

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

# <u>Minutes</u>

# <u>Point</u>

# 1) <u>Welcome</u>

The Commodores opened the meeting and welcomed all

# 2) Apologies/Attendance

Apologies: Sallie Condy, Kirstie Brown, Angus Macdonald Attendance: See Sederunt

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

Proposed:Andrew LeechSeconded:Bill Aitchison

# 4) Matters Arising

### None

# 5) Treasurer's Report

### See Attached

This month outgoings exceeded income again and this is likely to continue for the rest of the year, the big expense this month was for mooring licences.

# 6) Secretary's Report

- a) **Membership:** Currently there are 161 members showing but this includes a number who have not re-joined and are in the process of being removed from the system.
- b) Policies Due to length of each document and to give time for adequate discussion it was proposed introduce the revised policies over a number of meetings the See Cadet Report
- c) **Carpark:** A revised set of bye laws for use of the carpark for storage was proposed and accepted a copy of the revised document to be sent to all the members. An alternative layout was proposed, and this will be circulated to members for comment
- d) **Moorings**: The fees have been paid are and a final recollimation is underway as reported there is an issue with members who did not put the current green tags on their moorings It is likely this will not be resolved until the new tags are issued in 2025.

# e) Accidents: None

f) Correspondence: We have a letter from Paul Bew looking for sponsorship for his son Jake to take part in the European foiling wind surfing Championship in Cadiz and if successful, this could lead to a place in the

#### Scott

**Andrew** 

#### Action



British Olympic Team. Following discussion, it was agreed to donate £500 from the Callum MacLaughlin Fund.

#### 7) Sailing Secretary

We are now halfway through Series 3 of Wednesday evening racing, and we have been fortunate with favourable conditions, ensuring completion, albeit somewhat light at times. 7 Pipers and 4 White Sail has become the normal turnout, with the dinghies and Flying Fifteens varying between 2 and 4. For the Gantocks race, conditions enabled a course outside the confines of the Loch to be sailed, for the first time in 3 years, and the distance was covered in excellent time with Chris Bowen completing the course in just over 90 mis I his Flying Fifteen More Mischief. The Piper Championship is being held at RGYC this coming weekend, and if all promises are met there should be more than 12 competitors. Preparations for Polaris are well in hand, and Alison Currie has again very kindly agreed to oversee the Cadet fleet in Ardnadam Bay.

### 8) Cadet Officer

The first of the Policies on Equalities was presented and agreed with a small number of minor additions. Further policies will follow at subsequent meetings. Cadets will start back on the 10<sup>th</sup>. The old Toppers in need of repair and other dinghies have been removed.

#### 9) SCIO Application next Steps

a) Application: the date of submission has slipped and is now due to go in August <u>Andre/Sallie</u> <u>Scott</u>

#### b) Polices on going

#### 10) Thursday Club

The Thursday Club is going from Strength to Strength with work being done to clean up the carpark, clean the gutters paint the fence and fix the holes in the roof, a white board to put up on display which can detail the jobs required

#### 11) Report on Skiffs

Carried over to September meeting

#### 12) Polaris

The Race Program is all in hand it was decide to hold a pre Polaris Meeting on the 28<sup>th</sup> August to finalise things It was agreed to invite Kenny Love to attend. We need to approach Duncan to get a team together to put up the awing.

#### 13) Other Business

a) The lift out will take place on Saturday 16 September starting around 11:30 an	<u>Duncan</u>
email to go out to members enquiring about numbers	
Post meeting note email sent 9/8.23	<u>Scott</u>
b) It was agreed to reinstate the annual cruise and picnic to Ardentinney a date	
was set for 20 August an email to go out to members.	<u>Chris</u>

Post meeting note email sent 9/8.23

Bill

**Kirstie** 

Scott



c) It was suggested that as there are a number of ongoing tasks which require regular attention and monitoring to be completed, that we seek volunteers initially from the committee and then from the wider membership it was agreed to put this on the Agenda for the September meeting

All

14) Date of Next Meeting

19:00 hrs 28/8/2023 in the Club House to discuss Polaris

#### Meeting Closed: 21:15 hrs

<u>Proposed</u>	Bill Aitcheson	Date	4/9/2023	
<u>Seconded</u>	Andrew Leech	Date	4/9/2023	
Commod	ore Jim Mclean	4/9/2	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		
oss receipts (Co	Sub Totals	349.8	168.5 3403.3			1245
uss receipts (Ut	JITTUUI2TUU	1310014)	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	
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ſ		30		30	1.17	
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I				0		
I				0		
ł		285		285	8.57	
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ł			90	90		
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ł			210	210		
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				0		
ſ	265	1808.5	1245	3318.5	53.74	

(C011+C012+C013+C014)

3403 .Э



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	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 Summary 625.31			

Treasurers Bank Account Report				
	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+Col	3+Col4)	3403.3
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	
		al Deductions	3318.5
Cash Balance as Weekly Page			131.08
Cash in Hand ( as counted) c/fwd			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 (0315

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	Р
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	АР	Lorn Campbell	Р	

2nd Term Year 3				
Vacant		Jim Campbell	АР	

# Ongoing Attendance

# Number of Committee Meetings 5

Jim Mclean	F	Kirsty Brown	4
Commodore	5	Vice Commodore	
Andrew	6	Scott Crossley	5
LeechTreasuer	0	Secretary	
Bill Aitchison	4	Neil Towart Cadet	4
Sailing Secretary	4	Officer	
Gus MacDonald	3	Chris Bowen	
			3
Sallie Condy	3	Lorn Campbell	4
Vacant		Jim Campbell	3