

Minutes of PHCC Committee meeting held on 16th Sep 2013

1.1 Attendance and minutes

- 1.1 Present. Frazer Ely (Chair), Andy Coomes (Secretary), Helena Urban (Treasurer), Nick Boyle (QM), Helen Conyers, Keith Ashman, Matt Robbins, Paul Levett (Junior rep).
- 1.2 Apologies. Peter Hobby (Training officer), Cheyne Marley, Peter Cooper (Welfare officer).
- 1.3 Minutes of 12th Aug accepted as a true record.

1.2 Action List

- 1.4 Risk assessment to PHC TBD **ACTION** Peter C
- 1.5 Risk assessments TBD **ACTION** Cheyne
- 1.6 Taster session notification will be included with next years duty officer briefing.
- 1.7 Trip register processing. Helen will ask Tom or Lynette to help **ACTION** Helen.
- 1.8 Pool booking extended until 10pm. It was agreed to split the extra time in two. Junior session from 7:30 to 8:15 and general session from 8:15 to 9:00.
- 1.9 Web collect trial – see later.
- 1.10 Data protection registration is not necessary for us but a volunteer will be sought to write a policy document. **ACTION**

1.3 Treasurers report (Helena Urban)

- 1.11 Premises and planning costs are above those budgeted and membership income is below so we will only have £2000 rather than the forecast £6000 to add to the hut fund. It was agreed to accept this rather than taking the reserves from the equipment budget. Membership numbers are 454 as at 27 Sep.
- 1.12 As at 31 Aug. Current account £5093, savings account £325, Building soc account £64380. Overall £69798.
- 1.13 Income and expenditure
 - Income. Honesty box £324, Training income £990 (October course should bring in £360)
 - Expenditure. Training expenses £286, harbour race prizes £269, printing bill Spring £2013 £587, (£448 refunded form VAT on 2011 and 2012), Architects fees £1492
- 1.14 Web collect has been investigated. Dave was happy with the security of the on line system. Banbury canoe club confirm they like the system but we are unable to get the generous discount they have. It was agreed to sign up to the <500 level as a trail. A club email will be circulated and the system explained at the AGM.
- 1.15 Membership numbers stand at around 455
- 1.16 Gift aid has been raised by members and Helena confirms that only donations qualify, membership does not.
- 1.17 Part year accounts and a cash flow forecast have been prepared to present at the AGM

1.4 Training report (Peter Hobby)

- 1.18 Coaches meeting scheduled for Thursday 19th Sept to review the past season and prepare for the next.

1.5 QM report (Nick Boyle)

- 1.19 Four additional airbags for the pair of large volume Dagger MX have been bought.
- 1.20 It was agreed to buy a Dagger Juice from Keith Hawkins for £275 and scrap the 'T' Slalom.
- 1.21 Nick will shortly buy some replacement paddles from Ruck.
- 1.22 The Pyranha Master will be scrapped as the cockpit has split.
- 1.23 Pool boats and buoyancy aids will be bought up to Ferndown pool from the hut for the winter season.

1.6 Junior report (Paul Levett)

- 1.24 First Aid course run by Malcolm was attended by six juniors and a parent. As agreed the club will make no charge for the juniors most of whom are cadets and it was also agreed to include the cadet parent.
- 1.25 Junior sessions on a Tuesday night will be concluded with an end of season BBQ and then move to the pool on a Wednesday.
- 1.26 The cadets have been helping with the Go-Active campaign at Ferndown sports centre by printing posters and flyers. The sessions were attended by 14 people.
- 1.27 Two of the four cadets, Lauren and Becka, have completed their cadet leadership course.

1.7 Premises (Frazer Ely)

- 1.28 Progress on the new premises has hit a number of obstacles.
- 1.29 The council will not allow us to connect to the existing sewage system and are adamant that they are not willing to take on responsibility for providing us with a long term sewage facility. We are investigating our own septic tank.
- 1.30 The council are refusing to allow us to site temporary storage containers to store our equipment whilst building works are in progress. It is not impossible for club members to all volunteer to take equipment home but the club will not be able to function properly whilst boats are stored elsewhere.
- 1.31 The council's quantity surveyor has provided his costing for the project which at £288,000 are way above our estimates. This is mostly because of unnecessary costs for items such as £10000 for communications equipment but the remainder need to be investigated to reduce them or move them into a second phase.
- 1.32 It was thought an agreement on reduced planning fees of £195 had been reached after our previous planning withdrawal. This followed a long period of consultation with the council, the payment of pre-approval fees, the

licensing of the original plot and the site clearance. The planning department now wish to impose fees of £1900 and will not process our application until this is paid.

- 1.33 The committee suggested that we delay paying the planning fees and enlist the help of the councillors to put pressure on the council officers to see this project as a community sports facility rather than an opportunity to make money or reduce their own costs or liabilities.

1.8 AGM

- 1.34 The AGM is due on the 2nd October at Hamworthy Labour club. No proposals have been received to date. The agenda for the meeting is to be circulated advising of the official conversion of the club to a CIO, officer reports premises update, adoption of web collect membership system and a canvassing of opinion on the continuation of paper magazines and/or a default electronic version.
- 1.35 This is the first AGM since the club became a CIO thus all trustees, rather than a third, stand down and if willing put themselves up for re-election. (This has always been the standard procedure for the club as the needed continuity has been maintained by committee members/trustees serving a number of years.)
- 1.36 Nominations for trustees are allowed on the night by necessity. All trustees with the exception of the secretary and quarter master are willing to stand again.
- 1.37 The previous voting process allowing a vote 'against' each candidate as well as 'for' will be used again. Votes 'for' need to exceed votes 'against' for each candidate.
- 1.38 The labour club requires a register is taken to comply with the club rules.

1.9 AOB

- 1.39 The Harbour Race takes place this Sunday and Andy's preparations are on schedule. Paul and Allen have proposed the introduction of a junior race this year of 1 mile, which Andy agreed to incorporate and prepare for. The club lightnings will be needed for the race. **ACTION** Andy to contact Anne and Zoe to arrange return. **ACTION** Email needs to be sent round to advertise the junior race.
- 1.40 The Dorset beach clean has been arranged for this Friday, Saturday and Sunday. Paddles will be arranged to support this. Frazer will phone them about the clash with the Harbour race use of the car park. **ACTION**
- 1.41 A meeting to present the revised club mark data to Michael Simms the Paddlesport Development officer will be set up by Paul
- 1.42 The principle of loaning out the boats kept at Ferndown to other organisations such as the lifeguards and other clubs was agreed.

1.10 Action items

- 1.43 (2.1) Risk assessment to PHC **ACTION** Peter C
- 1.44 (2.2) Risk assessments **ACTION** Cheyne
- 1.45 (2.4) Trip register processing volunteers **ACTION** Helen
- 1.46 (2.7) Data protection policy writing volunteer **ACTION**
- 1.47 (9.1) Return Lightnings for race **ACTION** Andy
- 1.48 (9.1) Advertise junior race **ACTION** Frazer

Next Committee meetings–Weds 2nd Oct AGM, 21st October