**MINUTES OF COMMITTEE MEETING OF PHCC CIO**

**Dated 1st December 2015**

1. Apologies from: Gary Fitch; Peter Cooper, Helen Conyers

Persons Present:

Frazer Ely (Chair) FE; Paulette Hills (Secretary) PH; Ashley Rogers (Treasurer) AR; Sharon Rogers (Treasurer) SR; Steve Hills SH; John Crawford JC; Jenni Dennett JD; Mark Taylor MT; Paul Levett PL; Sally Crawford SC by invitation Frazer Ely.

1. The minutes of the meeting held on 3rd November 2015 were approved.

3. Matters Arising:

2. Ferndown Pool

2.1 Richard Lonsdale seems happy to continue with canoe polo in some capacity **JD to liaise.**

2.2 To be discussed at later date.

2.3 Racking discussed further, Ferndown pool understanding of difficulties. Project requires funding, JD has drawings and a specification. FE to leave in abeyance until funding can be found.

3. Finance

3.3 Actioned

3.4 Actioned

4. Boathouse

4.1 Actioned

4.2 Positive meeting with ARC held last Friday, process ongoing.

4.5 Letter of intent received, money not yet in the bank.

4.6 Actioned

5. BCU Biannual report and record keeping

5.1 Actioned

6. Sea Safety

6.1/6.2 FE Sue Burton has received funding to produce leaflet. **FE to continue to focus on this.**

9. Recreation Development Officer

9.1 Nothing done on this.

10. Junior Affiliation

10.1 Actioned

11. Riverside

11.1 One Star Course due to run at Riverside in February PH to lead. MT to lead open canoe sessions in January GF and PH to assist. Details on Web Collect.

Minutes

4. Boathouse

4.1 FE advised the committee of recent developments regarding the problems with Midbrook and the cladding issues. SH pointed out that Gary (labourer on site) had said that they were having problems on site with expansion.

4.2 SC was invited to speak regarding the legal position regarding Midbrook. SC explained the situation as she sees it and is seeking advice from experts regarding the building. SC warned the Committee to look out for anything that says **Payment Notice** as this should **ring alarm bells** and that the Committee should submit a **Pay less notice** within 7 days of receiving such a notice. SC had drafted a letter, the committee discussed the content of the letter and it was agreed that the letter should be sent. All were in agreement and **FE would make follow up phone call after 3 days**. We will await response. SC will continue to contact various associations for advice.

4.3 JC and FE held a meeting on site with Simon Moore and according to Midbrook the problem is ours as they were working to a specification provided by our architects. There has been no contact since.

4.4 Silva Timber Ltd, who provided the cladding did not specify fixing. FE Midbrook were employed by PHCC as experts, that’s what we thought we were getting.

4.5 SC explained that there were 3 possible courses of action, none of them straightforward.

1. Adjudication-this is quick, case is referred to a surveyor, a decision is made within 4 weeks. Problems-can be hit and miss as this build is unusual.

2. Arbitration-Midbrook cannot be forced into this process as there is nothing in the contract. You do get a knowledgeable person but the process is expensive. Could be £10,000’s more than the cost of the fix.

3. Court Action-as the amount is less than £15,000. Fast track litigation. Problems, Judge will know nothing and is very hit and miss.

Legal process probably better in this case.

**SC recommended committee get other quotes to repair work.**

We are currently holding 10% of the cost of the works approximately £8000, the cost of the repair is in the region of £6000.

4.5 FE has spoken to Adam Covell regarding the situation. He summarised the situation, we have had weeks of poor weather. The rest of the building seems sound the longer it goes on the better things become and the more confident we can be that the rest of the cladding is sound. If Midbrook say they will fix the problem there might be room for negotiation and we split the cost with them. We may use different fixings, but this might invite planning problems. If Midbrook refuse to carry out the work, then we may have no choice but to fix the problem ourselves. Mick Hanlon could be asked to quote. SH, is it better just to pay them if they refuse? AR on the basis that Midbrook would have to chase us for money, would it not be easier. SC said no, it would not and explained the legal process. AR asked if we could not just put it right ourselves. SC said we would lose our warranty. SH asked if we could negotiate and include the problems with the fire door.

4.6 A discussion was held regarding the fire door. FE it is possible to buy a new door and cut a bigger gap. A discussion was held regarding various options. JC tried to clarify door situation. JD asked why they can’t just give use the right door, fixing could be down to us, just labour costs. FE didn’t want the committee to cloud the issue of cladding with the fire door. JC said that it is worth mentioning that this is another Midbrook problem that we also would like to be rectified. All committee agreed.

4.7 **SH asked JD for minimum specification for first fix electrics and plumbing.** This is only a first fix and needs to be done before boarding. AR suggested that we don’t need double boards, **JD to investigate cost.**

4.8 Showers discussed, vote pending. But is it is unlikely, with the exception of George’s shower, that these can be afforded.

4.9 Other general points were discussed, SH made suggestions how we can save money on trenching works, should halve the cost, committee happy with these suggestions as money is now very tight. JD keen to get going with next steps and proposed a schedule of works. JD mentioned that Colin Skellit of Wessex Water suggested we talk to him. JC ARC should let us have costs this week. **JC to talk to Julie Taylor.**

4.10 AR raised his concerns regarding using Pitchers for future works or at least paying any monies up front. Credit checks are poor and as a Trustee he has grave concerns.

5. Finance

5.1 AR/SR explained financial position (refer to accounts for details) explained ins and outs for month. Looking closely the figures show a 5k profit. Not much. This is for a bare minimum fit out, no changing rooms, just fire walls and approval by building inspector. AR and SR suggested that we need to accept that none of the upstairs will be done within current budget and that further funding will be needed. PH suggested that we could use member expertise to fit the upstairs.

5.2 AR/SR pointed out to the committee that club membership is down, the number of paying members is down. A discussion was had where AR explained that although the numbers may appear static this is because of families, but actual paying members are down. AR/SR to ask AC and BR about adding DOB to web collect as we are currently paying too much to the BCU for junior membership.

5.3 Family membership, a discussion took place regarding family membership and whether we should limit it to children under 18. It was decided that this would prove too complicated and that some members may not renew if their family members were not regular members of the club. AR pointed out that we need to solve the problems of record keeping. MT should we increase family membership. It was decided that an increase in memberships was inevitable but we should find other ways of raising revenue.

5.4 Club activities. MT explained the model at Riverside where members pay a £1 charge to participate in activities and that this seems to work well. AR/SR proposed that we do a similar thing for all club activities and charge £1 for club paddles, talks and other activities.

5.5 Membership was discussed, it was agreed that revenue needed to increase but that some active club coaches would be unwilling to pay too much more, a small increase would however be acceptable. JD and PH had been gathering views from some members.

**5.6 It was proposed by AR/SR that membership fees should be increased from 1st April 2016 as follows: adult membership £30 increase to £35, family membership £50 increase to £55, junior membership to remain as £20. A vote was held 8 in favour 1 against. Motion carried.**

**5.7 It was proposed by AR/SR to charge a flat rate fee of £1 for all club activities and paddles including Wednesday nights, weekend paddles and talks. A vote was held 8 in favour 1 against.**

**AR, SR and PH to draft letter to membership.**

6. Membership Secretary/Training Officer Roles

6.1 This was discussed during financial report. It was agreed that we would come back to this discussion.

7. Riverside MOU

7.1 MT introduced revised MOU for Riverside. JC has read document and is happy with its contents he recommended that it be signed.

8. Welfare Officer Vacancy

8.1 Welfare officer PC has agreed to continue until post has been filled. It was suggested that he may be persuaded to proceed in some capacity at least to complete DBS checks with a little persuasion.

9. Poole Harbour Boat Show

9.1 Poole Harbour Boat Show is to be held on 20/23rd May 2016. There is a proposed kayak race, FE asked whether we would be organising or participating in the event. A discussion was held as to what the club could contribute. **PL agreed to attend meeting on 8th December to find out more and to share our ideas.** Suggestions were made such as water based activities, k boats, polo, open boats, try a boat sessions etc. Possibly team up with Bournemouth Canoes.

AOB

Riverside Update from Bill Jaggs

1.  Article in Blackmore Mag about the Clubs involvement in Charles Hicks Trophy - our juniors did really well and veterans too - age group in the middle is the problem.  Link to article is <http://www.blackmorevale.co.uk/Strong-showing-Riverside-Wimborne-Canoe-Kayak/story-28273794-detail/story.html>

2.  Ergo sessions on Friday Nights at 2nd Wimborne Scouts (organised by Graham Wood) have started positively.

3.  We should get 4 of our new boats from Marsports later this week - others to arrive shortly.

4.  Sue Tapper leading on arrangements for Club participation in Save the Children Parade on 12 December - despite Club emails and Facebook etc. little interest other than from those who attend Wimborne.  Good opportunity to promote the Club in a helpful way.

5.  Activate Coast and Countryside Programme for 2016 nearing approval.  Can following dates be noted to avoid clashes?

Note.  **The Moors Valley Team will support the Club in a Taster Day on 30 April (11am to 4pm)** - Aim will be to promote the Club, help towards achieving Sport England targets for establishing racing kayaking at Riverside (£10k Grant) , and promote Activate Courses.  Dreamboats will also support.

**10 July - Dreamboats/Riverside Race day**

**21 August - Riverside Family fun day**

**6.  Saturday Sessions -** Despite weather and winter continue to be well attended - 26 on water last Saturday.  Wednesday evenings continue only for experienced paddlers.  Risk Assessment and safeguarding being reviewed.  Waiting for final comments.

7. **Coach cover/Training at Riverside**- Providing adequate cover is a challenge across all disciplines.  We have @6 people who have indicated they might be prepared to undertake Level 1 Coach UKCC.  I am looking at ways we could deliver this in a cost effective way.  Perhaps by running/buying in our own course and definitely by trying to get some funding.  Mick Rogers has been successful in applying to a Police Fund - £200 has been awarded for this purpose - cheque should come soon.  FSRT Course run at Riverside by Ian Mercer in October was great.

Regarding point 4, PL suggested that Sue Tapper contact him directly regarding the event as junior coordinator.

Safeguarding Issue

JC pointed out that the BCU have circulated a warning regarding a John Keady, he has been preying on female members within canoeing clubs and should be watched. Two members of PHCC have had contact with him. In the event of a problem contact **BCU Safeguarding on 0845 3709525.**

Club matters

JD raised the issue of fragmentation of the club it was agreed that this would be discussed at the next meeting. SH suggested that the committee and all club coaches need to be much more visible to members and suggested that on the first Wednesday of each month club coaches should attend club nights. This too will be discussed at the next meeting and any plans will be included in the letter drafted to members.

Clothing was mentioned, need to pursue this.

Mark Taylor is to run open boat sessions at Riverside for anyone interested, mainly aimed at developing 2 star. See Web Collect for details. Dates: 9, 16 and 23 January 2016.

JD and PH propose to organise and run an open boat river trip for newly qualified open boaters. The trip is designed to be fun and will happen in the new year. **PH to draft an e mail to members.**

**JD to produce a flier to promote club and offer discounts on membership. Committee to circulate**.

**Date of Next Meeting Tuesday 5th January 2016 at 7:00pm at Hamworthy Labour Club**

 **Please advise if unable to attend.**

**Subsequent meetings: Tuesday 2nd February; Tuesday 1st March; Tuesday 5th April.**

**Items for Agenda by Thursday 31st December 2015**