



BECCLES AMATEUR SAILING CLUB

FOUNDED 1907



Minutes of the Committee of Beccles Amateur Sailing Club Limited, meeting held at Beccles Rugby Club on Monday 12th December 2022, from 19:45.

Present: George Folkard (Chair), Liam Gentry, Rowan Curtis [Sec], Duncan Braidwood, Roger Campling, Martin Sisley [MSi], Mary Sparrow [MSp], Mark Langston, Jack Sisley, Terry Cook, Clare West and Paul Johnson.

The Meeting followed the agenda:

1. Apologies for absence

- Karl Porter
- Hugh Braidwood
- Janet Forster-Warnes

2. Welcome

- The Commodore welcomed the new Committee to its first meeting.

3. Minutes of last meeting (15/11/2022)

- The Committee unanimously voted to approve the previous minutes, authored by Rowan Curtis.

4. Matters Arising

- None.

5. Secretary's Report

- Rowan Curtis raised the issue of Club Directors and the registered Company Secretary with Companies House. The Committee agreed that Karl Porter and Liam Gentry will replace Stuart Blyth and Richard Deller as Directors, making the new Directors: Martin Sisley, Karl Porter and Liam Gentry. Sec
- Rowan Curtis informed the new Committee that it needs to decide on a replacement Trustee for Stuart Blyth, as he no longer wishes to continue in this role (nor in his role as a Director). The Committee decided that Jack Sisley will replace Stuart Blyth as a Trustee, though Liam Gentry is willing to stand in should Jack Sisley change his mind. Sec
- George Folkard read a letter from the Rotary Club, forwarded by Richard Deller, informing the Club that they would like to donate £100.00 to BASC to be spent to the benefit of junior members of the Club.

6. Subcommittee memberships and Committee responsibilities

- The Committee went through the Jobs and Responsibilities list to determine who is to take on each role. See Appendix A for the complete list.
- The Committee revisited the membership of the four subcommittees. Paul Johnson agreed to take over as Bosun from Duncan Braidwood. See Appendix B for a draft list of the compositions of the subcommittees—this is subject to change.

Action

Sec

Sec



Action

7. Membership Secretary's Report

- Karl Porter (Membership Secretary) was unable to attend the meeting.
- Rowan Curtis agreed to contact Karl Porter to ask for a brief summary of any outstanding memberships.

Sec

8. Treasurer's Report (Appendix C)

- Roger Campling provided a summary assessment of Club finances.
- Roger Campling reported that the Fireworks Event made a small profit.
- Roger Campling reported that he has insured the new Rigiflex and its engine.

9. Sailing Secretary's Report (Appendix D)

- Duncan Braidwood circulated a copy of his report via email before the Committee meeting—see Appendix D.
- Duncan Braidwood suggested that the Club purchase a launch trolley and engine cover for the newly-purchased Rigiflex. The latter will likely cost around £60.00.
- Terry Cook volunteered for OOD on Boxing Day; Martin Sisley volunteered for safety boat duty, providing he is available—TBC.
- The Committee agreed that mulled wine and mince pies will be provided free of charge on Boxing Day.

TC &
Msi

10. Welfare and Safety

- Mary Sparrow informed the Committee that she needs to renew DBS certificates for next year's Sailing School programme.
- Mary Sparrow agreed to make overtures to Club members who may be interested in completing safeguarding training.
- Mary Sparrow suggested and agreed to contact first aid course providers to investigate the possibility of organising an emergency first aid training day for Club members.

MSp

MSp

MSp

11. Social Events Update

- George Folkard went through the social report she prepared and circulated before the Committee meeting.
- Roger Campling proposed that the over-eighteen ticket price for the Dinner Dance be £32.00 in order to cover all expenses, including the band. The Committee agreed the price for under twelves will be £16.50; eighteens and under will be £24.50. All those present that casted a vote voted in favour of the proposal.
- George Folkard agreed to contact Richard Deller for advice on contacting companies for donations for our Dinner Dance raffle.
- The Committee agreed to invite WOBYC flag officers to our Dinner Dance. The final guest list will be decided at a later date.

GF

CMTE



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- Duncan Braidwood agreed to bring quotes for Dinner Dance (and possibly regatta and open meeting) prizes to the January meeting for the Committee to decide on. Action
 - Liam Gentry and Mary Sparrow agreed to coordinate laying out the prizes on the day of the Dinner Dance. DB
- 12. Clubhouse cleaning**
- The Committee agreed that a new column should be included in the duties form with renewals to include an option to volunteer to clean the clubhouse. Off the back of the responses we receive from this, the Committee will decide on a permanent way forward with cleaning. LG & MSp
 - Rowan Curtis agreed to contact Karl Porter regarding updating membership forms and duties form. KP
- 13. Maintenance and work parties**
- Duncan Braidwood circulated a report as the outgoing Bosun before the Committee meeting—see Appendix E. Sec
 - Paul Johnson agreed to take care of the water situation at the Club.
 - George Folkard read an approximate quote of £4,900.00 for new clubhouse flooring, provided by Janet Forster-Warnes. Janet is to investigate the possibility of securing a grant to fund this. JFW
- 14. Newsletter**
- George Folkard agreed to send out a newsletter to the membership in January. GF
- 15. AOB**
- Mark Langston suggested including an item on the next Agenda about a Regatta Subcommittee. Sec
 - Rowan Curtis suggested that a WhatsApp group is created for BASC Committee members to use for instantaneous communication. The Committee was supportive of this idea. Rowan will set up the group over the coming days. Sec
 - George Folkard proposed that the January and February meetings should be held via Zoom due to the weather. Rowan Curtis to contact Karl Porter to investigate the possibility of using his business Zoom account to host the meetings. Terry Cook suggested using Google Meet if using Zoom is not possible without using a premium account. Sec
- 16. Date of the next meeting**
- Tuesday 17th January (via Zoom). Time to be decided after consulting Karl Porter. Sec

Meeting ended at 21:38



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Appendices

Appendix A: Jobs and Responsibilities 2023

Job / Responsibility	Person in Charge
Galley — Food Stock	Clare West & George Folkard
Bar — Stock	Roger Campling & Martin Sisley
Social Events	Clare West & George Folkard
Clubhouse Cleaning	
Clubhouse Maintenance	
Training Officer / RYA	Hugh Braidwood
Dinghy Park / Moorings	Mark Langston & Karl Porter
Grass Cutting (incl. mower maintenance)	Mark Langston & Richard Deller
Safety Boats	Hugh Braidwood, Paul Johnson & Duncan Braidwood
Starting Hut/ Flags / Buoys / Race Sheets	Duncan Braidwood
Duty Rota / Duty Reminders	Karl Porter
Social Media Administrators	Hugh Braidwood, Rowan Curtis, Martin Sisley, Karl Porter
Newsletter	George Folkard
Jobs Coordinator	George Folkard
Publicity	Martin Sisley
Merchandising & Burgees	Martin Sisley
Generator	Liam Gentry
Website	Hugh Braidwood & Rowan Curtis
Results	Mark Langston & Nicola Porter
Fuel (Boats & Generator)	Paul Johnson
Club Optimists	Duncan Braidwood & Jack Sisley
Club Toppers	Mark Langston & Jack Sisley
Club RS Fevas	Terry Cook & Simon Spaul
Club GP14s	Terry Cook
Club Wayfarer	Terry Cook
First Aid	Mary Sparrow
Child Protection Officer	Mary Sparrow
Sailing School Registers	Hugh Braidwood & Nicola Porter
Committee and Club Officers Display Board	Rowan Curtis
Noticeboard Monitor	Karl Porter
Key Register	Rowan Curtis
VHF Radios	Martin Sisley
Printing	Richard Baylis



Appendix B: Composition of BASC Sub-Committees 2023

Maintenance Sub-Committee

Bosun: Paul Johnson

Email: info@plumbingsolutions.co.uk

Wider Sub-Committee: Mark Langston, Martin Sisley, Jack Sisley, Karl Porter, Liam Gentry, Paul Johnson, Mike Thrower.

Sailing Sub-Committee

Lead Member: Hugh Braidwood

Email: hughbraidwood@gmail.com

Wider Sub-Committee: Mark Langston, Rory Kelsey, Terry Cook, Duncan Braidwood.

Social Sub-Committee

Social Chair: George Folkard

Email: treasurerbasc@aol.co.uk

Wider Sub-Committee: Janet Forster, Clare West, Mary Sparrow, Jenny Sisley, **Maureen Haynes**, Angela Rostron, **Justine Ashford**.

Training Sub-Committee

Lead Member: Hugh Braidwood

Email: hughbraidwood@gmail.com

Wider Sub-Committee: Rory Kelsey, Martin Sisley, Mary Sparrow, Jack Sisley.



Appendix C: Provisional Treasurer's Report for the period 1-30 September 2022

Treasurer's Report: 01 November 2022 to 30 November 2022

Income

Membership Subs	£140.00
Dinghy Park Fees	£ 80.00
Joining Fee	£ 60.00
Moorings	£ 0.00
Donations From Members (Firework Display)	£ 0.00
Donation From Others (External)	£ 0.00
Engine and Boat Sales	
Bar Sales	£ 8.30
Dinner Dance	
Regatta	
Events – Firework Display	£240.00
Merchandise	£ 0.00
Books, Cards, Calendars	£ 20.00
Bank Interest	£ 3.19
Misc	£0.00
Total Income	<u>£551.49</u>

Expenditure

Galley Stock	£ 0.00
Bar Stock	£ 58.96
Meeting Room Hire	£ 0.00
Safety Boats Fuel	£ 0.00
Mower Fuel	£ 0.00
Generator Fuel	£ 0.00
Trophies	£ 0.00
Repairs	£ 0.00
Insurance	£264.28
Printing, Postage & Stationery	£ 21.94
Merchandise	£131.45
Dinner Dance	£ 0.00
Events	£565.64
Clubhouse Store and Decking	£ 0.00
Clubhouse Cleaning	
Regatta	£ 0.00
Training	£ 0.00
Licenses and Tolls	
Affiliation Fees	



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Moorings Hire	
Gas Supply	
Boat Purchase	
Fixed Asset Purchase	
Bank charges	£ 8.51
Misc.	£11.65
Total Expenditure	<u>£1,062.43</u>
Bank Account	
Current Account	<u>£ 1,879.65</u>
Deposit account	£ 8,439.32
Uncleared credit or deposit cheques: £0.00	
Cash in Till: £TBC	
Money with Treasurer: £375.61 Petty Cash: £35.00	
Total Available Assets	£10,729.58

Notes:

- Deposit Account holds £0.00 and Current Account holds £0.00
- Repairs -



Appendix D: Sailing Secretary's Report

BASC Sailing Secretary's Report for December 12th 2022 Committee Meeting

The final race of series E were completed on Sunday 12th. The Icicle Shield was contested by 13 boats, keeping up the good participation levels reported at the recent AGM. 3 toppers and 2 oppies also contested the Goodwin Trophy and Popsicle Plate respectively. The end of series E completes the series racing for the year, leaving only the Boxing day race to be run.

Sailing sub committee for the next year will comprise: Mark Langston; Hugh Braidwood; Duncan Braidwood and Rory Kelsey. The lead member of the sub is TBC.

We have completed the purchase of a second-hand Rigiflex and engine from Buckenham Sailing Club to replace one of our ageing dories. Cost £2300 was agreed by previous committee. It is now stowed at the club and we will test the engine soon. Currently considering acquiring an engine cover and launch trolley for it.

15 HP dory has been lifted, washed and stowed away.

Outstanding issues:

- Boxing day race
 - Volunteers needed for OOD, Timekeeper and safety boat helm and crew.
 - Galley arrangements.
 - Publicity needed for race on FB, Whats app etc.
 - Race 45 minute pursuit race, start 11.00?
 - Salver needs retrieving from Karl Porter
- Club boats - Wayfarers, GP14 and Fevas need to be laid up.
- 20 HP Dory needs to be laid up after boxing day race (January work party?).

For spring 2023:

- Investigate sale/disposal of 20HP Dory
- SSC to consider future need for/use of club RIB and report to committee



Appendix E: Outgoing Bosun's Report

BASC Maintenance sub-committee report for 12 Dec. 2022 committee meeting.

Reviewing the job list for 2022, the majority of tasks were completed, these included:

- Painting interior and exterior of clubhouse and other maintenance.
- Servicing gas appliances
- Repair and repainting starting hut
- Repair and repainting exterior of boat shed and renovation of changing rooms
- Repairs to wood on quay headings
- Ongoing repair and maintenance of all club dinghies
- Servicing and repair to safety boats

An additional major item not on the original list was the upgrading of our gas supply to a bulk tank.

A lot of this work was done during three well attended work parties in the spring and further work party pre-regatta. In addition to this, a number of individual club members have put in a lot of time and effort to complete many of the jobs throughout the season.

There remain some outstanding items which need to be undertaken before and during next sailing season. These include:

- Resurfacing the track – should be done by Contractors currently using the carpark
- Clearing out the dyke to the south of the dinghy park
- Connecting surface water drain from clubhouse to dyke
- Backfilling trench for gas pipe
- Investigating conversion of diesel generator to LPG
- Laying up 20HP dory
- Deciding on options for re-flooring club house

Current maintenance committee members are:

- Mark Langston
- Jack Sisley
- Martin Sisley
- Roger Campling
- Duncan Braidwood

We could do with one new member to replace Mike Thrower and new lead member as DB has stood down from this role.

DB 11/12/22