

Summary of Actions

Item No	Item	Who	When	Status
1121.2	Minutes to be added to Website	SV	Immediate	
1122.1	Volunteers Directory	HF	Ongoing	
1122.3	Section Constitutions Draft	HF	Ongoing	
1122.5	New Members Listing Split	TL/JB	Ongoing	
1122.6	New Member Support	SV	Ongoing	
1122.9	Brighton Festival Maritime Show	KK	Ongoing	
1122.15	AGM trophies – call to enter	SL	Ongoing	
1122.19	Sailing Section Donation	SL	Ongoing	
1122.20	Sub-committee Minutes	HF	Ongoing	
1122.21	Sport England Charitable Donation	SL	Ongoing	
1123.9	SDP Committee	TL	Immediate	
1123.10	SDP Committee	SV	Immediate	
1124.3	Barco Corporate Division	LW	Immediate	
1125.1	AGM Reports	SV, LW Section Captains & Training Principal	Immediate	
1127.3	Barco Management Accounts	DN	Immediate	
1129.1	2017 Fixtures	All Directors	Immediate	
1129.3	Confidential Report	SV	Ongoing	
1135.1	AOB – Flare Disposal	JB	Immediate	

DRAFT

SUSSEX YACHT CLUB MINUTES OF THE MEETING OF THE MAIN COMMITTEE HELD MONDAY 19th December 2016

The meeting commenced at: 20.01 hrs

Present:	Steve Vyse	SV	Commodore, Chair Publicity & New Members
	Terry Kinch	TK	Vice Commodore, Chair MMC and BMC Committees
	Giles Weston	GW	Rear Commodore
	Laurence Woodhams	LW	Rear Commodore, Hon. Treasurer
	Ian Bush	IB	Director, Chair, House Committee
	Anne Macey	AM	Director, House Committee
	David Golding	DG	Director, Buildings Maintenance Committee
	Graham Roberts	GR	Director, Moorings & Maintenance Committee
	David Skinner	DS	Director, Moorings & Maintenance Committee
	Neil Prescott	NP	Director, Moorings & Maintenance Committee
	David Terry	DT	Director, Sailability Committee
	Kevin Knight	KK	Director, Safety Boat Manager
	David Nunn	DN	Director Elect
	Sam Lippett	SL	Director Elect, Sailing Section Captain
	Tim Leigh	TL	Ex-officio, Secretary
	Jenni Bignell	JB	Ex-officio, Assistant Secretary
Apologies:	Helen Foster	HF	Director, House Committee
	Kevin Headon	KH	Rear Commodore, Training Principal
	John Pryke	JP	Director, Dinghy Section Captain
Absent:	Tim Cork	TC	Director

1121 MINUTES OF PREVIOUS MEETING

1121.1 DN requested that surnames and first names are shown on the Minutes in the future. It was agreed that initials would be added to the list of Directors and attendees.

1121.2 DN stated that minutes on the website had not been uploaded. SV stated that this was for him to correct and apologised. Action: SV

All agreed as a true summary. Proposed: Commodore. For: Unanimous. Against: None
Abstention: None.

1122 MATTERS ARISING

1122.1 Volunteers Directory

HF is looking at this and has been in touch with LW and gone over first part of organisation chart. Some additional information and feedback from Flag Officers may be required. Expected publication of Volunteers Directory will be in the New Year. Action: HF

1122.2 Staff Group Membership

Dealt with later in Agenda.

1122.3 Sections Constitutions Draft

HF not present to report. A paragraph is due to be inserted in the Section structure of the Volunteer Director outlining what each section is about which will effectively be its constitution. Action: HF

1122.4 Arun YC Reimbursement

Secretary of Arun YC is on holiday until January but SV sent a card to the AYC Commodore with a cheque based on an estimated 70 people @ £5 per head and an explanation. Awaiting confirmation of receipt. Some AYC committee members have already been approached and they are very happy with goodwill gesture.

1122.5 New Members Listing - Split

TL has not yet gone through this with JB but will do so as soon as it is quiet. Action: JB

1122.6 New Member Support

SV will speak with HF and AM to discuss new ideas for January with tasks to sub committees and groups. Action: SV

1122.7 Mrs Mellor – letter

JB confirmed that a letter has been sent and this has been resolved.

1122.8 Mike Green membership

JB confirmed that a letter has been sent and this has been resolved.

1122.9 Brighton Festival Maritime Show

KK is due to have a meeting early next year. No other update at the moment. KK will ensure that their insurance cover is checked. Action: KK

1122.10 Christmas Tree Event

TL was unable to find someone within the time allowed.

1122.11 Date of AGM

It was confirmed that the AGM set for Saturday 18th February. It has been put into February because the Shoreham Club House project will require ratification from the members and having a separate General Meeting costs circa £1,000, so there is a considerable saving to be had by adding the proposal to the AGM agenda.

1122.12 Finances – Training

KH had previously queried that his training revenues were declining even though his occupancy rates were much higher. LW stated that the ledger receipts were correct. KH was emailed with this information.

1122.13 Finances – Changes for next year

TL stated this has been communicated to auditor and accountant and we will split income and expenditure so there will be no further netting off undertaken.

1122.14 Finances – Changes in report to be implemented

Adjustments have been undertaken following the previous Board meeting.

1122.15 AGM trophies – call to enter

SL stated one log book has been submitted, but more could be taken if electronic files and miles covered are permitted. TL says this has always been at the discretion of the President and electronic logs have been accepted in the past, therefore a precedent has been set. SL confirmed that this related to blogs but her query related to the number of miles. The one log received has not stated what cup is being entered for, or what distances are being entered for with regards the distance cups. The entrant must state accurately what he is entering. SL to go back and revise the wording for submission to In the Wind. SL confirmed a closing date of 7th January has been set. Action: SL

1122.16 Bar and Catering

The question was why only one Director and the Company Secretary had been originally set up for the Bar and Catering company. LW had requested a Corporate Director (SYC) be included in and TL confirmed this has now been completed.

1122.17 125 events

As stated at the previous meeting, the 125 event has been cancelled, the band recompensed, and the marquee postponed. SV is hopeful that the band will be happy still to perform in the future when the event does run.

1122.18 Peter Cowley

It was confirmed that a letter has been done by JB.

1122.19 Sailing Section

A request for a charitable donation to the Andrew Simpson Sailing Foundation is being considered but no donations were received from skippers and crews participating in the SYC Barts Bash event. SL will check the process to submit to the Board in the New Year. Action: SL

1122.20 Sub-Committee Minutes

SV previously requested sub-committee minutes be sent to him and they will be posted up. TL stated the item referred to the structure of hierarchy and volunteers to be put as a reporting requirement within the new volunteer structure document. Action: HF

1122.21 AOB

KH was not present to share further how he successfully approached Sport England for charitable donations. KH to contact SL in the New Year. Action: SL

1123 SDP COMMITTEE

Update on recent meetings

1123.1 TK reported a lot has been going on. Consultants have been appointed as below:

Gerald Eve have been appointed to represent us in negotiations for land valuations. They continue to negotiate with Stiles Harold Williams on behalf of Adur and Worthing District Council in regard to reinstatement and land valuations for everything we are going to lose.

Committee and Directors have provided some input to assist with figures and the nature of the negotiations. They are also negotiating a letter of undertaking with AWDC which concerns professional fees incurred prior to going to formal contract, and this is nearing agreement stage.

- 1123.2 Fitzhugh Gates, our legal representatives, are now formally appointed at the Club's risk pending the letter of undertaking being agreed.
- 1123.3 The topographic survey on the site has now been completed by Maltbys. This was undertaken at our risk as neither the engineers or architects could proceed without a topographical survey. AWDC have indicated they will accept those costs and our fees because Maltbys have given them an undertaking to share the information that AWDC and Stiles Harold Williams require for their valuation purposes.
- 1123.4 HOP Hemsley Orrell Partnership have been appointed at their risk, pending the letter of understanding, to undertake civil and structural engineering work. They will be formally instructed as soon as the letter of undertaking is agreed and this will then become our risk.
- 1123.5 Energy Conscious Design have been appointed as our Architects after an original list of 10 were considered which came down to 4 before coming down to 1. They have been appointed at their risk at this time. Meetings occur with GR and others on a weekly basis with first and second proof floor layouts. Their intention is to have a design for consideration before Xmas so that in the New Year we will have a finished article on which to have costings produced. Daniel Jenkins is the Lead on the project.
- 1123.6 Robinson Low Francis have been appointed as Project Managers and QS. Initial meeting is on 20th December 2016 and this will put the whole project on track. Report to Development Committee at least on a weekly basis, and probably more so initially.
- 1123.7 DS asked when a figure for the strip of land to be disposed of would be agreed. Gerald Eve and Stiles Harold Williams are still in negotiation for the valuation and we do not yet have a figure. A deadline on formal contract is 31st March 2017.
- 1123.8 NP suggested that deadlines before 31st March are set as the AGM is on 18th February. It has been noted that we need to have an agreement in principle so the cost of the project can be put forward for ratification by club membership at the AGM and there must be time for an EGM if necessary after AGM but before 31st March.
- 1123.9 It was suggested that Gerald Eve are reminded of the timescales to ensure they are keeping to them. Action: TL to remind Catherine and Tony that we require numbers for January Board meeting.
- 1123.10 SV will put a synopsis of the report in In the Wind once the oversight committee have approved the content. Action: SV
- 1123.11 TL stated he had an email from Tony Curtis to confirm that the oversight committee have been at all meetings and are entirely happy with progress to date.

1124 FINANCE COMMITTEE

1124.1 2016 SYC Annual Accounts – approval

LW stated that the accounts are now ready for approval and all previous matters are now dealt with, and therefore requested that SYC now adopts the accounts.

Proposed LW. Seconded SV. For: Unanimous. Against: 0. Abstention: 0.

1124.2 2016 Barco Annual Accounts – approval

LW stated that the debt is now correctly recorded. IB has not yet checked the accounts. Pat Hill agreed to sign the accounts but has now resigned as Director so IB will sign instead.

LW asked if there are any further questions about Bar and Catering accounts and DN stated that what happens from hereon is important.

LW noted the issues regarding the various historic problems with insurance claims, netting off etc, and confirmed that he will produce a document to explain before the January Board Meeting in order that they everyone is aware prior to the AGM. There is no granularity at the moment for full understanding as to the story behind the accounts. Action: LW

NP asks that the expenditure line items are synchronised between the two sets of accounts. LW stated that the line items that are chosen to report are not good enough and do not correspond to monthly reporting and that before next year some rationalisation and development will have occurred.

It was proposed that the accounts be adopted.

Proposed: LW Seconded: IB For: Unanimous Against: 0 Abstention: 0

1124.3 Barco – Corporate Directorship

TL has looked at changing bankers for the bar. TL has researched Santander and found that we cannot work with them because of money laundering rules requiring formal id of all shareholders of SYC. TL has emailed Barclays and is seeing Nat West on 20th December. SV states that if the banks are all doing the same thing it may be better for us not to have a Corporate Directorship but have a small number of Directors from the Board serving on Barco instead in order to remain within a small corporate tariff.

TL reported that if this is correct, and it applies to all banks, it could affect SYC if they wished to change their banker as all Shareholders would have to be id checked. Agreed that as this is not a current issue it needs not concern the secretary until such a time that it is raised by our bankers.

1125 AGM Matters 2017

1125.1 AGM confirmed date – 18th Feb 2017

TL confirmed the date is set and annual reports from officers need to be sent in as soon as possible. The aim is to have the Fixtures Card go out with the AGM calling notice and therefore the reports need to be ready and available in the office by 5th January at the latest.

Send in Word format to JB. Action: Commodore, Treasurer, Section Captains and Training Principal

1126 HOUSE

1126 Update on events and Comments Book

IB reported that there are no comments in the book.

IB reported that House are planning a St Patrick's Night event to take place of Burns Night. There is a band available who will play free of charge.

100 covers served on Sunday lunch this week with a further 30 at 6pm for a Thai curry evening. This is the largest number on a Sunday lunch and the two events went very well.

1127 BARCO

1127.1 Update on recent events

GW reported that Natalie Stansell is now in place as Steward and doing an excellent job. Two emails came through thanking her for events in the last few days.

There is a feeling that she has made significant changes and the figures are already looking improved.

1127.2 Staff Contracts – Funds Release for HR

SV said that following the departure of the last Steward it was revealed that staff in the bar and restaurant had no contracts and was concerned that the club as a whole was currently a poor employer and that a proper HR review is urgently required.

TL has looked at some external agencies and services offered by NatWest and the Federation of Small Businesses, however these are a Call Centre based services and not satisfactory.

Club solicitors Fitzhugh Gates also provided an estimate to update current contracts and staff handbook. Further updates or HR advice would be charged ad hoc at their normal rate. It was questioned whether this approach represented best value in the long term.

The Board then considered a proposal from a specialist HR consultancy 'Adastra' for a 'health check' to update and advice on all HR documents/practices and then give a rolling HR support of 2 hours per month (including a confidential employee advice contact). Courses for Directors and employees on HR matters are also run to keep up to date and a newsletter on HR matters is provided. Adastra are covered by indemnity insurance up to £1m and are locally based in Horsham. The cost for the first year was in the region of the estimate for the FHG review.

NP stated that the proposed deal is very good for HR professionals. However the detail states 2 hours a month and it must be made clear about who can access those services. It must not be allowed for just anyone to speak to them as the 2 hours will diminish quickly, therefore the agreement must have named individuals in the letter of appointment.

It was agreed that sight of PII and a carefully compiled authority letter are required.

DS queried whether this is a good use of members' monies as over 35 years he has only known two incidents. GW commented that previously there was a franchise running which functioned differently and the staff were not the concern of SYC. SV stated that certain incidents now require sensitive handling and the penalties for getting things wrong are very high. LW recorded concern that financially SYC is heading in the wrong direction and he is also conscious of incorrect spending. However he felt that this would constitute 1% of the salary bill and may make for more efficiency and provide a return on the investment.

NP supported SV and reiterated that employment law must be properly dealt with in a professional manner.

TL confirmed that SYC staff are under contract and SYC Bar and Catering staff are not currently under a written contract.

SV proposed that SYC appoint Adastra for a year with sight of insurance, letter of engagement to confirm authority to act, and expenses to be agreed before being incurred. The figure in question is £2,656.25 inc VAT for the year.

Proposed: SV For: 11; Against: 0; Abstention: 1 (DS)

1127.3 Barco Sept, Oct, Nov Management Accounts

SV reported that a big loss changed to a small positive in October and then broke even in November, however this is transition time. Currently there is no granular level as to what the numbers determine. No proper stock taking has taken place yet. This is work in progress and it was accepted that the amount of work and deadlines that Natalie was charged with were ambitious. She still needs to get the till set up properly and therefore the deadline of 17th December for accounts was missed. SV has stated that this must start from 1st January.

TL reported that Natalie's intention is for the till to be set up for accurate data by 1st January and 1st October – 31st December quarter should be accurate. From 1st January the till should be able to produce correct data from which the reports can be completed.

DN stated that any significant prepayment and accruals need to be known at the end of every month, ie the balance sheet must be right with accurate figures and not involve items that are out of time.

LW requested it be put on record that Barco will continue to fail until some reporting is undertaken. This must include turnover and staff costs, broken down by staff and contractor Alan, for each week. Until basic reporting is undertaken the financial performance of Barco will continue to fail. DS supported his statement.

LW further stated that the figures as currently shown are not accurate as they have come from an incorrect source.

LW further recorded that when the further extension of loan was granted, reporting was a requirement of the loan agreement. As such, SYC Bar and Catering are in default of the loan.

SV agreed wholeheartedly with LW over the requirements for effective reporting but expressed concern that given the time of year, the short time she had been in post and the total failure of her predecessor to have put in place any reporting system, the board must take care not to overwhelm the new steward. SV asked the board if anybody could assist Natalie in setting up the reporting and DN very kindly offered his services.

Action: DN

1128 MMC/BMC

1128.1 Update on recent events

TK did not have a report prepared but took questions.

LW asked if it was correct that SYC could not get any more boats in the yard and TK confirmed that this is the information from the Boatswain and there is a waiting list. LW asked if the boats have been put in all the places they are allocated to achieve a good capacity for annual lay up. TK reported that the sectoring of the yard requested over 2 years previously has not been implemented.

DT asked if any further update is available regarding the west slip. TK confirmed he met with John Abrahams today and went through the work completed on the trolley, supports, winch mountings etc but has not yet had a chance to compile a report. TK understands the invoice more but will test and debate with MMC before taking further.

TL reported an update on the buildings and maintenance project at Southwick. The decorators are almost finished. The joinery for the upstairs balcony has not yet been delivered but is imminent and will be installed as soon as possible. They require one more dry day before Xmas to be happy that all other work will be completed. DS stated that the work was of a good quality and very cost effective.

1129 PUBLICITY AND MEMBERS

1129.1 2017 – Fixtures approval

The 2017 fixtures are now on the website. The social side has been added and House will review. Between Xmas and New year this will be prepared to be ready to go to press.

SV asked Directors to read and double check and flag up any queries to sub committees asap.

Action: All Directors

1129.2 New members listing

No issues were raised and SV asked if there was anything known about the boats recorded. TL stated that they are not currently in the yard and have not asked for moorings.

LW asked about what category of membership status has been given to IFCA and TL confirmed this membership is for boat movements and has been classed as an ordinary single membership. The senior officer is an Honorary Member of SYC but wishes to keep the two memberships separate.

Proposed: SV. For: Unanimous. Against: 0 Abstention: 0

1129.3 Wavelength – complaint and update - CONFIDENTIAL MINUTES

Please see separate report.

1130 SAILING SECTION

1130.1 Report from Captain

The Christmas Cracker Series with 12 boats competing has been completed. There is just one race of the season left on New Years Eve.

Comments from AGM and other individuals have been taken on board re fixtures and all changes are online.

SL confirmed that there is no regatta this year. The decision was finalised before the 125 event cancellation. Some Brighton based events will be advertised instead for members to consider.

A decision has been made about handicap and rating systems. The proposal is that for the Spring series a trial will take place alongside the SCCH and IRC, and a trial with NHC will take place to get real time feedback from Skippers on the results. Steve Thomas has converted the SCCH numbers into TCC to use as baseline instead of the RYA baseline. This is an exercise in getting data and getting feedback. A view will then be taken on the information for the rest of the year. NHC is predominantly designed for round the cans racing but would not be suitable system for the long inshore and offshore series. These will remain as SCCH and IRC.

Articles are being prepared for the new edition of Wavelength about differences in handicaps and rating systems, advantages and disadvantages, and the misunderstandings.

It was noted that there is a good atmosphere in the Club from all the different Skippers and yachts.

1131 DINGHY SECTION

1131.1 Report from Captain

DT reported for JP that Icicle has been completed with 25 entries. A successful series with good collaboration between SSC, the Scouts and SYC.

There is going to be a race on New Years Day which is a river race and notices should now be up.

The Cooler is starting on 8th January and notice of race has been issued. This will be at 11.00 every Sunday for January and February.

SV recommended that the Icicle trophy is reviewed as some may find its current form rather remarkable.

It has been a positive year for dinghies and the Section are looking to strengthen our relationship with SSC and the Scouts to increase the activity.

1132 TRAINING SECTION

1132.1 Report from Principal

KH is away and no report was available.

1133 SAILABILITY

1133.1 Report from DT

Sailability has come to a close now. The AGM is set for the week before the club AGM. Fundraising is going well, there are new members on the committee and they are looking to spend some money to ensure the fleet is up to spec.

Sailability will be entering the Cooler with Access and Sport 16 boats with greater integration in club activities.

Membership is strong and the Xmas dinner was well attended.

1134 CORRESPONDENCE

1134.1 Sussex University SC

TL reported the 10 members who attended the Prize giving dinner wrote and thanked us for a very warm welcome.

1134.2 Keith Chittenden

Keith Chittenden wrote on behalf of Riverside Berth Holders regarding the annual event at Southwick. They raised over £2,000 that evening towards the Kent, Surrey and Sussex Air Ambulance and thanked us for providing the facilities to allow that to happen.

1135 ANY OTHER BUSINESS

1135.1 A notice of a Flare Disposal Day was to be on 4th February when the bomb squad will be coming to the Port. More news will be posted when received. Action: JB

1135.2 GR commented about the photographer due to attend and requested a less formal image be taken. GR stated that other clubs are more informal and often wear sailing gear.

DS felt that Cowes rig should continue to be worn and wished to maintain tradition.

SL suggested that photos could be of people sailing.

LW proposed that the web remains informal and the Club main board in the hall remains formal.

NP suggested in order to be welcoming for the new building it would be better to be more casual and modern on a board in the new entrance hall.

No agreement was reached and it was decided to not make a definitive ruling.

1135.3 DS noted that the Admiral is not very well at this time and is largely bed-bound. SV has sent a Xmas card.

1135.4 SV asked if we can get an invoice for the 'live aboard' member on the west slip. TL confirmed that this has been done and has been paid. SV is concerned she is operating a log burner on the west slip.

Date of Next Meeting: Monday 16th January 2017 2000hr RER Shoreham
Monday 20th February 2017 2000hr RER Shoreham

There being no further business, the meeting closed at: 21.54

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