

Minutes of PHCC Committee meeting held on 8th Apr 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). Matt Robbins, Helen Conyers, Nick Boyle (QM)
- 1.2 Apologies. John Wheeler (Training officer), Keith Ashman
- 1.3 Minutes of 28th Feb accepted as a true record.

1.2 Action List

- 1.4 Members in the age range 16-30 have been compiled. 16-18 range 22 members (3 independent of family), 18-23 range 35 members (9 independent of family), 23-30 range 30 members (20 independent of family),
- 1.5 Water ski letter **ACTION** Peter C
- 1.6 Youth hostel discount details to be sent to Cheyne **ACTION** Andy
- 1.7 Liaison over moving water training to be undertaken. Closed
- 1.8 Mice and food email **ACTION** Cheyne to put in magazine
- 1.9 Car parking – done
- 1.10 Wednesday night form has been updated. Frazer to print copies
- 1.11 Review Risk assessments on website **ACTION** Cheyne
- 1.12 Trip leader volunteer rota has been organised by Rose

1.3 Training

- 1.13 John Wheeler resigned as training officer. John has been training officer for the last six years setting up systems and procedures to coordinate the training courses. John has served the club well and was thanked for his dedication by the committee. Peter Hobby has volunteered to take over as training officer and will be joining the committee in this role. Ian Mercer and John will assist Peter with updating the coaching database and coaching development.
- 1.14 The coaching database is required for the visit of the RCO Michael Simms on 16th April

1.4 Treasurers report (Helena Urban)

- 1.15 Income. Membership fees £2324, final rolling course £540, Building Soc interest £380, Clothing £58
- 1.16 Expenditure. Pool hire for Feb and March £610, Clothing £180, BCU affiliation fees £1147, 2 Dagger boats £1000, Ground rent Apr-June £250
- 1.17 Total Balances £62308, (current £4603, deposit £325, Building society £57380)
- 1.18 Helena presented draft accounts for 2012. Overall surplus £8691 before expenditure on the new premises of £4749, so a net total surplus of £3942. These accounts will be passed to Tom to audit at end of April.
- 1.19 Membership income and database agree to within about £100 and Pool income agrees with records but Helena has no information to support the income generated from star courses and needs a copy of the training database. **ACTION** Andy to supply copy received from John
- 1.20 The balance sheet from last year states the value of club equipment on a new for old basis is £80000 despite the current insurance cover being £58398. Helena has renewed the insurance using the balance sheet figure.
- 1.21 The inventory was checked in the meeting 63 boats, paddles, helmets, decks and other items totals roughly £56000 on a new for old basis.
- 1.22 Helena presented a forecast for 2013/14. Membership income is forecast to increase by £3000 and assuming only essential repairs to boats and hut, and no unexpected costs, surplus is just under £12,000. After costs of the ongoing new premises, the remainder can be allocated between saving for the new premises and buying new equipment/boats. A budget will be agreed at next meeting **ACTION** Frazer

1.5 QM report (Nick Boyle)

- 1.23 The club maintenance and tidy up was well supported and successful. The club hut condition is not too bad apart from the roof is in need of new felt in places and the floor needs a rotten spot patching.
- 1.24 Four boats that are of no use for courses will be disposed of. Two Avengers and a T Slalom will be advertised for £50. The Mendesta Jaycee a very old WWR is unlikely to sell and will be scrapped after advertising on the UKRGB.
- 1.25 Two Dagger MX boats have now been bought for the club. Large Green and Blue and a medium Blue and White.
- 1.26 The Blenheim K1 has been loaned out to Bill Jaggs for use at the club marathon sessions on a Saturday and a lightening has been returned to the club for junior nights.
- 1.27 It was agree to purchase a K2 for £100 from Mary-Ann
- 1.28 The K4 which was damaged by filling with rain water will be repaired. Seats have been purchased.
- 1.29 Five more keys for the hut are to be cut.

1.6 Magazine (Cheyne Marley)

- 1.30 The magazine is for ready for the printers and once printed off and labelled the box will be placed in the club for members to collect a copy. Uncollected copies will then be posted out.

1.7 Membership (Ian Mercer)

- 1.31 Membership is rolling in but some of the standing orders created over the last three years have not been cancelled by the banks hence some members have been charged twice. Members will be informed of the problem and asked to contact their bank.

1.8 Premises (Frazer Ely)

- 1.32 The council departments have been reorganised, Leisure Services has been closed and Environmental Consumer Protection Services has taken over responsibility for negotiating our new premises. They are keen on getting us to rebuild the existing toilets and incorporating our boathouse.
- 1.33 The cost of this option is not yet known but the council have no significant money of their own and would rely on us to fund the majority although they may be able to unlock further funds. Discussion with Sport England about whether the grant can be switched to these new plans and whether an extension to the timescales can be granted is still ongoing.
- 1.34 The council has suggested that we take on responsibility for the toilets, both maintenance and cleaning. This was firmly rejected by the committee on liability issues, cost issues and also not wanting to be confused with council premises. The council were under the impression that we were responsible for the majority of the £5400 water bill. We have informed the council that the water is metered and our annual usage is £50. The council have produced an image of the proposed scheme based on a doctored photo of the toilets. The committee agreed to spend up to £600 on plans to show the council our preferred location and reoriented with the doors facing the water.
- 1.35 Much of the detail about who does the planning, how the toilet building and installation costs are shared, are the toilets standard construction or prebuilt modules, how is our insurance affected by the presence of public toilets has not been discussed. The sewage pumping chamber and aged pump under the toilet block is another issue.
- 1.36 In our meetings with the council officers the amount of money that PHCC have spent to date was reiterated. In total £7485 on various surveys, legal fees, land clearance, leases, planning fees, architects fees has been spent. £3287 of this directly to Borough of Poole. The council gave us a verbal undertaking not to charge us for some of these costs again.
- 1.37 The clearance of the corner site by Ian Mercer will be discontinued. **ACTION** Andy
- 1.38 The first stage of the process will be a partnership agreement with the council prior to any lease which will need to be at least 25 years. One point raised in committee discussion was the importance of free parking at Lake pier. This should be included in any future lease negotiations.
- 1.39 The premises committee will be meeting the council the next day, 9th April, and will seek clarification of the council's proposals. On the 1st May the elected councillors will hold an overview of the council plan.

1.9 AOB

- 1.40 CIO. The charities commission need to change the objects clause to a single item. This was agreed and a detailed minute of this is included as an appendix.
- 1.41 Trip leading. To improve the safety of club paddles it was agreed that the club buy 2 VHF radios. Hand helds are £145 from Bournemouth canoes. Base units are £120 plus transformer £35 and aerial £65. **ACTION** Nick to investigate and purchase best option.
- 1.42 Kimmeridge. Helen undertook to write a letter to Piers Chichester, the land agent for the Smedmore estate to request a renewal of our discount for boats on the roof.
- 1.43 A disciplinary meeting has been held and has resulted in the suspension of a club member. Frazer reports that the compliance with the suspension has been agreed with the individual.
- 1.44 Clubmark folder update has been taken on by Paul Levett. Jenni Dennett has a copy to hand over.
- 1.45 Peter Cooper queried the best means of storing DBS (new name for CRB) forms. It was agreed that securely stored paper copies was best.
- 1.46 Hamworthy residents forum were keen for the club to become a member. This is to be cautiously discussed with Mary Parsons, as our aims may not be the same.

1.10 Action items

- 1.47 (2.2) Water ski letter TBD **ACTION** Peter C
- 1.48 (2.3) Youth hostel publicity **ACTION** Andy
- 1.49 (2.5) Mice and food email **ACTION** Cheyne
- 1.50 (2.8) Risk assessments **ACTION** Cheyne
- 1.51 (4.5) Training database **ACTION** Andy
- 1.52 (4.8) Budget **ACTION** Frazer
- 1.53 (8.6) Cease site clearance **ACTION** Andy
- 1.54 (9.2) Radios **ACTION** Nick
- 1.55 (9.3) Kimmeridge letter **ACTION** Helen

Next Committee meetings– Tues 21st May, Mon 1st July

Appendix



Minutes of a meeting of the proposed trustees of the Poole Harbour Canoe Club Charitable Incorporated Organisation

Held on Monday 8 April 2013 at Hamworthy Labour Club, Poole

Present:

Frazer Ely (Chairman)
Andy Coomes (Secretary)
Helena Urban (Treasurer)
Paul Levett (Junior rep)
~~Keith Ashman~~
Helen Conyers
Cheyne Marley
Nick Boyle (Quartermaster)
Peter Cooper (Welfare Officer)
Matt Robbins

Apologies:

Keith Ashman
John Wheeler

Helena had previously circulated the comments from The Charity Commission regarding the club's Objects clause in its constitution.

It was agreed to change the clause 3 of the Constitution to:

3. Objects

The objects of the CIO are:


- the promotion of community participation in healthy recreation by the provision of facilities for the sport of paddle sport.

It was agreed to advise the members of this change by email.

Helena was instructed to provide a revised Constitution and a copy of these minutes to The Charity Commission.

The meeting then continued to discuss other club business, and these matters are reported in the standard club minutes.

Signed.....
FRAZER ELY – Chairman

Dated.....
8th April 2013.

PHCC Boat House Project

Money spent on the project to date - (including VAT)

· Ecological survey	£761
· Reptile survey	£919
· BOP Legal fees for ground clearance	£618
· Disposal of chippings etc	£180
· Ian Mercer site maintenance - paid to Sept 2012	£160
· "Letter of support" from BOP for grant application	£152
· Lease for existing Hut	£922
(to be demolished - but BOP insisted on a temporary lease before negotiating for a replacement building lease)	
· Pre-planning advice fees	£255
· Disposal Notice legal fees (written off)	£0
· Disposal notice advertising fees	£500
· J Dennett printing and expenses for plans and forms	£58
· Architects fees paid to date	£1,059
· Architects fees not yet billed	£500 estimate
· Planning Fees	£1340
· Abbas Ecology fee for meeting Feb 2013	£61
Total	£7,485

of which £3,287 has been paid to the Borough of Poole.

This figure would have been far higher, but many club members have volunteered their professional expertise and time to minimise the clubs costs