**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 4th April 2017 7:30 pm - The Boathouse**

Apologies: none

Persons Present: Steve Hills (SH) Acting Chair; Adrian Oates (AO) Acting Vice Chair; Paulette Hills (PHi); Jenni Dennett (JD); Peter Hobby (Pho); Ian Mercer (IM); Luke Chamberlain (LC); Keith Wright (KW); Frazer Ely (FE); Bill Jaggs (BJ); David Haselden (DH).

Approval of minutes: Minutes of 6th March 2017 approved and will be put on the club website e mail will be sent out by Bill Richmond when this is done.

Matters arising:

* JD has spoken to Mark Corani but has yet to arrange for the water meters to be fitted. **JD to speak to Mark to action this.**
* Keith Hawkins does not have a boat in the Boathouse. KW has been working very hard to put together an up to date inventory at Lake Pier.
* **PHo to speak to AC about polo.**
* The forthcoming insurance premium was discussed and it was acknowledged that it may not be possible to complete the inventory by the due date (13/4) and therefore the new premium will need to be paid.
* The BT bill was discussed and it was understood that it was now unlikely that we would be able to cancel our existing plan with BT. Switching to Plusnet would not make any significant savings so it was agreed that the current plan would need to run its course until March 2018. **SH and DH to discuss this when DH is up to speed.**
* The Duty Officer instructions have been undated and circulated and approved by the committee, these include the wear and tear fees for equipment hire and a £1 subscription fee to be charged each Wednesday evening at Lake Pier in line with good practice at Riverside.
* AO has produced a more user friendly copy of the Management Structure, BJ made a few amends and **AO agreed to laminate and display copies at both Lake and Riverside.**
* A request for second hand SUP boards did not go in the newsletter, this will be discussed later. PHi took photographs of the SUP course at Wimborne.
* Membership Summary to be discussed later.
* **JD still working on key fobs.**
* **SH to continue negotiations regarding sewage tank.**
* **JD to continue to ask members to either pay or remove kit from boathouse.**
* Paper copies of newsletter have been produced and distributed, a donation of £3 will be requested for copying.
* Newsletter circulated by LC with support from PHi.
* PHi and AO have advertised the Lake Open Day, PHi is organising the Open Day.
* PHi has produced a new member joining leaflet which will be available at Lake, **PHi to send electronic copy to BJ.**
* PHi has contacted POW to decline involvement.
* **SH to contact Allen Westerby regarding Maritime Festival.**
* **PHi to send letters of thanks to Sally and John, Mark and George Cherry.**
* PHi has been in touch with Lulworth Estates to say no to the hire of kit.
* LC has completed poster artwork and copies were available at meeting, BJ given 2 for Riverside.

1. Finance – David Haselden was introduced to the Committee and asked to give a brief introduction. The Committee were invited to ask questions. David was proposed as the PHCC Treasurer, Proposed PHi, seconded AO. David was unanimously approved as our new Treasurer. AR and SR were thanked for their hard work over the past 18 months.

1.1 Cash flow forecast for April was discussed. It was noted that membership income was growing steadily.

Some points of information during the month

**Income:**

1. Income this month has seen an increase due to our membership renewals. £5,226.00

2. We have received a refund from Southern Electric, for over payments of our monthly Direct Debits, of £201.

**Expenses:**

1.  BCU Annual Fees - £757

2.  Please be aware that there are significant bills pending for April, as marked in the notes.

**Subscription Renewals:**

As at the end of March;

Individual.    96

Family.         59

Junior.           6

Other business

1.2 Membership Status Membership renewals have been good, the early bird incentive has worked well. IM said that there have been a few difficulties with web collect but that he and AC will iron those out and produce exact figures. IM explained to DH how useful web collect is and that he and DH will work closely together over the coming months. It was decided that non payers would receive an e mail from the Membership Secretary by the middle of April asking them to rejoin. At the end of the month the Membership Secretary will send a second e mail to say sorry that we are losing them**. IM to action this. There will also be a generic line in the letter stating that if anyone has difficulty paying to contact the Membership Secretary.**

**Membership fees from 1st October -31st March agreed at meeting held 30th January 2017**

**2/3 of full membership fee:**

**Senior £33**

**Family £47**

**Junior £17**

April expenses were explained and discussed. **The balance from Steph Roberts bequest will be discussed later.** BJ said that the MOU for Wimborne can be removed.

1.3 Capital Expenditure for 2017,

The following capital expenditure was approved for 2017-18

* Riverside Slider £900
* Seats for K1/K2\* £640 estimate
* Level One Coach Training Riverside\*\* £600
* Level One Coach Training Lake £600
* SUP Kits x 2 \*\*\*\* £800
* 2 x GP Boats/paddles for Lake\*\*\* £1600 estimate

Total £5340

**\*BJ to advise DH of exact amounts and provide invoices.**

**\*\* Now only 11 candidates as one is paying own fee.**

**\*\*\*JD to obtain quotes for 2 x general purpose boats approx. 3.5m with skegs.**

\*\*\*\* includes boards, pumps, bags and repair kits.

**JD and team to replace spray decks where necessary.**

All of the above was approved.

For future discussion, annual budgeting.

1.4 Business Rate Relief, Sally Crawford is persevering with this. In 2018 our relief ends, our new rateable value could be £10250 which would cripple the club. **DH to also work with Sally on this when he is fully up to speed.**

1.5 Contents Insurance – Covered in matters arising, but KW was thanked for the hard work he is putting into completing the inventory. **SH/KW to look at file.**

1.6 BT Account – Covered in matters arising

2. Open Day

2.1, 2, 3 Catering, Try a Boat, Tidy PHi told the committee that she had a good list of helpers and that all Trustees except IM and PH would be attending. **SH/PHi will be at the Boathouse tomorrow to have a clean up and PHi has bought everything needed for the day. SH to organise try a boat sessions, PHi to organise the catering, JD to build a raft.**

2.4 Leaflets PHi has produced a leaflet to be used on the day.

3. Training

3.1 Update from SH, 1, 2 and 3 star courses are now on web collect along with an FSRT course and new paddler sessions. The first 1 star course is full as is the FSRT course. All other courses are slowly recruiting. VC as asked if the committee would approve payment of his FSRT Moderation Course fee (£125), **the Committee approved a 50% subsidy in line with club policy.**

4. Riverside

4.1 Riverside Update BJ gave an update of the activities at Riverside, see notes supplied to the meeting. Riverside is growing steadily and there are now very positive signs that the site will be developed. We are pursuing additional storage at Riverside with the Council. A meeting has been arranged by Dreamboats Committee to discuss possible ways in which the site could be developed. **BJ and MT will attend a meeting with the Dreamboats Committee on Thursday to discuss future plans and will feedback to the Committee.** Any future plans will incur costs, as up until now the club has only had to pay for utilities. PHCC may need to be part of a project team to move forward with grant applications. At present, there is no MOU.

4.2 Sport England Grant Application BJ and AR are to reapply in the next month or two.

4.3 BC Working Stronger Together initiative BJ has spoken to James Hinves and is very keen to move forward with this. We already do a lot of good work, James has offered to help the club move forward. **PHo and BJ to work together to look at club’s development plan and cooperate with James Hinves on this.**

**PHi to look for Sportsmark Folder.**

5. Juniors

PHo gave an overview of the Junior section of the club and all is looking good. One or two families are unhappy with the new system but overall, it is working well.

PHo discussed junior polo and the desire to develop the game for the 11-18 year olds. He now has 2 full teams and is looking to put a squad together and to possibly arrange a local tournament. The Junior section would like to book 4 x 1 hour slots at Ferndown pool at £52 per hour. This was approved. A subscription would be collected but would not cover the entire cost of the pool, Trustees agreed that this would be a small cost to the club. Trustees thanked Pete and his team.

6. PHCC CIO Management Structure

6.1 PHi has been unable to find a replacement for the Admin role.

7. Membership

7.1 Membership Survey feedback, next steps, LC reported that the main findings had been the need to provide more challenging and family friendly paddles. PHo explained that when family events have been advertised previously they have been poorly attended.

Next steps: the feedback has been largely positive, but we must take on board what people have asked for. It was agreed we would send out an e mail thanking members for their comments and we should publish the raw data. **LC and AO to look at producing something to go out.**

8. Car Parking

8.1 Car Parking Update. See e mail circulated by FE. Green permits will now be available to non Poole residents. FE still pushing for discounted permits. Committee reiterated its view that the club would not be able to block buy permits.

From Fraser:

We have come to a stalemate with the council over parking charges.  We were told by officers that a report to councillors on the objections was being compiled and would be posted on the BoP website on 27th March - Monday last week. But this has not happened yet.  I chased it up, and yesterday received the reply below - so it will be posted two weeks late.  The delay does suggest they are having to consider our objections more seriously....

Also see the second email below - from Officer Steve Dean regarding our repeated requests to see the original order designating Lake Pier as an off-road car park under the Road Traffic Acts.

There is an attempt to obfuscate the situation - but they finally admit there is no record of such an order!   They have attempted several times to fob us of with the recent "variation notice" despite our requests being very clearly for the original order.

Note the last paragraph - *"you might be reassured to hear that the “Green Permits” will not be restricted to Poole residents only, if the proposal goes ahead."*

That’s all we can report for now - until we hear back from the council.   **Thanks to all the team for working hard on this!  Monika, Bill R, Tom and Lynette**.

9. Boathouse Update

5.1 Sewage tank – **SH to continue discussions on this.**

5.2 Ferndown racking – **IM to work with JD on a solution. JD to design a system. £400 needs to be spent.**

5.3 Boathouse ventilation – in progress by IM

**The rest of the cladding needs resealing, this is a QM job for the Autumn**.

5.4 Members boats –**JD agreed to chase these members to either remove boats or pay a pro rata rate for the privilege.**

10. Newsletter

10.1 Paper copies are available at a cost of £3.

**AOB**

* PHi informed the Committee that she would not be available to prepare the Agenda or take the minutes for the next two meetings.
* Harbour Race – **AO to contact AC regarding race.**
* Brownsea Swim members to be encouraged to sign up to help.

**Next Meetings: Monday 8th May Chaired by AO, Monday 5th June, Chaired by AO, Monday 3rd July, Monday 7th August, Monday 4th September.**



Approved 08.05.17