**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 1st November 2016 The Labour Club**

1.Apologies: none

Persons Present:

Mark Taylor (MT), Paulette Hills (Secretary) (PHi); Steve Hills (SH); Jenni Dennett (JD); Ian Mercer (IM); Bill Jaggs (BJ); Peter Hobby (PHo); Sally Crawford (SC). Financial reports and forecasts provided by Ashley Rogers (AR).

2. Approval of minutes: AGM minutes of 4th October 2016 approved and will be put on the club website.

3. Matters arising: MT raised the issue of the £3 fee at Ferndown, and suggested that this will be **discussed at next meeting.**

MT agreed to act as Chairperson for this meeting and was duly elected to act as acting Chair for the Trustees. MT expressed his desire that ideally meetings should last no longer that 2 hours.

Sally Crawford was then invited to speak to the Trustees regarding roles and responsibilities within a CIO.

There seems to be a misunderstanding about the role of a Trustee. A CIO has two main advantages, 1. It enables the club to apply for charity funding and 2. It provides limited financial liability for members and Trustees. SC and HU set up the CIO with this in mind. Being a CIO makes the club liable to charity law which changes how we operate.

The chairman has no greater responsibility for decisions made but must be an elected trustee, all are equal in the decision-making process. All Trustees must be voted on. There are no specific roles other than the Chairperson; there is no requirement for a Treasurer trustee. Although the Trustees manage the operational side of the club, all members of the club have an obligation to work in the best interests of the charity and to further its objectives i.e. to promote paddlesport.

The Trustees are elected to manage the club, the main focus being the finances. A CIO must remain solvent. Under Charity law you should hold a reserve that is commensurate with outgoings. Therefore, SC believes the reserve should be increased as suggested by AR. We should budget to not spend the reserve, it is there to be spent on things that cannot be foreseen. It is for the Trustees to agree on the reserve in line with AR suggestions. A budget needs to be prepared to allow for this to happen.

Because we now have a long lease, we must in addition have a sinking fund; additional to the Reserve. This is separate from the maintenance fund discussed in AR notes (attached). This is ring fenced money and must be used for this obligation.

The club must have only one pot of money, we must not create a separate designated pot, only for the maintenance fund. Creating lots pf separate pots will increase management responsibilities; Wimborne site is entitled to budget separately but not to ring fence money.

In order to move forward a better income stream is needed to avoid further problems. A few suggestions could be:

* An appeal of the rates assessment is possible SC has some experience of this and is willing to act to see if this can be achieved.
* The insurance could be reduced. SC/JC are willing to look into this.
* Talbot Village Trust Grant Funding, there is a possibility of additional grants from them. Specifically, for groups such as juniors/disabled/women. JC happy to action this but needs information from Trustees about what equipment is needed with costs. The next meeting of the group is in March so an application needs to be done by January 2017. Cooper Dean is also a possibility and SC will investigate this. BJ offered to look into British Canoeing grant funding.
* Fees should increase as facilities are now so good. SC suggested that a single membership should increase to £52. No approval of members is necessary to impose this increase.
* £1 should be collected as a sub from all members participating in activities and this should be uniform across the club, Wimborne successfully do this already.
* The Pool at Ferndown should pay for itself, an increase in fees there too would also need to be considered, as currently take up of rolling courses is down on previous years.

These increases should give us a cushion and offer reassurance to trustees. Timing is important, we now have a new product so time is right.

If there are concerns that some members are in financial difficulty, then some discretion can always be applied. It was agreed by all trustees that individual cases can be managed. Trip leaders should be exempt from paying the £1 fee.

SH referred to AR spreadsheets and pointed out that membership fees next year are crucial, any plan will quickly unravel if fees are not collected on or around 1st April 2017.

Some suggestions were made:

* If not a paid-up member by 1st April 2017 a surcharge of £5 per trip/activity could be enforced.
* An incentive for early payment could be applied..

This needs further discussion by Trustees, but it was agreed that fees must be collected promptly next year. **To be discussed at December meeting.**

SC was thanked for her support and left the meeting.

4. Finance which evolved into 5. Riverside Update – Please see e mails and accompanying spreadsheets forwarded to the Trustees prior to this meeting from AR in which he points out ‘it is vitally important that when Trustees agree any expenditure or receive information of a potential cost or quote, those details are passed on to him at the earliest convenience.’ The time and effort needed to produce this information was appreciated and acknowledged by the Trustees. The forecast shows an end of 2016 balance of £2678, this figure is significantly lower than the £6k surplus previously predicted. This is due in the main to the cladding repairs, installation of CCTV, the lack of support for pool training sessions and the unforeseen BoP rates increase. It is AR view that this figure is unlikely to be sufficient to sustain the club until 1st April, when we must pay BC fees and our annual insurance. It is AR view that a minimum operating balance at year end of £6000 is necessary to maintain funding. IM was asked how we could ensure that membership fees were collected on time, he suggested that an email should be sent out in advance. AR suggests in his notes that renewal notices should be sent out in February and weekly thereafter, if left until April cash flow will be seriously affected.

It was suggested that as Trustees our next step should be to put together a 2-year spending plan, to include all the training and equipment needs from every branch of the club and that until this is done, we should not commit to any further spending. BJ was unhappy with this and wanted Wimborne to have transparency for its accounts. A long discussion took place regarding Wimborne and how it fits within PHCC. PHo asked about how Riverside is sometimes seen as a separate entity and that it requires autonomy from the rest of the club. BJ insisted that he needed transparency of accounts to show to outside agencies and the community how the site was being operated.

PHi asked whether Wimborne has a budget prediction for the next 12 months. BJ raised his request for PHC to fund the training of 12 coaches to level 1 standard and the need to commit now to a spend of £1200 for this purpose. It was acknowledged by all Trustees that there was certainly a need to train more coaches, but that this need may extend to others areas of the club. It was also pointed out that in AR 2017 Budget no provision has been made for 50% funding of coaches training courses neither has there been any provision made for boat purchases. It was therefore necessary to review all training needs before committing any funds to this. There was no suggestion from any Trustees that money would not be available for coach training, but that the needs of the whole club must be considered first. IM felt it reasonable that any funds raised by BJ and Riverside should be invested in the Riverside team, Trustees supported this also.

JD asked who the 12 coaches were and why Wimborne needed so many. BJ explained that 8 of the prospective coaches were from Wimborne and that the other 4 were from the junior branch of the club. An exact breakdown and list of names was not ascertained.

BJ was unhappy that Trustees were not prepared to underwrite the commitment to train 12 coaches. He was not happy to wait until a proper financial review of the needs of the whole club were carried out and therefore offered to underwrite the costs for the 8 coaches from Wimborne from the £1630 Riverside fees that are set aside to be spent at the discretion of BJ. Trustees were not happy to commit to a spend of £1200 from the remaining budget of £2678 as they felt this would leave them vulnerable. Previously in the meeting this had been explained clearly by SC. Of the 7 Trustees present at the meeting 5 were uncomfortable with this commitment. No vote was held but it was agreed in principle to put a hold on spending and that individual **trustees would come back to the next meeting with a clear understanding of spending needs for the next 12 months from all branches of the club, Lake Pier and Wimborne.** At this point BJ was unable to continue in his role as Trustee and offered his resignation and then left the meeting.

MT Apologised to the trustees for this unfortunate incident.

6. Trustees

AR is to remain as Treasurer but not as a Trustee, the remaining Trustees fully endorsed this.

MT to act as Chairperson and all Trustees fully endorsed this

SH to take of the role of Training Officer as IM and AB are to stand down as training co-ordinators. A plan for 2017 will be prepared and be ready for January’s meeting. He will be assisted by Ian Mercer who had kindly offered to work with SH on Web Collect.

IM agreed to remain as Membership Secretary.

PHo agreed to remain as Junior Representative.

PHi agreed to remain as Secretary.

JD agreed to remain as Quartermaster with support.

Adrian Oates has been approached to take on the role of Welfare Officer, **MT, PHi and IM to meet with Adrian before the next meeting to discuss the role**. MT has recently attended relevant Welfare Courses and has agreed to stand as Deputy Welfare Officer, providing PHCC with a Welfare Team, recommended by BC.

All the above roles were agreed by the Trustees.

It was discussed and agreed that as CW has clearly expressed that she is not currently able to commit to being a Trustee, then her name should be taken off the distribution list.

**PHi to approach LCh with a view to becoming a Trustee, Volunteer Coordinator role currently vacant.**

**Trustees were asked to consider the remaining 4 vacant posts and feedback at the next meeting with any suggestions or interested parties.**

7. Boathouse

Update by SH. The South face of the boathouse also needs recladding. This has come about because the way it was originally fixed has proved ineffective. SH has sought advice from FE and MC Plan and Site Services who have confirmed that we do not need to use fire treated cladding on the aspects of the building that face the car park as there is no danger from heath fires. The proposal laid out in a previous e mail to re clad the south face was approved by the Trustees. The existing cladding materials will be reused as far as possible and the additional materials will cost £622 which are already included in AR budget These are required as the cladding around the roller shutter doors has failed and cannot be reused. Midbrook will now be contacted with a view to starting the work week commencing 14th November. The outstanding balance of £3000 will then be paid to Midbrook £1500 on completion of the work with the final balance £1500 being paid 3 months later. **SH to discuss with JD when work to be carried out.**

Security cameras are to be fitted this week, 2 inside and 4 outside the building. These will record movements on a hard drive locked in QM office. SH was asked if cameras are vandal proof. They are high up, but nothing is completely vandal proof. Cameras should be connected shortly after cladding is completed. Neil Anderson is completing the work. Thanks to him. Notices will go up to tell members that there are cameras on the ground floor and external to the building as we are required to do this.

**Fob management will be discussed at December meeting**. Suggestions, greater access for members, addition of key pad, fobs to be disarmed if membership is not paid.

Private boat storage. Most members have now paid. **JD to provide PHi with any information that might be useful to members for the Newsletter to be sent out soon.**

New Policies, New policies were discussed. **PHi agreed to look through the Club Mark folder to see what we have and to compare this with BC recommendations and see what is needed and any changes that need to be made. PHi to report back at next meeting.** **JD to send PHi information regarding Boathouse rentals for Newsletter.**

8. Safeguarding MT reported to the Trustees that the recent complaint represented no new allegations rather an uncomfortableness with a situation. BC have taken over the investigation and will report back in due course. However, the process appears to be slow. MT, IM and PHi remain in contact with all concerned supporting them and working to support each other through the process.

AOB

* Newsletter. PHi had a productive meeting with LCh to initiate a quarterly newsletter, **she invited Trustees to submit any copy in the next week for inclusion.** A draft will be forwarded to Trustees for approval before the first edition is sent out.
* RLSS cheque. This cheque has not been cashed **MT to ring them to clarity situation.**
* Ferndown Pool – SH raised AR suggestion that we cancel course 3 rolling courses. This was approved by Trustees. A decision on course 4 will need to be made by 7th January 2017.
* QM and SH suggested an afternoon in November for Trustees to sort out the boathouse, make it winter ready and complete some of the smaller jobs. **This to be agreed and circulated amongst Trustees.**
* IM told Trustees that the cost of providing ventilation to the changing rooms was circa £500 below the budgeted amount, although this is now on hold until 2017
* Ferndown racking was briefly talked about; we have a £400 grant and we need to raise a further £1600 though this is looking unlikely at present so the £400 grant will need to be returned EDDC.
* It was agreed that a Members Meeting/Forum would be a good idea to allow members to tell us what they need, to let members know what is happening within the club and to introduce new Trustees to the membership. **It was agreed to discuss this in December and hold a meeting in January.**
* Links with Cove Rockhoppers and JSK were discussed and **this will be pursued further in December.**
* Dealing with complaints and issues on Facebook. IM suggested that we need to have a complaints procedure. **This will be formulated at December meeting.**
* PHC meting 30th November 2016 – JC/SC/MT and PL to attend
* PYA meeting 13th December 2016 – PHi to circulate details again.

**Next Meetings: Tuesday 6th December 2016 (Labour Club), Tuesday 10th January 2017 venue tbc.**

**Agenda Items in writing to Secretary by Wednesday 30th November 2016.**