Card | SV | September | Ongoing |
| 1066.4 | Sections Constitutions Draft | SV | September | Ongoing |
| 1066.5 | House | GW | September | Ongoing |
| 1066.6 | Staff Handbook | LW | September | Ongoing |
| 1066.7 | Slipway scanning | NP and TK | Autumn | Ongoing |
| 1066.9 | Lifejackets | Dave Ramus | September | Ongoing |
| 1073.2 | Letter of Complaint | SV | Immediate | Closed |

DRAFT

SUSSEX YACHT CLUB MINUTES OF THE MEETING OF THE MAIN COMMITTEE HELD MONDAY, 25th July 2016 at 20.00 hours

The meeting commenced at: 20.00 hours

| | | |
|-------------------|------------|--|
| Present: | S Vyse | Commodore, Chair Publicity and New Members |
| | L Woodhams | Rear Commodore, Hon. Treasurer |
| | K Headon | Rear Commodore, Training Principal |
| | G Roberts | Director, Moorings and Maintenance Committee |
| | D Skinner | Director, Moorings and Maintenance Committee |
| | N Prescott | Director, Moorings and Maintenance Committee |
| | M Rummery | Director, Buildings Maintenance Committee |
| | D Golding | Director, Buildings Maintenance Committee |
| | D Terry | Director, Sailability Committee |
| | K Knight | Director, Safety Boat Manager |
| | I Bush | Director, Chair House Committee |
| | A Macey | Director, House Committee |
| | H Foster | Director, House Committee |
| | | T Leigh |
| | J Bignell | Ex-officio, Assistant Secretary |
| Apologies: | T Kinch | Vice Commodore, Chair M&M and BMC Committees |
| | G Weston | Rear Commodore, House Committee |
| | T Cork | Director |
| | J Pryke | Director, Dinghy Section Captain |
| Absent: | None | |

Number Item

MINUTES OF PREVIOUS MEETING

- 1065** All agreed true summary.
Proposed: Commodore: Carried: 12; Abstention: 1

1066 MATTERS ARISING

1066.1 Volunteer Directory

A draft was prepared & distributed by TL in April due to previous poor response. No response has been received from the issue of the draft. SV will look at the draft, chase and check. Action SV.

1066.2 Staff Group Membership & Contracts of Employment

LW states that all staff including SYC Bar and Catering should have contracts. All SYC staff have them but despite a draft being prepared by TL for use by Steward, these are still outstanding and will be undertaken throughout the summer. Item to return to Board in September. Action LW.

1066.3 Fixtures Card, start 2017 fixtures

Due to volunteer pressures of work these have not yet been put on website. Most of what is needed is ready and SV will undertake soon. To be discussed at next committee meeting.
Action SV.

1066.4 Section Constitutions Drafts

SV is preparing a paragraph to set out how Sections can vote if they feel the need to put a full process in place, in particular for the Sailing Section which needs this direction. Action SV.

1066.5 House

A House sub committee has been set up to be responsible for SYC Bar and Catering Ltd.

In June it was discussed that no Director level support has been put in place for Jon when it was known that he did not have strong management skills and this needs to be rectified. Action: GW

1066.6 Staff Handbook

It was decided in June that a specific staff handbook (over and above the SYC one) needs to be raised for Bar and Catering outlining what is perceived as acceptable behaviour. Action: LW

1066.7 MMC Slipway scanning

TL reported that a Geophysicist has examined the slip and he commented that the sub-surface radar scanning may give misleading returns and has suggested an alternative route which involves drilling test holes and inserting detectors through the concrete to test density and for voids. Report has been sent to NP and TK for discussion at MMC meeting. It was reported that there would be many more visible surface signs if there was an immediate problem occurring. This can therefore be reviewed in the autumn.

1066.8 Sailing Section Communication

SV has briefed Sam Lippett on how to use the Club email system so she can manage this alone for effective communication.

1066.9 Lifejackets sailing requirements

Dave Ramus did not attend but advised SV that they have come to some agreement and at the moment we can continue to use the current kit. To report again in September. Action: Dave Ramus

1067 Club General Meeting

1067.1 Clubhouse Future

Documents were circulated before meeting and it was understood that these had been read by all attendees. SV confirmed that confidentiality has been important because there is some delicacy over the use of public funds to potentially undertake work on a private members club. It was important that all investigations were completed before any news was shared or debated. It was noted that Option 3 was the preferred route. Questions were invited from the Directors.

a) NP asked about the Option 1 erection of a tidal wall on southern boundary and SV confirmed the proposal was for the creation of a raised bank footpath and public cycle path across from the bridge to the eastern boundary with a tidal gate across the main slipway, that being the only slipway to be retained. This is considered not feasible due to safety aspects in a working yard, and also security for boats. This was also extremely expensive at £2.8 m and therefore not considered further.

It was further stated by LW that the cost of building the flood defence wall was reported as £810,000. LW believes we may be offered **A sum of money suitable to permit this project to proceed (value range redacted to confidential minute whilst negotiations on the value are ongoing)**, for the land sale and the proposal detail is imminent. The money would be offered from LEP funds.

It was noted that under Option 3 the west slip would have to move, probably to the eastern side of the main slip, and this would become full width on one gradient.

The timing was discussed regarding funds being needed bearing in mind that the Southwick project is also under way. It was confirmed that the Southwick project will continue within its own time frame. LW confirmed that the funds are in hand and being managed to ensure that there is a long term view of managing all the projects and running of the club.

In terms of Club delivery of the two projects it was proposed that a steering committee be set up for the new club house proposal with particular emphasis on using members with appropriate skills in project management.

b) AM asked about timescale and TL confirmed that the money needs to be spent during the 2017 – 2018 fiscal year, and we have to start work during that period. LW stressed that we will not agree to anything until plans are drawn up and approved.

A question was raised as to whether this will now restrict budget spending on the current building. TL confirmed in TK's absence that all non-essential projects have been stopped until Christmas because that is the decision deadline which will allow enough time for planning requirements to be undertaken.

c) HF expressed concern about Option 2 and alterations to the north wall to the building with regard to structural damage. SV confirmed that the engineers are also concerned as there are too many unknowns and also the roof is asbestos which could pose great concern and cost implications.

Discussion was also held about the movement of boats and the everyday running of the Club whilst the site is under reconstruction. LW confirmed that the scheduling and programme for the work includes moving the entrance to allow for sequencing of the work as a site entrance and allow the club to have a secondary area for the use.

d) GR expressed concern about how the design and building of the new premises can be achieved within a set time frame. SV confirmed the intention is that the Board will not be pushed. LW confirmed that

the LEP funding is very time limited and work must be started within the relevant year which will guarantee the funds for five years, which is the duration of the planning permission.

SV clarified the Flag Officers are seeking confirmation from the Board that they are in agreement with the direction in which the Flags have been working. This will then go to the Members.

It was confirmed that the Highways Department do not want to widen the road but only to put in a footpath and cycle way which would require 3m of the Club's land. SV stated this could also be a benefit to the Club, providing access for our own members, but primarily allowing all the development to the east to move easily past our premises and thereby potentially increase our membership and local involvement.

GR stated that a visual brief should be given to the architects outlining what the Club wants, the concept and the requirements, rather than give them a free hand. It was agreed that a steering committee in this regard needs to be formed.

e) IB asked if consultation has been sought of the RYA for their experience in this kind of project. It was confirmed that confidentiality requirements have meant that this has not been considered at this stage. This may be considered once notice is given to the members of a GM next week.

f) MR asked what level of income we might lose during construction, and whether surfaces would need to be renewed both during construction and also from the effects of tidal water, and how this would affect our revenue. TL confirmed that the outside is already designed to be flood resilient and this should therefore not create a problem given the infrequency of high tides liable to cause risk. All design for the future has incorporated a 1.8m increase in height to offset any danger. TL further confirmed that the space gained by regaining Tarmount is roughly equivalent to the space we would lose to the 3m strip required for the tidal wall on the east side of our current entrance hopefully negating long term loss of income from the yard due to reduced space for boat lay up. On the west side this would be offset by piling out slightly into the river and over the west slip, resulting in a 30% larger club house.

During construction we do not yet know how much space would be required for a construction site and therefore cannot anticipate the loss of income. The potential sale value of the land was also discussed and this was considered not to be an issue. It is not known at this time how the works might impact the value of our land long term, the hope being it will impact positively. The replacement of existing surface is likely as a consequence of moving the boat yard facilities eastwards and the club westwards.

Discussion was raised about whether a wall would increase the volume of water behind it if there was a high tide, but it was confirmed that the flow changes and disperses more easily in this situation. It would also push the tidal surge further up river where there is more marshland to accommodate the increase which would thereby alleviate the problem down river. SYC would be required to close any tidal gate where the predicted HW may give rise to concern for flooding.

With a proposed 1.8 metres north wall and with a new building alongside the bridge it was questioned if this would disengage the Club from the public. It was considered that with careful architectural design this could rather enhance the Club and its interaction with the town.

Question was raised about compulsory purchase and it was confirmed that this is a real possibility. It was considered that because this is an infrastructure development if we do not engage well with the authorities now, we could lose control and the wall could be erected regardless of our wishes. It is therefore important to be seen to engage to get the best result for the Club.

g) DG queried the implications of the options and LW confirmed that Option 1 was very expensive, Option 2 was disregarded by the engineers as being both risky and expensive, with multiple caveats. It was initially considered that there was no way the LEP would undertake Option 3 as the LEP could not allow infrastructure money to be used to build a private members club house. However it was found that this was the cheaper way forward. It was confirmed that to do nothing was not an option.

Discussion was held about the use of careful management of publicity for the new building to encourage new membership and to promote the flood defence and reduce the risk of flooding.

h) DS queried the conceptual suggestions as shown in the paperwork and it was confirmed that no real design has yet been formally considered and the illustrations produced for the meeting will not be offered to the public domain.

i) KK wished to ensure that every section of the Club is represented when ideas are considered for the Option 3 and this was noted as being part of the new steering committee working party.

j) DT commented that the reporting offered on all Options has been written with a strong emphasis towards Option 3 and this may weaken our case to promote Option 3. In particular there is a lack of information on Option 2. LW stated that a technical report had been written but it is poor on detail. It would also result in the Club closing whilst works were undertaken with subsequent loss of income and inconvenience.

LW stated that the Council introduced Option 1 and then after discussion and rejection they came back with Option 2 which was not popular with their own engineers. The suggestion of Option 3 for the LEP to buy the strip of land required and then for the Club to use that money to build the Club House was suggested by Terry Kinch and is being considered as a fair and cheaper way forward.

The sale of the land could be subject to a licence giving us 7 years (less one day) maximum to build the clubhouse whilst retaining the original building.

DT also felt that more explanation should be provided regarding the option of compulsory purchase.

Query was raised about what sort of construction was acceptable to the Planning Department and whether they had been asked about this in advance. The Head of Planning is aware of our case and it is understood that the planning package should not be an issue if we can reach agreement over the selection of Option 3. However DT felt a conversation with a Planning Officer would still be worthwhile to ensure we do not waste funds.

DT asked what contingency plan was in place and at present there is none. LW confirmed that by December this will have been developed, but currently we have no back up. However SV advised that the Planning Authority have an issue as this work has to be done and this should therefore give us some safety.

A question was raised about time issues and how this is presented to the membership as the time scale is tight and quick. It was considered that, in the circumstances, the Board have to make the decision to take this forward rather than make representations to the members at this stage.

A vote was taken for direction to follow the Option 3 route.
Carried in favour: 12; Proxy votes in favour: 4; Abstention: 1 (MR)

A proposal was made that an Extraordinary General Meeting be called for the members on Saturday 3rd

September 2016 to debate the opinion of the Board which is now agreed.

Proposed: SV Seconded: LW Carried in favour: Unanimous; Proxy Votes in favour (of Option 3 and therefore presumed in favour of EGM): 4

A proposal was made for a working party steering committee to be formed to take forward the requirements that will form the basis of the request to the architects. This committee will be chaired by Terry Kinch and formed primarily by Directors or other interested parties invited.

Proposed: Steve Vyse; Seconded: GR Carried in favour: 12; Proxy vote in favour: 0 Abstention: 1 (MR)

A proposal was made for funds release of £4,800 inc VAT for the architects to design in accordance with the direction made by the working party steering committee.

Proposed: TK Seconded: LW Carried in favour: 12; Proxy votes in favour: 3; Abstention: 2 (MR/GW) (1 proxy)

1068 FINANCE

1068.1 Budget 2016/2017 Proposal

Proposal was made that the 2016 - 2017 budget as included with papers for Board meeting and published by Finance Committee be accepted.

Proposed: LW Seconded: SV Carried: Unanimous Abstention: 2 (proxy); Proxy votes in favour: 2

1068.2 Audit Firm

A new audit firm was suggested at the AGM. After interview with three new potential auditors it was considered that the current auditors are still more cost effective and give us good, impartial and accurate audit and advice. A proposal was made to recommend to the Annual General Meeting that the Club retain the services of Clark Brownscombe as the auditors to the Club for a further 3 years.

Proposed: LW Seconded: DS Carried: Unanimous; Abstention: 1 Proxy vote; Proxy votes in favour: 3

1069 HOUSE

1069.1 Comments Book

There were no comments in the Comments Book. Verbal feedback had been received that the food was good/excellent and some ladies had said portions were rather too large.

1069.2 Radio Microphones

It was debated that new radio microphones are required. A sum of £1735.30 was requested for the purchase of three radio microphones, inclusive of VAT and licence fee for Channel 38. More than one quote has been obtained and this was the cheapest. The vote is to purchase now and bring forward budgeted items for next year due to failure of the equipment.

Proposed: IB; Seconded: LW; Carried: Unanimous

1070 MOORINGS & MAINTENANCE COMMITTEE

1070.1 Update Tarmount Hard

TL confirmed we have planning permission. A new Section 106, without any contribution to the Shoreham Slipways group, is currently being prepared. The incumbent at Tarmount Hard was removed a few weeks ago and remedial works to restore the land to its former state have and continue to be undertaken.

1070.2 Tarmount Hard Fencing – funds release

A proposal was made by TK for a funds release of £15,000 for fencing which has been budgeted. It is possible that this may not be spent, but fencing may be required quickly when work is complete.

Proposed: TK; seconded: GR; Carried: Unanimous Proxy votes in favour: 2

1071 BUILDINGS AND MAINTENANCE COMMITTEE

1071.1 Funds Release for Southwick Building maintenance

The work to be undertaken is on the basis that it could easily be 2-3 years before Southwick is refurbished and in the meantime the building has to be suitable and nice to use. A funds release of £11,000 was proposed for necessary external redecoration works to be undertaken in October. Proposed: TK Seconded: KH Carried: Unanimous Proxy votes in favour: 3

1072 PUBLICITY AND MEMBERS

1072.1 Open Day 13th August

SV confirmed that the Open Day will be happening and he will be working with HF in this regard.

1072.2 New Members Listing

Deferred until September due to lack of time.

1072.3 Wavelength Update

TL confirmed that the Editor is due to come in and see him shortly.

1073 CORRESPONDENCE

1073.1 Letter of complaint to Jon (Confidential complaint)

A document had been circulated and it was agreed that this should be taken back to Jon for resolution. GR confirmed that he had also witnessed a similar separate incident.

1073.2 It was confirmed that the Sussex Yacht Club Bar and Catering will now have a separate committee overseeing the company instead of House Committee. However as this is not yet formed, a verbal response to the complainant will be offered by SV. Action: SV

1074 ANY OTHER BUSINESS

1074.1 TL advised we have been asked for nominations for the Old Pulteney Maritime Heroes Awards. Please advise TL if anyone comes to mind within the next month after which entries are closed.

1074.2 TL reported the sad death of Harold Wilson on Saturday 23rd July aged 92 years. He was the first winner of the Royal Escape Race.

1074.3 The increase in charges and fees was noted. Discussion was held around the increase in cradle costs which are above average. This was explained as being due to the amalgamation of two previous separate charges into one to make the charging process more transparent.

Date of Next Meeting: Monday 19th September 2016

There being no further business, the meeting closed at 23.00 hours

I agree the above to be a true summary of the meeting.

