

Committee Meeting 7:00PM 7th August 2023

Minutes

Point

Action

1) **Welcome**

In the Commodore's absence and at the request of the members Kirsty opened the meeting and welcomed all

2) **Apologies/Attendance**

Apologies: Sallie Condy, Chris Bowen

Attendance: See Sederunt

3) **Previous Minutes**

Proposed:

Seconded:

4) **Matters Arising**

None

5) **Treasurer's Report**

Andrew

See Attached

This month despite work to get in the late fees in was the first month when outgoings exceeded income, this was due to the payment of the insurance policy. This is likely to be repeated next month when we must pay for the mooring licences and the annual Refuse Collection fees.

Jim Mclean takes the chair

6) **Secretary's Report**

Scott

- a) **Membership:** Currently there are 161 members showing but this includes a number who have not re-joined and have yet to be removed from the system, as well as a number of well-known faces who have still to pay it is likely we will have in the region of 6-8 to be deleted
- b) **Carpark:** Reminder on extra charges was put on hold until after the SGM and will now be sent out There was some discussion on this, and a request was made for information on the monies raised

Post meeting Note

Summer Trailer Storage: Fees collected £525.00.

Total Standard Fees Collected £5,260.00

Projected additional fee £1,850.00 or an additional 35% of Standard Fee

- c) **Moorings:** The fees are due to the now the details of who has paid now in currently the Club has collected fees for 67 Licences

d) Accidents: None

- e) **Correspondence:** Annual RYA Census in and to be returned by 11 August. We have been in contact was made with Argyll and Bute Council to get the

correct details on the Bill for the uplifting of the Bins and a revised account is due .

- f) **Deputy Commodore** : It was proposed and agreed by the Committee with Kirsty's agreement to second her to the post of Deputy Commodore..

Jim/Kirsty

7) Sailing Secretary

Bill

We are now coming to the end of Series 2. The Piper Anniversary Regatta was won by Dougie Campbell from Royal Gourock Yacht Club (RGYC) in "Tamarind", Andy Irvine Trophy by Chris Bowen in "More Mischieff", and Neil's Trophy by Iain Hurrel in "Billie Piper". All races have been completed, albeit that we have had some unusual wind directions. This has necessitated, on several occasions, the issuing of special courses from the Race Box.

Apart from Series 3, there are several notable Fixtures, the Gantocks Race on the last Sunday of July, Piper Championships in the middle of August at RGYC, Robert Love Memorial races in September, followed by our premier weekend, the Polaris Regatta. The Robert Love day will feature an event for the Cadets.

8) Cadet Officer

The Cadets are currently in recess until August 10 Cadets attended the cadet open day Some concerns were raised over the collection of the fees for the Cadets. The problem seems to be that while the cadet fees are a paid the junior membership remains outstanding resulting in extra work. The old Topper Dinghies stored in the carpark are due to be removed over the next two weeks.

Neil

9) SCIO Application next Steps

- a) **Completion of Trustee Applications:** Two more forms completed Andrew
- b) **Application:** the date of submission has slipped to the end of July /Sallie
- c) **CASC number** Work will need to start on getting the CASC number /Scott
- d) **Handbook** Work to start on the members Handbook which include information on the officers/Trustees Roles as well as signposts to the policies and procedures All
- e) **Polices** Its planned that the revised Polices to be with the Committee in August for approval All
- f) **Initial approach to the Solicitor:** An Initial approach to the Solicitors to carry out the conveyancing is to be organised. Scott

10) Thursday Club

The first meeting of the Thursday Club took place on the 6 July at which 6 members attended it was decide to hold a second one on the 20 July and to open up the means of contact by using the Facebook page and SMS

Scott

11) Polaris

While the Race Program is under way it would be useful to put out the poster advertising the Event

12) Other Business

- a) It was decided to purchase a sum up pad to be used for stock monitoring
- b) There was discussion on the use of the Club Patrol boats and the condition they are left in it was decided to speak to those people who had recently driven the boats to remind them about reporting faults and not to leave rubbish on them
- c) A question was raised about the slipway the original idea to repair the concrete and fill the cracks was raised as recently a club member who is also a surveyor advised against the use of the mats

13) Date of Next Meeting

19:00 hrs 7/8/2023 in the Club House

All

Meeting Closed: 21:15 hrs

Proposed Andrew Leech **Date** 07 -08-2023

Seconded Bill Aitchison **Date** 07 -08-2023

Commodore Jim Mclean

Date 07 -08-2023

The HLSC Club Minutes of Committee Meetings are not subject to the Requirements of Writing (Scotland) Act 1995, so this Minute can be 'signed' by the Members and Commodore typing their names into the electronic document.



Timetable to Become a SCIO

Date	Task	Update
April	<p>Constitution signed off by Committee.</p> <p>Members advised of revised dates</p>	<p>Agreed in Principle at April Meeting.</p> <p>Emailed members re postponement 4th</p>
May	<p>Finalise Application which includes.</p> <ul style="list-style-type: none"> a) Trustee Training 9th b) Sign up Trustees 9th c) Focus Group 23rd d) Start work on Members Briefing e) Start preparing revising Polices. <ul style="list-style-type: none"> -Membership -Funding and Grants -Equalities -Child Protection/Vulnerable Adults -Data Protection 	<p>✓ a+ c-d Complete one more required for b</p> <p>Target of Aug for Polices</p> <p>Working up revised Polices</p>
June	<p>Finalise members Briefing.</p> <p>Issue Notice of Meeting inc. Members Briefing 16th</p>	<p>✓ Done</p>
July	<p>Special General Meeting 4th @ 19:30 hrs (CASC)</p> <p>Agenda</p> <p>1 Agree Revised Constitution</p> <p>2 Agree that on Approval from OSCR to wind up the CASC</p> <p>If Approved Submit Application by 11th</p> <p>Inc.</p>	<p>✓ Application Date to be revised to end of July</p>



	Submission of Revised Policies	
August	Commence Development of Transition Plan	
Sept	Appoint Solicitors.	
Oct	Formalise contact with Council.	
	Confirm Transition Plan	
	Contact HMRC re the winding up the CASC.	
	Contact Bank re new Accounts	
Nov	Receive Confirmation	
	Transfer Accounts and Contracts to the new SCIO	
	CASC and SCIO run Concurrently	
Dec		
Jan	Wind up CASC	
Feb	SGM (SCIO) to set fees for 2024	
Ongoing	a) Start development of Members Handbook b) Gift Aid c) Possible Grant Funding d) First AGM of SCIO	



WORKS

Internal/ External	Task (Est Cost)	Instigated	Current Situation	Cost/ Estimate	Complete	Comments
Internal	Electrical Check	2019	System upgraded to meet safety Standard		2020	To be done again in 2025
External	Upgrade Sewage System to meet current spec	2018	On Hold	Est £9k		
External	Extend Slip	2018	Change in spec	Est 4K		See attached
Internal	Curtains to be replaced with Blinds (£500)	2021	Committee did not approve works cancelled	NA	2020	Take down old Curtains
External	Repair /Replace Canopy (TBC)	2021	Complete new Canopy to be delivered	£2,000		
Internal	Upgrade Bar (TBC)	2021	Now on Site	TBC		Completed
Internal	Kitchen upgrade	2021	Now on Site	EST £8K		Completed
Internal	Upgrade Heaters	2021	To get details Costs	TBC		Put on hold
External	Extend the Lean too over the current Dinghy Pend	2021	On hold until close of season	TBC		Duncan/Scott Taking Forward
External	Crane/Derrick for lifting on and taking down masts (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal	Replace single pane windows at front of Club house with DGU (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal/ External	Task (Est Cost)	Instigated	Current Situation	Cost/Estimate	Completed	Comments
Internal	Electrical Check	2025	Current Cert in Place start process Dec 2024	£600		Cost Est £600 based on 2020 costs

	Completed or abandoned
	Work in Progress
	Planned works



POLICY/CONSTITUTION/RULES REVIEW

Policy/Constitution /Rules /Other	Task	Instigated	Current Situation	Completed	Comments
Constitution	Review Constitution	Jul 21	Complete	Complete	
Policy	Data Protection Review	Due in 22			Scott To Take Forward
Policy	Equalities Review	Due in 22			Neil To Take Forward
Policy	Complaints	Due in 22			Scott To Take Forward
Policy	Child Protection	Due in 23			Neil To Take Forward
Policy	Health and Safety	Due in 22			Scott/Neil To Take Forward
Rule	Storage of Craft on Club Grounds	Due in 23			Scott To Take Forward
Rule	Accident Reporting	Due in 23			/Scott Neil To Take Forward
Other	Upgrade Website	Jul21	New Wbesite to go live in April 22	Complete	Complete
Other	Review of Governance Model	Mar 22			Underway

	Completed or Abandoned
	Work in Progress
	Planned works

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P= Present A=Absent Part =PT AP=Apologies

Jim Mclean Commodore	P	Kirsty Brown Vice Commodore	P
Andrew LeechTreasuer	P	Scott Crossley Secretary	P
Bill Aitchison Sailing Secretary	P	Neil Towart Cadet Officer	P

2nd Term Year 1			
Gus MacDonald	AP	Chris Bowen	AP

2nd term Year 2			
Sallie Condy	AP	Lorn Campbell	P

2nd Term Year 3			
Vacant Kirsty Brown	P	Jim Campbell	AP

Ongoing Attendance

Number of Committee Meetings 5

Jim Mclean Commodore	4	Kirsty Brown Vice Commodore	4
Andrew LeechTreasuer	4	Scott Crossley Secretary	4
Bill Aitchison Sailing Secretary	3	Neil Towart Cadet Officer	3
Gus MacDonald	3	Chris Bowen	2
Sallie Condy	3	Lorn Campbell	3
Vacant	-----	Jim Campbell	3