**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Date 30 October 2017 7:00pm - The Boathouse**

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

Apologies: Luke Chamberlain (LC)

Persons Present: Steve Hills Chair (SH), Paulette Hills (Secretary) (PHi), David Haselden (DH) part of meeting (DH), Mike Holgate (MH), Bill Jaggs (BJ), Jenni Dennett (JD), Keith Wright (KW). Adrian Oates (AO), Frazer Ely (FE) and Jasper Wells (JW).

Meeting started at 19:00
Mike Holgate and Jasper Wells were welcomed to the Meeting and to their role as Trustees.

Approval of minutes: Minutes of 4 September 2017 were approved and will be put on the club website.

Matters arising:

* Management Structure Chart – Agreed that this would not be printed but will appear on the website. AO is liaising with Bill Richmond and after the format has been tweaked it will be published. **Action: AO.**
* Sewage tank – Comes up later on Agenda.
* Club Mark Folder – There is no need to update this at present BUT the need to review Risk Assessments was highlighted. **Keep it on the agenda for next meeting when process for reviewing risk assessments to be agreed.**
* Removable bollards –DH is no longer able to take this forward. No further action at current time.
* Rateable Value/ Rebate – Comes up later on Agenda.
* Action and Leisure Learning Scheme– AO has actioned this with Borough of Poole who will contact us with people who have registered with them and who want to get afloat with the Club
* Car Parking – Comes up later on Agenda.
* Boat stickers – Luke to send round designs. (LC)
1. **Trustee Structure**
	1. **Committee management post AGM** – After discussion roles agreed as follows:
	SH Chair until March and Training Officer; AO Vice Chair and Welfare Officer; MH Treasurer; KW and JD Quartermaster; LC Newsletter; JW Junior Rep, BJ Riverside Wimborne Lead & PH Events Co-ordinator. Secretary Role is vacant and in view of this it was agreed that AO would take minutes for December, FE in January and KW in February. We need to identify a Secretary. **Action: All**
	Noted that Mark Taylor supports AO in the Welfare role. Andy Coomes is not a Trustee but undertakes the Membership Secretary Role. BJ to see if Riverside can identify a person to link to the Quartermaster Team. **Action: BJ**
	2. **Trustee Meeting dates and AGM 2018 date** – Trustee Meetings – 11 December, 8 January, 5 February, 5 March. AGM – 19 March 2018.
2. **Finance**
	1. **Financial Update** – DH gave his final report as Treasurer. The Report will be circulated with the Minutes. In CAF Bank funds are £23,890 and in Monmouth BS £5,000. Total funds of £28,890 cash at bank. Our margin in the first 10 months of this year is + £12,125. On 4 December MH will officially take over the role. SH is taking forward changes to CAF Bank signatories. CAF signatories would be MH, SH, AO and LC. Difficulties paying in to CAF Bank were discussed. MH was given the go ahead to opening a Club Account with Santander if this would help the paying in process. DH was thanked and left the meeting at this point.
	2. **Grant Funding/Capital Expenditure** – It was agreed that ideas for future capital expenditure for 2018 should be made known to AO before the next meeting to enable discussion. At present a bid with Talbot Trust for 2 mirrored training fleets at Riverside and Lake was being looked at by SH, BJ and John Crawford. This would require match funding of about £5k. We would know more about this in the New Year. Other possible areas identified were boat racks at Ferndown Pool, Showers, Polo, Slalom etc
	**Action: ALL - Ideas to AO prior to next meeting with as much detail/costings as possible.**
	3. **Webcollect and online payments** – MH has looked into this. It is possible to pay through Webcollect either by Direct Debit or Paypal. There are transactional costs associated with this. JW emphasised that PayPal was a way that people of his age expected to pay and should be given serious consideration. MH was asked to estimate how much online payments through Webcollect would cost the Club so that a final decision could be made at the next meeting. **Action: MH**
	4. **Business rate relief application** – MH has found the form. This is an urgent matter. If our application were not successful the cost to the Club would be @ £7k. MH and BJ tasked to draft the application for agreement at the next Trustee Meeting. **Action: MH/BJ**
3. **PHCC AGM 2017**

**3.1 Outstanding actions from AGM** – Trustees were in agreement that the AGM had been a positive meeting with opportunity for good discussion and feedback. Things to follow up as follows:
- Malcolm Acreman’s suggestion that the Club increases its Reserve Fund will be considered as part of the 2018 budget process.

- Shower and toilets in changing rooms – Consider in 2018 budget discussions. Costs to be established. **Action: JD**- Members Survey Results to be put on website. **Action: LC**- Online payments through Webcollect (Paypal, Direct Debit). **Action: Decision at December Meeting**- Steph Roberts Legacy Fund - £750 remaining – to be identified in budget. **Action: MH**- New Paddler Sessions in pool – SH has talked this idea through with Viv Nicholls who raised it. **Actions: Dates to be 3 January Viv leading and 21 March PH leading. BJ to liaise with Viv about possible publicity through the Activate Team.
-** See 4. For follow up on discussions on coaching and skills awards costs etc.

**4. Coaching Initiatives for 2018.** SH is formulating ideas for consideration at future meetings. This will include response on ideas raised at the AGM about a possible Bursary system and changes in British Canoeing Coaching Schemes and skills awards.
 BJ highlighted the need to ensure training courses represented good value to members. A local commercial provider is offering courses at very competitive rates.

 **5.** **Riverside Update** BJ had previously circulated the Riverside Update Report. It covered: Satellite Club Grant; Waitrose Community fund; Riverside Fund (currently at £1738.27); feedback on Thursday evening sessions; Extra container storage; Riverside risk assessment and proposals to trial the Paddlesport Activity Assistant (PAA) scheme.

 Trustees approved the Risk Assessment and the related purchase of BA whistles.

 In respect of the PAA; Trustees whilst generally supportive wanted to ensure that the PAA could be applied across the whole Club. The decision was deferred until a guide as to Job Spec for the Co-ordinators could be confirmed and volunteers identified for both Lake and Riverside. BJ to work on these areas. **Action: Decision to be made at December meeting.**

BJ also advised that the Activate Coast and Countryside Team had offered the Club space in their 2018 Brochure for Events and Starter Sessions similar to those offered this Year. Trustees agreed to BJ taking this forward. **Action: BJ** Purchase of 3 pairs of airbags at a cost of @£60 agreed. **Action: BJ

 Member Query and Letter seeking clarification of age limit Club applies to young paddlers.** Following an incident at Riverside last Saturday a Club member with a 6-year-old child had written a letter of query. Amongst other things clarification on what age children would be allowed to participate was sought and whether or not the Club was family friendly queried. The letter raised some valid concerns and was discussed at length. It was generally agreed that the Club operated an 8 years and above policy for nearly all of its activities. The view was that Club equipment should not be loaned to people taking out children under 8 years of age. There was acknowledgment that this could be perceived as not being family friendly. It was agreed that the member should be advised of the age limit. **Action: AO**
 **Update Note: Following the meeting a number of Trustees have expressed their unease with this decision. As a result, a holding letter has been sent to the member and AO, SH and BJ are seeking advice from BC and seeing if a more family friendly approach can be found rather than a blanket 8 years and above rule. An update will be brought to the next Committee Meeting.**
 **6. Lake Pier Update
 6.1 Sewage Tank Update** – Official report puts liability with the supplier. SH is meeting with Paul O’Shea and John Crawford to agree a letter spelling out that it is the suppliers responsibility to repair the tank.
 **6.2**  **Sealant** has been applied to the outside of the building. Thanks to all involved.
 **6.3 Possible Boat House tidy day** – The possibility of holding a clear up day and of having more cupboards built was raise. **Action: KW/JD to consider.**

 **7. General
 7.1 Club Mark Folder** – No action on this at present. BJ to follow up on finalising Sports Development Plan. **Action: BJ**
 **7.2 Car Park Permits** – FE to arrange meeting with Council. AO and possibly SH to attend. **Action: FE
 7.3 Training** – It has been a successful year. Nothing specific to report.
 **7.4 PHCC Race Day** – Andy Coomes has stepped down as Race Organiser. BJ tasked to ask Graham Wood if he will take on this role. **Action:BJ**
 **7.5 Juniors** – JW welcomed to his new role. He has been briefed by Peter Hobby. He is reviewing the Club’s Junior activities across the whole Club and has already seen some comments from parents about current arrangements.
 **7.6 Ferndown Pool Session Structure** – Juniors now have a 1 hour session. It was agreed that the number of boats allowed in the pool for different activities could be reviewed.

 **8. AOB
 Christmas Party** – KW agreed to approach Joules Houlden to see if she would arrange the Club’s party. **Action: KW**

**Next Meeting Date:

11th December 2017.**