

# Committee Meeting 7:00PM 6<sup>th</sup> November 2023 <u>Minutes</u>

<u>Point</u> <u>Action</u>

#### 1) Welcome

The Vice Commodores chaired the meeting as the Commodore had to leave early. Kirsty opened the meeting at 19:00 hrs and welcomed all. The meeting was pleased to welcome Lorn back.

#### 2) Apologies/Attendance

Apologies: Scott Crossley, Angus Macdonald, Jim Campbell

Attendance: See Sederunt

#### 3) Previous Minutes

<u>Proposed: Jim Maclean</u> Seconded: Sallie Condy

#### 4) Matters Arising

Kirsty noted that she is still not receiving email correspondence directly from the secretary Post Meeting Note Kirsty has provided an alternative Email address

#### 5) Treasurer's Report See Attached

Andrew

Although the SCIO has been formed it has not been financially active yet so there is nothing to report for that. For the current club record keeping, he has reworked the financial form used to be in line with the future OSCR template and also to better link with reports that can be obtained from Webcollect.

Lorn noted that he has an invoice for the flower gifts from Polaris and will forward this to Andrew for payment. **Ac** 

Lorn Andrew

#### 6) Secretary's Report

**Scott** 

a) Membership: Currently there are 176 members. While the overall number of club members is reported at at each committee meeting and felt that in addition, it would be helpful to see the breakdown of membership subscription numbers at each committee meeting

#### b) Policies

The draft Equalities and Safe-Guarding Policies were agreed with the following actions:

- The HLSC banner needs SCIO adding to it Lorn has the original and will update
- Jim Mc agreed that his contact details can be inserted
- Policies to go on the website once finalised as above

Lorn

Neil Sallie



c) Carpark: The Letters have gone out to all those members who are due additional payments as a result of extended stay in the Carpark. Of the twelve two have paid and an additional two have been in touch. Tae An Awe was broken up and the scrapman has removed most of the debris. A Club Member has purchased the white Colvic and has undertaken to remove it as soon as possible

#### d) Changing Rooms

It was noted that although a curtain has been added for privacy in the male changing room that there should be a separate lockable space which is not achievable in the current situation. Andrew and Sallie noted that they are aware of an opportunity to apply for a grant next April and so will begin looking at drafting an application in the New Year. Jim C to be asked if he can assist with planning, obtaining quotes etc that will be needed.

Sallie/ **Andrew** 

Jim C

e) **Moorings**: Nothing to report

f) Accidents: None

#### g) Correspondence

The email correspondence received from Andrew relating to the removal and handling of his tender was discussed with the following agreed:

- The number of abandoned tenders plus the general increase in tender size presents challenges. This should be addressed ready for next season
- Members' tenders can be stored in the lean to in addition to the tender pound, but must been removed by 1<sup>st</sup> November each year to allow for the winter storage of club equipment.
- As recommended by the RYA due to fire risk, outboards must be removed from tenders and stored separately / securely
- Club members should be advised that a clear up is taking place and be given notice to remove their tenders by a given date or they will be disposed of
- email members and ensure that the Storage Policy reflects the above
- make the necessary changes to the website and Webcollect forms. and
- create a plan of action for better storage.

**Scott** Sallie Jim MC/ Jim C

Bill

#### 7) Sailing Secretary

All the Club Trophies have been accounted for, and those being awarded this year are in the process of being engraved in time for the Prizegiving on 18th November. Glasses have been purchased, and by only awarding one glass to appropriate places, 50 have been ordered.

A Sailing sub committee meeting will be held shortly as we have already been asked to submit our Calendar of appropriate events to the CYCA.

#### 8) Cadet Officer

Cadet's is currently off now. Behind the scenes we have had the RYA inspection on the 6/10/23 which we passed with no major issues. Verbally mentioned was the state of the garage and outboards left on tenders in the lean too. On paperwork side of things, I showed him the new equalities policy and safeguarding policy what he was very happy with. The visit went very well. They cant believe the number of cadets we have and that we are operating a waiting list system.

<u>Neil</u>



Archie Munns has won the Queensland's cup and Darcy Cameron has won the Yorkshire cup for the prizing giving.

Behind the scenes I am working on the operating procedures document and would like to book a first aid course for the volunteers over the winter. I also looking for someone to help me with the paperwork side of things for cadets.

**Neil Scott** 

Ther was a request for the committee's permission to organise a first aid course over the winter for the volunteers that support cadets. This was agreed and noted that spare places could be made available to club members.

#### 9) SCIO Update

a) An estimate for the legal fees for the transfer of the property to the SCIO has been received. Harper Macleod the Lawyers having reviewed the paperwork, advise that it is slightly more complex, and they estimate fees to be £2,000 +VAT + any outlays. The committee agreed to engage Harper Macleod as our solicitor's on this basis.

**Scott** 

b) Andrew is in the process of applying for the new bank account and he is ensuring that there is robustness in terms of who has authority, so full access for the secretary and treasurer with the commodore and vice-commodore being able to issue instructions. He will check if there is a mechanism for delegated.

<u>Andrew</u>

c) It was also noted that a market valuation is required for the land and property. Jim agreed to look into this

Jim Mc

#### 10) Thursday Club

All club members are very welcome to come along if they are free on the first Thursday of every month. Attendance is flexible and numbers vary each month. There is a list of jobs to do, but the main priority is the storage – garage, lean-to and tender pound. A blog and email will be done for this month

<u>Sallie</u>

#### 11) Report on Skiffs

The committee are grateful to members who took the time to complete the questionnaire and Sallie ran through the findings. Kirsty noted that it was not a resounding yes or no, so it was agreed that a sub-committee will be formed to develop a proposal to bring to the next AGM. We have the names of members who expressed an interest in being involved and could be approached.

Kirsty Sallie

#### 12) Prize Giving

Bill advised that all the organisation is in hand for the upcoming Prize Giving. Anyone wanting tickets should see Andrew in Purdies, Argyll Street. Further publicity will be done this week with an email to members and blog; as well as a post on the Lorn Facebook page.

Sallie Lorn

#### 13) Any Other Business

a) Plans for the winter were discussed including maintenance around the club and some social activities that bring members together. The following were agreed:

Jim McI

b) Although the Thursday Club is excellent there are some larger jobs that require more planning and logistics, so a programme of winter work party days would be



appropriate for these. In addition to the storage area already mentioned, slipway repairs and maintenance would also fall into this category

- c) Quiz nights have proved popular so Kirsty and Chris will liaise with Kenny regarding a quiz night or social for 2024.
- d) All committee members to come with winter social ideas and possible dates for discussion at the next meeting

Kirsy/ Chris

<u>AII</u>

14) Date of Next Meeting 19:00 hrs 4 /12/2023 in the Club House

<u>All</u>

Meeting Closed: 21:45 hrs

<b>Proposed</b>	Jim Maclean	Date	4/12/23	
			4/12/23	
<u>Seconded</u>	Andrew Leech	<u>Date</u>		
	Vice Commodore	D	ate 6/12/23	
	Wine to Business			
	Kirsty Brown			

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 Loc		Treasurer	s Report Septemb	er 2023			by Andrew L	_eech	_	
			Receipts				Paid to Bank			Fees		
Day	Date	Cash Col 1	Sum Up (Col 2)	PayPal Col 3	Particulars	BACS in (Col 4)	Cash Cheque Col 5	Transfers Col 6	BACS Col 7	Total Col 8		
ri	01-Sep	40			Handbook					0	Ī	
Sat	02-Sep	50			Cruise Scotland					0	1	
Sun	03-Sep	10			Race Fees					0	1	
Mon	04-Sep									0	1	
Tue	05-Sep				Add Storage	220			220	220	1	
Wed	06-Sep									0	1	
Thu	07-Sep									0	1	
ri	08-Sep	45			Race fee cheque		45			45	1	
Sat	09-Sep									0	1	
Sun	10-Sep	1386.3	1422.25		Polaris					0	1	
Mon	11-Sep	37.98			Polaris			1422.25		1422.25	24.16	
Tue	12-Sep	30			Membership					0	1	
Wed	13-Sep	10			Donation					0	1	
Thu	14-Sep									0	1	
Fri	15-Sep						1160			1160	1	
Sat	16-Sep	37.31			Lift out Kitchen					0	1	
Sun	17-Sep									0	l	
Mon	18-Sep									0	1	
Tue	19-Sep									0	1	
Ned	20-Sep									0	i	
Thu	21-Sep				Polaris	916.33			916.33	916.33	1	
Fri	22-Sep			200	)			200		200	6.1	
Sat	23-Sep									0	1	
Sun	24-Sep									0	1	
Mon	25-Sep									0	1	
Tue	26-Sep									0	1	
Wed	27-Sep									0	1	
Thu	28-Sep									0	1	
ri	29-Sep				Handbook	40			40	40	1	
Sat	30-Sep									0	1	
	Sub Totals	1646.59	1422.25	200		1176.33	1205	1622.25	1176.33	4003.58	30.26 39	

Payment for Business Stock							
Date or Cheque	To Whom paid	Cash Col 9	BACS and Cheques Col 10				
06/09/2023	Wee Butchers (BBQ)		114				
06/09/2023	Booker		67				
08/09/2023	Morrisons		64				
10/09/2023	Chilli Grilz	400					
10/09/2023	Band 1	210					
10/09/2023	Acoustic Soundz	300					
10/09/2023	Cot House	9.3					
11/09/2023			60.99				
12/09/2023			142.2				
	Inversity Morton		563.96				
12/09/2023			5.3				
	Wee Butchers (polaris)	114					
	Blacks Bakers		67.92				
22/09/2023	Kenny Love Tshirts	20					
	Totals	1053.3					
			1053.				
	Total Payments to Summa	ry	1695.39				

	Treasurers Bank Account R	eport	
	nth	12177.51	
Add	Total Paid to bank during Month (Col	8)	4003.58
	BACS transfers and direct debits		
		Total	16181.09
	Cash drawn for office use	300	
	Stock (Col 10) Cheques and debits	1695.39	
Dodus	Other Payments (Col 12)	366.53	
Deduc	To Calum McLachlan Account		
	To Cadet Account	-1800	
	To Savings Account		
	•	Total	561.92
Interest	Closing Balance carried Treasurer		£15,619.17
	Closing Balance carried Calum Molad	hlan	£3,852.48
Ť	Closing Balance carried Cadet		£961.50
Ţ	Closing Balance carried Savings		£5,551.04
		Total	£25,984.19

Payments Other than	1 Stock			
Nature Of Payment	Cash Col 11	BACS, DD and Cheques		
		Col 12		Actual 2022
Mooring Licences			2160	2160
Mooring Service and maintainence			0	l
Licences			90	1
Insurance			3008.66	3462.89
Cleaning, Gardening and Waste		150	976.64	693.89
Postage and Stationary			56.69	15
Broadband		19	162	196.16
Energy			762.94	1009.93
Fuel		62.48	419.86	552.36
Repairs and Renewals			1354.85	1102.12
Servicing and repairs (Boats)			5174.67	3317.61
Travel and Subsistence			280.17	0
Advertising and Entertainment			48	1
Legal and Professional			0	1
Water Rates		42.69	205.42	131.16
Financial Charges		30.26	391.31	377.1
IT Charges			578.29	398.4
Web Site			0	1
Training			0	1
Subscriptions			365	1
Others		62.1	178.26	1282.1
Sponsor			500	1
Capital Items			4223.8	15635.2
Totals	0	366.53	£20,936.56	£30,333.92

Cash Report					
	Cash in Hand b/fwd from last N	389.02			
	Gross takings (Col1+Col2+Col	4445.17			
Add					
	Cash drawn from bank for office	e use	300		
		Total	5134.19		
	Cash Payments (Col 9)	1053.3			
Deduct	Other Payments (Col 11)	0			
	Amount paid to Bank (Col 8)	4003.58			
	5056.88				
	77.31				
	Cash in Hand ( as counted) c/f	wd	77.31		
	Difference on books		£0.00		



#### **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 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	2021	Committee did not	NA	2020	Take down
	be replaced with Blinds (£500)		approve works cancelled			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	твс		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
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	Р	Kirsty Brown Vice Commodore	Р
Andrew	D	Scott Crossley	AP
LeechTreasuer	r	Secretary	
Bill Aitchison	P	Neil Towart Cadet	Р
Sailing Secretary	P	Officer	

2nd Term Year 1					
Gus MacDonald	АР	Chris Bowen	Р		

2nd term Year 2				
Sallie Condy	Р	Lorn Campbell	Р	

2nd Term Year 3				
Vacant		Jim Campbell	АР	

# Ongoing Attendance

## **Number of Committee Meetings 9**

Jim Mclean	7	Kirsty Brown	8
Commodore	/	Vice Commodore	
Andrew	8	Scott Crossley	7
LeechTreasuer	8	Secretary	
Bill Aitchison	7	Neil Towart Cadet	7
Sailing Secretary	/	Officer	
Gus MacDonald	3	Chris Bowen	6
Sallie Condy	6	Lorn Campbell	5
Vacant		Jim Campbell	4



# Attendance of Trustees of the SCIO FROM November 2023

Jim Mclean		Kirsty Brown	
Commodore	1	Vice Commodore	1
Board Member		Board Member	
Andrew		Scott Crossley	
LeechTreasuer Board	1	Secretary	0
Member			
Bill Aitchison		Neil Towart	_
Board Member	1	Board Member	1
Sallie Condy		VACANT	
Board Member		Board Member	
board Weiliber		Board Member	
VACANT		VACANT	
Board Member		Board Member	
Dodi d Wichiber		Board Wichiber	
VACANT		VACANT	
Board Member		Board Member	