

# Minutes of the ECSC General Committee Meeting

Held on 3<sup>rd</sup> November 2021

## Attendees:

Peter Ball (PB)  
Richard Davis (RD)  
Paul Walker (PW)  
John Barnes (JB)  
Dave Casson (DC)  
Ray Hallett (RH)  
Graham Stone (GS)  
Paul Hippolite (PH)  
Bob Spendley (BS)  
Jon Knott (JK)  
Daniel Wirdham (DW)  
Tim Pressey (TP)

## Apologies:

Mike Harvey (MH)

### 1. Approval of the minutes of the previous meeting.

RH pointed out 2 errors in the previous minutes with tasks wrongly assigned to him. This was addressed as this meeting progressed. With that understanding, the minutes were approved.

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
BS	RD	All in favour	n/a	n/a

### 2. Matters arising from the previous Meeting:

- a) Flag officers Roles & Responsibilities – progress so far...
  - i) Work continuing. JB suggested that we address the processes most causing problems. JB suggested that this approach could be taken with any process rather than trying to redefine all activities.
- b) Pontoon brackets and slipway
  - i) Piling complete but they could do with be painted. Stainless on the slipway almost complete. More paint may be needed, perhaps contain CHC to see what they use. MH thanked all for their efforts so far.
- c) Design of new cradle
  - i) About 50% complete (from previous meeting, design work aimed for completion by end of year)
- d) Dinghy park and race box maintenance
  - i) No action since last meeting
  - ii) Suggest continuing work when weather better, perhaps towards the end of January

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Circulate the code for padlock to committee	DC	Before work commences

- e) Organisation and prioritisation of work for Wednesday Club

- i) Richard reported that prioritisation working well
- f) New windows and mailbox
  - i) Done, installed and paid for
- g) UKSA and our dinghy park
  - i) Peter discussed options having had second thoughts, as many committee members apparently have. DC spoke to UKSA and all they want is a rack for small dinghies. He impressed on them that we also want to use the space of our dinghies. Re the slipway, UKSA have been promoting the slipway but if they can't have dinghies there, they might pull out. DC plans to produce a detailed CAD plan of the park to continue conversations with UKSA. Peter also mentioned discussions with council about the site of the slipway which appears to be near the tennis courts. BS also raised concerns about insurance with 2 organisations using the same space. This would need to be formalised perhaps by creating a new type of "corporate membership" for UKSA. BS also raised the issue of conditions of the lease and the need to scrutinise any arrangement between us.

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
BS	DW	Form a subcommittee (RD, PW, JB chaired by DC), to look into slipway options.	DC	Report back to future meetings for on-going review.

- h) Webcam and audio
  - i) GS reported that our current cameras cannot to confirmed to mute the microphone. Others makes can do this but are considerably more expensive. The meeting felt we should

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
PB	RD	Investigate higher definition camera that can be fully configured and image put on website. Get options and prices	GS	Next meeting

- i) Options for new security cameras
  - i) DC looking into option for full-blown security systems with recording and playback (these will not be more expensive than webcams). Options for siting/orienting these and perhaps have a camera in the clubhouse. Access to this system will be restricted.
- j) Remove abandoned dinghies for park
  - i) No progress since last meeting

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	From last meeting minutes: Email photos to club with time limit to remove them	PW	Tbc. Work still on-going to establish ownership prior to removal

- k) Establish when winch next needs service

- i) DC reported that Spencers replaced wires in August 2020 and inspected mountings.
- ii) JK reported risk assessments not conducted since June 2019.

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Contact Spencers to establish maintenance schedule	DC	By next meeting

- l) More wedges!
  - i) Done but more needed (can never have too many wedges!)
- m) Update Motorboat and fishing page with detailed of rescheduled fishing comp
  - i) Done (see report)
- n) Talk to DW about future social events, etc.
  - i) Done.
- o) Update Family Tree with all known sub-committees
  - i) Done (but noted the Social sub-committee details may be incomplete)

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	DW to provide GS with full list of names for his sub-committee, GS to update website	DC, GS	By next meeting

- p) Discuss updating of First Aide boxes with JK
  - i) Done (see H&S report)
- q) Key fobs – The missing 40...
  - i) DC explained that these key fobs have no names against them meaning we don't know who are using them. DC proposes switching them off and picking up any subsequent users. In future, all key fobs should be configured with names and numbers. It was noted that lapsed membership results in fobs being switched off too – this is apparently the current membership rules anyway.
- r) Cost for building and kitchen
  - i) Still waiting for steel specialist to provide data for costs. Acros now in place and build deemed safe to use within reason.

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
JK	GS	BS to laminate noticed stating limits to personnel. GS to put notice on the website too.	BS, GS	By next meeting

- s) Fire panel engineers report and engineers report on the centre store
  - i) PB reported many faults found and many recommendations made

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Follow up on report items and replace equipment as necessary	PB	By next meeting

ii) Weekly fire equipment tests now being carried out and results recorded.

t) Fuel Store licence – locate and assess

i) DC reported box of documents in the office may contain it but we still need to find this

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Locate licence or get a new one	PW	By next meeting

u) PIR lighting for gents toilets and alleyway

i) Toilets done but the alleyway still to be done

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Discuss with Paul Denham details of alleyway light installation	PB	By next meeting

v) Send message to club about dog poo in the yard

i) Done

w) Reciprocal socials with CCYC

i) No discussions taken place yet

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Contact CCYC and discuss options and take a group over	DW	By next meeting

3 Correspondence (both by email)

a) Uffa Fox regatta, not interested

b) SCRA meeting not attended but we are fully involved here

4 House

a) RD reported storm damage repaired very quickly, particularly the pontoon, but work on the flagpole still needed (many thanks to all who helped so quickly). This could be down by the Wednesday Club.

b) PD suggested that all pins on pontoons should be checked with some urgency and BS suggested this be part of routine maintenance

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Create a routine maintenance folder and add pins checking a part of this. GS to dig out any old version of this to discuss with RD	RD, GS	By next meeting

5 Finance (DC)

- a) DC circulated report by email prior to meeting. He then reviewed the report with committee. No issues noted; all happy (copy of Finance Report at the end of these minutes).

6 Sailing (JB)

- a) Nothing to report. Next sub-committee in January.

7 Stores (PW)

4 boats to still be recovered. Bills for winter storage going out soon. We need a new pump for clearing the slipway (old one that's in bit thought to be unusable) and/or dredge either side of the slipway ourselves using a hired digger. This would be cost-effect solution provided with get sufficient volunteers to relocate mud.

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Investigate replacing water pump pipework and get price	RD	By next meeting
n/a	n/a	Find a cost for replace the existing pump	RD	By next meeting
n/a	n/a	Produce plan to hire digger and convenient time to do the work	PD	By next meeting

8 Motorboating & Fishing (RH)

- a) RH read the previous fishing report and reminded the committee of the next competition (12/12/21). He also reminded the committee of new Bass restrictions.

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	MH to provide GS with details of Bass restriction. GS to publish on website	RH, GS	Next meeting

9 Social (DW)

- a) DW reported discussions with CCYC. He also reported concerns about low numbers for Christmas Dinner. This may be COVID-19 related. An email to the membership was recently sent but numbers are still concerned. Social subcommittee meeting Monday 6<sup>th</sup> December to discuss the Commodore's Soirée. No plans as yet for socials next year.

10 H&S

- a) First aid boxes missing a few items (e.g. plasters) and being replenished. Currently 2 boxes exist which need to be located separately in suitable locations. Our defibrillator pads need to be replaced but batteries ok so machine still useable. JK suggested an in-house defib course as well as first aid. This was felt to be valuable and could be held within the next few months.
- b) Risk assessments: All areas of club covered but the web site doesn't record when these should be updated.

- c) Spinlock buoyancy aids should be made available to anyone doing club-related work near the water. These could be held in the office (DW distributing codes to committee)

<u>Proposed</u>	<u>Seconded</u>	<u>Vote/Action</u>	<u>Assigned to:</u>	<u>Complete by:</u>
n/a	n/a	Talk to MH about previous risk assessment for fishing. If possible update and publish on website	RD	By next meeting
n/a	n/a	Make buoyancy readily available in the office	JB	By next meeting
n/a	n/a	There is a significant risk of water dripping onto fuseboard. Report recommendations to committee	PB, RD	By next meeting

11 Members (PW)

- a) 11 resignations. Memberships bills sent out and money coming in.

12 AOB

- a) Nothing

13 Next meeting 5/1/22

Accrual Basis

# Monthly Finance Report

November 2021

	<u>Nov 21</u>
<b>Income</b>	
Donations	22.00
Duty Waiver	225.00
Joining Fee	25.00
Key Fob purchase	16.00
Membership Fees	2,778.00
<b>Motor Boat &amp; Fish. Income</b>	
Fishing income	9.00
<b>Total Motor Boat &amp; Fish. Income</b>	9.00
<b>Storage</b>	
Locker / Cupboard	14.00
Mooring Fees	68.35
Mooring Sub-Let	54.55
Short term Boat Storage Ashore	19.74
<b>Total Storage</b>	156.64
Visitor Berth Fees	40.00
<b>Total Income</b>	<u>3,271.64</u>
<b>Expense</b>	
<b>Dinghy Park Costs</b>	
Dinghy Park Rent / Rates etc	7.00
<b>Total Dinghy Park Costs</b>	7.00
<b>Internet expences</b>	29.95
<b>Maintenance &amp; Repair</b>	
Changing room refurbishment	929.51
Dinghy Park & Race Box	61.50
Fire & Security System	142.68
Yard & Slipway	103.78
<b>Total Maintenance &amp; Repair</b>	1,237.47
Waste Disposal	34.16
<b>Total Expense</b>	<u>1,308.58</u>
<b>Surplus for the Month</b>	<u><u>1,963.06</u></u>