



BECCLES AMATEUR SAILING CLUB

FOUNDED 1907



Minutes of the Committee of Beccles Amateur Sailing Club Limited, meeting held at Beccles Conservative Club on Tuesday 17th January 2023, from 19:45.

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

The Meeting followed the agenda:

- | | Action |
|--|--------|
| 1. Apologies for absence | |
| <ul style="list-style-type: none">• Karl Porter• Mary Sparrow• Liam Gentry• Janet Forster-Warnes | |
| 2. Welcome | |
| <ul style="list-style-type: none">• The Commodore welcomed the Committee to the meeting. | |
| 3. Minutes of last meeting (12/12/2022) | |
| <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">• Rowan Curtis agreed to ask for a receipt from Stuart Blyth for the two payments to Companies House for our Confirmation Statements. | SEC |
| <ul style="list-style-type: none">• Rowan Curtis agreed to contact the Rotary Club to accept their donation of £100.00, to be used for 'end of Sailing School celebrations'. Roger Campling to provide bank account details. | SEC |
| <ul style="list-style-type: none">• The Committee agreed to invite a WOBYC a flag officer (with a plus one) and David Yapp (Frostbites/WOBYC) (with a plus one). Rowan Curtis will send out invites. | SEC |
| <ul style="list-style-type: none">• Paul Johnson agreed to take on the heretofore vacant Clubhouse Maintenance role as part of his remit as Bosun. | |
| <ul style="list-style-type: none">• George Folkard informed the Committee that Janet Forster-Warnes has applied for grant funding for the new clubhouse flooring from a local charity. The charity's meeting is in February and Janet hopes to have received their decision by early March. | JFW |
| <ul style="list-style-type: none">• The Committee agreed to approve spending up to £1000.00 on Dinner Dance prizes, with engraving. Duncan Braidwood is awaiting a quote from our usual supplier after they missed their deadline. | DB |
| <ul style="list-style-type: none">• George Folkard agreed to contact local small businesses to request donations for our Dinner Dance. | GF |
| 5. Secretary's Report & Incoming Mail | |
| <ul style="list-style-type: none">• Rowan Curtis reported that Mark Dixon from Beccles Triathlon contacted him to request that BASC allows him access to our overflow carpark on Sunday 11th June to set up a water stall for runners, like we did in 2022. The Committee agreed to approve this request. | SEC |



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Action

- Rowan Curtis explained that himself and some of the Directors/ex-Directors of BASC Limited have received stern letters from Companies House over the previous few weeks informing us that we have missed a Confirmation Statement deadline. Rowan explained that the reason why many on Committee (including himself) had received no warning or notification of an upcoming deadline before these letters were received is because Stuart Blyth was, until today (17th January 2023), the only person who received such notifications from Companies House. Stuart did forward these warnings on to previous Committee members last year, but unfortunately no action was taken and no reply was sent to Stuart. This issue was resolved yesterday when Stuart Blyth submitted our Confirmation Statement. It is not clear whether there will be any penalty for missing this Confirmation Statement deadline, though Rowan reported that the web filing system does not allude to a penalty now that the submission has been made.
- Rowan Curtis reported that Stuart Blyth and Richard Deller have been removed as Directors of BASC Limited and that Karl Porter and Liam Gentry have been added in their places, with Martin Sisley remaining in place as a Director. Rowan Curtis has been made Company Secretary in place of Tim Haycock and so Rowan is now able to file on behalf of BASC Limited with Companies House.
- Rowan Curtis reported that our solicitors have been notified that we wish to instal Jack Sisley as a Trustee in place of Stuart Blyth. (Stuart Blyth should have been installed as a Trustee a long while ago, but the paperwork was never finalised.) Rowan has emailed our solicitors and is waiting to hear back regarding the next steps and to receive an invoice for their services.
- Rowan Curtis reported that he has submitted the Affiliated Clubs Form to the NSBA and has requested twelve Green Books to be delivered to Jeckells, Oulton Broad.

6. Membership Secretary's Report (Appendix A)

- Karl Porter sent his apologies. In advance of this meeting, Karl circulated his Membership Secretary's Report (see Appendix A).
- The Committee agreed on a deadline of 31st March 2023 for the member who still has not paid membership and dinghy park fees for the 2022 season. They have until this date to pay last year's bill (and the bill for 2023 if they wish to continue using our dinghy park), otherwise, we will sell the dinghy (Club Rule 11).
- The suggestion made by Karl Porter that we should incorporate a date in our sailing calendar when juniors are responsible for the day's duties was discussed. The Sailing Subcommittee will discuss this at their next meeting, with involvement from Jack Sisley.
- The Committee discussed the demographic of the Social Subcommittee. Lack of male and junior involvement has been an issue the Club has had for many years. The Committee concluded that the

KP



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Action

only solution is to seek to change the culture of how the Social Subcommittee is viewed at the Club. George Folkard will seek to include something in the next newsletter covering this.

GF

7. Treasurer's Report (Appendix B)

- Roger Campling explained that the Club is spending more money than it is receiving at the moment, but this is to be expected for the time of year.
- The Committee agreed to for Roger Campling to decide which bank or building society to set up a new account with for the Club, as the HSBC (current bank) branch in Beccles will soon be closing.
- The issue of debit/credit card facilities was discussed. Hugh Braidwood agreed to investigate the facilities provided by SumUp, Dojo and others and to email his findings to the Committee.
- The Committee unanimously voted to increase the limit that Committee members can spend without prior Committee approval to fulfil the duties under their remit from £50.00 to £75.00.

HB

8. Sailing Secretary's Report (Appendix C)

- Duncan Braidwood circulated a report in advance of the meeting—see Appendix C.
- Duncan Braidwood suggested that in future, rather than incorporating passage races in the programme, we can organise 'picnic sailing' up or down the river instead on an *ad hoc* basis when the weather is forecast to be good.
- Duncan Braidwood requested that we have a publicity campaign for the Ramuz Trophy, being hosted at BASC on 16th April 2023. The Social Subcommittee agreed to organise provisions and volunteers for lunches. The Social Subcommittee will contact the organisers of the Ramuz Trophy to let them know this. Martin Sisley agreed to coordinate the purchase of a barrel of ale for this event.
- Duncan Braidwood informed the Committee that he is in the process of producing an inventory of unused items and equipment that we can sell to raise funds for purchases. Duncan will bring this to the next meeting.
- Hugh Braidwood raised the possibility of applying for a Sports England grant for Club improvements. Hugh will take charge of investigating and applying for these grants.
- Hugh Braidwood agreed to submit an entry in an RYA competition for a free, new Rigiflex outboard, worth in excess of £6,000.00. The deadline for entries is 10th February 2023.

Social
Sub.

MSi

DB

HB

HB

9. Regatta Subcommittee

- After mooting the idea at the previous Committee meeting, Mark Langston suggested creating a new Regatta Subcommittee with a member from each of the other subcommittees. Via email, Karl Porter previously mentioned that he would be happy to lead this



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Action

subcommittee if nobody else was keen for the job. The new Regatta Subcommittee is to be led by Karl Porter and its members will include: Mark Langston, George Folkard, Duncan Braidwood, Roger Campling and Paul Johnson.

KP

10. Bosun's Report (See Appendix D)

- Paul Johnson circulated a report in advance of the meeting—see Appendix D.
- Paul briefed the Committee on upcoming maintenance work.
- Paul Johnson suggested that volunteers at work parties should use personal protection equipment when using machinery. This will be noted in future work party publicity, though members remain responsible for their own personal safety.
- Paul Johnson agreed to ask David Saville for advice regarding replacing Clubhouse fire extinguishers.
- Paul Johnson suggested the Club purchase smoke and carbon monoxide alarms. The Committee agreed.

PJ

PJ

PJ

11. Publicity and Social Media

- Nothing significant to report—Martin Sisley.

12. Clubhouse Cleaning

- The Committee is to monitor how many members volunteer for cleaning duties to decide on a path ahead.

13. Website

- Hugh Braidwood briefed the Committee on the latest changes and adaptations made to the Club website.
- Hugh Braidwood informed the Committee that we should have approximately twelve months left with our Wix subscription.
- Hugh Braidwood will include a brief mention of the password-protected Members page in the next newsletter to raise awareness of it amongst the membership.

HB

14. Newsletter

- George Folkard asked individuals on Committee to provide brief reports/reminders/'adverts' to include in the February newsletter: Paul Johnson, Duncan Braidwood and Mark Langston.

PJ,
DB,
ML

15. Welfare and Safety

- Mary Sparrow (Welfare Officer) sent her apologies. In advance of this meeting, Mary informed the Committee that she has researched St John Ambulance First Aid training courses and has concluded that, due to space limitations, the Committee should pursue training with Martin Sisley's contact instead (see below).
- Martin Sisley circulated the following information prior to this meeting: 'The course is a one-day (min 6 hours)



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Action

Emergency First Aid at Work course, this will qualify the holder for 3 years and can be used everywhere, cost is £80 per person which covers everything for books and certificates. The minimum number to run will be 4 and a max of 12, can be done by anybody over the age of 14. The trainer is a chap called Stu Burgess and is possible to do the training at the club house. He did the rugby club coaches and is very good.'

- Hugh Braidwood agreed to ask previous Sailing School volunteers whether they will be volunteering this year and whether they already have first aid certificates. After doing this, Hugh will report back to the Committee with potential numbers for the first aid course provided by Stu Burgess. Hugh estimates that perhaps a dozen club members would be interested in doing this course, though there was general agreement amongst Committee that we do not need nearly this many qualified first aiders to run Sailing School. The Committee discussed whether the Club should pay for or subsidise this course. No conclusive decision was reached at this meeting—to be discussed at a future Committee meeting after Hugh has done his research.

HB

16. Social Subcommittee

- George Folkard informed the Committee that she is still waiting for a vegan option from the Masonic Lodge for the Dinner Dance. Janet Forster-Warnes is chasing this.

GF,
JFW

17. Clubhouse Keys

- Rowan Curtis (Key Registrar) reported that Rory Kelsey has given his key cupboard key to Paul Johnson but would like to keep his clubhouse key—the Committee approved.
- Richard Deller and Stuart Halliday—who both recently left Committee—also have keys to the clubhouse and the key cupboard. The Committee are happy for both to keep their keys.
- The Committee gave approval for Rowan Curtis to get new keys cut for both the clubhouse and key cupboard for Terry Cook, Clare West, Liam Gentry and Mary Sparrow. Rowan will contact the Porter family to check if Karl would like a pair, as Nicola already has keys.

SEC

18. AOB

- Rowan Curtis explained that he has recently accepted a job offer to teach in an international school in Budapest, Hungary, starting from August 2023, so he will regrettably have to resign his post as Secretary when he emigrates in mid-July.
- Terry Cook provided an update on his communications with the UK Wayfarer Association (UKWA) with regard to their request to use BASC as a base for seven-to-ten days for their Broads Cruise in early June 2023. The Committee approved their request. Terry Cook agreed to contact Mike Playle from UKWA find out whether they would need access to the back of the clubhouse (toilets). Paul Johnson agreed to

TC

PJ



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Action

check whether work needs to be done to allow the backdoor of the clubhouse to be unlocked from the outside.

- George Folkard read out an AOB from Karl Porter (in his absence). Karl is requesting feedback from the Committee on his adaptations to the Club Handbook. Rowan Curtis will ask Karl to send the updated copy to the Committee for final feedback.

SEC &
KP

19. Date of the next meeting

- Tuesday 21st February, meeting commencing at 19:45—*provisionally* 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 22:10.

APPENDICES BELOW



Appendices

Appendix A: Membership Secretary's Report

Outstanding 2022 Memberships

- At the close of 2022, there were 2 memberships outstanding (£190). Committee to determine the way forward with these outstanding memberships
 - a) Recommended path forward from KP – Club to write off the loss
 - b) Club to write off the loss and exclude the member(s) for 1 year
 - c) KP to chase until end of Q1 – After end of Q1, KP will be focused on new memberships and will not need this additional distraction

Current Membership

- 2023 membership started – 2 family so far (Porter & Welham 😊)
- Membership renewal form shared with the January newsletter

Outstanding Dinghy Park Fees

- 1 member has (potential) outstanding charges – KP will chase through Q1 to clarify and try to gain resolution
- Assuming payment is made, no further action
- If payment isn't made, we will need to establish how we achieve removal of the excess boats and if / how to sanction the individual

Dinghy Park

- Plan to produce a dinghy park map to allow us to audit what we have and where peoples' boats are supposed to be

Updated Forms

- Membership renewal form updated and on website (includes cleaning duties)
- New member form updated and on website (includes cleaning duties)
- Dinghy park request form updated and on website

Handover

- Handover from Stuart Halliday to KP almost complete – SH on hand to answer any difficult questions which arise through the 2023 season. KP has access to all data and background process
- KP needs to spend time with Treasurer to agree process of reconciliation between membership forms / applications and actual payments received by the club. KP will drive this when back in country.



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Handbook

- Club members handbook in progress of being updated
- KP has recovered document to an editable format, updated historical data, cleaned up spelling.
- Waiting on input from other members – apparently list of trophies needs update.

Printing

- Richard Baylis engaged for printing purposes. The following will be processed when final versions are available – feel free to challenge the numbers proposed – this was a first estimate
 - 2023 membership card (150)
 - 2023 program of events (150)
 - 2023 new membership forms for clubhouse (50)
 - 2023 membership renewal forms for clubhouse (30)
 - 2023 dinghy park application forms for clubhouse (20)
 - 2023 club members handbook (150)

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
- Waiting finalization of events program – imminent
- No change to process here
 - Monthly, KP will develop the Duty Rota and send by email / WhatsApp
 - MSi to share on Social Media
 - KP / HB / RC to share to club website
 - Weekly, KP will send duty email to those on duty as a reminder. Will include duty expectations – Safety Boat rules, expected times for the day etc., Cleaning – reminder of what needs cleaning etc.



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- Any requests for change to old process? Anything that doesn't work for people that I am not seeing?

Club Email Distribution List

- Email lists transferred from SH to KP
- Lists updated with new data
- List rationalized – non-operational email addresses removed
- 1 current member without email address – Jeremy Rake – KP to contact and update records

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 recognise 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?

Other

- Demographic of the Social Subcommittee. I'm not sure the Committee, in its current form, represents the Club demographic. We could say this about most of the Subcommittees, 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.

Karl Porter
11 Jan 2023

FURTHER APPENDICES BELOW



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Appendix B: Treasurer's Report

INCOME

| | |
|---|-----------------------|
| Membership Subs | £0.00 |
| Dinghy Park Fees | £0.00 |
| 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 | £131.61 |
| Dinner Dance | |
| Regatta | |
| Events – Firework Display | £0.00 |
| Merchandise | £0.00 |
| Books, Cards, Calendars | £70.00 |
| Bank Interest | £4.30 |
| Misc | £3.35 |
| Total Income | <u>£209.26</u> |

EXPENDITURE

| | |
|--------------------------------|-------------------------|
| Galley Stock | £0.00 |
| Bar Stock | £0.00 |
| Meeting Room Hire | £0.00 |
| Safety Boats Fuel | £34.22 |
| Mower Fuel | £0.00 |
| Generator Fuel | £36.37 |
| Trophies | £0.00 |
| Repairs | £0.00 |
| Insurance | £204.28 |
| Printing, Postage & Stationery | £80.00 |
| Merchandise | £0.00 |
| Dinner Dance | £0.00 |
| Events | £14.00 |
| Clubhouse Store and Decking | £0.00 |
| Clubhouse Cleaning | |
| Regatta | £0.00 |
| Training | |
| Licenses and Tolls | |
| Affiliation Fees | |
| Septic Tank | |
| First Aid | |
| Moorings Hire | |
| Gas Supply | |
| Boat Purchase | |
| Fixed Asset Purchase | £2,300.00 |
| Bank charges | £5.00 |
| Misc | £104.90 |
| Total Expenditure | <u>£2,778.77</u> |

£10,560.29 as of 15/0.



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Action

Bank Account

Uncleared tabs: £45.00

Cash in Till: £405.45

Money with Treasurer: £375.61 Petty Cash: £35.00

Notes:

- Deposit Account holds £8,449.72 and Current Account holds £2,110.57
 - Total assets £11,421.35
- 1 We need to look at the TAB system it is not working and causes a lot of work for the treasurer
 - 2 HSBC our bank in Beccles is closing so we need to find an alternative can the treasurer have permission to contact the banks left in Beccles to find the most suitable.

Appendix C: Sailing Secretary's Report

BASC Sailing Secretary's Report for Jan 2023 Committee meeting.

- Boxing day races – see report in Newsletter
- Club dinghies and safety boats laid up during Jan work party organised by PJ – thanks
- Sub-committee will bring a full report of sailing assets to February Committee including use of current boats, sale of any sailing assets and items needed to purchase plus budget for repairs/maintenance.
- Sailing secretary will give verbal summary of any issues arising from Sailing sub-committee meeting on 16/1/23
- I'm currently awaiting quote from Carmichael's for prizegiving prizes, prices appear to be around 10 – 20% higher than last year. However, their prices still appear to be significantly lower than I can source from internet suppliers.

Duncan Braidwood

Appendix D: Bosun's Report

BASC January Maintenance report for 17th January 2023 Committee meeting

Following a well-attended work party the majority of planned task were completed. These included:

- Laying-up of club dinghies and compiling a list of repairs (see table below)
- Laying-up 20 HP dory and Rigiflex
- Repairing the burst pipe in the generator shed
- Investigating the drainage pipe in the dyke to the South of the dinghy park
- Clearing willows from the Suffolk bank



Action

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

- Resurfacing the track – it should be done by the Contractors currently using the carpark
- Clearing more willow from the Suffolk bank and burning the clippings
- 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
- Deciding on options for re-flooring club house

I will organise another work party within the next month to tackle some of the above items.

Other issues for discussion at the next committee meeting

- Health and safety at work parties
- Servicing of safety equipment such as extinguishers
- Purchase of smoke alarms and CO alarms
- Installing secure storage of diesel and petrol
- Access to the Contractors secure compound for some second-hand capping

Boat Repair

| BOAT | REPAIR |
|---------------|--|
| <u>Antix</u> | Centre board needs painting Port <u>floor board</u> rotten and need replacing Floor trim buckled and <u>needs</u> replacing |
| <u>Raynir</u> | <u>Floor boards</u> need replacing Port and starboard side rubber by shroud needs attention |
| Steve | New rear seats required Transom flaps need replacing Starboard gunnel repair required |
| GP14 | Some gel coat repairs required |
| <u>Fevas</u> | One cover ripped and needs replacing Buckles missing and need replacing Shroud plates need attention Cord luff on main sail needs attention Two new burgees required |