

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

**DRAFT**

**The meeting commenced at: 20:00 hours**

**Summary of Actions**

Item No	Item	Who	When
1535.1	Matters Arising/Epos 2 <sup>nd</sup> till reader	House	December and then close
1535.2	Matters Arising/Fixtures Lock Down	TL	Immediate
1535.6	Matters Arising/Southwick Pipes	GR	Immediate
1535.7	Matters Arising/Barco events	House	December
1535.10	Matters Arising/RER	DT	December
1538.1(viii)	MMC report/Proposal Rule 37	MM	Check in New Year and 15 months
1538.3(v)	MMC/Southwick Project	GR	
1539.1(i)	House/Barco/Business Plan	House	December
1542.2	BMC/Southwick Updates/Maintenance	GR	Immediate
1543.2	Barco/Report & Forecast monthly events	House	December
1544.4(iii)	Confidential Minutes	HF	Immediate
1544.6	House/Spreadsheet/Fixtures	GR	Immediate
1557.2	New Members/Resignations/names	LW	Immediate
1557.3	New Members/Columns/Names	JB	Immediate
1559.1	AOB/Authorised spend/SDP	TK	Immediate
1559.4	AOB/GDPR/Review	SL	February

<b>Present:</b>	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
	David Nunn	DN	Rear Commodore, Hon. Treasurer
	Neil Prescott	NP	Director, Moorings Maintenance Committee
	Helen Foster	HF	Director, Chair, House Committee (late)
	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
	David Carroll	DC	Director, Sailability Dinghy Committee
	Ann Macey	AM	Director, House Committee
	Mark Sharp	MS	Director, House Committee
	George Bliss	GB	Director Elect
	Glen Neagle	GN	Director Elect
	Des Silverson	DS	Director Elect
	Adam Thompson	AT	Director Elect
	Simon Twiddy	ST	Director Elect
	Tim Leigh	TL	Ex-officio, Secretary
	Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies: Sue Large SL Director, House Committee

Absent: Ian Bush IB Director, House Committee  
Nil

Number Item

**1533** TK welcomed the Directors elect and invited them to introduce themselves and explain why they wished to stand for election. An invitation was given to join in with debates and offer comments, but they were advised that they could not participate in votes made by the Board members.

**1534 MINUTES OF PREVIOUS MEETING**

All agreed as a true summary.

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

Against: 0; Abstention: 0

**1535 MATTERS ARISING**

**1535.1 Epos Second Till**

It was confirmed that the Epos second till has arrived, and TL reported that supply of a second reader is still in progress. IB and TL have agreed what information from the database will be shared with the suppliers in order to provide only minimum information about our members. The information will be passed to Epos as soon as possible.

Action: House to carry over & close in December

**1535.1 New Members Evening**

AM reported that the date is booked for 25<sup>th</sup> January 2019 and invitations are due to be sent out in the first week of December, the majority of which will be by email.

**1535.2 Fixtures Lock Down**

DT reported that lock down is on target apart from House who need to add their fixtures.

HF was to ask GR for the master list and then return to DT for distribution. GR noted he had not seen the master list and DT will send him a copy. Once distributed by TL there will be a 7-day return period for comments from the Directors.

Action: TL to distribute activities list by email

**1535.3 Open Day Members 2017 Leavers**

The Office was asked to contact Open Day members from 2017 who had resigned to see what would have made them stay. JB reported that most were not using the club and felt they could not warrant paying for another year. We have lost 15 out of circa 40 who signed up. One former member said they felt that the bar increase prompted them to return to the Duke of Wellington.

Item Closed.

**1535.4 Keelboats/PHAB event**

DT is in liaison with Rose Pryke and a date is now in the diary to coincide with Tala Hiina. Rose Pryke is talking to a young carers' organisation in London and Grenfell Tower survivors.

Item closed from Board to return to Sailing Section.

**1535.5 BMC/Time Switches for lights to be changed to an unswitched fuse spur**

GR reported the item had been completed.

**1535.6 BMC Southwick cover pipes**

GR reported that this has not yet been completed.

Action: GR

**1535.7 Barco/Events to break even**

TK had asked that DN suggest how many functions are required to sustain their numbers and remain on track. DN confirmed he had referred the item to House, but no information was available. DN thinks it may need two per month.

Action: House

### **1535.8 Finance**

1535.8 (i) LW offered to send DN information regarding a fee paid to Harbour Assist for integration of ledgers. LW confirmed he had found some correspondence but could not find the relevant item. LW recalled he raised an email at the time about pertinent points but cannot find response.

1535.8 (ii) DN noted that at the beginning with Harbour Assist there was no account reconciliation report, but they are now making one to his specification. It was found to be difficult to replicate report data and find things that were not known, but this has now been resolved. An age debtors report could not be run after the date that it is wanted but this should now be ready in November.

1535.8 (iii) DN confirmed he is satisfied with the direction HA is going in.  
Item closed.

### **1535.9 Finance and Policies**

TL confirmed that updated version-controlled formats of club rules are recorded and in place and that the committees set up policies and procedures which are now centralised in the office, where version controls are dealt with. Any policies and procedures that are agreed are distributed monthly. Board directors and members may request to see them.

### **1535.10 Royal Escape Race**

DT is still waiting to hear back from SV and will follow up again.

Action: DT to carry over to December

## **1536 AGM AND AUDIT**

### **1536.1 Actions Pending**

DN stated that reports have been requested by end of November and confirmed that the audit started and finished last week without any issues.

**1536.2 Percy Ludgate Trophy (Confidential)**  
**See Confidential Minutes**

### **1536.1 Honorary Members**

No nominations received.

## **1537 FIXTURES CARD**

Discussed previously and currently cannot proceed.

## **1538 MMC REPORT**

### **1538.1 Proposed Revised Rule 37**

1538.1 (i) A paper was circulated regarding proposed changes to Rule 37. TK introduced the item and stated that further protracted debate is not required.

1538.1 (ii) MM outlined the paper. The purpose of the changes is to populate the new Southwick moorings when they are ready. Fewer are likely to be available and the intention is to rejuvenate the active sailing fleet in the club. It was noted that currently around half of boats at Southwick don't go to sea. The age demographics have also been considered. It is hoped to encourage new members if berths are available.

1538.1 (iii) Early movement is imperative as demolition and dredging is required which requires boats to be moved and it is necessary to consider which will subsequently be offered the new moorings. The only criteria used for allocation will be the amount of use of a boat.

1538.1 (iv) DN requested clarification on paragraph 'h' of the rule regarding the mooring year. 6 months was the previous sign up time and DN felt it should now be stated that under the

new rule it will be a year. MM confirmed that billing is 6 monthly, but the allocation is for 12 months.

1538.1 (v) DN asked about the historic invitation to cancel at 6 months if wished, giving notice a month before the payment was due, but was advised that this has stopped.

1538.1 (vi) It was agreed that Rule 'h' had to be clarified and bills should go out with an explanation stating that members are signing a 12-month contract but that billing will remain six monthly. An explanation regarding cancellation will be included.

1538.1 (vii) LW wished to record that good work has been done. Because policy is now outside the rule, the rule is suitable for purpose. The policy, however, will require review and updating at committee level and will need ratification and approval at main committee. Committees are requested to look again in the new year and after a full cycle in 15 months to further review and see how it is working.

Action: MM

1538.1 (viii) LW further noted that transparency is required, which boats are on the list, who gets moved off, and how decisions were made. MM conceded that it is possible some people will consider they should retain their mooring and they are welcome to bring their dissatisfaction to MMC and, if necessary, to main committee. LW wanted freedom of information and AT (Director Elect) said there will be a paper record of each justification. TK confirmed that the committees have had spreadsheets distributed openly and that transparency will be retained in the club.

1538.1 (ix) LW noted concern that whilst decisions made have been done correctly, the two bodies involved have not been elected. MM confirmed that a quorum of 5 is required and require a representative from each committee. TK confirmed that main committee will provide a representative if required. MM noted that the data is owned by Sailing Section who will have a significant input to any final decision.

1538.1 (x) TL noted that LW asked about procedure and policy documents that would be agreed and amended by sub-committees and then distributed to main committee and a director may exceptionally raise an objection, but that now an exception to this particular policy is suggested and LW suggested that any amendments should be ratified by main committee and not by sub-committee. TL asked for clarification. MM suggested it depended on who made the original policy. In this case it was considered that if MMC has voted on the policy then only the MMC has the right to amend it. This was agreed by LW. TL considered that his understanding was that the procedural document was a support document to the rule which is the proposal that is before the committee. TK requested two votes, one on the rule and one on the procedure.

1538.1 (xi) DC stated that he could foresee problems for a long-standing member who may be ill. TK confirmed this has been accounted for in the procedure and MM stated that a year's grace is allowed for in the procedure for extenuating circumstances.

1538.1 (xii) MM proposed that Rule 37 (which has already been circulated to the committee) together with a small amendment for clarity on paragraph 'h' be adopted.  
Proposed: MM; Seconded: DS; In favour: Unanimous.

## **1538.2 Southwick Mooring Allocation Policy**

1538.2 (i) MM circulated a policy document about how Rule 37 would be implemented for the proposed SYC Southwick Mooring allocation policy and requested the proposal be voted upon.  
Proposed: MM; Seconded: NP; In Favour: 13; Abstention: KK

1538.2 (ii) GR raised the point about implementation of the policy and wished to record that work is still to be done.

### **1538.3 Southwick Mooring Project**

1538.3 (i) GR reported that there is still no word from the Port about the quotations received from two marina developers. GR is chasing but until Port is fully on side GR cannot come back with a definite firm proposal.

1538.3 (ii) GR noted that should Port not wish to proceed, four various schemes have been developed showing what might be done as an alternative and one developer would be interested. Things currently are hanging in the balance and we are waiting on the Port.

1538.3 (iii) MM noted that if the Port does not go ahead it will cost us more as the Port are supplying various services free of charge. GR stated that potential contractors did not think the services provided are significant. Providing the Port provide potential contractors with an area for loading and unloading and discharging into the water, it is not a problem. The Port, however, are likely to remain co-operative.

1538.3 (iv) LW asked about the sums and details in the two quotes and whether they are confidential. TK stated there is nothing solid yet and therefore cannot be discussed. GR noted that different costs are quoted for different items. No figures are yet available and LW was concerned that negotiations are being made with the Port. TK reiterated that there is not sufficient information to give a meaningful report for discussion at the current time. TK further confirmed that no projects will proceed until all information is available.

1538.3 (v) TL requested that as neither the club or Port have agreed on who the contract is awarded to, relevant questions should be asked of both. GR will ask both so one does not seem to be seen to be favoured over another.

Action: GR

### **1539 HOUSE/BARCO**

1539.1 Proposed Business Plan

1539.1 (i) GR has not yet received a copy and HF stated that NS is working hard and will get an update to GR as soon as possible.

Action: House/December

1538.1 (ii) DN will circulate a sheet of figures and confirmed that Barco do not have a detailed budget as they require a target for performance rather than a budget. Based on last year, post the increases but reflected through the full year, an educated guess is a 'budget average' of £15,000 per year as a return (£1250 per month on average). This is setting a target and now we need a plan to reach that.

1538.1 (iii) LW asked what the debt to SYC was at year end. DN confirmed it remained at £45,000 because early alteration was not undertaken (£40,000 from previous year plus £5,000 provided during the year) but has since been reduced by £12,000 and is now £33,000.

1538.1 (iv) The business plan forecast is for a 2 - 3 year debt repayment time.

1538.1 (v) DN announced the result for October which is likely to be close to breaking even following a relatively quiet month.

**1540 SDP REPORT – CONFIDENTIAL**  
Please see Confidential Minutes

**1541 MMC REPORT**  
GR reported that everything is quiet with Moorings and Maintenance.

**1542 BMC REPORT**  
1542.1 GR noted there is nothing to report.

1542.2 TK asked about Southwick and noted that having looked at the spending profit and loss published by DN, virtually no money was spent during last year of the money allocated. At the last meeting TK requested that Southwick be tidied up and this request was repeated. LW asked whether the gullies and weather proofing will be looked at and TK asked for WCs to also be considered.

Action: GR

#### **1543 BARCO REPORT**

1543.1 HF requested DN to provide figures but currently he had nothing further to report.

1543.2 MS requested that prior to Board meetings it was known how many events have been held in the previous month. MS expressed concern about the amount of external usage of SYC facilities as it is not in keeping with the member's requirements of the club. A report and forecast are requested each month and DN asked for approximate quantification regarding the size of the events.

Action: HF

#### **1544 HOUSE REPORT & COMMENTS BOOK**

1544.1(i) NS has requested a hand-held device to link kitchen and till to streamline ordering. It also allows splitting of bills more easily. HF noted it is particularly required for lunches when orders are taken at tables. The cost is £900 which requires Board consideration. A proposal will be forwarded by NS for consideration at next Board meeting.

1544.1 (ii) TL confirmed that the club owns the till system. DN has pushed more towards Barco and considers this should be a Barco asset and paid for by them.

1544.3(iii) LW said that SYC paying for certain things, ie deep clean, ice machines, was because it was good for comparison for a period after franchise. This was not intended to go forward but it may not yet be time for Barco to take those items on.

1544.2 HF reported that a member had requested that the length of time to be served be brought to Main committee. HF confirmed that more training has been undertaken.

1544.3 HF confirmed that the bar will remain open on Christmas Eve until 22.00 hours.

**1544.4 Confidential Item.**

1544.5 The Comments Book was not available, but HF reported that nice comments have been received.

1544.6 Social events were discussed at the House meeting and all dates have been set apart from one. HF was informed that a spreadsheet is available for update and GR will pass to HF.

Action: GR

1544.7 Christmas Decorations - Volunteers. House requires some help to put up the decorations on 22<sup>nd</sup> November at 18.00 hours. DS will dress the Christmas tree in the foyer. TL recalled a decorating design was used a couple of years ago and suggested it should be followed again. DS (Director elect) will ask Katie Silverson to send it over.

1544.8 A further date for volunteers to help was noted as 5<sup>th</sup> January when the decorations need to come down again.

1544.9 Volunteers were also requested for the New Year's Eve Party to come in at 10.00 and help with table decorations, balloons etc.

1544.10 HF reported that the New Members Evening is all underway and prepared. Sailing Section will be invited to attend.

1544.11(i) HF requested that a clear ruling be made regarding dogs on the premises. They are currently allowed in the River Room and on quiet evenings may go into the bar on a lead and strictly under control. When food is being served between 12.00 and 14.30 they are not allowed in the bar and restaurant area and at no time are they to be allowed to be loose.

1544.11 (ii) It was confirmed that dogs should be allowed into the carpeted bar area during quiet periods and when food is not being served but must be kept on a lead and under control.

1544.11 (iii) DS asked if when the bar is open and snacks are being served, whether that constitutes food service. Allergies to dogs was also discussed. TK considered there is a choice as to whether members go in and questioned whether a dog allowable zone would be acceptable.

1544.11 (iv) TL noted that dogs are covered in the Rule book and therefore a change would need to be proposed to committee and submitted in advance.

1544.11 (v) NP noted the requirement to be mindful of assistance dogs.

1544.12 HF has spoken with DT about the website shop and wishes to add a few safety items, thermal protection aids, and encourage people to have correct safety items on board. Suppliers will be found, and it will be necessary to coordinate with SV and put forward a financial proposal.

## **1545 FINANCE & TREASURY**

1545.1 DN recapped that the figures that have been circulated form the basis of the accounts that have gone to audit.

1545.2 All numbers are now in the new Xero system, but the details are only for July, August and September. Some items do not have budgets because headings are at a lower level of detail than in the past, but this will be addressed in the future.

1545.3 DN stated he is happy to create a finance sub-section to discuss figures at another meeting.

1545.4 Profit figure is as shown at the end of the report at £103,365 for a year but looking further into the background it is necessary to see that it includes in 'Other Revenue' a sum of £103,160 which is the compensation for the damage and land taken by EA to build the flood wall on south bank. That represents a 'one-off' item which is hard to place elsewhere. Also included is the write back of a long-standing provision (£29,250) that refers to management of Aldrington. This was a provision that was made at the time but has not been required to be used and is now being released.

1545.5 DN analysed items relating to the Shoreham Development Project and Southwick Project which are at the other end of the scale. VAT recovery is an issue which will show some on the clubhouse development project, but this has not been done as the project has not yet had the go ahead. At that point this will go on the balance sheet. The underlying operating profit is £199,724.

1545.6 DN considered that he had found nothing that sticks out in a way that needs to come to attention. All matters are factual and happened with reasons behind them.

1545.7 MS accepted that DN was not in post when the budgets were set but at this time last year MS posed a question about the surplus that the club was generating, and it was noted at the AGM and in the minutes that it was down to capital projects that had not taken place. Now the profit of circa £200,000 still suggests that we are either unduly profiteering from members and some fees are exceptionally high or we are not completely at one with the figures with the budget when it comes to setting rates. MS recorded that he is not happy as this is a club for the benefit of members.

1545.8 MS noted specifically the professional fees for SDP of £222,917. MS thought £130,000 was approved which would come back from Adur and Worthing Council and then noted the approved

further £60,000 or thereabouts, but the figure shown is far higher. DN reported that a £30,000 provision was added to cover bills that are awaiting settlement and is therefore for unspent items.

1545.9 TK confirmed that the total sale figure as agreed was £3.367m. £0.067m was the pre-funded money from Adur & Worthing Council which means that we have had £67,000. This was part of the rolling exposure as agreed by main committee. The agreement in principle to sell at £3.3m plus the £0.067 was on the basis that the club would have to accept all its own fees rather than being underwritten by the Council.

1545.10 The reason it has reached that level is because of the protracted time. Further down the professional fees route there are fees to be paid, which would have been paid if things had gone ahead when expected.

1545.11 LW asked what the authorised figures were. TL reported a total budgeted and authorised sum of £227,000 to get to pre-construction. LW asked specifically what was authorised by the main committee. TL researched minutes and reported back later.

1545.12 LW asked if we budgeted for £107,000 for membership fees. DN said it was lower than previously as audited accounts for last year showed £122,027 which did not include entrance fees. DN noted the figure has gone up around 20% both last year and this year, and the figures are surprising but noted that with Harbour Assist reports will be more accurate in the future. DN will do more research.

1545.13 DN grouped together Dinghy parking, moorings at Shoreham and Southwick, and short stay berths. The total of the various headings that equalled last year's moorings, lay-up and storage was £365,800 and this year it was £365,200. Stores referred to this year are for both Shoreham and Southwick, but from next year it is anticipated this will be separate following the revised invoices that went out from October 2018.

1545.14 LW noted £628,000 turnover, allowing for increase in membership. DN confirmed that AWDC money (£67,000) has not been included as it was paid in April 2017 and therefore would not show in this year's figures.

1545.15 DN suggested that if Board members raise questions before the meeting he would be better able to answer questions on the detail.

1545.16 TK confirmed that the figures of £222,917 spent on professional fees is in addition to the £67,000 are correct. A total of £300,000 has been committed for spending. DN confirmed that £30,000 represents the bills that TL believes are about that have not yet been approved but are due to be as we have already received the service. LW noted that we have also committed to services in the future. TL confirmed that there is no contract with the architects to take us beyond RIBA Stage 4 with no contract for Stage 5 at the current time.

1545.17 TL stated that the actual and committed spend to date, including the £67,000 (£56,500 plus VAT) is £241,579.50 (excluding VAT) of which £56,512 has come back from the council. The total amount that is estimated for professional fees assuming we place contracts for stages 5, 6 and 7 is £398,117 (ex VAT). TL confirmed that the total amount budgeted and authorised by committee is £293,000 so we are within budget. The latest authorisations were in March and April 2018 in addition to the rolling credit facilities granted last year.

1545.18 MM asked about Metermacs and the budget of £22,000. DN confirmed that a pattern has been formed over the last couple of years and that the club has saved money and members are paying a mark-up on their electricity. A review will be undertaken but the equipment is being written off. TK stated that at the inception of Metermacs it was considered that the recovery would be partly through revenue through Metermacs and partly through the club not spending money on electricity that was wasted.

1545.19 KK said a member felt they are paying 10p per unit more than should be. DN confirmed that all extra money comes to club and we pay a fee to Metermacs. The difference recompenses what was paid out in the first place. The price per unit will be reviewed in accordance with our legal obligations.

1545.20 DS asked about race fees and whether they are being collected. DN said they are being done and are up to date and invoices are sent out.

1545.21 DN will endeavour to provide figures in future on a quarterly basis.

**1546 ROYAL ESCAPE RACE**

DT reported there is no news.

**1547 KEELBOATS**

DN reported that the Christmas Cracker race for cruisers starts on 25<sup>th</sup> November.

**1548 DINGHIES**

1548.1 DT reported that the Notice of race has gone out for John Bull on the 22<sup>nd</sup> December and the Office will put it on website.

1548.2 DT further stated that the Notice of race has gone out for Cooler series which starts on the first Sunday in January.

1548.3 The Dinghy AGM will be held on 9<sup>th</sup> December at 10.00 in the Royal Escape Room.

**1549 SAILABILITY**

DT noted there is no news.

**1550 DIVING & ROWING**

DT noted there is no news.

**1551 STAFFING**

TK noted there is no news.

**1552 MARKETING**

1552.1 Jo Gilham is now doing press releases to highlight club. This is a joint initiative with Sailability to raise the profile of the activities we are involved with.

1552.2 The website has been discussed with SV and he will be getting some voluntary help from mid-December.

**1553 ADMINISTRATION**

No report available.

**1554 TRAINING**

Going well with nothing more to add.

**1555 YOUTH**

Nothing to add at this time of year.

**1556 NEW MEMBERS & VOLUNTEERS**

Item deferred to next month.

**1557 NEW MEMBERS LISTING**

1557.1 Proposal for the new member's listing for November to be adopted:

It was decided to defer the list for a month following the item referred to by House in Confidential Minutes.

1557.2 LW asked if the resignations were all people who have resigned since 1<sup>st</sup> October. JB confirmed that is so. LW asked about a couple of names who he thought had left the previous year. TL requested LW email names to Office.

Action: LW

1557.3 NP noted that the surnames and forenames under the column headings were muddled in places and need to be sorted out.

Action: JB

#### **1558 CORRESPONDENCE**

No correspondence has been received.

#### **1559 ANY OTHER BUSINESS**

1559.1 LW asked about the authorisation of £293,000 referred to in item 1545.17. Having just read the document he noted that £170,000 was authorised plus £67,000 and requested that SDP check the figures. LW read from the document that "as usual, funds will not be expended from these release sums except per agreed the main committee purchasing procedure in existence. Oversight will always be involved in the decision along with Treasury". LW considered that not one of those has ever come back to the main board. TL confirmed they have all gone to the SDP committee. LW considered these are not authorised spends as they had not come back to the main committee purchasing procedure. TK will take matter up with SDP and if money has been spent without going through the approved purchasing procedure, it will come back to main committee.

Action: TK to check

1559.2 DS attended the monthly Port users committee meeting and received a very warm welcome. He reported that Prince George lock is now back in action.

1559.3 KK asked if following recent events whether anyone wished to practice man over board practices. KK will make himself available. MM noted that Newhaven did this with lifeboat crew and it was successful. DS noted last time there was a limited response but hopes a greater uptake might be had this time.

1559.4 TL noted that SL has an outstanding action to test procedure for GDPR request for information. She is aware of the workload on JB's desk and will defer to January when current items may be completed.

Action: SL to check in February

1559.5 TK referred to the previous discussion under Finance about the figure of £103,000 and explained further. The SYC land on south bank was taken possession of by EA for flood defences. They took possession of the land, demolished our boat shed and deprived us of access. Reward was sought for our inconvenience and loss of amenities. A sum of £103,000 was recovered because of the determination of LW. Recognition was duly given.

There being no further business, the meeting closed at: 22.20 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 November 2018

**Date of Next Meeting:** Monday 17 December 2018 20.00 hours  
Monday 21<sup>st</sup> January 2019 20.00 hours