



BECCLES AMATEUR SAILING CLUB

FOUNDED 1907



Minutes of the Committee of Beccles Amateur Sailing Club Limited, meeting held at The Club, Hungate, Beccles, on Tuesday 27th June 2023, from 19:30.

Present: George Folkard (Chair), Liam Gentry, Rowan Curtis [SEC], Duncan Braidwood, Janet Forster-Warnes, Roger Campling [TRE'R], Karl Porter, Martin Sisley [MSi], Mary Sparrow [MSP], Mark Langston, Jack Sisley, Terry Cook and Paul Johnson.

The Meeting followed the agenda:

- | | Action |
|---|------------|
| 1. Apologies for absence | |
| <ul style="list-style-type: none">• Hugh Braidwood• Clare West | |
| 2. Welcome | |
| <ul style="list-style-type: none">• The Commodore welcomed the Committee to the meeting. | |
| 3. Minutes of last meeting (16/05/2023) | |
| <ul style="list-style-type: none">• The Committee unanimously voted to approve the previous minutes, authored by Rowan Curtis. | |
| 4. Matters Arising | |
| <ul style="list-style-type: none">• Mary Sparrow noted that Hugh Braidwood circulated details on first aid providers on 19th June 2023. George Folkard agreed to ask Hugh for an update on progress. | GF &
HB |
| <ul style="list-style-type: none">• Roger Campling noted that there is nothing to report regarding the moorings lease, which is still being dealt with by our solicitors.• The Committee agreed that, in future, the grass near the damaged key heading will not be mowed so to dissuade members of the public from going near the area. The Committee agreed to limit the number of moorings available at regatta as a result of this damaged key heading.• Roger confirmed that all change of Trustee documents have been signed and that Sprake & Kingsley have almost completed the process.• Duncan Braidwood agreed to consult David Elliot regarding sourcing a brown road sign.• Rowan Curtis gave a clubhouse key to Martin Sisley to pass on to Clare West. | DB |
| 5. Secretary's Report & Incoming Mail | |
| <ul style="list-style-type: none">• Rowan Curtis reported that he received an email today (27th June) from the Sprake & Kingsley requesting permission to finalise the change of Trustee documentation. Rowan granted this request.• Rowan Curtis updated the Committee on Emma Jenkins' request for mooring access on 26th-27th July. Rowan emailed Emma on May 17th to thrash out the exact arrangements but did not receive a reply. Rowan sent another email to chase on 24th June. Emma has asked whether somebody can meet her at 16:45 on 27th July to unlock the gate to let her in. Martin Sisley provisionally agreed to facilitate this—to be checked nearer the time. | MSi |



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Action

- Rowan Curtis informed the Committee that Kirsty Cross has been selected by George Folkard, Janet Forster-Warnes and himself to take over from himself as Hon Secretary, effective immediately after this Committee meeting closes. The Committee unanimously voted to coöpt Kirsty Cross onto Committee and to elect her as Hon Secretary.
- George Folkard agreed to contact Lucy Johnson to ask whether she is still interested in joining Committee.
- The Committee thanked Rowan Curtis for his work as Hon Secretary over the past three years.

GF &
JFW

6. Membership Secretary's Report

- Karl Porter circulated a report in advance of the meeting—see **Appendix A.**
- Karl Porter updated the Committee on the progress he and Duncan Braidwood have made in training Club members to do OOD and timekeeper duties in an effort to increase the number of competent volunteers.
- Powerboat training was discussed. Karl Porter agreed to ask Adrian Gidlow about capability and capacity to potentially provide a club solution.
- The Sailing Subcommittee was tasked with drawing up some template sailing courses for various wind directions to make it easier for less experienced OODs to perform their duty.
- Mary Sparrow agreed to draft a flyer advertising the various upcoming Club events, aimed at attracting newer members.
- The Sailing Subcommittee were tasked with investigating training OOD's and timekeepers. Several options were tabled: Saturday morning in parallel to sailing school; part of sailing school for newbies; breakfast and learn sessions.

KP

Sail.
Sub.

MSp

Sail
Sub.

7. Treasurer's Report

- Roger Campling circulated a report in advance of the meeting—see **Appendix B.**
- Liam Gentry offered to contact the seller of the recently purchased card machine to find out where the device is.
- Roger Campling advised the Committee against changing banks and suggested instead that the Club continues to use HSBC, but through their Lowestoft branch instead. The Committee concurred with Roger Campling's advice.
- The Committee agreed for Roger Campling to request a bank card from HSBC.

LG

TRE'R

8. Sailing Secretary's Report

- Duncan Braidwood circulated a report in advance of the meeting—see **Appendix C.**
- Duncan Braidwood suggested producing a combined flyer for the end of Sailing School BBQ and the Junior Regatta. Karl Porter agreed to



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- produce this flyer and Mary Sparrow agreed to distribute these to the attendees of Sailing School. Action
KP &
MSp
- The Committee decided that children will receive end of Sailing School BBQ tickets free of charge.
- Martin Sisley agreed to order medals for this year's Junior Open, and perhaps future Junior Opens (through a bulk order). The Committee gave its approval for the purchase. The medals need to arrive by the end of this month. MSi
- George Folkard agreed to consult with Hugh Braidwood regarding organising certificates for those who complete Sailing School. GF &
HB

9. Sailing School Feedback

- Those Committee members who volunteer at Sailing School reported on the success of Sailing School thus far.
- Discussions were had surrounding keeping children and dogs out of the water whilst sailing is taking place, as well as reducing the amount of time Sailing School students spend waiting on the bank during rotations. Juniors to be briefed at Sailing School to stay out of the water whilst boats are sailing. HB

10. Maintenance Report

- Paul Johnson circulated a report in advance of the meeting—see **Appendix D**.
- Paul Johnson reported on the recent progress made in upgrading and maintaining club facilities and reported on outstanding tasks.
- The Committee thanked Paul Johnson for all of his work.
- The Committee discussed the pros and cons of purchasing and installing solar panels on one of the Club buildings. Paul Johnson agreed to circulate the details of suitable solar panels he has found online to relevant Committee members. PJ
- 'Solar Panels' to be added to the next Committee meeting agenda.
- Paul Johnson agreed to circulate details of the proposed panels to Liam Gentry and Karl Porter to ensure compatibility with the generator and an intermittent AC supply. PJ

11. Welfare

- Mary Sparrow reported that all DBS checks (bar one) have been processed.

12. Health and Safety

- Karl Porter and Kirsty Cross reported that they have begun drafting a generic risk assessment for club activities. Karl and Kirsty agreed to circulate this to the Committee for review. KP &
KC
- George Folkard suggested that when we create a new risk assessment, each subcommittee covers the risks and mitigations which fall under their respective remits. George further suggested that a Committee meeting is CMTE



Action

held at the clubhouse on a Saturday morning in the coming weeks to complete the process (11th July was later decided on).

- Kirsty Cross suggested that a flyer is created listing the names and portraits of first aid qualified members to be pinned on the noticeboard. KC
- Karl Porter noted that the visitor book is missing.
- George Folkard suggested that the Club should have an incident book. Kirsty Cross agreed to contact Environmental Health to ask for advice on whether we need a physical incident book, or whether we can keep an online record. KC

13. Club Boats Maintenance

- Duncan Braidwood updated the Committee on recent Club Boats maintenance work.
- Mark Langston updated the Committee on potential options for sourcing a rescue boat engine.

14. Clubhouse Cleaning

- Roger Campling reported that the invoice from the new cleaner has been paid and that this will be an ongoing monthly invoice.

15. Key Holder Rota

- Karl Porter and Mark Langston agreed to draft a key holder rota to ensure there is always a key holder present at the club to open up and close down. KP & ML
- All those present at the meeting voted in favour of purchasing a key safe for the clubhouse. Duncan Braidwood agreed to source this. DB
- Roger Campling agreed to report back to the Committee on the profitability of catering for a BBQ and drinks whilst hosting the Yare Sailing Club for their Ray Perryman each year. TRE'R & Soc. Sub.

16. Regatta Subcommittee

- Karl Porter noted that the Regatta Subcommittee will hold a meeting this or next week. Reg. Sub.
- George Folkard asked Karl Porter to amend the regatta duty rota so that volunteers are only on galley duty for two hours. KP

17. Social Subcommittee

- George Folkard reported on the progress made in organising a venue for next year's Dinner Dance, fish and chips catering for the regatta, karaoke at regatta, etc.
- Karl Porter agreed to contact a pizza trailer business and relay the details to the Committee so it can decide whether to book them for a day during regatta. KP

18. Publicity and Social Media

- Martin Sisley – Nothing to report.

19. Website



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Action

- The newsletter link in the Members Portal was discussed.
- Karl Porter agreed to liaise with a contact regarding updating Club event signup forms and integrating these with membership records.

KP

20. Merchandise

- Martin Sisley reported on the commission made through the KitFactory.

21. Newsletter

- George Folkard agreed to publish a newsletter by the end of next week with a new gate code. Officer/subcommittee lead reports for the newsletter must be received by George on 6th July at the latest.
- The Committee agreed that the gate code will be changed on 28th July. Karl Porter agreed to signpost members (via email/WhatsApp) to the new gate code via the Members Portal.

GF,
DB,
KP, PJ,
et al.

KP

22. AOB

- Mark Langston reported that the oil tank has been sold.
- The Committee agreed to sell on a Topper that has recently been donated to the Club.
- Mark Langston noted that he has been in contact with the Broads Authority to try to find out who has left their cruiser along our moorings without permission. He is awaiting a reply.
- Janet Forster-Warnes noted that Beccles Museum's special exhibition—featuring BASC articles—has come to an end. Janet asked the Committee whether it would like Beccles Museum to continue storing these articles for us—the Committee decided it would.
- Rowan Curtis was presented with a gift from the Committee to thank him for his work as Hon Secretary—a role Rowan noted that he has very much enjoyed.

JFW

23. Date of the next meeting

- Tuesday 11th July (time and location to be confirmed). **At this meeting, only regatta and health and safety items will be discussed.** At this meeting, a date will be decided for the next full Committee meeting.

GF

24. Close Meeting

- The Commodore thanked everyone for attending and those who could not attend but instead sent reports. With this, she brought the meeting to a close.

Meeting ended at 21:57.

APPENDICES BELOW



Appendices

Appendix A: Membership Secretary's Report

Membership Secretary's Report (KP) – May 2023

Current Membership

- End of May statistics
 - 88 memberships
 - 47 Family, 36 single, 4 young
 - 4 family non payers – 3 life member, 1 pre paid for 5 years
 - I think that represents 176 people
 - 130 adults, 46 kids
 - 36 dinghy park
 - 29 single boats, 9 double boat, 4 triple boat family & 1 five boat family

Duties

- 22 willing to cover OOD
- 25 willing to cover Timekeeper
- 48 willing to cover safety – of which I can confirm 25 have had training / have certification
- 35 willing to cover Galley
- 25 willing to cover Cleaning

Duty Rota development

- Duty rota initiated for Series B nearly complete. Mainly have traction – there are a few people who consistently ignore correspondence and requests
 - 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 July 8th
 - Team of volunteers running Sunset
 - Liam – OOD
 - Duncan – Timekeeping
 - Martin, Nic, Aaron - Safety
 - Will continue to add to newsletter
 - Placements of people will continue
- Comms to the support team for the weekend are going out every Sunday & Thursday evening.

Duty Rota training

- There is a lack of numbers of trained people for OOD, Timekeeper and Safety Boat.



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Action

- I have initiated some soft training by introducing the ‘extra in the box’ concept for Saturdays & Wednesdays. Unclear if people have attended?
- Needs someone to pick up training – maybe need to do some batch training to get people started, then get them in the box?
- May need to consider club PB2 courses, and VHF course.
- Shortage of numbers has left a number of people disgruntled at being asked to do more than 1 duty either side of regatta (apparently that was an unwritten rule?) – we need to address the training etc.

Outstanding 2023 Dinghy Park Fees

- All resolved.

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
 - 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.
 - **No feedback**
 - 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.



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- 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**

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.
- 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

- Licensing update sent, public advertisement done. Waiting on updated paperwork to be published.



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Action

Kids and adults don't know about Sat Pm Sailing

- Interesting chat with 2 people at the weekend. Neither knew that they were eligible to use club boats and join in the sailing – one as an adult, one in respect of her kids.
- What else can we start to do to get these newcomers involved in the club for more of the day?
 - Fliers? May be worth a shot now we are half way through school?
 - Give a flier to the kids? Get them to moan at the parents?
 - Put it in the debrief?
 - Have a one to one with the people who are ready?
 - Do a 'your first race' day?

I am sure there are lots of possibilities – what do we want to do?



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Appendix B: Treasurer's Report: 1st May to 31st May 2023

INCOME

Membership Subs	£605.00
Dinghy Park Fees	£105.00
Joining Fee	£240.00
Moorings	£0.00
Donations From Members (Firework Display)	£0.00
Donation From Others (External)	£0.00
Engine and Boat Sales	
Bar Sales	£352.28
Dinner Dance	
Regatta	
Events –	£301.00
Merchandise	£12.00
Books, Cards, Calendars	£0.00
Bank Interest	£9.60
Misc	£0.00
Total Income	<u>£1624.88</u>

EXPENDITURE

Galley Stock	£122.65
Bar Stock	£572.11
Meeting Room Hire	£5.00
Safety Boats Fuel	£0.00
Mower Fuel	£39.64
Generator Fuel	£0.00
Trophies	£252.00
Repairs	£440.26
Insurance	£214.89
Printing, Postage & Stationery	£19.99
Merchandise	£0.00
Dinner Dance	£0.00
Events	£268.12
Clubhouse Store and Decking	£0.00
Clubhouse Cleaning	
Regatta	£30.78
Training	
Licenses and Tolls	
Affiliation Fees	
Septic Tank	
First Aid	
Gas Supply	
Fixed Asset Purchase	
Bank charges	£5.00
Misc	
Total Expenditure	<u>£1983.69</u>



Bank Account

£ 17,114.98 as of 24/06/23

Uncleared credit or deposit cheques: £0.00

Cash in Till: £785.81

Money with Treasurer: £759.00 Petty Cash: £25.00

Notes:

- Deposit Account holds £8,493.48 and Current Account holds £8,621.50
 - Total assets £ 17,925.79
 - This includes £ 3,300.00 from the sale of the RIB.
-

Appendix C: Sailing Secretary's Report

Sailing Update.

Series B: Racing continues to be well supported ; 27 boats have so far sailed in the Clubhouse trophy; 12 juniors competing for Mirror and Bittern Cup.

Sunset Series: Low (ish) numbers for the Sunset trophy but 3 or 4 oppies out for the Novice salver.

Ray Perryman – no feedback has been received but Tony Kett (who undertook timekeeping) said all boats arrived within about an hour of each other.

Streaker Open attracted 10 entrants including 8 visitors from a variety of local (and not so local) clubs. I understand a number camped on the Saturday night. Thanks to all volunteers who provided a good days racing and the Anemoi for a fair breeze

Other items:

Ramuz 2023. Sailing Sub has agreed that we will put forward a team of Junior Helm plus a crew with Keelboat experience.

Junior Open regatta: 22 July. Notice of race is ready to be publicised; have done an info flyer but wonder if this should be combined with BBQ info? I'll print copies to be given out at sailing school. Trophies are being returned; prizes will be collected Weds 28th.

Sale of unused equipment is ongoing (thanks to Mark and Terry); Rib sold for £3300 and numerous small items e.g. old sails, sold for good sums.

MK 2 Wayfarer bought for Adult sailing School; masthead floats being bought for sailing school boats as previously agreed.

Back-up air horn; purchase on my to-do list, definitely before regatta. Will also put a whistle in the box as a last resort.



Regatta:

- Programme as 2002 with minor mods (Metcalf now double hander rather than just Ents)
- Prizes: All first, 2nd and 3rd boats will receive china mugs (72 ordered - cost £257), additionally Adult winning helms and crews will receive bottles of wine - a kind anonymous donor has offered to pay for the 14 bottles needed. Juniors will get chocs rather than wine. All competing juniors will receive medals.
- WOBYC have offered to run the box on Wednesday.
- I have e-mailed all trophy holders for their return; had a good response. especially from WOBYC sailors

Duncan Braidwood – Sailing Secretary

Appendix D: Bosun's Report

BASC June maintenance report for 27th June Committee meeting

There have been no work parties since the last committee meeting however the maintenance team has been busy as ever.

Jobs undertaken or completed since the previous report include:

- Rodding the drainage pipe in the dyke to the south of the dinghy park
- Repairs to the quay headings
- Emptying of the septic tank
- Installing the reflective window film on the South facing windows
- Finishing the new bar and replacing the worktop on the old bar
- Purchasing new cake fridge

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
- Servicing of the diesel generator
- Installing grey water filtration system
- Securing the hand rail of the steps on the East side of the clubhouse
- Installing white cladding in W.C's
- Replacing men's urinal
- Finish wood preserving South side of clubhouse
- Installing new sockets in the clubhouse

Other issues for discussion at the next committee meeting:

- Solar panels, battery storage and CCTV
- Preparations for regatta

PJ/25/06/23