

MINUTES OF TRUSTEES MEETING OF PHCC CIO

Held on 7 January 2019 commencing at 7:00pm. Venue: The Boathouse

Present	Trustees: Adrian Oates (AO) Chair, Luke Chamberlain (LC), Jenni Dennett (JD), Graham Chandler (GC), Bill Jaggs (BJ), Steve Hills (SH), Paulette Hills (PH) and Keith Wright (KW). Note: Phil Hoath (PHo) of Dreamboats and Mark Taylor (MT) Welfare Officer present until conclusion of Item 2.	
Apologies	Frazer Ely (FE), and Vince Boon (VB)	
Agenda Number		Action By
	AO welcomed and introduced PHo, representative from Dreamboats Committee and MT who was taking over as Club Welfare Officer.	
	Approval of Minutes of Previous Meeting – The Minutes of the meeting held on 10 December 2018, previously circulated were agreed. Copy to be placed on website.	BJ
	Matters Arising (not covered elsewhere on the Agenda) <ul style="list-style-type: none"> • Club Clothing – Ongoing. Hopefully there will be news in the next few weeks. • P.H.C Safety Meeting – Allen. W will attend. Carry forward; date to be confirmed. • Coaches & Helpers Meeting – Coaches meeting re-arranged for 21 February (tbc). Helpers & Users meeting 8 February (tbc). • Calendar Idea – PH will speak to Bill Richmond. 	AO AO SH PH PH
1.	Riverside Update	
1.1	Issues, changes and events: BJ gave a brief verbal update. Despite the cold weather numbers attending sessions continue to be strong with 37 paddlers on the water on Saturday, 5 January. This included 7 Junior members. One parent had made a comment that they had once again been unsuccessful in getting their child on to the swimming pool Paddlepower sessions. The child is a regular attendee at Riverside and it would be good if they could access other Junior activities. They queried whether the prioritisation criteria were right but stressed not complaining. AO will talk to Tom Holdsworth. Dates and format of Activate Coast and Countryside Beginner Sessions and Taster Days will be set in near future. The season starter Open Day at Riverside could be either 27 April or 4 May dependant on Dreamboats wishes. BJ will liaise with Dreamboats on this. PHo agreed mutual support on events was a positive. BJ will liaise with SH to avoid clashes on Beginner Sessions. PHo also highlighted his view and wish that Dreamboats and the Club should continue to work together positively as they had so often in the past.	AO BJ
1.2	Buddy System paperwork: Following discussion at the last meeting a Draft Policy and Draft Proforma had been circulated. Following comments from GC the proforma had been amended to show clearly that the paddler to be supported agrees to limited sharing of their personal information. Agreed BJ to run documents past James Hinvies of BC. Subject to any comments System was agreed by Trustees. BJ to update DDCU.	BJ
2.	Welfare	
2.1	Update and Introduction: MT gave a verbal update on his thinking about how the Club should address Welfare going forward. He had attended a 'Time to Listen' Course – much has changed since a previous course he had attended 3 years ago. It was important that the whole Club recognises the importance of safeguarding both children and vulnerable adults and that it becomes embedded at all levels and a natural part of the way the Club and its members operate. AO had done a lot to raise awareness in the Club and to introduce	

	<p>systems to monitor DBS but MT was concerned that further work was needed so that there was no complacency and that child and vulnerable adult issues were recognised as everyone's responsibility.</p> <p>MT proposed an immediate plan of action:</p> <ul style="list-style-type: none"> - adopting Codes of Conduct for Coaches, helpers and parents, and juniors. - Hard copies of the Codes and details of the Welfare Team would be displayed at Riverside and Lake. - Considering amendment to the Constitution to make clear the Club will follow BC Policies in this area. AO to speak to Sally/John Crawford. - Ensure coaches/volunteers who do not have a current DBS do not have unsupervised contact with children or vulnerable adults. <p>MT views on next steps included:</p> <ul style="list-style-type: none"> - Introducing system of sign off by individuals on relevant codes of conduct. - An update article for the website and magazine. - Possibly a slot at the AGM - Seeking a Junior Rep and Parent Rep to feed ideas and concerns into Trustees and the Welfare Team. <p>In conclusion, MT emphasised his desire for the Club to champion a 'put children first/child-centred safeguarding culture, the need to carefully vet new coaches and volunteers, and his proposed Welfare Team meeting with Cheryl Williams and Lynette Short in the coming week and Tom Holdsworth the week after.</p> <p>Trustees confirmed their support to MT and it was agreed that he should attend Trustee Meetings on quarterly basis.</p> <p>MT will circulate copies of the Codes of Conduct and formalise his Plans into a document for Trustees to agree and adopt at a future meeting.</p>	<p>AO</p> <p>MT</p>
3.	Polo and Slalom	
3.1	<p>AO had circulated proposals following discussions with Peter Hobby. The Report Proposals were discussed by Trustees and decisions made as follows:</p> <p>The Proposals:</p> <ol style="list-style-type: none"> 1. Buy two larger sized polo legal boats (composite), approx. cost £1,400. 2. Buy four Robson polo legal boats (plastic), approx. cost £1,600-£2,400. <p>Trustee Decision: Agreed in principle. AO to check paddle, BA, helmet and spraydeck requirements and firm up on prices for final authorisation to be given at the next meeting.</p> <p>3. Support our rising junior slalom stars, by providing them with a competitive composite slalom boat, on a custodianship basis, once they reach a pre-defined competitive level (this may be reaching Div 3, or Div 2, to be discussed and agreed). The boat would remain the property of the club, but would live with the junior member for as long as they maintain/improve their competitive level. IF we decide that the level to activate this has been reached by Oaken and Ronnie, the cost would be around £1,400.</p> <p>4. Consider using the same custodian system for the other slalom boats stored at LP – they are more likely to get used if they are accessible by the members needing them. As people move on, the boats go back into the pool for the next interested member. This also frees up space at LP.</p> <p>Trustees discussed these proposals in depth. There were concerns about the precedent the approach proposed might set and how that could impact in other areas of the Club. Concerns discussed included: availability of boats for use by other members of the Club, insurance cover, boat hire fees and if/how they would apply, and application to other areas</p>	

	<p>such as flatwater racing. Trustees did recognise the importance of promoting growth in slalom as a competitive discipline to meet demand and interest in the Club.</p> <p>Trustee Decision: AO to come back with updated proposals (after discussion with Peter Hobby and VB).</p> <p><i>5. One would expect most adults to buy their own slalom boats, but consider some form of club funding for 'ranked' (tbc) adult slalom competitors, with some form of minimum term commitment to the sport. This is about the club investing in the discipline to increase our presence and promote PHCC through better performing members. If the member stops competing, the club would have the option to buy the boat back, or conversely, the member could buy it outright. I appreciate this point needs more discussion.</i></p> <p>Trustees Decision: Not support this proposal at the current time.</p>	AO
4.	Lake Pier Update	
4.1	Issues, Changes, Events: Outside light needs replacement. SH to provide KW with details/spec. The possibility of reviewing the boat racking to make as efficient a use of space as possible was discussed.	SH
4.2	<p>Defibrillator enquiries: PH advised that the application to British Heart Foundation had not been successful – more community training would be required. The possibility of having a unit installed in the Boat House for Club use only was raised. Costs for a unit appeared to be around £1,000. PH will speak to Malcolm Acreman to identify a suitable unit, and initial and ongoing costs. Subject to final details of costs etc Trustees agreed to purchase.</p> <p>BJ did not feel that there was suitable internal location to install a defibrillator at Riverside at present. He will canvas views.</p>	PH BJ
4.3	Website Booking Calendar: The admin person for the current calendar is no longer a member of the Club. AO to speak to Jasper Wells about introducing a Google Calendar and to Bill Richmond about removing the current calendar from the website.	AO
4.4	New Toilets Costings: Agreed that installation of toilet and wash basin in each of the changing rooms was a priority, particularly as the new season approaches. Awaiting costs and specification from VB.	VB
4.5	Kitchen Wall Units: VB has units and will install them as soon as time permits.	VB
4.6	Sale of Skerries: 2 Skerries to go.	VB
5.	Development Plan	
5.1	<p>Autumn Member Survey: LC had circulated headline results. He will produce more detailed information for the next meeting. Great to see that 88% of respondents rated their experience of the Club as Good or Very Good compared to 75.4% in the 2017 survey. Comments about possible improvements included open boating, out of area paddles and 3 star plus progression and paddling opportunities. With regard to the latter and sea trips SH will speak to Cheryl Williams.</p> <p>Fuller consideration will be given to the results and possible responses at future meetings.</p>	AO SH
5.2	Overall Plan Review: BJ had circulated a copy of the Sports Development Plan showing progress to date in its implementation. Item 5. needs to be updated to show the survey result. It was good to see progress in most areas. Trustees were asked to let BJ have any comments by 14 January. He will then finalise the update and circulate it.	ALL BJ
5.3	Constitution Review: Still to progress. AO will include comments made by MT about including a reference to the Club following BC policies.	AO
5.4	Website: To be progressed when time allows.	AO
5.5	Risk Assessments: BJ advised that he had been unable to progress this due to other	

	priorities. Put on hold till April.	BJ
6.	Finance	
6.1	Financial Update Reports: Reports had been circulated. Overall situation positive. £21k in bank at end of December. SH raised some queries to be discussed with AO outside meeting. (Update: As a result, a revised Bank Summary was circulated by AO on 8 January 2019). Noted that Training Income in 2019 could be at risk as the result of new BC awards implementation.	
6.2	Cap-Ex Review: Trustees agreed that toilets in changing rooms at Lake were a priority. PH has bought open Boat paddles to the value of £361.82 having sought prices in accordance with Purchasing Guidelines. It was agreed that ideas for 2019 Cap-Ex should be brought to the next meeting.	ALL
7.	AGM	
7.1	Deadlines and timetable for reports and accounts: PH's AGM process document had been circulated. BJ had sent out request for reports from different areas. BJ to meet with AO to look at Annual Report. AO is linking to accountants in respect of financial reports and sign off. All papers will need to be agreed at the next Trustee Meeting if timescales are to be met. BJ to approach Donna Burnside to arrange return of Margaret's Plate.	BJ/AO BJ
8.	Any Other Business	
8.1	Land and Wave email offering support to the Club: BJ had contacted Land and Wave and given SH details. Land and Wave do not have ribs so cannot offer support for safety for the Harbour Race.	
8.2	ICO Registration Certificate: Noted this has been received.	
8.3	Approval given for purchase and fitting of kneeling thwarts to 2 Club Canoes at Riverside given. Cheryl Williams has obtained prices,	
8.4	Agreed that Rose Purkiss should be paid for Open Boat buoyancy blocks given to the Club. Price of £90 agreed by Trustees.	JD
8.5	Harbour Race Meeting: AO will be arranging this for March.	AO
8.7	Storage Space: Ladies changing room is beginning to look more and more like a store cupboard. GC suggested that the room could be partitioned too allow for proper storage. Agreed to hold idea at present and try to store items elsewhere if we still need to keep them.	
The Meeting Closed at 10.25 pm		