

## Minutes of the meeting of the committee of PHCC CIO

Held on 3<sup>rd</sup> March 2015

At the Yachtsman Hamworthy

### In attendance:

Frazer Ely ( chair) Helena Urban (treasurer) Helen Conyers, Cheyne Marley, Mark Taylor Jenni Dennett John Crawford Steve Hills Peter Cooper Paul Levett and Mark Haberfield

1. Apologies

None

2. The minutes of the meeting of 2<sup>nd</sup> February were approved

3. Matters arising

FE confirmed her had told Lynette to “go for it” with regard to her various funding applications.

PL said her was going to an “Event safety management training course” run by the BCU and consideration was given to others who might benefit by going on such a course.

4 Mike Haberfield was introduced to the committee and he explained his experience and qualifications in the construction industry and project management. He was now working as a freelance project manager and was prepared to be the Club’s project manager regarding the new boathouse. He would try to fit the work in with his other jobs but if he had to take a whole day or even a half day he would have to make a charge. His normal day rate was £250 + VAT. He then withdrew from the meeting and the committee agreed to appoint him as the project manager.(It was noted that Adam Covell had proposed to charge between 1.5k and 3.5k for managing the previous design.

4.It was reported that planning permission had now been granted for the new design of boathouse and Steve Hills confirmed that the tenders were going out the following day to 4 local contractors who had all confirmed they would be interested in quoting. It was on the basis that they would be the main contractor with South Coast Piling Ltd doing the piling and slab for circa £23,300 +vat and Milbrook Steel Ltd doing the shell of the building for circa £86,000+vat. These 2 companies would be employed directly by the Club and paid by the Club. Therefore the main contractors role would be to do the initial groundworks and fencing (other than reptile fencing which the Club would do) site supervision the drainage the making good the external works including the landscaping.

The approved partners would therefore be:\_

Approved partners working on behalf of PHCC during the construction period.

??Employer. Poole Harbour Canoe Club (PHCC) A Charitable Incorporated Organisation

??Architect. ECA architecture and Planning. Adam Covell 01202 675152

??CDMC. Frias Robles Associates. Darren Frias-Robles 01202 660167

??Building Control Consultancy. MC Plan and Site Services. Mark Cook 01202 744966

??PHCC Project Manager - Mike Haberfield. 01202 974711

??Drainage Supervisor. Paul O'Shea . 07831 803884

- Landowner. Borough of Poole Jan Hill 01202 261346

JC confirmed we would be using a setting out engineer.

JC went on to confirm that he had gone through both the agreement for lease and the lease itself with FE&SH and he was just waiting for a few amendments to be agreed with BOP's solicitor. The agreement for lease did require us to have planning permission ,building regulation approval and proof that we could afford it before we could carry out any works under it. He hoped to be able to persuade BOP without waiting for the tenders back as it was urgent to move the containers etc.

5. HU reported on the draft accounts which she had recently circulated and she estimated that they might be 3k off the correct figure for spent items. The surplus for the year would be between 10-13.5k. She was looking into a change in the regulations from the Charities Aid Foundation which would charge £250 if we paid in large sums and this was coming in on the 1<sup>st</sup> May.  
HU reported that she had not yet formally applied to CAF for the overdraft facility but they appeared keen to give us an overdraft facility of 20k
6. JC would ascertain when we could draw the money from the 2 charities and SH would do the same with Sport England.. It was agreed that all invoices should go to HU.
7. The reptile fence would be erected on 14<sup>th</sup> March and the power to the container would be cut off on 7<sup>th</sup> March. Unfortunately the power to the main boathouse would not be disconnected until ? March.
8. JD reported that she had arranged for a second storage container to be hired at the cost of £75 for delivery and the same for removal and £10 per week
9. It was agreed we would have a meeting on 23<sup>rd</sup> March to consider the tenders and HU would book the Labour Club for this and other meetings until a new secretary was appointed.
10. The reptile fencing should cost £603. We will have three phase electricity for temporary supply.
11. JC was asked to try to persuade Julie Taylor to allow us to continue using the existing water tap on the basis we pay for the water consumed rather than having to have a temporary stand pipe.
12. Bill Jaggs had submitted a grant application to Project For Old People in Poole and he was hoping to get some money from Sport England for racing and Canadian canoes.
13. Mt was going to a meeting with Bill and Dreamboats about the setting up of a trust
14. Bill was still anxious to get the income raised at Wimborne ring fenced but HU was absolutely against this. Wimborne generated about £600pa MT would talk to Bill about this and rather than ring fencing the money we could use the expression Budget or Designated Funds. This issue would go on the agenda for the April meeting

15. SH reported there would be a Trip leaders course on 14<sup>th</sup> March
16. JD reported juniors would be put into coloured groups
17. The first club night would be on 1<sup>st</sup> April
18. If we change anything to do with health and safety all members should be notified .
19. PI reported that our Club mark had been signed off.
20. The next meetings would be on 14<sup>th</sup> April and 11<sup>th</sup> May