

# Committee Meeting 7:00PM 7<sup>th</sup> August 2023

# <u>Minutes</u>

# <u>Point</u>

# 1) <u>Welcome</u>

In the Commodores absence and at the request of the members Kirsty opened the meeting and welcomed all

# 2) <u>Apologies/Attendance</u>

Apologies: Sallie Condy, Chris Bowen Attendance: See Sederunt

## 3) <u>Previous Minutes</u>

Proposed: Seconded:

## 4) Matters Arising

None

## 5) Treasurer's Report

## 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	<u>Scott</u>
	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

Action

Andrew



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..

Bill

## 7) Sailing Secretary

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.

#### 9) SCIO Application next Steps

a)	Completion of Trustee Applications: Two more forms completed	<u>Andrew</u>
b)	Application: the date of submission has slipped to the end of July	<u>/Sallie</u>
c)	CASC number Work will need to start on getting the CASC number	<u>/Scott</u>
d)	<b>Handbook</b> Work to start on the members Handbook which include information on the officers/Trustees Roles as well as signposts to the policies and procedures	<u>All</u>
e)	<b>Polices</b> Its planned that the revised Polices to be with the Committee in August for approval	<u>All</u>
f)	Initial approach to the Solicitor: An Initial approach to the Solicitors to carry out the conveyancing is to be organised.	<u>Scott</u>
Thurs	sday Club	
atter	first meeting of the Thursday Club took place on the 6 July at which 6 members nded it was decide to hold a second one on the 20 July and to open up the means ontact by using the Facebook page and SMS	<u>Scott</u>

#### 11) Polaris

10)

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 he 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

All

**13)** Date of Next Meeting

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

## Meeting Closed: 21:15 hrs

Proposed	Andrew Leech	Date	07 -08-2023	_
<u>Seconded</u>	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.



# Treasurers Report

Holy Loch Sailing Club Treasurers Report June 2023

		nony c	Receipts		oro report dure	
Day	Date	Cash Col 1	Sum Up (Col 2)	PayPal Col 3	Particulars	BACS in (Col 4)
Thur	01-Jun	35.5	117		BBQ	
Fri	02-Jun	90			membership	
Sat	03-Jun					
Sun	04-Jun					
Mon	05-Jun			140	membership	
Tue	06-Jun					
Wed	07-Jun	32		30	Teas	
Thu	08-Jun					
Fri	09-Jun					
Sat	10-Jun					
Sun	11-Jun					
Mon	12-Jun			285	membership	
Tue	13-Jun				membership	
Wed	14-Jun			430	membership	
Thu	15-Jun					
Fri	16-Jun					
Sat	17-Jun					
Sun	18-Jun					
Mon	19-Jun				membership	90
Tue	20-Jun			380	membership	45
Wed	21-Jun	64.7		40		
Thu	22-Jun				membership	70
Fri	23-Jun				membership	210
Sat	24-Jun	105.6	51.5		piper event	
Sun	25-Jun	11				
Mon	26-Jun				membership	495
Tue	27-Jun			90	membership	
Wed	28-Jun	11				35
Thu	29-Jun			35	membership	35 70
Fri	30-Jun					230
		0.40.0		10.10		
nee receipte (Cr	Sub Totals	349.8	168.5 3403.3			1245
oss receipts (Col1+Col2+Col3+Col4) 3403.3						

	Prepared by Andrew Leech Paid to Bank Fees						
ļ							
I		Transfers Col	BACS Col 7	Total			
ļ	Col 5	6	2,100 00.1	Col 8			
l		117			1.98		
l				0			
l				0			
ļ				0			
l				0			
I		140		140	4.36		
ſ				0			
ſ		30		30	1.17		
ſ				0			
ľ				0			
I				0			
I				0			
ł		285		285	8.57		
ł		210			6.39		
ł		430			13.08		
ł				0			
ł				0			
ł				0			
ł			90	90			
ł		380	45		11.63		
ł		500	40		11.00		
ŀ		40	70	•	1.46		
ŀ		40	210	210	1.40		
ł			210	210			
ł				0			
ŀ		44.5	495	539.5	0.75		
ŀ		44.5	495	539.5	0.75		
ŀ		07	0.5	•	2.02		
ŀ	005	97	35		3.03		
ŀ	265		70	335	4.00		
ŀ		35	230	265	1.32		
				0			
ſ	265	1808.5	1245	3318.5	53.74		

(C011+C012+C013+C014)

3403 .Э



\_

	Payment for Business Sto	ock	
Date or Cheque	To Whom paid	Cash Col 9	BACS and Cheques Col 10
21/06/2023	Inverarity Morton		323.59
26/06/2023	Cothouse		301.72
	Totals	0	625.31
			0
	Total Payments to Summa	ary	625.31

	Treasurers Bank Account R	eport	
	Opening Balance b/fwd from Last Mo		13838.72
Add	Total Paid to bank during Month (Col	8)	3318.5
	BACS transfers and direct debits		
		Total	17157.22
	Cash drawn for office use		
	Stock (Col 10) Cheques and debits	625.31	
Doduct	Other Payments (Col 12)	3482.49	
Deduct	To Calum McLachlan Account		
	To Cadet Account		
	To Savings Account		
		Total	4107.8
Interest	Closing Balance carried Treasurer		13049.42
2.4	Closing Balance carried Calum Mclac	hlan	4345.94
1.57	Closing Balance carried Cadet		2757.4
3.15	Closing Balance carried Savings		5542.79
		Total	25695.55

Payments Other tha	n Stock		
Nature Of Payment	Cash Col 11	BACS, DD and Cheques Col 12	YTD
Mooring Licences			0
Mooring Service and maintainence			0
Licences			90
Insurance			3008.66
Cleaning,Gardening and Waste		120	249.47
Postage and Stationary			56.69
Broadband		19	105
Energy		126.64	554.48
Fuel		35.55	44.55
Repairs and Renewals			1111.74
Servicing and repairs (Boats)			5123.37
Travel and Subsistence			280.17
Advertising and Entertainment			48
Legal and Professional			0
Water Rates			162.73
Financial Charges		53.74	335.01
IT Charges			448.29
Web Site			0
Training			0
Subscriptions			365
Others		27.96	27.96
			0
Capital Items Outboard			3925
Totals	i (	3482.49	

	Cash Report				
	Cash in Hand b/fwd from last Month				
	Gross takings (Col1+Col2+Col3+Col4)				
Add					
	Cash drawn from bank for offic	e use			
		Total	3449.58		
	Cash Payments (Col 9)	0			
Deduct	Other Payments (Col 11)	0			
	Amount paid to Bank (Col 8)	3318.5			
	Tota Cash Balance as Weekly Page	al Deductions	3318.5		
	131.08				
	Cash in Hand ( as counted) c/f	wd	131.08		
	Difference on books		0		



## Timetable to Become a SCIO

Date	Task	Update
April	Constitution signed off by Committee.	Agreed in Principle at April Meeting.
	Members advised of revised dates	Emailed members re postponement 4 <sup>th</sup>
Мау	Finalise Application which includes. a) Trustee Training 9 <sup>th</sup>	
	<ul> <li>b) Sign up Trustees 9<sup>th</sup></li> <li>c) Focus Group 23<sup>rd</sup></li> <li>d) Start work on Members Briefing</li> </ul>	✓a+ c-d Complete one more required for b
	e) Start preparing revising Polices. -Membership -Funding and Grants -Equalities -Child Protection/Vulnerable	Target of Aug for Policies
	Adults -Data Protection	Working up revised Polices
June	Finalise members Briefing. Issue Notice of Meeting inc. Members Briefing 16 <sup>th</sup>	VDone
July	Special General Meeting 4 <sup>th</sup> @ 19:30 hrs (CASC) Agenda	Application Date to be revised to end of July
	<i>1 Agree</i> Revised Constitution	Cally
	2 Agree that on Approval from OSCR to wind up the CASC	
	If Approved Submit Application by 11 <sup>th</sup>	
	Inc.	



	Submission of Revised	
	Policies	
August		
August	Commence Development of Transition Plan	
	Appoint Solicitors.	
	Formalise contact with	
Sept	Council.	
Oct		
	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	2019	System upgraded to		2020	To be done
	Check		meet safety Standard			again in 2025
External	Upgrade	2018	On Hold	Est £9k		
	Sewage					
	System to					
	meet current					
	spec					
External	Extend Slip	2018	Change in spec	Est 4K		See attached
Internal	Curtains to	2021	Committee did not	NA	2020	Take down
	be replaced		approve works			old Curtains
	with Blinds		cancelled			
	(£500)					
External	Repair	2021	Complete new Canopy	£2,000		
	/Replace		to be delivered			
	Canopy					
	(TBC)					
Internal	Upgrade Bar	2021	Now on Site	TBC		Completed
	(TBC)					
Internal	Kitchen	2021	Now on Site	EST £8K		Completed
	upgrade					
Internal	Upgrade	2021	To get details Costs	TBC		Put on hold
	Heaters					
External	Extend the	2021	On hold until close of	TBC		Duncan/Scott
	Lean too over		season			Taking
	the current					Forward
	Dinghy Pend	0004	· · · · · · · · · · · · · · · · · · ·	70.0		
External	Crane/Derrick	2021	Feasibility being	TBC		Put on hold
	for lifting on		investigated			
	and taking					
	down masts					
Internal	(TBC) Peplace	2021	Feasibility being	TBC		Put on hold
mernal	Replace	2021	Feasibility being	IDC		Fut on hold
	single pane windows at		investigated			
	front of Club					
	house with DGU (TBC)					
Internal/	Task (Est	Instigated	Current Situation	Cost/Estimate	Completed	Comments
External	Cost)	insugated	current situation	cosycsumate	completed	connents
External	costj					
Internal	Electrical	2025	Current Cert in Place	£600		Cost Est £600
ancernar	Check	2023	start process Dec 2024	2000		based on
	CHECK		start process Dec 2024			2020 costs
						2020 (0515

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
Other	Review of Governance Model	Mar 22			Underway

Completed or Abandoned		
Work in Progress		
Planned works		



# Sederunt

## Sederunt

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

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

2nd Term Year 1				
Gus MacDonald	АР	Chris Bowen	АР	

2nd term Year 2				
Sallie Condy AP Lorn Campbell P				

2nd Term Year 3				
Vacant Kirsty Brown	Р	Jim Campbell	АР	

# Ongoing Attendance

# Number of Committee Meetings 5

Jim Mclean	4	Kirsty Brown	4
Commodore	4	Vice Commodore	
Andrew	4	Scott Crossley	4
LeechTreasuer	4	Secretary	
Bill Aitchison	3	Neil Towart Cadet	3
Sailing Secretary	5	Officer	
Gus MacDonald	3	Chris Bowen	2
Sallie Condy	3	Lorn Campbell	3
Vacant		Jim Campbell	3