



BECCLES AMATEUR SAILING CLUB

FOUNDED 1907



Minutes of the Committee of Beccles Amateur Sailing Club Limited, meeting held at Beccles Conservative Club on Tuesday 21st February 2023, from 19:45.

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

The Meeting followed the agenda:

Action

1. Apologies for absence

- Hugh Braidwood
- Janet Forster-Warnes
- Jack Sisley

2. Welcome

- The Commodore welcomed the Committee to the meeting.

3. Minutes of last meeting (17/01/2023)

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

4. Matters Arising

- Rowan Curtis reported that the £100.00 cheque from the Rotary Club (refer to previous minutes) was mistakenly sent to an unknown address and was never received by us. Rowan requested that a new cheque be sent to Roger Campling.
- In relation to Dinner Dance invites, Rowan Curtis informed the Committee that Margaret Kilner (Commodore) and Joe Farrow (Welfare Officer) from the Yare Sailing Club have accepted our invitation. With regret, Maureen Horne (Commodore of WOBYC) informed him that WOBYC are not able to send anyone to accept our invite due to date clashes with other clubs' prizegiving ceremonies. David Yapp (NOD Class Captain) initially accepted our invitation but shortly thereafter emailed to inform Rowan that he cannot make the date, as he also discovered a date clash with another club's prizegiving ceremony. At George Folkard's request, Rowan has sent Dinner Dance invites to Derek and Janet Edwards instead.
- Rowan Curtis agreed to invite Richard Fisher (the ex-Commodore of Buckenham Sailing Club) and a RN&SYC flag officer.
- Rowan Curtis handed a clubhouse key to Paul Johnson and new sets of both clubhouse and key cupboard keys to Terry Cook, Clare West, Liam Gentry and Mary Sparrow, after these were requested at the previous Committee meeting.
- With regard to the appointment of Directors, Rowan Curtis confirmed that all club Directorships have been updated to reflect the vote at the December 2022 Committee meeting. Martin Sisley, Karl Porter and Liam Gentry are now the only the Club Directors, and Rowan Curtis is the only Company Secretary.

SEC



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Action

- Rowan Curtis informed the Committee that our solicitors (Sprake and Kingsley) have written to inform the Committee that Trustees must be over the age of eighteen, meaning that Jack Sisley is not eligible. The Committee discussed an alternative Trustee nomination. Rowan Curtis made the Committee aware that Glen Curtis (an ex-Commodore, 2010-2013) would like to be considered. The Committee then voted unanimously in favour of Glen Curtis becoming a Trustee.
- George Folkard updated the Committee on the status of various donations towards the new clubhouse flooring, including from an anonymous doner, the local Feoffees charity and from our President—Janet Forster-Warnes. Rowan Curtis agreed to send a letter of thanks to the Feoffees. The only part of this expense to be covered by Club funds is the VAT. SEC
- George Folkard reported that solutions to broaden the demographic of the Social Subcommittee are still being investigated.
- The issue of sourcing debit/credit card facilities has been postponed to next meeting, as Hugh Braidwood (actioned to take charge of this) was not present. HB
- Duncan Braidwood & Martin Sisley confirmed that provisions, refreshments and publicity for Ramuz Trophy are in hand.
- Paul Johnson confirmed that Club fire extinguishers have been recently safety checked. Paul agreed to arrange for a carbon monoxide alarm to be fitted. PJ
- Our first aid certificate holders register is to be discussed at the next meeting, as Hugh Braidwood (actioned to take charge of this) was not present.
- George Folkard updated the Committee on progress with Dinner Dance menu choices from the Masonic Lodge.
- Terry Cook agreed to chase unanswered correspondence with from Michael Playle from the UK Wayfarer Association regarding the possibility of BASC providing facilities for their Wayfarer Broads Cruise later this year. TC
- Karl Porter informed the Committee that he has sent the updated Handbook to Richard Baylis for print after receiving feedback from all Committee members.
- The Committee agreed that future Committee votes held outside of meetings should be conducted via email. The Committee WhatsApp group can be used to encourage a prompt reply to the vote via email.
- George Folkard informed the Committee that Rory Kelsey is working with our solicitor on new moorings lease. He is querying the proposed January start date, as BASC is used to a March start date. The possibility of a mutually acceptable repairs clause is also being investigated by Rory and our solicitor. RK
- Mary Sparrow agreed to speak with the Broads Authority Communication Officer she is in regular contact with for advice regarding the repair of the damaged bank. MSp



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- The Committee agreed to keep moorings at £375.00 per boat for the 2023 season.
 - George Folkard agreed to contact the Masonic Lodge to check everything is on course for our Dinner Dance on Saturday 11th March.
- Action
- GF
- 5. Secretary's Report & Incoming Mail**
- Rowan Curtis informed the Committee that he has requested a bill from our solicitors for what we owe up to the present, but it seems they want to either start or finalise the process of updating our Trustees before sending a bill.
 - Rowan Curtis informed the Committee that he has returned a recently requested Affiliated Club Contact Details form to the RYA.
 - Rowan Curtis informed the Committee that he has updated the contact address on the website so that future membership enquiries are directed to Karl Porter, not Stuart Halliday.
 - Rowan Curtis relayed a Flag Officer Event invite from the NSBA to George Folkard et al.
- 6. Membership Secretary's Report (Appendix A)**
- The Committee agreed to write off £190.00 in unpaid membership fees and to disallow these members from re-joining without paying what they already owe.
 - Karl Porter reported that all outstanding dinghy park fees have been paid.
 - The Committee agreed that if a member requests to pay in instalments in future, this request should be made to the Membership Secretary, who will then relay this to the Committee for consideration.
- KP
- 7. Treasurer's Report (Appendix B)**
- Roger Campling circulated a report in advance of the meeting—see Appendix B.
 - Roger Campling and Paul Johnson agreed to consult with one another regarding the level of insurance coverage we need for the clubhouse. Roger will relay insurance quotes for consideration at the next Committee meeting.
- RC &
PJ
- 8. Sailing Secretary's Report (Appendix C)**
- Duncan Braidwood circulated a report in advance of the meeting—see Appendix C.
 - Duncan Braidwood requested a list of Dinner Dance & Prizegiving attendees. George Folkard agreed to supply this to Duncan.
 - Duncan Braidwood suggested that the Club seeks to provide free bacon rolls to Ramuz Trophy competitors on the morning of Sunday 16th April. Committee agreed in principle. Volunteers required—to be investigated.
- GF
- Soc.
Sub./
CMTE



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Action

- Duncan Braidwood reported the good news that the quote he received and accepted for Dinner Dance prizes was significantly under the approved budget.
- Duncan Braidwood outlined different options for future prizes. The Committee voted and unanimously agreed a budget of £1,400.00 for Duncan Braidwood to investigate, decide on and purchase prizes for regatta and open days. Adults are to continue to receive glassware in a similar style to previous years; junior prize specifications are to be decided by Duncan Braidwood.
- The proposed sale of the Club GP14 & triple stack combi trailer for RS Fevas (see Appendix C—Sailing Secretary’s Report) were discussed at length. The Committee agreed for Karl Porter, Martin Sisley and Liam Gentry to take charge of reaching a conclusion on this matter and report back to Committee. **See Appendix H for their resolution.**
- After some discussion, Liam Gentry tabled a motion that the Club sells its Rigid Inflatable Boat, as it sees very little use and the money from its sale can be reinvested and offset the cost of the newly-purchased Rigiflex. All those in attendance who did cast a vote voted in favour.
- The Committee approved a total of £1,116.00 for the purchase of five new Club Topper (combination of 4.2 and 5.3) sails and five mast-head fittings.
- Further discussion is to be had at the next Committee meeting surrounding the other purchases proposed in the Sailing Secretary’s Report.
- Duncan Braidwood agreed to investigate different trailer options for the Rigiflex.

DB

KP,
MSi &
LG

CMTE

DB

9. Club Boats Maintenance

- Mark Langston informed the Committee that servicing of equipment under the clubhouse in preparation for the new season has been organised.

10. Regatta Subcommittee (See Appendix D)

- Karl Porter (head of the Regatta Subcommittee) circulated a list of notes and suggestions for discussion at a future Regatta Subcommittee meeting—date to be confirmed.

KP

11. Maintenance Report (See Appendix E)

- Paul Johnson circulated a report in advance of the meeting—see Appendix E.
- Paul Johnson briefed the Committee on upcoming maintenance work.
- The Committee decided on a material and colour for the new clubhouse flooring after holding a vote. Zero votes were cast in favour of ‘roasted lime ash’; four votes were cast in favour of ‘sun bleached oak’; **eight votes were cast in favour of ‘classic oak’.**



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- In advance of this meeting, Terry Cook created and circulated technical drawings showing potential clubhouse layout designs (options 1-3) to be decided on before the new clubhouse flooring is installed in March (date to be confirmed). Ron Haynes also circulated a fourth layout option. See Appendix F for these technical drawings.
- On the advice of Paul Johnson, the Maintenance Subcommittee will seek to put the existing worktops on wheels so that they are semi-mobile, then empty the clubhouse to allow the Committee to decide on a layout hopefully before the new flooring is installed.
- The Committee agreed to approximately £150.00 to be spent attempting to cure the mole problem in the dinghy park. Duncan Braidwood noted his objection.
- Paul Johnson agreed to investigate—with the Maintenance Subcommittee—how we may extend the slipway.

Action

Maint.
Sub.

12. Publicity and Social Media

- Martin Sisley reported that he is waiting for a response from David Burns from the *Beccles & Bungay* regarding free publicity for the Ramuz Trophy and Open Day.

MSi

13. Clubhouse Cleaning

- Karl Porter reported a low uptake of volunteers for the new cleaning duty advertised on membership renewal forms.
- Liam Gentry suggested that once the new flooring has gone down, we can get some new cleaning equipment and then restart the campaign to recruit cleaning volunteers from the membership.
- 'Clubhouse Cleaning' to be added to the next agenda.

CMTE

14. Website

- Rowan Curtis agreed to remove the January newsletter from public Facebook group, as it contains sensitive members-only information. The Committee agreed that future newsletters should only be published through private channels, i.e., private Facebook group, private members WhatsApp, Members Portal on the website, and the Membership Secretary's email list.
- Karl Porter agreed to create a new Members WhatsApp group for the 2023 season and to only add those members that rejoin this year. This will be done at the beginning of every new season. Current admins to be reinstalled in new group.
- Karl Porter agreed to 'purge' the Club's private Facebook group to ensure that only current, paid-up members for the 2023 season are in the group.

KP

KP

15. Newsletter

- George Folkard informed the Committee of her plans for the next newsletter. Rowan Curtis agreed to provide a short piece of text advertising the Members Portal of the website. George Folkard requested that newsletter entries be submitted to her by 28th February.



Action

16. Welfare and Safety

- Mary Sparrow – Nothing to report. Mary informed the Committee that she is sadly unlikely going to be able to continue in her role as Welfare Officer after this season due to other commitments.

17. Social Subcommittee (See Appendix G)

- George Folkard proposed that the Brunch Morning should be moved from 8th April to 22nd April. The Committee agreed.
- George Folkard reported that Jenny Sisley has offered to call members due for a volunteering duty the week prior to the duty in an effort to boost punctuality. The Committee accepted this kind offer.
- Karl Porter agreed to request a data protection form from Stuart Halliday to send out to the Committee so that those who require access to the membership records can request access. After countersignature by George Folkard (Commodore), Karl will then share/reshare the membership database to those who require access.

JS

18. AOB

- After discussion, the Committee agreed to give the Beccles Voluntary Organisations Showcase Event invite a miss for this year, due to the fact we are typically oversubscribed for Sailing School and we cannot increase our capacity.
- Following an email from Lucy Johnson (club member and a curator at Beccles Museum) to Karl Porter, Karl reported that he is directing members who are interested in supplying an historical sailing article to the Beccles Museum for their special event.
- Karl Porter raised the issue of points compensation for duty volunteers. To be discussed by the Sailing Subcommittee.

Sail.
Sub.

19. Date of the next meeting

- Tuesday 21st March, meeting commencing at 19:30—booked to take place at Beccles Conservative Club.

20. 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 22:08.

APPENDICES BELOW



Appendices

Appendix A: Membership Secretary's Report

Outstanding 2022 Memberships

- At the close of 2022, there were 2 memberships outstanding. Committee to determine the way forward with these outstanding memberships
 - a) Recommended path forward from KP – Club to write off the loss - £130 plus £60
 - Further review
 - 1 former member did not use club in 2022
 - 1 new member did not use after first week of sailing school.
- **Needs review and resolution.**

Current Membership

- End of Jan statistics
 - 10 memberships
 - 7 Family, 3 single
 - 2 family non payers – 1 life member, 1 pre paid for 5 years
 - 6 dinghy park
 - 3 single boars, 1 triple boat family

Outstanding Dinghy Park Fees

- Nil - Resolved

Dinghy Park

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

Other

Handover

- KP needs to spend time with Treasurer – we are close to having a process. Think it could be a little easier on us both, hence, leaving it here as a reminder

Handbook

- Club members handbook in process of being updated
- Updates to trophies list complete
- Updates to Sailing Rules complete

FINAL DRAFT ATTACHED.

- **Needs review and agreement to publish**



Printing

- Richard Bayliss engaged for printing purposes. The following will be processed when final versions are available – NUMBERS UPDATED AFTER FEEDBACK
 - 2023 membership card (100) – Final version available
 - 2023 program of events (100) – Final version available
 - 2023 new membership forms for clubhouse (30) – Final version available
 - 2023 membership renewal forms for clubhouse (20) – Final version available
 - 2023 dinghy park application forms for clubhouse (20) – Final version available
 - 2023 club members handbook (100) – Final version available
- Going to send to print this week

2023 membership packs

- Proposal to save on postage costs – Alignment requested from committee
 - KP to email members who have renewed to explain the following
 - Membership packs will no longer be posted
 - Packs will include
 - Updated members handbook
 - Membership Card
 - Program of events
 - Packs will be prepared and regularly deposited in clubhouse behind bar – stored in alphabetical order of surname
 - Members are expected to pick up packs
 - In exceptional circumstances, remote members may request electronic versions of above
 - In very exceptional circumstances, remote members may request postal delivery of above

Duty Rota development

- Duty rota initiated. WhatsApp request sent to request initial availability
 - Repeat requests to go out shortly
 - Will add current duty rota to next newsletter so people can read easily

Junior membership development

- Would love to see a day in the sailing calendar led and run by the juniors
 - 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
- Committee alignment?



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- **Waiting Feedback**

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**



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

INCOME

Membership Subs	£ 600.00
Dinghy Park Fees	£315.00
Joining Fee	
Moorings	
Donations From Members (Firework Display)	
Donation From Others (External)	
Engine and Boat Sales	
Bar Sales	£ 78.69
Dinner Dance	
Regatta	
Events – Firework Display	
Merchandise	
Books, Cards, Calendars	£ 10.00
Bank Interest	£ 6.10
Misc	
Total Income	<u>£ 1009.79</u>

EXPENDITURE

Galley Stock	
Bar Stock	£ 28.48
Meeting Room Hire	£ 25.00
Safety Boats Fuel	
Mower Fuel	
Generator Fuel	£ 69.76
Trophies	
Repairs	£ 60.00
Insurance	£ 204.28
Printing, Postage & Stationery	£ 4.75
Merchandise	
Dinner Dance	
Events	
Clubhouse Store and Decking	
Clubhouse Cleaning	
Regatta	
Training	
Licenses and Tolls	
Affiliation Fees	
Septic Tank	
First Aid	
Moorings Hire	



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Action

Gas Supply	
Boat Purchase	
Fixed Asset Purchase	
Bank charges	£ 5.00
Misc.	
Total Expenditure:	<u>£ 397.21</u>
Bank Account (as of 19/02/23):	<u>£ 11,836.91</u>
Uncleared tabs : £16.75	
Cash in Till: £405.45	
Money with Treasurer: £375.61	Petty Cash: £35

Notes:

- Deposit Account holds £8,457.07 and Current Account holds £3379.84
- Total Assets' £12,669.72

- 1) Search for new bank account ongoing
- 2) Insurance renewed with Gallagher they are concerned that the level of cover for rebuild of the clubhouse has not increased since 2016 could the maintenance sub committee look at this.



Appendix C: Sailing Secretary's Report

- **Prizegiving:**
 - Now have all prizes (14 individually engraved tankards for 3 or more results & 26 glasses for single results) final cost £679.
 - Two requests to return trophies have gone out, I've had no response as yet. Trophy holders need reminding it is their responsibility to return their trophies, not ours to chase them. Hoping to have all back by 28/2/23 (ever the optimist!!)
 - Handing out of prizes needs to be finalised as I'm not attending D&D
- **Handbook.** Updates on SIs and Trophy list completed. I'll put an explainer about the revised SIs in the March newsletter.
- **RAMUZ.** Info has gone out to club members in newsletter & FB. SSC is working on the organisation of the day.
 - Emails to go out this week to request BASC Norfolk Owners to lend us their precious charges for the day. We ideally also need them down at 8.30 to help rig them. We definitely need volunteers for a shore team.
 - Would bacon rolls at 9.00 am. be a good idea, would Galley Crew be OK with this?
- **Open Meeting and event prizes.** Estimate we will need 15 – 18 glasses and 12 – 18 plaques (for Junior events). Est cost £15 per glass; £7 per plaque. Total cost £402, we could save £144 if we used plaques for all events. There are ways of limiting number of prizes if we need to keep costs down. Committee view on this?
- **Review of Sailing Assets.** See second page.
- **Preparations for new sailing season.** Will start in earnest after D&D in March. KP is currently assembling duty rota.

Examples of plaques available from Carmichaels:





Proposals for review of sailing assets.

Redundant assets to be sold/disposed of	Sale price range	Acceptable minimum	Notes
20 HP Dory with road base	£1000 - £2000	£1000	Waterlogged hull, non-standard road base, good engine
40HP RIB with Road base	£ 2500 - £4500	£3000	Takes up space. Not good value for money as doesn't get hardly used.
2 Toppers	£100 - £200 each	£200 (both)	Surplus to needs
Wayfarer road base – repair and sell	£100 - £250	£150	
GP 14 with combo trolley and road base	£2500 - £3500	£3000	Too high spec for what we use it for
RS Feva triple stack trailer	£500 - £1000	£750	Takes up space and isn't used
Laser 2 repair and sell	£500 - £1000	£500	Not good for training or river sailing
Total based on minimum values realised		£8600	
New items for Purchase	Estimated cost		
S/H Rigiflex with new 15 HP outboard	£2300		Already purchased, came with broken trolley
Rigiflex Launch trolley	£750		
Rigiflex engine Cover	£80		Protects engine when in use, possibly deters theft
Bosun's budget	£500		Dinghy maintenance
New sails	£2231.30		Detailed below
5 Topper mast-head fittings	£60		
9 x 9L mast-head floats for toppers and Fevas.	£630		Reduces chances of boat inverting when capsized, improves safety and recovery.
Replacement for 15HP Dory	2048.70		Rapidly reaching end of useful life
Total Cost	£8600		
Note: any price realised for sale items above acceptable minimum can be used towards a better replacement for 15HP dory (cost of new 9HP Rigiflex is £6400) or into general club funds			

Toppers	Unit price	Total
3 New 5.3 sails discounted from Topper International	£222	£666
2 new 4.2 sails discounted from Topper International	£195	£390
RS Fevas		
2 Dacron mainsails from RS	£348.62	£697.24
2 Dacron club jibs from RS	£239.03	£478.06
		£2231.30

Duncan Braidwood



Appendix D: Regatta Subcommittee Report

The following notes were circulated by Karl Porter (Head of Regatta Subcommittee):

General comments

- Consider getting a proper coffee machine – press button and done Nespresso type of machine. Will pay for itself in one regatta. Get a stand alone milk frothing gadget too – easier for cleaning etc.
- Beer fridges – can't have enough of these. People don't hang around because we can't provide cold beer – it's a need and we would probably sell triple the quantity if it was cold.
- Food prep in the middle of the club house is probably not hygienic and detracts from the clubhouse space – consider using dedicated marquee, or set up a sanitised area in boatshed?
- Evening meals worked really well with third parties arriving on site – can we do more of this? So many people with pizza vans, coffee and snack vans etc? This takes so much pressure off the galley area, the people and the fridges
- Breakfasts – can we do them? Can someone make 50 sausages in an oven at home and bring down? Same with bacon and veggie option?
- Pasties & Pies? Can we buy bulk and warm in oven as day snacks? Learning from WOBYC – always people buying pie and beans
- Can we sink a line to get people to and from the other side?
- Can we let the kids run a half day? With the support of an adult in the box, one per safety boat, and one behind the bar for the alcohol sales, it's a great experience for them, shows trust, acknowledgement, and imparts some responsibilities. Easy to do, easy to engage. They could even cook.
- Parent & Child race – any others like this? Can we expand?

Pre regatta jobs list.

- Dinghy park mowing
 - 4-man job
 - Moving all boats, mowing, returning all boats
 - 3 days max before regatta
- Gas available
 - 1 month before regatta, order top up of LPG
- Gas appliances serviced
 - One month before regatta to allow for unexpected repairs
- Doors off boat shed
 - 4-man job
 - Morning of regatta day 1
- Marquee needs erecting
 - Morning of regatta day 1



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- Gazebo needs erecting for food prep area
 - Morning of regatta day 1
- Any decorating needed
 - Prep a list of repairs and decorations 2 months prior to regatta
 - Add to this list
- Toilets serviced
 - As required – inspect and service if needed
- Septic tank emptied
 - Order emptying of tank one month before regatta
 - Empty tank weekend before regatta starts
- Radios checked - all working or replace failed units
 - Check one month before regatta
- Service outboards
 - 2 – 4 weeks before regatta – phase all 3 through service
- Hire drinks fridges
 - Rent a couple of drinks fridges (or borrow of people have beer fridges at home?)
- Nespresso machine? Or similar
 - Buy or rent one
 - Buy pods
- Plan of evening rituals - entertainment
 - Need a plan for Sunday, Monday, Tuesday and Wednesday evenings
- Evening meal plan
 - See general notes – can this be made easier for galley / entertainment committee? They should get to enjoy regatta too. It all seemed quite stressful for a minority this year
 - Consider a couple of paid van type options each day in the trailer park
- Lunches plan
 - As evening meals
 - Purchased sandwiched ahead of time from a sandwich round person?
- Check all flags present and correct
 - Sailing secretary?
- Safety boat duties
 - Needs plan – membership secretary?
- Galley duty morning / pm shifts



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- Needs plan – Entertainment committee?
- Daily cleaning duties
 - Needs plan – Maintenance committee?
- Published Comms – Admins of sites
 - Instagram
 - Facebook – extend to local pages – Beccles, Loddon, WOBYC, Other sailing clubs, Lowestoft / OB, Bungay etc.
 - WhatsApp pages
 - regular comms of date, time, schedule
- Regular comms for volunteers required and current schedules etc.
 - Site admins duty?
 - Bar rota
 - Galley rota
 - Safety boat rota
 - Clubhouse cleaning rota
 - OOD

Regatta

- Bar duty published
 - In club house
 - WhatsApp
 - Instagram
 - Facebook
- Galley duty morning / pm shifts published
 - In club house
 - WhatsApp
 - Instagram
 - Facebook
- Safety boat duty published
 - In club house
 - WhatsApp
 - Instagram
 - Facebook
- Additional Volunteers told
 - Where we have gaps, people are volunteered
 - Communication from a committee member – Membership secretary?
 - Published
 - In club house
 - WhatsApp
 - Instagram
 - Facebook



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- Rota for making lunch sandwiches
 - Or buy?
- Rota for making lunch salads
 - Or buy?
- Price lists published
 - Entertainment committee



Appendix E: Bosun's Report

During the school half term, I organised an informal work party/children's entertainment for Simon Spaul and myself to finish off pruning the willows by the dinghy park. Karl, Charlie and Paul also joined in and between us we managed to complete the pruning started at the last work party. Terry and Mark were also present and we discussed options for a new layout of the galley prior to the new flooring being installed.

We also moved the wood (kindly donated by the contractors) into the boat shed and managed to get the generator started which has now got more than half a tank of diesel!

Mark has made good progress with organising the fire extinguishers, smoke alarms etc. from Waveney Valley Fire and we should be in possession of a fire safety certificate within a few weeks.

I think priority for the next work party has to be preparing the clubhouse for the new flooring which is being installed w/c March 13th. The main points we need to consider before then are the following:

- Decide on the colour of flooring (George will bring samples)
- Decide on a new layout with the possibility of moveable units
- Alterations to units if required
- Moving all the objects/furniture we want the flooring underneath (includes disconnecting oven, beer pumps and removing plinths)

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

- Resurfacing the track – it's really bad at the moment
- Wood staining the side of the clubhouse that was missed last year
- Rodding the drainage pipe in the dyke to the South of the dinghy park
- Repairs to the wood on quay headings
- Checking bonfire area for metal
- Connecting surface water drain from clubhouse to dyke.
- Backfilling trench for gas pipe
- Investigating conversion of diesel generator to LPG and/or getting it serviced

I will organise another work party at the end of the month to tackle some of the above items but mainly focusing on the preparations to the clubhouse.

Other issues for discussion at the next committee meeting:

- The mole situation is very bad at the moment and Mark feels they are ruining the mower blades.
- The bank to the right of starting hut has collapsed further. Terry has some ideas about possible solutions.
- Extending the slipway.



Appendix F: Clubhouse Layout Ideas – Terry Cook & Ron Haynes

With the impending renewal of the Clubhouse flooring, there have been some requests to investigate whether the Kitchen / Bar serving area can be improved.

The problems arise when the clubhouse is busy (i.e., regatta) when food and hot drinks as well as alcoholic beverages are being served. At these times there are more personnel in the Kitchen / serving area.

We have taken some photographs of the area, and prepared some layouts for discussion. A brief description of the advantages and disadvantages of each option is given below. Consideration must be given to the impact on the renewal of the flooring and the timescale available.

Existing Layout

Considering the existing layout, if we do nothing except renew the flooring, then decide to reposition the bar or the Kitchen units at a later date, the area from where things are moved will be left without new flooring.

Layout Option 1

The first option shows the kitchen units and worktop that are at present positioned against the back wall, relocated to the other end of the clubhouse. This would mean relocating the fridge that is currently sitting on the worktop. If we could also relocate the Food cabinet sitting on the Bar, this option would open up a larger area to serve people and the minimise the amount of work required before the new flooring is laid. It has also been suggested that we could remove the Beer Pumps and Coolers from the Bar as they are no longer used. This would make it easier to serve people as they would not have to reach over the beer pumps. Another benefit of moving the Kitchen units and worktops is that they could be removed from the clubhouse until after the new flooring is laid then reinstalled on top of the new flooring in a position that could be agreed at a later date.

Layout Option 2

The second option involves moving the kitchen units as explained in option 1 and then moving the Bar counter further into the clubhouse to create more working area for the serving personnel. If this option is chosen, it would need to be completed before the new flooring is laid. As a further option to moving the bar counter, it has been suggested that we put the Bar counter unit onto wheels so that it's position can be altered. This may involve a substantial amount of work as firstly the bar counter unit appears to be very heavy. Fitting it onto wheels would raise its height and may make it less stable. The bar counter unit would have to be removed from the clubhouse to allow the flooring to be laid. Moving the bar counter around on wheels may damage the new flooring.

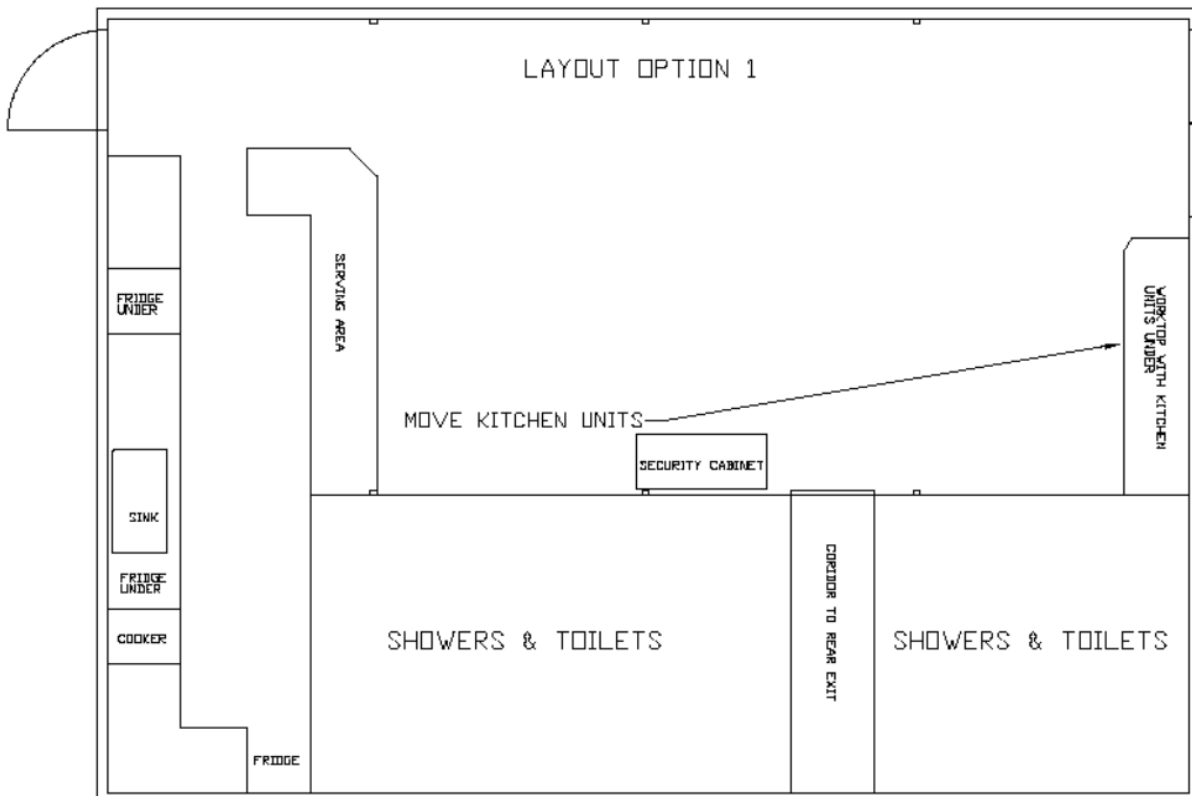
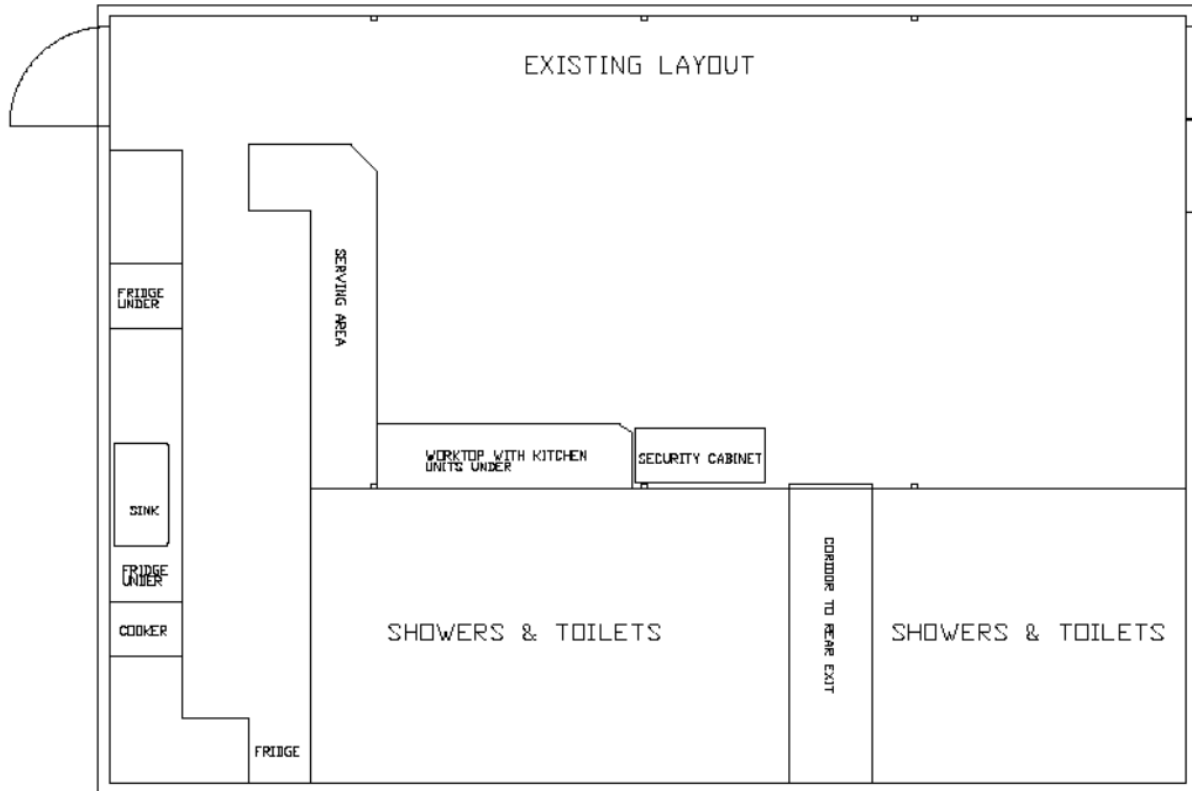
Layout Option 3

This option involves moving the kitchen unit out from the wall to create another serving area behind it. Just a couple of other ideas, there are a lot of high stools around the bar, would it be an idea to obtain a couple of high tables and position them and the stools away from the bar thus creating more space for access?



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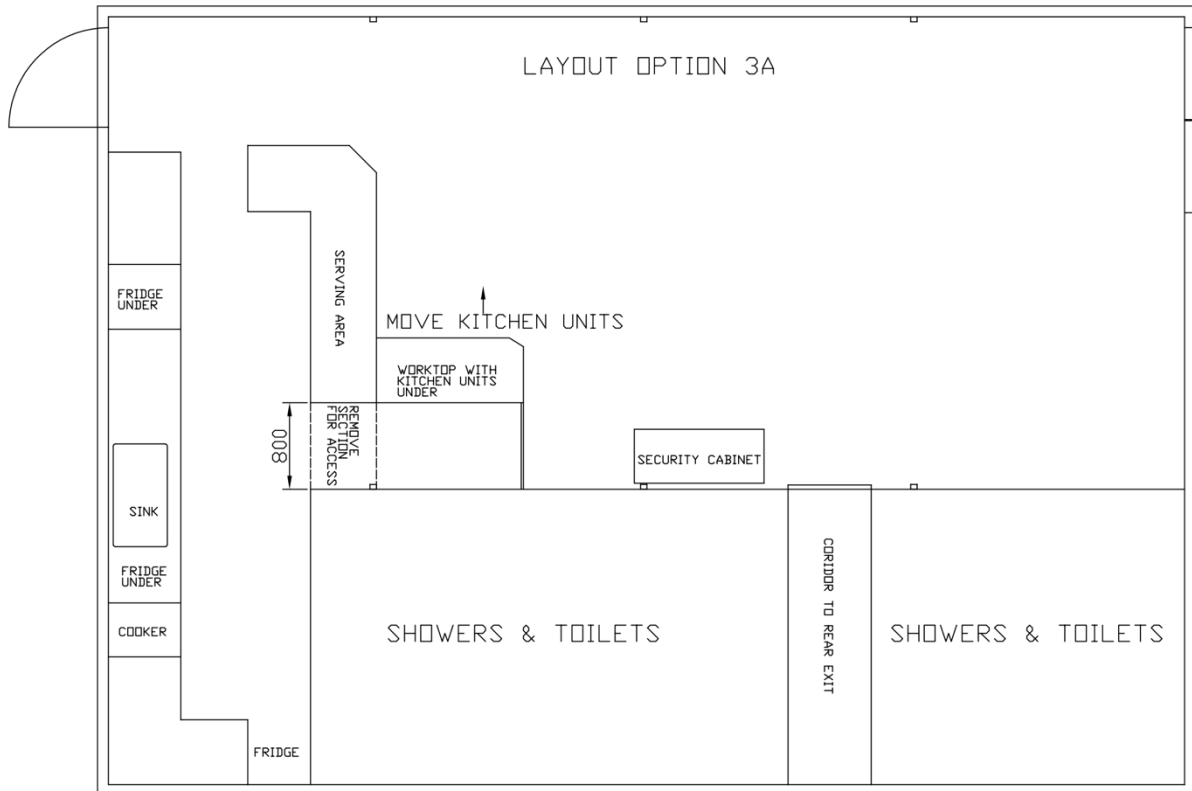
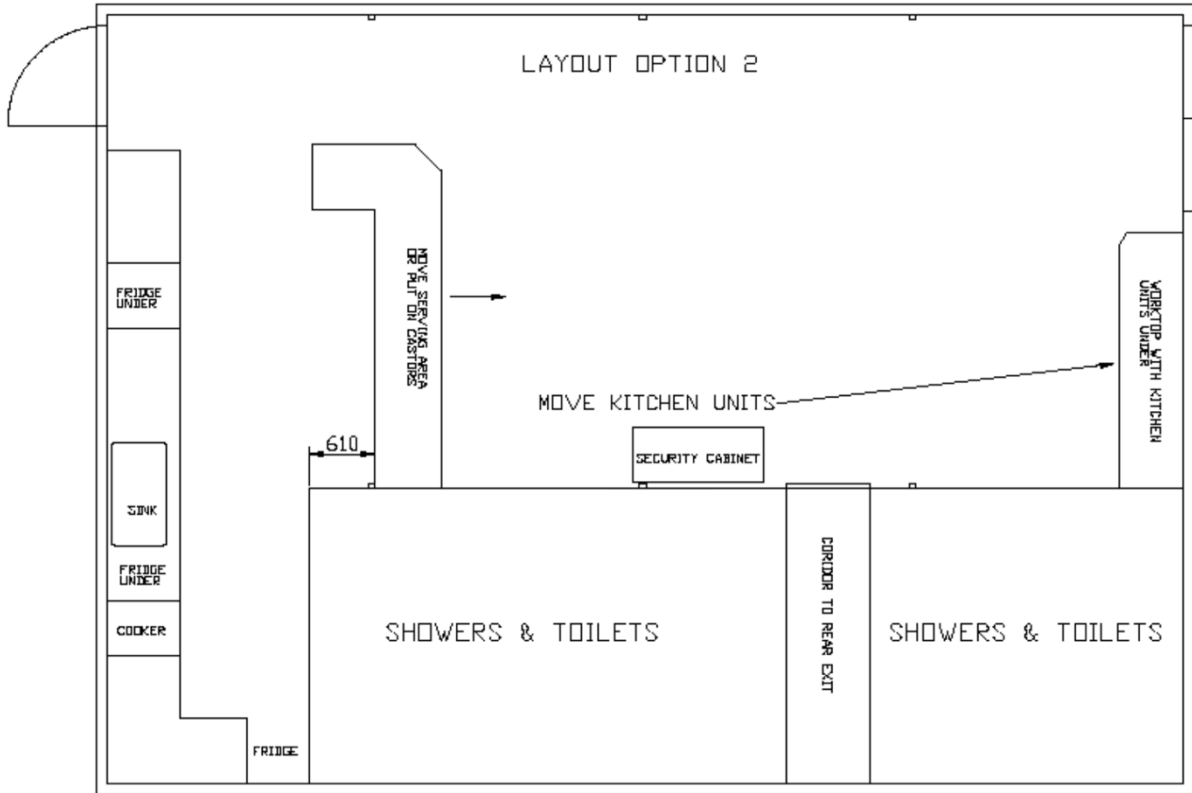
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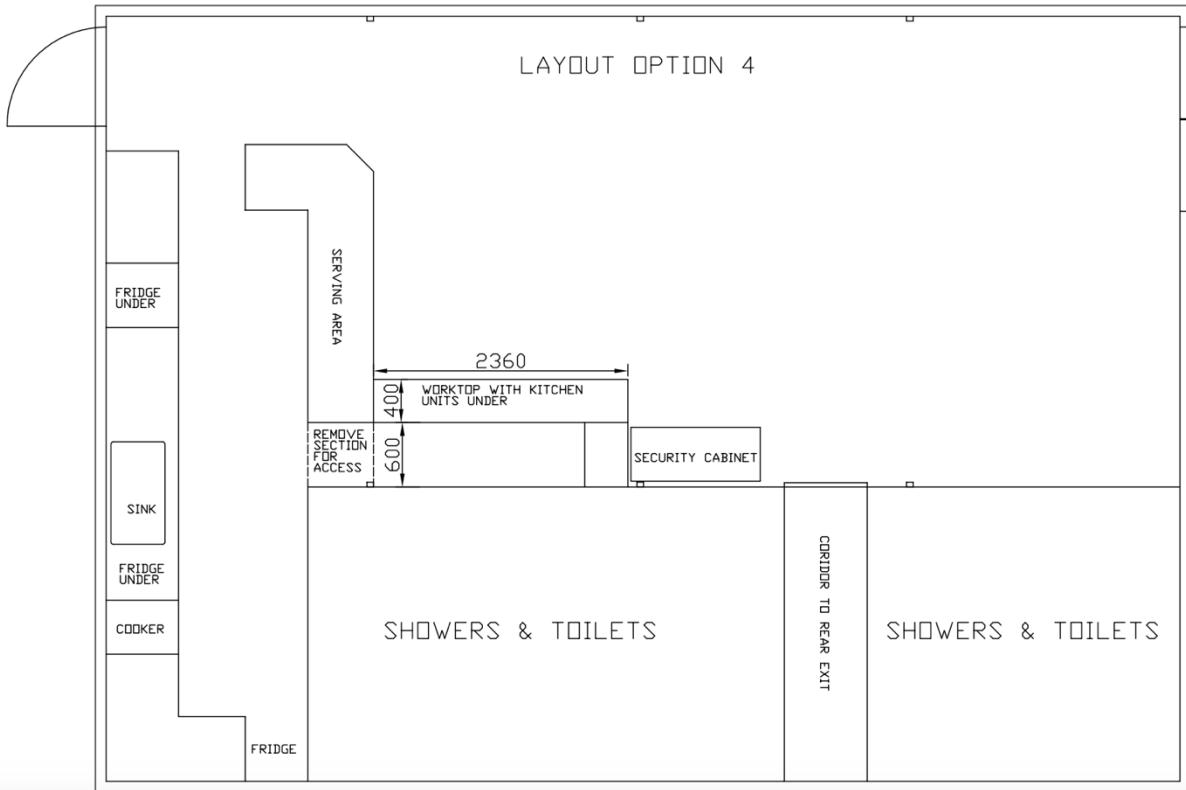
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Appendix G: Social Subcommittee Update for main Committee meeting on 21st February 2023.

1. Dinner Dance

Slowly receiving Dinner Dance forms. 30 diners so far.

Full payment will need to be made to Masonic Lodge via bank transfer before Dinner Dance. George will liaise with Roger and Sam on this.

Richard Baylis to be contacted to print the table plan for the evening and to see if he can print the individual menu choice for each diner on the table. If not, George will sort the cards. George to contact Richard Baylis.

Sam has been contacted by George regarding the vases, round logs, entry for setting up and colour scheme.

Additional boat ornaments have been purchased for all tables, including prize giving. George will forward receipts to Roger once everything finalised.

Janet is happy to present the trophies.

Group photo of the evening required. Require someone to take the picture. Who will this be?

Is Martin ok with being MC?

Guests – The Waveney Fleet have their Dinner Dance on the same evening so the Commodore from WOBYC is unable to attend. Recent update this that there is no one coming from WOBYC.

David Yapp is unable to attend due to the Fleet Dinner Dance too.

The Commodore of Yare Sailing Club, Margaret Kilner and active committee member, Joe Farrow are coming, and Margaret is happy to say a few words.

David Yapp is the Norfolk Fleet Captain. Parents of Kevin Edwards have been contacted as has Kevin. Still awaiting input from Kevin and his parents.

Who else should we invite? East Anglian Fleet Club, Frostbites?

Any speeches to be kept to a minimum.

Raffle

Donation request letters have been issued to the following by George.

Norfolk Museums
Lidl
Tesco

Swan House
Graze White Horse
Thrigby Hall



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Green Pastures		Beccles Sports Shop	
Wine Vaults		Jeckells	
Seppings		QD	
	Waveney house		Bear & Bells
B&M		Twyfords	
Baileys		Sweeties/Relish	
Greggs		Roys	
Tesco		Public Hall	
Beccles Station Café		Two Magpies	
Coopers		C C Betts	
Weatherspoons		Boots	
Superdrug		Superfry	
Domino's		Royal Oak	
Relish		Prezzo	

Norfolk Museums have donated a voucher that allows up to five people free admission to any of their ten museums and this is with George.

Lidl and Greggs are considering the request and will be in touch.

Wine Vaults presented us with two £10 vouchers and these are with George.

Tesco, Beccles is donating a £25 gift card. George to pick up.

Coopers are willing to donate a prize. George needs to drop into store to pick up from Manager.

Roys are willing to donate a prize, and this is being sent from Head Office to Beccles branch who will call George when received. George awaits call.

Need to put out to membership for raffle donations, wine, alcohol and chocolates.
Request to go out on social media and via email. Is Martin ok with this?

Gold stars purchased and received for raffle. Receipts to go to Roger once everything finalised.

Envelopes still to be purchased for Heads and Tails game by George. George to still purchase envelopes. Is Martin ok to run this?

Entertainment

The Keel Band – They require cash payment of £395 and will provide a receipt.
Sandwiches are required and there will be 6 of them. They are coming to set up at 5.30pm.
George has let Sam know via email.

Other Expenses

Require following from Roger.



- £80 Raffle float (will need mixture of £10 notes, £5 notes, £1 coins).
- Wine Purchase – can be cash or card.
- Venue hire is £75 and can be paid on night by cash or card. Receipt is normally provided.
- Food payment is up front via BACs before the event once the final numbers confirmed and any additional diners added.

2. Brunch

This is on the Programme for Saturday 8th April but it's the Easter weekend so turnout may be poor due to holidays.

Will Main committee agree to change this date to 22nd April?

Menu items and costs sorted. Will place advert in March newsletter and poster to go out on social media.

Still need to purchase the microwave as agreed by previous Committee. George to sort.

3. 2022 Inter-Club competition for the Ramuz Trophy

Galley cover required. Volunteers for galley to be sourced. Will Karl chase this?

Cake donation requests to go out on social media and via email. Will also put a request out in March newsletter.

George to still sort rolls and quiche order with Morrisons. Jenny will do Macro shop.

4. Open Day

Galley cover required. Volunteers for galley to be sourced. Will Karl chase this?

Cake donation requests to go out on social media and via email. Will also put a request out in April's newsletter.

5. Galley/Bar Renovation

Maureen and Ron have produced a plan which has been passed to Terry and Paul.



Appendix H: Resolution on sale of Club GP14 and combi trailer

At this February meeting, following considerable discussion surrounding the proposed sale of the Club GP14 and triple stack combi trailer, the Committee agreed to devolve authority for reaching a conclusion on this matter to Karl Porter, Martin Sisley and Liam Gentry. The following resolution has since been agreed:

1. The Club should initiate sale of both assets.
2. It is recognised that these assets were gifted to the club through charitable means.
3. It is recognised the club requirements for these assets has changed since they were donated in 2012.
4. It is agreed that the club will keep an auditable trail to demonstrate the continuation of the 'intent' of the donations by reinvesting in further assets more suitable to the club needs of today.
5. Karl Porter will write to Sport England to seek any further guidance – Done.
6. At this time, it is assumed the club continues with the intent of the original donations and therefore continues to sell both assets and reinvest the proceeds. Any input from correspondence with Sport England will be recorded also.