

**SUSSEX YACHT CLUB**  
**MINUTES OF THE MEETING OF THE MAIN COMMITTEE**  
**Held Monday 15<sup>th</sup> October 2018**

**DRAFT**

**The meeting commenced at: 20.01 hours**

**Summary of Actions**

| Item No | Item                           | Who      | When                     |
|---------|--------------------------------|----------|--------------------------|
| 1511.1  | MA/Epos 2 <sup>nd</sup> reader | House    | Immediate and then close |
| 1511.2  | MA/New Members Eve             | House    | November                 |
| 1511.3  | MA/Fixtures Lock Down          | DT       | November                 |
| 1511.4  | MA/Open Day 2017 members       | JB       | November                 |
| 1511.5  | MA/Keelboats/PHAB              | DT       | November                 |
| 1515.6  | BMC/Time switches for lights   | BMC      | Immediate                |
| 1515.7  | BMC/Southwick cover pipes      | BMC      | Immediate                |
| 1516.14 | Barco/Events to break even     | House/DN | November                 |
| 1518.3  | Finance/Harbour Assist info    | LW       | Immediate                |
| 1518.7  | Finance/Policies               | TL       | Immediate                |
| 1519    | Royal Escape/Steve Vyse        | DT       | Immediate                |

**Present:**

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

**Apologies:**

|               |    |   |
|---------------|----|---|
| David Carroll | DC | Director, Sailability, Dinghy Committee |
| Helen Foster  | HF | Director, Chair, House Committee        |

**Absent:**

**Number Item**

**1510 MINUTES OF PREVIOUS MEETING**

- 1510.1 MM noted that item 1490.5 should be altered to read: 'Moorings to the east of riverside are for the port' and not the club.
- 1510.2 MM noted that item 1490.12 is numbered twice, but the second one refers to 75 new moorings (as quoted by IB), and this should read as 40 new moorings.

1510.3 Subject to the two amendments being made the Minutes of the previous meeting were proposed as a true summary.

Proposed: Commodore; In favour: Unanimous of those present at last meeting:

Against: 0; Abstention: DN, NP

## **1511 MATTERS ARISING**

### **1511.1 Epos 2<sup>nd</sup> Reader**

House had been requested to ensure a second Epos reader be installed as soon as possible. IB stated that Stewart from Epos is liaising with Natalie, who is currently on holiday. The readers are awaiting installation and a second till will be delivered in November.

Action: House to close in November

### **1511.2 New Members Evening**

The 25<sup>th</sup> January 2019 was suggested as the most appropriate date for a new members evening. TL questioned that the AGM is set for 26<sup>th</sup> January but it was felt that the new members evening could still go ahead.

Action: House to arrange for two dates in 2019

### **1511.3 Fixtures lock down**

DT confirmed this is on target for November.

Action: DT report in November

### **1511.4 Open Day Members 2017**

Office were asked to contact members who joined on Open Day in 2017 and have not renewed their membership to see what would have made them stay.

Action: JB

### **1511.5 Keelboats/PHAB event**

DT was to discuss with Sailing Section the idea of reintroducing the PHAB event but at the time of the meeting had not contacted Rose Pryke.

Action: DT

### **1511.6 Budget and Actual figures**

DN has distributed a report with the budget figures alongside the actual.

Item closed.

## **1512 AGM AND AUDIT**

1512.1 DN stated that a date is booked for the audit, everything is under control and all preparatory work is being done. The office is working on the SYC accounts now and the items will be reviewed over the next couple of weeks.

1512.2 AGM; TL noted there is currently one vacancy on the Board and confirmed the requirements for Directors and Flag Officers.

1512.3 All Flag officers must resign and are required to complete a form if they wish to stand again for election.

1512.4 A third of the ordinary Directors have to rotate and TL asked that in order to avoid there being a vacancy on the board, anyone considering stepping down at AGM should let the Commodore and TL know before end of October so they may calculate the number of vacancies.

1512.5 If no Directors intend to stand down, one third of the board must rotate. These will be chosen by ballot if necessary, drawn on longest standing directors. TL noted that NP is currently the longest standing director.

1512.6 LW stated that he will stand down as a director and will stand as a Flag Officer. TK is aware of a couple of members who are likely to put themselves forward to be directors.

1512.7 TL reported that IB, HF, KK and AM were all elected in 2016. IB and KK stated that they intend to stand down and re-stand for election.

1512.8 The date for the AGM was set for 26<sup>th</sup> January 2019, 1000h.

### **1513 SDP REPORT**

**CONFIDENTIAL MINUTES**

### **1514 MMC REPORT**

1514.1 GR reported that MMC is patching and repairing where possible. Jetties at the yacht club and the Southwick west jetty are in a poor state of repair and money will need to be spent. GR is obtaining prices for redevelopment of Southwick moorings. Final figures from marina developers and for dredging costs are awaited and it is hopeful that SYC are in the final phases of discussing lease costs with the port.

1514.2 Things are still in abeyance, but we would be increasing our land holding by 60%, which would be a temporary increase, and give us 40 potential moorings. More information and a cost plan will be available at the next meeting, but this figure was provided as an illustration of how little land we own at Southwick.

1514.3 MM noted that 60% includes water that would only be used for navigation which is what we are entitled to do now as it is part of the port water for which we pay within harbour dues.

1514.4 An alternative scheme is in preparation where nothing is leased from the Port but it would only give approximately 30 berths. TK said he wishes the alternatives to be available to the committee to consider. TK considered that staying on our own water and continuing with no betterment would return the capital within 5 years and a thorough economical examination of both schemes is required.

1514.5 GR confirmed that there are 52 moorings currently and that 42 are proposed including the port's water, with a smaller number of larger capacity moorings. GR stated that we do currently hold a lease with the port for the land upon which the west jetty sits and that is due to finish in two years. Something therefore needs to be done.

1514.6 GR noted that the club exists for sailing and that money should be available for the moorings as well as a new club house. MM asked whether we are entitled to use water within the boundaries of the port for navigation. TL did not know within pontoons themselves but noted that water sharing has never worked well with Riverside. The Harbour Master has been emphatic at recent meetings that no discussion will be held about prohibiting the use of water for navigation. LW noted that the right of navigation stands but mustn't interfere with anything on land or anchor.

1514.7 MM considered that if we are thinking about large amounts of rent, we need to know what we are paying the rent for.

1514.8 Rule 37 was debated at last meeting and subsequently at MMC. Agreement was reached that moorings should be allocated based on how often the boat is used rather than primarily length of membership. TK and MM will discuss a procedure which may or may not fit our existing Rule 37.

1514.9 Within the next few weeks MM will circulate a more detailed procedure about how proposals will work to change the way that moorings are let. Good use of boats and sailing activity will be included and a full comparison will be made with the existing rules. MM will discuss with

MMC and Sailing Section before it comes back to Board. MM requested that details are read thoroughly in advance so discussion is relevant.

1514.10 GR noted that any boat that has partaken of a club event in the past year is unlikely to be without a mooring at Southwick. MMC are only looking at boats which are completely unused.

#### **1515 BMC REPORT**

1515.1 GR reported that the yacht club building is showing its age.

1515.2 TK noted that the state of repair at Southwick is becoming a concern and requested that with a lot of high demands on cash, BMC consider lightweight remedial works to the internal ground floor facilities of a decorative and refurbishment nature.

1515.3 DS noted that a survey is on file for the premises but TK wants only running repairs, painting and cleaning to be undertaken.

1515.4 DN confirmed he has allowed a provisional £120,000 in the capital expenditure budget for this kind of work.

1515.5 LW recalled that 5-6 years ago a series of analyses were undertaken and it was considered that if £12,000 to £15,000 were spent on essential remedial works, it would save a lot more. TL noted that most of the work suggested was done at that time and that another extensive report was prepared. Both reports could be considered again now.

1515.6 IB reported that the lights in the SYC stairwell are often not turned on and requested that they be put on a time switch. He further noted that the same occurs with lights at the front, and it looks as though the club is closed. LW suggested that the switch be changed to an unswitched fuse spur.

Action: BMC

1515.7 IB noted that SWK is hireable but the pipework is unattractive and obvious. Suggestion was made to cover the pipework to improve appearance.

Action: BMC

#### **1516 BARCO REPORT 2017/2018 RESULTS**

1516.1 DN reported that subject to audit, the trading result for the year is £8,545 profit and includes two contractual one-off bonuses for the Steward, one for a series of profits and the other for an improved hygiene rating. The underlying trading profit was therefore just over £10,000. (£12,950 loss 2016/17)

1516.2 The draft Business Plan required a profit of £6,000 and also required interest to be charged on the intercompany loan. Interest has been calculated at £851 for the year and a £12,000 repayment of the loan authorised. The balance of the loan will then stand at £33,000. (£40,000 at 30/09/17)

1516.3 Barco did also pay for the capital expenditure of the till software upgrade during the year (£2,010). This is being amortised over 4 years.

1516.4 DN believed that there is a reasonable basis to assume that over a period Barco should be able to make moderate surpluses.

1516.5 LW proposed thanks to the team that made that happen without employing commercial prices. DN noted that the Steward and her staff, the office and others have worked hard to make this come about.

1516.6 DN has added some aims for next year to reflect what happened in April – September which was the productive time for Barco.

- 1516.7 NP asked if Barco is intended to be a profit centre or break even. DN stated it should pay for more of its own costs but should remain a member benefit and not make large profits. DN said this needs monitoring but cleaning and electricity need to be properly considered.
- 1516.8 DN and TL looked at the mark up on prices at other clubs and concluded that they are similar.
- 1516.9 LW reported that Barco became in-house to see if it could achieve what was provided by franchise. The surplus generated was never intended to be greater than was previously earned.
- 1516.10 NP asked about the staff cost ratio of 25% on the accounts which seemed quite high and asked if it is being worked on. DN reported he has not gone into this in detail and noted that staffing is determined by members wanting the bar to be open. LW and TK considered this to be right. MS also felt that the facility is being adequately provided.
- 1516.11 KH asked about bookings going forward and how the club activities will be supported when bookings for outside events are already taken. KH feels we have changed to a function-based profit centre. NP asked if Sailability can provide their required dates in advance. DN suggested that club events that are not heavily supported are combined with other events within the club.
- 1516.12 IB was confirmed as the named director on the board of Barco.
- 1516.13 TK asked that Sections and Barco gets their dates into the diary for their proposed club events.
- 1516.14 TK asked that DN suggest how many functions are required to sustain their numbers and remain on track.  
Action: House/DN

**1517 HOUSE REPORT & COMMENTS BOOK**

- 1517.1 IB presented a report from Natalie. Shepherd Neame have sent in their information for cellar and will present to the board next month.
- 1517.2 The card safe is on its way and will be in place next week.
- 1517.3 A second till will be available which will aid events like Prizegiving and the glitter ball. The cost is £100 per month but will speed up service. It is a month by month contract. TL asked if it links to the existing EPOS software and IB confirmed it is totally integral.
- 1517.4 IB requested two card readers to go on bar. The technology is in place and now just waiting for them to be installed.
- 1517.5 It was reported that no Christmas carols will be provided this year as Elkin and Elizabeth Shepley do not wish to continue, but they have handed in the carol sheets. IB asked if anyone wished to take it on but no one showed any interest.
- 1517.6 IB reported that 60 NYE tickets have been sold and urged Directors to buy theirs quickly.
- 1517.7 Prizegiving is sorted apart from the table plan and table decorations. Ticket sales are around 40 so there is plenty of space still available. It was noted that this often fills up nearer to the date.
- 1517.8 AM stated that the bar would be shut early on Christmas Eve, possibly about 7pm.
- 1517.9 DN asked for clarification that House and Barco should be the same committee and it was agreed that was the case.

**1518**    **FINANCE & TREASURY**

1518.1    DN noted little further to report. Management accounts will be available by the next board meeting. DN is preparing for the audit and things are looking tidier than last year.

1518.2    Both the accounting system and management system have moved this year, and with two new systems there are issues with reconciliations. Currently the office is struggling to identify data on a 'first time' end of year process as Harbour Assist and Xero are not matching up properly.

1518.3    LW stated that a fee was paid for integration of accounting system with Harbour Assist. LW will send information to DN for him to consider.

Action: LW

1518.4    TK asked if Xero and Harbour Assist work together or if figures are manually moved, and DN stated the nominal ledgers are being transposed manually.

1518.5    DN will review if this is a contractual matter.

1518.6    LW noted the new policies that are being published. DN said they are working guidance, however LW felt they are in breach of the RYA guidelines. LW will send through to DN.

1518.7    TK said that the DN format will be used to update some club rules. TL will keep a virtual policies book so all policies are accessible at any time. Updates are to be version controlled and recorded.

Action: TL

**1519**    **ROYAL ESCAPE RACE**

DT noted that nothing is yet known about the Royal Escape Race.

Action: DT will chase up with SV

**1520**    **KEELBOATS**

1520.1    DT reported that Guy Stansell has stood down as Sailing Captain and Adam Thompson will stand in his place.

1520.2    DT thanked GS for everything he has done as Keelboat Captain and noted that GS will stay on until end of year.

**1521**    **DINGHIES**

DT reported that the Icicle series started on Saturday and that they are now looking to get things ready for the Cooler series. The tides are unsure for John Bull over Christmas and may be either on Boxing day or New Years Day but they are checking which will be best.

**1522**    **SAILABILITY**

1522.1    Sailability have completed the season and have one day left for lay up.

1522.2    It was confirmed that they may still lay things up in the north shed and move out if required later. GR agreed. GR did not feel the dinghy park will be used for cruiser parking this year.

1522.3    KH considered that everything can be left on trollies. KH does not want to leave masts up and everything out if possible. KH will discuss with GR.

1522.4    Sailability had a very successful season. Volunteer development will be encouraged next year.

**1523**    **DIVING & ROWING**

1523.1    DT now has email addresses for diving and rowing sections and will invite them along to the next section heads meeting.

1523.2 KK asked if there was a date for section heads, but nothing has yet been arranged.

**1524 STAFFING**

1524.1 TK reported that the staff appraisals process has been initiated and all staff have been invited to arrange an appraisal if they wish. The process will be ongoing until it is concluded.

1524.2 There are no known issues with staffing regarding sickness, arrivals and departures, and thanks were noted for work undertaken through a difficult period.

**1525 MARKETING**

**CONFIDENTIAL MINUTES**

**1526 ADMINISTRATION**

DN felt that he had already covered Administration with the report on Harbour Assist and Xero and confirmed that Sailability is now being moved to Xero.

**1527 TRAINING**

1527.1 KH reported that summer training is virtually over. Winter courses are full this weekend. Day skipper course is full with 6 on waiting list but yacht master theory still has vacancies. A decision will be made at the end of October about whether the second date will be turned into a Day Skipper course.

1527.2 Instructor development reduces in the winter but training fixtures are provisionally set for next year.

**1528 YOUTH**

1528.1 KH reported that most of the Youth Team are now moving on and the Junior team are coming through. They go through a 3 - 4 year cycle, becoming helpers, assistant instructors, keel boat sailing with the sonars. They probably will not do Cowes next year but will the year after.

1528.2 University sailing have been coming for a couple of years with yachts and have now moved their dinghy sailing back here on a Wednesday. Instructors have gone through an induction to work with us. They plan to go to the first week of December and then pick up again in February after their exams.

**1529 NEW MEMBERS & VOLUNTEERS**

No report was offered.

**1530 NEW MEMBERS LISTING**

Proposal for the new member's listing for October to be adopted:  
Proposed: KH; Second: TK; In favour: Unanimous

**1531 CORRESPONDENCE**

None noted.

**1532 ANY OTHER BUSINESS**

SL mentioned that an issue on Sunday occurred between boats and anglers, and that it was reported on social media with an attack on the yacht club. TK said he had contacted the Harbour Master and SHARCO and the person who complained was new to Shoreham Harbour Arm. The post will be taken down or SHARCO will respond advising that it was ill-informed. An apology from SHARCO has been received and a recognition that yachts take priority. TK does not want SYC using social media to respond.

There being no further business, the meeting closed at: 21.46 hrs

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

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Terry Kinch Commodore

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15 October 2018

**Date of Next Meeting:** Monday 19 November 2018 20.00 hours  
Monday 17 December 2018 20.00 hours