



# 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 16<sup>th</sup> May 2023, from 19:30.

Present: George Folkard (Chair), Rowan Curtis [SEC], Duncan Braidwood, Karl Porter, Mary Sparrow [MSp], Mark Langston, Jack Sisley, Terry Cook, Clare West and Paul Johnson.

## The Meeting followed the agenda:

- |   | Action              |
|---|---------------------|
| <b>1. Apologies for absence</b>   |                     |
| <ul style="list-style-type: none"><li>• Hugh Braidwood</li><li>• Janet Forster-Warnes</li><li>• Martin Sisley [MSi]</li><li>• Liam Gentry</li><li>• Roger Campling [TRE'R]</li></ul>  |                     |
| <b>2. Welcome</b>   |                     |
| <ul style="list-style-type: none"><li>• The Commodore welcomed the Committee to the meeting.</li></ul>  |                     |
| <b>3. Minutes of last meeting (18/04/2023)</b>  |                     |
| <ul style="list-style-type: none"><li>• The Committee unanimously voted to approve the previous minutes, authored by Hugh Braidwood.</li></ul>  |                     |
| <b>4. Matters Arising</b>   |                     |
| <ul style="list-style-type: none"><li>• Sports England grant funding and first aid certificate holders were discussed. Hugh Braidwood was previously actioned with these tasks. Mary Sparrow agreed to liaise with Hugh Braidwood and Martin Sisley to determine who is taking charge of the organisation surrounding first aid certificates, including consulting with the RYA to determine our obligations in terms of provision of first-aid qualified volunteers.</li></ul> | HB,<br>MSp &<br>MSi |
| <ul style="list-style-type: none"><li>• George Folkard reported that the negotiation of our moorings lease is still ongoing, and that Rory Kelsey is pursuing this.</li></ul>   |                     |
| <ul style="list-style-type: none"><li>• Jack Sisley agreed to liaise with Hugh Braidwood regarding the possibility of junior members taking charge of running races during the Sunset Series.</li></ul>   | JS &<br>HB          |
| <ul style="list-style-type: none"><li>• Mary Sparrow reported that she has not heard from her contact at the Broads Authority regarding the Club key heading.</li></ul>   |                     |
| <ul style="list-style-type: none"><li>• George Folkard noted that she will seek an update from Roger Campling regarding progress made in updating our Trustees and the steps that remain outstanding to finalise the process.</li></ul>   | GF &<br>TRE'R       |
| <ul style="list-style-type: none"><li>• Duncan Braidwood and Mark Langston confirmed that the starting hut noticeboard has been updated for series B.</li></ul>   |                     |
| <ul style="list-style-type: none"><li>• Rowan Curtis agreed to write to Rory Kelsey to thank him for organising Ramuz event.</li></ul>  | SEC                 |



**5. Secretary's Report & Incoming Mail**

- Rowan Curtis updated the Committee on Emma Jenkins' request for mooring access on 26<sup>th</sup>-27<sup>th</sup> July. Emma has also requested access to the Club car park on 27<sup>th</sup> July. The Committee agreed to grant this request and Mark Langston volunteered to meet Emma at the club to open the gate for her if he can. Rowan Curtis will contact Emma for a precise time.
- Rowan Curtis informed the Committee that in response to his resignation notice, Lucy Johnson has reached out and volunteered to take over as Secretary. Karl Porter informed the Committee that his sister, Kirsty Cross, is also interested in the role. Rowan Curtis agreed to contact Kirsty and feedback to the Commodore and the wider Committee.
- Rowan Curtis relayed an offer from David Burns (the Publication Manager of yourcommunitynews.co.uk) to publish a monthly piece of approximately 200 words advertising Club events and activities. Mary Sparrow advised that this website has limited traffic and so the Committee decided not to accept this proposal.

Action

ML &  
SEC

SEC

**6. Membership Secretary's Report**

- Karl Porter circulated a report in advance of the meeting—see **Appendix A**.
- Karl Porter agreed to amend the Club's alcohol licencing details so that they are consistent with our opening hours. This will cost approximately £85.00.

KP

**7. Treasurer's Report**

- Roger Campling circulated a report in advance of the meeting—see **Appendix B**.
- Karl Porter relayed a bill from Karpit Kingdom for the new clubhouse flooring. Janet Forster-Warnes agreed to liaise with the relevant parties to settle the bill.
- George Folkard informed the Committee that a replacement debit/credit card payment machine has been despatched from the supplier due to a fault with the machine when setting it up.

JFW

**8. Sailing Secretary's Report**

- Duncan Braidwood circulated a report in advance of the meeting—see **Appendix C**.
- The Committee approved a budget of £400.00 for trophies and prizes for this year's regatta. The Regatta Subcommittee is to decide which types of prizes to go for and feed this back to the Committee.
- Arrangements for the Yare Sailing Club's visit in late May were discussed. The Committee agreed to provide our gate code to Margaret Kilner (Commodore of YSC) so that their members can park in our carpark overnight on Saturday 27<sup>th</sup> May. This ties in with their Ray Perryman Memorial Race.

Reg.  
Sub.

SEC



- Duncan Braidwood agreed to liaise with Hugh Braidwood with regard to organising Rigiflex training.

Action  
DB &  
HB

### 9. Open Day Feedback

- Discussions were had surrounding the apparent communication breakdown which led to no road signs being displayed to advertise our recent Open Day until the morning of the day itself. The Committee resolved to take a more proactive approach to this next year.
- Mary Sparrow agreed to research and feedback to the Committee on how the Club might apply for a brown road sign to signpost the Club's location.
- The Committee discussed how we might advertise Open Day through local radio stations next year. Clare West noted that she has a contact with East Suffolk One Radio.

MSp

### 10. Welfare

- Mary Sparrow reported that all DBS checks for Sailing School have either been processed or are almost processed.
- Mary Sparrow noted that she does not currently have a list of members who have denied permission to be photographed at BASC. Karl Porter agreed to pass this information on to Mary Sparrow.

KP

### 11. Health and Safety

- Duncan Braidwood reported that he recently submitted an application form for defibrillator funding. He has not received confirmation of this application being received. Duncan advised that we look elsewhere for funding. Janet Forster-Warnes agreed to contact the local Lions to seek funding.
- Discussion was had surrounding the Approved Safety Boat Drivers List.
- Mark Langston agreed to approach somebody from WOBYC to ask about their safety routines.
- Paul Johnson agreed to create a list of basic safety routines that need to be checked each month going forward.

JFW

ML

PJ

### 12. Club Boats Maintenance

- Mark Langston, Duncan Braidwood, Paul Johnson and Terry Cook updated the Committee on recent maintenance work conducted on Club boats.
- Discussion was had surrounding purchasing an engine for the Club's newly purchased Rigiflex. The Committee unanimously agreed to approve a budget of £1500.00 for an 8 or 9.9 horsepower, four-stroke engine. The Committee also agreed to sell the old 15 horsepower engine for approximately £2000.00.



Action

**13. Maintenance Report**

- Paul Johnson circulated a report in advance of the meeting—see Appendix D.
- Paul Johnson reported on the swift progress made with the new bar and bar area.
- George Folkard noted that the Club’s septic tank has very recently been emptied. DB & PJ
- Duncan Braidwood agreed to investigate a drainage filtration system for grey water from the clubhouse. For the time being, grey water is to go into the septic tank. PJ & TC
- Paul Johnson and Terry Cook agreed to investigate sourcing and installing solar panels and batteries to power the fridge in the clubhouse. Janet Forster-Warnes suggested applying for funding from the National Lottery for this project. Janet and George Folkard agreed to work together to approach the National Lottery. JFW & GF
- Karl Porter agreed to draft a list of instructions on opening and closing the clubhouse each week, with the advice of Mark Langston. KP & ML
- The Committee agreed to add ‘Key holder rota’ as an item on the next meeting agenda. CMTE

**14. Clubhouse Cleaning**

- The Committee unanimously agreed to continue using Ace (the cleaning company we have been trailing in recent weeks), for £35.00 per week throughout the sailing season. We will also provide them with keys to the clubhouse and our gate codes. Clare West agreed to liaise with them going forward. CW
- Clare West agreed to give her clubhouse key to Ace. Rowan Curtis agreed to get a replacement key cut for Clare for the next Committee meeting. CW & SEC
- The Committee agreed to book Ace for each day of regatta.

**15. Regatta Subcommittee**

- Karl Porter proposed holding a Regatta Subcommittee meeting at the clubhouse on Saturday 20<sup>th</sup> May, immediately after Sailing School. Members of the Regatta Subcommittee agreed. Reg. Sub.

**16. Social Subcommittee**

- George Folkard reported on the feedback received via a questionnaire recently circulated regarding the format of future dinner dances. The Committee discussed this feedback at length, but no conclusion reached. George Folkard agreed to recirculate the feedback form and discuss this issue again at a future meeting. GF

**17. Publicity and Social Media**

- Martin Sisley (Publicity Officer) was not present at the meeting.
- Karl Porter reported that Martin Sisley has sourced a supplier for BASC burgees and that we now have stock ready to sell as merchandise.



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Action

## 18. Website

- Rowan Curtis agreed to edit the 'Resources' page of the website to deactivate links to 2022 regatta and open day forms.

SEC

## 19. Merchandise

- George Folkard noted that she is waiting to hear how much money we have raised in commission from Kit Factory.

## 20. Newsletter

- Discussion was had surrounding the next newsletter. Suggestions were made that there may be little need for a newsletter in June and that a news flyer(s) could be circulated instead if need be.

## 21. AOB

- None.

## 22. Date of the next meeting

- Tuesday 27th June, meeting commencing at 19:30—booked to take place at The Club, Hungate, Beccles.

## 23. 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 22:05.

**APPENDICES BELOW**



## Appendices

### Appendix A: Membership Secretary's Report

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

##### Current Membership

End of April statistics

78 memberships

40 Family, 30 single, 3 young

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

36 dinghy park

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

A statistic for us all

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

23 memberships

40 adults & 27 kids

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

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

##### Duties

21 willing to cover OOD

25 willing to cover Timekeeper

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

26 willing to cover Galley

20 willing to cover Cleaning

##### Duty Rota development

Series A successful! Whoop Whoop!

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

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

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

Any volunteers for running Sunset as OOD & timekeeper?

Will continue to add to newsletter

Placements of people will continue

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

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



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## Outstanding 2023 Dinghy Park Fees

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

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

## Dinghy Park

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

## Other

### 2023 membership packs

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

Members are expected to pick up packs

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

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





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

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

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

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

## Junior membership development

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

Fully recognise they need support in the box

Fully recognise they can't do the safety boat

Fully recognize they need support in the bar.

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

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

## Other

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

## Waiting Feedback

### Request received

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

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

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

## Social Media

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





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

I have approximately 70 more people to write to

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

## WhatsApp Group 23

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

## Notice Boards

Notice board outside starting hut

Needs a mini overhaul

Needs the series details adding

Needs the new PY listing for handicaps adding

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

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

## Licensing

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

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

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

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

As far as young people are concerned....

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

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



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

**INCOME**

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

**EXPENDITURE**

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



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

**Uncleared credit or deposit**  
**cheques: £0.00**  
**Cash in Till: £390.61**  
**Money with Treasurer: £1,271.00**  
**Petty Cash: £25.00**

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## Notes:

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

Change in Bank is still ongoing

New flooring payment is still ongoing

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

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

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

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

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

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## Appendix C: Sailing Secretary's Report

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

#### **Sailing Update.**

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

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

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

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

#### **Other items**



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

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

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

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

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

Duncan Braidwood – Sailing secretary

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

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

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

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

Jobs undertaken or completed since the previous report include:

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

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

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



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Other issues for discussion at the next committee meeting:

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

PJ/14/05/23