

## MINUTES OF TRUSTEE MEETING OF PHCC CIO

**Held on 04 October 2021 commencing at 7:00pm at Lake Pier.**

<b>Present</b>	<b>Trustees:</b> Interim Chair; Adrian Oates (AO), Graham Chandler (GC), Neil Turner (NT) Vince Boon (VB), Martin Jones (MJ), Ian Chivers (IC), Lyn Jackson (LJ), Paulette Hills (PH)	
<b>Apologies</b>	Deborah D'Arcy (DD), John Shepherd (JS),	
<b>Agenda Number</b>		<b>Action By</b>
<b>1.0</b>	<b>Approval of Minutes of Previous Meeting:</b> The Minutes of the meeting held on 9 <sup>th</sup> August 2021 were approved with the amendment of the words clun mark to club mark in number 6 and will be filed as signed. LJ to pass to Bill Richmond for inclusion on the website.	<b>LJ</b>
<b>2.0</b>	<b>Matters Arising (not covered elsewhere on the Agenda)</b> PH asked how to get an item on the agenda going forward. AO advised that these should be submitted in advance. An email will be sent out requesting agenda items to be submitted in advance as a reminder for all.	<b>LJ</b>
<b>3.0</b>	NT read a statement to the Trustees.	
<b>4.0</b>	<b>Stour Race</b> VB shared that James Hinves had been in touch about the Stour Descent Race. Stour Valley Canoe Club (SVCC) no longer wish to provide the organisation behind the race. Simon at Bryanston School had also declined when asked. PHCC have been asked if they would be prepared to take on the provision of the race otherwise it will not continue to appear on the racing calendar. SVCC are keen to help with set up , river clearance etc and there are 2 farmers that also help them however they are a small club with only around 60 members and racing isn't the direction that club is going in VB has discussed with 2 coaches and the sub-committee at Riverside. Riverside are keen that the race keeps going but don't feel they will be able to do it alone and will need the support from SVCC especially as we take it on as we will need them to lead us through how to provide. The race date is usually in 1 <sup>st</sup> weekend of December. VB described the race as a good old fashioned river descent of which not many remain. SUPS, open canoes, sit on tops all register. Usually around 100 people take part. The race hadn't run last year due to Covid. A discussion was had over whether it is realistic to be able to provide it this year as the river takes a lot of maintaining and this hadn't been happening. Areas where the river is currently difficult to pass were raised. There was concern that there was too much work to do in providing the race this year. The positives of taking it on going forward are that it will be financially beneficial and it is also a well known race so will bring recognition to the club. Bryanston school provides use of facilities so we need to find out what the charge is for this.. The Trustees support taking the race on but not considered viable to do so for 2021 The possibility of running a mini race this year was discussed such as Eyebridge down to Dreamboats to provide some experience. GC suggested contacting Canford School about supporting a race finishing on the river there. PH has contact with the school site maintenance manager. This was considered a viable option as a safer part of river that the club is familiar with. VB will follow up with school principal.	<b>VB</b>
<b>5.0</b>	<b>Dreamboats (DB)</b> VB reported that there had been a recent incident at Riverside	

	<p>where someone had gone down to lock up and Dreamboats staff were taking photos of the hut as it was unlocked at that point.</p> <p>AO updated the trustees on a meeting he had had with Dreamboats that they had requested. There had been a complaint that we weren't paying sufficiently for the electrics we were using at the site. There was also an issue with equipment on the third tier in the container but this was difficult to understand as there is no third tier. NT has also received a complaint that it is impossible to stand up in the container however this has always been the case. It is understood that it is possible Dreamboats wish to have more of their kit now stored in the container. There has never been anything in writing about how this shared equipment works. Originally the council provided CIL (Community Infrastructure Levy) for Dreamboats then Riverside were given right of access for our equipment but we are not officially on the CIL. DB believe it is their facility which we are allowed to use. This is a difficult situation currently but hopefully in the future we would have a clubhouse facility built which will prevent these problems.</p> <p>DB were advised they are using at least 50% of the electrics and there are not additional charges for Riverside. DB are now finished for the season so the next few months will be easier.</p> <p>Selwyn Richards has asked Bill Richmond at council to find out the answers to some questions which we need answering to be able to move the clubhouse facility project forward.</p>	
<b>6.0</b>	<p><b>Procurement</b> GC had circulated a paper which aimed to make the process easier for cheaper items that were needed to be purchased for the club. It was discussed and agreed as a pragmatic action allowing some degree of flexibility by the purchaser but also allowing financial oversight by Trustees to continue. Best practice as already defined will apply for purchases over £200 but common sense will be applied by the purchaser below that.</p>	
<b>7.0</b>	<p><b>Capex update</b></p> <p>MJ has purchased the projector, sound bar and bean bags as well as the surface markers, buoys and weights for use at Ferndown.</p> <p>PH has struggled to identify reasonably priced new chairs for Lake Pier. The type wanted are those that can be folded away and hung on a trolley.</p> <p>VB shared that RS has 2 junior racing boats from ex paddlers. Paddles ordered for GP sessions have arrived. Old paddles will be offered to members. MH has obtained a price for the tablet to run software to support racing data recording which is under £250. Also includes case and memory card. This was agreed.</p>	<p><b>PH</b></p> <p><b>VB to let MH know</b></p>
<b>8.0</b> <b>8.1</b>	<p><b>Membership</b></p> <p><b>75+ –</b> Originally it had been suggested that free membership was offered to members over 75. This had been discussed with the club inclusivity and diversity officer and it had been queried as to whether this should actually be a cut off of over 65 otherwise we were providing discrimination against the 65-74 yr olds who were</p>	

<p><b>8.2</b></p> <p><b>8.3</b></p>	<p>considered to be retired/pension age. This would expand the group affected to more than 80 members which would be over £4000 in lost income so not able to pursue this offer currently.</p> <p><b>Jack Eyres</b> Jack had won the World championships although he hadn't been picked for the Olympics. This is a remarkable achievement and he identifies PHCC as his home club. It was recommended that he was given lifetime membership and agreed</p> <p><b>Membership charges.</b> GC discussed his recommendations for membership charges review which was circulated. As part of this he raised that BC use 2 different rates for younger paddlers aged up to 12 and those over 12. GC doesn't like the term juniors applied for instance to 17 and 18 yr olds although they are still included within this group. MJ and IC weren't aware of any of juniors having an issue with the terminology and it was noted that BC championships use 'juniors'. Future memberships costs will be discussed further at the next meeting</p>	<p>?</p> <p>GC</p>
<p><b>9</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p>	<p><b>Financial accounts</b></p> <p>AO had circulated ahead of meeting. Reviewed and nil problems raised .</p> <p>NT noted he hadn't charged the Scouts for work that had been done providing evening sessions for them earlier on in the year and will follow up</p> <p>£160 had been raised between the coaches and was given to Tim Ostler as he had moved away from the area.</p>	<p>NT</p>
<p><b>10</b></p>	<p><b>Covid RA Review</b> NT raised that the current RA state that a mask is required to be worn inside so needs updating as membership/trustees not doing this as per in line with government guidelines.</p> <p>LP needs reviewing and updating</p> <p>RS RA will be checked if still states same and will be reviewed</p> <p>Clubwide RA also requires review</p>	<p>PH</p> <p>NT</p> <p>AO</p>
<p><b>11</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Training and coaching</b></p> <p>NT stated that he believes the club has 2 systemic issues which he wanted to be considered:</p> <p><b>Lack of coaches/ leaders/ instructors</b> who can be called on to provide paddles. Current ratios run at 1:8 so often for instance at RS there are not enough leaders to get more than 1 group on the water. There needs to be a plan for development and he was aware there were a number of people who would be interested in being developed.</p> <p>Sea Kayak Award is the current ceiling for development within the club. There are no coached further up to support development once people achieve this standard particularly as 2 coaches have set up commercial activity to provide some of this. Club seriously needs to consider next generation of training. People wanting to do Sea Kayak Leader (SKL) are going externally to develop as there is no local offer however the club needs these leaders.</p> <p>There was a discussion about the transparency of what is available and what is on offer. PH stated that the website development should be able to support this.</p> <p>There are members who want to be able to do more in local waters without having to go elsewhere for their paddling experience and there are also members who want to develop to be able to support this. It was decided that a Trustee sub</p>	<p>NT,</p> <p>MJ,</p>

	committee would be set up and meet to explore this and then report back to next meeting	<b>PH, LJ</b>
<b>11.3</b>	<b>Website update</b> PH and Graham Wood have discussed this and it will be discipline specific with clear pathways and a separate bit of training with discipline leads to feed information into the website. The objective is a clear uncomplicated website	<b>PH</b>
<b>12</b> <b>12.1</b>  <b>12.2</b>	<b>Any Other Business.</b> LJ reported that she had chatted with Johnny Boakes re the ask of mental health and wellbeing support to Dorset Healthcare and will contact organisation to establish further what is being requested MJ discussed the booking at Ferndown pool. The times are quite tight as the booking is only 7.45 to 9.45 at which point everyone must be out of pool. £60 an hour. Proposed 7.45-8.40 for juniors, 8.45-9.15 rolling 1 and then 9.15-9.45 rolling 2.	<b>LJ</b>
	<b>Date of Next Meeting – November 8th 2021 7pm at Lake Pier Clubhouse</b>	