



# BECCLES AMATEUR SAILING CLUB

FOUNDED 1907



Minutes of the Committee of Beccles Amateur Sailing Club Limited, meeting held at The Clubhouse, Beccles, on Thursday 3<sup>rd</sup> August, 2023, from 19:00.

Present: George Folkard (Chair), Kirsty Cross [SEC], Duncan Braidwood, Karl Porter, Hugh Braidwood, Janet Forster-Warnes, Terry Cook, Roger Cook and Paul Johnson.

## The Meeting followed the agenda:

### 1. Apologies for absence:-

Mark Langston  
Martin Sisley  
Jack Sisley  
Mary Sparrow  
Clare West  
Liam Gentry

### 2. Welcome:-

The Commodore opened the meeting and welcomed the committee.

### 3. Minutes of last meeting (27/06/23 and 11/07/23):-

The committee unanimously voted to approve the previous two lots of minutes. These were authored by the Commodore (George Folkard).

**ACTIONED:- GF/KC**

### 4. Regatta:-

#### Entries update:-

Entries are coming through daily. There are quite a lot of WOBYC entries. Janet has offered to do the on the day entries from mid morning. These will be paper entries which will then be put on the system. Early morning entries will be directed by the Galley to where the forms are stored (Regatta Noticeboard in clubhouse). Any sailors entering on the day, will need to hand their completed forms to the box. George will mention this in the Monday morning briefing. Non-club members do need to fill in an open entry form.

#### Evening food/lunches:-

We have 69 people booked for the Sunday bbq. Mark P has offered to cook the vegetarian options. George will be doing the gluten free options. We have 31 people booked for Monday (Wraps). We have 42 people booked for Tuesday (Fish and Chips) We have 46 people booked for Wednesday (pizza) Caterers will need access to water and electricity. Hugh has a mini generator should we need it. George will keep committee posted if anything changes

#### Lunches:-

There are none booked for Sunday. People can just turn up.

We have 16 people booked for Monday.

We have 17 people booked for Tuesday.

We have 17 people booked for Wednesday.

We have enough food to cover walk-ins.



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**Breakfasts:-** Paul has offered to cook the breakfasts on the bbq. We will allow for 30 covers a day. Janet will get the meat from Seppings (40 chipolatas, 100 rashers bacon). George will get rolls and eggs from tesco. Karl has made tickets for people to collect from galley.

Mooring and camping all up to date. Mowing has mostly been done. Field is clear for the campsite. Jerry the farmer will only charge £150 as he has not cut the grass due to weather. If we need help on Thursday morning getting out etc., he said give him a call.

All guests except the farmer have accepted to come to the Commodore's BBQ

### **Financing the Regatta:-**

Tabs will need paying off daily. We will accept bank transfers at the end of the day.

We will be using Sumup and a contactless paypoint. The Sumup login will need to be put on committee phones to enable the card reader to work. We also need wifi. George is to bring her Mac which will enable us to load Sumup then bills can be itemized easily through the app. The till will be placed centrally to cover the galley and the bar on a lazy susan. The card reader will have a test run on Saturday. A small amount of change will be available daily for the till. There will also be a float for the raffle and for the entries for Sunday's racing (should there be any).

Karaoke will be £100.00 cash on the night.

Roger is ok with covering the treasurers post during the regatta as he is not sailing this year.

### **Other:-**

Martin will monitor bar stock and replenish as required. There will be one barrel a day opened to ensure no wastage.

George is doing a click and collect order for food etc.

Duties are covered. Some areas are low in manpower but all are covered.

Club flags are ready.

Janet has kindly brought in a tea urn.

Working party on Saturday to cover any jobs that need doing. Paul is sorting the toilets. The marquee is going up in front of the boats to ensure easy access to the boat store.

Safety is all up to date.

Reeds need cutting back near starting line

White mark buoys are needed for the Oppie racing

Oppies will be based on land the other side of the starting box. Carpet will be put down on the grass. Vic will be asked to cover this area and be the responsible adult.

George and Duncan will give the briefing on Monday morning.

Photos of the regatta – ask Karen Langston if she is happy to do this.

Locking up each night – Paul (Sunday)

Hugh (Monday)

Liam (Tuesday)



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7. Sail  
ing  
Secretary's  
Report:  
-

Karl (Wednesday)

Any club boats that are being used will be looked after by the committee. Users Need to notify a committee member if there is a problem.

## Sunday:-

Monosail/Topper racing. This is all ready for Sunday. Weather does not look Brilliant!

Crews race will be in the evening after the days racing.

Janet has offered to present prizes on the day. Glasses will be presented to the First place.

**ACTION:- COMMITTEE**

## 5. Matters Arising:-

Sports England grant. Hugh has not had anything back from them.

Hugh has access to some free first aid training for juniors. For £500.00 we can get training on land/water for 12 seniors. This will be for 8 hours. East Anglia air ambulance do training for defibrillator for free. Hugh will look into all of the first aid training. **ACTION:- HB**

Mooring Lease. Janet has had an email from the town clerk (Paul Cunningham). They have agreed to amend the part of the lease regarding liability to repair the river heading (so that is excluded). We have made a payment of £80.00 and this is for the lease payment. **ACTIONED:- JFW/RC**

Signage for the club. We would have to pay an extortionate amount of money to have signage put up due to road closure etc. Committee unanimously voted to veto this idea.

Emma Jenkins wedding – we heard no more from her, so are not sure if she used the club area or not.

Visitors book is under the club house but in poor repair. Purchase a new one? **ACTION:- COMMITTEE**

Safety boat knives have been purchased and are in situ. Likewise so are the fire blankets. **ACTIONED:- DB**

The gate code will stay the same for the time being.

## 6. Secretary Report/incoming mail:-

I am not currently receiving emails from social media. Mark Langston has got access and he has been forwarding them to me.

Lorraine Miller who is looking for a mooring might visit us during Regatta week.

Decathlon are offering us as a club up to 30% discount. I will look into how we set an account up. **ACTION:- KC**



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Broadland Youth Regatta has been moved to a different date. Therefore, sailing at the club will be on 2<sup>nd</sup> September and no sailing on the 9<sup>th</sup> September. **ACTIONED:- DB**

## 8. Welfare:-

All welfare and DBS checks are up to date. **ACTIONED:- MSP**

## 9. Health and Safety:-

Kirsty is to make up First aid flyers Mary, Mark P and Hugh have current first aid certificates. Martin, Mark, Karl, Adrian and Kirsty have all got first aid training. **ACTION:- KC**

There have been no accidents or incidents since last meeting.

First aid boxes are up to date.

Other items on the Health and Safety agenda have been motioned to the next meeting.

## 10. Club Boat Maintenance:-

Duncan is working on the Oppies (04/08/23). **ACTION:- DB**

## 11. Club House Cleaning:-

Cleaning company will clean every day during Regatta at 6.00 am. Clubhouse will be closed during this time.

Skip has been delivered

## 12. Sailing School Feedback:-

Hugh had feedback from club members saying they would like some more practice before entering races. Hugh is happy to do an 'improvers' course over a couple of weekends. **ACTION:- HB**

## 13. Maintenance Report:-

 Motioned over to next meeting.

## 14. Membership Secretary Report:-

 Motioned over to next meeting.

## 15. Treasurers Report:-

 Potential assets of £17,549.18. The floor is paid for. **ACTIONED:- RC**

## 16. Key Holder Rota:-

Should always be a committee member to lock up. Karl to set up a script for locking up and then we can have a rota. **ACTION:KP**

## 17. Social Subcommittee:-

 motioned over to next meeting

## 18. Website/publicity/social media:-

 motioned over to next meeting

## 19. Merchandise:-

 Kit factory raised £110.00 **ACTIONED:- MSI**

## 20. Newsletter:-

 This will be a post regatta special. There will be a write up about Wroxham week (Jack Sisley). Need any items in by 14<sup>th</sup> August. Need to mention the youth regatta. **ACTION:- COMMITTEE**

## 21. Solar Panels:-

 motioned over to next meeting

## 22. A.O.B:-



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Paul stated that 2 juniors are doing their safety boat training. It was agreed that they could help with safety boat duties once trained but only with adult supervision.

Roger received the mower renewal notice. This is now under £100.

Dinner/dance:- Janet and George are going to look into options and send a presentation to the next committee meeting **ACTION:- JFW/GF**

Beccles Museum have been in touch with Janet re: our items. If we leave them at the museum, the items become theirs, but we can have access to them. Committee decided that this needed more thought and so, will be on the agenda next month. **ACTION:- COMMITTEE**

Next meeting will be held at the Conservative club on 19<sup>th</sup> September, 2023.

Meeting closed. 21.10



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Action

**23. Health and Safety**

**24. Club Boats Maintenance**



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Action

- 25. Maintenance Report**
- 26. Clubhouse Cleaning**
  
- 27. Regatta Subcommittee**
  
- 28. Social Subcommittee**
  
- 29. Publicity and Social Media**





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Action

- 30. Website**
- 31. Merchandise**
- 32. Newsletter**
- 33. AOB**
  
- 34. Date of the next meeting**
- 35. Close Meeting**

Meeting ended at 22:05.

**APPENDICES BELOW**



## Appendices

### Appendix A: Membership Secretary's Report

#### Membership Secretary's Report (KP) – April 2023

##### Current Membership

End of April statistics

78 memberships

40 Family, 30 single, 3 young

4 family non payers – 3 life member, 1 pre paid for 5 years

36 dinghy park

29 single boats, 8 double boat, 4 triple boat family & 1 five boat family

A statistic for us all

As of today, it looks like we lose the following in 2023

23 memberships

40 adults & 27 kids

Feels like a lot of turnover – do we need to be doing anything differently to retain people or attract newcomers?

I have written to all individually to say that they haven't rejoined and it would be great to see them back with us. Have also informed that I will remove from club correspondence at the end of the month.

##### Duties

21 willing to cover OOD

25 willing to cover Timekeeper

45 willing to cover safety – of which I can confirm 25 have had training / have certification

26 willing to cover Galley

20 willing to cover Cleaning

##### Duty Rota development

Series A successful! Whoop Whoop!

Duty rota initiated for Series B. WhatsApp request sent to request initial availability

Repeat requests to go out, along with individual target emails – High success rate with 1-2-1 emails, however, time consuming

Series B complete up to June 2<sup>nd</sup>

Any volunteers for running Sunset as OOD & timekeeper?

Will continue to add to newsletter

Placements of people will continue

Comms to the support team for the weekend are going out every Sunday evening.

Will include sunset. Will also highlight the need to be there at 12.00 for a 13.00 start through Series B.



Action

### Outstanding 2023 Dinghy Park Fees

All resolved as below. Included here as formal record of resolution

Hugo Stuart	Blyth Blyth	Laser Wanderer Kestrel	152416 699 440	Removed Reminder Sent Removed
Jack	Braithwaite	Laser		Paid
Aaron	Gentry	Solo		Paid
Corrine	Howarth	Optimist		Removed
Matt	Howe	Laser	45190	Paid
Phil	Jenkins	Norfolk Punt Black 0.1		Paid Paid
Richard	Lewis	Kestrel	492	Paid
Jeremy	Rake	Laser	137024	Reminder Sent
Simon	Ratcliffe	GP14	12799	Paid
Anna	Sharp	Topper Wayfarer		Removed Removed
Raymond	Simmons	GRP Lugger	Q71V	Removed
Mike	Thrower	Laser Harrier Harrier Canoe	31579 10	Paid Paid Paid Removed
Derek	Watson	Wayfarer		Removed

### Dinghy Park

Dinghy Park Map is in development – plan to publish to notice board and electronically through newsletter.

### Other

#### 2023 membership packs

Membership packs are in the club house for those who have registered and have been verified as having paid.

Members are expected to pick up packs

There isn't a long queue of people fighting to get their packs to be fair! No stampede of people....

Nobody has asked for a pack to be posted or for any other special treatment



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We may consider this input for next year and go 100% soft copies of packs

Please discuss and let me know reasons we wouldn't go soft copy and simply direct people to the correct page of the website for the sailing program and the handbook.

In exceptional circumstances, remote members may request electronic versions of above

In very exceptional circumstances, remote members may request postal delivery of above

## Junior membership development

Would love to see a day in the sailing calendar led and run by the juniors – I think we have agreed to get juniors to run a couple of Wednesday evening events in the sunset series?

Fully recognise they need support in the box

Fully recognise they can't do the safety boat

Fully recognize they need support in the bar.

I think it's very important that our junior population learn about what it takes to run the club 'for them', and they feel a sense of contribution to it.

I am happy to coordinate and communicate this as we start to build the duties calendar

## Other

Demographic of the social sub committee. I'm not sure the committee, in its current form, represents the club demographic. We could say this about most of the sub committee's, but this committee is the one that is there to draw us all together. I honestly believe it would benefit from having some male and junior involvement.

## Waiting Feedback

## Request received

Lots of good feedback about the newsletter. Several people have commented on its full content and are finding it good and useful.

Can this be placed in the members section of the website? I am sure it can? – **Response Required please, along with process of who will do this.**

In future, do we want to simply send a link to this (maybe after a few months of sending both the file and the link). It's a nice way to attract members to the members portal. – **I believe we are ready to make this move? Discuss**

## Social Media

I have written to 200 people so far to let them know that we are separating the FB members page from the public page. I have directed them through a link to the public page and asked them to join the page.



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Action

I have now removed 150 people from the FB page. Ongoing process. More people are joining the public page to stay in touch – this is a good sign

I have approximately 70 more people to write to

Need to verify people are members before adding to the page please

## WhatsApp Group 23

All 2023 members are receiving an email from me with membership instructions etc. In there is a link to join the 2023 page. Many have done this successfully.

## Notice Boards

Notice board outside starting hut

Needs a mini overhaul

Needs the series details adding

Needs the new PY listing for handicaps adding

I can do a similar overhaul when I get back. It would be nice to have fresh prints for the series details and the PY handicaps published, laminated and in the noticeboard before the Open Day. At present, it looks like an empty unused box. **Can Sailing Sub Committee please update?**

Inside the starting hut – need the PY handicap list to hand. **Again – can this be published, laminated and installed? Sailing Sub Committee**

## Licensing

We need to submit a minor variation application to align the club opening hours with the licensing hours. Also to cover us for Wednesday evenings & Friday evenings. I propose to go ahead with this. See snip below. First part is what is applicable to us.

I will also confirm and clarify our licensing agreement. This is what I understand to date. I will try and extract the associated license text for the below and share. Its proving difficult to grab electronically – I will get there.

We do not hold any individual license for BASC – no individual is responsible for the club license.

BASC holds a 'Club License'. Under a club license, there is a 'Designated Premises Supervisor' who is the person in charge for the day. In our case, this would naturally fit with the person doing Galley Duty.

As far as young people are concerned....

It is legal for anyone over 16 to serve alcohol behind the bar of a licensed premises, and the license holder (Galley Duty Holder), approves the sale.

It is legal for anyone over 13 to be present behind a bar for food service duties. Generally pertains to table service, but is not written with clarity. For our purposes, people over 13 could help with food prep when the new bar set up is complete. Between 13 and 16 years old – cannot serve alcohol.



**Appendix B: Treasurer's Report, 1<sup>st</sup> Feb to 28<sup>th</sup> Feb 2023**

**INCOME**

Membership Subs	£420.00
Dinghy Park Fees	£355.00
Joining Fee	£0.00
Moorings	£0.00
Donations From Members (Firework Display)	£0.00
Donation From Others (External)	£0.00
Engine and Boat Sales	
Bar Sales	£326.21
Dinner Dance	
Regatta	
Events –	£58.5
Merchandise	£0.00
Books, Cards, Calendars	£0.00
Bank Interest	£0.00
Misc	£75.00
<b>Total Income</b>	<b><u>£1,234.71</u></b>

**EXPENDITURE**

Galley Stock	£9.30
Bar Stock	£0.00
Meeting Room Hire	£15.00
Safety Boats Fuel	£37.68
Mower Fuel	£0.00
Generator Fuel	£105.66
Trophies	£0.00
Repairs	£753.68
Insurance	£214.39
Printing, Postage & Stationery	£0.00
Merchandise	£0.00
Dinner Dance	£6.99
Events	£82.07
Clubhouse Store and Decking	£0.00
Clubhouse Cleaning	
Regatta	£0.00
Training	
Licenses and Tolls	£223.14
Affiliation Fees	£249.67
Moorings Hire	
Gas Supply	
Boat Purchase	
Fixed Asset Purchase	£329.00
Bank charges	£5.80
Misc	
<b>Total Expenditure</b>	<b><u>£2086.87</u></b>



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**Bank Account** **£ 14,178.86** as of  
13/05/23

**Uncleared credit or deposit**

**cheques: £0.00**

**Cash in Till: £390.61**

**Money with Treasurer: £1,271.00**

**Petty Cash: £25.00**

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## **Notes:**

□ Deposit Account holds £8,483.18 and Current Account holds £5,695.68  
Total assets - £ 15,565.47

Change in Bank is still ongoing

New flooring payment is still ongoing

Following discussions with our insurers increasing our clubhouse insurance by £ 100,000.00 would cost £ 504.00 which is inclusive of 10% long term undertaking discount and 12% Insurance Premium Tax. Increasing by £ 200,000.00 would be double this.

The insurers are unlikely to want to extend the limit on cash at home beyond £ 500.00

Debit / Credit Card Facilities the machine was with Liam 2 weeks ago

As I explained to the commodore last week I am happy to continue to cover the job whilst undergoing radiotherapy as the side effects are minimal. Martin Sisley has agreed to look after stocking the wine for the immediate future. If things change I will get back to the committee

There is a new bar book behind the bar for any minor receipts or income in cash put the receipt in the pouch and fill in the form and the money can be taken from ( or placed in ) the till. Only to be used for cash withdrawal of under £ 50

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## **Appendix C: Sailing Secretary's Report**

### **Sailing Secretary's report for May 2023 Committee**

#### **Sailing Update.**

Series A completed. Across the series, 19 boats competed for the RNLI trophy and 7 for the Poyser cup.

Series B started on Saturday 13<sup>th</sup>, again a good turnout – 15 boats. Sailing Sub. will review timings for series B for next season

Norfolk Dinghy Open ran with 7 competitors. Challenging conditions but 2 races completed. Thanks to members who ran box, safety and galley.

Sailing school starts on Saturday 20<sup>th</sup> May, most places are filled.

#### **Other items**





Ramuz 2023. Sailing Sub. will discuss possible BASC entry in near future.

Tony Kett has been approached and agreed to act as timekeeper and berth-master for Ray Perryman race.

Sale of unused equipment is ongoing; Rigiflex trolley will be bought once funds have been raised.

18 glass trophies have been bought for Open events etc. Cost £14 each (total £252). 18 wooden plaques have been ordered for Junior events. Some informal discussion has been had about alternative prizes such a bottles of wine (for adults).

Need to decide types of prizes we want for Regatta (and numbers), need to be ordered by mid-June. I estimate we need 27 prizes, so if we give engraved glasses, for instance, cost would be around £380; bottles of Adnams Prosecco £300; Adnams wine £230.

Duncan Braidwood – Sailing secretary

### **Appendix D: Bosun's Report**

#### **BASC May maintenance report for 16<sup>th</sup> May Committee meeting**

There have been no work parties since the last committee meeting however the maintenance team have been focused with the never-ending job of just keeping the site tidy and the grass cut.

Work has also begun on the new bar and it should be ready for the start of sailing school or the week after. It will have an integrated fridge and a lockable cupboard.

Jobs undertaken or completed since the previous report include:

- Installing new plinths in the galley
- Removing metal from the bonfire area
- Installing the new gas oven in the galley
- Installing two new white boards for pricing in the galley
- Purchasing reflective window film for the galley southern windows
- Installing a new waste pipe from the basins/showers to connect into the septic tank
- Replacing the batteries on the generator and the dory

There remain some outstanding items which need to be undertaken during the sailing season and ideally before regatta. These include the following:

- Raising the key safe off the floor under the clubhouse
- Rodding the drainage pipe in the dyke to the south of the dinghy park
- Repairs to the wood on quay headings
- Servicing of the diesel generator
- Emptying of the septic tank





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Other issues for discussion at the next committee meeting:

- Septic tank replacement options
- Solar panels and battery storage
- Preparations for regatta
- Rubbish left in clubhouse
- Locking up rota

PJ/14/05/23