

Minutes of PHCC Committee meeting held on 20th May 2013

1.1 Attendance and minutes

- 1.1 Present. Frazer Ely (Chair), Andy Coomes (Secretary), Helena Urban (Treasurer), Peter Cooper (Welfare officer), Paul Levett (Junior rep)., Helen Conyers, Nick Boyle (QM) Keith Ashman
- 1.2 Apologies. Peter Hobby (Training officer), Matt Robbins, Cheyne Marley
- 1.3 Minutes of 8th Mar accepted as a true record.

1.2 Action List

- 1.4 Water ski letter actioned. PHC maintains that area has not changed. Club will request that the ski area is in future reviewed, as this is the safest crossing point for kayak groups. Risk assessment requested by PHC to be supplied. **ACTION** Peter
- 1.5 Youth hostel discount details published in magazine. Closed
- 1.6 Mice and food published in magazine. Closed
- 1.7 Review Risk assessments on website **ACTION** Cheyne
- 1.8 Training database supplied. Closed
- 1.9 Budget. See later comments.
- 1.10 Cease site clearance done. Closed
- 1.11 Two hand held VHF Radios purchased. Closed
- 1.12 Kimmeridge letter to Piers Chichester has been actioned and followed up with phone call by Helen. Despite this the continuation of last year's discount has been rejected by the Smedmore estate on basis of the considerable expenditure they have made.

1.3 Treasurers report (Helena Urban)

- 1.13 2012 accounts have been audited by Tom Short and were presented and signed off by Frazer and Helena.
- 1.14 Income. Membership fees £5865 Tamar profit £200. Clothing £257.
- 1.15 Expenditure. VHF radios £290. Ground rent £250, Insurance £1781, Architect £480 North east plans, Clothing £155 for partial order.
- 1.16 Total Balances £62948.46, (current £5243.29, deposit £324.89, Building society £57380.28)
- 1.17 Magazine printing £704 but Helena believes we should not have been charged VAT on magazine printing and we may be able to reclaim this from the last few years.
- 1.18 Helena expressed concern about the low renewal to date. Past history of renewals revealed that roughly half by June was typical. We could return to using a joining fee but this was not particularly effective in encouraging prompt renewal. An early bird scheme might be more successful.
- 1.19 The standing orders have caused a problem this year as the banks have been continuing them beyond their three year validity. Helena has had to personally sort out more than 50 errors. The automated on-line system that the webmaster is working on is now more urgent. **ACTION** Inquire about progress.
- 1.20 Helena presented a revised forecast with budget suggestions for the new premises, boats, training and contingencies. It was agreed to allocate £1000 towards boat and equipment purchase in addition to the £1995 predicted for repair and replacement. Similarly an additional £500 for training was agreed for safeguarding training. Remaining surplus allocated to contingency fund which might be used for opportunistic boat purchase.

1.4 QM report (Nick Boyle)

- 1.21 The hand held VHF radio shave been purchased and will be etched. The idea for a base station was not pursued due to the need for an aerial and the registration required.
- 1.22 The two Avengers, T Slalom and Mendesta Jaycee have been sold for £175.
- 1.23 Purchases. Five new keys £59.75, £10 new Sim card after six month lack of use, £470 honesty box since Sept less some expenses taken directly.
- 1.24 Fees for boat hire were confirmed as £6 for sea kayak, £3 for small boats, decks BA, paddles are extra as advertised in the club. Junior night subscription is held at £1.
- 1.25 Key requests for Stephanie Roberts, Victor Copeland and a number of other coaches were approved.

1.5 Training (Peter Hobby)

- 1.26 Peter Hobby was not present but supplied a training report.
- 1.27 He reports that the organisation of training courses is going well. Peter has adopted a more rigid regime to reduce his workload which most people have been supportive of. The training action plan is mostly complete with only a couple of things to tidy up.
- 1.28 Peter requests 100% funding to ensure the club meets its safeguarding obligations, all coaches to complete the online Paddlesafe course and any coaches with regular junior contact to complete a full safeguarding course. The committee approved this funding and budgeted accordingly.

1.6 Magazine (Cheyne Marley)

- 1.29 The magazines have been printed and placed in the club but only 5% have been collected. It was resolved to post out the non-local magazines and then action the remainder at the end of June, post or discard. Paul will ask Ian the duty officer on Wednesday if he would be prepared to sort through them. Some of the magazines won't need to be posted if the members don't rejoin.

1.7 CIO (Helena)

- 1.30 Peter Hobby was formally approved as the training officer and as a trustee of the PHCC CIO.
- 1.31 The CIO paperwork is in the queue awaiting processing as the Charity Commission personnel will be away on holiday. The slow progress on the premises means that the CIO progress is not urgent and we have been advised that it is best to let the original application go through and then make changes once it is set up.

1.8 Premises (Frazer Ely)

- 1.32 The proposed joint project with the council to build on the site of the toilet block is to be discussed at the councillors meeting in 2 weeks time.
- 1.33 Funding is key to the project and our funding from Sports England has been extended for three months till Spring 2014. There is no council money at present except in the council budget for joint sustainable projects

1.9 AOB

- 1.34 The ranger at Moors Valley country park is keen to involve us in an East Dorset District Council bid to Sport England for a project to encourage participation in kayaking on the Stour. The committee expressed its concerns about the additional coaching and equipment support required but agreed to submit a letter drafted by Bill Jaggs and Frazer. Included as appendix.
- 1.35 The RLSS Brownsea swim which we support is scheduled for the 7th July but may clash with an overnighter at Swanage. Helen will check and liaise. **ACTION** Helen
- 1.36 The Weymouth swim is scheduled for 29th / 30th June. An email will be put out on behalf of Andy Young who is organising the kayak support. **ACTION** Frazer
- 1.37 The junior camp on Brownsea is planned for 21/22 June. All adults attending will require a CRB/DBS check to comply with National trust policy.
- 1.38 The Harbour race is scheduled for 22nd Sept and organisation is under way. Andy will request volunteers as the day draws near.
- 1.39 AGM is booked for Wednesday 2nd October with Hamworthy Labour Club
- 1.40 Bill Beetham is stepping down from administering the rolling courses which he has been doing for many years Helen will advertise for a replacement **ACTION** Helen
- 1.41 Clubmark folder is now with Paul Levett. Michael Simms the LCO will be visiting to advise on the simplification of the folder at some point in the summer. The folder should be much thinner as it will reference information rather than contain copies of it.
- 1.42 An idea for controlling the issue status of club documents was proposed by Keith. **ACTION** Keith
- 1.43 The club policy on allowing prospective members to participate in club nights before their membership has been processed was discussed. The BCU taster insurance has been revised to allow up to four sessions without any fee being due but details of name and address need to be recorded (see appendix). It was decided that in general club membership should continue to be encouraged prior to participation to prevent the club being overwhelmed with casual holidaymakers. There are however circumstances when an ad-hoc taster on a club night is key to recruiting or retaining members; often forms have not yet been actioned by the membership secretary or prospective members have been in contact with the club officers beforehand to enquire about trying out the club before posting their membership on the way home or a friend of a member comes along keen to try. In these circumstances, at the discretion of the duty officer on quiet nights, prospective members can join in. Name and address will be entered in the club diary to comply with the BCU insurance requirements. The duty officers are to be emailed to inform them of this change. **ACTION** Frazer
- 1.44 There is a new special needs junior referred by Poole social services who has now joined the club. It was agreed to grant the carer free membership. **ACTION** Andy to relay name to membership secretary.

1.10 Action items

- 1.45 (2.1) Risk assessment to PHC **ACTION** Peter C
- 1.46 (2.4) Risk assessments **ACTION** Cheyne
- 1.47 (3.7) Membership system progress **ACTION** Andy
- 1.48 (9.2) Brownsea swim clash **ACTION** Helen
- 1.49 (9.3) Weymouth swim **ACTION** Frazer
- 1.50 (9.7) Rolling course administrator **ACTION** Helen
- 1.51 (9.9) Issue status. **ACTION** Keith
- 1.52 (9.10) Taster sessions **ACTION** Frazer
- 1.53 (9.11) Free membership name **ACTION** Andy

Next Committee meetings– Mon 1st July

Appendix A



Poole Harbour Canoe Club
Established 1956



224 Rempstone Road
Merley
Wimborne
BH211SY
Tel 01202 887816

Date 13 May 2013

Dear Jackie,

Further to our recent contact I am writing on behalf of Poole Harbour Canoe Club to express our support for the application you are making to Sport England. We fully back the remit of your bid; to encourage people into a choice of activity, with the overarching aim of it allowing them to progress into regular activities in areas that they may choose.

Our understanding is that, as part of that application, it is your wish to offer the following activities from the Wimborne site in relation to canoeing/kayaking:

- 4 x taster sessions per year for 2 years
- Followed by 4 x 3 week beginner courses per year for 2 years
- Possibly duplicated with extra family or adult only sessions

The Wimborne, Stour River site has great potential for paddle sport and if our resources allow we would be pleased to deliver or be involved in the delivery of the canoeing/kayak aspects of your Bid.

The Club is affiliated to Canoe England and the British Canoe Union and has been awarded Clubmark Status. The Club operates from its main base at Lake Pier, Hamworthy on the shore of Poole Harbour but also runs swimming pool sessions at Ferndown on a weekly basis in the Winter and monthly basis in the Summer. The Club is affiliated to the Dorset Disabled Canoe Unit and provides coach cover on occasion to them. Membership of the Club ranges between 500 to 600 people, with 50 to 100 new paddlers being introduced to the sport each year. This year we are, using our own resources to run free introductory sessions each month through the summer period. People who express an interest in continuing in the sport can join the Club (membership fees are comparatively low) and then hire Club boats and take part in Club activities. The Club provides training and assessment so members can achieve BCU recognised qualifications and has an excellent record in developing accredited coaches. This investment in our sport is resourced by volunteer coaches and members who give their time freely. Any revenue from courses is used to fund the running of the Club including the purchase of equipment and a project to provide new premises. If 'costed', investment by the Club and its members represents a significant 'in kind match funding' amount.

Against this background we would be pleased offer our support for this initiative which would allow people to access our sport at a different venue. We have discussed your proposals with the Dorset Disabled Canoe Unit who have indicated that they would be willing to allow us to use their equipment if ours was fully committed elsewhere. We would be happy to provide the courses where that can be met by our resources and also to work with other Clubs and providers in the locality if that were appropriate.

I wish you every success with the bid.

Yours sincerely

Bill Jaggs,

On behalf of Poole Harbour Canoe Club

Cc Frazer Ely, Chairman Poole Harbour Canoe Club

To: Jackie O'Connor, Senior Ranger, Healthy Lifestyle and Visitor Services, Moors Valley Country Park and Forest, Horton Road, Ashley Heath, Nr Ringwood, BH24 2ET

Appendix B

Extract from Canoe England Website May 2013

Details of the insurance which was under the heading Taster session when it first came out in Feb 2012

It now appears under the go canoeing banner

Insurance Information

All Canoe England Affiliated Clubs* are covered under the BCU Civil Liability Insurance for Go Canoeing Starter Sessions. Canoe England Insurers have agreed to extend cover under the civil liability policy for clubs to give non members up to 4 introductory sessions without the individuals having to become members. No charge will be made for this extended cover and the Come and Try it Session Insurance Form and fee are no longer required (on the fifth session the non member must join the club in order to be included in the club liability insurance).

In order for the insurance to be valid clubs must maintain records of those individuals taking part in the taster sessions and make available to insurers in the event of a claim against the club (this could be done using the Participant Register, which will be provided in your Starter Session pack). Any injuries or damage to property occurring during the sessions should be immediately reported to Canoe England.

<http://www.canoe-england.org.uk/go-canoeing/go-canoeing-starter-sessions/information-for-organisers/>