



**CSC Board Meeting Minutes**  
**Tuesday 10<sup>th</sup> October 2023 at 7pm in Club House**



	Topic	Information	Lead/ Action
1	Present and apologies	Present – SH, DF, MAB, JD, CT, AE, LP, PB Apologies – DV Absent - MW	MAB
2	Minutes of Meeting of 12 <sup>th</sup> September 2023	Proposed MAB; approved PB.	MAB
3	Matters arising from the Minutes.	MW – Safety Boats bosun only once has managed to change working hours. MYA – LP may be able to be the lead. Hon Rear Com – LP to draft criteria SH to carry forward Dutyman question for RE DF to move forwards on fuel storage licence	LP, SH, DF
4	Treasurer's Report	See note to item.	DF
5	Board and appointments	Looking ahead: SH, DF, MAB, JD, CT, AE, LP, PB to stay on another year. For first meeting of new board need to develop a succession plan. AGM is the opportunity to tell members. Richard J is stepping down from RTC Principal role at the end of the 2024 training season. RTC continuity plan being developed involving MAB and CT, currently undergoing RYA Senior Instructor Dinghy training for this purpose. Agreed RTC Principal role should be on the Board.	SH
6	Membership update	See note to item. Names approved. Also specific revised fees with increase for next year – agreed. (see note to item) Also Cruiser storage to go up by 10%. Moorings – reserves healthy, no increase	HJ
7	Buildings; Health and Safety	Men's toilet not working (cistern not filling) Urgent loft ladder repair needed (hook to enable controlled lowering) – PB will attend to this. SH to contact members who have said on membership forms that they can help with odd jobs etc. to find support for DV Safety Review – actions for Board (See note to item): MAB to allocate actions, and ask Fire Service to carry out fire risk assessment some time when they are doing their practice drills at the club; PB to check kitchen hygiene	DV, PB, SH, MAB
8	Moorings update	See attached report on Starchild's Dream	DH
9	Sailing Secretary update	Meeting to be scheduled in November with key leads (Richard Jenner (as RTC Principal) and Anatole for rowing insight for draft schedule with minimal conflicts.	LP
10	Paddle-boarding and swimming update	See note to item (swimming). Perhaps winter talk by expert on safety – hypothermia etc eg RNLI sea safety officer: AE will investigate. Noted we need to decide on what the paddleboarding offer, if any, is to be for next season and further ahead.	AE
11	Club Development	Spreadsheet has been updated as a result of the Initiative Prioritisation Meeting on 27/9: In summary, the prioritisation process has bedded in, with an appropriate	PB, SH, AE

		<p>focus on the various initiatives. Several items have been removed from the main list as they are no longer considered relevant; most of the items are continuing to shape up or are awaiting updates; there is clarity on actions for the most important items: 1 East Slipway Repairs - we will determine whether the club membership has appropriate expertise before going external (idea to engage RYAS RDO(N) – Brian Pahlmann), 19 Child Safeguarding in changing rooms - a new mandatory item has been created to ensure appropriate focus, 12 lounge ambience - activity will commence to determine the potential scope, and inform a number of other initiatives (SH and AE).</p> <p>See note to item – and to note that the second Quest acquisition is now in process so is no longer part of the Initiative Prioritisation programme.</p>	
12	Check accident book	No new entries	MAB
13	AOCB	<ul style="list-style-type: none"> <li>Plan for Safety Boat Bosun – and interim arrangements (NB winch on Beaulay trailer broken, therefore 1 RIB out of action); jockey wheel on same trailer needs attention: LP to liaise with MW.</li> <li>Slipway/harbour liability etc – next steps: need to put in place notices around the harbour. JD to take photos of signs in Avoch, send to MAB who will agree wording with DF/MW and get signs made</li> <li>RYA Scotland Connected Club Conference 2<sup>nd</sup> March Perth – noted; SH and MAB plan to attend</li> <li>UHI Inverness Sports Fair invitation – 7<sup>th</sup> November (10-2pm) – Richard J organising sailing side.</li> </ul>	LP, MW, JD, MAB
14	Date & Location of next meeting	<p>AGM is the next meeting (8<sup>th</sup> December 7pm) – admin can be carried out online; discretionary awards discussed and agreed (John Paul Stephens for Adult Endeavour; Alexander Elder for Junior Endeavour); LP to sort out sailing prizes and put out a call for Cruiserscope entries. Training prizes – MAB to ask Richard J.</p> <p>First meeting date of new Board to be decided after AGM (MAB)</p>	LP, MAB

#### Office Bearers and Trustees of the SCIO:

Sandra Hogg – Commodore – SH (also Rowing Secretary)

Treasurer – David Finlayson – DF

Secretary – Marisa Astill-Brown – MAB

#### Board General Members and Trustees:

David Vincent – DV – (also Health and Safety Officer and Building Custodian)

James Dargie – JD (also Rear Commodore and Harbour Master)

Lisa Pattenden – LP (also Sailing Secretary and Safety Boat Bosun)

Mike Wilson – MW

Chris Taylor – CT (Promotion Group lead)

Allison Elder – AE (also Swimming lead)

Paul Briggs – PB (also Social Convener)

#### **Notes to Item 4: Treasurer's Report for Board meeting of 10<sup>th</sup> October 2023**

**Membership:** Subscriptions have continued to accrue and this remains the club's largest source of income which for the year to end Sept is **£15,375**

**Point of Sale card reader:** A new mPOS card reader has been obtained on exchange for the old one. The new appears to be holding charge after charging overnight but needs to be used to check battery life. The bank has not responded to a request for the cost of a second mPOS.

**Health & Safety:** The response from RYA legal department has not been totally helpful but a second board member has reviewed the HSE papers on RIDDOR and supports my interpretation of the recent slipway incident as not RIDDOR reportable. The RYA were clear however that we should have appropriate warning signs on slipway, harbour and around craned out boats on the hard.

**Instructor course subsidies:** In keeping with the precedent of recent courses 2 instructors have completed the senior instructor course and were subsidised 50% of the course fee. A further member completed the instructor course but, as a young member has been subsidised 30% as this is a transferrable skill which previous younger members have successfully used to teach elsewhere in the UK and abroad.

**Exceptional expenditure:** There have been no items of exceptional expenditure since the last board meeting.

**Draft year end accounts** are presented for board consideration. David Gibb has agreed to examine the accounts for the club once again. There is a net deficit of **£6,665** due to the purchase of the first Quest and the new outboard.

Balances as at 30/09/2023 are:	Oct	Sept
Bank account:	£52,654.30	£51,587.97
PayPal:	£336.52	£302.36
<b>Total:</b>	<b><u>£52,654.30</u></b>	<b><u>£51,890.33</u></b>

09/10/2023

#### **Notes to Item 6: Membership Report for Board meeting of 10<sup>th</sup> October 2023**

New members since last Board meeting:

Wendy and Barry Bramley - Family  
Paula Sime - Individual  
Katherine Scott - Individual  
Kim Hunter and Jon Burleigh with junior Florence Burleigh - Family

#### **Revised fees for 2024**

##### Membership subs

Individual - £55  
Senior Individual - £41.50  
Family - £82.50  
Senior Family - £55  
Junior - £29  
Student - £35.50  
Visitor - £25.50

## Storage

First sailing dinghy - £82.50

Additional sailing dinghy - £27.50

Other small vessel - £33

## Note to item 9:

### Health & Safety Management Review

## Items for CSC Board Action

<b>Ref document</b>	<b>Urgency</b>	<b>Issue</b>
Generic RA for Clubhouse + Facilities		Anti-slip paint on clubhouse stairs to be refreshed.
		Ensure regular electrics inspection and recording system in place, including PAT testing as per best practice.
		Ensure regular First Aid Fire Appliances inspection and recording system in place
		Ensure regular inspection and maintenance schedule (including recording system) in place for integrity of balcony floor and balustrade.
		Ensure that soap and anti-biological sprays are kept in stock for galley.
		Ensure system in place for taps (galley and changing rooms, including disabled toilet), showers and toilets to be flushed regularly out of season. (Legionella prevention)
		Mark out exclusion zone below clubhouse loft hatch and provide notices advising users to enforce the exclusion zone and how to open/close the hatch and drop/raise the ladder safely, including advice not to do so alone.
		Consider installation of a fall arrest at external loft door and provide notices explaining correct usage, including advice not to do so alone. Discourage all but exceptional storage to be stowed/retrieved through this door.
Generic RA for Harbour and Dinghy Park		Tie-down wires as a trip hazard: <ol style="list-style-type: none"><li>1. To be painted with high-visibility paint or tape streamers to them to ensure they stand out against the background.</li><li>2. Ensure wires are visible through grass cutting and good housekeeping</li><li>3. Ensure signage at the entrance to the Dinghy Park warns users of hazard</li></ol>
		Club boats being blown over in strong winds: <ol style="list-style-type: none"><li>1. Ensure clear instructions are available to users on best practice for tying down boats when they are put away, and particularly over winter</li></ol>
		Slips, trips and falls: <ol style="list-style-type: none"><li>1. Where possible ensure potholes are filled in and any other trip hazards mitigated</li></ol>
		Harbour wall socket – electric shock: <ol style="list-style-type: none"><li>1. Fit RCD and cover for socket</li><li>2. Ensure signage to inform users not to use extension leads to run a supply to boats</li></ol>
		Low water risks to harbour jumpers: <ol style="list-style-type: none"><li>1. Install clear depth gauge at S end of harbour with eg red line showing when unsafe</li><li>2. Erect signage to warn harbour jumpers</li></ol>
		Environmental + fire risks from fuel storage and refuelling: <ol style="list-style-type: none"><li>1. No smoking enforced + suitable signage on fuel store door</li><li>2. Note HSE allows maximum of 30L to be carried in a vehicle in a max of 2 containers (20L in max 2 containers if plastic)</li></ol>
		Slipway surface: <ol style="list-style-type: none"><li>1. Slipway to be cleaned regularly during season with pressure washer</li><li>2. Repairs needed to holes and uneven sections</li></ol>

		Falls from harbour wall or on harbour steps: 1. Barriers at harbour corners to be regularly checked (and recorded) for integrity 2. Regular monitoring of harbour steps for deterioration (and recorded)
		Fall from race box platform: 1. Netting on stanchions to be checked regularly for integrity (and recorded)
		Obstruction from boat storage along harbour wall: 1. Mark out guide lines on the ground to indicate ideal boat storage angle
		Obstructions due to inconsiderate parking: 1. Ensure adequate signage detailing acceptable parking practices around the club and neighbouring properties.
		Starters box building to be assessed for safety of construction

Responsibility for safety through activity leads, buildings custodian and harbourmaster

#### **Note to item 10 – update from the swimmers**

There has been a considerable increase in swimming activity over the summer months from SC members, other local swimmers and visitors - all enjoy the good swimming conditions the shelter of the harbour offers.

I believe there is also an increase in swimming members joining the club and this may well increase as cooler conditions approach. However, the cooler weather will, in turn, mean more use of the showers and I think we need to be mindful that they continue to be fit for purpose.

With help from Richard Evans, we hope to have a designated email for the swimmers soon which should make correspondence a little more 'organised' and inclusive.

Allison Elder

#### **Note to item 11**

Agreement reached on 2<sup>nd</sup> Quest funding plan to be minuted: current funding applications to run their course, remainder to be funded through sale of Lake Tekapo (this now guaranteed at least £1,000 with confirmation of go-ahead, JP will part-exchange for this price if we haven't sold it beforehand); any fundraising efforts and donations; and club funds making up the difference.