

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 15th January 2018

DRAFT

The meeting commenced at: 20.00 hours

Summary of Actions

Item No	Item	Who	When	Status
1332.0 (ii)	Matters Arising/Volunteers Directory	TK/Sailing Section	Immediate	
1332.3 (iv)	Matters Arising/Rampion Fundraise	All Directors	February	
1338.1	Royal Escape Race/Casino location	SV/Sailing Section	Immediate	
1347.2	AOB/Fixtures Card	SV	Immediate	
1347.4	AOB/3 rd March/In the Wind	JB/SV	Immediate	

Present:

Steve Vyse	SV	Commodore, Chair Publicity & New Members (Chair)
Terry Kinch	TK	Vice Commodore, Chair M&M & BMC Committees
Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer
Giles Weston	GW	Rear Commodore, Chair Bar & Catering Committee
Kevin Headon	KH	Rear Commodore, Training Principal
Graham Roberts	GR	Director, Moorings & Maintenance Committee
Helen Foster	HF	Director, Chair, House Committee
Ian Bush	IB	Director, House Committee
David Nunn	DN	Director, Sailing Section
Ann Macey	AM	Director, House Committee
David Terry	DT	Director, Sailability Committee
Kevin Knight	KK	Director, Safety Boat Manager
David Golding	DG	Director, Buildings Maintenance Committee
Mark Sharp	MS	Director Elect
David Carroll	DC	Director Elect
Sue Large	SuL	Director Elect
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:	Sam Lippett	SL	Director, Sailing Section Captain
	Neil Prescott	NP	Director, Moorings & Maintenance Committee
	David Skinner	DS	Director, Moorings & Maintenance Committee

Number Item

1331 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

Proposed: Commodore SV; In favour: Unanimous Against: 0; Abstention:

1332 MATTERS ARISING

1332.1 E Cigarette Rule Change

SV has updated the website and the matter is now closed.

1332.2 Volunteers Directory

1332.2 (i) A previous question of students being given sailing priority over full members was brought back to Board. HF reported that she has liaised with Guy Stansell and he got some members out in the Christmas Cracker races. A two weekend event is planned to get new members, students and less experienced sailors to do on-shore training one weekend and go out on the water the following weekend.

1332.2 (ii) SV considered that progress with the Volunteers Directory and getting members to sail on boats are separate issues. HF reported that she is now established as the contact to get out on boats and the Volunteers directory is to get people involved in club activities.

Action: TK to correspond with Sailing Section to see how things will move forward into next season.

1332.2 (iii) HF will attend a few Sailing Section meetings and will update Guy Stansell on what he is required to do.

1332.3 Rampion/Fundraising Committee

1332.3 (i) KH reported feedback from various people. The Rampion fundraising committee had an event last Friday when Sailability put in a bid. The next event will be in June. KH reported that he has received some suggestions but asked for more fund raising suggestions, ideas of what to do with the fund, any pool suggestions and he will make a decision with which one to go with.

1332.3 (ii) KH will bring the matter back to the Board, but there is ample time to consider before the June deadline.

1332.3 (iii) GR asked about the use of the professional fundraiser but TK stated that they are part of the SDP process and not for other purposes. The Rampion funds are available now and a professional fund raiser is not currently in place.

1332.3 (iv) All Directors were asked to offer suggestions from their sections and bring back to the Board at the first meeting after the AGM any ideas and where they fit within the merit of the fund. A decision will then be made about which one they move forward with. Sailability have put in a £44,000 bid. KH explained that Rampion has two 'hot spots' where their work comes ashore in Lancing and Horsham. SYC would have a good chance as the club is a water based entity and close to the hot spot of Lancing.

Action: All Directors

1332.3 (v) There are both small grants available and potentially a capital grant as well. An advantage for SYC is that the club has a history of receiving funding. Once all ideas have been compiled KH will speak to Rampion and see where they stand on applications.

1332.4 General Data Protection Regulations

TL reported that all Committee Chairmen have been emailed and asked about the nature of the information they currently hold. Most Directors have replied but one or two are still outstanding. The information has been used in the preparation of a questionnaire to go out to members regarding the data fields we currently use.

1332.5 Honorary Membership

DS will propose Alan Prevot at the AGM.

1333 **CASC STATUS**

1333.1 MS recorded his concern regarding Activity Statistics and our CASC status. This has come from his personal observations and member comments made about the Club following posting of a large profit and the potential implications it could have with CASC status. MS considered that part of the organisation is as a club and part is as a business and he expressed his concern that the strict rules for CASC status are being ignored.

1333.2 MS considered that the club is becoming a money making machine. He was concerned that a £150,000 profit is something that could be raised for discussion at the AGM. Whilst SDP has been a reason to save money, MS felt that membership numbers are dropping and the rules for CASC status brings the reason for the club and focus on water based activities into question.

- 1333.3 MS selected six requirements from the rules and regulations of CASC, and asked if the club currently meets this criteria:
- (i) Non-profit making;
 - (ii) Run as members club and not business;
 - (iii) Surplus reinvested in club;
 - (iv) Provision of facilities and equipment for participation in our sport;
 - (v) Spend all income and gains on qualifying purposes;
 - (vi) 50% of individual members must participate in 12 events or more.
- 1333.4 MS further wished to query Barco and asked if it is really a separate entity. He noted that prices have been increased. He believed that Barco appears to be running a business to make as much money as possible.
- 1333.5 MS noted that under CASC rules the club may earn up to £100,000 from non-member trading income and asked if any measurement has been undertaken regarding how much is generated from members and from non-members.
- 1333.6 MS commented that he believed that the supply of goods or services amounts to trading and that he now feared the club can be fined in this regard. SV reiterated that there is a difference between profit and surplus, and that the money currently held is surplus.
- 1333.7 TK explained that a number of projects are on hold awaiting money to be spent. These will take around £400,000 to £500,000 and would have a significant impact on the savings. MS is concerned that an investigation would show we are currently not in accordance with regulations for CASC status.
- 1333.8 SV further noted that contrary to MS saying that membership was dropping, membership numbers are actually higher now than at the same time last year. SV pointed out that the relevant information and comparisons are recorded on the New Members List for January.
- 1333.9 MS referred to disappointing feedback from members and the sailing section regarding a potential payment of £3,000 that had been turned down. TK confirmed that no budget request was made to the Board for this sum to support the sailing section and/or IRC. SV explained that a process has to be gone through for budget requests and on this occasion no such process had been entered into.
- 1333.10 LW confirmed that the club is a 'not for profit' organisation and the club qualifies in all respects. He explained that 100% of retained surplus is reinvested and no dividends are declared. MS disagreed with the analogy and felt there is a lack of communication from Board to members about how the money is spent.
- 1333.11 Regarding Barco, LW stated that they are not required to make a profit. The financial support provided by SYC Ltd has been debated in considerable detail by the Board on three or four occasions and each time the committee did not require Barco to make a profit, recognising the fact that investing further money through loans and support facility was the right way to go. MS queried why beer has increased by 20% and LW noted that the Club cannot subsidise drinking.
- 1333.12 DN stated that he has discussed these points with auditors and they concurred that it is not permissible to fund Barco. It is set up as a separate company because SYC is not VAT registered and in order to run hospitality we needed Barco to be VAT registered separately. Our CASC status allows for Barco to make a surplus to be put back into the club. DN confirmed that this has all been well minuted previously.
- 1333.13 However, DN considered that Barco needs to do better than break even and they are also required to pay back the £40,000 that they borrowed.

- 1333.14 LW replied that proven evidence of activity, in accordance with the schedule of what constitutes an activity, covers everything required for CASC status. MS requested this item be added to the Minutes.
- 1333.15 LW reiterated that we are compliant with the rules and whilst MS expressed his concern he stated he is satisfied. SV confirmed that CASC status has been well considered and is complicated as club specific activities are not well defined by HMRC. RYA have studied the CASC requirements and their observations have been well discussed and documented. It was further noted that the club asked for survey completion, but only 222 were received which represents around 20% of the membership.
- 1333.16 DN noted his ongoing concerns and recorded that the Training and Dinghy Sailing sections are now recording activity, and Sailing Section are now giving the matter consideration also.
- 1333.17 DN further commented that Barco must do more than break even to pay back £40,000, and even with an interest element added, the situation is not completely clear. After a year of consideration DN proposes that the only way to break even or better is to increase prices.
- 1333.18 With regard to the IRC issue TK wished to add that whilst the Sailing Section did not have a budget for the expenditure required, they could have approached the Board for an unbudgeted funds release, but they did not. The Club has strict spending rules to protect everyone and no funds have been released because the due process did not take place. The 'proposal' was received via an email without any presentation to the Board, and TK spoke to Guy Stansell about considering the longevity of the scheme and whether funding from Year 1 would continue through to Year 2. These things and other options had not been considered and it was decided to bring it back next year after further discussion.
- 1333.19 TL clarified that one statistic produced for the Treasurer is to ensure that Non Member income generated does not rise above the £83,000 VAT threshold.
- 1333.20 TL further clarified that it was anticipated that clubhouse construction works would have started and had a consequential impact on the yard income. Budgets were set last year to anticipate this hence the large discrepancy between budgeted income and actual.
- 1333.21 SV reiterated that a huge amount of budgeting and forward planning takes place in order to trade successfully. SV further stated that CASC status is an ongoing project and fresh thinking is required to get members to submit their information.
- 1333.22 TK stated that two additional General Meetings have been held to explain the situation to the membership, including the costs to the club against reserves. He felt that communication has been as open as possible. DN considered better explanation could be achieved and we need to show that reserved, 'budgeted for money', has not yet been spent.
- 1333.23 LW stated CASC membership is run by HMRC regulations and the rules change frequently, therefore the only way is to follow best practice. The Club takes advice from the many similar groups who support us. LW reiterated that we are currently CASC compliant and he is comfortable that we qualify for our CASC status. We will continue to rely on professional advisors who have a broader scope of experience.

1334 SDP

- 1334.1 TK reported that since Christmas we have received the revised design plans for the building. The design committee have now returned the plans to the architects and they are expected back before next SDP meeting. The Heads of Terms have been received with simplified terms and caveats. Richard Ogden has examined them, added a few changes and they have now gone to back to the solicitors prior to discussion at the next SDP meeting.

- 1334.2 KH, TK and TL have met with a proposed funding organisation, Pebble Beach, to advise on funding for various aspects of the build. The focus is to change an acceptable standard of building and fit out to exceptional and they will be looking at accessibility to the club in particular. A proposal is expected within the next 24 hours and they will say if the club do not stand to gain anything. The outcome will be presented to SDP in due course.
- 1334.3 SV asked for clarification that the funding has now been drawn down by the Council for the LEP funding. TK explained that the LEP have used the money in question to fund something else and the Council has taken on the funding for the Club.
- 1334.4 SV asked for clarification on the likely terms of business of fund raisers. TK explained that based on evidence, we would expect to pay the fundraisers approximately 10% of what we get, ie if the Club want £1m the fundraisers would look to raise £1.1m to cover their own costs.
- 1334.5 The SDP planning application will hopefully be ready to submit in late February with contracts ready for signature once all planning approvals have been passed. It is hopeful that things will start in early Summer.
- 1334.6 TK stated a pre-tender budget is expected in April or May.

1335 MMC/BMC

- 1335.1 TK reported that BMC is currently dormant.
- 1335.2 TK reported that MMC has not met recently as SDP has taken precedence, but he has met with Ben Coe and discussed work requirements. BC will organise a chain and ground tackle gear inspection and a pontoon inspection to ensure ongoing maintenance for the forthcoming season. There is concern about the condition of jetties and the consideration is to treat them as with 'D' pontoon as a temporary way of keeping them up and running.
- 1335.3 With regard to Southwick moorings TK stated that the Port have finished the depth survey and are due to come back to advise about dredging fees for both the east side and our own area. This matter is therefore progressing.
- 1335.4 TK considered the moorings may be replaced towards the end of the sailing season, which is disappointing, but we have to wait for the Port to get to the next stage. It is possible that this will start early in the next off season.
- 1335.5 TL added that Julian Seaman and Tony Parker are meeting this week to undertake feasibility study.

1336 STAFFING

- 1336.1 TK reported that all staff appraisals have now taken place. A date is being sought before GW steps down as a Flag Officer to jointly go through them and make recommendations.
- 1336.2 TK expressed his thanks to all staff for their participation.

1337 MARKETING

- 1337.1 Proposal for the new members listing to be adopted:
Proposed: SV; In favour: Unanimous
- 1337.2 SV asked about marketing and HF expressed concern that events are not being marketed sufficiently. It was considered that it would be helpful if In the Wind was published earlier in the month.
- 1337.3 DN considered that forward planning for 12 months should be arranged in advance in order to know what is coming up. Publication should be made for all events and dates coming up.

1337.4 The potential of using text messaging or increasing the frequency of emails was considered.

1337.5 DN considers that Barco has lost money because events have not been sufficiently promoted but SV stated it is not just advertising but perhaps what is offered that is the question.

1338 ROYAL ESCAPE RACE

1338.1 SV reported that TL is currently investigating moving the French celebration from the Normandy to the Casino. SV will submit a report for the February board meeting.

Action: SV

1338.2 SV will still use SCCH for the RER as it is the largest event and it is particularly appropriate for handicapping visiting boats. The IRC option will also be running.

1338.3 SV said he has not yet spoken with BD foods about their continued sponsorship.

1339 BARCO

1339.1 GW stated that December experienced a loss of £3,296. From an initial look it appears that the cost of food and supplies increased from £4,000 to £7,000. New Years Eve was more expensive than expected due to the cost of entertainment. Wages and catering costs increased from £4089 to £5970.

1339.2 DN stated that the figures only came out the same day and he had not yet given them a full analysis. GW confirmed he will also be identifying causes.

1339.3 HF reported that a joint House/Barco meeting will be held on Friday 19th January to discuss the situation.

1339.4 Ian Bush asked if a large purchase of food at the end of December, to be sold in January, may affect figures, but this was as yet unknown.

1339.5 LW questioned turnover in November and December. DN reported that December was 15% up on November and therefore appears that the events were costly. New Years Eve money was taken in advance, but sadly it was noted that attendance was poor.

1339.6 GR reminded the Board of the previous franchisee who supported the caterer and the steward but with very little cost to the club.

1339.7 IB gave an update on Epos till. The team are due to attend next week to undertake a trial, and it is intended to have the system running in the next ten days. LW queried any delays and any cost alteration but IB confirmed that nothing has changed.

1339.8 GW wished to record his observation that New Years Eve was poorly attended, and only five directors were present. He further noted that Club Nights and events generally are poorly attended by board members. GW felt it is incumbent on directors to attend more than they do.

1339.9 DN stated that figures are now more accurate, but considered that House Committee require one particular person to think about events and functions and should consider who would be suitable for that role.

1340 DINGHY SECTION

1340.1 KH reported that the Cooler currently in the canal had 17 boats out the previous weekend and the number is likely to increase. He noted the numbers have been higher than for a while.

1340.2 Overall KH considered that the Dinghy section is going well.

1341 SAILING SECTION

1341.1 New Committee

Guy Stansell- Sailing Captain
Antony Tomkins- Race Secretary 1
Adam Thomson- Race Secretary 2
Ann Macey- Rally Secretary
David Skinner- Pursuits
David Nunn- Pursuits, Race results, Website and other items
Kate Leigh- Trophy Secretary

Additional Support:

Tim Pumfrey
Martin O'Sullivan
Neil Prescott
Robin Stevenson
Steve Thomas

1341.2 Sailing Fixtures 2018

The final draft has been issued and awaiting sign off.

1341.3 Sailing Handbook

The first draft has been completed and it is hoped to issue an electronic copy in the next couple of weeks.

1341.4 IRC start up scheme

1341.4 (i) A large number of the active racing fleet have expressed an interest in paying for their IRC certificates. Sailing Section expect the final number to be around 25.

1341.4 (ii) SV asked who is representing Sailing Section on the Board. This will be discussed with TK in Flags Meeting.

1342 TRAINING SECTION

1342.1 KH reported that winter courses are now running and bookings are being taken for the practical courses. The programme has been set for the whole year. Last year they offered 43 different courses.

1342.2 KH reminded the Board that the RYA are coming down for a conference on 27th January. TK will attend with KH and other Directors were asked to contact KH if they should wish to also attend.

1343 SAILABILITY

1343.1 DT reported that KH has organised a refit of the Sonars. A re-launch is being organised for one boat and Tim Loughton will be at the club on 3rd March to undertake the ceremony.

1343.2 DT reported that there is active movement towards a new safety boat to replace the Pioneer.

1344 HOUSE

1344.1 HF reported that the last meeting for House was postponed but is now rescheduled for Friday 19th January. She confirmed that event organisation is on the agenda.

1344.2 HF has received comments via forwarded emails and that she has been printing them off and adding to the comments book. There were good verbal comments about New Years Eve. The only negative comment was regarding the smell of cigarette smoke in the bar area and the only way forward is to close the door at the top of the outside stairs to stop the smell of cigarettes infiltrating.

1344.3 SV congratulated House and the Steward and her team for New Years Eve which he considered was the best at the club for some time.

1345 SAILING THROUGH HISTORY

DS was not present and no report was available, TL stated that progression is gentle.

1346 CORRESPONDENCE

SV reported receiving a card of thanks from Sibella for her bottle of wine at Christmas.

1347 ANY OTHER BUSINESS

1347.1 KH reiterated that Directors are welcome at the RYA conference on 27th January where a lot of information regarding participation of the club will be shared. Similar role holders will be present and this is therefore for officers rather than club members.

1347.2 TL queried the situation regarding the Fixtures which was to include the current year and next on a rolling basis. SV reported he has it on his list, and that his priority is the website and the Fixtures booklet for 2018. TL suggested that fewer should be printed this year.

Action: SV

1347.3 [Confidential Note/Percy Ludgate Trophy](#)
See separate Confidential Minutes

1347.4 KK proposed that the 3rd March would be a good launch date for the Sonars as the press and dignitaries would be present. It was requested that as many Board members as possible should be also present as KH wishes to present a busy club.

Action: Add to In the Wind.

1347.5 DC noted that Sailability are refurbishing the two sonars. The work is being done locally and should produce another 10 years of use. The Youth Team, Sailability, and Club will all get publicity. Tim Loughton is to re-launch the boat, and local councillor (Debbie Kennard) will be present. Debbie, Cabinet Member for safer, stronger communities, has confirmed she has some funds available for suitable causes.

1347.6 James Hooper, Sailability Skipper, suddenly passed away at end of November with a heart attack. One of the RS Ventures will be renamed James at the same event.

1347.7 DG reported that the pantomime was well attended and raised money for RNLI. A sum of £1,000 was presented from the joint ventures of the Wellington Wailers, including their pantomime and CD sales.

1347.8 MS queried why and how an apparent overspend of £1,658 in the last quarter on entertainment had occurred. TL said there was an incorrect journaling of the funds and the Commodore's party costs should have been allocated to marketing and not to entertaining. SV clarified that this was a valid expenditure as the invitation list comprised new members and as a thanks to members who have helped.

1347.9 The budget for the Sailing Section for the current year was £3,000 for race fees income, £3,600 expenditure for buoys and marks, £500 for race bag, radios etc.

1347.10 DC noted his apologies for the next two Board meetings as he will be in New Zealand.

1347.11 TK offered his thanks on behalf of the Board to SV for his leadership and guidance throughout his term of office as Commodore. SV thanked everyone and thanked the outgoing Directors.

1347.12 The Shipmates of Shoreham Society regularly hold events at the Club. SV noted that when he and TK attended a recent Shipmates function the association discussed the need for a permanent home for their memorabilia including a mounted ships bell and candlesticks. TK

and SV both felt that the new club house would be a great place to keep them and had extended an invitation to the association. SV asked that they be reminded when the building work has been undertaken and an invitation extended at that time for permanent care.

1347.13 SV reported that David Spurling had lent the Club some home videos belonging to his late father Captain Spurling who was a stalwart SYC member. As previously discussed at committee SV has spent circa £600 having the films dating from the 60's and 70's professionally digitalised as he believed this to be of importance for the Club's archive.

There being no further business, the meeting closed at: 21.39 hrs

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

Steve Vyse, Commodore

15 January 2018

Date of Next Meeting: Monday 19th February 2018 2000 Shoreham
Monday 19th March 2018 2000 Shoreham