

SUSSEX YACHT CLUB
MINUTES OF THE MEETING OF THE MAIN COMMITTEE
Held Monday 17th December 2018

DRAFT

The meeting commenced at: 20.02 hours

Summary of Actions

Item No	Item	Who	When
1562.3	MA/BMC Southwick: cover pipes	GR	Immediate
1562.7	MA/Barco Business Plan	House	January
1563.12	AGM/Audit: Capital Expenditure: Projects proposal/Confidential	AT	Immediate

Present:

Terry Kinch	TK	Commodore (Chair)
Kevin Headon	KH	Vice Commodore, Training Principal
Graham Roberts	GR	Rear Commodore
David Terry	DT	Rear Commodore
David Nunn	DN	Rear Commodore, Hon. Treasurer
Neil Prescott	NP	Director, Moorings Maintenance Committee
Helen Foster	HF	Director, Chair, House Committee
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
Mark Sharp	MS	Director, House Committee
Sue Large	SL	Director, House Committee
Ian Bush	IB	Director, House Committee
George Bliss	GB	Director Elect
Des Silverson	DSi	Director Elect
Adam Thompson	AT	Director Elect

Tim Leigh	TL	Ex-officio, Secretary
Jenni Bignell	JB	Ex-officio, Assistant Secretary

Apologies:

Kevin Knight	KK	Director, Safety Boat Manager
Ann Macey	AM	Director, House Committee

Absent: None

Number Item

1560 TK reminded the Board members about official recordings taken at meetings and conduct is to remain in line with GDPR.

1561 MINUTES OF PREVIOUS MEETING

All agreed as a true summary.

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

Against: 0; Abstention: 2 (IB, SL)

1562 MATTERS ARISING

1562.1 Epos Second Till

The second till is in place. We are now awaiting the membership cards to be finalised. Item closed.

1562.2 Fixtures Lock Down

The Fixtures were sent out with Minutes of the last meeting and Board papers.

1562.3 BMC Southwick cover pipes

GR reported not yet done.

Action: GR

1562.4 Royal Escape Race

DT met with SV and Dinghy Section about Royal Escape Race. There has been a misunderstanding between the two committees which is now resolved. The intention is that RER will be a stand-alone feature race, the flagship event for the club. In 2019 it will be more of a feature in UK rather than France. SV will run RER as usual. Item closed.

1562.5 MMC Report/Proposal Rule 37

Diarise for 1 year and 15 months.

1562.6 MMC/Southwick Project

GR to report later.

1562.7 Barco Business Plan

HF not yet gone through with NS.

Action: House/January

1562.8 Building & Maintenance

Repairs to Southwick were returned to BMC to discuss in January. Close for main committee.

1562.9 Barco Report and Forecast monthly events

In House report. Item closed.

1562.10 House Spreadsheet/Fixtures

GR reported the House spreadsheet had been completed.

1562.11 New Members resignation names

LW has not yet sent through the email. Will provide at end of meeting.

1562.12 New Members columns and names

Completed and item closed.

1562.13 Authorised spend/SDP

TL researched for authority for TK to spend on SDP project and considered that proper authorisation had been obtained for all funds expended to date.

MS considered a confirmation of greater detail was required rather than a short response. It was agreed that there was a small degree of ambiguity and although SDP maintained that they acted within their Main Committee authorised mandate it was felt that a retrospective funds release request from SDP to Main Committee would give clarity to the funds expended and committed to date.

1562.14 GDPR Review

SL will undertake a GDPR review in January.

1563 AGM AND AUDIT

Adoption of Annual Audited Accounts

1563.1 DN reported on the audited accounts. Questions were invited to be sent to DN in preparation for the AGM. A meeting has been arranged at 17.00 on Thursday 10th January in the Royal Escape Room when DN will answer any specific questions.

- 1563.2 DN noted that the professional fees for Shoreham were put on the balance sheet ready to be capitalised in due course. In the income and expenditure report the heading of Southwick professional fees included a mis-posting of £3,840. This had been picked up after the audit and was actually for Shoreham.
- 1563.3 DN requested permission that he may sign the letter to the auditors on behalf of Board confirming that everything is in order. Approved
- 1563.4 The accounts for SYC were passed for adoption. The Board were asked if they may be put forward for signing in preparation for the AGM.
In favour: Unanimous.
- 1563.5 DN noted that all Directors are also Corporate Directors of Barco with IB as the nominated Director. The accounts for SYC Bar and Catering were to be signed by IB. It is not necessary to have audited accounts but they require to be filed.
Proposal to adopt the SYC Bar and Restaurant accounts:
Proposed: DN; Seconded: IB. In favour: Unanimous.
- 1563.6 LW was concerned that with the sensitive nature of SDP, at a time when we are asking companies to bid for work, it would be preferable for the non-statutory element of the SYC accounts to not be published. LW suggested that perhaps a note could be issued upon request to say that the full accounts are not for use outside.
- 1563.7 DN noted that we do not have to file accounts at Companies House straight away and it could be left until a contractor has been appointed.

Capital Expenditure – See Confidential Notes

VAT

- 1563.19 DN reported that SYC had opted to register the new clubhouse building for VAT. SYC had also applied to HMRC for permission to apply a special scheme which would probably allow a higher proportion (than the standard scheme) of the VAT incurred to be recovered. The aim was to recover the appropriate amount of VAT relating to specific portions of the building that will be used to provide services that generate income with VAT added.
- 1563.20 On advice the Club then enacted a group registration for Club and Barco to be in same VAT group and this is now in place. SYC continued the negotiations with HMRC looking at taxable areas of the building.
- 1563.21 The outcome was that they rejected the proposal and following much discussion with HMRC, a statutory review is being undertaken by a different official of HMRC, although it is considered unlikely that they will change their minds. AT asked if the Clark Brownscombe officer assisting SYC is a VAT specialist and DN confirmed she is and the club has used her before.
- 1563.22 A few doubts have been raised about our position in respect of the VAT scheme and discussions will continue after the results of the statutory review are known.
- 1563.23 MS registered a word of caution that our CASC status could be reviewed if we make too many waves.

1564 Percy Ludgate Trophy - See Confidential Minutes

1565 HOUSE REPORT

- 1565.1 The finances for November are not finalised and DN will circulate figures as soon as possible.
- 1565.2 HF noted that the Steward reported everything is working well.

- 1565.3 One comment in the Comments Book from the Church of Good Shepherd said that the club looked amazing, the staff worked hard and the event in question had a fantastic atmosphere.
- 1565.4 The December Club night was sold out and the meal was considered excellent.
- 1565.5 The bar is to remain open until 22.00 on Christmas Eve.
- 1565.6 Volunteers were requested on New Year's Eve at 10.00 to set up tables and prepare the room for the evening. Also, volunteers were requested for 5th January 2019 from midday to take decorations down.
- 1565.6 January club night will be on 11th January with the annual big raffle.
- 1565.7 February club night will have a theme of the Chinese New Year. HF will try to get charities to come for a presentation of donated raffle funds.
- 1565.8 HF confirmed that the bookings for events at the club for November, December and January had been for sailing club or our chosen supported charities or members. There had been only one outside booking.
- 1565.9 HF reported that the sofas in the River Room look awful and require covers. AM is costing up and will provide a quote.
- 1565.10 The tradition for a buffet to be supplied by members at the end of the AGM is to cease. Health and Safety Regulations restrict outside food coming into the kitchen and club.
- 1565.11 KH noted that the RYA will be visiting on the same day and they will be booking their lunch here. There is also a party that evening, so the Kitchen will be busy.
- 1565.12 DC commented that the Sailability Christmas evening was a great success and the room looked fantastic.

1566 FIXTURE CARD APPROVAL

- 1566.1 DT reported that the 2019 fixtures have now been sent to all Directors. SL noted the amended Open Day is now Sunday 23rd June.
- 1566.2 NP commented that the race shown on Sunday 16th June should be Summer Series 2 and not Summer Series 3.
- 1566.3 Proposal was made to adopt the Fixtures Card with minor alterations as above:
Proposed DT. Seconded LW. In favour: Unanimous.
- 1566.4 DT will amend master copy and send to TL for distribution. DT will send to SV to go on the website and a printable format from the computer will be requested.
- 1566.5 DN noted that the keelboat handbook is now in a PDF format on the website.

1567 BI-LATERAL MEMBERSHIP WITH SSC

- 1567.1 KH reported that Shoreham Sailing Club is primarily a dinghy sailing club with 165 members. We have a good informal arrangement with them and usually club and sailing dinghies go there in the winter.
- 1567.2 The proposal is for members from SSC to be able to use the bar facilities at SYC. They would need to be full members of SSC and if they wish to use yard facilities or have a boat here they have to become full members here also. Anyone wishing to use the bar facilities would have to buy a fob to get relevant ID for the bar.

- 1567.3 The proposal has already been approved at SSC.
- 1567.4 The membership fee for SSC is £45 cheaper than at SYC and it was questioned whether it would encourage SYC members to move to SSC instead.
- 1567.5 LW asked about disciplinary matters for SSC members, but this has not yet been discussed.
- 1567.6 KH confirmed that if an SYC member put a boat at SSC, they would have to also become a full member there.
- 1567.7 TL asked if it would be prudent to have membership fee the same at both establishments which would stop outflow of members to SSC. KH thought it would be difficult to achieve. Maybe the answer is to be a full member and have a dinghy at SSC.
- 1567.8 AT asked if it is a social membership but KH confirmed it is an inter-club membership.
- 1567.9 DN considered that there would be other things to discuss about CASC and members and requested that nothing be done that prejudices any changes we might wish to make in the longer term. A review after one year was suggested.
- 1567.10 A proposal was made that SYC have a inter-club relationship with Shoreham Sailing Club for full members of Shoreham Sailing Club with dinghy ownership based at Shoreham Sailing Club. This will be free of charge. If they wish to take advantage of member's price's they would need to get an SYC fob and pay the current price of £10. This is for a trial period of one year with a review in a year's time to see how beneficial to both clubs it has been. Starting from the New Year and reviewed at the AGM next year.
Proposed: KH; Seconded: DC
In favour: Unanimous bar one abstention (NP)

1568 NEW MEMBERS LISTING

- 1568.1 Proposal for the new member's listings for November and December to be adopted: November's list was deferred last month but House and NS have resolved the matter.
Proposed KH. Seconded TK.
In favour: Unanimous.
- 1568.2 Proposal for the Lapsed List to be adopted. No Director knew of anyone who may change their minds. It was confirmed that boat owners will be asked to move their boats.
Proposal: KH; Seconded: DS.
In favour: Unanimous.

1569 CORRESPONDENCE

- 1569.1 Sophie Thorpe, SYC cleaner, has resigned with effect from end of January. The Office are currently recruiting for her replacement.
- 1569.2 Richard Jackson has emailed following receipt of AGM election documentation. He wished to point out that when he was Commodore (16-17 years ago) he requested that where documentation is required, Main Committee ensure it is randomly ordered. This was reiterated when he was President in circa 2013. The current election forms, however, have been produced in an alphabetical order and he wished to make it mandatory that future forms are ordered in a random and not alphabetical order. TL reported that this is usually left to the discretion of the Commodore.
- 1569.3 TK discussed the consideration with committee and it was decided it will remain at the discretion of the Commodore of the day.

1570 SOUTHWICK MOORINGS

- 1570.1 TK introduced a presentation of the three options and noted that the matter is not for full debate. The aim was to get some good steer, regarding the various schemes, from main committee as to where MMC should take the Southwick moorings project.
- 1570.2 LW asked if decisions were to be made without the Board approval and it was confirmed that anything discussed would be brought back to Main Committee at another date.
- 1570.3 A presentation and synopsis were given by MM of the current situation and the three options bearing in mind that the current situation is that we now have three jetties with the west jetty built on the port's water and four berths also built on the port's water.
- 1570.4 A brief history explained that the lease is due to expire and is not renewable. The Port's plans are to build a new pontoon which requires access for vessels through our west jetty area. Structures are not in a good condition, and a unique opportunity is available to work with the Port as they are wishing to regenerate the Lady Bee Marina. Collaboration with the Port would include cost and administration synergies, sharing mobilisation and de-mobilisation costs, work boats and assembly areas free of charge. The Port have also offered project management and to use their dredging expertise through the Harbour Master. A lease from the port on any additional water for fixed moorings would only be for 20 years and at more than double the existing fee.
- 1570.5 Proposal: To demolish all existing structures, to dredge or level so that we will have 2 metres over virtually entire surface area of the estate, and the construction of new pontoons and berths. The existing west jetty is on leased land and the lease expires in 9 months. Existing structures are at end of life and this is therefore an essential project.
- 1570.6 Case A: The port has a plan to build a new jetty which will affect the four berths and the whole west jetty will go. The proposal would be to build a new jetty with boats on both sides and on one side of the remaining jetty. We would be using some chains, sinkers, piles, etc. as this is the cheapest solution. The dinghies would have 55sq metres opposite the club house.
- 1570.7 Case B: Provides a possibility to improve the moorings in which fingers are used on the new jetty in Case A. There would be no chains or piles, and it would be more of a regular marina set up with a little bit tighter spacing than is normal. The costs for fingers would not be a lot of additional money, and the only disadvantage is that we have fewer berths because the fingers take up more space.
- 1570.8 Case C: Would enable SYC to re-open discussions with the Port in relation to the east side of the Port's new jetty. These discussions have not yet worked. We would have to pay half of the pontoon and we would also pay a significant lease cost which will weigh on the economics.
- 1570.9 Other solutions could include the Port building the pontoon and taking a lease but these have not yet been examined.
- 1570.10 GR noted the number of berths created (as shown on drawings displayed on the wall) but MM disagreed with the information. TK considered the numbers should be viewed as indicative as the actual numbers have not been finalised. The following figures were used in the presentation given the day before.
Case A – 40 berths
Case B – 35 berths
Case C – 48 berths
- 1570.11 TK invited comments under the following criteria so that MMC can discuss and return with proper proposals.
- (i) Is it best for the club to build the absolute minimum gaps with the lowest costs with the crudest style of mooring;

- (ii) Should we aim to remain within our own territories, limiting the number of berths that we have available but provide a better quality of berth for berth holders;
- (iii) Should we look to have the greatest number of berths that we can gain to control for our berth holders.

1570.12 AT reported that Sailing Section considered Option A is not acceptable; Options B & C were equal.

1570.13 DS considered that a meeting starting earlier in the day should be held to discuss this rather than have this at the end of Board meeting in December.

1570.14 LW requested to see Land Registry plans and look at whole area rather than working from sketches. MM said that was available.

1570.15 LW asked for the Minutes of Shoreham Port Authority/SYC meetings to see how they have gone along.

1570.16 MS commented that he is concerned that we are being led down a route that by the time it comes to an application is already decided, ie contractor selection will already be agreed with the Port. TK says he will not go back to Port until we have a steer in which direction the club wishes to go. If main Board does not give that steer, MMC will have to do that.

1570.17 TK asked if the general feel is for a maximum number of higher quality berths. GB said that MM has done some analysis and wondered if there is any data to support the quality of moorings against activity.

1570.18 MMC were asked to put forward a solid proposal to the Board.

1571 ANY OTHER BUSINESS

1571.1 DN stated that it is traditional to allow members to have main committee minutes available on the website, but they are not up to date. JB will chase SV

1571.2 Roddy Stevenson has gone into hospital with a medical condition and may go into a Home when he is discharged.

1571.3 Mike Stevens has been reported as being terminally ill. The Board were all very sorry to hear the news.

1571.4 IB went to the Remembrance Parade where wreaths were laid but he was embarrassed that SYC were not represented. He felt this was very poor and it should be ensured that someone goes next year. IB agreed to action this directly

There being no further business, the meeting closed at: 21.56 hrs

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

Terry Kinch, Commodore

17 December 2018

Date of Next Meeting: Monday 21st January 2019 20.00 hours