

**SUSSEX YACHT CLUB**  
**MINUTES OF THE MEETING OF THE MAIN COMMITTEE**  
**Held Monday 19<sup>th</sup> March 2018**

**DRAFT**

**The meeting commenced at: 20.02 hours**

**Summary of Actions**

Item No	Item	Who	When	Status
1349.1	Minutes of Previous Meeting/Rampion	TL/JB	Immediate	
1350.1(v)	Matters Arising/New Members Eve		Later in Season	Carry Over
1350.3	Matters Arising/Royal Escape Venue	TL		Carry Over
1350.4(iv)	Matters Arising/Fixtures/Lock down	All Sections	Immediate	
1352.1	AGM to discuss in April/Add to Agenda	TL	Immediate	
1358	Barco/Epos implementation/Add to Agenda	TL	Immediate	
1358.16	Barco/Business Plan/Add for May	TL	May	Carry Over
1358.17	Barco/Directors consider future	All Directors	May	Carry Over
1368	Marketing/Add to Agenda	TL	May	Carry Over
1375	AOB/First Aid courses			

**Present:**

Terry Kinch	TK	Commodore, Chair M&M & BMC Committees
Kevin Headon	KH	Vice Commodore, Training Principal
David Nunn	DN	Rear Commodore, Hon. Treasurer
Graham Roberts	GR	Rear Commodore
David Terry	DT	Rear Commodore, Sailability Committee
Laurence Woodhams	LW	Director
Helen Foster	HF	Director, Chair, House Committee
Ian Bush	IB	Director, House Committee
Kevin Knight	KK	Director, Safety Boat Manager
Neil Prescott	NP	Director, Moorings & Maintenance Committee
David Skinner	DS	Director, Moorings & Maintenance Committee
Mark Sharp	MS	Director
Miles Mayall	MM	Director
Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:	David Carroll	DC	Director
	Sue Large	SL	Director
	Ann Macey	AM	Director, House Committee

**Number Item**

**1348 CONDUCT AND PLAN FOR FUTURE MAIN COMMITTEE MEETINGS**

- 1348.1 TK reminded all committee members of their responsibilities including confidentiality, and in particular confidential minutes must remain confidential.
- 1348.2 TK noted that everyone is a volunteer and should act with respect and allow people to be heard.
- 1348.3 TK requested that all Director's maintain good financial conduct and bring any concerns regarding billing to the attention of the appropriate party as soon as possible for quick resolution in order to keep the accounts in good order.

1348.4 TK stated that although no format of the minutes would change, reporting must be constructive and relevant to issues being handled. A request was made to say if there is nothing report.

**1349 MINUTES OF PREVIOUS MEETING**

1349.1 DN noted that 1323.3 (iv) item referred to Rampion as being in Horsham but this should read as Bolney.

Action: TL/JB to amend Minutes

1349.2 All otherwise agreed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at last meeting; Against: 0; Abstention: 2 NP & DS

**1350 MATTERS ARISING**

1350.1 The Volunteers Directory is to be discussed with Sailing Section. TK noted that Antony Tomkins and Guy Stansell are working with students, Sailing Section and HF.

1350.1(i) TK reported that the RYA seminar in January had advised that new members should be mentored well into their 2<sup>nd</sup> year of membership. It was agreed to continue to offer sailing introductions.

1350.1(ii) HF noted that feedback showed that introductions have been working well.

1350.1(iii) DN requested that all introductions should pass through Sailing Section. LW wished to see a new members evening be reintroduced.

1350.1(iv) TL suggested a dedicated sailing social event where skippers could casually turn up and anyone can come down to talk to them, find a boat and sign up. DS said that this was possible at any of the 3 pursuit suppers. Sailing Section are trying to link introductory get together meetings.

1350.1(v) Item now closed from Matters Arising.

Action:

Re-visit new member evening consideration later in the season.

1350.2 Rampion Fundraise: KH has received feedback and the next deadline will be May 5<sup>th</sup>. It will most likely be for waterproofs and kits. Guy Stansell has provided a list of what he would like for Sailing Section at a cost of circa £9,000.

1350.2(i) KH will consider alternative kit. A fund application will go in at the end of March, and he expects to hear back in roughly 8 weeks.

1350.2(ii) A requirement is that the club has to show how they will sustain the funding for at least two years.

1350.2(iii) The requirements at the moment are mainly for youth which will attract a small grant up to £10,000.

1350.2(iv) KH noted that a Round Rampion race does not meet the necessary criteria unless all youngsters are doing it.

1350.2(v) There will still be another two releases to come so it is hopeful that Sailability might also be able to get additional funding from the 3<sup>rd</sup> or 4<sup>th</sup> funds.

1350.2(vi) Closed from actions.

1350.3 Royal Escape Race venue: When in Fecamp, Steve Vyse spoke to the Casino to consider using it as an alternative venue and asked TL to confirm the prices and numbers. The response provided different numbers and prices from those previously discussed. So far SV has not updated and TL has booked Normandy Hotel in order to have a fall back position.

1350.3 (i) DS stated that Dominic and Isabel will be here at Easter, and DS will invite SV & TK and Tim Worsfield to meet with them.

1350.3 (ii) Leave on actions.

1350.4 Fixtures card: The fixtures, up to September, have been added to the website. TK will speak to SV to get the complete list added. No printed fixtures booklet will be issued but instead the website will be formatted so that printing can be undertaken from the screen.

1350.4(i) Miles Mayall considered that a printed booklet fixed the programme and removed uncertainty and possibility of changes to website resulting in confusion.

1350.4(ii) DN acknowledged that the calendar for the year has been too late being issued and intention for the future is for something to be in draft well in advance.

1350.4(iii) NP considered that the racing and rallying programme should be locked down well before Christmas. LW wished to continue the historic conventional planner where people knew what followed what.

1350.4(iv) It was agreed that a calendar lock down will be made in December.

Action:

All sections to be notified.

### **1351 COMMITTEE STRUCTURE**

1351.1 TK has agreed a hierarchy for committee with the Flag Officers and a structure plan was circulated. TK stated that the plan is general and an opportunity to move forward.

1351.2 The principle is to effectively have an 'Activities and Wet Flag Rear Commodore', 'Dry Side Rear Commodore, Treasurer and Rear Commodore, with the Vice Commodore & Training Principal and Commodore having an over view on the Rear Commodores.

1351.3 DN confirmed that the intention is to involve the youth in as many areas as possible.

1351.4 DN stated that he does not want to get more involved with Barco, and whether Barco is separate or not is something that needs to be discussed at House Committee.

1351.5 TK requested the Rear Commodores and Flags attend the next sub-committee meetings to discuss the structure of the business and ensure that every committee has a Flag representation.

### **1352 AGM**

1352.1 TL said that the Minutes have not yet been distributed and it was agreed to defer to April.

Action: TL to put on Agenda for April

### **1353 TREASURY/PURCHASING, PROCEDURES AND BUDGETS**

1353.1 DN produced a paper regarding future purchasing procedures, outlining authorisation limits and budget requirements. DN noted it is a freshen up on existing rules showing the progression of taking matters up from office to officers and nothing new has been added.

- 1353.1(i) DT asked about safety boat manager authorisation and DN agreed it would be added for budgeting.
- 1353.1(ii) DN Proposed the new procedures for adoption and they were accepted unanimously.
- 1353.2 Budget Process and Timetable**
- 1353.2 (i) DN produced a document showing the budgeting process and timetable, noting the key budget holders. DN stated that other sections or areas that need to be identified can evolve through the budgeting process.
- 1353.2(ii) DN requested that budget holders consider what they are trying to do, how much they require, and present those details with their request.
- 1353.3 Timetable:**
- 1353.3(i) After the March figures are produced the half-year's figures will be added to the previous half year. This will then be compared to the current year's budget expectations. Figures will be available during April and will be confidentially circulated to all Board members. This will start the budget process.
- 1353.3(ii) A discussion will be held in May with teams in order to finalise all proposals with DN.
- 1353.4 Finance Committee:**
- 1353.4(i) Finance Committee will compile of DN, the Rear Commodores and Vice Commodore who represent areas, but not TK who will have the final presentation before coming back to Board. TL, MS and someone from youth section will be invited.
- 1353.4(ii) TK confirmed that Finance Committee will have an open forum for any director to attend.
- 1353.4(iii) The Finance Committee meeting was booked for Monday 11<sup>th</sup> June at 20.00. HF gave her apologies as she will be away but IB will represent House.
- 1353.4(iv) A budget will be produced for ratification by committee in Julys main meeting.
- 1354 SDP: FUNDS RELEASE**
- 1354.1 TK produced a paper regarding a funds release proposal for £60,000 (including VAT) this month and £110,000 (including VAT) during April.
- 1354.2 It was understood that everyone had read the paper. LW noted a number of questions:  
Re: 12,000 for Pebble Beach: LW wanted to be sure about the quality of the information that SYC are giving them. They need testing on brief, scope, terms of reference. LW does not feel we have checked this enough to ensure it meets our requirements.
- 1354.3 Re: £6,000 to Fitzhugh Gates 50/50 split. It was confirmed that Fitzhugh Gates will work for both parties.
- 1354.4 Scope and terms of reference in the fee proposal were signed off by TL, TK and Julian and Richard Ogden and RO has confirmed that he believes Fitzhugh Gates proposals are fit for purpose.
- 1354.5 MS and DN felt it would be better to discuss things at the SDP forum and bring them to main committee for approval. Any one interested should attend SDP meeting. LW considered that

historically SDP have made spending decisions, and now anything where the club is spending money, needs main committee approval. TK noted time was given at this month's meeting as it had not previously been and this is righting a wrong.

1354.6 LW agreed to discuss the amount of £22,000 for Gerald Eve with TK privately. Gerald Eve were the consultants in valuation process.

1354.7 Re: £6,000 VAT was not budgeted for and therefore technically represents an overspend.

1354.8 Re: £14,000 for unanticipated but necessary expenditure for technical design stage funds. LW assumed other bills have all been paid from the £50,000.

1354.9 TL confirmed that the Financial Commitment Summary is updated and shows every time a fee proposal is refreshed.

1354.10 LW understood that as part of their scope ECDA were to do landscaping, but noted that Daffyd is now doing it as well and asked if this has given rise to Omits. TK reported that a scope matrix is being developed which will demonstrate whether there is scope gap or overlap. This will be available later in the week and if there are cross overs or duplications SYC can go back to those consultants to discuss. The process so far did not have a standard way of doing that.

1354.11 TK proposed that SDP requests fund release proposal for the March sum of £60k for the continuation of professional fees and associated costs for obtaining planning permission for the SDP scheme.

In favour: Unanimous; Against: 0; Abstain: 0

#### **1355 SDP REPORT**

1355.1 GR reported that the time schedule for the planning application is around Easter. Plans will be considered in more detail to ensure the building is right for the club.

1355.2 Derek Copeman, as the employer's representative, has taken on the coordination of consultants and met with the professional team who are working well together. Any problems have received prompt resolution and progress was notable.

1355.3 Sue Moffatt (ex-planning Asst Director for Lewes) is producing a brochure to be distributed to local residents and this will be ready to distribute as soon as the planning application is completed.

#### **1356 MMC**

1356.1 GR announced that MMC committee meetings will be on Tuesdays at 18.30, the week before main committee.

1356.2 GR and TL will meet to discuss the timetable on the Southwick moorings. TL reported that following presentation to the Port in November 2017, Riverside have pulled out from participation in the scheme. As their part is in the middle it has been necessary to return to the shortlisted contractors to redesign for both sides making allowance for the middle area. Two of the three designs have been received and once the third is in, or they pull out, GR will organise a meeting with the Port and a decision will be made if it is something to pursue.

1356.3 For clarification, TL explained that on the west side of the western jetty Riverside has moorings two thirds of the way up. They will relinquish all moorings on that pontoon and the Port will allow them second moorings elsewhere. Moorings will now be in parcels.

1356.4 LW asked if the two responses have been within the budget of £250,000. TL stated that no fixed price was given and comment was requested on layout.

1356.5 NP asked where Riverside's water will be on the eastern jetty and whether one side is theirs and one side is SYC's? The Land Registry is unclear on this point but the last two moorings on the east side were relinquished by SYC in order that Riverside could get their boats on and it appears they have been taken over instead.

**1357 BMC REPORT**

No report was given.

**1358 BARCO**

1358.1 Papers were produced in advance showing the Barco figures and bar and restaurant usage on a daily basis.

1358.2 HF reported that February had not been good and club night was not well attended. DN has submitted a business plan which needs to be read, agreed and brought for adoption. It is highlighted for discussion at the next house meeting. Figures are not available until the 15th of the month and therefore the meeting held on 12<sup>th</sup> March did not cover finance. Future meetings will be held after the 15<sup>th</sup> monthly.

1358.3 HF reported that Natalie Stansell is reviewing licences with the Licence Officer for herself and the club. A new one will be required for new building, and NS is aware.

1358.4 GR reported he has spoken to NS about the Epos till which will now be installed as a simplified version with potential to tweak later. A deadline of May has been set for it to be introduced.

1358.5 HF explained that the Epos till has taken so long because things changed regarding fobs and cards. TK considered it has been a disappointing implementation and is worthy of further debate.

Action: Add to Agenda?

1358.6 Comments Book – Mothers Day was well attended and positive comments were received. The stacked tables were considered to look unprofessional but this has since been addressed.

1358.7 Following a price rise with our current suppliers, a wine and ale tasting evening is being considered with the intention to invite potential new suppliers.

1358.8 No feedback was available for the St Patricks Day lunch. An Easter egg hunt is being organised for Easter Sunday with an invitation to stay for the Sunday roast. Planning is underway for St George's night and the aim is to now work a few months in advance.

1358.9 DN raised concerns with Flag Officers about the ongoing viability of the current Barco arrangement and it was agreed that there is work to be done. Price increases finally took place in mid March, despite being agreed in November, and should now make a significant difference to contribution. DN considered that his pre-Christmas opinion about raised prices putting Barco on an even keel is not currently working out, and he remains concerned.

1358.10 TK has asked to see where the loss making periods are, and if more trade is not being attracted, then maybe elements of service that are costing money will need to be removed.

1358.11 DN noted the 'revenue per day' graph that had been circulated and asked House to give it consideration. Guidance would be required to ensure that changes are worthwhile. Barco was set up because membership wanted a certain level of service, but the expectation was that it would break even or make a profit, and the Board held a responsibility in this regard.

1358.12 LW expressed concern that whilst the loan extension was capped at £40,000, another £5,000 was released to pay VAT without communication with the main committee. It was confirmed that senior officers were aware of the requirement.

1358.13 The February Board meeting, due two days after the AGM, was cancelled and a retrospective funds release for £5,000 for VAT was voted upon.  
Proposal: DN; Seconded: TK. In Favour: Unanimous. 0 Abstentions. 0 against.

1358.14 DS observed that only two Directors were present at the Mother's Day lunch and considered that to be a poor turnout. TK stated there is no obligation to attend and considered the problem is that events are failing to attract attendance.

1358.15 TK felt the current position is evidence of the club's natural capacity and Barco and House must come forward with proposals for a course of action.

1358.16 A date for the business plan and ideas was not made as TK felt the debate needs to go into the next budget round. Discussion during April and May at the Board meeting and then go forward to budget proposals for June.

Action: Add to Agenda for May meeting.

1358.17 Directors were requested to go away and consider the future of Barco.

Action: All Directors

### **1359 HOUSE**

No additional report was given.

### **1360 FINANCE & TREASURY**

1360.1 MS will now lead on CASC reporting. The current survey has finished what it was going to do and will be removed from online.

1360.2 More recording will be encouraged, especially amongst keel boats, and MS will be talking to committees about how to get the relevant information.

1360.3 DN reported that the Office have worked very hard on the introduction of Harbour Assist which went live from 1<sup>st</sup> March. The staff are adapting to the system which is running parallel with other things.

1360.4 DN explained that the new Xero Accounting system has been used successfully for Barco and will be phased in to record figures for SYC at the end of March. The details have been uploaded and checked as at end of December. Sales information is held on Harbour Assist and wont be duplicated. Both systems are cloud based.

1360.5 DN reported a number of difficult debtors were inherited from the end of last year with just under £29,000 of 'Debts over 90 days' at the end of last year. With an existing £15,000 provision, the net exposure is £14,000. The Flag Officers' policy is to pursue these politely and in line with the understanding that Club Rules apply.

1360.6 More written pressure will be put on people to encourage them to pay. Some are boats and items in the yard will need need sorting or disposing of.

1360.7 One hopeless case was noted but it was explained that the club policy is to carry on invoicing to keep up the pressure. It was considered this would strengthen any case that may need consideration.

1360.8 DN noted that normal account chasing goes on but these are additional and extreme cases.

### **1361 ROYAL ESCAPE RACE**

1361.1 DT had just been appointed to report on the Royal Escape Race, diving and rowing and requested a meeting with the relevant committee members after the Board meeting to discuss these areas.

1361.2 TL noted that we are beginning to receive enquiries about the Royal Escape Race and when it will be open. It was noted that it has been getting later over the last few years and people are anxious to get their booking done.

### **1362 KEELBOATS**

1362.1 Race Awareness & Race Skills beginners course was held on 18<sup>th</sup> February and 11 students attended with good feedback. Another course is planned.

1362.2 Sussex IRC Championships Eastbourne will run on 16<sup>th</sup> and 17<sup>th</sup> June. Adam Thompson (Handicap Race Secretary) and Antony Tomkins (Ratings Race Secretary) have attended meetings with Sussex Combined Clubs/IRC Champs Committee to strengthen links, and there is a proposal for SYC to host the Sussex IRC Championships in 2019.

1362.3 Following careful consideration the implementation of Rating (IRC) and Handicap (NHC) systems were confirmed for 2018. Both are run by independent bodies and supported by RYA, RORC and neighbouring clubs. The keelboat section stated they have no intention of making changes and consider this a long term solution with a 3 year minimum trial period.

1362.4 A Rallies sub-committee has been formed and the Solent rally on 4<sup>th</sup> – 7<sup>th</sup> May has attracted 15 boats to confirm to date. An invitation has been extended to BMYC and SHYC to take part in any SYC rallies.

1362.5 Some new races and trophies are planned for 2018: SYC IRC Cup, New Members 2018 Crews Race, Most Improved Handicap, Crew Member of the Year.

1362.6 An update on the race marks identified that SYC 1, SYC 3 and SYC 6 are still in the boat yard as a suitable vessel to lay the marks at an affordable rate has not been found. Buccaneer is currently out of the water.

1362.7 SYC 2 Beechams is possibly going to be moved due to the Rampion potentially removing the old sewer at Lancing Green. Clarification is being sought by Guy Stansell.

1362.8 TK noted he had emailed Sailing Section asking them to facilitate a debate on racing and handicaps should there be a popular demand and he will check on their response in this regard.

### **1363 DINGHIES**

1363.1 DT said there is a revised dinghy committee under George Hinchliffe.

### **1364 SAILABILITY**

1364.1 Starting the new season with fitting out and development training. An ongoing negotiation is underway for a new safety boat for Sussex Sailability as the Pioneer cannot keep up with 16' boats at sea. Looking a for a rib boat.

1364.2 The Pioneer is now getting old and will require funds to put back into a serviceable condition.

### **1365 DIVING & ROWING**

No report.

### **1366 SAILING THROUGH HISTORY**

No report.

### **1367 STAFFING**

No report.

### **1368 MARKETING**

To be carried over to next month.

Action: TL to add to Agenda



**1369 ADMINISTRATION**

Previously covered by DN.

**1370 TRAINING**

1370.1 KH has had a meeting to consider additional training. 46 courses were run last year and consideration is being given to look at e-learning training which has seen 38% growth over the last year and by 2020 could be bigger than class room training.

1370.2 Power boat courses have been undertaken this year, and all courses generally have been quite highly booked.

**1371 YOUTH**

1371.1 The Youth Section meet regularly on Wednesdays. George Hinchliffe has taken on as Dinghy Captain under Dave Terry and is helping to coordinate training. They are planning to go to Cowes Week.

**1372 NEW MEMBERS & VOLUNTEERS**

No report.

**1373 NEW MEMBERS LISTING**

1373.1 DN noted that a couple of ex university students have converted to members.

1373.2 Proposal for the new member's listings for February and March to be adopted:  
Proposed: KH; Second TK In favour: Unanimous

**1374 CORRESPONDENCE**

1374.1 JB reported that three letters of thanks had been received from Honorary Members following the AGM.

1374.2 JB reported that a complaint had been made to McDonalds concerning the amount of litter that accumulated around the yacht club. The manager of the Shoreham outlet confirmed that it is an issue that concerns him and he has increased their trash walks to include the yacht club. Any continuation of the problem should be noted to the Office so that McDonalds may be updated.

**1375 ANY OTHER BUSINESS**

1375.1 KH reported on the launch of the Sailability Sonar on 3<sup>rd</sup> March with local MP and councillors. It was considered to be a successful day.

1375.2 A proposed donation from the Youth Team will be made to RNLI next month and they are keen to maintain a high profile in the public eye.

1375.3 NP asked why trophies were considered at the AGM for people who did not turn up to collect them and TK confirmed this to be the presentation tradition.

1375.4 It was confirmed that the racing series prizes were given because the Dinghy Section do not have a prize giving dinner and the hope is to encourage people to attend the AGM and receive their trophies.

1375.5 LW requested that first aid and defibrillator courses are provided for staff, including bar staff.  
Action: ? to organise

1375.6 LW confirmed that insurance is in place in case a member of staff did something wrong.

1375.7 LW raised the question of privacy of the main committee meetings and considered that over the previous six months some sections, officers and committee members have imposed

change out of meeting. He wished to ensure that the future management of the club should only be undertaken at the Board meetings.

1375.8 JB asked if Steve Vyse will continue to publish In the Wind. It was confirmed that information should continue to be forwarded to him via The Office. JB requested that submissions to be received in the office by 14.00 on 22<sup>nd</sup> March to ensure In the Wind was published well before the end of the month.

1375.9 GR advised that Gaelle Kerridge from France is undertaking a 6-week internship at the club learning how to speak English and working at the club and he requested that she be welcomed.

1375.10 LW gave his apologies for the next meeting.

There being no further business, the meeting closed at: 22.19 hrs

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

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Terry Kinch, Commodore

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19 March 2018

**Date of Next Meeting:** Monday 16 April 2018 2000 RER Shoreham  
Monday 21<sup>st</sup> May 2018 2000 RER Shoreham