

**DRAFT**

**SUSSEX YACHT CLUB  
MINUTES OF THE MEETING OF THE MAIN COMMITTEE  
HELD MONDAY 17<sup>th</sup> FEBRUARY 2014**

**Present:**

D Ramus	Commodore
S Vyse	Vice Commodore, Chair Publicity & New Members
L Woodhams	Rear Commodore, Hon. Treasurer
Pat Hill	Rear Commodore, Chair, House Committee
Hazel Arnold	Director, Rally Secretary
T Cork	Director, Sailing Section Captain
D Golding	Director
N Fraser-Betts	Director
K Headon	Director, Training Principal
M Naldrett	Director, Chair BSAC Committee
J Pryke	Director, Chair, Dinghy Committee
D Skinner	Director
T Leigh	Ex-officio, Secretary
Jacqui Flood	Ex-officio, Minute Secretary

**Apologies:**

T Kinch	Rear Commodore, Chair Moorings & Maintenance Cttee
G Roberts	Director
M Rummery	Director
A Weber	Director, Safety Boat Manager
G Weston	Director

**Absent:**

What: Action to be completed  
Who: Person assigned to complete the Action  
When: Deadline; date by which the Action is to be completed by assignee  
Status: Ongoing, On Hold, Over Due, Complete

Commodore welcomed seven Members to the Meeting who had requested an audience with the Board.

TL advised the Members that they were welcome to stay throughout the meeting but if anything of a confidential nature were to be discussed, they would be asked to leave but may return afterwards.

The members were in attendance as they wished to address the Commodore and Board regarding an issue with another Member. They were advised that they could have 10 minutes to say whatever they wished, although the Commodore and Board would not be able to answer any questions or enter into a dialogue with them at the meeting.

The Members were advised that minutes would be taken of the meeting and their dialogue, which the Commodore would decide how to disseminate.

One member acting as spokesperson for the others spoke about the fears and anxieties now prevalent in the yard following certain alleged information being made publicly available concerning past activities of a serious criminal nature relating to another member of the club whose boat is present in the SYC boat park. These fears are especially present

amongst the female membership.

A request was made that the Board consider the appropriateness of retaining this person as a member and whilst such deliberations were taking place, that security issues to improve safety around the club and the yard be considered as a matter of urgency. These include improved floodlighting, greater cctv coverage and locks on the ladies shower enclosure to a door as opposed to the current fabric screen supplied.

A request was made as to whether the board or themselves could call a general meeting of the club to discuss this matter. TL advised that the rules pertaining to this were within the clubs articles available to all members.

The Commodore thanked the group for their presentation, assured them that their concerns would be the subject of the next board meeting and apologised that he was prevented from being as responsive as he might like due to legal restrictions placed upon him by the authorities.

WHO      WHEN      STATUS

#### **694    MINUTES OF LAST MEETING 16<sup>th</sup> DECEMBER 2013**

HA stated that her request to make an amendment to the changed wording on the Membership Application form to ask the question “*Do you or any other person noted on this application form have any unspent convictions under the Rehabilitation of Offenders Act 1974*”. TL confirmed that although it was not noted in the minutes, the change had been made.

Proposed: Commodore    Ab: TC    Carried

#### **695    MATTERS ARISING**

##### **695.1    684.1 – Heart Defibrillator**

*Background: In late 2012 the staff received health and safety training and a follow up meeting suggested that the Club should hold a defibrillator, which would cost in the region of £1,200. This required minimal training and should be kept in a public place. Following this suggestion, Dski advised he had contacted the NHS who advised him that they were looking for sites for public defibrillators and that the Club could be considered as such a site. Due to the closure of the West Entrance the item was deferred.*

Dski advised that all free defibrillators had been sited. TL was asked to investigate pricing/specification of purchasing a unit.

TL      Asap      Ongoing

##### **695.2    684.2 - RYA Grant Funding**

*Background: In 2012 the RYA changed its parameters for funding, making it harder for clubs to qualify for funding. KH was under the opinion that the Club could still qualify but more work and a dedicated person would be required to make any applications. SV would deal with applications, with KH's assistance.*

SV reported item was ongoing. He and Kevin would revert

to the board when suitable funding programmes had been identified and application considered. Meanwhile agreed this item would come off the regular agenda.

### **695.3 684.3 – Life Membership**

*Background:* PH was asked to look in to ambiguities within the rules pertaining to Life Membership and Joint Members. When one of a couple qualifies for Joint Membership due to age/length of membership, but their partner does not as they are younger, the younger Member currently has to pay single membership until they attain the age of 75. This was felt unequal.

Item covered under point 717.4.

### **695.4 684.4 – Cine Film**

*Background:* The son of a past Member had made available to the Club a number of cine films from the 1960s of sailing activity at the Club. SV was tasked at looking at the feasibility of transferring the film to DVD and if feasible, whether the Club would gain any benefit from having such items. On viewing the films it was decided that they would be a great addition to our archives. SV wanted to be able to use the films at various events and the Club's website and had to seek authority from the owner of the films for his authority for them to be used in this way.

SV advised he was still waiting to hear from Mr Spurling. Agreed this matter would come off agenda and SV would revert to board when he has news. No further action to be taken until such time

### **695.5 684.5– Main Entrance Barriers**

*Background:* The Moorings & Maintenance Committee advised the Board that they had discussed the possibility of having some form of secure entrance barrier to the Club, perhaps fob operated. They would draw up designs and report back.

Item ongoing.

GR March Ongoing

### **695.6 684.6 – Comments Book – Fishing at Shoreham**

*Background:* A query was raised as to whether fishing was allowed at Shoreham and if not if signs could be erected to that affect.

Item was still ongoing.

TK March Ongoing

### **695.7 684.7 – Fire in Clubhouse**

*Background:* On Monday 28<sup>th</sup> October, there was a fire in the ladies changing room, which was noticed by an off duty fire officer driving past the building. The Fire Brigade were called and the Clubhouse evacuated for some 1½ hours. The fire started in the area of the vent in the wall and could have

possibly been started by a build up of dirt or a jammed motor. TL would be submitting an insurance claim.

Commodore advised that the tiler is rectifying areas that are not to standard. There was still grouting to the east wall and tiling of the shower tray to do.

Comm March Ongoing

#### **695.8 684.11 RNLI Open Day**

*Background: The Club had been invited to take a stand at the annual RNLI Open Day and had been waiting for confirmation of its date.*

JP reported that this was ongoing. Dski advised that the Club has many items of promotional and display material left from last year's Open Day that could be reused.

JP March Ongoing

#### **695.9 Wavelength**

Item on agenda

#### **695.10 684.14 – RYA Yacht Club of the Year**

*Background: The RYA Yacht Club of the Year is an initiative operated by the RYA, which they describe as: "awards are aimed at recognising and promoting the outstanding achievements of the amazing array of people who work together to create vibrant clubs across the UK and keep our sports alive".*

SV was proud to advise that SYC had made it to the last five in the country. This is a fantastic achievement. The winner will be announced at the Dinghy Show on Saturday 1<sup>st</sup> March and SV wanted as many Members who wished to attend. To this end he would be arranging a coach, with a nominal sum payable. Members would be required to purchase their own entrance tickets. Board agreed to subsidise cost of coach to maximum of £500.00

SV/KH March Ongoing

It was commented that the mast raising had been organised for Saturday 1<sup>st</sup> March. TC to rearrange.

TC Asap Closed

#### **695.11 684.15 – Main Entrance Signage**

*Background: The Club was waiting for permission from the Council to erect the new signage at the East end of the Clubhouse.*

Item on agenda.

#### **696 CONFIRMATION OF VOTE**

*Background: The Board were asked to vote on an item that arose outside of the Board Meeting relating to a Member. Papers were distributed via email and the Board provided the Secretary with their vote.*

This item is in the Confidential Minutes of the Meeting.

## 697 COMPLAINTS RE. MEMBER

This item is in the Confidential Minutes of the Meeting.

## 698 RULE THREE CHANGE

SV had reviewed Club Rule Three and was proposing the following changes to the wording:

### **3. Conduct of Members, complaints, sanctions & expulsion**

*(a) Every Member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules. Any refusal or neglect to do so, or any conduct at any time either on or off the Club premises, which in the opinion of the Main Committee, is either unworthy of a Member or otherwise injurious in any way to the interests of the Club, shall render a Member liable to disciplinary action, which may include expulsion or non-renewal of membership.*

Proposed: SV 2<sup>nd</sup>: TC Carried unanimously

The word changes will be posted on the noticeboard for a period of seven days. After which and if there are no objections, the Rule Book will be amended to reflect this change.

TL      Asap      Ongoing

## 699 SOCIAL MEMBERSHIP SUB COMMITTEE

*Background* The Club on a number of occasions has investigated the possibility of having a Social class of membership. SV has requested this be reinvestigated and wished to set up a sub-committee to do so.

SV advised that the structure of the committee had not been set but he and LW would discuss the item and come back to the next meeting.

SV/LW      March      Ongoing

## 700 RIVERFEST 2014

SV reminded all that Riverfest 2013 had been poorly organised and that the Club did not participate. The Club has been asked to participate this year by John Haffenden, former GM Shoreham Airport and well known locally who is the new chair. Mr Haffenden has many good ideas for this year's event and wishes to engage SYC this year to participate.

SV commented that he was concerned that the Club would be used for safety boat duties and other onerous tasks, which he did not feel was an appropriate use of volunteers. SV did not see a problem with the festival using the Club's premises but not on the water. KH commented that there were so many rules and regulations governing water activities, especially those involving the public and he would want to know that these had been taken in to consideration.

The Commodore asked KH and JP to meet with Mr Haffenden to ascertain what he would require from the Club and if they were satisfied that all precautions were being taken. KH and JP to meet with Mr Haffenden and report back.

KH/JP      March      Ongoing

## 701 SHOREHAM SLIPWAYS GROUP

TL advised that a letter had been received from the Shoreham Slipways Group, which had been distributed to all. They were offering their support to the Club if the Club wished to investigate the possibility of extinguishing the status of the public hard on the Club's premises (these are Stow's Hard and Tarmount Hard).

Commodore asked LW to meet with the Slipways Group to discuss.

LW March Ongoing

## 702 BSAC PROPOSAL

*Background: BSAC 007 joined SYC in 1999 and have been active in their sport from SYC premises since that time. Although it is customary for the Chair of BSAC to be a Director of SYC and sit on the Board, they are a separate entity to SYC with their own budgets and accounts. In past years there have been discussions regarding their integration into SYC.*

MN had distributed his Committee's proposal for integration. After discussion, SV asked MN to come back to the Board with financial projections for the following year including a Capex forecast in order that the Board could get a better picture as to how it might work. SV and LW offered to assist.

MN/SV/LW March Ongoing

## 703 AGM MATTERS

The following were deemed as Matters Arising from the AGM held on 11<sup>th</sup> January 2014:

### 703.1 Bar Refurbishment – When will It Start

Item on agenda but hoped to start during March 2014.

### 703.2 Parcel Force/Tarmount Hard – Not Being Reported

This was updated at the January meeting. The club legal advisors still await the conclusion to the contract negotiations going on since October 2013. TL is liaising with the solicitors and will advise when things move forwards.

### 703.3 Auditors' Letter of Weakness –Does Club Action This?

This was answered at the AGM. The terminology is wrong and this letter is required to be seen and signed by two directors on behalf of the club. The Commodore and LW signed the letter relating to the last years accounts and no 'weaknesses' in the accounting practices were identified.

### 703.4 Ladies' Changing Room – Standard of Work

Item covered. It was accepted that the standard was not as might have been expected of a club member who undertakes tiling as his profession but he had remedied to the best of his ability every criticism pointed out and it is hope the changing room would be back in use by month end.

### **703.5 Staff Pay Rise Not Above Inflation**

It was agreed that LW would look at the general market. He would report back to the Finance Committee before the budget but his initial findings seemed to indicate that staff salaries were not significantly out of alignment with the market. He was mindful however of the general feeling at the AGM and would consider this at budget time

### **703.6 Eastbourne Marina – Cheaper Than SYC for Haulout?**

LW advised that the Member who raised this query had subsequently provided him with an invoice to back up his claim. It transpired that the Member in question was able to claim back the VAT on his invoice. This would not be the situation for most Members.

The Board were advised that following the AGM, TL carried out some research and SYC was coming out at some 15% cheaper than other marinas, although in the past we were some 33% cheaper but other marinas are trying to be more competitive. Fortunately SYC has an excellent reputation for its boatyard services. It was felt that no further action was required now but at budget time, M & M needed to be mindful of price hikes

### **703.7 Share Application Communication**

Item dealt with at AGM and subsequently the letter going out to members following the end of their probationary period, although perfectly satisfactory, has been reviewed and minor amendments made to encourage shareholding as much as possible.

### **703.8 Board Minutes on Website**

Item dealt with on the day. LW commented that he believed that the minutes should only be available to Members and not the general public as they are Club business however the fact that minutes are on the website and available to all makes us a very open club.

### **703.9 Changing Room Refurb not DDA Compliant**

The Buildings Maintenance Committee have been tasked to investigate whether the refurb is to the standard of the DDA (Disabilities Discrimination Act). It may mean that the blue strip around the walls may have to be reinstated for partially sighted Members. It was confirmed that the changing room floor lip was compliant (this per Tim Cork who carries out this workplace surveys professionally).

BMC      March      Ongoing

### **703.10 Building Works Contract Project Manager Proposal**

It was suggested that when the Club commences major building works, it employs a professional project manager. The Commodore advised that employing such a person could cost in the region of £20k. LW suggested that the Club could use a professional surveyor for specific tasks, ie. asbestos. The Commodore advised that he had asked

a quantity surveyor for his professional advice regarding a particular project and he provided a report. The Commodore believed it would be beneficial to use such a person for future projects on a need to basis.

LW asked whether the Club had a Small Works Policy. TL confirmed it did but it was fairly informal. SV asked that this be reviewed by Buildings Maintenance Committee.

#### **704 WEST ENTRANCE FUNDS RELEASE**

*Background: Following the completion of the new footbridge and entrance slope to the Club, it was the Club's intention to replace the current West Entrance with something more inviting and attractive. Moorings & Maintenance Committee were tasked to look in to a replacement for the current door and the walkway to the Clubhouse.*

Dski in TK's absence was seeking funds release for £15k for this work. Dski reported that this figure, after having received a detailed quotation from the Club's preferred supplier, had increased to £25k, which included the first three phases of the works and the guesstimated cost of a new door being supplied by someone else.

Dski advised that the subsequent phases of the works would cost an additional £19k of which some items had been requested as matters of maintenance unrelated to the west entrance. SV asked whether three quotations had been received. LW stated that Adur Home Improvements (AHI) are one of the Club's preferred contractors as their work is always of a high standard and their guarantees are far longer than the industry norm. It was pointed out that AHI have carried out all major projects in recent years of this type (River Room, Cladding, Main entrance) It was felt that getting other quotes may achieve a cheaper price but without knowledge of work standard may result in the same problems that have occurred in the recent past with other works at the Club.

SV said he could ask a quantity surveyor to look at the quotation and give his professional advice as to whether he thought the Club was receiving best service.

In order that the Board could give this item their full attention, TL would email the quotation received from Adur Home Improvements to them and once SV had received a report from the quantity surveyor, this, too, would be emailed out and after which a vote would be taken as to whether the sum of £25k or the full contract price be released via email.

SV/TL/  
Board

Asap

Ongoing

#### **705 SAFETY BOAT FUNDS RELEASE**

LW, in AW's absence, was seeking funds release of £1,690 to replace the Bladder engines on the two small inflatables. The current engines are 10 years old with multiple problems, which are uneconomical to repair.

Proposed: LW 2<sup>nd</sup> JP Carried unanimously

## 706 WAVELENGTH & FIXTURE CARD

Dski enquired whether there was any news on the next edition of Wavelength and publication of the Fixture Card. SV commented that he was not happy about the lateness of Wavelength but confirmed it was now in production and there would be three issues this year without fail. This was prompted by a long term Member asking him if the publication had been axed & another Country Member stating his subscription was dependent on Wavelength contact. In Dski's opinion we should have 3 editions per year as an obligation to our Members

SV confirmed that the Fixtures Card was ready to go to the printers.

## 707 EAST ELEVATION SIGNAGE

SV advised that TK was still waiting for the cherry picker to become available in order that the sign may be erected. The free use of the cherry picker will save the Club some £600.

TK      Asap      Ongoing

## 708 BAR REFURBISHMENT

Commodore advised that new drawings had been created for the proposed Bar refurbishment. TC advised that the largest trophies will be sited behind the Bar. The current cabinet will still house trophies and some of the Club's yacht models. TC advised that refurb is currently out for tender and he should have the prices back by the end of the week. LW asked TC to provide a schedule.

TC      Asap      Ongoing

## 709 SUB COMMITTEE MINUTES

The meeting was advised that sub committee minutes were now on the website.

## 710 FRANKING MACHINE

The Office were seeking to replace the current franking machine, which is some 10 years old and can no longer cope with the technology employed by the Post Office. It is also becoming increasingly unreliable.

JF had obtained three quotations, one from the Club's current supplier at a cost of £1,553 including VAT. Another quotation was for a higher specification machine, with lower running costs and this was £834 including VAT. LW therefore requested release of funds for £834 to purchase the machine.

Proposed: LW    2nd: TC    Carried unanimously

## 711 PILE PAINTING

Commodore advised that in TK's absence he was seeking funds release of £3k for pile painting. LW reminded the meeting that KH was going to speak with his brother who bulk buys such paint to see if we could get a more advantageous price on the supply of this. Request for release proposed, with KH to try and source better paint price.

Proposed: Commodore    Ab: Dski    Carried

## 712 EPOS TILL

TC was requesting release of funds of £3k for an EPOS till for the Bar, which would include the facility to swipe Members' membership cards. TC stated that he was looking for an additional £365 on top of the £2500 that had already been agreed. TC said that he had looked in to the second hand market but it would only give a saving of a few hundred pounds and with a much shorter warranty.

SV asked if the Office could look in to this item. TL advised that the Office was always happy to do this, but felt that it was an area where they had no direct knowledge. Commodore advised that he would speak to other suppliers and communicate to the Board via email within a week or two for a solution agreeable to the Franchisee and Board.

Comm      Asap      Ongoing

## 713 COMMENTS BOOK

PH reported there were two items in the Comment

*Background: Within the Bar area there is kept a Comments Book where Members are invited to write down any suggestions/comments they may have that affect their Club, its Members and themselves. These comments are read at the following Main Committee Meeting and responses noted in the book.*

PH reported that there were two new comments in the book. The first, from Karen Vyse, complimented the Bar on the friendliness of the new staff and the lovely flowers. The second from John Barrow also commented on the flowers, great staff and excellent food. Comm congratulated Emma, Mark and Tim for their hard work.

## 714 MEMBERSHIP MATTERS

### 714.1 New Members' Listing

The list was read through. It was noted that the Club had received its first membership application via the NAMS scheme

Proposed: Commodore      Carried unanimously

## 715 CORRESPONDENCE

### 715.1 Letter from Mary Parker

Mrs Parker wrote to the Board expressing her displeasure with the lack of dinghy activities at the Club. Commodore and JP to reply to Mrs Parker.

Comm/JP      Asap      Ongoing

### 715.2 Letter of Resignation – Angela Bower

Mrs Bower's letter of resignation was read to the Board. The office will reply on Commodore's behalf acknowledging her comments contained within.

Comm      Asap      Ongoing

### 715.3 Shoreham Harbour Regeneration

TL advised that SHR were holding public consultations at various locations and dates until 25<sup>th</sup> April and recommended that all try and attend a meeting. This item will be on a future meeting's agenda.

TL May Ongoing

## **716 1<sup>st</sup> QUARTER MANAGEMENT ACCOUNTS**

It was noted that heating costs were high. TC confirmed that the Bar were now controlling the heating to a more ambient temperature which hopefully may help. The Commodore asked when the financial assistance given to the Caterer for opening for lunch on a Friday and Saturday will end. It was very unfortunate that the Membership were not taking advantage of these additional opening hours. PH advised that this support will be ending in a few weeks time.

LW asked that if anyone had any questions that they be emailed either to himself or TL. LW believed all was looking OK but there were some areas of high cost that needed to be addressed.

## **717 ANY OTHER BUSINESS**

### **717.1 Royal Escape Room Flooring**

KH asked when there may be new flooring in the Royal Escape Room. TL confirmed that he was meeting with the loss adjuster on Tuesday and hopefully will receive permission to proceed from the Insurers soon.

### **717.2 Sailability AGM**

TL reminded all that it was the Sailability AGM on Saturday at 1600 hours if any Directors could go along to support them. Dski advised that he had decided, after many year's service, to step down at the AGM. Commodore and KH remain as Trustees.

### **717.3 Bar Prices Increase**

LW asked what the rationale was behind the recent price increases. TC advised that four items had increased but all soft drinks had been reduced, which gave an overall reduction in Bar prices. This had been agreed by House Committee in accordance with agreed practice

### **717.4 Proposal to Change Rule 14 – Life Membership**

*Background: PH was asked to look in to ambiguities within the rules pertaining to Life Membership and Joint Members. When one of a couple qualifies for Joint Membership due to age/length of membership, but their partner does not as they are younger, the younger Member currently has to pay single membership until they attain the age of 75. This was felt unequal.*

PH proposed the following additional clauses to Club Rule 14:

*c) If, at the time of becoming entitled to Life Membership,*

*the Member shall have a joint membership with a spouse, co-habitee or civil partner, then both such Members shall be entitled to Life Membership during the currency of such marriage, co-habitation or civil partnership subject to payment by them of the difference between the charge for a Joint Membership and a Single Membership for the time being in force until such time that both parties would have been eligible for Life Membership PROVIDED ALWAYS that such Life Membership shall not be extinguished by the death of a spouse, co-habitee or civil partner*

*d) The directors may at their absolute discretion nominate other Members of the Club to become Life Members. The directors must propose and second such nomination which must be passed by the Board of Directors. Such additional Life Members will be elected at the Annual General Meeting under the same procedures as those laid down in the preceding Rule 13 hereof relating to Honorary Membership.*

Proposed: PH 2<sup>nd</sup>: Commodore Carried unanimously

The proposed changes will be posted on the Club's noticeboard and if no objections are received after a period of seven days, the Club Rule Book will be amended.

CLOSED

There being no further business the meeting closed at 00.09

**Date of Next meeting: Monday 17<sup>th</sup> March 2014.**

I agree the above to be a true summary of the meeting.

---

---

---

---