



Record of the April Committee Meeting

Held in the Centenary Room on 3rd April 2019

1) Present

David Nixon, Vice Commodore
Richard Davis, Rear Commodore, Fishing/Motor Boating
John Garlick, Rear Commodore, Sailing
Mike Tennuci, Rear Commodore, Stores
Dave Casson, Hon. Treasurer
Chris Kershaw, Hon. Secretary
Peter Evans
Peter (“Perry”) Mason

2) Apologies for absence

Conal Grier, Commodore; Paul Walker, Rear Commodore, Social; Mike Harvey, Health and Safety Officer; Torsten Richter; Bob Spendley

3) Approval of the Minutes

In the absence of any other observations, David Nixon said that he would sign the Minutes of the March meeting with the proviso that in the published version the Annex should commence on a separate page.

Action point: CK to furnish David N with a revised version thus amended.

4) Members

a) New Membership applications

- i) One application remains in hand – that of Nigel Danson. David Nixon said that he had spoken with Nigel recently, when Nigel had explained that he had been unable to get to the Club to meet, as suggested, but he remained interested in joining. *No further action needed for the moment.*

b) Resignations

- i) None advised

c) Members’ Requests/Observations

- i) Perry reported an observation that a member had made to him recently to the effect that there was a danger of getting locked inside the North Storeroom. Dave Casson agreed that this was a risk and one that he had commented on before. The matter can be remedied by changing the lock to one incorporating a latch lever that will work on both sides of the door.

Action point: CK felt that this should be addressed in the near future. The cost should be relatively insignificant and the matter could be dealt with by the Wednesday Club.

5) Reports

a) Commodore

Speaking in Conal's absence David Nixon said that he had received several emails from Conal on the following subjects: -

i) Insurance

Conal has nearly completed the insurance renewal documents and will be submitting them shortly. He asked that if anybody had any further thoughts on the subject they should let him know ASAP. A summary of his comments were included with the Agenda for this meeting. The insurance will cover all risks – property and liability, to include for the avoidance of doubt, the new race box and the new tractor.

ii) Risk Assessments and Club Officers' responsibilities

Conal's notes make it clear that he considers this to be an area of major concern; informal legal advice, which confirms the advice of the Club's insurers, has made it clear that Officers, as managers of the Club, are jointly and severally responsible for the affairs of the Club and consequences arising from such management, which would include negligence, if such were to be judged the case in court.

Insurance would not cover such eventuality and the Committee members would be personally liable.

The best measure to avoid such undesirable event is to maintain a Risk Register based on the conduct of appropriate Risk Assessment(s), the latter to be in writing and reviewed from time to time.

In his email(s) Conal confirmed that he would take on overall responsibility for the Risk Register with the help of Mike Harvey, seconded as the Club's H & S Officer and Torsten Richter, who, earlier in the month, had answered Conal's call for further volunteers.

In the discussion that followed it was felt that sailing events are the main area of concern. Dave Casson said that we have been providing the appropriate authorities (including CHC and QHM) with a Risk Assessment on an annual basis for a number of years. John Garlick expanded on this by saying that some years ago Peter Jackson had prepared a thorough Risk Assessment for Sailing, which had, until recently, stood the examination of the above authorities. However, our contact at QHM has revised the official position for reasons unknown.

Racing Risk Assessments are divided into three categories – Major Events (Round the Island would be the best example locally) Intermediate (say a class national, or area championship) and Minor, the latter being intended to cover local club racing. Our

correspondent at QHM has revised former opinion and has categorized our club racing as an Intermediate Event, which would require further measures.

It seems that, between them, the local port Authorities for Southampton and Portsmouth have ramped up their assessment of the dangers that sailing represents to their commercial activities and following the example of Southampton, PQHM have decided to create their own “Area of Concern” and that area is the channel south of Ryde Middle and including Norris Dave Casson said that at a recent meeting at Cowes Town S C general opinion was that the drift of official thinking is to discourage or ban the use of navigation marks as race marks and that, in consequence, SCRA were encouraging the use of more specific race marks.

For our immediate purposes, however, the most important thing to note is that Norris can now only be used as a passing mark.

Action Point: Conal to organise and schedule the Risk Assessment sub-committee comprising himself, Mike Harvey and Torsten Richter

iii) Kitchen

Conal had commented in his email that the quotes received had been very expensive and said that he had resolved to purchase suitable flooring – the task of laying it to be undertaken within the Club. He hoped the job could be completed within the next two to three weeks.

David Nixon, in response to a question as to the quotes, said while he did not know precisely, the figure of £600.00 had been mentioned. Dave Casson commented that he thought that Conal had not included “Lay a Floor” in Newport when asking for quotes – company that he had last used on a similar project. He also mentioned that Jewsons had recently delivered a splashback, over which there was some uncertainty. It was concluded that Conal would know.

On drainage/plumbing, Conal had said that he hoped this could be completed by this Friday (5th April) Richard said that he had spoken to Bob Spendley, who in turn, would refer the matter to his contact.

iv) Debtors (defaulting or In Arrears Members)

Conal has undertaken to write to each of them. It was observed that the number was relatively light. The subject of “leeway/sanctions”, as mentioned in Conal’s email, is reserved for a later part of the meeting.

b) Hon. Treasurer

- i) Financial Statement - Dave Casson commented that there had been two repayments – both inadvertent duplicate payment of mooring fees. “Internet Expenses” referred to the payment of an invoice from *Talk Talk* for broadband renewal at £20.00 a month. Dave said that he had spoken to Joe about the charge within the invoice for SSL ((Secure Socket Layer); apparently, last year this was provided free for twelve months, but the service is now chargeable (at £25.00

plus VAT). Other minor items – in connection with launch costs; these included some spares and for the dinghy park we had had to get extra padlocks. He also brought attention to the fact that the (at the bottom of the MFR) “Profit for Year” should be replaced by “Surplus for Month” – a quirk of QuickBooks that he had not been able to rectify.

David Nixon pointed out that Conal had been expecting a quarterly report, to which Dave Casson replied that he had not prepared one and challenged the need for such, saying that he felt that the monthly report, as produced so far this year, was of more use to the Committee and Members.

The report was formally proposed by Dave Casson and seconded by David Nixon and approved unanimously.

- ii) Box Installation – Fitting out is continuing (within the agreed budget of £500.00). The main problem was the fitting of shutters to protect the glass. There were three options – hinged drop down or lift up, or removable. Dave felt that the second would cause problems – it would be heavy. The consensus view of those involved was that we should pause to consider. However, the builder was keen to press on and it had been agreed that if he presented his invoice for the work, as quoted, the Club would pay it on condition that he completed the work, once the decision on the shutters had been made, since the broad costing implications were included within the original quote. There were one or two - extras that had arisen and which seemed desirable – Dave felt that a landing at the top of the steps would be an improvement on having to open the door from the steps and secondly, he had asked for larger feet for the platform to prevent the box from sinking into the tarmac.
- iii) Stores Electrical Work – Dave announced that he now had no liability cover for any work that he might undertake. After a short discussion on the niceties of the regulations John Garlick suggested that we get some quotes for the electrical work required from local, suitability qualified electricians.

Action point – Contact several local electricians for quotations for specific work – Proposed – Dave Casson; seconded David Nixon. Agreed unanimously

- iv) Cradles and Equipment – Two are in poor condition and Dave suggested that we should be looking to replace the largest. Mike Tennuci said that we should have three, including a new, purpose built one. One of the current ones should really be scrapped. David Nixon and Dave agreed to work together to get a costed proposal; he would draft the proposal, if Dave Casson would draw some plans. Finally, Dave reported that the winch had tripped a couple of times in the last week or so – possibly the result of the brake not releasing properly.

Action point – As above, DN and DC to work together as above

c) Vice Commodore

- i) Remote CCTV Access Proposal – David referred to his email to the Committee members of 18th March and the attachment thereto on the subject. The CCTV had not been working for a while; a fuse had blown and a number of cables had become disconnected. A number of repairs had been made, but he had developed the system by creating a Local Network Area and had donated a serviceable HP Notebook, sighted in the office – set up with a Windows 7 package.

We can connect to it remotely, which was the main object of the exercise. He suggested that we could relocate a camera to view the slipway. Dave Casson said that he felt that the Centenary Room itself was a better site, being better placed to view the yard and other key points and the original camera had been sited there before the current structure was built.

The latter points were accepted, but the matter is open for a final decision. David N went on to say that there were one or two wrinkles – the IP address would re-set itself from time to time, but these problems were not insurmountable and in summary, he felt that the positive outcome from his actions gave the Club a no cost and satisfactory working solution to the problem of maintaining a basic system, incorporating remote access and that any further developments to include a view over the river, would have ramifications in terms of privacy etc and were not worth the additional effort.

Dave Casson suggested that we should display more CCTV in use warning signs (he suggested four more), which can be obtained from *Screwfix*. David N said that he would purchase these. Richard mentioned that the First Aid sign in the toilets was broken. (Presumably this can be rectified easily enough, as above.)

The above actions (all) including where retrospective, were proposed by David Nixon, seconded by Mike Tennuci and approved unanimously

- ii) Webinar on Safe Sailing – David said that he had attended the event – run by the Solent Area Safety Advisory Committee. There was little to add, in so far as the Committee had discussed the matter, as recorded above, however, David reiterated that the most significant point to note was that Norris could now only be used as a passing mark.
- iii) Lee Silk's plaque – The current plaque is now an anachronism in that we no longer have a “Sail the Wight” event. We are in the rather embarrassing situation where the only course open to us is to apologise in writing. Perry commented that it is quite a good trophy and if the narrative could be altered it might still be useful to us.

Action – David Nixon undertook to write to Lee

d) Hon. Secretary

- i) Nothing to report

e) Rear Commodore, Stores

- i) Mike said that the storage issue was resolved. There are six or seven members who have not paid, but mainly on health grounds; only one person – a dinghy owner, was of some concern. He owed £40.00 and we know nothing about his circumstances. Karen had written to him. Mike said that he would check whether or not the dinghy was still there, commenting that people seem disinclined to say when they are leaving the club. Moorings are all paid; there are two that had not been billed. John Barnes (who had, himself been ill for a time) was in the process of sorting out two outer moorings. We should have one vacant that could be rented in due course. Dave Casson asked Mike about completion of the storage forms; quite a few members do not complete them. Dave said that this is something that we should clamp down on next year. Possibly, redesigning the form might help and we should consider printing the relevant terms and conditions on the back of any revised version. Mike commented that as we stand, this year was probably as good as it has ever been. Finally, it was noted that John Urry has joined the stores team.

Action point – for future reference – consider redesign of the storage form

f) Rear Commodore, Sailing

- i) John Garlick commented that Dave Casson's report earlier covered much of the relevant subject matter; John himself reported that he had got Jewsons to quote for materials for fitting out the Race Box – shelves and a chart table. He and Todd had put together an orange sign to serve as a transit. We had a lot of entries for the first race – although it was likely that the weather would make inroads to the number actually turning out. From informal conversations, it can be predicted that we may find that one or two ISC boats may enter our racing on Thursdays. The two main elements of John's report are that a) the Race Box is progressing and can be used and that he expect an increase in the number participating, however, for tomorrow, he would be quite happy to see only a few boats taking part; it is a first run for the new box and site and there may be some lessons to take from it. A final note on cruising – David Nixon was looking forward to the first rally of the year to Beaulieu, where some fifteen boats were expected, which was a very pleasing.

g) Rear Commodore, Social

i) Paul had produced the following schedule of proposed social events: -

<u>Date</u>	<u>Event</u>	<u>Venue</u>
20 th April	Fish and Chip Supper	Centenary Room
May/June	Fitting Out Supper - subject to site completion	Club
20 th July	BBQ Regatta	Club
16 th August	Cowes Fireworks night	Club
28 th September	Laying up supper	Centenary Room
26 th October	Prize Giving supper	Golf Club
7 th December	Xmas Dinner	Lifeboat
22 nd December	Commodore's Soiree (afternoon event	T B A

Paul emphasised that for all events held within the Club grounds, members should bring their own drinks.

h) Rear Commodore, Motor Boats & Fishing

- i) Richard expressed himself satisfied that all strictly fishing related matters, including competitions, were satisfactorily disposed and moved on to: -
- ii) Centre Store Plumbing – the inside work is complete; outside there is the matter of a) the fitting of a gas pipe to the kitchen and b) the storage of gas bottles. Richard said that a dinghy is currently situated where the gas cage should go. Mike will deal with its removal to another position. We will need a custom built cage and it should be able to accommodate tall bottles as well as small, if the latter are needed. He will need a day outside on current work. Regarding the cage, Richard said that as well as being lockable, there should be restricted access so that the bottles could be turned off in an emergency (if we had different size bottles, getting access to the regulators would be a problem); also, it might be good to have a roof to give some protection from the weather. It was thought that £200 - £300 might be needed and *the Forge* would be the best place to go to. The next fishing competition is scheduled to take place the day after the Beaulieu Rally. Finally, after seeing a photograph of Puffin that had eventually made its way on to the website, Richard said that he would the picture (or one like it) on the wall of the Centenary Room to promulgate the fishing side of the Club. There were no objections, provided the size of the end product was not too obtrusive.

Action points – Richard to draw up the design etc of the cage as he thinks it should be and Dave Casson will take those to the Forge for costing.

i) Health & Safety

- i) In Mike's absence – no report, but it was noted that he had issued some notes on the *Safe Use of Tools – Guidelines* as previously undertaken and this had been distributed and uploaded to the website.

6) **Any Other Business**

a) None raised – the meeting duly closed at 19:56

7) **Time and Date of next meeting**

a) 1900 hrs, Wednesday, 1st May 2019