

DRAFT

**SUSSEX YACHT CLUB  
MINUTES OF THE MEETING OF THE MAIN COMMITTEE  
HELD MONDAY 16<sup>th</sup> FEBRUARY 2015**

**Present:**

D Ramus	Commodore
S Vyse	Vice Commodore, Chair Publicity & New Members
L Woodhams	Rear Commodore, Hon. Treasurer
T Cork	Director, Sailing Section Captain
N Fraser-Betts	Director, House Committee
N Prescott	Director
D Skinner	Director, Moorings & Maintenance Committee
G Weston	Director, House Committee
T Leigh	Ex-officio, Secretary
Jacqui Flood	Ex-officio, Minute Secretary

**Apologies:**

Pat Hill	Rear Commodore, Chair, House Committee
T Kinch	Rear Commodore, Chair Moorings & Maintenance Cttee
Hazel Arnold	Director, Rally Secretary
D Golding	Director, Buildings Maintenance Committee
K Headon	Director, Training Principal
G Roberts	Director, Moorings & Maintenance Committee
M Rummery	Director, Moorings & Maintenance Committee
A Weber	Director, Safety Boat Manager

**Absent:** M Naldrett Director, Chair BSAC Committee

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**

**838      MINUTES OF LAST MEETING**

Agreed true record of the meeting.

Proposed: Commodore      Carried Unanimously

**839      MATTERS ARISING**

**839.1      824.1 Club Rule Pertaining to Sailing Moorings**

Item deferred to March's meeting.

TK/TC/  
DSKI      March      Ongoing

**839.2      824.2 University Sailing Membership**

TC advised that he had that day sent a list of University members to the office. He believed there were still three more to sign up.

**839.3      824.6 Wavelength**

SV advised that there had been a slight delay due to personal commitments but hoped to report next meeting that Wavelength had been sent to print.

SV March

#### **839.4 824.7 Membership Stats**

SV advised that due to other commitments, JF had been unable to provide these and would do so for March's meeting.

JF March Ongoing

#### **840 CONFIRMATION OF FUNDS RELEASE – 3D SCAN**

TL advised that an email vote was taken for additional funds in respect of the required 3d scan at Southwick.

TL stated that he had received 10 replies, 9 in favour, 1 against and 7 abstentions (non-responses) and therefore the proposal was carried. TL confirmed that the contract had been placed and the contractor spent a day at Southwick conducting the scan.

LW asked whether the contractor would be supplying the Club a high definition copy of the scan. TL confirmed they would. They would also be sending a version that could be read by a "normal" computer.

TC commented that the Club should hold a master version of the scan that is kept up to date.

#### **841 AGM – POST AGM BRIEFING**

Commodore believed that the AGM went reasonably well. A couple of Members who raised issues were spoken with after the meeting and seemed happy. Commodore stated that the Board needed to be more informative to the Members, keeping them "in the loop" in order that rumours do not start and misinformation given.

SV believed it would be more informative if each minute item had a clear narrative in order to better inform the reader of each subject and why actions are being taken.

Dski commented that unfortunately some meetings are held "in the bar" and not with all members of the committee present. SV believed that there should be regular meetings for all committees with specific dates set.

Commodore said that all sub committees should hold monthly meetings and they would be advised so. SV commented that perhaps dates could be published on the website so the Membership are aware when each committee meets in order that any comments could be passed to the relevant committee.

TC advised that he currently holds ad hoc meetings with specific areas of his committee and they get together as a whole quarterly. This situation works best for his committee.

Commodore asked TL that sub committee reports go on the main meeting agenda for all future meetings.

TL

Ongoing

NP stated he believed the membership at the meeting were rather surprised that the current Flag Officers were remaining in post for a third term. They were also surprised that it appeared the Flag Officers reached this decision without discussing it with the whole Board. SV advised that when the Flag Officers were discussing succession, it was taken into account that despite approaches being made to potential candidates, no members had put themselves forwards to stand as new Flag Officers.

LW advised that the minutes of the AGM would soon be distributed and there would be some action points to be taken from them. LW asked all to review the minutes and think about any action points before the next Board meeting in March.

All

March

LW asked whether any consideration had been given to the Club rules and the bringing in-house of the bar/catering facilities. GW confirmed that it had and would be discussed again in House Committee. GW confirmed that House had already agreed that those on training courses were welcome to bring in their own lunches.

LW asked whether it would benefit the Membership to publish the 5 year expenditure plan or whether this could have a detrimental effect as it was confusing advising the meeting of the amount of cash in the bank but not advising them of future spend. After discussion it was agreed that the Membership should be advised on the future projects and given an overall spend for these projects.

Commodore thanked LW for his comments from the AGM. Commodore stated that a suggestion had been put forward for a Merchandise Officer. This will be looked in to.

Comm

March

Ongoing

## 842 COMPLAINT AGAINST DIRECTOR

SV advised that a complaint had been raised regarding an email sent by a Director regarding their business. The concern was that there had been a possible breach of Data Protection regulations with the Club email database having been used for marketing purposes. SV reported that following investigation he was satisfied that the Director involved had no access to the secure club Databases and that it was not possible to properly determine if the email address in question had been passed during personal or club communications. SV reported that even though there had been no breach of security, the Club would voluntarily be submitting a self-declaration to the Data Protection Registrar. The complaint also raised the point about the Director in question having a conflict of interest. SV confirmed that the Director in question had been given written advice on both matters which had been fully accepted. SV confirmed that the complainant had been spoken to and was content with SV's intentions to deal with it and would be written to in due course.

TL advised that there had actually been two written complaints sent to him as Secretary. SV stated that he was unaware of a second complaint but if TL would send it to him, he would advise this person of his intended actions also (done).

This item was considered closed.

#### **843 FUNDS RELEASE INSTALLATION OF BARRIERS**

TK and GR had submitted a request for release of funds in the sum of £27,885 for the installation of entrance barriers, tarmacing, infrastructure work and fencing. NP stated that his initial thought was that the temporary parking would not work and he would not be happy to make any decision without either TK or GR being present at the meeting. GW stated that it would be beneficial to see a wider picture not just of the immediate area of the proposed barriers.

GW advised that over a three month period he conducted ad hoc count of vehicles on 20 days generally late in the morning and, taking the median 14, the average was 35. Dski commented that it would not be correct to limit access to only those members with boats in the yard. (please note TK had advised board in January that entry restrictions would be agreed at committee level before implementation and could be made as wide or narrow as considered appropriate and changed as experience warrants)

Comment was received that the Board were asking to agree an above budget figure. LW advised that the budget was £25k and that £5k was for ducting and formed part of another project and the proposal did include the fencing along Tarmount Hard but was still £3k over. Dski expressed concern at the use of electric barriers when hydraulic ones had been recommended.

SV believed that the 6 proposed time limited parking spaces were insufficient unless a way was found to ensure the time limitation was enforced and so prevent this area being abused. GW commented that he believed these were for visitors but before a decision was reached on the barriers the subject of vehicle parking needed more investigation and explanation. A better plan was required.

LW reminded all that the yard reorganisation was started in August 2014 and he had been advised that it was near completion. LW stated that he could not see much difference in the yard after the reorganisation as he was expecting the yard to look a lot different but it did not. LW asked what the volume of boats in the yard was. TL advised that he was a little behind with these stats. LW advised that a 10% reduction in volume was agreed in order to have the space to conduct the reorganisation work in order that the Club ends up with a better operating yard.

Dski stated that the item should be deferred to March's meeting and ensure that both TK and GR are present. GW commented that better plans were required. NP said that he wished to

disagree with LW's statement vis a vis progress in the yard and much had improved for the better and the yard is a lot cleaner. NP commented that the Boatswains had done an excellent job. Dski concurred NP's comments.

Item deferred to March's meeting.

TK/GR      March      Ongoing

NP asked whether a better proposal be provided for March's meeting and whether TK and GR might be able to give a presentation. LW believed getting information out before the next meeting was important and the logistics of parking needed to be addressed.

#### **844 FUNDS RELEASE – HLF GRANT APPLICATION**

TL asked if all had read the paperwork pertaining to this request. All confirmed had.

The paper distributed at January's meeting advised the Board of the current position and the Board agreed the funds required to undertake the 3d scanning survey of Southwick, which was completed on 9<sup>th</sup> February.

The next stage was for the architect to take the 3d modelling and turn this in to a proposal, which he and the Heritage Consultant would submit to the Adur & Worthing District Council Conservation Officer and seek to ascertain the level of alteration acceptable to him/her. At the same time, our fundraising consultant would make an initial primary application to the Heritage Lottery Fund for the funds required to cover the professional fees in getting our application to the secondary and main stage application.

The total was £18,635 and the Buildings Maintenance Committee were seeking £20k to include a small contingency.

Comment was made that the Club had incorrectly been called "Sailability" on the architects quotation and he was concern that the Club would be treated as a charity and not a CASC. TL advised that this error had been noticed and rectified.

SV asked whether everyone was aware of the vision for Southwick in that the Club wanted to make it a Centre of Excellence for training. NP commented that it would be difficult to have a Centre of Excellence without parking.

LW believed that the proposal should be supported as the £20k spend was an investment as it would hopefully gain the Club 90% funding for the work required at Southwick. The Southwick Clubhouse is still very important to the Membership and 100% of those at the Forum last year wanted to save and improve it.

Proposed: Commodore      2<sup>nd</sup>: LW      Carried Unanimously

TL advised that the architectural team would hopefully visit April's

meeting to give a presentation. LW suggested that if necessary, the budget meeting could be deferred until May meeting.

#### **845 BAR – UPDATE ON EVENTS/PROGRESS**

SV advised that the designers and builders visited the Club last week and agreed a final design for the Bar. He confirmed that it had been decided to stay with the rear shutters, which he initially did not agree with, as the only items affected were crisps and there would be added security with the new Bar to deter from these being removed.

Concern had previously been expressed regarding the safety of items such as returned trophies. SV reminded all that there was a lockable cupboard where such items could be kept until collected.

It was confirmed that the barograph would be secured to a shelf behind the Bar. Lockable chiller cabinets and pumps were required and it was hoped that donations of these may come from the breweries

SV advised that the contractor, who has many year's experience in the industry, stated he had not encountered any problems with security using back shutters. SV commented that the proposed post was smaller than he initially thought and it made a clear cut off between the working bar area and the cleaning area and it also gives a place for the hatch to be locked to. It was suggested that the post, so as not to obscure line of sight, could be put at the back of bar and still serve the same purpose.

SV advised the meeting that a Member, Malcolm Threadgould, had offered the Club a set of wind instruments to display in the new bar and the post would prove an ideal place for them.

LW asked whether the post was structural. He was advised that it was not. After discussion it was agreed to look at a post that could be easily removed if not wanted, ie. built on top of the bar top.

NP commented that if the post were just to hold the hatch, it could be very much thinner than the plan. SV confirmed he would speak to the contractor and discuss options.

SV advised the meeting of the construction and colours of the bar. TL advised that a cross section would be sent by the contractors which will assist with selection of fabrics, carpets and furnishings.

Commodore confirmed that the ballustrades would be removed. The existing toe rails would be refurbished and reinstalled. Dski asked whether the new bar would be level. He was assured it would be.

The Board were advised that the contractors would be using the River Room as their store and it would therefore be inaccessible to the Members. There will be a temporary bar, probably in front of the trophy cabinet. SV asked for a work party for Sunday 15<sup>th</sup> March to start removing items from the bar and setting up the

temporary one.

NP asked whether the new bar would have any coat hooks on it. He was advised that currently no, but this would be reviewed once in and fitted if required. There is a plan to open up the space currently used as table storage adjacent to the lift and create an open cloaks area for coats/sail bags etc.

SV advised that furnishings and carpets are still to be decided on but it was his desire that these were in place when the bar officially opens. GW commented that House Committee did not wish to make such decisions until the scheme for the actual bar is known. SV to liaise with PH.

SV/PH      Asap      Ongoing

Commodore asked how the staffing was going for the Bar. GW advised that the closing date for the Bar & Catering Manager vacancy had passed and the Club had received 14 applications. It was hoped that interviews would be held towards the end of the week but this will probably be the following week due to PH's absence.

#### **846 LOWER BEACH ROAD**

TL stated that he had been contacted by a Member, Jim Partridge prior to the AGM advising of his intention to speak with James Appleton from the Council who was giving a presentation after the AGM. Mr Partridge had discovered that the Council wanted to make Lower Beach Road pedestrian access only which would mean the Club would not have vehicular access to the rowing boat shed. Mr Partridge, who, like the Club, is a landowner on that side of the river, did not receive any communication regarding the Council's intentions, nor did the Club.

After discussion it was decided TL would write to West Sussex County Council and Adur & Worthing District Council and ask that the Club be consulted before any further decisions were made.

TL      Asap      Ongoing

#### **847 SHOREHAM SLIPWAYS GROUP**

For the benefit of those who did not know much about the Slipways Group, LW gave a brief history. He advised that they were formed when Ropetackle was being built and there was a loss (due to vehicular access) to the public slipway. The group had previously approached the Club with a proposition that if the Club were to financially support them, they would use their negotiating powers to help the Club stop the hards on the Club's land.

The group had recently advised LW that they were looking for planning permission to site the slipway at the north east corner of Adur Rec at a cost of £120-130k and their immediate need is for £20k to further their application. LW confirmed he had replied to their correspondence wishing them luck and that he would advise the Board of their progress.

The group also asked the Club if it were willing to give an

expression of support as WSCC have asked for a list of organisations who would support an additional slipway in Shoreham. LW has replied that the Club supports all access to water for leisure purposes and would be happy to work with the Slipways Group and was seeking the Board's approval for him to provide support subject to extra detail being received.

LW Asap

Proposed: LW 2<sup>nd</sup>: SV Carried Unanimously

SV commented that the Council themselves may seek to extinguish the hards on the Club's property due to the flood defence proposal.

**848 COMMENTS BOOK**

SV, in PH's absence, that there was only one comment in the book from a group of members asking for the Club to supply Partridge APA Hophead. PH to reply.

**849 MEMBERSHIP MATTERS**

List read through. Comment made on the decreasing number of members. JF to provide data for next meeting.

**850 CORRESPONDENCE**

**850.1 Steve Popple**

Thank you letter received from Steve for the service received from catering, the bar and club in general following a wake he recently held.

**850.2 HMS Shoreham**

Letter received from HMS Shoreham giving update on location and future plans.

**850.3 RNLI Exercise**

Expression of thanks received from Peter Everard thanking the club for the loan of safety boats and boatswains for river training exercise

**850.4 BNI – Thursday Breakfast Meeting**

Letter received from the above organisation expressing their great satisfaction in the service they have received from Simon regarding his catering of their breakfast meetings. They believe that this has, in part, helped increase the number of attendees.

**851 ANY OTHER BUSINESS**

**851.1 Confidential Minutes**

GW advised that he was approached after the AGM by a Member asking why certain items discussed by the Board were put in to the confidential minutes. It could often be counter productive and start rumours. GW suggested that careful consideration is given, ultimately the Commodore's



decision, as to what is put in the confidential minutes. It was suggested that a version of the minute appear in the published minutes but without reference to name or anything else that could identify the person in question.

**851.2 E Cigarettes**

GW stated that a ruling was required regarding e cigarettes as people were using them indoors. GW was advised that this item had previously been discussed at Board level and it was decided, by PH, to leave the subject alone unless complaints are received. Item to go on March's agenda.

TL March Ongoing

**851.3 Twitten Gate**

SV wished to express his thanks to Dski for his work on the progress on the Twitten Gate.

**851.4 Changing Room Extension**

Commodore advised that he had to ask the cleaner to clear up some type of oil that was on the floor. The Changing Room Extension should not be used as a store and asked that a lock be reinstated with a key behind the bar and in the office.

TL Asap

**851.5 Budgets**

LW reminded all that the budget process would be starting soon and asked that all started considering requirements now.

All Asap Ongoing

**851.6 Aldrington Basin**

TL reported that Penny's Wharf had been sold. TL had met with the new owner who had advised that there would not be any change before March 2016 when all land based leases will have expired. It was their intention to turn the land in to a building supplies depot. The effect on the seven moorings the Club administers will not be known until later.

There being no further business the meeting closed at 22:43

Date of Next Meeting: Monday 23<sup>rd</sup> March (one week later than normal).

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

\_\_\_\_\_  
\_\_\_\_\_