**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 7th August 2017 7:30pm - The Boathouse**

**(All documents referred to in these minutes can be obtained from phccsecretary@gmail.com)**

Apologies: Peter Hobby, Adrian Oates, Frazer Ely

Persons Present: Steve Hills Chair (SH), Paulette Hills (Secretary) (PHi), David Haselden Treasurer (DH), Bill Jaggs (BJ), Jenni Dennett (JD), Luke Chamberlain (LC), Keith Wright (KW).

Meeting started at 19:40

Approval of minutes: Minutes of 3rd July 2017 were approved and will be put on the club website.

Matters arising:

* Management Structure Chart – **AO to go ahead and organise printing, laminating and distribution of charts. To be carried forward.**
* Sewage tank – SH has tried to speak to Paul Oshea about a report that will be sent to John Crawford to write a letter to NPC. **To be carried forward.**
* Letters of thanks – this is a technical issue **DH offered PHi to help with this**. **To be carried forward. (Sally and John Crawford, Mark Taylor)**
* Sealant to external cladding – a date needs to be set to apply the sealant **KW to organise a date and team to do this.**
* Dynamo kayak purchase – **Payment made.**
* Slalom kayaks – Some repairs to boats have been done some are ongoing.
* Club Mark Folder – Following BJ’s meeting with JH, clubs are to have a year’s grace with Club Mark, so it was decided to leave it for the time being. **Keep it on the agenda for next meeting.**
* Removable bollards –**DH to action this ongoing.**
* Dropbox – DH now familiar with how this works. **SH to provide BJ with access.**
* Rateable Value – DH has now seen the letter from SC. **DH to email AR and ask for any correspondence relating to this matter.** A new application for a rebate will need to be made for April 2018 to avoid a bill of £7700.
* Action and Leisure Learning Scheme **– AO to proceed. Carry forward to next meeting**
* Safeguarding at Riverside – MT Currently fulfils this role at Riverside. **AO to revisit DBS at Riverside.**
* Clean Clubs Pilot – BJ spoke to JH. It is only a pilot. Trustees agreed to take part, **BJ to liaise with JH.**
* SH has met with DH to discuss club’s finances and will feed back in financial section.
* Car Parking – **SH to pick up any e mails sent to FE in his absence –** Carry forward to next meeting.
* Ferndown Pool Booking – now moved to 11th October 2017, AGM 4th October.
1. Finance
	1. DH circulated the first draft of his report. It shows figures to date. This is work in progress and it is hoped that by the next meeting DH will have this up and running.

2017 Income £32 487

2017 expenditure £21 832

Total Balance in two bank accounts £27 419

Total income from membership £12 625

DH is making changes to the way the clubs finances are reported and we are moving away from Quickbooks and using Excel instead. Quickbooks has been used for the first 6 months of 2017 as AR has used this system but from then on Excel will be used. He has allocated new cost heads to make the accounting process simpler

Premises

Admin

Membership (senior, junior, family)

Training

Equipment

Pool

Events

Riverside

Sundry

* 1. Quickbooks - See above.
	2. Grant Applications – SH reported that we were looking at 3 areas where grant applications could be applicable, Slalom/Polo, Lake Pier training fleet and Riverside. SH has been in touch with JC regarding a Talbot Village Trust Grant and BJ spoke about a small grants award, both in the region of 10K. The small grants award being from Sport England and primarily for new initiatives. BJ suggested that it might be better to apply for new initiatives funding for Riverside for new projects and growing opportunities and use club funds for a training fleet at Lake. There is also a Post Code Community Trust Grant which could also be accessed. SH said that we must now move this forward as we often reach this stage and get no further. He therefore identified the 3 areas of need and asked that we progress this.
1. Slalom/Polo – PHo and JD to put together a realistic bid for equipment required.
2. Lake Pier – An additional 6 boats to add to the training fleet at Lake, to include 2 smaller volume boats similar to those already purchased. To include decks, paddles and buoyancy aids. JD/KW and PHi to work on this.
3. Riverside – A training fleet of 6 boats of different volume, decks, paddles and buoyancy aids

**SH to produce a proforma.** Decisions to be made at next meeting once the proformas have been completed and a budget is then agreed as to how we fund each initiative.

* 1. Capital Expenditure – See above
	2. Expenses procedures – DH expressed his concern that he should not be approving expenses claims and that he should just be responsible for processing. He suggested that 2 out of the 3 trustees currently responsible for authorising payments should also be responsible for approving such claims. LC/SH/AO are currently authorised to approve payments. It was proposed and agreed that 2 of the 3 should approve all expenses claims from now on. Claims under £50 DH to process and 1 trustee to approve. Claims over £50 DH to process and 2 trustees to approve.
1. PHCC Race Day 2017

2.1 Approval of Risk Assessments and Safety Checklist – BJ reported that a few minor changes have been made from last year but largely the risk assessments remain unchanged. Trustees unanimously approved the risk assessments and safety checklist.

 3. Riverside Update

3.1 Update (incorporating 3.5 Satellite Club Grant and 3.6 small grants) – BJ circulated a Riverside update and discussed its contents. Full report available from phccsecretary@gmail.com. Dreamboats Raft Race 20th August has been advertised and volunteers asked for.

 Trustees are asked to consider the following report and to discuss and agree the following:

1. ‘Vision’ for the Club’s involvement at Riverside Wimborne (Para 2)
2. That Budget Provision for Rent (@£500) be incorporated into the Club’s financial planning (Para 3) – This was discussed and Trustees agreed to include this in budgets moving forward.
3. Costs for fitting Out additional Container (@£250) (Para 3) – This was approved subject to BJ discretion.
4. Racing (Team POO) boats and equipment needs going forward - 4 Lightnings/Junior K1s; Junior K2 (Hody); additional stable K2 (Condor type) and more paddles. (Para 3a) – The possible purchase of a mould was discussed KW felt that this could be quite costly. Still to be investigated further. BJ said that any grant funding would be used to develop the GP fleet rather than the purchase of racing equipment**.**
5. Proposed approach to general kayaking and canoeing sessions – i.e. more focused Saturday sessions and possible development of weekday evening session. (Para 3b) – This was discussed but there are no firm plans at present. SH expressed his concern that our already struggling coaching base at Lake Pier could be compromised if a second session was run on a Thursday night.
6. Support for ‘mirrored training fleet – (4 junior and 5 adult kayaks plus paddles etc.) and skills courses run at Riverside (Para 3b and c) – **This was discussed as part of the financial report and it was agreed that quotations would be sought. No discussion was held on potential skills training at Riverside this will need to be discussed at the next meeting.**
7. To explore further possible joint purchase of sit on tops and other craft with Dreamboats (Para 3d) – This was discussed but no further action required at this time.
8. Satellite Club Funding application (Para 3d) – This could be incorporated into future grant funding for new initiatives.
9. The need to consider how best to encourage development of coaches and helpers. (Para 4) – **This needs further discussion as Riverside develops so our coaching base is not under more strain. Discuss at next meeting.**

3.2 BC Update (incorporating 3.3 Sports Development Plan) BJ and PHo met with JH on 18th July it was a helpful meeting nothing proscriptive and JH very willing to help the club. Following this PHo is working on draft 3 of the club’s development plan**. Trustees are asked to feed back their thoughts on the previous draft Development Plan before the next meeting.**

SH suggested that at the AGM this be presented as the club’s vision moving forward**.**

3.5 Clean Clubs’ Pilot – It was agreed by Trustees that we should take part in this pilot scheme. BJ to Liaise with JH on this.

4. Lake Pier Update

4.1 Replacement VHF radio – KW reported to Trustees that only one of the club’s VHF radios works and that we need a replacement. We also need 2 aqua packs. Aqua packs approx. £30 each. **KW to make recommendations to Trustees as to what to buy. The question of VHF training was raised, JD to investigate opportunities.**

4.2 Application of sealant to the outside of boathouse – The outside of the boathouse needs sealing, **KW to organise a date and a team of volunteers.** A tower will be needed to reach the top of the building. **PHi to send out e mails as necessary.**

4.3 Update of Sewage Tank – SH still trying to obtain a report from POs, which can then be forwarded to JC who will write a suitable letter. **SH to continue to work on this. Carry forward to next meeting.**

5. General

5.1 Club mark Folder update – BJ discussed this with JH, there is no pressure on clubs to update this and 1 year’s grace has been given. **Carry forward to next meeting.**

5.2 Trustee positions leading up to AGM – BJ, LC, KW, JD, SH happy to remain as Trustees. BJ, LC and KW will need to be elected at AGM as co-opted during the year. FE will probably step down PHo, DH and AO unknown. PHi will step down as Secretary after the AGM but might be prepared to stay on as a Trustee and Events Co-ordinator. IM has already stepped down.

5.3 Amendments to the Constitution – SH referred to an e mail from SC where she explained the very lengthy and complex process for changing the constitution. It was agreed that trustees should be re-elected after 3 years and that this would be made clear to members at the AGM. **PHi to try to find a record of each Trustees length of term to date.** Following a discussion Trustees agreed to leave the Constitution as it is for the time being.

5.4 Trustees agreed that considering a recent court case and subsequent custodial sentence a member, Gary Richard Turner, will be banned for life from being a member of PHCC. This decision has been made because he was found guilty of ABH and for previous behaviour towards club members. This is also in line with our Safeguarding policy regarding the protection of vulnerable adults and a CIO decision as per the Constitution:

9. Membership of the CIO



5.5 Boat Stickers – Discussed and **LC agreed to produce some artwork for the logo.** Oval shape was thought to be the best.

5.6 Training Fees – SH explained to Trustees that he has had discussions with RP and that misunderstanding now seem to be resolved. LC was asked to explain the situation from his perspective and how some members seemed to be confused. Changes introduced this year regarding a separate assessment will be made clearer, although it was stated clearly on Webcollect at the time the courses were advertised.

5.7 Club clothing – A universal white logo was agreed for clothing. An order will now be placed. SH to contact NA regarding this.

**AOB**

* **Trustees wish to congratulate Pippa Barnard on her recent Dragon Boat success.**
* **The next newsletter will be published at the end of September**
* **Ladies paddles will continue, although PHi is having difficulty finding coaching cover.**
* **KW to investigate tables for Lake Pier.**

Meeting Ended at 22:05

**Next Meeting Dates:

Monday 4th September, AGM 4th October 2017 Boathouse**