

Committee Meeting 7:30pm 3rd April 2023

Minutes

Action

1. Welcome.

Jim welcomed everybody and the meeting started at 19:30

2. Apologies/Attendance

Sallie Condy Jim Campbell

Present

See Sederunt

3. **Previous Minutes Proposed** Lorn Campbell **Seconded** Chris Bowen

4. **Matters Arising**

Account to be issued to Dunoon Presents for use of the cannons -on going.
Work has started on Putting in place a formal procedure for allocating funds from the Callum McLachlan Fund

Scott

5. **Treasurer's Report**

See attached.

It was reported that the new electricity Bill was double last months a question was raised about the cost of Paypal and has there been a notable increase.

Andrew

(Post Meeting note: spending on Paypal by year

2022. £323.4

2021. £359.73

2020. £310.84

2019. £336.08

2018. £361.08

It should be noted that because of how Web Collect works alternative payment methods would work out much more expensive)

Paypal cost will be monitored but have not increased significantly.

The Quiz night made a surplus of £178.00

A query was raised on the level of initial Gross Earnings It was reported that Other Clubs such as Royal Gourock are making in the region of 60% mark up and while it was thought this was too high the Clubs Figure of 29.0% markup was thought to be too low. It was noted that comparing the two organisations was not appropriate due to the different types of organisations. Members also thought that it was important to maintain a balance between surpluses and the reason or social activities (Post Meeting note can of Tennent's Larger cost £1.20 and retails for £3.00).

6. **Secretary's Report**

a Membership as at 2nd April we 45 paid members out of 155 members in 2022

b Carpark I am proposing to carry out an audit of craft/trailers in the Carpark and to issue statements to those who are due to pay the increased storage fee

c Moorings List has been sent to Neil

d Correspondence Following an initial telephone contact I have an Email from the Council about the Carpark/Play area.

Scott



e Accidents none

f **Deputy Commodore** the Committee were asked to think about potential candidates

7. **Sailing Secretary**

Bill

Work is about to commence work on the seasonally laid Race Marks, and these will be in position prior to the 26th.April

All Permissions have been received from Peelports for our races throughout the season, and the CYCA have been advised of our Calendar. The keepsakes and prize glasses for our Opening and Coronation Regatta on 6th May have been ordered. All of the information required for the Year Book is now available and this has now been proof read, which hopefully should mean that last year's hiccup should not be repeated.

8. **Cadet Officer**

Neil

Last year's cadets have been emailed and all but six have replied the first meeting has been arranged for the 20th April and a new membership list is being prepared. A program of Volunteer Training is to be held prior to the season starting. It is proposed to start Cadet Racing from May onwards and it was requested and agreed that the Cadet fees be transferred in a one off exercise once they are all in.

9. **Improvements**

Duncan

An onsite meeting was held to programme the works and an initial quote for the levelling was obtained currently we are awaiting a further quote. As it is unlikely that the works can be done prior to the start of the season there was some discussion over carrying out some limited works.

Scott

The upgrading of the Showers is complete, and the invoice awaited it was decided the we ask Davy if he could replace the sinks in the gents as well.
It was decided to put the pole for mast removal on hold.

10. **Piper Association request to use the Club Website**

There was considerable discussion at which the main concern was that it was not appropriate. Queries were raised about the possibility of inappropriate content in reply it was noted that HLSC would retrain editorial control. A query was raised over who would be responsible for any editorial errors It was thought that it would be seen as favouritism of a class. In reply it was noted that other classes would have the opportunity to participate if they wished. A vote was taken and the majority of those present (8) voted against progressing the request with two abstentions.

Scott

11. **Governance Review**

- **Report to Committee**

The report had been circulated in advance with a recommendation from the Sub Committee Following a brief discussion on the consequences of the delay the Sub Committees Recommendation was accepted by the Committee.

Sallie

- **Constitution**

A brief explanation Constitution was given, there were a number of question around the possibility of moving the AGM date. Members were advised that under the new Constitution this would be possible It was agreed to hold training for the Board at the next meeting at which time members thought they may also have

/Scott

/Andrew



more questions. It was pointed out that we have used the OSCR template and as such there is only limited scope to change it.

- **Constitution Timetable** a revised timetable is attached.

12. Any other Business

- **The Lift in** has been arranged for 22 April High Tide is in the afternoon so it is proposed to put the masts on in the morning. An email is to go out to members advising them of the date.
- **Clear up** arranged for 15-16 April
- **Occasional Licences** nine Licences have been applied for.

13. Date of Meeting

TUESDAY 9th May 2023 @ 7:30 in the Clubhouse

Meeting closed 21:15

Proposed Andrew Leech

Date 9/5/23

Seconded Neil Towart

Date 9/5/23

led Commodore Jim Mclean

Date 9/5/23

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



Quiz Night

| Quiz Night 25th March 2023 | | | | | | | | |
|----------------------------|----------------|--------------|-----------------|---------------|--------------|--------------|---------------|----------------|
| Sales | Food and Drink | | | | Racing | | | |
| | Bar takings | BBQ Takings | Kitchen Takings | Tea and Cakes | Race Fees | Berthing | Quiz entry | |
| 25/03/2023 Cash | £346.00 | | | | | | £97.50 | |
| 25/03/2023 Card | £216.50 | | | | | | | |
| | | | | | | | | |
| Total Sales (A) | £562.50 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £97.50 | £660.00 |

| Cost of Sales | | | | | | | | |
|---------------------------|------------------|--------------|--------------|--------------|--------------|--------------|---------------|----------------|
| Opening Stock | £1,305.21 | | | | | | | |
| Purchases | | | | | | | £34.00 | |
| Total Stock | £1,305.21 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £34.00 | |
| Closing Stock | £869.26 | | | | | | | |
| Stock Sold (B) | £435.95 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £34.00 | £469.95 |
| Gross Profit (A-B) | £126.55 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £63.50 | £190.05 |

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|--------------------|---------------|---------------|
| Occasional Licence | £10.00 | |
| Outboard Fuel | | |
| Charcoal | | |
| Merchant Fees | £3.67 | |
| Sundries | | |
| | | |
| Total Costs | £13.67 | £13.67 |

| | |
|-------------------------------|----------------|
| Net Profit | £176.38 |
| Donation | |
| Sponsorship | |
| Event generated Income | £176.38 |



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 | | Duncan/Kenny Taking Forward |
| Internal | Kitchen upgrade | 2021 | Now on Site | EST £8K | | Duncan/Kenny Taking Forward |
| Internal | Upgrade Heaters | 2021 | To get details Costs | TBC | | Scott Contactor calling out on 8 th April |
| 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 | | Duncan/Scott Taking Forward |
| Internal | Replace single pane windows at front of Club house with DGU (TBC) | 2021 | Feasibility being investigated | TBC | | Duncan/Scott Taking Forward |
| 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 | Scott To Take Forward |
| Policy | Data Protection Review | Due in 22 | | | Scott To Take Forward |
| Policy | Equalities Review | Due in 22 | | | Scott/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 | | | |
| Other | Upgrade Website | Jul21 | New Wbesite to go live in April 22 | | Sallie Scott to Take Forward |
| Other | Review of Governance Model | Mar 22 | | | |
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|--|------------------------|
| | Completed or Abandoned |
| | Work in Progress |
| | Planned works |

Update on the new Constitution and other requirements for the SCIO¹ Application

Draft number eight is now ready for submission to the Committee for their consideration at the April meeting. We asked the Governance Officer (GO) at Glasgow Council for the Voluntary Sector (GCVS) who is a recognised expert on submissions to Office of the Scottish Charity Regulator (OSCR), if he could give some guidance on a number of issues that had been flagged up.

There were several minor recommendations which we have included in the current revision.

The main issue for us was on who would be allowed to vote at the Extra General Meeting (EGM). Our current constitution states that 'no member whose annual payment is in arrears may enter any Club event or regatta or vote at any meeting'. However, only a small number of members have currently paid i.e. 33 out of 155 or 23% this leaves us with a number of options.

- **Option 1** only allow those who have paid by the time of the meeting on 18th April to participate, this brings with it several issues, additionally the with the exception of those skippers who want to race, who are due to pay before the racing season starts. The current constitution allows members until the end of June to pay before they are removed from the membership list. This results in racing skippers being due to by 26th April and the end of June for everybody else. If we were to go down this route it is expected that there would be a significant increase in workload for the Web Coordinator and the Treasurer as members rushed to pay. This option could lead us open to challenge due to the previous precedent.
- **Option 2** allow all those that were paid up members as at the 31st March to participate less those who have already advised us that they will not be re-joining. This could lead us to be challenged as it a breach of the current rules and has the potential for members who don't re-join but have not advised us as yet the opportunity to participate.
- **Option 3** Postpone the meeting until the first week in July. This would ensure that we have followed the current Constitution and cannot be challenged. Also there are rules around when a SCIO can hold its first AGM this would mean that we would miss the opportunity to have our Annual General Meeting (AGM) in February. We were advised that OSCR are taking on average four months to complete applications so we would now expect to get approval in November at the earliest with a start update in December. As it stands even if we went with the current date as in **Option 1** we will miss the cut off for an AGM in February as well.

It is the GO's opinion that we should go with **Option 3**. We will not be able to have an AGM in February but could hold another the EGM to consider the new fees for 2024 and any other relevant business. The First AGM is required to be no more than fifteen months from the date of us becoming a SCIO which is likely to fall in line with the current practise of holding the AGM in February.



This would also give us more time to complete the training for the trustees and other organisational tasks such as putting place any legal requirements e.g. the ownership of the Clubs property and contract with Argyll and Bute Council for the Carpark and Play area.

Recommendation

The Sub Committee recommends that after taking this report into account the Committee approves **Option 3**.

Scott Crossley Sallie Condy Andrew Leech

1 SCIO Scottish Charitable Incorporated Organisation

| Date | Task |
|--|--|
| April | Constitution signed off by Committee. Members advised of revised dates |
| May | Finalise Application which includes. a) Trustee Training b) Focus Group |
| June | |
| July | Special General Meeting Submit application. a) Submission of Revised Policies |
| August Sept Oct | |
| Nov | Receive Confirmation Transfer Accounts and Contracts to the new SCIO |
| Dec | |
| Jan | |
| Feb | EGM ? |

Sederunt

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

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|-------------------------------------|----------|------------------------------|----------|
| Jim Mclean Commodore | P | Vacant Vice Commodore | ----- |
| Andrew LeechTreasuer | P | Scott Crossley Secretary | P |
| Bill Aitchison Sailing Secretary | P | Neil Towart Cadet Officer | P |

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|-----------------|----------|-------------|----------|
| 2nd Term Year 1 | | | |
| Gus MacDonald | P | Chris Bowen | P |

| | | | |
|-----------------|-----------|---------------|----------|
| 2nd term Year 2 | | | |
| Sallie Condy | AP | Lorn Campbell | P |

| | | | |
|-----------------|----------|--------------|-----------|
| 2nd Term Year 3 | | | |
| Kirsty Brown | P | Jim Campbell | AP |

Ongoing Attendance

Number of Committee Meetings 2

| | | | |
|-------------------------------------|----------|------------------------------|----------|
| Jim Mclean Commodore | 2 | Vice Commodore | Vacant |
| Andrew LeechTreasuer | 1 | Scott Crossley Secretary | 2 |
| Bill Aitchison Sailing Secretary | 2 | Neil Towart Cadet Officer | 1 |

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|---------------|----------|---------------|----------|
| Gus MacDonald | 1 | Chris Bowen | 2 |
| Sallie Condy | 1 | Lorn Campbell | 2 |
| Kirsty Brown | 2 | Jim Campbell | 1 |



Holy Loch **Sailing Club**
Sandbank, Dunoon, Firth of Clyde