

DRAFT

SUSSEX YACHT CLUB

MINUTES OF THE MEETING OF THE MAIN COMMITTEE

HELD MONDAY 17<sup>th</sup> DECEMBER 2012

**Present:**

A Saunders	Commodore & Chair
D Ramus	Vice Commodore
C West	Rear Commodore, Chair House Cttee
Pat Hill	Director
G Roberts	Director
K Headon	Director, Training Principal
T Kinch	Director
T Cork	Director, Sailing Section Captain
I O'Dell	Director, Dinghy Section Captain
B Watkins	Director
T Leigh	Ex-officio, Secretary
Jacqui Flood	Ex-officio, Minute Secretary
A Weber	Director Elect, Safety Boat Manager
M Rummery	Director Elect
N Fraser-Betts	Director Elect
G Weston	Director Elect

**Apologies:**

L Woodhams	Rear Commodore, Hon. Treasurer
D Skinner	Rear Commodore, Chair Moorings & Maintenance Cttee
S Vyse	Director, Chair, Publicity & New Members
Miles Mayall	Director
D Norwood	Director
Di Saunders	Director

*What: Action to be completed*  
*Who: Person assigned to complete the Action*  
*When: Deadline; date by which the Action is to be completed by assignee*  
*Status: Ongoing, On Hold, Over Due, Complete*

		WHO	WHEN	STATUS	
<b>546</b>	<b>MINUTES OF PREVIOUS MEETING</b>				
	Agreed a true summary of the meeting.				
	Proposed: BW 2 <sup>nd</sup> : TK Carried Unanimously				
<b>547</b>	<b>MATTERS ARISING</b>				
	<b>547.1</b>	<b>532.2 – Catering</b>			
		SV still dealing with a page for the Caterer on the website.	SV	Asap	Ongoing
	<b>547.2</b>	<b>532.3 – Sussex University</b>			
		TK confirmed he had met with a rep from Sussex University who hoped to have all paperwork in hand to process in January.	TK	Jan	Ongoing
<b>548</b>	<b>FUNDS RELEASE</b>				
	<b>548.1</b>	<b>Replacement of Carpet in Royal Escape Room</b>			
		Commodore advised that this item has now been withdrawn at this			

		time. CW asked whose budget the monies were being sought from? TL advised general maintenance.			
	<b>548.2</b>	<b>Funds Release – Replacement of Paula’s Computer</b>			
		TL confirmed that paperwork had been distributed regarding the planned replacement of Paula’s computer. TC enquired whether this had been previously discussed. TL confirmed it had and that usually when a computer was due for renewal, it would be actioned at year end but the Office had difficulties implementing new systems due to Paula running the only PC in the Office. The monies were budgeted and the Treasurer was proposing the purchase.			
		Proposed: LW 2 <sup>nd</sup> : TC Carried Unanimously			
	<b>548.3</b>	<b>Funds Release – Building Refurbishment Survey</b>			
		TK advised that before building any building work can commence, a survey for asbestos was a legal requirement. TK advised that he wished to conduct a survey for the whole building to cover possible future work. MR asked whether a similar survey should be carried out for Southwick? TK confirmed it should if building work were to be conducted there. MR asked that if asbestos were found, whether there was a legal length of time before removal? TK advised there was not but it had to be dealt with properly.			
		Proposed: TK 2 <sup>nd</sup> : TC Carried Unanimously			
<b>549</b>	<b>COMMODORE RECOGNITION AWARD</b>				
	Commodore advised that it was his intention to present two Awards at the AGM the names to maintain surprise would be omitted from the minutes.				
<b>550</b>	<b>CHANGING ROOM REFURBISHMENT</b>				
	Commodore advised that the changing room and toilets’ units, which were made of mdf, have deteriorated and needed replacing. New units have been ordered and should be delivered in January, when work will start.				
<b>551</b>	<b>HEALTH &amp; SAFETY &amp; FIRE RISK</b>				
	TK advised that a draft risk assessment was now in the Office. TK also advised that a Fire Officer had made several visits to the Club and he would be returning in January to set out an action plan in order that Health & Safety is brought up to date. TC asked whether there would be any cost implications from his report. TK believed there would be but not too great, in the region of £2k over the next year. BW asked how much the staff training was costing. TK confirmed training, report and follow up consultation were £1,200 plus VAT.				

	Commodore advised that one recommendation from the meeting was that the Club purchases a defibrillator at a cost of approximately £1,200. Modern versions require minimal training to operate. The item should be kept in a public place. TL advised that the Office had contacted Dr Tim Stevenson to seek his advice/guidance. The item would be brought to January's meeting after further investigation	TL	Jan	Ongoing
<b>552</b>	<b>RYA GRANT FUNDING 2013</b>			
	KH reminded all that he had previously advised of changes to the way the RYA apportioned funds. In order for the Club to gain funding it would need to meet set criteria and KH was seeking assistance from all to meet the criteria.			
	The RYA were looking to fund sailing for the 35-45 year age group specifically and also University students.			
	KH advised that he was meeting with the RYA in early January and confirmed he would email the relevant sections for further assistance.	KH	Asap	Ongoing
<b>553</b>	<b>BAR FRANCHISE</b>			
	PH reminded all that the Bar did not hold a Food Hygiene Certificate and therefore is not allowed to prepare food. Although the Catering Franchisee has no problems with the Bar providing soup and sandwiches on a Monday, the lack of certification means bar produced food cannot continue.			
	Commodore advised that he had recently spoken with Deanna who advises that although it is unlikely that she would return to work, she would like the door left open for her should her personal situation change.			
	The question was raised regarding food at Southwick after sailing. PH confirmed she would investigate whether a certificate was required if the food was not sold.	PH	Asap	Ongoing
	It was decided that regrettably, due to legal requirements, the Club would instruct the Bar to cease providing food immediately. PH to advise Hocine.	PH	Asap	
	TL advised that the Office holds a dvd with a basic Food Safety course and certificate on it if required.			
<b>554</b>	<b>MEMBERSHIP MATTERS</b>			
	<b>554.1</b>	<b>New Members' Listing</b>		
		List read through.		
		Proposed: PH 2 <sup>nd</sup> . KH Carried Unanimously		

<b>555</b>	<b>CORRESPONDENCE</b>				
	<b>555.1</b>	<b>Harbourmasters' Association</b>			
		TL advised that Solent and Southern Harbourmasters held a meeting at the Club and Julian Seaman had written to thank the Club for the excellent food and service they received. This was the first time the meeting was held outside of the Solent and Julian was confident that the Club would be used again.			
	<b>555.2</b>	<b>Keith Chittenden</b>			
		Letter of thanks received from Keith on behalf of the Riverside Bertholders who held their Christmas Dinner at Southwick.			
	<b>555.3</b>	<b>Vernon Hardman</b>			
		CW advised that Vernon had written regarding the RNLI Christmas meal held at the Club and how disappointed his table had been with the food and service. The Caterer had apologised profusely and offered Mr Hardman four complimentary meals but this offer had been declined. Mr Hardman had stated by email he felt the issue now closed.			
		GW commented that this was an unfortunate turn of events as he had recently attended three occasions at the Club and each time the food was excellent.			
		The Commodore confirmed he would contact Mr Hardman; it was regrettable that a longstanding and respected member had needed to complain but as the dinner was considered a huge success by most of the attendees, there was little to do but commiserate that one table had a less than ideal experience.	Comm	Asap	Closed
<b>556</b>	<b>ANY OTHER BUSINESS</b>				
	<b>556.1</b>	<b>Health &amp; Safety – Sonars</b>			
		TK advised that he had been contacted by the Boatswain, who advised him that there was a group of Members who were taking down a mast from one of the Club's Sonars by climbing the telegraph pole. This situation could not happen again. KH advised he was present and would ensure all necessary people were aware so it did not happen in the future.	KH	Asap	Closed
	<b>556.2</b>	<b>Trailer for Solent Rib</b>			
		AW advised that the trailer the Solent Rib is on is not road legal and that a road legal one is required in order that it can be transported by road when required. He advised that he could obtain the relevant			

		trailer at an advantageous price but an order would have to be submitted now – this item was not budgeted.			
		After discussion, it was agreed AW would return to January's meeting with a proposal and costing. AW to provide the Office with appropriate paperwork for distribution to the Committee at least one week before the meeting.	AW	Asap	Ongoing
	<b>556.3</b>	<b>Mooring Lines on Slip</b>			
		IOD advised that the mooring lines on the cat had to be untied in order for the dinghy racing to happen at the weekend. TL stated that this was unfortunate but the cat had been tied up due to the very strong winds.			
	<b>556.4</b>	<b>Club Night – 4<sup>th</sup> January</b>			
		GW advised that the Caterer thought holding the Club Night so soon after Christmas and New Year may detract from it. CW believed that the Membership were used to the Club Night being held on the 1 <sup>st</sup> Friday of the month and did not wish to change it.			
	<b>556.5</b>	<b>Fairview Sailing</b>			
		TC asked KH whether he was aware that Fairview Sailing had some difficulties? KH stated that Fairview had gone in to partnership with two other organisations but this was only to offer more facilities and he did not believe it affected any agreement they may have with the Club but he would investigate.	KH	Asap	Ongoing
	<b>556.6</b>	<b>Trophy Secretary</b>			
		TL advised the meeting that Gloria Carpenter had stepped down as Trophy Secretary and wondered whether a replacement had been sought? TC advised that Rebecca Boram would be fulfilling the role. TL asked whether she was up to date with the requirements of both the Sailing and Dinghy Sections and the forthcoming AGM. TC confirmed she was.			
		TL asked if she could be introduced to the Office.	TC	Asap	Ongoing
	<b>556.7</b>	<b>Annual Report</b>			
		TL stated that he had been asked if it were possible to put the AGM Minutes on the website, in draft format, as soon after the AGM as possible. All agreed no problem. Commodore asked TL to speak to LW in first instance to gain his opinion.	TL	Asap	Ongoing

	<b>556.8</b>	<b>John Coldron</b>			
		JF advised that she had been approached by Mr Coldron regarding his membership. He no longer sails and will qualify for free, Life Membership in approximately three years time. He was asking if any dispensation might be made as he was considering whether he should renew his membership.			
		Although the Committee were sympathetic with Mr Coldron's situation, they could not set a precedent and regretfully were unable to assist him.			
	<b>556.9</b>	<b>AGM</b>			
		Commodore asked all if anyone could assist in providing cakes/savouries for the AGM.	26/1/13	All	

DATE OF NEXT MEETING; Monday 21<sup>st</sup> January 2013.

There being no further business, the meeting closed at 2140

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

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