

# Committee Meeting 7.30pm 6<sup>th</sup> March 2023

#### **Minutes**

1. Welcome.

Jim welcomed everybody including Jim and Kirsty to their first meeting a long with the return of Lorn. The meeting started at 19:30

# Apologies

# Angus MacDonald Neil Towart See Sederunt

2. Previous Minutes Proposed Andrew Leech Seconded Sallie Condy

# 3. Matters Arising

Account to be issued to Dunoon Presents for use of the cannons -on going

| 4. | Treasurer's Report   | Scott  |
|----|--|--------|
|    | See attached.  |        |
|    | Andrew is now the holder of the electricity account. It was decided that when a payment was above the Treasurers limit it would be signed off by the Committee and all others by the Commodore and Secretary as well | Andrew |

# 5. Secretary's Report

- a Membership as at End of February we had 153 members
- **b** Carpark 46 Places occupied action being taken against three
- c Moorings List has been sent to Neil
- d Correspondence
- e Accidents none
- f Deputy Commodore the Committee were asked to think about potential candidates

# 6. Sailing Secretary

The final draft of the Sailing and Social calendar has been circulated, and apart from double checking several "outside" dates, it's good to go. A big plus is that the GSS Regatta has been moved to the weekend following Polaris.

The Sailing Instructions have been updated, and I am now working on a review of Courses. These will be ready for perusal shortly. I have made contact with our supplier regarding suitable memorabilia to mark the Coronation which takes place on the Saturday of our Opening Regatta. It is my intention to provide each boat participating with a keepsake of the Occasion, and also award suitably engraved glassware as prizes, to be presented at the completion of racing.

Scott

All

Scott



Permission Documentation is in the process of being prepared for submission to Peelports to cover the Season. I am about to start the preparation of our Racing Marks to enable laying prior to the first race on Wednesday 26<sup>th</sup> April

# 7. Cadet Officer

# 8. Improvements

Duncan is to hold a meeting on site to programme the works and an initial quote for the levelling to be obtained

The upgrading of the Showers the quote of £750 was accepted and work to be instructed.

Having considered the quotes for the windows, it was decided not to go ahead at present.

# 9. Governance Review

Following the Vote at the AGM to seek to become a SCIO progress continues towards this goal.

There feedback and was some discussion on the Draft of the constitution as it stands to date, and it is proposed to have a substantiative draft for the next committee meeting. Meanwhile several queries have come up and we will need to seek clarification on them.

One of the issues that has been identified is around the use of the Callum McLachlan Fund this is to be raised with Mollie McLachlan's Family. Other issues include the Transfer of the property to the SCIO and the Contract with the Council over the Playpark.

Work continues on the Application part of this will involve submission of a number of key polices some of which may need to be revised.

There was some discussion on the Handbook, and it was decided to have an additional handbook for members detailing the Club Rules Trustees and Officers roles etc.

The timetable for this is attached.

# 10. Feed Back AGM

An update on the AGM has been sent out to all members and to date there has been no feedback on either the AGM or Update

# 11. Co-opted places

Brian Tester has agreed to act as the Coordinator for the Club's Ribs and Gunner

# 12. Any other Business

New members were asked to provide a photo and bio for the website

# 13. Date of Meeting

3rd April 2023 @ 7:30 in the Clubhouse

# Meeting closed 21:15

| Proposed Lorn Campbell | Date 3/4/23 |
|------------------------|-------------|
| Seconded Chris Bowen   | Date 3/4/23 |
| Commodore Jim Maclean  | Date 3/4/23 |



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



# **Treasurer's Report**

|     |            | HOIY LO       | Receipts       | Treasurer       | s Report Februa | 17 2023            |
|-----|------------|---------------|----------------|-----------------|-----------------|--------------------|
| Day | Date       | Cash<br>Col 1 | Sum Up (Col 2) | PayPal<br>Col 3 | Particulars     | BACS in<br>(Col 4) |
| Wed | 01-Feb     |               |                |                 |                 |                    |
| Thu | 02-Feb     |               |                |                 |                 |                    |
| Fri | 03-Feb     |               |                |                 |                 |                    |
| Sat | 04-Feb     |               |                |                 |                 |                    |
| Sun | 05-Feb     |               |                |                 |                 |                    |
| Mon | 06-Feb     |               |                |                 |                 |                    |
| Tue | 07-Feb     |               |                |                 |                 |                    |
| Wed | 08-Feb     |               |                |                 |                 |                    |
| Thu | 09-Feb     |               |                |                 | Membership      | 220                |
| Fri | 10-Feb     |               |                |                 |                 |                    |
| Sat | 11-Feb     |               |                |                 |                 |                    |
| Sun | 12-Feb     |               |                |                 |                 |                    |
| Mon | 13-Feb     |               |                |                 |                 |                    |
| Tue | 14-Feb     |               |                |                 |                 |                    |
| Wed | 15-Feb     |               |                |                 |                 |                    |
| Thu | 16-Feb     |               |                |                 |                 |                    |
| Fri | 17-Feb     |               |                |                 |                 |                    |
| Sat | 18-Feb     |               |                |                 |                 |                    |
| Sun | 19-Feb     |               |                |                 |                 |                    |
| Mon | 20-Feb     |               |                |                 | Membership      |                    |
| Tue | 21-Feb     |               |                |                 |                 |                    |
| Wed | 22-Feb     |               |                |                 | Membership      | 90                 |
| Thu | 23-Feb     |               |                |                 |                 |                    |
| Fri | 24-Feb     |               |                |                 |                 |                    |
| Sat | 25-Feb     |               |                |                 |                 |                    |
| Sun | 26-Feb     |               |                |                 |                 |                    |
| Mon | 27-Feb     |               |                |                 |                 |                    |
| Tue | 28-Feb     |               |                |                 | Membership      | 10                 |
|     | 1 1        |               |                |                 |                 |                    |
|     | Sub Totals | 0             | 0              | 0               |                 | 41                 |

|                      | Prepared           | d by Andrew L | eech           |
|----------------------|--------------------|---------------|----------------|
|                      | Paid to B          |               |                |
| Cash Cheque<br>Col 5 | Transfers Col<br>6 | BACS Col 7    | Total<br>Col 8 |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    | 220           | 220            |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    | 5             | 5              |
|                      |                    | 5             | 0              |
|                      |                    | 90            | 90             |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    | 100           | 100            |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
|                      |                    |               | 0              |
| 0                    | 0                  | 415           | 415            |

oss receipts (Col1+Col2+Col3+Col4) 415

| Payment for Business Stock |              |               |                            |  |  |  |
|----------------------------|--------------|---------------|----------------------------|--|--|--|
| Date or<br>Cheque          | To Whom paid | Cash<br>Col 9 | BACS and<br>Cheques Col 10 |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            |              |               |                            |  |  |  |
|                            | Totals       | 0             | 0                          |  |  |  |
|                            |              |               | 0                          |  |  |  |

Total Payments to Summary

E

0

|          | Treasurers Bank Account Re             | eport |        |  |  |
|----------|--|-------|--------|--|--|
|          | Opening Balance b/fwd from Last Month  |       |        |  |  |
| Add      | Total Paid to bank during Month (Col 8 | 3)    | 415    |  |  |
|          | BACS transfers and direct debits       |       |        |  |  |
|          |  | Total | #REF!  |  |  |
|          | Cash drawn for office use              |       |        |  |  |
|          | Stock (Col 10) Cheques and debits      | 0     |        |  |  |
| Deduct   | Other Payments (Col 12) 219.9          |       |        |  |  |
| Deduct   | Calum McLachlan Account                |       |        |  |  |
|          | Cadet Account                          |       |        |  |  |
|          | Savings Account                        |       |        |  |  |
|          |  | Total | 219.97 |  |  |
| Interest | Closing Balance carried Treasurer      |       | #REF!  |  |  |
| 2.12     | Closing Balance carried Calum Mclach   | #REF! |        |  |  |
| 1.4      | 1.4 Closing Balance carried Cadet      |       |        |  |  |
| 2.82     | Closing Balance carried Savings        |       | #REF!  |  |  |

| Payments Other than              | 1 Stock        |                                      |       |
|----------------------------------|----------------|--------------------------------------|-------|
| Nature Of Payment                | Cash<br>Col 11 | BACS,<br>DD and<br>Cheques<br>Col 12 | YTD   |
| Mooring Licences                 |                |                                      | #REF! |
| Mooring Service and maintainence |                |                                      | #REF! |
| Licences                         |                |                                      | #REF! |
| Insurance                        |                |                                      | #REF! |
| Cleaning,Gardening and Waste     |                |                                      | #REF! |
| Postage and Stationary           |                |                                      | #REF! |
| Broadband                        |                | 16.75                                | #REF! |
| Energy                           |                | 61.25                                | #REF! |
| Fuel                             |                | 1.8                                  | #REF! |
| Repairs and Renewals             |                |                                      | #REF! |
| Servicing and repairs (Boats)    |                |                                      | #REF! |
| Travel and Subsistence           |                | 140.17                               | #REF! |
| Advertising and Entertainment    |                |                                      | #REF! |
| Legal and Professional           |                |                                      | #REF! |
| Water Rates                      |                |                                      | #REF! |
| Financial Charges                |                |                                      | #REF! |
| IT Charges                       |                |                                      | #REF! |
| Web Site                         |                |                                      | #REF! |
| Training                         |                |                                      | #REF! |
| Subscriptions                    |                |                                      | #REF! |
| Others                           |                |                                      | #REF! |
|                                  |                |                                      | #REF! |
| Capital Items                    |                |                                      | #REF! |
| Totals                           | 0              | 219.97                               |       |
| Oash Barad                       |                |                                      |       |

| Cash Report                        |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|
| Cash in Hand b/fwd from last Momth |  |  |  |  |  |  |
| Gross takings (Col1+Col2+Col3      | +Col4)   | 415  |  |  |  |  |
|                                    |  |  |  |  |  |  |
|                                    |  |  |  |  |  |  |
| Cash drawn from bank for office    | euse   |  |  |  |  |  |
|                                    | Total  | 415  |  |  |  |  |
| Cash Payments (Col 9)              | 0  |  |  |  |  |  |
| Other Payments (Col 11)            | 0  |  |  |  |  |  |
| Amount paid to Bank (Col 8)        | 415  |  |  |  |  |  |
| Tot                                | al Deductions  | 415  |  |  |  |  |
| Cash Balance as Weekly Page        |  | 0  |  |  |  |  |
| Cash in Hand ( as counted) c/fv    | vd   | 0  |  |  |  |  |
| Difference on books                |  | 0  |  |  |  |  |
|                                    | Cash in Hand b/fwd from last M<br>Gross takings (Col1+Col2+Col2<br>Cash drawn from bank for office<br>Cash Payments (Col 9)<br>Other Payments (Col 11)<br>Amount paid to Bank (Col 8)<br>Tot<br>Cash Balance as Weekly Page<br>Cash in Hand ( as counted) c/fv | Cash in Hand b/fwd from last Momth<br>Gross takings (Col1+Col2+Col3+Col4)<br>Cash drawn from bank for office use<br>Total<br>Cash Payments (Col 9) 0<br>Other Payments (Col 9) 0<br>Other Payments (Col 1) 0<br>Amount paid to Bank (Col 8) 415<br>Total Deductions<br>Cash Balance as Weekly Page<br>Cash in Hand ( as counted) c/fwd |  |  |  |  |



#### WORKS

| Internal/<br>External | Task (Est Cost)   | Instigated | Current Situation                               | Cost/<br>Estimate | Complete  | Comments  |
|-----------------------|---|------------|---|-------------------|-----------|---|
| Internal              | Electrical Check  | 2019       | System upgraded to<br>meet safety Standard      | Estimate          | 2020      | To be done again in<br>2025                             |
| External              | Upgrade Sewage<br>System to meet<br>current spec                              | 2018       | On Hold   | Est £9k           |           |   |
| External              | Extend Slip   | 2018       | Change in spec                                  | Est 4K            |           | See attached  |
| Internal              | Curtains to be<br>replaced with<br>Blinds (£500)                              | 2021       | Committee did not<br>approve works cancelled    | NA                | 2020      | Take down old Curtains                                  |
| External              | Repair /Replace<br>Canopy<br>(TBC)  | 2021       | Complete new Canopy<br>to be delivered          | £2,000            |           |   |
| Internal              | Upgrade Bar (TBC)   | 2021       | Now on Site                                     | твс               |           | Duncan/Kenny Taking<br>Forward                          |
| Internal              | Kitchen upgrade   | 2021       | Now on Site                                     | EST £8K           |           | Duncan/Kenny Taking<br>Forward                          |
| Internal              | Upgrade Heaters   | 2021       | To get details Costs                            | ТВС               |           | Scott Contactor calling<br>out on 8 <sup>th</sup> April |
| External              | Extend the Lean<br>too over the<br>current Dinghy<br>Pend                     | 2021       | On hold until close of<br>season                | TBC               |           | Duncan/Scott Taking<br>Forward                          |
| External              | Crane/Derrick for<br>lifting on and<br>taking down<br>masts (TBC)             | 2021       | Feasibility being<br>investigated               | ТВС               |           | Duncan/Scott Taking<br>Forward                          |
| Internal              | Replace single<br>pane windows at<br>front of Club<br>house with DGU<br>(TBC) | 2021       | Feasibility being<br>investigated               | TBC               |           | Duncan/Scott Taking<br>Forward                          |
| Internal/<br>External | Task (Est Cost)   | Instigated | Current Situation                               | Cost/Estimate     | Completed | Comments  |
| Internal              | Electrical Check  | 2025       | Current Cert in Place<br>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<br>/Rules /Other | Task                                   | Instigated | Current Situation                     | Completed | Comments                     |
|--------------------------------------|--|------------|---------------------------------------|-----------|------------------------------|
| Constitution                         | Review<br>Constitution                 | Jul 21     | Complete                              | Complete  | Scott To Take Forward        |
| Policy                               | Data<br>Protection<br>Review           | Due in 22  |                                       |           | Scott To Take Forward        |
| Policy                               | Equalities<br>Review                   | Due in 22  |                                       |           | Scott/Neil To Take Forward   |
| Policy                               | Complaints                             | Due in 22  |                                       |           | Scott To Take Forward        |
| Policy                               | Child<br>Protection                    | Due in 23  |                                       |           | Neil To Take Forward         |
| Policy                               | Health and<br>Safety                   | Due in 22  |                                       |           | Scott/Neil To Take Forward   |
| Rule                                 | Storage of<br>Craft on Club<br>Grounds | Due in 23  |                                       |           | Scott To Take Forward        |
| Rule                                 | Accident<br>Reporting                  | Due in 23  |                                       |           |                              |
| Other                                | Upgrade<br>Website                     | Jul21      | New Wbesite to go<br>live in April 22 |           | Sallie Scott to Take Forward |
| Other                                | Review of<br>Governance<br>Model       | Mar 22     |                                       |           |                              |
|                                      |  |            |                                       |           |                              |

| Completed or Abandoned |
|------------------------|
| Work in Progress       |
| Planned works          |



# Holy Loch Sailing Club

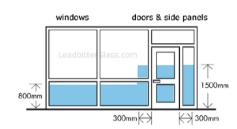
Sandbank, Dunoon, Firth of Clyde



TENDER REPORT To renew windows and at the seaward elevation March 2023

#### Background

Currently the windows to the seaward elevation are single glazed pane timber type. The windows are split into Georgian wired glass panes in the lower half with plane glass in the upper section. Also a UPVC French doors located centrally. It is noted that the condition has declined over time mainly due to their location. There is evidence of rot in the timber frame to the right of the French windows and there are several cracked panes in the Georgian wired glass panes which will require to be replaced with safety glass as per the diagram below.



The threshold bar on the UPVC French doors is high and is a trip hazard. A threshold piece should have a height of not more than 15mm, with any vertical element of more than 5mm height being pencilrounded or chamfered to an angle of not more than 45° from the horizontal-**Building Standards Technical** handbook 2019

Three contractors were asked to provide a cost to supply and fit to supply with a ten year guarantee:

- Full set of French doors to be opening outwards with a low aluminium disabled access and restrictor stays fitted allowing the doors to stay open at 90 degrees.
- Four windows All windows are fixed panes at the top with no openings the lower
  parts of the windows and doors to come with either with shiplap style infill panels or
  clear or frosted glass as per client instructions prior to contract being awarded.
- All windows and doors to be white PVC with white handles for the doors
- Removal of all debris from site.

The contractors requested to provide costs were.

Inverclyde Double glazing Greenock £6950 in total

Window Men Strone

Windowplus of Thornliebank, Glasgow

| Quotes | Quote     | Comment                     | Adjusted |
|--------|-----------|-----------------------------|----------|
| Α      | £7400     | Not sure if Vat to be added |          |
| В      | £7425 inc |                             | £7425    |
|        | vat       |                             |          |
| С      | £6950 in  |                             | £6950    |
|        | total     |                             |          |

Recommendation

It is recommended that Inverclyde Double glazing be awarded the work at a cost of £6950.00. However as this is above the threshold of the authority for the Committee to spend as per clause 11 of the current constitution approval will be required from the wider membership, it is proposed this be sought at the SGM for the changes to the constitution.

Scott Crossley

Secretary 6 March 2023



# Route Map to becoming a SCIO

# Timetable

| Date   |                 | Task  |
|--------|-----------------|---|
| April  | 3rd             | Constitution signed off by Committee.           |
|        | 4 <sup>th</sup> | Papers go out to members.                       |
|        | 18              | Special General Meeting                         |
|        |                 | Finalise Application which includes.            |
|        |                 | a)Trustee Training                              |
|        |                 | b)Submission of Revised Policies                |
|        |                 |   |
| Around | 25              | Submit application                              |
| Мау    |                 |   |
| June   |                 |   |
| July   |                 |   |
| August |                 | Receive Confirmation                            |
|        |                 | Transfer Accounts and Contracts to the new SCIO |
| Sept   |                 |   |
| Oct    |                 |   |
| Νον    |                 |   |
| Dec    |                 |   |
| Jan    |                 |   |
| Feb    |                 | First AGM                                       |



# Sederunt

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

| Jim Mclean<br>Commodore | Р | Vacant<br>Vice Commodore |    |
|-------------------------|---|--------------------------|----|
| Andrew                  | Р | Scott Crossley           | Р  |
| LeechTreasuer           | - | Secretary                |    |
| Bill Aitchison          | Р | Neil Towart              | AP |
| Sailing Secretary       | F | Cadet Officer            |    |

| 2nd Term Year 1 |    |             |   |
|-----------------|----|-------------|---|
| Gus MacDonald   | AP | Chris Bowen | Р |

| 2nd term Year 2 |   |               |   |
|-----------------|---|---------------|---|
| Sallie Condy    | Р | Lorn Campbell | Р |

| 2nd Term Year 3 |   |              |   |
|-----------------|---|--------------|---|
| Kirsty Brown    | Р | Jim Campbell | Р |

# **Ongoing Attendance**

# Number of Committee Meetings 1

| Jim Mclean<br>Commodore             | 1 | Vice Commodore               | Vacant |
|-------------------------------------|---|------------------------------|--------|
| Andrew<br>LeechTreasuer             | 1 | Scott Crossley<br>Secretary  | 1      |
| Bill Aitchison<br>Sailing Secretary | 1 | Neil Towart<br>Cadet Officer |        |

| Gus MacDonald |   | Chris Bowen   | 1 |
|---------------|---|---------------|---|
| Sallie Condy  | 1 | Lorn Campbell | 1 |
| Kirsty Brown  | 1 | Jim Campbell  | 1 |